



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

Tuesday, November 26, 2024, 6:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Accessible formats or communication supports are available upon request. Contact the Clerk's Office, Clerk@lasalle.ca, 519-969-7770 extension 1256.

Pages

A. Opening Business

1. Call to Order
2. Land Acknowledgement Statement
3. Moment of Silent Reflection and Playing of National Anthem

B. Adoption of Agenda

Recommendation

That the November 26, 2024, Regular Council Meeting Agenda be adopted as presented.

C. Disclosure of Pecuniary Interest

D. Adoption of Minutes

6

Recommendation

That the Minutes of the Public Planning Meeting held on October 29, 2024, and the Regular Meeting of Council held on November 12, 2024, be adopted as presented.

E. Mayor's Comments

F. Public Meetings and/or Hearings

G. Presentations and Delegations

H. Staff Reports and Correspondence for Council's Action

1. Z-07-2022 Application to Remove the Holding Symbol for 2301 Sandwich West Parkway 16

Recommendation

That the report of the Director of Planning and Development dated October 8th, 2024(PD-36-2024) regarding the request to remove the holding provision from the vacant land on Sandwich West Parkway be received;

And that, Council approves the Applicant's request to remove the holding zone symbol from the subject lands;

And that, Administration prepares a corresponding By-law for adoption once the site plan agreement is properly executed by the Corporation.

2. Draft Plan of Condominium Approval Request for Stock Street Condo - File T-03-2024 (County of Essex File 37-CD-24006) 21

Recommendation

That the report of the Manager of Planning and Development dated November 4, 2023 (PD-45-2024) regarding a request for Draft Plan of Condominium Approval for the Stock Street Condo be received;

And that, Council pass a resolution in support of the Applicant's request to grant draft plan approval for the proposed Stock Street Condo (County of Essex File 37-CD-24006) in accordance with the draft drawing prepared by Verhaegen Land Surveyors (June 7, 2024), subject to including the following draft plan approval conditions;

1. Prior to final approval of the County of Essex, the Owner shall submit and obtain the approval of the Town for the form and content of the Condominium Description and Declaration and the Owner shall incorporate into the Plan and Declaration under Section 7 of the *Condominium Act*, 1998, all right(s)-of-way and easements for vehicular access of private roads and parking areas, on-site traffic circulation, municipal servicing or utility servicing to the satisfaction of the Town.
2. Prior to final approval of the County of Essex, the Owner shall have fully complied with all orders issued pursuant to the *Building Code Act* and shall have completed all work necessary to correct any building deficiencies related to said order to the satisfaction of the Town.
3. That the site plan agreement between the Owner and the Town contains a provision that no occupancy permits will be issued for the building until all building safety requirements have been addressed to the satisfaction of the Town. This includes, but is not limited to, the sprinkler system and fire alarm system being fully certified by a qualified individual satisfactory to the Chief

Building Official and Fire Prevention Officer.

4. That prior to final approval by the County of Essex, the Owner shall submit for review and approval by the Town and the County, a draft of the final plan of condominium that satisfies the registration requirements of the Land Registry Office.
5. That prior to final approval by the County of Essex, the Site Plan and Site Plan Agreement between the Owner and the Town be registered against the lands to which it applies, pursuant to the provisions of the *Planning Act*.
6. That prior to the registration of the final plan of condominium all outstanding taxes associated with the property are paid in full to the satisfaction of the Town.

And that, a copy of the Council resolution be forwarded to the Manager of Planning Services for the County of Essex, Ms. Rebecca Belanger, together with a copy of this staff report.

3. Emergency Management – All Encompassing By-law 42

Recommendation

That the report of the Director of Fire Service/Fire Chief dated November 7, 2024 (FIRE-24-07) regarding the Emergency Management – All Encompassing By-law be received;

And that, the Emergency Management Program and Emergency Response Plan By-law be adopted.

4. Matchett Bridge Improvements – Contract Award 49

Recommendation

That the report of the Manager of Engineering dated October 29, 2024 (PW-38-2024) regarding the Matchett Bridge Improvements – Contract Award be received;

And that, Council award the contract for the Matchett Bridge Improvements to Facca Incorporated for the bid price of \$1,090,765.00, plus HST.

5. 2025 Public Works Construction Schedule 52

Recommendation

That the report of the Manager of Engineering, dated November 3rd, 2024, (PW-34-2024) regarding the 2025 Public Works Construction Schedule be received.

6.	2024 Strawberry Festival Post Event and Future Festival Location Report	56
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Recommendation

That the report of the Director of Culture and Recreation dated October 28, 2024 (CR-2024-28) regarding the 2024 Strawberry Festival and future festival location be received;

And that, the festival location remain at the Vollmer Complex until such time as the appropriate infrastructure is available at LaSalle Landing;

And further, that the location of the festival be brought back to Council for consideration once the necessary infrastructure at the waterfront is established.

7.	Re-appointment of John Wladarski- Essex Power Board	
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Recommendation

Whereas John Wladarski was appointed as a member of the Essex Power Board of Directors effective January 1, 2021,

And whereas, this appointment is set to expire on December 31, 2024,

And whereas, John Wladarski has agreed to extend his appointment,

Now therefore be it resolved that John Wladarski be re-appointed as the lay representative to the Essex Power Board of Directors for the term commencing January 1, 2025, and ending December 31, 2028.

I. Consent Agenda

1.	Correspondence		
	a.	Town of Whitewater Region Council Resolution - Ontario Provincial Police Costs 2025	60
	b.	Western Ontario Wardens Caucus- Support for Ontario Big City Mayors Caucus, Solve the Crisis Campaign	62
	c.	Town of Parry Sound- 178 Request Province to Implement a Rural Road Safety Program to Reduce Fatalities and Injuries	65
2.	Procurement- 2024 Third Quarter Report	67	
3.	CR-2024-27 Last Call Before Fall Post Event Report	71	
4.	LaSalle Fire Service – Q3 2024 Report	74	
5.	Summary of Reports to Council	80	

Recommendation

That items 1 through 5 on the Consent Agenda for November 26, 2024, be received.

J. Committee Matters

K. Questions and Statements by Council Members

L. Notices of Motion

M. Closed Session

N. By-laws

83

Recommendation

That the following By-law be given a first, second, and third reading and finally passed:

8939- A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act

O. Confirmatory By-law

88

Recommendation

That Confirmatory By-law 8941 be given a first, second, and third reading and finally passed.

P. Schedule of Meetings

Budget Deliberations, December 4, 2024, 9:00 a.m.

Budget Deliberations, December 5, 2024, 9:00 a.m. (scheduled if additional time is required)

Public Planning Meeting, December 10, 2024, 4:30 p.m.

Regular Council Meeting, December 10, 2024, 6:00 p.m.

Committee of Adjustment, December 11, 2024, 5:00 p.m.

Q. Adjournment



The Corporation of the Town of LaSalle

Minutes of the Public Planning Meeting of the Town of LaSalle

October 29, 2024

4:30 pm

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present:

Mayor Crystal Meloche, Deputy Mayor Michael Akpata, Councillor Terry Burns, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Administration Present:

J. Milicia, Chief Administrative Officer, P. Marra, Deputy Chief Administrative Officer, J. Astrologo, Director of Council Services/Clerk, G. Beggs, Director of Planning and Development, R. Hyra, Director of Human Resources, D. Langlois, Director of Finance and Treasurer, J. Osborne, Director of Public Works, K. Brcic, Manager of Planning & Development, A. Burgess, Supervisor of Planning & Development, M. Cappucci, Manager of Engineering, A. Colucci, Manager of Building Services, CBO, N. DiGesù, Manager of IT, L. Jean, Deputy Clerk, C. Bartlett, Supervisor of Engineering, R. Tufts, Council Coordinator, R. Tufts, Planning Technician

A. Opening Business

1. Call to Order

Mayor Meloche called the meeting to order at 4:33 p.m.

2. Land Acknowledgement Statement

Mayor Meloche read the Land Acknowledgement Statement.

B. Disclosures of Pecuniary Interest and General Nature Thereof

None disclosed.

C. Purpose of the Meeting and Confirmation of Notice

Mayor Meloche explained that the purpose of this Public Planning Meeting is to provide members of the public an opportunity to make submissions in a public forum with respect to the Howard Bouffard Secondary Plan.

It is an opportunity for administration to listen and gather public feedback.

Mayor Meloche reminded attendees that no decisions will be made at tonight's meeting and Administration will not be responding to the comments received at this time.

She explained that the comments and feedback received will be considered in the context of the entire project.

A final report will be brought to Council for consideration in January or February, 2025, where at that time administration will provide an overview of tonight's comments, and where the public will have further opportunity to speak on amendments made to the Howard Bouffard Secondary Plan and/or present new information.

Mayor Meloche provided an outline of the order of speakers for the evening and reminded attendees to keep their comments respectful and appropriate for a Council Meeting.

D. Subject Application

1. Statutory Public Meeting for the Howard Bouffard Secondary Plan

Ms. Beggs, Director of Planning and Development; Mr. Palmer, RPP from the Planning Partnership; and Mr. Kauffman, Senior Planning Ecologist, LGL Limited, reviewed the presentation for the Council.

2. Public Comments

Peter Valente, Valente Development Corporation, indicated that he is not opposed to the plan. He suggested that the Town remove impediments to development, such as archaeological requirements and indicated that Council should remove obstacles to development, suggesting that the Town conduct the Environmental Impact Study for the entire secondary plan area, rather than putting that on the property owners.

Angelo Sorge, spoke about the desire to develop land owned by his family and asked that Council maintain the current R2 zoning that currently exists on this parcel of land.

John Coulthard, on behalf of ProPower Manufacturing suggested the following changes to the proposed plan: i) identify the Class II Facility on Map 62, ii) prepare new Overlays to Map 63, iii) establish new Compatibility and Mitigation Policies, iv) define "Sensitive Land Uses, and v) require Land use Compatibility Studies.

Scott Suffield registered as a delegate but did not come forward when called to address Council.

Rachel Mills requested more prioritization of natural spaces and protection of LaSalle's natural heritage and wildlife corridors.

Stacy George expressed concerns about the negative impact the proposed plan will have on her property. Mrs. George further stated that her properties are currently zoned deferred Urban and the Plan proposes to change the zoning on the properties to Recreation Zone Holding, Mixed-Use, and Natural Environment. She requested the following: i) properties on Gilroy be changed to Mixed-Use Two Zone Holding, ii) properties on Palmer be zoned Residential Two Zone Holding, and iii) properties on Millwood be zoned Residential Three Zone Holding.

John DeMarco appeared before Council and commented that wetlands should remain wetlands. Mr. DeMarco stated that the Secondary Plan is attacking Natural Heritage and breaking critical ecological links.

Amy Farkas registered as a delegate but did not come forward when called to address Council.

Patricia McGorman expressed concerns with the draft Plan as presented. Mrs. McGorman urged Council to preserve the natural environment.

3. Council Action

PPM-03-2024

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Carrick

That the report of the Director of Planning and Development dated October 10, 2024 (PD-33-2024) and corresponding presentation by the Planning Partnership regarding the Draft Howard Bouffard Secondary Plan and Implementing Zoning By-law be received;

And that, Council receive the public, stakeholder, and agency feedback regarding the Official Plan Amendments, Draft Howard Bouffard Secondary Plan and Implementing Zoning By-law, and direct Administration to summarize the feedback and how it has been addressed in a report back to Council when the Official Plan Amendments, Secondary Plan and Zoning By-law are brought back for adoption.

Carried.

E. Adjournment

Meeting adjourned at the call of the Chair at 6:46 p.m.

Mayor

Clerk



The Corporation of the Town of LaSalle

Minutes of the Regular Meeting of the Town of LaSalle Council

November 12, 2024

6:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present:

Deputy Mayor Michael Akpata, Councillor Terry Burns, Councillor Mark Carrick, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Members of Council Absent:

Mayor Crystal Meloche, Councillor Sue Desjarlais

Administration Present:

J. Milicia, Chief Administrative Officer, P. Marra, Deputy Chief Administrative Officer, J. Astrologo, Director of Council Services/Clerk, G. Beggs, Director of Planning and Development, P. Funaro, Director of Culture & Recreation, D. Hadre, Director of Strategy and Engagement, R. Hyra, Director of Human Resources, D. Langlois, Director of Finance and Treasurer, J. Osborne, Director of Public Works, E. Thiessen, Director of Fire Service/Fire Chief, M. Pearce, Chief of Police, K. Brcic, Manager of Planning & Development, M. Cappucci, Manager of Engineering, G. Ferraro, Manager of Finance & Deputy Treasurer, L. Jean, Deputy Clerk, I. Middleton, Supervisor of IT, C. Bartlett, Supervisor of Engineering, R. Tufts, Council Coordinator

A. Opening Business

1. Call to Order

Deputy Mayor Akpata called the meeting to order at 6:00 p.m.

