



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

Tuesday, March 28, 2017, 7:00 PM  
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

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	<b>Pages</b>
<b>A. OPENING BUSINESS</b>	
1. Call to Order and Moment of Silent Reflection	
2. Disclosures of Pecuniary Interest and the General Nature Thereof	
3. Adoption of Minutes	7
RECOMMENDATION That the minutes of the closed and regular meetings of Council held March 14, 2017 BE ADOPTED as presented.	
4. Approval of Payment of Accounts	19
RECOMMENDATION That the Accounts Payable report dated March 28, 2017 BE APPROVED for payment.	
5. Mayors Comments	
<b>B. PRESENTATIONS</b>	
1. ESSEX POWERLINES - UPDATE AND CHEQUE PRESENTATION	49
Joe Barile, General Manager of Essex Powerlines Corporation, appears before Council to provide a report and update on Essex Powerlines and to present the \$10,000 Youth in Community Fund "big cheque" for 2017.	
2. ESSEX REGION CONSERVATION AUTHORITY	66
Richard Wyma, General Manager and Secretary/Treasurer of the Essex Region Conservation Authority (ERCA) appears before Council to present the 2016 Annual Report. the 2017 Budget and speak to planned activities for the new year.	

3. **PROPONENT-DRIVEN CLASS ENVIRONMENTAL ASSESSMENT (EA) ADDENDUM REPORT FOR THE BOUFFARD AND HOWARD PLANNING DISTRICTS** 86

Karl Tanner and Nicole Caza, Dillon Consulting, appear before Council to present the Municipal Class EA Addendum Report.

**RECOMMENDATION**

That the report of the Director of Development & Strategic Initiatives and the Director of Public Works dated March 23, 2017 (DS-15-2017) regarding the report prepared by Dillon Consulting entitled "Town of LaSalle Bouffard and Howard Planning Districts, Class Environmental Assessment Addendum Final Report" BE RECEIVED.

4. **LASALLE STRAWBERRY FESTIVAL** 112

Darren Winger, Ministry of Tourism, Culture and Sport, appears before Council to present the Town with a plaque acknowledging the LaSalle Strawberry Festival as one of the Top 100 Festivals in Ontario.

**C. DELEGATIONS**

**D. PUBLIC MEETINGS AND/OR HEARINGS**

1. **ZONING BYLAW AMENDMENT AND SITE PLAN CONTROL APPLICATION FOR THE SOUTHEAST CORNER OF MALDEN ROAD AND WYOMING AVENUE** 113

Public Meeting to consider a zoning by-law amendment and site plan control application (SD Development Corporation, registered owner and Rosati Construction, applicant) on approximately 0.4 hectares of land located on the southeast corner of Malden Road and Wyoming Avenue (Malden Planning District) to rezone this site from a Town Centre Commercial Holding Zone - "C4(h)" to a site-specific Town Centre Commercial Zone - "C4-12" category to permit a new retail store with approximately 740 square metres of floor area to be built at this location.

2. **HOLDING ZONE SYMBOL REMOVAL APPLICATION FOR LAND LOCATED ALONG THE WEST SIDE OF FRONT ROAD, SOUTH OF PROPERTY MUNICIPALLY KNOWN AS 2270 FRONT ROAD** 123

Public Meeting to consider a holding zone symbol removal application (Lam Duong and Kim-Quy Ton-Ni, registered owner and Serge & Odette Bertucci, Agent) on land located along the west side of Front Road, south of property municipally known as 2270 Front Road currently zoned Residential Three Holding "R3-h". The removal of the holding zone symbol will permit one new single detached dwelling to be built at this location.



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

1. TRANSIT 129  

RECOMMENDATION  
That the report of the Chief Administrative Officer dated March 23, 2017 (CAO-12-17) regarding the proposed Transit service BE APPROVED and that an agreement with Transit Windsor for the provision of transit service to the Town of LaSalle for the years 2017-2017 BE AUTHORIZED; and that the purchase of two buses (through Transit Windsor) BE APPROVED in accordance with the provisions as outlined in report CAO-12-17, and that the purchase of bus shelters and signage be coordinated with Transit Windsor, and that branding opportunities on the buses and advertising opportunities in/on the buses and at bus stops be discussed with Street-seen media.
  
2. VOLLMER COMPLEX SPLASH PAD/PLAYGROUND ADDITIONAL WORK 158  

RECOMMENDATION  
That he report of the Director of Public Works dated March 23, 2017 (PW-07-17) regarding the Vollmer Complex Splash Pad/Playground Additional Work, including the overall site plan of the proposed project area BE APPROVED and that the revised splash pad design and proposed shade sail structure BE RECEIVED and that the additional work of the accessible playground, the plaza construction and the plaza amenities/features BE AWARDED to YWI Landscaping, and that a \$30,000 contingency BE ALLOCATED for any unforeseen or additional requirements to complete the construction and that the project area be serviced with electrical, water and drainage to accommodate the construction of this project at a cost of \$40,000.
  
3. CORPORATE POLICY MANUAL UPDATE 172  

RECOMMENDATION  
That the report of the Director of Council Services/Clerk dated March 16, 2017 recommending a new consolidated Policy Manual for corporate policy BE APPROVED and the policies noted in Schedule "B" as being redundant along with corresponding resolutions BE RESCINDED and the By-Laws that approved same BE REPEALED and that the policies as noted in Schedule "C" BE APPROVED.
  
4. YOUTH AND SENIORS ADVISORY COMMITTEES 412  

For Council Decision.
  
5. LEPAIN DRAIN - APPOINTMENT OF DRAINAGE ENGINEER UNDER SECTION 78 OF THE DRAINAGE ACT 415  

RECOMMENDATION  
That the report of the Manager of Engineering dated March 22, 2017 (PW-06-17) recommending Dillon Consulting under Section 78 of the Drainage Act be appointed to complete the report on the Lepain Drain BE APPROVED.

6. CONTRACT EXTENSION FOR ANIMAL CONTROL SERVICES FOR PHILIP BYRNE 416
- RECOMMENDATION  
That the report of the Supervisor of Planning & Development Services dated March 22, 2017 (DSI-06-2017) recommending the contract for animal control services BE EXTENDED from April 1, 2017 to March 31, 2020 at an annual cost of \$17,900.00 plus HST in accordance with the terms and conditions of the original contract authorized by Bylaw 7601 BE APPROVED and further that the Mayor and Clerk BE AUTHORIZED to sign an agreement to this effect and that the corresponding bylaw BE ADOPTED during the bylaw stage of the agenda.
7. 2016 COUNCIL REMUNERATION 418
- RECOMMENDATION  
That the report of the Director of Finance & Treasurer dated March 22, 2016 (FIN-08-2017) regarding the 2016 Schedule of Council Remuneration for the fiscal year ended December 31, 2016 BE APPROVED and that the continuation of the one third tax free allowance for elected officials BE REAFFIRMED.
8. 2016 YEAR END REPORTS 420
- RECOMMENDATION  
That the report of the Manager of Finance & Deputy Treasurer dated March 24, 2016 (FIN-10-2017) regarding the 2016 Year End Reports which include the Capital Fund Analysis, Reserves, Reserve Fund, Deferred Revenue Schedule and the Cash and Investments Report for the year ended December 31, 2016 BE APPROVED AND ADOPTED, and that the schedules for the activity associated with Essex Power Corporation BE AMENDED as outlined.
9. REQUEST FOR SUPPORT FROM THE TOWN OF TECUMSEH, REGARDNG MARIJUANA CONTROLS UNDER BILL 178 424
- For Council Decision.

**F. INFORMATION ITEMS TO BE RECEIVED**

1. JANUARY AND FEBRUARY, 2017 MONTH END FINANCIAL STATEMENTS 426
- RECOMMENDATION  
That the Financial Statement, Capital Fund Analysis, and Reserves and Reserve Fund Schedule ending January 2017, and February 2017 BE RECEIVED.
2. 4TH QUARTER REPORT 440
- RECOMMENDATION  
That the report of the Manager of Finance & Deputy Treasurer and Supervisor of Accounting dated March 23, 2017 (FIN-09-17) regarding the 4th Quarter Report which details the financial position of the municipality as of the 4th quarter of 2016 BE RECEIVED.

3.	PREMIER'S AWARD FOR AGRI-FOOD INNOVATION EXCELLENCE PROGRAM	461
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RECOMMENDATION

That correspondence received from the Honourable Jeff Leal, Minister of Agriculture, Food and Rural Affairs dated February 27, 2017 regarding applications for the 2017 Premier's Award for Agri-Food Innovation Excellence program BE RECEIVED.

4.	SUMMARY OF REPORTS TO COUNCIL	462
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RECOMMENDATION

That the report of the Chief Administrative Officer dated March 28, 2017, being a summary of reports requested by Council BE RECEIVED.

<b>G.</b>	<b>BY-LAWS</b>	<b>463</b>
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RECOMMENDATION

That the following By-laws BE GIVEN first reading:

**7991** - A Bylaw to temporarily close certain roads in the Town of LaSalle to accommodate the Turtle Club Parade

**7992** - A Bylaw to amend Bylaw #7878, being a Bylaw to authorize execution of an agreement with the Minister of Environment and Climate Change regarding funding for Source Protection Plans

**7993** - A Bylaw to authorize the execution of an agreement between the Corporation of the Town of LaSalle and Philip Byrne for the provision of animal control officer

RECOMMENDATION

That by-law numbers 7991, 7992 and 7993 BE GIVEN second reading.

RECOMMENDATION

That by-law numbers 7991, 7992 and 7993 BE GIVEN third reading and finally passed.

<b>H.</b>	<b>COUNCIL QUESTIONS</b>	
<b>I.</b>	<b>STATEMENTS BY COUNCIL MEMBERS</b>	
<b>J.</b>	<b>REPORTS FROM COMMITTEES</b>	
<b>K.</b>	<b>NOTICES OF MOTION</b>	
<b>L.</b>	<b>MOTION TO MOVE INTO CLOSED SESSION</b>	
<b>M.</b>	<b>CONFIRMATORY BY-LAW</b>	

**N. SCHEDULE OF MEETINGS**

Accessibility Advisory Committee Meeting - April 6, 2017 @ 4:00 pm

Regular Meeting of Council - April 11, 2017 @ 7:00 pm

Committee of Adjustment - April 19, 2017 @ 5:30 pm

Regular Meeting of Council - April 25, 2017 @ 7:00 pm

**O. ADJOURNMENT**



## REPORT OF CLOSED MEETING OF LASALLE TOWN COUNCIL

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March 14, 2017  
5:30 pm

**Members in attendance:**

Mayor Ken Antaya  
Deputy Mayor Marc Bondy  
Councillor Terry Burns  
Councillor Sue Desjarlais  
Councillor Crystal Meloche  
Councillor Jeff Renaud

**Regrets:**

Councillor Mike Akpata

**Also in attendance:**

Kevin Miller, Chief Administrative Officer  
J. Milicia, Director of Finance & Treasurer  
Agatha Armstrong, Deputy Clerk  
R. Hyra, Human Resources Officer – regarding item #1 on the agenda  
D. Sutton, Fire Chief – regarding item #1 on the agenda

Mayor Antaya calls the meeting to order at 5:30 pm

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

None.

76/17 Desjarlais/Renaud

That Council move into closed session at 5:31pm to discuss the following items:

1. Personal Matters about identifiable individuals – Personnel Committee Meeting Minutes dated March 7, 2017 – s.239(2)(b)
2. Solicitor Client Privilege – Status of Water Agreement negotiations (Confidential Report FIN-06-2017) s.239(2)(f)

Carried.

77/17 Desjarlais/Renaud

That Council move back into public session at 6:17pm

Carried.

1. Personnel Committee Meeting Minutes dated March 7, 2017

78/17 Burns/Bondy

That the recommendations in the confidential report of the Fire Chief dated February 17, 2017 (FIRE 17-03) regarding personal matters about identifiable individuals, approved at the Personnel Committee meeting of March 7, 2017 BE APPROVED and Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

Carried.

79/17 Bondy/Renaud

That the recommendations in the confidential report of the Chief Administrative Officer dated March 1, 2017 (CAO-10-17) regarding personal matters about identifiable individuals, approved at the Personnel Committee meeting of March 7, 2017 BE APPROVED and Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

Chief Sutton leaves the meeting at 5:35pm

R. Hyra leaves the meeting at 5:50 pm

2. Status of Water Agreement negotiations (Confidential Report FIN-6-2017)

80/17 Burns/Meloche

That the confidential report of the Director of Finance and Treasurer dated March 10, 2017 (FIN-06-2017) regarding the status of the water agreement negotiations with Windsor Utilities Commission/EnWin BE RECEIVED and that Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

Carried.

There being no further business, the meeting is adjourned at 6:20 pm

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Mayor – Ken Antaya

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Deputy Clerk – Agatha Armstrong



**THE CORPORATION OF THE TOWN OF LASALLE**

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

March 14, 2017

7:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

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

Members of Council Absent: Councillor Michael Akpata

Administration Present: K. Miller, Chief Administrative Officer, J Milicia, Director of Finance & Treasurer, L. Silani, Director of Development & Strategic Initiatives , D. Sutton, Fire Chief, P. Funaro, Interim Director of Culture and Recreation, A. Armstrong, Deputy Clerk, L. Jean, Administrative Assistant to the Clerk, G. Koval, IS Administrator

Additional Administration Present: D. Langlois, Manager of Finance/Deputy Treasurer, M. Masanovich, Manager of Facilities, D. Hansen, Supervisor of Accounting.

**A. OPENING BUSINESS**

1. Call to Order and Moment of Silent Reflection
2. Disclosures of Pecuniary Interest and the General Nature Thereof  
None.

3. Adoption of Minutes

81/17

Moved by: Councillor Desjarlais

Seconded by: Councillor Meloche

That the minutes of the regular meeting of Council held February 28, 2017 BE ADOPTED as presented.

**Carried.**

4. Approval of Payment of Accounts

82/17

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the Accounts Payable report dated March 14, 2017 BE APPROVED for payment.

**Carried.**

5. Mayors Comments

February 26 - 28 and March 1, 2017, I attended along with Deputy Mayor Bondy, Councillor Renaud and our CAO, Mr. Miller, the Ontario Good Roads Association Conference. We had an opportunity to have a brief informal meeting with Infrastructure Minister Chiarelli, and Municipal Affairs and Housing Minister Mauro, regarding issues recently brought to the attention of the Province, regarding Infrastructure funding, and Ontario Municipal Partnership Funding. They were both very cordial, and recognize the position of the Town. They further indicated that we would receive their response to these concerns in the near future.

I had an opportunity to drop in a the LaSalle Hang Out, 1400 Front Road. This of course is the after school hours facility, operated by volunteers. It provides a venue for children to do homework, connect socially, watch TV, play games etc. during the gap time between the end of school day and when the family returns from their daily obligations.

**B. PRESENTATIONS**

**C. DELEGATIONS**

**D. PUBLIC MEETINGS AND/OR HEARINGS**

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



1. PROPOSED WORK AT VOLLMER

83/17

Moved by: Councillor Burns

Seconded by: Councillor Desjarlais

That the report of the Chief Administrative Officer dated March 9, 2017 (CAO-08-17) regarding the proposed improvements and renovations to be undertaken at the Vollmer Complex BE APPROVED in accordance with the proposed workplan.

**Carried.**

2. AWARDING CONTRACT FOR STONE FACADE RESTORATION AT VOLLMER COMPLEX

84/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Meloche

That the report of the Manager of Facilities dated March 14, 2017 (PW-05-17) recommending the Masonry Restoration Repair for the Vollmer Complex Façade be awarded to Joe Lepera Construction Inc. at a total cost of \$84,507.05 BE APPROVED and that work commence in a timely fashion as weather permits.

**Carried.**

3. BILL 8, PUBLIC SECTOR AND MPP ACCOUNTABILITY AND TRANSPARENCY ACT - MUNICIPAL COMPLAINTS POLICY

85/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Desjarlais

That the report of the Deputy Clerk dated February 22, 2017 (CL-6-17) regarding Bill 8, the *Public Sector and MPP Accountability and Transparency Act* BE RECEIVED and that the Municipal Complaints Policy BE ADOPTED.

**Carried.**

4. ICE USE ALLOCATION POLICY & PROCEDURE - OUTDOOR SPORTS  
SURFACE ALLOCATION POLICY & PROCEDURE

86/17

Moved by: Councillor Desjarlais

Seconded by: Councillor Meloche

That the report of the Interim Director of Culture & Recreation dated March 7, 2017 (C&R 02-17) regarding the Ice Use Allocation and Outdoor Sports Allocation Policy and Procedure BE RECEIVED; and that the Ice Use Allocation Policy & Procedure BE APPROVED ;and further that the Ice Use Allocation Policy & Procedure 3382/98 approved May 12, 1998 BE RESCINDED.

**Carried.**

87/17

Moved by: Councillor Burns

Seconded by: Councillor Desjarlais

That the report of the Interim Director of Culture & Recreation dated March 7, 2017 (C&R 02-17) regarding the Ice Use Allocation and Outdoor Sports Allocation Policy and Procedure BE RECEIVED; and further that the Outdoor Sports Surface Use Allocation Policy and Procedure BE APPROVED.

**Carried.**

5. FLYPAST AUTHORIZATION LETTER

88/17

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Bondy

That email correspondence received requesting authorization to allow the Canadian Forces Snowbirds to overfly in LaSalle as low as 500 feet during an airshow being held on May 27 & 28, 2017 BE APPROVED and that a letter authorizing the overfly be sent to Captain Gregory Mendes, Special Events, National Defence.

**Carried.**

6. REQUEST FOR SUPPORT FROM THE TOWNSHIP OF LAKE OF BAYS REGARDING SCHEDULE 5 OF BILL 7 - AN ACT TO AMEND OR REPEAL VARIOUS ACTS WITH RESPECT TO HOUSING AND PLANNING (PROPERTY STANDARDS)

89/17

Moved by: Councillor Burns

Seconded by: Councillor Renaud

That correspondence dated February 23, 2017 received from the Township of Lake of Bays with respect to Schedule 5 of Bill 7 which is an Act to Amend or Repeal various Acts with respect to Housing and Planning (Property Standards) BE ENDORSED AND SUPPORTED and that a copy of this resolution be forwarded to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Chris Ballard, Minister of Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, and Ms. Andrea Horwath, Leader of the New Democratic Party, Member of Provincial Parliament in the Province of Ontario through the following resolution:

**WHEREAS** the Township of Lake of Bays receives the staff report "Bill 7 - An Act to Amend or Repeal Various Acts with respect to Housing and Planning (Property Standard)", dated February 21, 2017.

**AND WHEREAS** Schedule 5 of the Bill prescribes that local municipalities shall assume enforcement responsibility for residential rental maintenance standards (O. Reg. 517/06) under the RTA on July 1, 2018;

**AND WHEREAS** the Ministry of Housing currently enforces residential rental maintenance standards in municipalities that do not have a property standards bylaw, or have a "partial" bylaw that does not address the interior of rental buildings;

**AND WHEREAS** the Ministry currently receives complaints from tenants respecting residential rental maintenance standards and appoints inspectors to provide this service to municipalities on an as needed basis, for a cost-effective set fee of \$265 for each inspection or re-inspection;

**AND WHEREAS** the download of enforcement responsibility will require each municipality to receive written complaints from tenants, cause an inspector to make an inspection to determine whether the provincial standards have been complied with, issue work orders to landlords who have not complied with a prescribed maintenance standard, monitor compliance, investigate allegations of failure to comply, and where circumstances warrant, to prosecute landlords for non-compliance;

**AND WHEREAS** the Government of Ontario intends to download these responsibilities with no compensatory funding, leaving municipalities that do not currently enforce residential rental maintenance standards with the significant fiscal challenge of providing this service cost-effectively;

**BE IT RESOLVED THAT** the Council of the Corporation of the Township of Lake of Bays calls the Government of Ontario and the Ministry of Housing to halt the download of enforcement responsibility for residential rental maintenance standards proposed in Schedule 5 of Bill 7, in light of the significant fiscal challenge each municipality will face to provide this service to the public in a cost-effective manner; and

**AND FURTHER THAT** a copy of this resolution be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Chris Ballard, Minister of Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, and Ms. Andrea Horwath, Leader of the New Democratic Party, Member of Provincial Parliament in the Province of Ontario.

**Carried.**

7. REQUEST FOR SUPPORT FROM THE REGION OF PEEL - REGIONAL WATER FLOURIDATION

90/17

Moved by: Councillor Burns

Seconded by: Councillor Desjarlais

That correspondence dated February 22, 2017 received from the Regional Municipality of Peel with respect to regional water fluoridation BE ENDORSED AND SUPPORTED and that a copy of this resolution be forwarded to the Honourable Kathleen Wynne, Premier of Ontario and the Honourable Dr. Eric Hoskins, Minister of Health and Long Term Care, through the following resolution:

**WHEREAS** the Minister of Health and Long Term care is working to establish a health system in Ontario that is based on helping people stay healthy, delivering good care when people need it, and protecting the health system for future generations;

**AND WHEREAS**, the Ministry of Health and Long Term Care has changed its focus to work towards better health care for Ontarians, and stewardship has become its mission and mandate;

**AND WHEREAS**, this new stewardship role will mean that the Ministry will provide overall direction and leadership for the system, developing legislation, regulations, standards, policies and directives to support the health of Ontarians;

**AND WHEREAS**, on January 7, 2016 the Region of Peel received a letter from the Minister of Health and Long Term Care, Dr. Eric Hoskins, supporting the benefits of water fluoridation as an important measure to protect the health of Ontarians;

**AND WHEREAS**, the Province of Ontario is responsible for The Safe Drinking Water Act, the purposes of which include (i) recognizing that the people of Ontario are entitled to expect their drinking water be safe and (ii) providing for the protection of human health and the prevention of drinking water health hazards through the control and regulation of drinking water systems and drinking water testing;

**AND WHEREAS**, Municipal Councillors do not have the detailed familiarity to interpret data regarding the efficacy of Hydrofluorosilicic Acid (HFSA) in water fluoridation treatments and are struggling with a range of conflicting reports and public concern on the matter of fluoridation;

**THEREFORE BE IT RESOLVED**, that Regional of Peel Council request the Premier of Ontario and the Minister of Health and Long Term Care, whose mandate it is to protect the health of Ontarians, (i) to undertake appropriate and comprehensive toxicity testing necessary to reassure the public that the use of HFSA in water fluoridation treatments is safe; and (ii) take legislative responsibility for the regulation and administration of HFSA in water fluoridation treatments across the province relieving local governments from what is a provincial responsibility;

**AND FURTHER THAT**, a copy of this resolution be circulated to the Honourable Kathleen Wynne, Premier of Ontario and the Honourable Dr. Eric Hoskins, Minister of Health and Long Term Care.

**Carried.**

## 8. RECOGNITION OF LASALLE VOLUNTEERS

The following volunteer names are drawn at random to receive Windsor Symphony Orchestra tickets to the April 29, 2017 performance of "Concerto for Comedian":

- Matthew Henderson - Sacred Heart School
- Robert Knowles - Knights of Columbus 9500
- Jaeleen Koscielski - Girl Guides
- Shalin Khosla - LaSalle Rotary Club
- Tasha Hummell - LaSalle Stompers Club
- Kris Racine - LaSalle Minor Hockey

**F. INFORMATION ITEMS TO BE RECEIVED**

1. SENIOR OF THE YEAR AWARD

91/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Burns

That correspondence received from the Honourable Dipika Damerla, Minister of Seniors Affairs dated March, 2017 inviting participation in the 2017 Senior of the Year Award which gives each municipality in Ontario the opportunity to honour one outstanding local senior after the age of 65 BE RECEIVED

**Carried.**

2. SUMMARY OF REPORTS TO COUNCIL

92/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Burns

That the report of the Chief Administrative Officer dated March 14, 2017, being a summary of reports requested by Council BE RECEIVED.

**Carried.**

**G. BY-LAWS**

93/17

Moved by: Councillor Meloche

Seconded by: Councillor Burns

That the following By-laws BE GIVEN first reading:

**7989** - A Bylaw to authorize the execution of a lease agreement between Rogers Communications Inc. c/o BLJC, and the Corporation of the Town of LaSalle

**Carried.**

94/17

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That by-law number 7989 BE GIVEN second reading.

**Carried.**

95/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Burns

That by-law number 7989 BE GIVEN third reading and finally passed.

**Carried.**

**H. COUNCIL QUESTIONS**

None.

**I. STATEMENTS BY COUNCIL MEMBERS**

None.

**J. REPORTS FROM COMMITTEES**

None.

**K. NOTICES OF MOTION**

None.

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

**M. CONFIRMATORY BY-LAW**

96/17

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That Confirmatory Bylaw #7990 BE GIVEN first reading.

**Carried.**

97/17

Moved by: Councillor Meloche

Seconded by: Councillor Burns

That Confirmatory Bylaw #7990 BE GIVEN second reading.

**Carried.**

98/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Renaud

That Confirmatory Bylaw #7990 BE GIVEN third reading and finally passed.

**Carried.**

**N. SCHEDULE OF MEETINGS**

March 22, 2017 @ 5:30 pm - Committee of Adjustment

March 28, 2017 @ 7:00 pm - Regular Meeting of Council

April 6, 2017 @ 4:00 pm - Accessibility Advisory Committee Meeting

April 11, 2017 @ 7:00 pm - Regular Meeting of Council

**O. ADJOURNMENT**

Meeting adjourned at the call of the Chair 7:50 pm

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Mayor: Ken Antaya

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Deputy Clerk: Agatha Armstrong



TOWN OF LASALLE

ACCOUNTS PAYABLE

COUNCIL REPORT

March 28, 2017

**TOWN OF LASALLE  
Council/Board Report-Smry (Computer)**



AP5060A  
Date : Mar 22, 2017

Page : 1  
Time : 4:18 pm

Vendor : 000006 To 911511  
Batch : All

Cheque Dates : 03-Mar-2017 To 22-Mar-2017  
Bank : 1 To 1

Vendor Code Invoice No.	Vendor Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
<b>230045</b>	<b>2173757 ONTARIO LTD</b>						
12014058449	CONC SUP-VRC	20170315 C	06-Mar-2017	15-Mar-2017	105.56	105.56	0.00
<b>Supplier Totals :</b>					<b>105.56</b>	<b>105.56</b>	<b>0.00</b>
<b>901415</b>	<b>823821 ONTARIO INC</b>						
1209	714 COMMISSO	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
141327	652 COMMISSO	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
141453	613 COMMISSO	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
141454	617 COMMISSO	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
151611	713 COMMISSO	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
151662	737 COMMISSO	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
<b>Supplier Totals :</b>					<b>4,500.00</b>	<b>4,500.00</b>	<b>0.00</b>
<b>010107</b>	<b>ACCESS DOORS N MORE INC</b>						
36712	VRC DOORS-FF	20170315 C	23-Feb-2017	15-Mar-2017	3,695.10	3,695.10	0.00
<b>Supplier Totals :</b>					<b>3,695.10</b>	<b>3,695.10</b>	<b>0.00</b>
<b>010004</b>	<b>ADVANCE BUSINESS SYSTEMS</b>						
592214	LEXMARK XS463-POL	20170316 P	10-Mar-2017	16-Mar-2017	21.37	21.37	0.00
592215	STUDIO 4540-POL	20170316 P	10-Mar-2017	16-Mar-2017	42.74	42.74	0.00
592524	STUDIO 257-POL	20170322 P	15-Mar-2017	22-Mar-2017	172.02	172.02	0.00
<b>Supplier Totals :</b>					<b>236.13</b>	<b>236.13</b>	<b>0.00</b>
<b>901045</b>	<b>AJ STONE COMPANY LTD</b>						
132392	SCBA REPAIRS-FIRE	20170321 C	09-Mar-2017	21-Mar-2017	72.32	72.32	0.00
132434	AIR DETECTOR-FIRE	20170321 C	13-Mar-2017	21-Mar-2017	896.09	896.09	0.00
132436	SCBA ASSY-FIRE	20170321 C	13-Mar-2017	21-Mar-2017	553.91	553.91	0.00
<b>Supplier Totals :</b>					<b>1,522.32</b>	<b>1,522.32</b>	<b>0.00</b>
<b>010008</b>	<b>ALLSTREAM BUSINESS INC</b>						
18146745	PHONE-POL	20170322 P	10-Mar-2017	22-Mar-2017	847.65	847.65	0.00
<b>Supplier Totals :</b>					<b>847.65</b>	<b>847.65</b>	<b>0.00</b>
<b>010056</b>	<b>APPLIED COMPUTER</b>						
37467	TREND WF SOFTWARE-IT	20170315 C	27-Feb-2017	15-Mar-2017	2,237.40	2,237.40	0.00

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<b>Supplier Totals :</b>					2,237.40	2,237.40	0.00
<b>010011</b>	<b>ASSOCIATION OF</b>						
170813-16 DESJAI	REG-DESJARLAIS	20170314 D	14-Mar-2017	14-Mar-2017	830.55	830.55	0.00
170813-16 MILLER	REG-MILLER	20170314 D	14-Mar-2017	14-Mar-2017	774.05	774.05	0.00
170813-16 RENAU	REG-RENAUD	20170314 D	14-Mar-2017	14-Mar-2017	1,045.25	1,045.25	0.00
<b>Supplier Totals :</b>					2,649.85	2,649.85	0.00
<b>020051</b>	<b>B.K. CORNERSTONE DESIGN</b>						
300-00778	OVERPD TAXES	20170314 D	13-Mar-2017	14-Mar-2017	1,375.72	1,375.72	0.00
<b>Supplier Totals :</b>					1,375.72	1,375.72	0.00
<b>020010</b>	<b>BELL CANADA</b>						
1702/969-0713	PHONE-TOWNHALL	20170314 D	22-Feb-2017	14-Mar-2017	98.04	98.04	0.00
<b>Supplier Totals :</b>					98.04	98.04	0.00
<b>020089</b>	<b>BENSON AUTOPARTS</b>						
12962745	UNIT 5203-16-FF	20170321 C	13-Feb-2017	21-Mar-2017	113.00	113.00	0.00
12962786	PARKS PARTS-FF	20170321 C	17-Feb-2017	21-Mar-2017	928.52	928.52	0.00
20483072	TIRE VALVES-FF	20170321 C	12-Jan-2017	21-Mar-2017	40.40	40.40	0.00
20484148	TIRE SEALER-FF	20170321 C	31-Jan-2017	21-Mar-2017	37.23	37.23	0.00
20485570	FILTERS-FF	20170321 C	15-Feb-2017	21-Mar-2017	76.68	76.68	0.00
85459591	UNIT 5651-FF	20170321 C	06-Mar-2017	21-Mar-2017	208.73	208.73	0.00
<b>Supplier Totals :</b>					1,404.56	1,404.56	0.00
<b>020018</b>	<b>BOGAR TRUCK PARTS</b>						
801216	UNIT 5207-FF	20170321 C	22-Feb-2017	21-Mar-2017	236.85	236.85	0.00
<b>Supplier Totals :</b>					236.85	236.85	0.00
<b>020023</b>	<b>BONDY ELECTRIC LIMITED</b>						
8195	DISCONNECT POWER TO BOAT RAMP-FF	20170315 C	15-Feb-2017	15-Mar-2017	169.50	169.50	0.00
8197	BOAT RAMP PANEL-FF	20170315 C	01-Mar-2017	15-Mar-2017	248.57	248.57	0.00
8198	INSTALL ARENA BREAKER/TRACK	20170315 C	01-Mar-2017	15-Mar-2017	960.91	960.91	0.00
<b>Supplier Totals :</b>					1,378.98	1,378.98	0.00
<b>020020</b>	<b>BONDY RILEY KOSKI LLP</b>						

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Invoice No.	Description	Batch	Invoice Date	Due Date			
15110	LEGAL FEES-ADMIN	20170315 C	21-Feb-2017	15-Mar-2017	403.08	403.08	0.00
15111	LEGAL FEES-ADMIN	20170315 C	21-Feb-2017	15-Mar-2017	929.10	929.10	0.00
<b>Supplier Totals :</b>					<b>1,332.18</b>	<b>1,332.18</b>	<b>0.00</b>
<b>903397</b>	<b>BSM TECHNOLOGIES LTD</b>						
217421-IN	GPS CABLES-FF	20170321 C	27-Jan-2017	21-Mar-2017	588.59	588.59	0.00
<b>Supplier Totals :</b>					<b>588.59</b>	<b>588.59</b>	<b>0.00</b>
<b>020143</b>	<b>BUNGALOW GROUP</b>						
10218-2	2425 SKINNER	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
<b>Supplier Totals :</b>					<b>750.00</b>	<b>750.00</b>	<b>0.00</b>
<b>903848</b>	<b>CADUCEON ENTERPRISES INC</b>						
17-2961	TESTING-WATER	20170321 C	28-Feb-2017	21-Mar-2017	1,060.73	1,060.73	0.00
<b>Supplier Totals :</b>					<b>1,060.73</b>	<b>1,060.73</b>	<b>0.00</b>
<b>030098</b>	<b>CAMIONS CARL THIBAUT INC</b>						
16-316	UNIT 207-FIRE	20170321 C	10-Mar-2017	21-Mar-2017	49.00	49.00	0.00
<b>Supplier Totals :</b>					<b>49.00</b>	<b>49.00</b>	<b>0.00</b>
<b>900411</b>	<b>CANADIAN BEARINGS LTD.</b>						
20136801-00	BEARINGS-FF	20170321 C	24-Feb-2017	21-Mar-2017	700.60	700.60	0.00
<b>Supplier Totals :</b>					<b>700.60</b>	<b>700.60</b>	<b>0.00</b>
<b>030015</b>	<b>CANADIAN IMPERIAL BANK</b>						
MAR 15/17	PAYROLL REMITTANCES	72	13-Mar-2017	13-Mar-2017	1,098.67	1,098.67	0.00
MAR 22/17	PAYROLL REMITTANCES	75	16-Mar-2017	16-Mar-2017	1,095.58	1,095.58	0.00
MAR 8/17	PAYROLL REMITTANCES	70	08-Mar-2017	08-Mar-2017	1,085.28	1,085.28	0.00
<b>Supplier Totals :</b>					<b>3,279.53</b>	<b>3,279.53</b>	<b>0.00</b>
<b>030022</b>	<b>CARDINAL SERVICES GROUP</b>						
555364	SERV FIRE HVAC-FF	20170315 C	24-Feb-2017	15-Mar-2017	251.54	251.54	0.00
555917	SERV BOILER-POL	20170322 P	21-Mar-2017	22-Mar-2017	1,497.25	1,497.25	0.00
<b>Supplier Totals :</b>					<b>1,748.79</b>	<b>1,748.79</b>	<b>0.00</b>
<b>030132</b>	<b>CAREERTRACK</b>						
21634865	SEMINAR-PW	20170315 C	06-Mar-2017	15-Mar-2017	168.37	168.37	0.00

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21700478	TRAINING-ADMIN	20170315 C	14-Mar-2017	16-Mar-2017	281.37	281.37	0.00
<b>Supplier Totals :</b>					449.74	449.74	0.00
<b>030024</b>	<b>CARRIER CENTERS</b>						
04P419487	H/E CLAMP-VRC	20170321 C	14-Mar-2017	21-Mar-2017	32.82	32.82	0.00
<b>Supplier Totals :</b>					32.82	32.82	0.00
<b>030154</b>	<b>CATHYS DANCE STUDIO</b>						
1703 REGISTER	P2P-VRC	20170321 C	17-Mar-2017	21-Mar-2017	210.00	210.00	0.00
<b>Supplier Totals :</b>					210.00	210.00	0.00
<b>900219</b>	<b>CINTAS CANADA LTD</b>						
5006770086	FIRST AID SUP-VRC	20170321 C	02-Mar-2017	21-Mar-2017	267.02	267.02	0.00
<b>Supplier Totals :</b>					267.02	267.02	0.00
<b>900631</b>	<b>CODE 4 FIRE &amp; RESCUE INC</b>						
204226	JAWS OF LIFE PREV MAINT-FIRE	20170321 C	08-Mar-2017	21-Mar-2017	1,356.85	1,356.85	0.00
<b>Supplier Totals :</b>					1,356.85	1,356.85	0.00
<b>030064</b>	<b>COGECO CABLE CANADA INC</b>						
1702 VRC INTERN	70614-663530-01-8-01 INTERNET-VRC	20170314 D	22-Feb-2017	14-Mar-2017	220.29	220.29	0.00
1703 CABLE FIRE	70614-587985-02-6-01 CABLE-FIRE	20170321 C	03-Mar-2017	22-Mar-2017	77.96	77.96	0.00
1703 CABLE POL	70614-669462-01-2-01 CABLE-POL	20170322 P	13-Mar-2017	22-Mar-2017	77.96	77.96	0.00
1703 CABLE TOW	70614-675653-01-5-01 CABLE-TOWNHALL	20170321 C	08-Mar-2017	22-Mar-2017	74.56	74.56	0.00
1703 CABLE VRC	70614-653484-01-6-01 CABLE-VRC	20170321 C	03-Mar-2017	22-Mar-2017	164.89	164.89	0.00
<b>Supplier Totals :</b>					615.66	615.66	0.00
<b>030068</b>	<b>COLONIAL COFFEE</b>						
734963	CONC SUP-VRC	20170315 C	02-Mar-2017	15-Mar-2017	160.30	160.30	0.00
<b>Supplier Totals :</b>					160.30	160.30	0.00
<b>030030</b>	<b>COMMISSIONAIRES</b>						
350581	FEB 6-18 SECURITY-TOWNHALL	20170315 C	18-Feb-2017	15-Mar-2017	956.05	956.05	0.00
<b>Supplier Totals :</b>					956.05	956.05	0.00
<b>030055</b>	<b>CORIX WATER PRODUCTS LTD</b>						
10716007149	TRAIING/ANNUAL SUPPORT-WATER/IT	20170321 C	02-Feb-2017	22-Mar-2017	56,906.80	56,906.80	0.00

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<b>Supplier Totals :</b>					56,906.80	56,906.80	0.00
<b>900110</b>	<b>CORPORATE BILLING INC</b>						
90389478	UNIT 5219-FF	20170321 C	01-Feb-2017	21-Mar-2017	477.83	477.83	0.00
90389662	UNIT 5201-FF	20170321 C	02-Feb-2017	21-Mar-2017	7.48	7.48	0.00
90393331	UNIT 202-FIRE	20170315 C	27-Feb-2017	15-Mar-2017	1,868.74	1,868.74	0.00
<b>Supplier Totals :</b>					2,354.05	2,354.05	0.00
<b>030084</b>	<b>COUNTRYSIDE HOME HARDWARE</b>						
66448	WIRE CUTTERS-WATER	20170321 C	01-Feb-2017	21-Mar-2017	28.24	28.24	0.00
66449	BRASS SLEEVES-WATER	20170321 C	01-Feb-2017	21-Mar-2017	3.37	3.37	0.00
66450	SHOWER CURTAIN-FF	20170315 C	01-Feb-2017	15-Mar-2017	44.80	44.80	0.00
66451	LIGHTS-FF	20170315 C	01-Feb-2017	15-Mar-2017	12.98	12.98	0.00
66453	VALVE-WATER	20170321 C	02-Feb-2017	21-Mar-2017	15.81	15.81	0.00
66458	SURGE PROT-ROADS	20170315 C	03-Feb-2017	15-Mar-2017	56.45	56.45	0.00
66468	BOLTS-FF	20170315 C	04-Feb-2017	15-Mar-2017	11.53	11.53	0.00
66480	KEYS-FF	20170315 C	06-Feb-2017	15-Mar-2017	40.54	40.54	0.00
66487	TAPE MEASURE/SCREWS/DOWEL	20170315 C	07-Feb-2017	15-Mar-2017	41.31	41.31	0.00
66490	DOWELS-FIRE	20170315 C	07-Feb-2017	15-Mar-2017	18.74	18.74	0.00
66503	KEY-POL	20170316 P	09-Feb-2017	16-Mar-2017	3.38	3.38	0.00
66505	SHOVEL-ROADS	20170315 C	09-Feb-2017	15-Mar-2017	64.38	64.38	0.00
66514	HAMMER, NAILS, ADHSV-FF	20170315 C	10-Feb-2017	15-Mar-2017	67.87	67.87	0.00
66515	NAILS-FF	20170315 C	10-Feb-2017	15-Mar-2017	11.05	11.05	0.00
66535	CLEANERS-WATER	20170321 C	13-Feb-2017	21-Mar-2017	18.03	18.03	0.00
66557	WALL ANCHORS-FF	20170315 C	16-Feb-2017	15-Mar-2017	47.41	47.41	0.00
66562	PLIERS/TUBING-FF	20170315 C	17-Feb-2017	15-Mar-2017	33.29	33.29	0.00
66582	STOP VALVE-WATER	20170321 C	21-Feb-2017	21-Mar-2017	21.45	21.45	0.00
66583	UTILITY KNIFE-FF	20170315 C	22-Feb-2017	15-Mar-2017	29.92	29.92	0.00
66584	STEP STOOLS-WATER	20170321 C	22-Feb-2017	21-Mar-2017	125.40	125.40	0.00
66586	CEMENT-ROADS	20170315 C	22-Feb-2017	15-Mar-2017	5.53	5.53	0.00
66589	ADHSV-FF	20170315 C	23-Feb-2017	15-Mar-2017	10.50	10.50	0.00

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66603	BOXES-ROADS	20170315 C	27-Feb-2017	15-Mar-2017	10.17	10.17	0.00
66604	BOXES-ROADS	20170315 C	27-Feb-2017	15-Mar-2017	13.55	13.55	0.00
66650	CHAIN-WATER	20170321 C	06-Mar-2017	21-Mar-2017	56.93	56.93	0.00
<b>Supplier Totals :</b>					<b>792.63</b>	<b>792.63</b>	<b>0.00</b>
<b>030048</b>	<b>CPKN NETWORK INC</b>						
19743	ACIIS QUERY-POL	20170322 P	01-Mar-2017	22-Mar-2017	28.25	28.25	0.00
<b>Supplier Totals :</b>					<b>28.25</b>	<b>28.25</b>	<b>0.00</b>
<b>903468</b>	<b>CREATIVE HOMESCAPES</b>						
151779	849 LEGACY GROVE	20170315 C	02-Mar-2017	15-Mar-2017	200.00	200.00	0.00
162075	1302 MONTY	20170315 C	06-Mar-2017	15-Mar-2017	200.00	200.00	0.00
162364	1359 MONTY	20170315 C	10-Mar-2017	15-Mar-2017	200.00	200.00	0.00
<b>Supplier Totals :</b>					<b>600.00</b>	<b>600.00</b>	<b>0.00</b>
<b>030092</b>	<b>CUETS FINANCIAL</b>						
1703 LEONTOWIC	CONF-POL	20170322 P	09-Mar-2017	22-Mar-2017	160.00	160.00	0.00
<b>Supplier Totals :</b>					<b>160.00</b>	<b>160.00</b>	<b>0.00</b>
<b>030094</b>	<b>CULLIGAN WATER</b>						
6221740	WATER-FIRE	20170315 C	01-Mar-2017	15-Mar-2017	67.80	67.80	0.00
6221760	WATER-POL	20170316 P	28-Feb-2017	16-Mar-2017	33.90	33.90	0.00
6246010	WATER-ADMIN	20170321 C	28-Feb-2017	21-Mar-2017	33.90	33.90	0.00
6246020	WATER-ADMIN	20170321 C	28-Feb-2017	21-Mar-2017	27.06	27.06	0.00
6246030	WATER-PW	20170321 C	28-Feb-2017	21-Mar-2017	28.25	28.25	0.00
6246040	WATER-VRC	20170315 C	28-Feb-2017	15-Mar-2017	33.90	33.90	0.00
6246050	WATER-ADMIN	20170321 C	28-Feb-2017	21-Mar-2017	39.49	39.49	0.00
6246060	WATER-FF	20170315 C	28-Feb-2017	15-Mar-2017	28.25	28.25	0.00
<b>Supplier Totals :</b>					<b>292.55</b>	<b>292.55</b>	<b>0.00</b>
<b>100009</b>	<b>D.H. JUTZI LIMITED</b>						
D101937	FORMULA-FF	20170315 C	28-Feb-2017	15-Mar-2017	366.12	366.12	0.00
D101938	FORMULA-FF	20170315 C	28-Feb-2017	15-Mar-2017	366.12	366.12	0.00
D101940	FORMULA-FF	20170315 C	28-Feb-2017	15-Mar-2017	224.25	224.25	0.00

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<b>Supplier Totals :</b>					956.49	956.49	0.00
040131 7975	DABROWSKI [REDACTED]	20170315 C	09-Mar-2017	15-Mar-2017	750.00	750.00	0.00
<b>Supplier Totals :</b>					750.00	750.00	0.00
900324 62412	DARCH FIRE UNIT 202-FIRE	20170315 C	28-Feb-2017	15-Mar-2017	474.60	474.60	0.00
<b>Supplier Totals :</b>					474.60	474.60	0.00
040125 80941	DARYLS HI-N-R-G BARS PROTEIN BARS-VRC	20170321 C	03-Mar-2017	21-Mar-2017	68.04	68.04	0.00
<b>Supplier Totals :</b>					68.04	68.04	0.00
903760 92750	DAVTECH ANALYTICAL REPAIR EQUIP-POL	20170322 P	01-Mar-2017	22-Mar-2017	74.15	74.15	0.00
92757	REPAIR EQUIP-POL	20170322 P	01-Mar-2017	22-Mar-2017	259.41	259.41	0.00
<b>Supplier Totals :</b>					333.56	333.56	0.00
040079 P80128	DEPENDABLE EMERGENCY OVERALLS-FIRE	20170315 C	16-Jan-2017	15-Mar-2017	2,434.59	2,434.59	0.00
<b>Supplier Totals :</b>					2,434.59	2,434.59	0.00
040132 3739	DETAILS VRC ROLLER SHADES-FF	20170315 C	28-Feb-2017	15-Mar-2017	2,881.50	2,881.50	0.00
<b>Supplier Totals :</b>					2,881.50	2,881.50	0.00
040015 164469	DILLON CONSULTING LIMITED TS/PATHWAY	20170315 C	14-Feb-2017	15-Mar-2017	3,935.79	3,935.79	0.00
164502	MALDEN AODA COMPLIANCE	20170321 C	14-Feb-2017	21-Mar-2017	1,695.00	1,695.00	0.00
<b>Supplier Totals :</b>					5,630.79	5,630.79	0.00
040059 11918	DUNK & ASSOCIATES 24-7 RENEWAL-IT	20170315 C	24-Feb-2017	15-Mar-2017	12,430.00	12,430.00	0.00
<b>Supplier Totals :</b>					12,430.00	12,430.00	0.00
050013 S3128120.001	ELECTROZAD SUPPLY CO. LTD BULBS-FF	20170315 C	02-Mar-2017	15-Mar-2017	92.55	92.55	0.00



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<b>Supplier Totals :</b>					92.55	92.55	0.00
<b>050017</b>	<b>ENWIN UTILITIES</b>						
1702/94641-00	TS MATCHETTE	20170314 D	16-Feb-2017	14-Mar-2017	23.54	23.54	0.00
<b>Supplier Totals :</b>					23.54	23.54	0.00
<b>050025</b>	<b>ESSEX LINEN SUPPLY</b>						
374317	MATS/TOWELS-FF	20170316-C	09-Nov-2016	16-Mar-2017	98.43	98.43	0.00
375153	TOWELS-FIRE	20170316-C	16-Nov-2016	16-Mar-2017	38.65	38.65	0.00
387909	TOWELS/MATS-FF	20170315 C	01-Mar-2017	15-Mar-2017	98.43	98.43	0.00
388751	TOWELS-FIRE	20170315 C	08-Mar-2017	15-Mar-2017	38.76	38.76	0.00
389641	TOWELS-FIRE	20170321 C	15-Mar-2017	21-Mar-2017	55.71	55.71	0.00
<b>Supplier Totals :</b>					329.98	329.98	0.00
<b>050027</b>	<b>ESSEX POWERLINES</b>						
1702/246961-00	HYDRO-VRC	20170303 D	16-Feb-2017	03-Mar-2017	49,706.94	49,706.94	0.00
1702/250306-00	HYDRO-PW	20170303 D	16-Feb-2017	03-Mar-2017	3,993.02	3,993.02	0.00
1702/250685-00	HYDRO-TOWNHALL	20170303 D	16-Feb-2017	03-Mar-2017	8,783.22	8,783.22	0.00
1703/228871-00	WATER-RIVER CANARD CENTRE	20170315 C	08-Mar-2017	16-Mar-2017	60.15	60.15	0.00
1703/232192-00	STREETLIGHTS	20170321 C	16-Mar-2017	22-Mar-2017	20,234.15	20,234.15	0.00
1703/243215-00	TS HURON LN/TODD	20170321 C	16-Mar-2017	22-Mar-2017	280.77	280.77	0.00
1703/243455-00	TS MALDEN	20170321 C	16-Mar-2017	22-Mar-2017	236.93	236.93	0.00
1703/243493-00	TS HWY 18/LAURIER	20170321 C	16-Mar-2017	22-Mar-2017	280.77	280.77	0.00
1703/243520-01	PS 3	20170315 C	08-Mar-2017	16-Mar-2017	121.21	121.21	0.00
1703/243530-00	PS HERITAGE	20170315 C	08-Mar-2017	16-Mar-2017	651.33	651.33	0.00
1703/243533-01	PS 6	20170315 C	08-Mar-2017	16-Mar-2017	100.87	100.87	0.00
1703/243547-01	PS FRONT RD	20170315 C	08-Mar-2017	16-Mar-2017	164.78	164.78	0.00
1703/243550-01	PS 2	20170315 C	08-Mar-2017	16-Mar-2017	469.01	469.01	0.00
1703/243570-01	PS 11	20170315 C	08-Mar-2017	16-Mar-2017	142.66	142.66	0.00
1703/243599-00	TS LAURIER	20170321 C	16-Mar-2017	22-Mar-2017	43.88	43.88	0.00
1703/243639-00	PS	20170315 C	08-Mar-2017	16-Mar-2017	267.36	267.36	0.00
1703/243657-01	PS 7	20170315 C	08-Mar-2017	16-Mar-2017	673.91	673.91	0.00

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1703/243689-01	PS DELMAR	20170315 C	08-Mar-2017	16-Mar-2017	88.20	88.20	0.00
1703/243696-00	TS REAUME	20170321 C	16-Mar-2017	22-Mar-2017	43.88	43.88	0.00
1703/243795-01	PS MATCHETTE/MINTO	20170315 C	08-Mar-2017	16-Mar-2017	92.63	92.63	0.00
1703/243797-01	PS VICTORY	20170315 C	08-Mar-2017	16-Mar-2017	92.79	92.79	0.00
1703/243798-01	PS MARTIN	20170315 C	08-Mar-2017	16-Mar-2017	61.79	61.79	0.00
1703/243998-00	HYDRO-FRONT RD WASHROOM	20170315 C	08-Mar-2017	16-Mar-2017	37.90	37.90	0.00
1703/244052-00	TS MORTON	20170321 C	08-Mar-2017	21-Mar-2017	91.32	91.32	0.00
1703/244064-01	PS 13	20170315 C	08-Mar-2017	16-Mar-2017	104.67	104.67	0.00
1703/244146-00	TS BOUFFARD	20170321 C	16-Mar-2017	22-Mar-2017	43.88	43.88	0.00
1703/244199-00	TS MALDEN	20170321 C	16-Mar-2017	22-Mar-2017	437.52	437.52	0.00
1703/244200-00	TS MALDEN	20170321 C	16-Mar-2017	22-Mar-2017	437.52	437.52	0.00
1703/244201-00	TS MALDEN	20170321 C	16-Mar-2017	22-Mar-2017	437.52	437.52	0.00
1703/244304-00	TOWER-POL	20170322 P	14-Mar-2017	22-Mar-2017	291.40	291.40	0.00
1703/244316-00	HYDRO-POOL	20170315 C	08-Mar-2017	16-Mar-2017	673.89	673.89	0.00
1703/244335-00	TS HURON LN/NORMANDY	20170321 C	16-Mar-2017	22-Mar-2017	46.22	46.22	0.00
1703/244336-00	TS MARTIN/FRONT	20170321 C	16-Mar-2017	22-Mar-2017	58.30	58.30	0.00
1703/244337-00	TS VICTORY/FRONT	20170321 C	16-Mar-2017	22-Mar-2017	46.22	46.22	0.00
1703/244358-00	TS INTERNATIONAL/FRONT	20170321 C	16-Mar-2017	22-Mar-2017	273.13	273.13	0.00
1703/244372-00	PS LAURIER/RIVER	20170315 C	08-Mar-2017	16-Mar-2017	99.29	99.29	0.00
1703/244816-00	TS SPRUCEWOOD	20170321 C	16-Mar-2017	22-Mar-2017	81.83	81.83	0.00
1703/244959-00	TS MATCHETTE	20170321 C	16-Mar-2017	22-Mar-2017	81.83	81.83	0.00
1703/246647-00	PS JUDY RECKER	20170315 C	08-Mar-2017	16-Mar-2017	260.06	260.06	0.00
1703/246835-00	HYDRO-1190 FRONT RD	20170315 C	08-Mar-2017	16-Mar-2017	37.34	37.34	0.00
1703/247486-00	PS DISPUTED	20170315 C	08-Mar-2017	16-Mar-2017	126.27	126.27	0.00
1703/248886-00	TS HURON CHURCH	20170321 C	14-Mar-2017	22-Mar-2017	100.90	100.90	0.00
1703/248887-00	TS HURON CHURCH	20170321 C	14-Mar-2017	22-Mar-2017	103.38	103.38	0.00
1703/249208-00	PS 19	20170315 C	08-Mar-2017	16-Mar-2017	374.86	374.86	0.00
1703/249281-00	TS LAURIER/HURON	20170315 C	08-Mar-2017	16-Mar-2017	122.48	122.48	0.00
1703/249282-00	TS LAURIER/HOWARD	20170315 C	08-Mar-2017	16-Mar-2017	134.05	134.05	0.00

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1703/249311-00	HYDRO-CONC BLDG	20170315 C	08-Mar-2017	16-Mar-2017	5,110.87	5,110.87	0.00
1703/249314-00	HYDRO-RIVERDANCE	20170315 C	08-Mar-2017	16-Mar-2017	1,915.50	1,915.50	0.00
1703/249315-00	TS MALDEN/NORMANDY	20170315 C	08-Mar-2017	16-Mar-2017	97.25	97.25	0.00
1703/249316-00	TS MALDEN/SPRUCEWOOD	20170315 C	08-Mar-2017	16-Mar-2017	105.54	105.54	0.00
1703/249317-00	TS MALDEN/DELMAR	20170315 C	08-Mar-2017	16-Mar-2017	84.54	84.54	0.00
1703/249604-00	TS MALDEN ROUNDABOUT	20170315 C	08-Mar-2017	16-Mar-2017	37.34	37.34	0.00
1703/249605-00	TS LAURIER ROUNDABOUT	20170315 C	08-Mar-2017	16-Mar-2017	220.42	220.42	0.00
1703/249700-00	TS-LAURIER PARK	20170315 C	08-Mar-2017	16-Mar-2017	132.64	132.64	0.00
1703/249776-00	TS MALDEN	20170315 C	08-Mar-2017	16-Mar-2017	38.09	38.09	0.00
1703/249777-00	TS MALDEN	20170315 C	08-Mar-2017	16-Mar-2017	37.34	37.34	0.00
1703/250299-00	HYDRO-POL/FIRE	20170315 C	08-Mar-2017	16-Mar-2017	7,132.29	7,132.29	0.00
1703/250948-00	HYDRO-AMPHITHEATRE	20170315 C	08-Mar-2017	16-Mar-2017	37.34	37.34	0.00
<b>Supplier Totals :</b>					<b>106,041.19</b>	<b>106,041.19</b>	<b>0.00</b>
<b>050035</b>	<b>ESSEX TERMINAL RAILWAY CO</b>						
17415-IN	RAILWAY MAINT	20170321 C	01-Feb-2017	21-Mar-2017	1,817.58	1,817.58	0.00
<b>Supplier Totals :</b>					<b>1,817.58</b>	<b>1,817.58</b>	<b>0.00</b>
<b>050045</b>	<b>ESSEX WINDSOR SOLID WASTE</b>						
24789	RES WASTE PICKUP	20170321 C	28-Feb-2017	21-Mar-2017	19,973.52	19,973.52	0.00
8966	FEB FIXED COST	20170321 C	28-Feb-2017	21-Mar-2017	46,103.00	46,103.00	0.00
<b>Supplier Totals :</b>					<b>66,076.52</b>	<b>66,076.52</b>	<b>0.00</b>
<b>050016</b>	<b>EUROSHEDS INC</b>						
570	SHED-BOAT RAMP	20170315 C	09-Mar-2017	15-Mar-2017	5,786.73	5,786.73	0.00
<b>Supplier Totals :</b>					<b>5,786.73</b>	<b>5,786.73</b>	<b>0.00</b>
<b>000006</b>	<b>FAMILY RESPONSIBILITY</b>						
MAR 15/17	PAYROLL REMITTANCES	72	13-Mar-2017	13-Mar-2017	243.46	243.46	0.00
MAR 22/17	PAYROLL REMITTANCES	75	16-Mar-2017	16-Mar-2017	243.46	243.46	0.00
MAR 8/17	PAYROLL REMITTANCES	70	08-Mar-2017	08-Mar-2017	243.46	243.46	0.00
<b>Supplier Totals :</b>					<b>730.38</b>	<b>730.38</b>	<b>0.00</b>

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42389318-17	MEMBERSHIP-POL	20170316 P	16-Mar-2017	16-Mar-2017	50.00	50.00	0.00
<b>Supplier Totals :</b>					50.00	50.00	0.00
<b>060077</b>	<b>FRED PRYOR SEMINARS</b>						
033480484-17071	SUBSCRIPTION-VRC	20170321 C	13-Mar-2017	21-Mar-2017	337.87	337.87	0.00
<b>Supplier Totals :</b>					337.87	337.87	0.00
<b>070052</b>	<b>GOARLEY FIRE</b>						
2017-0027	HOSE-FIRE	20170321 C	15-Mar-2017	21-Mar-2017	224.87	224.87	0.00
<b>Supplier Totals :</b>					224.87	224.87	0.00
<b>070009</b>	<b>GOODYEAR CANADA INC</b>						
82615844	UNIT 109-POL	20170322 P	13-Mar-2017	22-Mar-2017	829.65	829.65	0.00
82615846	UNIT 110-POL	20170322 P	13-Mar-2017	22-Mar-2017	161.08	161.08	0.00
<b>Supplier Totals :</b>					990.73	990.73	0.00
<b>070010</b>	<b>GREAT LAKES SAFETY</b>						
289775	POCKET MASKS-FIRE	20170321 C	06-Mar-2017	21-Mar-2017	84.84	84.84	0.00
289889	RESP MASKS-FIRE	20170321 C	08-Mar-2017	21-Mar-2017	208.07	208.07	0.00
<b>Supplier Totals :</b>					292.91	292.91	0.00
<b>070015</b>	<b>GREATER ESSEX COUNTY</b>						
170328-29 TRAINII	THREAT/RISK ASSMT-POL	20170314 P	02-Mar-2017	14-Mar-2017	200.00	200.00	0.00
<b>Supplier Totals :</b>					200.00	200.00	0.00
<b>070035</b>	<b>GUARDIAN GLASS</b>						
6419	DRESSING RM MIRROR-FF	20170315 C	23-Feb-2017	15-Mar-2017	155.65	155.65	0.00
<b>Supplier Totals :</b>					155.65	155.65	0.00
<b>080003</b>	<b>HANDI-TRANSIT</b>						
170201-28	TRANSPORTATION	20170321 C	06-Mar-2017	21-Mar-2017	4,469.30	4,469.30	0.00
<b>Supplier Totals :</b>					4,469.30	4,469.30	0.00
<b>080008</b>	<b>HEATON SANITATION LTD</b>						
29179	EXCAVATE HOLES-WATER	20170321 C	23-Feb-2017	21-Mar-2017	1,921.00	1,921.00	0.00
29462	EXCAVATE STORM LINE REPAIR-SEWER/ROADS	20170321 C	22-Feb-2017	21-Mar-2017	1,582.00	1,582.00	0.00
<b>Supplier Totals :</b>					3,503.00	3,503.00	0.00

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080007 22934	HETEK SOLUTIONS INC FILTERS-FIRE	20170321 C	09-Mar-2017	21-Mar-2017	94.28	94.28	0.00
<b>Supplier Totals :</b>					94.28	94.28	0.00
080022 412357 412932	HOLLAND CLEANING SERV SCRUBBERS-FF CUSTODIAL SUP-FF	20170315 C	22-Feb-2017 01-Mar-2017	15-Mar-2017 15-Mar-2017	883.31 531.35	883.31 531.35	0.00 0.00
<b>Supplier Totals :</b>					1,414.66	1,414.66	0.00
080026 85792 85864 85965	HOLLANDIA GARDENS LTD CHLORINE-FF CHLORINE-FF CHLORINE-FF	20170315 C	15-Feb-2017 23-Feb-2017 09-Mar-2017	15-Mar-2017 15-Mar-2017 15-Mar-2017	289.84 257.64 289.84	289.84 257.64 289.84	0.00 0.00 0.00
<b>Supplier Totals :</b>					837.32	837.32	0.00
080070 1703/20006904396 1703/20009349200	HYDRO ONE NETWORKS INC STREETLIGHTS RIVER CANARD CENTRE	20170314 D 20170315 C	02-Mar-2017 14-Mar-2017	14-Mar-2017 16-Mar-2017	77.62 54.57	77.62 54.57	0.00 0.00
<b>Supplier Totals :</b>					132.19	132.19	0.00
090024 10792103	IDENTIFIX JAN-APRIL SUBSCRIPTION-FF	20170321 C	26-Jan-2017	21-Mar-2017	534.00	534.00	0.00
<b>Supplier Totals :</b>					534.00	534.00	0.00
090032 3031	IRC BUILDING SCIENCES VRC BRICK REHAB-FF	20170315 C	23-Feb-2017	15-Mar-2017	3,164.00	3,164.00	0.00
<b>Supplier Totals :</b>					3,164.00	3,164.00	0.00
090013 NNZ1055 NNZ1056 NNZ1057	IRON MOUNTAIN CANADA SHREDDING-VRC SHREDDING-PW SHREDDING-ADMIN	20170315 C 20170321 C 20170321 C	28-Feb-2017 28-Feb-2017 28-Feb-2017	15-Mar-2017 21-Mar-2017 21-Mar-2017	6.78 6.78 15.56	6.78 6.78 15.56	0.00 0.00 0.00
<b>Supplier Totals :</b>					29.12	29.12	0.00
100014 CERT 08 PHASE 2	J&J LEPERA TODD LANE	20170315 C	24-Feb-2017	17-Mar-2017	5,118.83	5,118.83	0.00

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CERT 13	TODD LANE	20170315 C	24-Feb-2017	17-Mar-2017	22,051.55	22,051.55	0.00
<b>Supplier Totals :</b>					27,170.38	27,170.38	0.00
<b>130030</b>	<b>JOE MELOCHE FORD SALES</b>						
1703 VEH STICKE	VEH STICKER-POL	20170316 P	10-Mar-2017	16-Mar-2017	57.00	57.00	0.00
<b>Supplier Totals :</b>					57.00	57.00	0.00
<b>130003</b>	<b>JOHN DEERE FINANCIAL</b>						
1703/82000-47761	UNIT 5614/5612-FF	20170315 C	06-Mar-2017	16-Mar-2017	594.94	594.94	0.00
<b>Supplier Totals :</b>					594.94	594.94	0.00
<b>110004</b>	<b>KELCOM</b>						
556287-OW	PHONE-ADMIN	20170315 C	28-Feb-2017	15-Mar-2017	418.10	418.10	0.00
<b>Supplier Totals :</b>					418.10	418.10	0.00
<b>110005</b>	<b>KELCOM VOICE &amp; DATA</b>						
125998	MAINT AGREEMENT-IT	20170315 C	28-Feb-2017	15-Mar-2017	4,643.23	4,643.23	0.00
<b>Supplier Totals :</b>					4,643.23	4,643.23	0.00
<b>110034</b>	<b>KELCOM-REVOLUTIONIP</b>						
345759	PHONE LINES-IT	20170315 C	28-Feb-2017	15-Mar-2017	138.99	138.99	0.00
<b>Supplier Totals :</b>					138.99	138.99	0.00
<b>110006</b>	<b>KENWIL SERVICES</b>						
11538	VRC DRINKING FOUNTAIN-FF	20170315 C	09-Feb-2017	15-Mar-2017	2,983.20	2,983.20	0.00
11546	SERV BOILER-VRC	20170315 C	16-Feb-2017	15-Mar-2017	528.84	528.84	0.00
11552	SERV POOL PAK-VRC	20170315 C	13-Feb-2017	15-Mar-2017	1,018.14	1,018.14	0.00
11565	SERV POOLPAK-VRC	20170315 C	30-Jan-2017	15-Mar-2017	380.92	380.92	0.00
<b>Supplier Totals :</b>					4,911.10	4,911.10	0.00
<b>110076</b>	<b>KEYSTONE</b>						
WN539061	UNIT 5207-FF	20170321 C	17-Feb-2017	21-Mar-2017	265.25	265.25	0.00
<b>Supplier Totals :</b>					265.25	265.25	0.00
<b>110013</b>	<b>KRAUTNER JANITORIAL</b>						
2017-02-01	FEB SERV-FIRE	20170315 C	28-Feb-2017	15-Mar-2017	1,753.76	1,753.76	0.00
2017-02-02	FEB SERV-POL	20170316 P	28-Feb-2017	16-Mar-2017	5,487.85	5,487.85	0.00

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2017-02-04	FEB SERV-TOWNHALL	20170315 C	28-Feb-2017	15-Mar-2017	14,320.87	14,320.87	0.00
<b>Supplier Totals :</b>					<b>21,562.48</b>	<b>21,562.48</b>	<b>0.00</b>
<b>120084</b>	<b>LASALLE HANGOUT FOR YOUTH</b>						
1703 RENT	RENT-STRAT PLAN	20170321 C	21-Mar-2017	21-Mar-2017	967.58	967.58	0.00
<b>Supplier Totals :</b>					<b>967.58</b>	<b>967.58</b>	<b>0.00</b>
<b>120013</b>	<b>LASALLE POST</b>						
35334	SUMMER EMP-VRC/PW	20170321 C	17-Feb-2017	22-Mar-2017	186.45	186.45	0.00
<b>Supplier Totals :</b>					<b>186.45</b>	<b>186.45</b>	<b>0.00</b>
<b>120017</b>	<b>LASALLE PRESS</b>						
13059	BUS CARDS-DESJARLAIS	20170321 C	14-Mar-2017	21-Mar-2017	106.22	106.22	0.00
<b>Supplier Totals :</b>					<b>106.22</b>	<b>106.22</b>	<b>0.00</b>
<b>902872</b>	<b>LASALLE STOMPERS SOCCER</b>						
1703 REGISTER	JUMPSTART-VRC	20170321 C	17-Mar-2017	21-Mar-2017	160.00	160.00	0.00
170317 REGISTEF	P2P-VRC	20170321 C	17-Mar-2017	21-Mar-2017	100.00	100.00	0.00
<b>Supplier Totals :</b>					<b>260.00</b>	<b>260.00</b>	<b>0.00</b>
<b>901362</b>	<b>LIFESAVING SOCIETY</b>						
147903	BADGES-VRC	20170315 C	10-Jan-2017	15-Mar-2017	200.20	200.20	0.00
147937	FIRST AID/CPR-VRC	20170315 C	10-Jan-2017	15-Mar-2017	133.00	133.00	0.00
147978	FIRST AID/CPR-VRC	20170315 C	18-Jan-2017	15-Mar-2017	18.50	18.50	0.00
148027	INSTRUCTORS-VRC	20170315 C	18-Jan-2017	15-Mar-2017	189.80	189.80	0.00
148166	FIRST AID/CPR-VRC	20170315 C	18-Jan-2017	15-Mar-2017	55.50	55.50	0.00
148458	FIRST AIR/CPR-VRC	20170315 C	30-Jan-2017	15-Mar-2017	37.60	37.60	0.00
148597	FIRST AID/CPR-VRC	20170315 C	30-Jan-2017	15-Mar-2017	111.00	111.00	0.00
148670	FIRST AID/CPR-VRC	20170315 C	30-Jan-2017	15-Mar-2017	18.50	18.50	0.00
148685	ASST INSTRUCTOR-VRC	20170315 C	02-Feb-2017	15-Mar-2017	82.20	82.20	0.00
6080	LOYALTY CREDIT-VRC	20170315 C	31-Jan-2017	15-Mar-2017	-2,760.32	-2,760.32	0.00
M117916	SHOE COVERS/STRAPS-VRC	20170315 C	10-Feb-2017	15-Mar-2017	624.22	624.22	0.00
M118102	FIRST AID/CPR/INSTRUCTOR-VRC	20170315 C	24-Feb-2017	15-Mar-2017	507.88	507.88	0.00
S023596	LICENCE FEE-VRC	20170315 C	27-Jan-2017	15-Mar-2017	811.00	811.00	0.00

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<b>Supplier Totals :</b>					29.08	29.08	0.00
<b>120035</b>	<b>LINDE CANADA LTD T4070</b>						
55869891	CO2-VRC	20170315 C	25-Feb-2017	15-Mar-2017	204.01	204.01	0.00
55870377	CONC SUP-VRC	20170315 C	25-Feb-2017	15-Mar-2017	42.49	42.49	0.00
<b>Supplier Totals :</b>					246.50	246.50	0.00
<b>260010</b>	<b>LOBLAW COMPANIES LTD</b>						
1703/14948	CLEANERS-FIRE	20170315 C	01-Mar-2017	15-Mar-2017	25.23	25.23	0.00
1703/19409	MTGS/COOKOFF-COUNCIL/ ADMIN	20170315 C	01-Mar-2017	15-Mar-2017	40.10	40.10	0.00
1703/47095	CONC SUP-VRC	20170315 C	01-Mar-2017	15-Mar-2017	81.86	81.86	0.00
<b>Supplier Totals :</b>					147.19	147.19	0.00
<b>120059</b>	<b>LUCIER GLOVE &amp; SAFETY</b>						
21355	CLOTHING-HALL	20170315 C	22-Feb-2017	15-Mar-2017	184.42	184.42	0.00
21504	CLOTHING-COLUCCI	20170321 C	07-Mar-2017	21-Mar-2017	246.36	246.36	0.00
<b>Supplier Totals :</b>					430.78	430.78	0.00
<b>130001</b>	<b>M &amp; L SUPPLY</b>						
145399	FIRE NOZZLE-FIRE	20170321 C	08-Mar-2017	21-Mar-2017	399.76	399.76	0.00
<b>Supplier Totals :</b>					399.76	399.76	0.00
<b>130000</b>	<b>M.C.M. SNACK FOODS</b>						
35876	CONC SUP-VRC	20170315 C	01-Mar-2017	15-Mar-2017	104.00	104.00	0.00
<b>Supplier Totals :</b>					104.00	104.00	0.00
<b>130090</b>	<b>M.W.H. PETROLEUM</b>						
55727	FUEL PUMP REPAIR-FF	20170321 C	06-Feb-2017	21-Mar-2017	274.03	274.03	0.00
<b>Supplier Totals :</b>					274.03	274.03	0.00
<b>130158</b>	<b>MADE TO SHADE</b>						
170217	BLIND-POL	20170316 P	17-Feb-2017	16-Mar-2017	339.00	339.00	0.00
<b>Supplier Totals :</b>					339.00	339.00	0.00
<b>130012</b>	<b>MALDEN PEST CONTROL LTD</b>						
20334	PEST CONTROL-POL	20170322 P	14-Mar-2017	22-Mar-2017	100.00	100.00	0.00
<b>Supplier Totals :</b>					100.00	100.00	0.00



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<b>903433</b>	<b>MASTER CLEANERS</b>						
7222	CLOTHING-FIRE	20170321 C	31-Jan-2017	21-Mar-2017	235.79	235.79	0.00
7223	CLOTHING-POL	20170316 P	31-Jan-2017	16-Mar-2017	714.74	714.74	0.00
7252	CLOTHING-FIRE	20170315 C	28-Feb-2017	15-Mar-2017	323.76	323.76	0.00
7253	CLOTHING-POL	20170316 P	28-Feb-2017	16-Mar-2017	494.17	494.17	0.00
<b>Supplier Totals :</b>					<b>1,768.46</b>	<b>1,768.46</b>	<b>0.00</b>
<b>900404</b>	<b>MAXILL INC</b>						
443307	MASKS-FIRE	20170321 C	15-Mar-2017	21-Mar-2017	51.40	51.40	0.00
<b>Supplier Totals :</b>					<b>51.40</b>	<b>51.40</b>	<b>0.00</b>
<b>130025</b>	<b>MCTAGUE LAW FIRM</b>						
141104	LEGAL FEES-PSB	20170322 P	14-Mar-2017	22-Mar-2017	176.62	176.62	0.00
141145	LEGAL FEES-CS	20170321 C	16-Mar-2017	22-Mar-2017	132.21	132.21	0.00
<b>Supplier Totals :</b>					<b>308.83</b>	<b>308.83</b>	<b>0.00</b>
<b>130042</b>	<b>MERCHANTS PAPER COMPANY</b>						
85195	CONC SUP-VRC	20170321 C	04-Jan-2017	21-Mar-2017	256.98	256.98	0.00
89841	CONC SUP-VRC	20170315 C	01-Mar-2017	15-Mar-2017	377.84	377.84	0.00
90357	CUSTODIAL SUP-FF	20170315 C	07-Mar-2017	15-Mar-2017	527.60	527.60	0.00
<b>Supplier Totals :</b>					<b>1,162.42</b>	<b>1,162.42</b>	<b>0.00</b>
<b>130156</b>	<b>MICHAEL CHARBONNEAU</b>						
2017-3026	UNIT 113-POL	20170316 P	01-Mar-2017	16-Mar-2017	250.86	250.86	0.00
<b>Supplier Totals :</b>					<b>250.86</b>	<b>250.86</b>	<b>0.00</b>
<b>900635</b>	<b>MINISTER OF FINANCE</b>						
80027	FEB 6-16/17 KIRINCIC-POL	20170316 P	06-Mar-2017	16-Mar-2017	1,265.00	1,265.00	0.00
<b>Supplier Totals :</b>					<b>1,265.00</b>	<b>1,265.00</b>	<b>0.00</b>
<b>130050</b>	<b>MONARCH OFFICE SUPPLY LTD</b>						
12496	COFFEE-POL	20170316 P	07-Mar-2017	16-Mar-2017	178.25	178.25	0.00
13486	PAPER-FIRE	20170321 C	13-Mar-2017	21-Mar-2017	94.53	94.53	0.00
13744	PAPER-VRC	20170321 C	14-Mar-2017	21-Mar-2017	229.67	229.67	0.00
839534	OFF SUP-POL	20170322 P	21-Mar-2017	22-Mar-2017	87.06	87.06	0.00

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<b>Supplier Totals :</b>					589.51	589.51	0.00
<b>130057</b>	<b>MORNEAU SHEPELL LTD</b>						
529923	2016 POST RETIREMENT BENEFITS	20170321 C	28-Feb-2017	22-Mar-2017	3,390.00	3,390.00	0.00
<b>Supplier Totals :</b>					3,390.00	3,390.00	0.00
<b>130060</b>	<b>MSJ AUTOMOTIVE SERVICES</b>						
93340	UNIT 5803-FF	20170321 C	30-Jan-2017	21-Mar-2017	41.00	41.00	0.00
93885	VEH REPAIR-POL	20170316 P	01-Mar-2017	16-Mar-2017	58.74	58.74	0.00
93983	VEH REPAIR-POL	20170316 P	07-Mar-2017	16-Mar-2017	64.50	64.50	0.00
<b>Supplier Totals :</b>					164.24	164.24	0.00
<b>901259</b>	<b>NATIONAL EMERGENCY</b>						
300032342	MEMBERSHIP-POL	20170316 P	27-Feb-2017	16-Mar-2017	137.00	137.00	0.00
<b>Supplier Totals :</b>					137.00	137.00	0.00
<b>903279</b>	<b>NELLA CUTLERY INC</b>						
2337105	BLADE SHARPENING-FF	20170315 C	09-Feb-2017	15-Mar-2017	56.50	56.50	0.00
2337824	BLADE SHARPENING-FF	20170315 C	24-Feb-2017	15-Mar-2017	28.25	28.25	0.00
<b>Supplier Totals :</b>					84.75	84.75	0.00
<b>150060</b>	<b>NORTRAX</b>						
697453	UNIT 5307-FF	20170321 C	06-Mar-2017	21-Mar-2017	296.24	296.24	0.00
698324	BLADES-ROADS	20170315 C	07-Mar-2017	15-Mar-2017	21.13	21.13	0.00
<b>Supplier Totals :</b>					317.37	317.37	0.00
<b>903395</b>	<b>NOVACKS UNIFORM SOLUTIONS</b>						
171220	CLOTHING-FIRE	20170124-D	12-Dec-2016	25-Jan-2017	-67.74	-67.74	0.00
173869	CLOTHING-FIRE	20170315 C	19-Jan-2017	15-Mar-2017	404.71	404.71	0.00
173876	CLOTHING-FIRE	20170315 C	19-Jan-2017	15-Mar-2017	259.97	259.97	0.00
<b>Supplier Totals :</b>					596.94	596.94	0.00
<b>140016</b>	<b>NUCELLI'S FROZEN YOGURT</b>						
11801	CONC SUP-VRC	20170315 C	03-Mar-2017	15-Mar-2017	258.18	258.18	0.00
<b>Supplier Totals :</b>					258.18	258.18	0.00
<b>910192</b>	<b>OACETT</b>						

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1265364	MEMBERSHIP 804903-THIESEN	20170315 C	01-Mar-2017	15-Mar-2017	240.63	240.63	0.00
<b>Supplier Totals :</b>					240.63	240.63	0.00
150033	OMFPOA CHAPTER 8 170528-0601 CONI CONF-MAYEA	20170321 C	21-Mar-2017	21-Mar-2017	495.00	495.00	0.00
<b>Supplier Totals :</b>					495.00	495.00	0.00
150027	ONTARIO CLEAN WATER 92845 MONTHLY CHARGE-SEWER	20170315 C	01-Mar-2017	15-Mar-2017	21,596.05	21,596.05	0.00
92929	SCADA-SEWER	20170315 C	28-Feb-2017	15-Mar-2017	4,599.68	4,599.68	0.00
<b>Supplier Totals :</b>					26,195.73	26,195.73	0.00
150084	ONTARIO HOMICIDE 17 MEMBERSHIP MEMBERSHIP-POL	20170316 P	15-Mar-2017	16-Mar-2017	200.00	200.00	0.00
<b>Supplier Totals :</b>					200.00	200.00	0.00
901730	ONTARIO SPRING & 20107 UNIT 5207-FF	20170321 C	22-Feb-2017	21-Mar-2017	1,058.19	1,058.19	0.00
<b>Supplier Totals :</b>					1,058.19	1,058.19	0.00
160097	Pallisco 1703 [REDACTED]	20170321 C	21-Mar-2017	22-Mar-2017	39.55	39.55	0.00
<b>Supplier Totals :</b>					39.55	39.55	0.00
902078	PARKS AND RECREATION 12029 HIGH FIVE TRAINING-VRC	20170321 C	28-Feb-2017	21-Mar-2017	1,072.60	1,072.60	0.00
<b>Supplier Totals :</b>					1,072.60	1,072.60	0.00
160009	PC OUTLET-COMPUTER STORES 49883 STAND-POL	20170316 P	06-Feb-2017	16-Mar-2017	56.50	56.50	0.00
49978	NOTEBOOK-POL	20170316 P	27-Feb-2017	16-Mar-2017	1,059.94	1,059.94	0.00
49997	LABOUR-POL	20170316 P	28-Feb-2017	16-Mar-2017	3,361.77	3,361.77	0.00
<b>Supplier Totals :</b>					4,478.21	4,478.21	0.00
103546	PEPSI BOTTLING GROUP 15674602 CONC SUP-VRC	20170315 C	06-Mar-2017	15-Mar-2017	518.48	518.48	0.00
<b>Supplier Totals :</b>					518.48	518.48	0.00

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160017	PETTY CASH						
1703 PC POL	PETTY CASH-POL	20170314 P	09-Mar-2017	14-Mar-2017	299.95	299.95	0.00
1703 PC VRC	PETTY CASH-VRC	20170314 D	06-Mar-2017	14-Mar-2017	617.59	617.59	0.00
170322 PC VRC	PETTY CASH-VRC	20170321 C	22-Mar-2017	22-Mar-2017	792.47	792.47	0.00
<b>Supplier Totals :</b>					<b>1,710.01</b>	<b>1,710.01</b>	<b>0.00</b>
160025	PLAYCHEK SERVICES INC						
170228 A	FEB INSP-PARKS	20170315 C	28-Feb-2017	15-Mar-2017	1,356.00	1,356.00	0.00
<b>Supplier Totals :</b>					<b>1,356.00</b>	<b>1,356.00</b>	<b>0.00</b>
160085	POWER TRAXX ELECTRIC						
5075	REPLACE BULBS-FF	20170315 C	24-Feb-2017	15-Mar-2017	99.75	99.75	0.00
<b>Supplier Totals :</b>					<b>99.75</b>	<b>99.75</b>	<b>0.00</b>
160028	PRAXAIR						
25282753	CYL RENTAL-FF	20170315 C	24-Feb-2017	15-Mar-2017	235.29	235.29	0.00
<b>Supplier Totals :</b>					<b>235.29</b>	<b>235.29</b>	<b>0.00</b>
160099	PREVIEW INSPECTIONS AND						
0217L	FEB RISK ASSMT -WATER	20170315 C	07-Mar-2017	15-Mar-2017	1,130.00	1,130.00	0.00
<b>Supplier Totals :</b>					<b>1,130.00</b>	<b>1,130.00</b>	<b>0.00</b>
903776	PRINCESS AUTO						
28-3-367435	UNIT 5616-FF	20170321 C	13-Feb-2017	21-Mar-2017	56.49	56.49	0.00
28-4-386658	SEAT ROLLER-FF	20170321 C	08-Mar-2017	21-Mar-2017	67.79	67.79	0.00
28-5-346710	TIRE TOOLS-FF	20170321 C	19-Jan-2017	21-Mar-2017	30.48	30.48	0.00
28-5-369504	CLAMP/CLEANERS-FF	20170315 C	16-Feb-2017	16-Mar-2017	27.10	27.10	0.00
<b>Supplier Totals :</b>					<b>181.86</b>	<b>181.86</b>	<b>0.00</b>
160034	PUROLATOR INC						
433771545	POSTAGE-FF	20170315 C	10-Feb-2017	16-Mar-2017	4.43	4.43	0.00
433901154	POSTAGE-ADMIN	20170315 C	24-Feb-2017	16-Mar-2017	4.43	4.43	0.00
433923731	POSTAGE-POL	20170314 P	24-Feb-2017	14-Mar-2017	24.00	24.00	0.00
433991627	POSTAGE-POL	20170314 P	03-Mar-2017	14-Mar-2017	14.70	14.70	0.00
434056320	POSTAGE-POL	20170322 P	10-Mar-2017	22-Mar-2017	5.41	5.41	0.00

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<b>Supplier Totals :</b>					52.97	52.97	0.00
<b>180078</b>	<b>RC SPENCER ASSOCIATES INC</b>						
16-533-03	DISPUTED WM	20170321 C	01-Mar-2017	22-Mar-2017	536.75	536.75	0.00
<b>Supplier Totals :</b>					536.75	536.75	0.00
<b>180004</b>	<b>REAUME CHEVROLET</b>						
12E6322956	VEH LEASE-POL	20170322 P	28-Feb-2017	22-Mar-2017	450.00	450.00	0.00
53892	UNIT 5206-FF	20170321 C	22-Feb-2017	21-Mar-2017	442.43	442.43	0.00
53926	UNIT 5602-FF	20170321 C	24-Feb-2017	21-Mar-2017	108.68	108.68	0.00
612091	UNIT 107-POL	20170314-P	04-Nov-2016	14-Mar-2017	86.80	86.80	0.00
613370	UNIT 110-POL	20170314-P	24-Nov-2016	14-Mar-2017	47.40	47.40	0.00
618903	UNIT 201-FIRE	20170315 C	01-Mar-2017	16-Mar-2017	1,495.94	1,495.94	0.00
618913	UNIT 109-POL	20170316 P	02-Mar-2017	16-Mar-2017	135.83	135.83	0.00
619046	UNIT 110-POL	20170316 P	03-Mar-2017	16-Mar-2017	19.21	19.21	0.00
619162	UNIT 109-POL	20170316 P	06-Mar-2017	16-Mar-2017	820.07	820.07	0.00
619227	UNIT 209-FIRE	20170315 C	06-Mar-2017	16-Mar-2017	67.16	67.16	0.00
619324	UNIT 103-POL	20170316 P	08-Mar-2017	16-Mar-2017	82.09	82.09	0.00
619360	UNIT 108-POL	20170316 P	08-Mar-2017	16-Mar-2017	76.44	76.44	0.00
619997	UNIT 108-POL	20170322 P	20-Mar-2017	22-Mar-2017	107.44	107.44	0.00
<b>Supplier Totals :</b>					3,939.49	3,939.49	0.00
<b>180006</b>	<b>RECEIVER GENERAL</b>						
180006 - 40531	Payroll Remittance BN: 108134149RP0001	70	08-Mar-2017	08-Mar-2017	78,433.69	78,433.69	0.00
180006 - 40532	Payroll Remittance BN: 108134149RP0002	70	08-Mar-2017	08-Mar-2017	10,876.75	10,876.75	0.00
180006 - 40536	Payroll Remittance BN:	72	10-Mar-2017	10-Mar-2017	3,174.08	3,174.08	0.00
180006 - 40537	Payroll Remittance BN: 108134149RP0001	72	10-Mar-2017	10-Mar-2017	78,446.84	78,446.84	0.00
180006 - 40538	Payroll Remittance BN: 108134149RP0002	72	10-Mar-2017	10-Mar-2017	4,229.56	4,229.56	0.00
180006 - 40788	Payroll Remittance BN: 108134149RP0001	75	16-Mar-2017	16-Mar-2017	78,799.23	78,799.23	0.00
180006 - 40789	Payroll Remittance BN: 108134149RP0002	75	16-Mar-2017	16-Mar-2017	3,744.53	3,744.53	0.00
<b>Supplier Totals :</b>					257,704.68	257,704.68	0.00
<b>180008</b>	<b>RECEIVER GENERAL FOR</b>						

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20170006164	RADIO LIC-PW	20170315 C	04-Feb-2017	16-Mar-2017	1,762.00	1,762.00	0.00
<b>Supplier Totals :</b>					1,762.00	1,762.00	0.00
180027 82598	RESURFICE CORP UNIT 5803-FF	20170321 C	21-Feb-2017	21-Mar-2017	827.39	827.39	0.00
<b>Supplier Totals :</b>					827.39	827.39	0.00
180111 IMSI-017470	RICHARD IVEY SCHOOL OF AMCTO PRGM-ADMIN	20170314 D	28-Feb-2017	14-Mar-2017	4,900.00	4,900.00	0.00
<b>Supplier Totals :</b>					4,900.00	4,900.00	0.00
180061 14884	RIVERSIDE ELEVATORS INC MAR MAINT-TOWNHALL/VRC	20170315 C	01-Mar-2017	16-Mar-2017	508.50	508.50	0.00
<b>Supplier Totals :</b>					508.50	508.50	0.00
190117 1792	S & C CONSTRUCTION TS REPAIRS	20170321 C	23-Feb-2017	21-Mar-2017	960.50	960.50	0.00
1793	STREETLIGHT REPAIRS	20170321 C	23-Feb-2017	21-Mar-2017	7,135.95	7,135.95	0.00
1794	TS REPAIRS	20170321 C	23-Feb-2017	21-Mar-2017	1,228.88	1,228.88	0.00
<b>Supplier Totals :</b>					9,325.33	9,325.33	0.00
900694 249726	SAFEDESIGN APPAREL LTD SHIELDS-FIRE	20170315 C	28-Feb-2017	16-Mar-2017	278.92	278.92	0.00
249753	EQUIP-FIRE	20170315 C	03-Mar-2017	16-Mar-2017	5,344.34	5,344.34	0.00
<b>Supplier Totals :</b>					5,623.26	5,623.26	0.00
190175 12748	SIEFKER PERFORMANCE UNIT 5619-FF	20170321 C	09-Feb-2017	21-Mar-2017	198.88	198.88	0.00
<b>Supplier Totals :</b>					198.88	198.88	0.00
140042 1703 REGISTER	SKATE LASALLE JUMPSTART-VRC	20170321 C	17-Mar-2017	21-Mar-2017	175.00	175.00	0.00
<b>Supplier Totals :</b>					175.00	175.00	0.00
900049 2161752465	SNAP-ON TOOLS OF CANADA TIRE JIM-FF	20170321 C	16-Feb-2017	21-Mar-2017	333.29	333.29	0.00
<b>Supplier Totals :</b>					333.29	333.29	0.00

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<b>900145</b>	<b>SOCAN</b>						
8543962	2017 ANNUAL FEE-VRC	20170321 C	01-Jan-2017	22-Mar-2017	209.13	209.13	0.00
<b>Supplier Totals :</b>					<b>209.13</b>	<b>209.13</b>	<b>0.00</b>
<b>190046</b>	<b>STAPLES ADVANTAGE</b>						
43303144	PRINTER-PW	20170321 C	06-Jan-2017	21-Mar-2017	80.06	80.06	0.00
43658546	PURCHASE	20170321 C	15-Feb-2017	21-Mar-2017	7.33	7.33	0.00
43763908	OFF SUP-PW	20170321 C	28-Feb-2017	21-Mar-2017	144.03	144.03	0.00
43814602	OFF SUP-VRC	20170315 C	06-Mar-2017	16-Mar-2017	113.69	113.69	0.00
43852459	OFF SUP-ADMIN	20170321 C	09-Mar-2017	21-Mar-2017	30.31	30.31	0.00
<b>Supplier Totals :</b>					<b>375.42</b>	<b>375.42</b>	<b>0.00</b>
<b>900582</b>	<b>STEVENS STEEL PRODUCTS</b>						
293378	UNIT 5606 STEEL PLATES-FF	20170321 C	09-Feb-2017	21-Mar-2017	293.80	293.80	0.00
<b>Supplier Totals :</b>					<b>293.80</b>	<b>293.80</b>	<b>0.00</b>
<b>900969</b>	<b>STOKES INTERNATIONAL</b>						
115880	CRESTS-FIRE	20170315 C	17-Jan-2017	16-Mar-2017	276.85	276.85	0.00
<b>Supplier Totals :</b>					<b>276.85</b>	<b>276.85</b>	<b>0.00</b>
<b>903323</b>	<b>SUNCOR ENERGY PRODUCTS</b>						
1702/9938524395	FUEL-FIRE	20170321 C	27-Feb-2017	21-Mar-2017	111.42	111.42	0.00
<b>Supplier Totals :</b>					<b>111.42</b>	<b>111.42</b>	<b>0.00</b>
<b>190064</b>	<b>SUPERIOR PROPANE</b>						
14841820	CYL RENTAL-FF	20170315 C	24-Feb-2017	16-Mar-2017	224.15	224.15	0.00
14868701	CYL RENTAL-FF	20170315 C	28-Feb-2017	16-Mar-2017	24.01	24.01	0.00
14926941	CAGE RENTAL-FF	20170315 C	02-Mar-2017	16-Mar-2017	1.13	1.13	0.00
15048523	CYL RENTAL-FF	20170314 D	10-Mar-2017	14-Mar-2017	269.20	269.20	0.00
15136918	CYL RENTAL-FF	20170321 C	17-Mar-2017	22-Mar-2017	338.44	338.44	0.00
<b>Supplier Totals :</b>					<b>856.93</b>	<b>856.93</b>	<b>0.00</b>
<b>190106</b>	<b>SYSCO WINDSOR</b>						
854408	CONC SUP-VRC	20170315 C	03-Mar-2017	16-Mar-2017	664.28	664.28	0.00
856887	CONC SUP-VRC	20170315 C	07-Mar-2017	16-Mar-2017	836.44	836.44	0.00

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 Batch : All

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Vendor Code Invoice No.	Vendor Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
<b>Supplier Totals :</b>					1,500.72	1,500.72	0.00
<b>200004</b>	<b>TEAM TRUCK CENTRES</b>						
05W0442119P	UNIT 5210-FF	20170321 C	22-Feb-2017	21-Mar-2017	417.95	417.95	0.00
05W0442185P	UNIT 5210-FF	20170321 C	22-Feb-2017	21-Mar-2017	12.29	12.29	0.00
05W0443390P	UNIT 5207-FF	20170321 C	09-Mar-2017	21-Mar-2017	126.87	126.87	0.00
<b>Supplier Totals :</b>					557.11	557.11	0.00
<b>900731</b>	<b>TECHNICAL STANDARDS AND</b>						
2969338	ELEVATOR INSP-TOWNHALL	20170315 C	22-Feb-2017	16-Mar-2017	257.08	257.08	0.00
<b>Supplier Totals :</b>					257.08	257.08	0.00
<b>902563</b>	<b>TELUS MOBILITY</b>						
15336468108	AIR CARDS-POL	20170314 P	06-Mar-2017	14-Mar-2017	552.12	552.12	0.00
<b>Supplier Totals :</b>					552.12	552.12	0.00
<b>200048</b>	<b>THAMES COMMUNICATIONS</b>						
17-437883	UNIT 5302-FF	20170321 C	22-Feb-2017	21-Mar-2017	103.91	103.91	0.00
<b>Supplier Totals :</b>					103.91	103.91	0.00
<b>200106</b>	<b>THERMAL PROCESS SYSTEMS</b>						
5603	FUEL UPGRADES-PW	20170321 C	07-Mar-2017	21-Mar-2017	3,124.45	3,124.45	0.00
5604	FUEL UPGRADES-PW	20170321 C	07-Mar-2017	21-Mar-2017	3,351.47	3,351.47	0.00
5605	FUEL UPGRADES-PW	20170321 C	08-Mar-2017	21-Mar-2017	3,783.24	3,783.24	0.00
<b>Supplier Totals :</b>					10,259.16	10,259.16	0.00
<b>200105</b>	<b>TOWN OF LASALLE</b>						
1702/243530	WATER-PS HERITAGE	20170315 C	07-Mar-2017	16-Mar-2017	15.00	15.00	0.00
1702/243657	WATER-PS 7	20170315 C	07-Mar-2017	16-Mar-2017	15.00	15.00	0.00
1702/243792	WATER-FIRE	20170314 D	07-Mar-2017	14-Mar-2017	140.34	140.34	0.00
1702/247110	WATER-VRC	20170314 D	07-Mar-2017	14-Mar-2017	4,365.34	4,365.34	0.00
1702/249314	WATER-RIVERDANCE	20170314 D	07-Mar-2017	14-Mar-2017	682.94	682.94	0.00
1702/250299	WATER-POL	20170316 P	07-Mar-2017	16-Mar-2017	80.80	80.80	0.00
1702/250586	WATER-PW	20170314 D	07-Mar-2017	14-Mar-2017	282.34	282.34	0.00
1702/250680	WATER-PS 1	20170315 C	07-Mar-2017	16-Mar-2017	86.37	86.37	0.00



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Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
1702/250717	WATER-TOWNHALL	20170314 D	07-Mar-2017	14-Mar-2017	193.14	193.14	0.00
<b>Supplier Totals :</b>					<b>5,861.27</b>	<b>5,861.27</b>	<b>0.00</b>
<b>901904</b>	<b>TRACTION REGIONAL OFFICE</b>						
396252512	COUPLINGS-FF	20170321 C	01-Feb-2017	21-Mar-2017	63.22	63.22	0.00
396253432	UNIT 5203-16-FF	20170321 C	14-Feb-2017	21-Mar-2017	761.94	761.94	0.00
396254420	UNIT 5210-FF	20170321 C	28-Feb-2017	21-Mar-2017	210.38	210.38	0.00
396254450	FUSES-FF	20170321 C	28-Feb-2017	21-Mar-2017	9.58	9.58	0.00
396254693	FUSEHOLDERS-FF	20170321 C	02-Mar-2017	21-Mar-2017	12.88	12.88	0.00
396254896	UNIT 5651-FF	20170321 C	06-Mar-2017	21-Mar-2017	62.10	62.10	0.00
396255013	UNIT 5651-FF	20170321 C	07-Mar-2017	21-Mar-2017	7.28	7.28	0.00
<b>Supplier Totals :</b>					<b>1,127.38</b>	<b>1,127.38</b>	<b>0.00</b>
<b>050001</b>	<b>TROY LIFE &amp; FIRE SAFETY</b>						
1592090	EXT WALL BRACKET-POL	20170316 P	24-Feb-2017	16-Mar-2017	56.50	56.50	0.00
1596642	MONTHLY INSP-POL	20170322 P	16-Mar-2017	22-Mar-2017	212.44	212.44	0.00
<b>Supplier Totals :</b>					<b>268.94</b>	<b>268.94</b>	<b>0.00</b>
<b>200067</b>	<b>TURF CARE PRODUCTS</b>						
571780-00	PARKS STOCK-FF	20170321 C	01-Mar-2017	21-Mar-2017	591.89	591.89	0.00
<b>Supplier Totals :</b>					<b>591.89</b>	<b>591.89</b>	<b>0.00</b>
<b>210006</b>	<b>UNION GAS LIMITED</b>						
1703 CONC BLDG	290-5271 270-9230-CONC BLDG	20170314 D	01-Mar-2017	14-Mar-2017	23.73	23.73	0.00
1703 FIRE	250-5280 226-2706-FIRE	20170314 D	01-Mar-2017	14-Mar-2017	1,299.26	1,299.26	0.00
1703 POL	250-5692 278-0982-POL	20170314 P	01-Mar-2017	14-Mar-2017	1,543.45	1,543.45	0.00
1703 POOL	260-8075 235-0641-POOL	20170314 D	01-Mar-2017	14-Mar-2017	24.61	24.61	0.00
1703 PW	290-5271 278-1768-PW	20170314 D	01-Mar-2017	14-Mar-2017	1,616.56	1,616.56	0.00
1703 RIVERDANC	250-5310 271-7629-RIVERDANCE	20170314 D	01-Mar-2017	14-Mar-2017	647.69	647.69	0.00
1703 TOWNHALL	290-5271 280-1416-TOWNHALL	20170314 D	01-Mar-2017	14-Mar-2017	1,526.93	1,526.93	0.00
1703 VRC	290-5271 263-5177-VRC	20170314 D	01-Mar-2017	14-Mar-2017	9,905.92	9,905.92	0.00
<b>Supplier Totals :</b>					<b>16,588.15</b>	<b>16,588.15</b>	<b>0.00</b>
<b>900158</b>	<b>VIKING CIVES LTD</b>						

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Vendor Code Invoice No.	Vendor Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
2666336	UNIT 5219 DRIVE SHAFT-FF	20170321 C	03-Feb-2017	21-Mar-2017	392.89	392.89	0.00
<b>Supplier Totals :</b>					392.89	392.89	0.00
<b>220045</b>	<b>VOLLMER INC.</b>						
4274	FIREHALL FIBRE REPAIR-FF	20170315 C	31-Jan-2017	16-Mar-2017	1,023.52	1,023.52	0.00
<b>Supplier Totals :</b>					1,023.52	1,023.52	0.00
<b>230077</b>	<b>W.E.H.B.A.</b>						
170323 COURSE	REGISTER-AVOLIO	20170321 C	21-Mar-2017	21-Mar-2017	25.00	25.00	0.00
<b>Supplier Totals :</b>					25.00	25.00	0.00
<b>010014</b>	<b>WALKER AGGREGATES INC</b>						
267102	O-3/4 GRANULAR-WATER	20170321 C	18-Feb-2017	21-Mar-2017	862.72	862.72	0.00
<b>Supplier Totals :</b>					862.72	862.72	0.00
<b>230004</b>	<b>WALKER ROAD AUTOMOTIVE</b>						
6275-549491	UNIT 5606-FF	20170321 C	02-Feb-2017	21-Mar-2017	49.66	49.66	0.00
6275-550031	UNIT 5502-FF	20170321 C	06-Feb-2017	21-Mar-2017	110.19	110.19	0.00
6275-550169	PARKS STOCK-FF	20170321 C	06-Feb-2017	21-Mar-2017	112.98	112.98	0.00
6275-550689	UNIT 5619-FF	20170321 C	08-Feb-2017	21-Mar-2017	42.57	42.57	0.00
6275-550814	UNIT 5619-FF	20170321 C	09-Feb-2017	21-Mar-2017	0.29	0.29	0.00
6275-551745	UNIT 5206-FF	20170321 C	14-Feb-2017	21-Mar-2017	130.50	130.50	0.00
6275-553353	UNIT 341-FF	20170321 C	24-Feb-2017	21-Mar-2017	124.19	124.19	0.00
6275-553357	SENSORS-FF	20170321 C	24-Feb-2017	21-Mar-2017	243.85	243.85	0.00
6275-554459	UNIT 341-FF	20170321 C	02-Mar-2017	21-Mar-2017	39.52	39.52	0.00
6275-555290	UNIT 5651-FF	20170321 C	07-Mar-2017	21-Mar-2017	14.23	14.23	0.00
6275-555451	UNIT 5651-FF	20170321 C	08-Mar-2017	21-Mar-2017	40.50	40.50	0.00
6275-555454	BATTERIES-FF	20170321 C	08-Mar-2017	21-Mar-2017	121.50	121.50	0.00
6275-555740	UNIT 5251-FF	20170321 C	09-Mar-2017	21-Mar-2017	18.86	18.86	0.00
6275-555936	UNIT 5301-FF	20170321 C	10-Mar-2017	21-Mar-2017	244.66	244.66	0.00
6275-555989	SWITCHES-FF	20170321 C	10-Mar-2017	21-Mar-2017	79.67	79.67	0.00
<b>Supplier Totals :</b>					1,373.17	1,373.17	0.00

230019 WINDSOR DISPOSAL

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Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
828076	JAN-MAR ADJ	20170315 C	01-Mar-2017	16-Mar-2017	8,570.09	8,570.09	0.00
831810	WASTE PICKUP-PW	20170321 C	04-Mar-2017	21-Mar-2017	334.03	334.03	0.00
<b>Supplier Totals :</b>					<b>8,904.12</b>	<b>8,904.12</b>	<b>0.00</b>
<b>230021</b>	<b>WINDSOR FAMILY CREDIT</b>						
MAR 15/17	PAYROLL REMITTANCES	72	13-Mar-2017	13-Mar-2017	1,221.61	1,221.61	0.00
MAR 22/17	PAYROLL REMITTANCES	75	16-Mar-2017	16-Mar-2017	1,221.61	1,221.61	0.00
MAR 8/17	PAYROLL REMITTANCES	70	08-Mar-2017	08-Mar-2017	1,221.61	1,221.61	0.00
<b>Supplier Totals :</b>					<b>3,664.83</b>	<b>3,664.83</b>	<b>0.00</b>
<b>230076</b>	<b>WINDSOR POLICE SERVICE</b>						
170403-7 TRAININ	CRISIS INTERVENTION-HUNTER	20170322 P	13-Mar-2017	22-Mar-2017	100.00	100.00	0.00
<b>Supplier Totals :</b>					<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
<b>230031</b>	<b>WINDSOR STAR C/O</b>						
4006279WIN	SEASONAL-PW	20170315 C	28-Feb-2017	16-Mar-2017	700.60	700.60	0.00
<b>Supplier Totals :</b>					<b>700.60</b>	<b>700.60</b>	<b>0.00</b>
<b>903549</b>	<b>WINSTAR GYMNASTICS &amp;</b>						
1703 REGISTER	JUMPSTART-VRC	20170321 C	17-Mar-2017	21-Mar-2017	197.00	197.00	0.00
<b>Supplier Totals :</b>					<b>197.00</b>	<b>197.00</b>	<b>0.00</b>
<b>230085</b>	<b>WOLSELEY CANADA INC</b>						
5185540	COUPLINGS-WATER	20170315 C	07-Feb-2017	16-Mar-2017	951.46	951.46	0.00
5189654	CLAMP-WATER	20170315 C	08-Feb-2017	16-Mar-2017	393.36	393.36	0.00
5197783	CONNECTORS-WATER	20170315 C	10-Feb-2017	16-Mar-2017	36.16	36.16	0.00
5209267	CLAMPS-WATER	20170321 C	15-Feb-2017	21-Mar-2017	943.00	943.00	0.00
5217206	FLASHLIGHT/BATTERY-WATER	20170321 C	17-Feb-2017	21-Mar-2017	298.41	298.41	0.00
5217207	PVC PARTS-WATER	20170321 C	17-Feb-2017	21-Mar-2017	588.85	588.85	0.00
5225811	WC SEAT-SEWER	20170321 C	22-Feb-2017	21-Mar-2017	47.37	47.37	0.00
5225831	CLAMP/ELBOW-WATER	20170321 C	22-Feb-2017	21-Mar-2017	669.53	669.53	0.00
5225832	SUMP PIT/GRATES-SEWER	20170321 C	22-Feb-2017	21-Mar-2017	238.38	238.38	0.00
5229935	PAINT-SEWER	20170321 C	23-Feb-2017	21-Mar-2017	336.29	336.29	0.00
9228522	CLAMP-WATER	20170321 C	17-Feb-2017	22-Mar-2017	-217.80	-217.80	0.00

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 Bank : 1 To 1

Vendor Code Invoice No.	Vendor Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
<b>Supplier Totals :</b>					4,285.01	4,285.01	0.00
<b>902636</b>	<b>WORK AUTHORITY</b>						
370515	CLOTHING-FIRE	20170315 C	19-Feb-2017	16-Mar-2017	329.08	329.08	0.00
374458	CLOTHING-FIRE	20170321 C	12-Mar-2017	21-Mar-2017	364.97	364.97	0.00
<b>Supplier Totals :</b>					694.05	694.05	0.00
<b>230037</b>	<b>WORKPLACE SAFETY &amp;</b>						
AA65135	ROSS REAUME	20170321 C	20-Mar-2017	22-Mar-2017	853.02	853.02	0.00
AB09688	ADMIN CHARGE	20170314 D	01-Mar-2017	14-Mar-2017	302.82	302.82	0.00
<b>Supplier Totals :</b>					1,155.84	1,155.84	0.00
<b>230064</b>	<b>WWOTC</b>						
4214	TRAINING-PW	20170315 C	28-Feb-2017	16-Mar-2017	1,717.60	1,717.60	0.00
<b>Supplier Totals :</b>					1,717.60	1,717.60	0.00
<b>260001</b>	<b>ZAMBONI COMPANY LTD</b>						
91125	VEH PARTS-FF	20170321 C	24-Jan-2017	21-Mar-2017	144.93	144.93	0.00
91186	TANKS-FF	20170321 C	27-Jan-2017	21-Mar-2017	1,184.23	1,184.23	0.00
91400	VEH PARTS-FF	20170321 C	13-Feb-2017	21-Mar-2017	490.39	490.39	0.00
91563	VEH PARTS-FF	20170321 C	28-Feb-2017	21-Mar-2017	135.59	135.59	0.00
<b>Supplier Totals :</b>					1,955.14	1,955.14	0.00
<b>Computer Paid Total :</b>					<b>783,706.87</b>	<b>783,706.87</b>	<b>0.00</b>

Total Unpaid for Approval :	0.00
Total Discount :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	783,706.87
Total EFT Paid for Approval :	0.00
<b>Grand Total ITEMS for Approval :</b>	<b>783,706.87</b>

**TOWN OF LASALLE**  
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 Date : Mar 20, 2017 Time : 10:34 am

Vendor : 000006 To 911511  
 Batch : All

EFT Date : 25-03-2017 To : 25-Mar-2017  
 Bank : 1 To 1

Vendor Code	Vendor Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
070060	GREATER ESSEX COUNTY						
17-02	EDC-FEBRUARY	20170325 T	17-Mar-2017	17-Mar-2017	915.00	915.00	0.00
<b>Supplier Totals :</b>					<b>915.00</b>	<b>915.00</b>	<b>0.00</b>
<b>EFT Paid Total :</b>					<b>915.00</b>	<b>915.00</b>	<b>0.00</b>

Total Unpaid for Approval :	0.00
Total Discount :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	915.00
<b>Grand Total ITEMS for Approval :</b>	<b>915.00</b>

**TOWN OF LASALLE**  
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Vendor : 140034 To 140034  
 Batch : 20170322 T To 20170322PT

EFT Date : 22-03-2017 To : 22-Mar-2017  
 Bank : 1 To 1

Vendor Code	Vendor Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
140034	NEOPOST DIGITAL POSTAGE-						
1703-POSTAGE	POSTAGE-CS	20170322 T	17-Mar-2017	17-Mar-2017	5650.00	5650.00	0.00
<b>Supplier Totals :</b>					<b>5650.00</b>	<b>5650.00</b>	<b>0.00</b>
<b>EFT Paid Total :</b>					<b>5650.00</b>	<b>5650.00</b>	<b>0.00</b>

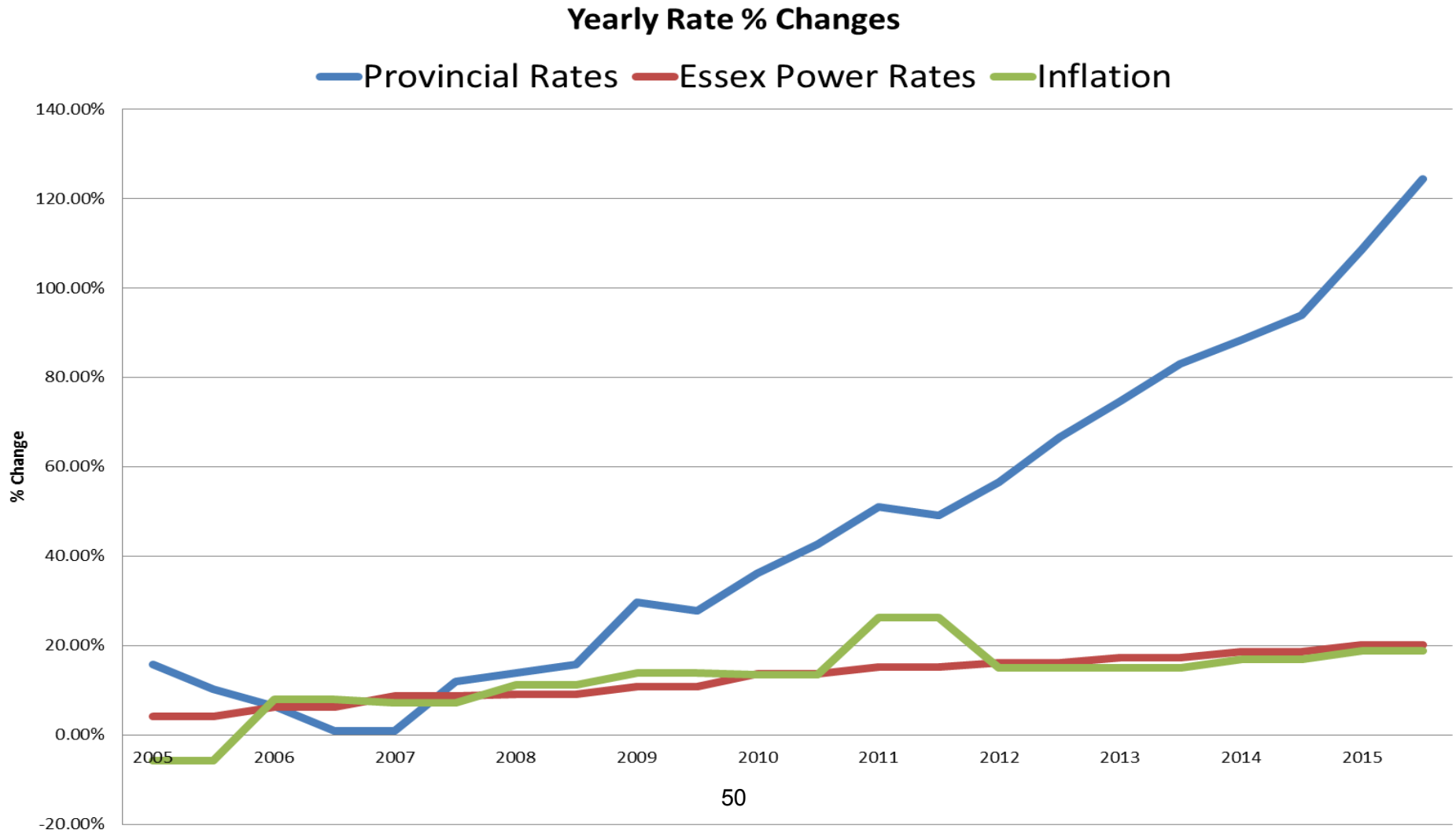
Total Unpaid for Approval :	0.00
Total Discount :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	5,650.00
<b>Grand Total ITEMS for Approval :</b>	<b>5,650.00</b>

# Essex Power Corporation YOUR COMMUNITY PARTNER

*March, 2017*



# Provincial Electricity Costs are a pivotal concern for our Customers

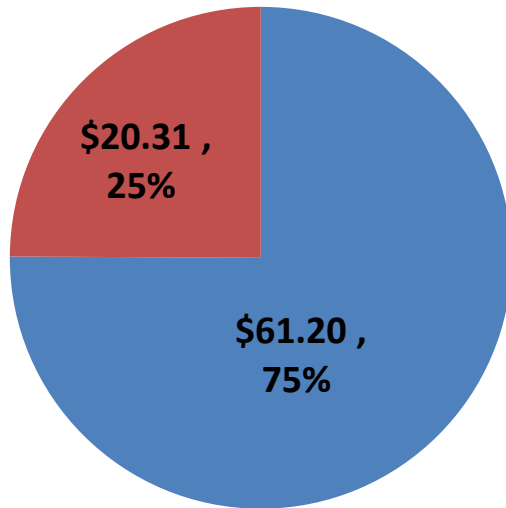




# What portion of the overall bill does EPL represent?

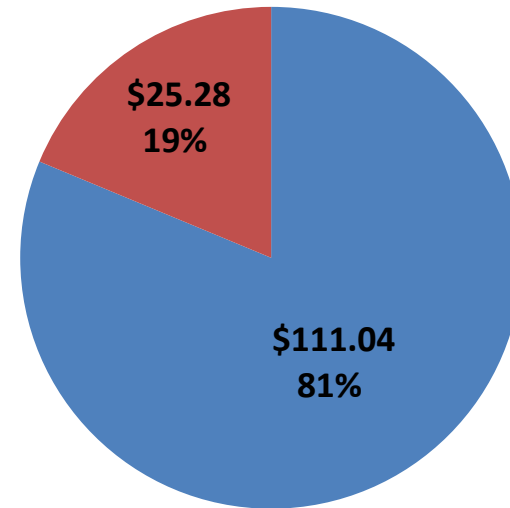
## Electricity Bill Breakdown - 2005

■ Provincially Controlled   ■ Essex Power Controlled



## Electricity Bill Breakdown - 2016

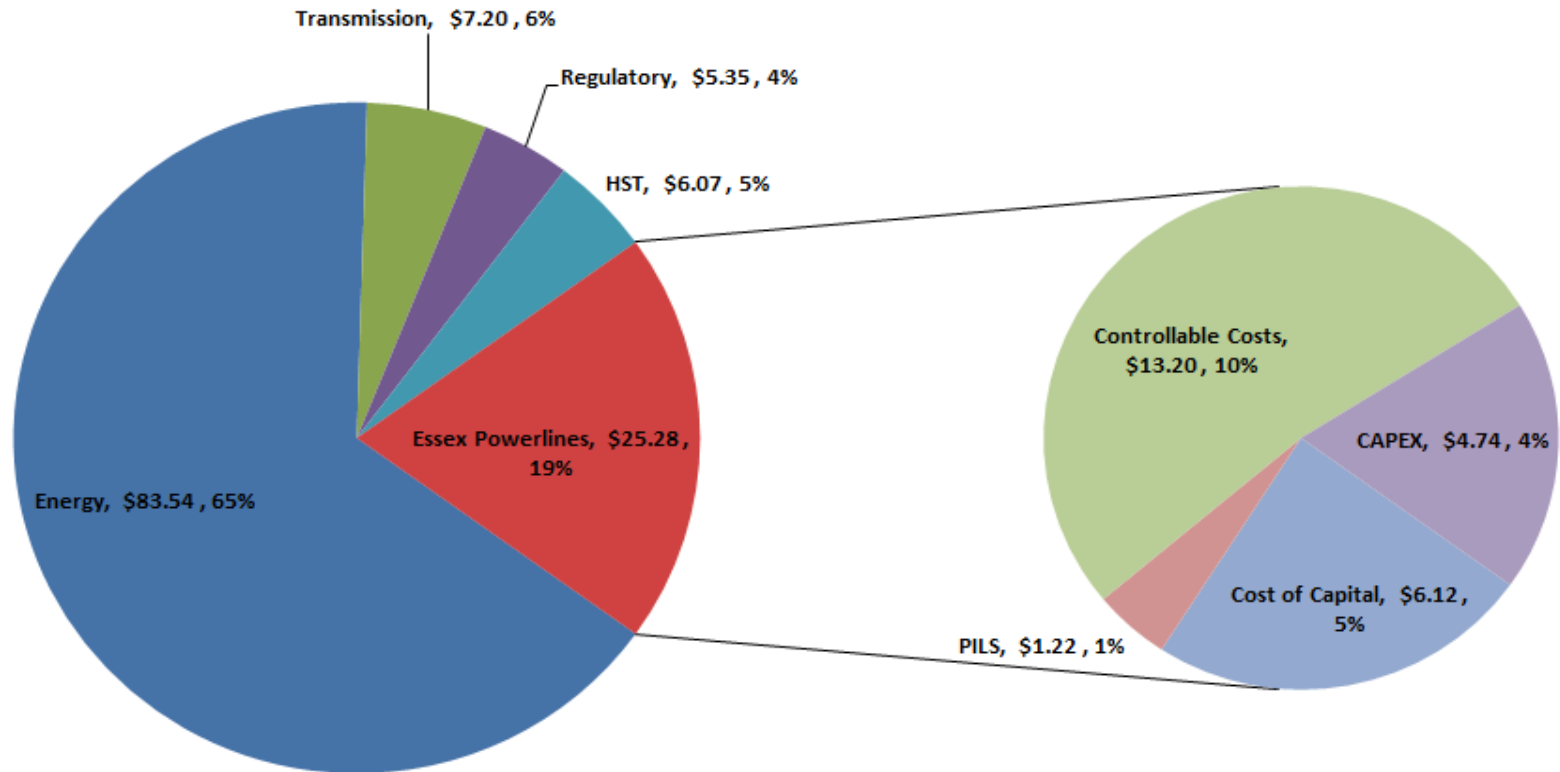
■ Provincially Controlled   ■ Essex Power Controlled



- For a typical Essex Powerlines residential electricity bill (800kWh/month), EPL's portion of the bill increased \$5.29 while the provincial portion increased \$49.84 over the last 11 years.

