



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

Tuesday, November 14, 2017, 7:00 PM
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

	Pages
A. OPENING BUSINESS	
1. Call to Order and Moment of Silent Reflection	
2. Disclosures of Pecuniary Interest and the General Nature Thereof	
3. Adoption of Minutes	7
RECOMMENDATION That the minutes of the closed and regular meetings of Council held October 24, 2017 BE ADOPTED as presented.	
4. Approval of Payment of Accounts	20
RECOMMENDATION That the Accounts Payable report dated November 14, 2017 BE APPROVED for payment.	
5. Mayors Comments	
B. PRESENTATIONS	
1. PRESENTATION OF CHEQUE FOR SPECIAL OLYMPICS TO CONSTABLE ALISON HUNTER	61
Constable Alison Hunter, LaSalle Police Service to appear before council to receive a cheque for Special Olympics from Mayor Antaya representing the proceeds from the Craft Beer Festival torch run.	
2. PRESENTATION OF A POEM WRITTEN ABOUT THE LATE CONSTABLE ROBERT CARRICK	62
Jody Hall will be present to recite a poem he wrote about the late Constable Robert Carrick	

C. DELEGATIONS

1. BY-LAW 8080

G. Baxter appears before council regarding By-law 8080. A By-law to authorize the execution of a Developer's Subdivision Agreement with 1912844 Ontario Limited (Rauti).

Clerks Note: This By-law is scheduled to be adopted during the By-law stage of the Agenda.

D. PUBLIC MEETINGS AND/OR HEARINGS

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES- OCTOBER 5, 2017 63

RECOMMENDATION

That the recommendations contained in the minutes of the Accessibility Advisory Committee meeting dated October 5, 2017 BE APPROVED.

2. CULTURE & RECREATION/PARKS ADVISORY COMMITTEE MEETING MINUTES - SEPTEMBER 21, 2017 66

RECOMMENDATION

That the recommendations contained in the minutes of the Culture & Recreation/Parks Advisory Committee meeting dated September 21, 2017 BE APPROVED.

3. CULTURE & RECREATION/PARKS ADVISORY COMMITTEE MEETING MINUTES - NOVEMBER 2, 2017 71

RECOMMENDATION

That the recommendations contained in the minutes of the Culture & Recreation/Parks Advisory Committee meeting dated November 2, 2017 BE APPROVED.

4. YOUTH FOCUS GROUP 76

RECOMMENDATION

That the report of the Director of Council Services/Clerk dated October 30, 2017 (CL-21-17) respecting feedback obtained from the first Youth Focus Group held on October 23, 2017 BE RECEIVED and Council Resolution 114/17 BE AMENDED to allow for future feedback from the youth category to be obtained via surveys.

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|----|--|-----|
| 5. | HUMAN RESOURCES POLICIES | 84 |
| | <p>RECOMMENDATION</p> <p>That the report of Human Resources Officer and Human Resources Generalist dated November 8, 2017 (CL-26-17) regarding the newly developed and or revised human resources policies BE APPROVED, and that the previous policies related to Transitional Work Rehabilitation Program CR 367/16, Violence in the Workplace Prevention Policy CR 355/16, and Harassment and Discrimination Prevention Policy CR 355/16 BE RESCINDED.</p> | |
| 6. | BILL 148 FAIR WORKPLACES, BETTER JOBS ACT 2017 | 161 |
| | <p>RECOMMENDATION</p> <p>That the report of the Director of Council Services/Clerk dated November 7, 2017 (CL-23-17) respecting the Association of Municipalities of Ontario's submission to the Standing Committee on Finance and Economic Affairs regarding Bill 148. <i>Fair Workplaces, Better Jobs Act, 2017</i> BE RECEIVED and AMO's position BE SUPPORTED, and further that local MPP's BE REQUESTED to support the position.</p> | |
| 7. | TODD LANE ROUNDABOUT DESIGN AND COST ESTIMATE | 174 |
| | <p>RECOMMENDATION</p> <p>That the report of the Director of Public Works and Manager of Roads and Parks dated November 8, 2017 (PW-36-17) regarding the design of the Todd Lane/Malden Road roundabout reconstruction and tender to complete the landscaping work BE APPROVED and that a steel fabricator be engaged to complete the design and manufacturing of a centerpiece sculpture for the upset limit of \$50,000 BE AUTHORIZED.</p> | |
| 8. | GEESE POPULATION ISSUES | 189 |
| | <p>RECOMMENDATION</p> <p>That the report of the Director of Public Works dated November 9, 2017 (PW-37-17) regarding geese population issues BE RECEIVED and that all future stormwater management ponds be designed and constructed to be naturalized ponds, that Sandwich West Park stormwater management pond continue to be maintained as a naturalized pond and further that Administration BE AUTHORIZED to explore the use of geese repellent at the Vollmer Complex.</p> | |