2. Land Acknowledgement Statement

Deputy Mayor Akpata read the Land Acknowledgement Statement.

3. Moment of Silent Reflection and Playing of National Anthem

B. Adoption of Agenda

248/24

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Renaud

That the November 12, 2024, Regular Council Meeting Agenda be adopted as presented.

Carried.

C. Disclosure of Pecuniary Interest

None disclosed.

D. Adoption of Minutes

249/24

Moved by: Councillor Burns

Seconded by: Councillor Riccio-Spagnuolo

That the Minutes of the Regular Meeting of Council held October 22, 2024, be adopted as presented.

Carried.

E. Mayor's Comments

Deputy Mayor Akpata noted that Mayor Crystal Meloche and Councillor Sue Desjarlais were absent.

Deputy Mayor Akpata thanked the residents of LaSalle for attending Cenotaph Park on November 11 for the Remembrance Day ceremony.

F. Public Meetings and/or Hearings

None.

G. Presentations and Delegations

1. Recognition Award to Carson Vuk

Deputy Mayor Akpata presented an award to Carson Vuk recognizing him for his efforts in the fight against ALS.

H. Staff Reports and Correspondence for Council's Action

1. Proposed 2025 Budget Release and Highlights

D. Langlois, Director of Finance, presented the report.

250/24

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Director of Finance dated October 25, 2024 (FIN-26-2024) regarding the proposed 2025 Budget Release and Highlights be received.

Carried.

2. Street Name Request for the Woodview Estates Subdivision

K. Brcic, Manager of Planning and Development, presented the report.

Dr. Tabib applicant/owner was available virtually for questions.

251/24

Moved by: Councillor Carrick

Seconded by: Councillor Renaud

That the report of the Manager of Planning and Development dated October 15, 2024 (PD-37-2024) regarding the naming of streets within the Woodview Estates Subdivision be received;

And that, Street A be named 'Laier Lane' and Street B be named 'Tabib Street', as provided by the owners of the subdivision, 2601370 Ontario Inc. and as depicted on the Draft Plan of Subdivision.

Carried.

3. Fields Court Draft Plan of Subdivision (T-05-2024) and Removal of Holding Symbol (Z-06-2024)

K. Brcic, Manager of Planning and Development, presented the report.

Mr. Fazio, agent, from Fazio Giorgi LLP and Mr. Meo, applicant, were available to answer questions.

Ms. Lawton raised concerns about the proposed subdivision on Fields Court. She highlighted that the safety of children could be impacted as the planned extension will cross over two pathways leading to LaSalle Public school. The increased traffic resulting from the new development could create hazardous conditions for young pedestrians.

Ms. Lawton also highlighted the safety concerns related to the development, specifically increased traffic volume due to the additional vehicles that would require parking as this would cause increased street parking which would decrease safety for pedestrians and reduce visibility for drivers.

Furthermore, Ms. Lawson stated that the project would threaten valuable green space and endanger vulnerable species.

252/24

Moved by: Councillor Carrick

Seconded by: Councillor Burns

That the report of the Manager of Planning and Development dated October 15, 2024 (PD-38-2024) regarding the Fields Court Subdivision proposal, be received;

And that, Council approve the Applicant's request to remove the holding symbol from the above-noted lands, once the required development agreement is properly executed by the Corporation;

And that, Council pass a resolution in support of the Applicant's request to grant draft plan approval for the proposed Fields Court plan of subdivision, in accordance with the draft plan drawing prepared by Verhaegen Land Surveyors a Division of J.D. Barnes Ltd., dated August 20, 2024, subject to the following draft plan approval conditions:

- a. That a subdivision agreement be entered into with the Town to ensure that all required municipal infrastructure and services are designed and built by the Applicant to the satisfaction of the Town and that all required financial contributions be made and/or secured to the Town, including all required letters of credit, cash securities, and insurances.

- b. That the subdivision agreement contains a provision that all identified road allowances be appropriately named and conveyed to the Town.
- c. That cash-in-lieu of parkland be provided as parkland compensation, in accordance with the Planning Act requirements.
- d. That the subdivision agreement contains a provision where Blocks 15, 16, 17, 18 and, 19 on the Draft Plan be gratuitously conveyed to the Town.
- e. That the subdivision agreement contains a provision stipulating that prior to site alteration, the proponent shall install Temporary Exclusion Fencing in accordance with the Species at Risk Screening & Addendum report completed by Goodban Ecological Consulting Inc.

And that, a copy of this Council resolution is forwarded to the Manager of Planning Services for the County of Essex, Ms. Rebecca Belanger, together with a copy of this staff report.

Carried.

4. Mayfair and Maple Intersection

C. Bartlett, Supervisor of Engineering, presented the report.

253/24

Moved by: Councillor Carrick

Seconded by: Councillor Renaud

That the report of the Supervisor of Engineering dated September 23, 2024, PW-37-2024, regarding the Mayfair and Maple Intersection be received;

And that, the stop sign control be located on Maple and removed from Mayfair.

Carried.

Councillor Burns requested that his opposition to the motion be reflected in the Minutes.

5. Local Road Infrastructure Enhancement Cost Analysis

J. Osbourne, Director of Public Works, presented the report.

254/24

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Director of Public Works dated October 24th, 2024, (PW-37-2024) regarding Local Road Infrastructure Enhancement Cost Analysis be received;

And that, Council direct administration to review the road network enhancements and funding opportunities in greater detail through our asset management program and provide an updated report at a future Council meeting.

Carried.

I. Consent Agenda

1. Correspondence
 - a. Town of Cobourg Council Resolution- Support of Involuntary Care for Individuals with Severe Mental Health and Addictions
 - b. Good Roads- Establishment of an Ontario Rural Road Safety Program
2. 2024 3rd Quarter Report
3. Summary of Reports to Council

255/24

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That items 1 through 3 on the Consent Agenda for November 12, 2024, be received.

Carried.

J. Committee Matters

1. Essex County Council Highlights October 16, 2024

256/24

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Renaud

That the Essex County Council Highlights for October 16, 2024, be received.

Carried.

K. Questions and Statements by Council Members

Councillor Carrick expressed his thanks to Administration, Staff and the Remembrance Day Committee for organizing a wonderful Remembrance Day ceremony.

Councillor Burns congratulated the St. Clair Saints Men's Football Team for winning the Canadian National Championship last Saturday Night.

He also commended Mayor Meloche and Deputy Mayor Akpata for expediting the county report regarding two additional traffic lights on the intersection of County Road 9 and Alma Street in Amherstburg.

Councillor Renaud acknowledged and expressed his gratitude for the attention to detail in the program material for the Remembrance Day.

Councillor Riccio-Spagnuolo recognized youth speakers from Sandwich Secondary and Villanova high school who delivered speeches at the Remembrance Day Ceremony. She also stated that she represented the Town of LaSalle at the Maryville gala and extended thanks to Councillor Carrick and his team on a wonderful event.

Councillor Carrick assumed the Chair at the request of Deputy Mayor Akpata.

Deputy Mayor Akpata advised that residents in the community have reached out to him regarding the installation of a Veteran's crosswalk. He also stated that he

has researched numerous crosswalks in Canada and prefers the design of the Veteran's crosswalk situated in the Town of Petawawa which is home to the Royal Canadian Regiment.

257/27

Moved by: Councillor Burns

Seconded by: Councillor Riccio-Spagnuolo

That Administration prepares a report regarding feasibility and financial implications of installing a Veteran's crosswalk on Normandy at the crossing located at the base of Cenotaph Park for Council's consideration during the 2025 Budget Deliberations.

Carried.

Deputy Mayor Akpata reassumed the Chair.

L. Notices of Motion

None.

M. Closed Session

None.

N. By-laws

258/24

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Burns

That the following By-laws be given a first, second, and third reading and finally passed:

8935- A By-law to amend Zoning by-law No. 8600, the Town's Comprehensive Zoning By-Law, as amended

8936- A By-Law to authorize the execution of a Developer's Severance Agreement with Philip Joseph Bezaire, Pamela Anne Bezaire and Sarah Jeannine Hutchison

8937- A By-law to amend Zoning by-law No. 8600, the Town's Comprehensive Zoning By-Law, as amended

Carried.

O. Confirmatory By-law

259/24

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That Confirmatory By-law 8938 be given a first, second, and third reading and finally passed.

Carried.

Q. Adjournment

Meeting adjourned at the call of the Chair at 7:36 p.m.

Deputy Mayor

Clerk



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: G. Beggs, Director of Planning and Development

Department: Planning & Development

Date of Report: October 8, 2024

Report Number: PD-36-2024

Subject: Z-07-2022 Application to Remove the Holding Symbol for 2301 Sandwich West Parkway

Recommendation

That the report of the Director of Planning and Development dated October 8th, 2024(PD-36-2024) regarding the request to remove the holding provision from the vacant land on Sandwich West Parkway be received;

And that, Council approves the Applicant's request to remove the holding zone symbol from the subject lands;

And that, Administration prepares a corresponding By-law for adoption once the site plan agreement is properly executed by the Corporation.

Report

This report is intended to provide members of Council with comments and recommendations regarding an application that has been submitted requesting that Council approve the removal of the holding zone symbol from the lands known as 2301 Sandwich West Parkway, as shown in Figure 1. The subject property is designated 'Parkway Commercial District' in the Town of LaSalle's Official Plan and zoned 'Parkway Commercial Holding – PC (h)' in the Town of LaSalle Comprehensive Zoning By-law, as amended.

The LaSalle Heritage Group has applied for Site Plan Approval for 2301 Sandwich West Parkway. The site is approximately 10 hectares (24.6 acres). The applicant is proposing to construct eight commercial buildings/units with associated parking and landscape areas. The proposal incorporates sidewalk connections within the plaza to promote safe pedestrian mobility throughout the site. A runoff detention area is designed in the center of the site to ensure positive drainage. The total combined commercial gross floor area being proposed is equal to 145,522 square feet (13,519 square meters). Figure 2 illustrates an architectural site plan of the proposed development.

Section 7.6.3 of the Town of LaSalle's Official Plan identifies certain criteria to be met prior to consideration of a holding symbol removal. The holding symbol will not be removed until Council is satisfied there is adequate municipal servicing capacity to support the proposed development, and that the required development agreements are in place between the Corporation and the Owner.

When assessing the merits of this application, the following are offered for Council's consideration:

1. The development proposal conforms to the Official Plan designation and complies with the Comprehensive Zoning By-law.
2. Administration is satisfied that adequate storm, sanitary, and water services are available to facilitate the proposed development
3. The Applicant will be executing a site plan agreement that will ensure that the owner of the property complies with all municipal development standards and servicing requirements.

Based on the information in this report, it is recommended that the By-law to remove the holding symbol from the subject lands be adopted once the corresponding development agreement has been executed to the satisfaction of the Corporation.

Consultations

Municipal Engineering and Legal.

Financial Implications

Once approved, the proposed development will substantially increase the commercial tax base in the municipality.

Prepared By:



Director of Planning and Development

Gudrin Beggs, MCIP, RPP

Link to Strategic Goals

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

Communications

Notification was provided pursuant to the *Planning Act*.

Report Approval Details

Document Title:	Z-07-2022 DAmore Commercial Development on Sandwich.docx
Attachments:	- Z-07-2022 DAmore Commercial Figure 1.pdf - Z-07-2022 DAmore Commercial Figure 2.pdf
Final Approval Date:	Nov 1, 2024

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



Chief Administrative Officer

Joe Milicia

No Signature found

Peter Marra



Legend:



LaSalle File No: Z-07-2022

Applicant: Head Construction

Date: October 28, 2024

Title:

FIGURE 1 -SUBJECT LANDS

Notes:
19

This document is not a Legal Plan of Survey.



Legend:



LaSalle File No: Z-07-2022
 Applicant: Head Construction
 Date: October 28, 2024

Title: **FIGURE 2 -PROPOSED SITE PLAN**

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



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Kristina Brcic, Manager of Planning and Development

Department: Planning & Development

Date of Report: November 4, 2024

Subject: Draft Plan of Condominium Approval Request for Stock Street Condo - File T-03-2024 (County of Essex File 37-CD-24006)

Report Number: PD-45-2024

Attachments: Figures 1-5

Applicant & Registered Owner: Westview Park Townhomes Inc.

c/o Dr. Dante Capaldi

Location: The lands affected by this application comprise approximately 0.45 hectares of land located south of Normandy Street, on the east side of Stocks Street.