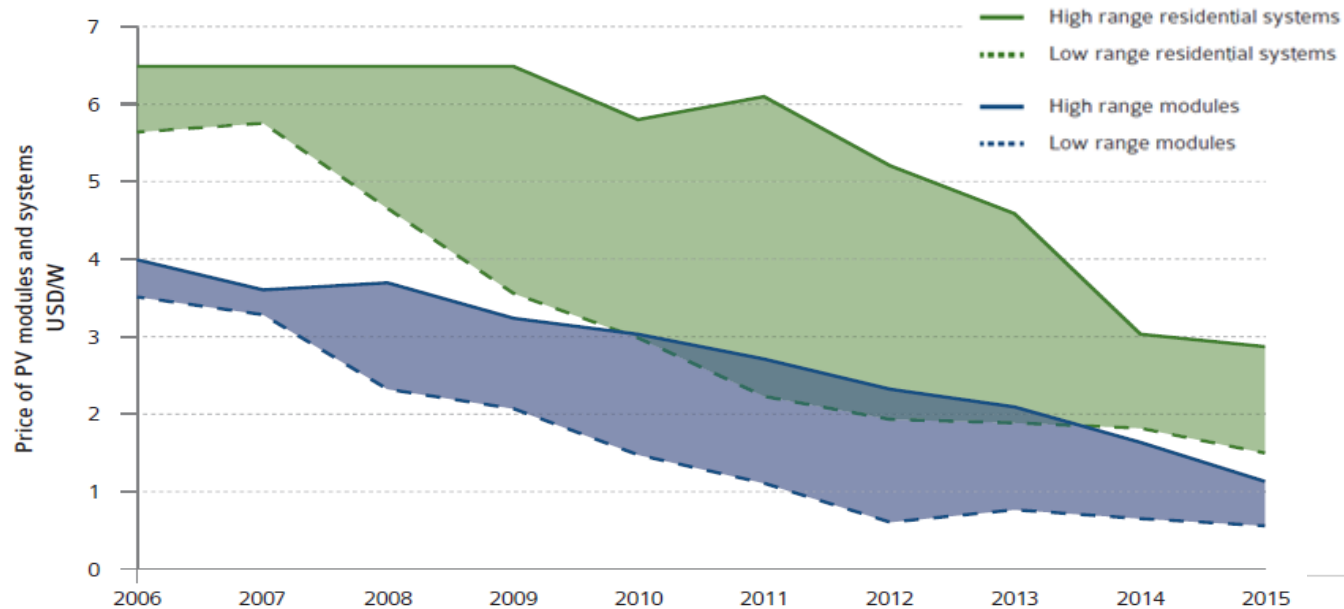
# What makes up EPL's portion of the bill

**Essex Powerlines Corporation  
Average Monthly Bill: Residential - 750 kWh**



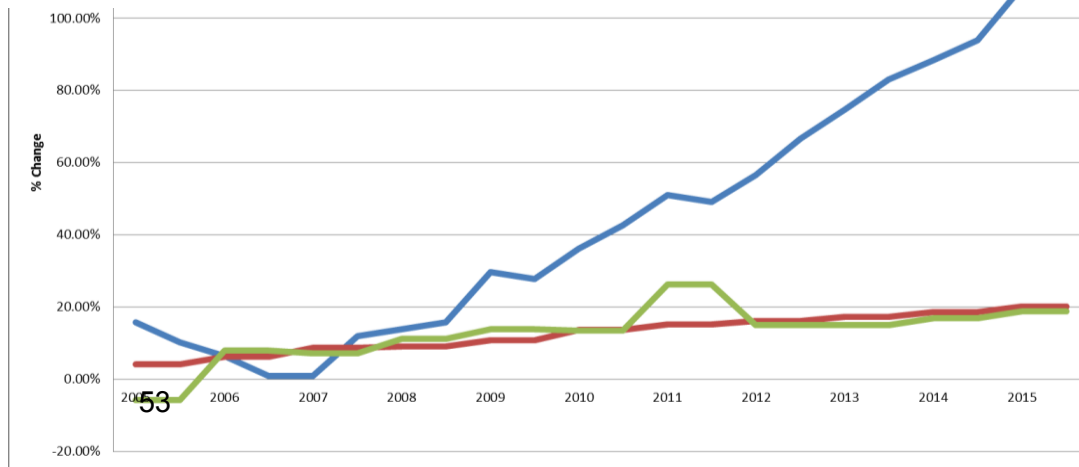
**Total Bill - \$127.44**

# The Time for Zero Emission Communities Is NOW!



- Global costs of solar continue to fall;
- Provincial energy costs continue to rise well beyond the rate of inflation;

**The time for zero emission communities is NOW!**



# Conservation and Demand Management



Essex Powerlines was one of 32 LDCs (out of 76) to accomplish their 2011-2014 targets;



Essex Powerlines is on pace to meet its conservation targets for the 2015-2020 framework;

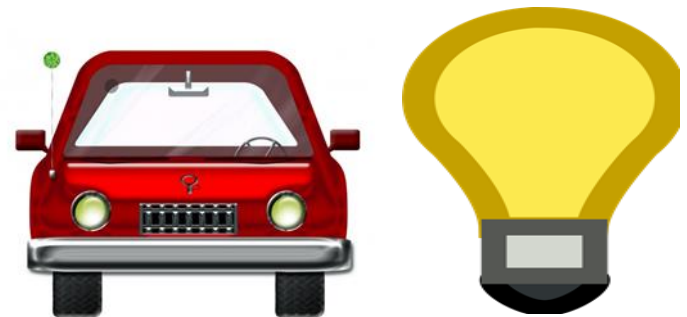


Essex Powerlines on track to spend **\$8.4M** between 2015-2020 to help its customers conserve energy and lower their electricity bills;

# Conservation and Demand Management

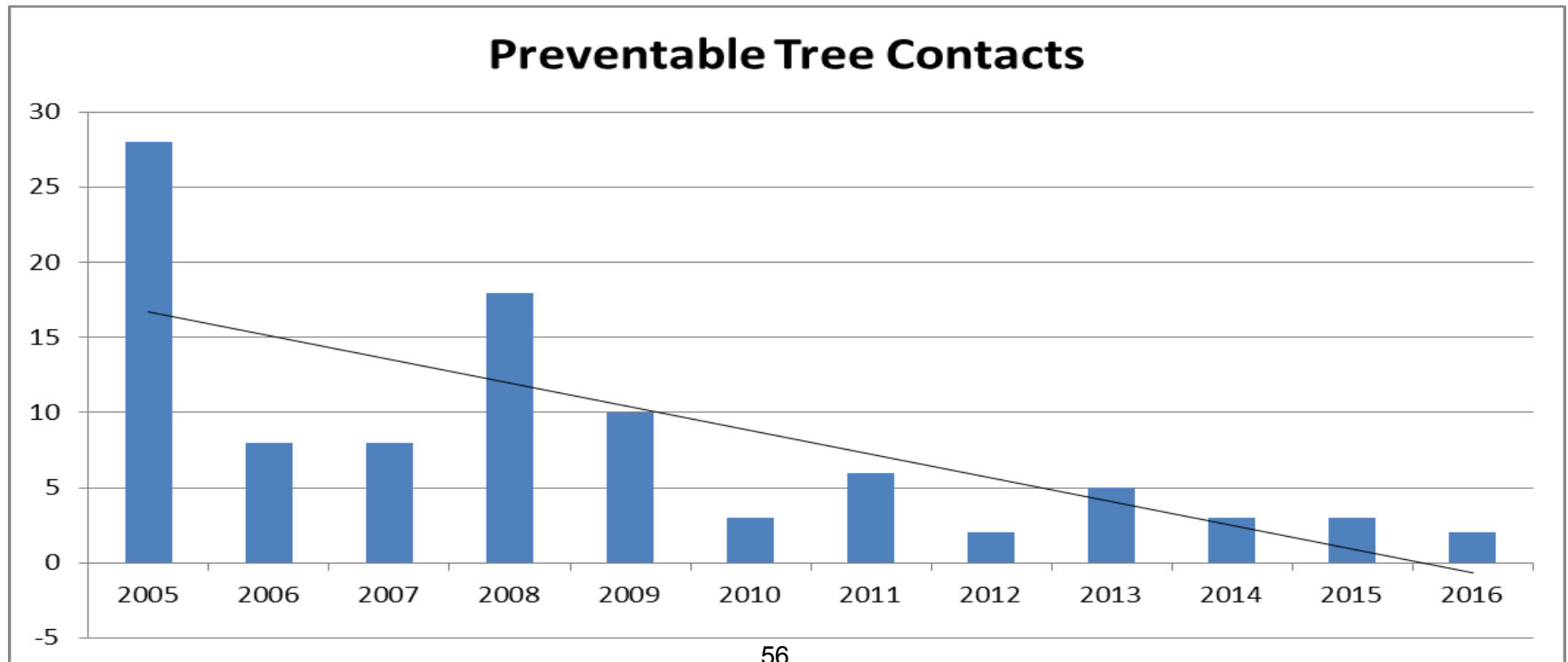
Location	Municipality	Total \$ Incentive	kWh Saved
Diageo	Amherstburg	\$ 20,952.00	419,035 kWh
Centreline	LaSalle	\$ 14,163.00	179,950 kWh
Highbury Canco	Leamington	\$ 23,458.00	234,576 kWh
Bonduelle	Tecumseh	\$ 32,882.00	328,822 kWh

These retrofit projects alone will remove  
**1,170 cars** off the road or shut off  
**11, 907 lightbulbs** for a year!



# Preventative Maintenance Results

- EPL Preventative Maintenance Program has been successful in dramatically reducing outage frequency
- Infrared, ultrasonic, NDE, and visual
- Data is databased or geographical



# Smart Grid – The 21<sup>st</sup> Utility

- Essex Power continues to CREATE and INVEST and new Smart Grid technologies
- Essex Powerlines has interactive “real time” modelling of it’s entire electrical grid, right up to the each customer’s meter
- This will allow us to immediately diagnose any system problem, improve restoration times or even prevent outages before they occur in the future

# Smart Grid – The 21<sup>st</sup> Utility

The screenshot displays a GIS application interface for smart grid management. The main window shows a map of a residential and commercial area with a complex network of colored lines representing electrical infrastructure. The interface includes a menu bar at the top with options like Dashboard, File, Editing, Analysis, Reporting, and Outage Management. Below the menu is a toolbar with icons for various functions such as New, Open, Close, Save, Real Time, Open in New Instance, Import Data, System Properties, View All, Set View, Page Setup, Print Preview, Print, Save Map to File, and Export as Multispeak 3. On the left side, there is a 'Layers' panel with the following sections:

- Electrical Layers**
  - 208V
  - 600V
  - 208V
  - 240V
  - 480V
  - 4.16 kV
  - 8.32 kV
  - 27.6 kV
- Background Layers**
- Node Types**
  - DestNode[Outage=True]
  - DestNode[MeterPending=T]
  - DestNode[Source]
  - DestNode[MotorGenerator]
  - DestNode[Name contains e]
  - DestNode[Switch]
  - DestNode[PowerTransforme]
  - DestNode[DistributionTrans]
  - DestNode[Meter]
  - DestNode[LineMonitor]
  - DestNode[BoundaryMeter]
  - DestNode[Protection]
  - DestNode[Reclosure]
  - DestNode

The map shows various geographical features and landmarks, including Provincial Nature Reserve, Spring Garden ANSI, Ambassador Golf Club, Roseland Golf and Curling Club, and Essex Golf and Country Club. The number '58' is visible in the bottom center of the map area.



# OEB OM&A Provincial Ranking

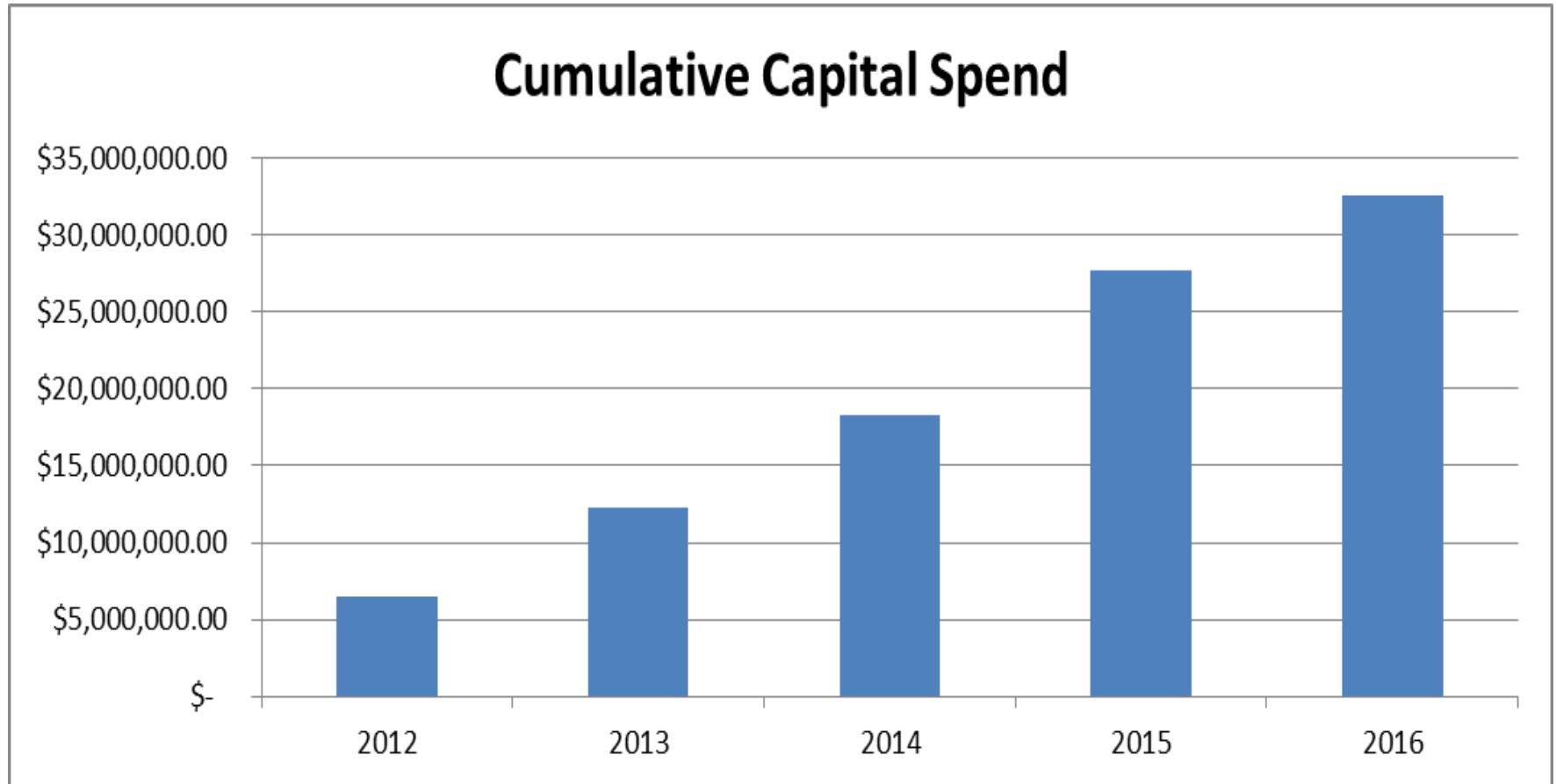
## Top Performers

	LDC Name	OM&A per Customer	Customer Count
1	Hydro Hawkesbury Inc.	\$ 174.13	5,510
2	Kitchener-Wilmot Hydro Inc.	\$ 178.78	92,404
3	Hydro One Brampton Networks Inc.	\$ 180.72	154,105
4	Oshawa PUC Networks Inc.	\$ 211.45	55,949
5	Newmarket-Tay Power Distribution Ltd.	\$ 214.43	35,171
6	Wasaga Distribution Inc.	\$ 217.42	13,172
7	Veridian Connections Inc.	\$ 223.01	118,481
8	E.L.K. Energy Inc.	\$ 223.38	11,704
9	Lakefront Utilities Inc.	\$ 224.29	10,125
10	London Hydro Inc.	\$ 225.29	153,947
11	Westario Power Inc.	\$ 229.18	22,954
12	Peterborough Distribution Incorporated	\$ 231.48	36,317
13	Entegrus Powerlines Inc.	\$ 232.16	40,659
14	St. Thomas Energy Inc.	\$ 232.60	17,072
15	Brantford Power Inc.	\$ 232.85	39,127
16	Essex Powerlines Corporation	\$ 235.45	28,892
17	Waterloo North Hydro Inc.	\$ 239.32	55,416
18	Hydro Ottawa Limited	\$ 248.05	323,919
19	Ottawa River Power Corporation	\$ 255.33	10,892
20	PowerStream Inc.	\$ 257.77	358,772

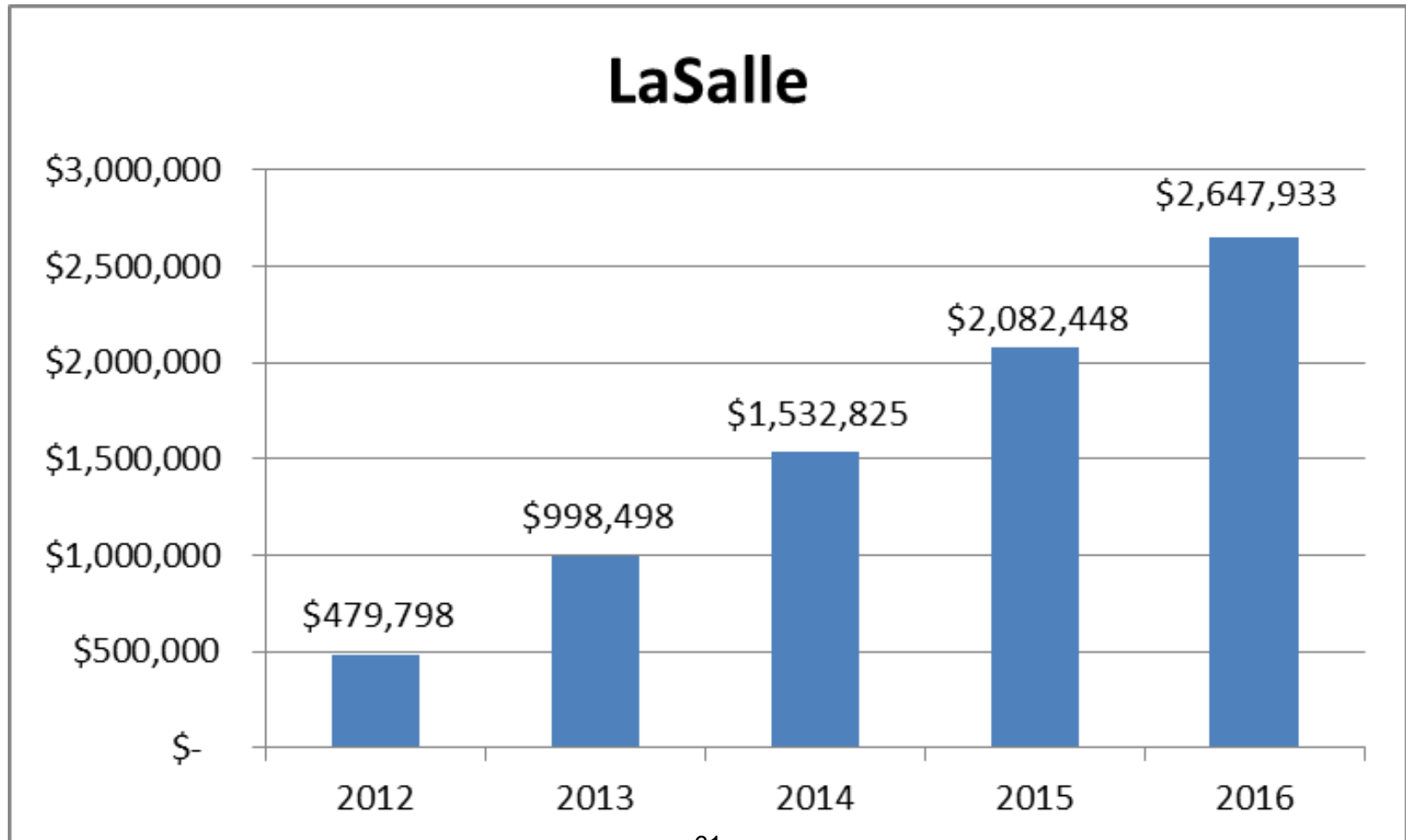
## Worst Performers

	LDC Name	OM&A per Customer	Customer Count
60	Northern Ontario Wires Inc.	\$ 393.99	6,075
61	Espanola Regional Hydro Distribution Corpora	\$ 417.08	3,289
62	Kenora Hydro Electric Corporation Ltd.	\$ 418.11	5,569
63	Fort Frances Power Corporation	\$ 435.39	3,729
64	Wellington North Power Inc.	\$ 447.52	3,725
65	Hearst Power Distribution Company Limited	\$ 449.86	2,703
66	Hydro One Networks Inc.	\$ 451.85	1,257,016
67	West Coast Huron Energy Inc.	\$ 462.32	3,812
68	Sioux Lookout Hydro Inc.	\$ 511.72	2,780
69	Chapleau Public Utilities Corporation	\$ 599.82	1,229
70	Atikokan Hydro Inc.	\$ 622.59	1,653
71	Algoma Power Inc.	\$ 1,023.78	11,678

# Re-Investing In Our Infrastructure



# 5 Year Cumulative Dividend Payment



# Youth in Community Fund



Essex Power continues to invest in the where we donate **\$40,000** annually, divided equally amongst each municipality. **To date \$160,000** has been given to the youth initiatives throughout EPL's distribution area.

Some of the Youth events and organizations the fund helped are

- LaSalle Skatefest
- Recreational Swims and Skates
- Pancake Breakfast with Santa and the Mayor
- Kids DJ Dance Party

# Essex Power Helping Others in Our Communities



- Essex Power and Staff have donated nearly \$7,000 and 2,000 can food items to the St. Andrew's Food Bank. EPC has also donated to other food banks in our service area.
- Essex Power has been a proud sponsor of LaSalle's' s Community Festivals such as the annual Strawberry Fest, and the LaSalle Fire Fishing Derby

# Recent Events – The Electricity Bill

- *Protecting Vulnerable Energy Consumers Act, 2017*
  - Prevents Distributors from disconnection or load limiters during the winter months
- *Ontario Rebate for Electricity Consumers Act, 2016*
  - Grants an 8% rebate (provincial portion of the HST)
- *Amendments to O. Reg. 442/01*
  - Increased the amount of RRRP rate protection eligible to rural Ontarians



Thank You. Questions?

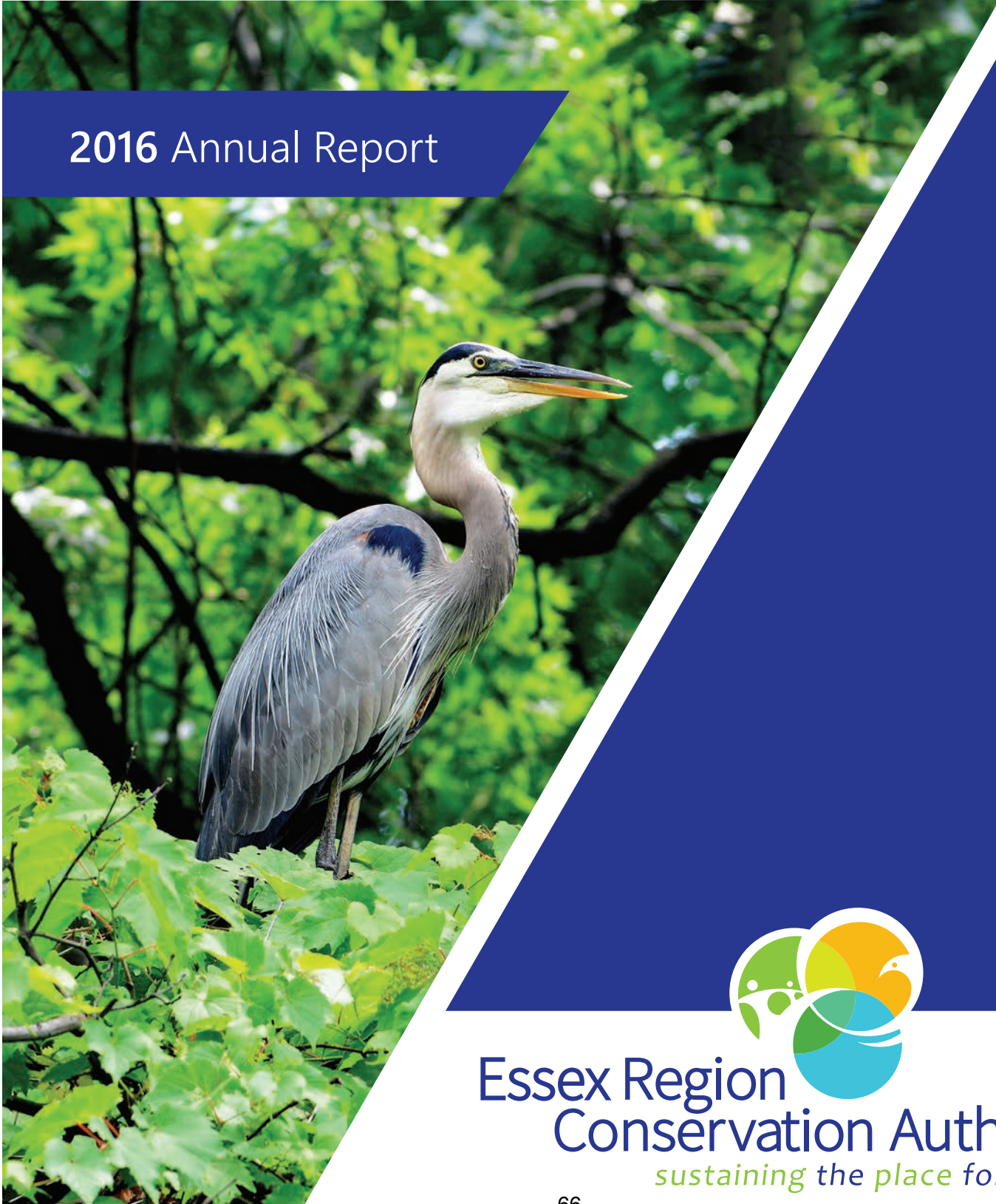






Essex Region Conservation  
*the place for life*

## 2016 Annual Report



Essex Region  
Conservation Authority  
*sustaining the place for life*



# 2016 Annual Report - Sustaining the #PlaceforLife



## Message from the Chair

Thanks to the support of many, there are great achievements to celebrate this year. The new Cypher Systems Group Greenway is under construction, and accessibility for visitors to Kopegaron Woods and the John R. Park Homestead has been improved. We've added 103 acres of natural area to our landscape and implemented 88 projects to help improve water quality. We hosted the first Western Lake Erie Student Conference which highlighted the vulnerabilities of our Great Lakes. And, we launched the development of Regional Stormwater Guidelines, made all the more critical in the aftermath of the rainfall emergency that hit Windsor, Tecumseh and Lakeshore in September.

All of these projects are made possible by working together – with municipalities, private landowners, senior levels of government and volunteers. We are thankful to all of our partners for their many contributions.

ERCA is unique in that in addition to the valuable services it provides to its member municipalities, we also provide a significant financial return. Over the last decade, ERCA has received \$26.5 million in levy funding; and in return, secured more than \$35 million in external grant funding for municipalities and the region. This is over and above all we do to create a future of sustainability, and demonstrates a remarkable return on investment.

It has been my honour to serve as Chair for the past two years, and I look forward to continuing to work together for years to come, to ensure that our region is the **Place for Life**.

Sincerely,

Ed Sleiman  
Chair/Councillor, City of Windsor



### Message from the General Manager

The Essex Region, like other areas, is made up of places – where we live, where we work, where we gather, where we play. All elements of a place are interconnected. We recognize that natural processes contribute to the health of the places we live in, which, in turn, influence the health and integrity of our natural areas; and strengthen our regional economies.

We have a responsibility to enrich and sustain our region as a place with connected natural areas, where people are protected from flooding and erosion. A place with healthy rivers and streams, beaches we can swim in, and lakes we can fish in; greenways and trails that connect us to our landscapes and to each other. A place with productive agricultural lands. A sustainable place that is resilient and can adapt to change. We have to learn about and understand what makes our places great, how changes in our landscapes impact the places we live in, and how to respond to ensure our region is healthy and sustainable.

2016 was a very significant year for Essex Region Conservation. We launched our new strategic plan, **Sustaining the Place for Life**, which sets our priorities and directions for the next decade. Together with the Essex Region Conservation Foundation, we created a new visual identity to demonstrate the strengthened relationship between our two organizations, and our shared commitment to create a place we can be proud of and celebrate – one we can call home. For life.

The projects, programs and priorities implemented over the past year, and in fact, the past more than four decades, are critically important to ensuring that the Windsor-Essex-Pelee Island region will continue to be the **Place for Life**.

Yours in Conservation,

**Richard J. H. Wyma**  
General Manager/Secretary-Treasurer

## Our Vision

The Essex Region is a sustainable, resilient and vibrant place with healthy and thriving watersheds, Great Lakes and a green culture.

## Our Mission

Improving our environment to enrich our lives.



## PLACE FOR LIFE

In 2016, we launched our **Strategic Plan 2016-2025 – Sustaining the Place for Life**, which builds on five main areas of focus that resounded through broad consultation: climate change, Great Lakes, landscapes and habitats, sustainable communities and a strong, resilient organization. In total, fifteen strategic goals have been identified, with forty-five actions outlined to achieve these goals.

We also created a new **visual identity** to demonstrate the strengthened relationship between the Essex Region Conservation Authority and Foundation. **Essex Region Conservation**, an overarching identity, promotes the Windsor-Essex-Pelee Island region as the **Place for Life**. Both the Authority and Foundation logos have been updated and modernized with unique but complementary icons and messaging that strategically portray the spirit of the Place for Life.

To build on this theme, we hosted the **#PlaceforLife** social media contest to enhance community excitement and pride in our region, and showcase all of its special places. Friends and followers submitted stories or photographs via Facebook, Twitter or Instagram to demonstrate why this region is the #PlaceforLife.

The Place for Life reinforces that all elements of a place are interconnected – our community, its environmental health, healthy lifestyles for our citizens, and our economy. Life recognizes our living, thriving, sustainable natural systems. Life refers to the people of our community; their health and protection, and our shared heritage. We embrace this place and make it our home. For life.



# 2016 WATERSHED HIGHLIGHTS

2016 was a year of significant change and progress. We launched our new strategic plan and five key strategic directions to ensure our region is the Place for Life. The following highlights are a snapshot of the programs implemented to align with our strategic priorities.



## CLIMATE CHANGE



We are continuing to observe a changing climate. While efforts to slow climate change must continue, we also need to help our partner communities adapt to its impacts. This year, ERCA:

- Assisted Windsor, Tecumseh and Lakeshore by mobilizing pumps, providing sandbags, and providing general emergency response assistance during the significant **rainfall emergency** in September.
- Launched the development of **Regional Stormwater Guidelines** in partnership with the County of Essex and all mainland municipalities. This document will address the need for a comprehensive technical guide to assist municipalities, consultants and ERCA in the design and review of stormwater facilities. It will ensure that a consistent approach is implemented,

resulting in a better understanding of regional issues and a streamlined review process. Completion of this guideline, in conjunction with the Intensity-Duration-Frequency Curve research, are important first steps in the development of a regional climate adaptation strategy.



Received over **1,650 planning and development requests** for review and applications for permits, to protect new development from flooding hazards while ensuring environmental sustainability.

- Obtained **Water and Erosion Control Infrastructure Improvements (WECI)** funding to implement additional improvements along the **Grand Marais Drain Flood Control Channel**, furthering the City of Windsor and ERCA's ongoing efforts to provide flood protection and storm drainage outlet for this watershed. Works included the deepening and widening of

- approximately 180 metres of open channel and drain improvements through the South Cameron Road culvert. These continued improvements bring the channel one step closer to attaining full flood control benefit.
- Partnered with the Town of Lakeshore and the Provincial WECl program to complete the **Belle River Flood Control Structure**. The project included the replacement of

approximately 65 metres of sheet steel shore protection and the removal of one manually operated flood control gate. These works reinstate the integrity of portions of the flood control structure which provides protection to approximately 250 floodprone dwellings within the Belle River area.

## GREAT LAKES



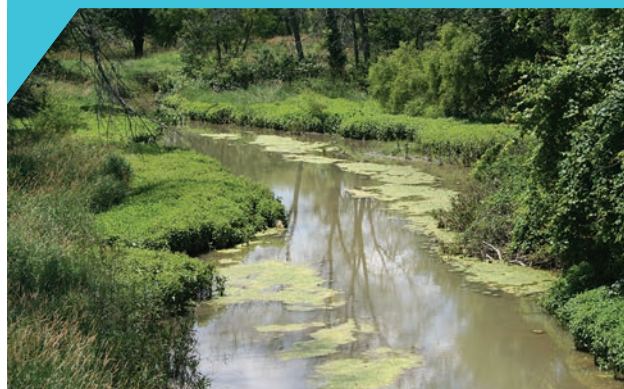
The Great Lakes are our most significant natural resource. Our 2012 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality, and this year, ERCA:

- Implemented 88 water quality improvement projects across the region.
- Continued partnering with the Ministry of Environment and Climate Change (MoECC) in the **Kingsville-Leamington Nutrient Study** (KLN). Fourteen streams are monitored to collect information to understand the contribution of phosphorus from greenhouses and track changes in phosphorus concentrations over time.



Continued water quality monitoring at 93 sites across the region. These include surface water, ground water, wet weather and benthos monitoring stations.

Collaborated with the University of Windsor Great Lakes Institute for Environmental Research (GLIER) and other partners in the Great Lakes Recreational Water Security research project. This study is to better understand the types of microbial communities found at our beaches and how they relate to beach closures and harmful algal blooms.



- Worked with partners to raise public awareness about **Drinking Water Source Protection** through the installation of road signs in vulnerable drinking water areas. These signs are consistent across the province to raise awareness that our streams and rivers are connected to our sources of drinking water.

- Provided **Risk Management Services** on behalf of municipalities to implement policies in the Source Protection Plan, and began approving Risk Management Plans to mitigate risks associated with the handling and storage of large volumes of liquid fuel throughout the region.



Worked with agricultural landowners to exchange knowledge and information through tours, meetings and other initiatives.

- Administered the **Great Lakes Agricultural Stewardship Priority Subwatershed Initiative** (GLASI) to determine the cost of

phosphorus reduction using agricultural Best Management Practices (BMPs) in the eastern branch of the Wigle Creek watershed near Kingsville. In 2016, 47 cost sharing BMP projects were approved, including planting cover crops and the purchase of new farm equipment to facilitate the more precise application of fertilizer. This project was funded in part through *Growing Forward 2 (GF2)*, a federal-provincial-territorial initiative. The Agricultural Adaptation Council assists in the delivery of *GF2* in Ontario. ERCA's water quality team monitors phosphorus concentrations at seven sites to determine phosphorus reduction in this small watershed.

## LANDSCAPES & HABITATS



Our landscapes and habitats are among the most significant in Canada, and, while we have planted more than 6 million trees and achieved 8.5% natural areas coverage, more action is needed to reach our 12% target. This year, ERCA:

- Created **8 new wetlands** totalling 6 acres. Wetlands improve water quality, filter surface runoff, provide groundwater recharge, reduce flooding and erosion, and maintain soil moisture during drought conditions.
- Engaged **1,800 volunteers** to take action to improve environmental sustainability by participating in 36 tree plantings, stream

cleanups, invasive species removals, citizen science and other **outreach events**.

- Introduced a **full service restoration program** option for landowners interested in tree planting and other habitat creation programs, without undertaking site preparation and long term maintenance. This new turn-key operation hopes to result in more landowners participating in habitat creation projects, contributing to a future of sustainability for all.



Planted and distributed **101,000 trees**, and restored nearly **87 acres of forest habitat** and **11.5 acres of prairie habitat**.

- Undertook a pilot project to **Restore Wetlands through Phragmites Removal** at Hillman Marsh Conservation Area, a managed 117-acre wetland cell. This multi-phase project included GPS mapping, specialized herbicide application, hand-removal and monitoring activities. As well, an educational video was created, and a workshop hosted in partnership with the Windsor-Essex County Environment Committee Green Speaker series.
- Initiated a **significant restoration project at Spring Garden Natural Area**, in partnership with the Ontario Ministry of Transportation and the City of Windsor. Prairie habitat will be restored as a result of this multi-year project to remove invasive Autumn Olive and allow native species to flourish.

Conducted a Low Complexity Prescribed Burn at Hillman Marsh Conservation Area to revitalize and maintain the tallgrass prairie ecosystem and allow rare plants and animals to flourish.



## SUSTAINABLE COMMUNITIES



Our urban areas will continue to grow and expand: ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure. In 2016, we:

- Conducted significant **natural heritage inventory** work on behalf of the Towns of Tecumseh and Lakeshore to aid these municipalities in protecting natural heritage features through their Official Plan Amendments.
- Drafted **Environmental Impact Assessment (EIA) Guidelines** for the region to help our municipal partners consistently apply decisions regarding natural heritage protection.
- Provided significant advice and input to the **Official Plan updates** in four municipalities – Lakeshore, Tecumseh, LaSalle and Kingsville.
- Constructed the **Cypher Systems Group Greenway**. Thanks to a generous gift of \$250,000 from Cypher Systems Group, and support from the Government of Canada, the Town of Essex and many corporate and individual donations, the Essex Region Conservation Foundation's *TrailOn!* campaign



- raised over \$1 million to develop this trail. This property stretches 26 kilometres from the urban centre of Essex to the Town of Amherstburg and intersects with the existing Chrysler Canada Greenway in McGregor.
- Rebuilt the **Kopegaron Woods Boardwalk** to improve accessibility, environmental sustainability and visitor services. In total, nearly 600 metres of boardwalk have been replaced, and the balance of the gravel and woodchip trail resurfaced to improve walkability. The boardwalk is constructed of red cedar instead of pressure treated wood, to eliminate the use of man-made preservatives.

- Hosted the first **Western Lake Erie Student Conference**. Thanks to funding from the Ontario Ministries of Environment and Climate Change and Education, 150 secondary school students from across the region participated to learn more about the challenges and issues surrounding the most vulnerable of our Great Lakes, and a variety of related career opportunities.



Connected nearly **300 new Canadians to nature** through snowshoeing and safe canoeing experiences, with support from the Ministry of Culture, Sport and Recreation.

Engaged nearly 10,000 students in **outdoor and conservation education programs**, to provide curriculum-based experiences that teach young people about the importance of protecting our environment and preserving our human and natural heritage.



- Partnered with the Greater Essex County District School Board and the Ministry of Environment to offer the first **Great Lakes Innovation-Creativity-Entrepreneurship** training session, aimed at finding solutions to local challenges with Lake Erie. Five students were chosen to present the collective proposals at the provincial Great Lakes Summit in October 2016.
- Doubled capacity in our **Teen Ranger Program**, providing 40 youth aged 12 - 15 with unique opportunities to connect with and take action for the environment. Participants graduated with an increased appreciation of the world and people around them; better team-building skills; and greater awareness of themselves and their abilities.





Certified 205 secondary school **Specialist High Skills Major** students with training in a variety of subject matters to permit them to graduate with these specializations, while achieving our goal of helping to educate the next generation of conservationists.

- Restored the **Smokehouse** at the John R. Park Homestead, thanks to a grant from Questers International. As well, ERCA replaced 6 windows at the Homestead to ensure the museum's historical and architectural integrity.
- Unveiled the '**Waterbirds of Hillman Marsh' interpretive sign** to augment birding tourism in the Place for Life. Created with support from the Ontario Field Ornithologists, Pelee Wings Nature Store,

Friends of Point Pelee and Essex County Nature, the sign profiles 36 species of water birds, and adds another tourism amenity to the Shorebird Habitat, which is unique in North America.

- Improved **safety and accessibility** along the shores of Lake Erie at the John R. Park Homestead as the boardwalk was removed and a limestone pathway installed. Accessibility at Hillman Marsh and Holiday Beach outdoor classrooms were also improved this year with significant upgrades.
- Improved visitor services at Holiday Beach Conservation Area with the **creation of a rental cottage**. This beautiful, private three-bedroom facility on the shore of Lake Erie, just steps from the beach, will be available to rent in 2017. A utility hub was also created at the park to better serve those renting the facility for weddings and other events.

## A STRONG RESILIENT ORGANIZATION



ERCA is a sustainable, resilient and valued agency. Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. In 2016, we worked toward organizational sustainability in the following ways:

- Demonstrated significant **return on investment**. Over the last ten years, ERCA has received \$26.5 million in levy funding; and in return, secured more than \$35 million in additional funding for municipalities and the region. This is a net benefit to the Essex Region of almost \$10 million, and is over and above in-kind contributions from partners and the programs and services that we implement to benefit our regional environment.
- Upgraded our **network infrastructure and servers** to improve efficiency and capacity.

- Improvements were made to the existing **Property and Information database**, which improves processing and ultimately reduces turnaround times for permits and planning applications. The Authority continues to make system enhancements to accommodate the demand for digital exchange of information with applicants and consultants.



Implemented a new database to **facilitate customer tree orders** and to track outcomes of tree plantings and naturalization projects. By understanding project outcomes and plant survivability, resources can be directed to projects with better cost/benefit ratios.

## ERCA ACCOUNTABILITY 2016

The following provides a three-year 'by the numbers' comparison of achievements.

\*Some metrics were not calculated prior to 2015



### CLIMATE CHANGE

		2014	2015	2016
Permits Requested		615	753	983
Permits Issued		588	560	808
Clearances Issued		113	100	97
Request for Information Letters Issued		159	242	273
Permits to Take Water Applications		6	3	4
Appeals		11	13	15
Appeals in CA favour		11	13	15
Violations Issued		16	14	19
Average Response time for permits	Minor Development	8 days	15 days	10 days
	Major Development	29 days	30 days	21 days
	Alteration to Waterways	11 days	15 days	9 days
Number of structures located in the floodplain		10,000	10,000	10,000
Kilometres of watercourses with floodplain mapping completed		609	609	609
Hectares (area) digitally mapped delineating the CA Regulation Limit		38,304	38,304	38,304
Hectares (area) digitally mapped delineating the flooding hazard limit (flood plains)		38,304	38,304	38,304
Metres of shoreline protected from flooding and erosion		140 m	250 m	245 m
\$ Value of Water/Infrastructure Contributions to Municipalities		494,000	772,500	287,500
Flood Messages	Watershed Conditions	7	6	2
	Flood Watches	7	10	7
	Flood Warnings	0	3	3
	Wind Warnings	1	0	0

## GREAT LAKES



		2014	2015	2016
Water Quality Improvement Projects Implemented	Agriculture/Other (total)	20	26	88
	Detroit River Watersheds	8	6	10
	Lake Erie Watersheds	8	10	19
	Lake St. Clair Watersheds	4	10	12
	Great Lakes Agricultural Priority Subwatershed Stewardship Initiative	-	-	47
Number of wells decommissioned		3	4	9
Number of landowners participating	Agriculture/Other	-	30	58
Number of surface water quality monitoring stations		19	71	77
Number of ground water quality monitoring stations		9	8	8
Number of benthos monitoring stations		8	15	8

## LANDSCAPES & HABITATS



	2014	2015	2016
Total Landholdings (Hectares)	1,628	1,669.6	1,669.6
Hectares of recreational land owned and managed *	-	1,036.8	1,036.8
Total hectares under forest management plans *	-	44.39	44.39
Total Taxes for CA Landholdings	\$53,256	\$49,166	\$75,290
Land Acquisition in Reporting Year (in acres)	0	51	0
Value of acquisitions (Fair Market Value)	0	\$508,000	0
Total Acres of Habitat Restored	152	142.5	103.5
Number and Acres of Trees	134,000 trees	125,450 trees 115 ac	101,000 trees 87 ac
Number and Acres of Wetlands	1 wetland 1.25 ac	4 wetlands 5 ac	5 wetlands 5 ac
Number and Acres of Prairie	4 sites / 17.5 ac	8 sites / 22.5 ac	8 sites/ 11.5 ac
Number of landowners involved in restoration *	-	209	214
Trees planted by volunteers *	-	2,912	2,603
Native plants planted by volunteers *	-	1,669	3,858



## SUSTAINABLE COMMUNITIES

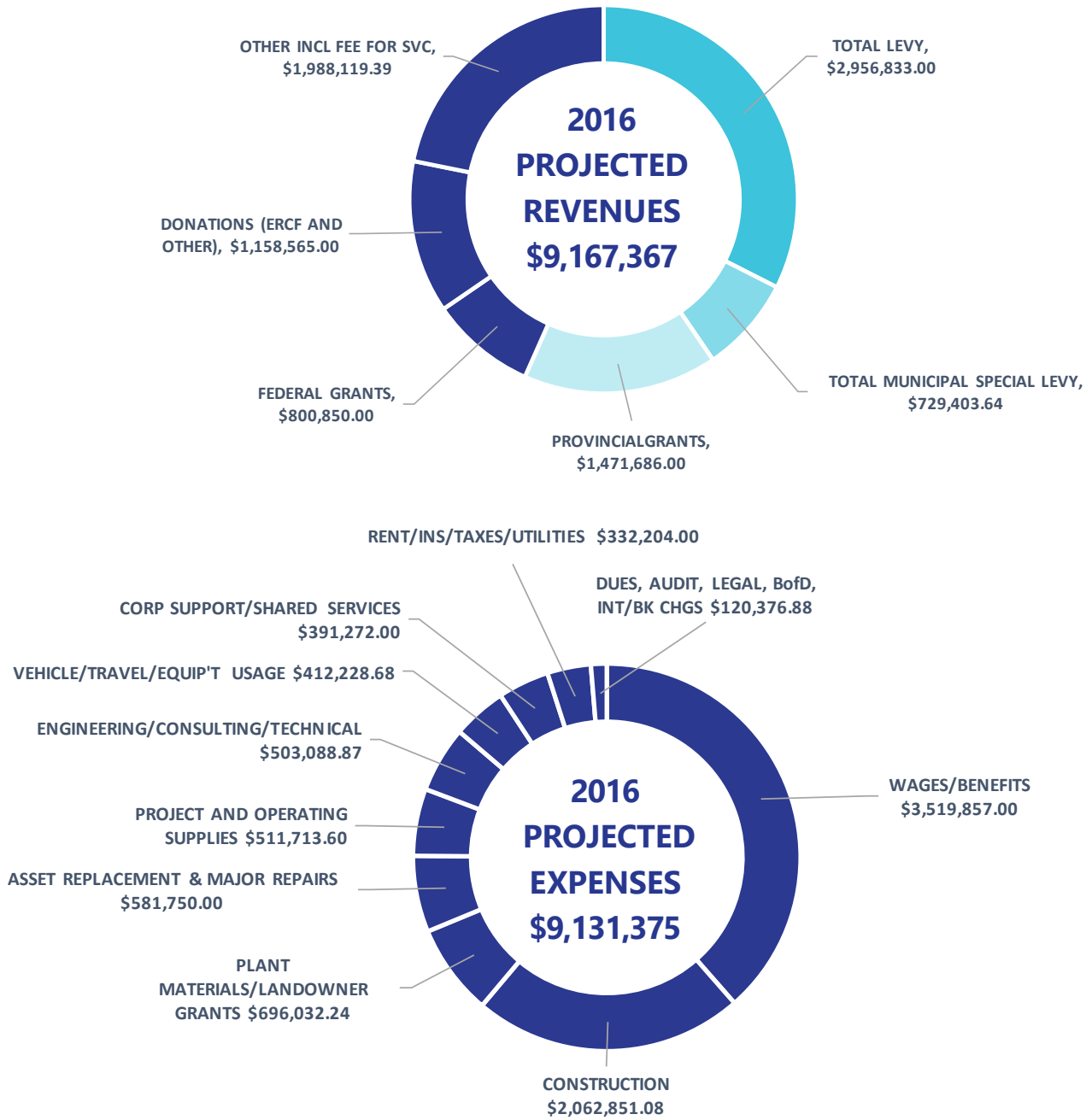
	2014	2015	2016
Planning Services - transactions/year	588	597	689
Kilometres of Trails owned, managed & developed	79.6	79.6	95.1
Number of volunteers	2,612	2,580	1,904
Number of outreach events	38	33	35
Number of schoolyard naturalization projects	11	7	3
ERCA hosted special events	29	38	36
Number of schools *	-	78	96
Number of unique education programs *	-	285	294
Number of students	7,314	9,538	9,986
Number of public meetings/workshops	16	16	19
Day Use Visitors to JRPH (estimated)	12,993	10,895	11,190
Day Use Visitors to HBCA (estimated)	5,426	5,985	9,000
Number of seasonal campsites purchased	65	72	69



## A STRONG, RESILIENT ORGANIZATION

	2014	2015	2016
Area of CA Jurisdiction	1,681.3 sq km	1,681.3 sq km	1,681.3 sq km
Watershed Population	332,380	332,350	326,105
Staff - Permanent and Long-Term Contract	30	34	36
Staff - Special Grant and Short-Term Full Time Equivalent Contract	12	9	8
Average Full Time Staff Length of Service	10	9	10
Number of Local Committees, Boards and Advisory Panels with ERCA representation	21	25	27
Number of Provincial Committees, Boards and Advisory Panels with ERCA representation	18	26	26
Number of research studies with ERCA involvement *		8	8
Number of unique visitors to our website *		55,000	68,591
Number of Facebook followers *		1,617	2,424
Number of Twitter followers *		2,003	2,428
Number of Instagram followers (launched October 2016)			90
Number of Youtube video views *			2,134 views 4,334 min

# 2016 FINANCIAL REVIEW



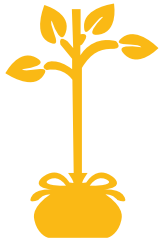
**Note:** The 2016 Projected Revenues and Expenses graphs are based on information available as of January 13, 2017 and as such the numbers are subject to change. The unrestricted surplus is used to reduce the accumulated operating deficit, in accordance with the 2013 - 2017 Sustainability Plan. The graphs depict the types of expenses incurred by the Authority in 2016 and how those expenses were funded. The graphs are not intended to replace audited Financial Statements and readers interested in the financial condition of the Authority should consult Financial Statements, prepared in accordance with GAAP. Audited Financial Statements are available annually after June 30th and include all statements and schedules required for public sector entities.



Essex Region Conservation  
the *place* for life

## 2016 AT A GLANCE

Great places don't just happen...



**101,000**

**Trees** have been planted to increase green space.



**1,904**

Awesome **volunteers!**  
Thank You.



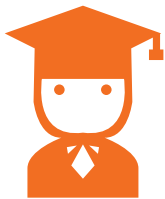
**88**

Projects to improve **water quality** have been implemented.



**71**

**Events** hosted to connect people with the place for life.



**9,986**

**Students** have been educated through outdoor education programs about the importance of preserving our heritage and conserving our environment.



**10**

Average **permit response times** for minor development is 10 days.



**103.5**

**Acres** of forest, tall grass prairie, and wetlands have been restored.



**245**

Metres of **shoreline** protected from flooding and erosion.



**983**

**Permits** requested and reviewed to ensure landowner protection.



**15.5**

Kilometres of **trails** were developed to connect communities to the natural landscapes around them.

Cover image by Rene Tremblay

-  [facebook.com/EssexRegionConservation](https://facebook.com/EssexRegionConservation)
-  [instagram.com/EssexRegionConservation](https://instagram.com/EssexRegionConservation)
-  [twitter.com/essexregionca](https://twitter.com/essexregionca)
-  [youtube.com/TheEssexRegionCA](https://youtube.com/TheEssexRegionCA)

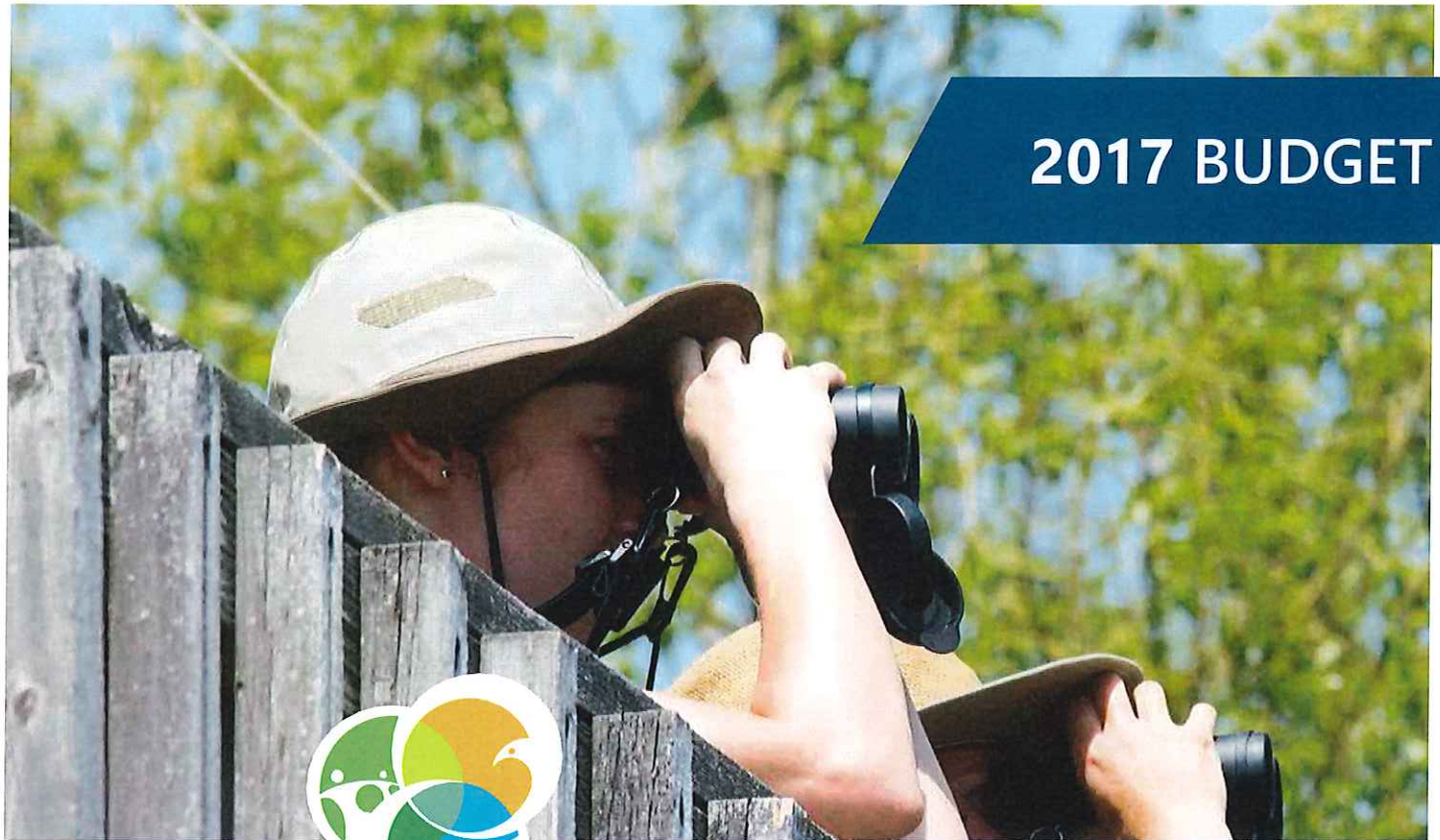
## Contact us

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W: [www.essexregionconservation.ca](http://www.essexregionconservation.ca)







## Essex Region Conservation Authority

*sustaining the place for life*

The Essex Region Conservation Authority is one of 36 Conservation Authorities across Ontario. The role of Conservation Authorities and their relationship to various partners, including member municipalities and the provincial government derives primarily from their enabling legislation, the *Conservation Authorities Act* of Ontario. This *Act* provides a broad mandate which allows Conservation Authorities to set priorities in collaboration with member municipalities. Our programs demonstrate an ongoing and consistent response to real and serious problems and challenges in the region - land degradation, natural area coverage, and flooding and erosion - the same challenges we faced upon establishment. Today, new issues such as water quality and the Great Lakes, climate adaptation, and sustainable communities must be considered in meeting the needs of municipalities.

Building from our successes, ERCA's focus continues to be in finding new ways to leverage resources which more effectively address provincial and watershed priorities. Given our daily reliance on our natural resources, the projects, programs and priorities implemented by ERCA are critically important to ensuring the Windsor/Essex/Peel Island region will continue to be **the Place for Life**.

The **Essex Region Conservation Authority** was established in 1973 to protect, restore and manage the natural resources of the Windsor-Essex region. In keeping with the *Conservation Authorities Act*, ERCA works in partnership with residents, municipalities, the Province of Ontario, Government of Canada, and other agencies to increase natural area coverage through tree planting and habitat restoration, improve water quality across our watersheds and our Great Lakes, protect people and property from flooding and erosion, and further our understanding of the environment through science and education. Our goal is a sustainable future which improves our local environment, helps create a community we can all be proud of, and a more vibrant economy that makes this region **The Place for Life**.



## 2017 WATERSHED PRIORITIES

ERCA has consistently demonstrated a strong business case to member municipalities, and is unique from other organizations and agencies in our ability to leverage funds and partnerships to complete projects in our region. The following are some project highlights for 2017.



### Climate Change

- Provide input and comments on Lakeshore, Kingsville, Tecumseh, and Leamington Official Plans; three Official Plan Amendments in the City of Windsor; and provide advice and guidance to municipalities on over 700 Planning Act applications.
- Implement 'one window services' to facilitate review of over 900 permit applications including stormwater management submissions of greenhouse developments, major subdivision developments, 150 Municipal Drainage Act submissions, responses to legal requests, 1,200 general inquiries from landowners.
- Apply for and undertake over \$1.2 million in Water and Erosion Control Infrastructure (WECI) projects in Windsor and Lakeshore (subject to WECI approvals), providing \$600,000 in funding for those municipalities.
- Manage \$3.2 million improvement project on the Lennon Drain for the City of Windsor
- Update the Essex Region Flood Contingency Plan with additional new information technologies and sources of additional real time weather and climate information.
- Initiate the development of a Climate Adaptation Strategy with municipalities to address the impacts of climate change through adaptation and mitigation; and identify actions to address impacts on terrestrial and aquatic ecosystems, water quantity and quality, infrastructure, energy, human communities, and agriculture.

### Great Lakes

- Implement research and projects supporting the reduction of phosphorus (P) to Lake Erie including the analysis of water control structures for tile drainage management, rain gardens for urban storm water management, the research of innovative farming practices

and Best Management Practices at our demonstration farm that may result in lower phosphorus outputs.

- Continue working with provincial partners on intensive BMP implementation and research program in the Wagle Creek watershed through the Great Lakes Agricultural Stewardship Initiative (GLASI); continued monitoring of streams in the Kingsville/Leamington area to better understand the influence of greenhouses on water quality; intensive monitoring of streams and recreational beaches to track the intensity of harmful algal blooms and to work towards a more rapid method of detection of the toxin they produce.
- Continue monitoring 24 surface water quality stations and 10 ground water quality stations and near shore Great Lakes water quality stations as part of the Provincial Water Quality networks.

### Landscapes and Habitats

- Complete wetlands assessment and mapping for MNRF for 500 hectares of Provincially Significant Wetlands.
- Restore at least 100 acres of forest, plant at least 100,000 trees, 20 acres of prairie and collect 2,000 pounds of seed.
- Create a minimum of 4 new wetlands that will help restore hydrology, improve water quality and habitat for wildlife and fish.
- Partner with Caldwell First Nation to undertake the restoration of a coastal wetland at the mouth of Sturgeon Creek. Work with partners to fund the creation of a 70 acre managed wetland at Cedar Creek and a new 10-acre experimental wetland at Hillman Marsh.
- Work with partners to initiate large scale restoration opportunities on the Detroit River to enhance fish habitat, provide greater access to the river for residents to work toward de-listing the Detroit River as an AOC.



## Sustainable Communities

- Draft and initiate consultations on Place for Life Policies to ensure ERCA's planning and regulations policies reflect changes in legislation, respond to the changing conditions and municipal demands in our region, and are consistent with ERCA's 2016-2025 Strategic Plan: Sustaining the Place for Life.
- Complete Technical Appendices including Environmental Impact Assessment Guidelines, Stormwater Management Guidelines and Municipal Memorandums of Understanding to facilitate the review and technical clearance of municipal and County planning applications as per the Planning Act.
- Continue to invest in Conservation Areas, including replacement of Maidstone Woods Conservation Area boardwalks; resurfacing Chrysler Canada Greenway with provincial partners; and installation of new roof on the Sawmill Building at the John R. Park Homestead.
- Open the Cypher Systems Group Greenway in partnership with the Essex Region Conservation Foundation, the Town of Essex, and senior levels of government to connect Essex and Amherstburg.
- Work with the Town of Tecumseh, Essex Region Conservation Foundation and other partners to secure funds and build 'Oldcastle Hub' to connect ERCA Greenways to Herb Gray Parkway Trails and trails in the towns of Tecumseh, LaSalle, and the Trans Canada Trail.
- Provide curriculum-based outdoor education for more than 10,000 elementary and secondary school students; and deliver Special High Skills Major Certifications to allow students to graduate with specialized environmental skills.
- Build on the success of the Regional Roundtable, which includes the CEOs from 12 regional agencies to promote the cross-organizational efficiencies that can be realized through working together.

## Resilient ERCA

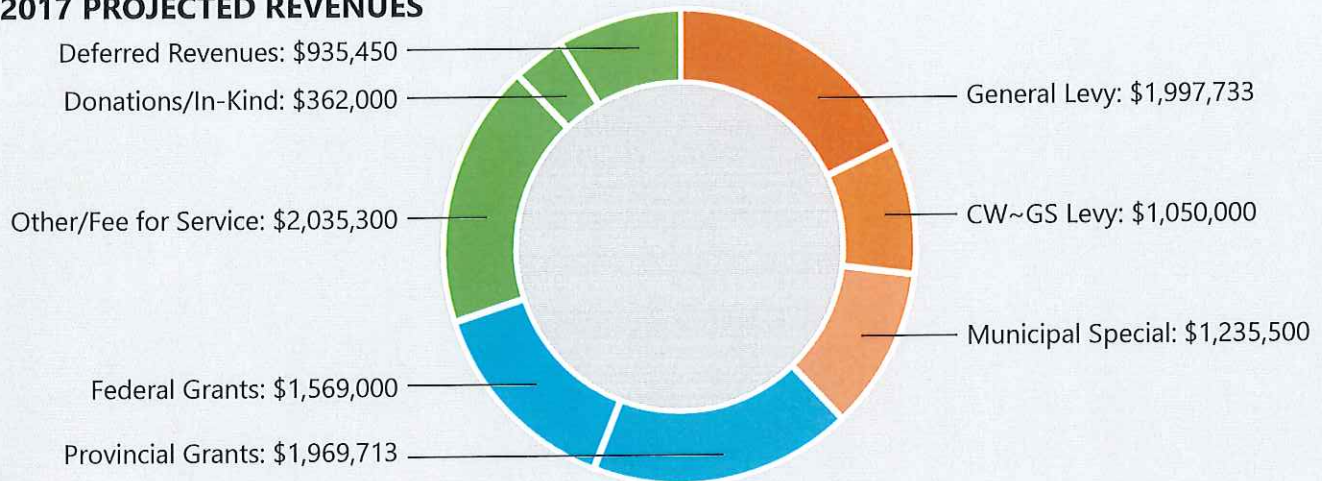
- Create [www.essexregionconservation.ca](http://www.essexregionconservation.ca) with the Essex Region Conservation Foundation to improve customer service, usability and accessibility compliance; and better integrate messaging with the Essex Region Conservation Foundation to demonstrate the strength of these partnership organizations to the region.
- Explore and begin implementing Open Data services and support for projects in the region.

- Host events that connect people to conservation and raise funds to further enhance the Windsor-Essex-Peel Island region as the Place for Life.
- Review and update TCA inventory and Capital Plan to guide facility and infrastructure replacement needs and confirm capital plan priorities.
- Implement Filehold Records Management System in Corporate Services and Watershed Management Services departments.
- Finalize records classification system and records policy/retention schedule to support MFIPPA and internal obligations.
- Create and maintain a corporate policy database for shared access that encompasses all departmental active policies to ensure consistency with legislation, public-sector best practice and improved corporate culture.
- Review and update internal corporate and employee Policies and Procedures (Employee Handbook) on a priority basis, including purchasing policies.
- Create and manage internal databases to improve efficiency, enhance customer service, support education program booking, and maintain institutional memory,





## 2017 PROJECTED REVENUES



## FUNDING SUSTAINABILITY

ERCA's 2017 budget totals \$11,154,696. This includes a levy contribution from member municipalities of \$3,047,733.

**This represents a proposed levy increase of \$90,900 overall or \$0.34/household** based on CVA.

ERCA is unlike any other Agency, Board or Commission in that it generates significant positive investment. Between 2007 and 2017, ERCA received \$26.5 million in total levy, and generated \$35 million in new outside funding in support of regional environmental programs and projects related to drinking water source protection, water and erosion control infrastructure, land securement and restoration, education, phosphorous and shoreline enhancement projects. This is in addition to the significant value of the programs and services ERCA provides to municipalities.

The 2017 Budget includes over \$4.2 million in leveraged funding, which represents 40% of the total ERCA budget. Combined with fee for service revenues, 72% of ERCA's budget is funded through non-levy sources of funding. In total, less than 25% of ERCA's operational budget is funded through levy.

ERCA is consistently in the bottom five of Ontario's 36 Conservation Authorities in terms of % levy funding operations (~25%); yet in the top 10 in terms of programs and program-related revenues for our region, well below the provincial average (~40%).

ERCA provides a streamlined and centralized source of knowledge, excellent return on investment, and tremendous value in ensuring that this region will remain **the Place for Life.**

MUNICIPALITY	CVA		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		CHANGE
	2017	2016	2017	2016	2017	2016	2017	2016	
Amherstburg	6.0506%	6.0621%	\$ 120,874	\$ 106,433	\$ 63,531	\$ 63,230	\$ 184,405	\$ 179,243	\$ 5,157
Essex	4.92710%	4.9420%	\$ 98,429	\$ 94,232	\$ 51,734	\$ 51,891	\$ 150,164	\$ 146,123	\$ 4,037
Kingsville	6.1926%	6.1300%	\$ 123,711	\$ 116,885	\$ 65,022	\$ 64,365	\$ 188,733	\$ 181,250	\$ 7,478
Lakeshore	9.0226%	8.9580%	\$ 180,247	\$ 170,807	\$ 94,737	\$ 94,059	\$ 274,984	\$ 264,866	\$ 10,111
LaSalle	7.9645%	7.8447%	\$ 159,110	\$ 149,579	\$ 83,627	\$ 82,369	\$ 242,737	\$ 231,949	\$ 10,783
Leamington	6.1023%	6.1198%	\$ 121,909	\$ 116,690	\$ 64,075	\$ 64,258	\$ 185,983	\$ 180,948	\$ 5,030
Peele Island	0.3055%	0.3070%	\$ 6,102	\$ 5,854	\$ 3,207	\$ 3,223	\$ 9,310	\$ 9,077	\$ 232
Tecumseh	8.2366%	8.2562%	\$ 164,545	\$ 157,425	\$ 86,484	\$ 86,690	\$ 251,029	\$ 244,115	\$ 6,908
Windsor	51.1983%	51.3801%	\$ 1,022,806	\$ 979,695	\$ 537,583	\$ 539,491	\$ 1,560,389	\$ 1,519,186	\$ 41,164
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 1,997,733</b>	<b>\$ 1,906,833</b>	<b>\$ 1,050,000</b>	<b>\$ 1,050,000</b>	<b>\$ 3,047,733</b>	<b>\$ 2,956,833</b>	<b>\$ 90,900</b>



## The Corporation of the Town of LaSalle

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<b>Date:</b>	March 23, 2017	<b>Report No:</b>	DS-15-2017
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Figure 1
<b>Department:</b>	Development & Strategic Initiatives		
<b>Prepared By:</b>	L. Silani, M.Pl, MCIP, RPP Director of Development & Strategic Initiatives	<b>Policy References:</b>	Council Adopted Strategic Plan
	P. Marra, P. Eng. Director of Public Works		
<b>Subject:</b>	Proponent-Driven Class Environmental Assessment (EA) Addendum Report --- for the Bouffard and Howard Planning Districts		

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### **RECOMMENDATION:**

That Council accept the March 7, 2017 report prepared by Dillon Consulting, entitled "*Town of LaSalle Bouffard and Howard Planning Districts, Class Environmental Assessment Addendum, Final Report*".

### **REPORT:**

In July of 2015, Council concurred with the recommendations that were contained in the 2015 report authored by Dillon Consulting, entitled "*Phase 1, Review of Stormwater Management Servicing Strategy for the Bouffard and Howard Planning Districts*". At that time, an overall amendment to the Municipal Class EA (to be undertaken by the Town) was not recommended by Dillon Consulting.

Instead, landowners/developers were given the option of:

- a) continuing to follow the recommendations outlined in the existing Master Servicing Study to determine overall servicing needs for their landholding; or
- b) retaining the services of a consultant to complete the Class EA work that is necessary to identify and implement revised storm water management solutions.



The second option was chosen by a number of landowners/developers, and they retained the services of Dillon consulting to complete the required work needed to prepare an Addendum to the existing Bouffard and Howard Municipal Class Environmental Assessment documents.

Dillon Consulting has now completed and submitted their Final EA Addendum Report, dated March 7, 2017.

A full copy of this report has been posted on the Town's website, and hard copies are available for review at the Town Hall, at Dillon's Office and at the LaSalle Branch of the Essex County Library.

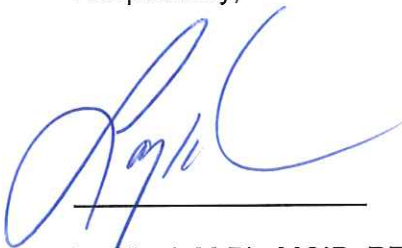
The lead authors for this Municipal Class EA Addendum Report (Karl Tanner and Nicole Caza) will be in attendance at the March 28<sup>th</sup> Council meeting to present their report and to answer questions with respect to the contents of this document.

A 23 page excerpt from this report is attached for Council's information and use. It explains the purpose of this Class EA Addendum, and it describes the preferred new trunk infrastructure solutions for lands situated within these two planning districts.

Attached, is a copy of the "Notice of Filing Addendum and Council Meeting", as issued and distributed by Dillon Consulting to affected landowners/stakeholders on March 15, 2017.

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

Respectfully,

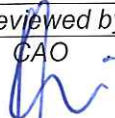


L. Silani, M.Pl., MCIP, RPP  
Director of Development &  
Strategic Initiatives



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

*Attachment*

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

**Town of LaSalle: Bouffard and Howard Planning Districts  
Class Environmental Assessment Addendum and Planning Act Approvals**

**Notice of Filing Addendum and Council Meeting**

Dillon Consulting Limited has been retained to amend the existing Bouffard and Howard Class EA Reports and prepare plans to allow for the development of the Bouffard and Howard Planning Districts, in the Town of LaSalle. The Town of LaSalle has studied the feasibility to developing this area for several years and has invested in infrastructure in the area, including constructing Laurier Parkway. At this time, several local landowners have retained Dillon Consulting Limited to work with the Town of LaSalle and with provincial and regional agencies, to review and update the existing Class EA.

An addendum has been completed to two previous Class Environmental Assessment (EA) studies:

- Bouffard and Howard Planning Districts Master Servicing Study (2002); and
- Bouffard and Howard Planning Districts Functional Design Study (2005).

The key changes to the previously approved Class EA documents are the location and configuration of various trunk sanitary services, stormwater management facilities and collector/arterial roadway infrastructure.

An Addendum Report has been completed and is now available for public review. This report was completed as a Schedule B project following the planning and design process outlined in the Municipal Engineers Association's *Municipal Class Environmental Assessment* (2000, as amended).

The Addendum Report is available online at [www.lasalle.ca](http://www.lasalle.ca) and at the following locations during normal business hours until March 28th, 2017

Department of Development and Strategic Initiatives  
Town of LaSalle (2nd Floor)  
5950 Malden Road  
LaSalle, ON N9H 1S4

Dillon Consulting Limited  
3200 Deziel Drive, Suite 608  
Windsor, ON, N8W 5K8

Interested persons must provide written comments to the municipality on the Addendum Report by March 28th, 2017. Comments should be directed to:

Larry Silani, MCIP RPP  
Director of Development & Strategic Initiatives  
Town of LaSalle  
5950 Malden Road  
LaSalle, ON N9H 1S4  
Tel: 519.969.7770 ext. 1288  
Email: [lsilani@town.lasalle.on.ca](mailto:lsilani@town.lasalle.on.ca)

Karl Tanner, MCIP RPP  
Project Manager  
Dillon Consulting Limited  
3200 Deziel Drive, Suite 608  
Windsor, ON, N8W 5K8  
Tel: 519.948.5000 ext. 3227  
Email: [ktanner@dillon.ca](mailto:ktanner@dillon.ca)

The Municipal Class EA entitles any person who has significant concerns about the project to request the Minister of the Environment to issue a Part II Order to change the status of the project from a Class EA to an individual environmental assessment. The procedure for requesting a Part II Order is:

- First, the person with concerns discusses them with the Municipality of the Town of LaSalle.
- If concerns cannot be resolved, the person may submit a written request for a Part II Order to the Minister of the Environment at 77 Wellesley Street West, 11<sup>th</sup> Floor, Ferguson Block, Toronto, Ontario, M7A 2T5 by April 27th, 2017, copied to the project team members listed above.

The *Municipal Freedom of Information and Protection of Privacy Act* applies to information gathered for this project. With the exception of personal information, all comments will become part of the public record.

The Addendum Report will be presented before Council on March 28th for their comment. Please note the following time and location of this meeting:

<b>Town of LaSalle Council Meeting</b>	
<b>Date:</b>	Tuesday March 28th, 2017
<b>Time:</b>	7:00pm
<b>Location:</b>	LaSalle Town Hall (Council Chambers) 5950 Malden Road LaSalle, Ontario
<b>Format:</b>	Formal meeting of municipal Council. Open to the public. 2017 agendas available at <a href="http://www.lasalle.ca/en/Calendar/Council/Default.aspx">http://www.lasalle.ca/en/Calendar/Council/Default.aspx</a>



**DILLON**  
CONSULTING

**TOWN OF LASALLE**

# **Bouffard Howard Planning Districts**

**Class Environmental Assessment Addendum  
Final Report**

March 7, 2017 – 16-3470



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- Appendix A - Stormwater Management Servicing Strategy
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## 1.0 Background

The Town of LaSalle (Town) has been working for some time to create the environment to allow for the orderly development of the Bouffard and Howard Planning Districts within the Town's urban boundary (refer to *Figure 1.0 – Study Area*). These lands have been designated for a range of land uses and are earmarked as the Town's growth area for the next 20 years. To facilitate the orderly development of these lands, the municipality commissioned two (2) foundation studies, they are:

- Bouffard and Howard Planning Districts Master Servicing Study (2002); and
- Bouffard and Howard Planning Districts Functional Design Study (2005);

The works outlined in both studies were considered to be Schedule "B" undertakings. The Town envisioned that the works outlined in both studies provided the framework for development to occur and anticipated that landowners would proceed to obtain development approvals for their lands and the Town would see a return on their initial investment.

Both studies were completed in accordance with the Municipal Class Environmental Assessment (Class EA) process and confirmed land use, how servicing of the lands will occur including changes to:

- arterial and collector roadways;
- trunk sanitary and storm sewers;
- potable water supply;
- drainage areas; and
- regional stormwater management ponds.

The purposes of this Addendum report are to determine customizable solutions to the implementation and construction of the trunk storm, sanitary, water and roadway infrastructure. For the purpose of this report, the above noted items will be referred to as "future infrastructure" and identified in the Preferred Solutions.

A third study was commissioned by the Town related to stormwater management, entitled:

- Bouffard Howard Planning Districts Phase 1 – Review of Storm Water Management Servicing Strategy (July 2015).

The information contained in these studies provided the framework for the Addendum.

The amendment to the existing Class EA document(s) is integrated with the Planning Act in accordance with S. A (2.9) of the Class EA process. It is anticipated that land owners will proceed to Phase 2 – Development Approvals at the conclusion of the amendment process.

For a variety of reasons including: scale of the required works, fragmented ownership, regulatory approvals, lack of consolidation in key properties and timing in the market cycle, development did not proceed at the pace previous anticipated.

In early 2016 following discussions with administration, Dillon Consulting Limited (Dillon) was retained by a number of the larger landowners in the Bouffard and Howard Planning Districts to complete an Addendum to the previous reports under the Class EA to review a number of alternative solutions for dealing with arterial and collector roadways, trunk sanitary and storm sewers, potable water supply and regional stormwater management ponds and to confirm the most appropriate long-term strategy.

The following Problem/Opportunity Statement was developed for the study:

*The existing Bouffard and Howard Planning Districts are not developing as anticipated. While the Town has installed trunk infrastructure in some parts of the Bouffard and Howard Planning Districts, additional private investment is required to see the entire area develop in a logical and orderly manner. Phase 1 of the study will consider and review alternative options to address the current and future needs of the Town of LaSalle. The study will create the opportunity and potential for major landowners to develop their land by providing a range of solutions to address the required servicing in the area. Phase 2 of the project will be the integration with the Planning Act and provide the opportunity for land owners to submit for various Planning Act approvals.*

A review of the Bouffard and Howard Planning Districts Functional Design Study (2005) concluded that the majority of the work completed remains valid and only minor changes to the Preferred Solution (2005) are required.

To address the problem/opportunity Statement, a range of alternatives were considered and presented to the public and affected agencies including: Do Nothing, and Minor Changes to the Future Infrastructure. Under all scenarios the original design criteria established in 2005 were maintained. The Minor Changes to the 2005 Preferred Solutions resulted in the physical relocation of infrastructure, for example: Stormwater Management Ponds, Collector Roadways and Pump Stations.

The Class EA study, including the decision-making process leading to the selection of the preferred solution, is outlined in the:

- Bouffard and Howard Planning Districts Master Servicing Study (2002); and
- Bouffard and Howard Planning Districts Functional Design Study (2005)

Both reports were available for the required public review periods. The Ministry of the Environment and Climate Change (MOECC) EA Approvals Branch confirmed that no Part II Order Requests were received from members of the public or agencies during the review period (refer to *Figure 2.0 – Municipal Class EA – Planning and Design Process*).



## 2.0

## Addendum Process

As previously outlined, the 2002 and 2005 reports were completed following the requirements of the Municipal Engineers Association Municipal Class EA (2000, as amended) process. This addendum will also meet the requirements of the Class EA.

The Class EA document includes provisions to revise a Class EA study recommendation if significant modifications to the project arise after the public review period.

An addendum report is required, describing:

- Circumstances necessitating the change;
- Environmental implications of the change; and
- What, if anything, can and will be done to mitigate any negative environmental impacts.

An addendum report is required to document the change(s) and is issued through a Notice of Filing of Addendum. As outlined in the Class EA document, "only the items in the addendum, (i.e., the changes) are open to review. (Class EA, page A-81).

This Addendum Report will be available for the required 30-day review period. If no Part II Order Request(s) are received related to the Addendum, the works identified may proceed to implementation.

## 3.0

## Addendum Need

This addendum refines the preferred strategy outlined in previous two reports. The amended strategy is to:

- Revise the collector roadway network to reflect updated municipal needs and modifications based on proposed development patterns;
- Confirm the potential location of storm sewer inlets to the amended Stormwater Management ponds based on proposed development patterns;
- Confirm the service areas for trunk sanitary sewers;
- Confirm the potable water supply (no changes anticipated);
- Refine the storm drainage areas to reflect property ownership; and
- Create implementable regional stormwater management ponds.

Details related to the final location of the infrastructure will be confirmed in Phase 2 of the Study as development proposals move forward through individual Draft Plan of Subdivision applications to be prepared and submitted by landowners, in accordance with the Planning Act process, beginning in the Spring of 2017.

## 4.0

## Existing Conditions

In the time since the reports were completed (2002 and August 2005), there have been several changes to the existing conditions within the Study Area.

The zoning and land use designations have remained largely unchanged, with the majority of the lands continuing to be farmed.

What has changed is the construction of Laurier Parkway, one of the required east-west arterial roadways, the construction of the Laurier Parkway Trunk Sanitary Sewer, the development of the Vollmer Centre and related stormwater management pond, as well as the construction of some residential developments.

It should be noted that since 2005, several regulations have been enacted at the Provincial level related to the Endangered Species Act (ESA) (2008) and regulations related to Species at Risk (SAR) and habitat for SAR.

Through the public consultation component of the study and advice from the Ministry of Natural Resources and Forestry (MNRF), it was determined that review, comment and application of the regulations are best completed at time of individual Draft Plan of Subdivision Planning Act approvals. Through discussions with the affected parties, it has become evident that development of certain lands may take place over a long period of time. Therefore, it is appropriate that landowners consult the various approval agencies at the time of development, to confirm and ensure that the applicable regulations are met. This is a standard and normal part of the development process across Essex County and the Province of Ontario. Confirmation of adherence to provincial policy, provincial regulations and guidelines (i.e., climate change, archeological and culture resources), county and municipal policies and regulations will be required.

Proposed infrastructure has been located (in most cases) to avoid potential impact to areas identified as "Natural Environment" in the County of Essex Official Plan.

The Preferred Solution(s) presented in this report anticipates that the location, size and impact of the proposed infrastructure will be refined as part of the future Draft Plan of Subdivision applications.

5.0

## Updated Impact Assessment and Evaluation of Alternatives

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Most of the impacts associated with the changes proposed in this addendum are similar to those outlined in the 2005 Report.

As discussed in the previous section, our suggested alternative to the preferred solution can be found on the aforementioned figures.

Additional technical memorandums can be found in the following Appendices:

- Appendix A – Stormwater Management Servicing Strategy;
- Appendix B – Sanitary Servicing Strategy



## 6.0

## Updated Preferred Solution

The Preferred Solutions as presented in this Addendum Report are intended to be general and open to interpretation and refinement as development of the future infrastructure moves forward. Additional approvals for all infrastructures will be required to ensure that the works conform to the applicable regulations of the day. This Addendum is only one part of the process to implementation of the necessary infrastructure to allow the Bouffard and Howard Planning Districts to develop to meet the needs of the Town and County.

The following outlines the work completed to review and update the preferred solution(s), they are:

## 6.1

### Arterial and Collector Roadways

The majority of the approved arterial and collector roads remain in the preferred location. Minor changes have been made in consideration of expected development patterns and avoidance of areas designated as “Natural Environment” in the County of Essex Official Plan. The hierarchy of the road network remains the same including the creation of:

- Major Collector Roads;
- Major Collector (Enhanced) Roads;
- Minor Collector Roads; and
- Opportunities for roundabouts in key locations.

The location of the preferred road network solution can be found on **Figure 3.0 – Preferred Solution - Roadways**. The preferred hierarchy of roads will allow for the development of the area in an orderly fashion. New traffic in the form of cars, trucks, transit and bicycles will be directed to new roadways establishing connectivity between new neighbourhood areas and avoiding placing undo pressure on the existing road network. Consideration will be given to connectivity existing multi-modal opportunities (bike lanes, multi-use trails and transit).

## 6.2

### Trunk Sanitary Sewers

The trunk sanitary sewer network has remained largely intact with several small modifications to the anticipated routing and some revisions to the drainage boundaries. Where possible, the proposed trunk sanitary infrastructure will follow the proposed road network. This strategy has been proven to work and has been utilized by the Town with the installation of the Laurier Trunk Sanitary Sewer.

The following revisions to the trunk sanitary sewers and drainage boundaries are recommended:

- The elimination of two (2) sanitary pump stations in the Laurier Sanitary Service Area;



## PREFERRED SOLUTIONS

Figure 3.0 – Preferred Solution: Roadways	Bouffard and Howard District Functional Design Study (2005)	2017 Addendum
<ul style="list-style-type: none"> <li>Major Collector Road</li> </ul>	<ul style="list-style-type: none"> <li>Defined based on neighbourhood plan</li> </ul>	<ul style="list-style-type: none"> <li>Modification required to the southerly extension of D'Amore Drive.</li> <li>Additional approvals (MNR) will be required to the extension of Diotte Street northerly to connect to Reaume Road/Sandwich West Parkway.</li> <li>It is not possible - provisions have been made to connect Diotte Road south of existing woodlot to Malden Road.</li> </ul>
<ul style="list-style-type: none"> <li>Major Collector (Enhanced)</li> </ul>	<ul style="list-style-type: none"> <li>Defined based on neighbourhood plan</li> </ul>	<ul style="list-style-type: none"> <li>Modifications required to include the extension of the LaSalle Wood Blvd. southerly.</li> <li>Creation of LaSalle Woods Blvd eliminates the need for the previously proposed roadway to the west through an area of natural environment.</li> </ul>
<ul style="list-style-type: none"> <li>Minor Collector</li> </ul>	<ul style="list-style-type: none"> <li>Defined based on neighbourhood plan</li> </ul>	<ul style="list-style-type: none"> <li>Two additional minor collector roads planned for south of Laurier Parkway.</li> </ul>
<ul style="list-style-type: none"> <li>Roundabout</li> </ul>	<ul style="list-style-type: none"> <li>None shown</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities for inclusion at various intersections in the Study Area are part of future planning approvals.</li> </ul>
<b>Figure 4.0 – Preferred Solution - Sanitary</b>		
<ul style="list-style-type: none"> <li>Sanitary Drainage Boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation of service areas</li> </ul>	<ul style="list-style-type: none"> <li>Minor change to Reaume Sanitary Service Area removing lands north of the LePain Drain into the Normandy Sanitary Service Area.</li> </ul>
<ul style="list-style-type: none"> <li>Sanitary Pump Station</li> </ul>	<ul style="list-style-type: none"> <li>7 sanitary pump stations required</li> </ul>	<ul style="list-style-type: none"> <li>2 sanitary pump stations constructed</li> <li>2 sanitary pump stations eliminated in the Laurier Sanitary Service Area</li> <li>1 sanitary pump station relocated from the Reaume Sanitary Service Area to the Normandy Sanitary Service Area</li> </ul>
<ul style="list-style-type: none"> <li>Timing of Development</li> </ul>	<ul style="list-style-type: none"> <li>Requires property consolidation</li> </ul>	<ul style="list-style-type: none"> <li>Allows for orderly development of consolidated lands.</li> </ul>
<ul style="list-style-type: none"> <li>Capital Costs</li> </ul>	<ul style="list-style-type: none"> <li>Some oversizing required</li> </ul>	<ul style="list-style-type: none"> <li>Some oversizing required.</li> </ul>
<b>Figure 5.0 – Preferred Solution – Drainage Areas</b>		
<ul style="list-style-type: none"> <li>Drainage Areas</li> </ul>	<ul style="list-style-type: none"> <li>Defined based on best available information</li> </ul>	<ul style="list-style-type: none"> <li>Minor changes based on property consolidation</li> </ul>
<b>Figure 6.0 – Preferred Solution – Stormwater Management</b>		
<ul style="list-style-type: none"> <li>Stormwater Management Facilities</li> </ul>	<ul style="list-style-type: none"> <li>8 ponds and 8 pump stations</li> </ul>	<ul style="list-style-type: none"> <li>16 ponds and 8 pump stations to reflect ownership patterns and development potential</li> </ul>
<ul style="list-style-type: none"> <li>Natural Environment / Species at Risk</li> </ul>	<p><u>Medium Risk</u></p> <ul style="list-style-type: none"> <li>Proximity to drains</li> </ul>	<p><u>Low Risk</u></p> <ul style="list-style-type: none"> <li>All ponds located on agricultural fields</li> <li>Avoidance of areas considered habitat for Species at Risk</li> </ul>
<ul style="list-style-type: none"> <li>Timing of Development</li> </ul>	<ul style="list-style-type: none"> <li>Requires property consolidation</li> </ul>	<ul style="list-style-type: none"> <li>Allows for orderly development of consolidated lands</li> </ul>
<ul style="list-style-type: none"> <li>Capital Costs</li> </ul>	<ul style="list-style-type: none"> <li>Some oversizing of facilities required</li> </ul>	<ul style="list-style-type: none"> <li>Some oversizing of facilities required</li> </ul>
<ul style="list-style-type: none"> <li>Drain Relocations / Enclosures</li> </ul>	<ul style="list-style-type: none"> <li>Several improvements identified</li> </ul>	<ul style="list-style-type: none"> <li>Several improvements identified</li> </ul>

- The relocation of one (1) sanitary pump station from the Reaume Sanitary Service Area to the Normandy Sanitary Service Area; and,
- The reallocation of the lands north of the Lepain Drain from the Reaume Sanitary Service Area to the Normandy Sanitary Service Area.

The location of the preferred sanitary sewer solution can be found on **Figure 4.0 – Preferred Solution – Sanitary**.

The Forest Trails Subdivision was removed from the Reaume Sanitary Service Area to the Normandy Sanitary Service Area through a previously approved Class EA Addendum. This work was completed by the developer.

### 6.3 Potable Water Supply

There are no anticipated changes to the potable water supply for the Bouffard and Howard Planning Districts. All trunk water infrastructures will be installed as development proceeds within the newly created right-of-ways.

### 6.4 Storm Drainage Areas

The Study Area is represented by three greater watershed areas, they are:

- Cahill West Drainage Area;
- Lepain/Cahill East Drainage Area; and
- Sixth Concession Drainage Area.

While the total drainage area remains the same, there has been refinement in the drainage boundaries within the existing three greater watershed areas to reflect where the stormwater runoff is actually now traveling and how to best deal with stormwater drainage as development in the area moves forward.