F. INFORMATION ITEMS TO BE RECEIVED

- | | | |
|----|--|-----|
| 1. | LETTER FROM THE ONTARIO MINISTER OF FINANCE REGARDING CANNABIS LEGALIZATION | 192 |
| | <p>RECOMMENDATION</p> <p>That correspondence received from Minister of Finance Charles Sousa dated October 27, 2017 regarding a safe and sensible framework to govern the lawful use and retail distribution of non-medical cannabis as a carefully controlled substance within the province of Ontario BE RECEIVED.</p> | |

2.	LETTER TO THE MINISTER OF ENVIRONMENT AND CLIMATE CHANGE	196
	RECOMMENDATION That correspondence received from Tracey Ramsey MP dated October 24, 2017 writing to the Minister of Environment and Climate Change regarding the health of our Great Lakes BE RECEIVED.	
3.	ESSEX POWER YOUTH GRANT	198
	RECOMMENDATION That the report of the Director of Culture and Recreation dated November 1, 2017 (R& C 15-17) regarding the 2018 Essex Power Youth in Community Fund BE RECEIVED.	
4.	OCTOBER, 2017 MONTH END FINANCIAL STATEMENTS	200
	RECOMMENDATION That the month end financial statement, capital fund analysis and reserves and reserve fund schedule dated October 31,2017 BE RECEIVED.	
5.	REVIEW OF SUMMER OUTDOOR CONCESSIONS OPERATIONS	209
	RECOMMENDATION That the report from the Director of Culture and Recreation dated November 8th, 2017 (C& R16-17) regarding the 2017 Outdoor Concession Operations BE RECEIVED.	
6.	PROPOSED 2018 BUDGET RELEASE AND HIGHLIGHTS	211
	RECOMMENDATION That the report of the Director of Finance & Treasurer dated November 9th, 2017 (FIN-33-2017) regarding the proposed 2018 Budget Release and Highlights the BE RECEIVED.	
7.	SAFETY GROUP	227
	RECOMMENDATION That the report of Director Council Services/Clerk (CL-20-17) dated October 30, 2017 respecting the Town's participation in the Workplace Safety Prevention Services' Safety Group and resulting rebate in the amount of \$18,151.83 BE RECEIVED.	
8.	BILL 68- MODERNIZING ONTARIO'S MUNICIPAL LEGISLATION ACT	229
	RECOMMENDATION That the report of the Director Council Services/Clerk dated October 30, 2017 (CL-19-17) respecting changes to the Municipal Act, 2001, the Municipal Conflict of Interest Act and Municipal Elections Act through Bill 68, the Modernizing Ontario's Municipal Legislation Act BE RECEIVED.	

9.	RECOGNITION OF LASALLE VOLUNTEERS	233
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Draw for Windsor Symphony Tickets for the Saturday December 16th, 2017 performance of "Holiday Pops".

10.	SUMMARY OF REPORTS TO COUNCIL DATED NOVEMBER 14, 2017	234
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RECOMMENDATION

That the report of the Chief Administrative Officer dated November 14, 2017 being a summary of reports to Council BE RECEIVED.

