



**The Corporation of the Town of LaSalle  
Parks, Recreation and Events Committee Meeting  
Agenda**

Tuesday, November 26, 2024, 4:30 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 1262.

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	<b>Pages</b>
<b>A. Opening Business</b>	
1. Call to Order	
2. Land Acknowledgement Statement	
<b>B. Disclosures of Pecuniary Interest and the General Nature Thereof</b>	
<b>C. Adoption of Minutes</b>	<b>3</b>
<b>Recommendation</b>	
That the minutes of the meeting of the Parks, Recreation and Events Committee Meeting dated August 27, 2024, be adopted as presented.	
<b>D. Items for Consideration</b>	
1. 2024 Summer Session Report of Joint Programs and Events between Culture and Recreation and Public Works	<b>6</b>
<b>Recommendation</b>	
That the report of the Manager of Culture and Recreation dated November 8, 2024 (CR-2024-29) regarding the summer 2024 programming session be received.	
2. Updated Agreement with Windsor Model Yacht Club	<b>11</b>
<b>Recommendation</b>	
That the report of the Supervisor of Recreation dated September 19, 2024 (CR-2024-26) regarding the updated facility user group agreement for Windsor Model Yacht Club be received;	
And that, Council enters into a new agreement with Windsor Model Yacht Club and authorizes the Mayor and Clerk to execute the agreement.	

**E. Questions/Statements from Members of the Committee**

**F. Next Meeting**

The next scheduled meeting will be held on February 25, 2025, at 4:30 p.m.

**G. Adjournment**



**The Corporation of the Town of LaSalle**

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

August 27, 2024

4:30 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Committee Present: Mayor Crystal Meloche, Councillor Michael Akpata, Councillor Terry Burns, Councillor Mark Carrick, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Members of Committee Absent: Councillor Sue Desjarlais

Administration Present: P. Marra, Deputy Chief Administrative Office, G. Beggs, Director of Planning and Development, P. Funaro, Director of Culture and Recreation, D. Hadre, Director of Strategy and Engagement, R. Hyra, Director of Human Resources, J. Osborne, Director of Public Works, G. Ferraro, Manager of Finance/Deputy Treasurer, L. Jean, Deputy Clerk, S. Bisson, Manager of Culture and Recreation, O. Stichhaller, Supervisor of Recreation, J. Turnbull, Supervisor of Programming, M. Beggs, Manager of Parks and Roads, M. Masonovich, Manager of Fleet & Facilities, N. Digesu, Manager of IT

**A. Opening Business**

1. Call to Order

Mayor Meloche called the meeting to order at 4:30 p.m.

2. Land Acknowledgement Statement

Mayor Meloche read the Land Acknowledgment Statement.

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

None disclosed.

**C. Adoption of Minutes**

PRE-17-24

Moved By: Councillor Burns

Seconded By: Councillor Riccio-Spagnuolo

That the minutes of the meeting of the Parks, Recreation and Events Committee Meeting dated July 9, 2024 be adopted as presented.

**Carried.**

**D. Items for Consideration**

1. Updates to the Facility Rentals – Ice Surface Use Policy  
O. Stichhaller, Supervisor of Recreation presented the report.  
  
PRE-18-24  
Moved By: Councillor Akpata  
Seconded By: Councillor Renaud  
  
That the report of the Supervisor of Recreation dated June 28, 2024 (CR-2024-10) regarding the updates to the Facility Rentals – Ice Surface Use Policy (M-CR-004) be received;  
  
And that the amended Facility Rentals – Ice Surface Use Policy be adopted and the previous version be repealed.  
  
**Carried.**
  
2. CR-2024-16 Updates to LaSalle Affordable Recreation Policy  
O. Stichhaller, Supervisor of Recreation presented the report.  
  
PRE-19-24  
Moved By: Councillor Riccio-Spagnuolo  
Seconded By: Councillor Renaud  
  
That the report of the Supervisor of Recreation dated May 31, 2024 (CR-2024-16) regarding updates to the LaSalle Affordable Recreation Policy be received;  
  
And that the updated LaSalle Affordable Recreation Policy be adopted, and the previous version be repealed.  
  
**Carried.**
  
3. 2024 Spring Session Report of Joint Programs and Events between Culture and Recreation and Public Works  
S. Bisson, Manager of Culture and Recreation presented the report.  
  