Hydrologic modeling of the planning area has been completed to assist in the sizing of stormwater ponds to account for the alterations of sub-drainage area boundaries and outlet locations. It is anticipated Drainage Act approvals will be required which will include relocation and/or enclosure of several drains in the area.

The preferred stormwater drainage areas can be found on **Figure 5.0 – Preferred Solution – Drainage Area**.

The Essex Region Conservation Authority (ERCA) has reconfirmed the need for an Outlet Capacity Analysis Study to be completed prior to development occurring in the Study Area. These works require analysis of the various drains in the study area and confirmation of the ability of these drains to convey

Stormwater from the development area. While this work is usually required at the time of detailed design of the stormwater management facilities, there is benefit to reviewing the capacity of the drains in one study.

## 6.5 Regional Stormwater Management Ponds

A critical part of the Addendum was the ability to create a solution that provides for reasonable and developable stormwater management ponds. A criticism of the previously approved plan was the ability for any one landowner to design and construct stormwater management ponds. It was perceived that doing so was challenging in terms of the land area required and overall construction costs for each pond and pump station. The approved stormwater management solution required extensive land and larger ponds to service large stormwater management drainage areas.

The addendum addresses the issue by creating a range of solutions including:

- Smaller stormwater management drainage areas and ponds;
- Refined and tailored stormwater management solutions based on land ownership;
- Linear stormwater management facilities to allow for the construction of the facilities as land is developed; and
- Smaller stormwater pump stations.

The ultimate configuration of the preferred stormwater management solution can be found on **Figure 6.0 – Preferred Solution - Stormwater Management**.

At the time of Draft Plan of Subdivision, additional consideration will be taken into account to connect required stormwater management facilities with the Town's natural areas, neighbourhood parks/parkettes, linear drainage and active transportation systems (trails and multi-use pathways).



## 7.0

## Approvals and Schedule

Additional approvals are required prior to construction of the future infrastructure. Approvals required as part of Phase 2 and prior to implementation and/or construction is as follows:

- Various Planning Act approvals requiring agency input including but not limited to:
  - Draft Plan of Subdivision;
  - Official Plan Amendments;
  - Zoning Bylaw Amendments;
  - Consent to Sever, and
  - Site Plan Control Approval
- Environmental Compliance Approval (ECA) for sanitary and storm sewage works for the new infrastructure;
- Ministry of Natural Resources and Forestry (MNRF), Endangered Species Act and Species at Risk approvals;
- Essex Regional Conservation Authority approvals; and
- Drainage Act approvals.

Following the mandatory 30-day public and agency review period for this Addendum, a number of landowners will be moving to Phase 2 of the addendum, Draft Plan of Subdivision Planning Act approvals. Subject to receiving the necessary approvals, it is expected that construction of a portion of works will occur in 2017 and 2018. The full build out of the future infrastructure is expected over the next 20 years.

## 8.0 Consultation

Due to the scope of the Addendum, a robust consultation program was established.

There has been ongoing communication with various agencies (Steering Committee) regarding the Addendum including:

- Ministry of Environment and Climate Change (MOECC);
- Ministry of Natural Resources and Forestry (MNRF);
- Ministry of Municipal Affairs (MMA);
- Ministry of Tourism, Culture and Sport (MTCS);
- County of Essex;
- Town of LaSalle; and
- Essex Region Conservation Authority (ERCA).

At the inception of the project, monthly meetings and/or calls were held with the Steering Committee including a site visit on June 3, 2016.

To engage interested individuals and parties including First Nations, the public and landowners were contacted by mail. In addition, the Town placed notices of all Public Information Centres (PIC's) on their web-site.

In total, there were three (3) Public Information Centre's held within the Town on the following days:

- PIC# 1 – Vollmer Complex – June 6<sup>th</sup>, 2016 from 4:00pm to 8:00pm (refer to Appendix C);
- PIC# 2 - LaSalle Town Hall - July 27<sup>th</sup>, 2016 from 4:00pm to 7:00pm (refer to Appendix D);
- PIC# 3 – LaSalle Town Hall - December 15<sup>th</sup>, 2016 from 4:00pm to 7:00pm (refer to Appendix E);

The comments received from the public, agencies and interested parties were used to make appropriate revisions to the final report and figures. All comments received were collated and responses provided as needed. Copies of the comments received can be found in Appendices C, D, E and F.

The final opportunity for public consultation is to be the presentation to Council on March 28, 2017.

It should be noted that there were a large number of requests by the public for advice and input related to the development of individual lots or small development parcels on existing plans of subdivision. Many of these requests were outside the scope of this project and those individuals were directed to the appropriate approval agency (Town, County of Essex, ERCA, MNRF) for clarification.

As previously mentioned, additional approvals for the implementation of the proposed infrastructure is required to ensure that applicable regulations are being adhered to at the time of development.

The same is true for other Planning Act and development approvals for private lands. Individual landowners are responsible for obtaining their own development approvals as part of the preparation and submission of Draft Plan of Subdivision applications for individual properties located within the study area.

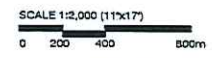
## Figures





**CLASS ENVIRONMENTAL  
ASSESSMENT ADDENDUM**  
TOWN OF LASALLE, ONTARIO

**STUDY AREA**  
FIGURE 1.0



MAPDRAWING INFORMATION  
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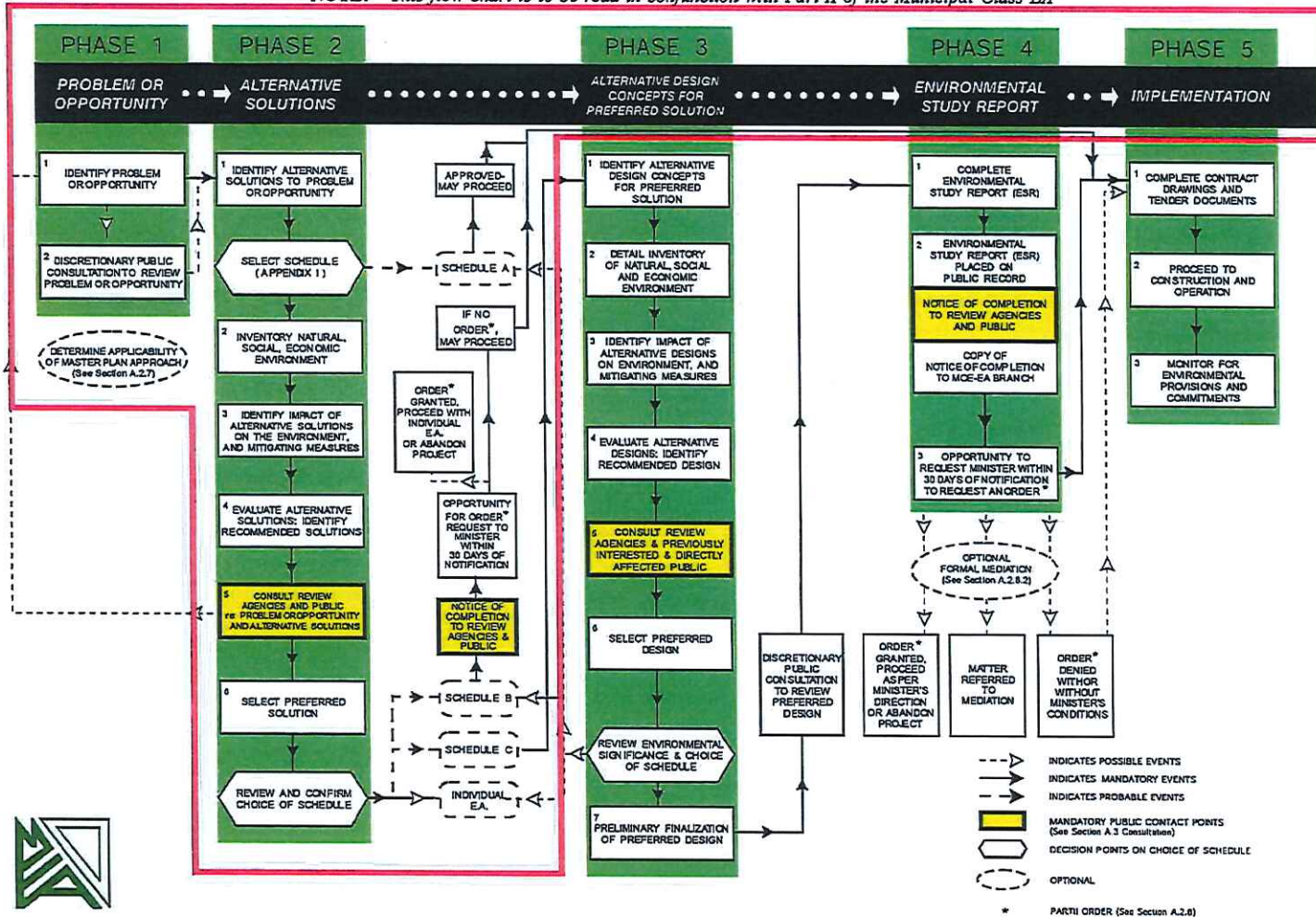
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DATE: 01/27/2017



**EXHIBIT A.2**

**MUNICIPAL CLASS EA PLANNING AND DESIGN PROCESS**

*NOTE: This flow chart is to be read in conjunction with Part A of the Municipal Class EA*



**CLASS ENVIRONMENTAL ASSESSMENT ADDENDUM**  
TOWN OF LASALLE, ONTARIO

**MUNICIPAL CLASS EA PLANNING AND DESIGN PROCESS**  
FIGURE 2.0

LIMITS OF SCHEDULE 2 ADDENDUM

SOURCE: MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT (2015, MUNICIPAL ENGINEERS ASSOCIATION) - EXHIBIT A.2

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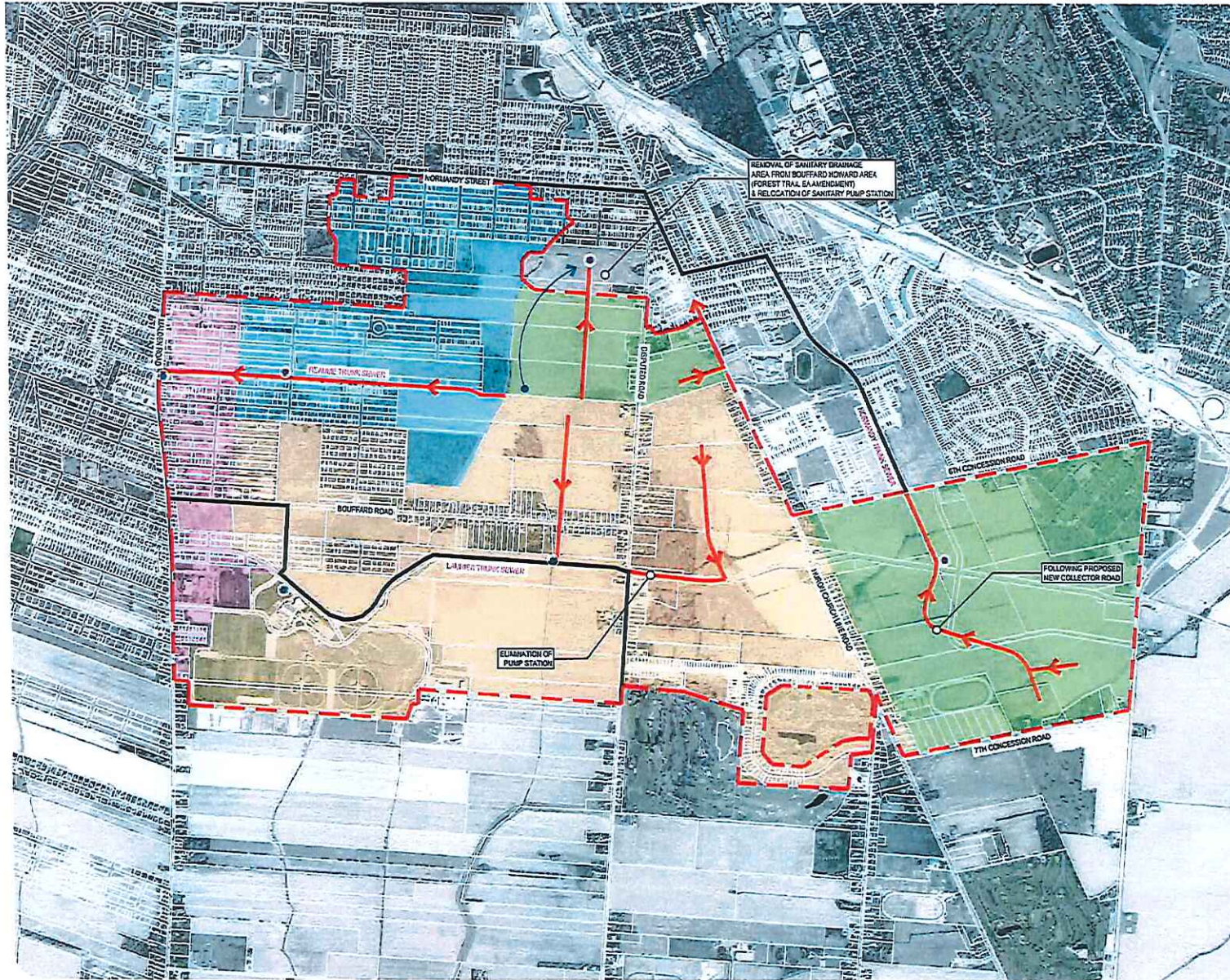
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**CLASS ENVIRONMENTAL  
ASSESSMENT ADDENDUM**  
TOWN OF LASALLE, ONTARIO

**PREFERRED SOLUTION:  
SANITARY**  
FIGURE 4.0

-  STUDY AREA
-  EXISTING TRUNK SANITARY SEWER
-  PREFERRED TRUNK SANITARY SEWER
-  EXISTING SANITARY PUMP STATION
-  PREFERRED SANITARY PUMP STATION
-  LAURIER SERVICE BOUNDARY
-  RÉAUME SERVICE BOUNDARY
-  NORMANDY SERVICE BOUNDARY
-  MALDEN SERVICE BOUNDARY

SCALE 1:2,000 (1"=67')



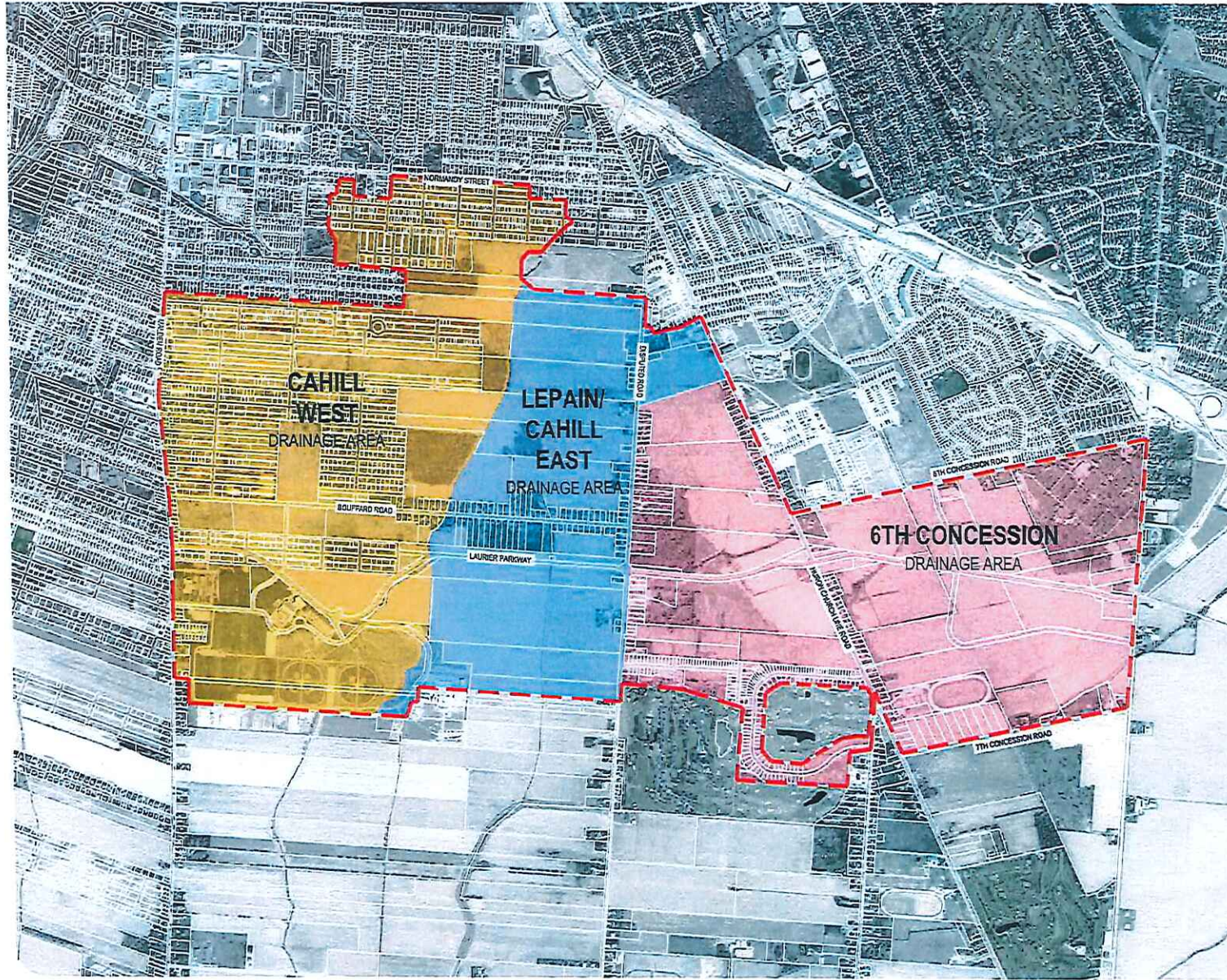

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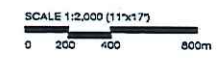




**CLASS ENVIRONMENTAL ASSESSMENT ADDENDUM**  
TOWN OF LASALLE, ONTARIO

**PREFERRED SOLUTION:  
DRAINAGE AREAS**  
FIGURE 5.0

-  STUDY AREA
-  CAHILL WEST DRAINAGE AREA
-  LEPAIN / CAHILL EAST DRAINAGE AREA
-  6TH CONCESSION DRAINAGE AREA

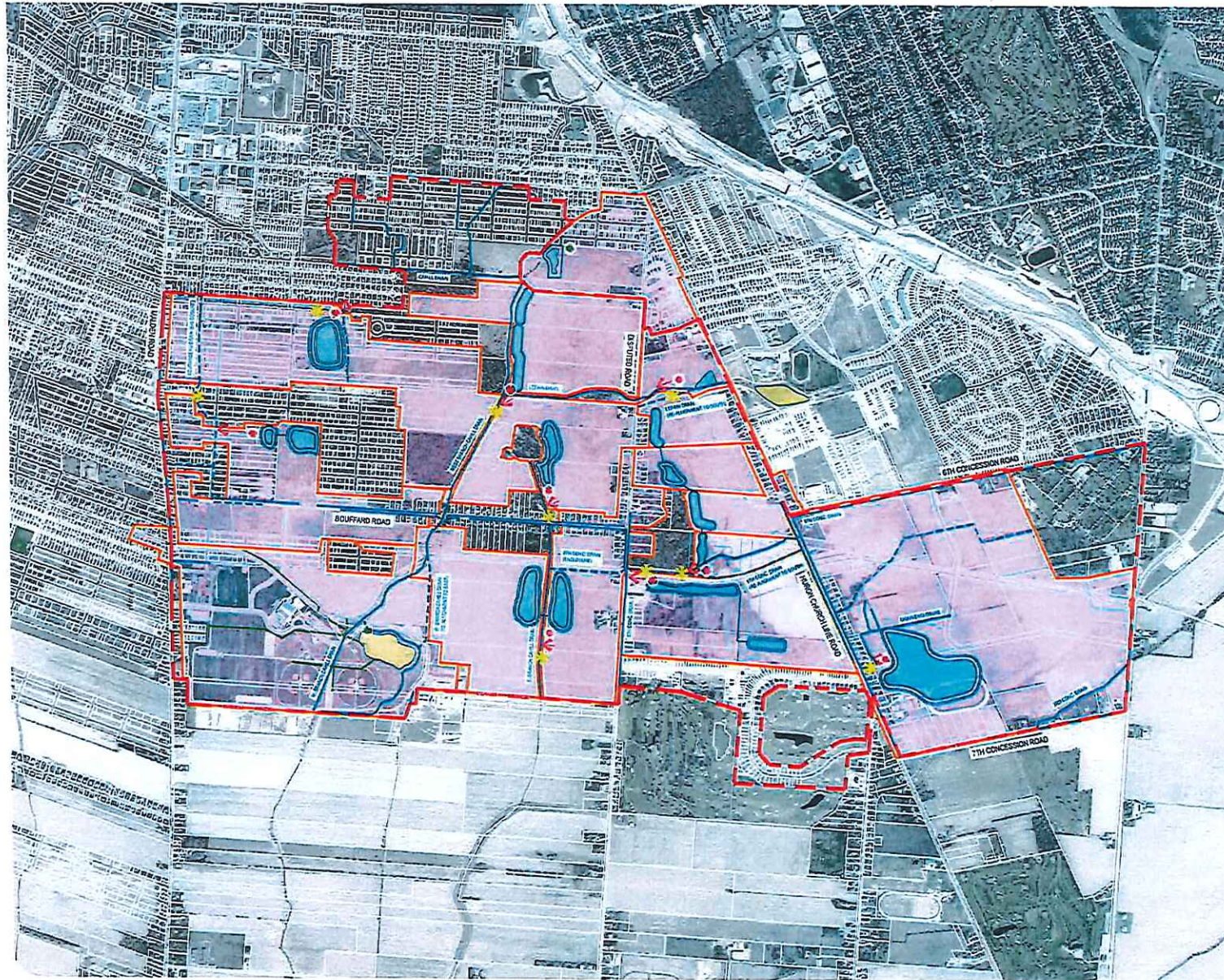


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**CLASS ENVIRONMENTAL  
ASSESSMENT ADDENDUM**  
TOWN OF LASALLE, ONTARIO

**PREFERRED SOLUTION:  
STORMWATER MANAGEMENT**  
FIGURE 6.0

-  STUDY AREA
-  MUNICIPAL DRAIN ALIGNMENT
-  PREFERRED DRAIN ALIGNMENT
-  EXISTING STORM SEWER
-  DRAINAGE BOUNDARY
-  EXISTING POND
-  PREFERRED POND
-  PREFERRED LINEAR FACILITY
-  EXISTING PUMP STATION
-  PREFERRED PUMP STATION
-  PREFERRED POND OUTLET
-  OUTLET CAPACITY ANALYSIS REQUIRED

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**LASALLE  
STRAWBERRY  
FESTIVAL  
–  
ONE OF THE  
TOP  
ONE HUNDRED  
FESTIVALS IN  
ONTARIO**



## The Corporation of the Town of LaSalle

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**Date:** March 20, 2017 **Report No:** DS-13-2017

**Directed To:** Mayor and Members of Council **Attachments:** Figures 1 to 4

**Department:** Development & Strategic Initiatives

**Prepared By:** L. Silani, M.Pl., MCIP, RPP  
Director of Planning & Development Services **Policy References:** Approved Official Plan

A. Burgess, MCIP, RPP  
Supervisor of Planning & Development Services

**Subject:** Application: Zoning By-law Amendment and Site Plan Control Applications

Our File No.: Z-02-2017 and SPC-01-2017

Registered Owner: SD Development Corporation

Applicant: Rosati Construction Inc. (D. McCulloch)

Location: Approx. 0.4 hectares of land located on the southeast corner of Malden Road and Wyoming Avenue (Malden Planning District)

---

### RECOMMENDATION:

Based on the information provided within this report, and subject to further input from Council and the public, it is recommended that:

- Council grant approval in principle to the Applicant's development application for the subject lands, and that a final set of site plan drawings, landscape plans, site servicing plans and elevation drawings be submitted to the Town, in accordance with direction received from Council;

- a zoning by-law amendment, together with a site plan control agreement, be prepared by Town Staff and brought back to Council for adoption and execution purposes, in accordance with direction received from Council;

## REPORT:

### INTRODUCTION AND NATURE OF THE SUBJECT APPLICATIONS:

This report is intended to provide members of Council with comments and recommendations regarding an application that has been submitted requesting Council approval for a rezoning of approximately 0.4 hectares of land located along the southeast corner of Malden Road and Wyoming Avenue, from a Town Centre Commercial Holding Zone -- "C4(h)" to a Town Centre Commercial (C4-12) Zone -- "C4-12". A corresponding site plan control application has been submitted, depicting the building location and site details for a new 7,945 square foot (738 square metre) retail store.

A retail store is a permitted use within the C4 zone category. The side yard setback distance for a portion of the the proposed new retail store situated closest to the southerly lot line, and the required landscaped buffer strip along the southerly lot line are proposed to be reduced to 2 metres and 1.3 metres respectively. All other C4 zone regulations will continue to apply to this site.

Figures 1 and 2 depict the location of the subject lands, and the existing zoning on lands located in the surrounding neighbourhood. Figure 3 attached, is the Applicant's preliminary site plan for the proposed new retail store, and Figure 4 is a rendering of the exterior view of the new commercial building, when viewed from Wyoming Avenue.

### OFFICIAL PLAN AND PROVINCIAL POLICY STATEMENT CONSIDERATIONS

The Planning Act requires that all zoning by-laws and all zoning by-law amendments adopted by Council conform with the land use designations and policies contained within the municipal approved Official Plans (both the lower-tier and upper-tier plans) that are in effect at the time that an application is received.

The Planning Act also requires that all Planning Authorities make decisions that are consistent with the 2014 Provincial Policy Statement.

In this particular instance, the subject property is designated "Malden Town Centre" in the Town of LaSalle's approved Official Plan.

This property is also situated within the "Settlement Area" designation as defined on Schedule "A1" in the 2014 Approved Upper-Tier (County of Essex) Official Plan document.

Section 3.6.1 of the LaSalle Official Plan contains a set of goals for lands designated Malden Town Centre, including the following:

*"To promote a "town centre" for the community that will enable a full range of civic, leisure, recreational and shopping experiences to be delivered in an environment*



*which is compact, convenient, safe, and accessible for both pedestrian and vehicular traffic”*

*“To create and maintain a Town Centre that includes design elements such as civic squares, parkettes, shared parking facilities and administrative buildings which will enhance and strengthen the civic identity of this community, and will create a friendly and visually attractive “gathering place” for an urban centre that will have a population in the range of 30,000 to 40,000 persons by the year 2016”*

Section 3.6.2 of the Town's Official Plan provides the following policy direction for lands designated Malden Town Centre:

*“The Town Centre is to be developed and redeveloped as a compact built environment, where shared parking and access facilities are to be encouraged and incorporated within individual developments*

*Town Centre uses should be coordinated and designed to function as integrated sites, with internal access and parking areas being linked with one another to facilitate a free flowing movement of pedestrian and vehicular movement of goods and services between individual sites*

*The permitted commercial uses shall include all types of retail, office and service commercial uses, places of entertainment, recreational commercial uses, clinics, financial service establishments, and other similar commercial businesses that serve the needs of town residents*

*Outdoor storage should generally not be permitted in the Town Centre, and loading and unloading areas should be visually screened and located in areas which do not interfere with the access and movement of shoppers*

*All development within the Malden Town Centre designation will be required to conform to high performance standards relating to parking, loading, lighting, landscaping and buffering as set out in the implementing zoning by-law and site plan control agreements*

*Town Centre developments and redevelopments will be subject to site plan control pursuant to Section 41 of the Planning Act, R.S.O., 1990”*

The “Settlement Area” policies of the County of Essex Official Plan include goals which:

*“promote development that is compact, mixed use, pedestrian oriented*

*promote the creation of public places that foster a sense of community pride and well-being and create a sense of place*

*increase the opportunity for job creation within each local municipality by attracting and maintaining businesses closer to where County residents live”*

The 2014 Provincial Policy Statement includes a number of inter-related policies that provide direction to all Planning Authorities with respect to Town Centre Districts, including the following:

*"Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted*

*encouraging compact, mixed-use development incorporates compatible employment uses to support liveable and resilient communities*

*encouraging a sense of place, by promoting well-designed built form*

*"promote cost-effective development patterns and standards to minimize land consumption and servicing costs".*

#### AGENCY COMMENTS:

The subject application was circulated to the Essex Region Conservation Authority (ERCA), the County of Essex, to the local school boards, and to a number of utility companies.

To date, only one response was received --- from ERCA, stating that they had no objections with this development application.

#### PUBLIC COMMENTS RECEIVED TO DATE:

The Planning Advisory Committee held an Information Meeting on March 9, 2017, in the Council Chambers at the Town Hall: (i) to provide an opportunity for residents living in the surrounding neighbourhood to obtain additional information; (ii) to provide a forum for questions to be asked of the Applicant; and (iii) to receive public comments at the "front-end" of the planning review and approval process.

Representatives of the Applicant (Kathryn Hengl and Dan McCulloch) were in attendance, and provided a brief summary of the subject rezoning application, and were available to answer questions.

No residents/members from the public attended this Information Meeting.

Mr. McCulloch informed Town Staff and the Committee Members that they had come to an agreement with the owner of the adjacent apartment building (located immediately to the south of this site) --- and that they have agreed to construct a new 10 foot high masonry screening wall along the new unloading bay, in addition to a new 8 foot high wooden privacy fence along the southerly lot line and a dense planting of black cedar trees between the two properties.

One Committee Member asked a question about store hours, and expressed his concern that this new retail store would be a destination attraction ---- and that Wyoming Avenue would become a "rat run" in terms of increased vehicular traffic, and that it would attract undesirable clientele.



## COMMENTS AND DISCUSSION

In assessing the merits of this rezoning and site plan control applications the following comments are offered for Council's consideration:

- a) The proposed new retail store is already a permitted use at this location -- with the site being currently zoned in a "C4(h) zone category;
- b) The development that will result from the subject rezoning and site plan control applications represents appropriate and compatible retail commercial development that is in keeping with the Malden Town Centre goals and policies as set out in local Official Plan and with the Settlement Area policies found in the upper-tier Official Plan. It is also consistent with the policy direction as set out in the 2014 Provincial Policy Statement. This additional retail floor space adds to the floor space that already exists within this growing/evolving mixed-use town centre, and continues to expand the range of goods and services that are available to residents of this community in a vibrant, attractive and pedestrian/cyclist friendly urban centre;
- c) The Applicant's preliminary site plan depicts a building location and off-street parking areas that is "street-oriented" in nature, and contains features that are designed to maximize privacy for adjacent residential units. The parking areas, driveways and access ways are all integrated with the adjacent commercial lands, and are coordinated to ensure that there is efficient and safe movement of people and vehicles to/from this site and from other sites in this Town Centre District;
- d) The Applicant's final site plan, and the corresponding Site Plan Control Agreement, will incorporate site details and language that will ensure that the necessary screening, fencing and landscaping is constructed and maintained to reflect the agreement that has been reached between the Applicant and the Owner of the abutting residential building;
- e) Town Staff are satisfied that with the above-noted screening wall, fencing and landscaping it is appropriate at this location to permit the side yard setback distance for a portion of the proposed new retail store situated closest to the southerly lot line to be reduced to 2 metres, and the required landscaped buffer strip along the southerly lot line to be reduced to 1.3 metres as requested. All other C4 zone regulations will continue to apply to this site;
- f) Malden Road is a designated arterial road that has been designed and built to accommodate higher volumes of vehicular traffic. A new traffic signal is being installed at the corner of Malden Road and Wyoming Avenue, and is scheduled to be operational before the end of 2017. This road/intersection improvement implements the key recommendation that was contained in a traffic impact report prepared by Dillon Consulting. A new trail is also being built along the north side of Wyoming (from Elmdale to Malden Road) to complement and enhance the existing sidewalk already located along the south side of Wyoming and along both sides of Malden Road. With these improvements, Town Staff are satisfied that residents and visitors wishing to travel to/from this part of the Malden Town Centre will be able to do so safely as a motorist, pedestrian and/or cyclist;
- g) This retail commercial site was previously serviced with full municipal services as part of the servicing and development of the adjacent Home Hardware retail commercial development.

- h) Public transit is currently provided to the Malden Town Centre District (and to this site) via an existing bus service that travels along Malden Road/Sprucewood Avenue and Todd Lane;
- i) If Council concurs with this rezoning and site plan control application, a Site Plan Control Agreement will be required to be prepared in advance of Council granting final approval for the proposed rezoning application. This agreement shall include detailed site plans, landscape plans and site servicing drawings, together with applicable provisions to ensure that all necessary site servicing, landscaping, lighting, fencing, refuse disposal, and other site development requirements and financial contributions are properly addressed by the Applicant, all to the satisfaction of Council and Town Staff.

We would be pleased to answer any questions with respect to the contents of this Staff Report.

Respectfully,




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



A. Burgess, MCIP, RPP  
 Supervisor of Planning &  
 Development Services

*Attachments*

<i>Reviewed by:</i>						
<i>CAO</i> 	<i>Finance</i>	<i>Clerk</i>	<i>Environmental Services</i>	<i>Development &amp; Strategic Initiatives</i>	<i>Culture &amp; Recreation</i>	<i>Fire</i>





Legend:



Subject Lands

Title:

## FIGURE 1 - SUBJECT LANDS

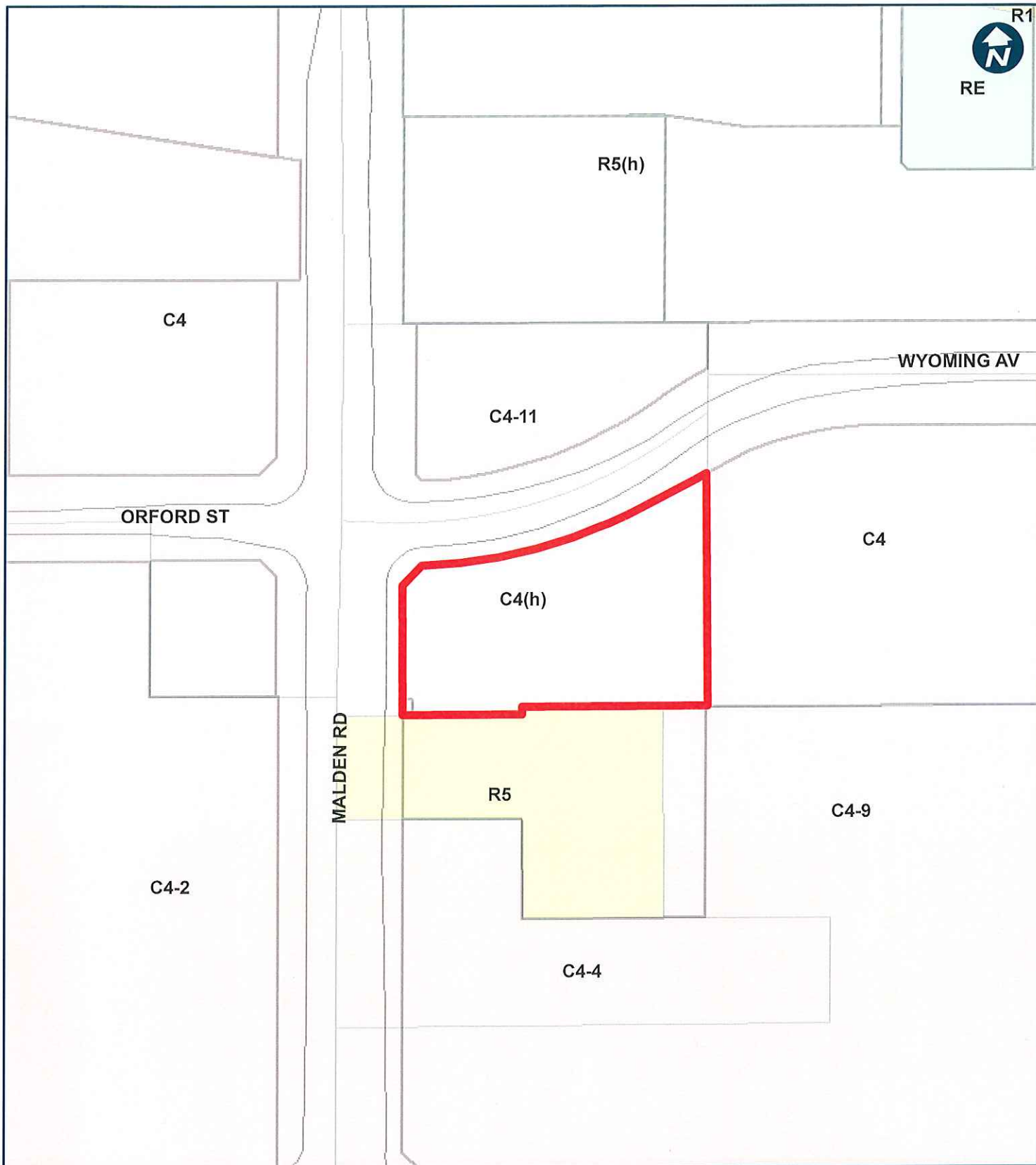


Scale:	1:1250	File No:	Z-02-2017 & SPC-01-2017
Prepared For:	Planning Dept.	Applicant:	Rosati Construction Inc.
Prepared By:	Finance Department GIS Services	Date:	March 20, 2017

Notes:

This document is not a Legal Plan of Survey.





Legend:



Subject Lands

Title:

## FIGURE 2 - ZONING



Scale: 1:1250

File No: Z-02-2017 & SPC-01-2017

Prepared For: Planning Dept.

Applicant: Rosati Construction Inc.

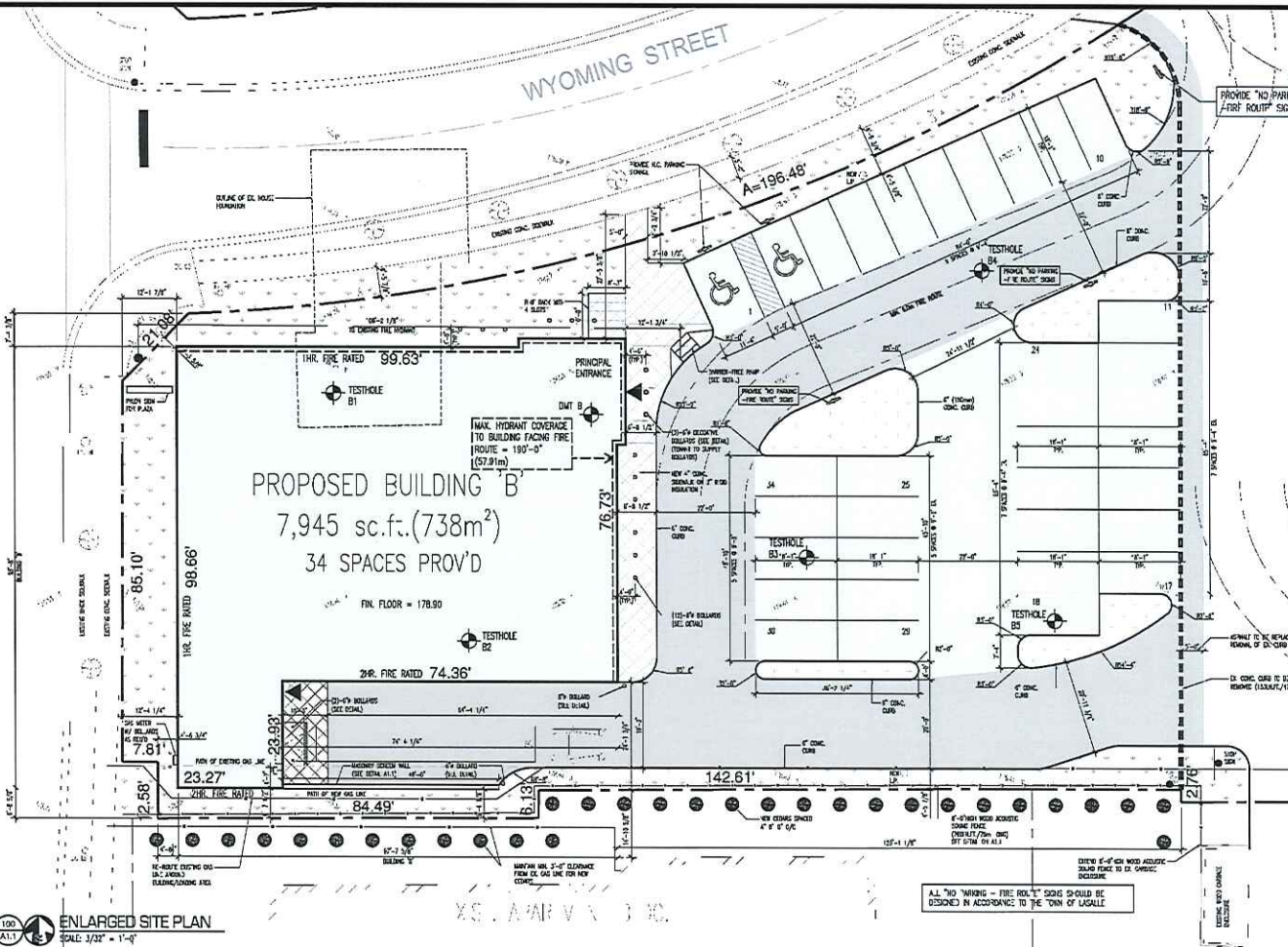
Prepared By: Finance Department  
GIS Services

Date: March 20, 2017

Notes:  
120

This document is not a Legal Plan of Survey.

MALDEN ROAD



SITE PAVING LEGEND	
SYMBOL	DESCRIPTION
[Symbol]	NEW 3" (76mm) ASPHALT PAVING 7,583.17' (705.4m²)
[Symbol]	NEW 4" (102mm) ASPHALT PAVING 8,815.17' (818.0m²)
[Symbol]	NEW 4" (102mm) CONCRETE SIDEWALK EXTERIOR FINISH ON 2" REINFORCATION 1,109.17' (103.0m²)
[Symbol]	NEW 8" (203mm) REINFORCED CONCRETE PAV 231.17' (21.4m²)
[Symbol]	NEW LANDSCAPING AREA 6,402.17' (594.0m²)
[Symbol]	NEW ISLAND LANDSCAPING AREA (MAINT) 1,210.17' (112.0m²)
[Symbol]	NEW 4" (102mm) STANDARD CONC. CURB 819.17' (76.3m²)
[Symbol]	NEW 4" AC ACOUSTIC SOUND BOND FINISH 234.17' (21.8m²)

LOT 'B' - BLDG. 'B'	
SITE ZONING:	C4 - TOWN CENTRE
LOT AREA:	30,872 SQ. FT. (2,837.40 M²)
PROPOSED BUILDING 'B':	7,945 SQ. FT.
LOT CONTRACT (MAX. GOS):	7,945 SQ. FT. = 75.8%
LOT FRONTAGE:	112.67'
BLDG. 'B' PARKING REQUIRED (1 SPACE/202.5sqft) - 32 SPACES INC. 2 H/C:	32 SPACES INC. 2 H/C
TOTAL PARKING PROVIDED:	34 SPACES INC. 2 H/C
TOTAL LANDSCAPE AREA REQUIRED:	3,089 SQ. FT. (285.2m²)
TOTAL LANDSCAPE AREA PROVIDED:	5,841 SQ. FT. (540.3m²)

BUILDING CLASSIFICATION	
GROUP E, UP TO 3 STOREYS	(O.R.C. 3.2.2.61) NON-SPRINKLERED

ENLARGED SITE PLAN  
SCALE: 1/32" = 1'-0"

**ROSATI**  
DEVELOP • DESIGN • CONSTRUCT

1670 mercer street  
windsor ontario canada n6k 3p7  
ph 519.254.3430 fax 519.254.3642  
www.rosati.com

architectural  
design  
associates  
INC. ARCHITECT

date	description
02.23.17	SPC REVIEW
03.08.17	PAC PRESENTATION
03.17.17	LCBO REVIEW

general notes:  
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
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9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

project:  
NEW COMMERCIAL BUILDING 'B'  
WYOMING ST, LASALLE, ON

client:  
SD DEVELOPMENTS

drawing title:  
ENLARGED SITE PLAN

scale:  
AS SHOWN

drawn by:  
KSRRU

checked by:  
CX

date:  
2013030114

sheet no.:  
**A1.0**



Scale: N.T.S.

Prepared For: Planning Dept.

Prepared By: Finance Department GIS Services

File No: Z-02-2017 & SPC-01-2017

Applicant: Rosati Construction Inc.

Date: March 20, 2017

Title: **FIGURE 3 - APPLICANT'S PRELIMINARY SITE PLAN**

Notes: This document is not a Legal Plan of Survey.





**ROSATI**  
DEVELOP • DESIGN • CONSTRUCT

**PROPOSED NEW LCBO RETAIL STORE**

Corner of Malden and Wyoming, LaSalle, Ontario

Another Quality Development By:



Scale:	N.T.S.	File No:	Z-02-2017 & SPC-01-2017
Prepared For:	Planning Dept.	Applicant:	Rosati Construction Inc.
Prepared By:	Finance Department GIS Services	Date:	March 20, 2017

**FIGURE 4 - EXTERIOR VIEW RENDERING**

Notes:

This document is not a Legal Plan of Survey.





## The Corporation of the Town of LaSalle

<b>Date:</b>	March 21, 2017	<b>Report No:</b>	DS-14-2017
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Figure 1,2,3
<b>Department:</b>	Development & Strategic Initiatives		
<b>Prepared By:</b>	Allen Burgess, MCIP, RPP Supervisor of Planning & Development Services	<b>Policy References:</b>	Official Plan Zoning By-law 5050
<b>Subject:</b>	Application to Remove the Holding Symbol	<b>Our File No:</b>	Z-01-17
<b>Registered Owner :</b>	Lam Duong & Kim-Quy Ton-Nu		
<b>Agent :</b>	Serge & Odette Bertucci		
<b>Location of Application:</b>	Approximately 0.4 hectares of land, located along the west side of Front Road, south of <i>the property municipally known as 2270 Front Road</i>		

---

### **RECOMMENDATION:**

Based on the information provided within this report, it is recommended that:

- Approval in principle be granted to this holding zone symbol removal application;
- A draft by-law to remove the holding zone symbol and a development agreement be prepared and brought back for adoption once the necessary agreement has been executed by the applicant to the satisfaction of the Town of LaSalle;

### **REPORT:**

#### **Introduction:**

This report is intended to provide members of Council with comments and recommendations regarding an application that has been submitted requesting Council approval for the

removal of the holding zone symbol from approximately 0.4 ha, located along the west side of Front Road, south of the property municipally known as 2270 Front Road. If approved, this application would allow one (1) new single detached dwelling to be constructed on the existing vacant lot.

Figure 1 attached depicts the location of the lands affected by this application.

**Official Plan / Zoning:**

The Official Plan for the municipality designates the lands subject to this application "Residential" and "Wetland". The applicant intends to remove the holding symbol from the lands zoned "Residential Three Holding – R3 (h)" and the remaining lands will continue to be designated and zoned Wetland. The construction of one new dwelling at this location is in keeping with the intent and policies of the approved Official Plan. This lot is of a size and shape that meet and/or exceed the "R3" zone requirements.

Figure 2 attached depicts the zoning of the lands affected by this application.

**Agency Comments:**

The subject application was circulated to the Essex Region Conservation Authority (ERCA), the County of Essex, local school boards and utilities companies.

To-date, only two responses were received – from ERCA, stating that they have no concern provided the application obtain all necessary ERCA permits. The County of Essex requires a driveway and access permit to County Road #20 (Front Road).

**Public Comments Received to Date:**

The Planning Advisory Committee held an information meeting on March 9, 2017, in the Council Chambers at the Town Hall; (i) to provide an opportunity for residents living in the surrounding neighbourhood to obtain additional information (ii) to provide a forum for questions to be asked of the Applicant; (iii) to receive public comments at the "front-end" of the planning review and approval process.

The Agent Serge Bertucci was in attendance, and provided a brief outline of the applicant's request to remove the holding symbol to permit the construction of a single detached dwelling on this lot.

Figure 3 attached depicts the applicant's site plan.

No residents or members of the public attended this information Meeting.

The Committee had questions regarding the purpose of the Holding Zone, how the property was going to be serviced and whether any additional lots could be developed from this parcel. Town Staff provided information regarding the uses of Holding Zones town-wide, and explained what has to occur before a holding zone symbol can be removed.

It was further explained to the committee that the owner of the property will need have a servicing design developed and approved by our Engineering staff and that the owner will be connecting into existing services within the road allowance. Further, it was explained that

due to the design of the dwelling and the Wetland Designation of the property, no additional development is anticipated at this location.

**Comments and Discussion:**

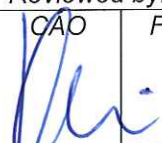

In assessing the merits of this application the following comments are offered for Council's consideration:

- i) The Applicant shall be required to enter into a development agreement with the Town to ensure that the property complies with all municipal residential development standards and servicing requirements, including lot grading, storm drainage, sanitary and water connections, easements, etc;
- ii) Cash-in-lieu of parkland in the amount of \$750 lot will need to be paid by the Applicant;
- iii) 3.0 metre road widening easement is required across the frontage of the subject property for municipal and utility services;
- iv) the applicant has completed the Ministry of Natural Resources and Forestry pre-screening and has received "a letter of advice" to permit the construction of a dwelling at this location.

Respectfully,




Allen Burgess, MCIP, RPP  
 Supervisor of Planning &  
 Development Services

<i>Reviewed by:</i>						
<i>CAO</i>	<i>Finance</i>	<i>Clerk</i>	<i>Environmental Services</i>	<i>Development &amp; Strategic Initiatives</i>	<i>Culture &amp; Recreation</i>	<i>Fire</i>
						






Legend:

 Subject Lands


Title: **FIGURE 1 - KEY PLAN**

	Scale: NTS	File No: Z-01-2017
	Prepared For: Planning Dept.	Applicant: Lam Duong & Kim-Quy Ton-Nu
	Prepared By: DSI	Date: March 21, 2017
	Notes: 126	This document is not a Legal Plan of Survey.






Legend:

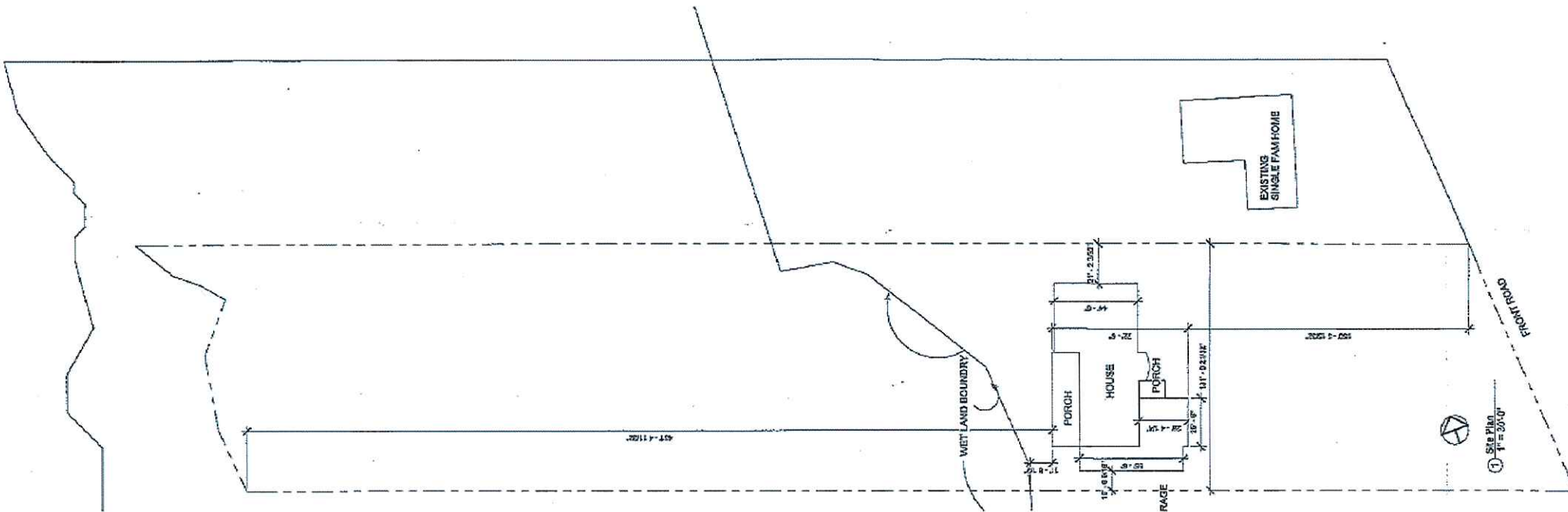
 Subject Lands

Title: **FIGURE 2 - ZONING**

Scale: NTS	File No: Z-01-2017
Prepared For: Planning Dept.	Applicant: Lam Duong & Kim-Quy Ton-Nu
Prepared By: DSI	Date: March 21, 2017
Notes: 127	This document is not a Legal Plan of Survey.







	Scale: N.T.S.	File No: Z-01-2017	Title: <b>FIGURE 3 - SITE PLAN</b>
	Prepared For: Planning Dept.	Applicant: Lam Duong & Kim-Quy Ton-Nu	Notes: This document is not a Legal Plan of Survey.
	Prepared By: DSI	Date: March 21, 2017	



The Corporation of the Town of LaSalle

<b>Date</b>	March 23, 2017	<b>Report No:</b>	CAO-12-17
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Figures 1-3
<b>Department:</b>	Administration	<b>Policy References:</b>	
<b>Prepared By:</b>	Kevin Miller, CAO		
<b>Subject:</b>	Transit		

**1.0 Recommendation**

That Council authorize:

- Entering into an agreement with Transit Windsor for the provision of transit service to the Town of LaSalle for the years 2017-2021;
- The Town proceed (through Transit Windsor) to purchase two buses in accordance with the provisions as outlined in report CAO-12-17;
- Administration to coordinate the purchase of bus shelters and signage with Transit Windsor; and
- Entering into discussions with Street-seen media for the purposes of branding opportunities on the buses and advertising opportunities in/on the buses and at bus stops.

**2.0 Background**

In August of 2015, the Town issued a Request for Proposals (RFP) seeking the services of a qualified consultant to undertake a feasibility study to:

- Determine the demand for bus service within the Town, and
- If sufficient demand exists, to identify the capital/ and other non-financial matters associated with implementation.

The study was to be completed in two separate phases. Phase one included undertaking the necessary research to determine the need/demand for transit in LaSalle. Areas that were covered in the analysis included: urban form and demographics, destination points/trip generators in LaSalle, demand for travel into the city of Windsor, inventory of current transportation options available to residents, telephone survey, public open houses, peer review of services in similar sized communities, funding models and estimates for potential ridership.

Phase two would include the preparation of a Business Plan that would detail the expected capital and operational costs associated with introducing a transit service, routing options, fare options and any other non-financial matters.

At the conclusion of the RFP process, the Town engaged the services of Steer Davies Gleeve to prepare the feasibility

### **Highlights of Phase One**

The primary purpose of the transit feasibility study is to identify the overall potential for transit service in LaSalle, including the market for travel and the affordability of the service to the community. An important part of the engagement process is to determine the level of community support for providing transit services, particularly in terms of a willingness to support the service with increased tax funding. A comprehensive consultation plan was completed to achieve these objectives. The plan included conducting a representative telephone survey, individual stakeholder group meetings, and a public information centre session.

### **Telephone Survey**

In November 2015, a representative random telephone survey of LaSalle residents was conducted to assess public support for investing in a transit service in the Town, as well as to determine the community's likelihood for using transit services.

A total of just more than 400 household responses were collected. For each response, the head of household was asked a series of questions on their household's feelings regarding transit and their household's travel needs and habits. Heads of households were surveyed because they are in charge of financial decisions and are most aware of their own family's travel needs. To ensure that the results are based on a representative sample, weighting factors were applied to the survey data to reflect the actual age and gender composition of household maintainers in LaSalle

The survey results show that there is strong support for transit service in LaSalle, even when a property tax increase is considered to support the service.

About 65 percent of respondents stated that they would support "introducing a local bus service in LaSalle at an average increase of \$25 to \$50 per year in property taxes per household." About 32 percent of respondents opposed, while 3 percent declined to answer.

In particular women, youth (aged 18 to 34), families, and those earning under \$100,000 a year demonstrate strong support (more than 65 percent) for a new bus service for the Town (see Figure 4-1). Strong support from families (either single parent or couples with children) was also observed.



**Summary of Findings for the survey**

- High level of support for transit service
- 65 percent support a transit service in LaSalle, with 10 percent of households saying that they would “definitely” or “probably” use the service.
- Most LaSalle residents support investing in transit even though their family may not use it. A majority of residents see the value of a transit service in the community.
- Transit will make LaSalle a more equitable and better place to live. The social importance of transit, for young people, the elderly, and those without other travel options is an important basis of support.
- Most respondents felt that non-commuting trips, to go shopping, go to appointments, or go out for the evening, are main reasons to use transit.
- Young people in particular indicate Windsor would be an important transit destination.

**Stakeholder Meetings**

The study team held individual stakeholder meeting with a wide range of community groups to further provide insight as to the needs and opportunities for new transit services in the Town. A list of community organizations consulted is outlined below.

ORGANIZATION TYPES	ORGANIZATIONS
Community agencies	United Way
Commercial organizations	Windsor Crossing Premium Outlet Mall
Government / municipal organizations	Town of Amherstburg Ontario Works, Windsor-Essex Vollmer Culture and Recreation Complex
Places of worship	Sacred Heart Church St. Andrew's Church St. Nicholas Church St. Paul's Church
Post-secondary schools	St Clair College University of Windsor
Secondary schools and transportation	Sandwich Secondary School St. Thomas of Villanova High School Western Secondary School Windsor Essex Student Transportation Services (WESTS)

### Public information Centre

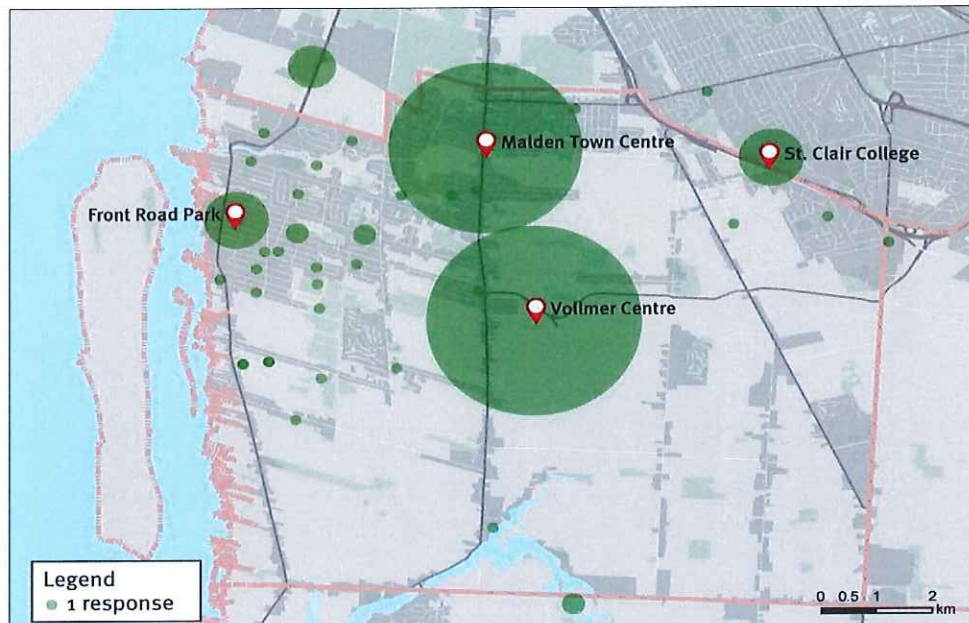
The study team hosted a Public Information Centre (PIC) session to encourage greater community feedback about the needs and opportunities for local transit services in the Town. The PIC was held in the lobby of Vollmer Centre on November 18, 2015 from 4pm to 9pm. Study team members engaged with approximately 50 community members covering a variety of age groups during the course of the public drop-in session.

The PIC provided the opportunity to gauging community views on the need and support for a local transit service in the Town; interactive presentation boards were displayed during the PIC session to solicit feedback on the priority objectives for a transit service should it be introduced.

Three key structured questions were included at the PIC:

- What times of the day should service be prioritized?
- What are the priority locations in LaSalle a new service should connect to?
- What are the priority locations in Windsor a new service should connect to?

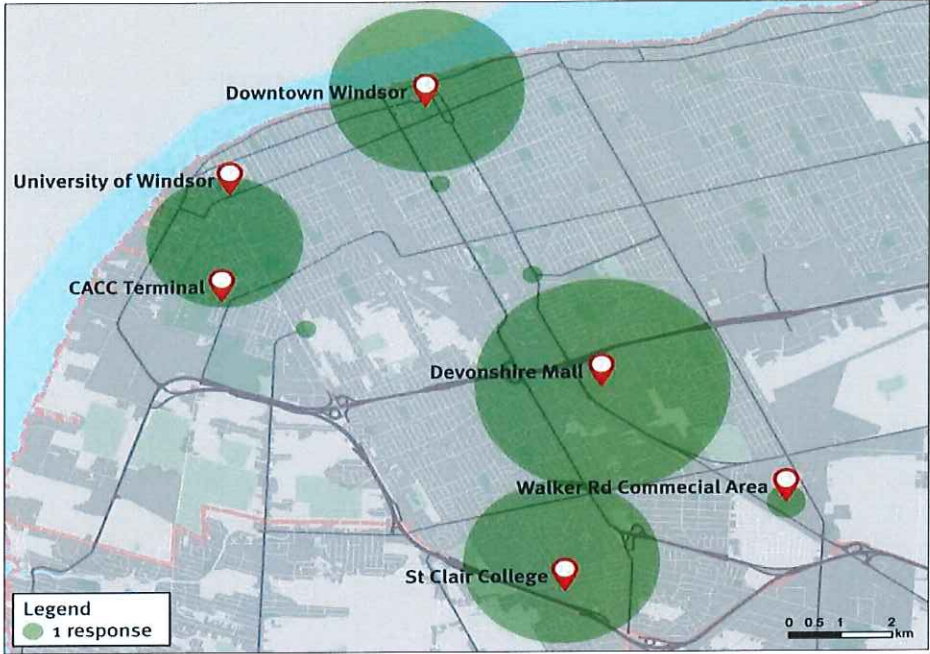
During the PIC, the study team also asked participants to identify the priority locations in or near LaSalle a local transit service should connect to. Participants were asked to place a red sticker for where they lived and a set of green stickers for the places they frequently travel. The results are shown in the figure below.



Given the close community and economic linkages between LaSalle and Windsor, a Town transit service will likely connect to key destinations in Windsor and to the Transit Windsor network. To provide some direction about appropriate connection points in Windsor, the study team also asked participants to select the best location in Windsor for connections.



The Figure below identifies the key locations.



**General Community Views on a LaSalle Transit System**

The PIC also provided the opportunity to engage more openly with community members to understand their general community views, both positive and negative, about introducing a transit service in LaSalle.

Recognizing the limitations of existing services,

- Passengers currently must walk a long distance or must rely on others to drive them to access Transit Windsor services
- Passengers using Handi-Transit specialized services due to its limited operating funding have identified service reliability and customer service concerns
- Taxi services are available however but at a very high costs—between \$25 to \$50 per trip
- Temporary route diversion of Route 7 – South Windsor along Herb Gray Parkway rather than previously on Tenth Avenue causes passenger inconvenience

Satisfying community needs

- Transit will help to secondary school students gain better independence by providing opportunities for them to get travel after extra-curricular activities and to access part time employment opportunities
- Transit will help to expand opportunities for seniors to be better engaged in the community and gain greater independence to run errands and access medical appointments

- Transit expands employment opportunities for people, particularly lower income individuals—helps to promote improved economic benefits in the community

Reducing household tax obligations

- Transit service provides an increased obligation for taxpayers and thus is not supported

Ensuring cost-effectiveness

- Proposed service needs to satisfy community needs while remaining cost effective
- Consider the use of school buses and smaller vehicles to operate the service

Making services simple to use and understand

- Demand-response services (where a traveller must prearrange a trip by phone) is confusing and not likely to generate high levels of ridership

### **Service Type Identification**

Based on the background review and the feedback gathered from the public engagement process, the study team has identified that the contiguous urban area in LaSalle has the appropriate land use density and the scale of trips to support a cost-effective transit service. From the feedback and analysis conducted, it is important for the local service to make connections to key destinations Windsor as well as to Transit Windsor services. The general area is shown in Figure below.

Outside of the contiguous urban area, there are still opportunities to provide limited services to key rural connections, depending on the scale of town investment available.

Based on an assessment of general travel patterns and feedback from the community, a service operating during the Monday to Friday daytime period should be prioritized in the short term.





## **Options for Service**

### **Option 1: Transit Windsor fixed route service**

For Option 1, the Town would contract Transit Windsor to operate a fixed-route service. The Town would negotiate a fee for Transit Windsor, and in exchange Transit Windsor would provide the drivers to run the service, as well as buy, maintain, and store additional buses to support the expanded service. For this option, the Town could either:

- extend Transit Windsor's existing services into LaSalle
- operate a new route that connects between key destinations in LaSalle and Windsor

Given the number of services that operate near the LaSalle border, there are opportunities for the Town to extend existing Transit Windsor routes. Extending an existing service can help support a more seamless service and provide more convenient options for passengers. Of course, Transit Windsor would need to agree to extending one of its existing services—they would want to ensure that service changes do not negatively affect existing passengers.

### **Option 2: Independent LaSalle fixed-route service**

For Option 2, the Town would contract the operation of a fixed-route service that connects LaSalle and Windsor, similar to Option 1. Instead of contracting the service to Transit Windsor, the Town would contract a third-party operator to run the service, as well as to maintain and store its buses—similar to the arrangements made by Tecumseh Transit Service. The Town may choose to buy buses on its own, or include the procurement of buses to the contractor.

The service would operate within the urban contiguous area of LaSalle and connect to key destinations and major transit transfer points in Windsor.

### **Option 3: Independent LaSalle demand response service**

For Option 3, the Town would contract the operation of a transit service to a third-party operator, similar to Option 2. Instead of providing a fixed-route service, this option would operate a demand response service within the contiguous urban area in LaSalle. Under this demand response service model, a passenger would need pre-book a trip by telephone, and potentially by smartphone and computer. The service would pick up and drop off passengers at any location within the identified urban LaSalle service area. Passengers could also have the option to connect to key destinations or transit transfer points in Windsor.

## **Conclusions from Phase One**

The findings outlined in this Phase 1 report demonstrate that there is a need and the community support to introduce a new transit service in the town.

The public and stakeholder engagement process identified how a transit service can satisfy the need to provide Town residents and workers greater travel choices in the community, particularly the Town's youth, seniors, and people without exclusive access to a car.

There is also high community support for a new transit service in the Town. A representative telephone survey that found that a majority of households (65 percent) support introducing a local bus service in LaSalle, recognizing that it would cost a household an average increase of \$25 to \$50 per year in property taxes.

The assessment of land use and travel patterns demonstrated that the contiguous urban area in LaSalle should be prioritized for transit service. To support the travel needs of the Town, service options include operating a fixed-route, a flexible demand-response service, or a combination of the two. Ongoing operations and maintenance of the service could be contracted to Transit Windsor or another third-party operator. The assessment of service options will identify potential connections outside of the contiguous urban area, including to key destinations in more rural areas of the Town (with limited service).

Building on these service approaches, Phase 2 of the study will include developing a business plan. The business plan will propose detailed service designs, a fare structure, an organizational plan and marketing roadmap, as well as a financial and implementation plan.

### **Highlights of Phase Two**

Phase 1 of the study included a comprehensive feasibility assessment, which analyzed current travel needs, identified potential transit solutions to accommodate those needs, and measured community interest in investing in a new transit service.

Building on the previous work completed, Phase 2 included the development of a business plan for a Town transit service. The business plan included:

- developing and evaluating service concepts
- completing a detailed service design for the recommended concept
- identifying fare structure and policies
- developing implementation strategies (e.g. marketing strategies , organizational plan)
- developing a financial plan

There are two potential objectives for transit connections for the LaSalle service:

- Service connections within LaSalle
- Serving connections between LaSalle and major destinations in Windsor

These objectives are not mutually exclusive, as there are opportunities to provide services that fulfil both. However, prioritizing these two objectives helps to guide the details of service design, while managing scarce resources.

The results from the representative telephone survey show similar preferences for using a local transit service within LaSalle only or to connect to/from Windsor. For both options, 4 percent and 6 percent of respondents said they would “definitely” and “probably” use such a service, respectively.



**Service Options**

Three service concepts were assessed further based on the criteria set out in the previous section. To equitably compare the different concepts, the evaluation focused on the route concept within LaSalle only. All three options serve local destinations including Malden Town Centre, Front Rd, and Vollmer Centre. Given that St Clair College is a key destination and an important Transit Windsor interchange location, the hub is a logical place for a proposed LaSalle transit service to connect to.

Based on past consultation and travel pattern assessments, a logical extension of service would be to extend service to other major destinations farther into the Windsor, such as Devonshire Mall, which is not only a popular destination, but where a number of other Transit Windsor routes converge. To possibly accommodate this opportunity, one criterion will consider whether the local routing within LaSalle has the flexibility to the major shopping centre. Figure 2.2 summarizes the assumed service frequencies and span of service of the three service concepts. The following subsections describe the route alignment of the service concepts in detail.

	Option 1	Option 2	Option 3
	<u>Town loop concept</u>	Point-to-point Increased coverage	Point-to-point Direct service
Assumed service frequency (mins)	Every 45 minutes (1-way, counter-clockwise only)	Every 45 minutes (2-way)	Every 45 minutes (2-way)

Assumed service span

Monday to Friday 7 am to 7pm

**Option 1**

Option 1 is a large one-way loop, running counter-clockwise. This arrangement maximizes coverage, but will increase journey time for trips that would go the ‘wrong’ way round the loop. Travel times are also generally asymmetric, so a short outbound trip means a long return trip (and vice versa).



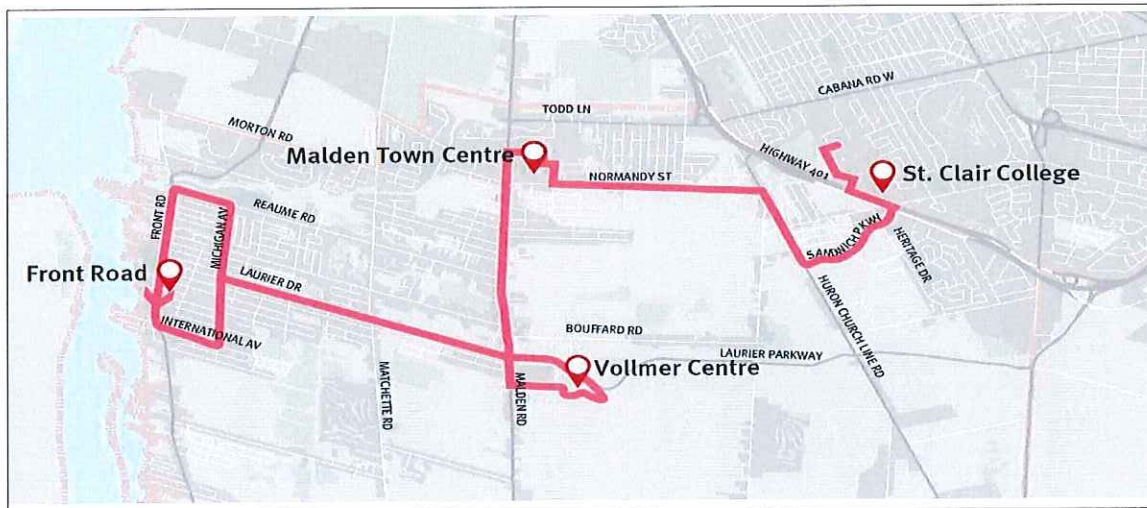
## Option 2

Option 2 includes a one-way loop serving western LaSalle, with a 2-way route serving the remaining areas (including Malden Town Centre). Customers would be able to transfer between westbound and eastbound services at Malden Town Centre, allowing passengers to travel from the southwest to northwest without going via St Clair College.



## Option 3

Option 3 provides two-way service, apart from a small loop in western LaSalle. This provides direct service at the expense of coverage of the Morton Dr. area.





## Evaluation Measures

EVALUATION CRITERIA	MEASURE
Providing a cost-effective service	<ul style="list-style-type: none"> <li>Minimize annual operating service hours, assuming a consistent level of service</li> </ul>
Providing a direct service	<ul style="list-style-type: none"> <li>Minimize travel time* from key residential areas to St Clair College (weighted higher as identified in key service design principles)</li> <li>Minimize travel time* from key residential areas to local destinations—Malden Town Centre and Vollmer Centre (weighted lower)</li> </ul>
Promoting a growing ridership base	<ul style="list-style-type: none"> <li>Maximize number of households served</li> <li>Maximize ridership levels</li> </ul>
Allowing flexibility to connect to other hubs in Windsor	<ul style="list-style-type: none"> <li>Ability to be flexible in extending service to Devonshire Mall</li> </ul>

## Evaluation Results

The evaluation results (and associated inputs) are shown in Table 2.3, with the following symbols:

- ① (Gold) – Best performance
- ② (Silver) – Moderate performance
- ③ (Bronze) – Worst performance

## Evaluation results

Evaluation measure	Option 1 Town loop	Option 2 Point-to-point / coverage	Option 3 Point-to-point / direct
Providing a direct service <i>How quickly can passengers travel</i>	③ Operates in one direction, leading to longer travel times	② Eastern portion has direct ride; western portion has longer	① Direct ride minimizes travel times
Providing a cost-effective service <i>How many buses are required to provide the service?</i>	① TI ED 2 buses are required to run a 45-minute service	① TI ED 2 buses are required to run a 45-minute service	① TI ED 2 buses are required to run a 45-minute service

Allowing flexibility to connect to other hubs in Windsor <i>Is there potential to extend services to Devonshire Mall without needing an additional bus?</i>	1 Potential to extend service to Devonshire Mall without an extra bus	2 TI ED Requires one additional bus to extend to Devonshire Mall	2 TI ED Requires one additional bus to extend to Devonshire Mall
Promoting a growing ridership base <i>How many LaSalle households are within 400m of the transit route?</i>	2 Serves approximately 6,900 households	1 Serves approximately 7,000 households	3 Serves approximately 4,800 households
Promoting a growing ridership base <i>How many riders are forecasted?</i>	3 48,000 riders	1 58,000 riders	2 55,000 riders

Comparing the results for each of the evaluation categories reveals the following:

- **Providing a cost-effective service:** All three options require two buses to operate, and hence have the same annual operating cost.
- **Promoting a growing ridership base:** Options 1 and 2 serve a very similar number of households, and both serve substantially more than Option 3. Increasing coverage by serving more households tends to increase ridership.
- **Providing a direct service:** Option 3 performs the best, and Option 1 performs the worst. A more direct service results in shorter travel times, which tends to increase ridership.
- **Allowing flexibility to connect to other hubs in Windsor:** Option 1 does not require an additional bus to serve Devonshire Mall however, there is no scheduled 'buffer' time to recover should a trip be delayed; Options 2 and 3 require an additional vehicle. Connecting to Devonshire Mall (and hence to more Transit Windsor routes) will make it easier to access destinations in Windsor, and increase ridership. The fewer vehicles required to do this, the more likely it is to be implemented.



## **Conclusions**

Based on the evaluation results in Table 2.3 reveal the following:

- **Option 1** – Provides good coverage and allows for some flexibility to extend services to Devonshire Mall without an additional bus, but passengers must travel along a long and indirect route
- **Option 2** – Provides good coverage with moderate travel times while in the vehicle, but has no flexibility to extend services to Devonshire Mall without additional buses
- **Option 3** – Provides the most direct and fast travel times, but has relatively poor coverage and no flexibility to extend services to Devonshire Mall without additional buses
- Option 2 is the only option that performs either best or second-best in all categories. Consequently, Option 2 is the recommended service concept.

## **Public Engagement**

To seek further input into the study, the study team hosted another Public Information Center (PIC) in the Council Chambers at the LaSalle Civic Centre on November 18, 2015 from 4pm to 8pm. The PIC provided the opportunity to seek input on the proposed service concepts and its evaluation, as well as preliminary fare policies. The feedback was then considered and assessed based on how it meets the established objectives of the service.

The study team issued notices of the public meeting on the study website and sent direct invitations to participants in Phase 1 of the consultation. Study team members engaged with more than 20 community members covering a variety of age groups and representative agencies during the course of public drop-in session. The presentation boards from the PICs were also posted on the study website, and interested members of the public provided feedback to the study team via email.

The following key themes were taken away from the PIC:

- Balancing service coverage with shorter travel times,
- Provide fast service and connect to major destinations,
- Connect to familiar transfer locations,
- Integrate fare policies with Windsor, and
- Need for schedule coordination with connecting routes.

## **Service Design**

With consideration of community input on the preferred service concept and evaluation of options, the study team recognizes the need to develop a service that:

- Minimizes walking time to stops while also minimizing in-bus travel times
- Reduces transfer waiting times when connecting between routes
- Matches with the levels of service being provided by connecting routes in Windsor
- Makes it easy for passengers to navigate through major transfer hub areas and connect between routes

Based on the above, Option 2 is the recommended for implementation.

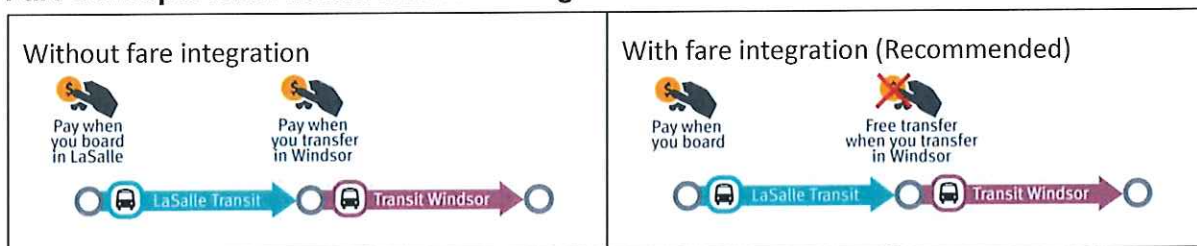
The study team recognizes that the recommended service option may not satisfy all the travel markets within the community. However, it is intended to be a first stage to initiate a new transit service, build ridership levels, and demonstrate momentum with improving transit travel in the greater Windsor urban area. As ridership builds and as travel behaviour changes, service improvements and new route connections should be implemented.

### **Fare Integration**

As discussed in Section 3.2, feedback from the Public Information Centre identified the need to work closely with the City of Windsor to integrate fares between the two municipalities. Given the close proximity and the close travel linkages between the two jurisdictions, it is recommended that fare arrangements be established where a LaSalle resident does not have to pay two fares focusing services funded by LaSalle and Transit Windsor.

A double fare creates a disincentive for riders to use the service and creates a level of fare inequity—whereby a person travelling a short distance across a municipal border (i.e. Windsor Crossing to the Walker Road commercial area) costs more than a person travelling a longer distance within Windsor (i.e. University of Windsor to Tecumseh Mall). The recommended fare integration model would allow passengers to transfer between LaSalle and Transit Windsor’s services for free. Figure 6.1 illustrates how concepts would operate without fare integration (left) and with fare integration (right).

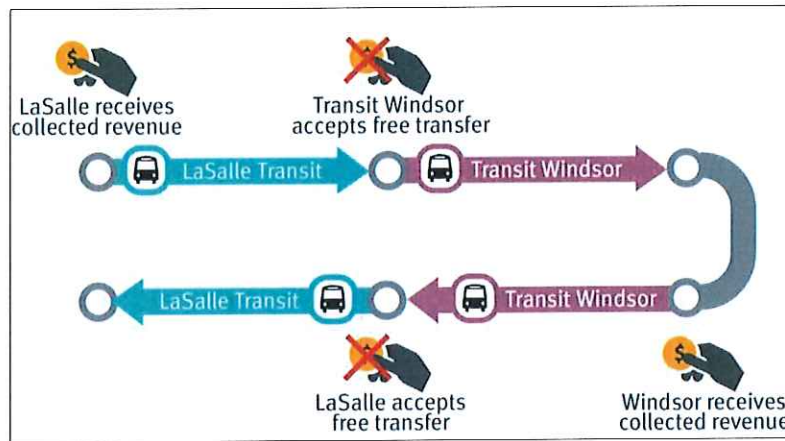
### **Fare concepts without and with fare integration**



There is a benefit to both LaSalle and to Transit Windsor in working towards fare integration. LaSalle benefits from being able to promote greater levels of ridership, while Transit Windsor would still receive a portion of new ridership revenue. Figure 6.2 illustrates how each agency would receive fare revenues from a cross-boundary journey. Riders starting in LaSalle and transferring to another route in Windsor would pay the fare in a LaSalle vehicle (LaSalle would receive revenues for that fare) and would receive a transfer slip to continue their journey for free on a Transit Windsor service. Since passengers are likely to be making the parallel journey back home, they would then board a Transit Windsor bus (Windsor would receive revenues for that fare), obtain a transfer slip to continue for free on a LaSalle service.



## Fare collection arrangements under the recommended fare integration concept



Without LaSalle's transit service and the fare integration structure, it is unlikely such travelers would use Transit Windsor services altogether. Consequently, Transit Windsor would see an increase in revenue, even with free transfers. It is also unlikely the additional demand would trigger increases in service levels and hence costs.

### Other Considerations

In addition to the matters as noted above, the following items were also considered in the final recommendations:

- the Accessibility for the Ontarians Act (AODA)
- U-Pass with University of Windsor
- Marketing and promotion
- Community outreach
- Start up fare incentive program
- Determination of bus stops (shelters and signs)

### Financial Plan

#### Fare Revenue

It is recommended that the Town's cash fare be \$2.75 (has since been updated to \$3.00) — however this does not mean the Town would receive the full fare for each boarding. This is because other user groups (such as seniors) and fare types (such as tickets) have lower fares. Passes will also offer a lower cost per ride. At the time of analysis, Transit Windsor's revenue per passenger is \$1.92, and to Tecumseh Transit's revenue per passenger is \$1.00. For purpose of this analysis, it is assumed that LaSalle's transit services would receive \$1.51 for each passenger. It should be noted that fare rates in LaSalle will be consistent with the Transit Windsor rates.

Given the forecast ridership ranging from 53,000 to 60,000 in Years 1 and 3 respectively, it is therefore expected that fare revenue will contribute approximately \$80,000 to \$91,000 per year.

### Provincial Gas Tax

The Province of Ontario operates a program whereby a portion (2 cents per litre) of its gasoline tax revenues are given to municipalities operating transit. The amount provided is based on the number of trips on the transit system, and the population of the municipality it serves. For the 2014-15 financial year, based on a direct of population and ridership, the amounts provided were as follows:

- \$0.27 per passenger trip (based on CUTA statistics)
- \$7.94 per person residing in the municipality that municipal transit services were provided (based on figures from Ministry of Finance)

Given the funding formula and the forecast number of passengers, the Town could receive between \$254,000 and \$261,000 annually for the first three of the service.

The gas tax program stipulates that no matter what the amount generated based on the above formula, the total amount provided under the program is capped at 75% of municipal spending in the previous year. Based on the calculated net expenditures for the first three years, the Town's expected spending on transit would be high enough for LaSalle's allocation to not be capped.

### **Existing specialized transit**

Currently, specialized transit services in LaSalle receive some funding under the gas tax program, \$71,000 and \$59,000 in 2014 and 2015 respectively. Because the amount available to LaSalle for all transit services is fixed, and that the Town's planned spending on conventional services also already not capped, the projected \$254,000 and \$261,000 in anticipated gas tax revenues for the first three years of service would not be in addition to funds provided to the town previously.

### **Other Costs**

- Bus stop infrastructure
- Marketing
- Administrative
- Capital

### **Financial Model**

Bringing all the assumptions together, the following table summarizes the financial implications (in constant 2016 dollars) of the proposed service for the first three years of service.

	Year 1	Year 2	Year 3
<b>Operating costs</b>			
Contractor costs	\$584,000	\$584,000	\$584,000
Administrative costs	70,000	70,000	70,000
Marketing costs	40,000	15,000	15,000
<b>Capital costs</b>			
Stops infrastructure	390,000	0	0
<b>Revenues</b>			
Fare revenue	80,000	88,000	91,000
Provincial gas tax	254,000*	258,000*	261,000*
<b>Total net costs</b>	<b>\$750,000</b>	<b>\$323,000</b>	<b>\$317,000</b>

\* Figures show the estimated total provincial gas tax allocation to LaSalle, including the amount that would be used to fund existing specialized transit service.

\*Above background section are excerpts from the Phase one and two reports from Steer Davies Gleave

### **3.0 Report**

On June 28<sup>th</sup>, 2016 Steer Davies Gleave presented the finding and recommendations of the Phase 2 report to Council.

At that meeting the following resolution was passed:

*230/ 16 Burns/Desjarlais That the Phase 2 report prepared by steer davies gleave, regarding the provision of transit for the Town of LaSalle BE RECEIVED, and that administration BE REQUESTED to prepare a report on the next steps to move to implementation of a transit system based on the recommendations as contained in the report.*

*Carried*

Subsequent to the June meeting a report was presented to Council at the July 21<sup>st</sup>, 2016 meeting seeking authorization for Town administration to continue meeting with representatives for Transit Windsor and request that a business case be submitted to the Town for transit services.

At that meeting the following resolution was passed:

*281/ 16 Bondy/Desjarlais That the report of the Chief Administrative Officer dated July 21, 2016 (CAO-16- 16) recommending a meeting take place with the City of Windsor with respect to the provision of a bus service in LaSalle BE APPROVED.*

*Carried.*

Since that time, administration has met on several occasions to discuss how a transit route in LaSalle might operate. Transit Windsor has finalized a proposal which can be summarized as follows:



## **Route**

The proposed route is generally consistent with the preferred route as outlined in the Phase 2 report (refer to figure 1). The route would be covered by two buses, one bus starting at St. Clair College and one starting in the vicinity of Morton Drive and County Road 20 (Front Road).

As noted on the attached figure, the route would hit all of the key trip generators in LaSalle and capture approximately 75% of the households in the urban area. The areas being captured are those households within 400m of a bus stop – which distance is consistent with industry standards (refer to figure 2). Admittedly, there are some residences that lie outside the 400m distance. Unfortunately, it is very difficult to design a route that catches all households considering the available budget and length of route (ride time for passengers). At this point, the proposed route is viewed to be the most optimal route that meets all of the criteria. However, this route is not carved in stone. Certainly as the service becomes known, and ridership patterns become established, there may be opportunities to make minor alterations to the route in the future.

As indicated above, the two buses will travel to St. Clair College. At that point, passengers could make a seamless link to three other Transit Windsor Routes:

1. South Windsor 7 – College St, through LaSalle to St. Clair, on to Devonshire Mall and the Walker Road power centre
2. Dougal 6 – St. Clair to downtown
3. Dominion 5 – St Clair to downtown.

It is noted that passengers will also be able to connect with the South Windsor 7 in the Malden Town Centre.

## **Hours of Operation**

The Phase 2 report had assumed that any service would operate two buses from Monday to Friday - 12 hours per day.

Transit Windsor had provided two scenarios for the Town to consider.

Firstly, an option to run two buses Monday to Friday – 12 hrs/day (7280 hrs/yr) and secondly, an option to run two buses Monday to Saturday – 12 hrs/day (8736 hrs/yr). Providing Saturday service was something that the study team did hear during the public consultation process. As previously stated, any new transit system will never accommodate all of the needs of stakeholders. There always needs to be a balance between the provision of a service and the ability to fund that service. On review of the second option, operating at 8736 hours annually exceeding the available budget for transit. With a desire to offer some Saturday service and be conscience of the available budget, administration met with Transit Windsor to explore what other opportunities may exist. As a potential solution the following third option is being recommended for implementation.



This option would provide for:

- One bus Monday to Friday 12 hrs/day – first bus
- One bus Monday to Friday 8 hrs/day - second bus
- One bus on Saturday 12 hrs per day

The above hours of operation (6708 hrs/yr) would provide 2 buses from Monday to Friday during the a.m. and p.m. peak periods and only one bus during the mid-day off peak times. The Hours saved by going to one bus during the week day off periods can be shifted to providing one bus on Saturdays. Although this option does not have the same level of service as would option 2 – two buses six days a week, it does allow the introduction of a Saturday service from the start up and fits within the financial model. As with the route, this is being proposed as the initial startup. If demand grows in the future, the Town could commit extra resources to adding additional hours into the schedule.

**Length of route**

The length of time a rider will be on the bus to reach their destination is a critical factor in designing the route. It is always a balance between capturing as many potential riders as possible and not making the ride too long where riders will be discouraged from using the system. The examples noted below are the worst case scenarios – assuming the rider is the furthest away from their destination.

Based on a preliminary schedule that has been developed the system has been designed on a 45 minute headway. As indicated above, one bus would start at St. Clair and one at Morton Drive and Front Road. A bus leaving St. Clair at 7:00 am would arrive at Morton and Front Road in 45 minutes. Likewise a bus leaving Morton and Front Road would arrive at St. Clair in 45 minutes. Other examples include St. Clair to Town Hall in 20 minutes and St. Clair to Vollmer in 30 Minutes.

The other variable is the frequency. While the times would remain the same whether there is one or two buses in service, the time a rider will wait for “the next” bus increases when there is only one in service.

**Operating Costs**

Year	2017	2018	2019	2020	2021
Hourly Rate	\$51.27	\$54.34	\$55.71	\$60.50	\$61.70

Pursuant to the Transit Windsor proposal, the Town would pay the costs for all hours of service associated with the LaSalle route. The hourly costs noted above includes but not limited to, wages and benefits, cost of insurance, claims, daily servicing costs, technology enhancement operating costs, maintenance rate and administration costs.

The hourly rate does not include fuel and will be billed monthly based on usage and the average rate that Transit Windsor pays for diesel.

**Capital Costs**

As part of the proposal, Transit Windsor would order two new buses as part of their Metrolinx consortium bus order. In order to meet the next order deadline, LaSalle would need to advise Transit Windsor of interest to move forward prior to March 31<sup>st</sup>, 2017.

Transit Windsor originally proposed that LaSalle would reimburse Transit Windsor on an annual basis using a declining balance amortization of costs of the capital purchase. The chart below sets out the anticipated capital costs under that model over the next five years.

Year	2017	2018	2019	2020	2021
<b>Annual Cost</b>	\$190,249	\$158,535	\$132,107	\$110,085	\$91,734

Based on further discussion with the City, the Town has requested that they accept a straight line approach for the repayment of the buses. The city has agreed in principle to this approach provided that there are provisions included in the agreement that the City be reimbursed by the Town for the outstanding value of the bus in the event the Town does not renew the contract. It is noted that by taking this approach the annual cost to the Town would be approximately \$100,000. The rationale for this model is that it will lessen the financial impact in the initial years of operations when the service is trying to build ridership.

The Town would be responsible for other capital costs outside of any agreement with Transit Windsor. This would include bus shelters, concrete pads/benches and signage. As shown on the financial analysis, funding has been allocated to this infrastructure over a 2-3 year period (refer to figure 3).

Administration has also been in contract with the Ministry of Transportation regarding the Public Transit Infrastructure Fund (PTIF). Although the Town did not qualify for the 2016 fiscal year, administration has been advised that the ministry is looking at our proposed service and we understand the Town would be advised sometime in April whether any funding will be approved. The amount is formula based (population) and is estimated to be approximately \$60,000. This funding has not been accounted for in the funding model, however, if the Town is successful the grant would help accelerate installation of capital infrastructure (i.e. shelters, pads etc.).

**Fare Revenue**

Transit Windsor will provide the fare collection service in conjunction with the route. The LaSalle route will have a separate designated route number that will allow Transit Windsor to record all rides and the associated revenue. For every ride that occurs on the LaSalle route, the corresponding fare (cash, ticket, monthly pass) will be credited to the Town. The only exception will be for the bus pass used at the connection point at St. Clair. It is proposed that at this location only, revenue would be split on a 50/50 basis. The only other relatively new matter to



deal with is how revenue will be shared for the U-pass. Although preliminary discussions have occurred on how the parties may approach this issue, no decision has been made to date and those details will be outlined in the agreement.

One of the topics discussed during the public consultation phase was an incentive period where the fare would be waived for passengers. To this end, it is suggested that fares (LaSalle only) be waived between September and December of 2017, with full fares being implemented January 1<sup>st</sup>, 2018.

**LaSalle Financial Model**

During the initial feasibility study and throughout the discussions with Transit Windsor, introducing a service that is within the means of the Town was always a major principle. With the above in mind, the following assumptions have been used in developing the model.

- Fare box revenue based on 150/week day 75 weekend.
- Provincial gas tax to double by 2021 – currently the provincial gas tax is at 2 cents and the government has announced a commitment to double the gas tax to 4 cents by 2021.
- Population growth forecasts of 1.5%
- Estimated hourly fuel costs have been estimated at a 3% increase annually.
- Capital expenditures (outside of buses) spread over 2-3 years

	M-F All Day	M-F Peak	Saturday	TOTAL	
<b>Number of Buses:</b>	1	1	1		
<b>Numbers of Days of Service:</b>	5	5	1		
<b>Hours of Operations per day:</b>	12	8	12		
<b>Deadhead/Unproductive time:</b>	1.5	1.5	2		
<b>Total Yearly Hours</b>	<b>3,510</b>	<b>2,470</b>	<b>728</b>	<b>6,708</b>	
<b>Hourly Costs of Service</b>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
ESTIMATED -- Hourly Rate from Transit Windsor	51.27	54.34	55.71	60.50	61.70
ESTIMATED Hourly Fuel Cost (with a 3% assumed annual increase)	11.00	11.33	11.67	12.02	12.38
Population (with a 1.5% growth assumption)	30,200	30,700	31,200	31,700	32,200



	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Total Hours of Service	6,708	6,708	6,708	6,708	6,708
Hourly Rate	51.27	54.34	55.71	60.50	61.70
Transit Windsor Service Cost	343,900	364,500	373,700	405,800	413,900
Fuel Cost	73,800	76,000	78,300	80,600	83,000
Non recoverable taxes	8,400	8,800	9,000	9,700	9,900
Administrative & Marketing Costs	50,000	25,000	25,000	15,000	15,000
Maintenance costs - Shelters	5,000	10,000	15,000	15,000	15,000
Capital Costs - Bus (Estimate: To be finalized with the Agreement)	100,000	100,000	100,000	100,000	100,000
Capital Costs - Shelters (10 per year @\$5,000 each)	50,000	50,000	50,000	-	-
Capital Costs - Signs and Asphalt/Concrete Pads	25,000	25,000	-	-	-
Handi Transit Services (Current)	58,600	58,600	58,600	58,600	58,600
<b>Total Costs</b>	<b>714,700</b>	<b>717,900</b>	<b>709,600</b>	<b>684,700</b>	<b>695,400</b>

<u>Fare Box revenues</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
LASALLE TARGET = 150/Weekday 75/Weekend (Tecumseh=88/day, South Windsor #7 =560/Weekday)	42,900	42,900	42,900	42,900	42,900
ACHIEVEMENT TARGET	50%	66%	75%	85%	95%
Estimated Riders	21,450	28,314	32,175	36,465	40,755
Transit Windsor fares (net)	1.91	1.91	1.91	1.91	1.91
<b>Total Estimated Fare Box revenues</b>	<b>41,000</b>	<b>54,100</b>	<b>61,500</b>	<b>69,600</b>	<b>77,800</b>

<u>Gas Tax Revenues</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
The lessor of:					
\$7.94 per population plus \$0.27 per rider (Provincial Commitment 2019: 9.93/0.34, 2020: 11.94/0.41, 2021: 15.88/0.54)	245,600	251,400	320,800	392,500	533,300
75% of the total costs of Transit Services	536,000	538,400	532,200	513,500	521,600
<b>Estimated Gas Tax Revenues</b>	<b>245,600</b>	<b>251,400</b>	<b>320,800</b>	<b>392,500</b>	<b>521,600</b>
<b>Total Revenues</b>	<b>286,600</b>	<b>305,500</b>	<b>382,300</b>	<b>462,100</b>	<b>599,400</b>
<b>(Surplus)/Deficit from Transit Operations</b>	<b>428,100</b>	<b>412,400</b>	<b>327,300</b>	<b>222,600</b>	<b>96,000</b>
<b><u>BUDGET IMPLICATIONS</u></b>					
Current (2017) Budget for Handi Transit	61,000	61,000	61,000	61,000	61,000
Current (2017) Budget for Transit	225,000	225,000	225,000	225,000	225,000
<b>Total 2017 Budget</b>	<b>286,000</b>	<b>286,000</b>	<b>286,000</b>	<b>286,000</b>	<b>286,000</b>
<b><i>Additional Contribution required from the reserve and/or budget increase</i></b>	<b><i>142,100</i></b>	<b><i>126,400</i></b>	<b><i>41,300</i></b>	<b><i>(63,400)</i></b>	<b><i>(190,000)</i></b>
<b>Municipal Contribution/Subsidy</b>	<b>428,100</b>	<b>412,400</b>	<b>327,300</b>	<b>222,600</b>	<b>96,000</b>

<b>RESERVE &amp; RESERVE FUND STATUS</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Transit reserve (Council restricted)	225,000				
Provincial Gas Tax (Legislatively restricted)	545,000				
<b>Total Transit related reserve balance</b>	<b>770,000</b>	<b>627,900</b>	<b>501,500</b>	<b>460,200</b>	<b>523,600</b>
<i>Required contribution from the Reserve to balance the Municipal contribution/subsidy</i>	<i>(142,100)</i>	<i>(126,400)</i>	<i>(41,300)</i>	<i>63,400</i>	<i>190,000</i>
<b>Estimated Year End Balance</b>	<b>627,900</b>	<b>501,500</b>	<b>460,200</b>	<b>523,600</b>	<b>713,600</b>

### **Transit Windsor Enhanced Services**

As part of the 2014 -2018 LaSalle strategic plan, one objective was to examine other alternative modes of transportation – including transit. In 2015 a RFP was issued to undertake a study to determine the need/demand for a transit system in LaSalle. The study looked at two potential models. One was for the Town to operate its own transit system (operated by a 3<sup>rd</sup> party) and the other was to look at the merits of entering into an agreement with Transit Windsor. Based on our meetings with Transit Windsor and their submission, the following are additional reasons administration is recommending entering into a contract:

- Fare integration – perhaps the most compelling reason is that of fare integration. This means that riders from LaSalle will pay one fare and can transfer for no additional cost at St Clair College onto the balance of the Transit Windsor system. This advantage was highlighted in the Phase two report and as well noted as being important by residents during the public engagement sessions. It is believed that having an integrated system will increase the ridership on the route.
- Electronic Fareboxes – the new buses for LaSalle would be outfitted with electronic fareboxes that will allow for the collection of fares using cash, tickets, passes or smart cards. The fareboxes can generate customized monthly reports on fare revenue, ridership data by fare group and by bus stop. Transit Windsor planning staff will work with the Town to analyze the data to determine if stops are being utilized and whether or not changes could be made to the route to improve the transit service.
- Intelligent Transportation System (ITS) – this new system will provide transit passengers with real time information on the location of the bus. The data can be used to evaluate the route and determine whether time points require amendment. The ITS will also provide Stop Annunciation which is a AODA requirement. This feature allows upcoming stops to be announced on the bus to assist passengers who may have disabilities, as



well as those who may not be familiar with the area. Security camera is another feature of this system. Cameras will be installed to provide additional security to the drivers and passengers.

- Google transit – Transit Windsor is now a Google Transit partner. This planning tool allows passengers to use the latest schedule and route information to help determine where and when to catch a bus to get to their destination.
- Planning and Scheduling – Transit Windsor staff would be available to meet with LaSalle staff to addressing any concerns and make recommendations for changes where appropriate. Transit Windsor staff are also available to share best practices when it come to areas such as bus shelter locations etc.
- Maintenance – All maintenance of the LaSalle buses will be completed by Transit Windsor. Service line employees at Transit Windsor will ensure that the buses are cleaned on a daily basis and that any service issues are addressed as soon as possible to ensure the bus is back in service. The two buses being purchased by the Town will be committed to the LaSalle route, save and except if it needs to be taken out for a maintenance purpose. At that point another buses will be put on the LaSalle route until the bus is available for use.

### **Financial Accountability**

When the Town elected to enter into discussions with Transit Windsor administration had reviewed the RFP process conducted by the Town of Tecumseh. Tecumseh entered into a contract with a 3<sup>rd</sup> party in 2009 to run their transit system. At the end of that contract, Tecumseh issued a RFP (fall 2015) for transit service to the Town – as a 3<sup>rd</sup> party operator.

Transit Windsor, along with a number of other providers, provided a cost to Tecumseh to operate their buses. As a result of this process, LaSalle was able to obtain a good understanding as to what the cost would be to provide this type of service. It is noted that the Tecumseh route is similar in both length and number of stops to that of LaSalle. With that information, administration knew that if the costs of entering into an agreement with Transit Windsor were substantially higher, the Town would always have the option to issue its own RFP.

Based on the proposal as presented by Transit Windsor, it is recommended that Council authorize entering into an agreement with Transit Windsor.

### **Branding and Advertising**

The Town would have the ability to brand the two buses and look for advertising opportunities in/on the buses and at bus stops. Transit Windsor currently has a contract with Street-seen media to provide for the wrapping of buses and for advertising in/on the buses and at shelters. It is recommended that for consistency, that administration be authorized to enter into discussions with Street-seen media with respect to the two buses that will be owned by the Town and the

various shelters. It is noted that the financial model has not assumed any revenue from this source. Should an advertising dollars be recognized, it would be considered as an additional revenue stream for the Town. On the other hand, it has been assumed Council would like to brand the buses, therefore an amount has been included in the financial model. It is recommended that the matter of branding and advertising be referred to the promotion strategic planning working committee for further consideration.

**Implementation**

It is intended that the new transit system be implemented the first of September – with the start of the school year. As indicated in this report, the Town would be committed to purchasing two buses prior to the end of March. Transit Windsor has advised that the new order may not be available in time for the September launch of the system, however, have agreed to take two buses from their existing fleet to use for the LaSalle route until such time as the new buses arrive and are ready for use.

During the summer months the Town will put together an aggressive media campaign regarding the launch of the new transit system.

**Recommendation**

As noted in Section 1 of this report the following is recommended to Council;

- Entering into an agreement with Transit Windsor for the provision of transit service to the Town of LaSalle for the years 2017-2021;
- That the Town proceed (through the Transit Windsor) to purchase two buses in accordance with the provisions as outlined in report CAO-12-17;
- Administration to coordinate the purchase of bus shelters and signage with Transit Windsor; and
- Entering into discussions with Street-seen media for the purposes of branding opportunities on the buses and advertising opportunities in the in/on the buses and at bus stops.