G.	BY-LAWS	235
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RECOMMENDATION

That the following By-laws BE GIVEN first reading:

8080- A By-law to authorize the execution of a Developer's Subdivision Agreement with 1912844 Ontario Limited (Rauti).

8081- A By-law to authorize the execution of an Extension Agreement between Lee-Anne Knuckle and the Town of LaSalle.

8082- A By-law to accept the donation of Catherine Zieba of Lots 30 to 36, Registered Plan 743.

8083- A By-law to authorize the execution of an agreement with Essex-Windsor Solid Waste authority for the production of 2018 Municipal Collection Calendar.

RECOMMENDATION

That by-law numbers 8080 to 8083 BE GIVEN second reading.

RECOMMENDATION

That by-law numbers 8080 to 8083 BE GIVEN third reading and finally passed.

H. COUNCIL QUESTIONS

I. STATEMENTS BY COUNCIL MEMBERS

J. REPORTS FROM COMMITTEES

K. NOTICES OF MOTION

L. MOTION TO MOVE INTO CLOSED SESSION

M. CONFIRMATORY BY-LAW

N. SCHEDULE OF MEETINGS

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

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

Regular Meeting of Council- December 12, 2017 @7:00pm

Committee of Adjustment- December 13, 2017 @5:30pm

Budget Meeting- December 13, 2017 @9:30am

Budget Meeting- December 14 & 15, 2017 @9:30am (if required)

O. ADJOURNMENT



REPORT OF CLOSED MEETING OF LASALLE TOWN COUNCIL

October 24, 2017
5:00 pm

Members in attendance:

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

Also in attendance:

Kevin Miller, Chief Administrative Officer
Brenda Andreatta, Director of Council Services & Clerk
Joe Milicia, Director of Finance & Treasurer
Agatha Armstrong, Deputy Clerk
Christine Riley, Town Solicitor (regarding item #1)
Peter Marra, Director of Public Works (regarding item #1)
John Leontowicz, Chief of Police (regarding item #2)

Mayor Antaya calls the meeting to order at 5:37 pm.

Disclosures of Pecuniary Interest and the General Nature Thereof

None.

382/17 Renaud/Desjarlais

That Council move into closed session at 5:38 pm to discuss the following items:

1. Security of the property of the Municipality/Advice subject to Solicitor-Client Privilege
Re: Negotiations with Windsor Utility Commission, Water Agreement, Confidential Report
FIN-WUC2-2017, s.239(2)(a)(f).
Carried.
2. Labour Relations Re: Leamington Dispatch RFP, Confidential Report CAO-21-17
s.239(d)
Carried.

Peter Marra, Director of Public Works and Christine Riley, Town Solicitor leave the meeting
at 6:06 pm.

John Leontowicz, Chief of Police enters the meeting at 6:10 pm.

John Leontowicz, Chief of Police leaves the meeting at 6:30 pm.

383/17 Bondy/Burns

That Council move back into public session at 6:30 pm.

Carried.

1. Negotiations with Windsor Utility Commission – Water Agreement

384/17 Desjarlais/Akpata

That the confidential report of the Director of Finance & Treasurer and Town Solicitor dated October 18, 2017 (FIN-WUC2-2017) regarding the status of the Windsor Utilities Commission Water agreement negotiations BE RECEIVED for information purposes and Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

Carried.

2. Leamington Dispatch RFP

385/17 Burns/Meloche

That the confidential report of the Chief Administrative Officer dated October 20, 2017 (CAO-21-17) regarding the Leamington Dispatch Agreement BE RECEIVED and that Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

Carried.

There being no further business, the meeting is adjourned at 6:32 pm.