PRE-20-24  
Moved By: Councillor Riccio-Spagnuolo  
Seconded By: Councillor Carrick  
  
That the report of the Manager of Culture and Recreation dated August 9, 2024 (CR-2024-25) regarding the 2024 Spring Session Report of Joint Programs and Events between Culture and Recreation and Public Works be received.  
  
**Carried.**
  
4. Fall 2024 Activities Update  
J. Turnbull, Supervisor of Programming presented the report.  
  
PRE-21-24  
Moved By: Councillor Carrick  
Seconded By: Councillor Burns  
  
That the report of the Supervisor of Programming dated August 9, 2024 (CR-2024-24) regarding upcoming activities from August 2024 to January 2025 be received.

**Carried.**

5. Multi-Purpose Trail at LaSalle Landing – Operations Plan

M. Beggs, Manager of Parks and Roads presented the report.

Councillor Renaud suggested signage and communications on the Multi-Purpose Trail be updated seasonally.

Mayor Meloche suggested that opening dates for seasonal skating be re-evaluated and that hours of operations remain the same throughout the year.

PRE-22-24

Moved By: Councillor Riccio-Spagnuolo

Seconded By: Councillor Carrick

That the report of the Manager of Parks and Roads and Manager of Facilities, dated July 24, 2024 (Report Number PW-CR-2024-03) regarding the operations plan for the Multi-Purpose Trail at LaSalle Landing be received.

**Carried.**

**E. Questions/Statements from Members of the Committee**

Mayor Meloche advised that the 2nd annual Last Call Before Fall event is being held the weekend of September 6th and 7th. She thanked the staff for their continued efforts and hard work and offered best wishes for a successful event.

**F. Next Meeting**

The next scheduled meeting will be held on November 26, 2024 at 4:30 p.m.

**G. Adjournment**

The meeting is adjourned at the call of the Chair at 5:11 pm.

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Chair

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Deputy Clerk



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

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

**Prepared by:** Scott Bisson, Manager of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** November 8, 2024

**Report Number:** CR-2024-29

**Subject:** 2024 Summer Session Report of Joint Programs and Events between Culture and Recreation and Public Works

### **Recommendation**

That the report of the Manager of Culture and Recreation dated November 8, 2024 (CR-2024-29) regarding the summer 2024 programming session be received.

### **Report**

Each quarter, the Culture and Recreation, Facilities, and Parks departments bring forward a report to the Parks, Recreation and Events Committee detailing the activities, events, and projects that took place in the previous quarter, and any other important information that needs to be shared with the Committee. Below is a high-level summary of the activities, events, and projects that took place during the summer 2024 session, July 1 to August 31, 2024.

#### Facilities Update

After the scheduled removal of ice in Rink A in mid-May, the Facilities division completed a significant amount of maintenance before resuming ice making and operations in early August. The Facilities team was able to clean all rink boards, make necessary repairs and adjustments to rink glass, complete necessary repairs throughout the rink, and complete deep cleaning throughout the space. A new feature that was added when the ice was put back in this season in Rink A was a special stencil the staff created to add Le Griffon as part of the painting of the red line. The Facilities team was also able to continue to maintain and operate Rink B, our Indoor Pool, the Outdoor Pool, and other Town facilities. The Facilities division also supports the delivery of both Town-led and third-party events at both the Vollmer Complex and Riverdance through the delivery of equipment, the cleaning of venues, and the set-up and tear-down of some

events. During the summer 2024 session the Facilities Division also closed 227 work orders, over and above the regular duties outlined above.

### Parks Update

The 2024 summer session was another very busy sport field season with the Parks department supporting an average of 75 hours of sport field rentals daily. The cooperation between Parks, Culture and Recreation, and our user groups made the summer 2024 season another strong success. During the summer 2024 session Parks supports the delivery of over 4,650 sports field hours, assists with the delivery and facilitation of both Town and third-party events, while also completing regular grass cutting, field maintenance, trail maintenance, planting, and grounds maintenance across the municipality. In addition, to these services the Parks department was also able to close 124 requests for service through work orders.

### Culture and Recreation Update

The summer 2024 session saw another strong demand for day camp programming, member services, and sport field usage. However, there was a decline in the number of total participants in aquatic programming. The following information will provide further details on the performance of each area within Culture and Recreation.