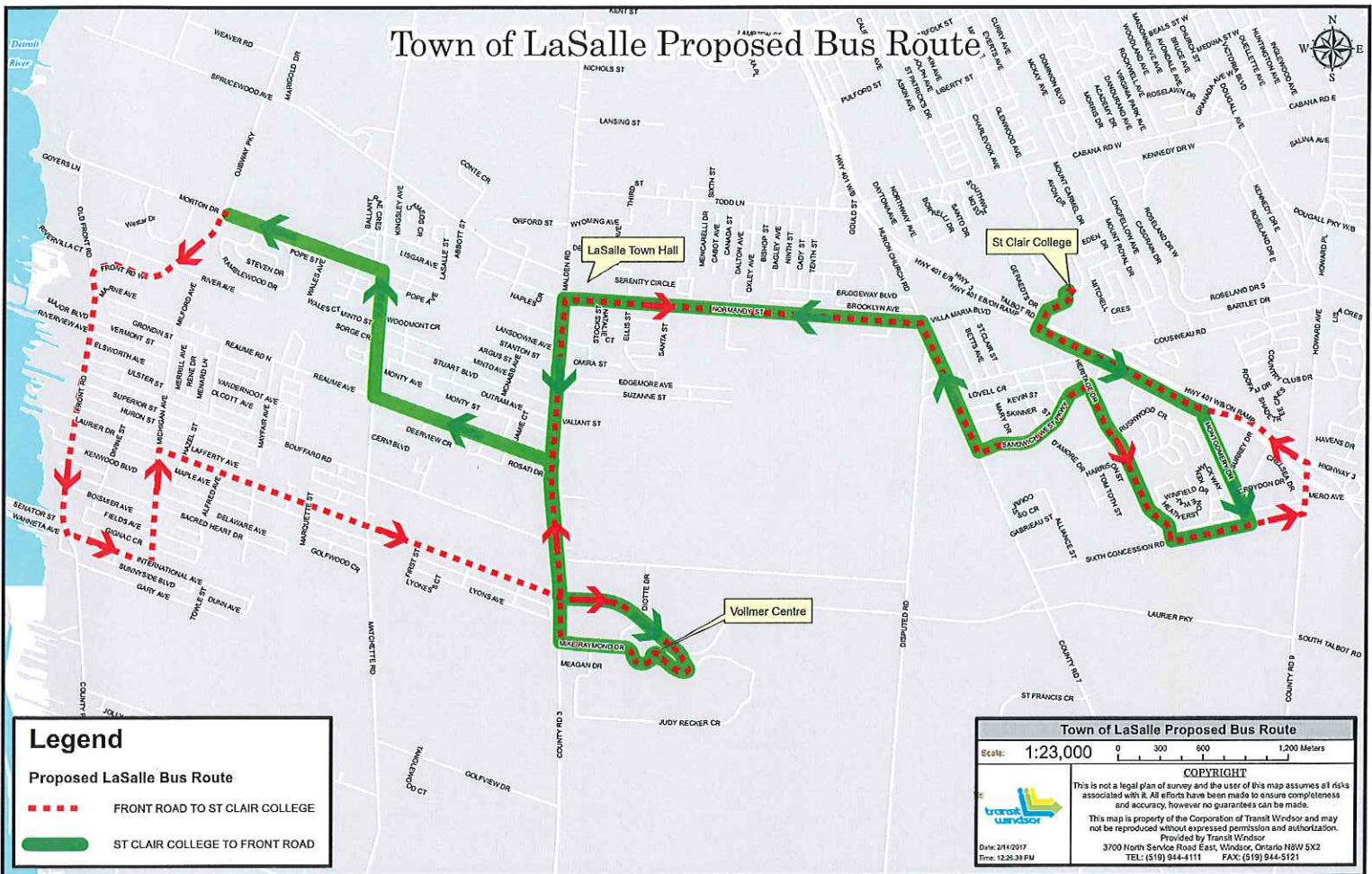
Respectfully submitted,

K. Miller  
Chief Administrative Officer

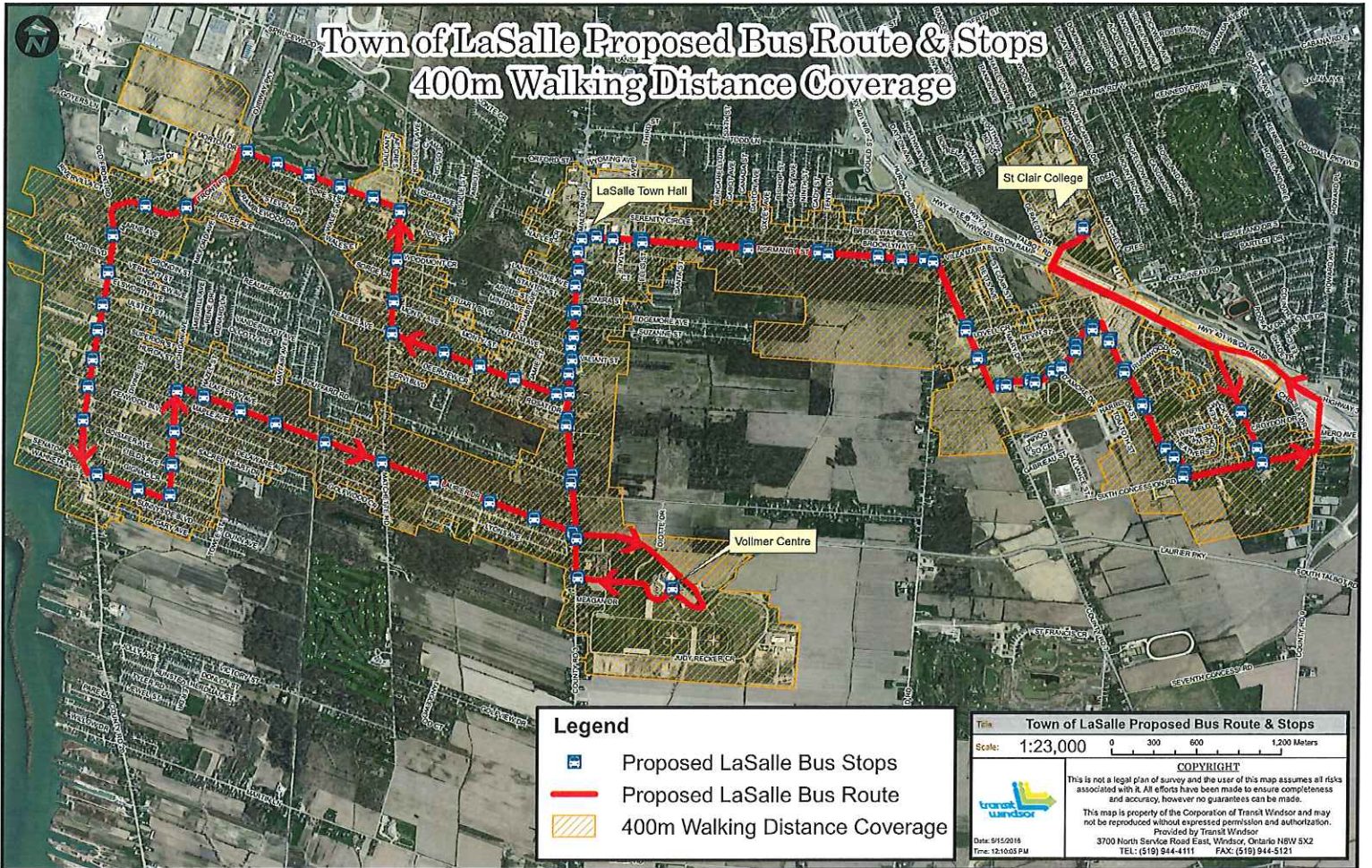
*for*

Reviewed by:							
CAO	Finance <i>Jan</i>	Council Services	Public Works <i>"PM"</i>	DSI <i>"AS"</i>	Culture & Recreation	Building	Fire



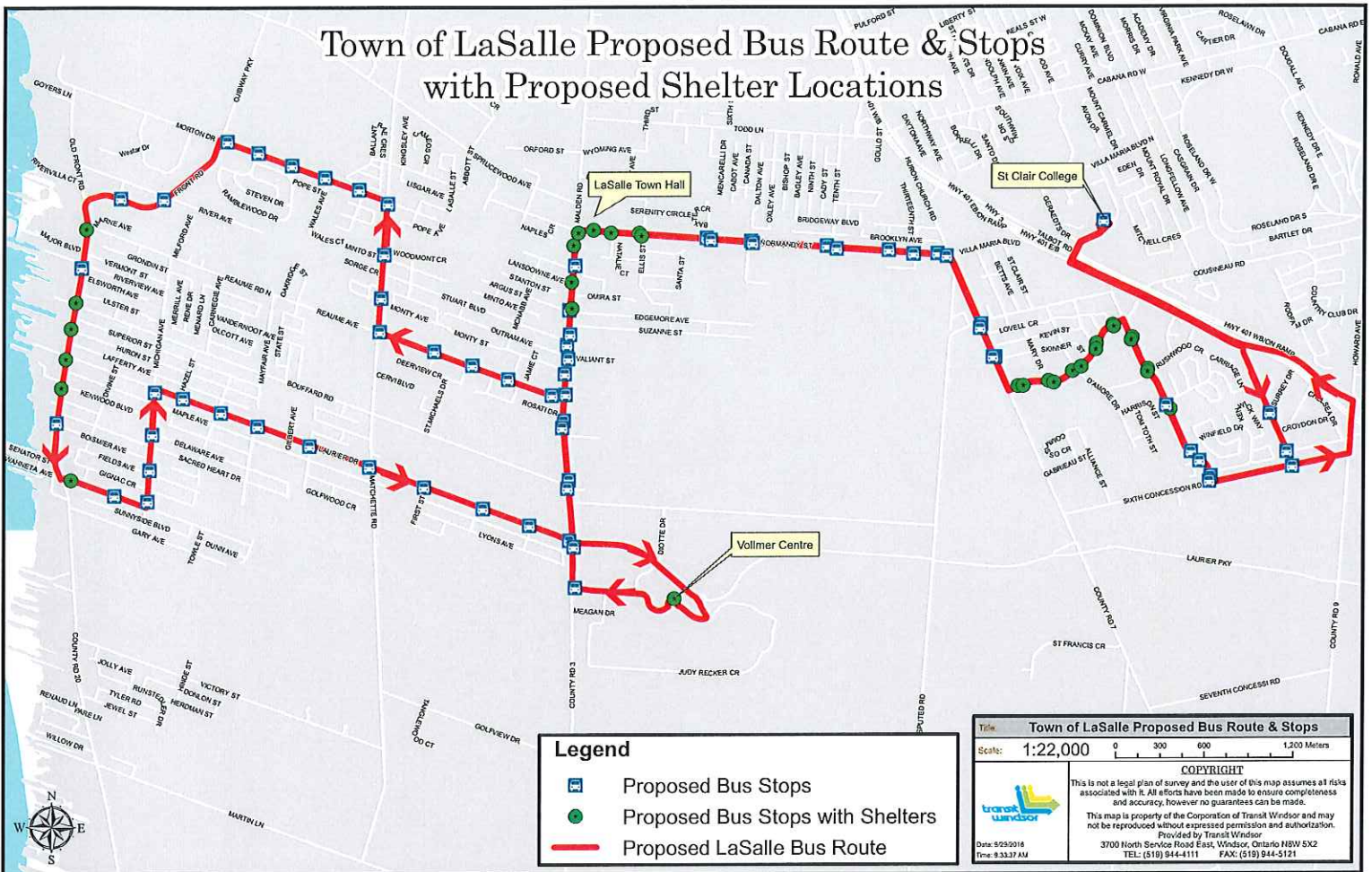











# Town of LaSalle Proposed Bus Route & Stops with Proposed Shelter Locations



**Legend**

-  Proposed Bus Stops
-  Proposed Bus Stops with Shelters
-  Proposed LaSalle Bus Route

**Title** Town of LaSalle Proposed Bus Route & Stops

**Scale:** 1:22,000

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Provided by Transit Windsor  
3700 North Service Road East, Windsor, Ontario N8W 5X2  
TEL: (519) 944-4111 FAX: (519) 944-5121

**Date:** 9/29/08  
**Time:** 9:33:37 AM



The Corporation of the Town of LaSalle

<b>Date</b>	March 23,2017	<b>Report No:</b>	PW-07-17
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	~ PW-04-17 ~ PW-C&R-2017-01
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Peter Marra, P.Eng. – Director of Public Works		
<b>Subject:</b>	Vollmer Complex Splash Pad/Playground Additional Work		

**RECOMMENDATION:**

For Council to approve the overall site plan of the proposed project area.

For Council to receive the revised splash pad design and the revised proposed shade sail structure.

For Council to award the additional work of the accessible playground, the plaza construction and the plaza amenities/features to YWI Landscaping.

For Council to approve a \$30,000.00 contingency to be held by administration for any unforeseen or additional requirements to complete construction.

For Council to approve \$40,000.00 for the Town completed work such as water and electrical servicing and site drainage.

**REPORT:**

Council at the February 28, 2017 Council meeting, through report PW-04-17 (copy enclosed), awarded the splash pad project to YWI Landscaping.

Since February 28, administration has been working with YWI Landscaping and Open Space Solutions to develop an accessible playground and plaza features that will complement the splash pad.

Enclosed is report (PW-C&R-2017-01) that was presented to the Culture and Recreation Committee at their March 23 2017 meeting. The Cult and Rec Committee report contains information on what administration has been working on and discussions between YWI Landscaping and the Town



The following provides for a financial summary:

Project Component	Price (taxes excluded)	Action by Council
Splash Pad	\$ 229,680.00	awarded to be received
Shade Sail Structure	\$ 75,376.00	awarded to be received
Accessible Playground	\$ 257,218.50	to be awarded
Plaza Construction	\$ 50,900.00	to be awarded
Plaza Amenities/Features	\$ 70,000.00 (budget)	to be awarded
Contingency	\$ 30,000.00	to be awarded
<b>Total</b>	<b>\$ 713,174.50</b>	
Town Work	\$ 40,000.00	To be completed by Town forces

It is recommended that Council award the additional work of the playground, plaza and plaza features be awarded to YWI Landscaping to allow for a seamless construction schedule in order to meet a July 1, 2017 grand opening.

It is also recommended that Council approve a \$30,000.00 contingency allowance to be used only for unforeseen issues in order to complete the project. In addition, that Council approve \$40,000.00 for the Town to complete the servicing of the project area with electrical, water and drainage to accommodate the construction of this project to be completed by Town forces to cover materials.

Furthermore, it is recommended that Council approve the overall site plan of the project area and that Council receive the revised splash pad design and shade sail structure.

The budget for this project was established at \$800,000.00, all proposed work falls within budget.

Respectfully submitted,



Peter Marra, P.Eng.  
Director of Public Works

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





The Corporation of the Town of LaSalle

<b>Date</b>	February 23,2017	<b>Report No:</b>	PW-04-17
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	~Rendering # 1 ~Rendering # 2
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Mark Beggs – Manager of Roads and Parks		
<b>Subject:</b>	Awarding Contract and Theme Selection for Vollmer Complex Splash Pad		

**RECOMMENDATION:**

For Council to approve that the Town award the design and construction of the Vollmer Complex Splash pad to ***YWI Landscapes of Fergus On***; and to proceed with final design based on a "Nautical" theme. It is also recommended that the design of the Splash Pad be a "Flow Through" system pending confirmation of annual operation costs.

**REPORT:**

The Town recently received proposals in response to ***RFP-2017-01 Vollmer Complex Themed Splash Pad***. Numerous contractors picked up the RFP; however, the Town received only two completed RFP documents, from *YWI Landscapes and ABC Recreation LTD* on February 21, 2017.

The design criteria for each contractor included providing a "turnkey" project including both design and construction of the project. They were asked to provide three design options, based on three themes: **Nautical Theme, Sports Theme and Carolinian Forest Theme**. The design was to include aspects for all ages as well as seating and shade options. The RFP also included a construction deadline of June 26, 2017, to allow for a July 1, 2017 Grand Opening. For consistency in comparison, each design and pricing was based on a "Recirculating Water Treatment System", and an optional price *credit* for a "flow through" system.

After review of the documents, both contractors were selected for an interview, and on February 23, 2017, for the Culture and Recreation Committee, both presentations were heard.

Following the interviews with both respective contractors, based on overall design and concept, construction experience and local references, service and warranty, price, schedule and overall



contractor ability to deliver the product the Town is looking for. YWI Landscapes stood out as the clear winner to the committee.

The "proposed theme" of the splash pad was also discussed with the Culture and Recreation Committee. The "Nautical" theme was chosen to proceed with final design as it falls within the Towns current branding as well as the Towns Heritage.

YWI Landscapes provided a comprehensive Nautical design that incorporates the Towns branding through a fully accessible splash pad for all ages. It includes 34 play features including the centerpiece "Mega Soaker" with custom logo, along with other nautical themed components. (See attached renderings) YWI has constructed numerous local splash pads including projects with the City of Windsor, Leamington and Amherstburg, along with numerous other Municipalities in Ontario. YWI along with the supplier of the Splash Pad components, Waterplay, offer a 25-year warranty on SS Piping, a 10-year warranty of SS Hardware, 5 years on Nozzles and vaults and 2 years on remainder of components. (This warranty was consistent with both submissions.)

YWI Landscapes submitted a total price including HST of \$349,951.96 and indicated that they would be able to meet the completion deadline and Grand Opening date of July 1, 2017. This price falls within budget.

Overall, the members of the YWI team have presented a complete package that has satisfied the conditions of the RFP. During the interview process, it became evident of their passion and dedication to delivering the Town of LaSalle a unique themed project fulfilling the Towns vision.

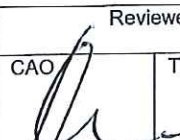
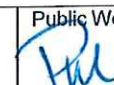
It is recommended that YWI Landscapes be awarded the project, and that the "Nautical" theme be carried forward for final design. Pending final review of operational costs and budgets, it is also recommended that the final design be a "flow through" system.

The next steps in this project will include a meeting with the successful contractor to finalize design, and follow up with the Culture and Recreation Committee for final design approval, with construction likely starting mid to late May 2017.

Respectfully submitted,



Mark Beggs  
Manager of Roads and Parks

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





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## The Corporation of the Town of LaSalle

<b>Date</b>	March 20, 2017	<b>Report No:</b>	PW-C&R-2017-01
<b>Directed To:</b>	Culture and Recreation Committee	<b>Attachments:</b>	~ Figure 1 ~ Figure 2 ~ Figure 3
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Peter Marra, P.Eng. – Director of Public Works		
<b>Subject:</b>	Vollmer Splash Pad and Playground Project		

**RECOMMENDATION:**

The Committee recommends administration to bring forward to Council a final report awarding the playground and accessory works for this project to the team of YWI Landscaping. Also that this Committee approve the overall site design and recommend that this be included in the report to Council.

**REPORT:**

At our previous Cult & Rec Committee, meeting on Feb 23 and then subsequently at Council of Feb 28 the Town awarded the splash pad project to YWI Landscaping as per their proposal submitted. Subsequent discussion and negotiations have been occurring with YWI Landscaping regarding the splash pad and playground project to be locate immediately adjacent to the splash pad and the surrounding site amenities.

The final configuration of the splash pad has been finalized and has changed slightly from the original proposal with the addition of two spray cannons. This final configuration is shown on the 3D rendering enclosed as **Figure 1**. Administration has already given approval to YWI to proceed with this order subject to selection of final colors.

As part of this Committees recommendation at the Feb 23 meeting, administration has been working with YWI on a playground design to be incorporated with the splash pad project, built concurrently, opened simultaneously and most importantly complement the splash pad design. The proposed playground is enclosed and shown in **Figure 2** (5 pages).

YWI and Open Space Solutions have developed a Nautical theme playground approx. 5500 sq. ft. in size consisting of a rubber play surface, accessible and all-inclusive design for all abilities, with



various apparatus such as rubber play surface, boat play structure (Le Griffon), saucer swing, regular swings, a whale play structure, hammocks, climbing rock, etc. The rubber play surface is meant to represent the land and water, beige and blue rubber surfaces respectively.

Administration has also been working with finalizing the layout and coordination of the entire site to create a destination location at the Vollmer with this project. We have developed an Overall Site Plan enclosed as **Figure 3**. This site plan shows how the area will be developed and the surrounding site amenities, such as approx. 5000 sq. ft. of concrete plaza, a 12m x 21m sail structure, a service building for the splash pad and various site furnishings such as picnic tables, benches, planters, gathering spots.

### Cost Summary

The Splash Pad finalized cost is \$229,680.00 + taxes. This is revised from the original cost of \$307,192.00 + taxes. This resultant is from changing to a flow through configuration and removal of the originally proposed shade structure and seating arrangements. This includes the additional two spray cannons and the smaller service building structure.

With the removal of the originally proposed shade structure, we requested a quote on a shade sail structure. The shade sail structure cost is \$75,376.00 + taxes.

The proposed playground will cost \$257,218.50 + taxes. This includes a concrete curb surround, rubber play surface and supply and installation of all play features. The cost provided is very comparable to other playground structures that the Town has built in the past given the nature and size of this playground.

The surrounding site plaza concrete and restoration will cost \$50,900.00 + taxes.

We do not have a finalized list of site furnishing and final quote at this time. We have however established a budget amount of approx. \$70,000.00 + taxes to cover these items. This will give us a minimum of 7 picnic tables, 12 benches, 2 planters and 2 urban island gathering places. The details of the final site furnishing are currently being finalized with respect to style, finishes, etc. This budget number represents the upset limit not to be exceeded.

We recommend carrying a contingency of \$30,000.00 + taxes to cover unforeseen items such a foundation issues, ability to change to more ornate colors and surfaces, etc. This contingency allowance will only be used for unforeseen issues.

In summary, the total cost through proceeding with YWI and Open Space solutions is approx. \$713,174.50 plus taxes. This includes the budget number for site furnishing and the contingency allowance. The cost is under the budget allocation.

**Summary and Recommendation**

In summary, this project has now become very involved and has begun to take on an overall coordination effort by administration to coordinate and deliver this entire project for a grand opening on July 1<sup>st</sup> 2017. In order to meet deadlines, decisions and approvals from the Town will be required by early April.

Given the extent of works of the various parts of this project and the relative close proximity of the two sites and the adjoining plaza and structure, it is recommended that the additional work for the playground structure, shade sails, plaza works and site furnishing be awarded to YWI and Open Space Solutions. This will allow the Town to have one company to have control of the entire site, work concurrently on both structures and coordinate efforts and site amenities to ensure a properly coordinated effort and to meet deadlines.

It is recommended that the Cult. and Rec. Committee approve the awarding of additional work to YWI Landscaping and that administration be instructed to bring this forward to Council for the March 28 Council meeting.

It is also recommended that the Cult. and Rec. Committee approve the overall site plan and that administration be instructed to bring this forward to Council for the March 28 Council meeting as well.

Should Council approve this on March 28, YWI and Open Space will be available to present both designs for the splash pad and the playground to the accessibility committee at their April 6 meeting. Upon completion of that presentation, finalized designs and orders will be placed.

Respectively Submitted



Peter Marra, P.Eng.  
Director of Public Works

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



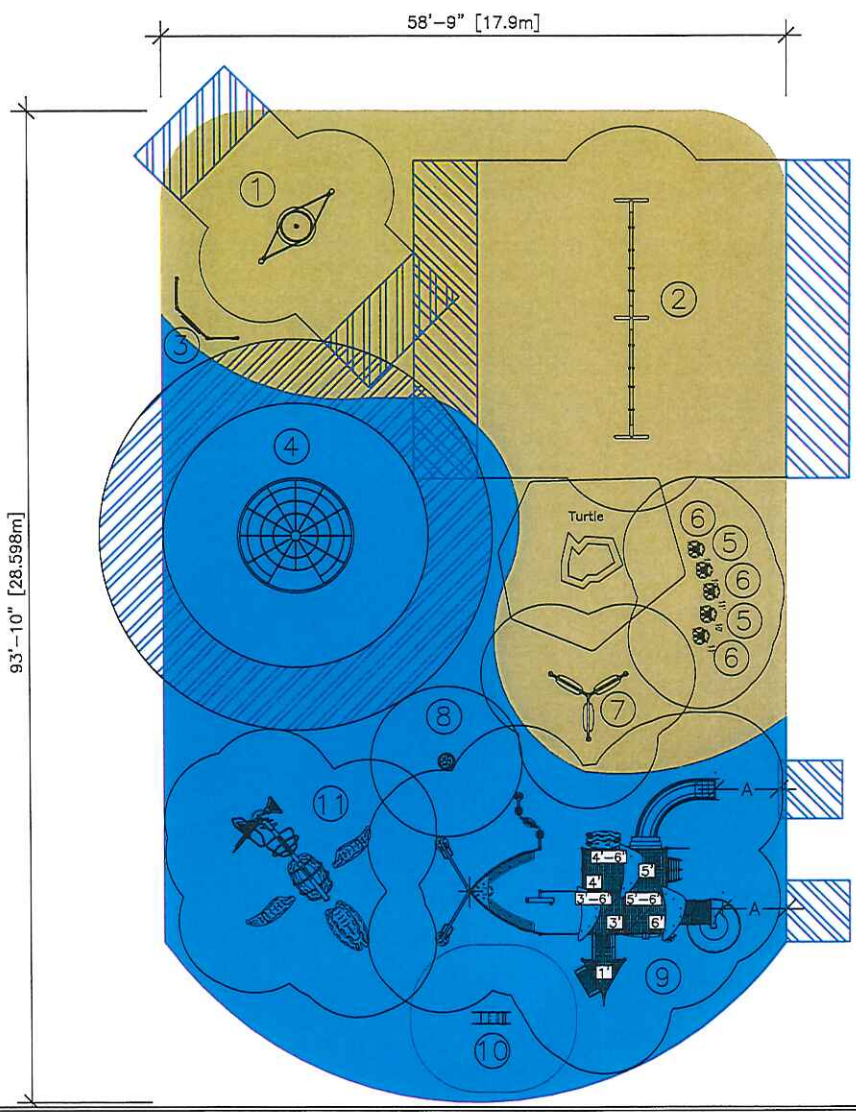


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**Fig 2**



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Fax. : (418) 837-2916

Customer:  
OPENSOURCE SOLUTIONS INC.  
TOWN OF LASALLE - VOLLMER CULTURE AND  
RECREATION COMPLEX

**PRODUCT(S)  
LAYOUT PLAN**

Products:

- 1- EINA TRAPP-1  
GX-07069
- 2- ARCH. SWING 4 PLACES, 8'-0"  
L-0401
- 3- CREATIVE SPACE  
L-17006-A
- 4- PAGO-3  
GX-07041
- 5- 10' BLACK SPRUCE (2X)  
G-11032
- 6- 11' BLACK SPRUCE (3X)  
G-11033
- 7- THE HAMMOCKS  
L-16035-5A
- 8- XYRÅ-40  
L-09002
- 9- PLAYSTRUCTURE  
J3-15379-HA
- 10- RAFT SPRING RIDER  
LA-14002-D
- 11- THE WHALE  
G-13001

Drawn by: M.E.L  
Date: 09/03/2017

# QUOTATION  
1051581

**LEGEND**

- = A NO-ENCROACHMENT ZONE OF 6 FEET IS OBLIGATORY
  - = NECESSARY DIMENSIONS OF THE PROTECTIVE SURFACE INCLUDING AN EDGE OF 6 INCHES
  - = PROTECTIVE SURFACE IN FRONT OF SLIDES
  - A-B-C
- (A=6'-0" or 1.83m) (F=7'-0" or 2.13m) (B=8'-0" or 2.44m) (C=9'-0" or 2.74m) (D=10'-0" or 3.05m) (E=11'-0" or 3.35m)





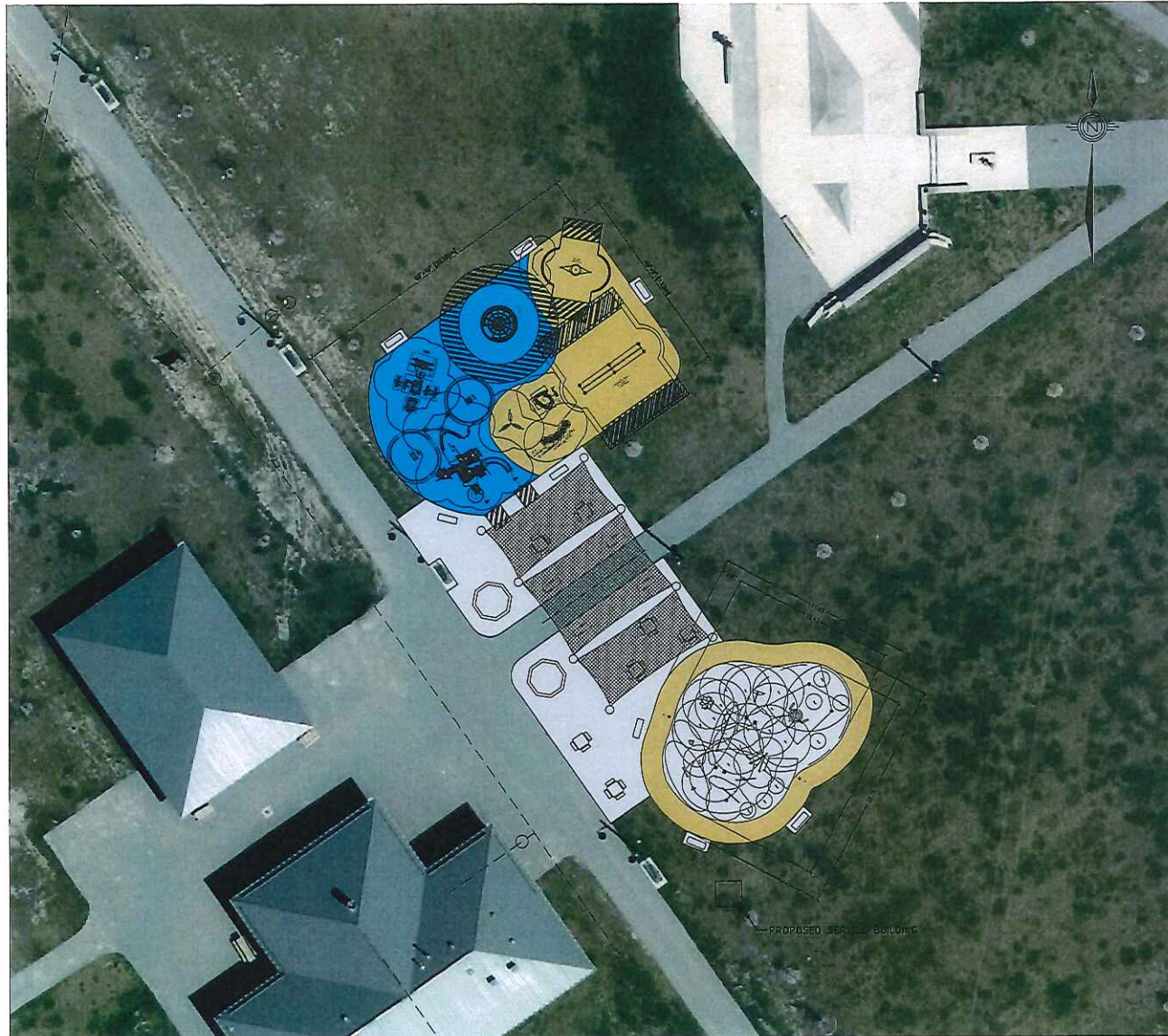
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*Town of LaSalle*  
Vollmer Culture and Recreation Complex





LEGEND  
 DENOTES EXISTING GRADE  
 100.00 DENOTES PROPOSED GRADE  
 DENOTES PROPOSED WATER SERVICE

Fig 3

VOLLMER SPLASH PAD & PLAY GROUND	
OVERALL SITE PLAN	PAGE 2 of 2
REVISIONS: 1. SPLASH PAD OVERLAY. 2. ISSUED FOR REVIEW AT MEETING 03.10.17.	
DATE: 03.09.17 03.10.17	
SCALE: 1:250 (18x24)	0m 5m 15m
DATE: MARCH 2017	



## The Corporation of the Town of LaSalle

<b>Date</b>	March 16, 2017	<b>Report No:</b>	CL-1-17
<b>Directed To:</b>	Mayor and Council	<b>Attachments:</b>	Appendix "B" Appendix "C" Appendix "D"
<b>Department:</b>	Council Services	<b>Policy References:</b>	Policy Manual
<b>Prepared By:</b>	B. Andreatta, Director Council Services/Clerk		
<b>Subject:</b>	Corporate Policy Manual Update		

### RECOMMENDATION:

That the report of the Director Council Services/Clerk dated March 16, 2017 recommending a new consolidated Policy Manual for corporate policy BE APPROVED and the policies noted in Schedule "B" as being redundant along with corresponding resolutions BE RESCINDED and the By-Laws that approved same BE REPEALED and that the policies as noted in Schedule "C" BE APPROVED.

### REPORT:

The Town has long had a policy manual containing policies adopted by Council and various standard practices. While the manual has continued to be updated when policies have been revisited, a thorough review of 150 policies was conducted as the overall manual had not been reviewed in many years. A standard policy template was developed to ensure consistency. The Corporate Policy Manual is being recommended to Council for approval (enclosed as **Schedule "A"**). The Town's policies will be posted to the website so that it is accessible to all citizens. The website will include a comprehensive listing of all Council approved policies currently in place, with the ability to view the policy on-line. A hard copy of the manual will be located in our central filing system.

Attached as **Schedule "B"** is a list of policies that have been reviewed and deemed to be redundant, due to changes in enabling legislation, responsibility or because the subject matter of the policy is contained within a separate by-law, resolution or policy.

Attached as **Schedule "C"** is a list of new policies that require Council approval. The general purpose of each policy is outlined below:

1. Awards Policy -The general purpose of this policy is to establish a process and timelines for submitting nominations and selecting recipients each year for the Citizen of the Year Award, the Young Citizen of the year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award, Milestone recipients of 15, 25, or 30 years or more of service with a community service club or organization and the Council Award for Regional Achievement. This policy was reviewed with Councillor Meloche, Chair of Volunteer Recognition.





2. Council Compensation & Travel Policy- Although this is not a new policy the name is new. This policy combines previous policies to formulate one comprehensive policy. The purpose of the policy is to define compensation and eligible expenses for the Mayor and members of Council of the Town of LaSalle.
  
3. Records and Information Management Policy- The purpose of this policy is to establish a framework for efficiently and effectively managing records of all formats. The records and information management program will ensure that the Town of LaSalle maintains, preserves and disposes of records in accordance with fiscal, operational, legal and regulatory requirements and in accordance with historical/archival needs. This policy will be a means of facilitating good record keeping practices and aims to foster accountability and transparency in records and information management.

Attached as **Schedule "D"** is a list of policies that have been left with departments to re-write and/or ascertain their viability. These policies will be brought to Council for approval once re-written by the department and added to our Corporate Policy Manual. Any policy that is determine to be redundant or not required will be rescinded.

To ensure that the Town's Council approved policies reflect current practise a review of the policy will be required by the department responsible every two years. A request to review the policy will be generated by the Records Management Clerk and forwarded to the appropriate department.

  
 Brenda Andreatta  
 Director Council Services/Clerk

  
 Agatha Armstrong  
 Deputy Clerk

Reviewed by:							
 CAO	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	





## TOWN OF LASALLE POLICIES TO BE RESCINDED

Policy #	Policy Name	Date	Authority	Reason
1	Animal Control Services	1999-11-09	<b>Res.</b> 9369/11 <b>By-Laws</b> 5896, 6279, 6688, 7039, 7601	Not required – Animal Control hired by contract
4	Building Permits	1992-01-21	<b>Res.</b> B-30/92, B-717/94, B-2040/96	Not required - contained in Building Code and User Fee Schedule
8	Connecting Link	1998-05-12	<b>By-Laws</b> 5704, 6843	Not required - synopsis of a By-law
9	Construct Dwelling on an Occupied Lot	1995-09-26	<b>Res.</b> PO-1758/95	Not required - contained in Building By-law
10	Council meetings - no anonymous letters	1975-03-04	1975-03-04 Minutes	Not required - contained in Procedure By-law
	Council meetings - council meet with admin prior	1996-05-07	<b>Res.</b> A-2209/96	Has not been practice since changes to Municipal Act open meeting
11	Deeming Process	1999-08-31	<b>By-Law</b> 5861	Not required - authority under Planning Act
12	Developer's Agreements	1996-02-20	<b>Res.</b> F-1998/96, PO-2029/96, PW-2532/96, 4039/99, 4106/99	Not required- Bouffard/Howard Development Standards manual in use and individual negotiations.
13	Development Charges	1991-11-05	<b>Res.</b> PO-2758/97 <b>By-Laws</b> 4738, 5328, 5861, 6456	Not required - contained in updated By-Law
14	Exotic Animals	1995-06-06	<b>By-Law</b> 5228	Not required - contained in By-law 5228, Repealed and replaced by By-Law 7841
15	Fees - Letters of Inquiry	1999-03-01	<b>Res.</b> F-3874/99, PW-3903/99	Not required - replaced by User Fee Schedule adopted by By-law
18	Fences	1994-11-08	<b>By-Laws</b> 5136, 5475, 5763, 6287	Not required - synopsis of By-Laws
19	Firearms - Discharge of	1995-10-24	<b>By-Law</b> 5304	Not required - synopsis of By-Law 5304
20	Fire Protection - County	1989-12-05	<b>By-Law</b> 4533	Not required - Title only of By-Law 4533
21	Fires - Setting of	1991-01-08	<b>By-Laws</b> 4667, 4980, 7170	Not required - Synopsis of By-Laws 7170, 4667 & 4980
22	Fireworks	1966-06-28	<b>By-Law</b> 2854	Not required - Synopsis of By-Law 2854



23	Garbage Collection	1974-02-05	<b>By-Law</b> 3462	Not required - Title only of By-Law 3462
24	Garbage Collection Services	1994-05-24	<b>By-Laws</b> 5061, 5922, 6689, 7288A	Not required - By-Law authorizing agreement with contractor
25	Council Committee Appointments	2001-02-13	<b>Res.</b> 5070/01, 8401/08, 8700/09, 9303/10, 231/13	Resolutions appointing committee members in previous years
27	Indemnity Bonds	1996-03-19	<b>Res.</b> PO-2089/96	Not required per Director of Finance/Treasurer
30	Proceedings of Council	1999-12-21	<b>By-Laws</b> 5921, 6045, 6195, 6647, 7009, 7038	Not required - Procedure By-Law 6647 in place
31	Library Services	1998-07-07	<b>By-Law</b> 5734	Not required - By-Law 5734 in place
32	Location/Elevation new construction	1989-09-26	<b>By-Laws</b> 4498, 4654, 4681	Not required - By-Laws 4498, 4654 & 4681 in place
33	No reimbursement for lost articles at rec facilities	1996-03-25	<b>Res.</b> PO-2106/96	Not required - Departmental Policy
34	Mining Operations	1987-10-13	<b>By-Laws</b> 4291, 4292	Not required - Title only of By-Laws 4291 & 4292
35	Model Home Construction	1995-06-20	<b>Res.</b> BU-1626/95, PO-2140/96, 5036/01	Not required - contained in Building By-law
36	Use of Municipal Facilities	1997-01-07	<b>Res.</b> PO-2587/97	Not required - new policy to be created referencing current facilities
38	Acquisition of municipal vehicles	1992-05-12	<b>Res.</b> PO-230/92	Not required - covered by Purchasing By-Law
39	Noise Control	1979-05-08	<b>By-Laws</b> 3783, 4262, 5727	Not required - contains titles of By-laws 3783, 4262 & 5727 only
40	Parking - Temporary Use	1999-04-13	<b>By-Law</b> 5818	Not required - contains title of By-law 5818 only
41	Parking in Parks & Parking Lots	1995-03-14	<b>By-Law</b> 5184	Not required - synopsis of By-Law 5184 only
42	Parks Programs	1996-05-03	<b>By-Law</b> 6902 <b>Res.</b> P/R 2058/96, 2097/96, P/R 2252/96	Not required - replaced by User Fee Schedule adopted by By-law
43	Pedestrian & Bicycle	1999-05-25	<b>Res.</b> 4038/99, 8084/07	Not required - Already updated
46	Property Standards	1975-04-15	<b>By-Laws</b> 3550, 3636	Not required - Title only of By-Laws 3550 & 3636
49	Rental - Senior's Organization	1996-03-25	<b>Res.</b> F-2095/96	Redundant - Seniors' rental at Colonel Bishop school
51	Rezoning - Holding Residential	1994-03-15	<b>Res.</b> PL-764/94, PL-873/94, PO-1091/94, PL-3475/98	Not required - Internal procedure





53	Sewer Installation	1996-08-27	<b>Res.</b> PW-2379/96	Not required per Director Public Works
54	Sewer Service Rate	1993-07-27	<b>Res.</b> SS-356/93 <b>By-Laws</b> 4152, 4199	Not required - Obsolete
55	Sewage Treatment	1989-02-28	<b>By-Laws</b> 4419, 6300	Not required - synopsis of By-Laws 4419 & 6300 only
56	Speed & Wake Control	1995-06-06	<b>Res.</b> DC-1568/95	No jurisdiction
57	Use of athletic complex at Sandwich Secondary	1997-06-10	<b>By-Law</b> 5580	Not required - Title of By-law 5580 only
58	Street Lighting	1999-08-30	<b>Res.</b> 4212/99	Not required per Director Public Works
59	Storm Drainage	1997-04-15	<b>Res.</b> DR-2772/97	Per Director Public Works, a procedure not a policy
60	Taxi Licensing	1998-07-21	<b>By-Laws</b> 5675, 5762, 5974, 6215, 6454, 6946, 7276	Not required - Title only of By-law 5974 re Taxi Licensing
62	Traffic Signal Maintenance	1997-07-22	<b>Res.</b> PW-2933/97	Redundant - speaks to LaSalle Hydro Department responsibility
66	Water Supply - Windsor Utilities	1988-03-08	<b>By-Laws</b> 4313, 4679	Not required - Title only of By-Laws 4313 & 4679
67	Weeds - Growing & Cutting	1998-05-26	<b>Res.</b> PO-3427/98, 9154/10 <b>By-Laws</b> 6311, 6525, 7269	Not required - contracted weed cutting approved by agreement
68	Sick Leave Buyout	1999-02-16	<b>Res.</b> PR-3862/99	Redundant- new sick leave policy in place
69	Emergency Plan	1999-12-07	<b>By-Law</b> 5917	Not required - Title only of By-law 5917. Plan since updated
70	Revised Investment Policy	1999-07-06	<b>Res.</b> 4113/99	Replaced by new Policy adopted Jan'16 by CR28/16
72	Home Occupations	1999-12-07	<b>By-Law</b> 5914	Not required - synopsis of By-law 5914
73	Purchasing Policy	1999-08-17	<b>Res.</b> 4177/99 <b>By-Law</b> 6486	Replaced by new Policy adopted Jan 26/16 by By-Law 7864
75	Herbicides and Pesticides	2000-08-22	<b>Res.</b> 4817/00	Authority is Pesticides Act, 1990 & Cosmetic Pesticides Ban Act/08
78	Local Improvement Petition	None	None	Local Improvement Act repealed Jan 1/03
79	Personnel-Addition or Shifting	2001-03-15	<b>Res.</b> 5137/01	Superseded by budget process, Business Plans and Goal Setting
80	Sign By-Law	2004-03-23	<b>By-Laws</b> 6407, 6613, 6782	Not required - Titles of By-law 6407 and amending By-laws only
84	Inspectors - Appoint Fire Personnel	2001-04-10	<b>By-Law</b> 6074	Not required - Appointed by By-law 6074
85	Fire Service - Establishing & Regulating By-Law	2001-04-10	<b>By-Laws</b> 6073, 7333	Not required - Title of By-Law 6073 and amending by-laws only





86	Contracting services of retired staff	2001-10-09	<b>Res.</b> 5406/01	References retirement age. Individual cases to be negotiated
90	Obstructions on Roadways	2002-03-12	<b>By-Law</b> 6197	Not required - Synopsis of By-Law 6197 only
91	Load Limits	1997-02-04	<b>By-Law</b> 5508, 5898	Not required - Load limits established by By-Laws 5508 & 5898
99	Pre-authorized Tax Payment Plan	1996-12-03	<b>By-Laws</b> 5483, 6233	Not required - Synopsis of By-law 6233 only
100	Line Fences Act	2003-03-11	<b>By-Law</b> 6287	Not required - Synopsis of By-Law 6287 only
101	Fortification of Land	2003-03-11	<b>By-Law</b> 6286	Not required - Synopsis of By-Law 6286 only
102	Animals - Impounded	2002-08-27	<b>By-Law</b> 6242	Not required - Synopsis of By-Law 6242 only
104	Mobile Vendors & Transient Traders	1949-09-12	<b>Res.</b> 6252/03 <b>By-Laws</b> 1246, 3289	Not required - Synopsis of By-Law 3289
105	Drain Layer Licensing	1985-05-28	<b>By-Law</b> 4097	Not required - Synopsis of By-Law 4097 only
107	Cash Management & Investments	2003-10-14	<b>Res.</b> 6408/03	Replaced by new Policy adopted Jan '16 by CR28/16
110	By-law Enforcement	2004-02-24	<b>By-Law</b> 6402	Not required - Synopsis of By-Law 6402 only
111	Sewage System Management	2003-01-14	<b>By-Law</b> 6270	Not required - Title of By-Law 6270 only
112	Holiday Exemptions - Windsor Crossing Outlet	2003-07-08	<b>By-Law</b> 6322	Not required - Title of By-Law 6322 only
113	Joint Use - Facilities at Holy Cross	2002-09-10	<b>By-Laws</b> 6245, 6970	Not required - Title of By-Law 6245 & 6970 only
114	Moving a Structure or Building	1964-09-01	<b>By-Law</b> 2590	Not required - Title of By-Law 2590 only
117	Minimum Remuneration for Committees	2005-02-22	<b>Res.</b> 7031/05	Minimum meeting compensation - now remunerated per annum
118	Freedom of Information	2006-04-25	<b>Res.</b> 7570/06	Not required - Delegated Authority & steps outlined in the Act
121	Regulate Number of Cats	2006-06-13	<b>By-Law</b> 6681	Not required - Synopsis of By-Law 6681 only
130	Site Plan Delegation for Woodlots	2007-12-11	<b>By-Law</b> 6898	Not required - Covered in Delegation of Authority By-Law 7762
132	Medical Aid 1st Response - Fire	2007-04-10	<b>By-Law</b> 6794	Not required - Title of By-Law 6794 only
134	Eat Smart Policy	2008-03-11	<b>Res.</b> 8375/08	Not required - Replaced with Meet Smart Policy
140	Parking/Storage of Recreational Vehicles	2010-04-13	<b>By-Law</b> 7147	Not required - Title of By-Law 7147 only
147	Police Service user fees	2011-12-13	<b>By-Law</b> 7347	Not required - Title of By-Law 7347 only
149	Dog Licensing/Regulating By-law	2012-07-10	<b>By-Law</b> 7418	Title of By-law 7418 now repealed
151	Water Billing Disputes	2013-05-14	<b>Res.</b> 182/13	Replaced by Water & Wastewater Billing & Collection Policy



153	Accessibility when Purchasing	2014-10-14	<b>Res. 390/14</b>	Policy incorporated in Purchasing and Procurement By-Law 7864
	Sub Lease 1301 Front Rd to Tai Kwan Do	2000-02-29	<b>By-Law 5936</b>	Lease terminated Dec 31/02
	Lease of 5700 Malden Rd	2003-12-16	<b>By-Law 6366</b>	Lease terminated - dwelling demolished
	Records Management Policy	1990-01-16	<b>By-Law 4544</b>	New Records and Information Management Policy



## NEW POLICIES FOR COUNCIL APPROVAL

<b>Policy Name</b>	<b>Responsible Department</b>	<b>Notes</b>
Awards Policy	CAO Office	
Council Compensation & Travel	Council Services	This policy combines previous policies: <b>Policy 7</b> – Conferences & Seminars <b>Policy 136</b> – Transportation Travel <b>Policy 117</b> – Minimum Remuneration to Council Appointed Committee Members <b>Policy 106</b> – Meeting Rates – Established by Mayor / Chair <b>Policy 48</b> – Remuneration / Expenses for Council, Appointees & Employees
Records and Information Management Policy	Council Services	Rescinds By-Law 4544





## OUTSTANDING POLICIES

Policy #	Policy Name	Date	Authority	Responsible Department
37	Municipally Owned Property	1994-10-25	<b>Res.</b> PO-1148/94, PO-2016/96, PO-2344/96, 5138/01, 5992/02, 5994/02, 6159/03, 8192/07 <b>By-Laws</b> 5198, 6065, 6807	CAO Office Development & Strategic Initiatives
63	Tree Planting Program	1991-01-08	<b>Res.</b> PO-6/91, MP-2301/96, PO-2320/96	Public Works
82	Water Services – Repair of Private Water Services from Main to Home	2001-07-10	<b>Res.</b> 5305/01	Public Works
123	Driveway Culverts – Replacement	2007-05-22	<b>Res.</b> 7968/07	Public Works
143	Water Charges for Permit	2011-06-28	<b>Res.</b> 9601/11	Public Works



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**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Administration – General	<b>POLICY NUMBER:</b> A-GEN-001
<b>POLICY NAME:</b> Awards	<b>AUTHORITY:</b>
<b>DATE APPROVED:</b>	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b>
<b>STATUS:</b> For Council Approval	

**PURPOSE:**

The general purpose of this policy is to establish a process and timelines for submitting nominations and selecting recipients each year for the Citizen of the Year Award, the Young Citizen of the year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award, Milestone recipients of 15, 25, or 30 years or more of service with a community service club or organization and the Council Award for Regional Achievement.

**POLICY STATEMENT:**

The Town of LaSalle is committed to providing Awards to deserving and qualified citizens within the community of LaSalle who have volunteered their time and provided a service with a community service club or organization

**SCOPE:**

In order to be qualified the recipient must meet the criteria set by Council within the policy

**POLICY:**

**DEFINITIONS:**

**1.01 Citizen of the Year Award-** shall mean an award established to recognize a person who has displayed continued dedication and perseverance to a cause or causes that



have ultimately benefited the citizens of the Town of LaSalle and the general public at large.

- 1.02 Young Citizen Award-** shall mean an award established to recognize a young person who has displayed continued dedication to a cause or causes that have benefited the citizens of the Town of LaSalle and the general public at large. Nominees must be attending High School or Post Secondary education.
- 1.03 Outstanding Service Club Volunteer Award –** shall mean an award established to recognize a person who has made exceptional contributions as a board member of a community service club or organization and is well-known for his/her work as an outstanding volunteer board member.
- 1.04 Outstanding Board Volunteer Award-** shall mean an award established to recognize a person who has made exceptional contributions as a board member of a community service club or organization and is well-known for his/her work as an outstanding volunteer board member.
- 1.05 Milestone Recipients-** shall mean citizens of 15, 25, or 30 years or more of service with a community service club or organization who has reached a milestone of either 15, 25, or 30 years or more, as a member of the group and is well-known for his/her involvement in the group.
- 1.06 Council Award for Regional Achievement-** shall mean an award established to recognize a person who has been recognized regionally for their exceptional contributions in the community.

#### **RESPONSIBILITIES:**

- 2.01** Nominations for the Citizen of the Year Award, the Young citizen of the Year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award and Milestone Recipients of 15, 25, or 30 years of service or more with a community service club or organization, will be called annually commencing at the current Volunteer Recognition Event in September by the Chair of the Volunteer Recognition Event.
- 2.02** Notice of the call for nominations for each of the Awards will be posted to the Town's website and advertised in the local newspaper, delivered to local community groups and service clubs, churches and schools, posted in prominent locations in the Town's facilities (i.e. Town Hall, Vollmer Culture & Recreation Complex and Town of LaSalle Library).



- 2.03** Persons wishing to submit a nominee for the Citizen of the Year Award, the Outstanding Service Club Volunteer Award and the Outstanding Board Volunteer award, must complete a Nomination Form, no earlier than January of the following year. Attached as Schedule “A” hereto.
- 2.04** Persons wishing to submit a nominee for the Milestone Recipient Awards of 15, 25 or 30 years or more of service with a community service club or organization, must complete a Nomination Form, attached as Schedule “B” hereto.
- 2.05** Original and complete Nomination Forms are to be submitted to the Chairperson of the Volunteer Recognition Awards Committee on or before July 31<sup>st</sup> annually, together with the following supporting materials:
- a) Detailed contact information about the person being nominated;
  - b) Detailed contact information about the person submitting the nomination;
  - c) A summary (maximum 100 words) indicating how long the person submitting the nomination has known the nominee and the reasons believed the nominee is a worthy candidate;
  - d) A detailed description of the nominee and his/her achievements including background/history;
  - e) Written testimonials (original and signed) from at least two (2) additional persons who can attest to the value and impact of the nominee’s achievements;
  - f) Additional information and material in support of the nomination (ie: other testimonial letters that had substance to the nominee’s achievement, publications, media stories, tributes, etc.) The additional materials should provide new information and insight into the nature of the nominee’s achievements.
- 2.06** Nominees must be a resident of the Town of LaSalle.
- 2.07** Nominations shall not be submitted posthumously.
- 2.08** In the event there are no nominations for a particular category Council may nominate the award recipient.
- 2.09** All personal information will be treated in confidence and protected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.





### **SELECTION:**

- 3.01** All nominations will be considered by a Volunteer Recognition Awards Committee appointed by the Mayor.
- 3.02** A Volunteer Recognition Awards Committee meeting will be held on the second week of August each year, in order that the members may review the nominations and select the award recipient for each of the categories.

### **NOTIFICATION TO AWARD RECIPIENTS:**

- 4.01** The Award recipients and the respective persons submitting their nominations will be notified within five (5) working days of the committee's decision by phone and in writing.

### **INVESTITURE:**

- 5.01** The Citizen of the Year Award, the Young Citizen of the Year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award and Milestone Recipients of 15, 25 or 30 years or more of service with a community service club or organization and Council Award for Regional Achievement will be presented at the annual Volunteer Recognition event.
- 5.02** Each of the annual Award recipients and Milestone Recipients will receive a personalized plaque in recognition of their bestowment.
- 5.03** Each of the annual Award recipients will receive a Citizen Medallion.
- 5.04** The name of the annual recipient of the Citizen of the Year Award will be placed on the Citizen of the Year plaque displayed at the LaSalle Town Hall.
- 5.05** The recipient of the Young Citizen of the Year award will receive a bursary toward his/her post-secondary education costs, in the amount of \$250.00.
- 5.06** The recipient of the Council Award for Regional Achievement will receive a personalized plaque and citizen medallion

### **POLICY REVIEW:**

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

### **REFERENCES AND RELATED DOCUMENTS:**



None.

**ATTACHMENTS:**

Schedule A- Town of LaSalle Volunteer Recognition Nomination Form  
Schedule B – Town of LaSalle Volunteer Recognition Awards (Milestone Recipients)



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Administration – General	<b>POLICY NUMBER:</b> A-GEN-002
<b>POLICY NAME:</b> Bursaries	<b>AUTHORITY:</b> CR-723/94 CR-9752/11
<b>DATE APPROVED:</b> March 1, 1994	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office
<b>REVISION DATES:</b> February, 2000 October 11, 2011	<b>REVIEW DATE:</b> October 2019
<b>STATUS:</b> Active	

**PURPOSE:**

Bursaries Policy is to set out Town of LaSalle financial assistance available to deserving and qualified for students within the community of LaSalle who are entering or enrolled in college or university.

**POLICY STATEMENT:**

The Town of LaSalle is committed to providing financial assistance to deserving and qualified students within the community of LaSalle who are entering or enrolled in a college or university program.

**SCOPE:**

In order to be qualified students must meet the criteria set by Council within the policy.

**POLICY:**

The following are bursaries available from the Town of LaSalle:

**1. The Lawrence Brunet Bursary**

\$350.00 bursary for a graduating student from the Sandwich Secondary School who intends to go on to higher education; that such bursary be awarded for academic standing.





**2. Jack Menard Bursary**

The Bursary intended to be awarded to a student of St. Thomas of Villanova, be entitled the "Jack Menard Bursary", at an amount of \$350.00. To be a recipient of this award, the student must be a Town resident, must be attending post-secondary schooling, and that the criteria in determining the recipient, will be a blend of academic accomplishments and community orientated service.

**3. Fire Chief Ken Day Memorial Bursary**

\$1,000.00 scholarship and bursary foundation at St. Clair College to be awarded annually to a student enrolled in an emergency service program with selection criteria based on primary preference to the Pre-Service Fire Program, LaSalle residency, community involvement and financial circumstances of the student.

**RESPONSIBILITIES:**

The Finance Department is responsible for including amounts within annual budget. The CAO's office is responsible for processing applications.

**POLICY REVIEW:**

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

**REFERENCES AND RELATED DOCUMENTS:**

The report of the Acting Fire Chief dated October 7, 2011 (Fire-11-04) regarding a Memorial Bursary and February 2000 Budget Minutes. Policy #6

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Administration - General	<b>POLICY NUMBER:</b> A-GEN-003
<b>POLICY NAME:</b> Grants	<b>AUTHORITY:</b> PO-2127/96, 8122/07, 8218/08
<b>DATE APPROVED:</b> April 2, 1996	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office
<b>REVISION DATES:</b> October 9, 2007 January 22, 2008	<b>REVIEW DATE:</b> January 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of this policy is to ensure that funding allocations for organizations and groups are made according to established and common criteria. This policy establishes eligibility requirements, funding categories, eligible expenses, funding exclusions and the application process. This policy also establishes eligibility requirements and the application process.

**POLICY STATEMENT:**

Council adopts this policy in order to support local organizations, charities and non-profit groups. Council is committed to working with community groups but, at the same time, is cognizant of budget constraints. Council encourages groups to work towards financial self-sufficiency and independence by encouraging community participation and through fundraising.

**SCOPE:**

This policy applies to local organizations, charities and non-profit groups within the Town of LaSalle.



**POLICY:**

- a) No grants shall be issued by the Municipality to assist in defraying costs for various groups and associations operating within the Town of LaSalle.
- b) Council will consider individual requests for financial assistance.
- c) Treasurer will include an amount in the annual budget submission that is reflective of a 5-year period of funding for existing organizations that receive grants/financial assistance.
- (d) That the application for grant/financial assistance shall be a requirement for any group/organization wishing to request a grant or financial assistance from the Town.

**RESPONSIBILITIES:**

The Treasurer and Clerk are responsible for the policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #131  
Council Report of the Director of Council Services/Clerk (Clerk's Report CL-02-08)  
respecting options for a policy.

**ATTACHMENTS:**

Application for Grant/Financial Assistance.





TOWN OF LASALLE  
APPLICATION FOR GRANT/FINANCIAL ASSISTANCE

1. Name of Organization \_\_\_\_\_

2. Contact Information /Person /Mailing Address

Individual's Name

\_\_\_\_\_

Phone \_\_\_\_\_ (day) Email \_\_\_\_\_

3. Is your organization based in the Town of LaSalle?  Yes  No

4. Does your organization provide services that directly benefit the community?  
Who is your target group? Describe the service/benefit provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is your organization a  charity  non-profit  cultural  sports  
 community festival  event?

6. Is the services your organization provides available without discrimination?  
 Yes  No

7. Please illustrate the nature of project/service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Grant/financial assistance requested.  
Amount \$ \_\_\_\_\_



9. Confirmation of financial need is required. Please attach financial statements showing organization's expenses and revenue sources.
10. Describe how the services offered by your organization meets the Town's "Healthy, Vibrant and Caring" criteria.

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11. Additional information you wish to submit.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Submitted By



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Administration - General	<b>POLICY NUMBER:</b> A-GEN-004
<b>POLICY NAME:</b> Volunteer Recognition Draw	<b>AUTHORITY:</b> 5115/01, 5116/01, 5925/02
<b>DATE APPROVED:</b> March 13, 2001	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office
<b>REVISION DATES:</b> October 22, 2002	<b>REVIEW DATE:</b> October 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To provide recognition to local volunteers who are LaSalle residents.

**POLICY STATEMENT:**

To develop a program that would provide recognition to LaSalle residents who volunteer their time to local groups as set out in the scope of this Policy.

**SCOPE:**

The policy applies to volunteers who are LaSalle residents, volunteering for one of the following groups within the Town of LaSalle:

1. Sports Associations;
2. Education centres;
3. Municipal Committees who do not receive a remuneration, Community Service Clubs/organizations and Churches.





## **POLICY:**

Letters explaining the program are sent by mail to various volunteer groups noted under the group headings within the scope of this policy, encouraging them to submit names and addresses of volunteers within their group who are LaSalle residents.

Groups wishing to participate in this program, submit volunteer names and addresses of LaSalle residents and these names are then included in the appropriate draw.

Prior to each draw, numbers are assigned to each name to identify winners.

Draws are held at regular Council meetings where at each draw, six (6) numbers are randomly selected, matched to the assigned names and the winners receive a letter of congratulations from the Mayor including a pair of tickets to an upcoming performance of the Windsor Symphony.

There are five (5) draws from the below groups throughout the season:

1. Sports Associations
  - LaSalle Minor Hockey Association
  - Skate LaSalle
  - Turtle Club Baseball
  - LaSalle Rowing Club
  - LaSalle Stompers Soccer Club
  
2. Municipal Committees, Service Clubs/organizations and Churches
  - Remembrance Day Committee
  - Volunteers with the Royal Canadian Legion, Knights of Columbus, Girl Guides, Boy Scouts, LaSalle Choir, Kin Club, Rotary Club and local churches.
  
3. Education Centres
  - all local primary and secondary schools.
  
4. Grand Draw
  - all names of those who have not yet been drawn from all groups.
  
5. Final Grand Draw
  - all names of those who have not yet been drawn from all groups.

Updates to the groups made as changes occur. Changes occur when associations/clubs/organizations/churches/Committees close or new ones are established.



**RESPONSIBILITIES:**

The Executive Assistant to the CAO is responsible for co-ordinating this program.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Council resolutions 5115/01 and 5116/01 dated March 13, 2001 superseded by resolution 5925/02 on October 22, 2002 in relation to the establishment and changes to the program.

Updates to various groups required when changes occurred on September 9, 2008, May 30, 2013 and August 10, 2016.

**ATTACHMENTS:**

None



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Administration - Security	<b>POLICY NUMBER:</b> A-SEC-001
<b>POLICY NAME:</b> Video Surveillance - Municipal Properties	<b>AUTHORITY:</b> 148/14
<b>DATE APPROVED:</b> April 22, 2014	<b>DEPARTMENT RESPONSIBLE:</b> Council Services IT Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> April 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To establish guidelines and procedures for the use of video surveillance on any property and/or in any building owned or operated by the Town of LaSalle be approved by Council.

**POLICY STATEMENT:**

The Corporation of the Town of LaSalle is committed to public safety, crime prevention and stewardship of publicly owned assets. Where warranted, the Town may use video surveillance systems in municipally owned or operated buildings and open spaces to deter and detect crime and anti-social behaviour such as theft, vandalism and unauthorized entry. The Town shall maintain control and responsibility for its video surveillance system at all times.

**SCOPE:**

These guidelines apply only to video security surveillance systems used in connection with Town facilities. These guidelines do not apply to any form of surveillance by law enforcement or to covert surveillance for other legal purposes.





## **POLICY:**

### AUTHORITY

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### COMPLIANCE

The Town's collection and storage of, and access to, information recorded from video surveillance shall conform to the published guidelines and specific direction as may be provided by the Information and Privacy Commissioner of Ontario (IPC) from time to time.

### PUBLIC CONSULTATION

The Town acknowledges the importance of public consultation when new or additional video surveillance systems are considered for Town-owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance systems are being considered for open public spaces such as streets or parks, the Town shall consult with relevant stakeholders and the public to determine the necessity and acceptability.

When new or additional video surveillance systems are being considered for Town-owned or operated buildings to which the public are invited, such as Town Hall, library, Vollmer Culture and Recreation Centre, Fire Services, Environmental Services/Parks buildings, notice shall be provided at the site with an opportunity for public feedback.

When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients, consultation shall not be required.

### STAFF ROLES AND RESPONSIBILITIES

#### Town Clerk

The Director of Council Services/Clerk shall be responsible for implementation, administration and evaluation of the Town's Video Surveillance Policy and Procedures.

The Clerk shall also be responsible for ensuring that information obtained through video surveillance is used exclusively for lawful purposes.

#### Information Technology Supervisor



The Information Technology Supervisor is responsible for each Town owned or operated site with a video surveillance system and shall ensure that the site complies with this policy, as well as any site-specific policies that may be required. In particular, the Information Technology Supervisor shall ensure that any staff with authorized access to the monitoring equipment and recorded information shall be trained in its use in accordance with this policy. Authorized staff shall sign a written confidentiality agreement regarding their duties under the Policy and the Acts. Breaches of the policy may result in disciplinary action.

### Contracted Services Providers

#### Agreements

When the day-to-day operation of a municipally owned facility is contracted to an external service provider, the Contracted Service Provider's responsibilities relating to the Video Surveillance Policy shall be referenced in their contractual agreement with the Town.

#### Contract Staff

Authorized contract staff shall comply with the appropriate staff roles and responsibilities as outlined.

#### Compliance

Where a contracted service provider fails to comply with the Policy or Act, it shall be considered a breach of contract leading to penalties up to and including contract termination.

## LOCATION AND USE OF VIDEO SURVEILLANCE EQUIPMENT

### Video Surveillance Cameras

The Town shall install video surveillance cameras in identified public areas only where video surveillance is a necessary and viable detection or deterrence activity.

The Town may install visible and/or hidden video surveillance cameras, but the Town shall not install equipment inside areas where the public and employees have a higher expectation of privacy (i.e. change rooms and washrooms).

Video surveillance records may not be used as the sole means of investigating employee work habits, incidents and/or behaviour.

### Video Monitors



The Town shall ensure that video monitors are accessed only by authorized Town staff or authorized Contract Service Provider's staff, and are not located in a position that enables public viewing. The Town shall encourage sites to turn monitors off when not needed to ensure system is operating or to view video records.

#### Reception Equipment

The Town shall ensure that video reception equipment is located away from the public, in restricted access areas, preferably in locked rooms with controlled access.

#### Video Records

The Town shall ensure that the video records used to operate the video surveillance systems are stored in the same room as the reception equipment at all sites.

All records used in the recycling rotation, awaiting review by police, or in storage post police review, shall be stored in a locked cabinet at all sites, with access restricted to authorized staff.

#### Location record

The Town shall ensure that maps and floor plans are prepared to identify the location of all video surveillance equipment at each of the respective sites. The Director of Council Services/Clerk and Information Technology Supervisor shall have copies of all maps and plans.

#### Hours of Operation

The majority of the video surveillance systems shall operate 24 hours per day during the period the facility is open, and personal information shall be accessed only in response to an incident.

### VIDEO RECORDS

#### Normal Retention Period

Since short retention periods minimize risk of improper use and disclosure, the Town shall ensure that there is a standard retention period at all sites. The retention period for information that has not been viewed for law enforcement or public safety purposes shall be routinely erased every seven days.

#### Viewing Video Records





The Town shall ensure that authorized staff (including Contracted Service Providers) shall review surveillance video records only if they have reasonable cause to believe that a crime or an act of anti-social behaviour has been or is in the process of being committed.

#### Access Log

The Town shall provide an Access Log Book. The Access Log shall be maintained in the locked area with video records, with access restricted to authorized personnel only. The Access Log shall be used to record the date, time, purpose and name of authorized staff person reviewing video records.

When a video record is viewed or removed for law enforcement purposes, the log entry shall include the date, time, name and contact information of the law enforcement officer.

The Access Log shall also be used to track requests for personal information including the date, time name and contact information.

#### Inadvertent Disclosures

The Town shall ensure that inadvertent disclosures are addressed in a timely and effective way. Any inadvertent disclosure shall be reported to the Director of Council Services/Clerk; who will attempt to retrieve the personal information that has been inappropriately disclosed, commence an investigation and notify the Information and Privacy Commission.

#### Video Records Set Aside for Law Enforcement Viewing

The Town shall ensure that video records requiring viewing by law enforcement be set aside in a clearly marked manner in the locked storage cabinet until retrieved by the law enforcement agency.

The Town shall ensure that if personal information on video record is used for law enforcement or public safety purposes under the Act, the recorded information shall be retained for one year after its use.

Following investigation and any corresponding legal action, the law enforcement agency shall be encouraged to return the video record to the original site for retention and disposal.

#### PUBLIC NOTIFICATION & ACCESS TO INFORMATION

The Town shall ensure that the public is notified about the presence of video surveillance equipment by prominently posting signs at the perimeter of surveillance areas. Signs shall be of a consistent size and format and convey the following information: indicate video surveillance in use; identify legal authority for collection of personal information (section 28



(2) of MFIPPA); and provide title, address and telephone number of contact person who can answer questions about the system.

#### Other Promotion

The Town shall ensure that the information regarding this policy is readily available at all sites with video surveillance systems and on the Town's (and if applicable, the site's) website.

#### ANNUAL AUDIT AND EVALUATION

The Town Clerk and Information Technology Supervisor shall conduct an annual review of the Town's Video Surveillance Policy/System to ensure that:

- i) Video surveillance continues to be justified and if so, whether its use can be restricted;
- ii) Reported incidents and police contact are properly recorded in the logbooks;
- iii) Video records are being properly retained and/or destroyed; and
- iv) Any formal or informal information requests from the public have been tracked.

#### POLICY REVIEW

The Town shall periodically review the Video Surveillance Policy pending the outcome of the annual audit and evaluation or at any time the Town is considering changing or adding new video surveillance systems.

#### **RESPONSIBILITIES:**

As noted within the Policy.

#### **POLICY REVIEW**

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

#### **REFERENCES AND RELATED DOCUMENTS:**

Policy #152

#### **ATTACHMENTS:**

Video Surveillance Record Request Form



**VIDEO SURVEILLANCE RECORD  
LAW ENFORCEMENT OFFICER REQUEST FORM**

Use this form for the release of a video surveillance record to a law enforcement agency i.e. LaSalle Police Services *Municipal Freedom of Information and Protection of Privacy Act, 32(g)*

TO: Finance Department  
ATTENTION: Nick DiGesu, Supervisor of Technology

I, \_\_\_\_\_, of the LaSalle Police Service request a copy of  
Name of Police Officer (Print)

the following record(s) captured by video surveillance equipment located on:

\_\_\_\_\_ at \_\_\_\_\_  
Date time period

- 1.
- 2.
- 3.

containing the personal information of \_\_\_\_\_  
Print Name(s) of Individual(s) if known

to aid an investigation undertaken with a view to law enforcement proceeding or from which a law enforcement proceeding is likely to result.

\_\_\_\_\_  
Signature of Officer Badge/ID No Date

For Office Use Only  
Date and time original record was copied: \_\_\_\_\_  
Date and time record was provided to Police Officer: \_\_\_\_\_  
Send copy of this form to:  
Freedom of Information Coordinator/Director of Council Services/Clerk  
5950 Malden Road, LaSalle, Ontario N9H 1S4 (519) 969-7770 ext. 223





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Finance - General	<b>POLICY NUMBER:</b> F-GEN-001
<b>POLICY NAME:</b> Departmental Year End Surplus & Deficits	<b>AUTHORITY:</b> 9447/11
<b>DATE APPROVED:</b> March 22, 2011	<b>DEPARTMENT RESPONSIBLE:</b> Finance
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of the policy is to outline how departmental surpluses and deficits resulting from budget to actual variances are addressed and accounted for.

**SCOPE:**

This policy applies to all town departments, services, agencies, boards and commissions.

**POLICY:**

On an annual basis department, services, agencies, boards and commissions may find themselves in a situation whereby the actual financial results of the department vary from the budget. There are many reasons that this situation will occur, both through actions of management and those uncontrollable to management – in a positive nature (under budget) or negative nature (over budget).

The reasons for the positive and negative variances will be reviewed at the year end process and if required the upcoming budget will be adjusted accordingly. However, in order not to unduly influence the upcoming budget the variances will not be carried forward.



As a result, Council enacted a policy whereby any and all surpluses and deficits from all town departments, services, agencies, boards and commissions will revert to the municipal corporate accounts and are handled in accordance with municipal fiscal policies

**RESPONSIBILITIES:**

The Director of Finance & Treasurer and members of the finance department management team are responsible to ensure that this policy is adhered to.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #145

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Finance - General	<b>POLICY NUMBER:</b> F-GEN-002
<b>POLICY NAME:</b> Fraud, Abuse and Whistleblower	<b>AUTHORITY:</b> 7774/06
<b>DATE APPROVED:</b> October 10, 2006	<b>DEPARTMENT RESPONSIBLE:</b> Finance
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> October 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The Policy recognizes that it is in the public interest to maintain and enhance public confidence in the Town and its employees. The Fraud, Abuse and Whistleblower Policy provides employees, who make qualifying disclosures of serious wrongdoing with respect to Town operations, with protection from reprisals; in addition, the Policy provides for the appropriate investigation or alternative action.

**POLICY STATEMENT:**

The Town of LaSalle (Town) is committed to protecting its revenue, property, information and other assets and will take appropriate measures to prevent and detect fraudulent and corrupt acts with respect to all Town assets.

The Town of LaSalle will investigate any possible fraudulent or dishonest use or misuse of Town resources or property management, staff, volunteers, or members. Anyone found to have engaged in a fraudulent or dishonest conduct is subject to disciplinary action by the Town up to and including civil or criminal prosecution when warranted.

**SCOPE:**

This Policy applies to Members of Council, all employees of the Town and to all members of local Boards and Committees of Council.





## **POLICY:**

### DEFINITIONS

1. Embezzlement: the fraudulent diversion or misappropriation of an asset of the corporation.
2. Misappropriation: the embezzlement of Town assets or assets put to a fraudulent use.
3. Fraud: Section 380(1) of the Criminal Code of Canada defines "Fraud" as everyone, who by deceit, falsehood or other fraudulent means, whether or not it is a false pretense within the meaning of this Act defrauds the public or any person, whether ascertained or not, of any property, money or valuable security." Fraud and Corruption include, but are not limited to the following acts:
  - Forgery, alteration or fraudulent creation of cheques, drafts, promissory notes and securities;
  - Any misappropriation, embezzlement, unauthorized use or misuse of cash, funds, securities, supplies, furniture, equipment, materials, records or any other Town asset for personal gain (directly or indirectly);
  - Demanding or requesting or accepting anything having value from vendors, consultants, contractors, or anyone doing business with the Town as a condition of their doing business with the Town or in order for them to receive preferential treatment from the Town;
  - Violations of the Town's Code of Conduct;
  - Any computer related activity involving the alteration, destruction, forgery or fraudulent manipulation of data and any misappropriation of Town owned software.
4. Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action and/or legal claims by individuals accused of such conduct.
5. Whistleblower: An employee who informs a manager, supervisor or the Director of Finance and /or Chief Administrative Officer about an activity which that person believes to be fraudulent or dishonest.



## RIGHTS & RESPONSIBILITIES

### All Employees

Any employee, who has knowledge of or has reason to suspect that a fraud and/or abuse have occurred, shall immediately notify his/her manager and/or supervisor. Managers and/or supervisors are required to immediately report suspected fraudulent or dishonest conduct to the Director of Finance & Treasurer and/or Chief Administrative Officer. If the employee has reason to believe that the employee's manager may be involved, the employee shall immediately notify the Chief Administrative Officer. If the employee has reason to believe the Chief Administrative Officer may be involved, the employee shall immediately notify the Mayor. Employees shall not discuss the matter with anyone other than his/her Manager and/or Supervisor, Chief Administrative Officer or Mayor - depending on the situation.

### Control Environment

Managers and supervisors are responsible for maintaining a system of management controls, which detect and deter fraudulent or dishonest conduct. Failure by a manager to establish management controls or report misconduct within the scope of this policy may result in adverse personnel action against the manager. The Director of Finance and/or Chief Administrative Officer are available to assist management in establishing management systems and recognizing improper conduct.

## DUTY OF CARE & INVESTIGATION PROCEDURES

Upon notification of a suspect fraud, the Director of Finance & Treasurer will promptly record all the pertinent information received regarding the alleged fraud. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Director of Finance & Treasurer will meet with the Chief Administrative Officer to determine appropriate actions to be taken as part of the initial review.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations.
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation.
- Violations of a person's rights under the law.

At the conclusion of the investigation, the Director of Finance & Treasurer will document the results in a confidential memorandum report to the Chief Administrative Officer. If the report concludes that the allegations are founded and a decision is made to pursue the matter through the courts, the report will be forwarded to the LaSalle Police Service.



The Director of Finance & Treasurer will also be required to inform the Town's external auditors, in a confidential manner respectful of the privacy rights of the individuals, of the nature and amount of any suspected fraud as well as the findings and recommendations regarding any internal control deficiencies that may have enabled the suspected fraud to occur.

As part of his/her examination, the Director of Finance & Treasurer shall review and assess the adequacy of the controls in place to safeguard the assets of the Town against loss, misuse, unauthorized use, and fraud. In those situations where the control mechanisms have not adequately safeguarded Town assets, the Director of Finance & Treasurer will identify the cause(s) for the failure, and will issue a report to the Chief Administrative Officer and the appropriate Department Manager(s) providing recommendations to prevent reoccurrence.

#### CONFIDENTIALITY AND PROTECTION

The Town shall treat all information received as confidential information. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate right to know. The Town will use best efforts to protect whistleblowers against retaliation, as described below. It cannot guarantee confidentiality, however, and there is no such thing as an "unofficial" or "off the record" report. Town will keep the whistleblower's identity confidential, unless:

- The person agrees to be identified
- Identification is necessary to allow Town or law enforcement officials to investigate or respond effectively to the report;
- identification is required by law; or
- The person accused of Fraud Policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.

The Town or any Town employee shall not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). Whistleblowers who believe that they have been retaliated against may file a written complaint with the Chief Administrative Officer and in event that this is not possible to the Mayor.

A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Baseless Allegations:





The Town treats all allegations seriously and will investigate fully. As a result, if an employee knowingly makes false allegations they will be subject to disciplinary action.

**RESPONSIBILITIES:**

Questions related to the interpretation of this policy should be directed to the Director of Finance and/or Chief Administrative Officer.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #122  
Director, Finance - Council report FIN-36-06.

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Finance – General	<b>POLICY NUMBER:</b> F-GEN-003
<b>POLICY NAME:</b> Investment	<b>AUTHORITY:</b> CR/28/16
<b>DATE APPROVED:</b> January 26, 2016	<b>DEPARTMENT RESPONSIBLE:</b> Finance
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> January 2019
<b>STATUS:</b> Active	

**Purpose**

The goal of the investment policy shall be to set out the guiding principles and establish a statement of the investment policies and goals for the purpose of investing public funds while meeting the related statutory requirements of section 418 of the Municipal Act, 2001 and Ontario Regulation 438/97, Eligible Investments and Related Financial Agreements, as amended.

**Delegation of Authority**

Authority to manage the investment program is granted to the Town Treasurer, hereinafter referred to as the Investment officer. Responsibility for the operation of the investment program is hereby delegated to the Investment Officer, who has the authority to:

- 1) Enter into agreements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities.
- 2) Execute and sign documents on behalf of the corporation and perform all other related acts in the day-to-day operation of the investment and cash management program.
- 3) Develop and maintain all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Corporation’s investments are properly managed and adequately protected.



No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## **PRIMARY OBJECTIVES**

The most prudent primary objectives for this Investment Policy, in order of importance are:

- a) Adherence to statutory requirements
- b) Safety
- c) Liquidity
- d) Yield

### **Adherence to Statutory Requirements**

All investment activities shall be in compliance with the relevant sections of any applicable legislation and related regulations. Refer to Appendix B for a description of O. Reg 438/97 under the Municipal Act, 2001.

#### **Safety**

After ensuring adherence to statutory requirements, safety shall be the top objective of this investment program. The investment of government funds must seek to ensure the preservation of capital in the overall portfolio. In meeting that objective, the Town will want to be sure to mitigate credit risk, interest rate risk, as well as foreign exchange risk.

#### **Credit Rate Risk**

Credit risk is the risk of loss due to uncertainty in a counterparty's ability to meet its financial obligation. To achieve the goal of minimizing credit risk, the Town of LaSalle shall limit its investments to the following types of securities:

- Bonds, debentures, or other evidences of indebtedness of or guaranteed by the Government of Canada, the Province of Ontario, or another Province of Canada.;
- Bonds, debentures or promissory notes guaranteed by a metropolitan, regional, county or district municipality, a school board, a local board as defined in the Municipal Affairs Act or a conservation authority established under the Conservation Authorities Act;
- Bonds, debentures, term deposits, deposit notes, certificates of instruments issues, accepted, guaranteed or endorsed by any Schedule I banks, Schedule II banks, loan or trust corporations with a minimum DBRS rating of R-1 middle, as set by the Dominion Bond Rating Service or "A" by the Canadian Bond Rating Service or issued by credit unions.
- Pooled investments operated by The One Investment Program.

#### **Interest Rate Risk**





Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates. To achieve this goal, the Town will structure the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity. Also, the Town will invest operating funds primarily in shorter-term securities, money market mutual funds, or similar investments pools and limit the average maturity of the portfolio in accordance with the following policy.

### Foreign Exchange Risk

Foreign exchange risk is the risk of an investment's value changing due to changes in currency exchange rates. In order to remove any risk to the Town from foreign exchange fluctuation, the Town is not permitted to invest in any security that is expressed or payable in any currency other than Canadian dollars, unless attempting to mitigate the foreign exchange risk associated with the purchase of significant capital assets. In these isolated cases, the investment denominated in the foreign currency shall be recommended by the Director of Finance and Treasurer to the Chief Administrative Officer and Council for approval.

Refer to Appendix A for a detailed listing of investment and sector limitations.

### Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same day liquidity for short-term funds.

### Yield

The investment portfolio will be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.



- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

## **STANDARDS OF CARE**

The Standards of Care to be used by the Investment officer, are prudence, ethics and conflicts of interest, and delegation of authority.

### **Prudence**

The standard of prudence to be used by the Investment Officer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived".

### **Ethics and Conflicts of Interest**

The Town's Investment Officer involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Investment Officer shall disclose any material interests in financial institutions with which he or she conducts business with. He or she shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. The Investment Officer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

### **Safekeeping and Custody**

All securities shall be held for safekeeping by a financial institution approved by the Town. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the Town.

The depository shall issue a safekeeping receipt to the Town listing the specific instrument, rate, maturity and other pertinent information. The depository will also provide reports that list all securities held for the Town, the book value of holdings and the market value as of month-end.



## **Reporting**

The Investment Officer shall prepare an investment report quarterly. This management summary will be prepared in a manner which will allow the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to Council through the quarterly financial report. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.
- Average weighted yield to maturity of portfolio on investments

## **Performance Standards**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market / economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

## **POLICY REVIEW**

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





APPENDIX A – AUTHORIZED INVESTMENTS AND SECTOR LIMITATIONS

As permitted in Bylaws #5968 and #5969, the Town is permitted to maintain a shareholder interest by holding common and preferred shares of the Essex Power group of companies as well as bonds, debentures, and promissory notes in the companies. Given the nature of the investment in the Essex Power group of companies, the following investment thresholds exclude the Town of LaSalle’s investment in Essex Power Corporation.

Description	Value
Maximum cash to be held in investments at any one time	\$10,000,000

Term Limitation Thresholds		
Term	Minimum Percentage	Maximum Percentage
Less than 1 year	25%	100%
From 1 year to 3 years	---	75%
From 3 years to 5 years	---	50%
From 5 years to 10 years	---	25%

Sector Limitations		
Sector	Minimum Limit of Portfolio	Maximum Limit of Portfolio
Federal	---	25%
Provincial	---	25%
Municipality, School Board, Conservation Authority	---	25%
Pooled investments operated by the One Investment Program	---	25%
Schedule I Banks	---	100%
Schedule II Banks and Credit Unions	---	100%



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Finance - General	<b>POLICY NUMBER:</b> F-GEN-004
<b>POLICY NAME:</b> Procurement and Purchasing Policy	<b>AUTHORITY:</b> By-Law 7864
<b>DATE APPROVED:</b> January 26, 2016	<b>DEPARTMENT RESPONSIBLE:</b> Finance
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> January 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of the Procurement and Purchasing Policy is to satisfy the requirements of Section 270, paragraph 3 of the *Municipal Act, 2001*, S.O c.25, as amended, which imposes upon municipalities the obligation to adopt and maintain a policy with respect to the procurement of goods and services.

**POLICY STATEMENT:**

The policy establishes the authority and guidelines to conduct purchase transactions to satisfy the needs of the Corporation.

**SCOPE:**

The policy applies to all employees that acquire goods and services by ensuring the use of the most cost effective methods.

**POLICY:**

Attached.



**RESPONSIBILITIES:**

As outlined in the attached policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

By-law NO. 7864

**ATTACHMENTS:**

By-law NO. 7864  
Town of LaSalle Procurement and Purchasing Policy



**Town of LaSalle  
Procurement & Purchasing Policy**

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**1. Definitions and Interpretation**

1.1. The definitions outlined in this article apply throughout this Policy, whenever the term is used with its initial letters capitalized. Where the term appears in lower case letters, its ordinary meaning shall apply.

In this Policy:

“Acquisition” is the process for obtaining Goods and/or Services for use, whether on a permanent or on a temporary basis.

“Approval” is the specific authorization to proceed with the purchase or lease of specific Goods and/or Services.

“Bidder” is the person who responds to the Bid Solicitation and includes their heirs, successors and permitted assigns.

“Bid” includes a Proposal, a Quotation or a Tender.

“Bid Solicitation” includes Requests for Proposals, Quotations or Tenders.

“Blanket Order” is an agreement or contract between the Town and a supplier to facilitate the rendering of repetitive use goods or services for a specified term.

“Bidder List” is a list maintained by the Town containing the names of persons who have expressed a interest in receiving Bid Solicitations to supply goods or services to the Town.

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

“Town Council” means the governing body of the Town, duly elected.

“CAO” means the Chief Administrative Officer (or his/her designate) of the Town, as appointed from time to time by Town Council.

“Contract”: means a binding agreement between two or more parties.

“Co-operative Purchasing” refers to the participation of two or more governments or public agencies in a Bid Solicitation.

“Cost”: Reference to cost within the text of this Policy, includes actual price of Acquisition, all applicable taxes, term discounts and freight charges.

“Department Head” or “Department Manager” means the Director of Council Services & Clerk, Director of Finance & Treasurer, Director of Culture & Recreation, Director of Development & Strategic Initiatives, Director of Public Works, Chief of Fire, Chief of Police or the CAO.

“Disposal” is an act through which the Town gives up title to Real Property or Personal Property, and includes a sale, a gift, or the discarding of an item.

“Donation” is transfer of ownership of an item from the Town to a person on a “no charge” basis. The item is transferred without any liability to the Town and with no warranty provided on the item by the Town.

“Emergency” is a situation where the immediate lease or purchase of Goods and/or Services is essential to prevent serious delays or damage or to restore a basic service.

“Expression of Interest”: A Department Head may conduct a Request for Expression of Interest for the purposes of determining the availability of suppliers of any Good, Service or Construction and for the purposes of keeping a list of available suppliers

“Goods and/or Services” means any one or more of: supplies, personal property, construction materials, construction services, insurance, employee benefits, construction, maintenance and service contracts, but does not include professional and consulting services.

“Instructions to Bidders” means the instructions given to prospective Bidders in a Bid Solicitation.

“Open Market Procedure” is a procedure whereby price quotations are obtained from more than one supplier, either verbally or in writing, through a Bid Solicitation.

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“Person” means an individual, association, firm, partnership, Town, trust, organization, trustee or agent, and the heirs, estate trustees or legal representatives of the person to whom the context can apply according to law.

“Personal Property” means tangible items which are readily movable. Without limiting the foregoing, such items include: equipment, vehicles, furnishings, supplies, etc.

“Personal Purchase” means a purchase of Goods and/or Services, the requirement for which is not for the Town or any of its purposes but is personal to the Person requesting the purchase.

“Professional and Consulting Services” includes the services provided by: architects, engineers, designers, real estate appraisers, management or financial consultants, brokers, lawyers, and/or any other consulting and professional services rendered on behalf of the Town.

“Proposal” means an offer from a supplier to provide Goods and/or Services, acceptance of which may be subject to further negotiation. As a response submitted to a Request for Proposals.

“Purchase Order” means a written contract to purchase Goods and/or Services, or a written acceptance of a Proposal.

“Purchases” include Acquisitions, leases (whether the Town is the lessee or the lessor) and/or Disposals.

“Quotation” means an offer from a supplier to sell Goods and/or Services to or buy them from the Town at a specified rate or price. As a response submitted to a Request for Quotations.

“Real Property” refers to either:

- Land, whether or not buildings, tenements or improvements are situate on it, or any interests, estates, rights or easements affecting same; or
- Buildings, tenements or improvements to same, which are situated on land.

“Request for Proposals” is a form of Bid Solicitation whereby the Town invites certain individual and identifiable sources to submit proposals with respect to a particular project, or the supply of Goods and/or Services, without supplying detailed specifications and/or terms and/or conditions of the contract, which might ultimately be entered into.

“Request for Quotations” (Request for Quote – Informal/Request for Quote – Formal) is a form of Bid Solicitation whereby the Town requests, verbally or in writing, price quotations with respect to a particular project or the supply of particular Goods and/or Services. The process may be Formal, which may require Bids to be submitted on prescribed forms or Informal.

“Request for Tender” is a form of Bid Solicitation whereby the Town publishes the specifications, terms, conditions and any and all details concerning the proposed contract, and advertises for, or invites Bidders to submit sealed Bids in accordance with detailed published procedures.

“Responsive and Responsible Bidder” is a Person responding to a Bid Solicitation who complies with its provisions, including specifications, and contractual terms and conditions (i.e., is “responsive”), and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources.

“Surety” means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials payment bond, letter of credit or any other form as deemed necessary and stated in the Instructions to Bidders.

“Tender” means an offer received from a supplier of Goods and/or Services in response to a formal Request for Tenders, the acceptance of which will result in the formation of a binding contract between the Town and the Person submitting the Tender.

“Total Cost of Ownership” means to total costs involved with the acquisition cost, operating and maintenance costs and anticipated value at disposition.

- 1.2. Number: A word interpreted in the singular number has a corresponding meaning when used in the plural.
- 1.3. Gender: Words imparting the male or female gender include other genders, including the neutral gender, where the context so requires.

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- 1.4. Severability: Should any provisions, clauses, sections, phrases or parts of this Policy, or the application thereof under certain circumstances, be held by a court or tribunal of competent jurisdiction to be invalid, the remainder of this Policy, or the application of such provision, clause or part under other circumstances, shall not be affected.
- 1.5. Legislation: Reference to statutes and policies within the text of this Policy, includes those items “as amended”, including successor legislation or policies.
- 1.6. Headings: Article, section, clause and/or paragraph headings are for reference purposes only and shall not in any way modify or limit the statements contained in any article, clause or paragraph.

**2. Town Purchasing Principles**

- 2.1. Integrity of the Purchasing Process and Protecting the Interests of the Town: In order to maintain the integrity of the Bid Solicitation processes and to protect the interests of the Town, the public and persons participating in a procurement process, the following principles apply, subject to Council’s right to amend the process in appropriate circumstances, for any purchasing which is subject to the requirements of this Policy:
  - 2.1.1. Open Process: Departmental needs must be clearly communicated to Bidders. The method of evaluating the Bid and the evaluation criteria are to be provided to Bidders at the outset of the Bid Solicitation process. The terminology used in the competitive bidding documents are defined and interpreted within the document when issued. The method and format of submitting Bids to be addressed in the Bid Solicitation document.
  - 2.1.2. Fairness: Utilize standard documents: Instructions to Bidders, Terms and Conditions and bidding forms are to ensure consistency of content and format within documents issued by the Town. Specify clearly all details regarding the closing date, time and location of all Bid Solicitation processes and apply the rules of bid acceptance consistently. Treat all Bidders and all submissions equally and without bias or favouritism at all times.
  - 2.1.3. Accessibility: Develop specifications and terms of reference that whenever possible, are not restrictive and allow for open competition from the marketplace. Advertise all formal public Tenders and Requests for Proposals on the internet in order that the competitive bidding opportunity be advertised and accessible to all interested firms. Advertise the competitive bidding opportunity in a specific trade newspaper or local newspaper where practicable to further promote competition.
  - 2.1.4. Accountability: Ensure that all Bids are kept secure prior to the closing date, during the evaluation period and following contract award. Handle all proprietary information and Bids submitted in confidence in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Ensure that Requests for Proposals are evaluated by representatives from more than one Department to allow for various perception and opinions when reviewed and evaluating proposals prior to contract award. Ensure that all Bids, rating results and related supporting documentation are kept on file in accordance with the Town’s Retention Bylaw for future reference, audit or examinations. Follow the code of conduct that sets out expected behaviour of public officials. Ensure that procurement procedures are reviewed on a regular basis to ensure the procedures are clear, logical, current and in accordance with accepted industry standards. Include conflict of interest guidelines in all competitive bidding documents to minimize the risk of potential suppliers trying to influence Town staff and elected officials during the bid evaluation process.
  - 2.1.5. Ontarians with Disabilities Act, 2001: Pursuant to the *Ontarians with Disabilities Act, 2001*, Town Council at its meeting September 29, 2003 adopted the Corporate Accessibility Plan that focuses on accessibility issues and the development of strategic actions to remove (where possible) and prevent barriers to access for people with disabilities. The *Ontarians with Disabilities Act, 2001* and the Corporate Accessibility Plan require that when deciding to purchase goods or services, the Town is to have regard to the accessibility for persons with disabilities to the goods or services. As such, the Town is committed to accessibility



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principles and is taking steps to improve accessibility within the Town in accordance with the Act. Further information and requirements can be found in Appendix A

- 2.2. Efficient/Effective Purchasing: All purchasing shall be completed to procure the required quality and quantity of Goods and/or Services in the most efficient and cost-effective manner possible in the circumstances.
- 2.3. Open Market Purchasing: Subject to the provisions of this Policy and its Appendices, all purchasing shall be completed in a manner, which utilizes an Open Market Procedure for all Purchases of Goods and/or Services, wherever practicable in the circumstances.
- 2.4. All Costs Considered: All purchasing shall be completed in a manner which considers all costs, including Acquisition, operating and Disposal costs, in evaluating Bid submissions from Responsive and Responsible Bidders, rather than a manner which bases a decision solely on the lowest Bid price. Purchases should be evaluated under the "Total Cost of Ownership" approach.
- 2.5. Canadian Products: Preference shall be given to the purchase of Canadian Goods and/or Services wherever, all else being equal, it is reasonable in the circumstances to do so.
- 2.6. Co-operative Purchasing: Subject to the approval of the Department Head or of Town Council where, the best interests of the Town will be served, the Town may participate with other Governments or their agencies or public authorities in Co-operative Purchasing ventures or joint contracts.
- 2.7. External approvals: Where further approvals external to the Town are required prior to contract signing, the report recommending award shall so indicate and such approvals shall be obtained prior to the contract being executed and proceeding with the proposed works or Acquisition.
- 2.8. Purchase Orders: The Finance Department may prepare purchase orders and shall sign off on budgetary control where required. Department Heads will issue a purchase order for the Purchase of all Goods and/or Services for those goods and services, which use the Request for Quote, Proposal or Tender process. Where such Purchase Order does not form part of the contract, it shall so state and may be used for internal control purposes only.
- 2.9. Document Retention: Lists of all responses to Bid Solicitations received shall be retained for inspection by the Town auditors and appropriate Town officials, in accordance with the Town's Retention Bylaw.
- 2.10. Confidentiality: Where requested by Persons responding to Bid Solicitations, confidentiality concerning the Bid will be maintained. Once a contract is award, the report recommending such award shall become a matter of public record, unless otherwise determined by Town Council.
- 2.11. Council Access to Documents: Members of Council and Boards shall not be involved in any way in the proposal of candidates or in the selection of stakeholders for working groups or direction for members of the Town's evaluation team including examining any documentation submitted by persons as a result of any Request for Tenders, Proposals, or Quotations unless otherwise indicated in the Bid Solicitation as provided to prospective Bidders.
- 2.12. Review/Evaluating Effectiveness of the Procurement Process: The review, conducted every 5 years or as appropriate or necessary, is to take into consideration current and future professional practices, industry standards, market conditions, Federal/Provincial Government directions/policies, technological developments and advancements and the impact that any recommended changes may have on potential suppliers to the Town.

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**3. Methods of Procurement & Authorization Limits**

<b>Acquisition Value</b>	<b>Method of Acquisition</b>	<b>Type of Contract or Agreement</b>	<b>Advertising Requirement</b>	<b>Minimum Authorization Level</b>	<b>Budgetary Control</b>	<b>Reporting Requirement</b>
<b>Materials, Services &amp; Supplies - One time or Multiple Purchases</b>						
Less than \$1,000	Direct Acquisition	Cheque Requisition or Invoice	Discretionary	Supervisor	None - provided within budget provisions	No report to Council required
\$1,001 to \$10,000	Request for Quote - Informal	Cheque Requisition, Invoice or Agreement Letter	Discretionary	Supervisor	None - provided within budget, is the lowest quote and/or is not sole sourced	No report to Council required
\$10,001 to \$50,000	Request for Quote - Formal	Cheque Requisition, Invoice or Agreement Letter	Recommended (where possible & practical)	Manager	None - provided within budget, is the lowest quote and/or is not sole sourced	No report to Council required
\$50,001 to \$150,000	Request for Quote - Formal, Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
\$150,001 to \$500,000	Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head & CAO	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
In excess of \$500,000	Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head & CAO	Sign off from Finance prior to agreement or purchase	Report to and Approval from Council required prior to purchase

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<b>Acquisition Value</b>	<b>Method of Acquisition</b>	<b>Type of Contract or Agreement</b>	<b>Advertising Requirement</b>	<b>Minimum Authorization Level</b>	<b>Budgetary Control</b>	<b>Reporting Requirement</b>
<b>Supply Agreements (Based on unit costs, Continuous Supplies and /or Services)</b>						
Any Amount	Request for Quote, Request for Proposal or Request for Tender	Agreement or Contract	Recommended (where possible & practical)	Manager	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
<b>Prescriptive, Legislative or Agreement based payments</b>						
Any Amount	Payroll Timesheets & Payroll related expenditures	Not Applicable	Not Applicable	Supervisor	None - provided within budget provisions	No report to Council required
<b>Consulting &amp; Professional Services</b>						
Less than \$25,000	Direct Acquisition	Agreement or Contract	Recommended (where possible & practical)	Department Head	None - provided within budget provisions	No report to Council required
\$25,001 to \$75,000	Request for Quote - Informal	Agreement or Contract	Recommended (where possible & practical)	Department Head	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
Greater than \$75,000	Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head	Sign off from Finance prior to agreement or purchase	Report to and Approval from Council required
<b>Single or Sole Sourcing (for Materials, Services &amp; Supplies and Consulting &amp; Professional Services)</b>						
Less than \$1,000	Direct Acquisition	Cheque Requisition, Invoice or Purchase Order	Not Applicable	Supervisor	None - provided within budget	No report to Council required
\$1,001 to \$10,000	Request for Quote	Cheque Requisition, Invoice or Purchase Order	Not Applicable	Department Head	Sign off from Finance prior to agreement or purchase	No report to Council required
Greater than \$10,000	Request for Quote, Tender, or Proposal	Cheque Requisition, Invoice or Purchase Order	Not Applicable	Department Head & CAO	Sign off from Finance prior to agreement or purchase	Report to and Approval from Council required

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3.1. Evaluation Criteria

- 3.1.1. The following is a sample of the criteria that may be used to evaluate a response to the Request for Proposal, Request for Quote and/or Request for Tender.
  - 3.1.1.1. Cost: Those costs associated with the immediate purchase (purchase price) as well as the long term associated cost (repair & maintenance)
  - 3.1.1.2. Quality of goods, services or proposal
  - 3.1.1.3. References, past experience
  - 3.1.1.4. Other factors such as: delivery time, useful life, technology, replacement/repair considerations

3.2. Budget

- 3.2.1. Regardless of which Bid Solicitation process is utilized, in the event that the goods and services which are to be acquired are (1) in excess of the approved annual budget and/or (2) were not included in the approved annual budget, the Department Head, in consultation with the Finance Department and the CAO, will submit a report to Council for approval prior to the acquisition of the Goods and/or Services.

3.3. Expression of Interest

- 3.3.1. A Department Head may conduct a Request for Expression of Interest for the purposes of determining the availability of suppliers of any Good, Service or construction and for the purposes of keeping a list of available suppliers (which shall be deemed to be the "goal" of the Request for Expression of Interest form of procurement). The submission of an Expression of Interest does not create any contractual obligation between the Town and the interested supplier. The submission of an Expression of Interest may be made a specific pre-condition of any other procurement procedure utilized by the Town. Expression of Interests (verbal and/or written) should be documented for recording, auditing and filing, and may be used for reference purposes.

3.4. Direct Acquisition

- 3.4.1. Objective: To obtain competitive pricing from the competitive market where possible and practical. Procurements are generally minor/operational in nature, and are made in an expeditious and cost effective manner through phone, fax, e-mail, other similar communication method, vendor advertisements or vendor catalogues.

3.5. Request for Quotation

- 3.5.1. Objective: To implement an effective objective, fair, open, transparent, accountable and efficient process for obtaining competitive Bids based on precisely defined requirements for which a clear or single solution exists. Bid solicitation is done primarily on an invitational basis from a pre-determined Bidders list but may be supplemented with public advertising of the procurement opportunity.
- 3.5.2. Informal Quote: Using the Informal Request for Quote method, bid solicitation is done primarily on an invitational basis from a pre-determined Bidders list. Informal Bids are sought from known suppliers. Informal pricing is acceptable (i.e. Fax, letter, E-mail, telephone, supplier pricing guides)
- 3.5.3. Formal Quote: Using the Formal Request for Quote method bid solicitation is done primarily with public advertising of the procurement opportunity

3.6. Request for Proposal

- 3.6.1. Objective: To implement an effective objective, fair, open, transparent, accountable and efficient process for obtaining unique proposals designed to meet broad outcomes to a complex problem or need for which there is no clear or single solution. Generally, to select the proposal that earns the highest score and meets the requirements specified in the competition, based on qualitative, technical and pricing considerations.



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3.7. Request for Tender:

3.7.1. Objective: To implement an effective objective, fair, open, transparent, accountable and efficient process for obtaining competitive Bids based on precisely defined requirements for which a clear or single solution exists when a high dollar value commodity is required

3.8. Requests for Proposal and/or Tender: In circumstances where Requests for Proposal or Tender are issued, in addition to the general requirements of this Policy, the following shall apply.

3.8.1. All Requests for Tenders for Goods and/or Services for the Town shall be issued in accordance with procedures detailed in Appendix B, with the exception that Provincially or Federally subsidized projects shall be issued in accordance with the respective tendering procedures in effect at that time.

3.8.2. All Requests for Tender/Proposals shall contain the following clause: “The Town may accept any tender in whole or in part, whether the price or prices be the lowest or not, and may reject any or all tenders for any or no reason, in the sole discretion of the Town”.

3.9. Approval of Tender/Proposal: When the recommended award is to the Responsible and Responsive Bidder offering the lowest overall cost to the Town where, in the opinion of the responsible Department Head, waiting for the approval of Council would unreasonably affect the commencement and completion of the project in accordance with timelines required or to avoid additional costs of materials or labour or to minimize disruption to the public at large the initiating Department Head shall report to the CAO for approval.

3.9.1. The CAO may approve the awarding of the Contracts provided the expenditure is not in excess of the approved budgetary appropriation. The CAO will report to Council at the first possible opportunity.

3.10. Reporting to Council: A report by the Department Head shall be submitted to the CAO and Town Council, for approval in the event that:

3.10.1.1. The Tender from the lowest Responsive and Responsible Bidder is not recommended; or

3.10.1.2. The Proposal which satisfies the requirements and is ranked as the overall highest score is not recommended; or

3.10.1.3. The lowest priced Tender or highest scoring Proposal is in excess of the budgetary appropriation; or

3.10.1.4. The Tender/Proposal is in excess of \$500,000

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**4. Non Competitive Procurement (Sole/Single Sourcing) and Negotiation Instead of Bid Solicitation**

- 4.1. In certain situations goods/services are required to be purchased without a competitive bidding process. Non competitive procurement is permitted under this Policy in any one of the following circumstances:
- 4.1.1. When the transaction/process is specifically authorized by resolution of Town Council.
  - 4.1.2. When an unforeseeable condition of urgency exists, for emergency, protection and security concerns and the goods or services cannot be obtained in time through a competitive process.
  - 4.1.3. When the required item is covered by an exclusive right such as a patent, copyright or exclusive licence.
  - 4.1.4. When it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required.
  - 4.1.5. When no Bids were received in a competitive process.
  - 4.1.6. When the required item is in short supply due to market conditions.
  - 4.1.7. When competitive sourcing for low value procurement would be uneconomical or would not attract Bids.
  - 4.1.8. When competitive procurement may be found to be impractical for such items as meal expenses, incidental travel expenses (e.g. taxi service, phone calls), and training and education expenses.
  - 4.1.9. Where market conditions are such that suppliers will not guarantee prices for a full year due to temporary market conditions, the Department Head shall obtain competitive prices for short term commitments until such time as reasonable price protection and fair market pricing are restored.
  - 4.1.10. Where the sources of supply of Goods and/or Services are restricted to the extent that there is not effective price competition, and consideration of substitutes is precluded due to any of the following:
    - 4.1.10.1. The Purchase involves a type of Goods and/or Services for which there is no reasonable substitute or competitive product;
    - 4.1.10.2. The Purchase involves a component or replacement part for which there is no substitute;
    - 4.1.10.3. The Purchase involves an item for which compatibility with an existing product is the overriding consideration;
    - 4.1.10.4. The Purchase involves Goods and/or Services in accordance with standards adopted by Town Council apart from this Policy; or
    - 4.1.10.5. In other situations specifically authorized by Town Council.
  - 4.1.11. Where two or more identical Bids have been received.
  - 4.1.12. Where the Town has been previously unsuccessful in breaking identical Bids and the same Goods and/or Services are again required.
  - 4.1.13. Where the lowest Responsive and Responsible Bid received through a Request for Tenders, Request for Quotations or a Request for Proposals substantially exceeds the estimated cost of the Goods and/or Services.
  - 4.1.14. When no Responsive and Responsible Bids are received and it is impractical to issue a further formal Bid Solicitation.
  - 4.1.15. When the extension or reinstatement of an existing contract would prove most cost-effective or beneficial.