Recommendation

That the report of the Manager of Planning and Development dated November 4, 2023 (PD-45-2024) regarding a request for Draft Plan of Condominium Approval for the Stock Street Condo be received;

And that, Council pass a resolution in support of the Applicant's request to grant draft plan approval for the proposed Stock Street Condo (County of Essex File 37-CD-24006) in accordance with the draft drawing prepared by Verhaegen Land Surveyors (June 7, 2024), subject to including the following draft plan approval conditions;

1. Prior to final approval of the County of Essex, the Owner shall submit and obtain the approval of the Town for the form and content of the Condominium Description and Declaration and the Owner shall incorporate into the Plan and Declaration under Section 7 of the *Condominium Act*, 1998, all right(s)-of-way and easements for vehicular access of private roads and parking areas, on-site traffic circulation, municipal servicing or utility servicing to the satisfaction of the Town.

2. Prior to final approval of the County of Essex, the Owner shall have fully complied with all orders issued pursuant to the *Building Code Act* and shall have completed all work necessary to correct any building deficiencies related to said order to the satisfaction of the Town.
3. That the site plan agreement between the Owner and the Town contains a provision that no occupancy permits will be issued for the building until all building safety requirements have been addressed to the satisfaction of the Town. This includes, but is not limited to, the sprinkler system and fire alarm system being fully certified by a qualified individual satisfactory to the Chief Building Official and Fire Prevention Officer.
4. That prior to final approval by the County of Essex, the Owner shall submit for review and approval by the Town and the County, a draft of the final plan of condominium that satisfies the registration requirements of the Land Registry Office.
5. That prior to final approval by the County of Essex, the Site Plan and Site Plan Agreement between the Owner and the Town be registered against the lands to which it applies, pursuant to the provisions of the *Planning Act*.
6. That prior to the registration of the final plan of condominium all outstanding taxes associated with the property are paid in full to the satisfaction of the Town.

And that, a copy of the Council resolution be forwarded to the Manager of Planning Services for the County of Essex, Ms. Rebecca Belanger, together with a copy of this staff report.

Report

Background

This report is intended to provide members of Council with information regarding a draft plan of condominium application that has been submitted to the Town. The request for approval seeks to develop approximately 0.45 hectares of land located on the east side of Stock Street, south of Normandy Street, see Figure 1. The applicant is proposing to construct a residential condominium building to include 36 units, 10 surface-level parking garages and 44 surface parking spaces, see Figure 2. The applicant concurrently applied for Site Plan Control for the development of the subject lands. As a condition of final approval, the site plan agreement must be registered.

The subject property is designated 'LaSalle Town Centre District' in the Town's Official Plan and zoned 'Town Centre 2 Zone (TC2)' in the Town's Zoning By-law. Through the site plan review process, it has been determined that the proposed development complies with the regulations for the TC2 zone.

The following figures are included to accompany this report:

- **Figure 1** depicts the location of the subject lands.
- **Figure 2** illustrates the Applicant's proposed site plan.
- **Figure 3** depicts the Applicant's draft plan of condominium.
- **Figure 4** includes the County of Essex Notice of Condo Application and Request for a Council Resolution of Support.
- **Figure 5** includes the Agency Comments received.

On October 8, 2024, the County of Essex deemed the application for draft plan of condominium complete and circulated the application to various agencies for comments, see Figure 4. The comments received, see Figure 5, will be reflected in the final conditions of draft plan of condominium.

Condominiums are a form of property ownership in which the title to a unit, such as an individual apartment in a high-rise building, is held by an individual together with a share of the rest of the property, which is common to all the owners. Condominiums can involve a brand-new development or an existing rental project converted to condominium ownership. This form of tenure can apply to any type of residential building as well as to commercial and industrial developments.

A condominium plan is similar to a plan of subdivision in that it is a way of dividing the ownership of property, land, or space. Plans of Condominium must be approved (or granted an exemption from approval) by an approval authority. For municipalities in Essex County, the County is the delegated approval authority for condominium applications.

In order to establish whether an application for draft plan of condominium can be supported, the County of Essex has requested that the Town of LaSalle provide a resolution in support of the application. Accordingly, this Council report has been prepared to explain the request and recommend approval.

Policy Considerations & Comments

The *Planning Act* requires that all decisions made by LaSalle Council and by the County of Essex conform with the land use designations and policies contained within the

approved Official Plans (both the Lower-Tier and Upper-Tier plans) that are in effect at the time that an application is received.

When dealing with draft plan of subdivision/condominium applications, Subsection 51(24) of the Planning Act provides criteria for the evaluation of proposed draft plans of subdivision and condominium. In the County of Essex, each local municipality is responsible for making recommendations to the Manager of County Planning (the provincially delegated approval authority in Essex County that has been assigned by County Council to make decisions on their behalf). As part of the recently adopted Provincial Bill 23 and the associated amendments made to the Planning Act, there is no longer a statutory public meeting required pursuant to a draft plan of subdivision/condominium application.

Provincial Planning Statement (2024)

Chapter 1 of the PPS states that:

“The Provincial Planning Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario’s policy-led planning system, the Provincial Planning Statement sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.”

According to Chapter 2.3.1 settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Further, land use patterns within settlement areas shall be based on densities and a mix of land uses, which efficiently use land and resources, and are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, as well as a range of uses and opportunities for intensification and redevelopment.

The policies of Chapter 2.4.1 state that new development taking place in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

Further, Chapter 2.2 directs that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by, among other matters, permitting and facilitating all forms of housing required to meet the social, health, and well-being requirements of current and future residents; promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities; and establishing development standards for residential intensification, redevelopment, and

new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

County of Essex Official Plan (2014)

The subject lands are located within a 'Prime Settlement Area' as identified on Schedules "A1" and "A2" in the approved 2014 County of Essex Official Plan. The Prime Settlement Area corresponds to the limits of the Town of LaSalle's urban area boundary. Moreover, subsection 3.2.4.1 of the County Official Plan, 2014 states that:

- Primary Settlement Areas shall be the focus of growth and public/private investment in each municipality;
- Primary Settlement Areas shall have full municipal sewage services and municipal water services and stormwater management services, a range of land uses and densities, a healthy mixture of housing types including affordable housing options and alternative housing forms for special needs groups and be designed to be walkable communities with public transit options (or long-term plans for same);
- All types of land uses are permitted within the Settlement Areas designation subject to the specific land use policies of the local Official Plans;
- Cost-effective development patterns and those which minimize land consumption and reduce servicing costs are encouraged. Land use patterns which may cause environmental, heritage preservation or public health and safety concerns shall be avoided.

Furthermore, subsection 4.6.1 of the County Official Plan, 2014 states that:

- The County shall approve only those plans of subdivision or condominium which comply with the provisions of both the County and LaSalle Official Plans;
- the County shall require that the applicant enter into an agreement with the local municipality which may be registered against the title of the subject lands and which shall address such matters as services, financial requirements, County Road facilities, dedication of land for public uses and parks, warning clauses regarding the possibility of having children bussed to schools other than the closest school because of capacity issues, local roads, drainage, grading and landscaping, natural habitat restoration, sidewalks, school bus loading areas and other requirements to implement the provision of both the County and LaSalle Official Plans.

As such, this proposal conforms with the County of Essex's Official Plan policies for lands within the settlement area boundary and with the lot creation policies specifically for plans of subdivision/condominium.

Town of LaSalle's Official Plan (2018)

The subject property is designated 'LaSalle Town Centre District' in the Town of LaSalle's approved Official Plan. Section 4.2 of the LaSalle Official Plan contains the Town's land use policies for properties located within the 'LaSalle Town Centre District' which identifies the lands as the key component of LaSalle's Urban Structure that is to be compact, walkable, and mixed-use. While mixed-use is encouraged, the range of permitted land uses within the LaSalle Town Centre District Designation is further refined through the Zoning By-law.

Section 2 of the LaSalle Official Plan contains the Town's Growth Management Policies, including the following:

2.2 c) Development phasing and the corresponding approval of development applications will be considered based on the ability of the Town, the County, land developers, and development charge-related revenue to pay for infrastructure development costs, as required, and through the application of the following criteria:

- I. Growth shall occur in a comprehensive, logical, efficient, and fiscally responsible manner. Primary factors to consider through the review of applications for new development include;
 - o The integration of new development within the planned community structure, resulting in a highly inter-connected, compact, and walkable/bikeable urban form;
 - o The provision of adequate municipal infrastructure, parks, and other community facilities and services to accommodate the proposed growth in a cost-efficient manner;
 - o The provision of appropriate transportation facilities (including active transportation infrastructure), and the availability of adequate capacity on the existing and planned road network; and,
 - o The appropriate protection of the Natural Heritage System.
- II. If one or more of these criteria cannot be addressed to the satisfaction of the Town, the processing and/or approval of development applications may be held in abeyance, or deferred, until all of the criteria have been addressed.

Section 7 of the LaSalle Official Plan contains the Town's Implementation/Administration Policies, more specifically subsection 7.8.2 outlines policies for plans of subdivision or condominium, including the following:

c) Prior to recommending approval of a Plan of Subdivision or Plan of Condominium to the County of Essex, the Town must be satisfied that the proposed development:

- i. Can be serviced by the Town's water supply and sewage system without adversely affecting the Town's finances, or by private well and waste water disposal system where municipal services are not planned or existing;
- ii. Can be supplied with other municipal services such as fire protection, road maintenance, and community facilities and services, without adversely affecting the Town's finances;
- iii. Has been designed to integrate compatibly with the transportation system, adjacent existing and planned land uses, and both the Natural Heritage System, and cultural heritage resources in such a way that protects and enhances the Town's special quality of place;
- iv. Provides a mix of housing types, including affordable housing options, wherever feasible;
- v. Has no negative impact on the natural heritage features or areas or hazard land areas;
- vi. Provides opportunities for healthy living, including but not limited to access to green space and active transportation facilities;
- vii. Addresses issues related to climate change, energy conservation and sustainability;
- viii. Is necessary, timely and in the public interest; and,
- ix. Conforms to the policies of this Plan, any area-specific urban design guidelines, and the applicable development standards and regulations of the Town.

These policies were considered upon acceptance of this application, and it was determined that the plan of condominium proposal brought forward adequately conforms to the Town's Official Plan.

Town of LaSalle Zoning By-law (By-law 8600)

The subject property is zoned "Town Centre Two Zone (TC2)" according to Schedule "A - Map 07" to the Town of LaSalle Zoning By-law 8600. TC2 zone is deemed appropriate

for the proposed use of the subject lands as it permits a mix of uses such as residential, and various commercial uses as reflected in the units on the draft plan of condominium in Figure 3.

Supplementary Information

As part of the Applicant's submission to the Town and the County, there were various studies, reports and drawings required to be submitted for the application to be deemed complete by the approval authority. These requirements were identified to the Applicant at the initial pre-consultation meeting held at the beginning stages of the plan of condominium and site plan control process.

As stated above, the following reports, studies and drawings were identified by the County and the Town as being required to support the proposal and necessary to deem the application complete:

- Site Servicing Plan (Haddad Morgan & Associates Consulting Engineers)
- Site Plan (Hanna, Ghobrial and Associates Ltd.)
- Landscape Plan (Bezair Partners)
- Stormwater Servicing Plan (Haddad Morgan & Associates Consulting Engineers)
- Phase 1 Environmental Site Assessment (Geotechnical Engineering and Construction Materials Inspection & Testing)

The above-mentioned reports, studies and drawings were provided by the applicant and were reviewed by Town Planning, Engineering, Building and Fire staff. Furthermore, they will be included in the Site Plan Agreement and utilized to determine Draft Plan of Condominium conditions as required.

Summary and Conclusion

The following items have been considered in our review of the requested Draft Plan of Condominium:

- i. The owner has had pre-consultation with the County of Essex and the Town;
- ii. The County of Essex has received a completed application for plan of condominium including draft plan condominium survey (see Figure 3);
- iii. The development meets the criteria outlined in Section 51 of the Planning Act regarding plans of subdivision. These criteria are to be considered for plans of condominium as well;
- iv. The development is consistent with the policies of the Provincial Planning Statement 2024 (PPS);

- v. The proposed plan of condominium conforms to the policies of the County of Essex and Town of LaSalle Official Plans and complies with the provisions of LaSalle's Zoning By-law 8600, as amended; and
- vi. Construction is in general compliance with the applicable Building Code and Fire Protection regulations for apartment-style condominium buildings and prior to occupancy, both the Building and Fire Departments must be satisfied.