#### Aquatic Programming Update

- In total there were 1,091 participants registered in aquatic programming activities in summer 2024, which was lower than summer 2023 by 160 participants. This represented approximately a 12.8% decrease in registration, which was almost entirely a result of fewer non-resident participants. Of the 160 fewer participants, 146 were from a reduction in non-resident registration. Resident registration was virtually the same as the previous year.
- Of the 1,091 participants, 800 participants (73%) were registered at the Vollmer Centre with the remaining 291 participants (27%) registered at the LaSalle Outdoor Pool.
- The aquatic programming fill rate at the Vollmer Centre was 81.3%, which was down 6.1% from last summer.
- The aquatic programming fill rate at the LaSalle Outdoor Pool was 68%, which was down 6.9% from last summer.
- Overall, the aquatic programming fill rate across all locations was 77.3%, which was down by 6.4% from last summer.
- The Culture and Recreation department partnered with Essex Power to offer free daily recreational swims at the LaSalle Outdoor Pool this past summer. In total, 3,692 participants were able to swim for free thanks to the generous funding from the Essex Power Youth in Community Fund, which was an increase of almost 1,300 participants when compared to the 2,407 visits in summer 2023.

### Recreation Programming – Summer Day Camp

- After a successful summer day camp in 2023, Culture and Recreation expected the demand to remain high for camp services in summer 2024.
- Culture and Recreation was able to support the registration for 5,157 camper days in Summer 2024 which was an increase of 537 over the 4,620 camper days in summer 2023. This represented an increase of 11.6%.
- Overall, the day camp reached 95% capacity for all age groups, with our youngest age groups 4 to 5 years of age and 6 to 7 years of age, hitting 98% and 99% capacity respectively.
- The demand for camp continues to exceed the available space as there were a total of 727 participants waitlisted across all groups, and all weeks of the summer. Fortunately, we were able to register 188 participants from the waitlist but that was only 26% of all waitlist participants.

### Memberships

Membership numbers at the Vollmer Centre continue to grow and retention remains high for existing members.

- Summer 2024 saw an increase in membership revenue of approximately 30% when compared to the revenue for the same period last year.
- The Vollmer Centre had 12,900 total member visits in summer 2024, which was an average of 215 visits per day. This was slightly down from summer 2023 where there were 225 visits per day and 13,498 visits overall.
- Membership visits include visits to aqua fitness classes, adult length swims, open swims, visits to the fitness centre, and visits to the group fitness classes offered at the Vollmer Centre and the LaSalle Outdoor Pool.

### Facility Rental Update

Summer 2024 exceeded the 2023 booking levels for outdoor sport field usage, with the increase attributed to soccer field bookings.

- In total, there were 4,648.50 hours of sport fields booked in Summer 2024, which was an increase of 1,232 hours over Summer 2023.
- Of the 4,648.50 hours booked, 3,651 hours (78.5%) were booked by soccer user groups, and 997.50 (21.5%) hours were booked by diamond users.
- Soccer bookings were up over last year by 1,309.50 hours, due to greater demand from LaSalle Stompers.
- Diamond bookings were down slightly by 77.5 total hours from Summer 2023, which can be attributed to several closures due to rain.



## Event Delivery

The summer 2024 event season is the shortest season for administration, but the number of events continues to grow.

- In total, there were 2 Town Led events delivered in summer 2023, which included the annual July and August Night Market events. This was the same as last summer.
- The Town also facilitated 12 major third party events throughout summer 2024, which was an increase of two over summer 2023. Those events took place over 18 events dates, which was an increase of three over summer 2023.
- Third party events included baseball/softball tournaments, soccer tournaments, and large third-party social gatherings like the UNIFOR employee picnic, and the Greenshield employee picnic.