**5. Professional and Consulting Services**

- 5.1. The Acquisition process described in this Article is restricted to Acquisitions that are predominantly or exclusively for Professional and Consulting services, unless the Purchase has been exempted from this Policy by resolution of Town Council

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- 5.2. Regardless of which Bid Solicitation process is utilized for Professional and Consulting Services, in the event that the goods and services which are to be acquired are (1) in excess of the approved annual budget and/or (2) were not included in the approved annual budget, the Department Head, in consultation with the Finance department and the CAO, will submit a report to Town Council for approval prior to the acquisition of the goods and services.
  - 5.3. Less than \$25,000: Where it is estimated that Professional and Consulting Services will cost \$25,000 or less and has been budgeted for, the Department Head, may obtain the services directly without issuing a Bid Solicitation. However an alternate process should be undertaken to ensure a competitive bid or price.
  - 5.4. Between \$25,000 and \$75,000: Where it is estimated that Professional and Consulting Services will cost between \$25,000 and \$75,000 and has been budgeted for, the Department Head, may obtain the Services directly without issuing a Bid Solicitation. However a Request for Quote – Informal process should be undertaken to ensure a competitive bid or price.
  - 5.5. More than \$75,000: Where it is estimated that Professional and Consulting Services will cost more than \$75,000, the initiating Department Head, in consultation with the CAO, shall
    - 5.5.1. Issue a Request for Proposals and, in order to maximize competition, advertise the requirement on the Town’s internet website and any other relevant government agencies’ internet website and, where practicable, obtain at least three (3) written Proposals;
    - 5.5.2. Provide a formal analysis of the Proposals in a report to Town Council for approval prior to the awarding the contract.
  - 5.6. Sole-Sourcing: Where the events referred to in sections 5.3, 5.4 and 5.5 apply, and where the initiating Department Head, in consultation with the CAO, deems it necessary or in the best interests of the Town to acquire Professional and Consulting Services from a particular supplier, the Department Head may submit a report for approval of Town Council to acquire the services from that supplier rather than to seek Proposals.
- 6. Real Property**
- 6.1. The Purchase of parcels of land, including appurtenant fixtures are not governed by this Policy. The Purchase of construction materials and/or services used to build, renovate, repair, or improve Real Property shall be governed by this Policy
- 7. Emergency Purchasing**
- 7.1. This Article shall apply in case of an Emergency and, where there is any conflict between the provisions of this Article and those in the balance of this Policy, the provisions of this Article shall govern
  - 7.2. Policy: Wherever feasible, even in circumstances of Emergency, the Department Head shall secure any Goods and/or Services required, up to a value of \$10,000 at the lowest responsible obtainable price while satisfying all requirements
  - 7.3. Emergency: In the event that responding to an Emergency situation requires an expenditure of \$10,000 or more, the initiating Department Head shall obtain the prior approval of the CAO before ordering the goods or services. Where the CAO or his/her delegate is unavailable, the approval of the Department Head shall be sufficient for the purposes of this Article.
  - 7.4. Report to Town Council: When an Emergency Purchase has been made pursuant to this Article, and the amount of the purchase is \$10,000 or more, the Town Treasurer shall be advised forthwith and, further, a report of all Purchases made pursuant to this Article shall be prepared by the initiating Department Head and submitted to the next Town Council meeting, explaining the action taken and reasons thereof.
  - 7.5. Purchase Order to Issue: All Emergency Purchases made pursuant to this Article shall be confirmed by issuance of a Purchase Order as requisitioned by the initiating Department Head immediately or as soon as practicable following the commitment.
- 8. Disposal of Property**
- 8.1. Auction or Bids: Unless otherwise provided for in this Article, any Personal Property belonging to the Town which has been declared surplus by the initiating Department Head shall be disposed of only by means of

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auction, trade-in, donation, or Bid Solicitation, provided that any usable equipment or material has first been offered to other departments or Boards.

- 8.2. Bid Solicitation: If it is determined by the Department Head that the highest return for obsolete or surplus Personal Property is by Bid Solicitation, a Request for Quotation may be issued, and advertised on the Town's internet website. All Bids will be submitted in a sealed envelope and the Personal Property may be disposed of to the highest responsible Bidder.
- 8.3. Return to Original Vendor: If it is determined that a higher return net of disposal costs can be achieved by sale of obsolete or surplus Personal Property to the original vendor or vendors in that line of business, the Department Head shall sell such Personal Property at the highest return.
- 8.4. Reserve Prices: Where it is deemed appropriate by the Department Head, a reserve price may be established and,
  - 8.4.1. In the case of Disposal by Tender, published and disclosed; or
  - 8.4.2. In the case of auction or quotation, shall be used as an internal estimate and not disclosed.
- 8.5. Exception: Where Personal Property has been declared surplus by the initiating Department Head, and has been offered to other departments or Boards and are determined by the Department Head to have little or no value, the Department Head shall request the approval of the CAO to dispose of such items in an alternative manner.
- 8.6. Donations: Where Personal Property has been declared surplus by the initiating Department Head, and has been offered to other departments or Boards without acceptance, and the Department Head wishes to donate the item, the initiating Department Head shall prepare a report to Town Council seeking approval to make such donation.

**9. Prohibitions**

- 9.1. Disclosure of Prices: Subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, no employee, nor appointed or elected official, shall divulge the prices paid by the Town for Goods and/or Services unless Town Council otherwise directs, with the following exceptions:
  - 9.1.1. That the total price, in the case of public Tenders/Quotations, or details of non-confidential reports recommending contract awards, may be revealed; and
  - 9.1.2. That the unit prices paid by the Town for products and services may be revealed to other public agencies for benchmarking purposes provided confidentiality is maintained.
- 9.2. Employee Purchases on Behalf of the Town: No employee nor elected or appointed official shall Purchase or offer to Purchase, on behalf of the Town, any Goods and/or Services except in accordance with this Policy.
- 9.3. Division of Contracts: Two or more Purchase Orders shall not be issued for individual portions of any items which comprise, in essence, a single transaction, if the total aggregate amount of the Purchase Order exceeds the upper limit for the Acquisition process which would be used to acquire those items separately.
- 9.4. Personal Purchases: No Personal Purchases shall be made by the Town for employees, elected or appointed officials, or members of Boards except through programs which may, from time to time, be expressly and specifically approved by Town Council, CAO or Designate.
- 9.5. Employees restricted from bidding to sell: No employee or any family member within their household, shall Bid to supply the Town with Goods and/or Services, unless Article 10 has been complied with.
- 9.6. Elected and Appointed Officials restricted from bidding to sell: No elected or appointed official of the Town or any family member within their household, shall Bid to supply the Town with Goods and/or Services unless Article 10 has been complied with and a conflict of interest is declared.
- 9.7. Employees, Elected and Appointed Officials restricted from bidding to purchase: No employee or elected or appointed official of the Town, or any family member within their household, shall Bid on the sale of Goods and/or Services except those disposed of by public auction.



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9.8. Preference for Local Suppliers: The Discriminatory Business Practices Act (R.S.O. 1990) has been established to prevent discrimination in Ontario on the ground of race, creed, colour, nationality, ancestry, place of origin, sex, or geographical location of persons employed or engaging in business. Therefore, granting preference to local suppliers to supply Goods and/or Services to the Town cannot be undertaken.

10. **Conflict of Interest**

10.1. The responsible Department Head shall not open and consider any bid, or otherwise acquire any goods or services from an elected official, officer or employee of the Town unless the elected official, officer or employee obtains approval from the CAO and/or Town Council prior to the close of the bid or the acquisition of the goods or services.

10.2. No elected official, officer or employee of the Town shall allow contact with a person, or any officer, employee or agent of the person who has submitted a Bid to the Town unless the Bid call has been awarded or the contact is for the purpose of receiving a complaint.

10.3. All consultants retained by the Town shall disclose to the Town prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Town as recommended by the Department Head may, at its discretion, withhold the assignment for the consultant until the matter is resolved.

10.3.1. If during the conduct of a Town assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the Town.

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**Appendix A: Compliance with the Ontarians with Disabilities Act, 2001**

**INTOWN OF ACCESSIBILITY CRITERIA WHEN PURCHASING**

**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**

<b>Type of Purchase</b>	<b>Criteria to Consider</b>
Goods	Can the good be used by someone: <ul style="list-style-type: none"> <li>• In a seated position</li> <li>• Using one hand, with limited upper body strength, or limited fine motor skills</li> <li>• With vision loss or low vision</li> <li>• Does the product meet ergonomic standards and can it be customized to meet a variety of needs?</li> <li>• Are support materials, such as manuals, training or service calls, available in accessible formats at no additional charge?</li> </ul>
Services	<ul style="list-style-type: none"> <li>• Does the firm provide accessible customer service, as required under the Town's Accessible Customer Service Policy?</li> <li>• 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?</li> <li>• 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?</li> </ul>
<b>Type of Purchase</b>	<b>Criteria to Consider</b>
Facilities	<ul style="list-style-type: none"> <li>• Can someone using a mobility aid, like a wheelchair or walker, get around the facility?</li> <li>• Are signs placed at an accessible height?</li> <li>• Does the facility have emergency procedures to assist people with disabilities?</li> </ul>

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**Appendix A: Compliance with the Ontarians with Disabilities Act, 2001**

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.

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**Appendix A: Compliance with the Ontarians with Disabilities Act, 2001**

- 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 l, O form 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.



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**Appendix B: RFP & RFQ Recommended Procedures**

**REQUEST FOR PROPOSAL AND REQUEST FOR TENDER**

**RECOMMENDED PROCEDURES, REQUIREMENTS AND MATERIALS**

The following procedures shall apply to the purchase of goods, works and services (except professional and consulting services). For the purposes of Appendix B, the terms Tender, Request for Quote, Request for Tender and Request for Proposal shall be used interchangeably.

**1. Advertising**

- 1.1. In order to attract as many competent Bidders as possible, for projects with estimated capital costs in excess of \$50,000 advertising, where practicable, shall be placed on the Town's internet website and where practical a major publication and/or the local press. Advertising in this manner is expected to attract the largest number of competent Bidders and increase competition. Coverage may be extended for contracts requiring special techniques or type of work.
- 1.2. Advertisements, where applicable, must appear in the press with sufficient time between advertising and tender closing to permit a contractor to examine the site, obtain the tender documents, complete and submit her/his Tender.
- 1.3. Requests for Tenders and Proposals may be advertised on other government operated internet websites, where practicable, to attract competent Bidders.

**2. Release of Information to Bidders**

- 2.1. Upon the request of a prospective Bidder the Department Head shall supply the following material for each Bid Solicitation
  - 2.1.1. A copy of the official bid document form
  - 2.1.2. Bid materials – specifications, plans, profiles, etc.
  - 2.1.3. An agreement to bond form (if required)
- 2.2. This procedure may be amended when pre-qualification is a requirement.
- 2.3. When a fee for bid material is required it shall be paid to the Town at the time the bid material is provided to the prospective Bidder. The fee is non refundable.

**3. Recording and Control of Tendering Material**

- 3.1. Names, addresses, telephone, electronic mail addresses, and facsimile numbers must be recorded when Requests for Tender/Proposals are released to facilitate distribution of addenda and when necessary to provide amendments to bid materials issued or to extend or cancel an outstanding Bid Solicitation.

**4. Pre-Qualification Process:**

- 4.1. Pre-Qualification is a procedure whereby a Bidder satisfies the municipality that they are capable of performing the work before they are allowed to submit his Tender or Proposal. Where persons are required to be pre-qualified, the Contract, if awarded at all, should be awarded to the lowest Responsive and Responsible Bidder, subject to contrary direction by Town Council.

**5. Tender Requirements**

- 5.1. All Tenders shall either be mailed or delivered personally to the Director of Council Services. Tenders are required to conform to the conditions listed below and those failing to do so will be dealt with in the manner provided by Section 15 of Appendix B.
- 5.2. The correct Tender Form, as supplied by the Town, must be used and in the possession of the Director of Council Services, or her duly authorized representative on or before the Tender Closing Date and Time. **BIDS RECEIVED AFTER CLOSING TIME WILL NOT BE CONSIDERED.**
- 5.3. The Tender must be legible, written in ink or typewritten and ALL ITEMS MUST BE BID, where stipulated, with the unit price for every item and other entries clearly shown.

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- 5.4. Alternative proposals will not be considered unless requested in the tender documents.
- 5.5. The Bid must not be qualified by any statement added to the tender form or a covering letter, or alterations to the tender forms (unless requested or approved by the Town).
- 5.6. Adjustments by telephone, telegram, facsimile, electronic transmission, or letter to a Tender already submitted will not be considered. A Bidder desiring to make adjustments to a Tender must withdraw the Tender in accordance with Section 11 of Appendix B, and supersede it with a later Tender submission.
- 5.7. The tender form must be signed in the space(s) provided with the signature of the Bidder or by a person duly authorized by the organization bidding. If a joint Bid is submitted, it must be signed on behalf of each of the Bidders and if the signing authority for both Bidders is vested in one individual he shall sign separately on behalf of each Bidder.
- 5.8. Erasures, overwriting or strikeouts should be initialled by the person signing on behalf of the organization bidding.
- 5.9. The Tender shall be accompanied by an Agreement to Bond, (when bonding is required) and a bid deposit (when required) in favour of "The Corporation of the Town of LaSalle" equal to or greater than the amount specified in the Request for Tender in the form of: cash, a cheque certified by the bank on which it was drawn; bank draft; money order; or, a Bid Bond from a Surety Company authorized by law to carry on business in the Province of Ontario, AND MUST BE ENCLOSED IN THE SAME ENVELOPE AS THE TENDER.

**6. Lease Requirements**

- 6.1. Department Heads wishing to acquire or use goods or services via external third party financing lease must receive the approval of the Director of Finance prior to undertaking any competitive bidding process.
- 6.2. Any financing leases executed to acquire or use municipal capital assets must be in compliance with Ontario Regulation 46/94 (as amended) made under the Municipal Act, 2001 , as amended.

**7. Deposit Requirements**

- 7.1. Each Bidder shall be required to deposit security with the Tender, when specified in the tender documents, the amount of which will vary depending upon the value of the Contract.
- 7.2. Bid deposit requirements for Town contracts shall be equal to ten percent (10%) of the Bid amount up to a maximum deposit of \$1,000,000 unless otherwise approved by the Director of Finance in consultation with the initiating Department Head.
- 7.3. If any of the tender and deposit requirements have not been met the Tender shall be considered to be an "Improper Bid".
- 7.4. The security is held by the Town to ensure that the Bidder will provide all documentation specified in the tender documents, and enter into a formal contract with the Town, and when s/he does so, the security is returned to her/him, without interest. The security of all Bidders, except that of the lowest and the two next lowest Bidders shall be returned immediately after the Tender is awarded. The Tender document shall state that the security will be forfeited to the Town if the accepted Bidder fails to enter into the formal Contract or fails to provide all documentation specified in the tender document. (see also Section 11 of Appendix B regarding withdrawal of Tenders).
- 7.5. When copies of the executed contract and all documentation specified in the tender document are returned and found to be acceptable to the Department Head, the deposit cheques of the successful Bidder and the two next lowest Bidders will be returned by Registered Mail, Courier or Hand delivery.
- 7.6. Tender deposit cheques or other security shall not be cashed or deposited except under the circumstances set out in Section 23 of Appendix B.

**8. Bonding Requirements**

- 8.1. In order to protect the Town, security to guarantee the completion of the contract is required. It is recommended that this security be in the form of a Performance Bond/Labour and Materials Bond issued by

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an Bonding company for 100% of the amount of the Tender, or, in the form of cash or approved equivalents to the Performance/Labour and Materials Payment Bonds as specified in the Tender Document or acceptable collateral, which can readily be converted into cash, totalling 100% of the amount of the Tender. The bond or approved equivalent, or collateral should be furnished by the successful Bidder when the Contract agreement is signed. In cases where the Pre-qualification Procedure is used the Performance Bond requirement may be reduced to 50% of the amount of Tender.

- 8.2. Under the provisions of the Workplace Safety and Insurance Act a municipality is responsible for payments to the Workplace Safety and Insurance Board upon default by the contractor. Where applicable the Town shall obtain from the contractor before payment of the final payment certificate, a clearance in the form of a certificate signed by the Workplace Safety and Insurance Board stating that the contractor is in good standing.

**9. Changes to Tender under Call**

9.1. Addenda

- 9.1.1. Interpretations should be made in reply to queries from Bidders only in the form of written addenda.
- 9.1.2. When it becomes necessary to revise, delete, substitute or add to tendering material for a contract under call, the Department Head shall approve the issuance of an addendum.
- 9.1.3. Notification of addenda to prospective Bidders shall be processed in the following manner:
- 9.1.3.1. A copy of each addendum shall be forwarded by either Registered Mail, facsimile, electronic mail, courier or hand delivery to each prospective Bidder who obtained tender forms for the Request for Tender. In every case proof of receipt of all addenda issued to all prospective Bidders must be able to be verified by the Director of Council Services.
- 9.1.3.2. A copy of the addendum notice shall also be stapled to each tender form not yet distributed.

9.2. Extension

- 9.2.1. When it becomes necessary to extend the closing date for receiving Tenders, appropriate Town departments and outside agencies shall be notified of the extension of time.
- 9.2.2. Each prospective Bidder who received tender documents shall be notified by either Registered Mail, facsimile, electronic mail, courier or hand delivery, of the extension of time. In addition to the above procedure, prior notice of the mailing by telephone may be given.
- 9.2.3. When the closing date for receiving Tenders has been extended, Tenders already received shall be handled as follows:
- 9.2.3.1. If the extension of time is two weeks or less the prospective Bidders shall be advised that her/his Tender will be returned upon request.
- 9.2.3.2. If the extension of time is more than two weeks, all Tenders shall be returned unopened.

9.3. Cancellation

- 9.3.1. Each prospective Bidder who received Tender documents shall be notified by Registered Mail, electronic mail, facsimile, via courier or by hand delivery, of the cancellation of the Request for Tender. Appropriate Town departments and outside agencies shall be notified of the cancellation
- 9.3.2. When a Request for Tender is cancelled no Tenders will be accepted. All Tenders received shall be returned unopened to the Bidder via courier or by hand delivery or by Registered Mail with a covering letter.
- 9.3.3. In the event that a Tender is issued with a non-refundable document fee and the Request for Tender is cancelled or not awarded, all document fees must be returned to the persons having obtained tender documents providing the tender documents are returned complete and in reusable condition.

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**10. Receiving Tenders**

- 10.1. Tenders received in envelopes that are not properly identified as to contents shall not be accepted. When this happens the Town will attempt to contact the Bidder, by telephone if necessary, that her/his Tender cannot be accepted and that they must use a substitute envelope that includes all of the required details.
- 10.2. When a Tender is received, the envelope shall be time and date stamped. If a time stamp is not available, the time received shall be noted in ink and initialled by the receiver.
- 10.3. THE NUMBER OF BIDS RECEIVED AND NAMES OF BIDDERS IS CONFIDENTIAL AND MUST NOT BE DIVULGED PRIOR TO THE TENDER OPENING.
- 10.4. To ensure accurate time, the Director of Council Services (or designate) to receive Tenders shall ensure that the correct time is being used. No other clock or source of time will be recognized when considering the submission date and time of Tenders.
- 10.5. Proposals shall be received and opened by the Director of Council Services (or designate) and a representative from the initiating Department or designates in accordance with Section 13 of Appendix B, receipt acknowledged and Sureties confirmed, where applicable, but Bid prices shall not be read out.
- 10.6. Regardless of the time a Bid is received, the envelope shall be time and date stamped. If the Bid is for a contract already closed it shall be returned unopened to the Bidder at the time of delivery, if possible. If a Tender is to be returned by mail, it shall be accompanied by a covering letter stating that the Tender could not be accepted due to late arrival. The same explanation can be courteously given when refusing Bids delivered in person. If a late Bid is received without a return address on the envelope it shall be opened by the Director of Council Services, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.
- 10.7. Any correspondence, pertaining to adjustments, corrections or restrictions to a Tender, which is received with a Tender but outside the tender envelope or is received after a Tender has been submitted but prior to closing time, shall not be considered. Depending on the time available the Bidder shall be advised by mail or phone of the withdrawal procedures.

**11. Withdrawal Procedures – Prior to tender closing**

- 11.1. A contractor who has submitted a Tender may request that her/his Tender be withdrawn. (Adjustments or corrections to a Tender submitted will not be allowed). The withdrawal shall be allowed if the request is made before the closing time for the Request for Tender to which it applies. Withdrawal requests must be directed to the Director of Council Service by letter, facsimile, and telegram or in person. Telephone requests shall not be considered. Any written request for withdrawal must be issued on the company's letterhead and be signed by a Senior Official of the company.
- 11.2. When withdrawals are made in person, the Director of Council Service receiving Tenders shall obtain a signed withdrawal confirming the details.
- 11.3. The withdrawal of a Tender does not disqualify a Bidder from submitting another Tender for the same contract.
- 11.4. Subject to Section 12 of Appendix B, withdrawal requests received after the Request for Tender closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration.

**12. Withdrawal of Tender – During tender opening**

- 12.1. In some instances Tenders received from several Requests for Tender are opened at the same tender opening for similar type of work. At such an opening, at the conclusion of the reading out of Bids on a particular Contract, the low Bidder for that Contract may withdraw any of their remaining Tenders in accordance with Section 11 of Appendix B providing the tender instructions provided specific instructions to all prospective Bidders and the Tender(s) withdrawn are for similar work. Tenders withdrawn under this procedure cannot be reinstated.



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- 12.2. If more than one Tender is read out under the same name in response to the same Request for Tender, each Tender was submitted in a separate envelope and no withdrawal notice has been received, the Tender with the latest time stamp shown on the envelope (second envelope) shall be deemed to have superseded the Tender with the earliest time stamped (first envelope) envelope. The bidder shall be bound by the contents of the second envelope and will be eligible to be awarded the contract. In the event surety bonds are required to be submitted with the Tender at the time of closing and the bidder has included the required surety bonds in the first envelope, the surety bonds may be deemed applicable to the Tender submitted in the second envelope.

**13. Tendering Opening and Checking Procedures**

- 13.1. Tender opening shall take place as soon as possible after closing time, preferably within one or two hours on the same day.
- 13.2. Tender openings shall be open to the public, unless indicated otherwise in the tender documents, and shall be conducted under the chairmanship of the Director of Council Service or designate. A representative from the initiating Department shall be present and act as the witness at the opening of Tenders.
- 13.3. Where the results from two or more Requests for Tender are to be opened at the same time a lottery shall be held to determine the order in which submissions will be dealt with at the opening.
- 13.4. Any correspondence requesting withdrawal of a Tender shall be read by the Director of Council Services who shall state the nature of the correspondence, the name of Bidder and the contract number. S/he shall then attach the withdrawal notice to the tender envelope which shall remain unopened.
- 13.5. When the correspondence has been dealt with, the remaining Tenders shall be opened. Each tender form shall be stapled to the applicable tender envelope, the deposit cheque clipped to the tender form and the Tenders sorted according to the contract number.
- 13.6. Any Tender that does not have the contract number on the envelope shall be opened and placed with the other Tenders for that contract.
- 13.7. If correspondence is found enclosed with a Tender in the tender envelope that Tender shall be considered to be an "IMPROPER BID" and shall be so noted in the Record of Tenders Opened and the Tender read out in the normal manner. This correspondence and the Tender shall be referred to the Department Head for decision as to acceptance or rejection.
- 13.8. When Tenders have been opened and sorted, the Director of Council Services shall check the number of Tenders opened to ensure that all Tenders received are accounted for. If a discrepancy occurs, the tender opening proceedings shall be delayed until all Tenders have been accounted for.
- 13.9. When all Tenders have been accounted for, the Director of Council Services shall announce for each Contract, the contract number, and the number of Tenders received and for each Tender, the name of the Bidder and total Bid amount.
- 13.10. The Director of Council Services and witness shall initial each page where a price appears and shall initial the Form of Tender page.
- 13.11. In the case where the Bidder has changed a Bid price by either crossing out the original price, covering the original price with a corrective material, or any other method of changing a price that is evident to the Director of Council Services, the original price and corrected price are to be highlighted with a transparent coloured highlighter and initialled by the Director of Council Services and the witness prior to the conclusion of the meeting to open the Tenders.
- 13.12. After reading out the Bid amount the Director of Council Services shall have a list prepared recording the name of each Bidder, the amount of the Tender and the deposit cheque amount on the Record of Tenders Opened. The Director of Council Services or delegate and witness shall sign the list certifying that the information on the prepared list is accurate.
- 13.13. When, during the reading out of Tenders, the Director of Council Services receives a Tender that has correspondence requesting withdrawal attached, he shall read out the contract number, and the Bidder's

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name and indicate to those in attendance that the Tender is one previously announced as withdrawn at the request of the Bidder.

- 13.13.1. The Bidder's name for each withdrawn Bid shall be recorded immediately following the names of the Bidders whose Tenders will be considered, noting the method and date of withdrawal.
- 13.13.2. If, during the reading out of Tenders, the Director of Council Services (or designate) receives a Tender with correspondence other than a withdrawal request attached, they shall read out the Tender in the normal manner.
- 13.14. When all Tenders for a Contract have been read out and the information has been recorded by the Director of Council Services, the Department Head or designate shall close off the Record of Tenders Opened by drawing a diagonal line in the unused space under the information listed and sign the form.
- 13.15. During the reading out of Tenders the Director of Council Services shall check for more than one Tender under the same name (without a Notice of Withdrawal). If this situation occurs, it shall be dealt with as in Section 12 of Appendix B.
  - 13.15.1. If two Tenders for the same Contract are received in the same tender envelope, (Contractor's copy included) and only one copy is signed, the signed copy shall be considered the intended Bid, which shall be processed in the normal manner. In the event that both copies are signed and prices are different on each copy, both copies will be rejected.
- 13.16. A contractor whose Bid is read out as low for a previous Contract for similar work who desires to withdraw a Tender(s) during a further opening on the same date shall attest in writing to her/his identity and state the Contract(s) on which he desires to withdraw, providing the tender document specifically permits withdraw in these circumstances. The Notice of Withdrawal of Tender must be signed by the contractor. This Notice must be handed to the Director of Council Services before the reading out of the first Tender for the Contract(s) to which it applies.
  - 13.16.1. The Director of Council Services shall have the completed notice attached to the applicable Tender. The Director of Council Services (or designate) presented with the Tender and withdrawal notice shall read out the Bidder's name and announce that the Tender has been withdrawn in accordance with established procedure.
  - 13.16.2. The Director of Council Services (or designate) shall not open the Tender or reveal the Bid amount of a withdrawn Tender.
  - 13.16.3. A contractor who withdraws a Bid on the strength of being read out as low Bidder on a previous contract does not have the right to "reinstate" the withdrawn Tender if subsequent checking proves that her/his Tender on the previous Contract was not in fact lowest or the Bid being accepted.

**14. Reviewing of Bids for Compliance and Accuracy**

- 14.1. The purpose of reviewing Bids for compliance and accuracy is to determine whether
  - 14.1.1. All tendering requirements have been met
  - 14.1.2. All unit prices have been correctly extended
  - 14.1.3. The extensions have been correctly totalled
  - 14.1.4. Tenders which do not conform to tender requirements or which require arithmetic correction(s) shall be deemed "Improper Bids"
  - 14.1.5. The review of all Bids shall be completed by the Director of Council Services (or designate) responsible as soon as possible following the opening of Tenders.
- 14.2. All tender documents shall be checked to ensure that:
  - 14.2.1. The Bidder's name and Bid amount shown on the Record of Tenders Opened is correct
  - 14.2.2. The tender form is signed as necessary

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- 14.2.3. The correct tender form has been used
- 14.2.4. Each tender envelope is time and date stamped prior to the contract closing time
- 14.2.5. The deposit (when applicable) is sufficient and in an acceptable form
- 14.2.6. Each item on the Tender has been bid (where applicable)
- 14.2.7. All extensions and the total for each Tender are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the tender form, enter the correct figure in red above it and initial the entry. If the extensions and total are correct the checker shall affix a numbered stamp or initial each Tender adjacent to the total certifying that it has been checked.
- 14.2.8. The Tender is free of all qualifications, restrictions or alterations
- 14.2.9. All other tendering requirements have been met

**15. Award Procedures**

- 15.1. When Tenders have been checked, the Department Head shall review the Bids in order to recommend an award.
- 15.2. Following completion of the checking procedures outlined in Section 13 of Appendix B, bidding infractions, if any, shall be noted on the Record of Tenders Opened. This notation must clearly state the reason the Bid is considered improper. The Director of Council Services shall then decide on the acceptance or rejection of all Tenders noted as improper on the Records of Tenders Opened.
- 15.3. Extreme care must be exercised by the Director of Council Services to ensure that Improper Bids are handled in a manner which is consistent and fair to other Bidders as well as to the public.
  - 15.3.1. Late Bids - must be rejected
  - 15.3.2. Tender Form not used - must be rejected
  - 15.3.3. Bids received on other than supplied tender forms must be rejected.
  - 15.3.4. Tender envelope unclear as to contents, must be rejected
  - 15.3.5. Bids received in an envelope that is not clearly marked as to contents must be rejected
  - 15.3.6. Bids not completed in Ink or by Typewriter - must be rejected
  - 15.3.7. Incomplete Bids (all Items Not Bid) where complete Bids are required - must be rejected. Part Bids must be rejected except when the tender form clearly states that an award may be made for individual items (e.g. contracts such as equipment rental or some material contracts which are in effect several individual contracts combined).
  - 15.3.8. Qualified Bid - must be rejected. If a Bid is restricted by a statement added to the tender form or a covering letter or alterations to a tender form it must be rejected unless the change was requested by the Town (e.g. F.O.B./Freight on Board, point changed, escalator clause, etc.)
  - 15.3.9. Agreement to Bond – If an Agreement to Bond is not submitted when required, the Tender must be rejected.
  - 15.3.10. Bid not Signed - must be rejected
  - 15.3.11. Bid Deposit not submitted – If the Bid Deposit specified or approved equivalent is not submitted with the Tender, the Bid must be rejected.
  - 15.3.12. Erasures, Overwriting or Strikeouts not initialled. Providing the price is legible these Bids may be accepted
  - 15.3.13. Arithmetic Errors - Bids containing arithmetic corrections from the checking procedure will be accepted. Bid unit prices shall ordinarily be used to correct extensions. Where there are obvious errors such as incorrect extensions or misplaced decimals, these may be corrected and accepted.

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- 15.3.14. Bid Deposit of Insufficient Amount. If the Bid Deposit or approved equivalent is submitted in an insufficient amount, the Bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the timeframe allotted, the Bid shall be rejected. In the case where the Tender that includes the Bid Deposit in an insufficient amount is the lowest Bid received and the Bidder fails to submit the required deposit in a reasonable time, the Department Head may deem the Bid deposit as being forfeited.
- 15.3.15. Agreement to Bond - If an agreement to bond is not properly executed a Bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted the Bid shall be rejected.

**16. Action when tie bids are received**

- 16.1. In the event that more than one Bidder has submitted a low Bid in the same amount and all else is equal, the Department Head shall enter into negotiations as set out in Section 4 of the Policy. If negotiations fail to break the tie the Bidders shall be advised that the Tender to be accepted will be decided by means of a draw. The names of tied Bidders shall be placed in a container and the Tender to be accepted shall be drawn by a Director of Council Services. The time and location of the draw shall be set by a Director of Council Services and the Bidders shall be so advised in order that they may be present. The following shall be present at the draw: Director of Council Services, Department Head, any of the Bidders, or their authorized representatives.
- 16.2. Should any Bidder elect not to be represented at the draw, the draw will proceed regardless.

**17. Decisions of improper bids**

- 17.1. When an improper Bid must be rejected as outlined in Section 15 of Appendix B, the amount of the Tender shall not be recorded on the Record of Tenders Opened but the words "Rejected Bid" shall be recorded instead.
- 17.2. When an improper Bid is one that may be accepted as outlined in Section 15 of Appendix B, it shall be noted as an "Improper Bid" on the Record of Tenders Opened along with the amount of the Tender. All Tenders shall then be referred to the Department Head for review. In the report to Town Council the Department Head shall include all Bids that are improper, he shall recommend acceptance or rejection of any Bid, and recommend the award to the successful Bidder, or if necessary, the cancellation of the Request for Tender. Where Bids are recommended for rejection, the Bid amount shall not be provided in the report but shall be noted as "Rejected".

**18. Disposition of withdrawn tenders**

- 18.1. Following the tender opening, the Director of Council Services (or designate) responsible, shall return withdrawn Tenders and the deposit cheques (when applicable) to the Bidders by Registered Mail, Courier or by hand delivery. If a Tender and deposit cheque is returned by hand delivery, a letter acknowledging receipt must be signed by the Bidder or by an official identified as a representative of the bidding organization.

**19. Disposition of deposit**

- 19.1. Immediately following the opening of tenders, all deposit cheques other than the three low Bidders shall be returned to the applicable Bidders by Registered Mail, Courier or by hand delivery.
- 19.2. The tender deposit cheques that are retained, shall NOT, under any circumstances, be cashed except as noted in Section 23 of Appendix B.

**20. Notification of acceptance of tender**

- 20.1. Upon the award of the contract the Director of Council Services (or designate) shall immediately send a Notification of Acceptance to the successful Bidder advising that this Tender has been accepted, and if applicable, advising that documents will follow for execution. (Notification of Acceptance and award of an agreement can be in the form of a Town purchase order)



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20.2. The acceptance of Tender and award of the Contract shall be carried out as quickly as possible. This is especially important if the Tender contains a time limit for acceptance (usually 60 days) and it is necessary to obtain the approval of another authority before the Tender can be formally accepted.

**21. Execution of contract**

21.1. When the Tender has been accepted the formal Contract agreement shall be submitted to the contractor for execution. The contractor shall be allowed ten working days from the date of mailing the agreement to return the executed contract to the Director of Council Services.

21.2. If the Bidder is a private individual her/his signature must be witnessed.

**22. Action on acceptance of contract**

22.1. As soon as copies of the executed contract and bonds, etc., if any, are returned and found acceptable to the Director of Council Services the deposit cheques of the successful Bidder and the next two low Bidders shall be returned by Registered Mail, by courier or by hand delivery.

**23. Action when successful bidder does not finalize contract**

23.1. If a Contract has been awarded and the successful low Bidder fails to sign the Contract Agreement or provide a contract bond, cash or other acceptable collateral within the specified time, the Department Head may grant the successful low Bidder additional time to fulfil the necessary requirements or may recommend one of the following:

23.1.1. That the Contract shall be awarded to the next lowest Bidder

23.1.2. That the Request for Tender shall be cancelled

In the case of 23.1.1 or 23.1.2 above, the deposit of the low Bidder shall be forfeited. If a Contract is to be awarded to the second low Bidder her/his deposit cheque shall be retained until s/he has actually signed the contract.

23.1.3. If the second low Bidder fails, or declines, to execute the Contract if awarded to her/him, her/his deposit shall be forfeited.

23.1.4. This process will continue until the contract is executed.



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Procurement & Purchasing Policy  
Quick Reference Guide**

**Methods of Procurement of Material, Supplies and Services**

The following is a Summary of the Methods of Acquisitions available for the Town of LaSalle. Please note that this Quick Reference Guide is intended to provide guidance to users and is for convenience only. Should any ambiguities or uncertainty exist the language in the body of the policy with take precedence.

<b>Direct Acquisition</b>	<b>Request for Quote (Formal and Informal)</b>
<p>A process for obtaining competitive pricing from the competitive market where possible and practical. Procurements are generally minor or operational in nature, and are made in an expeditious and cost effective manner through phone, fax, e-mail, other similar communication method, vendor advertisements or vendor catalogues.</p>	<p>A process for obtaining competitive Bids (Quotes) based on precisely defined requirements for which a clear or single solution exists for lower value purchases. Wherever possible a minimum of 3 quotes should be obtained</p> <p>Using the Informal Request for Quote method, bid solicitation is done primarily on an invitational basis from a pre-determined Bidders list. Informal Bids are sought from known suppliers. Informal pricing is acceptable (i.e. Fax, letter, E-mail, telephone, supplier pricing guides).</p> <p>Using the Formal Request for Quote method bid solicitation is done primarily with public advertising of the procurement opportunity.</p>
<b>Request for Tender</b>	<b>Request for Proposal</b>
<p>A process for obtaining competitive Bids based on precisely defined requirements for which a clear or single solution exists when a high dollar value commodity is required. Generally, a contract is awarded to the lowest priced Bidder satisfying all specifications/requirements included in the Tender document unless otherwise directed by Town Council.</p>	<p>A process for obtaining unique proposals designed to meet broad outcomes to a complex problem or need for which there are no precisely defined technical requirements and where there is no clear or single solution. Proponents are invited to submit their unique solution to an often complex problem or need and all proposals are scored on the evaluation criteria included in the Request for Proposal where price is only one of the factors taken into consideration. Generally, a Proposal is selected that earns the highest score and meets the requirements specified in the competition, based on qualitative, technical and pricing considerations unless otherwise directed by Town Council.</p>

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<b>Pre-Qualification</b>	<b>Sole or Single Source Purchases</b>
<p>Pre-Qualification is a procedure whereby a Bidder satisfies the municipality that they are capable of performing the work or assignment based on a number of predetermined qualifications and criteria. Generally, proponents are selected to proceed to the Request for Quote, Request for Tender or Request for Proposal stage that earn a predetermined minimum score.</p>	<p>The following are situations where goods/services could be acquired without a competitive bidding process.</p> <ul style="list-style-type: none"> <li>▪ When the transaction/process is specifically authorized by resolution of Town Council.</li> <li>▪ When an unforeseeable condition of urgency exists, for emergency, protection and security concerns and the goods or services cannot be obtained in time through a competitive process.</li> <li>▪ When the required item is covered by an exclusive right such as a patent, copyright or exclusive licence.</li> <li>▪ When it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required.</li> <li>▪ When bidders or proponents have specialized knowledge or past experience which would reduce the cost or time required, generally with respect to Consulting and Professional Services.</li> <li>▪ When the required item is in short supply due to market conditions.</li> <li>▪ When competitive sourcing for low value procurement would be uneconomical or would not attract Bids.</li> </ul>
<p><b>Expression of Interest</b></p> <p>A process for determining the availability of suppliers of any good, service or construction and for the purposes of keeping a list of available suppliers (which shall be deemed to be the "goal" of the Request for Expression of Interest form of procurement). The submission of an Expression of Interest does not create any contractual obligation between the Town and the interested supplier. The submission of an Expression of Interest may be made a specific pre-condition of any other procurement procedure utilized by the Town.</p>	

<b>Items in Excess of Budget or Unbudgeted Items</b>
<p>Regardless of which Bid Solicitation process is utilized, in the event that the goods and services which are to be acquired are (1) in excess of the approved annual budget and/or (2) were not included in the approved annual budget, the Department Head, in consultation with the Director of Finance and the CAO, will submit a report to Town Council for approval prior to the acquisition of the goods and services.</p>



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**Limits and Authorization Matrix**

Acquisition Value	Method of Acquisition	Type of Contract or Agreement	Advertising Requirement	Minimum Authorization Level	Budgetary Control	Reporting Requirement
<b>Materials, Services &amp; Supplies - One time or Multiple Purchases</b>						
Less than \$1,000	Direct Acquisition	Cheque Requisition or Invoice	Discretionary	Supervisor	None - provided within budget provisions	No report to Council required
\$1,001 to \$10,000	Request for Quote - Informal	Cheque Requisition, Invoice or Agreement Letter	Discretionary	Supervisor	None - provided within budget, is the lowest quote and/or is not sole sourced	No report to Council required
\$10,001 to \$50,000	Request for Quote - Formal	Cheque Requisition, Invoice or Agreement Letter	Recommended (where possible & practical)	Manager	None - provided within budget, is the lowest quote and/or is not sole sourced	No report to Council required
\$50,001 to \$150,000	Request for Quote - Formal, Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
\$150,001 to \$500,000	Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head & CAO	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
In excess of \$500,000	Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head & CAO	Sign off from Finance prior to agreement or purchase	Report to and Approval from Council required prior to purchase

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<b>Acquisition Value</b>	<b>Method of Acquisition</b>	<b>Type of Contract or Agreement</b>	<b>Advertising Requirement</b>	<b>Minimum Authorization Level</b>	<b>Budgetary Control</b>	<b>Reporting Requirement</b>
<b>Supply Agreements (Based on unit costs, Continuous Supplies and /or Services)</b>						
Any Amount	Request for Quote, Request for Proposal or Request for Tender	Agreement or Contract	Recommended (where possible & practical)	Manager	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
<b>Prescriptive, Legislative or Agreement based payments</b>						
Any Amount	Payroll Timesheets & Payroll related expenditures	Not Applicable	Not Applicable	Supervisor	None - provided within budget provisions	No report to Council required
<b>Consulting &amp; Professional Services</b>						
Less than \$25,000	Direct Acquisition	Agreement or Contract	Recommended (where possible & practical)	Department Head	None - provided within budget provisions	No report to Council required
\$25,001 to \$75,000	Request for Quote - Informal	Agreement or Contract	Recommended (where possible & practical)	Department Head	Sign off from Finance prior to agreement or purchase	Informational report to Council (pre or post purchase)
Greater than \$75,000	Request for Proposal or Request for Tender	Agreement or Contract	Required	Department Head	Sign off from Finance prior to agreement or purchase	Report to and Approval from Council required
<b>Single or Sole Sourcing (for Materials, Services &amp; Supplies and Consulting &amp; Professional Services)</b>						
Less than \$1,000	Direct Acquisition	Cheque Requisition, Invoice or Purchase Order	Not Applicable	Supervisor	None - provided within budget	No report to Council required
\$1,001 to \$10,000	Request for Quote	Cheque Requisition, Invoice or Purchase Order	Not Applicable	Department Head	Sign off from Finance prior to agreement or purchase	No report to Council required
Greater than \$10,000	Request for Quote, Tender, or Proposal	Cheque Requisition, Invoice or Purchase Order	Not Applicable	Department Head & CAO	Sign off from Finance prior to agreement or purchase	Report to and Approval from Council required



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Finance - General	<b>POLICY NUMBER:</b> F-GEN-005
<b>POLICY NAME:</b> Sale of Municipally Owned Property	<b>AUTHORITY:</b> 745/94
<b>DATE APPROVED:</b> March 15, 1994	<b>DEPARTMENT RESPONSIBLE:</b> Finance CAO Office
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of the policy is to outline how the proceeds from the sale of Municipally owned property (MOP) are accounted for.

**SCOPE:**

This policy applies to the sale of all municipally owned property.

**POLICY:**

In order to provide a funding source for the acquisition of green or environmental significant/sensitive property Council directed that the proceeds from the sale of municipally owned property will be placed in a reserve (Woodlot/Green Spaces reserve) to assist in financing projects as determined by Council, unless otherwise directed by Council.

**RESPONSIBILITIES:**

The Director of Finance & Treasurer and Chief Administrative Officer (or designate for Town Property matters) are responsible to ensure that this policy is adhered to.



## **POLICY REVIEW**

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





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Finance - General	<b>POLICY NUMBER:</b> F-GEN-006
<b>POLICY NAME:</b> Water and Wastewater Billing and Collection	<b>AUTHORITY:</b> July 26, 2016 Water & Wastewater Minutes
<b>DATE APPROVED:</b> July 26, 2016	<b>DEPARTMENT RESPONSIBLE:</b> Finance Department
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> July 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of this policy is to outline the billing and collection process of water and wastewater billing for Town of LaSalle residents and businesses.

**POLICY STATEMENT:**

To establish a set of billing and collection practices that are fair and equitable and to ensure consistent processes are followed.

**SCOPE:**

The Water and Wastewater Billing and Collection Policy applies to all water and wastewater service accounts within the geographic boundaries of the Town of LaSalle. Town staff assigned to the administration of water and wastewater accounts shall adhere to the policy and procedures detailed below.

**POLICY:**

METER READING

Meters are read directly by the Town based on water consumption as registered on your water meter. The meter reads are collected from an antenna located on the Town's tower.



The antenna automatically receives meter reads from transmitters attached to each water meter throughout the Town.

**BILLING**

***Who will be billed***

Bills will be issued to property owners only. The Town will accept payments from tenants / other non-owners, however it will be the property owner’s responsibility to ensure that bills are paid on time. Bills can be mailed to any address that the owner chooses if the request is received by the Town in writing.

***Paper bill, emailed bill and e-billing***

Customers will have the option to have a paper bill mailed to them, electronic bill emailed to them or an e-bill provided to their Vadim open account (customer must create a user ID and password to login to their Vadim Open account). In order to receive their bills through email, customers will have to provide their email address to the Town’s Customer Service Representatives. Customers are responsible to inform the Town if their email address changes. If an email comes back as “undeliverable” to the customer’s email address, a paper bill will be mailed to the customer.

***Billing cycles***

Residential water and wastewater customers will be billed quarterly in January, April, July and October based on the following schedule:

Usage Period	Bill Issued	Bill due date
January 1 through March 31	First week of April	Last Friday of April
April 1 through June 30	First week of July	Last Friday of July
July 1 through September 30	First week of October	Last Friday of October
October 1 through December 31	First week of January	Last Friday of January

Commercial, industrial, institutional and multi-residential water and wastewater customers will be billed monthly for the previous month’s usage. The due date will fall on the last Friday of the month that the bill was issued.

**PAYMENT OF ACCOUNTS**

Payments received will be allocated to the customer’s account to pay off various charges in the following order: miscellaneous fees, NSF fees, interest charges, principal balances. For



each of these categories, the payment will be allocated to the oldest outstanding balances first.

### ***Methods of payment***

- Pre-authorized payments (Payments will be automatically deducted from customer's bank account on the due date of each bill)
- Pay at your bank
- Pay online
- Post dated cheques
- Payments at counter via cash, cheque or debit
- Equal monthly payments (See below for details)

### ***Equal Monthly Payments***

Residential customers may register for equal monthly payments. Customers registered for equal monthly payments will receive a notice indicating their monthly payment for the year, which is calculated based on the average usage history over the past year. There will be a catch-up notice each fall indicating a surplus or deficit balance on the customer's account. The surplus or deficit will be rolled into the following year's equal monthly payment calculation (surplus balances will result in lower monthly payments and deficits will result in higher monthly payments in the following year). Payments for customers who wish to register for the equal monthly payment plan must be pre-authorized. Payments will be automatically deducted from customer's bank account on the 11<sup>th</sup> of each month or the following business day if the 11<sup>th</sup> falls on a weekend or holiday.

### ***Late payment charges***

Late payments will receive a penalty of 1.25% per month. After a payment is missed for two months, a reminder notice will be mailed out. If payment is missed for two bills in a row, the total balance due will be transferred to the property owner's tax bill along with a \$50 processing fee one month after the second bill is issued. The outstanding balance must be paid in full to prevent the transfer to the tax bill.

The outstanding balance on a payment that has not been received in full will be considered a missed payment for the outstanding amount.

Late payment charges are adjusted only if it was charged as a result of the Town's error or omission. The Supervisor of Revenue, or designate, will review the situation to determine if the error was a result of action taken by the municipality.



### ***Dishonoured Payments***

If the Town receives a dishonoured payment, a \$50 charge will be processed on the customers account.

If during any calendar year the Town receives two (2) or more dishonoured payments, the customer will be notified in writing that the Town will only accept payment on the subject amount in the form of cash, certified cheque, money order or debit, until the customer has established a good payment record for one (1) year.

### **OWNERSHIP CHANGES**

Where the municipality has been notified in writing that a final meter reading is required as a result of a property sale, the final meter reading shall be done on the day requested. The Town requires the request a minimum of two business days prior to the requested meter read date. Water certificates to identify water bills in arrears will be issued for \$75 in advance of the final bill.

Final bills will be mailed to the address provided with the request for final meter reading.

Where a property has been sold, payment must be made within 30 days of the final bill being issued.

Previous home owners are responsible to provide the Town's customer service representatives with the new home owner's name in order for the name to be updated in the utility billing system.

### **TEMPORARY WATER TURN OFF AND ON**

A minimum of five (5) business days' notice is required for the temporary water turn off and turn on unless it is an emergency. The customer designate must be in attendance while the service is turned off or on.

During the period that the water is turned off, the customer is responsible for the fixed monthly charges.

Fees will be charged based on time and material used to turn the water on or off.

### **SCHEDULE OF FEES**

Fees in relation to the water and wastewater bills are established by by-law and are approved annually during the adoption of the budget.





## WATER AND WASTEWATER USAGE AND BILLING DISPUTES

When a customer has contacted the Town concerning a high water/sewer bill, the account will be reviewed to determine if the high bill was the result of a billing error, faulty meter, or a leak.

### ***Billing Error***

If the contested bill is a result of a billing error, an adjustment will be made to the account, and a new bill will be issued.

If the problem is not a billing error, a work order will be prepared and Town staff will visit the property to investigate the high consumption. Town staff will first confirm the outside and inside meter readings match. Should the meter and outside reader vary from the billed amount, reflecting an error during the meter reading process, an adjustment will be made to the account, and a new bill will be issued. Should the meter and the outside reader reflect increased consumption, Town staff will notify the owner to further investigate for internal leaks.

### ***Faulty Meter***

The account holder may request for a meter to be tested to resolve a contested bill. A new meter will be installed during the period while the meter in question is being tested by an independent party. The meter being tested will not be reinstalled. Should the meter be found to register accurately or in favour of the account holder, the account holder will be responsible for the expense of removing and testing the meter. If the meter is found to register in favour of the Town or if the meter is deemed to be a faulty meter, steps will immediately be undertaken to rectify the problem, and a new bill will be issued based on the average of the previous four (4) billing periods for the service address.

The Town reserves the right to replace any meter, with no cost to the property owner, whether for upgrade purposes or not, without testing of the original meter.

### ***Leak***

If the contested bill is the result of a leak after the meter, the responsibility for water consumed after passing the meter is that of the property owner. A request in writing, to be considered for a water bill adjustment can be made. Only residential properties will be considered for an adjustment.

The level of relief to be granted will be the result of reducing the usage rates in block 2 and block 3 to the Town's block 1 rate, unless otherwise deemed appropriate to reduce usage to the Town's bulk rate.



Negligence on behalf of the account holder may result in a decrease of the adjustment or complete denial of the adjustment.

The adjustment shall be in the form of a credit applied to the account for amounts less than \$500. For adjustments greater than \$500, a cheque will be issued.

No rebates will be made within 60 months of a previous rebate for an individual property unless ownership changed within the 60 month period.

### **POLICY REVIEW**

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



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – General	<b>POLICY NUMBER:</b> G-GEN-001
<b>POLICY NAME:</b> Accountability & Transparency	<b>AUTHORITY:</b> 8192/07
<b>DATE APPROVED:</b> December 11, 2007	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> December 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The Municipal Act, 2001 (the Act) requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the Town of LaSalle’s activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the Act to comply with section 270.

**POLICY STATEMENT:**

The Council of the Town of LaSalle acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering high quality services to our citizens
- Promoting the efficient use of public resources

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the Town adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open



and accessible to its stakeholders. In addition, wherever possible, the Town will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

**SCOPE:**

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the Town.

**POLICY:**

**Accountability:** The principle that the Town will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

**Transparency:** The principle that the Town actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the Town's decision making process is open and clear to the public.

Financial Matters

The Town will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the Town provides such accountability and transparency are as follows:

1. External audit
2. Reporting/statements
3. Long term financial planning
4. Asset management
5. Purchasing/procurement
6. Sale of land
7. Budget process

Internal Governance:

The Town's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

1. Code of Conduct for staff
2. Performance management and evaluation
3. Hiring policy
4. Health and safety
5. Compensation/benefit





6. Delegation of authority
7. Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency
8. Acceptable Use policy for computers

**Public Participation and Information Sharing:**

The Town ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. The municipality's meetings will be open to the public when and as required under the Act. The Town has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media and websites. Some specific examples include:

1. Procedure By-law
2. Code of Conduct for Mayor and Councillors
3. Delegation rules
4. Records retention
5. Planning processes
6. Public Notice Policy
7. Community Page information
8. Conference/Seminar Policy for Council

**RESPONSIBILITIES:**

CAO Office is responsible for this Policy.

**POLICY REVIEW:**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #127

Procedure By-law

Delegation Policy

Planning processes

Community Page information

Council Code of Conduct

Records Retention

Public Notice Policy

Conference/Seminar Policy for Council

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – General	<b>POLICY NUMBER:</b> G-GEN-002
<b>POLICY NAME:</b> Committee Appointments	<b>AUTHORITY:</b> 435/12
<b>DATE APPROVED:</b> October 9, 2012	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> October 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To provide rules for the appointment of lay representatives to Town of LaSalle Committees.

**POLICY STATEMENT:**

This policy governs the length of time and the rules to appoint a lay representative to sit on a Town of LaSalle committee.

**SCOPE:**

Applies to the appointment of lay representatives to Town of LaSalle Committees.

**POLICY:**

The maximum length of time that a lay representative may sit on a committee is 8 years (two consecutive terms of Council). No resident, appointed to municipal committees, either by the Town or Provincially legislated, shall sit on more than one (1) committee serving the residents of the Town of LaSalle. Exceptions may be made by Council when a resident with a particular background or having particular knowledge of a committee has been identified as being appropriate to sit on more than one committee. An exception may also be made in instances where there is an insufficient number of applicants for membership to a particular committee.



**RESPONSIBILITIES:**

The Clerk is responsible to administer this policy and to provide it to Council when it considers appointments.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #88

Replaces and rescinds resolutions 6010/03, 6012/03, 5559/02, 7822/07 and 435/12.

**ATTACHMENTS:**

None



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – General	<b>POLICY NUMBER:</b> G-GEN-003
<b>POLICY NAME:</b> Council Code of Conduct	<b>AUTHORITY:</b> 6897/07
<b>DATE APPROVED:</b> December 11, 2007	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> December 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The Code of Conduct sets minimum standards for the behavior of Council members in carrying out their functions. It has been adopted to assist Council to:

1. Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
2. Fulfill their duty to act honestly and exercise reasonable care and diligence;
3. Act in a way that enhances public confidence in local government; and
4. Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and/or authority

**POLICY STATEMENT:**

A written Code of Conduct for Council, local boards and all other appointments to Town committees helps to ensure that the members share a common basis for acceptable conduct. This Code is designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate.





## **SCOPE:**

This Code applies to all members of Council, including the Mayor and Deputy Mayor. This code of conduct also applies, subject to any necessary modification, to Council appointments to local boards as defined in section 1(1) of the Municipal Act and to all other appointments to Town committees.

## **POLICY:**

### GENERAL INTEGRITY

1. Members of Council shall at all times seek to advance the common good of the community which they serve.
2. Members of Council shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.
3. Members of Council shall refrain from behavior that could constitute an act of disorder or misbehavior. Specifically, Council shall refrain from conduct that:
  - contravenes Federal or Provincial statutes or legislation, municipal by-laws, associated regulations and the Municipality's Code of Conduct and specifically, the Municipal Act, the Municipal Conflict of Interest Act, the Municipal Elections Act, 1996 and the Municipal Freedom of Information and Protection of Privacy Act.
  - is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or adverse treatment of others.
  - may prejudice the provision of a service or services to the community

### RELEASE OF INFORMATION

Confidential information includes information in the possession of the Town, that the Town is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* or other legislation. Generally MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege. The *Municipal Act* allows information that concerns personnel, labour relations, litigation, property acquisitions, security of the property of the Town or a local board, and matters authorized in other legislation, to remain confidential. For the purposes of the Code of Conduct, "confidential information" also includes this type of information.

Members of Council have a duty to hold in strict confidence all closed meeting information. No member shall disclose or release by any means to any member of the public, any



confidential information acquired by virtue of their office, in either oral or written form, except when required by by-law or authorized by Council. Members shall not use confidential information for personal, family or private gain.

### ACCEPTANCE OF GIFTS

Members should not directly or indirectly solicit any gift or accept or receive a gift, whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form, under the following circumstances: (a) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or (b) the gift was intended to service as a reward for any official action on their part. The prohibition of unsolicited gifts should be limited to circumstances related to improper influence. It is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions or conventional hospitality.

Tokens, mementoes, souvenirs or such gifts or benefits that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office are exempt from this prohibition.

No member shall seek or obtain by reason of his or her office any personal privilege or advantage with respect to Town services not otherwise available to the general public and not consequent to his or her official duties.

### USE OF TOWN PROPERTY

Where a member makes use of Town property, equipment, supplies, or services of consequence other than for the purpose connected with the discharge of Town duties it is incumbent upon the member to make restitution for any additional expenses which are incurred by the Town for use of said equipment, supplies or services.

Members shall not obtain financial gain from the use of Town-developed or sponsored intellectual property, computer programs or technological innovations while an elected official or thereafter. All such property remains the exclusive property of the Town of LaSalle.

No member shall use information gained in the execution of his or her duties that is not available to the general public, for any purposes other than his or her official duties.

### WORK OF A POLITICAL NATURE

No member shall use Town facilities, services or property for his or her re-election campaign. No member shall use the services of Town employees for his or her re-election campaign during hours in which the employees are in the paid employment of the Town.



## REPRESENTING THE TOWN

Members shall make every effort to participate diligently in the activities of the agencies, boards and committees to which they are appointed.

## INFLUENCE BY STAFF

Members shall be respectful of the fact that staff work for the Town as a corporate body and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from individual member or group of members of Council.

## ENCOURAGEMENT OF RESPECT FOR THE TOWN AND ITS BY-LAWS

Members shall encourage public respect for the Town and its by-laws.

## HARASSMENT

The Ontario Human Rights Code defines harassment as engaging in a course of vexatious comment or conduct that is known, or ought to be known, to be unwelcome. It is the policy of the Town of LaSalle that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment may be defined as any behavior by any person that is directed to or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the *Ontario Human Rights Code*.

Bullying is the ongoing health or career endangering mistreatment of an employee, by one or more peers or persons in positions of authority and may take the form of psychological abuse/harassment. Verbal and strategic insults that are intended to prevent targets from being successful in their job are considered bullying and unacceptable behavior. Harassment and bullying are considered breaches of this Code.

## CONDUCT AT COUNCIL MEETING

The decorum of members of Council at Council meetings is contained in Procedure By-law #6647 which reads as follows:

*No member of Council shall:*

- a) *use offensive words or inappropriate language in Council meetings or in reference to another Council member;*
- b) *speak on any subject other than the subject in debate;*



- c) *disobey the decision of the Presiding Officer or Council on questions of order or procedure as set out in this by-law or in a resolution of Council, or upon the interpretation of the rules of Council;*
- d) *speak more than once to the same motion, without leave of the Presiding Officer and in doing so is not to introduce a new matter;*
- e) *speak to the same motion, or in reply, for longer than then minutes;*
- f) *be permitted to hold discourse with another Member, which may interrupt the Member who is speaking. Any Member violating this rule may be called to order by the Presiding Officer; and*
- g) *where a matter has been discussed in the Committee of the Whole, and where the matter remains confidential, disclose the substance of deliberations of the Committee of the Whole meeting.*

### **CONFLICT OF INTEREST**

Members of Council will recognize their obligation to follow and respect both the letter and spirit of the provisions of the *Municipal Act, 2006* and the *Municipal Conflict of Interest Act, 1994* as amended from time to time, and will disclose pecuniary and other interests. Pecuniary is defined as monetary, or of or relating to money. When considering whether or not a conflict exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict may exist.

### **RESPONSIBILITIES:**

The CAO's Office will oversee this Policy.

### **POLICY REVIEW**

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

### **REFERENCES AND RELATED DOCUMENTS:**

Policy #129

By-law 6897 be approved being a By-law to establish a Code of Conduct for the Town of LaSalle.

Council Procedure By-law #6647.

### **ATTACHMENTS:**

None.





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance - General	<b>POLICY NUMBER:</b> G-GEN-004
<b>POLICY NAME:</b> Council Compensation & Travel	<b>AUTHORITY:</b>
<b>DATE APPROVED:</b>	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b>
<b>STATUS:</b> For Council Approval	

**PURPOSE:**

The purpose of the Council Compensation & Travel Policy is to define compensation and eligible expenses for the Mayor and members of Council of the Town of LaSalle.

**POLICY STATEMENT:**

Section 283 of the Municipal Act states that a municipality may pay any part of the remuneration and expenses of the members of a local board of the municipality and of the officers and employees of the local board.

Section 284(1) of the Municipal Act requires that the Treasurer of a municipality in each year on or before March 31 shall provide an itemized statement on remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.

**SCOPE:**

This policy applies to all elected Council members during their term. It is understood that the authority for the expenditure of funds for any and all expenses covered by this Policy is limited to those amounts allocated by the annual budget.

**POLICY:**

1. MILEAGE

- a) Mileage for travel outside of Essex County shall be reimbursed pursuant to the rate as established from time to time by Revenue Canada.
- b) Members of Council are not eligible for mileage for travel within Essex County.

2. STIPENDS - COUNCIL MEETINGS

- a) Council shall not be paid a stipend for attendance at regular meetings of Council starting after 5:00 p.m.
- b) A Council meeting that commences prior to 5:00 p.m. shall provide for a stipend of \$75.00 payable to each member of Council present at the meeting.

3. STIPENDS - SPECIAL COUNCIL MEETINGS

- a) A special meeting of Council is defined as a meeting not regularly scheduled and for the hearing of special business. A special Council meeting shall provide for a stipend of \$150.00 for full day, or \$87.50 for a half day meeting. payable to those members of Council present at the meeting.
- b) A meeting held that could be constituted as either a half day or full day stipend, shall be declared at the end of the applicable meeting by the Mayor/Chair, and who will then submit an expense sheet for all members attending the meeting.

4. STIPENDS - MEETINGS (Non-Council Meetings)

- a) A \$75.00 stipend is applicable to a Council member who attends meetings, events, or announcements if the meeting, event or announcement is held outside of Essex County. A stipend is not provided for meetings, events, or announcements held within Essex County.

5. STIPENDS - BOARD OR COMMITTEE APPOINTMENTS

- a) Each member of Council appointed to any of the following internal Boards or Committees, shall be paid a stipend for attendance at the rate of \$2,000.00 per annum, per Committee.

Citizen of the Year  
Fire Committee  
Accessibility Advisory  
Personnel  
Planning Advisory  
Police Services

Remembrance  
Festival and Events  
Water/Waste Water  
Recreation  
By-law Enforcement Review  
Strategic Plan

6. STIPENDS - ATTENDANCE AT TRAINING, EDUCATIONAL WORKSHOPS

- a) The following stipends shall be paid to Council members for attendance at training, or educational workshops as follows:

Full Day	\$ 175.00
Half Day	\$ 87.50
Less than half day	\$ 75.00

\*includes training and workshops either within or outside of Essex County

7. ATTENDANCE AT SOCIAL/NETWORKING EVENTS

- a) A social/networking event is defined as any special event, one day or less, usually with lunch or dinner where tickets are usually purchased in advance (e.g. Warden's Luncheon, Community Services Luncheon, Chamber Events).
- b) A Council member is not eligible for the stipend nor any portion of a stipend for attendance at social/networking events.

8. CONFERENCES/SEMINARS

- a) Conferences and seminars are defined as any type of educational session organized by any person or group intended to educate and train on a specific topic and include educational workshops.
- b) The annual conference/seminar limit for a Council member shall be established during the annual budget deliberations and approved through the approval of the Town's Annual Budget.
- c) One spousal registration shall be paid for per year.
- d) A Council member shall not exceed the annual allotted amount. In the event that the member of Council does exceed the prescribed amount, the same shall be deducted from the annual stipend/salary/remuneration of the applicable Council member.
- e) A stipend shall be paid to a Council member who attends a conference or seminar at a rate of \$175.00 per day or part thereof (including travel days).
- f) The actual amount of overnight accommodation for room rental shall be allowed, excluding room charges or room services. A receipt for room rental shall be obtained and attached to the Expense Summary Report.

- g) No hotel expenses will be allowed for conferences/seminars held in the City of Windsor.
- h) A daily meal allowance may be claimed by members of Council attending a conference/convention in the amount of \$65.00 per day (including travel days) for meals (breakfast, lunch and dinner).
- i) Administration will make arrangements for the registration and accommodations for workshops training courses and conferences.

## 9. TRANSPORTATION

- a) Council members will be reimbursed for reasonable travel expenses incurred on authorized Town business. All travel expenses must be properly documented in the required format for approval and reimbursement (Expense Summary Report form attached as Appendix "A" to this Policy).
- b) All corporate transportation will be conducted in the most economical manner possible.
- c) Whenever possible, tickets should be booked at least ten (10) days in advance to benefit from any discounts offered by the carrier.
- d) Private Vehicles:
  - Council members may use their own vehicle for business travel purposes.
  - Parking, tolls, and ferries required will be reimbursed provided appropriate receipts are submitted with expense claim. Loss or damage to the vehicle while parked shall not be the responsibility of the Town.
  - When one or more members of Council are travelling in the same vehicle, only the owner of said vehicle is entitled to reimbursement for mileage expenses.
  - Commuting expenses are not reimbursable.
  - Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the mileage rate, and will not be reimbursed.
- e) Rental Cars:
  - When vehicles are rented, compact or economy models will be used in order to realize cost-savings.
  - Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements.
  - All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.
  - Council members will be reimbursed for damage rider insurance purchased at the time of vehicle rental.
  - Pre-purchase of gas at the rental counter is discouraged.



- f) Public Transportation:
  - The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed provided appropriate receipts are submitted with expense claim. Expenses related to personal travel will not be reimbursed.
- g) Rail Travel:
  - All reservations will be made in coach class.
  - Council members may be reimbursed for first class accommodation when travelling by rail provided the trip extends over a normal meal period (Breakfast/lunch/dinner).
- h) Air Travel
  - Coach class shall be used as the standard in the interests of costs-savings.
  - Business class may be authorized by the Mayor in the event that less expensive seats are not available or the departure time is not acceptable.
- i) Reimbursement Cap
  - When travelling out of province, Council members shall be reimbursed for the amount of air fare regardless of which method of travel is selected.

#### 10. EXPENSE CLAIMS/REPORTS

- a) Expense claims for eligible expenses are to be submitted by individual members of Council to the Mayor for approval.
- b) Expense claims for eligible expenses for the Mayor are to be submitted to the Deputy Mayor for approval.
- c) Following the return from attendance at a conference or seminar, an Expense Summary Report shall be completed and submitted to the Mayor for approval in the form attached as Appendix "A" to the Policy.

#### **RESPONSIBILITIES:**

This Policy shall be reviewed once every term of Council by the current Council.

#### **POLICY REVIEW**

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

#### **REFERENCES AND RELATED DOCUMENTS:**

Ontario Municipal Act.

Policy #7 and corresponding amendments (PO-616-90) 162/93, PO-1320/95, 3909/99, 5072/01, 6328/03, 9110/10 to be rescinded and B/L 6648 to be repealed.

**ATTACHMENTS:**

Travel Expense Voucher-Conferences and Seminars- Appendix "A"  
Per Diem-Meetings, Conferences and Seminars- Appendix "B"

**TOWN OF LASALLE  
TRAVEL EXPENSE VOUCHER  
CONFERENCES AND SEMINARS**

**Delegates Name** \_\_\_\_\_

**Function** \_\_\_\_\_

**Location** \_\_\_\_\_

**Dates** \_\_\_\_\_

**Delegates Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Conference Expenses**

**Registration** \_\_\_\_\_

**Transportation** (after 5000 km's \$0.48) **Plane/Train Fare**  
 \_\_\_\_\_ 0 Km @ \$ 0.54 -

**Accommodation Nights** \_\_\_\_\_ @ \_\_\_\_\_  
 HST \_\_\_\_\_ -

**Meals** \$ 65.00 X \_\_\_\_\_ Days -

**Misc. Expenses** \$ 5.00 X \_\_\_\_\_ Days -

**Parking/Taxi** \_\_\_\_\_

**TOTAL PAID THROUGH ACCOUNTS PAYABLE** -

Taxis and Parking will be paid with presentation of receipts

**TOWN OF LASALLE  
PERDIEM  
MEETINGS, CONFERENCES AND SEMINARS**

**Delegates Name** \_\_\_\_\_

**Function** \_\_\_\_\_

**Location** \_\_\_\_\_

**Dates** \_\_\_\_\_

**Delegates Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized By** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Remuneration</b>	per meeting	\$	75.00	X	<input type="text" value="0"/> Days	-
<b>Full Day Per Diem</b>		\$	175.00	X	<input type="text" value="0"/> Days	-
<b>Half Day Per Diem</b>		\$	87.50	X	<input type="text" value="0"/> Days	-

**PERDIEM PAID THROUGH PAYOLL** -

Appendix "B"





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – General	<b>POLICY NUMBER:</b> G-GEN-005
<b>POLICY NAME:</b> Healthy Meetings	<b>AUTHORITY:</b> 102/13
<b>DATE APPROVED:</b> March 26, 2013	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The Town of LaSalle is committed to promoting and supporting healthy lifestyle habits at all meetings and events.

**POLICY STATEMENT:**

The Town of LaSalle is committed to promoting and supporting healthy lifestyle habits at our meetings, events and conferences.

We understand that the food and beverages we serve and the opportunities we provide for physical activity can positively affect the health and well-being of the people who work here and the people who participate in our meetings, events, and conferences. Accordingly, the following policy has been adopted by the Town of LaSalle.

**SCOPE:**

1. Whenever meetings, events and conferences are 2 hours or longer, we will include a voluntary physical activity break of at least 10 minutes for every 2 hours of sitting.
2. Whenever food and beverages are served at our meetings, and conferences we will:



## **POLICY:**

3. Serve balanced meals and snacks that feature vegetables and fruit by:
  - Offering at least 2 of the 4 food groups from Canada's Food Guide when snacks are served, including:
    - the Vegetables and Fruit food group
    - the Milk and Alternatives or Meat and Alternatives food groups
  - Offering at least 3 or 4 food groups from Canada's Food Guide when meals are served, including:
    - at least two choices from the Vegetables and Fruit food group
3. Promote whole grains by:
  - Ensuring at least 50% of the Grain Products served are whole grain
4. Promote lean, protein-rich foods by:
  - Offering lower fat option(s) when milk or milk alternatives are served (i.e. 2% M.F. or less for milk and yogurt; 20% M.F. or less for cheese)
  - Offering meat alternatives more often, including beans, lentils, or tofu
  - Offering lean or extra lean cuts of meat (e.g. chicken breasts, inside round roast, pork tenderloin)
  - Limiting processed meat. If processed meats are served, choose leaner meats (e.g. ham, turkey, chicken)
  - Making sure all meat and alternatives are prepared with little or no added fat or salt
5. Promote sensible beverage choices by:
  - Serving water at every meeting
  - Not serving sugar sweetened beverages (e.g. pop, fruit flavoured drinks, iced tea)
  - Providing decaffeinated or herbal options when caffeinated tea or coffee is served)
  - Supplying lower fat milk (i.e. 2% M.F. or less) in place of creamers, flavoured creams and coffee whiteners
6. Reduce the amount of added salt, sugar and unhealthy fats that are served by:
  - Requesting food be prepared with little or no added salt, sugar, or unhealthy fats
  - Asking for sauces, condiments and salad dressings to be served on the side
  - Requesting that lower sodium sauces, condiments, salad dressing be offered, when possible
  - Ensuring all food is free from added partially hydrogenated oils (i.e. Trans fats)
  - Choosing reduced sodium broth or tomato-based sauces and soups, rather than cream-based
  - Asking for sandwiches to be prepared without margarine or butter
  - Limiting cakes, pastries, cookies and squares. If these foods are served, offer bite-sized versions or slice traditional sized portions in two



7. Ensure all food is handled according to safe food guidelines by:
  - Making sure cold foods are kept cold (i.e. < 4°C or 40°F) and hot foods are kept hot (> 60°C or 140°F) throughout the entire serving period
  - Making sure food service areas are cleaned
  - Encouraging participants to wash their hands before eating
  - Making sure utensils such as tongs are provided to prevent direct hand contact with food
  - Visiting the Safe Food Counts health inspection reporting site [www.safefoodcounts.ca](http://www.safefoodcounts.ca) before choosing a caterer to review their inspection status and Food Safety Star Rating
  
8. Ensure all meeting venues are smoke-free and that alcohol is not provided by:
  - Advising participants that smoking is not permitted during events held at outdoor venues (all indoor venues in Ontario are smoke-free)
  - Not providing alcohol at workplace events

**RESPONSIBILITIES:**

All departments

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #150  
Meet Smart Certified

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance - General	<b>POLICY NUMBER:</b> G-GEN-006
<b>POLICY NAME:</b> Municipal Complaints	<b>AUTHORITY:</b> 85/17
<b>DATE APPROVED:</b> March 14, 2017	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

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

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

**POLICY STATEMENT:**

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

**SCOPE:**

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





## **POLICY:**

### Definition

A complaint is an expression of dissatisfaction related to a municipal program, service, facility, staff member or volunteer, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is expected. A general complaint may be received verbally, by phone, by email or in writing. Anonymous complaints will not be addressed except in circumstances where the subject matter of the complaint creates a health and safety situation or other serious effect.

A complaint is different from:

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

This policy does not apply to complaints regarding:

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

### Informal Resolution:

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

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



### Process for Filing a Complaint

Where a mutually agreed upon resolution between the citizen and the employee cannot be achieved, complaints shall be submitted to the appropriate department, on the form attached as Schedule "A". All information must be completed.

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

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

### Decision

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

The response shall include:

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

### Record Keeping

The department shall file a copy of the complaint and resolution for record keeping purposes only.

### Appeal Process

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

### **RESPONSIBILITIES:**

As outlined in the Policy.

### **POLICY REVIEW**

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



**REFERENCES AND RELATED DOCUMENTS:**

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

**ATTACHMENTS:**

Appendix "A" Complaint and Compliment Form

# Complaints and Compliments



**Use of this form**

A complaint is an expression of dissatisfaction related to a municipal program, facility, service or staff member, where a citizen believes that the Municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is expected.

This form does not pertain to a decision or Council of a decision of a committee of Council, internal employee complaints, matters addressed by legislation or an existing municipal by-law, matters that are handled by tribunals, courts of law, quasi-judicial boards etc.

Name\*

Email Address\*

Phone Number\*



xxx-xxx-xxxx

Department\*

Subject\*

Description

All complaints will be dealt with in a confidential manner according to the Municipal Freedom of Information and Protection of Privacy Act. Information will be collected, used and disclosed in accordance with the Act.

Submit





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance - General	<b>POLICY NUMBER:</b> G-GEN-007
<b>POLICY NAME:</b> Records and Information Management Policy	<b>AUTHORITY:</b>
<b>DATE APPROVED:</b>	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2018
<b>STATUS:</b> For Council Approval	

## 1. PURPOSE

The purpose of the Records and Information Management Policy is to establish a framework for efficiently and effectively managing records of all formats. The records and information management program will ensure that the Town of LaSalle maintains, preserves and disposes of records in accordance with fiscal, operational, legal and regulatory requirements and in accordance with historical/archival needs. This policy will be a means of facilitating good record keeping practices and aims to foster accountability and transparency in records and information management.

## 2. POLICY STATEMENT

The Town of LaSalle is dedicated to proper maintenance, preservation and disposition of records created, captured, received and maintained by the Town of LaSalle. The Town of LaSalle recognizes that records are valuable corporate assets and that access, preservation and security must be ensured throughout the records life cycle. Effective records management contributes to the overall operation and decision making of the municipality by maintaining records deemed to have fiscal, legal, regulatory, administrative, operational, evidentiary or historical value.

## 3. SCOPE

This policy applies to all municipal records created, captured, received and maintained by the Town of LaSalle, regardless of format. This policy applies to all Town of LaSalle employees who create, capture, receive or maintain records and information for the Town of LaSalle.



## 4. DEFINITIONS

Active Records	Records that are consulted regularly. These records are stored in the departmental area or at an employee workstation for convenience.
Archival Records	Records that have been appraised and deemed to have enduring historical value.
Archival Review	An evaluation of records for potential archival value conducted by Records Management.
Archive	A repository of archival records that have been appraised for permanent retention.
Classification System	A systematic means of coding, categorizing and arranging records for use, retrieval and retention purposes.
Copy	Refers to a duplicate copy of an original record.
Destruction	Refers to the permanent deletion or obliteration of records, regardless of format. Methods for physical destruction of records include shredding and recycling. Records containing personal or sensitive information shall be destroyed in a secure manner.
Digitization	The process of converting physical documents into electronic form, by scanning or imaging of physical records such as paper documents, photographs, drawings, plans, etc.
Disposition	The final stage of the records life cycle. Records may be destroyed, retained permanently, or archived for preservation.
Inactive Record	A record that is no longer consulted on a regular basis, but is retained to fulfil legal, regulatory and operational requirements, or historical need.
Official Record	A record providing documentary evidence of the activities, rights, obligations and responsibilities of the Town on LaSalle. Recorded information that was created, received, distributed or maintained by the company in compliance with a legal obligation.
Permanent Record	A record with permanent retention due to its ongoing administrative, historical, fiscal, legal or operational value.
Record	All recorded information, regardless of structure or form, created, captured, received or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable corporate assets of the Town of LaSalle. Records may include, but are not limited to: correspondence, email, memoranda, invoices, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.



Records Life Cycle	The life span of a record from creation, receipt or capture, through active, semi-active and inactive stages, to final disposition.
Records Liaison	A designated individual within each department serving as a liaison between the department and records management.
Records Management	The planning and systematic control of the creation, capture or receipt, maintenance, use and final disposition of records.
Records Series	A group of related documents that are filed together for retrieval and retention. This group is assigned an identifying code and title.
Retention Period	The period of time that records must be kept to fulfill operational, legal, regulatory, fiscal or other requirements before they are eligible for final disposition.
Retention Schedule	A control document defining the record series (categories) and the period of time each series must be kept. This document will be used to classify records and establishes legal authority of the destruction of records after the retention period has expired.
Signing Authority	Refers to the Department Head or designate.
Transitory Records	Records having only temporary or limited usefulness or have been used in the preparation of a record. Often maintained for the completion of a routine task or in preparation of other records and are not required for operations or statutory obligations. Examples include working papers, external publications, duplicate copies, etc.
Vital Records	Records essential to resumption or continuation of operations after an emergency or disaster; those necessary to recreate the corporation's legal and financial position; and/or those necessary to preserve the rights of the corporation, its employees, customers, and ratepayers. Examples of vital records include accounts receivable / accounts payable records, tax rolls, contracts and agreements, By-Laws, policies and procedures, etc.

## 5. POLICY

### 5.1 RECORDS OWNERSHIP AND CUSTODY

- i. All records created, captured, received and maintained in the course of Town business are property of the Town of LaSalle and subject to all policies and By-Laws governing records and information.
- ii. Employees leaving their position at the Town of LaSalle will leave all Corporate Records to their successor or supervisor including, but not limited to, physical, electronic and email records. This also applies to transfers within the organization and temporary leave.



## **5.2 RECORDS AND INFORMATION MANAGEMENT PROGRAM**

The *Municipal Act, 2001* outlines that municipalities are responsible for maintaining and preserving records in a secure and accessible manner (2001, c. 25, s. 254 (1)). The establishment of a formal records and information management program will ensure Corporate-wide application of procedures and legal defensibility of records practices.

The objectives of the Records and Information Management Program shall be to:

- i. Establish and maintain a framework of good record keeping practices to support the operational, fiscal, legislative, regulatory and historical needs of the Town of LaSalle.
- ii. Establish clear and consistent procedures for records and information management.
- iii. Educate departments and divisions on the importance of proper records management, Corporate-wide consistency and availability of assistance.
- iv. Ensure that creation, management, storage and disposition of records is carried out in accordance with established procedures and in accordance with the Records Retention and Disposition By-Law.
- v. Ensure legal and regulatory compliance.
- vi. Ensure the preservation of the authenticity and integrity of records.
- vii. Identify and preserve records deemed to have permanent or archival value and those deemed to be vital records.
- viii. Establish accountability and responsibility for records management at all levels.
- ix. Provide input on topics effecting the management of information.

### **5.2.1 Records Management Procedures**

A Records Management Manual will be developed to provide guidelines for the creation, capture, management, retrieval, storage, access and security of records throughout the records lifecycle.

### **5.2.2 Departmental Training and Assistance**

Departmental training sessions and assistance will be offered as time permits. The records management manual, training aids, and the records retention schedule will be made available to each department.

Assistance will be available in the following areas:

- i. Records and information management basics
- ii. The records retention schedule, classification and destruction of records
- iii. Records and information management policies and procedures
- iv. Security and access of records and information
- v. Laserfiche software and workflow assistance
- vi. Records storage
- vii. Digitization of records
- viii. Departmental records and information solutions





### 5.2.3 Compliance Audits

Periodic scheduled and un-scheduled compliance audits will be conducted to ensure the application of established records and information policies, by-laws and procedures.

## 5.3 RECORDS CLASSIFICATION

- i. All Corporate Records will be classified and disposed of in accordance with the current Records Retention By-Law.
- ii. When records cannot be classified according to the Records Retention Schedule, the records management clerk will perform a records analysis in order to obtain information on operational needs, legislative requirements and potential historical value. The records management clerk will then provide guidance and make any necessary amendments to the Records Retention Schedule, subject to approval.

## 5.4 RECORDS RETENTION AND DESTRUCTION

Municipalities can destroy records, provided that a retention/classification schedule is in place, that the specified retention has expired, or if it is a copy of the original record (*Municipal Act*, 2001, c. 25, s. 255 (2); 2006, c. 32, Sched. A, s. 109 (1)). The retention periods set out in the Town of LaSalle's Records Retention By-Law are based on The Ontario Municipal Records Management System (TOMRMS). Retention periods also take into account current usage, legal and regulatory requirements, operational, fiscal and archival needs.

### 5.4.1 Records Storage

- i. The Town of LaSalle maintains a decentralized records storage system, meaning that each department is responsible for the storage of records within their care.
- ii. Where records are transferred to departments or off-site storage facilities for storage, a Records Transfer Form must be completed (**See Appendix B**).

### 5.4.2 Destruction of Records

- i. The Town of LaSalle Records Retention By-Law sets retention periods and governs the destruction of records. The current Retention Schedule is available in the Clerk's Department. Departmental Retention Schedules will be developed based on our Retention By-Law and in consultation with the department.
- ii. Records that have been categorized according to the Records Retention Schedule may be destroyed if:
  - a. the retention period has expired
  - b. the record is a copy of the original record, provided there are no notations on copy retention for that record series



- iii. Records must be destroyed promptly upon expiration of the retention period. Records that have expired, but have not been destroyed, put the Town of LaSalle in a position of risk. If records are destroyed promptly and routinely, we can establish legal defensibility of records destruction practices at the Town of LaSalle.
- iv. The following procedure shall apply for destruction of records:
  - a. Records destruction, in compliance with the Records Retention By-Law, requires a completed Records Destruction Form signed by the Department Head or signing authority and the Records Management Clerk prior to the destruction of the records (**See Appendix A**). This form shall be retained permanently by the Records Management Clerk.
  - b. A certificate of destruction, provided by the secure records destruction vendor, must be forwarded to the records management clerk for storage with the Records Destruction Form. Stored together, the records destruction form and certificate of destruction provide legal proof that a record has been destroyed.
  - c. All records containing personal information must be destroyed in a secure and confidential manner. This includes physical, electronic and transitory records.
- v. Destruction of physical records after digitization is governed by processes which ensure the authenticity and integrity of records (**See Section 5.6.1 Digitization Programs**)
- vi. Back-up copies may not be used to fulfill long-term or permanent retention requirements.

#### **5.4.2.1 Retention after retention expiration date**

- vii. In the event of litigation or investigation, routine destruction of records related to the matter will be suspended.
- viii. Where retention of a record for a further period after expiration is required, a Records Retention Authorization Form must be approved (**See Appendix C**).

## **5.5 TRANSITORY RECORDS**

- i. Transitory records have only temporary or short term usefulness, and are often used in the preparation of another record. Transitory records are often used for the completion of a routine task and are not required for operations or statutory obligations. These records are not considered Official Records.
- ii. The records retention schedule shall not apply to transitory records. These can be destroyed when no longer needed and in the course of regular business.
- iii. For example, a report for Council is prepared and saved on the COM (I :) drive. When the report is signed and submitted for the agenda, the copy of the report on the COM (I :) drive is considered transitory and can be destroyed when no longer needed. See below table for more examples.



## Official vs. Transitory Records

Official Records	Transitory Records
Correspondence, <i>including Email</i>	Duplicate copies
Original Minutes	Convenience Copies
Reports	Drafts with limited importance
Agendas	Reference Material
Permits	Personal files
Maps/Plans	Working Papers
Memoranda	External Publications
Policies	
Financial Transactions	
By-Laws	
Personnel Records	

## 5.6 ELECTRONIC RECORDS

- i. Electronic records are subject to the same legal, fiscal, regulatory and operational requirements and policies as physical records. Electronic records may be word documents, pdf documents, emails, text messages sent on a mobile device issued by the Town, Town related documents on any computer used by employees to complete work, etc.
- ii. Emails are records and are therefore subject to the legal, fiscal, regulatory and operational guidelines for records retention.
- iii. Digitization programs will be established to ensure proper standards are adhered to in the digitization of records.

### 5.6.1 Digitization Programs

There are requirements for the digitization of records, storage and retention in electronic form. Digitized records are required to meet certain criteria if they are intended to become the authoritative copy of the record. These criteria will ensure the authority, integrity and thereby legal defensibility of electronic-only records.

Physical records which have been digitized are not to be destroyed unless:

- i. The proper authorization for digitization and is obtained, as required by the *Canadian General Standards Board 72-11-93*.
- ii. Established digitization procedures are adhered to.
- iii. Quality control of digitization is completed.
- iv. Proper authorization for destruction is obtained.



## **5.7 ARCHIVAL RECORDS**

- i. Archival records will be preserved and stored for long-term preservation.
- ii. Archival records will be created and preserved in formats suitable for the retention period to ensure long-term usability.
- iii. Records subject to archival review will be submitted to the Records Management Clerk for evaluation when the retention period has expired.

## **5.8 VITAL RECORDS**

- i. The Town of LaSalle is committed to the identification and preservation of vital records.
- ii. A vital records program will be established to identify and preserve these valuable corporate assets.

## **5.9 RECORDS SECURITY AND ACCESS**

- i. Records shall be made available internally only to those who require access.
- ii. Records containing personal information shall be securely stored, preventing unauthorized access.
- iii. The Town of LaSalle will endeavour, where possible, to make records available to the public.

# **6. RESPONSIBILITIES**

## **6.1 DUTIES OF THE DEPUTY CLERK**

- i. Provide leadership and support for the Records and Information Management Program.
- ii. Authorize the destruction of records in compliance with the Records Retention and Disposition Schedule.
- iii. Authorize changes to the records retention schedule.
- iv. Authorize new procedure supporting the Records and Information Management Program.

## **6.2 DUTIES OF RECORDS MANAGEMENT CLERK**

- i. Administer the Records and Information Management Program, providing assistance in implementation and maintenance.
- ii. Maintain and update the records retention schedule and information management policies.





- iii. Develop and maintain procedures to support the Records and Information Management Program.
- iv. Authorize the destruction, archiving, extended retention and transfer of records.
- v. Conduct departmental assessments and offer training, assistance and recommendations.
- vi. Perform compliance audits.
- vii. Establish goals and timelines for records management initiatives and projects.
- viii. Provide consultation in purchase of software or filing equipment which will effect the storage, retrieval and maintenance of records and information.

### **6.3 DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS**

- i. Shall be responsible for the records in the care of the department.
- ii. Department Heads or Signing Authorities are responsible for approving departmental records destruction requests.
- iii. Will work with the Records Management Clerk to ensure policies and procedures are applied.
- iv. Will assign a records liaison in each department/division.

### **6.4 DUTIES OF THE RECORDS LIASION**

- i. Assist in the implementation of policies, procedure and recommendations at the departmental level.
- ii. Participate in records management training sessions.
- iii. Co-ordinate records storage space, physical and electronic, at the departmental level.
- iv. Arrange for transfer or archiving of records at the departmental level.
- v. Discuss any gaps or omissions in the retention schedule, policies or procedures with the Records Management Clerk for prompt assessment, schedule amendments and changes in policy/procedure.

### **6.5 DUTIES OF ALL EMPLOYEES**

- i. Create and maintain complete and accurate records which will serve as evidence of decisions, transactions and business activities.
- ii. Comply with all records management policies, By-Laws and procedures.
- iii. Comply with the file classification systems and retention periods as specified in the current Retention Schedule.
- iv. Ensure records in their custody are properly classified, maintained, preserved and disposed of according to the established retention periods.
- v. Ensure that transitory records in their care are destroyed when no longer required.
- vi. Ensure the security and access of records in their care.
- vii. Ensure that records in their custody are protected from inadvertent damage or destruction.
- viii. Ensure that upon exit or transfer, all records in their custody are transferred to supervisor or predecessor. This includes all physical, electronic and email records.



## 7. POLICY REVIEW

This policy will be periodically updated to reflect the current Records and Information Management Program. This policy must be reviewed by the stated review date and approved by the responsible department.

## 8. REFERENCES AND RELATED DOCUMENTS

### **By-Laws**

Records Retention By-Law No.7738

User Fees By-Law No. 7852 and amendments

### **Legislation**

*Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31*

*Municipal Act, 2001*

*Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990*

### **Standards**

CAN/CGSB-72.34-2005 – Electronic Records as Documentary Evidence

CAN/CGSB-72-11-93 – Microfilm and Electronic Images as Documentary Evidence

Canada Revenue Agency – IC05-1R1 – Electronic Record Keeping

ISO 15489-1:2016(E) – Information and documentation – Records Management, Part 1:  
Concepts & Principles

ISO 15489-2:2001(E) – Information and documentation – Records Management, Part 2:  
Guidelines

### **Related Procedures**

Procedure for Processing FOI Requests

### **Related Documents**

Archived Records Index

Controlled Vocabulary Index

Destroyed Records Index

Freedom of Information Request Form

## 9. ATTACHMENTS

Appendix A: Records Destruction Form


Appendix B: Records Transfer Form

Appendix C: Records Retention Authorization Form

Appendix A – Records Destruction Form

 <p><b>RECORDS DESTRUCTION FORM</b> TOWN OF LASALLE</p>			<b>Date</b> (YYYY-MM-DD)		<p><b>1.3 AUTHORIZATION FOR DESTRUCTION</b> I certify that the retention period of the records listed below has expired, that there are no legal holds, audits, claims or open requests pertaining to these records. I authorize the destruction of the records listed below.</p> <p>_____ Signing Authority Signature</p> <p>_____ Date (YYYY-MM-DD)</p>				
			<b>Department</b>						
			<b>Contact</b>						
			<b>Telephone/Email</b>						
<b>1.1 RECORDS FOR DESTRUCTION</b>									
Series	File #	File Name	Inclusive Dates		Reason for Destruction	Elec. Only Y/N	Elec. Copy Y/N	PII Y/N	Secure Destruction Method: Iron Mountain Bin, Laserfiche Destruction, Secure Electronic Destruction
			From	To					
<b>Vendor:</b> Iron Mountain					<b>Date of Destruction:</b> (YYYY-MM-DD)				
<b>1.2 RECORDS MANAGEMENT AUTHORIZATION</b>					<p>Pursuant to the Municipal Records and Information Management Policy please forward completed original copy of this form to Records Management for signature and storage. Records on this form will included in the Town of LaSalle's <b>DESTROYED RECORDS INDEX.</b></p>				
_____ Records Management Signature			_____ Date (YYYY-MM-DD)						

Appendix B – Records Transfer Form

 <p><b>RECORDS TRANSFER FORM</b> TOWN OF LASALLE</p>					Date (YYYY-MM-DD):			
					Department:			
					Contact:			
					Telephone/Email:			
<b>1.1 RECORDS FOR TRANSFER:</b>				<b>Records Management Use Only</b>				
Box #	Series	Box Contents (File Names)	Inclusive Dates		Date of Transfer (YYYY-MM-DD):	Transfer Location	Disp. Date (YYYY-MM-DD):	Disp. Method
			From:	To:				
<b>1.2 TRANSFER AUTHORIZATION</b>								
Reason for Transfer:			Signature:			Date (YYYY-MM-DD):		
<b>1.3 RECORDS MANAGMENT AUTHORIZATION</b>								
Name: Lauren Uszynski			Signature:			Date (YYYY-MM-DD):		
<b>1.4 TRANSFER INFORMATION</b>								
Accepting Name:			Accepting Signature:			Accepting Date (YYYY-MM-DD):		
Location:			Contact Information:			Issued code / #: 2017-002		



Appendix C – Records Retention Authorization Form

 <p><b>RECORDS RETENTION AUTHORIZATION FORM TOWN OF LASALLE</b></p>		<b>Date</b> (YYYY-MM-DD)		<p><b>1.2 REQUEST FOR RETENTION</b> This is a formal request for an extension of the retention period of the below files. This form applies to any records that are requested to be kept past the period of expiry, according to the current records retention schedule.</p>		
		<b>Department</b>				
		<b>Contact</b>				
		<b>Telephone/Email</b>				
<b>1.1 RECORDS FOR RETENTION</b>						
Series	File #	File Name	Inclusive Years		Reason for extension request	Review Date (YYYY-MM-DD)
			From	To		
<b>1.2 RECORDS MANAGEMENT AUTHORIZATION</b>						
<b>Signature:</b>				<b>Date</b> (YYYY-MM-DD):		



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – General	<b>POLICY NUMBER:</b> G-GEN-008
<b>POLICY NAME:</b> Proclamations	<b>AUTHORITY:</b> DC-1557/95, PO-2515/96
<b>DATE APPROVED:</b> May 23, 1995	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b> November 5, 1996	<b>REVIEW DATE:</b> November 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of a Proclamation Policy is to provide a standard to govern requests for proclamations in recognition of individuals, events, organizations, or community groups of significance to the Town of LaSalle. This policy provides directives on how to address requests for proclamations.

**POLICY STATEMENT:**

Municipalities issue proclamations in recognition or to raise public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to Town of LaSalle. A proclamation may recognize a particular day, week or month.

**SCOPE:**

This policy applies to all organizations, or community groups and individuals seeking proclamation from the Town of LaSalle.

**POLICY:**

Town of LaSalle Council will no longer be declaring or proclaiming days/weeks/ /months/commemorating various groups and/or activities either at a local, provincial, or national level within the limits of the Town of LaSalle and further, provincial or national level



within the limits of the Town of LaSalle and further, the Mayor and Council shall issue no proclamations save and except those that are explicitly identified in governing legislation as within the authority of Town Councils for the common good, and each request addressed to Council, shall be placed on the public agenda, for the general public's information.

Administration is authorized, that pursuant to municipal policy, that proclamation requests not be placed on the published agenda, and that the administrator simply inform those groups or associations requesting proclamations, that it is contrary to municipal policy.

**RESPONSIBILITIES:**

The Clerk's office will oversee this Policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #45

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – General	<b>POLICY NUMBER:</b> G-GEN-009
<b>POLICY NAME:</b> Travel and Transportation	<b>AUTHORITY:</b> 8751/09 9110/10
<b>DATE APPROVED:</b> March 24, 2009	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b> March 23, 2010	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of the Travel and Transportation Policy is to define compensation and eligible expenses for employees of the Town of LaSalle.

**POLICY STATEMENT:**

The town of LaSalle is committed to ensuring that Town employees continue to receive education and training through attendance at seminars, conferences and training sessions.

**SCOPE:**

This policy applies to all employees of the Town of LaSalle. It is understood that the authority for the expenditure of funds for any and all expenses covered by this Policy is limited to those amounts allocated by the annual budget. Any exceptions to the policy must be submitted to the Department Head or CAO for approval.

**POLICY:**

1. TRAVEL EXPENSES





- a) The Town of LaSalle will reimburse employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly document in the required format for approval and reimbursement.
- b) All Corporate transportation will be conducted in the most economical manner possible.
- c) Whenever possible, tickets should be booked at least ten (10) days in advance to benefit from any discounts offered by the carrier.

## 2. TRANSPORTATION

### a) Private Vehicles

- Employees may use their own vehicle for business travel purposes.
- Mileage shall be reimbursed pursuant to the rate as established from time to time by Revenue Canada.
- Parking, tolls and ferries required will be reimbursed provided appropriate receipts are submitted with expense claim. Loss or damage to the vehicle while parked shall not be the responsibility of the Town.
- When one or member of administration are travelling in the same vehicle, only the owner of the said vehicle is entitled to reimbursement for mileage expenses.
- Commuting expenses are not reimbursable.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the mileage rate and will not be reimbursed.
- Any traffic violations, including parking tickets, will not be reimbursed by the Town.

### b) RENTAL CARS

- When vehicles are rented, compact or economy models will be used in order to realize cost-savings.
- Exceptions may be made regarding vehicle sizes in the event of two or more passengers, or load requirements.
- All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.
- Administration will be reimbursed for damage rider insurance purchased at the time of vehicle rental.



- Pre-purchase of gas at the rental counter is discouraged.
- Any traffic violations, including parking tickets, will not be reimbursed by the Town.

c) PUBLIC TRANSPORTATION

- The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed provided appropriate receipts are submitted with expense claim. Expenses related to personal travel will not be reimbursed.

d) RAIL TRAVEL

- All reservations will be made in coach class.
- Administration may be reimbursed for first class accommodation when travelling by rail provided the trip extends over a normal meal period (Breakfast/lunch/dinner)

e) AIR TRAVEL

- Coach class shall be used as the standard in the interest of cost-savings.
- Business class may be authorized by the CAO in the event that less expensive seats are not available or the departure time is not acceptable.

f) REIMBURSEMENT CAP

- When travelling out of province, administration shall be reimbursed for the amount of air fare regardless of which method of travel is selected.

**RESPONSIBILITIES:**

All departments to administer the Policy. Council Services shall oversee this policy.

**POLICY REVIEW**

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



**REFERENCES AND RELATED DOCUMENTS:**

Policy 136 (8751/09) and (9110/10)

**ATTACHMENTS:**

Town of LaSalle Travel Expense Voucher Conferences and Seminars. Appendix "A"  
Town of LaSalle Perdiem Meetings, Conferences and Seminars. Appendix "B"

**TOWN OF LASALLE  
TRAVEL EXPENSE VOUCHER  
CONFERENCES AND SEMINARS**

**Delegates Name** \_\_\_\_\_

**Function** \_\_\_\_\_

**Location** \_\_\_\_\_

**Dates** \_\_\_\_\_

**Delegates Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Conference Expenses**

**Registration** \_\_\_\_\_

**Transportation** (after 5000 km's \$0.48) **Plane/Train Fare**  
 \_\_\_\_\_ 0 Km @ \$ 0.54 -

**Accommodation Nights** \_\_\_\_\_ @ \_\_\_\_\_  
 HST \_\_\_\_\_ -

**Meals** \$ 65.00 X \_\_\_\_\_ Days -

**Misc. Expenses** \$ 5.00 X \_\_\_\_\_ Days -

**Parking/Taxi** \_\_\_\_\_

**TOTAL PAID THROUGH ACCOUNTS PAYABLE** -

Taxis and Parking will be paid with presentation of receipts

Appendix "A"



**TOWN OF LASALLE  
PERDIEM  
MEETINGS, CONFERENCES AND SEMINARS**

**Delegates Name** \_\_\_\_\_

**Function** \_\_\_\_\_

**Location** \_\_\_\_\_

**Dates** \_\_\_\_\_

**Delegates Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized By** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Remuneration</b>	per meeting	\$	75.00	X	<input type="text" value="0"/> Days	-
<b>Full Day Per Diem</b>		\$	175.00	X	<input type="text" value="0"/> Days	-
<b>Half Day Per Diem</b>		\$	87.50	X	<input type="text" value="0"/> Days	-

**PERDIEM PAID THROUGH PAYOLL**

-

Appendix "B"



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Communications & Promotions	<b>POLICY NUMBER:</b> G-CP-001
<b>POLICY NAME:</b> Advertisements	<b>AUTHORITY:</b> CR/6016/03 CR/7084/05
<b>DATE APPROVED:</b> January 14, 2003 March 22, 2005	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The Town of LaSalle will utilize various means of advertising efficiently to effectively provide information to residents and external audiences while meeting any legislated requirements.

**POLICY STATEMENT:**

The Town of LaSalle will place advertisements and/or public notices in newspapers when necessary taking into account cost effectiveness.

**SCOPE:**

The policy applies to all Town of LaSalle employees and departments, members of Council, members of committees, volunteers, and any person who has been retained and/or engaged to act on behalf of the Town of LaSalle, save and except LaSalle Police Services, who are responsible for the placement of advertisements on behalf of the Town.

**POLICY:**

1. Advertisements and/or Public Notices are to be placed in the Windsor Star newspaper only when necessary as per legislated requirements re timing and circulation.



2. Rates i.e. cost effectiveness (by Finance Department annually) will be reviewed in January of each year, to determine which local newspaper is most cost effective for that year; the yearly publishing schedule of the most cost effective newspaper is to be circulated to all Departments in January of each year.
3. All advertising and/or Public Notices from all Departments are to be placed in the most cost effective newspaper, unless special timing requirements prohibit doing so, and in such cases only, advertisements and/or public notices will then be placed in the next most cost effective newspaper.
4. (a) Any variations from this policy that may be deemed necessary by any Department must be approved by the C.A.O. prior to commitment.  
(b) A duplication of advertisements and/or public notices is a case of variation cited in Item No. 4(a) requiring approval by the C.A.O. prior to commitment.

**RESPONSIBILITIES:**

The CAO Office is responsible for the Policy.

**POLICY REVIEW:**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy # 97

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Communications & Promotions	<b>POLICY NUMBER:</b> G-CP-002
<b>POLICY NAME:</b> Municipal Digital Signs and Lobby Screens	<b>AUTHORITY:</b> 07/16
<b>DATE APPROVED:</b> January 12, 2016	<b>DEPARTMENT RESPONSIBLE:</b> Administration
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> January 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To provide government and community information to residents, ratepayers and visitors to the Town of LaSalle by displaying events, functions and messages that informs and enriches the LaSalle community, while establishing the rules regarding information to be placed on municipal digital signs and lobby screens.

**POLICY STATEMENT:**

The Town of LaSalle will ensure open, honest and clear channels of communication including use of the digital signs and lobby screens at the LaSalle Civic Centre and Vollmer Culture and Recreation Complex. The digital signs and lobby screens shall be used for the dissemination of information to residents, ratepayers and visitors to the Town of LaSalle by displaying information about events, meetings and public messages.

**SCOPE:**

To facilitate effective communication tools for important community messaging.





**POLICY:**

The municipal digital signs and lobby screens are viewed by the general public as representative of the municipality, and therefore will be operated in a manner that represents LaSalle positively.

The municipality offers no guarantee with respect to the appearance of any message on the digital signs or lobby screens, or length of time that the message will be displayed. Prospective users are encouraged to use a variety of communication means for announcements rather than relying solely on the digital signs or lobby screens.

The number of messages at any given time is limited and precedence will be given to the messages advertising the earliest event.

Appearance of messages is subject to constraints of priorities, as well as electronic and mechanical limitations.

Messages may be edited for clarity and conformity to the requirements of the digital sign or lobby screen.

The municipality may use messages on the digital signs and/or lobby screens to thank sponsors for supporting town events.

Messages unrelated to municipal affairs shall not state and/or imply Town of LaSalle, Fire Department or Police Department endorsement and/or approval.

The following priority system shall be used in selecting messages to be posted on the digital signs and/or lobby screens:

- a. Emergency messages (in the event of an emergency, the Town has the right to suspend all messages and use the digital signs and/or lobby screens for emergency purposes only);
- b. Messages from the Town of the LaSalle;
- c. Safety related messages, such as fire prevention, education and notices;
- d. Messages from other government agencies that have a local impact or significance; and
- e. Community events and messages hosted and/or sponsored by a non-profit organization.