Planning Staff are of the opinion that the proposed Draft Plan of Condominium satisfies the criteria outlined in Section 51(24) of the *Planning Act* and that the development is consistent with and conforms to the applicable planning policy documents. On this basis, Planning Staff recommend support of the Draft Plan of Condominium with the conditions noted herein.

Consultations

County of Essex Planning, Town of LaSalle Building and Engineering.

Financial Implications

There are no significant financial risk impacts to the Municipality as a result of the proposed application. The draft plan of condominium application, if approved, has the potential to increase the assessment base for the Municipality.

Prepared By:



Manager, Planning and Development

Kristina Brcic

Link to Strategic Goals

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

Communications

Not applicable.

Notifications

The applicant was provided with a link to the Agenda and Report.

Report Approval Details

Document Title:	Draft Plan of Condominium Approval Request for Stock Street Condo - File T-03-2024 (County of Essex File 37-CD-24006).docx
Attachments:	- Figure 1 - Location Map.pdf - Figure 2 - Proposed Site Plan.pdf - Figure 3- Draft Plan of Condo.pdf - Figure 4 - County of Essex Notice and Request for Council Resolution.pdf - Figure 5 - Agency Comments.pdf
Final Approval Date:	Nov 8, 2024

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



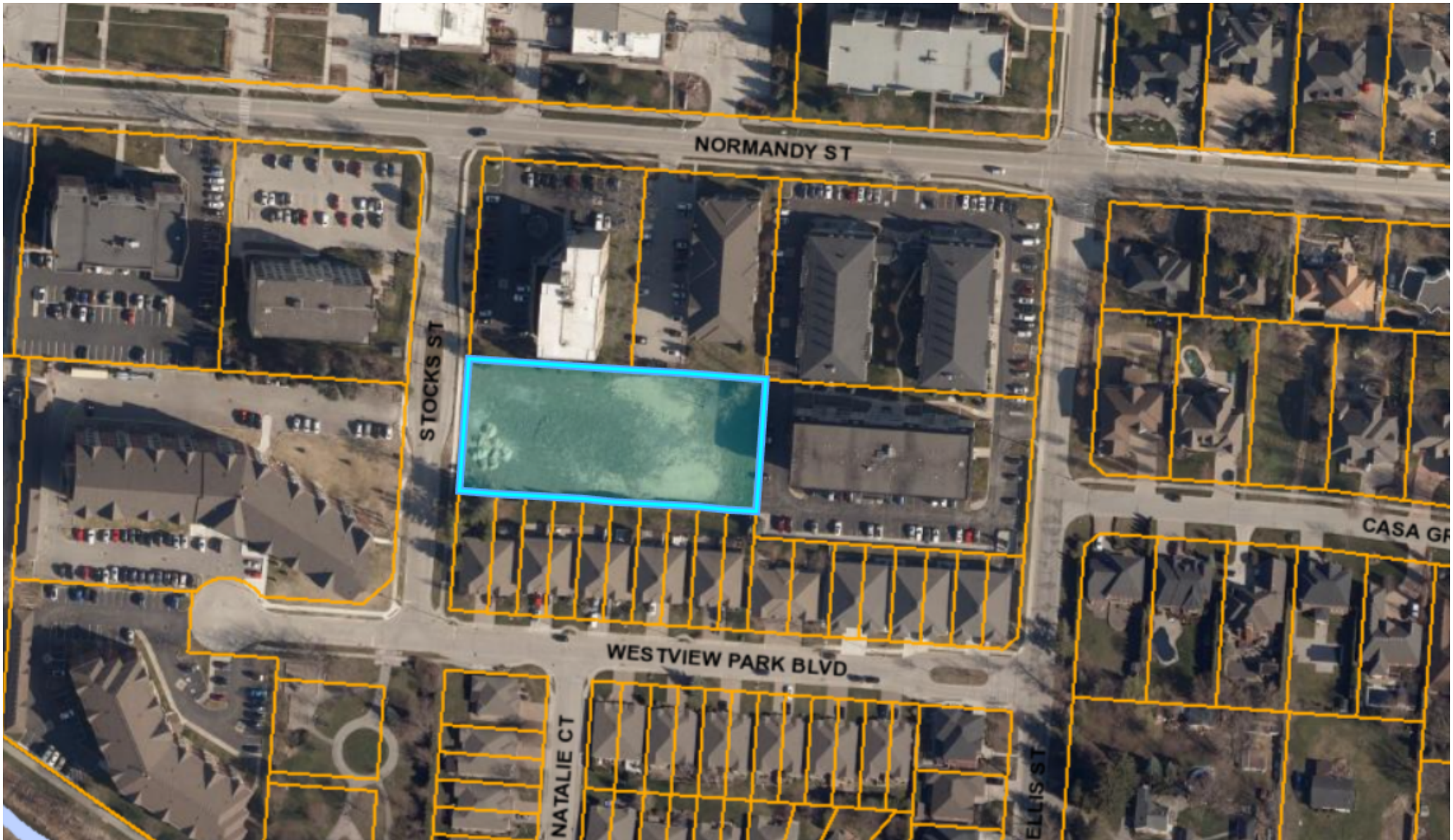
Director of Planning and Development

Gudrin Beggs



Chief Administrative Officer

Joe Milicia



Legend:



LaSalle File No: T-03-2024

Applicant: Westview Park Townhomes

Date: November 6, 2024

Title:

FIGURE 1 -SUBJECT LANDS

Notes:
31

This document is not a Legal Plan of Survey.

INTEGRATION DATA

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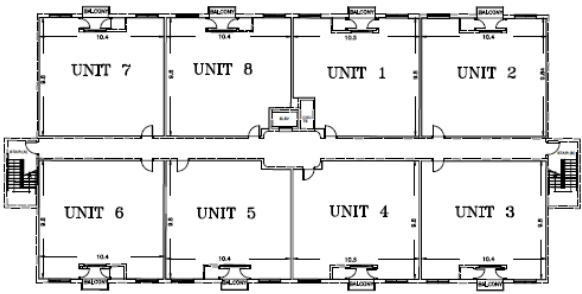
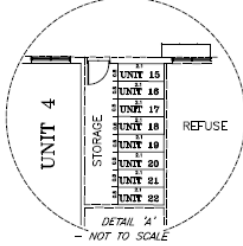


LEGEND AND NOTES

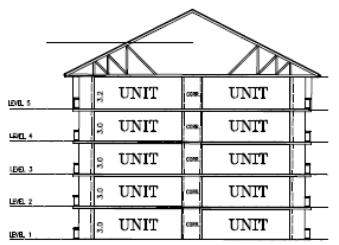
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2. ALL SET BACKS AND PERMITS HAVE BEEN OBTAINED AND ARE IN ACCORDANCE WITH THE ZONING BY-LAW AND THE CONDOMINIUM ACT, 1998 AND SECTION 51 (17) OF THE PLANNING ACT, 1990.

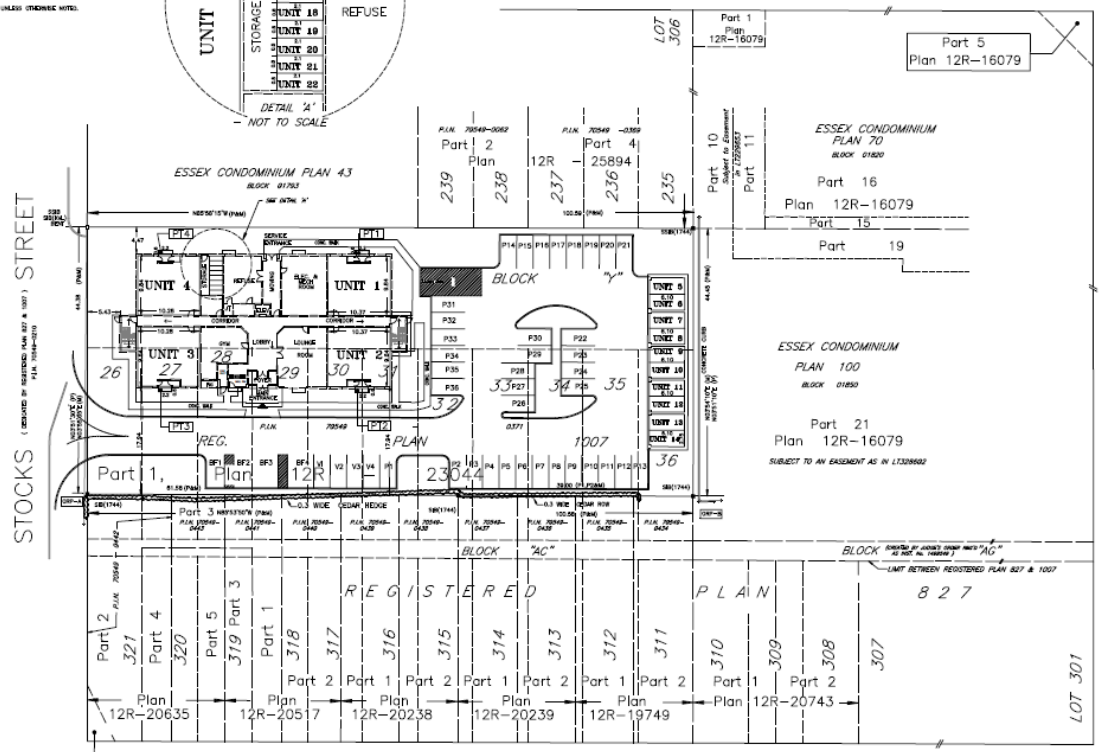
3. ALL DIMENSIONS SHOWN THEREON ARE IN METERS AND ARE TO BE CONSIDERED AS SUCH UNLESS OTHERWISE NOTED.



RESIDENTIAL UNITS 1 TO 8 (inclusive)
LEVELS 2 TO 5 (inclusive)
SCALE = 1:150



SECTION SHOWING THE RELATIONSHIP OF THE LEVELS
NOT TO SCALE

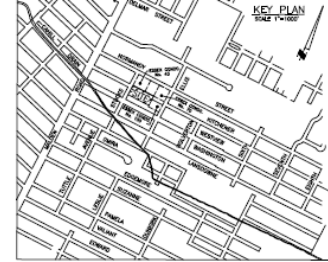


SITE INFORMATION

LEVEL	NUMBER OF UNITS	NUMBER OF GARAGES	NUMBER OF STORAGE SPACES	NUMBER OF EXCLUSIVE USE PATIOS	NUMBER OF EXCLUSIVE USE PARKING SPACES
LEVEL 1	8	8	10	8	8
LEVEL 2	8	8	10	8	8
LEVEL 3	8	8	10	8	8
LEVEL 4	8	8	10	8	8
LEVEL 5	8	8	10	8	8
TOTAL	40	40	50	40	40

PARKING INFORMATION

TYPE	NUMBER
OWNER PARKING SPACES	10
EXCLUSIVE USE PARKING SPACES	8
OWNER PARKING SPACES	4
TOTAL PARKING SPACES	22



DRAFT PLAN OF CONDOMINIUM
PART OF LOTS 26 TO 36 (inclusive)
BLOCK 7
REGISTERED PLAN 1007
IN THE
TOWN OF LASALLE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.
SCALE = 1:300

LEGEND

1. IDENTIFIED STRIPED SHOWN ON THE PLAN ARE IN METERS AND CAN BE CONSIDERED TO BE IN METERS BY THE SURVEYOR'S OFFICE.

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County of
Essex

Rebecca Belanger, MCIP, RPP
Manager of Planning Services
The Corporation of the County of Essex

October 8, 2024

VIA EMAIL ONLY

Town of LaSalle
Attention: Ms. Jennifer Astrologo
5950 Malden Road
LaSalle, ON N9H 1S4

Subject: Notice of Condo Application and Request for a Council Resolution of Support
Location: PT LTs 26 to 36, BLK Y, RP1007
Municipality: Town of LaSalle
Applicant: Westview Park Townhomes Inc. c/o Dr. Dante Capaldi
County of Essex File No.: 37-CD-24006 (Stock Street Condo)

Dear Ms. Astrologo:

Pursuant to Subsection 51(19.1) of the Planning Act, the County of Essex advises the Town of LaSalle that the attached proposed draft plan of condominium, County of Essex File No. 37-CD-24006 has been deemed complete.

We request that this application be brought to an upcoming Council Meeting seeking a resolution of support and provide the same to the County, along with any requested draft conditions of condominium approval as in Subsection 51(25) of the Planning Act.

Thank you for your assistance in this matter.