Mayor – Ken Antaya

Clerk – Brenda Andreatta



THE CORPORATION OF THE TOWN OF LASALLE

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

October 24, 2017

7:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

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

Administration Present: K. Miller, Chief Administrative Officer, B. Andreatta, Director of Council Services & Clerk, J. Milicia, Director of Finance & Treasurer, P. Marra, Director of Public Works, J. Columbus, Director of Culture and Recreation, D. Sutton, Fire Chief, A. Armstrong, Deputy Clerk, D. Hadre, Corporate Communications & Promotions Officer, N. DiGesù, IT Supervisor, and C. Riley, Town Solicitor

Additional Administration Present: D. Langlois, Manager of Finance/Deputy Treasurer, E. Thiessen, Deputy Fire Chief, J. Osbourne, Manager of Engineering, L. Petros, Manager of Water and Wastewater, B. Geary, Manager of Building Services/CBO, M. Abbruzzese, Supervisor of Revenue and A. Burgess, Supervisor of Planning and Development.

A. OPENING BUSINESS

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

None.

3. Adoption of Minutes

386/17

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the minutes of the regular meeting of Council held October 10, 2017 BE ADOPTED as presented.

Carried.

4. Approval of Payment of Accounts

387/17

Moved by: Councillor Meloche

Seconded by: Councillor Burns

That the Accounts Payable report dated October 24, 2017 BE APPROVED for payment.

Carried.

5. Mayors Comments

On October 14th I attended the opening of the Centennial Hub at the corner of Laurier Parkway and Howard Avenue. This Hub connects the trails of Tecumseh, LaSalle and Windsor, and is a gathering point or crossroad for the trail system. Thanks to ERCA, the Rotary Club, County of Essex, and the Town of Tecumseh for this initiative. It was a happy occasion and well attended. The formal festivities were followed by a bike ride along the trail of your choice of either LaSalle or Tecumseh. There appeared to be an equal number of participants from both municipalities.

On October 19th I along with Councillors Desjarlais and Akpata attended the annual Ahmadiyya Muslim Community Annual Banquet at the Caboto Club. Most Essex County Towns and the City of Windsor were represented, and brought greetings from their respective Councils. This is always an empowering evening, filled with fellowship and goodwill. I enjoyed it thoroughly. The Ahmadiyya Society is frequently involved in Community events throughout the region and contributes greatly to the culture of our Community at large.

On October 23rd I briefly attended the "Youth Focus Group" that was held in our Council Chambers. This was an initiative that was championed by Councillor Akpata and designed to get our community youth involved. Although there weren't many in attendance, from the limited time I was there, it appeared that was good discussion and a worthwhile exercise. Thanks also to our staff Brenda Andreatta, Agatha Armstrong, Dawn Hadre and Rosa Miceli for attending and leading the discussion.

Finally, today Deputy Mayor Bondy, Deputy Clerk Agatha Armstrong and myself attended the 2017 Accessibility Workshop held at the Heritage Alliance Church. The keynote speaker was worth the trip. Refereed to as "Unstoppable Tracy", (Tracy Schmitt), this woman, despite various disabilities would put us all to shame. She is the most positive, enriching, empowering person I have ever listened to. She interprets your feelings and translates them into something positive. By far, one of the most entertaining, interesting speakers I have ever listened to. Congratulations to the County of Essex Staff that organized this terrific event.

B. PRESENTATIONS

C. DELEGATIONS

1. BIKE PATH/WALKWAY ON BOUFFARD ROAD (BETWEEN DISPUTED AND MALDEN)

M. Zajac, resident appears before Council to request the addition of a bike path/walkway along Bouffard Road which connects to Laurier Parkway and other trails.

388/17

Moved by: Councillor Burns

Seconded by: Councillor Akpata

That the presentation of M. Zajac regarding bike path/walkway on Bouffard Road (between Disputed and Malden) BE RECEIVED; and that the matter BE REFERRED to the 2018 budget deliberations.

Carried.