The following messages shall not be permitted to be posted on the digital signs and/or lobby screens:

- a. Private sector messages, whether from an individual, group, organization or business;



- b. Promotion of political, factional or religious viewpoints;
- c. False, misleading or deceptive messages;
- d. Messages expressing discriminating viewpoints pursuant to the Ontario Human Rights Code; and/or
- e. Events and/or functions open only to members of an organization.

#### Vollmer Culture and Recreation

Paid advertising or commercial messaging may be permitted only on the digital sign located at the Vollmer Culture and Recreation Complex with permission (a fee may be imposed) from the Culture and Recreation Department Supervisor of Programming. Requests for displaying messages shall be submitted in writing to the Culture and Recreation Department Supervisor of Programming at least three weeks prior to an event/posting date. Messages for the digital sign at the Vollmer Culture and Recreation Complex shall be approved by the Culture and Recreation Department Supervisor of Programming and/or Director of Culture and Recreation.

#### LaSalle Civic Centre

Paid advertising or commercial messaging is not permitted on the digital sign or lobby screens at the LaSalle Civic Centre. Requests for displaying messages shall be submitted in writing to the Corporate Communication and Promotions Officer and/or Administration Department at least three weeks prior to an event/posting date. Messages for the digital sign and/or lobby screens at the LaSalle Civic Centre shall be approved by the Communication and Promotions Officer and/or C.A.O.

#### **RESPONSIBILITIES:**

The Corporate Communication and Promotions Officer is responsible for this document.

#### **POLICY REVIEW**

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

#### **REFERENCES AND RELATED DOCUMENTS:**

Policy #93

#### **ATTACHMENTS:**

None



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Communications & Promotions	<b>POLICY NUMBER:</b> G-CP-003
<b>POLICY NAME:</b> Public Notice	<b>AUTHORITY:</b> CR/5992/02 CR/8192/07
<b>DATE APPROVED:</b> November 29, 2002	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b> December 11, 2007	<b>REVIEW DATE:</b> December 2019
<b>STATUS:</b> Active	

**PURPOSE:**

In accordance with the provisions contained in the Municipal Act, this policy sets out the minimum notice requirements, a list of matters for which public notice is required, the form and the manner in which notice is to be given, with the minimum time for providing such notice.

**POLICY STATEMENT:**

The Town of LaSalle is an accountable and transparent organization that believes that its residents should be made aware of the business of the municipality. Section 270 of the Municipal Act 2001 affirms that the municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

**SCOPE:**

This policy applies to all forms of public notice, except where: notice is otherwise prescribed by an applicable statute or regulation; the matter is deemed minor in nature and Council provides authorization that public notice is not required; or, if Council directs staff to provide an alternative form of public notice which meets the provisions of this policy or any applicable statute or regulation.



**POLICY:**

1. Where notice of intention to pass a by-law or notice of a public meeting is required to be given pursuant to the provisions of the Municipal Act 2001, such notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, shall be given at least once, at least 14 days prior to the proposed action being taken.
2. Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, notice shall include the following information:
  - i. A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
  - ii. The date, time and location of the meeting;
  - iii. Where the purpose of the meeting or proposed by-law is related to specific lands within the municipality, a key map will be provided showing the affected lands;
  - iv. The name and address of the person who will receive written comments on the issue and the deadline for receiving such comments shall be provided;
  - v. Shall be in the form substantially similar to the one which is attached hereto as Schedule "A" to the Public Notice Policy;
  - vi. Notice of meetings of Council in Committee of the Whole in closed session will be issued concurrent with the public agenda on the Friday preceding the regularly scheduled meetings. The notice will include a description of the nature of items to be considered in closed session;
  - vii. Notice of Committee meetings will continue to be included on the Council agenda and posted to the Town's website. Notice does not necessarily mean that the public will be able to attend all meetings of the Committee if the meeting, or portion thereof, is held in closed session; and
  - viii. Notice of council budget deliberations is given 14 days before the Council meeting and the budget is tabled and available for public review on the Town's website.
3. In addition to item 1 above, notice of the intention of Council to consider the passing of a by-law for a proposed closure and/or sale of an alley or street shall be sent by prepaid first class mail to all of the owners of land shown on the latest revised





assessment roll abutting the said alley or street, which notice shall be mailed at least 14 days prior to the date of the meeting at which the by-law will be considered by Council.

4. Nothing in this policy shall prevent the Clerk and /or designed from using a more comprehensive method of notice or for providing a longer notice.
5. If a matter arises which in the opinion of the Clerk, in consultation with the C.A.O., is considered to be of an urgent or time sensitive nature, or which could affect the health or wellbeing of the residents of the Town of LaSalle, or if a state of emergency is declared, or if so advised by a Provincial Ministry, the notice requirements as set out in this policy may be waived by the Clerk and best efforts shall be made to provide as much notice as is reasonable under the circumstances.

**RESPONSIBILITIES:**

Clerk's Office is responsible for this Policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #96.

**ATTACHMENTS:**

Sample Notice Form.



Schedule "A" to Public Notice Policy - (Sample Notice form)

Notice  
(insert by-law topic)

TAKE NOTICE that the Council for the Corporation of the Town of LaSalle intends to consider passing a (insert by-law name) By-law at its regular public Council meeting to be held in the Council Chambers located at 5950 Malden Road on Tuesday (*date*), at 7:00 pm or as soon thereafter as Council determines, which By-law proposes to (*insert By-law topic*).

*(Body of description)*

Any document in the possession of the Town relating to this matter will be made available for public inspection at the (name of department) office located at 5950 Malden Road during regular working hours.

If you wish to make written submission regarding the passing of this By-law, those submissions must be received by the office of the Clerk no later than (insert date) at the address noted below.

At this meeting, Council will also hear any person who wishes to make oral submissions regarding the proposed By-law.

Clerk (insert name and address)



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Communications & Promotions	<b>POLICY NUMBER:</b> G-CP-004
<b>POLICY NAME:</b> Use of Social Media	<b>AUTHORITY:</b> 144/15
<b>DATE APPROVED:</b> April 14, 2015	<b>DEPARTMENT RESPONSIBLE:</b> Administration
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> April 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The Town of LaSalle is aware of the importance of using social media to communicate with and engage members of the community. This policy is in place to protect the Town’s identity and to ensure accuracy and transparency in online social media sites. This policy also outlines the responsibility of the Town’s employees, members of Council and/or volunteers who may utilize social media on behalf of the Town.

**POLICY STATEMENT:**

The Town of LaSalle will ensure open, honest and clear channels of communication including through the use of social media. The key objectives are to engage the community through two-way communication, increase the awareness of the Town’s services, and to improve accountability through accurate and timely information posted on the Town’s social media sites.

**SCOPE:**

The policy applies to all Town of LaSalle employees and departments, members of Council, members of committees, volunteers, and any person who has been retained and/or engaged to act on behalf of the Town of LaSalle, save and except LaSalle Police Services, who use social media to interact with the public on behalf of the Town.



## **POLICY:**

### DEFINITIONS

#### Social Media

Social media is the use of internet websites that allow users to interact with other people to share information, provide feedback and bring people together who share the same interests. Examples of social media sites include, but are not limited to: Facebook, Twitter, YouTube, LinkedIn, Pinterest etc.

#### Traditional Forms of Communication

Traditional forms of communication include newsletters, brochures, newspapers, radio and television etc.

#### Website ([town.lasalle.on.ca](http://town.lasalle.on.ca))

The Town's website is considered to be the primary online source for information about the Town's services, programs, events etc. The Town's social media sites are intended to complement the website's information and engage the community with instantaneous two-way communication. The town's social media sites, where possible, will link to the town's website.

### PROCEDURES & PRACTICES

The Town of LaSalle will use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:

- The use of social media should add value to the Town's traditional forms of communication and website ([town.lasalle.on.ca](http://town.lasalle.on.ca)).
- The Corporate Communication and Promotions Officer and/or CAO will explore the tools that will allow residents to better communicate and become engaged with the Town. Town social media sites will be introduced and monitored by the Corporate Communication and Promotions Officer and/or CAO.
- Town employees and departments, members of Council, members of committees, volunteers, and any person who has been retained and/or engaged to act on behalf of the Town of LaSalle who have been granted permission to post to the Town's social media sites must, at all times, conduct themselves in the best interest of the Town.
- Town employees and departments, members of Council, members of committees, volunteers, and any person who has been retained and/or engaged to act on behalf of the Town of LaSalle communicating on behalf of the Town through any external non-town social





media sites must provide appropriate and timely information that represents the Town's policies, services and programs in the best possible manner.

- Use of social media will comply with the law and codes of practice surrounding local government publicity, the *Municipal Freedom of Information and Protection of Privacy Act* and copyright laws.
- Town employees and departments, members of Council, members of committees, volunteers, and any person who has been retained and/or engaged to act on behalf of the Town of LaSalle may not disclose confidential or sensitive information related to the Town, its business and/or affairs, elected officials, employees, volunteers, vendors, suppliers, residents or other stakeholders without prior written approval on the Town's social media sites or any external non-town social media sites.
- Town employees and departments, members of Council, members of committees, volunteers, and any person who has been retained and/or engaged to act on behalf of the Town of LaSalle are encouraged to like/follow official Town social media sites, and to share content that has already been posted on those social media sites. Members of Council should identify where they are expressing personal views, and not the views of the corporation. Members of Council should adhere to the Town's *Council Code of Conduct* when posting to any social media sites.
- At the discretion of the Corporate Communication and Promotions Officer and/or CAO, any information, photos or videos that are shared or posted to the Town's social media sites may be used by the Town for promotional and/or other marketing purposes with the appropriate permissions from the person posting/commenting.
- The Town's social media sites will be updated regularly and will share timely and accurate information with the public including, but not limited to, official Corporation of the Town of LaSalle business, Council decisions, public statements, information about services, programs and/or events and other information related to the municipality etc.
- The Town's social media sites may be used to conduct surveys and/or questionnaires as deemed appropriate by the Corporate Communication and Promotions Officer and/or CAO.
- Comments, posts and/or messages solicited by the Town and collected for the public record using the Town's social media sites will be treated like any other form of communication, and as such will be subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- Department Heads and/or their designate will be responsible for creating and updating the Town's social media sites with departmental, service and/or program based information. Any posts/comments received from the public, when a response is required,



should be responded to within 24 hours or on the next business day. If a response is not possible in that timeframe, the Town will advise the person who made the post via that social media site.

- Town employees and departments, members of Council, members of committees, volunteers, and any person who has been retained and/or engaged to act on behalf of the Town of LaSalle who will be posting to the Town's social media sites will be trained regarding the terms of this policy and appropriate content and writing style.

- The Town's social media sites may be used to relay information to the community in emergency situations.

#### Personal Use of Social Media

- Town employees and departments, members of Council, members of committees and volunteers are free to use social media as private citizens, but are not authorized to comment on social media sites on behalf of the Town unless they have been appointed to do so by the Corporate Communication and Promotions Officer and/or CAO and/or Mayor.

- Use of online communication is never private. Disparaging or inflammatory comments and/or unprofessional remarks made about the Town of LaSalle, its employees, members of Council, members of committees, volunteers, municipal affairs or business could be considered detrimental to the Town of LaSalle, and may result in disciplinary action.

- Public service is a public trust, and as such, it is critical that every municipal employee, member of Council, member of committee and volunteer be committed to the highest standards of ethical behavior, including while posting and/or commenting on any social media sites. Disciplinary action may be considered should any social media posts and/or comments be considered to negatively affect the public's perception of the Town of LaSalle or its employees, members of Council, members of committees and/or volunteers.

#### TERMS OF USE

- All Town social media sites will be monitored Monday to Friday from 8:30 am to 4:30 pm. The Town intends to respond to posts within 24 hours, or on the next business day. If a response is not possible in that timeframe, the Town will advise the person who made the post via that social media site.

- Comments from the public will be allowed on the Town's social media sites, but will be closely monitored by the Corporate Communication and Promotions Officer and/or CAO for appropriateness. The Town's social media sites will include a "Terms of Use" statement that specifies what will be considered acceptable/unacceptable content. Those who post unacceptable content may be blocked, and will be contacted via that social media site to be



asked to contact the Corporate Communication and Promotions Officer and/or CAO by phone or in-person to discuss the post. Inappropriate comments may be deleted and/or hidden without notice. Inappropriate content includes, but is not limited to:

- Profane language and/or content and/or defamatory statements;
  - Personal attacks on individuals, groups, events or ideas;
  - Content that infringes on another's intellectual property rights (i.e. copyright, trademarks, design and patents);
  - Content of a religious nature that might be deemed prejudicial;
  - Content that can be considered a commercial endorsement, advertisement or solicitation of business;
  - Content that promotes, fosters or perpetuates discrimination or harassment under the Ontario Human Rights Code;
  - Content with the intent to inflict harm;
  - Sexual content, dangerous and/or illegal activity of any kind;
  - Content of a confidential nature pertaining to the Town;
  - Personal information about an identifiable individual other than the person posting the comment;
  - Content that promotes any candidate and/or materials for federal, provincial or municipal elections or for Council appointments;
  - Derogatory comments about members of Council and/or Town employees and/or Town services and/or other levels of government;
  - Any content that is determined to be inappropriate in the opinion of the Corporate Communication and Promotions Officer and/or CAO.
- The Town of LaSalle logo and/or name will be included on all social media sites to clearly indicate that the site is maintained by the Corporation of the Town of LaSalle. The Town's *Brand Identity Standards Guide* will be followed for use of the Town logo.
  - The Town's social media sites will include a link to the Town's website ([town.lasalle.on.ca](http://town.lasalle.on.ca)) to provide the public a location to review all information, forms and documents related to the Corporation of the Town of LaSalle.

## **RESPONSIBILITIES:**

The Corporate Communication and Promotions Officer is responsible for this document.

## **POLICY REVIEW**

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

## **REFERENCES AND RELATED DOCUMENTS:**

Town of LaSalle Brand Identity Standards Guide



Town of LaSalle Employee Code of Conduct  
Town of LaSalle Council Code of Conduct  
Town of LaSalle Customer Service Standards  
Municipal Freedom of Information and Protection of Privacy Act  
Ontario Human Rights Code

**ATTACHMENTS:**

None



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Culture & Recreation	<b>POLICY NUMBER:</b> G-CR-001
<b>POLICY NAME:</b> Naming of Parks and Recreation Facilities	<b>AUTHORITY:</b> P/R-106-90, CR-6901/04
<b>DATE APPROVED:</b> February 27, 1990	<b>DEPARTMENT RESPONSIBLE:</b> Culture & Recreation
<b>REVISION DATES:</b> November 9, 2004	<b>REVIEW DATE:</b> November 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To provide consistent criteria and a process for the naming of public parks and recreation facilities in the Town of LaSalle.

**POLICY STATEMENT:**

This policy governs how the names of municipal parks and recreation facilities are chosen.

**SCOPE:**

Applies to Town of LaSalle parks, indoor and outdoor recreation facilities and rooms within facilities.

**POLICY:**

Town of LaSalle parks, recreation facilities (or rooms within facilities) and outdoor recreation facilities shall be named or re-named in accordance with the following criteria:

- Name of the street on which the park or recreation facility is located:
- The name of the community area that the park or recreation facility will serve.





- A historically significant name in terms of famous pioneers, settlements, establishments of incidents applied to the area in which the park facility is located.
- Topographical or unique characteristics of the site.
- In certain circumstances consideration may be given to naming a park, or facility, or rooms within a facility after a person, group or corporation. In such circumstances the following criteria will apply:
  - The contribution of the individual, group or corporation has made to the public life or well-being of the Town of LaSalle;
  - The contribution made to the acquisition of the parkland or facility in question and/or its subsequent development;
  - Direct relationship or association that existed between the place of residence of an individual and the park or facility to be named;
  - Where a park or facility is named after a sports celebrity the entity being named shall be of a type associated with the celebrity;
  - Where the name of an individual is so used, approval shall be obtained from the individual or his or her next of kin for such naming;
  - Where the name of a group or corporation is so used, approval shall be obtained from the group or corporation;
  - Where the name of a group or corporation is so used, the name shall be reflective of the "community values" of the Town of LaSalle;
  - The person or persons submitting such name for consideration shall provide background information outlining the reasons supporting the request.
- Names of parkland, recreation facilities and rooms within recreation facilities shall be submitted to the Culture & Recreation/Parks Advisory Committee. The Committee shall consider each request using the aforementioned criteria. The Director of Culture & Recreation will submit a report to the C.A.O.'s office with a recommendation to Town Council who shall have final approval of such selections.



**RESPONSIBILITIES:**

The Director of Culture and Recreation is responsible for the administration of this policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #76

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Culture & Recreation	<b>POLICY NUMBER:</b> G-CR-002
<b>POLICY NAME:</b> Prohibition of Roller Shoes	<b>AUTHORITY:</b> 8374/08
<b>DATE APPROVED:</b> March 11, 2008	<b>DEPARTMENT RESPONSIBLE:</b> Culture & Recreation
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

This policy is to ensure safety, prevent injury and minimize property damage due to the use of skateboards, roller skates, inline skates, roller shoes (“Heelys”) and other similar wheeled devices in Town of LaSalle facilities.

**POLICY STATEMENT:**

This policy will clearly define and communicate prohibitions and appropriate use or areas for the use of skateboards, roller skates, inline skates, roller shoes (“Heely’s”) and other similar wheeled devices in Town of LaSalle facilities.

**SCOPE:**

This policy applies to anyone who may use Town of LaSalle facilities.

**POLICY:**

1. Skateboards, roller skates, inline skates, roller shoes ("Heelys") and other similar wheeled devices are prohibited inside all Town of LaSalle facilities;
  - a. Skateboards, roller skates, inline skates, roller shoes ("Heelys") and other similar wheeled devices are permitted outdoors ONLY where/if expressly permitted.
  - b. Patrons who violate the preceding will be instructed by employees to immediately remove their skateboards, roller skates, inline skates, roller shoes ("Heelys") or other similar wheeled devices or to immediately leave the facility.



**RESPONSIBILITIES:**

Culture & Recreation

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #133

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance - Election	<b>POLICY NUMBER:</b> G-EL-001
<b>POLICY NAME:</b> Use of Corporate Resources for Election Purposes	<b>AUTHORITY:</b> 9093/10 04/14
<b>DATE APPROVED:</b> March 9, 2010	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b> January 14, 2014	<b>REVIEW DATE:</b> January 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of this Policy is to clarify that all candidates, including Members of Council are required to follow the provisions of the Municipal Elections Act, 1996 and that:

- No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the municipality for any election campaign or campaign related activities;
- No candidates shall undertake campaign-related activities on municipal property during regular working hours.
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the municipality.

**POLICY STATEMENT:**

The Municipal Elections Act, 1996, establishes the election campaign finance rules for Candidates running in a municipal election. Public funds are not to be used for any election related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office. The Municipal Elections Act also sets out rules relating to campaign finance rules, prohibits the municipality from making contributions in any form, which includes its assets, resources, and employees.





**SCOPE:**

This policy applies to all municipal election and school board election candidates, including the Mayor and Members of Council.

**POLICY:**

That in accordance with the provisions of the Municipal Elections Act, 1996:

- 1a. Corporate resources and funding may not be used for any election related purposes: Resources include but are not limited to:
  - Telephone, Voicemail
  - Blackberries
  - Computer
  - Printer
  - E-mail
  - Scanner
  - Cell Phone
  - Fax Machine
  - Copier
  - Consumables related to the above equipment such as paper, toner etc.
  - Town Logo
- b. Staff may not canvass or actively work in support of a municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- c. Candidates may not use municipally-provided facilities for any election-related purpose, which includes displaying of any campaign related signs in the window or on the premises, as well we displaying any election-related material in the office.
- d. Members of Council may not:
  - i. print or distribute any material paid by municipal funds that illustrate that a Member of Council or any other individual is registered in any election or where they will be running for office;
  - ii. profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;



- iii. print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that Minutes of municipal Council and Committee meetings be exempt for this policy;
  - iv. web sites or domain names that are funded by the municipality may not include any election-related campaign material;
  - v. members of Council may not use the municipality's voice mail system to record election related messages; and
  - vi. the above recommendations also apply to an acclaimed Member or a Member not seeking re-election.
2. That the Clerk be authorized and directed to take the necessary action to give effect to this policy.

#### LIMITATION

Nothing in this policy shall preclude a Member of Council from performing their job as a Councillor, Mayor or Deputy Mayor, nor inhibit them from representing the interests of the constituents who elected them.

#### IMPLEMENTATION

This policy shall become effective immediately upon approval by Council.

#### RATIONALE AND LEGISLATIVE AUTHORITY

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both Members of Council and the Corporation of the Town of LaSalle. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality to the Member, which is a violation of the *Municipal Elections Act, 1996*

#### **RESPONSIBILITIES:**

The Clerk is responsible for overseeing this Policy.



## **POLICY REVIEW**

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

## **REFERENCES AND RELATED DOCUMENTS:**

Policy #139

Municipal Elections Act.

Report of the Director of Council Services/Clerk dated December 12, 2013.

## **ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Fire Service	<b>POLICY NUMBER:</b> G-FI-001
<b>POLICY NAME:</b> Car washes conducted at the Fire Station	<b>AUTHORITY:</b> 6755/04
<b>DATE APPROVED:</b> June 22, 2004	<b>DEPARTMENT RESPONSIBLE:</b> Fire Service
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> June 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To establish transparent and consistent Policy permitting car washes conducted at the Fire Station subject to the provisions contained herein

**POLICY STATEMENT:**

The primary function of the LaSalle Fire Service is providing for public safety through emergency response and public fire safety education. As such the Fire Service and its members through the LaSalle Firefighters Association have traditionally raised funds to assist in various public service & community oriented endeavors.

**SCOPE:**

This Policy applies to all members of the LaSalle Fire Service.

**POLICY:**

- (a) LaSalle Fire Service and the Association shall continue to hold car washes at the Fire Station. Members of the immediate family of the personnel, can assist with the car washes.
- (b) The funds acquired by the car washes shall be utilized in a number of different ways, but are not limited to these:



- training and equipment needs
  - assist in fundraising for a special project or individual
  - as funding for the Association to provide donations to worthy community groups
- (c) Any deviation from this policy shall be at the sole discretion of the Town Council in consultation with the Fire Chief.

#### **POLICY REVIEW**

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

#### **RESPONSIBILITIES:**

Fire Service is responsible for this policy.

#### **REFERENCES AND RELATED DOCUMENTS:**

Policy #115

#### **ATTACHMENTS:**

None.





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Governance – Fire Service	<b>POLICY NUMBER:</b> G-FI-002
<b>POLICY NAME:</b> Persons Riding on Fire Apparatus	<b>AUTHORITY:</b> 6789/04
<b>DATE APPROVED:</b> July 27, 2004	<b>DEPARTMENT RESPONSIBLE:</b> Fire Service
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> July 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To establish a Policy for the use of the LaSalle Fire Service vehicles, as may be requested from time-to-time, to participate in public education and public relations events such as parades and demonstrations.

**POLICY STATEMENT:**

The primary function of the LaSalle Fire Service is providing for public safety through emergency response and public fire safety education. As such the Fire Service and its members through the LaSalle Firefighters Association have traditionally participated in various community events and hosted public demonstrations of emergency vehicles, equipment and capabilities of the fire service. While typically conducted in controlled environments and under non-emergency conditions, these events are not exempt from applicable regulatory and health and safety concerns.

**SCOPE:**

This Policy applies to civilians and fire personnel, where applicable.

**POLICY:**

- (a) Civilians shall not ride on the exterior of the fire apparatus;



- (b) Fire personnel riding in fire apparatus shall be seated and have seat belts fastened;
- (c) Civilians with prior approval of the Fire Chief or Deputy Fire Chief may ride inside the fire apparatus ensuring the civilians are seated and have seat belts fastened;
- (d) Any deviation from this policy shall be at the sole discretion of the Fire Chief.

**RESPONSIBILITIES:**

Fire Service is responsible for this policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #116  
Highway Traffic Act

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services – General	<b>POLICY NUMBER:</b> M-GEN-002
<b>POLICY NAME:</b> Block Party Requests	<b>AUTHORITY:</b> 6288/03
<b>DATE APPROVED:</b> July 8, 2003	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> July 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To provide a policy to respond to requests to close streets for block parties.

**POLICY STATEMENT:**

Provides that requests for road closures and/or temporary use of municipal roads, road allowances and rights of way for the purpose of block parties or neighbourhood or community gatherings be denied.

**SCOPE:**

Applies to all requests for the temporary use of municipal roads, road allowances and rights of way for block parties and neighbourhood/community gatherings.

**POLICY:**

From time to time the Town has been approached about the possibility of temporarily closing a road to facilitate a block party. Administration was asked to comment on the ramifications should roads be temporarily closed and concerns were raised regarding liability, risk, access for emergency vehicles, damage, barricades, “no parking” signs, noise and alcohol consumption. For these reasons, Council in 2003 passed resolution 6288/03 providing that all future requests be denied. Administration confirms that the concerns



raised in 2003 remain valid. The attached form letter in response to requests will be issued by the Clerk.

**RESPONSIBILITIES:**

The Director Council Services/Clerk or designate is responsible to post this policy on the Town website and to respond to inquiries from residents.

**POLICY REVIEW:**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy # 103

**ATTACHMENTS:**

Denial letter – road closings/block parties- Appendix “A”



Date

Name/Address of  
Requestor

Re: Request to hold block party on

The Town is in receipt of your request to temporarily close \_\_\_\_\_ to facilitate a block party on .

Council policy provides that requests to close roads for block or neighbourhood parties not be entertained due to liability, risk and emergency access issues. Accordingly, your request is denied.

You may wish to consider booking one of LaSalle's parks for this purpose and I would encourage you to visit the Town's website [www.lasalle.ca](http://www.lasalle.ca) to view availability.

Regards,

Director Council Services/Clerk





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services - General	<b>POLICY NUMBER:</b> M-GEN-003
<b>POLICY NAME:</b> Customer Service Standards	<b>AUTHORITY:</b> 8910/09
<b>DATE APPROVED:</b> August 25, 2009	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> August 2019
<b>STATUS:</b> Active	

**PURPOSE:**

Customer Service Standards provide standards by which citizens and internal contacts can expect their service to be when interacting with the Town of LaSalle and with each other.

**POLICY STATEMENT:**

The Town is committed to providing a high level of service to all of its citizens, visitors, community partners, and to one another.

**SCOPE:**

All Town employees, regardless of what department they work in or what their duties are, are to provide service to the public. Interactions with co-workers (internal customers) are also customer service situations.

**POLICY:**

1. All telephone calls must be responded to within 2 business days.
2. All e-mail inquiries must be responded to within 2 days, even if simply to acknowledge the inquiry.



3. All written correspondence should be responded to within 5 business days. Depending on the nature/complexity of the correspondence, the initial response may be an acknowledgement of receipt of the correspondence and expectation as to duration of time to complete or formally answer the service request.
4. Staff should use their “Out of Office Assistant” if they are going to be away for one full day or more. The message should be brief, include an alternate contact and must identify the date they are returning to the office.
5. Staff should change their voice mail message if they are going to be away for one full day or more. The message should be brief, include an alternate contact and identify the date they are returning to the office.
6. Staff should identify their department and name when answering the phone.
7. Staff should greet customers in person at the earliest opportunity with a smile and the following phrase: “hello, how may I help you”. If staff are already on the phone with a customer and also responsible for in-person inquiries, staff should indicate to the caller that they require a moment to acknowledge a customer at the counter. Listen carefully to their needs by asking questions, taking notes and confirming details.
8. When taking messages for another staff member, record as much information as possible about the nature of the request, the full name of the requestor and his/her contact number. If staff are certain about where the message will be re-directed, advise the customer of the staff member’s name, position and contact information. Customers will feel more empowered if they have this information. (Note: One caveat to this relates to by-law enforcement where the names and personal information of complainants are kept confidential in accordance with the Municipal Freedom of Information and Protection of Privacy Act).
9. Be pleasant, courteous, respectful and helpful.
10. Handling difficult situation or abusive customers: (“Abusive behavior” is displayed when customers shout, display extreme bullying behavior, use abusive or obscene language or make a personal threat). Staff are not expected to tolerate abusive behavior. If a staff member feels threatened, he or she is to advise their supervisor of the incident and request assistance if necessary.
11. General complaints – if a customer has a complaint about the service we have provided we will ensure an appropriate investigation and considered response. We will acknowledge a complaint within 3 working days and try to resolve complaints within 15 days (subject to legislative requirements). If we have made a mistake the customer will receive a written apology and advice concerning actions to be taken.



**RESPONSIBILITIES:**

Council Services shall oversee this Policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #137

Council Report CL-29-09 - Director of Council Services/Clerk dated August 16, 2009.

**ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services - General	<b>POLICY NUMBER:</b> M-GEN-004
<b>POLICY NAME:</b> Flag Raising	<b>AUTHORITY:</b> 361/16
<b>DATE APPROVED:</b> September 27, 2016	<b>DEPARTMENT RESPONSIBLE:</b> Council Services Public Works
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To provide guidelines and regulations for:

- the authorization of requests for community organizations and special event flag raisings;
- national, provincial and municipal flag standards.

**POLICY STATEMENT:**

This policy governs the circumstances under which flags will be flown on municipal flag poles.

**SCOPE:**

The policy applies to the flying of flags on municipal flag poles located at the Civic Centre, Vollmer Culture and Recreation Complex, Front Road Park and Senator Paul Lucier Park.

**POLICY:**

The following guidelines shall be satisfied to approve the raising of a community organization's banner or flag in place of the Town of LaSalle flag:

- a) The organization requesting to use the municipal flagpole will:
  - be a charity or non-profit organization that benefits the residents of the town, or has provincial or national significance;
  - endorse civic pride



- submit the request for a flag raising a minimum of two weeks in advance

The Town will not permit flags in recognition of:

- political parties
- religious affiliations
- other national flags with the exception of the British Flag at Cenotaph Park

The Clerk has the authority to determine the eligibility of each organization.

- b) The raising of an organization/group's flag will not violate any previously established Town of LaSalle by-laws or policies.
- c) The Town of LaSalle will refuse an application to raise the flag of a group or organization that has the potential to negatively reflect the Town's image. The Town has the right to reject an organization/group's flag which:
  - Promotes any form of discrimination, including that based upon race, national origin, religion, sex, gender, sexual orientation or age;
  - Degrades/slanders any individual, group, Town service, event or program;
  - Promotes unlawful behavior including violence or hate.
- d) Requests for flag raisings will be permitted once per calendar year, for a maximum of one week.
- e) The Town reserves the right to schedule a flag raising based on the availability of flag poles

The following protocols distributed by Canadian Heritage are to be satisfied at all times:

The national flag of Canada should always be flown on its own mast ; flag protocol states that it is improper to fly two or more flags on the same mast (for example, one beneath the other). Where there are two masts, the national flag will be displayed to the left.

A common combination of flags is the national flag of Canada with a provincial and municipal flag or other organization's banner. In this case, the national flag should be in the center with the provincial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

The Town of LaSalle will fly all flags at half-mast in accordance with dates and occurrences established by the Canadian Government. Other circumstances resulting in half-masting will be at the discretion of the Mayor and/or Chief Administrative Officer.

## **RESPONSIBILITIES:**

The Clerk is responsible for the administration of this policy. Public Works staff are responsible for the physical raising and lowering of flags.

The Mayor, CAO and Clerk have the authority to accept or deny applications.





Council will be responsible for the authorization of and any revisions to this policy.

## POLICY REVIEW

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

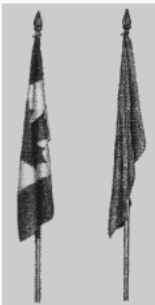
## REFERENCES AND RELATED DOCUMENTS:

Government of Canada's website (<http://canada.pch.gc.ca/eng/1444133232532#a4>)  
Other municipal flag raising policies used as references.

## ATTACHMENTS:

### Configurations

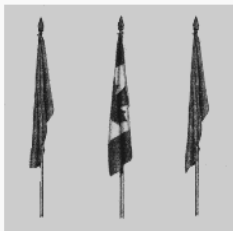
With the flag of one other nation, the National Flag of Canada should be on the left of the observer facing the flags; both should be at the same height.



### Sharing the same base – three flags

When only three flags are displayed, the National Flag of Canada should be at the centre. To an observer facing the display, the second-ranking flag is placed to the left of centre, and the other to the right.

A common combination of flags is the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In this case, the National Flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services – General	<b>POLICY NUMBER:</b> M-GEN-005
<b>POLICY NAME:</b> Municipal Alcohol Risk Management	<b>AUTHORITY:</b> 242/15
<b>DATE APPROVED:</b> June 23, 2015	<b>DEPARTMENT RESPONSIBLE:</b> Culture & Recreation
<b>REVISION DATES:</b> Rescinds 7005/05	<b>REVIEW DATE:</b> June 2019
<b>STATUS:</b> Active	

**PURPOSE:**

This Municipal Alcohol Risk Management Policy is intended to promote a safe, enjoyable environment for those who use these facilities. By managing and enforcing this policy, the Town of LaSalle reduces the potential for alcohol related problems and reduces the risk of liability action.

**POLICY STATEMENT:**

The Town of LaSalle's Municipal Alcohol Risk Management Policy provides for responsible management practices at functions or events held at Town of LaSalle facilities, properties or areas where alcohol is available under the authority of a Special Occasion Permit or a Caterer's Endorsement.

**SCOPE:**

This policy is designed to meet the needs of the Corporation of the Town of LaSalle and shall be applied without prejudice to all Special Occasion Permit functions, events and activities hosted on, or within municipally owned properties.



## POLICY:

### SECTION 1: FACILITIES WHERE SPECIAL OCCASION PERMITS ARE PERMITTED

The following facilities have been designated by the Town of LaSalle as suitable facilities for Special Occasion Permit functions, providing that the event host obtains a Special Occasion Permit from the Liquor Control Board of Ontario and agrees to all conditions as set out by the Town of LaSalle:

- Vollmer Culture and Recreation Complex
- Atrium at the Civic Centre
- Riverdance Building
- Brunet Park
- Gil Maure Park
- Front Road Park
- Millennium Gardens
- Vince Marcotte Park

No other Town-owned facility shall be used for Special Occasion Permit functions without the express written consent of the Town.

### SECTION 2: CONDITIONS FOR SPECIAL OCCASION PERMITS

#### 2.1 GETTING A SPECIAL OCCASION PERMIT/BOOKING FACILITY

- Anyone who is interested in serving alcohol at a particular site must complete an agreement form (**see APPENDIX A**) that stipulates the conditions under which alcohol may be served. In addition, the event host must obtain a Special Occasion Permit for any facility rental where alcohol will be served. This can be obtained from the Liquor Control Board of Ontario.
- The Special Occasion Permit holder must ensure that all of the conditions of the *Liquor Licence Act*, the *Smoke-Free Ontario Act*, (1994), and the Town of LaSalle are adhered to.
- The Town of LaSalle reserves the right to refuse any applicant permission to run a licenced event on its property, and may impose on the event any and all restrictions the Town deems appropriate.
- The Town of LaSalle may, in its sole discretion, direct the termination of a Special Occasion Event. The Town of LaSalle shall not be liable to the event host for any costs, damages, loss of profit or any other loss for terminating the event.
- Proof of the Special Occasion Permit must be presented to the **Director of Council Services and Clerk** at least two (2) weeks prior to the event.



- The Town of LaSalle reserves the right to require an event deposit in the amount of \$500.00 or 50% of the cost of the rental, whichever is less.

## 2.2 PRIVATE EVENTS

A private event is an event where only those persons who were invited to attend will be permitted entry to the events. Examples of private events are weddings, anniversary or birthday celebrations, bridal or baby showers, wine and cheese receptions and family gatherings. The Host of a private event where alcohol will be served must obtain a Special Occasion Permit, and must comply with all of the conditions imposed on that Permit.

In recognition of the fact that a number of requirements of this Policy may not be necessary or appropriate for a private event, the Town of LaSalle may waive compliance with some of the requirements of this Policy. It shall be the obligation of the Special Occasion Permit holder to comply with all of the requirements imposed by the Town of LaSalle for that private event.

### NOTE:

1. **TO QUALIFY AS A PRIVATE A PRIVATE EVENT, THERE MUST BE NO INTENTION TO GAIN OR PROFIT FROM THE SALE OF ALCOHOL AT THE EVENT, THE EVENT CANNOT BE ADVERTISED TO THE PUBLIC IN ANY WAY, AND TICKETS CANNOT BE SOLD TO GET INTO THE EVENT.**
2. **EVENTS SUCH AS STAGS OR STAG AND DOE PARTIES SHALL NOT BE PERMITTED ON ANY TOWN-OWNED FACILITY.**

## 2.3 DEVELOPING YOUR SAFETY AND SECURITY PLAN

A Safety and Security Plan must be developed and submitted to the LaSalle Police Service, the Fire Department, Building Department, Culture and Recreation Department and Public Works Department at least 4 weeks prior to the scheduled event. The elements of the Plan will provide information to these Departments about:

- Type of event being held.
- Expected number of people attending the event.
- Reason for the event.
- Number of adults that will be working at or supervising the event.
- The number of persons that are Smart Serve Certified, and where they will be stationed.
- Type of entertainment at and during the event.
- Audience composition (adults only, or adults and minors).



- The location of the alcohol service area, and its layout to prevent patrons from serving themselves.
- Location of the event.
- Confirmation from the Town of LaSalle that the facility has been booked for the event.

For events open to the public, the event host must have at least one meeting with a Town of LaSalle representative from each affected Department, and to obtain the approval from each Department as to the sufficiency of the Safety and Security Plan.

**NOTE:** For events open to the public, a security guard licenced under the *Private Security and Investigative Services Act, 2005* shall be posted at every entry and exit point during the entirety of the event.

## SECTION 3: CONTROLS DURING EVENTS

### 3.1 CONTROLS FOR EVENTS SERVING ALCOHOL

- The Special Occasion Permit holder will accept only photo identification before allowing alcohol purchase or consumption. All photo identification must be current, issued by a government, and include the person's birthdate. Examples of acceptable identification include:
  - Driver's Licence
  - Passport
  - Canadian Citizenship Card
  - Permanent Resident Card (Canadian)
  - Military Card with photo
  - Secure Indian Status Card
  - LCBO BYID Card
  - Photo Card issued under the *Photo Card Act*
- All workers and volunteers at the event shall be at least 19 years of age.
- Event workers must wear highly visible identification at all times. Suggestions include shirts, hats and/or badges that are easily seen.
- The Special Occasion Permit ("the Permit") holder will provide to the Town, 2 weeks prior to the event, a list of the Smart Serve Certified persons (bartenders, servers, monitors etc.) that will be working the event, together with a photo copy of each person's Smart Serve Card or computer readout. The Permit Holder must ensure that only persons who are Smart Serve Certified will serve alcohol.
- Those who have previously over-served, served minors and/or served intoxicated patrons will not be permitted to participate in the event.
- The Permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.





- The Permit holder will provide the Town of LaSalle with a list of monitors who will monitor all of the entrance and exit points, sell tickets to allow the purchase of alcohol, or generally supervise the event, which list shall be provided 2 weeks prior to the event. All monitors must be Smart Serve Certified. Monitors will supervise the event, encourage legal and moderate drinking behaviour, and ensure that any problems that arise are dealt with efficiently and appropriately.
- The monitors, bartenders and servers will not consume alcohol or any other substance that may impair a person's judgment during the event, nor will they be under the influence of any such substance consumed before the event.
- The Permit holder will be responsible for recognizing the need for assistance during the event, and shall be responsible for obtaining such assistance.
- The Special Occasion Permit signatory must attend the entire event and be responsible for making decisions regarding the operation of the event. He or she must not consume alcohol before or at the event. In an emergency situation where the Permit signatory is unable to attend the event, the Permit signatory must designate, in writing, someone to attend the event and assume all responsibilities of the Permit signatory.
- The Special Occasion Permit must be available for inspection at any time.

### **3.2 CONTROLS FOR ALL EVENTS:**

#### **a) Youth Admittance (under 19 years of age)**

##### ***Adult Events***

- It is recommended that if minors are attending a public event, they must be distinguished from other participants by a visible means, for example by a hand stamp, while participants of drinking age be distinguished by a wrist band. It is unlawful to allow anyone under the legal age of 19 to consume alcohol at your Special Occasion Permit event. All necessary precautions must be taken by event hosts to ensure that this is being enforced.

##### ***Youth Events***

- Youth events include events where the majority of attendees are less than 19 years of age.
- No alcohol will be permitted at youth events. As the main focus is youth, the consumption of alcohol would not be appropriate.

#### **b) Masquerade Events**



- Participants at Masquerade events must be prepared to unmask and identify themselves with acceptable photo ID.

#### **SECTION 4: CONSEQUENCES FOR FAILURE TO COMPLY WITH POLICY**

Any violation of this Policy, the *Liquor Licence Act* or any condition imposed on a Special Occasion Permit will be treated as a very serious matter. Any consequence or penalty for any such violation shall be in the sole discretion of the Town of LaSalle.

An Officer from the LaSalle Police Service, and/or an Inspector from the Alcohol and Gaming Commission of Ontario (AGCO) may also intervene, and may or may not lay charges against the offending individual(s), as he or she may deem appropriate.

#### **SECTION 5: OTHER EVENT REQUIREMENTS**

##### **5.1 INSURANCE:**

- Groups hosting events open to the public must provide proof of a minimum of \$5,000,000.00 per occurrence in public liability insurance, or such other amount as may be approved by the Town, with the Town of LaSalle listed as an Additional Named Insured, with a cross liability clause and a 30-day prior notice cancellation clause. Proof of this insurance must be provided to the Town of LaSalle at least 2 weeks prior to the event.

##### **5.2 SIGNAGE:**

###### **Intoxication and Event Information**

Required signage must be displayed at the bar area and at every entrance and exit point to the facility/event. Required signage is included in APPENDIX F.

##### **5.3 SAFE TRANSPORTATION POLICY:**

- The Permit holder is solely responsible for the safety of attendees at the event, and must ensure that no one becomes intoxicated.
- In the event a person becomes intoxicated at the event, the Permit holder(s) is responsible for promoting safe transportation options for all the drinking participants. Suggested options for safe transportation, if required, include:



- Call the LaSalle Police to attend at the event to deal directly with the intoxicated person and to arrange for the appropriate transportation for that person.
- Call a responsible person who is a friend or relative of the intoxicated person to come to the event to pick up the intoxicated patron.
- Have a designated driver program in effect. Provide identification for designated drivers, (for example, a wrist band of a different colour than drinking participants) and provide non-alcoholic beverages free of charge to the designated drivers.
- The risk of liability is high when an intoxicated driver leaves an alcohol related event. The Permit holder is solely responsible for promoting safe transportation for all drinking patrons. Safe transportation options are essential since the only way to sober up an intoxicated person is with time. Coffee provided at the end of an event only turns a sleepy drunk into a wide-awake drunk who is still unsafe to drive.

#### **5.4 FENCING AND OTHER MATTERS:**

The event host and/or Permit holder may be required to provide other things such as fencing, portable washroom facilities, lighting and other matters, depending on the nature and location of the event. The Town of LaSalle, in its sole discretion, may impose any one or more of these obligations as a condition of allowing the event to occur at a Town-owned facility.

#### **RESPONSIBILITIES:**

Culture & Recreation will oversee this Policy.

#### **POLICY REVIEW**

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

#### **REFERENCES AND RELATED DOCUMENTS:**

None.

#### **ATTACHMENTS:**



**APPENDIX A:**

**SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

Special Occasion Permit Number: \_\_\_\_\_

Name of Team/Group/Event: \_\_\_\_\_

Public or Private Event: \_\_\_\_\_

Name of Contact Person  
and telephone number: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

In consideration of the Town of LaSalle permitting our organization to hold an event licenced for the sale of alcohol on Municipal premises, it is hereby agreed and acknowledged that:

1. I have received and reviewed a copy of the Alcohol Risk Management Policy.
2. I have read and agree to the guidelines for Special Occasion Permit Holders (Appendix B).
3. I personally, and my organization, agree to adhere to the conditions of this Policy, the *Liquor Licence Act*, and all conditions listed on the Special Occasion Permit.
4. I understand that if an infraction of the Policy occurs, the Town of LaSalle may warn or suspend my organization from using Town of LaSalle facilities.
5. I understand that I personally, and my organization, may be held liable for injuries and damages arising from failing to adhere to the *Liquor Licence Act*, from otherwise failing to take action that will prevent foreseeable harm from occurring, or from any negligent act or omission.
6. I understand that the LaSalle Police Service and/or a Liquor Licence Board Inspector can lay charges for infractions of the *Liquor Licence Act* or other relevant legislation.
7. I/my organization agree(s) to indemnify and save harmless The Corporation of the Town of LaSalle from all claims for injuries or losses of any kind whatsoever that may arise as a result, directly or indirectly, of this event being held.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name:  
Position:



## APPENDIX B:

### REQUIREMENTS FOR SPECIAL OCCASION PERMIT HOLDERS

As the holder of a Special Occasion Permit, you and your group can be held liable for, among other things, injuries and damages arising from failing to adhere to the *Liquor Licence Act*, including serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to help reduce your group's risk of liability, the following guidelines must be adopted.

1. Monitor the entrance with at least one person aged 19 or over. This allows staff to screen for identification and to ensure underage, intoxicated, rowdy or potentially troublesome patrons are not allowed entrance.
2. Monitor each exit with at least one person aged 19 or over. This allows you to take reasonable steps to prevent impaired people from driving. These reasonable steps can include using a designated driver either from the non-drinking participants at the event or from your group of helpers. Alternatively, it can consist of a taxi paid by either your group or the participants. If these efforts fail, staff may attempt to detain impaired drivers and call the police.
3. Provide adequate monitors to supervise the event, encourage legal and moderate drinking, and ensure that any problems that arise are dealt with appropriately for the duration of the event.
4. In order to reduce the levels of intoxication and the rate of consumption, staff should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages.
5. In order to reduce the risk of intoxication, you must not serve oversize drinks, double shots of spirits, or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices that encourage increased alcohol consumption. No person shall be served more than two (2) drinks at any one time.
6. If tickets are sold for alcoholic drinks, a maximum of four (4) tickets per person may be sold, unless the Town of LaSalle provides a special exemption for the sale of a higher number of tickets. Unused tickets must be refunded for cash on demand, which refunds shall be made available for at least fifteen (15) minutes after the bar has closed to serving alcohol.
7. Ensure the facility is adequately lighted, signs are visible and stairs are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Your group may be held liable if an accident occurs due to the physical set-up of the facility or area.





8. Do not contravene the *Liquor Licence Act* by serving minors, intoxicated patrons, or by serving to intoxication. Ensure that all staff and volunteers know the signs of intoxication and are prepared to cut off patrons. You may wish to offer discounts on food or non-alcoholic beverages.
9. If any alcohol-related violation occurs, act promptly to rectify the situation and restore adherence to the *Liquor Licence Act*. Whenever the *Act* is violated at your event, you are at risk of being charged and of having a liability action launched against you.
10. All bartenders are responsible to see that no beer/liquor bottles be allowed to leave the bar facility for consumption. Bartenders are responsible for enforcing the liquor regulations as set by the *Liquor Licence Act*. All bartenders, servers and monitors must be Smart Serve Certified.
11. The bar will close no later than 12:00 a.m. and all lights will be turned on. Ticket sales will not be permitted beyond 11:30 p.m., and no "LAST CALL" will be permitted.
12. All spirits, wine and beer must be removed from the tables by 12:45 a.m.
13. All spirits, wine and beer must be removed from the facility immediately after 12:45 a.m. All spirits, wine and beer left in the facility are the responsibility of the event host.
14. Persons must vacate the facility no later than 1:00 a.m. If the building is not vacated by 1:00 a.m., an additional charge may be levied.
15. No alcohol shall be served or consumed outside of any areas designated by the Special Occasion Permit.
16. You are responsible for providing and paying for (if required) the ticket taker and seller, and for crowd control and policing as determined by the approved Safety and Security Plan.
17. You are responsible to clean up the facilities used. This will include the wiping of tables, counter tops, washing and drying of any utensils used and the removal of all decorations. You must supply all detergent, tea towels, dish clothes, etc., necessary for proper kitchen clean up.
18. You are responsible for any damage to the facility and/or property during contracted times.
19. You are responsible for all additional costs the Town of LaSalle incurs resulting from special set-ups, or additional clean-up resulting from incomplete clean-up, which costs will be billed to you.
20. Food services to be offered at special events must be approved by the Windsor-Essex County Health Unit.



21. All bartenders, servers, monitors and volunteers must be aware of the signs of intoxication, which may include:

- Fumbling
- Decreased motor control
- Slurred speech
- Red eyes
- Decreased alertness
- Noticeably shallow breathing
- Talking too fast or too slow
- Change in speech volume
- Sleepiness or tiredness
- Excess sweating
- Stumbling or weaving

**NOTE:** If any patron shows one (1) or two (2) of the above signs, that patron must be monitored carefully.

If a patron displays three (3) or more of the above signs, service of alcohol to this patron must stop immediately.



**APPENDIX C:**

**GUEST TO EVENT WORKER RATIO FOR PUBLIC EVENTS  
ON MUNICIPALLY OWNED PROPERTY**

NOTE: *These numbers may increase at the discretion of the LaSalle Police and the Town of LaSalle.*

# of Guests	Bartenders (all to be Smart Serve Certified) <b>(minimum)</b>	# of Floor Monitors <b>(minimum)</b>	# of Door Monitors	# of Uniformed Police
Up to 100	2	3	Monitor at each access point	<b>All prospective users will be required to submit a detailed security plan to LaSalle Police Services 4 weeks prior to the event for their approval.</b>
101-200	2	6	Monitor at each access point	
201-300	2	9	Monitor at each access point	
301-400	3	12	Monitor at each access point	
401-500	3	15	Monitor at each access point	
<b>801-1000+</b>	<b>To be determined</b>	<b>To be determined</b>	Monitor at each access point	



## **APPENDIX D:**

### **VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES**

#### **Permit Holder:**

Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.

#### **Event Host:**

She/he must attend the event, ensure that adequate Smart Serve Certified staff are available, co-ordinate and help staff, ask for help from security if necessary.

#### **Bartenders or Servers:**

Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitutes. Must be Smart Serve Certified.

#### **Floor Monitor:**

Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, suggests safe transportation alternatives. Must be Smart Serve Certified.

#### **Door Monitor:**

Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking. Must be Smart Serve Certified.

#### **Ticket Seller:**

Sells tickets to purchase alcoholic beverages, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request. Must be Smart Serve Certified.

#### **Security:**

Patrols the room, scans for potential trouble, notifies event staff and Permit holder of potential incidents, helps event staff in handling disturbances, and shall be stationed at entrances or exists to the event. All security personnel shall be licenced as a security guard under the *Private Security and Investigative Services Act, 2005*.



**APPENDIX E:**

**SPECIAL OCCASION PERMIT HOLDER CONTACT LIST**

<b>Department of Culture &amp; Recreation:</b>	5950 Malden Rd. LaSalle, ON N9H 1S4 (519) 969-7770 EXT. 1235
<b>LaSalle Police Department:</b>	1880 Normandy Street LaSalle, ON N9H 1P8 (519) 969-5210
<b>LaSalle Fire Department:</b>	1990 Normandy Street LaSalle, ON N9H 1P8 (519) 966-0744
<b>LaSalle Building Department:</b>	5950 Malden Rd. LaSalle, ON N9H 1S4 (519) 969-7770 EXT. 145
<b>Windsor-Essex County Health Unit:</b>	1005 Ouellette Avenue Windsor, ON N9A 4J8 (519) 258-2146
<b>Alcohol and Gaming Commission of Ontario:</b>	1-800-522-2876





**APPENDIX F:  
REQUIRED SIGNAGE**

**Must be displayed at the bar area and at every entrance and exit point to the facility/event**

**Town of LaSalle  
Responsible Alcohol Management**

It is against the law to serve anyone under 19 years of age, to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. Servers in our facilities are required to obey the law.

**Intoxication is not permitted to occur on this premise at any time, whether service occurred on this premises or elsewhere.**

**Intoxicated persons shall be removed from this event and facility.**

Proper ID must be presented to Event Staff when requested.

A maximum of two (2) alcoholic beverages per person may be served at one time.

At any time during the event, any unused tickets may be redeemed for cash.

We support the R.I.D.E. program.

**Town of LaSalle  
Responsible Alcohol Management**

**Name of Permit Holder & Rental Group:** \_\_\_\_\_

**LaSalle Police/Fire Services:**      **519-969-5210**

**Alcohol and Gaming Commission of Ontario:**      **1-800-522-2876**



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services - General	<b>POLICY NUMBER:</b> M-GEN-006
<b>POLICY NAME:</b> Visitor Sign-in/Out	<b>AUTHORITY:</b> CR-309/13
<b>DATE APPROVED:</b> August 27, 2013	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> August 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of this policy is to ensure the safety of visitors and employees and to prevent or minimize personal injury or illness through adherence to the Corporation's Occupational Health and Safety Program and safe work practices. Where necessary, the use of Personal Protective Equipment (PPE) may be required.

**POLICY STATEMENT:**

The Town of LaSalle would like to ensure the safety of employees and visitors that enter Town of LaSalle employee or restricted areas.

**SCOPE:**

All visitors must sign in at facilities and workplaces to ensure all visitors abide by any relevant safety rules while on Town of LaSalle premises.

**POLICY:**

This Policy is in compliance with the Town of LaSalle's Corporate Occupational Health and Safety Policy



## DEFINITIONS

Visitor: a Person who does not have officially authorized access to Town of LaSalle employee areas or a particular area of facilities. (Employees and contractors may be treated in the same manner as visitors to Town of LaSalle facilities where they do not normally work, or areas of facilities where they work, but for which they do not have authorized access.) A visitor must be accompanied by an authorized escort in all non-escort free areas or areas in which he or she is not permitted independent access.

## PROCEDURE

1. Logging In. All visitors to the Town of LaSalle accessing employee areas shall come to the reception desk of the facility and sign the visitors log immediately upon arrival.
2. In the event of an emergency, the host department/employee must provide the visitor instructions and or directions to the designated assembly area. The visitor must remain at the designated assembly area until given further instructions.
3. All visitors, if necessary, must wear the required personal protective equipment in areas that require protection while visiting city facilities.
4. Rules of Conduct. All visitors must obey the following rules of conduct at all times:
  - Follow all verbal instructions and signs;
  - Remain with your designated host;
  - Don't touch or attempt to operate any machine, device or equipment unless told to do so;
  - Don't talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control;
  - Don't engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct;
  - Stay out of restricted areas;
5. Logging Out. Visitors must be encouraged to leave through the same reception area in which they entered and log out.
6. Non-Compliance. Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave. The Town of LaSalle shall not be responsible for injuries visitors suffer as a result of violating these rules.

## TRAINING

All Directors/Managers will be responsible for ensuring their staff is familiar with this procedure.



All training shall be documented with copies filed with Human Resources.

**VISITOR SIGN IN LOG**

By signing this log, you are acknowledging that you have read, understood and will abide by the visitor health and safety responsibilities.

DATE	PRINT NAME	PERSON VISITING	TIME IN	TIME OUT

**IMPORTANT:** This form must be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and accounted for.

**VISTOR HEALTH & SAFETY RESPONSIBILITIES**

- Follow all verbal instructions and signs;
- Remain with your designated host at all times;
- DO NOT touch or attempt to operate any machine, device or equipment unless told to do so;
- DO NOT talk or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control;
- DO NOT engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct;
- Stay out of restricted areas;
- Report all injuries or problems immediately to your host, no matter how minor.



**RESPONSIBILITIES:**

All employees are required to enforce this procedure.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Director, Council Services/Clerk Council report CL-38-13 dated June 20, 2013  
Town of LaSalle's Corporate Occupational Health and Safety Policy

**ATTACHMENTS:**

None.





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services – Culture & Recreation	<b>POLICY NUMBER:</b> M-CR-001
<b>POLICY NAME:</b> Ice Use Allocation	<b>AUTHORITY:</b> 86/17
<b>DATE APPROVED:</b> March 14, 2017	<b>DEPARTMENT RESPONSIBLE:</b> Culture & Recreation
<b>REVISION DATES:</b> Rescinds PR/3382/98	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

It is recognized and understood that the Municipality has a responsibility to provide ice time to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of the ice time available to the community. Ice time allocation should also represent a balance of activities, which may change as trends, and demands for other activities develop in the community.

**POLICY STATEMENT:**

This policy will clearly define and communicate how ice will be managed, allocated and distributed as well as serve as a guide for the ice allocation process conducted by the Town.

**SCOPE:**

This policy applies to all requests and assignment of use of the ice located at the Vollmer Culture and Recreation Complex.

**POLICY:**

**Rental Categories**

The Town of LaSalle will allocate ice using the following definitions:



### **Community Youth (Minor Sports Groups):**

Organizations providing youth activities with an elected volunteer executive, constitution and by-laws and are not for profit. Minor sports groups are defined as persons 3 to 19 years of age inclusive.

**Competitive Junior Hockey** - The LaSalle Vipers Junior B Hockey Club

### **Municipal Programs:**

Includes public skating, parent and tot, adult skating etc.

### **Adult:**

Includes all groups or individuals whose participants consist of participants 19 years and older.

### **Time Categories**

Prime Time:

Monday to Friday from 4:00 pm to 11:00 pm

Saturday and Sunday from 7:00 am to 11:00 pm

Non-Prime Time:

Monday to Friday from 6:00 am to 4:00 pm

### **Time Block Bookings**

Ice will be allocated in blocks of time (50 minutes).

### **Ice Time Allocation**

Ice Allocation will be completed using the following priority listing:

**Priority #1:** Municipal Activities such as public skating, parent and tot program, etc

**Priority #2:** Municipal Minor Sports Groups

**Priority #3:** Junior 'B' Hockey (as per agreement)

**Priority #4:** Adult groups

### **Ice Allocation For Minor Sport Groups**

The following factors will be considered in determining the base ice allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of ice time hours for certain groups.

- age of participants
- availability of coaching staff
- hours that best suit after school program
- game times vs practice times
- best utilization of ice time
- total minor sport prime and non-prime hours available
- total registration for minor sport groups
- total registration for each minor sport group



- residency within the municipality

### **Historical Precedent**

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

### **Contracts and Payment**

All ice rentals will require a signed Ice Arena Rental Permit. All ice users will be charged ice rental fees as outlined in Schedule F of the Town of LaSalle User Fee By-law. All ice users must provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of two million dollars (\$2,000 000.00). Full payment of ice rental time, a copy of insurance certificate, and a signed copy of the Ice Arena Rental Permit must be provided to the Department of Culture and Recreation before the first scheduled date or access to the ice arena may be denied.

### **Ice Use and Flood Schedules**

The maintenance of ice will be completed by the Town of LaSalle. One hour of ice rental time consists of 50 minutes; the additional 10 minutes will be used for ice maintenance. In the event that both Rink A and the Gary L. Parent C.A.W. Arena need to be flooded at the same time, Rink A will be flooded first, followed by the Gary L. Parent C.A.W. Arena. Should this occur, the users time on the ice may start a few minutes late, and their ice time will be extended in the same amount due to the late start. In some occurrences, the ice may be maintained on a different schedule, as agreed upon by the Town of LaSalle and the user.

### **Sub-Letting of Ice Time**

No group or individual may sub-let any ice.

### **Cancellation Policy**

Ice use cancellations are not permitted during the regular season (September – March). Permit holders are required to pay for all reserved ice, regardless of use.

Ice use cancellations will be permitted during the off-season (April – August), provided that the user provides two (2) weeks written notice to the Facility Booking Office. The municipality may then in turn try to rent the ice; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

### **Public Skating**

The municipality will encourage public skating (family skate and open skate) during the regular ice season and will schedule such activities for both facilities. Times may vary at the discretion of the municipality.



### **Tournaments and Special Events**

Requests for the allocation of ice time for tournaments and special events shall only be considered if received in writing from the sponsoring group. The exact dates for these events should be submitted with the ice time request of each group by March 31st of each year and will be confirmed before the beginning of each season. Requests for tournaments and special events will be considered on an individual basis and will take into consideration the following criteria:

1. Sponsoring Group
2. Time and Date of Event
3. Amount of Ice Time Required
4. Activity
5. Benefit to the Community
6. Purpose of Event
7. Designation of proceeds or profits from event

If a Special Occasion Permit is requested as part of a tournament, the user must comply with The Town of LaSalle Alcohol Risk Management Policy.

### **Curfewed Ice**

It is the responsibility of user groups to inform the Facility Booking Office of any special requirements regarding curfews at the time the schedules are submitted.

### **Ice Re-Allocation**

This refers to the re-allocation of ice-time that is no longer required by a seasonal contract rental group (ie: an Oldtimers hockey team folds, Skating Club registrations decrease). Ice time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy. All non-contracted ice time will be booked on a first come first serve basis to any rental category.

### **Ice Rental Rates**

Ice rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to Council for approval through the User Fee By-law.

### **POLICY REVIEW**

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

### **ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services – Culture & Recreation	<b>POLICY NUMBER:</b> M-CR-002
<b>POLICY NAME:</b> Outdoor Sport Surface Use Allocation Policy & Procedure	<b>AUTHORITY:</b> 87/17
<b>DATE APPROVED:</b> March 14, 2017	<b>DEPARTMENT RESPONSIBLE:</b> Culture & Recreation
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

It is recognized and understood that the Municipality has a responsibility to provide outdoor sports surfaces to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of outdoor sports surfaces. Outdoor sports surface allocation should also represent a balance of activities, which may change as trends, and demands for other activities develop in the community.

**POLICY STATEMENT:**

This policy will clearly define and communicate how outdoor sports surfaces will be managed, allocated and distributed as well as serve as a guide for the allocation process conducted by the Town.

**SCOPE:**

This policy applies to all requests for and use of outdoor sports surfaces located in the Town of LaSalle.





## **POLICY:**

### **1. Exemptions**

Tennis, volleyball, pickleball and basketball surfaces do not require a permit and are open for casual use. Pickleball users must purchase an annual key to the courts.

Commercial use of outdoor sports surfaces without a permit is prohibited. (i.e. structured classes or programs)

### **2. Rental Categories**

The Town of LaSalle will allocate outdoor sports surfaces using the following definitions:

#### **Community Youth (Minor Sports Groups):**

Organizations providing youth activities with an elected volunteer executive, constitution and by-laws, are not for profit, and may be required to provide financial statements, and that they meet a 40% residency requirement. Minor sports groups are defined as persons 3 to 19 years of age inclusive.

#### **Adult:**

Includes all groups or individuals whose participants consist of participants 19 years and older.

### **3. Time Block Bookings**

Sports surfaces will be allocated in two (2) hour blocks with the exception of the "B" and "G" soccer fields, which will be booked in one (1) hour blocks.

### **4. Sports Field Time Allocation**

Outdoor sports surface allocation will be completed using the following priority listing:

**Priority #1:** Municipal Minor Sports Groups

**Priority #2:** Adult Groups

#### **Outdoor Sports Surface Allocation for Minor Sport Groups**

The following factors will be considered in determining the base sports field allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of sports field time hours for certain groups.

- age of participants
- availability of coaching staff
- hours that best suit after school program
- game times vs practice times
- best utilization of sports field time
- total hours available
- total registration for minor sport groups
- total registration for each minor sport group
- residency within the municipality



## **5. Historical Precedent**

It is recognized that it is advantageous to maintain a reasonable amount of consistency in sports surface scheduling from year to year and therefore due consideration will be given to the allocation of sports surfaces according to previous years. Significant changes to sports surface allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

## **6. Contracts and Payment**

All sports surface rentals will require a signed rental permit. All sports surface users will be charged rental fees as outlined in Schedule F of the Town of LaSalle User Fee By-law. All sport surface users must provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of two million dollars (\$2,000 000.00). Full payment of sports surface rental time, a copy of insurance certificate, and a signed copy of the rental permit must be provided to the Department of Culture and Recreation before the first scheduled date or access to the surface may be denied.

## **7. Sports Surface Season**

Town of LaSalle sports surfaces generally open the last weekend of April, and closed mid-October annually. When the first day of May falls on a weekend, that shall be considered the opening weekend. Exact opening and closing dates will be confirmed each year by the end of February and will be based on factors such as current weather conditions and staffing.

This is to allow much needed time for sports fields to rest, especially during the wettest time of year when the most damage can occur. This also gives municipal staff an opportunity to provide routine maintenance to all fields, undertake repairs, improvements and renovations for selected sites on an annual rotating basis. Should the use of specific fields be required before the opening dates or after the closure dates, a written request must be made to the Town of LaSalle. Decisions of field use before opening dates or after closure dates will depend on the established maintenance schedule and field conditions at that time.

## **8. Maintenance**

The maintenance of sports surfaces will be completed by the Town of LaSalle. Users may not make any alteration, change, addition or repair to the sports surfaces, without written consent from the Town of LaSalle.

### **i. Softball/Hardball Diamonds**

User groups are able to line the infield base lines, on the skinned surfaces only, of a rented diamond if they wish to do so. This may be done with a walk behind cart only. All materials and equipment for this are to be supplied by user groups. This lining should be done no more than 30 minutes prior to rental of diamond. Lining should be done after grooming work is complete. User groups must advise Town of LaSalle staff at the time of booking if they intend to line the infield base lines. Any lining done by user groups is at their own risk.



The Town of LaSalle will complete the following basic maintenance of baseball diamonds:

**Vollmer Culture and Recreation Complex Baseball Diamonds:**

- Diamond infields will be groomed daily (weather dependent)
- Outfield grass will be cut weekly (weather dependent)
- Outfield foul lines will be painted weekly (on grass only)

**Diamond Setup:**

*Softball diamonds*

- Pitching rubber (permanent location)
- Home plate with strike mat
- Bases set at 70 feet with safety first base

*Hardball diamonds*

- Pitching mound with rubber (permanent location)
- Bases set at 90 feet

**Front Road Baseball Diamonds:**

- Diamond infields groomed twice per week (weather dependent)
- Outfield grass will be cut weekly (weather dependent)
- Only home plate is provided - all bases and pitchers rubbers are provided by user groups

**River Canard Baseball Diamonds:**

- Diamond infields groomed twice per week (weather dependent)
- Outfield grass will be cut weekly (weather dependent)
- Only home plate is provided - all bases and pitchers rubbers are provided by user groups

In some occurrences, baseball diamonds may be maintained on a different schedule. During special events and tournaments, additional grooming and baseline chalking may be done. Prior arrangements and approval through the Town of LaSalle is required.

**ii. Soccer**

Grass mowing is performed once a week. Inclement weather may alter mowing schedules.

Requests to modify or improve any Town of LaSalle sports surface shall be submitted in writing for review and if approved by Town staff, will be submitted to Council for consideration.

The Town of LaSalle observes the following holidays during the summer season: Victoria Day, Canada Day, Civic Day and Labour Day. User groups may use outdoor sports surfaces on holidays that fall within their regularly assigned allocation, however, maintenance will not be done on holidays.



In addition to the above schedule, the Front Road Baseball Diamonds will be closed one week prior and one week after the annual Town of LaSalle Strawberry Festival in June.

#### **9. Sub-Letting of Sports Field Time**

No group or individual may sub-let sports fields.

#### **10. Cancellation Policy**

Sports field use cancellations will be permitted provided that the user provides two (2) weeks written notice to the Facility Booking Office. The municipality may then in turn try to rent the field; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

#### **11. Inclement Weather/Poor Field Conditions**

- i. The Town of LaSalle reserves the right to cancel or suspend permits for games, practices or other uses whenever sports surface conditions could result in damage to the surface or injury to players
- ii. Play is not permitted on surfaces that have been closed. If play does take place, the Town may bill the user for damages.
- iii. During periods of changeable, adverse weather conditions, where surfaces remain open, team officials will be responsible for pre-game inspections to determine field safety and surface damage potential.
- iv. Only authorized Town of LaSalle staff can re-open a previously closed field.

#### **12. Tournaments and Special Events**

Requests for the allocation of sports fields for tournaments and special events shall only be considered if received in writing from the sponsoring group. Requests for tournaments and special events will be considered on an individual basis.

#### **13. Parking**

User groups must inform their participants and spectators to park in parking lots and public parking areas. No vehicles are allowed on Town of LaSalle sports surfaces or property other than parking lots.

#### **14. Field Re-Allocation**

This refers to the re-allocation of time that is no longer required by a seasonal contract rental group. Field time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy. All non-contracted field time will be booked on a first come first serve basis to any rental category.

#### **15. Sports Surface Rental Rates**

Rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to Council for approval through the User Fee By-law.



**POLICY REVIEW**

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

**ATTACHMENTS:**

None.



<b>Municipal Parks Amenities Chart</b>	BOAT RAMP	BASEBALL	BASKETBALL	ELECTRICITY	FOOTBALL	PLAYGROUND	PAVILION	PICNIC TABLES	SOCCER	SWIMMING	TENNIS	TRACK & FIELD	VOLLEYBALL	WALKING PATHS	WASHROOMS	WATER
Brian Briggs Park-1230 Tanglewood Cres.																
Brunet Park-6000 Seventh Street							P									
Dossenbach Park-325 Dossenback Dr.																
Gerry Craig Park-101 Reaume																
Gilbert Park-7000 International																
Gil Maure Park-1180 Front Road				P			P									P
Heritage Park-1140 Heritage Drive									P							
James Jenner Park-1259 Eastbourne																
Jim Chappus Park-495 Gary																
John Dupuis Park-905 Hazel St.																
Kenwood Park-6975 Marquette St.																
Lafferty Park-955 Lafferty																
Front Road Park-1200 Front Road		P														
Natalie Park-1895 Westview																
Ojibway Oaks Park-1005 Morton																
Optimist Park-914 Victory Street																
Paul Wilkinson Park-1395 Lyons Ave.									P							
River Canard Park-		P														
Rivervilla Park- 1000 Rivervilla Crt.																
Rob Carrick Park-7040 Malden Rd.																
Sandwich West Park-2455 Sandwich West Pkwy																
St Clair Street Park-4199 St. Clair Ave.																
Senator Paul Lucier Park-900 River Ave.																
Steve Budimir Park-5929 Bagley																
Trillium Park-2205 Suzanne St.																
Turtle Club-375 Reaume Rd.		P														P
Victory Park-2455 Runstedler Dr.																
Vince Marcotte Park-6000 LaSalle St.																
Vollmer Complex -2121 Laurier Parkway		P					P		P							

P – Permit Required



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services - DSI	<b>POLICY NUMBER:</b> M-DSI-001
<b>POLICY NAME:</b> Encroachments	<b>AUTHORITY:</b> 8026/07
<b>DATE APPROVED:</b> July 10, 2007	<b>DEPARTMENT RESPONSIBLE:</b> CAO Office Development & Strategic Initiatives
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> July 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To provide a policy to respond to requests from individual property owners to enter into encroachment agreements to recognize the public use of unopened road allowances for existing vehicular driveways

**POLICY STATEMENT:**

The Town of LaSalle wishes to ensure a clear and efficient process for property owners to enter into encroachment agreements pertaining to the use of an unopened municipal road allowance.

**SCOPE:**

Applies to all request from property owners who request to enter into an encroachment agreement for the public use of unopened road allowances for an existing vehicular driveway.

**POLICY:**

1. Encroachment agreements should only be used in instances where an abutting property owner wishes to utilize an existing driveway from an exterior side yard or a



residential dwelling situated on a lot which derives its access to/from and has frontage onto an existing publicly owned and maintained road.

2. Individual encroachment agreements to included that the affected property owner:
  - Pays all of the costs to construct and maintain the private residential driveway
  - Maintains liability insurance in an amount as specified by the Town Solicitor in order to hold harmless the Corporation in the event of an accident while using a motorized vehicle on the private driveway
  - Pays all legal, surveying and administrative costs.
3. All requests to construct a new driveway on unopen right of way will required the applicant to purchase all or a portion of unopen right of way. No new right of way for driveway will be permissible.
4. Additional requirements pertaining to the use of an unopened municipal road allowance will also be incorporated within each individual agreement.

## **POLICY REVIEW**

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

## **REFERENCES AND RELATED DOCUMENTS:**

Policy # 124 and By-law #7946 amending By-law 7762 –Delegate to Administration the Authority to process, make decisions on, and to execute agreements for certain matters. (Council delegates the Chief Administrative Officer of the Town of LaSalle authority to process, decide upon and issue decisions for encroachments.)

## **ATTACHMENTS:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services - DSI	<b>POLICY NUMBER:</b> M-DSI-002
<b>POLICY NAME:</b> Street Naming	<b>AUTHORITY:</b> 4919/00 6646/04
<b>DATE APPROVED:</b> October 10, 2000	<b>DEPARTMENT RESPONSIBLE:</b> Development & Strategic Initiatives
<b>REVISION DATES:</b> March 23, 2004	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of this policy is to establish a uniform and logical street naming system for newly developed streets.

**POLICY STATEMENT:**

The Town of LaSalle wishes to ensure a clear and efficient naming process of municipal streets.

**SCOPE:**

This policy covers the naming of municipal streets in the Town of LaSalle and provides guidelines to allow developers to suggest names.

**POLICY:**

Developers/property owners may submit a list of proposed names for new streets, however, the final decision remains with Council, who may select a street name from the established municipal list.

Name	Significance	Similar Names
Munro	1956 Councillor, S.W.	



Crowe	1956 Councillor, S.W.	Crowder
Fitch	1956 Councillor, S.W.	Fifth
Delisle	1931 Councillor, S.W.	Dale
Olsen	1943 Mayor, LaSalle	
Henderson	1947 Mayor, LaSalle	
Bezaire	1924 Councillor, LaSalle	
Hewson	1934 Councillor, S.W.	
Campeau	1932 Councillor, LaSalle	Camille, Campbell
Lacombe	1932 Councillor, LaSalle	
Tapson	1950 Councillor, LaSalle	Tilston

In the event there are no names submitted and/or if Council is of the opinion that the proposed names are not appropriate, that Council may elect to select the new street name from the "municipal pool" of street names.

**RESPONSIBILITIES:**

The Director of Development & Strategic Initiatives shall oversee this Policy.

**POLICY REVIEW**

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

**REFERENCES AND RELATED DOCUMENTS:**

Policy #77.

**ATTACHMENTS:**

None.





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services – Fire Services	<b>POLICY NUMBER:</b> M-FI-002
<b>POLICY NAME:</b> Fire Prevention	<b>AUTHORITY:</b> 7140/05
<b>DATE APPROVED:</b> April 25, 2005	<b>DEPARTMENT RESPONSIBLE:</b> Fire Service
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> April 2019
<b>STATUS:</b> Active	

**PURPOSE:**

To establish a policy to identify the required and Council-directed level of fire prevention programs and services to be delivered by LaSalle Fire Service

**POLICY STATEMENT:**

Mandatory requirements for fire prevention services and programs are established in the Fire Protection and Prevention Act, 1997 as amended (Part II), and various provisions of the Ontario Fire Code. This policy establishes the delivery of fire prevention services and programs within the Town, including any elements required by provincial legislation and such additional services and programs as determined by Council.

**SCOPE:**

This policy applies to all fire service personnel

**POLICY:**

**FIRE PREVENTION RECORDS KEEPING AND RISK ASSESSMENT**

Current Records relating to all fire prevention activities must be prepared and retained. These records include:



- Emergency response statistics using the Standard Fire Incident Report
- Fire Investigations
- Fire Prevention Inspection Programs-complaints, requests, licensing, Building Code and other inspection types
- In-service inspection program
- Home inspection program
- Smoke alarm program
- Smoke alarm program
- Distribution of public fire safety information and media releases
- Public displays, fire hall tours, etc.
- Lectures, demonstrations, presentations to the public
- Building code plans examinations
- Simplified risk assessment and other needs analysis processes containing a current community fire profile identifying current public education and prevention needs

## RISK ASSESSMENT

The simplified risk assessment will be updated every 3 years and programs modified as appropriate.

## PUBLIC EDUCATION PROGRAMS

The Fire Chief and department personnel will provide fire prevention education programs within the community in accordance with the priorities identified in the community's risk assessment. Community groups and organizations may request fire safety related presentations, demonstrations and tours of fire stations.

Appropriate fire safety education materials will be distributed in an effective manner to address community fire safety issues and concerns based upon needs and circumstances

## INSPECTIONS AND ENFORCEMENT

Fire Prevention Inspections are to be conducted for all complaints received by the fire department containing reports of potential Fire Code violations and/or potential fire hazards.

Additional Fire Prevention Inspections will be conducted in assembly, multi-unit residential, commercial and industrial buildings based on a prioritized assessment of life safety concerns and perceived fire risk. may be conducted of occupancies and buildings as deemed necessary to address the needs and circumstances of the community or a targeted risk.

Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the Fire Protections and Prevention Act, 1997.



## OPEN AIR BURNING

Open air burning is regulated within the municipality. Open air burning will only be conducted with approval of the Chief Fire Official and in accordance with the conditions set out in the “Restricting of Setting of Fires” by-laws.

## BUILDING CODE INSPECTION AND PLAN APPROVALS

Building code inspections and plan approvals will be carried out in accordance with By-law No. 6074 that prescribes types of fire inspections, specified areas of authority and designates the Fire Chief and the Fire Prevention Officer as inspectors under the Ontario Building Code Act to assist the Chief Building Official in ensuring compliance with the Ontario Building Code.

## FIREPLACE AND SOLID FUEL BURNING APPLIANCES

These appliances will be inspected upon request by the Fire Department, however, where there are existing fixtures, comments will be limited to the visible portions of the unit only at the time of the inspection.

## REQUESTED INSPECTIONS FOR CHANGE OF OWNERSHIP

Inspections will be conducted within a reasonable period of time when requested by the purchaser’s representative and only where written permission has been obtained from the owner or the owner’s agent to inspect and release inspection results.

## FEES FOR SERVICE

Fees may be charged for any or all of the above referenced inspections/services in accordance with the Fee Schedule as set out by the Town of LaSalle.

A fee schedule for various types of inspections/services, is available upon request from the fire department or town hall.

## INVESTIGATION OF FIRES

The Fire Chief and/or members of the fire department delegated by the Fire Chief shall investigate the origin and cause of all fires within the municipality. The Office of the Fire Marshal will be notified for the following reasons: Fatality or Serious Injury (likely to cause death), gaseous explosions, large loss fire or suspicion of arson. The municipal fire investigator will assist the OFM investigator as requested.



## **SUMMARY**

This policy provides for the participation of all members of the department in fire prevention and public education activities, during available hours and also addresses the types of inspection services that have been approved by council. It is intended as an affirmative direction to the fire chief; fire department personnel and the public.

## **RESPONSIBILITIES:**

Fire Service is responsible for this policy.

## **POLICY REVIEW**

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

## **REFERENCES AND RELATED DOCUMENTS:**

Policy #119  
Fire Protection and Prevention Act, 1997 as amended  
Ontario Fire Code  
By-law #6073 as amended (Establishing & Regulating by-law)

## **ATTACHMENTS:**

None



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> Municipal Services – Public Works	<b>POLICY NUMBER:</b> M-PW-001
<b>POLICY NAME:</b> Parks Maintenance	<b>AUTHORITY:</b> CR/95/16
<b>DATE APPROVED:</b> March 22, 2016	<b>DEPARTMENT RESPONSIBLE:</b> Public Works
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2019
<b>STATUS:</b> Active	

**PURPOSE:**

The purpose of this policy is to establish a maintenance management plan for the 34 parks and outdoor sports facilities within the Town of LaSalle as well as the Round-About, Medians and other planting beds.

**POLICY STATEMENT:**

Within the Public Works Department, the Town of LaSalle Parks Department is looking at establishing a Maintenance Management Plan and approved level of service for the parks system.

The goals the department intends to achieve with the development of this Maintenance Plan are:

- Provide safe, clean, and green parks facilities to the public as efficiently and effectively as resources allow
- Identify the highest and best use of full-time staff, seasonal staff and contracted staff based on meeting customer needs along with level of service expectations.
- Create a maintenance system that is capable of growing with the Town of LaSalle as more parkland and development is added to the Towns inventory.

**SCOPE:**

This Maintenance Management Plan is intended to assist Town Council in approving a level of service that can be expected from the Parks department. The document is intended to





identify a level of service that can be maintained with current staffing levels. This document will be available to members of Council, the public and all Town Staff so everyone is aware of and recognizes current practices.

**RESPONSIBILITIES:**

Public Works Department

**POLICY REVIEW**

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



## The Corporation of the Town of LaSalle

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### *Public Works Department* **Parks Maintenance Policy**

**Prepared by:**

**Mark Beggs, Manager of Roads and Parks**

**Tom Brydon, Supervisor of Parks**



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**Section 1 - Introduction**

The Town of LaSalle Parks staff maintains 34 day use parks with associated facilities, trails, greenways, the Vollmer outdoor sports facilities and grounds, as well as various median plantings, round about landscaping, and roadside beds, which amount to over 380 acres of parkland.

The “Parks Maintenance Program” is focused on achieving maintenance outcomes and efficiency for each of the 34 parks and outdoor sports facilities within the Town of LaSalle as well as the Round-About, Medians and other planting beds.

## Section 2 – Purpose and Goals

Within the Public Works Department, the Town of LaSalle Parks Department is looking at establishing a Maintenance Management Plan and approved level of service for the parks system.

The goals the department intends to achieve with the development of this Maintenance Plan are:

- Provide safe, clean, and green parks facilities to the public as efficiently and effectively as resources allow
- Identify the highest and best use of full-time staff, seasonal staff and contracted staff based on meeting customer needs along with level of service expectations.
- Create a maintenance system that is capable of growing with the Town of LaSalle as more parkland and development is added to the Towns inventory.

This Maintenance Management Plan is intended to assist Town Council in approving a level of service that can be expected from the Parks department. **The document is intended to identify a level of service that can be maintained with current staffing levels.** This document will be available to members of Council, the public and all Town Staff so everyone is aware of and recognizes current practices.

## Section 3 – Asset Inventory

The Town of LaSalle has over 380 acres of parkland, 445 acres of additional sensitive habitat and over 15km of greenway linkages. According to our current “Parks and Recreation Master Plan Update” the town currently exceeds the provincial standard for parkland provisions. The Town currently provides 10.65 acres per 1000 population and the provincial standard is 5 acres per 1000 population.

### 3.1. The Parks and Recreation Master Plan has recommended that the Town adopt the idea of a “Family of Parks”

The following recommendations were identified:

(See Figure 1 – Park Location map)

(See Figure 2 - Family of Parks map)

- The following parks were identified as **Community Parks**:
  - Vollmer Culture and Recreation Complex
  - Gil Maure / Front Road Park (Waterfront Park)
  - Town of LaSalle Cenotaph Park
  - Brunet Park
- The following parks were identified as **Neighbourhood Parks**:
  - John Dupuis Park
  - Turtle Club Park (*not maintained by Town*)
  - LaSalle Conservation Area
  - Steve Budmir Park
  - Vince Marcotte Park
  - Stanton Park
  - Heritage Park
  - Sandwich West Park
  - Jim Chappus Park



- Optimist Park
  - Paul Wilkinson Park
  - Victory Park
  - Petite Cote Conservation Area (*not maintained by Town*)
  - River Canard Park
  - Robert Carrick Park memorial track and facility (*not maintained by Town*)
- The following parks were identified as a **Parkette**:
- Gerry Craig Park
  - Ojibway Park
  - Riverville Park
  - Senator Paul Lucier Park
  - Natalie Park
  - Trilium Park
  - James Jenner Park
  - St. Clair Park
  - Meo Boulevard Park
  - Brian Briggs Park
  - Doossenbach Park
  - Gilbert Park
  - Kenwood Park
  - Lafferty Park

### 3.2 Trail System

The Town of LaSalle has over 38km of multi-use trails and linkages through the community. In Co-operation with neighbouring municipalities, Community groups, the County of Essex CWATS program, and the Rt. Hon Herb Grey Parkway all trail networks are developing interconnections to provide additional access to our entire region.

*(See Figure 3 – Trail System Map)*

### 3.3 Outdoor Recreation Facilities

Outdoor recreation facilities maintained by the Parks Staff include baseball diamonds, soccer pitches, multi-use courts, playground equipment, skate parks, park pavilions and boat ramp/marina.

*(See Figure 4 – Sports Facilities with category identification)*

1. Baseball Diamonds
  - The Town currently maintains 8 diamonds at the Vollmer Complex
  - There are also diamonds at Front Road Park, James Jenner Park, Heritage Park and River Canard.
2. Soccer Fields
  - The Town currently maintains 31 fields, at the Vollmer Complex, Wilkinson Park, Holy Cross school, and Sandwich Secondary School
3. Multi-Use Courts (Basketball, Tennis, Pickle ball)
  - There are currently 5 basketball courts in various playing conditions (provincial standard is 7, and many need repair)

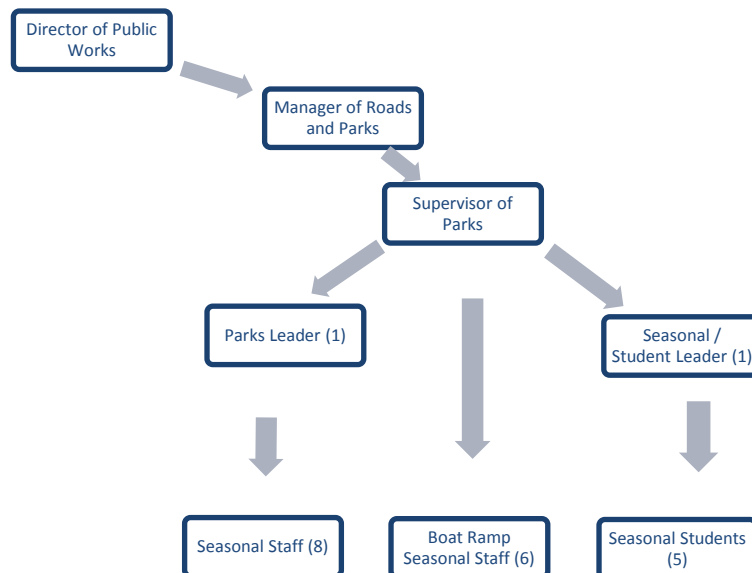




- There are currently 7 tennis courts. (surfaces need attention in some cases)
- There are currently 4 pickle ball courts (provincial standard is 7)
- 4. Playground Equipment
  - The Town currently maintains 24 pieces of play equipment
- 5. Skate Parks
  - The Town currently maintains 1 skate park (provincial standard is 2)
- 6. Picnic Pavilions
  - The Town currently maintains picnic pavilions. There are 5 pavilions within the town.
- 7. Boat Ramp and Marina
  - The Parks Department currently staffs the boat ramp with an attendant for daily launching, and maintains the boat ramp area.
- 8. Sand Volleyball Courts
  - The Parks Department currently maintains 5 sand volleyball courts; 3 courts in Front Rd Park, 1 in S. Budmir Park and 1 in Vince Marcotte Park.

## Section 4 – Staffing

Currently the Parks department is a division of Public Works within the Town of LaSalle. The organizational chart is as follows:





## Section 5 – Parks Maintenance Standards

Maintenance standards are required to establish a frequency at which the different areas of Town of LaSalle Parks system should be maintained, and to what level of service each of those areas should be maintained. Maintenance standards can change by season and month depending on the type of parks area level of use.

The adoption of a ranking system for various green spaces will be used to schedule parks staff appropriately and maintain a consistent level of service throughout the Town of LaSalle parks assets.

The level of service for Parks Green Space areas will be grouped into four categories: A, B, C and D. The level of service for each group will be as follows:

### 5.1 Group 'A'

Group 'A' facilities include high profile area's within the Town. These are the top priority areas within the Town.

#### 1. Turf Maintenance

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3").
- Trimming to be done with each cutting.
- Minimize bare areas. \*(overseed and top-dress as needed)
- Remove grass clippings if visible.
- Consistent soil moisture (no wet areas, no dry areas) – (Firm enough for foot and mower traffic).
- Irrigation should be used where possible.
- Aerate 1 time/year \*(not able to aerate areas with irrigation)
- Fertilize 1 time/year

#### 2. Landscaped Area Maintenance

- Prune/trim shrubs as dictated by species twice annually.
- Top up mulch around each tree annually.
- Top up mulch in shrub beds to minimize weed growth annually.
- Weed growth to be removed **weekly**.

#### 3. Annual Flower Bed Maintenance

- Annual flowers to be planted in the spring of each year by mid June
- Annual beds to be automatically watered by irrigation system as needed.
- Weed growth to be removed **weekly**.

#### 4. Tree Maintenance

- Minor trimming and pruning trees as dictated by species annually.
- Major / large tree trimming to be done every 1-2 years.



## 5.2 Group 'B'

Group 'B' facilities include high traffic areas within the Town, which will be maintained at a slightly lower level of service

1. Turf Maintenance
  - Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
  - Trimming to be done with each cutting
2. Landscaped Area Maintenance
  - Prune/trim shrubs as dictated by species once annually.
  - Top up mulch around each tree annually.
  - Top up mulch in shrub beds to minimize weed growth annually.
  - Weed growth to be removed **monthly**.
3. Annual Flower Bed Maintenance
  - Annual flowers to be planted in the spring of each year by mid June
  - Annual beds to be automatically watered by irrigation system, or staff as needed
  - Weed growth to be removed **weekly**
4. Tree Maintenance
  - Minor trimming and pruning trees as dictated by species every 2-3 years.
  - Major / large tree trimming to be done every 4-5 years.

## 5.3 Group 'C'

Group 'C' facilities include lower traffic areas within the Town, which will be maintained at a lower level of service

1. Turf Maintenance
  - Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
  - Trimming to be done with each cutting
2. Tree and Landscaped Area Maintenance
  - Prune/trim shrubs as dictated by species once annually
  - Top up mulch around shrub beds to minimize weed growth.
  - Weed growth to be removed **bi-monthly** from landscaped beds
3. Annual Flower Bed Maintenance
  - No annual flowers to be planted in a "Group C" park or area
4. Tree Maintenance
  - Minor trimming and pruning trees as dictated by species every 2-3 years.
  - Major / large tree trimming to be done every 4-5 years.



### 5.4 Group 'D'

Group 'D' facilities include lower traffic areas within the Town which will be maintained at our lowest level of service.

1. Turf Maintenance
  - Mowing to occur every 7 days during (mowing height 3")
  - Trimming to be done with each cutting
2. Landscaped Area Maintenance
  - Minor trimming to be done annually
  - Top up mulch around shrub beds to minimize weed growth.
  - Weed growth to be removed **twice per year** from landscaped beds
3. Annual Flower Bed Maintenance
  - No annual flowers to be planted in a "Group D" park or area
4. Tree Maintenance
  - Minor trimming and pruning trees as dictated by species every 2-3 years.
  - Major / large tree trimming to be done every 5-6 years.

(See Figure 6 – Group Identification Summary Chart)

### 5.5 Grouping Summary of Parks and Planting areas

The 34 park areas within the Town of LaSalle as well as several other landscaped areas are included in the following chart, indicating what they are being grouped as:

Park No.	Park Name	Grouping
<b>Community Parks:</b>		
34	Town of LaSalle Cenotaph Park	A
7	Gil Maure	B
15	Vollmer Culture and Recreation Complex	B
2	Brunet Park	B
4	Front Road Park (Riverdance)	C
<b>Neighbourhood Parks:</b>		
11	John Dupuis Park	C
27	Turtle Club Park	By Others
20	Robert Carrick Park	By Others
22	Steve Budmir Park	C
28	Vince Marcotte Park	C
32	Stanton Park	C
8	Heritage Park	C
23	Sandwich West Park	C
10	Jim Chappus Park	C



Park No.	Park Name	Grouping
18	Optimist Park	C
19	Paul Wilkinson Park	C
29	Victory Park	C
30	Petite Cote Conservation Area	By Others
33	River Canard Park	C
14	LaSalle Conservation Area	D
<b>Parkette:</b>		
5	Gerry Craig Park	B
16	Natalie Park	C
17	Ojibway Park	D
21	Riverville Park	D
24	Senator Paul Lucier Park	D
26	Trilium Park	D
9	James Jenner Park	D
25	St. Clair Park	D
31	Meo Boulevard Park	D
1	Brian Briggs Park	D
3	Doossenbach Park	D
6	Gilbert Park	D
12	Kenwood Park	D
13	Lafferty Park	D
<b>Other Areas:</b>		
	Todd Land / Malden Roundabout	A
	Laurier Pkwy Roundabout	A
	Malden Medians	A
	Laurier Medians	A
	Sprucewood Gardens	B
	Town Gateway Signs (3)	C
	Naples Blvd	C
	Ellis / Angelina Blvd	C
	Huron Church / Silver Maple Burm	D
	Subdivision Islands	D

(See Figure 5 – Parks Group Identification)

## Section 6 – Other Maintenance Standards

### 6.1 Playground Maintenance

All playground equipment within the Town of LaSalle Parks system will be maintained to the same standard regardless of the group designation for the park it is in.

- Each piece of equipment will be inspected monthly by a qualified inspector.
- Visual inspection of equipment by Town staff to be done bi-weekly
- Any deficiencies noted at time of inspection will be repaired as soon as possible





- Play ground base surfaces will also be inspected monthly, and impact testing done yearly. Maintenance will be done as needed.
- Playground equipment will be on a replacement schedule of 12 to 18 years.

### **6.2 Outdoor Court Maintenance**

All outdoor court facilities within the Town of Lasalle Parks system will be maintained to the same standard regardless of the group designation for the park it is in.

- Each court will be inspected monthly by Town staff
- Any deficiencies noted at time of inspection will be repaired as soon as possible
- Play surface should be repaired as needed and lines painted as needed (budget dependent)
- Nets and other equipment should be kept in operational condition

### **6.3 Trail Maintenance**

All trails within the Town of Lasalle Parks system will be maintained to the same standard regardless of the group designation for the park or area it is in.

- All areas of the trail network shall be visually inspected once per year for hazards
- Any deficiencies noted at time of inspection or reported by public will be marked and repaired as soon as possible.
- Adjacent trees to the trail system shall be trimmed back every 2 years and as needed.
- Debris on the trail system should be removed as soon as possible once being notified of the debris

### **6.4 Athletic Field Maintenance**

Athletic fields within the Town of Lasalle Parks system will be maintained to a level of service based on three categories: 1, 2 and 3.

*(See Figure 4 – Sports Facilities with Category Identification)*

#### **6.4.1 Category 1 – Vollmer Soccer and Baseball Fields, Wilkinson Park, Sandwich West Park**

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
- Trimming to be done with each cutting
- 95% turf coverage at beginning of season
- 80% turf coverage after play begins
- Aerate annually
- Over seed annually
- Fertilize annually
- Fields to be lined as per user group requirements (grass area only)
- ***See "Baseball Level of Service" PW-40-15 Report submitted to Council for baseball specific items (attached)***

#### **6.4.2 Category 2 – River Canard Park, Front Road Park**

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
- Trimming to be done with each cutting



- 85% turf coverage at beginning of season
- 70% turf coverage after play begins
- Fields only to be lined for approved events
- Base ball diamonds groomed twice per week
- ***See “Baseball Level of Service” PW-40-15 Report submitted to Council for baseball specific items (attached)***

**6.4.3 Category 3 – James Jenner Park, Heritage Park**

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 2 ½”)
- Trimming to be done with each cutting
- 70% turf coverage maintained all season
- No lining is done for play

***Note: In cases of severe weather conditions (drought or rain), all athletic fields may need to be closed to protect playing surface from damage.***

***6.5 Roadside Grass Cutting***

All rural roadsides within the Town of LaSalle are to be cut twice per year. They may be cut more frequently depending on the weather conditions.

***6.6 Town Owned Land Cutting***

All vacant Town owned lands within the Town of LaSalle are to be cut twice per year. They may be cut more frequently depending on the weather conditions. This work will generally be done by an outside contractor.

***6.7 Graffiti and Vandalism***

All graffiti and vandalism within the Town of LaSalle shall be removed or repaired as soon as possible after discovery. Document and photograph damage as necessary.

***6.8 Skate Park***

The skate park within the Town of LaSalle shall be inspected by Town staff monthly, and any necessary repairs made as soon as possible.



### Section 7 – Maintenance Matrix

	Timeframe	Description of Work	Frequency	Notes
1	December - April	<b>Winter Work</b>		
		Sidewalk/Trail and Parking lot Snow Removal	Weather Dependent	Complete work from Previous Summer Lights On 3rd Friday of November, Lights Off after Jan 6 , take down by end of January (weather permitting)  Fall Planting as Required General Maintenance as needed and weather dependent
		Tree Trimming in Parks	Weather Dependent	
		Christmas Lights (Removal/Take Down)	Yearly	
		Tree Planting	Weather Dependent	
		Park areas Maintenance	Weather Dependent	
		Trail Tree Trimming	Yearly	
2	April-May	<b>Spring Sports Fields Maintenance /Layout</b>		
		Vollmer Soccer	Yearly	Initial clean up of fields, and layout for all field lines Repair any winter damages
		Vollmer Baseball	Yearly	
		Wilkinson Park Soccer	Yearly	
		Front Road Baseball	Yearly	
		River Canard	Yearly	
		Holy Cross Soccer	Yearly	
3	April - May	<b>Spring Parkland Cleanup</b>		
		Tennis Courts	Yearly	General Cleanup after Winter      From winter snow removal damages
		Pickle Ball	Yearly	
		Playgrounds	Yearly	
		Open areas	Yearly	
		Shelters	Yearly	
		Skate Park	Yearly	
		Trail and Sidewalk Turf Rehab	Yearly	
		Distribute Picnic tables	Yearly	



	Timeframe	Description of Work	Frequency	Notes
4	Mid April-Mid May	<b>Spring Landscaped Beds - Maintenance and Manicuring (Areas without Annuals)</b>		
		Civic Centre –Cenotaph Park	2x / Year	Start date dependent on Weather. We may not get to all areas before “annual” planting starts  Remaining beds would be cleaned up in Item 12
		Laurier Round about	Yearly	
		Todd Roundabout	Yearly	
		Malden Median	Yearly	
		Laurier Median	Yearly	
		Town Gateway Signs	Yearly	
		Vollmer	Yearly	
		River dance	Yearly	
		Millennium Gardens	Yearly	
		Gil Maure	Yearly	
		Marcotte	Yearly	
		Brunette	Yearly	
		Naples	Yearly	
		Natalie	Yearly	
		Ellis	Yearly	
		Wilkinson	Yearly	
		Chappus	Yearly	
		Craig	Yearly	
5	Mid April - May	<b>Town Wide Bulb Maintenance and Removal</b>		
		Town Wide	Yearly	
6	May - 1st of June	<b>Spring Annuals Bed Preparation and Planting</b>		
		Todd lane Roundabout (may not have annual plants)	Yearly	Complete all planting before Strawberry Fest (first weekend of June)  if weather permits
		Malden Medians	Yearly	
		Laurier Roundabout (may not have annual plants)	Yearly	
		Civic Centre	Yearly	
		Vollmer	Yearly	



	Timeframe	Description of Work	Frequency	Notes
		<ul style="list-style-type: none"> <li>Sprucewood</li> <li>Gerry Craig</li> <li>Gil Maure</li> <li>Millennium Gardens</li> <li>Brunette</li> <li>Trillium</li> <li>Bridge Planters</li> <li>Hanging Baskets</li> <li>Front Rd Planter Barrels</li> </ul>	<ul style="list-style-type: none"> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> </ul>	
7	May to End of Season	<b>Sports Field Line Painting</b>		
		<p style="text-align: center;"><i>Soccer</i></p> <ul style="list-style-type: none"> <li>W Fields</li> <li>G Fields</li> <li>B Fields</li> <li>International Fields</li> <li>Wilkinson</li> <li>Holy Cross Soccer</li> </ul> <p style="text-align: center;"><i>Baseball</i></p> <ul style="list-style-type: none"> <li>Hardball</li> <li>Softball</li> <li>Front Rd</li> <li>River Canard</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> <li>Weekly</li> <li>Weekly</li> <li>Weekly</li> <li>Weekly</li> <li>Weekly</li> <li>Weekly</li> <li>Weekly</li> <li>Weekly</li> </ul>	<ul style="list-style-type: none"> <li>Outfield lines only</li> <li>Outfield lines only</li> </ul>
8	May to Oct	<b>Sports Field Maintenance</b>		
		<p style="text-align: center;"><i>Baseball Grooming</i></p> <ul style="list-style-type: none"> <li>Vollmer</li> <li>River Canard</li> <li>Front Rd</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> <li>2x Per Week (Wed and Fri)</li> <li>Weekly</li> </ul>	<ul style="list-style-type: none"> <li>Category 1</li> <li>Category 2</li> <li>Category 3</li> </ul>





	Timeframe	Description of Work	Frequency	Notes
		<p style="text-align: center;"><i>Soccer</i></p> <p style="text-align: right;">Turf Repair Net Repairs Garbage Pickup Goal Mouth Repair</p>	<p>Yearly and as needed as needed 3x per week Yearly</p>	
9	Mid April - July 1	<b>Spring Grass Cutting</b>		
		Civic Centre Vollmer Parks East Parks West Front Rd / Gil Maure Park	<p>5 Day Rotation 5 Day Rotation 5 Day Rotation 5 Day Rotation 5 Day Rotation</p>	
10	June - October	<b>Roadside Cutting</b>		
		Town Wide (Width of mower only)	2 x per season	may be cut 4-5 times if required
11	July - November	<b>Summer Grass Cutting</b>		
		Vollmer Soccer Vollmer Baseball Vollmer Open Land Parks East Parks West Front Rd / Gil Maure Park	<p>Weekly Weekly Weekly 7 Day rotation 7 Day rotation Weekly</p>	
12	May -October	<b>Weeding Planting Beds</b>		
		Civic Centre – Cenotaph Park Roundabouts (Laurier and Todd) Medians (Malden and Laurier) Vollmer	<p>Weekly Weekly Weekly Weekly</p>	



	Timeframe	Description of Work	Frequency	Notes
		Sprucewood	Weekly	
		Gerry Craig	Weekly	
		Gil Maure	Weekly	
		Millennium Gardens	Weekly	
		Brunette	Weekly	
		Town Gateway Signs	Bi-Monthly	
		Naples	Bi-Monthly	
		Natalie	Bi-Monthly	
		Ellis	Bi-Monthly	
		Wilkinson	Bi-Monthly	
		Marcotte	Bi-Monthly	
		Chappus	Bi-Monthly	
		River dance	Bi-Monthly	
		Huron Church Line / Silver Maple	2x / Year	
		Subdivision Islands	2x / Year	
13	May - October	<b>Watering of Annual Beds</b>		
		Watering	Daily	
14	July and August	<b>Parks and Trail Tree Maintenance</b>		
		Major Tree Trimming (30 parks)	5-6 parks / Year	4-6 year rotation for all parks (Group A every 1-2 years) 2-3 year rotation for all parks (Group A every 1-2 years)
		Minor Tree Trimming (30 Parks)	12 - 15 Parks / Year	
		Trailside Trimming	Bi-Annually Spring / Fall as Needed	
		Tree Planting	Once / Year	
		Park Entrance Pathways		
15	Year Round	<b>Playground Equipment</b>		
		Monthly Inspection	Monthly	
		Weekly Inspection	Weekly	
		New Install (as per budget)		



	Timeframe	Description of Work	Frequency	Notes
		Equipment Repairs	As Needed	
16	Year Round	<b>Memorials</b>		
		Benches (10 per year)	2 times / year	
		Trees	Fall or Spring	
		Bricks	As Needed	
17	Year Round	<b>Programming Events</b>		
		Event Setup, Maintenance and Cleanup	As Requested	
		Special Event Setup (Weekdays and Weekends)	As Requested	
18	September - December	<b>Fall Activities</b>		
		Aerify Sports Fields	Yearly	
		Fertilize Sports Fields	Yearly	
		Overseed Sports Fields	Yearly	
		Soccer Field and Goal Mouth Repairs	Yearly	
		Baseball Major Field Maintenance	Yearly	
		Install Christmas Lights and Decorations	Yearly	Lights on 3 <sup>rd</sup> Friday in December
		Remove Annuals	Yearly	
		Plant Bulbs	Yearly	
		Collect Picnic Tables	Yearly	
		Remove Soccer Nets	Yearly	
		Leaf Cleanup	Yearly	

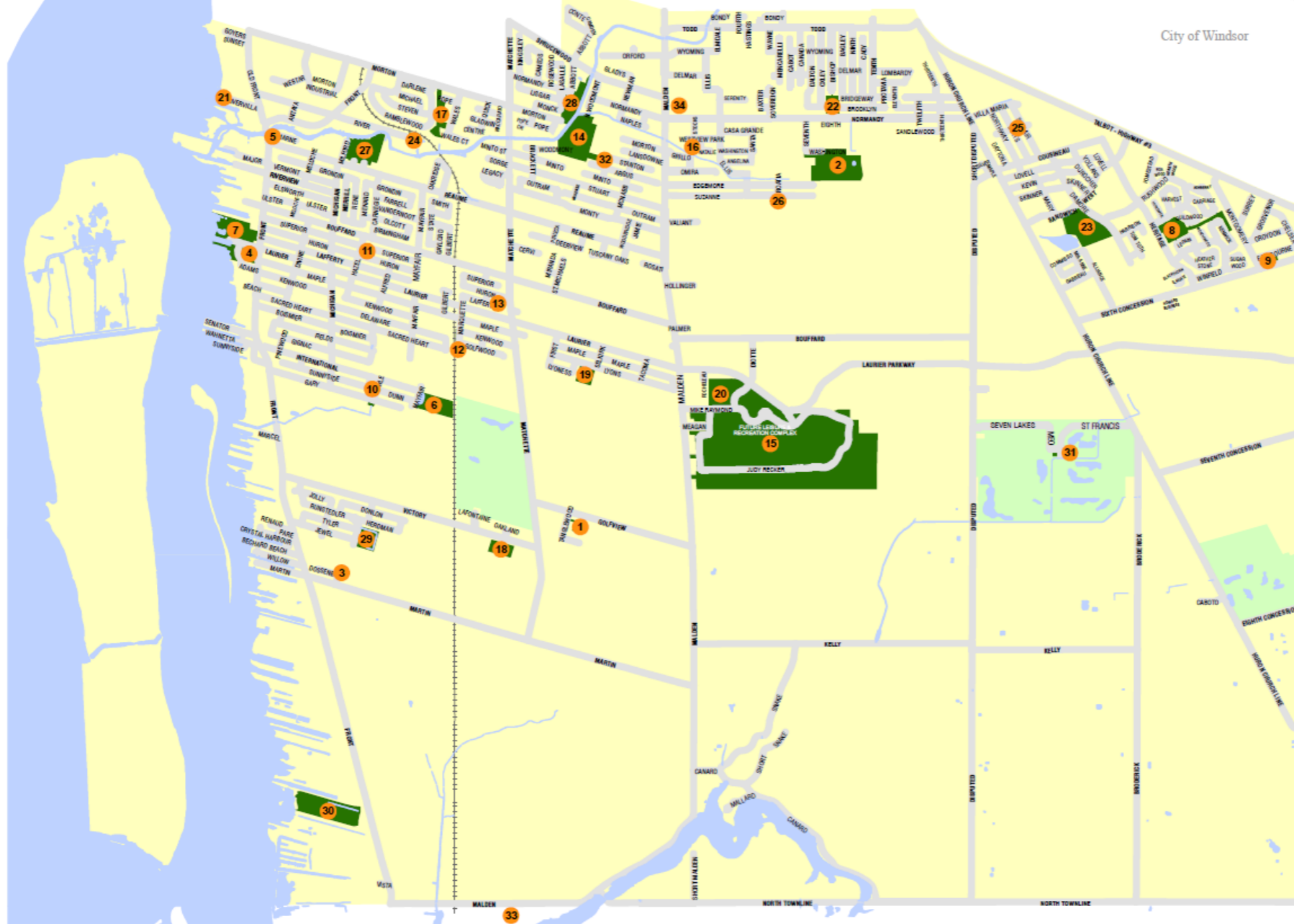
## **Section 8 – Recommendations**

This “Parks Maintenance Policy” includes maintenance standards to help achieve the desired level of service of the parks grounds and facility assets using the current staff and equipment available.