Yours truly,

REBECCA BELANGER, MCIP, RPP
Manager, Planning Services

c.c. Allen Burgess Kristina Brcic Dante Capaldi

From: [Rebecca Belanger](#)
To: [Darvon Branch](#)
Subject: FW: Site Plan Application (SPC-06-2022) and a Draft Plan of Condominium (37-CD-24006); East of Stocks St., LaSalle
Date: August 21, 2024 4:14:17 PM

[Rebecca Belanger](#)

Manager, Planning Services 519-776-6441 ext. 1325

From: PrimeCities <WSP.PrimeCities@wspdigitalfactory.com>
Sent: August 21, 2024 4:00 PM
To: Rebecca Belanger <RBelanger@countyofessex.ca>; aburgess@lasalle.ca
Subject: Site Plan Application (SPC-06-2022) and a Draft Plan of Condominium (37-CD-24006); East of Stocks St., LaSalle

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

8/21/2024

Rebecca Belanger, Allen Burgess

LaSalle
Essex (County)

Attention: Rebecca Belanger, Allen Burgess

Re: Site Plan Application (SPC-06-2022) and a Draft Plan of Condominium (37-CD-24006); East of Stocks St., LaSalle; Your File No. SPC-06-2022,37-CD-24006
Our File No. DTS: 39511 / Circ: 43566

Dear Sir/Madam,

We have reviewed the circulation regarding the above noted application. The following paragraphs are to be included as a condition of approval:

Bell Canada Condition(s) of Approval

1) The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.

2) The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

Upon receipt of this comment letter, the Owner is to provide Bell Canada with servicing plans/CUP at their

earliest convenience to planninganddevelopment@bell.ca to confirm the provision of communication/telecommunication infrastructure needed to service the development.

It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.

If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

Concluding Remarks:

To ensure that we are able to continue to actively participate in the planning process and provide detailed provisioning comments, we note that we would be pleased to receive circulations on all applications received by the Municipality and/or recirculations.

If you believe that these comments have been sent to you in error or have questions regarding Bell's protocols for responding to municipal circulations and enquiries, please contact planninganddevelopment@bell.ca directly.

We note that WSP operates Bell Canada's development tracking system, which includes the intake and processing of municipal circulations. However, all responses to circulations and requests for information, such as requests for clearance, will come directly from Bell Canada, and not from WSP. WSP is not responsible for Bell's responses and for any of the content herein.

Should you have any questions, please contact the undersigned.

Yours Truly,



Juan Corvalan
Senior Manager - Municipal Liaison
Email: planninganddevelopment@bell.ca

August 22, 2024

REBECCA BELANGER
MANAGER, PLANNING SERVICES
COUNTY OF ESSEX
360 FAIRVIEW AVENUE WEST
ESSEX ON N8M 1Y6

Reference: **37-CD-24006 and Town of LaSalle File No. SPC-06-2022**

Dear Rebecca,

This development, as described, falls within our centralized mail policy.

I will specify the condition which I request to be added for Canada Post Corporation's purposes.

- a) Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

Should the description of the project change, I would appreciate an update in order to assess the impact of the change on mail service.

If you have any questions or concerns regarding these conditions, please contact me. I appreciate the opportunity to comment on this project.

Regards,

Bruno DeSando

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

Lock-Box Assembly Requirements

The complete Canada Post Standards Manual for Builders & Developers can be downloaded at:
https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf

Compartments Size

- Horizontal lock-box models used in mailrooms must have the following minimums:
 - o Residential compartments must be at least 12.5 x 13.5 cm
 - o Commercial compartments at least 13.5 x 30.5 cm
 - o Parcel compartments at least 30.5 x 30.5 cm
- Vertical lock-box models must have min comp size of 25 x 12.5 cm. (Most models are 40 x 12.7 cm)

Heights

- All lock-box assemblies must be installed in a manner that will not require the delivery employee to reach higher than 170cm or lower than 45cm when delivering to the equipment. With respect to horizontal lock-boxes, the limits above will likely mean that maximum number of compartments that can be included in each column of residential compartments would be eight

Rear-loading Lock-boxes

- Projects with more than 100 units are required to be serviced via a rear-loading lock-box assembly.
- There must be a width of at least 100cm of working space from the back of the boxes to the wall.
- A ledge under the bottom row of boxes is also recommended in rear-loading designs. This ledge is to be directly under the bottom row of boxes (no space between ledge and bottom of boxes) and must stick out at least 20cm from the back of the boxes.
- Mailroom door is required to provide a minimum 81cm opening
- Lighting should be at least 100 lux (measured 75 cm from floor)

Access

- All buildings where the lock-boxes are required to be serviced from inside the building are required to install a Canada Post Crown lock in the building intercom. The intercom is pre-fabricated with an internal housing for the lock. The lock can be obtained from the local deliver supervisor.
- If the building has more than 100 units, a rear-loading lock-box assembly will be installed. The door to the Canada Post delivery area must be fitted with a specific model of deadbolt. This is because Canada Post will supply a key cylinder made specifically for the Canada Post key that will fit inside the deadbolt purchased by the developer.

Numbering

- Compartments should be numbered vertically and left to right on the delivery side of the boxes

101	109	207	→
102	110	208	
103	201	209	
104	202	210	
105	203	301	
106	204	302	
107	205	303	
108	206	304	

Grade-level Components

- If the development includes grade level retail or residential units, please take note that door-to-door delivery will not be provided to these units. Canada Post is happy to install a Community Mailbox to provide service to these units. Please coordinate a location with the Canada Post Delivery Planner for the area. If there is no room on the property for the Community Mailbox, service can be provided via another Community Mailbox in the area. Options to service the units from the tower (lobby) lock-boxes or via a front-loading lock box erected on the outside of the building can also be discussed with the Delivery Planner.

planning@erca.org
P.519.776.5209
F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

August 29, 2024

Rebecca Belanger
Manager, Planning Services
County of Essex
360 Fairview Avenue West, Suite 302
Essex, Ontario N8M 1Y6

Dear Ms. Belanger:

**RE: Application for Draft Plan of Condominium 37-CD-24006 and Application for Site Plan Control SPC-06-2022; STOCKS ST
ARN 373421000019500; PIN: 705490371
Applicant: WESTVIEW PARK TOWNHOMES INC**

The County of Essex and the Town of LaSalle have received Application for Draft Plan of Condominium 37-CD-24006 together with Application for Site Plan Control SPC-06-2022. The Applicants are proposing to construct a 5-storey standard condominium on Stock Street in LaSalle with a total of 36 residential units.

The following is provided as a result of our review of Application for Draft Plan of Condominium 37-CD-24006 and Application for Site Plan Control SPC-06-2022.

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

We have reviewed our floodline mapping for this area and it has been determined that this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). However, due to the scope and scale of the proposal, the applicant will be required to submit an Application for Development Review to ERCA for the proposed works.

We note that this site is located within the Study Area for the Turkey Creek H & H Study and should be designed accordingly.

ERCA has concerns with the potential impact to the quantity and quality of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that both the quantity and quality of excess runoff be adequately controlled to avoid any adverse impacts to the downstream watercourse. We therefore



Ms. Belanger
August 29, 2024

request inclusion of the following conditions in the Condominium Agreement:

1. That the condominium agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality and the Essex Region Conservation Authority, that stipulate, that prior to obtaining final approval, for any and all phases of the development, that the Owner will finalize an engineering analysis, to identify stormwater quality and quantity measures, as necessary to control any increase in flows in downstream watercourses, in accordance with the *Windsor-Essex Region Stormwater Management Standards Manual* and any other relevant municipal/provincial standards or guidelines, in consultation, with the ERCA;
2. That the condominium agreement between the Owner and the Municipality contain provisions that require that the Owner install the stormwater management measures, for each phase of the development, identified in the final engineering analysis be completed, as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Essex Region Conservation Authority;
3. That prior to final approval, the Essex Region Conservation Authority shall require a copy of the fully executed condominium agreement between the Owner and the Municipality, in wording acceptable to the Essex Region Conservation Authority, containing provisions to carry out the recommendations of the final plans, reports and requirements noted above and to obtain a Development Review Clearance for each phase or phases seeking final approval;
4. That prior to undertaking construction or site alteration activities, any necessary permits or clearances be received from the Essex Region Conservation Authority, in accordance with Section 28 of the *Conservation Authorities Act*. If the works are located within an area not regulated by Section 28 of the *Conservation Authorities Act*, then a Development Review Clearance must be obtained from the Essex Region Conservation Authority, prior to undertaking construction or site alteration activities.

Ms. Belanger
August 29, 2024

FINAL RECOMMENDATION

As noted above, the applicant will be required to submit an Application for Development Review to ERCA for the proposed works. Further, we request that a stormwater management plan be designed and implemented to the satisfaction of ERCA and the Municipality.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Alicia Good
Watershed Planner
/ag

CC: Allan Burgess





The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Ed Thiessen, Director of Fire Service/Fire Chief

Department: Fire Service

Date of Report: November 7, 2024

Report Number: FIRE-24-07

Subject: Emergency Management – All Encompassing By-law

Recommendation

That the report of the Director of Fire Service/Fire Chief dated November 7, 2024 (FIRE-24-07) regarding the Emergency Management – All Encompassing By-law be received;

And that, the Emergency Management Program and Emergency Response Plan By-law be adopted.

Report

The all-encompassing by-law is to adopt and merge the Town of LaSalle Emergency Management Program and the Emergency Response Plan to meet the new requirements under the Emergency Management and Civil Protection Act.

In addition to this change, the Emergency Management Coordinator/Administrative Assistant to the Fire Chief position has been added to the list of Town of LaSalle administrative staff who make up the Emergency Management Program.

Consultations

Town of LaSalle Council Services

Emergency Management Ontario

Emergency Management Program Committee

Financial Implications

Not applicable.

Prepared By:



Director of Fire Service/Fire Chief

Ed Thiessen

Link to Strategic Goals

- 1. Enhancing organizational excellence - Yes
- 2. Strengthen the community’s engagement with the Town - Not Applicable
- 3. Grow and diversify the local economy - No
- 4. Build on our high-quality of life - No
- 5. Sustaining strong public services and infrastructure - Yes

Communications

Not applicable.

Report Approval Details

Document Title:	Emergency Management - All Encompassing By-law.docx
Attachments:	- 8939 - Emergency Management - All Encompassing By-Law.pdf
Final Approval Date:	Nov 8, 2024

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



Chief Administrative Officer

Joe Milicia

The Corporation of the Town of LaSalle

By-law Number 8939

Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

Whereas under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its community emergency management coordinator (CEMC);
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

And whereas it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

And whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, is adopted.
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of LaSalle.

Community Emergency Management Coordinator

6. The Director of Fire Service/Fire Chief is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Town including maintenance of the plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Deputy Fire Chief, Manager of Finance, Director of Council Services/Clerk and the Emergency Management Coordinator/Administrative Assistant are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO)
 - b. Deputy Chief Administrative Officer
 - c. Director of Fire Service/Fire Chief/CEMC
 - d. Director of Council Services/Clerk
 - e. Director of Strategy and Engagement
 - f. Director of Finance
 - g. Deputy Fire Chief
 - h. Deputy Mayor
 - i. Emergency Management Coordinator/Administrative Assistant to Fire Chief
 - j. Head of Council (Mayor)
 - k. Manager of Finance
 - l. Police Chief
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality’s Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a. Mayor, Town of LaSalle - Head of Municipal Control Group (Executive Liaison)
 - b. Chief Administrative Officer (CAO) / Deputy CAO - Operations Manager (EOC Director)
 - c. Community Emergency Management Coordinator (CEMC) - Emergency Coordinator (CEMC/Liaison Officer)
 - d. Chief of Police (Commander as situation dictates) - Police Coordinator (Operations Chief)
 - e. Fire Chief (Commander as situation dictates) - Fire Coordinator (Operations Chief)
 - f. Director of Public Works - Public Works Coordinator (Operations Chief)
 - g. Director of Strategy and Engagement - Emergency Information Officer
 - h. Manger of Finance - Financial Coordinator (Finance/Admin Chief)
 - i. Director of Culture & Recreation - Logistics Coordinator (Logistics Chief)
 - j. Director of Human Resources - Human Resources Coordinator (Safety Officer)
 - k. Director of Finance - Planning Coordinator (Planning Chief)
 - l. Emergency Management Coordinator/Administrative Assistant to Fire Chief – Alternate CEMC

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in the Plan.

Emergency Information Officer

13. The Director of Strategy and Engagement is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Corporate Communication and Promotions Officer will be appointed to act as the alternate Emergency Information Officer.

Administration

- 14. **That** the Plan shall be made available to the public for inspection and copying at the LaSalle Fire Service, 1900 Normandy St., LaSalle, Ontario during regular business hours.
- 15. **That** the Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
- 16. **That** By-law #8650 is hereby repealed.
- 17. **That** this By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 26th day of November 2024.