D. PUBLIC MEETINGS AND/OR HEARINGS

1. HOLDING ZONE SYMBOL REMOVAL APPLICATION & ALLEY CLOSING- EAST SIDE OF WALES STREET & SOUTH OF POPE

Randy Saccucci and Pietro Laporta (applicant and owner) appear before Council to speak in support of the administrative report recommending the Holding Zone Removal Symbol on approximately 1900 square meters of land located on the south east corner of Pope Avenue and Wales Street currently zoned Residential One Holding R1 "(h)" to permit the construction of two single detached dwellings.

389/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Desjarlais

That the report of the Supervisor of Planning and Development Services dated October 18, 2017 (DS-62-17) regarding the request of Randy Saccucci & Pietro Laporta (applicant and owner) for a Holding Zone Symbol Removal on approximately 1900 square meters of land located on the south east corner of Pope Avenue and Wales Street currently zoned Residential One Holding R1 "(h)" to permit the construction of two Single Detached Dwellings BE APPROVED upon the execution of the corresponding development agreement and that a portion of the alley be closed and purchased to be incorporated into the proposed building lots.

Carried.

2. REZONING APPLICATION

Karl Tanner, Agent appears before Council to speak in support of the administrative report recommending the rezoning of approximately 2.5 hectares of land located along the north side of Judy Recker Drive, south of Laurier Parkway (Bouffard Planning District) to an institutional zone category.

390/17

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the report of the Supervisor of Planning Services dated October 5, 2017 (DS-57-2017) regarding the request of Leptis Magna Development Inc. (Applicant) and Dillon Consulting Limited, Karl Tanner (Agent) to rezone approximately 2.5 hectares of land located along the north side of Judy Recker Drive, south of Laurier Parkway (Bouffard Planning District) to an Institutional Zone category BE APPROVED.

Carried.

3. AMENDED SITE PLAN COTROL APPROVAL

Steve Barron ADA Inc. Architects, Agent appears before Council to speak in support of the administrative report recommending an amended Site Plan Control Approval on the Town Center Plaza located at 5810 & 5844 Malden Road to allow for the construction of a new 2,900 square foot Harvey's/Swiss Chalet restaurant at the Town Centre Plaza.

391/17

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the report of the Supervisor of Planning & Development Services dated October 18, 2017 (DS-63-17) regarding the request of Colliers International / ADA Inc. Architects (Applicant/Agent) and 9310924 Canada Inc. (Registered Owner) for an Amended Site Plan Control Approval on the Town Center Plaza located at 5810 & 5844 Malden Road BE APPROVED IN PRINCIPAL to allow for the construction of a new 2,900 square foot Harvey's/Swiss Chalet restaurant at the Town Centre Plaza subject to execution of an amending site plan control agreement.

Carried.

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. VACANCY REBATE PROGRAM ELIMINATION

392/17

Moved by: Councillor Burns

Seconded by: Deputy Mayor Bondy

That the report of the Supervisor of Revenue dated October 18, 2017 (FIN-31-2017) regarding support for the elimination of the Vacant Unit Property Tax Rebate Program in Essex County commencing for the 2018 taxation year BE APPROVED.

Carried.

2. BYLAW TO APPOINT ANDREW COLUCCI AS A BUILDING INSPECTOR/PLANS EXAMINER

393/17

Moved by: Councillor Desjarlais

Seconded by: Councillor Meloche

That the report of the Chief Building Inspector dated October 17, 2017 (DS-61-2017) recommending that Mr. Andrew Colucci be appointed as a building inspector/plans examiner BE APPROVED and that the corresponding bylaw BE ADOPTED during the bylaw stage of the agenda.

Carried.

3. SECOND SATELLITE FIRE STATION LOCATION OPTIONS AND RADIO COMMUNICATIONS

394/17

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the report of the Chief Administrative Officer dated October 17, 2017 (CAO-20-17) regarding the Second Satellite Fire Station Location Options and Radio Communications Needs BE RECEIVED and that a qualified consultant BE RETAINED to complete a new Fire Master Plan to include a review of all department operations, exploration of service delivery models and to provide a recommended site for the construction of a satellite substation.