The key recommendations are as follows:

- The 2015 Parks Master Plan was used as a tool to develop this policy. Future expansions and upgrades of outdoor facilities will in turn require this plan to be updated.
- Adopt the maintenance standards as presented in this plan and continue to address maintenance impacts as new areas and facilities are added.
- Continue to monitor budgets for maintenance activities and costs for accounting tracking and monitoring.
- Continue to monitor equipment life cycles for vehicles, mowers and other equipment. Continue to investigate new equipment options for maintenance operations.
- Once this plan is adopted, all Town staff will require knowledge of the level of service provided.
- This plan should be reviewed every three years to update new assets, and identify effectiveness of the program.

Figure 1 - Park Location Map



## Park Locations Map

1. Brian Briggs Park
2. Brunet Park
3. Dossenbach Park
4. Front Road Park
5. G. Craig Park
6. Gilbert Park
7. Gil Maure Park
8. Heritage Park
9. J. Jenner Park
10. Jim Chappus Park
11. John Dupuis Park
12. Kenwood Park
13. Lafferty Park
14. LaSalle Conservation Lands
15. Vollmer Culture & Recreation Complex
16. Natalie Park
17. Ojibway Oaks Park
18. Optimist Park
19. Paul Wilkinson Park
20. R. Carrick Memorial Track & Field Facility
21. Rivervilla Park
22. S. Budimir Park
23. Sandwich West Park
24. Senator Paul Lucier Park
25. St. Clair Park
26. Trillium Park
27. Turtle Club
28. Vince Marcotte Park
29. Victory Park
30. Petite Cote Conservation Area
31. Meo Blvd Park
32. Stanton Park
33. River Canard Park
34. Town of LaSalle Cenotaph Park



Figure 2 - Family of Parks Map

**Connect to an Active Lifestyle**

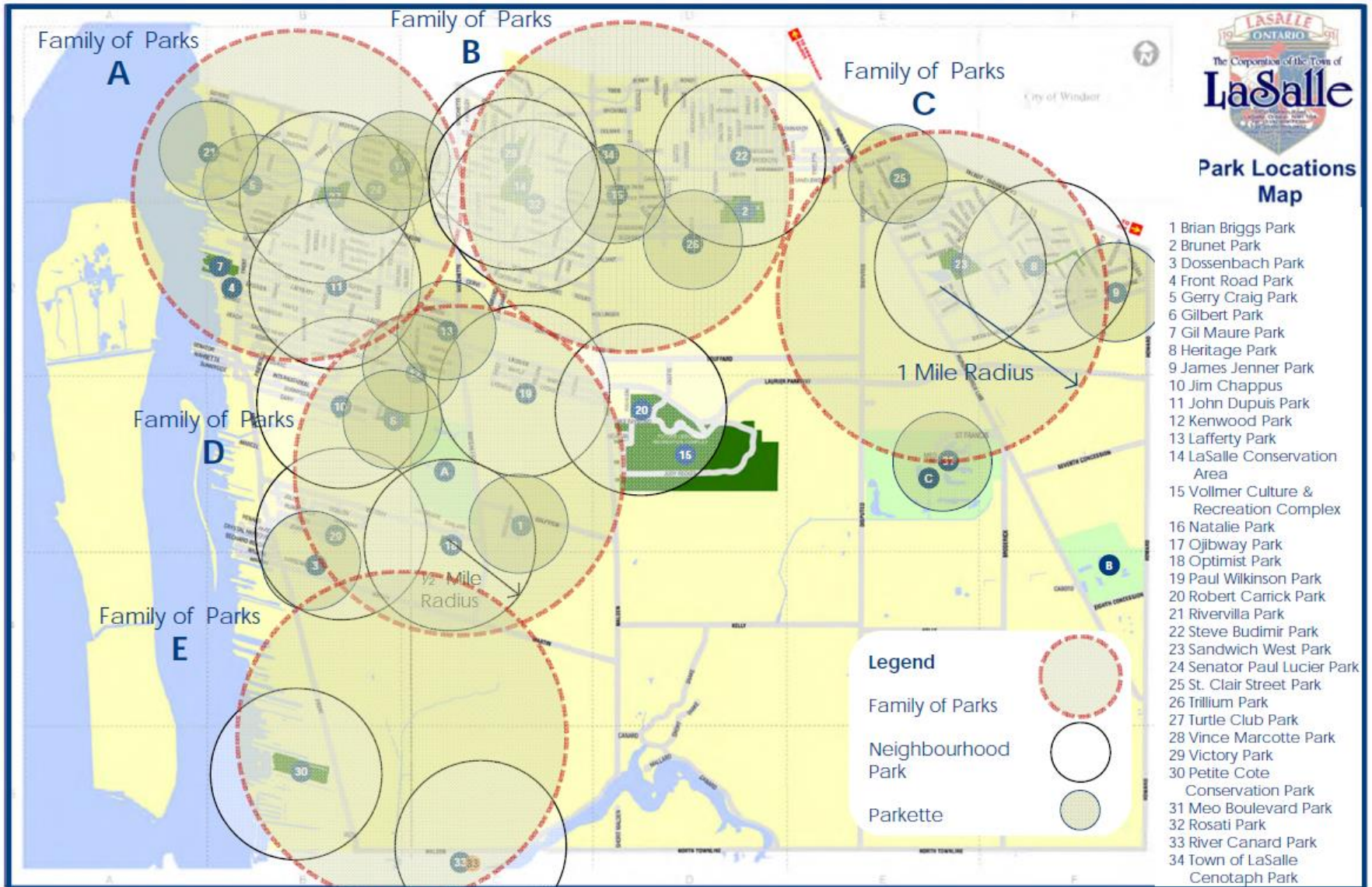
**Town of LaSalle**

Parks & Recreation Master Plan Update



**Park Locations Map**

- 1 Brian Briggs Park
- 2 Brunet Park
- 3 Dossenbach Park
- 4 Front Road Park
- 5 Gerry Craig Park
- 6 Gilbert Park
- 7 Gil Maure Park
- 8 Heritage Park
- 9 James Jenner Park
- 10 Jim Chappus
- 11 John Dupuis Park
- 12 Kenwood Park
- 13 Lafferty Park
- 14 LaSalle Conservation Area
- 15 Vollmer Culture & Recreation Complex
- 16 Natalie Park
- 17 Ojibway Park
- 18 Optimist Park
- 19 Paul Wilkinson Park
- 20 Robert Carrick Park
- 21 Rivervilla Park
- 22 Steve Budimir Park
- 23 Sandwich West Park
- 24 Senator Paul Lucier Park
- 25 St. Clair Street Park
- 26 Trillium Park
- 27 Turtle Club Park
- 28 Vince Marcotte Park
- 29 Victory Park
- 30 Petite Cote Conservation Park
- 31 Meo Boulevard Park
- 32 Rosati Park
- 33 River Canard Park
- 34 Town of LaSalle Cenotaph Park

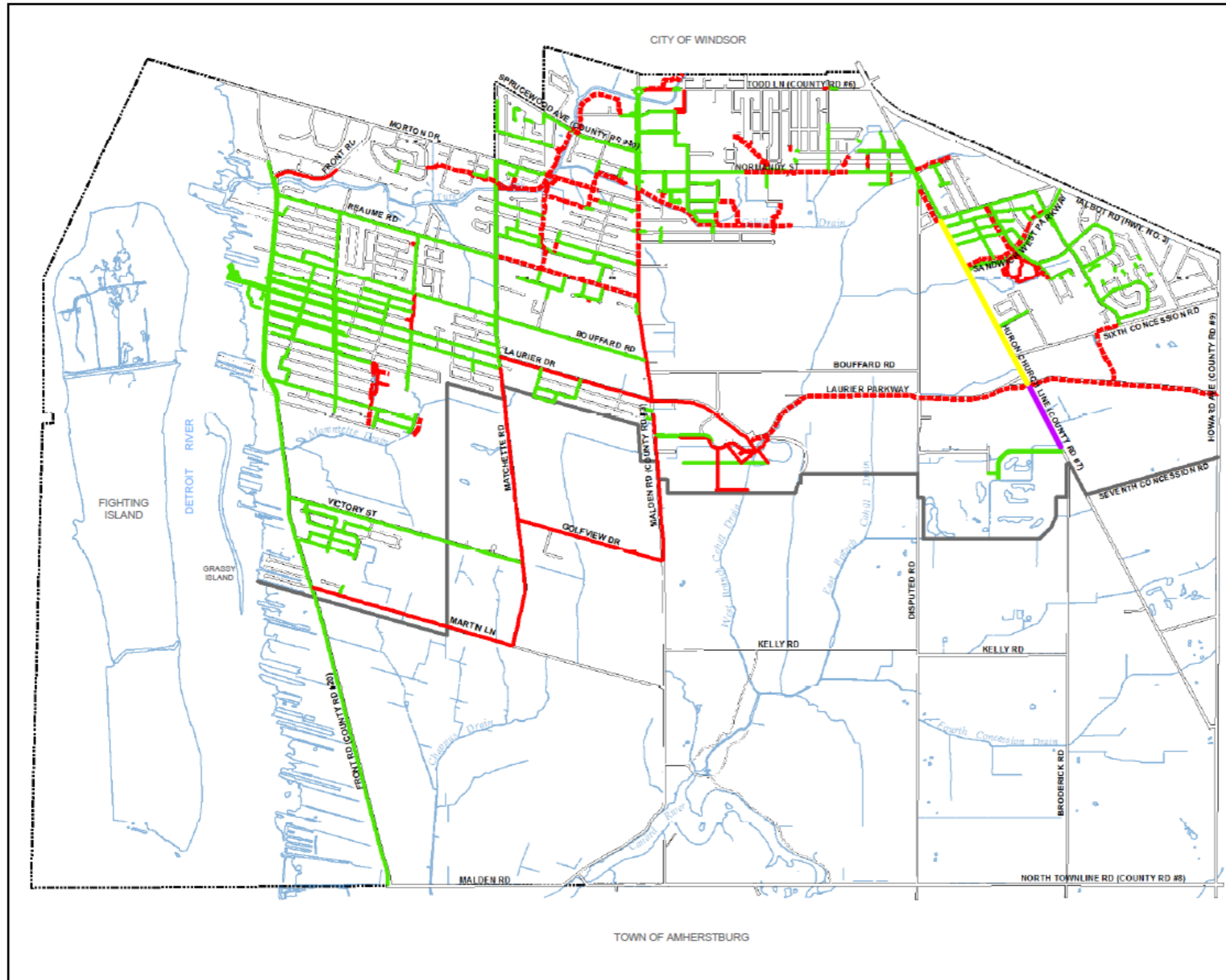


**Family of Parks**

**FIGURE 3**  
**Trail System Map**



- LASALLE TRAILS**
- Asphalt =>3 m wide
  - - - Asphalt < 3 m wide
- (37 Km Total)
- CWAT FACILITIES**
- Paved Shoulder
  - On Road, 2-way Cycle Track
- (2.5 Km Total)
- LASALLE SIDEWALKS**
- Concrete
- (75 Km Total)



TOWN OF TECUMSEH



0 0.25 0.5 1 Kilometers

December 2014

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Provided by:  
TOWN OF LASALLE FINANCE DEPARTMENT  
1905 Malden Road - Lasalle, Ontario, N9H 1S4  
TEL: 519/869-7170 FAX: 519/869-8852



# TOWN OF LASALLE SPORTS FACILITIES & PARKS

Figure 4 - Sports Facilities with Category Identifications

**VOLLMER SOCCER AND BASEBALL FIELDS**  
 • 38 SOCCER PITCHES  
 • 2 BASEBALL DIAMONDS  
 • 6 SOFTBALL DIAMONDS  
**Category 1**



**TURTLE CLUB BASEBALL DIAMONDS**  
 • 7 BASEBALL/SOFTBALL DIAMONDS  
**Maintenance by Others**



**RIVER CANARD PARK**  
 • BASEBALL/SOFTBALL DIAMONDS  
 • BASKETBALL COURT  
 • TENNIS COURT  
**Category 2**



**SANDWICH WEST PARK**  
 • TRACK AND FIELD  
 • FOOTBALL FIELD  
 • BASEBALL/SOFTBALL DIAMOND  
**Category 3**



**ROB CARRICK MEMORIAL TRACK & FIELD FACILITY**  
 • TRACK AND FIELD  
 • BASEBALL/SOFTBALL  
**High School**



**BRIAN BRIGGS PARK**  
 • TENNIS COURT



**FRONT ROAD PARK**  
 • BASEBALL/SOFTBALL DIAMOND  
 • BASKETBALL COURT  
 • OUTDOOR SWIMMING POOL  
**Category 3**



**HERITAGE PARK**  
 • BASEBALL/SOFTBALL DIAMOND  
 • BASKETBALL COURT  
 • SOCCER PITCH  
**Category 3**



**JAMES JENNER PARK**  
 • BASEBALL/SOFTBALL DIAMOND  
 • BASKETBALL COURT  
 • TENNIS COURT  
**Grass Only**



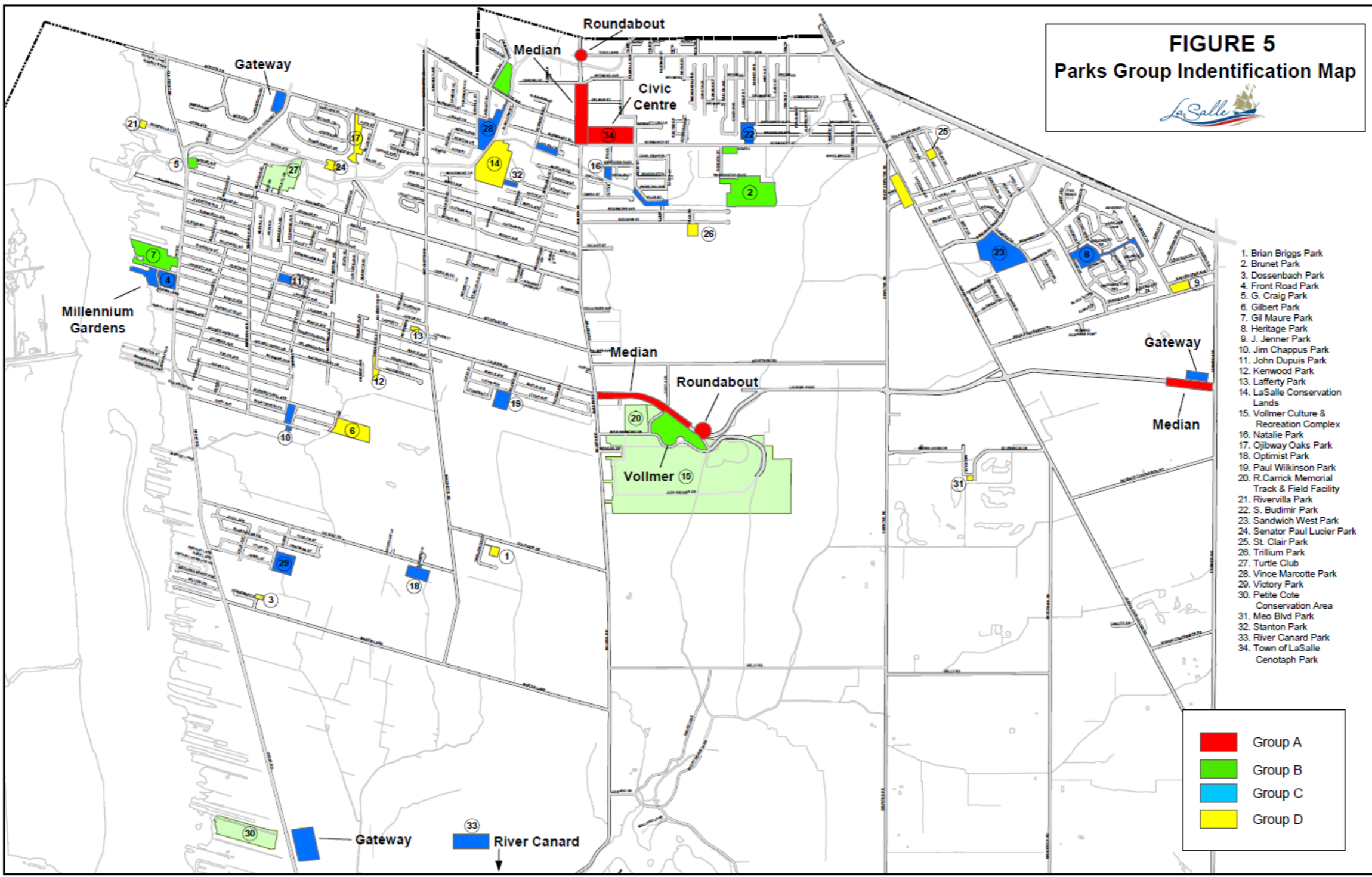
**PAUL WILKINSON PARK**  
 • SOCCER PITCH  
**Category 1**



**STEVE BUDIMIR PARK**  
 • BEACH VOLLEYBALL



**FIGURE 5**  
Parks Group Identification Map



1. Brian Briggs Park
2. Brunet Park
3. Dossenbach Park
4. Front Road Park
5. G. Craig Park
6. Gilbert Park
7. Gil Maure Park
8. Heritage Park
9. J. Jenner Park
10. Jim Chappus Park
11. John Dupuis Park
12. Kenwood Park
13. Lafferty Park
14. LaSalle Conservation Lands
15. Vollmer Culture & Recreation Complex
16. Natalie Park
17. Ojibway Oaks Park
18. Optimist Park
19. Paul Wilkinson Park
20. R.Carrick Memorial Track & Field Facility
21. Riverville Park
22. S. Budimir Park
23. Sandwich West Park
24. Senator Paul Lucier Park
25. St. Clair Park
26. Trillium Park
27. Turtle Club
28. Vince Marcotte Park
29. Victory Park
30. Petite Cote Conservation Area
31. Meo Blvd Park
32. Stanton Park
33. River Canard Park
34. Town of LaSalle Centoph Park

	Group A
	Group B
	Group C
	Group D

**Figure 6 - Group Identification Summary Chart**

Item	Description	Group Frequency			
		A	B	C	D
1	<b>Turf Maintenance</b>				
	Mowing	Every 5 or 7 days	Every 5 or 7 days	Every 5 or 7 days	Every 7 days
	Trimming	Per cut	Per cut	Per cut	Per cut
	Overseed / Topdress	As needed	N/A	N/A	N/A
	Remove Visible Clippings	As needed	N/A	N/A	N/A
	Irrigation	Yes if possible	N/A	N/A	N/A
	Aerate	Once annually	N/A	N/A	N/A
	Fertilize	Once annually	N/A	N/A	N/A
2	<b>Landscaped Areas Maintenance</b>				
	Prune/Trim Shrubs	Twice annually	Once annually	Once annually	Once annually
	Mulch around Trees	Once annually	Once annually	N/A	N/A
	Mulch in Planting Beds	Once annually	Once annually	Once annually	Once annually
	Weeding	Weekly	Monthly	Bi-monthly	2 times per year
3	<b>Annual Flower Beds</b>				
	Watering	Daily (Irrigation)	Daily	N/A	N/A
	Weeding	Weekly	Weekly	N/A	N/A
4	<b>Tree Maintenance</b>				
	Minor Trimming / Pruning	Annually	Every 2-3 years	Every 2-3 years	Every 2-3 years
	Major Trimming of Large Trees	Every 1-2 years	Every 4-5 years	Every 4-5 years	Every 5-6 years



**The Corporation of the Town of LaSalle**

<b>Date</b>	November 3, 2015	<b>Report No:</b>	PW-40-15
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	- Baseball Summary Sheet -Municipal Summary
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Mark Beggs – Manager of Roads and Parks Terry Fink – Director of Culture and Recreation Dale Langlois - Manager of Finance/Deputy Treasurer		
<b>Subject:</b>	Budget Report - Baseball Level of Service		

**RECOMMENDATION:**

For Council Information

Note: In the 2016 proposed budget has been prepared on a status quote basis. Increases for level of service or rentals are not included. There has also been a decrease accounted for in revenues of \$4,400 under Culture and Recreation Community Programming.

**REPORT:**

Over the course of the 2015 baseball season, a number of "level of service" (LOS) issues have come up from our user groups. Some of these issues include:

- Line painting
- Base spacing and pitchers Mounds
- Dressing diamonds between games
- Weekend games and tournament staffing

Currently the compliment of Parks Staff is being utilized to maintain the expected level of service in all areas of the Parks Division as well as providing support for the Programming Events put on each year.

**Current Level of Service:**

1. We currently operate 2 "quad" baseball areas. Within the quads there are:
  - a) Two hardball diamonds (bases at 90' and mound at 60'-6")
  - b) Six softball diamonds (bases at 60' and 70', and mound at 50')

2. When the crews groom and paint the diamonds, bases are set at 70' for softball and 90' for softball. If the team requires different spacing they are responsible to move the bases. Additional "pound in" bases are provided for use. We are not able to move the pitching rubber. This is also done by the user group if required.

There have been talks this year with the Turtle Club to cost share in the installation of additional base plugs to provide more options for play. There has been a verbal commitment from the Turtle Club for these upgrades.

3. None of the options in this report include any enhancements to the LOS for the **River Canard Baseball Facility**.

Currently the facility maintenance includes:

- a) *Cutting 1 or 2 times per week (by contractor)*
- b) *Grooming 2 times per week (by Town)*
- c) *Garbage cleanup 2 times per week (by Town)*
- d) *Lines are taken care of by the user groups*
- e) *Bases are taken care of by the user groups*

*The Town spends 6 man hours per week for River Canard Baseball*

It is recommended that the LOS for River Canard Baseball remains the same as in previous years, as there is significant cost to off the same LOS as the Vollmer Diamonds.

### **Options Available for Level of Service**

In an effort to standardize the LOS for Baseball three options have been provided. This new LOS will provide user groups with a clear description of what is being provided, as well as identify the cost that needs to be included in the 2016 budget.

The following are options available for Council's review regard to baseball level of service.

1. Maintain current schedule and level of service
2. Maintain current level of service and increase budget for staffing to cover increased rentals
3. Adopt an enhanced level of service and increase budget for staffing to cover increased rentals

It is also recommended that the current level of service, and rentals for the River Canard fields be maintained, and not be enhanced at this time.

**Option 1- Current Level of Service, with Current Rental Schedule**

*This option requires 62 man hours /week, and is done on regular time*

Included is:

- a) Cutting and trimming of grass (1 or 2 x per week)
- b) Daily mechanical grooming of infield (6 x per week)
- c) Weekly painting of outfield foul lines (1x per week)
- d) Garbage cleanup (6 x per week)
- e) Hardball diamond repairs (1 x per week)
- f) Painting outfield foul lines (in grass only) (1 x per week)
- g) Bases set at 70' (user groups able to move bases as needed)
- h) Pitchers rubber set (user groups able to move as needed)
- i) Warning track maintenance (2 or 3 x per season)

- Monday to Thursday there is 1 game per diamond max
- Friday there are no games
- Saturday there are 2 games only. The diamonds are prepared on Friday, and no staff is required for Saturday
- Sunday there are multiple (2) games on most diamonds. Two Parks Staff are given a day off during the week and their regular shift is on Sunday. They take care of grooming in the AM, and after the first sets of games. They also pick up garbage and take care of "event" work if time permits.
- ***Note: With the current schedule, there are no evening rentals of Friday night and only two rentals on Saturday. Currently we do not require staff to be in on Saturday. We do currently have staff in on Sundays.***

**Option2-Increase Rentals with Current Level of Service**

*This option requires 86 man hours / week. 62 hours are at regular time, and 24 on overtime (16 hrs on Saturday and 8 hrs during week). This allows the department to provide current LOS in other areas of the Town.*

Included is:

- a) Cutting and trimming of grass (1 or 2 x per week)
- b) Daily mechanical grooming of infield (6 x per week)
- c) Weekly painting of outfield foul lines (1x per week)
- d) Garbage cleanup (6 x per week)
- e) Hardball diamond repairs (5 x per week)
- f) Bases set at 70' (user groups able to move bases as needed)
- g) Pitchers rubber set (user groups able to move as needed)
- h) Warning track maintenance (2 or 3 x per season)

- Monday to Friday there is 1 game per diamond max
- Saturday could have multiple games per diamond. Two Parks Staff would be in on overtime. Staff are still available during week for regular work.

- Sunday there are multiple games on most diamonds. Two Parks Staff are give a day off during the week and their regular shift is on Sunday. They take care of grooming in the AM, and after the first sets of games. They also pick up garbage and take care of "event" work to do.
- Due to the increase in rentals, an additional 2 hours of work are required to maintain diamonds. This work may need to be done on overtime to maintain LOS in remainder of Town.

**Option 3- Increase Rentals with Enhanced Level of Service**

*This option has an increased LOS with an increase in rentals. This option requires 96 man hours / week. 62 hours are at regular time, and 34 on overtime (16 hrs on Saturday and 18 hrs during week). This allows the department to provide current LOS in other areas of the Town.*

Included is:

- a) Cutting and trimming of grass (1 or 2 x /week)
- b) Daily mechanical grooming of infield (7 days /week)
- c) Weekly painting of outfield foul lines (1x /week)
- d) Garbage cleanup (?days / week)
- e) Hardball diamond repairs (5 days /week)
- f) Painting infield foul lines (7 days /week)
- g) Bases set at 70' (user groups able to move bases as needed)
- h) Pitchers rubber set (user groups able to move as needed)
- i) Warning track maintenance (2 or 3 x per season)

- Monday to Friday there is 1 game per diamond max.
- Saturday could have multiple games per diamond with grooming and painting between games. This would be an overtime shift so staff are not lost during week, and to maintain LOS in other areas of Town.
- Sunday could have multiple games per diamond. Two Parks Staff are give a day off during the week and their regular shift is on Sunday (regular pay). They take care of grooming in the AM, and after the first sets of games. They also pick up garbage and take care of "event" work to do.
- **Note: This plan includes only 8 hrs for Saturday and Sunday Shifts. If evening games are added, additional staff would be required to dress and line diamonds at additional cost.**

**Financial Impacts:**

The 2016 Budget does not include an increase for baseball level of service enhancements and continues on with the current level (Option #1). There has also been a \$4,400 reduction in revenue under Culture and Recreation Community Programming to conform with current revenue targets

If council wishes to provide this service level increase, there will be a \$40,000 increase to the operating budget, which translates to a 0.16% tax increase.

The attached summary includes Level of Service (LOS) options and the required Man Hours to achieve each level. (see "Baseball Summary Sheet" attached)

**Revenue and Rental Impacts:**

Over the year user groups have demanded a higher level of service to continue rental of our facilities. The most common requests coming from user groups are additional field grooming, baseline painting and base spacing. If these requests and demands are not met attracting and retaining user groups may become more difficult, and revenue may be lost.

The Culture & Recreation department has been informed that one league has already confirmed that without an increase in LOS, they will not be renting diamonds from the Town of LaSalle. (Rented 2 diamonds once a week, and host a tournament). There will be additional leagues and tournaments that will give up rental times as the season arrives.

In an effort to increase the baseball LOS, without increasing the budget, other services provided by the Parks department could be withdrawn. Some of these options may include: allowing grass to grow longer and require less frequent cutting, allowing user groups to do more at the diamonds or reducing other services in the town to free up labour hours. These suggestions would lower the level of service for some users while increasing it for others

**Summary**

In summary, this report includes two options for the future level of service of the Towns Baseball Facilities at the Vollmer Complex.

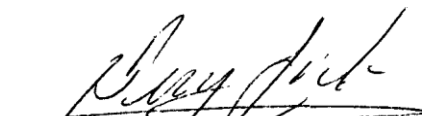
The three options for review are:

1. Maintain current level of service and schedule
2. Maintain current level of service and increase budget for staffing to cover increased rentals
3. Adopt an enhanced level of service and increase budget for staffing to cover increased rentals

Respectfully Submitted,




Mark Beggs  
Manager of Roads and  
Parks



Terry Fink  
Director of Culture and Recreation



Dale Langlois  
Manager of Finance/Deputy  
Treasurer

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



**Baseball Summary Sheet**

	Total Man Hours		Total Cost		Max Potential Revenue	
	Per Week	19 Week Season	Per Week	19 Week Season	Per Week	19 Week Season
<b>Option #1 Current Schedule and LOS</b>	62	1178	\$ 1,922.00	\$ 36,518.00	\$ 975.00	\$ 18,525.00
<b>2015 Projected Year End Revenue</b>						\$ 6,000.00
<b>Option #2 Increased Rentals with Curre</b>	86	1634	\$3,050.00	\$ 57,950.00	\$ 1,670.00	\$ 31,730.00
	(+24 hrs)	(+456 hrs)	(+\$1,128)	(+\$21,432)	(+\$695)	(+\$13,205)
<b>Optin #3 Increased Rentals with Enhanc</b>	96	1824	\$3,520.00	\$ 66,880.00	\$ 1,670.00	\$ 31,730.00
	(+34 hrs)	(+665 hrs)	(+\$1,598)	(+\$30,362)	(+\$695)	(+\$13,205)

**Notes:** "Current Schedule and LOS - all hours are on Regular Time. **This is currently budgeted for in the 2016 budget**  
 "Current Schedule with Enhanced LOS - the 24 additional hours are on Overtime increased  
 Rentals with Enhanced LOS - the additional 34 hours are on Overtime "Overtime must be used  
 so LOS is not compromised in other areas of the Town "Revenue numbers are based of full  
 rental schedule

<b>Municipal Baseball Diamonds Summary</b>	
<b>Municipality</b>	<b>Details</b>
<b>Amherstburg</b>	Dress Only Provide Chalk User lines and put out own bases - town provides shelter/box for storage
<b>Lakeshore</b>	Dress only All leagues supply bases and chalk Leagues put bases in and chalk own lines
<b>Tecumseh</b>	Float only Coaches line and install bases Users supply everything
<b>Essex</b>	Basic grooming May groom half way through tournament if asked Baseball users line and set bases Town supplies plugs for 3 of 4 diamonds
<b>Windsor - Mic Mac Park</b>	8 full time and 8 students 7 am until 11 pm staff is there May until October 1 person from parks cuts grass outside of fences, they do inside of fences Provide everything for all user groups - line and set bases Will groom in between if needed All other fields in the city is taken care of by each division themselves 6 of 8 diamonds have lights Charge is approx. \$80/game - \$120 for lights



The Corporation of the Town of LaSalle

<b>Date</b>	March 7, 2017	<b>Report No:</b>	CL-05-17
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Brenda Andreatta Director Council Services/Clerk		
<b>Subject:</b>	Youth and Seniors Advisory Committees		

**RECOMMENDATION:**

That the option proposed by the Director of Council Services/Clerk wherein Focus Group meetings would be held twice per year to hear input from the senior and youth populations of the community BE APPROVED.

or

That the Director Council Services/Clerk BE REQUESTED to report back with Terms of Reference for a Senior Advisory Committee and Youth Advisory Committee.

**REPORT:**

Councillor Akpata presented the following Notices of Motion at the November 22, 2016 Council meeting respecting the establishment of Youth and Seniors Advisory Committees:

*Whereas The Town of LaSalle is an inclusive community that recognizes the contributions of youth;*

*And Whereas the contributions of young people are valued and are important in shaping the future of our community;*

*Be it resolved that the Town of LaSalle strike a Youth Advisory Committee in order to elicit input from the youth of LaSalle, and that it be open to youth between the ages of 12-21 that reside within the municipality;*

*And be it further resolved that the committee include up to 2 members of council, and that the established requirements for Town of LaSalle committees be applied.*

*Whereas The demographics of Canada have changed and as of September of 2015 Statistics Canada indicates that more than 1 out of 6 persons in Canada are now over 65 years*

*And Whereas LaSalle is an inclusive community dedicated to ensuring the growth of an accessible community by enhancing programs, services and facilities for all residents.*

*And Whereas LaSalle is committed to treating all people in a way that allows them to maintain their dignity and independence.*

*Be it resolved that the Town of LaSalle strike a Seniors Advisory Committee in order to elicit input from the Seniors of LaSalle, and that it be open to citizens 60 years or older that reside within the municipality.*

*And be it further resolved that the committee include up to 2 members of council, and that the established requirements for Town of LaSalle committees be applied.*

Council adopted resolutions 463/16 and 464/16 respectively to refer both Notices of Motion to administration to provide a report outlining the Terms of Reference, cost and composition of the committees.

### **Youth Advisory**

There are several examples of youth advisory committees in the municipal sector. Generally, the committee's mandate is to provide advice to Council and Administration on issues affecting area youth thereby providing youth with a voice in the community while fostering a positive image for young people. Age group eligibility varies among the examples with most starting at age 13 and ending anywhere from 18 to 21. Councillor Akpata has proposed eligibility for youth between the ages of 12 and 21 years.

Terms of reference for the committees vary as do their composition. It is common to establish the composition as being representative of students of elementary and secondary schools within the municipality and as such, all school boards should be represented. In addition, members should be from a diverse background.

### **Seniors Advisory**

This committee exists in a number of municipalities and typically serves in an advisory capacity to council and staff on matters that impact the quality of life of seniors in the municipality. Membership typically consists of a cross-section of seniors, representatives of seniors groups and agency representatives. The eligible age for membership differs with some commencing at age 55, 60 or 65. Councillor Akpata has suggested a minimum age of 60 years.

### **Resources/Cost**

The establishment of two new committees will require significant administrative resources. The act of creating agendas and minutes is a routine one. Attending meetings, responding to requests for information, creating reports, making arrangements for events, acting as liaison between members of both committees and administration and Council will require many more hours of administrative time. As youth and seniors advisory committees do not "match up" directly with services provided by the Town, there is no natural reporting structure or staff dedicated to carrying out the mandate/wishes of the committees. For this reason, the undersigned envisions that several members of Administration may need to attend committee meetings in a resource capacity and spend time following up on initiatives.

Costs associated with onboarding members to the committees include: council remuneration at \$2000/per member per committee annually, police clearance/vulnerable sector screening cost of \$20 per applicant, postage, meeting refreshments, newspaper advertisements.

If seniors and youth are recruited to sit on committees, there is an expectation that their ideas for projects, services and events will be followed through. There are costs associated with all of them, both direct and indirect or in-kind. No budget funds have been approved in the 2017 budget for any costs associated with these committees.



Before providing details of composition and terms of reference, administration is proposing an alternative for Council to consider rather than the immediate formation of seniors and youth advisory committees. Youth and seniors could be invited to attend twice yearly Focus Group meetings. Meetings specific to youth interests could be held in May and once in the fall. The timing would enable interested students to attend prior to the end of the school year and again when classes resume in the fall. Focus Group meetings would be scheduled so as not to conflict with class time.

The purpose of the Focus Group meetings would be to gauge the interest of youth in the community in bringing forward ideas and determining level of commitment. Council would then have an idea as to budgetary funds needed to accomplish projects and be able to plan for them in the future. This approach may also lend itself to more easily identifying priorities for the two groups and how much interest actually exists in the community. A similar meeting would be extended to seniors with a view to hearing what interests seniors in the community. One of the advantages of this option is that the feedback received can be reviewed to determine whether existing agencies/organizations in the community (ie. Friendship Club, LaSalle Youth Hang Out) already offer services or programs similar to the ideas brought forward at the Focus Group meetings. The municipality should not be in the business of duplicating "social services" offered by others. It would be prudent to examine whether the Town should be in the business of offering additional programs, services and/or events vis a vis the services it is mandated to offer.

Should Council wish to proceed with the formation of advisory committees as opposed to the Focus Group route, a report will be brought back to Council.

*Brenda Andreak*

Reviewed by:							
CAO <i>[Signature]</i>	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	





The Corporation of the Town of LaSalle

<b>Date</b>	March 22, 2017	<b>Report No:</b>	PW-06-17
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Jonathan Osborne, P.Eng. – Manager of Engineering		
<b>Subject:</b>	Lepain Drain – Appointment of Drainage Engineer under Section 78 of the Drainage Act		

**RECOMMENDATION:**

That Council approve the appointment of Dillon Consulting under Section 78 of the Drainage Act to complete the report on the Lepain Drain.

**REPORT:**

In January of 2017, a request was filed with the Town for improvements to a section of the Lepain Drain from Huron Church Line to Disputed Road under section 78 of the Drainage Act. Council had concurred with the recommendation from administration to proceed with the request pursuant to the Drainage Act. At this time in the process, it is necessary to appoint a Drainage Engineer for the project.

It is recommended that Council appoint Dillon Consulting under Section 78 of the Drainage Act to complete the drainage report on the Lepain Drain.

Respectfully Submitted

Jonathan Osborne, P.Eng.  
Manager of Engineering

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



In the eight years that Mr. Byrne has acted as the Town's Animal Control Officer, he has performed admirably and in fact, a number of residents have contacted the municipality to express their satisfaction with his services. Mr. Byrne submits detailed monthly reports outlining every call for service and the disposition of same. He works cooperatively with the Town's Compliance Officer to educate residents about dog by-laws, assists with information required to deem a dog dangerous under the *Dog Owners Liability Act* and refers residents to other service providers when responding to calls about wild animals causing nuisances on private property. The Compliance Officer confirms that the present contractual relationship with Mr. Byrne and his company, Tecumseh and LaSalle Animal Control, works well and she does not see the need for changes to the service provided.

Administration is requesting approval to further extend Mr. Byrne's contract for a period of three (3) years commencing April 1, 2017 to March 31, 2020 at the rate of \$17,900 plus HST. If approved, a new contract would be entered into (copy provided) with Mr. Byrne containing similar terms and conditions as the current one, reflecting the same price, and submission of police clearances for all staff, suitable vehicles, equipment, materials and facilities, public liability and property damage insurance, coverage etc.

I would be pleased to answer any questions with respect to the comments and recommendations that are contained within this Staff report.

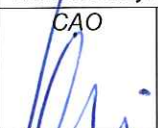

Yours truly,




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Allen Burgess, MCIP, RPP  
 Supervisor of Planning &  
 Development Services

*Attachments*

Reviewed by:						
CAO	Finance	Clerk	Environmental Services	Development & Strategic Initiatives	Culture & Recreation	Fire
						





The Corporation of the Town of LaSalle

<b>Date:</b>	March 22, 2016	<b>Report No:</b>	FIN-08-2017
<b>Directed To:</b>	Members of Council	<b>Attachments:</b>	2015 Council Remuneration Summary
<b>Department:</b>	Finance		
<b>Prepared By:</b>	Joe Milicia, CA Director of Finance & Treasurer	<b>Policy References:</b>	None
<b>Subject:</b>	2016 Council Remuneration		

**Recommendation:**

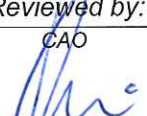
- That Council approve the 2016 Schedule of Council Remuneration for the fiscal year ended December 31, 2016.
- That Council reaffirm the continuation of the one third tax free allowance for elected officials

**Report:**

Please find enclosed the schedule of Council Remuneration required to be approved and adopted by Council for the year ended 2016. This approval is required under Section 284 (1) and form part of the public record under Section 284(4).

Yours truly,

Joe Milicia, CA  
Director of Finance & Treasurer

<b>Reviewed by:</b>						
 CAO	Finance	Council Services	Environmental Services	Planning & Development	Culture & Recreation	Fire Services

2016 Council Wages/Conferences/Seminars/Meeting Expenses														
NAME	WAGES 2/3	WAGES 1/3	COMM. 2/3	COMM. 1/3	REMUN. 2/3	REMUN. 1/3	PER DIEMS 2/3	PER DIEMS 1/3	REGISTR.	TRANS.	ACCOM.	MEALS	MISC	TOTAL
ANTAYA	20,724.66	10,362.33	4,000.00	2,000.00	50.00	25.00	700.00	350.00	656.35	77.81	405.84	195.00	121.27	39,668.26
AKPATA	10,675.47	5,337.73	8,000.00	4,000.00	50.00	25.00	466.67	233.33						28,788.20
BONDY	12,710.13	6,355.06	6,833.34	3,416.67	0.00	0.00	233.33	116.67						29,665.20
BURNS	10,675.47	5,337.73	7,333.33	3,666.67	50.00	25.00	1,516.67	758.33	848.80	576.05	1,010.53	455.00	163.22	32,416.80
DESJARLAIS	10,675.47	5,337.73	8,000.00	4,000.00	50.00	25.00	233.33	116.67						28,438.20
MELOCHE	10,675.47	5,337.73	7,416.66	3,708.33	0.00	0.00	291.67	145.83						27,575.70
RENAUD, J	10,675.47	5,337.73	7,916.67	3,958.34	0.00	0.00	1,458.33	729.17	1,413.57	749.85	659.90	325.00	25.00	33,249.03
	86,812.12	43,406.06	49,500.00	24,750.00	200.00	100.00	4,900.00	2,450.00	2,918.72	1,403.71	2,076.27	975.00	309.49	219,801.38





The Corporation of the Town of LaSalle

<b>Date:</b>	March 24, 2016	<b>Report No:</b>	FIN-10-2017
<b>Directed To:</b>	Members of Council	<b>Attachments:</b>	A-Capital Fund Analysis B-Reserves, Reserve Fund, Deferred Revenue Schedule C-Cash & Investments Report
<b>Department:</b>	Finance		
<b>Prepared By:</b>	Dale Langlois, CPA, CA Manager of Finance & Deputy Treasurer	<b>Policy References:</b>	None
<b>Subject:</b>	2016 Year End Reports		

**Recommendation:**

- 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, 2016
- 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, 2016. This approval is required by the auditors of the corporation as part of the year end procedures.

If you have any questions please do not hesitate to contact me.



Dale Langlois, CPA, CA  
Manager of Finance & Deputy Treasurer

<i>Reviewed by:</i>						
<input checked="" type="checkbox"/> CAO	Finance	Council Services	Environmental Services	Planning & Development	Culture & Recreation	Fire Services
						

TOWN OF LASALLE  
CAPITAL FUND ANALYSIS  
DECEMBER 31, 2016

24/03/2017

PROJECTS	ENDING BALANCE DEC 31,2015	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE DEC 31,2016
<b>GENERAL GOVERNMENT</b>										
TECHNOLOGY	0.00	37,792.74	12,192.89			(49,985.63)				0.00
STRATEGIC INITIATIVES	0.00		136.87	0.45		(137.32)				0.00
HYDRO GENERATOR	57,883.83		1,183.15	788.51				(13,374.90)		46,480.59
CAPITAL-ADMIN/FINANCIAL SERVICES	(55,020.30)									(55,020.30)
CAPITAL-COUNCIL SERVICES	0.00	11,931.36			(11,931.36)					0.00
<b>PROTECTION SERVICES</b>										
CAPITAL-FIRE	259,126.51	136,801.86		4,985.65		(200,000.00)				200,914.02
CAPITAL-POLICE	0.00	35,531.76			(35,531.76)					0.00
<b>TRANSPORTATION SERVICES</b>										
SIDEWALK CONSTRUCTION	0.00	8,164.10	14,675.31	14.64	(22,854.05)					0.00
CAPITAL-ROADS	0.00	427,432.57	83,192.11	1.87	(336,140.06)		(174,486.49)			0.00
CAPITAL-FACILITIES & FLEET	0.00	490,420.76	138,013.03	974.32	(621,908.11)			(7,500.00)		0.00
TRANSIT	0.00		36,133.17	124.16			(36,257.33)			0.00
BRIDGES (Study)	0.00		29,510.39	83.19	(29,593.58)					0.00
<b>ENVIRONMENTAL SERVICES</b>										
DRAINS	0.00		328,623.60	70.72		(30,024.62)		(298,669.70)		0.00
CAPITAL-SEWER	0.00	13,260.35	110,124.54	2.22	(123,387.11)					0.00
CAPITAL-WATER	0.00	130,887.74	18,240.21	39.49	(149,167.44)					0.00
<b>RECREATION SERVICES</b>										
VOLLMER COMPLEX	44,105.75			70.69		(44,176.44)				0.00
CAPITAL-CULTURE & RECREATION	0.00	34,830.62	3,716.66	24.35	(38,571.63)					0.00
CAPITAL-PARKS	0.00	60,807.70	11,999.04	95.34	(72,902.08)					0.00
ARENA DEMOLITION	8,610.26		190,938.55	2,606.72						202,155.53
<b>PLANNING &amp; DEVELOPMENT</b>										
CAPITAL-PLANNING & DEVELOPMENT	0.00		40,833.36	4.16	(5,010.26)	(35,827.26)				0.00
<b>OTHER-WORK IN PROGRESS</b>										
HOWARD INDUST PARK (INT)	30,411.58			533.17						30,944.75
CAPITAL-SEWER (Sewage Capacity)	4,057,418.00						(750,000.00)			3,307,418.00
BRIDGES (4th Concession/Disputed Bridge)	0.00	130,342.24		855.02	(131,197.26)					0.00
BRIDGES (Front Road/Turkey Creek Bridge)	5,234.76	14,042.87		275.06	(19,552.69)					0.00
PATHWAY (Todd Lane (OMCIP))	0.00	21,321.37		24.01						21,345.38
STREET LIGHTING (LED Project)	7,168.03	2,744,085.10		9,447.96			(2,424,343.09)	(336,358.00)		0.00
FUEL DEPOT/GATE REPAIRS	0.00	2,825.94		4.68						2,830.62
VOLLMER DELTA SYSTEM (Vollmer Complex)	0.00	19,135.64		129.60	(19,265.24)					0.00
WATERMAIN-Sprucewood Watermain	0.00	38,412.03		88.08			(37,400.11)	(1,100.00)		0.00
WATERMAIN-Disputed Watermain	0.00	16,777.93		39.71	(16,817.64)					0.00
WATERMAIN-Huron Church Watermain	0.00	334,746.38		40.71	(333,987.09)			(800.00)		0.00
WATERMAIN-Orford Watermain	0.00	2,289.60								2,289.60
WATER METER/TRANSMITTER PROJECT	0.00	86,546.20		216.10			(86,762.30)			0.00
RIVERDANCE PROPERTY	(143,585.69)	334,194.44		1,199.38	(134,213.13)			(57,595.00)		0.00
LAURIER DRIVE EXTENSION	443,910.86	61,148.45		9,106.11	(421,567.58)			(92,597.84)		0.00
TODD LANE	0.00	662,799.94		6,281.50		(591,826.80)	(1,477.55)	(75,777.09)		0.00
OLIVER FARMS/HERITAGE	112,904.13	133,138.96		3,684.22						249,727.31
TENTH STREET	14,742.89		20,494.54	440.00						35,677.43
NEW TOWN HALL/LIBRARY	0.00	150,944.28					(150,944.28)			0.00
	4,842,910.61	6,140,612.93	1,040,007.42	42,251.79	(2,523,598.07)	(951,978.07)	(3,661,671.15)	(92,597.84)	(791,174.69)	4,044,762.93

TOWN OF LASALLE  
RESERVES & RESERVE FUNDS SCHEDULE  
DECEMBER 31, 2016

04/03/2017

	BALANCE DEC 31,2015	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE DEC 31,2016
<b>RESERVES</b>											
GREEN SPACE/WOODLOT	669,559.00				58,905.85					(1,950.00)	726,514.85
VEHICLE & EQUIPMENT	1,879,681.79	1,507,265.41			5,146.00			(249,985.63)		(1,247.58)	3,140,859.99
INFRASTRUCTURE	3,791,545.42	1,025,000.00			43,700.00			(621,851.42)			4,238,394.00
SPECIAL PROJECTS	1,003,843.94	195,469.72			119,700.00			(35,964.58)		(80,681.38)	1,202,367.70
TAX STABILIZATION	1,608,558.95	1,000,000.00									2,608,558.95
WORKING CAPITAL	1,011,743.72				57,820.55					(7,500.00)	1,062,064.27
RECREATION COMPLEX	1,507,952.10	555,551.25						(43,183.16)			2,020,320.19
<b>RESERVES</b>	<b>11,472,884.92</b>	<b>4,283,286.38</b>			<b>285,272.40</b>			<b>(950,984.79)</b>		<b>(91,378.96)</b>	<b>14,999,079.95</b>
<b>RESERVE FUNDS</b>											
BUILDING ACTIVITY	(1,541,223.45)	290,111.36			2,250.00						(1,248,862.09)
VOLLMER CENTRE FUNDRAISING	79.01				1,137.10	13.60		(993.28)		(236.43)	0.00
ESSEX POWER EQUITY	11,043,305.00										11,043,305.00
<b>RESERVE FUNDS</b>	<b>9,502,160.56</b>	<b>290,111.36</b>			<b>3,387.10</b>	<b>13.60</b>		<b>(993.28)</b>		<b>(236.43)</b>	<b>9,794,442.91</b>
<b>RESERVES/RESERVE FUNDS</b>	<b>20,975,045.48</b>	<b>4,573,397.74</b>			<b>288,659.50</b>	<b>13.60</b>		<b>(951,978.07)</b>		<b>(91,615.39)</b>	<b>24,793,522.86</b>

TOWN OF LASALLE  
DEFERRED REVENUE FUND SCHEDULE  
DECEMBER 31, 2016

21/02/2017

	BALANCE DEC 31,2015	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE DEC 31, 2016
<b>DEFERRED REVENUE</b>										
SEWER PROJECTS	1,309,936.21	475,000.00			23,200.52		(751,477.55)			1,056,659.18
WATER PROJECTS	2,718,307.20	525,000.00			80,233.37		(37,400.11)			3,286,140.46
WATER EMERGENCY	1,500,000.00									1,500,000.00
LAND DEVELOPMENT CHARGES	3,686,365.72			3,364,954.89	114,238.91	(411,953.46)				6,753,606.06
DC PROJECTS (NON-GROWTH RELATED)	12,284,283.41	500,000.00			250,835.72		(150,944.28)			12,884,174.85
FEDERAL GAS TAX	3,108,937.48	1,393,341.46			53,693.87		(2,511,105.39)			2,044,867.42
PROVINCIAL GAS TAX/TRANSIT	515,839.04	56,258.00			10,112.01		(36,257.33)			545,951.72
OCIF-FORMULA BASED	0.00	172,770.00			1,716.49		(174,486.49)			0.00
DEPOSITS FROM DEVELOPERS	2,066,591.08			539,905.00	43,355.43				(551,063.53)	2,098,787.98
CONTRIBUTIONS FROM DEVELOPERS	765,049.32			19,811.65	10,611.53					795,472.50
PARKLAND DEDICATION	212,497.24			51,000.00	4,737.96					268,235.20
SICK LEAVE	9,998.25				197.16					10,195.41
<b>DEFERRED REVENUE</b>	<b>28,177,804.95</b>	<b>3,122,369.46</b>		<b>3,975,671.54</b>	<b>592,932.97</b>	<b>(411,953.46)</b>	<b>(3,661,671.15)</b>		<b>(551,063.53)</b>	<b>31,244,090.78</b>

TOWN OF LASALLE  
CASH AND INVESTMENTS  
DECEMBER 31, 2016

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%	5 - 10 years 25%
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 1,2016	on demand	variable	316,097.81	100.00%	316,097.81			
Financial Institutions Schedule I Banks Schedule II Banks and Credit Unions	100%	10 years 10 years							0.00%				
<b>TOTAL: EXTERNAL INVESTMENTS</b>								<b>316,097.81</b>		<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASH</b>													
General Account			Windsor Family Credit Union					742,949.18		742,949.18			
Sewer Account			Windsor Family Credit Union					503,428.20		503,428.20			
Water Account			Windsor Family Credit Union					440,946.21		440,946.21			
Reserves Account			Windsor Family Credit Union					5,867,491.67		5,867,491.67			
Capital Deposits Account			Windsor Family Credit Union					30,916,557.68		30,916,557.68			
<b>TOTAL: CASH</b>								<b>38,471,372.94</b>		<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>INVESTMENT IN ESSEX POWER</b>													
Investment in Special Class A Shares			Essex Power (\$207,738 + \$45,522)					253,260.00					253,260.00
Investment in Common & Preferred Shares (Jan 1,2016)			Essex Power (\$11,043,305)										
<b>TOTAL: INVESTMENT IN ESSEX POWER</b>								<b>253,260.00</b>					
<b>GRAND TOTAL: CASH AND INVESTMENTS</b>								<b>39,040,730.75</b>		<b>38,787,470.75</b>	<b>0.00</b>	<b>0.00</b>	<b>253,260.00</b>
									<b>99.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.6%</b>	



## The Corporation of the Town of Tecumseh

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March 6, 2017

**Honourable Dr. Eric Hoskins**  
**Minister of Health & Long-Term Care**  
Hepburn Block, 10<sup>th</sup> Floor  
80 Grosvenor Street  
Toronto, Ontario  
M7A 2C4

Dear Dr. Hoskins:

**Re: Marijuana controls under Bill 178, Smoke-Free Ontario Amendment Act, 2016**

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The Council of the Town of Tecumseh, at its regular meeting held Tuesday, February 28, 2017, gave consideration to correspondence from the Windsor-Essex County Health Unit, sent on February 3, 2017, requesting support regarding the inclusion of Marijuana as a prescribed product or substance under Bill 178, Smoke-Free Ontario Amendment Act, 2016, a copy of which is enclosed.

At their meeting, Tecumseh Council passed the following resolution:

***“THAT the Tecumseh Council support the position of the Windsor-Essex County Board of Health and Simcoe Muskoka District Health Unit recommending the enactment of the Smoke-free Ontario Amendment Act which received Royal Assent on June 9, 2016, as well as their suggestion to include medicinal and recreational marijuana as a prescribed substance within the regulations.***

*Carried”*

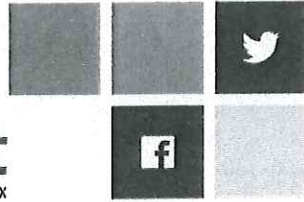
Please consider this letter as confirmation of the Town of Tecumseh’s support of the above matter.

Yours very truly,  
**TOWN OF TECUMSEH**

  
Laura Moy,  
Dipl.M.M, CMMIII HR Professional  
Director Corporate Services & Clerk  
LM/nm

Cc: Chief Medical Officer of Health of Ontario  
Association of Local Public Health Agency  
Ontario Public Health Association  
Cheryl Hardcastle, MP Windsor-Tecumseh  
Brian Masse, MP Windsor-West  
Tracey Ramsey, MP Essex  
Dave Van Kesteren, MP Chatham-Kent — Leamington  
Percy Hatfield, MPP Windsor-Tecumseh  
Lisa Gretzky, MPP Windsor-West  
Taras Natyshak, MPP Essex  
Municipal Councils in Windsor-Essex – (County Clerks)  
Ontario Boards of Health  
Windsor-Essex County Board of Health





February 3, 2017

The Honourable Dr. Eric Hoskins  
Minister of Health and Long-Term Care  
Hepburn Block, 10<sup>th</sup> Floor  
80 Grosvenor Street  
Toronto, Ontario M7A 2C4

Dear Minister Hoskins:

**Marijuana controls under Bill 178, Smoke-Free Ontario Amendment Act, 2016**

On January 19, 2017, at a regular meeting of the Board of the Windsor-Essex County Health Unit, Administration brought forward a letter supported by the Simcoe Muskoka District Health Unit regarding the inclusion of Marijuana as a prescribed product or substance under Bill 178, Smoke-Free Ontario Amendment Act, 2016.

The Windsor-Essex County Board of Health supports the position of Simcoe Muskoka District Health Unit recommending the enactment of the Smoke-free Ontario Amendment Act which received Royal Assent on June 9, 2016, as well as their suggestion to include medicinal and recreational marijuana as a prescribed substance within the regulations. By utilizing the strong framework set forth in the Smoke-free Ontario Strategy, the provincial government will take advantage of an established and effective means to address the risks associated with the use of these products using the three pillar approach of prevention, protection, and cessation.

As a result, the risks associated with increased uptake of marijuana will be mitigated through appropriate and consistent regulation, and exposure to smoking behaviour in public spaces will be minimized. Increased access to marijuana poses a significant public health concern with the most notable negative outcomes tied to impaired driving, exacerbation of mental illness and addictions, and potential harms to the children of pregnant or lactating women. First and second-hand marijuana smoke also contains known carcinogens and exposure to either can lead to respiratory or cardiovascular disease.

The Windsor-Essex County Board of Health applauds the efforts of the Ontario Government in the development of the Smoke-free Ontario Amendment Act, and the inclusion of marijuana as a prescribed substance is a practical and feasible means through which to lessen the potentially negative public health impacts of legalization. Should this approach be taken, and the enforcement behaviours fall within the scope of Ontario public health units, it is further recommended that sustainable funding and tailored enforcement training be provided.

TOWN OF LASALLE  
FINANCIAL STATEMENT  
JANUARY 31, 2017

	2017 Budget	2017 YTD Actual January	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual January	2016 % Budget to Actual	2016 YTD Actual December
<b>Revenues</b>								
General Levy	(28,871,100)	0.00	28,871,100.00	0.0%	(27,090,200)	0.00	0.0%	(27,094,928.84)
Supplementary Levy	(345,000)	(545.95)	344,454.05	0.2%	(345,000)	(375.52)	0.1%	(742,580.23)
Local Improvements	(19,300)	0.00	19,300.00	0.0%	(18,100)	0.00	0.0%	(12,472.68)
Payments in Lieu of Taxes	(41,900)	0.00	41,900.00	0.0%	(47,800)	0.00	0.0%	(47,844.27)
Other Revenues	(2,993,700)	(54,681.13)	2,939,018.87	1.8%	(2,674,900)	(84,640.57)	3.2%	(2,957,778.70)
<b>Revenues</b>	<b>(32,271,000)</b>	<b>(55,227.08)</b>	<b>32,215,772.92</b>	<b>0.2%</b>	<b>(30,176,000)</b>	<b>(85,016.09)</b>	<b>0.3%</b>	<b>(30,855,604.72)</b>
<b>Expenditures</b>								
<b>Mayor &amp; Council</b>								
Wages/Benefits	264,500	23,665.31	(240,834.69)	9.0%	267,800	22,240.52	8.3%	242,254.52
Administrative Expenses	35,500	941.63	(34,558.37)	2.7%	31,500	497.88	1.6%	34,310.27
Personnel Expenses	39,200	7,046.78	(32,153.22)	18.0%	39,200	1,723.99	4.4%	11,484.71
Program Services	24,000	0.00	(24,000.00)	0.0%	26,000	0.00	0.0%	19,007.37
<b>Expenditures</b>	<b>363,200</b>	<b>31,653.72</b>	<b>(331,546.28)</b>	<b>8.7%</b>	<b>364,500</b>	<b>24,462.39</b>	<b>6.7%</b>	<b>307,056.87</b>
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%	(1,087.59)
<b>Mayor &amp; Council</b>	<b>363,200</b>	<b>31,653.72</b>	<b>(331,546.28)</b>	<b>8.7%</b>	<b>364,500</b>	<b>24,462.39</b>	<b>6.7%</b>	<b>305,969.28</b>
<b>Finance &amp; Administration</b>								
Wages/Benefits	1,651,300	136,299.42	(1,515,000.58)	8.3%	1,639,300	137,506.40	8.4%	1,634,099.68
Administrative Expenses	163,300	6,255.56	(157,044.44)	3.8%	158,400	8,689.33	5.5%	103,503.89
Personnel Expenses	36,500	10,180.05	(26,319.95)	27.9%	36,000	7,912.87	22.0%	30,186.14
Program Services	322,200	9,184.77	(313,015.23)	2.9%	307,200	1,761.82	0.6%	348,855.16
<b>Expenditures</b>	<b>2,173,300</b>	<b>161,919.80</b>	<b>(2,011,380.20)</b>	<b>7.5%</b>	<b>2,140,900</b>	<b>155,870.42</b>	<b>7.3%</b>	<b>2,116,644.87</b>
Other Revenues	(781,200)	(59,560.00)	721,640.00	7.6%	(760,300)	(55,190.00)	7.3%	(875,857.73)
<b>Finance &amp; Administration</b>	<b>1,392,100</b>	<b>102,359.80</b>	<b>(1,289,740.20)</b>	<b>7.4%</b>	<b>1,380,600</b>	<b>100,680.42</b>	<b>7.3%</b>	<b>1,240,787.14</b>
<b>Council Services</b>								
Wages/Benefits	843,600	69,352.24	(774,247.76)	8.2%	815,200	69,766.27	8.6%	808,113.87
Administrative Expenses	25,200	7,696.00	(17,504.00)	30.5%	23,300	7,200.28	30.9%	13,642.27
Personnel Expenses	45,300	6,896.29	(38,403.71)	15.2%	40,000	5,316.55	13.3%	34,143.03
Program Services	55,300	12.00	(55,288.00)	0.0%	48,700	794.33	1.6%	41,027.71
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	2,369.72
<b>Expenditures</b>	<b>969,400</b>	<b>83,956.53</b>	<b>(885,443.47)</b>	<b>8.7%</b>	<b>927,200</b>	<b>83,077.43</b>	<b>9.0%</b>	<b>899,296.60</b>
Other Revenues	(24,800)	(1,841.40)	22,958.60	7.4%	(12,100)	(1,087.00)	9.0%	(30,718.42)
<b>Council Services</b>	<b>944,600</b>	<b>82,115.13</b>	<b>(862,484.87)</b>	<b>8.7%</b>	<b>915,100</b>	<b>81,990.43</b>	<b>9.0%</b>	<b>868,578.18</b>
<b>Financial Services</b>								
Wages/Benefits	75,000	0.00	(75,000.00)	0.0%	0	0.00	100.0%	0.00
Long Term Debt Capital Financing	1,964,200	0.00	(1,964,200.00)	0.0%	1,964,200	0.00	0.0%	1,964,173.50
Long Term Debt Charges	19,300	0.00	(19,300.00)	0.0%	18,100	0.00	0.0%	12,472.68
Program Services	160,000	871.34	(159,128.66)	0.0%	104,000	0.00	0.0%	153,227.90
Transfers to Own Funds	6,752,700	0.00	(6,752,700.00)	0.0%	6,151,100	0.00	0.0%	7,814,676.49
<b>Financial Services</b>	<b>8,971,200</b>	<b>871.34</b>	<b>(8,970,328.66)</b>	<b>0.0%</b>	<b>8,237,400</b>	<b>0.00</b>	<b>0.0%</b>	<b>9,944,550.57</b>
<b>Division of IT (DoIT)</b>								
Wages/Benefits	440,500	34,796.56	(405,703.44)	7.9%	426,700	35,223.88	8.3%	415,117.18
Administrative Expenses	222,500	49,328.56	(173,171.44)	22.2%	198,700	48,522.01	24.4%	200,120.11
Personnel Expenses	9,000	453.85	(8,546.15)	5.0%	8,000	228.63	2.9%	8,711.36
Transfers to Own Funds	150,000	0.00	(150,000.00)	0.0%	100,000	0.00	0.0%	100,000.00
<b>Financial Services</b>	<b>822,000</b>	<b>84,578.97</b>	<b>(737,421.03)</b>	<b>10.3%</b>	<b>733,400</b>	<b>83,974.52</b>	<b>11.5%</b>	<b>723,948.65</b>
<b>Fire</b>								
Wages/Benefits	1,893,500	100,209.73	(1,793,290.27)	5.3%	1,774,800	113,036.44	6.4%	1,805,261.81
Administrative Expenses	56,600	228.49	(56,371.51)	0.4%	23,700	1,201.16	5.1%	31,388.73
Personnel Expenses	107,500	5,236.74	(102,263.26)	4.9%	88,000	19,609.27	22.3%	87,666.67
Vehicle/Equipment Expenses	119,600	1,027.00	(118,573.00)	0.9%	103,400	2,222.79	2.2%	110,143.44
Program Services	93,000	149.76	(92,850.24)	0.2%	16,000	548.62	3.4%	17,136.60
Transfers to Own Funds	204,000	0.00	(204,000.00)	0.0%	200,000	0.00	0.0%	200,000.00
<b>Expenditures</b>	<b>2,474,200</b>	<b>106,851.72</b>	<b>(2,367,348.28)</b>	<b>4.3%</b>	<b>2,205,900</b>	<b>136,618.28</b>	<b>6.2%</b>	<b>2,251,597.25</b>
Other Revenues	(10,000)	(80.00)	9,920.00	0.8%	(8,000)	0.00	0.0%	(7,764.49)
<b>Fire</b>	<b>2,464,200</b>	<b>106,771.72</b>	<b>(2,357,428.28)</b>	<b>4.3%</b>	<b>2,197,900</b>	<b>136,618.28</b>	<b>6.2%</b>	<b>2,243,832.76</b>

TOWN OF LASALLE  
FINANCIAL STATEMENT  
JANUARY 31, 2017

	2017 Budget	2017 YTD Actual January	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual January	2016 % Budget to Actual	2016 YTD Actual December
<b>Police / Dispatch</b>								
Wages/Benefits	6,681,500	470,438.92	(6,211,061.08)	7.0%	6,529,000	502,801.56	7.7%	6,306,466.37
Administrative Expenses	171,900	5,867.20	(166,032.80)	3.4%	173,800	4,886.54	2.8%	174,446.27
Personnel Expenses	116,000	14,166.51	(101,833.49)	12.2%	105,000	1,320.07	1.3%	114,049.78
Facility Expenses	160,000	1,344.49	(158,655.51)	0.8%	157,200	0.00	0.0%	155,470.48
Vehicle/Equipment Expenses	136,900	7,699.28	(129,200.72)	5.6%	143,100	7,246.46	5.1%	126,958.02
Program Services	138,000	2,583.00	(135,417.00)	1.9%	131,500	2,952.14	2.2%	209,850.46
Transfers to Own Funds	76,000	0.00	(76,000.00)	0.0%	40,000	0.00	0.0%	35,531.76
Expenditures	7,480,300	502,099.40	(6,978,200.60)	6.7%	7,279,600	519,206.77	7.1%	7,122,773.14
Grants	(52,000)	(12,828.65)	39,171.35	24.7%	(44,700)	(1,942.69)	4.4%	(52,969.41)
Other Revenues	(584,400)	(13,905.51)	570,494.49	2.4%	(560,900)	(16,375.00)	2.9%	(610,100.10)
Police / Dispatch	<b>6,843,900</b>	<b>475,365.24</b>	<b>(6,368,534.76)</b>	<b>7.0%</b>	<b>6,674,000</b>	<b>500,889.08</b>	<b>7.5%</b>	<b>6,459,703.63</b>
<b>Police Services Board</b>								
Wages/Benefits	40,500	2,548.31	(37,951.69)	6.3%	39,700	2,697.59	6.8%	39,529.13
Administrative Expenses	17,300	42.64	(17,257.36)	0.3%	16,600	22.69	0.1%	12,994.27
Personnel Expenses	8,700	2,854.37	(5,845.63)	32.8%	7,100	3,048.40	42.9%	3,117.99
Program Services	1,000	0.00	(1,000.00)	0.0%	1,000	0.00	0.0%	6,738.51
Expenditures	67,500	5,445.32	(62,054.68)	8.1%	64,400	5,768.68	9.0%	62,379.90
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Police Services Board	<b>67,500</b>	<b>5,445.32</b>	<b>(62,054.68)</b>	<b>8.1%</b>	<b>64,400</b>	<b>5,768.68</b>	<b>9.0%</b>	<b>62,379.90</b>
<b>Conservation Authority</b>								
Program Services	<b>246,000</b>	<b>0.00</b>	<b>(246,000.00)</b>	<b>0.0%</b>	<b>228,000</b>	<b>57,988.50</b>	<b>25.4%</b>	<b>231,954.00</b>
<b>Protective Inspection &amp; Control</b>								
Program Services	41,400	1,867.77	(39,532.23)	4.5%	34,900	1,874.78	5.4%	33,617.89
Other Revenues	(20,000)	(6,774.00)	13,226.00	33.9%	(20,000)	(6,586.00)	32.9%	(19,132.00)
Protective Inspection & Control	<b>21,400</b>	<b>(4,906.23)</b>	<b>(26,306.23)</b>	<b>-22.9%</b>	<b>14,900</b>	<b>(4,711.22)</b>	<b>-31.6%</b>	<b>14,485.89</b>
<b>Emergency Measures</b>								
Program Services	<b>31,000</b>	<b>22.90</b>	<b>(30,977.10)</b>	<b>0.1%</b>	<b>22,000</b>	<b>22.90</b>	<b>0.1%</b>	<b>16,348.93</b>
<b>Public Works Summary</b>								
Wages/Benefits	5,529,900	315,457.30	(5,214,442.70)	5.7%	5,381,500	326,961.41	6.1%	5,018,338.16
Long Term Debt	412,000	0.00	(412,000.00)	0.0%	412,000	0.00	0.0%	411,953.46
Administrative Expenses	351,000	960.45	(350,039.55)	0.3%	334,900	0.00	0.0%	333,381.99
Personnel Expenses	115,500	3,410.32	(112,089.68)	3.0%	114,500	7,099.98	6.2%	122,694.12
Facility Expenses	1,811,600	14,450.26	(1,797,149.74)	0.8%	1,603,800	4,477.26	0.3%	1,743,953.57
Vehicle/Equipment Expenses	538,900	14,248.54	(524,651.46)	2.6%	545,300	35,702.70	6.6%	437,637.62
Program Services	5,906,100	117,070.90	(5,789,029.10)	2.0%	5,414,200	116,582.58	2.2%	5,585,533.81
Transfers to Own Funds	1,497,700	1,831.52	(1,495,868.48)	0.1%	972,400	1,856.45	0.2%	1,643,124.69
Expenditures	<b>16,162,700</b>	<b>467,429.29</b>	<b>(15,695,270.71)</b>	<b>2.9%</b>	<b>14,778,600</b>	<b>492,680.38</b>	<b>3104.8%</b>	<b>15,296,617.42</b>
Contributions from Own Funds	(412,000)	0.00	412,000.00	0.0%	(412,000)	0.00	0.0%	(411,953.46)
Other Revenues	(8,607,000)	(91,754.54)	8,515,245.46	1.1%	(7,859,500)	(224,176.73)	2.9%	(8,772,672.12)
Public Works Summary	<b>7,143,700</b>	<b>375,674.75</b>	<b>(6,768,025.25)</b>	<b>5.3%</b>	<b>6,507,100</b>	<b>268,503.65</b>	<b>2276.3%</b>	<b>6,111,991.84</b>
<b>Public Works Corporate</b>								
Wages/Benefits	1,103,600	81,805.79	(1,021,794.21)	7.4%	1,093,600	80,671.98	7.4%	1,000,026.17
Administrative Expenses	351,000	960.45	(350,039.55)	0.3%	334,900	0.00	0.0%	333,381.99
Personnel Expenses	115,500	3,410.32	(112,089.68)	3.0%	114,500	7,099.98	6.2%	122,694.12
Expenditures	1,570,100	86,176.56	(1,483,923.44)	0.0%	1,543,000	87,771.96	0.0%	1,456,102.28
Other Revenues	(975,700)	(73,148.00)	902,552.00	7.5%	(969,600)	(72,613.93)	7.5%	(1,037,733.09)
Public Works Corporate	<b>594,400</b>	<b>13,028.56</b>	<b>(581,371.44)</b>	<b>2.2%</b>	<b>573,400</b>	<b>15,158.03</b>	<b>2.6%</b>	<b>418,369.19</b>
<b>Roads/Drainage</b>								
Wages/Benefits	1,118,600	69,070.60	(1,049,529.40)	6.2%	1,077,000	75,132.07	7.0%	978,015.70
Vehicle/Equipment Expenses	34,000	0.00	(34,000.00)	0.0%	34,000	0.00	0.0%	16,636.40
Program Services	465,300	767.13	(464,532.87)	0.2%	420,300	1,855.07	0.4%	431,872.43
Roads/Drainage	<b>1,617,900</b>	<b>69,837.73</b>	<b>(1,548,062.27)</b>	<b>4.3%</b>	<b>1,531,300</b>	<b>76,987.14</b>	<b>5.0%</b>	<b>1,426,524.53</b>

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	2017 Budget	2017 YTD Actual January	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual January	2016 % Budget to Actual	2016 YTD Actual December
<b>Facilities &amp; Fleet</b>								
Wages/Benefits	1,398,700	74,437.74	(1,324,262.26)	5.3%	1,356,900	81,894.43	6.0%	1,288,749.16
Facility Expenses	1,811,600	14,450.26	(1,797,149.74)	0.8%	1,603,800	4,477.26	0.3%	1,743,953.57
Vehicle/Equipment Expenses	474,400	14,248.54	(460,151.46)	3.0%	480,800	35,702.70	7.4%	404,539.28
Transfer to Own Funds	215,000	1,831.52	(213,168.48)	0.9%	0	1,856.45	100.0%	19,765.41
Expenditures	3,899,700	104,968.06	(3,794,731.94)	2.7%	3,441,500	123,930.84	3.6%	3,457,007.42
Other Revenues	(44,300)	0.00	44,300.00	0.0%	(37,400)	0.00	0.0%	(45,483.58)
Facilities & Fleet	<b>3,855,400</b>	<b>104,968.06</b>	<b>(3,750,431.94)</b>	<b>2.7%</b>	<b>3,404,100</b>	<b>123,930.84</b>	<b>3.6%</b>	<b>3,411,524.04</b>
<b>Parks</b>								
Wages/Benefits	689,000	18,319.56	(670,680.44)	2.7%	676,400	22,981.49	3.4%	624,948.83
Vehicle/Equipment Expenses	15,500	0.00	(15,500.00)	0.0%	15,500	0.00	0.0%	2,283.90
Program Services	400,500	0.00	(400,500.00)	0.0%	331,900	975.00	0.3%	279,450.40
Expenditures	1,105,000	18,319.56	(1,086,680.44)	1.7%	1,023,800	23,956.49	2.3%	906,683.13
Other Revenues	(29,000)	(469.05)	28,530.95	1.6%	(25,500)	0.00	0.0%	(43,384.58)
Parks	<b>1,076,000</b>	<b>17,850.51</b>	<b>(1,058,149.49)</b>	<b>1.7%</b>	<b>998,300</b>	<b>23,956.49</b>	<b>2.4%</b>	<b>863,298.55</b>
<b>Water</b>								
Wages/Benefits	951,900	53,760.91	(898,139.09)	5.7%	916,400	53,339.00	5.8%	876,944.85
Vehicle/Equipment Expenses	15,000	0.00	(15,000.00)	0.0%	15,000	0.00	0.0%	14,178.04
Program Services	3,045,100	71,975.00	(2,973,125.00)	2.4%	2,782,900	70,567.00	2.5%	2,967,004.23
Transfers to Own Funds	750,000	0.00	(750,000.00)	0.0%	535,700	0.00	0.0%	1,024,972.17
Expenditures	4,762,000	125,735.91	(4,636,264.09)	2.6%	4,250,000	123,906.00	2.9%	4,883,099.29
Consumption Revenues	(2,677,000)	0.00	2,677,000.00	0.0%	(2,237,000)	0.00	0.0%	(2,643,298.82)
Base Rate Revenues	(1,987,000)	0.00	1,987,000.00	0.0%	(1,910,000)	0.00	0.0%	(1,982,783.08)
Other Revenues	(98,000)	(7,454.18)	90,545.82	7.6%	(103,000)	(97,367.65)	94.5%	(259,002.68)
Water	<b>0</b>	<b>118,281.73</b>	<b>118,281.73</b>	<b>100.0%</b>	<b>0</b>	<b>26,538.35</b>	<b>100.0%</b>	<b>(1,985.29)</b>
<b>Wastewater</b>								
Wages/Benefits	268,100	18,062.70	(250,037.30)	6.7%	261,200	12,942.44	5.0%	249,653.45
Long Term Debt Charges	412,000	0.00	(412,000.00)	0.0%	412,000	0.00	0.0%	411,953.46
Program Services	1,995,200	44,328.77	(1,950,871.23)	2.2%	1,879,100	43,185.51	2.3%	1,907,206.75
Transfers to Own Funds	532,700	0.00	(532,700.00)	0.0%	436,700	0.00	0.0%	598,387.11
Expenditures	3,208,000	62,391.47	(3,145,608.53)	1.9%	2,989,000	56,127.95	1.9%	3,167,200.77
Contributions from Own Funds	(412,000)	0.00	412,000.00	0.0%	(412,000)	0.00	0.0%	(411,953.46)
Surcharges/Service Rates	(2,783,000)	(3,926.78)	2,779,073.22	0.1%	(2,564,000)	(818.08)	0.0%	(2,701,793.37)
Frontage/Connection	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(13,000)	(6,756.53)	6,243.47	52.0%	(13,000)	(53,377.07)	410.6%	(59,193.12)
Wastewater	<b>0</b>	<b>51,708.16</b>	<b>51,708.16</b>	<b>100.0%</b>	<b>0</b>	<b>1,932.80</b>	<b>100.0%</b>	<b>(5,739.18)</b>
<b>Winter Control</b>								
Program Services	<b>200,000</b>	<b>118,207.07</b>	<b>(81,792.93)</b>	<b>59.1%</b>	<b>200,000</b>	<b>120,023.76</b>	<b>60.0%</b>	<b>159,775.13</b>
<b>Traffic Control</b>								
Program Services	<b>83,000</b>	<b>0.00</b>	<b>(83,000.00)</b>	<b>0.0%</b>	<b>69,000</b>	<b>18.98</b>	<b>0.0%</b>	<b>76,399.30</b>
<b>Transit</b>								
Program Services	<b>286,000</b>	<b>0.00</b>	<b>(286,000.00)</b>	<b>0.0%</b>	<b>293,000</b>	<b>0.00</b>	<b>0.0%</b>	<b>59,374.85</b>
<b>Street Lighting</b>								
Program Services	<b>296,000</b>	<b>0.00</b>	<b>(296,000.00)</b>	<b>0.0%</b>	<b>405,000</b>	<b>0.00</b>	<b>0.0%</b>	<b>373,731.44</b>
<b>Crossing Guards</b>								
Wages/Benefits	83,500	553.30	(82,946.70)	0.7%	83,000	376.49	0.5%	77,888.72
Administrative Expenses	700	0.00	(700.00)	0.0%	700	0.00	0.0%	750.60
Program Services	1,000	0.00	(1,000.00)	0.0%	1,000	0.00	0.0%	969.95
Crossing Guards	<b>85,200</b>	<b>553.30</b>	<b>(84,646.70)</b>	<b>0.7%</b>	<b>84,700</b>	<b>376.49</b>	<b>0.4%</b>	<b>79,609.27</b>

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	2017 Budget	2017 YTD Actual January	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual January	2016 % Budget to Actual	2016 YTD Actual December
<b>Garbage Collection</b>								
Program Services	590,000	45,457.16	(544,542.84)	7.7%	560,000	45,288.39	8.1%	611,161.14
<b>Garbage Disposal</b>								
Program Services	880,000	0.00	(880,000.00)	0.0%	845,000	0.00	0.0%	880,437.70
<b>Culture &amp; Recreation Summary</b>								
Wages/Benefits	1,866,600	83,540.95	(1,783,059.05)	4.5%	1,744,200	101,729.25	5.8%	1,624,579.21
Administrative Expenses	47,300	203.52	(47,096.48)	0.4%	46,400	583.04	1.3%	49,976.53
Personnel Expenses	27,800	1,017.60	(26,782.40)	3.7%	19,800	0.00	0.0%	17,996.15
Vehicle/Program Expenses	71,800	0.00	(71,800.00)	0.0%	64,000	0.00	0.0%	40,361.61
Program Services	271,700	2,303.92	(269,396.08)	0.9%	260,700	9,355.84	3.6%	287,393.87
Transfers to Own Funds	165,000	2,823.75	(162,176.25)	1.7%	85,300	2,981.25	3.5%	95,551.25
Expenditures	2,450,200	89,889.74	(2,360,310.26)	3.7%	2,220,400	114,649.38	5.2%	2,115,858.62
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(2,484,700)	(297,621.99)	2,187,078.01	12.0%	(2,398,400)	(270,007.84)	11.3%	(2,323,249.64)
Culture & Recreation Summary	<b>(34,500)</b>	<b>(207,732.25)</b>	<b>(173,232.25)</b>	<b>602.1%</b>	<b>(178,000)</b>	<b>(155,358.46)</b>	<b>87.3%</b>	<b>(207,391.02)</b>
<b>Culture &amp; Recreation Corporate</b>								
Wages/Benefits	876,800	49,214.54	(827,585.46)	5.6%	854,200	59,393.40	7.0%	740,271.08
Administrative Expenses	47,300	203.52	(47,096.48)	0.4%	46,400	583.04	1.3%	49,976.53
Personnel Expenses	27,800	1,017.60	(26,782.40)	3.7%	19,800	0.00	0.0%	17,996.15
Vehicle/Program Expenses	7,500	0.00	(7,500.00)	0.0%	7,500	0.00	0.0%	7,604.19
Program Services	55,500	2,047.57	(53,452.43)	3.7%	52,500	2,247.93	4.3%	71,302.17
Transfers to Own Funds	125,000	2,823.75	(122,176.25)	2.3%	45,300	2,981.25	6.6%	55,551.25
Expenditures	1,139,900	55,306.98	(1,084,593.02)	4.9%	1,025,700	65,205.62	6.4%	942,701.37
Other Revenues	(85,200)	(4,422.77)	80,777.23	5.2%	(78,100)	7,017.88	-9.0%	(87,630.70)
Culture & Recreation Corporate	<b>1,054,700</b>	<b>50,884.21</b>	<b>(1,003,815.79)</b>	<b>4.8%</b>	<b>947,600</b>	<b>72,223.50</b>	<b>7.6%</b>	<b>855,070.67</b>
<b>Culture &amp; Recreation Community Programs</b>								
Wages/Benefits	214,700	4,414.73	(210,285.27)	2.1%	182,200	6,430.28	3.5%	205,564.73
Program Services	31,900	0.00	(31,900.00)	0.0%	31,900	23.35	0.1%	24,164.12
Expenditures	246,600	4,414.73	(242,185.27)	1.8%	214,100	6,453.63	3.0%	229,728.85
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(342,800)	(11,743.94)	331,056.06	3.4%	(318,900)	(8,141.14)	2.6%	(305,060.86)
Culture & Recreation Community Programs	<b>(96,200)</b>	<b>(7,329.21)</b>	<b>88,870.79</b>	<b>7.6%</b>	<b>(104,800)</b>	<b>(1,687.51)</b>	<b>1.6%</b>	<b>(75,332.01)</b>
<b>Culture &amp; Recreation Cultural Programs</b>								
Program Services	41,000	0.00	(41,000.00)	0.0%	41,000	0.00	0.0%	26,863.01
Other Revenues	(8,100)	(2.14)	8,097.86	0.0%	(8,100)	0.00	0.0%	(8,739.80)
Culture & Recreation Cultural Programs	<b>32,900</b>	<b>(2.14)</b>	<b>(32,902.14)</b>	<b>0.0%</b>	<b>32,900</b>	<b>0.00</b>	<b>0.0%</b>	<b>18,123.21</b>
<b>Culture &amp; Recreation Hospitality</b>								
Wages/Benefits	72,500	4,635.78	(67,864.22)	6.4%	71,500	5,324.76	7.5%	81,903.81
Vehicle/Equipment Expenses	2,500	0.00	(2,500.00)	0.0%	5,000	0.00	0.0%	2,787.20
Program Services	98,300	256.35	(98,043.65)	0.3%	92,300	7,084.56	7.7%	112,653.51
Expenditures	173,300	4,892.13	(168,407.87)	2.8%	168,800	12,409.32	7.4%	197,344.52
Other Revenues	(246,700)	(23,578.15)	223,121.85	9.6%	(227,900)	(18,095.57)	7.9%	(223,021.73)
Culture & Recreation Hospitality	<b>(73,400)</b>	<b>(18,686.02)</b>	<b>54,713.98</b>	<b>25.5%</b>	<b>(59,100)</b>	<b>(5,686.25)</b>	<b>9.6%</b>	<b>(25,677.21)</b>
<b>VRC Arenas</b>								
Vehicle/Equipment Expenses	19,800	0.00	(19,800.00)	0.0%	7,500	0.00	0.0%	16,160.16
Other Revenues	(851,300)	(99,250.02)	752,049.98	11.7%	(843,100)	(107,796.47)	12.8%	(789,916.25)
VRC Arenas	<b>(831,500)</b>	<b>(99,250.02)</b>	<b>732,249.98</b>	<b>11.9%</b>	<b>(835,600)</b>	<b>(107,796.47)</b>	<b>12.9%</b>	<b>(773,756.09)</b>



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	2017 Budget	2017 YTD Actual January	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual January	2016 % Budget to Actual	2016 YTD Actual December
<b><u>VRC Aquatic Centre</u></b>								
Wages/Benefits	467,900	16,838.16	(451,061.84)	3.6%	409,100	20,847.48	5.1%	383,967.92
Vehicle/Equipment Expenses	35,000	0.00	(35,000.00)	0.0%	35,000	0.00	0.0%	10,915.17
Program Services	40,000	0.00	(40,000.00)	0.0%	35,000	0.00	0.0%	48,020.49
Expenditures	542,900	16,838.16	(526,061.84)	3.1%	479,100	20,847.48	4.4%	442,903.58
Other Revenues	(584,200)	(130,689.41)	453,510.59	22.4%	(513,200)	(111,749.22)	21.8%	(561,788.94)
<b>VRC Aquatic Centre</b>	<b>(41,300)</b>	<b>(113,851.25)</b>	<b>(72,551.25)</b>	<b>275.7%</b>	<b>(34,100)</b>	<b>(90,901.74)</b>	<b>266.6%</b>	<b>(118,885.36)</b>
<b><u>VRC Fitness Centre</u></b>								
Wages/Benefits	207,100	8,437.74	(198,662.26)	4.1%	202,000	9,733.33	4.8%	186,795.24
Vehicle/Equipment Expenses	5,000	0.00	(5,000.00)	0.0%	7,000	0.00	0.0%	1,390.18
Program Services	5,000	0.00	(5,000.00)	0.0%	8,000	0.00	0.0%	4,390.57
Transfers to Own Funds	40,000	0.00	(40,000.00)	0.0%	40,000	0.00	0.0%	40,000.00
Expenditures	257,100	8,437.74	(248,662.26)	3.3%	257,000	9,733.33	3.8%	232,575.99
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(328,000)	(27,925.29)	300,074.71	8.5%	(381,500)	(31,243.32)	8.2%	(311,970.09)
<b>VRC Fitness Centre</b>	<b>(70,900)</b>	<b>(19,487.55)</b>	<b>51,412.45</b>	<b>27.5%</b>	<b>(124,500)</b>	<b>(21,509.99)</b>	<b>17.3%</b>	<b>(79,394.10)</b>
<b><u>LaSalle Outdoor Pool</u></b>								
Wages/Benefits	27,600	0.00	(27,600.00)	0.0%	25,200	0.00	0.0%	26,076.43
Vehicle/Equipment Expenses	2,000	0.00	(2,000.00)	0.0%	2,000	0.00	0.0%	1,504.71
Program Services	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	29,600	0.00	(29,600.00)	0.0%	27,200	0.00	0.0%	27,581.14
Other Revenues	(38,400)	(10.27)	38,389.73	0.0%	(27,600)	0.00	0.0%	(35,121.27)
<b>LaSalle Outdoor Pool</b>	<b>(8,800)</b>	<b>(10.27)</b>	<b>8,789.73</b>	<b>0.1%</b>	<b>(400)</b>	<b>0.00</b>	<b>0.0%</b>	<b>(7,540.13)</b>
<b><u>Development &amp; Strategic Initiatives</u></b>								
Wages/Benefits	526,800	44,380.34	(482,419.66)	8.4%	508,200	44,360.55	8.7%	516,177.91
Administrative Expenses	20,100	236.59	(19,863.41)	1.2%	15,400	83.95	0.6%	17,654.90
Personnel Expenses	9,200	1,663.15	(7,536.85)	18.1%	9,000	1,652.14	18.4%	6,975.24
Program Services	22,900	0.00	(22,900.00)	0.0%	22,900	0.00	0.0%	46,030.95
Transfers to Own Funds	38,000	0.00	(38,000.00)	0.0%	38,000	0.00	0.0%	38,000.00
Expenditures	617,000	46,280.08	(570,719.92)	7.5%	593,500	46,096.64	7.8%	624,839.00
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	(8,600.00)
Other Revenues	(42,500)	(7,000.00)	35,500.00	16.5%	(35,500)	(4,850.00)	13.7%	(52,250.00)
<b>Development &amp; Strategic Initiatives</b>	<b>574,500</b>	<b>39,280.08</b>	<b>(535,219.92)</b>	<b>6.8%</b>	<b>558,000</b>	<b>41,246.64</b>	<b>7.4%</b>	<b>563,989.00</b>
<b><u>Building Services</u></b>								
Wages/Benefits	457,800	36,385.57	(421,414.43)	8.0%	445,900	33,944.02	7.6%	432,036.61
Administrative Expenses	5,900	152.64	(5,747.36)	2.6%	4,600	0.00	0.0%	3,373.62
Personnel Expenses	10,700	2,763.37	(7,936.63)	25.8%	10,700	1,188.60	11.1%	7,819.08
Program Services	169,500	13,375.00	(156,125.00)	7.9%	163,900	10,100.00	6.2%	161,889.87
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	290,111.36
Expenditures	643,900	52,676.58	(591,223.42)	0.0%	625,100	45,232.62	0.0%	895,230.54
Contributions from Own Funds	0	(4,283.06)	(4,283.06)	100.0%	(222,800)	(7,991.82)	3.6%	0.00
Other Revenues	(643,900)	(48,393.52)	595,506.48	7.5%	(402,300)	(37,240.80)	9.3%	(895,230.54)
<b>Building Services</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>
<b><u>Agriculture / Reforestation</u></b>								
Program Services	25,000	0.00	(25,000.00)	0.0%	25,000	0.00	0.0%	0.00
Other Revenues	(25,000)	0.00	25,000.00	0.0%	(25,000)	0.00	0.0%	32.00
<b>Agriculture / Reforestation</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0</b>	<b>0.00</b>	<b>100.0%</b>	<b>32.00</b>
<b>Expenditures</b>	<b>32,271,000</b>	<b>1,255,718.02</b>	<b>(31,015,281.98)</b>	<b>3.9%</b>	<b>30,176,000</b>	<b>1,307,783.43</b>	<b>4.3%</b>	<b>30,821,649.58</b>
<b>T o t a l</b>	<b>0</b>	<b>1,200,490.94</b>	<b>1,200,490.94</b>	<b>100.0%</b>	<b>0</b>	<b>1,222,767.34</b>	<b>100.0%</b>	<b>(33,955.14)</b>
<b>General Fund</b>	<b>0</b>	<b>1,030,501.05</b>	<b>1,030,501.05</b>	<b>100.0%</b>	<b>0</b>	<b>1,194,296.19</b>	<b>-2.2%</b>	<b>(26,230.67)</b>
<b>Water Fund</b>	<b>0</b>	<b>118,281.73</b>	<b>118,281.73</b>	<b>100.0%</b>	<b>0</b>	<b>26,538.35</b>	<b>-7.5%</b>	<b>(1,985.29)</b>
<b>Wastewater Fund</b>	<b>0</b>	<b>51,708.16</b>	<b>51,708.16</b>	<b>100.0%</b>	<b>0</b>	<b>1,932.80</b>	<b>-296.9%</b>	<b>(5,739.18)</b>

TOWN OF LASALLE  
 CAPITAL FUND ANALYSIS  
 JANUARY 31, 2017

21/03/2017

PROJECTS	ENDING BALANCE DEC 31,2016	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE JAN 31,2017
<b>GENERAL GOVERNMENT</b>										
HYDRO GENERATOR	46,480.59			54.90						46,535.49
CAPITAL-ADMIN/FINANCIAL SERVICES	(55,020.30)									(55,020.30)
<b>PROTECTION SERVICES</b>										
CAPITAL-FIRE	200,914.02			327.59						201,241.61
<b>RECREATION SERVICES</b>										
ARENA DEMOLITION	202,155.53			330.14						202,485.67
<b>OTHER-WORK IN PROGRESS</b>										
HOWARD INDUST PARK (INT)	30,944.75			44.58						30,989.33
CAPITAL-SEWER (Sewage Capacity)	3,307,418.00									3,307,418.00
PATHWAY (Todd Lane (OMCIP))	21,345.38			13.80						21,359.18
FUEL DEPOT & PW GATES	2,830.62			4.68						2,835.30
WATERMAIN-Orford Watermain	2,289.60									2,289.60
OLIVER FARMS/HERITAGE	249,727.31			406.91						250,134.22
TENTH STREET	35,677.43			58.32						35,735.75
	<u>4,044,762.93</u>	<u>0.00</u>	<u>0.00</u>	<u>1,240.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,046,003.85</u>

TOWN OF LASALLE  
RESERVES & RESERVE FUNDS SCHEDULE  
JANUARY 31, 2017

05/03/2017

	BALANCE DEC 31,2016	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE JAN 31,2017
<b>RESERVES</b>											
GREEN SPACE/WOODLOT	726,514.85										726,514.85
VEHICLE & EQUIPMENT	3,140,859.99	1,831.52									3,142,691.51
INFRASTRUCTURE	4,238,394.00										4,238,394.00
SPECIAL PROJECTS	1,202,367.70										1,202,367.70
TAX STABILIZATION	2,608,558.95										2,608,558.95
WORKING CAPITAL	1,062,064.27				48,000.00					(123.34)	1,109,940.93
RECREATION COMPLEX	2,020,320.19	2,823.75									2,023,143.94
<b>RESERVES</b>	<b>14,999,079.95</b>	<b>4,655.27</b>			<b>48,000.00</b>					<b>(123.34)</b>	<b>15,051,611.88</b>
<b>RESERVE FUNDS</b>											
BUILDING ACTIVITY	(1,248,862.09)				400.00		(4,283.06)				(1,252,745.15)
ESSEX POWER EQUITY	11,043,305.00										11,043,305.00
<b>RESERVE FUNDS</b>	<b>9,794,442.91</b>				<b>400.00</b>		<b>(4,283.06)</b>				<b>9,790,559.85</b>
<b>RESERVES/RESERVE FUNDS</b>	<b>24,793,522.86</b>	<b>4,655.27</b>			<b>48,400.00</b>		<b>(4,283.06)</b>			<b>(123.34)</b>	<b>24,842,171.73</b>

TOWN OF LASALLE  
DEFERRED REVENUE FUND SCHEDULE  
JANUARY 31, 2017

05/03/2017

	BALANCE DEC 31,2016	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE JAN 31, 2017
<b>DEFERRED REVENUE</b>										
SEWER PROJECTS	1,056,659.18				2,204.93					1,058,864.11
WATER PROJECTS	3,286,140.46				7,056.87					3,293,197.33
WATER EMERGENCY	1,500,000.00									1,500,000.00
LAND DEVELOPMENT CHARGES	6,753,606.06			161,316.00	11,323.19					6,926,245.25
DC PROJECTS (NON-GROWTH RELATED)	12,884,174.85				21,521.51					12,905,696.36
FEDERAL GAS TAX	2,044,867.42				3,625.32					2,048,492.74
PROVINCIAL GAS TAX/TRANSIT	545,951.72				835.40					546,787.12
OCIF-FORMULA BASED	0.00									0.00
DEPOSITS FROM DEVELOPERS	2,098,787.98				3,414.32			(83,693.84)		2,018,508.46
CONTRIBUTIONS FROM DEVELOPERS	795,472.50				958.25					796,430.75
PARKLAND DEDICATION	268,235.20				444.14					268,679.34
SICK LEAVE	10,195.41				16.88					10,212.29
<b>DEFERRED REVENUE</b>	<b>31,244,090.78</b>			<b>161,316.00</b>	<b>51,400.81</b>			<b>(83,693.84)</b>		<b>31,373,113.75</b>

TOWN OF LASALLE  
FINANCIAL STATEMENT  
FEBRUARY 28, 2017

	2017 Budget	2017 YTD Actual February	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual February	2016 % Budget to Actual	2016 YTD Actual December
<b>Revenues</b>								
General Levy	(28,871,100)	(24,439,846.12)	4,431,253.88	84.7%	(27,090,200)	(23,158,877.56)	85.5%	(27,094,928.84)
Supplementary Levy	(345,000)	(545.95)	344,454.05	0.2%	(345,000)	(375.52)	0.1%	(742,580.23)
Local Improvements	(19,300)	0.00	19,300.00	0.0%	(18,100)	0.00	0.0%	(12,472.68)
Payments in Lieu of Taxes	(41,900)	0.00	41,900.00	0.0%	(47,800)	0.00	0.0%	(47,844.27)
Other Revenues	(2,993,700)	(86,803.97)	2,906,896.03	2.9%	(2,674,900)	(170,804.29)	6.4%	(2,957,778.70)
<b>Revenues</b>	<b>(32,271,000)</b>	<b>(24,527,196.04)</b>	<b>7,743,803.96</b>	<b>76.0%</b>	<b>(30,176,000)</b>	<b>(23,330,057.37)</b>	<b>77.3%</b>	<b>(30,855,604.72)</b>
<b>Expenditures</b>								
<b>Mayor &amp; Council</b>								
Wages/Benefits	264,500	43,460.54	(221,039.46)	16.4%	267,800	43,221.28	16.1%	242,254.52
Administrative Expenses	35,500	2,212.67	(33,287.33)	6.2%	31,500	1,704.39	5.4%	34,310.27
Personnel Expenses	39,200	9,890.17	(29,309.83)	25.2%	39,200	3,492.33	8.9%	11,484.71
Program Services	24,000	279.52	(23,720.48)	1.2%	26,000	891.57	3.4%	19,007.37
<b>Expenditures</b>	<b>363,200</b>	<b>55,842.90</b>	<b>(307,357.10)</b>	<b>15.4%</b>	<b>364,500</b>	<b>49,309.57</b>	<b>13.5%</b>	<b>307,056.87</b>
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%	(1,087.59)
<b>Mayor &amp; Council</b>	<b>363,200</b>	<b>55,842.90</b>	<b>(307,357.10)</b>	<b>15.4%</b>	<b>364,500</b>	<b>49,309.57</b>	<b>13.5%</b>	<b>305,969.28</b>
<b>Finance &amp; Administration</b>								
Wages/Benefits	1,651,300	248,324.14	(1,402,975.86)	15.0%	1,639,300	256,312.44	15.6%	1,634,099.68
Administrative Expenses	163,300	20,391.25	(142,908.75)	12.5%	158,400	67,528.78	42.6%	103,503.89
Personnel Expenses	36,500	16,455.20	(20,044.80)	45.1%	36,000	10,690.03	29.7%	30,186.14
Program Services	322,200	12,452.34	(309,747.66)	3.9%	307,200	5,032.45	1.6%	348,855.16
<b>Expenditures</b>	<b>2,173,300</b>	<b>297,622.93</b>	<b>(1,875,677.07)</b>	<b>13.7%</b>	<b>2,140,900</b>	<b>339,563.70</b>	<b>15.9%</b>	<b>2,116,644.87</b>
Other Revenues	(781,200)	(119,110.02)	662,089.98	15.3%	(760,300)	(111,028.11)	14.6%	(875,857.73)
<b>Finance &amp; Administration</b>	<b>1,392,100</b>	<b>178,512.91</b>	<b>(1,213,587.09)</b>	<b>12.8%</b>	<b>1,380,600</b>	<b>228,535.59</b>	<b>16.6%</b>	<b>1,240,787.14</b>
<b>Council Services</b>								
Wages/Benefits	843,600	128,811.19	(714,788.81)	15.3%	815,200	128,419.19	15.8%	808,113.87
Administrative Expenses	25,200	8,352.72	(16,847.28)	33.2%	23,300	8,082.92	34.7%	13,642.27
Personnel Expenses	45,300	11,049.05	(34,250.95)	24.4%	40,000	11,673.21	29.2%	34,143.03
Program Services	55,300	467.35	(54,832.65)	0.9%	48,700	794.33	1.6%	41,027.71
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	2,369.72
<b>Expenditures</b>	<b>969,400</b>	<b>148,680.31</b>	<b>(820,719.69)</b>	<b>15.3%</b>	<b>927,200</b>	<b>148,969.65</b>	<b>16.1%</b>	<b>899,296.60</b>
Other Revenues	(24,800)	(3,891.40)	20,908.60	15.7%	(12,100)	(1,800.00)	14.9%	(30,718.42)
<b>Council Services</b>	<b>944,600</b>	<b>144,788.91</b>	<b>(799,811.09)</b>	<b>15.3%</b>	<b>915,100</b>	<b>147,169.65</b>	<b>16.1%</b>	<b>868,578.18</b>
<b>Financial Services</b>								
Wages/Benefits	75,000	0.00	(75,000.00)	0.0%	0	0.00	100.0%	0.00
Long Term Debt Capital Financing	1,964,200	0.00	(1,964,200.00)	0.0%	1,964,200	0.00	0.0%	1,964,173.50
Long Term Debt Charges	19,300	0.00	(19,300.00)	0.0%	18,100	0.00	0.0%	12,472.68
Program Services	160,000	2,226.77	(157,773.23)	0.0%	104,000	576.35	0.0%	153,227.90
Transfers to Own Funds	6,752,700	0.00	(6,752,700.00)	0.0%	6,151,100	1,150,638.50	18.7%	7,814,676.49
<b>Financial Services</b>	<b>8,971,200</b>	<b>2,226.77</b>	<b>(8,968,973.23)</b>	<b>0.0%</b>	<b>8,237,400</b>	<b>1,151,214.85</b>	<b>14.0%</b>	<b>9,944,550.57</b>
<b>Division of IT (DoIT)</b>								
Wages/Benefits	440,500	65,309.44	(375,190.56)	14.8%	426,700	64,995.85	15.2%	415,117.18
Administrative Expenses	222,500	75,208.87	(147,291.13)	33.8%	198,700	70,109.46	35.3%	200,120.11
Personnel Expenses	9,000	453.85	(8,546.15)	5.0%	8,000	3,045.77	38.1%	8,711.36
Transfers to Own Funds	150,000	0.00	(150,000.00)	0.0%	100,000	100,000.00	100.0%	100,000.00
<b>Financial Services</b>	<b>822,000</b>	<b>140,972.16</b>	<b>(681,027.84)</b>	<b>17.2%</b>	<b>733,400</b>	<b>238,151.08</b>	<b>32.5%</b>	<b>723,948.65</b>
<b>Fire</b>								
Wages/Benefits	1,893,500	214,158.53	(1,679,341.47)	11.3%	1,774,800	220,298.12	12.4%	1,805,261.81
Administrative Expenses	56,600	908.54	(55,691.46)	1.6%	23,700	5,347.54	22.6%	31,388.73
Personnel Expenses	107,500	16,054.06	(91,445.94)	14.9%	88,000	32,075.50	36.5%	87,666.67
Vehicle/Equipment Expenses	119,600	7,842.71	(111,757.29)	6.6%	103,400	10,965.86	10.6%	110,143.44
Program Services	93,000	1,265.31	(91,734.69)	1.4%	16,000	2,680.18	16.8%	17,136.60
Transfers to Own Funds	204,000	0.00	(204,000.00)	0.0%	200,000	200,000.00	100.0%	200,000.00
<b>Expenditures</b>	<b>2,474,200</b>	<b>240,229.15</b>	<b>(2,233,970.85)</b>	<b>9.7%</b>	<b>2,205,900</b>	<b>471,367.20</b>	<b>21.4%</b>	<b>2,251,597.25</b>
Other Revenues	(10,000)	(80.00)	9,920.00	0.8%	(8,000)	(100.00)	1.3%	(7,764.49)
<b>Fire</b>	<b>2,464,200</b>	<b>240,149.15</b>	<b>(2,224,050.85)</b>	<b>9.8%</b>	<b>2,197,900</b>	<b>471,267.20</b>	<b>21.4%</b>	<b>2,243,832.76</b>