## Consultations

Patti Funaro, Director of Culture and Recreation

Mark Beggs, Manager of Roads and Parks

Mark Masanovich, Manager of Facilities

Owen Stichhaller, Supervisor of Recreation

Julie Turnbull, Supervisor of Programming

## Financial Implications

n/a

## Prepared By:



Manager of Recreation and Culture

Scott Bisson

## Link to Strategic Goals

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

5. Sustaining strong public services and infrastructure - Yes

**Communications**

n/a

**Report Approval Details**

Document Title:	2024 Summer Session Report of Joint Programs and Events between Culture and Recreation and Public Works .docx
Attachments:	
Final Approval Date:	Nov 8, 2024

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



Director of Culture & Recreation

Patricia Funaro



Chief Administrative Officer

Joe Milicia



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

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

**Prepared by:** Owen Stichhaller, Supervisor of Recreation

**Department:** Culture and Recreation

**Date of Report:** September 19, 2024

**Report Number:** CR-2024-26

**Subject:** Updated Agreement with Windsor Model Yacht Club

### **Recommendation**

That the report of the Supervisor of Recreation dated September 19, 2024 (CR-2024-26) regarding the updated facility user group agreement for Windsor Model Yacht Club be received;

And that, Council enters into a new agreement with Windsor Model Yacht Club and authorizes the Mayor and Clerk to execute the agreement.

### **Report**

The Town of LaSalle engages in agreements with some of our User Groups for the delivery of services at the Vollmer Recreation Centre. The agreements clarify the roles and responsibilities of each organization and outline the service delivery parameters that the Town and User Groups follow. The agreement with the Windsor Model Yacht Club expired in 2022. A new agreement with this organization is recommended with a term not to exceed five years. There are no significant changes within this new agreement from the expired agreement. The proposed agreement has been reviewed by the Windsor Model Yacht Club.

### **Consultations**

None

### **Financial Implications**

Not Applicable

**Prepared By:**



Owen Stichhaller, Supervisor of Recreation

Owen Stichhaller

**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**

Information was shared with the Commodore of Windsor Model Yacht Club about this report.

**Report Approval Details**

Document Title:	CR-2024-26 Updated Agreement with Windsor Model Yacht Club.docx
Attachments:	- WMYC Agreement 2024-2029_FINAL.pdf
Final Approval Date:	Oct 8, 2024

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



Manager of Recreation and Culture

Scott Bisson



Director of Culture & Recreation

Patricia Funaro



Chief Administrative Officer

Joe Milicia

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024

BETWEEN:

**THE CORPORATION OF THE TOWN OF LASALLE**  
(hereinafter called the "Owner")

**OF THE FIRST PART**

-and-

**WINDSOR MODEL YACHT CLUB**  
(hereinafter called the "Club")

**OF THE SECOND PART**

**WITNESSETH** that in consideration of the mutual covenants, term and agreements hereinafter expressed, the parties hereto agree as follows:

**GENERAL**

1. This Agreement is for the benefit of the Club only and is not transferable.
2. This Agreement shall supersede any prior agreement, rental contract or permit.
3. The Club agrees to adhere to all Town By-laws and regulations as they apply.
4. This Agreement shall apply to the lands known as the Vollmer Recreation Complex, 2121 Laurier Parkway, LaSalle, Ontario (hereinafter called the "Vollmer");
5. The Club shall, at its expense, and at all times strictly comply with all requirements of all laws and regulations now or hereafter in force which pertain to or affect the rented facilities or the conduct of any activities in the rented facilities, and shall ensure the like compliance of all persons using such facilities for whom in law it is responsible.
6. The Club also agrees to observe and comply with all policies, procedures, rules and regulations that the Owner has in effect from respecting the use or rental of facilities, equipment and related personnel services hereto, as the case may be, and to ensure the like compliance of all persons using such facilities for whom in law it is responsible. Two of the said policies includes the Owner's Facility Rentals – Event Hosting Policy, attached hereto as Schedule A and the Respect and Responsibility (RZone) Policy, attached hereto as Schedule B.
7. The Owner shall provide the Club use of the stormwater retention pond (hereinafter called the "Pond") located at the Vollmer in each year of the term of this Agreement or any extension thereof, subject to Club being responsible for cleaning up after their use, to the satisfaction of the Owner. The Pond shall be available to the Club on Tuesdays and Thursdays from 5:00 pm to 9:00 pm.
8. The Club shall only use the Pond for the purpose of recreational activity such as model yacht sailing. Use of the Pond for other activities is prohibited.
9. The Club shall not make any structural or re-modelling changes to any occupied space at the Vollmer without first obtaining the written consent of the Owner. All requested projects must be presented to the management contact that the Club has with the Owner. Any such approved changes will become part of the Vollmer and will become the property of the Owner;

10. The Club shall not conduct or advertise any promotional events or special events at the Vollmer without first obtaining the Owner's written consent, which consent may not be unreasonably withheld. The Club is permitted to place five (5) temporary signs in approved areas only during the hours of the rental permit.
11. The Club shall ensure that all equipment owned by the Club, and used at the Vollmer, must meet, or exceed minimum safety standards and be maintained in good operating order. The Owner may request a third-party inspection of the equipment, at the Club's expense.