1st Reading – November 26, 2024

2nd Reading – November 26, 2024

3rd Reading – November 26, 2024

Mayor

Clerk



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Michael Cappucci, P.Eng

Department: Public Works

Date of Report: October 29, 2024

Report Number: PW-38-2024

Subject: Matchett Bridge Improvements – Contract Award

Recommendation

That the report of the Manager of Engineering dated October 29, 2024 (PW-38-2024) regarding the Matchett Bridge Improvements – Contract Award be received;

And that, Council approve the award of the Contract to Facca Incorporated for the bid price of \$1,090,765.00 plus HST.

Report

The 2024 Bridge work consists of a full road closure for extensive bridge rehabilitation, including the removal and reconstruction of various structural elements, concrete repairs, and the installation of a new concrete parapet wall, expansion joint and multi-use path. Additionally, the asphalt pavement will be removed and repaved to ensure proper drainage and safety.

The tender closed on October 18th, 2024 and we received the following prices (excluding HST):

Facca Incorporated \$1,090,765.00
Front Construction Industries Inc. \$1,114,700.00
Sterling Ridge Infrastructure Inc. \$1,230,617.49
KB Civil Constructors Inc. \$1,324,833.40
Amico Design Build Inc. \$1,377,321.90
Clearwater structures Inc. \$1,471,807.00

Based on the tender prices, Administration is recommending this contract be awarded to Facca Incorporated for the above bid price.

Construction schedule is expected to start in April and be completed prior to July 1st 2025. During this time, Matchett Road will be closed in the area of the bridge with necessary detours being put in place.

Consultations

Dillon Consulting

Financial Implications

This project was approved in the 2024 Budget and is under budget, and would be funded through the Roads Reserve.

Prepared By:

A handwritten signature in black ink, appearing to read 'M. Cappucci', with a long horizontal flourish extending to the right.

Michael Cappucci, P.Eng
Manager of Engineering

Link to Strategic Goals

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

Communications

Bids and Tenders

Report Approval Details

Document Title:	Matchett bridge improvements - Contract Award.docx
Attachments:	
Final Approval Date:	Nov 1, 2024

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



Jonathan Osborne
Director, Public Works

Jonathan Osborne



Deputy Chief Administrative Officer

Peter Marra



Chief Administrative Officer

Joe Milicia



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Michael Cappucci, P.Eng.

Department: Public Works

Date of Report: November 3, 2024

Report Number: PW-34-2024

Subject: 2025 Public Works Construction Schedule

Recommendation

That the report of the Manager of Engineering, dated November 3rd, 2024, (PW-34-2024) regarding the 2025 Public Works Construction Schedule be received.

Report

This report outlines the significant capital projects planned for the Public Works Department in 2025, detailing their scope, timeline, and anticipated impacts on the Town of LaSalle. The primary focus will be on the Matchett Bridge repair, DMAF storm sewer work along Front Road, and Malden Road improvements. Additionally, the report will address the necessity of coordinated efforts to mitigate disruptions throughout the Town.

1. Matchett Bridge Repair

The Matchett Bridge has been identified as needing repair. The project has been tendered and is scheduled to start in Spring 2025. The repair work will result in a complete closure of Matchett at Turkey creek for approximately three months. The project is estimated at \$1.2 million.

Impact on the Town:

- Traffic will be redirected, requiring effective communication to residents regarding alternate routes.
- The closure aims to ensure safety and facilitate a streamlined repair process.
- Sprucewood and Matchett intersection would also be completed at this time. The Town will tender this work after budget approval.

2. DMAF Storm Sewer Work Along Front Road (Stage 1)

The DMAF-funded storm sewer project has an approximate duration of 12 months. It is valued at approximately \$20 million, and will be completed through 2 separate contracts:

- **Contract 1:** Installation of pump stations at Reaume and Adams Lane, which will involve minor road disruptions. This work will begin in the second half of 2025 and will continue into 2026.
- **Contract 2:** Storm sewer installation along Front Road, which will require the closure of two lanes for the duration of the sewer work on Front. A short duration closure of Front Road may be required at Adams Lane for sewer tie-ins, likely scheduled for a weekend to minimize disruption. This work is intended to begin upon the completion of the Matchett closure, and would last into early 2026.

Impact on the Town:

- Residents should anticipate delays during Contract 2, particularly along Front Road. There will also be traffic impacts along Matchett and Malden.
- Coordination with the Matchett Bridge project will help mitigate congestion in the area, ensuring that one major route remains open during the other's closure.

3. Malden Road Improvements (Ph 1)

The Malden Road Ph 1 project is estimated at \$15 million and consists of three major tasks: property acquisition, utility relocations, and road reconstruction.

The property acquisition process is underway, and is expected to continue into mid 2026. Property acquisition is required for the utility relocation, which is primarily Enbridge, and that is scheduled to take place late 2026. The road construction work is then anticipated to begin in spring of 2026, running into 2027. The road construction work is expected to begin following the completion of the Front Rd storm sewer work.

Impact on the Town:

- While two lanes will remain open for most of the project, traffic delays are expected due to slower speeds and partial stops to facilitate construction as well as turning movements.
- During this planning phase, the idea of a full closure of Malden was discussed. The benefits would be that the construction duration would be reduced, as well as capturing a likely cost savings. However, the impact on the residents and surrounding road network would be quite significant. At this time, administration is moving forward with a stage construction approach to keep 2 lanes open, as described above.

4. Other Construction Projects

In addition to the primary projects, various smaller construction initiatives will be occurring throughout LaSalle which can be seen in the attached appendix. The Public Works Department is committed to coordinating these efforts to minimize disruptions for residents.

Strategies for Coordination:

- Establishing a comprehensive communication planned updated projects page to keep residents informed. This can be viewed on the Township website.
- Scheduling work to avoid overlapping major projects and detours whenever possible.
- Utilizing traffic management strategies to reduce congestion and improve safety (ie modify traffic signals, routes, etc.).

Conclusion

The 2025 capital projects for the Public Works Department are essential for improving infrastructure in the Town of LaSalle. While these projects will inevitably cause disruptions, proactive planning and communication can help mitigate their impact on residents. Continued coordination among projects will be vital to ensure the least inconvenience to the community during the construction period.

Recommendations

N/A

Consultations

N/A

Financial Implications

None at this time

Prepared By:



Michael Cappucci P.Eng

Link to Strategic Goals

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

Communications

N/A

Report Approval Details

Document Title:	2025 Public Works Construction Schedule.docx
Attachments:	
Final Approval Date:	Nov 8, 2024

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



Jonathan Osborne
Director, Public Works

Jonathan Osborne

No Signature - Task assigned to Peter Marra was completed by workflow administrator Joe Milicia

Peter Marra



Joe Milicia
Chief Administrative Officer

Joe Milicia



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Patti Funaro, Director of Culture and Recreation

Department: Culture and Recreation

Date of Report: October 28, 2024

Report Number: CR-2024-23

Subject: 2024 Strawberry Festival Post Event and Future Festival Location Report

Recommendation

That the report of the Director of Culture and Recreation dated October 28, 2024 (CR-2024-28) regarding the 2024 Strawberry Festival and future festival location be received;

And that, the festival location remain at the Vollmer Complex until such time as the appropriate infrastructure is available at LaSalle Landing.

And further, that the location of the festival be brought back to Council for consideration once the necessary infrastructure at the waterfront is established;

Report

2024 Festival

Despite a slight dip in attendance compared to last year, the 2024 Strawberry Festival was well-received by the community, with positive feedback and effective security measures that ensured a smooth event with no significant incidents.

Over the four-day event, attendance reached 28,458 people, including 20,458 paid admissions, 2,356 children aged 5 and under, and 815 seniors aged 65 and over. Although attendance was slightly lower in 2024, cooler-than-usual weather, combined with some rain may have discouraged some attendees.

The cooler weather likely impacted strawberry and ice cream sales, which saw a 25% decrease, totaling 4,640 orders compared to 6,125 orders last year.

The decrease in admission revenue and strawberry and ice cream sales, along with higher park setup costs, led to a deficit of \$2,721.

Opportunities to increase the revenue at future festivals are limited, however expenses continue to rise. Administration presents the following options for Council's consideration at a future meeting:

1. Continue operating the festival at a loss, using festival reserves to cover the costs.
2. Cut back on non-essential options to reduce costs. Some ideas include:
 - a. Eliminate the parade for a savings of \$5,000
 - b. Eliminate the family thrill show for a savings of \$15,000 to \$20,000
 - c. Reduce the entertainment on Family Day for a savings of \$2,500 - \$6,500
3. Consider how revenue for the festival can increase. For example, by raising the cost of strawberries and ice cream or raising the cost of admission (which hasn't increased in nearly a decade)

Administration will prepare a more detailed report of options to increase festival revenue, which will be brought to Council in early 2025.

Festival Location

On March 10, 2023, Council approved (Resolution 76/23) the continued relocation of the Strawberry Festival to the Vollmer Complex. Originally moved in 2019 due to flooding, the festival remains at the Vollmer Complex due to ongoing construction at the waterfront, where necessary infrastructure is still lacking. Once the required infrastructure is in place at the waterfront, Administration will provide Council with a report to reconsider the festival location.

Consultations

Peter Marra, Deputy CAO

Tano Ferraro, Manager of Finance

Scott Bisson, Manager of Culture and Recreation

Owen Stichhaller, Supervisor of Recreation

Sue Nantais, Corporate Communications and Promotions Officer

Financial Implications

Deficit of \$2,721.00

Prepared By:



Director of Culture & Recreation

Patti Funaro

Link to Strategic Goals

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

Communications

N/A

Report Approval Details

Document Title:	CR-2024-23 2024 Strawberry Festival post event and future festival location report.docx
Attachments:	- 2024 Strawberry Festival Financials.pdf
Final Approval Date:	Nov 8, 2024

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



Chief Administrative Officer

Joe Milicia

LASALLE STRAWBERRY FESTIVAL

<u>Opening Balance</u>	FINAL 2024 Budget	ACTUALS 2024	Variance	ACTUALS 2023
Surplus/(Deficit) (Carried Forward)	120,419	120,419	-	109,384
-	120,419	120,419		109,384
Revenue	-	-	-	-
Interest	-	-	-	944
Sponsorships	21,000	21,000	-	24,650
Vendors	21,500	24,663	(3,163)	25,413
Advance Carnival Tickets	4,000	6,400	(2,400)	3,880
Carnival	19,000	19,000	-	19,000
Gate	115,000	111,921	3,079	96,615
Strawberries & Ice Cream	27,000	20,531	6,469	27,104
Advance Entrance Fees	-	-	-	26,609
Total Revenue	207,500	203,516	3,984	224,214
Expenses	-	-	-	-
Advertising	5,500	6,029	(529)	5,527
Committee Expenses	6,000	3,503	2,497	12,888
Online Admission Software	1,350	1,178	172	1,331
First Aid	6,000	7,657	(1,657)	5,770
Security	17,500	18,430	(930)	16,603
Entry & Information	7,200	6,800	400	6,000
Park Setup	24,000	32,044	(8,044)	30,377
Electrical	15,500	16,817	(1,317)	15,157
Tent Rental	9,250	9,300	(50)	8,896
Washroom Rental	9,000	9,080	(80)	8,670
Waste Disposal/Recycle	2,200	855	1,345	2,035
Entertainment-Stage	17,000	14,200	2,800	16,223
Entertainment-Other	20,000	14,495	5,505	21,541
Entertainment-Family Day	5,000	6,371	(1,371)	1,000
Stage and Sound	11,000	10,400	600	10,631
Carnival Expense	4,000	6,400	(2,400)	3,880
Gate/Fencing Expense	10,700	10,112	588	10,232
Strawberries & Ice Cream	15,000	14,116	884	18,121
Parade	5,000	3,450	1,550	3,797
Fireworks	8,500	8,500	-	8,500
Donations	6,000	6,500	(500)	6,000
Total Expenses	205,700	206,237	(537)	213,180
Surplus/(Deficit) - Current Year	1,800	(2,721)	-	11,035
Surplus/(Deficit) - Total	122,219	117,698	-	120,419

Council Members

Mayor Neil Nicholson
Deputy Mayor Cathy Regier

Councillors:
Mark Bell
Michael Moore
Chris Olmstead
Connie Tabbert
Joey Trimm

Certified True Copy

Wednesday, October 16, 2024

Re: Resolution - OPP Notice of Motion for funding support - Municipality of Tweed

At its meeting of October 16, 2024, the Council of the Township of Whitewater Region adopted the following resolution:

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;

AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both

upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/ wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets:

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental

infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract

D.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and \$534 million to

Ottawa for the repatriation of Hwy 174;

(613) 646-2282

P.O. Box 40,
44 Main Street
Cobden, ON
K0J 1K0

whitewaterregion.ca

AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million;


AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Township of Whitewater Region call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities: **AND FURTHER,** that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca). Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca), **MPP John Yakabuski (john.yakabuskico@pc.ola.org)** and all Municipalities in Ontario.