Motion is Put and is Lost

In Favour: Councillors Akpata, Meloche and Burns.

Opposed: Deputy Mayor Bondy and Councillors Desjarlais and Renaud.

Moved by: Deputy Mayor Bondy
Seconded by: Councillor Desjarlais

That administration BE DIRECTED to develop the scope and terms of reference for a Request for Proposals for future radio communication needs for Fire and Police Services and the Public Works Department.

Carried.

Councillors Burns and Meloche voting nay.

Moved by: Councillor Akpata
Seconded by: Deputy Mayor Bondy

That administration BE DIRECTED to prepare a report for the 2018 budget deliberations outlining the cost models to implement the current Fire Master Plan together with cost implications of acquiring land for a satellite station.

Carried.

Councillors Burns and Meloche voting nay.

4. ONTARIO MUNICIPAL GHG CHALLENGE FUND APPLICATION

395/17

Moved by: Councillor Renaud
Seconded by: Deputy Mayor Bondy

That the report of the Director of Finance & Treasurer dated October 24, 2017 (FIN-32-2017) recommending the Ontario Municipal GHG (Green House Gas) Challenge Fund Application BE SUPPORTED and that the Town of Tecumseh be the lead applicant in the Municipal GHG Challenge Fund with Essex Power Corporation and the municipalities of LaSalle, Amherstburg and Leamington, and further that up to \$15,000 be allocated in the 2018 budget to support the partnership and application.

Carried.

F. INFORMATION ITEMS TO BE RECEIVED

1. 3RD QUARTER REPORT

396/17

Moved by: Councillor Burns

Seconded by: Councillor Renaud

That the report of the Manager of Finance & Deputy Treasurer and the Supervisor of Accounting dated October 13, 2017 (FIN-29-17) detailing the financial position of the municipality as of the 3rd quarter BE RECEIVED.

Carried.

2. SUMMARY OF REPORTS TO COUNCIL DATED OCTOBER 24, 2017

397/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Renaud

That the report of the Chief Administrative Officer dated October 24, 2017 being a summary of reports to Council BE RECEIVED.

Carried.

3. GOVERNMENT FINANCE OFFICERS ASSOCIATION

398/17

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Bondy

That correspondence received from the Government Finance Officers Association dated August 11, 2017 awarding the Town of LaSalle with the Distinguished Budget Presentation Award BE RECEIVED and congratulations to the Finance Department.

Carried.

4. DOG PARK OPEN HOUSE

399/17

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the report of the Director of Culture and Recreation dated October 17, 2017 (C&R 14-17) regarding the Dog Park open house BE RECEIVED; and that Administration BE DIRECTED to include costing for a Dog Park in the 2018 budget deliberations for consideration.

Carried.

5. MUNICIPAL DRAINAGE PROJECTS- STATUS UPDATES

400/17

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the report of the Manager of Engineering dated October 18, 2017 (PW-35-17) regarding the status update on the Municipal Drainage Projects of the municipality BE RECEIVED.

Carried.

G. BY-LAWS

401/17

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the following By-laws BE GIVEN first reading:

8070- A By-law to amend the Zoning by-law No. 50850, the Town's Comprehensive Zoning By-law, as amended.

8071- A By-law to authorize the execution of a Developer's Site Plan Agreement with Westview Park Luxury Gardens (2006) Inc.

8072- A By-law to authorize the execution of a Developer's Subdivision Agreement with Seven Lakes Home Ltd.

8073- A By-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-law, as amended.

8074- A By-law to deem a portion of Registered Plans 827 and 1007 not to be lands on a registered plan of subdivision for the purposes of Section 50 (3) of the *Planning Act*.

8075- A By-law to stop up, close and sell part of a lane and part of Normandy Street, Registered Plan 830.