## **RENTAL CHARGES**

12. The Club agrees to pay to the Owner rental charges for the use of facilities in accordance with the rates set out in the Owner's User Fee By-Law. The Owner shall send notice to the Club of any amendment to the User Fee By-Law, as soon thereafter as practicable.
13. It is further agreed that matters relating to scheduling, payment terms, deposits, insurance and cancellations of facilities will, in the case of Owner facilities be governed by the Owner's Policies and Procedures, as amended from time to time.
14. Additional fees may apply for tournaments and special events, and are governed by the Owner's Policies and Procedures, as amended from time to time.

## **MAINTENANCE**

15. Should the Pond require repairs due to damage caused through fault, negligence or misuse from the Club, the cost of repairs shall be covered in full by the Club.
16. The Town shall maintain the Pond and surrounding area, and shall allow for natural growth areas on the Vollmer.
17. The Town shall make efforts to notify the Club of construction at the Pond that has the potential to cancel or disrupt the Club's activities.

## **SCHEDULING**

18. Scheduling of any Owner facility and the use of any facility equipment will be subject to final approval of the Owner.

## **FORCE MAJEURE**

Despite anything contained in this Agreement, if the Owner is in good faith delayed or hindered in or prevented from the performance of any term of this Agreement by reason of strikes, labour trouble, inability to procure materials or services; power failure; pandemic; governmental laws; regulations or controls; riot; fire; destruction of one or more of its facilities; civil commotion; insurrection; terrorism; invasion; war or warlike operation; act of God or other reason which is not the fault of the party delayed in performing the work or doing the acts required under the terms of this Agreement, then performance of this obligation is excused for the period of the delay.

## **INSURANCE**

The Club shall, at all times throughout the Term, and its own expense, maintain with insurers, Commercial General Liability Insurance for third party bodily injury, personal injury and property damage, to an inclusive limit of Five Million Dollars (\$5,000,000) per occurrence with such policy to provide for the Owner as an additional insured and thirty (30) days written notice of cancellation. The Club shall provide the Owner with a valid Certificate of Insurance that references this Agreement and confirms the foregoing requirements prior to the scheduled use of any facility.

## **INDEMNIFICATION**

The Club agrees to indemnify and hold harmless the Owner and its respective officers, councillors, duly authorized agents, employees and servants from and against all loss or damage and from and against any and all claims, actions, suits or proceedings brought

against any of them for personal injury, property damage, death and any other losses, damages, charges or expenses, including reasonable legal fees, which arise in connection with, or by reason of any act, omission or negligence of the Club or of any occupant, visitor or user present on or about the Vollmer in connection with the Club's activities, other than those matters arising wholly by any act or omission or negligence of the Owner, its agents, contractors, employees, servants or licensees.

**TERM AND CONDITION**

This Agreement shall come into full force and take effect on September 1, 2024 and shall remain in force and effect until August 31, 2029 (the "Term") unless terminated earlier pursuant to the provision herein set out. Failure to pay after two (2) months terminates this agreement. This Agreement may be subject to amendment or renewal upon such terms and conditions as may be mutually agreed in writing by and between the Club and the Municipality

Notwithstanding that the Term of this Agreement is for a period of five (5) years, the parties acknowledge and agree that on or before September 1 of each year of the Term, or any renewal thereof, the parties shall participate in an annual review of the terms of the Agreement and make such amendments hereto as are mutually agreed to be appropriate.

If the Club discontinues operations, changes names or merges with a different organization, this agreement shall be terminated, and a new agreement will be required.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement by the hand of their respective duly authorized signing officers.

**WINDSOR MODEL YACHT CLUB**

\_\_\_\_\_  
Terrance Desjardins, PRESIDENT

I have the authority to bind the  
corporation

**THE CORPORATION OF  
THE TOWN OF LASALLE**

\_\_\_\_\_  
Mayor – Crystal Meloche

\_\_\_\_\_  
Clerk – Jennifer Astrologo