Carried as amended - Resolution #2024 - 5187

Sincerely,



Carmen Miller
Clerk/CEMC



Tuesday, October 22, 2024

Sent via email
justin.trudeau@parl.gc.ca

Hon. Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Re: Support for Ontario Big City Mayors Caucus, Solve the Crisis Campaign

At its regular meeting held on October 4, 2024 the Western Ontario Wardens' Caucus passed the following motion:

Moved by B. Milne, seconded by A. Lennox:

“THAT the presentation from Mayor Marianne Meed Ward, Chair, and Michelle Baker, Executive Director, Ontario’s Big City Mayors, be received and

THAT the Western Ontario Wardens’ Caucus supports the SolvethetheCrisis.ca Campaign and requests that the Provincial and Federal Governments take Action to Address the Growing Mental Health, Addictions and Homelessness Crisis in Ontario

WHEREAS there is a humanitarian crisis unfolding on the streets in our cities, large and small, urban and rural, across Ontario. The time for words is over, we need immediate action at all levels of government, starting with the Province of Ontario

WHEREAS the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 and over 1400 homeless encampments across Ontario communities in 2023; and

WHEREAS the province has provided additional funding and supports, such as the recent investment of \$378 million for HART Hubs and approximately 375 beds with wraparound supports, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

WHEREAS municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and

WHEREAS this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and

WHEREAS there is no provincial lead focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.

THEREFORE BE IT RESOLVED THAT the Western Ontario Wardens' Caucus supports the SolveTheCrisis.ca Campaign;

AND calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;

AND that the province officially makes Homelessness a Health Priority;

AND appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

AND that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan;

AND that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.

AND that the federal government is included in these conversations.

AND that both levels of government provide adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;

AND THAT the Western Ontario Wardens' Caucus calls on the municipalities in Western Ontario to join us in appealing to the provincial and federal governments for support by visiting SolveTheCrisis.ca and showing your support;

AND further that a copy of this motion be sent to:

- The Right Honourable Justin Trudeau, Prime Minister of Canada
- The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada
- The Honourable Doug Ford, Premier of Ontario
- The Honourable Sylvia Jones, Deputy Premier and Minister of Health
- The Honourable Paul Calandra, Minister of Municipal Affairs and Housing
- The Honourable Michael Parsa, Minister of Children, Community and Social Services
- The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions
- Local MPs
- Local MPPs
- Ontario's Big City Mayors
- 117 Western Ontario Municipalities"

– CARRIED

Please contact the office if you require any further information.

Yours sincerely,

Glen McNeil

Glen McNeil
Chair, Western Ontario Wardens' Caucus

cc:



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2024 – 178

DIVISION LIST

YES NO

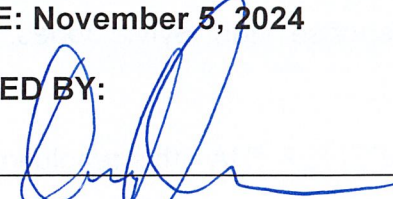
DATE: November 5, 2024

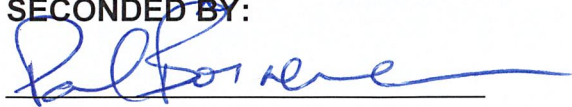
- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MOVED BY:

SECONDED BY:





CARRIED: DEFEATED: _____ Postponed to: _____

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

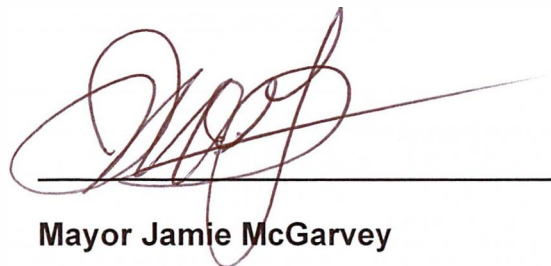
AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums and preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Town of Parry Sound requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, allowing Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. Kinga Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, Hon. Sylvia Jones, Minister of Health, the Ontario Good Roads Association; and the Federation of Northern Ontario Municipalities (FONOM); and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

A handwritten signature in dark ink, appearing to read 'J. McGarvey', is written over a solid horizontal line. The signature is stylized and cursive.

Mayor Jamie McGarvey



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Tano Ferraro, Manager of Finance/Deputy Treasurer

Department: Finance

Date of Report: October 28, 2024

Report Number: FIN-28-2024

Subject: Procurement- 2024 Third Quarter Report

Recommendation

That the report of the Manager of Finance/Deputy Treasurer dated October 28, 2024 (FIN-28-2024) regarding Procurement 2024 Third Quarter Report be received for information.

Report

The purpose of the Town of LaSalle procurement policy is to ensure that publicly funded purchases of goods and services, including construction, and information technology are acquired through a process that is compliant, open, fair and transparent. The policy sets out responsibilities of the Town and staff throughout each stage of the procurement process and ensures procurement processes are managed consistently.

The Town's procurement policy was adopted by By-Law no 8560. Furthermore, Part 4 Section 9 provides direction with respect to a Quarterly Report to Council:

The Treasurer shall prepare a quarterly status report to Council on all RFX processes and purchases with Dollar Values of \$50,000 or more published or released during the applicable period. The report shall also list all Contracts valued at \$50,000 or more awarded to Vendors since the previous status report.

Accordingly, attached Appendix A provides a listing of all purchases and contracts procured through an RFX in the third quarter of 2024.

Consultations

Procurement Officer

Financial Implications

As outlined with in Appendix A, each procurement listed falls within the approved capital budget, has been approved by the CAO or delegate in accordance with Part 4, Section 7(a) of the procurement policy or has been brought forward to Council for project specific approval where required. For those items relating to the operating budget, administration reviews overall departmental budgets on an ongoing basis.

Prepared By:



Manager of Finance/Deputy Treasurer

Tano Ferraro

Link to Strategic Goals

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

Communications

Not Applicable

Report Approval Details

Document Title:	FIN-28-2024 Procurement 2024 Third Quarter Report.docx
Attachments:	- FIN-28-2024 Procurement 2024 Third Quarter Report.pdf
Final Approval Date:	Nov 1, 2024

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



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia

Procurement	Description	Awarded Value	Council Resolution
RFT-PW-24700	LaSalle Trails	\$823,792.33	186/24
RFP-CR-2024-06	Parks, Recreation and Culture Master Plan	\$129,920.00	169/24
RFT-PW-2024-09	Bessette Drain	\$385,087.00	165/24
RFT-PW-99612	Chappus Drain	\$194,832.00	156/24
RFT-PW-99616	St. Michael's Drain	\$299,850.00	158/24



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Patti Funaro, Director of Culture and Recreation

Department: Culture and Recreation

Date of Report: November 8, 2024

Report Number: CR-2924-27

Subject: CR-2024-27 Last Call Before Fall Post Event Report

Recommendation

That the report of the Director of Culture and Recreation dated November 7, 2024 (CR-2024-27) regarding the 2024 Last Call Before Fall Event be received.

Report

The Last Call Before Fall Event, held on September 6 and 7, was once again a success. Despite attendance being lower than expected, the event generated a surplus of \$6,682. Both attendees and vendors provided positive feedback, and operations ran smoothly without any significant incidents.

There was a total of 1,553 attendees and 11 local wineries, breweries, and distilleries, providing event goers with the opportunity to taste a wide variety of locally produced beverages. Additionally, local food trucks were present, offering a range of food options.

Feedback from attendees is that this event serves as an excellent opportunity for adults in the community to gather, socialize, and support local businesses. It has proven to be a valuable addition to LaSalle, and a great way to support the local economy.

Consultations

Tano Ferraro, Manager of Finance
Scott Bisson, Manager of Culture and Recreation
Owen Stichhaller, Supervisor of Recreation

Financial Implications

A surplus of \$6,682.00

Prepared By:



Director of Culture & Recreation

Patti Funaro

Link to Strategic Goals

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

Communications

n/a

Report Approval Details

Document Title:	CR-2024-28 Last Call Before Fall Post Event Report.docx
Attachments:	- Last Call Before Fall 2024 Financials.pdf
Final Approval Date:	Nov 8, 2024

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



Chief Administrative Officer

Joe Milicia

Last Call Before Fall

Last Call Before Fall	FINAL 2024 BUDGET	ACTUALS 2024	Variance	ACTUALS 2023
Opening Balance	-	-	-	-
Surplus/(Deficit) (Carried Forward)	\$1,476	\$1,476	\$0	\$0
Revenue	-	-	-	-
Interest	\$0	\$0	\$0	\$0
Sponsorships	\$10,000	\$10,000	\$0	\$10,000
Beer/Wine/Spirits Vendors	\$5,850	\$5,400	\$450	\$5,850
Food Vendors	\$1,350	\$1,625	(\$275)	\$1,300
Token Sales	\$29,100	\$33,451	(\$4,351)	\$34,582
Admission Sales	\$40,300	\$34,247	\$6,053	\$29,251
Total Revenue	\$86,600	\$84,724	\$1,877	\$80,984
Expenses	-	-	-	-
Advertising	\$5,000	\$4,660	\$340	\$5,339
Administrative	\$2,300	\$1,980	\$320	\$1,462
AGCO Permit	\$0	\$0	\$0	\$300
Signage	\$1,500	\$687	\$813	\$2,145
Supplies	\$5,000	\$5,442	(\$442)	\$4,254
Paid Duty-Police	\$2,200	\$1,680	\$520	\$2,184
Security	\$7,000	\$6,525	\$475	\$6,444
Fencing	\$2,100	\$1,704	\$396	\$1,880
Staff	\$1,000	\$1,039	(\$39)	\$995
Stage Rental	\$4,000	\$700	\$3,300	\$3,909
Tables/Seating/Décor	\$8,500	\$8,094	\$406	\$6,897
Lighting	\$2,500	\$3,753	(\$1,253)	\$2,708
Ice	\$1,000	\$973	\$27	\$738
Entertainment	\$7,000	\$9,021	(\$2,021)	\$6,607
Entertainment-Sound	\$3,000	\$2,075	\$925	\$2,655
Vendor Payments	\$23,300	\$27,935	(\$4,635)	\$27,275
Janitorial	\$1,200	\$1,775	(\$575)	\$0
Miscellaneous Expense	\$1,000	\$0	\$1,000	\$3,716
Total Expenses	\$77,600	\$78,042	(\$442)	\$79,507
Surplus/(Deficit) - Current Year	\$9,000	\$6,682	-	\$1,476
Surplus/(Deficit) - Total	\$10,477	\$8,158	-	-



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Ed Thiessen, Director of Fire Service/Fire Chief

Department: Fire Service

Date of Report: November 7, 2024

Report Number: FIRE-24-06

Subject: LaSalle Fire Service – Q3 2024 Report

Recommendation

That the report of the Director of Fire Service/Fire Chief dated November 7, 2024 (FIRE-24-06) regarding the third quarter of 2024 be received.

Report

The following is a report of the activities carried out by LaSalle Fire Service during the third quarter of 2024.

Consultations

Not applicable.

Financial Implications

Not applicable.

Prepared By:

Director of Fire Service/Fire Chief

Ed Thiessen

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes

- 3. Grow and diversify the local economy - Not Applicable
- 4. Build on our high-quality of life - No
- 5. Sustaining strong public services and infrastructure - Yes

Communications

Not applicable.

Report Approval Details

Document Title:	LaSalle Fire Service - Q3 2024 Report.docx
Attachments:	- Quarterly Report - Q3 2024 - Accessible .pdf
Final Approval Date:	Nov 7, 2024

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



Chief Administrative Officer

Joe Milicia



LASALLE FIRE SERVICE

Quarterly Report – Q3 2024

The following is a report of the activities carried out by LaSalle Fire Service for the third quarter of 2024. During this quarter, the fire service responded to one hundred and sixty-five (165) incidents. This is the second highest number of incidents per quarter in the history of our fire service. The previous high incident response quarter occurred in Q3 of 2023 where LaSalle Fire responded to one hundred and ninety-four (194) incidents. LaSalle Fire Service conducted twenty-four (24) building inspections and/or re-inspections, one hundred and sixty-one (161) residential smoke alarm inspections and eighty-six (86) carbon monoxide alarms were tested in forty-five (45) homes, and there were seventeen (17) training sessions provided for department personnel.