8076- A By-law to deem a portion of Registered Plan 830 not to be lands on a registered plan of subdivision for the purposes of Section 50 (3) of the *Planning Act*.

8077- A By-law to appoint Building Inspectors.

8078- A By-law authorizing the execution of an Encroachment Agreement with Plains Midstream Canada ULC.

Carried.

402/17

Moved by: Councillor Meloche

Seconded by: Councillor Desjarlais

That by-law numbers 8070 to 8078 BE GIVEN second reading.

Carried.

403/17

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Burns

That by-law numbers 8070 to 8078 BE GIVEN third reading and finally passed.

Carried.

H. COUNCIL QUESTIONS

None.

I. STATEMENTS BY COUNCIL MEMBERS

Councillor Akpata provides Council with an update on the Youth Focus Group which was held Monday October 23, 2017.

Mayor Antaya advises Council that a meeting has been requested with the Minister of Transportation regarding signage for the Windsor Crossing Outlet Mall on Highway 401.

J. REPORTS FROM COMMITTEES

None.

K. NOTICES OF MOTION

None.

L. MOTION TO MOVE INTO CLOSED SESSION

M. CONFIRMATORY BY-LAW

404/17

Moved by: Councillor Burns

Seconded by: Deputy Mayor Bondy

That Confirmatory By-law 8079 number BE GIVEN first reading.

Carried.

405/17

Moved by: Councillor Meloche

Seconded by: Councillor Desjarlais

That Confirmatory By-law number 8079 BE GIVEN second reading.

Carried.

406/17

Moved by: Councillor Akpata

Seconded by: Councillor Renaud

That Confirmatory By-law number 8079 BE GIVEN third reading and finally passed.

Carried.

N. SCHEDULE OF MEETINGS

Regular Meeting of Council - November 14, 2017 @7:00pm

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

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

Regular Meeting of Council- December 12, 2017 @7:00pm

Committee of Adjustment- December 13, 2017 @5:30pm

O. ADJOURNMENT

Meeting adjourned at the call of the Chair 8:20 pm.

Mayor: Ken Antaya

Deputy Clerk: Agatha Armstrong

TOWN OF LASALLE

ACCOUNTS PAYABLE

COUNCIL REPORT

November 14, 2017

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



AP5060A

Date : Nov 08, 2017

Page : 1
 Time : 10:07 am

Vendor : 000006 To 911511

Batch : All

Cheque Dates : 23-Oct-2017 To 08-Nov-2017

Bank : 1 To 1

Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
230045	2173757 ONTARIO LTD						
22014052073	CONC SUP-VRC	20171023 C	26-Sep-2017	23-Oct-2017	42.22	42.22	0.00
22014052329	CONC SUP-VRC	20171023 C	10-Oct-2017	23-Oct-2017	63.33	63.33	0.00
22014052447	CONC SUP-VRC	20171023 C	16-Oct-2017	23-Oct-2017	63.33	63.33	0.00
22014052587	CONC SUP-VRC	20171107 C	23-Oct-2017	07-Nov-2017	63.33	63.33	0.00
22014052698	CONC SUP-VRC	20171107 C	29-Oct-2017	07-Nov-2017	63.33	63.33	0.00
Supplier Totals :					295.54	295.54	0.00
050060	407 ETR						
713410322	CISO-POL	20171107 P	21-Oct-2017	07-Nov-2017	96.44	96.44	0.00
Supplier Totals :					96.44	96.44	0.00
901267	576678 ALBERTA LTD						
171025	TRAINING-IT	20171031 C	25-Oct-2017	31-Oct-2017	50.07	50.07	0.00
171025-	TRAINING-IT	20171031 C	25-Oct-2017	31-Oct-2017	45.57	45.57	0.00
171026	TRAINING-IT	20171107 C	26-Oct-2017	07-Nov-2017	45.57	45.57	0.00
171031	MTG-PW	20171107 C	31-Oct-2017	07-Nov-2017	43.99	43.99	0.00
Supplier Totals :					185.20	185.20	0.00
010080	A LIFT						
14730706	ANNUAL INSP-FF	20171025 C	05-Oct-2017	25-Oct-2017	217.45	217.45	0.00
Supplier Totals :					217.45	217.45	0.00
010028	AABCO PROPANE INC						
3646948	CYLINDERS-FF	20171023 C	07-Sep-2017	23-Oct-2017	47.75	47.75	0.00
Supplier Totals :					47.75	47.75	0.00
900746	ACKLANDS - GRAINGER INC						
9576542022	RADIO CLIP-FIRE	20171023 C	06-Oct-2017	23-Oct-2017	28.72	28.72	0.00
9594827272	RADIO CLIPS-FIRE	20171107 C	24-Oct-2017	07-Nov-2017	19.39	19.39	0.00
Supplier Totals :					48.11	48.11	0.00
010004	ADVANCE BUSINESS SYSTEMS						
606101	GIS PAPER-ADMIN	20171023 C	28-Jul-2017	23-Oct-2017	196.62	196.62	0.00
610756	COPIER-VRC	20171026 D	19-Sep-2017	26-Oct-2017	2,697.31	2,697.31	0.00