TOWN OF LASALLE  
FINANCIAL STATEMENT  
FEBRUARY 28, 2017

	2017 Budget	2017 YTD Actual February	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual February	2016 % Budget to Actual	2016 YTD Actual December
<b>Police / Dispatch</b>								
Wages/Benefits	6,681,500	923,384.86	(5,758,115.14)	13.8%	6,529,000	961,681.49	14.7%	6,306,466.37
Administrative Expenses	171,900	21,567.53	(150,332.47)	12.6%	173,800	39,685.24	22.8%	174,446.27
Personnel Expenses	116,000	29,280.26	(86,719.74)	25.2%	105,000	2,446.66	2.3%	114,049.78
Facility Expenses	160,000	15,513.09	(144,486.91)	9.7%	157,200	11,058.71	7.0%	155,470.48
Vehicle/Equipment Expenses	136,900	15,044.61	(121,855.39)	11.0%	143,100	32,402.10	22.6%	126,958.02
Program Services	138,000	4,723.54	(133,276.46)	3.4%	131,500	4,399.29	3.4%	209,850.46
Transfers to Own Funds	76,000	0.00	(76,000.00)	0.0%	40,000	0.00	0.0%	35,531.76
Expenditures	7,480,300	1,009,513.89	(6,470,786.11)	13.5%	7,279,600	1,051,673.49	14.5%	7,122,773.14
Grants	(52,000)	(12,828.65)	39,171.35	24.7%	(44,700)	(1,942.69)	4.4%	(52,969.41)
Other Revenues	(584,400)	(18,612.21)	565,787.79	3.2%	(560,900)	(22,054.00)	3.9%	(610,100.10)
Police / Dispatch	<b>6,843,900</b>	<b>978,073.03</b>	<b>(5,865,826.97)</b>	<b>14.3%</b>	<b>6,674,000</b>	<b>1,027,676.80</b>	<b>15.4%</b>	<b>6,459,703.63</b>
<b>Police Services Board</b>								
Wages/Benefits	40,500	5,005.19	(35,494.81)	12.4%	39,700	5,131.95	12.9%	39,529.13
Administrative Expenses	17,300	115.70	(17,184.30)	0.7%	16,600	110.45	0.7%	12,994.27
Personnel Expenses	8,700	2,854.37	(5,845.63)	32.8%	7,100	3,048.40	42.9%	3,117.99
Program Services	1,000	0.00	(1,000.00)	0.0%	1,000	0.00	0.0%	6,738.51
Expenditures	67,500	7,975.26	(59,524.74)	11.8%	64,400	8,290.80	12.9%	62,379.90
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Police Services Board	<b>67,500</b>	<b>7,975.26</b>	<b>(59,524.74)</b>	<b>11.8%</b>	<b>64,400</b>	<b>8,290.80</b>	<b>12.9%</b>	<b>62,379.90</b>
<b>Conservation Authority</b>								
Program Services	<b>246,000</b>	<b>60,684.25</b>	<b>(185,315.75)</b>	<b>24.7%</b>	<b>228,000</b>	<b>57,988.50</b>	<b>25.4%</b>	<b>231,954.00</b>
<b>Protective Inspection &amp; Control</b>								
Program Services	41,400	3,385.68	(38,014.32)	8.2%	34,900	3,392.69	9.7%	33,617.89
Other Revenues	(20,000)	(11,648.00)	8,352.00	58.2%	(20,000)	(10,962.00)	54.8%	(19,132.00)
Protective Inspection & Control	<b>21,400</b>	<b>(8,262.32)</b>	<b>(29,662.32)</b>	<b>-38.6%</b>	<b>14,900</b>	<b>(7,569.31)</b>	<b>-50.8%</b>	<b>14,485.89</b>
<b>Emergency Measures</b>								
Program Services	<b>31,000</b>	<b>8,082.37</b>	<b>(22,917.63)</b>	<b>26.1%</b>	<b>22,000</b>	<b>45.80</b>	<b>0.2%</b>	<b>16,348.93</b>
<b>Public Works Summary</b>								
Wages/Benefits	5,529,900	645,627.12	(4,884,272.88)	11.7%	5,381,500	639,543.63	11.9%	5,018,338.16
Long Term Debt	412,000	0.00	(412,000.00)	0.0%	412,000	0.00	0.0%	411,953.46
Administrative Expenses	351,000	2,075.58	(348,924.42)	0.6%	334,900	289,189.32	86.4%	333,381.99
Personnel Expenses	115,500	13,280.67	(102,219.33)	11.5%	114,500	13,983.17	12.2%	122,694.12
Facility Expenses	1,811,600	81,629.29	(1,729,970.71)	4.5%	1,603,800	133,204.68	8.3%	1,743,953.57
Vehicle/Equipment Expenses	538,900	44,736.97	(494,163.03)	8.3%	545,300	100,833.67	18.5%	437,637.62
Program Services	5,906,100	373,750.06	(5,532,349.94)	6.3%	5,414,200	428,898.88	7.9%	5,585,533.81
Transfers to Own Funds	1,497,700	3,272.01	(1,494,427.99)	0.2%	972,400	3,379.88	0.4%	1,643,124.69
Expenditures	<b>16,162,700</b>	<b>1,164,371.70</b>	<b>(14,998,328.30)</b>	<b>7.2%</b>	<b>14,778,600</b>	<b>1,609,033.23</b>	<b>950.7%</b>	<b>15,296,617.42</b>
Contributions from Own Funds	(412,000)	0.00	412,000.00	0.0%	(412,000)	0.00	0.0%	(411,953.46)
Other Revenues	(8,607,000)	(886,225.39)	7,720,774.61	10.3%	(7,859,500)	(843,016.86)	10.7%	(8,772,672.12)
Public Works Summary	<b>7,143,700</b>	<b>278,146.31</b>	<b>(6,865,553.69)</b>	<b>3.9%</b>	<b>6,507,100</b>	<b>766,016.37</b>	<b>797.9%</b>	<b>6,111,991.84</b>
<b>Public Works Corporate</b>								
Wages/Benefits	1,103,600	153,567.12	(950,032.88)	13.9%	1,093,600	149,023.01	13.6%	1,000,026.17
Administrative Expenses	351,000	2,075.58	(348,924.42)	0.6%	334,900	289,189.32	86.4%	333,381.99
Personnel Expenses	115,500	13,280.67	(102,219.33)	11.5%	114,500	13,983.17	12.2%	122,694.12
Expenditures	1,570,100	168,923.37	(1,401,176.63)	2.7%	1,543,000	452,195.50	0.0%	1,456,102.28
Other Revenues	(975,700)	(157,597.00)	818,103.00	16.2%	(969,600)	(149,538.93)	15.4%	(1,037,733.09)
Public Works Corporate	<b>594,400</b>	<b>11,326.37</b>	<b>(583,073.63)</b>	<b>1.9%</b>	<b>573,400</b>	<b>302,656.57</b>	<b>52.8%</b>	<b>418,369.19</b>
<b>Roads/Drainage</b>								
Wages/Benefits	1,118,600	136,777.15	(981,822.85)	12.2%	1,077,000	138,973.74	12.9%	978,015.70
Vehicle/Equipment Expenses	34,000	2,573.53	(31,426.47)	7.6%	34,000	24.44	0.1%	16,636.40
Program Services	465,300	6,727.97	(458,572.03)	1.5%	420,300	10,345.85	2.5%	431,872.43
Roads/Drainage	<b>1,617,900</b>	<b>146,078.65</b>	<b>(1,471,821.35)</b>	<b>9.0%</b>	<b>1,531,300</b>	<b>149,344.03</b>	<b>9.8%</b>	<b>1,426,524.53</b>



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	2017 Budget	2017 YTD Actual February	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual February	2016 % Budget to Actual	2016 YTD Actual December
<b>Facilities &amp; Fleet</b>								
Wages/Benefits	1,398,700	172,246.22	(1,226,453.78)	12.3%	1,356,900	168,142.79	12.4%	1,288,749.16
Facility Expenses	1,811,600	81,629.29	(1,729,970.71)	4.5%	1,603,800	133,204.68	8.3%	1,743,953.57
Vehicle/Equipment Expenses	474,400	41,925.36	(432,474.64)	8.8%	480,800	100,809.23	21.0%	404,539.28
Transfer to Own Funds	215,000	3,272.01	(211,727.99)	1.5%	0	3,379.88	100.0%	19,765.41
Expenditures	3,899,700	299,072.88	(3,600,627.12)	7.7%	3,441,500	405,536.58	11.8%	3,457,007.42
Other Revenues	(44,300)	0.00	44,300.00	0.0%	(37,400)	0.00	0.0%	(45,483.58)
Facilities & Fleet	<b>3,855,400</b>	<b>299,072.88</b>	<b>(3,556,327.12)</b>	<b>7.8%</b>	<b>3,404,100</b>	<b>405,536.58</b>	<b>11.9%</b>	<b>3,411,524.04</b>
<b>Parks</b>								
Wages/Benefits	689,000	34,995.33	(654,004.67)	5.1%	676,400	45,433.24	6.7%	624,948.83
Vehicle/Equipment Expenses	15,500	0.00	(15,500.00)	0.0%	15,500	0.00	0.0%	2,283.90
Program Services	400,500	1,998.48	(398,501.52)	0.5%	331,900	5,789.91	1.7%	279,450.40
Expenditures	1,105,000	36,993.81	(1,068,006.19)	3.4%	1,023,800	51,223.15	5.0%	906,683.13
Other Revenues	(29,000)	(2,239.05)	26,760.95	7.7%	(25,500)	(1,000.05)	3.9%	(43,384.58)
Parks	<b>1,076,000</b>	<b>34,754.76</b>	<b>(1,041,245.24)</b>	<b>3.2%</b>	<b>998,300</b>	<b>50,223.10</b>	<b>5.0%</b>	<b>863,298.55</b>
<b>Water</b>								
Wages/Benefits	951,900	111,395.25	(840,504.75)	11.7%	916,400	110,485.01	12.1%	876,944.85
Vehicle/Equipment Expenses	15,000	238.08	(14,761.92)	1.6%	15,000	0.00	0.0%	14,178.04
Program Services	3,045,100	182,108.94	(2,862,991.06)	6.0%	2,782,900	283,532.60	10.2%	2,967,004.23
Transfers to Own Funds	750,000	0.00	(750,000.00)	0.0%	535,700	0.00	0.0%	1,024,972.17
Expenditures	4,762,000	293,742.27	(4,468,257.73)	6.2%	4,250,000	394,017.61	9.3%	4,883,099.29
Consumption Revenues	(2,677,000)	(236,859.21)	2,440,140.79	8.9%	(2,237,000)	(179,372.17)	8.0%	(2,643,298.82)
Base Rate Revenues	(1,987,000)	(180,284.51)	1,806,715.49	9.1%	(1,910,000)	(163,258.70)	8.6%	(1,982,783.08)
Other Revenues	(98,000)	(15,347.59)	82,652.41	15.7%	(103,000)	(104,505.95)	101.5%	(259,002.68)
Water	<b>0</b>	<b>(138,749.04)</b>	<b>(138,749.04)</b>	<b>100.0%</b>	<b>0</b>	<b>(53,119.21)</b>	<b>100.0%</b>	<b>(1,985.29)</b>
<b>Wastewater</b>								
Wages/Benefits	268,100	36,646.05	(231,453.95)	13.7%	261,200	27,485.84	10.5%	249,653.45
Long Term Debt Charges	412,000	0.00	(412,000.00)	0.0%	412,000	0.00	0.0%	411,953.46
Program Services	1,995,200	182,914.67	(1,812,285.33)	9.2%	1,879,100	129,230.52	6.9%	1,907,206.75
Transfers to Own Funds	532,700	0.00	(532,700.00)	0.0%	436,700	0.00	0.0%	598,387.11
Expenditures	3,208,000	219,560.72	(2,988,439.28)	6.8%	2,989,000	156,716.36	5.2%	3,167,200.77
Contributions from Own Funds	(412,000)	0.00	412,000.00	0.0%	(412,000)	0.00	0.0%	(411,953.46)
Surcharges/Service Rates	(2,783,000)	(286,691.02)	2,496,308.98	10.3%	(2,564,000)	(191,317.02)	7.5%	(2,701,793.37)
Frontage/Connection	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(13,000)	(7,207.01)	5,792.99	55.4%	(13,000)	(54,024.04)	415.6%	(59,193.12)
Wastewater	<b>0</b>	<b>(74,337.31)</b>	<b>(74,337.31)</b>	<b>100.0%</b>	<b>0</b>	<b>(88,624.70)</b>	<b>100.0%</b>	<b>(5,739.18)</b>
<b>Winter Control</b>								
Program Services	<b>200,000</b>	<b>161,307.26</b>	<b>(38,692.74)</b>	<b>80.7%</b>	<b>200,000</b>	<b>160,748.58</b>	<b>80.4%</b>	<b>159,775.13</b>
<b>Traffic Control</b>								
Program Services	<b>83,000</b>	<b>1,475.04</b>	<b>(81,524.96)</b>	<b>1.8%</b>	<b>69,000</b>	<b>3,678.75</b>	<b>5.3%</b>	<b>76,399.30</b>
<b>Transit</b>								
Program Services	<b>286,000</b>	<b>266.01</b>	<b>(285,733.99)</b>	<b>0.1%</b>	<b>293,000</b>	<b>0.00</b>	<b>0.0%</b>	<b>59,374.85</b>
<b>Street Lighting</b>								
Program Services	<b>296,000</b>	<b>70.72</b>	<b>(295,929.28)</b>	<b>0.0%</b>	<b>405,000</b>	<b>42,928.27</b>	<b>10.6%</b>	<b>373,731.44</b>
<b>Crossing Guards</b>								
Wages/Benefits	83,500	5,612.20	(77,887.80)	6.7%	83,000	7,115.96	8.6%	77,888.72
Administrative Expenses	700	0.00	(700.00)	0.0%	700	750.60	107.2%	750.60
Program Services	1,000	0.00	(1,000.00)	0.0%	1,000	0.00	0.0%	969.95
Crossing Guards	<b>85,200</b>	<b>5,612.20</b>	<b>(79,587.80)</b>	<b>6.6%</b>	<b>84,700</b>	<b>7,866.56</b>	<b>9.3%</b>	<b>79,609.27</b>

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	2017 Budget	2017 YTD Actual February	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual February	2016 % Budget to Actual	2016 YTD Actual December
<b>Garbage Collection</b>								
Program Services	590,000	92,733.27	(497,266.73)	15.7%	560,000	92,688.03	16.6%	611,161.14
<b>Garbage Disposal</b>								
Program Services	880,000	70,025.90	(809,974.10)	8.0%	845,000	64,773.13	7.7%	880,437.70
<b>Culture &amp; Recreation Summary</b>								
Wages/Benefits	1,866,600	191,159.74	(1,675,440.26)	10.2%	1,744,200	222,714.33	12.8%	1,624,579.21
Administrative Expenses	47,300	675.87	(46,624.13)	1.4%	46,400	32,562.45	70.2%	49,976.53
Personnel Expenses	27,800	3,067.40	(24,732.60)	11.0%	19,800	327.60	1.7%	17,996.15
Vehicle/Program Expenses	71,800	3,639.00	(68,161.00)	5.1%	64,000	7,391.63	11.6%	40,361.61
Program Services	271,700	24,906.83	(246,793.17)	9.2%	260,700	31,178.99	12.0%	287,393.87
Transfers to Own Funds	165,000	5,340.00	(159,660.00)	3.2%	85,300	45,793.75	53.7%	95,551.25
Expenditures	2,450,200	228,788.84	(2,221,411.16)	9.3%	2,220,400	339,968.75	15.3%	2,115,858.62
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(2,484,700)	(457,778.20)	2,026,921.80	18.4%	(2,398,400)	(456,713.15)	19.0%	(2,323,249.64)
Culture & Recreation Summary	<b>(34,500)</b>	<b>(228,989.36)</b>	<b>(194,489.36)</b>	<b>663.7%</b>	<b>(178,000)</b>	<b>(116,744.40)</b>	<b>65.6%</b>	<b>(207,391.02)</b>
<b>Culture &amp; Recreation Corporate</b>								
Wages/Benefits	876,800	95,672.90	(781,127.10)	10.9%	854,200	114,453.39	13.4%	740,271.08
Administrative Expenses	47,300	675.87	(46,624.13)	1.4%	46,400	32,562.45	70.2%	49,976.53
Personnel Expenses	27,800	3,067.40	(24,732.60)	11.0%	19,800	327.60	1.7%	17,996.15
Vehicle/Program Expenses	7,500	1,786.67	(5,713.33)	23.8%	7,500	0.00	0.0%	7,604.19
Program Services	55,500	4,240.80	(51,259.20)	7.6%	52,500	4,359.23	8.3%	71,302.17
Transfers to Own Funds	125,000	5,340.00	(119,660.00)	4.3%	45,300	5,793.75	12.8%	55,551.25
Expenditures	1,139,900	110,783.64	(1,029,116.36)	9.7%	1,025,700	157,496.42	15.4%	942,701.37
Other Revenues	(85,200)	(7,248.04)	77,951.96	8.5%	(78,100)	(9,337.57)	12.0%	(87,630.70)
Culture & Recreation Corporate	<b>1,054,700</b>	<b>103,535.60</b>	<b>(951,164.40)</b>	<b>9.8%</b>	<b>947,600</b>	<b>148,158.85</b>	<b>15.6%</b>	<b>855,070.67</b>
<b>Culture &amp; Recreation Community Programs</b>								
Wages/Benefits	214,700	13,216.08	(201,483.92)	6.2%	182,200	15,537.43	8.5%	205,564.73
Program Services	31,900	1,107.31	(30,792.69)	3.5%	31,900	273.35	0.9%	24,164.12
Expenditures	246,600	14,323.39	(232,276.61)	5.8%	214,100	15,810.78	7.4%	229,728.85
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(342,800)	(16,200.32)	326,599.68	4.7%	(318,900)	(13,489.05)	4.2%	(305,060.86)
Culture & Recreation Community Programs	<b>(96,200)</b>	<b>(1,876.93)</b>	<b>94,323.07</b>	<b>2.0%</b>	<b>(104,800)</b>	<b>2,321.73</b>	<b>-2.2%</b>	<b>(75,332.01)</b>
<b>Culture &amp; Recreation Cultural Programs</b>								
Program Services	41,000	0.00	(41,000.00)	0.0%	41,000	7,500.00	18.3%	26,863.01
Other Revenues	(8,100)	(2.14)	8,097.86	0.0%	(8,100)	(486.73)	6.0%	(8,739.80)
Culture & Recreation Cultural Programs	<b>32,900</b>	<b>(2.14)</b>	<b>(32,902.14)</b>	<b>0.0%</b>	<b>32,900</b>	<b>7,013.27</b>	<b>21.3%</b>	<b>18,123.21</b>
<b>Culture &amp; Recreation Hospitality</b>								
Wages/Benefits	72,500	12,306.42	(60,193.58)	17.0%	71,500	12,596.12	17.6%	81,903.81
Vehicle/Equipment Expenses	2,500	344.15	(2,155.85)	13.8%	5,000	0.00	0.0%	2,787.20
Program Services	98,300	11,778.55	(86,521.45)	12.0%	92,300	16,110.57	17.5%	112,653.51
Expenditures	173,300	24,429.12	(148,870.88)	14.1%	168,800	28,706.69	17.0%	197,344.52
Other Revenues	(246,700)	(43,508.50)	203,191.50	17.6%	(227,900)	(41,438.62)	18.2%	(223,021.73)
Culture & Recreation Hospitality	<b>(73,400)</b>	<b>(19,079.38)</b>	<b>54,320.62</b>	<b>26.0%</b>	<b>(59,100)</b>	<b>(12,731.93)</b>	<b>21.5%</b>	<b>(25,677.21)</b>
<b>VRC Arenas</b>								
Vehicle/Equipment Expenses	19,800	0.00	(19,800.00)	0.0%	7,500	5,270.27	70.3%	16,160.16
Other Revenues	(851,300)	(188,895.00)	662,405.00	22.2%	(843,100)	(205,475.80)	24.4%	(789,916.25)
VRC Arenas	<b>(831,500)</b>	<b>(188,895.00)</b>	<b>642,605.00</b>	<b>22.7%</b>	<b>(835,600)</b>	<b>(200,205.53)</b>	<b>24.0%</b>	<b>(773,756.09)</b>

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	2017 Budget	2017 YTD Actual February	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual February	2016 % Budget to Actual	2016 YTD Actual December
<b><u>VRC Aquatic Centre</u></b>								
Wages/Benefits	467,900	47,505.09	(420,394.91)	10.2%	409,100	53,865.33	13.2%	383,967.92
Vehicle/Equipment Expenses	35,000	1,129.67	(33,870.33)	3.2%	35,000	2,121.36	6.1%	10,915.17
Program Services	40,000	7,376.52	(32,623.48)	18.4%	35,000	2,847.52	8.1%	48,020.49
Expenditures	542,900	56,011.28	(486,888.72)	10.3%	479,100	58,834.21	12.3%	442,903.58
Other Revenues	(584,200)	(142,285.80)	441,914.20	24.4%	(513,200)	(122,269.03)	23.8%	(561,788.94)
VRC Aquatic Centre	<b>(41,300)</b>	<b>(86,274.52)</b>	<b>(44,974.52)</b>	<b>208.9%</b>	<b>(34,100)</b>	<b>(63,434.82)</b>	<b>186.0%</b>	<b>(118,885.36)</b>
<b><u>VRC Fitness Centre</u></b>								
Wages/Benefits	207,100	22,459.25	(184,640.75)	10.8%	202,000	26,262.06	13.0%	186,795.24
Vehicle/Equipment Expenses	5,000	378.51	(4,621.49)	7.6%	7,000	0.00	0.0%	1,390.18
Program Services	5,000	403.65	(4,596.35)	8.1%	8,000	88.32	1.1%	4,390.57
Transfers to Own Funds	40,000	0.00	(40,000.00)	0.0%	40,000	40,000.00	100.0%	40,000.00
Expenditures	257,100	23,241.41	(233,858.59)	9.0%	257,000	66,350.38	25.8%	232,575.99
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(328,000)	(59,628.13)	268,371.87	18.2%	(381,500)	(64,216.35)	16.8%	(311,970.09)
VRC Fitness Centre	<b>(70,900)</b>	<b>(36,386.72)</b>	<b>34,513.28</b>	<b>51.3%</b>	<b>(124,500)</b>	<b>2,134.03</b>	<b>-1.7%</b>	<b>(79,394.10)</b>
<b><u>LaSalle Outdoor Pool</u></b>								
Wages/Benefits	27,600	0.00	(27,600.00)	0.0%	25,200	0.00	0.0%	26,076.43
Vehicle/Equipment Expenses	2,000	0.00	(2,000.00)	0.0%	2,000	0.00	0.0%	1,504.71
Program Services	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	29,600	0.00	(29,600.00)	0.0%	27,200	0.00	0.0%	27,581.14
Other Revenues	(38,400)	(10.27)	38,389.73	0.0%	(27,600)	0.00	0.0%	(35,121.27)
LaSalle Outdoor Pool	<b>(8,800)</b>	<b>(10.27)</b>	<b>8,789.73</b>	<b>0.1%</b>	<b>(400)</b>	<b>0.00</b>	<b>0.0%</b>	<b>(7,540.13)</b>
<b><u>Development &amp; Strategic Initiatives</u></b>								
Wages/Benefits	526,800	82,034.07	(444,765.93)	15.6%	508,200	80,622.69	15.9%	516,177.91
Administrative Expenses	20,100	633.98	(19,466.02)	3.2%	15,400	5,966.86	38.8%	17,654.90
Personnel Expenses	9,200	1,663.15	(7,536.85)	18.1%	9,000	1,742.59	19.4%	6,975.24
Program Services	22,900	5,536.87	(17,363.13)	24.2%	22,900	0.00	0.0%	46,030.95
Transfers to Own Funds	38,000	0.00	(38,000.00)	0.0%	38,000	0.00	0.0%	38,000.00
Expenditures	617,000	89,868.07	(527,131.93)	14.6%	593,500	88,332.14	14.9%	624,839.00
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	(8,600.00)
Other Revenues	(42,500)	(18,700.00)	23,800.00	44.0%	(35,500)	(7,450.00)	21.0%	(52,250.00)
Development & Strategic Initiatives	<b>574,500</b>	<b>71,168.07</b>	<b>(503,331.93)</b>	<b>12.4%</b>	<b>558,000</b>	<b>80,882.14</b>	<b>14.5%</b>	<b>563,989.00</b>
<b><u>Building Services</u></b>								
Wages/Benefits	457,800	67,832.64	(389,967.36)	14.8%	445,900	62,728.21	14.1%	432,036.61
Administrative Expenses	5,900	305.28	(5,594.72)	5.2%	4,600	274.76	6.0%	3,373.62
Personnel Expenses	10,700	2,805.19	(7,894.81)	26.2%	10,700	2,451.68	22.9%	7,819.08
Program Services	169,500	26,750.00	(142,750.00)	15.8%	163,900	20,200.00	12.3%	161,889.87
Transfers to Own Funds	0	3,556.58	3,556.58	100.0%	0	10,000.00	100.0%	290,111.36
Expenditures	643,900	101,249.69	(542,650.31)	0.0%	625,100	95,654.65	0.0%	895,230.54
Contributions from Own Funds	0	0.00	0.00	100.0%	(222,800)	(7,188.85)	3.2%	0.00
Other Revenues	(643,900)	(101,249.69)	542,650.31	15.7%	(402,300)	(88,465.80)	22.0%	(895,230.54)
Building Services	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>
<b><u>Agriculture / Reforestation</u></b>								
Program Services	25,000	0.00	(25,000.00)	0.0%	25,000	0.00	0.0%	0.00
Other Revenues	(25,000)	0.00	25,000.00	0.0%	(25,000)	0.00	0.0%	32.00
Agriculture / Reforestation	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0</b>	<b>0.00</b>	<b>100.0%</b>	<b>32.00</b>
Expenditures	<b>32,271,000</b>	<b>2,260,860.81</b>	<b>(30,010,139.19)</b>	<b>7.0%</b>	<b>30,176,000</b>	<b>4,474,917.96</b>	<b>14.8%</b>	<b>30,821,649.58</b>
T o t a l	<b>0</b>	<b>(22,266,335.23)</b>	<b>(22,266,335.23)</b>	<b>100.0%</b>	<b>0</b>	<b>(18,855,139.41)</b>	<b>100.0%</b>	<b>(33,955.14)</b>
General Fund	<b>0</b>	<b>(22,053,248.88)</b>	<b>(22,053,248.88)</b>	<b>100.0%</b>	<b>0</b>	<b>(18,713,395.50)</b>	<b>0.1%</b>	<b>(26,230.67)</b>
Water Fund	<b>0</b>	<b>(138,749.04)</b>	<b>(138,749.04)</b>	<b>100.0%</b>	<b>0</b>	<b>(53,119.21)</b>	<b>3.7%</b>	<b>(1,985.29)</b>
Wastewater Fund	<b>0</b>	<b>(74,337.31)</b>	<b>(74,337.31)</b>	<b>100.0%</b>	<b>0</b>	<b>(88,624.70)</b>	<b>6.5%</b>	<b>(5,739.18)</b>

TOWN OF LASALLE  
 CAPITAL FUND ANALYSIS  
 FEBRUARY 28, 2017

21/03/2017

PROJECTS	ENDING BALANCE DEC 31,2016	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE FEB 28,2017
<b>GENERAL GOVERNMENT</b>										
TECHNOLOGY	0.00	9,470.49	6,676.97							16,147.46
HYDRO GENERATOR	46,480.59			104.49						46,585.08
CAPITAL-ADMIN/FINANCIAL SERVICES	(55,020.30)									(55,020.30)
<b>PROTECTION SERVICES</b>										
CAPITAL-FIRE	200,914.02			623.47						201,537.49
<b>TRANSPORTATION SERVICES</b>										
CAPITAL-FACILITIES & FLEET	0.00		10,445.67	15.63						10,461.30
<b>ENVIRONMENTAL SERVICES</b>										
DRAINS	0.00		11,494.00							11,494.00
<b>RECREATION SERVICES</b>										
ARENA DEMOLITION	202,155.53			628.33						202,783.86
<b>PLANNING &amp; DEVELOPMENT</b>										
CAPITAL-PLANNING & DEVELOPMENT	0.00		3,237.94	4.84						3,242.78
<b>OTHER-WORK IN PROGRESS</b>										
HOWARD INDUST PARK (INT)	30,944.75			84.84						31,029.59
CAPITAL-SEWER (Sewage Capacity)	3,307,418.00									3,307,418.00
PATHWAY (Todd Lane (OMCIP))	21,345.38			45.69						21,391.07
FUEL DEPOT & PW GATES	2,830.62	13,199.29		28.65						16,058.56
WATERMAIN-Orford Watermain	2,289.60	763.20		4.57						3,057.37
OLIVER FARMS/HERITAGE	249,727.31			774.44						250,501.75
TENTH STREET	35,677.43			110.99						35,788.42
NEW TOWN HALL/LIBRARY	0.00		4,213.52							4,213.52
	4,044,762.93	23,432.98	36,068.10	2,425.94	0.00	0.00	0.00	0.00	0.00	4,106,689.95

TOWN OF LASALLE  
RESERVES & RESERVE FUNDS SCHEDULE  
FEBRUARY 28, 2017

05/03/2017

	BALANCE DEC 31,2016	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE FEB 28,2017
<b>RESERVES</b>											
GREEN SPACE/WOODLOT	726,514.85										726,514.85
VEHICLE & EQUIPMENT	3,140,859.99	3,272.01									3,144,132.00
INFRASTRUCTURE	4,238,394.00				7,000.00						4,245,394.00
SPECIAL PROJECTS	1,202,367.70								(1,831.68)		1,200,536.02
TAX STABILIZATION	2,608,558.95										2,608,558.95
WORKING CAPITAL	1,062,064.27				48,000.00					(562,561.67)	547,502.60
RECREATION COMPLEX	2,020,320.19	5,340.00									2,025,660.19
<b>RESERVES</b>	<b>14,999,079.95</b>	<b>8,612.01</b>			<b>55,000.00</b>					<b>(564,393.35)</b>	<b>14,498,298.61</b>
<b>RESERVE FUNDS</b>											
BUILDING ACTIVITY	(1,248,862.09)	3,556.58			552,167.12						(693,138.39)
ESSEX POWER EQUITY	11,043,305.00										11,043,305.00
<b>RESERVE FUNDS</b>	<b>9,794,442.91</b>	<b>3,556.58</b>			<b>552,167.12</b>						<b>10,350,166.61</b>
<b>RESERVES/RESERVE FUNDS</b>	<b>24,793,522.86</b>	<b>12,168.59</b>			<b>607,167.12</b>					<b>(564,393.35)</b>	<b>24,848,465.22</b>

TOWN OF LASALLE  
DEFERRED REVENUE FUND SCHEDULE  
FEBRUARY 28, 2017

05/03/2017

	BALANCE DEC 31,2016	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE FEB 28, 2017
<b>DEFERRED REVENUE</b>										
SEWER PROJECTS	1,056,659.18				3,421.85					1,060,081.03
WATER PROJECTS	3,286,140.46				13,460.08					3,299,600.54
WATER EMERGENCY	1,500,000.00									1,500,000.00
LAND DEVELOPMENT CHARGES	6,753,606.06			403,436.00	21,799.83					7,178,841.89
DC PROJECTS (NON-GROWTH RELATED)	12,884,174.85				40,898.41					12,925,073.26
FEDERAL GAS TAX	2,044,867.42				6,775.79					2,051,643.21
PROVINCIAL GAS TAX/TRANSIT	545,951.72				1,586.36					547,538.08
OCIF-FORMULA BASED	0.00									0.00
DEPOSITS FROM DEVELOPERS	2,098,787.98				6,431.16				(83,693.84)	2,021,525.30
CONTRIBUTIONS FROM DEVELOPERS	795,472.50				1,786.09					797,258.59
PARKLAND DEDICATION	268,235.20				845.70					269,080.90
SICK LEAVE	10,195.41				32.14					10,227.55
<b>DEFERRED REVENUE</b>	<b>31,244,090.78</b>			<b>403,436.00</b>	<b>97,037.41</b>				<b>(83,693.84)</b>	<b>31,660,870.35</b>





## The Corporation of the Town of LaSalle

<b>Date:</b>	March 23, 2017	<b>Report No:</b>	FIN-09-17
<b>Directed To:</b>	Members of Council	<b>Attachments:</b>	A: December 2016 Financial Statement B: Capital Fund Analysis C: Reserves, Reserve Fund, Deferred Revenue Statement D: Cash & Investments Report
<b>Department:</b>	Finance	<b>Policy References:</b>	None
<b>Prepared By:</b>	Dale Langlois, CPA, CA Manager of Finance & Deputy Treasurer Diane Hansen, Supervisor of Accounting		
<b>Subject:</b>	4 <sup>th</sup> Quarter Report		

**Purpose:**

To provide a report to Members of Council detailing the financial position of the municipality as of the 4<sup>th</sup> quarter.

**Background:**

As part of the year end Auditor's recommendations, they recommended that Administration prepare quarterly reviews for Members of Council in addition to the financial statements, which are submitted to and received by Council on a monthly basis.

**Analysis and Comments:**

**Corporate Results:**

Revenue	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Operating Fund	30,176,000	30,855,605	102.3%	28,901,800	29,079,208	100.6%
Water Fund	4,250,000	4,885,085	114.9%	4,413,400	4,345,714	98.5%
Wastewater Fund	2,989,000	3,172,940	106.2%	2,913,300	2,909,983	99.9%
<b>Corporate Total</b>	<b>37,415,000</b>	<b>38,913,629</b>	<b>104.0%</b>	<b>36,228,500</b>	<b>36,334,905</b>	<b>100.3%</b>

Expenditures	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Operating Fund	30,176,000	30,829,374	102.1%	28,901,800	29,025,543	99.9%
Water Fund	4,250,000	4,883,099	114.9%	4,413,400	4,252,623	96.4%
Wastewater Fund	2,989,000	3,167,201	106.0%	2,913,300	2,857,348	98.1%
Corporate Total	37,415,000	38,879,674	103.9%	36,228,500	36,135,514	99.7%

**Overall Summary:**

The operating fund is in a surplus position of \$26,231. Many departments are under budget and only a few departments are over budget (Financial Services, Fire, Facilities & Fleet, Culture & Recreation), which details will be discussed throughout the report. The current surplus allowed for additional transfers to reserves as the fund performed better than budget.

The water fund is in a surplus position of \$1,985. An additional transfer to the water projects reserve fund was made in the amount of \$489,272 as this division performed better than budget.

The wastewater fund is in a surplus position of \$5,739. An additional transfer to the sewer projects reserve fund was made in the amount of \$161,687 as this division performed better than budget.

**Departmental Results:**

Revenue	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Departmental Total	30,176,000	30,855,605	102.3%	28,901,800	29,079,208	100.6%
General Levy	27,090,200	27,094,929	100.0%	25,486,000	25,492,468	100.0%
Supplementary Levy	345,000	742,580	215.2%	475,600	588,711	123.8%

**Comments:**

Supplementary taxes are \$397,580 higher than expected. Most of the general/corporate revenue activity is higher than budget.

Interest/Penalties-Taxes	250,000	283,136	113.3%	300,000	298,363	99.5%
Interest Income	150,000	236,525	157.7%	175,000	178,460	102.0%
EPC Income	520,000	529,008	101.7%	500,000	513,713	102.7%

**Comments:**

The Essex Power dividend is slightly higher than expected due to high residential building activity throughout the Town. Interest income is higher than budget and the prior year as there were not many large capital expenditures in 2016 to draw down the bank account. Interest and penalties on taxes was also higher than expected.

Mayor & Council	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	0	1,088	100.0%	0	332	100.0%
Labour Costs	267,800	242,255	90.5%	247,500	249,878	101.0%
Operating Costs	96,700	64,802	67.0%	101,400	85,002	83.8%
Departmental Total	364,500	305,969	83.9%	348,900	334,549	95.9%

**Comments:**

This department is under budget by \$58,531, specifically in the areas of wages/benefits and conferences/seminars.

Finance & Administration	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	760,300	875,858	115.2%	559,100	680,916	121.8%
Labour Costs	1,639,300	1,634,100	99.7%	1,504,700	1,476,816	98.2%
Operating Costs	501,600	482,545	96.2%	387,500	452,985	116.9%
Departmental Total	1,380,600	1,240,787	89.9%	1,333,100	1,248,885	93.7%

Comments:

The Finance & Administration department is under budget by \$139,813 primarily due to the unbudgeted Green Shield surplus payment. Expenses related to office supplies, postage and tax write offs are less than expected with legal fees higher than budget.

Council Services	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	12,100	30,718	253.9%	8,500	9,151	107.7%
Labour Costs	815,200	808,114	99.1%	746,200	740,763	99.3%
Operating Costs	112,000	91,183	81.4%	105,800	105,652	99.9%
Departmental Total	915,100	868,578	94.9%	843,500	837,264	99.3%

Comments:

Council Services is under budget by \$46,522. Revenue in the areas of marriage licences and marriage ceremonies (new) exceeded budget by \$14,500. All other expense categories were slightly under budget.

Financial Services	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Labour Costs	0	0	100.0%	0	0	100.0%
Operating Costs	8,237,400	9,944,551	120.7%	8,119,700	8,409,718	103.6%
Departmental Total	8,237,400	9,944,551	120.7%	8,119,700	8,409,718	103.6%

Comments:

The division is over budget by \$1,707,150 as additional transfers to reserves were able to be completed due to several departments being under budget.

Division of IT	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Labour Costs	426,700	415,117	97.3%	407,700	405,024	99.3%
Operating Costs	306,700	308,831	100.7%	302,100	294,982	97.6%
Departmental Total	733,400	723,949	98.7%	709,800	700,006	98.6%

Comments:

The IT division is under budget by \$9,451. No significant variances to report.



Fire	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	8,000	7,764	97.1%	8,000	8,651	108.1%
Labour Costs	1,774,800	1,805,262	101.7%	1,698,300	1,760,421	103.7%
Operating Costs	431,100	446,335	103.5%	401,000	418,169	104.3%
Departmental Total	2,197,900	2,243,833	102.1%	2,091,300	2,169,939	103.8%

**Comments:**

The Fire department is over budget by \$45,933. Labour is \$30,461 over budget primarily due to higher volunteer wages resulting from higher call volumes. Radio communications and equipment maintenance expenses are higher than budget due to various radio related issues that occurred throughout the year.

Police / Dispatch	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Labour Costs	6,529,000	6,306,466	96.6%	6,214,000	6,078,950	97.8%
Departmental Total	6,674,000	6,459,704	96.8%	6,441,500	6,234,277	96.8%

**Comments:**

Referred to the Police Services Board.

Police Services Board	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Labour Costs	39,700	39,529	99.6%	38,500	37,679	97.9%
Departmental Total	64,400	62,380	96.9%	65,600	54,833	83.6%

**Comments:**

Referred to the Police Services Board.

Public Works Summary	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	8,271,500	9,184,626	111.0%	8,247,000	8,240,756	99.9%
Labour Costs	5,381,500	5,018,338	93.3%	5,047,600	4,914,685	97.4%
Operating Costs	9,397,100	10,278,279	109.4%	9,270,200	9,187,880	99.1%
Total Expenditures	14,778,600	15,296,617	103.5%	14,317,800	14,102,565	98.5%
Net Department Activity	6,507,100	6,111,992	93.9%	6,070,800	5,861,809	96.6%

**Comments:**

Refer to Appendix A for comments.

Culture & Recreation Summary	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	2,398,400	2,323,250	96.9%	2,494,400	2,506,013	100.5%
Labour Costs	1,744,200	1,624,579	93.1%	1,667,600	1,676,949	100.6%
Operating Costs	476,200	491,279	103.2%	642,500	652,382	101.5%
Total Expenditures	2,220,400	2,115,859	95.3%	2,310,100	2,329,331	100.8%
Net Department Activity	(178,000)	(207,391)	116.5%	(184,300)	(176,682)	95.9%

**Comments:**

Refer to Appendix B for comments.

Development & Strategic Initiatives	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	35,500	60,850	171.4%	45,500	43,005	94.5%
Labour Costs	508,200	516,178	101.6%	481,700	495,314	102.8%
Operating Costs	85,300	108,661	127.4%	74,000	86,431	116.8%
Departmental Total	558,000	563,989	101.1%	510,200	538,740	105.6%

Comments:

The department is slightly over budget by \$5,989. Legal fees related to by-law enforcement is over budget which is offset by higher than expected revenue.

Building Services	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Construction Revenue	394,500	883,347	223.9%	388,400	636,502	163.9%
Other Revenue	7,800	11,884	152.4%	8,600	12,419	144.4%
Shortfall Covered by Revenue Fund	222,800	(0)	0.0%	213,300	(0)	0.0%
Transfer to Reserve Fund	0	290,111	100.0%	10,000	65,106	651.1%
Labour Costs	445,900	432,037	96.9%	429,100	419,170	97.7%
Operating Costs	179,200	173,083	96.6%	171,200	164,645	96.2%
Departmental Total	0	0	100.0%	0	0	100.0%

Comments:

Building permit revenue exceeded budget by \$488,847 (permit fee rates are increased at the beginning of the year) which resulted in a transfer of \$290,111 to the building activity reserve fund to cover the accumulated shortfall from previous years (per Bill 124 requirements).

Non Departmental	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Conservation Authority	228,000	231,954	101.7%	218,000	217,434	99.7%

Comments:

The activity is consistent with the budget.

Protective Inspection & Control						
Larvicide Program	2,500	3,309	132.4%	2,500	4,781	191.2%
Dog Pound Facilities	11,000	10,087	91.7%	11,000	14,602	132.8%
Animal Control Expenses	19,400	18,572	95.7%	19,400	18,559	95.7%
Spay/Neuter Vouchers	2,000	1,650	82.5%	2,000	1,850	92.5%
Dog Licences Revenue	20,000	19,132	95.7%	20,000	19,946	99.7%

Comments:

The larvicide program expenses are slightly higher than budget. Dog licence revenue is on target with budget.

Emergency Measures	22,000	16,349	74.3%	22,000	17,316	78.7%
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Comments:

The activity is slightly less than budget.



Non Departmental	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Winter Control	200,000	159,775	79.9%	172,200	282,205	163.9%

Comments:

This account captures the sole cost of salt with respect to winter control. Minimal snow events occurred than expected in the 1<sup>st</sup> quarter of 2016.

Traffic Control	69,000	76,399	110.7%	65,000	67,733	104.2%
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Comments:

The maintenance component for traffic signals is slightly higher than budget.

Transit	293,000	59,375	20.3%	78,000	58,832	75.4%
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Comments:

A budget reallocation has been completed to create a new account for Town transit. The cost for Handi-Transit use is under budget due to a lower number of riders in 2016. At year end, \$200,000 was transferred to the transit reserve.

Street Lighting	405,000	373,731	92.3%	535,000	535,395	100.1%
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Comments:

A decrease in hydro costs for street lights has been realized. (The Town wide LED street light conversion program awarded to Ameresco is nearly complete. The full decrease in hydro usage took effect on the bill issued in July 2016.)

Crossing Guards	84,700	79,609	94.0%	81,600	73,474	90.0%
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Comments:

No significant variances to report.

Garbage Collection	560,000	611,161	109.1%	560,000	550,680	98.3%
Garbage Disposal	845,000	880,438	104.2%	805,000	843,485	104.8%

Comments:

Both the garbage collection and garbage disposal programs are over budget.

Weed Cutting Expense	25,000	0	0.0%	25,000	0	0.0%
Weed Cutting Revenue	25,000	(32)	-0.1%	25,000	(80)	-0.3%

Comments:

The approved weed cutting program has been implemented on a cost recovery basis.

**Recommendations:**

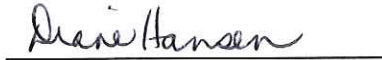
- That Council receive the 4<sup>th</sup> quarter report as presented.

If you have any further questions, please do not hesitate to contact the author(s) of this report.

Respectfully,



Dale Langlois, CPA, CA  
Manager of Finance & Deputy Treasurer



Diane Hansen  
Supervisor of Accounting

Reviewed by:							
CAO	Finance	Clerk	Environmental Services	Planning	Culture & Recreation	Building	Fire

Cc. All Departments, Boards and Services (Town of LaSalle)

**Appendix A**  
**Public Works – Divisional Activity**

Public Works Summary	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	8,271,500	9,184,626	111.0%	8,247,000	8,240,756	99.9%
Labour Costs	5,381,500	5,018,338	93.3%	5,047,600	4,914,685	97.4%
Operating Costs	9,397,100	10,278,279	109.4%	9,270,200	9,187,880	99.1%
Total Expenditures	14,778,600	15,296,617	103.5%	14,317,800	14,102,565	98.5%
Net Department Activity	6,507,100	6,111,992	93.9%	6,070,800	5,861,809	96.6%

**Comments:**

Overall, the Public Works department is \$395,108 under budget. Specifics are noted below.

Public Works Corporate	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	969,600	1,037,733	107.0%	871,600	891,759	102.3%
Labour Costs	1,093,600	1,000,026	91.4%	784,300	722,575	92.1%
Operating Costs	449,400	456,076	101.5%	457,400	420,068	91.8%
Departmental Total	573,400	418,369	73.0%	370,100	250,883	67.8%

**Comments:**

The Public Works Corporate division is under budget by \$155,031. Labour is less than budget due to position vacancies for a portion of the year. Revenue is higher than budget due to higher building permit indemnity revenue and revenue recovered from developers for signage.

Roads / Drainage	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Labour Costs	1,077,000	978,016	90.8%	1,110,700	1,130,016	101.7%
Operating Costs	454,300	448,509	98.7%	415,000	377,651	91.0%
Departmental Total	1,531,300	1,426,525	93.2%	1,525,700	1,507,667	98.8%

**Comments:**

The Roads/Drainage division is under budget by \$104,775. Labour costs are less than budget due to some retirements and less overtime required due to decreased snow events in early 2016. Increased roadside maintenance activity is offset by decreased drain maintenance and tree trimming activity.

**Appendix A**  
**Public Works – Divisional Activity**

Facilities & Fleet	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	(37,400)	(45,483)	121.6%	(23,200)	(55,812)	240.6%
Labour Costs	1,356,900	1,288,749	95.0%	1,302,000	1,332,468	102.3%
Operating Costs	2,084,600	2,168,258	104.0%	1,940,100	2,065,645	106.5%
Departmental Total	3,404,100	3,411,524	100.2%	3,218,900	3,342,301	103.8%

Comments:

The Fleet and Facilities division is slightly over budget by \$7,424. Labour is under budget due to the Manager of Fleet and Facilities position being vacant for a portion of the year. Also, labour is over budget in the areas of full time overtime and part time wages resulting from additional hours worked to cover leaves within the department. Hydro is tracking \$109,500 higher than budget due to the significant spike in rates (specifically the global adjustment charge). The building maintenance expense was higher than budget, primarily due to repairs occurring at the Vollmer Complex. Both fuel and vehicle repairs were less than budget.

Parks	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	25,500	43,385	170.1%	25,500	37,488	147.0%
Labour Costs	676,400	624,949	92.4%	639,600	642,736	100.5%
Operating Costs	347,400	281,734	81.1%	342,000	301,436	88.1%
Departmental Total	998,300	863,299	86.5%	956,100	906,684	94.8%

Comments:

The Parks division is under budget by \$135,001. Labour is under budget in the area of part time wages (an unbudgeted Federal grant (\$7,882) was received). Operating costs are under budget in the areas of equipment expenses, Vollmer field maintenance and park maintenance in the amount of \$65,666.

Water	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	4,250,000	4,885,085	114.9%	4,413,400	4,345,714	98.5%
Labour Costs	916,400	876,945	95.7%	947,500	840,483	88.7%
Operating Costs	3,333,600	4,006,154	120.2%	3,465,900	3,412,140	98.4%
Departmental Total	0	(1,985)	100.0%	0	(93,090)	100.0%

Comments:

The water fund is in a surplus position of \$1,985. An additional transfer to the water projects reserve fund was made in the amount of \$489,272 as this division performed better than budget. Total revenue generated is \$635,085 better than budget due to higher consumption. Correspondingly water purchased is \$216,651 over budget due to higher consumption. The remaining operational costs (including labour) are slightly less than budget.



*Public Works – Divisional Activity*

Wastewater	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	2,989,000	3,172,940	106.2%	2,913,300	2,909,983	99.9%
Labour Costs	261,200	249,653	95.6%	263,500	246,408	93.5%
Operating Costs	2,727,800	2,917,547	107.0%	2,649,800	2,610,940	98.5%
Departmental Total	0	(5,739)	100.0%	0	(52,635)	100.0%

Comments:

The wastewater fund is in a surplus position of \$5,739. An additional transfer to the sewer projects reserve fund was made in the amount of \$161,687 as this division performed better than budget.

Total revenue generated is \$183,940 better than budget due to higher water consumption. Correspondingly, Windsor's charge for wastewater treatment is \$73,523 over budget from the higher consumption of water. The remaining operating costs are less than budget primarily due to lower OCWA sewer maintenance costs, and lower Town sewer maintenance/pumping station hydro costs.



**Appendix B**  
**Culture and Recreation – Divisional Activity**

Culture & Recreation Summary	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	2,398,400	2,323,250	96.9%	2,494,400	2,506,013	100.5%
Labour Costs	1,744,200	1,624,579	93.1%	1,667,600	1,676,949	100.6%
Operating Costs	476,200	491,279	103.2%	642,500	652,382	101.5%
Total Expenditures	2,220,400	2,115,859	95.3%	2,310,100	2,329,331	100.8%
Net Department Activity	(178,000)	(207,391)	116.5%	(184,300)	(176,682)	95.9%

Comments:

Overall, the Culture and Recreation department is \$29,391 under budget at the end of 2016. Specifics are noted below.

Culture & Recreation Corporate	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	78,100	87,631	112.2%	77,100	85,571	111.0%
Labour Costs	854,200	740,271	86.7%	836,200	773,644	92.5%
Operating Costs	171,500	202,430	118.0%	171,800	209,585	122.0%
Departmental Total	947,600	855,071	90.2%	930,900	897,659	96.4%

Comments:

This division is \$92,529 under budget. Labour is under budget as the director position has not yet been filled. Advertising and marketing/promotion expenses are slightly over budget.

Culture & Recreation Community Programs	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	318,900	305,061	95.7%	260,800	338,816	129.9%
Labour Costs	182,200	205,565	112.8%	146,200	204,988	140.2%
Operating Costs	31,900	24,164	75.7%	26,500	32,178	121.4%
Departmental Total	(104,800)	(75,332)	71.9%	(88,100)	(101,650)	115.4%

Comments:

Community programming did not meet budget by \$29,468. Labour is over budget by \$23,365 and the revenue target was not met by \$13,839.

**Appendix B**  
**Culture and Recreation – Divisional Activity**

Culture & Recreation Cultural Programs	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	8,100	8,740	107.9%	183,100	111,995	61.2%
Operating Costs	41,000	26,863	65.5%	212,400	124,748	58.7%
Departmental Total	32,900	18,123	55.1%	29,300	12,753	43.5%

Comments:

This division is performing better than budget by \$18,123 primarily due to a few events not taking place.

Culture & Recreation Hospitality	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	227,900	223,022	97.9%	237,900	220,789	92.8%
Labour Costs	71,500	81,904	114.6%	70,200	76,703	109.3%
Operating Costs	97,300	115,441	118.6%	97,300	95,012	97.6%
Departmental Total	(59,100)	(25,677)	43.5%	(70,400)	(49,075)	69.7%

Comments:

The hospitality division did not meet budget by \$33,423. Labour costs and concession products are over budget and concession sales are under budget.

Vollmer Centre Arenas	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	843,100	789,916	93.7%	835,500	797,883	95.5%
Operating Costs	7,500	16,160	215.5%	7,500	24,535	327.1%
Departmental Total	(835,600)	(773,756)	92.6%	(828,000)	(773,348)	93.4%

Comments:

The arena division is less than budget by \$61,844. Ice rental revenue is less than budget by \$53,184 (Session C (July-Aug) accounted for \$16,100 due to the heat related arena closures in August) and equipment repairs and maintenance is over budget by \$8,660.

**Appendix B**  
**Culture and Recreation – Divisional Activity**

Vollmer Centre Aquatic Centre	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	513,200	561,789	109.5%	510,500	534,750	104.8%
Labour Costs	409,100	383,968	93.9%	405,100	388,765	96.0%
Operating Costs	70,000	58,936	84.2%	70,000	110,997	158.6%
Departmental Total	(34,100)	(118,885)	348.6%	(35,400)	(34,989)	98.8%

Comments:

The aquatic centre performed better than budget by \$84,785. Revenues are better than budget by \$48,589 and labour and other program expenses are under budget.

Vollmer Centre Fitness Centre	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	381,500	311,970	81.8%	367,900	388,575	105.6%
Labour Costs	202,000	186,795	92.5%	185,000	206,445	111.6%
Operating Costs	55,000	45,781	83.2%	55,000	50,712	92.2%
Departmental Total	(124,500)	(79,394)	63.8%	(127,900)	(131,418)	102.8%

Comments:

The fitness centre did not meet budget by \$45,106. Revenue is less than budget due to a new gym opening at the beginning of the year, which is partially offset by slightly less labour costs.

LaSalle Outdoor Pool	2016 Budget	Actual to Dec 31,2016	Percentage of Budget	2015 Budget	Actual to Dec 31,2015	Percentage of Budget
Revenue	27,600	35,121	127.3%	21,600	27,634	127.9%
Labour Costs	25,200	26,076	103.5%	24,900	26,405	106.0%
Operating Costs	2,000	1,505	75.2%	2,000	4,615	230.8%
Departmental Total	(400)	(7,540)	1885.0%	5,300	3,386	63.9%

Comments:

The outdoor pool performed better than budget by \$7,540.

TOWN OF LASALLE  
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	2016 Budget	2016 YTD Actual December	\$ VARIANCE Budget to Actual	2016 % Budget to Actual	2015 Budget	2015 YTD Actual December	2015 % Budget to Actual
<b>Revenues</b>							
General Levy	(27,090,200)	(27,094,928.84)	(4,728.84)	100.0%	(25,486,000)	(25,492,468.06)	100.0%
Supplementary Levy	(345,000)	(742,580.23)	(397,580.23)	215.2%	(475,600)	(588,710.93)	123.8%
Local Improvements	(18,100)	(12,472.68)	5,627.32	68.9%	(5,700)	(5,655.48)	99.2%
Payments in Lieu of Taxes	(47,800)	(47,844.27)	(44.27)	100.1%	(49,600)	(52,971.72)	106.8%
Other Revenues	(2,674,900)	(2,957,778.70)	(282,878.70)	110.6%	(2,884,900)	(2,939,401.87)	101.9%
<b>Revenues</b>	<b>(30,176,000)</b>	<b>(30,855,604.72)</b>	<b>(679,604.72)</b>	<b>102.3%</b>	<b>(28,901,800)</b>	<b>(29,079,208.06)</b>	<b>100.6%</b>

**Expenditures**

**Mayor & Council**

Wages/Benefits	267,800	242,254.52	(25,545.48)	90.5%	247,500	249,878.04	101.0%
Administrative Expenses	31,500	34,310.27	2,810.27	108.9%	26,500	34,401.74	129.8%
Personnel Expenses	39,200	11,484.71	(27,715.29)	29.3%	44,400	24,361.32	54.9%
Program Services	26,000	19,007.37	(6,992.63)	73.1%	30,500	26,239.40	86.0%
<b>Expenditures</b>	<b>364,500</b>	<b>307,056.87</b>	<b>(57,443.13)</b>	<b>84.2%</b>	<b>348,900</b>	<b>334,880.50</b>	<b>96.0%</b>
Other Revenues	0	(1,087.59)	(1,087.59)	100.0%	0	(331.85)	100.0%
<b>Mayor &amp; Council</b>	<b>364,500</b>	<b>305,969.28</b>	<b>(58,530.72)</b>	<b>83.9%</b>	<b>348,900</b>	<b>334,548.65</b>	<b>95.9%</b>

**Finance & Administration**

Wages/Benefits	1,639,300	1,634,099.68	(5,200.32)	99.7%	1,504,700	1,476,816.24	98.2%
Administrative Expenses	158,400	103,503.89	(54,896.11)	65.3%	135,400	135,285.97	99.9%
Personnel Expenses	36,000	30,186.14	(5,813.86)	83.9%	34,500	40,046.66	116.1%
Program Services	307,200	348,855.16	41,655.16	113.6%	217,600	277,652.06	127.6%
<b>Expenditures</b>	<b>2,140,900</b>	<b>2,116,644.87</b>	<b>(24,255.13)</b>	<b>98.9%</b>	<b>1,892,200</b>	<b>1,929,800.93</b>	<b>102.0%</b>
Other Revenues	(760,300)	(875,857.73)	(115,557.73)	115.2%	(559,100)	(680,915.70)	121.8%
<b>Finance &amp; Administration</b>	<b>1,380,600</b>	<b>1,240,787.14</b>	<b>(139,812.86)</b>	<b>89.9%</b>	<b>1,333,100</b>	<b>1,248,885.23</b>	<b>93.7%</b>

**Council Services**

Wages/Benefits	815,200	808,113.87	(7,086.13)	99.1%	746,200	740,762.66	99.3%
Administrative Expenses	23,300	13,642.27	(9,657.73)	58.6%	22,800	11,159.80	49.0%
Personnel Expenses	40,000	34,143.03	(5,856.97)	85.4%	36,000	25,061.06	69.6%
Program Services	48,700	41,027.71	(7,672.29)	84.3%	47,000	39,431.36	83.9%
Transfers to Own Funds	0	2,369.72	2,369.72	100.0%	0	30,000.00	100.0%
<b>Expenditures</b>	<b>927,200</b>	<b>899,296.60</b>	<b>(27,903.40)</b>	<b>97.0%</b>	<b>852,000</b>	<b>846,414.88</b>	<b>99.3%</b>
Other Revenues	(12,100)	(30,718.42)	(18,618.42)	253.9%	(8,500)	(9,150.55)	107.7%
<b>Council Services</b>	<b>915,100</b>	<b>868,578.18</b>	<b>(46,521.82)</b>	<b>94.9%</b>	<b>843,500</b>	<b>837,264.33</b>	<b>99.3%</b>

**Financial Services**

Wages/Benefits	0	0.00	0.00	100.0%	0	0.00	100.0%
Long Term Debt Capital Financing	1,964,200	1,964,173.50	(26.50)	100.0%	1,964,200	1,964,173.50	100.0%
Long Term Debt Charges	18,100	12,472.68	(5,627.32)	68.9%	5,700	5,679.28	99.6%
Program Services	104,000	153,227.90	49,227.90	0.0%	279,000	50,683.79	0.0%
Transfers to Own Funds	6,151,100	7,814,676.49	1,663,576.49	127.1%	5,870,800	6,389,181.08	108.8%
<b>Financial Services</b>	<b>8,237,400</b>	<b>9,944,550.57</b>	<b>1,707,150.57</b>	<b>120.7%</b>	<b>8,119,700</b>	<b>8,409,717.65</b>	<b>103.6%</b>

**Division of IT (DoIT)**

Wages/Benefits	426,700	415,117.18	(11,582.82)	97.3%	407,700	405,024.39	99.3%
Administrative Expenses	198,700	200,120.11	1,420.11	100.7%	193,100	189,105.83	97.9%
Personnel Expenses	8,000	8,711.36	711.36	108.9%	9,000	5,875.79	65.3%
Transfers to Own Funds	100,000	100,000.00	0.00	100.0%	100,000	100,000.00	100.0%
<b>Financial Services</b>	<b>733,400</b>	<b>723,948.65</b>	<b>(9,451.35)</b>	<b>98.7%</b>	<b>709,800</b>	<b>700,006.01</b>	<b>98.6%</b>

**Fire**

Wages/Benefits	1,774,800	1,805,261.81	30,461.81	101.7%	1,698,300	1,760,421.07	103.7%
Administrative Expenses	23,700	31,388.73	7,688.73	132.4%	24,500	31,265.55	127.6%
Personnel Expenses	88,000	87,666.67	(333.33)	99.6%	88,500	77,015.80	87.0%
Vehicle/Equipment Expenses	103,400	110,143.44	6,743.44	106.5%	95,000	120,222.32	126.6%
Program Services	16,000	17,136.60	1,136.60	107.1%	18,000	14,664.84	81.5%
Transfers to Own Funds	200,000	200,000.00	0.00	100.0%	175,000	175,000.00	100.0%
<b>Expenditures</b>	<b>2,205,900</b>	<b>2,251,597.25</b>	<b>45,697.25</b>	<b>102.1%</b>	<b>2,099,300</b>	<b>2,178,589.58</b>	<b>103.8%</b>
Other Revenues	(8,000)	(7,764.49)	235.51	97.1%	(8,000)	(8,650.88)	108.1%
<b>Fire</b>	<b>2,197,900</b>	<b>2,243,832.76</b>	<b>45,932.76</b>	<b>102.1%</b>	<b>2,091,300</b>	<b>2,169,938.70</b>	<b>103.8%</b>

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	2016 Budget	2016 YTD Actual December	\$ VARIANCE Budget to Actual	2016 % Budget to Actual	2015 Budget	2015 YTD Actual December	2015 % Budget to Actual
<b>Police / Dispatch</b>							
Wages/Benefits	6,529,000	6,306,466.37	(222,533.63)	96.6%	6,214,000	6,078,949.65	97.8%
Administrative Expenses	173,800	174,446.27	646.27	100.4%	180,000	192,072.53	106.7%
Personnel Expenses	105,000	114,049.78	9,049.78	108.6%	103,000	112,636.86	109.4%
Facility Expenses	157,200	155,470.48	(1,729.52)	98.9%	183,200	180,681.20	98.6%
Vehicle/Equipment Expenses	143,100	126,958.02	(16,141.98)	88.7%	134,800	112,308.63	83.3%
Program Services	131,500	209,850.46	78,350.46	159.6%	131,500	148,611.93	113.0%
Transfers to Own Funds	40,000	35,531.76	(4,468.24)	88.8%	75,000	64,692.11	86.3%
Expenditures	7,279,600	7,122,773.14	(156,826.86)	97.9%	7,021,500	6,889,952.91	98.1%
Grants	(44,700)	(52,969.41)	(8,269.41)	118.5%	(64,000)	(66,792.79)	104.4%
Other Revenues	(560,900)	(610,100.10)	(49,200.10)	108.8%	(516,000)	(588,883.62)	114.1%
Police / Dispatch	<b>6,674,000</b>	<b>6,459,703.63</b>	<b>(214,296.37)</b>	<b>96.8%</b>	<b>6,441,500</b>	<b>6,234,276.50</b>	<b>96.8%</b>
<b>Police Services Board</b>							
Wages/Benefits	39,700	39,529.13	(170.87)	99.6%	38,500	37,679.04	97.9%
Administrative Expenses	16,600	12,994.27	(3,605.73)	78.3%	19,100	11,501.54	60.2%
Personnel Expenses	7,100	3,117.99	(3,982.01)	43.9%	7,000	5,434.29	77.6%
Program Services	1,000	6,738.51	5,738.51	673.9%	1,000	217.77	21.8%
Expenditures	64,400	62,379.90	(2,020.10)	96.9%	65,600	54,832.64	83.6%
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%
Police Services Board	<b>64,400</b>	<b>62,379.90</b>	<b>(2,020.10)</b>	<b>96.9%</b>	<b>65,600</b>	<b>54,832.64</b>	<b>83.6%</b>
<b>Conservation Authority</b>							
Program Services	<b>228,000</b>	<b>231,954.00</b>	<b>3,954.00</b>	<b>101.7%</b>	<b>218,000</b>	<b>217,434.00</b>	<b>99.7%</b>
<b>Protective Inspection &amp; Control</b>							
Program Services	34,900	33,617.89	(1,282.11)	96.3%	34,900	39,792.13	114.0%
Other Revenues	(20,000)	(19,132.00)	868.00	95.7%	(20,000)	(19,946.00)	99.7%
Protective Inspection & Control	<b>14,900</b>	<b>14,485.89</b>	<b>(414.11)</b>	<b>97.2%</b>	<b>14,900</b>	<b>19,846.13</b>	<b>133.2%</b>
<b>Emergency Measures</b>							
Program Services	<b>22,000</b>	<b>16,348.93</b>	<b>(5,651.07)</b>	<b>74.3%</b>	<b>22,000</b>	<b>17,315.78</b>	<b>78.7%</b>
<b>Public Works Summary</b>							
Wages/Benefits	5,381,500	5,018,338.16	(363,161.84)	93.3%	5,047,600	4,914,684.89	97.4%
Long Term Debt	412,000	411,953.46	(46.54)	100.0%	412,000	411,953.46	100.0%
Administrative Expenses	334,900	333,381.99	(1,518.01)	99.6%	347,900	332,709.32	95.6%
Personnel Expenses	114,500	122,694.12	8,194.12	107.2%	109,500	87,358.65	79.8%
Facility Expenses	1,603,800	1,743,953.57	140,153.57	108.7%	1,519,700	1,598,091.08	105.2%
Vehicle/Equipment Expenses	545,300	437,637.62	(107,662.38)	80.3%	484,900	482,217.62	99.5%
Program Services	5,414,200	5,585,533.81	171,333.81	103.2%	5,196,800	4,814,338.98	92.6%
Transfers to Own Funds	972,400	1,643,124.69	670,724.69	169.0%	1,199,400	1,461,211.37	121.8%
Expenditures	<b>14,778,600</b>	<b>15,296,617.42</b>	<b>518,017.42</b>	<b>103.5%</b>	<b>14,317,800</b>	<b>14,102,565.37</b>	<b>100.0%</b>
Contributions from Own Funds	(412,000)	(411,953.46)	46.54	100.0%	(412,000)	(411,953.46)	100.0%
Other Revenues	(7,859,500)	(8,772,672.12)	(913,172.12)	111.6%	(7,835,000)	(7,828,802.47)	99.9%
Public Works Summary	<b>6,507,100</b>	<b>6,111,991.84</b>	<b>(395,108.16)</b>	<b>93.9%</b>	<b>6,070,800</b>	<b>5,861,809.44</b>	<b>100.0%</b>
<b>Public Works Corporate</b>							
Wages/Benefits	1,093,600	1,000,026.17	(93,573.83)	91.4%	784,300	722,574.73	92.1%
Administrative Expenses	334,900	333,381.99	(1,518.01)	99.6%	347,900	332,709.32	95.6%
Personnel Expenses	114,500	122,694.12	8,194.12	107.2%	109,500	87,358.65	79.8%
Expenditures	1,543,000	1,456,102.28	(86,897.72)	392.9%	1,241,700	1,142,642.70	13.6%
Other Revenues	(969,600)	(1,037,733.09)	(68,133.09)	107.0%	(871,600)	(891,759.28)	102.3%
Public Works Corporate	<b>573,400</b>	<b>418,369.19</b>	<b>(155,030.81)</b>	<b>73.0%</b>	<b>370,100</b>	<b>250,883.42</b>	<b>67.8%</b>
<b>Roads/Drainage</b>							
Wages/Benefits	1,077,000	978,015.70	(98,984.30)	90.8%	1,110,700	1,130,015.87	101.7%
Vehicle/Equipment Expenses	34,000	16,636.40	(17,363.60)	48.9%	34,000	25,310.40	74.4%
Program Services	420,300	431,872.43	11,572.43	102.8%	381,000	352,340.52	92.5%
Roads/Drainage	<b>1,531,300</b>	<b>1,426,524.53</b>	<b>(104,775.47)</b>	<b>93.2%</b>	<b>1,525,700</b>	<b>1,507,666.79</b>	<b>98.8%</b>



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	2016 Budget	2016 YTD Actual December	\$ VARIANCE Budget to Actual	2016 % Budget to Actual	2015 Budget	2015 YTD Actual December	2015 % Budget to Actual
<b>Facilities &amp; Fleet</b>							
Wages/Benefits	1,356,900	1,288,749.16	(68,150.84)	95.0%	1,302,000	1,332,467.55	102.3%
Facility Expenses	1,603,800	1,743,953.57	140,153.57	108.7%	1,519,700	1,598,091.08	105.2%
Vehicle/Equipment Expenses	480,800	404,539.28	(76,260.72)	84.1%	420,400	446,510.63	106.2%
Transfer to Own Funds	0	19,765.41	19,765.41	100.0%	0	21,043.59	100.0%
Expenditures	3,441,500	3,457,007.42	15,507.42	100.5%	3,242,100	3,398,112.85	104.8%
Other Revenues	(37,400)	(45,483.38)	(8,083.38)	121.6%	(23,200)	(55,811.92)	240.6%
Facilities & Fleet	<b>3,404,100</b>	<b>3,411,524.04</b>	<b>7,424.04</b>	<b>100.2%</b>	<b>3,218,900</b>	<b>3,342,300.93</b>	<b>103.8%</b>
<b>Parks</b>							
Wages/Benefits	676,400	624,948.83	(51,451.17)	92.4%	639,600	642,735.58	100.5%
Vehicle/Equipment Expenses	15,500	2,283.90	(13,216.10)	14.7%	15,500	6,260.38	40.4%
Program Services	331,900	279,450.40	(52,449.60)	84.2%	326,500	295,175.93	90.4%
Expenditures	1,023,800	906,683.13	(117,116.87)	88.6%	981,600	944,171.89	96.2%
Other Revenues	(25,500)	(43,384.58)	(17,884.58)	170.1%	(25,500)	(37,488.01)	147.0%
Parks	<b>998,300</b>	<b>863,298.55</b>	<b>(135,001.45)</b>	<b>86.5%</b>	<b>956,100</b>	<b>906,683.88</b>	<b>94.8%</b>
<b>Water</b>							
Wages/Benefits	916,400	876,944.85	(39,455.15)	95.7%	947,500	840,482.99	88.7%
Vehicle/Equipment Expenses	15,000	14,178.04	(821.96)	94.5%	15,000	4,136.21	27.6%
Program Services	2,782,900	2,967,004.23	184,104.23	106.6%	2,732,700	2,467,836.30	90.3%
Transfers to Own Funds	535,700	1,024,972.17	489,272.17	191.3%	718,200	940,167.78	130.9%
Expenditures	4,250,000	4,883,099.29	633,099.29	114.9%	4,413,400	4,252,623.28	96.4%
Consumption Revenues	(2,237,800)	(2,643,298.82)	(406,298.82)	118.2%	(2,438,400)	(2,296,600.48)	94.2%
Base Rate Revenues	(1,910,000)	(1,982,783.08)	(72,783.08)	103.8%	(1,895,000)	(1,852,435.16)	97.8%
Other Revenues	(103,000)	(259,002.68)	(156,002.68)	251.5%	(80,000)	(196,677.90)	245.9%
Water	<b>0</b>	<b>(1,985.29)</b>	<b>(1,985.29)</b>	<b>100.0%</b>	<b>0</b>	<b>(93,090.26)</b>	<b>100.0%</b>
<b>Wastewater</b>							
Wages/Benefits	261,200	249,653.45	(11,546.55)	95.6%	263,500	246,408.17	93.5%
Long Term Debt Charges	412,000	411,953.46	(46.54)	100.0%	412,000	411,953.46	100.0%
Program Services	1,879,100	1,907,206.75	28,106.75	101.5%	1,756,600	1,698,986.23	96.7%
Transfers to Own Funds	436,700	598,387.11	161,687.11	137.0%	481,200	500,000.00	103.9%
Expenditures	2,989,000	3,167,200.77	178,200.77	106.0%	2,913,300	2,857,347.86	98.1%
Contributions from Own Funds	(412,000)	(411,953.46)	46.54	100.0%	(412,000)	(411,953.46)	100.0%
Surcharges/Service Rates	(2,564,000)	(2,701,793.37)	(137,793.37)	105.4%	(2,489,300)	(2,454,142.67)	98.6%
Frontage/Connection	0	0.00	0.00	100.0%	0	0.00	100.0%
Other Revenues	(13,000)	(59,193.12)	(46,193.12)	455.3%	(12,000)	(43,887.05)	365.7%
Wastewater	<b>0</b>	<b>(5,739.18)</b>	<b>(5,739.18)</b>	<b>100.0%</b>	<b>0</b>	<b>(52,635.32)</b>	<b>100.0%</b>
<b>Winter Control</b>							
Program Services	<b>200,000</b>	<b>159,775.13</b>	<b>(40,224.87)</b>	<b>79.9%</b>	<b>172,200</b>	<b>282,204.77</b>	<b>163.9%</b>
<b>Traffic Control</b>							
Program Services	<b>69,000</b>	<b>76,399.30</b>	<b>7,399.30</b>	<b>110.7%</b>	<b>65,000</b>	<b>67,733.20</b>	<b>104.2%</b>
<b>Transit</b>							
Program Services	<b>293,000</b>	<b>59,374.85</b>	<b>(233,625.15)</b>	<b>20.3%</b>	<b>78,000</b>	<b>58,831.98</b>	<b>75.4%</b>
<b>Street Lighting</b>							
Program Services	<b>405,000</b>	<b>373,731.44</b>	<b>(31,268.56)</b>	<b>92.3%</b>	<b>535,000</b>	<b>535,395.26</b>	<b>100.1%</b>
<b>Crossing Guards</b>							
Wages/Benefits	83,000	77,888.72	(5,111.28)	93.8%	80,400	72,582.77	90.3%
Administrative Expenses	700	750.60	50.60	107.2%	200	212.76	106.4%
Program Services	1,000	969.95	(30.05)	97.0%	1,000	678.28	67.8%
Crossing Guards	<b>84,700</b>	<b>79,609.27</b>	<b>(5,090.73)</b>	<b>94.0%</b>	<b>81,600</b>	<b>73,473.81</b>	<b>90.0%</b>

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<b>Garbage Collection</b>							
Program Services	560,000	611,161.14	51,161.14	109.1%	560,000	550,680.24	98.3%
<b>Garbage Disposal</b>							
Program Services	845,000	880,437.70	35,437.70	104.2%	805,000	843,485.37	104.8%
<b>Culture &amp; Recreation Summary</b>							
Wages/Benefits	1,744,200	1,624,579.21	(119,620.79)	93.1%	1,667,600	1,676,948.99	100.6%
Administrative Expenses	46,400	49,976.53	3,576.53	107.7%	50,200	44,703.86	89.1%
Personnel Expenses	19,800	17,996.15	(1,803.85)	90.9%	16,300	25,414.05	155.9%
Vehicle/Program Expenses	64,000	40,361.61	(23,638.39)	63.1%	64,000	121,836.55	190.4%
Program Services	260,700	287,393.87	26,693.87	110.2%	426,700	370,027.33	86.7%
Transfers to Own Funds	85,300	95,551.25	10,251.25	112.0%	85,300	90,400.00	106.0%
Expenditures	2,220,400	2,115,858.62	(104,541.38)	95.3%	2,310,100	2,329,330.78	100.8%
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%
Other Revenues	(2,398,400)	(2,323,249.64)	75,150.36	96.9%	(2,494,400)	(2,506,013.11)	100.5%
Culture & Recreation Summary	(178,000)	(207,391.02)	(29,391.02)	116.5%	(184,300)	(176,682.33)	95.9%
<b>Culture &amp; Recreation Corporate</b>							
Wages/Benefits	854,200	740,271.08	(113,928.92)	86.7%	836,200	773,643.82	92.5%
Administrative Expenses	46,400	49,976.53	3,576.53	107.7%	50,200	44,703.86	89.1%
Personnel Expenses	19,800	17,996.15	(1,803.85)	90.9%	16,300	25,414.05	155.9%
Vehicle/Program Expenses	7,500	7,604.19	104.19	101.4%	7,500	19,032.34	253.8%
Program Services	52,500	71,302.17	18,802.17	135.8%	52,500	70,034.98	133.4%
Transfers to Own Funds	45,300	55,551.25	10,251.25	122.6%	45,300	50,400.00	111.3%
Expenditures	1,025,700	942,701.37	(82,998.63)	91.9%	1,008,000	983,229.05	97.5%
Other Revenues	(78,100)	(87,630.70)	(9,530.70)	112.2%	(77,100)	(85,570.52)	111.0%
Culture & Recreation Corporate	947,600	855,070.67	(92,529.33)	90.2%	930,900	897,658.53	96.4%
<b>Culture &amp; Recreation Community Programs</b>							
Wages/Benefits	182,200	205,564.73	23,364.73	112.8%	146,200	204,988.28	140.2%
Program Services	31,900	24,164.12	(7,735.88)	75.8%	26,500	32,177.51	121.4%
Expenditures	214,100	229,728.85	15,628.85	107.3%	172,700	237,165.79	137.3%
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%
Other Revenues	(318,900)	(305,060.86)	13,839.14	95.7%	(260,800)	(338,815.58)	129.9%
Culture & Recreation Community Programs	(104,800)	(75,332.01)	29,467.99	71.9%	(88,100)	(101,649.79)	115.4%
<b>Culture &amp; Recreation Cultural Programs</b>							
Program Services	41,000	26,863.01	(14,136.99)	65.5%	212,400	124,747.65	58.7%
Other Revenues	(8,100)	(8,739.80)	(639.80)	107.9%	(183,100)	(111,995.04)	61.2%
Culture & Recreation Cultural Programs	32,900	18,123.21	(14,776.79)	55.1%	29,300	12,752.61	43.5%
<b>Culture &amp; Recreation Hospitality</b>							
Wages/Benefits	71,500	81,903.81	10,403.81	114.6%	70,200	76,702.61	109.3%
Vehicle/Equipment Expenses	5,000	2,787.20	(2,212.80)	55.7%	5,000	534.22	10.7%
Program Services	92,300	112,653.51	20,353.51	122.1%	92,300	94,477.52	102.4%
Expenditures	168,800	197,344.52	28,544.52	116.9%	167,500	171,714.35	102.5%
Other Revenues	(227,900)	(223,021.73)	4,878.27	97.9%	(237,900)	(220,789.16)	92.8%
Culture & Recreation Hospitality	(59,100)	(25,677.21)	33,422.79	43.5%	(70,400)	(49,074.81)	69.7%
<b>VRC Arenas</b>							
Vehicle/Equipment Expenses	7,500	16,160.16	8,660.16	215.5%	7,500	24,535.36	327.1%
Other Revenues	(843,100)	(789,916.25)	53,183.75	93.7%	(835,500)	(797,883.46)	95.5%
VRC Arenas	(835,600)	(773,756.09)	61,843.91	92.6%	(828,000)	(773,348.10)	93.4%

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<b><u>VRC Aquatic Centre</u></b>							
Wages/Benefits	409,100	383,967.92	(25,132.08)	93.9%	405,100	388,764.65	96.0%
Vehicle/Equipment Expenses	35,000	10,915.17	(24,084.83)	31.2%	35,000	67,372.85	192.5%
Program Services	35,000	48,020.49	13,020.49	137.2%	35,000	43,624.23	124.6%
Expenditures	479,100	442,903.58	(36,196.42)	92.4%	475,100	499,761.73	105.2%
Other Revenues	(513,200)	(561,788.94)	(48,588.94)	109.5%	(510,500)	(534,750.44)	104.8%
VRC Aquatic Centre	<b>(34,100)</b>	<b>(118,885.36)</b>	<b>(84,785.36)</b>	<b>348.6%</b>	<b>(35,400)</b>	<b>(34,988.71)</b>	<b>98.8%</b>
<b><u>VRC Fitness Centre</u></b>							
Wages/Benefits	202,000	186,795.24	(15,204.76)	92.5%	185,000	206,444.82	111.6%
Vehicle/Equipment Expenses	7,000	1,390.18	(5,609.82)	19.9%	7,000	5,746.44	82.1%
Program Services	8,000	4,390.57	(3,609.43)	54.9%	8,000	4,965.44	62.1%
Transfers to Own Funds	40,000	40,000.00	0.00	100.0%	40,000	40,000.00	100.0%
Expenditures	257,000	232,575.99	(24,424.01)	90.5%	240,000	257,156.70	107.2%
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%
Other Revenues	(381,500)	(311,970.09)	69,529.91	81.8%	(367,900)	(388,574.84)	105.6%
VRC Fitness Centre	<b>(124,500)</b>	<b>(79,394.10)</b>	<b>45,105.90</b>	<b>63.8%</b>	<b>(127,900)</b>	<b>(131,418.14)</b>	<b>102.8%</b>
<b><u>LaSalle Outdoor Pool</u></b>							
Wages/Benefits	25,200	26,076.43	876.43	103.5%	24,900	26,404.81	106.0%
Vehicle/Equipment Expenses	2,000	1,504.71	(495.29)	75.2%	2,000	4,615.34	230.8%
Program Services	0	0.00	0.00	100.0%	0	0.00	100.0%
Expenditures	27,200	27,581.14	381.14	101.4%	26,900	31,020.15	115.3%
Other Revenues	(27,600)	(35,121.27)	(7,521.27)	127.3%	(21,600)	(27,634.07)	127.9%
LaSalle Outdoor Pool	<b>(400)</b>	<b>(7,540.13)</b>	<b>(7,140.13)</b>	<b>1885.0%</b>	<b>5,300</b>	<b>3,386.08</b>	<b>63.9%</b>
<b><u>Development &amp; Strategic Initiatives</u></b>							
Wages/Benefits	508,200	516,177.91	7,977.91	101.6%	481,700	495,313.82	102.8%
Administrative Expenses	15,400	17,654.90	2,254.90	114.6%	13,400	16,664.46	124.4%
Personnel Expenses	9,000	6,975.24	(2,024.76)	77.5%	8,700	7,934.35	91.2%
Program Services	22,900	46,030.95	23,130.95	201.0%	51,900	23,832.26	45.9%
Transfers to Own Funds	38,000	38,000.00	0.00	100.0%	0	38,000.00	100.0%
Expenditures	593,500	624,839.00	31,339.00	105.3%	555,700	581,744.89	104.7%
Grants	0	(8,600.00)	(8,600.00)	100.0%	0	0.00	100.0%
Other Revenues	(35,500)	(52,250.00)	(16,750.00)	147.2%	(45,500)	(43,005.00)	94.5%
Development & Strategic Initiatives	<b>558,000</b>	<b>563,989.00</b>	<b>5,989.00</b>	<b>101.1%</b>	<b>510,200</b>	<b>538,739.89</b>	<b>105.6%</b>
<b><u>Building Services</u></b>							
Wages/Benefits	445,900	432,036.61	(13,863.39)	96.9%	429,100	419,170.01	97.7%
Administrative Expenses	4,600	3,373.62	(1,226.38)	73.3%	34,600	33,534.98	96.9%
Personnel Expenses	10,700	7,819.08	(2,880.92)	73.1%	12,000	4,212.81	35.1%
Program Services	163,900	161,889.87	(2,010.13)	98.8%	124,600	126,896.81	101.8%
Transfers to Own Funds	0	290,111.36	290,111.36	100.0%	10,000	65,106.05	651.1%
Expenditures	625,100	895,230.54	270,130.54	127.3%	610,300	648,920.66	127.9%
Contributions from Own Funds	(222,800)	0.00	222,800.00	0.0%	(213,300)	0.00	0.0%
Other Revenues	(402,300)	(895,230.54)	(492,930.54)	222.5%	(397,000)	(648,920.66)	163.5%
Building Services	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0</b>	<b>0.00</b>	<b>100.0%</b>
<b><u>Agriculture / Reforestation</u></b>							
Program Services	25,000	0.00	(25,000.00)	0.0%	25,000	0.00	0.0%
Other Revenues	(25,000)	32.00	25,032.00	-0.1%	(25,000)	80.00	-0.3%
Agriculture / Reforestation	<b>0</b>	<b>32.00</b>	<b>32.00</b>	<b>100.0%</b>	<b>0</b>	<b>80.00</b>	<b>100.0%</b>
Expenditures	<b>30,176,000</b>	<b>30,821,649.58</b>	<b>645,649.58</b>	<b>102.1%</b>	<b>28,901,800</b>	<b>28,879,817.25</b>	<b>99.9%</b>
T o t a l	<b>0</b>	<b>(33,955.14)</b>	<b>(33,955.14)</b>	<b>100.0%</b>	<b>0</b>	<b>(199,390.81)</b>	<b>100.0%</b>
General Fund	<b>0</b>	<b>(26,230.67)</b>	<b>(26,230.67)</b>	<b>100.0%</b>	<b>0</b>	<b>(53,665.23)</b>	<b>100.0%</b>
Water Fund	<b>0</b>	<b>(1,985.29)</b>	<b>(1,985.29)</b>	<b>100.0%</b>	<b>0</b>	<b>(93,090.26)</b>	<b>100.0%</b>
Wastewater Fund	<b>0</b>	<b>(5,739.18)</b>	<b>(5,739.18)</b>	<b>100.0%</b>	<b>0</b>	<b>(52,635.32)</b>	<b>100.0%</b>

TOWN OF LASALLE  
CAPITAL FUND ANALYSIS  
DECEMBER 31, 2016

24/03/2017

PROJECTS	ENDING BALANCE DEC 31,2015	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE DEC 31,2016
<b>GENERAL GOVERNMENT</b>										
TECHNOLOGY	0.00	37,792.74	12,192.89			(49,985.63)				0.00
STRATEGIC INITIATIVES	0.00		136.87	0.45		(137.32)				0.00
HYDRO GENERATOR	57,883.83		1,183.15	788.51				(13,374.90)		46,480.59
CAPITAL-ADMIN/FINANCIAL SERVICES	(55,020.30)									(55,020.30)
CAPITAL-COUNCIL SERVICES	0.00	11,931.36			(11,931.36)					0.00
<b>PROTECTION SERVICES</b>										
CAPITAL-FIRE	259,126.51	136,801.86		4,985.65		(200,000.00)				200,914.02
CAPITAL-POLICE	0.00	35,531.76			(35,531.76)					0.00
<b>TRANSPORTATION SERVICES</b>										
SIDEWALK CONSTRUCTION	0.00	8,164.10	14,675.31	14.64	(22,854.05)					0.00
CAPITAL-ROADS	0.00	427,432.57	83,192.11	1.87	(336,140.06)		(174,486.49)			0.00
CAPITAL-FACILITIES & FLEET	0.00	490,420.76	138,013.03	974.32	(621,908.11)			(7,500.00)		0.00
TRANSIT	0.00		36,133.17	124.16			(36,257.33)			0.00
BRIDGES (Study)	0.00		29,510.39	83.19	(29,593.58)					0.00
<b>ENVIRONMENTAL SERVICES</b>										
DRAINS	0.00		328,623.60	70.72		(30,024.62)		(298,669.70)		0.00
CAPITAL-SEWER	0.00	13,260.35	110,124.54	2.22	(123,387.11)					0.00
CAPITAL-WATER	0.00	130,887.74	18,240.21	39.49	(149,167.44)					0.00
<b>RECREATION SERVICES</b>										
VOLLMER COMPLEX	44,105.75			70.69		(44,176.44)				0.00
CAPITAL-CULTURE & RECREATION	0.00	34,830.62	3,716.66	24.35	(38,571.63)					0.00
CAPITAL-PARKS	0.00	60,807.70	11,999.04	95.34	(72,902.08)					0.00
ARENA DEMOLITION	8,610.26		190,938.55	2,606.72						202,155.53
<b>PLANNING &amp; DEVELOPMENT</b>										
CAPITAL-PLANNING & DEVELOPMENT	0.00		40,833.36	4.16	(5,010.26)	(35,827.26)				0.00
<b>OTHER-WORK IN PROGRESS</b>										
HOWARD INDUST PARK (INT)	30,411.58			533.17						30,944.75
CAPITAL-SEWER (Sewage Capacity)	4,057,418.00						(750,000.00)			3,307,418.00
BRIDGES (4th Concession/Disputed Bridge)	0.00	130,342.24		855.02	(131,197.26)					0.00
BRIDGES (Front Road/Turkey Creek Bridge)	5,234.76	14,042.87		275.06	(19,552.69)					0.00
PATHWAY (Todd Lane (OMCIP))	0.00	21,321.37		24.01						21,345.38
STREET LIGHTING (LED Project)	7,168.03	2,744,085.10		9,447.96			(2,424,343.09)	(336,358.00)		0.00
FUEL DEPOT/GATE REPAIRS	0.00	2,825.94		4.68						2,830.62
VOLLMER DELTA SYSTEM (Vollmer Complex)	0.00	19,135.64		129.60	(19,265.24)					0.00
WATERMAIN-Sprucewood Watermain	0.00	38,412.03		88.08			(37,400.11)	(1,100.00)		0.00
WATERMAIN-Disputed Watermain	0.00	16,777.93		39.71	(16,817.64)					0.00
WATERMAIN-Huron Church Watermain	0.00	334,746.38		40.71	(333,987.09)			(800.00)		0.00
WATERMAIN-Orford Watermain	0.00	2,289.60								2,289.60
WATER METER/TRANSMITTER PROJECT	0.00	86,546.20		216.10			(86,762.30)			0.00
RIVERDANCE PROPERTY	(143,585.69)	334,194.44		1,199.38	(134,213.13)			(57,595.00)		0.00
LAURIER DRIVE EXTENSION	443,910.86	61,148.45		9,106.11	(421,567.58)			(92,597.84)		0.00
TODD LANE	0.00	662,799.94		6,281.50		(591,826.80)	(1,477.55)	(75,777.09)		0.00
OLIVER FARMS/HERITAGE	112,904.13	133,138.96		3,684.22						249,727.31
TENTH STREET	14,742.89		20,494.54	440.00						35,677.43
NEW TOWN HALL/LIBRARY	0.00	150,944.28					(150,944.28)			0.00
	4,842,910.61	6,140,612.93	1,040,007.42	42,251.79	(2,523,598.07)	(951,978.07)	(3,661,671.15)	(92,597.84)	(791,174.69)	4,044,762.93

TOWN OF LASALLE  
RESERVES & RESERVE FUNDS SCHEDULE  
DECEMBER 31, 2016

04/03/2017

	BALANCE DEC 31,2015	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE DEC 31,2016
<b>RESERVES</b>											
GREEN SPACE/WOODLOT	669,559.00				58,905.85					(1,950.00)	726,514.85
VEHICLE & EQUIPMENT	1,879,681.79	1,507,265.41			5,146.00			(249,985.63)		(1,247.58)	3,140,859.99
INFRASTRUCTURE	3,791,545.42	1,025,000.00			43,700.00			(621,851.42)			4,238,394.00
SPECIAL PROJECTS	1,003,843.94	195,469.72			119,700.00			(35,964.58)		(80,681.38)	1,202,367.70
TAX STABILIZATION	1,608,558.95	1,000,000.00									2,608,558.95
WORKING CAPITAL	1,011,743.72				57,820.55					(7,500.00)	1,062,064.27
RECREATION COMPLEX	1,507,952.10	555,551.25						(43,183.16)			2,020,320.19
<b>RESERVES</b>	<b>11,472,884.92</b>	<b>4,283,286.38</b>			<b>285,272.40</b>			<b>(950,984.79)</b>		<b>(91,378.96)</b>	<b>14,999,079.95</b>
<b>RESERVE FUNDS</b>											
BUILDING ACTIVITY	(1,541,223.45)	290,111.36			2,250.00						(1,248,862.09)
VOLLMER CENTRE FUNDRAISING	79.01				1,137.10	13.60		(993.28)		(236.43)	0.00
ESSEX POWER EQUITY	11,043,305.00										11,043,305.00
<b>RESERVE FUNDS</b>	<b>9,502,160.56</b>	<b>290,111.36</b>			<b>3,387.10</b>	<b>13.60</b>		<b>(993.28)</b>		<b>(236.43)</b>	<b>9,794,442.91</b>
<b>RESERVES/RESERVE FUNDS</b>	<b>20,975,045.48</b>	<b>4,573,397.74</b>			<b>288,659.50</b>	<b>13.60</b>		<b>(951,978.07)</b>		<b>(91,615.39)</b>	<b>24,793,522.86</b>

TOWN OF LASALLE  
DEFERRED REVENUE FUND SCHEDULE  
DECEMBER 31, 2016

21/02/2017

	BALANCE DEC 31,2015	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE DEC 31, 2016
<b>DEFERRED REVENUE</b>										
SEWER PROJECTS	1,309,936.21	475,000.00			23,200.52		(751,477.55)			1,056,659.18
WATER PROJECTS	2,718,307.20	525,000.00			80,233.37		(37,400.11)			3,286,140.46
WATER EMERGENCY	1,500,000.00									1,500,000.00
LAND DEVELOPMENT CHARGES	3,686,365.72			3,364,954.89	114,238.91	(411,953.46)				6,753,606.06
DC PROJECTS (NON-GROWTH RELATED)	12,284,283.41	500,000.00			250,835.72		(150,944.28)			12,884,174.85
FEDERAL GAS TAX	3,108,937.48	1,393,341.46			53,693.87		(2,511,105.39)			2,044,867.42
PROVINCIAL GAS TAX/TRANSIT	515,839.04	56,258.00			10,112.01		(36,257.33)			545,951.72
OCIF-FORMULA BASED	0.00	172,770.00			1,716.49		(174,486.49)			0.00
DEPOSITS FROM DEVELOPERS	2,066,591.08			539,905.00	43,355.43				(551,063.53)	2,098,787.98
CONTRIBUTIONS FROM DEVELOPERS	765,049.32			19,811.65	10,611.53					795,472.50
PARKLAND DEDICATION	212,497.24			51,000.00	4,737.96					268,235.20
SICK LEAVE	9,998.25				197.16					10,195.41
<b>DEFERRED REVENUE</b>	<b>28,177,804.95</b>	<b>3,122,369.46</b>		<b>3,975,671.54</b>	<b>592,932.97</b>	<b>(411,953.46)</b>	<b>(3,661,671.15)</b>		<b>(551,063.53)</b>	<b>31,244,090.78</b>



TOWN OF LASALLE  
CASH AND INVESTMENTS  
DECEMBER 31, 2016

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							100.00%				
Financial Institutions Schedule I Banks Schedule II Banks and Credit Unions	100%	10 years 10 years			Dec 1,2016	on demand	variable	316,097.81	0.00%	316,097.81			
<b>TOTAL: EXTERNAL INVESTMENTS</b>								<b>316,097.81</b>		<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASH</b>													
General Account			Windsor Family Credit Union					742,949.18		742,949.18			
Sewer Account			Windsor Family Credit Union					503,428.20		503,428.20			
Water Account			Windsor Family Credit Union					440,946.21		440,946.21			
Reserves Account			Windsor Family Credit Union					5,867,491.67		5,867,491.67			
Capital Deposits Account			Windsor Family Credit Union					30,916,557.68		30,916,557.68			
<b>TOTAL: CASH</b>								<b>38,471,372.94</b>		<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>INVESTMENT IN ESSEX POWER</b>													
Investment in Special Class A Shares			Essex Power (\$207,738 + \$45,522)					253,260.00					253,260.00
Investment in Common & Preferred Shares (Jan 1,2016)			Essex Power (\$11,043,305)										
<b>TOTAL: INVESTMENT IN ESSEX POWER</b>								<b>253,260.00</b>					
<b>GRAND TOTAL: CASH AND INVESTMENTS</b>								<b>39,040,730.75</b>		<b>38,787,470.75</b>	<b>0.00</b>	<b>0.00</b>	<b>253,260.00</b>
									<b>99.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.6%</b>	

Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales



Office of the Minister

Bureau du ministre

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77, rue Grenville, 11<sup>e</sup> étage  
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Tél. : 416 326-3074  
Télééc. : 416 326-3083

RECEIVED

MAR 8 . 2017

K. ANTAYA  
TOWN OF LASALLE

February 27, 2017

Dear Mayor/Reeve/Warden:

Applications for the 2017 Premier's Award for Agri-Food Innovation Excellence program are now being accepted. I ask that you please share this information in your municipality.

The Premier's Award for Agri-Food Innovation Excellence program was created to recognize and foster the spirit of innovation that thrives in Ontario's \$36.4-billion agri-food sector. Each year, our agri-food sector demonstrates leadership in innovation by developing new and exciting products, production methods and ways of doing business that help drive growth and create jobs in our province.

Every year the program recognizes up to 50 award-winning innovations across the province, including the Premier's Award which is valued at \$75,000.

Primary producers, processors and agri-food organizations are invited to submit applications until **11:59 p.m. on April 28, 2017.**

Details on eligibility, innovation categories, assessment criteria, the application and selection processes can be found in the enclosed 2017 Program Guidebook and Application Form or [online](http://www.ontario.ca/agrifoodinnovation) ([www.ontario.ca/agrifoodinnovation](http://www.ontario.ca/agrifoodinnovation)). For additional information, please contact the Agricultural Information Contact Centre at 1-877-424-1300 or [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca).

I have also enclosed a copy of a brochure that highlights the recipients of the 2016 program for the Premier's Award for Agri-Food Innovation Excellence.

I look forward to celebrating the great innovations developed in your municipality to grow our agri-food sector and Ontario's economy.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Leal".

Jeff Leal  
Minister of Agriculture, Food and Rural Affairs

Enclosure



Good Things Grow in Ontario  
À bonne terre, bons produits

**Schedule of Reports for Council  
March 28, 2017**

<b>Council Resolution</b>	<b>Subject</b>	<b>Department</b>	<b>Report to Council</b>	<b>Comments</b>
	Youth Advisory Committee & Seniors Advisory Committee	Council Services	March, 2017	Requested under "Notices of Motions" at the November 22, 2016 Council meeting. <b>See Report CL-05-17 on Today's Agenda</b>
B4/16	Location of the new Fire Hall and Financing options	Fire	March, 2017	Requested during Budget Deliberations held December 7 <sup>th</sup> & 8 <sup>th</sup> , 2016.
B5/16	Radio Communications Study	Fire	May, 2017	Requested during Budget Deliberations held December 7 <sup>th</sup> & 8 <sup>th</sup> , 2016.

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 7991**

**A BY-LAW TO TEMPORARILY CLOSE CERTAIN ROADS IN  
THE TOWN OF LASALLE TO ACCOMMODATE THE TURTLE  
CLUB PARADE**

**WHEREAS** subsection 1 of Section 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25 authorizes the Council of a municipality to pass by-laws for closing, to vehicular traffic on a temporary basis for such period as shall be specified in the by-law, all or any part of any highway under the jurisdiction of the said Council for social, recreational, community or athletic purposes or any combination of such purposes as may be specified in the by-law.

**AND WHEREAS** an annual event known as the Turtle Club Parade is taking place on Front Road from Laurier Drive to Reaume Road and on Reaume Road to the Turtle Club Park on Saturday, May 29, 2017 from 9:30 am to 11:00 am.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF LASALLE  
HEREBY ENACTS AS FOLLOWS:**

1. **THAT** Council for the Town of LaSalle delegate to the Police Chief, or his designate, the authority to close, on a temporary basis, Front Road from Laurier Drive to Reaume Road and Reaume Road from Carnegie Road to Front Road on Saturday, May 29, 2017 from 9:30 to 11:00 am or thereabouts at the discretion of the Chief or his designate, as deemed necessary in order to maintain the organized flow of traffic and to ensure the health and safety of parade participants.
2. **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 28<sup>th</sup> day of March, 2017.

1st Reading - March 28, 2017

\_\_\_\_\_  
MAYOR – KEN ANTAYA

2nd Reading - March 28, 2017

3rd Reading - March 28, 2017

\_\_\_\_\_  
CLERK – BRENDA ANDREATTA

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 7992**

A BY-LAW TO AMEND BYLAW 7878, BEING A BYLAW TO AUTHORIZE EXECUTION OF AN AGREEMENT WITH THE MINISTER OF ENVIRONMENT AND CLIMATE CHANGE REGARDING FUNDING FOR SOURCE PROTECTION PLANS

**WHEREAS** Bylaw #7878 was adopted on March 8, 2016 authorizing execution of an Agreement with the Minister of the Environment and Climate Change regarding funding for source protection plans;

**AND WHEREAS** in accordance with Section 20.2 of said Agreement, the parties may amend the Agreement in writing;

**AND WHEREAS** an Agreement Amendment to formally extend the timelines to expend SPMIF funds to now expire on March 31, 2018 has been automatically provided to all municipalities from the Ministry of the Environment and Climate Change, Source Protection Programs Branch;

**NOW THEREFORE BE IT RESOLVED** that the Mayor and Clerk BE AUTHORIZED to execute, on behalf of the Town of LaSalle, Amendment No. 1 to a Grant Funding Agreement under the 2013 – 2014 Source Protection Municipal Implementation Fund.

**READ** a first and second time, and **FINALLY PASSED** this 28<sup>th</sup> day of March 2017.

1st Reading - March 28, 2017

2nd Reading - March 28, 2017

3rd Reading - March 28, 2017

\_\_\_\_\_  
MAYOR – K. ANTAYA

\_\_\_\_\_  
CLERK – B. ANDREATTA



THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 7993

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF LASALLE AND PHILIP BYRNE FOR THE PROVISION OF ANIMAL CONTROL OFFICER SERVICES.

**WHEREAS** it is deemed expedient to enter into an Agreement with Philip Byrne in order to provide that the said Philip Byrne will continue to assume responsibility as Animal Control Officer for the prevention of dogs running at large in the Town and the fulfillment of the other terms and requirements of By-Law No. 7841, in addition to providing emergency ambulance services for sick or injured stray animals and investigations of cruelty to animals.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF LASALLE HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the Mayor and Clerk of the Town be and they are hereby authorized to execute and affix thereto the Corporate Seal to the Agreement attached hereto as Schedule "A" and forming part of this by-law.
2. **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 28<sup>TH</sup> day of March, 2017.

1 <sup>st</sup> Reading	-	March 28, 2017	_____
			Mayor – K. Antaya
2 <sup>nd</sup> Reading	-	March 28, 2017	
3 <sup>rd</sup> Reading	-	March 28, 2017	_____
			Clerk – B. Andreatta