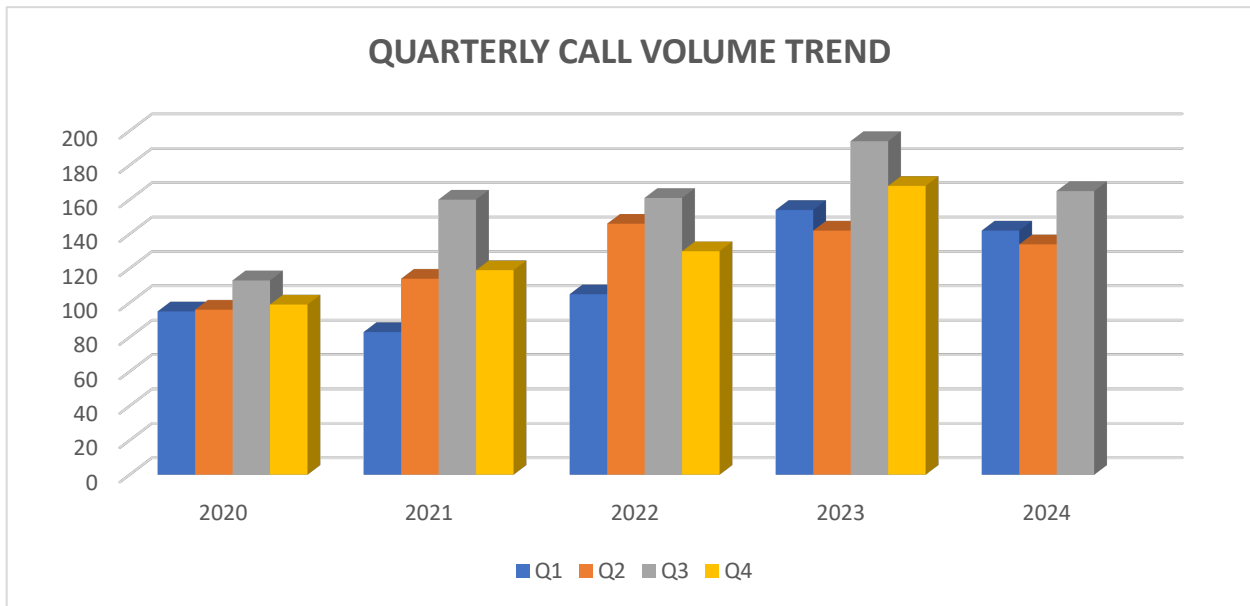


Figure 1 Quarterly Call Volume Trend



LASALLE FIRE SERVICE
 Quarterly Report – Q3 2024

INCIDENTS

TYPE	No. Of INCIDENTS	PERCENT OF TOTAL CALLS
Fire / Overheat / Smell of Smoke	31	18%
Motor Vehicle Collision / Medical	42	25%
Alarms-panels, Smoke, CO	75	45%
TOTAL	148	88%

Table 1 Call Volume by Type

FIRE PREVENTION

Investigations

All incidents were investigated as to origin and cause. There are currently no outstanding investigations.

Fire Inspections

The following inspections were carried out during this quarter:

INSPECTIONS	
Assembly	4
Residential	8
Bus. & Personal Service	11
Industrial	0
Mercantile	0
Institutional	0
Other	1
Total	24

Table 2 Fire Prevention Inspections by Type

Provincial Offences/Inspection Orders

During the period, zero (0) Inspection Orders were issued. Zero (0) Provincial Offence Notices were issued.

During our Incident responses, one hundred and sixty-one (161) residential smoke alarm inspections and eighty-six (86) carbon monoxide alarms were tested in forty-five (45) homes, resulting in seven (7) smoke alarms being installed and four (4) batteries being replaced.



LASALLE FIRE SERVICE

Quarterly Report – Q3 2024

Incident Report Requests

Two (2) incident report requests were completed.

Plan Reviews

Seven (7) fire safety plans and eight (8) building plans were reviewed.

Pre-plans

Six (6) pre-plans were completed.

TRAINING

TRAINING LEVEL	SUBJECT MATTER	ATTENDANCE	HOURS
Recruit Level	AS + E Hazmat	17 personnel	5.0
General Level	Tower Crew – Aerial Ops	5 personnel	4.0
	Tower Crew – Relay Pumping	5 personnel	4.0
	Internal Pump Course	15 personnel	20.5
	Live Fire	All personnel	4.5
	Annual Driver Training	All personnel	208
	Fire Dynamics	All personnel	4.0
Officer	Station 2 Operations	18 personnel	2.0
Marine	Coxswain and Crew Training	4 personnel	4.0

Table 3 Training Activity by Type

PUBLIC EDUCATION

Public education opportunities were provided in-person as well as through virtual platforms including frequent messaging on our social media channels. This included messaging about wildfire smoke events, the effects of wildfire smoke on your health and how to protect yourself, spotting the difference between heat cramps, heat stroke, and heat exhaustion, smoking (cigarettes/cigars/joints), cooking (BBQs, stoves), vacation and recreational fire safety. It also



LASALLE FIRE SERVICE

Quarterly Report – Q3 2024

promoted the 'Saved by the Beep' Smoke Alarm Campaign, emphasizing the importance of smoke alarm testing.

QUARTERLY NEWS

Staffing Update

One (1) volunteer firefighter resigned during this quarter.

Respectfully,

A handwritten signature in black ink that reads "Ed Thiessen". The signature is written in a cursive style.

Ed Thiessen
Director of Fire Services/Fire Chief, CEMC

**Summary of Reports to Council
November 26, 2024**

Council Resolution or Member Question	Subject	Department	Projected Date of Report to Council	Comments
Deputy Mayor Akpata	Cul-de-sac parking	Public Works	Q2 2025	<p>At the April 23, 2024 Regular Meeting of Council: Deputy Mayor Akpata requested that an Administrative report be prepared exploring:</p> <ul style="list-style-type: none"> i) how cul-de-sac parking is handled in other municipalities across the province, ii) alternate side parking options using the width of a Ford F1-50 as the standard size of vehicle, and iii) the option of moving the 'No Parking' signs up a house or two toward the cul-de-sac to allow for additional parking spaces compared to what currently exists. <p>Clerk's Note: This item has been moved to Q2 2025 and will be addressed with the parking by-law review to provide Council with an all-encompassing report regarding parking in LaSalle.</p>

Council Resolution or Member Question	Subject	Department	Projected Date of Report to Council	Comments
Councillor Renaud	Declaration of Municipal Significance	Administration	Q3 2024	<p>At the August 8, 2023, Regular Meeting of Council: Councillor Renaud requested that Administration investigate whether declaring an event as Municipally Significant can be delegated to Administration.</p> <p>Comment: The Delegation of Authority By-law is set for review next year, with a recommendation to delegate this authority.</p>
Councillor Renaud	Curb and Gutter	Public Works	October, 2024	<p>At the May 28, 2024, Regular Meeting of Council: Councillor Renaud requested an administrative report outlining the cost incurred to provide curbing and guttering to the roads in LaSalle.</p> <p>Clerk's Note: This matter was addressed on November 12, 2024, through report PW-37-2024 titled Local Road Infrastructure Enhancement Cost Analysis.</p>
Councillor Carrick	Short Term Rentals	Planning & Development	Q1 2025	<p>At the November 14, 2023 Regular Meeting of Council:</p> <p>Councillor Carrick requested an administrative report regarding the short-term rental market no later than the end of Q1 2025.</p>

Council Resolution or Member Question	Subject	Department	Projected Date of Report to Council	Comments
Deputy Mayor Akpata	Review of Parking By-law	Public Works	Q2 2025	At the August 27, 2024, Regular Meeting of Council: Deputy Mayor Akpata requested an administrative report be prepared to review the parking bylaw to consider alternate parking provisions and parking regulations during snow events.

Matters Referred to Budget 2025

As per the Town's Procedural By-law, the Agenda for the 2025 Budget Deliberations must be published 10 days before the meeting. Reports will be due in the same manner as Regular Meetings and are due 14 days before the meeting.

Council Resolution or Member Question	Subject	Department	Comments
Deputy Mayor Akpata	Installation of a Veteran's crosswalk on Normandy	Public Works and Finance	At the November 12, 2024 Regular Meeting of Council: Deputy Mayor Akpata requested an administrative report be prepared regarding Veteran's crosswalk on Normandy at the crossing located at the base of Cenotaph Park.

The Corporation of the Town of LaSalle

By-law Number 8939

Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

Whereas under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its community emergency management coordinator (CEMC);
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

And whereas it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

And whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, is adopted.
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of LaSalle.

Community Emergency Management Coordinator

6. The Director of Fire Service/Fire Chief is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Town including maintenance of the plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Deputy Fire Chief, Manager of Finance, Director of Council Services/Clerk and the Emergency Management Coordinator/Administrative Assistant are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO)
 - b. Deputy Chief Administrative Officer
 - c. Director of Fire Service/Fire Chief/CEMC
 - d. Director of Council Services/Clerk
 - e. Director of Strategy and Engagement
 - f. Director of Finance
 - g. Deputy Fire Chief
 - h. Deputy Mayor
 - i. Emergency Management Coordinator/Administrative Assistant to Fire Chief
 - j. Head of Council (Mayor)
 - k. Manager of Finance
 - l. Police Chief
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality’s Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a. Mayor, Town of LaSalle - Head of Municipal Control Group (Executive Liaison)
 - b. Chief Administrative Officer (CAO) / Deputy CAO - Operations Manager (EOC Director)
 - c. Community Emergency Management Coordinator (CEMC) - Emergency Coordinator (CEMC/Liaison Officer)
 - d. Chief of Police (Commander as situation dictates) - Police Coordinator (Operations Chief)
 - e. Fire Chief (Commander as situation dictates) - Fire Coordinator (Operations Chief)
 - f. Director of Public Works - Public Works Coordinator (Operations Chief)
 - g. Director of Strategy and Engagement - Emergency Information Officer
 - h. Manger of Finance - Financial Coordinator (Finance/Admin Chief)
 - i. Director of Culture & Recreation - Logistics Coordinator (Logistics Chief)
 - j. Director of Human Resources - Human Resources Coordinator (Safety Officer)
 - k. Director of Finance - Planning Coordinator (Planning Chief)
 - l. Emergency Management Coordinator/Administrative Assistant to Fire Chief – Alternate CEMC

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in the Plan.

Emergency Information Officer

13. The Director of Strategy and Engagement is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Corporate Communication and Promotions Officer will be appointed to act as the alternate Emergency Information Officer.

Administration

- 14. **That** the Plan shall be made available to the public for inspection and copying at the LaSalle Fire Service, 1900 Normandy St., LaSalle, Ontario during regular business hours.
- 15. **That** the Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
- 16. **That** By-law #8650 is hereby repealed.
- 17. **That** this By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 26th day of November 2024.

1st Reading – November 26, 2024

2nd Reading – November 26, 2024

3rd Reading – November 26, 2024

Mayor

Clerk

The Corporation of the Town of LaSalle

By-law Number 8941

A By-law to Confirm the Proceedings of Council

Whereas Sections 8 and 9 of the *Municipal Act, 2001*, S.O. 2001, chapter 25, as amended (the “*Act*”) provide a municipality with the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other act, enabling it to govern its affairs as it considers appropriate;

And whereas subsection 5(3) of the *Act*, provides that the powers of a municipality shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

And whereas it is deemed expedient that the proceedings of Council at Meetings be confirmed and adopted by By-law;

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

1. That the actions of the Council of the Corporation of the Town of LaSalle at the following meeting:
 - November 26, 2024, Parks, Recreation and Events Committee Meeting
 - November 26, 2024, Regular Meeting of Councilin respect of each report, motion, resolution, or other action taken or direction given by the Council at its meetings held on these days are, hereby adopted, ratified and confirmed as if the same were expressly embodied in this By-law.
2. That the Mayor and proper officials of the Corporation of the Town of LaSalle are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in paragraph 1.
3. That the Mayor and Clerk, unless otherwise provided, of the Corporation of the Town of LaSalle are hereby authorized and directed to execute all documents necessary to give effect to the actions taken by this Council as described in paragraph 1 of this By-law, and to affix the Corporate Seal to all such documents referred to above.
4. This By-law comes into force and effect on the day of the final passing thereof.

Read a first and second time and finally passed this 26th day of November 2024.

1st Reading – November 26, 2024

2nd Reading – November 26, 2024

3rd Reading – November 26, 2024

Mayor

Clerk