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Invoice No.	Description						
612072	DEVICE MANAGER-IT	20171023 C	01-Oct-2017	23-Oct-2017	135.60	135.60	0.00
612395	COPIERS-IT	20171023 C	04-Oct-2017	23-Oct-2017	1,295.04	1,295.04	0.00
612713	TOSHIBA-POL	20171027 P	05-Oct-2017	27-Oct-2017	60.68	60.68	0.00
Supplier Totals :					4,385.25	4,385.25	0.00
010045	ADVANCED INDUSTRIAL						
171019	CLEAN EXHAUST FANS-VRC	20171025 C	10-Oct-2017	25-Oct-2017	1,412.50	1,412.50	0.00
Supplier Totals :					1,412.50	1,412.50	0.00
903845	ADVANTAGE FARM EQUIPMENT						
M24431	SPRAYER-PARKS	20171025 C	30-Aug-2017	25-Oct-2017	864.20	864.20	0.00
Supplier Totals :					864.20	864.20	0.00
010110	AECOM CANADA LTD C/O						
38275610	SPUCEWOOD WM	20171023 C	28-Sep-2017	23-Oct-2017	1,988.62	1,988.62	0.00
Supplier Totals :					1,988.62	1,988.62	0.00
010068	ALL PROTEX FIRE AND						
8703	CO2-FIRE	20171107 C	23-Oct-2017	07-Nov-2017	26.33	26.33	0.00
Supplier Totals :					26.33	26.33	0.00
900096	ALLEGRA PRINT & IMAGING						
107185	HOODY'S-VRC	20171025 C	19-Oct-2017	25-Oct-2017	646.36	646.36	0.00
107668	WATER BILLS-ADMIN	20171023 C	06-Oct-2017	23-Oct-2017	11,499.67	11,499.67	0.00
107806	CAHILL DRAIN LETTERS	20171107 C	19-Oct-2017	07-Nov-2017	2,386.56	2,386.56	0.00
Supplier Totals :					14,532.59	14,532.59	0.00
010008	ALLSTREAM BUSINESS INC						
18618352	PHONES	20171026 D	10-Oct-2017	26-Oct-2017	1,511.14	1,511.14	0.00
18618353	PHONE-PW	20171023 C	10-Oct-2017	23-Oct-2017	56.61	56.61	0.00
18618355	PHONE-POOL	20171023 C	10-Oct-2017	23-Oct-2017	61.92	61.92	0.00
18618356	PHONE-VRC	20171023 C	10-Oct-2017	23-Oct-2017	319.34	319.34	0.00
18618357	PHONE-POL	20171027 P	10-Oct-2017	27-Oct-2017	842.69	842.69	0.00
Supplier Totals :					2,791.70	2,791.70	0.00
010006	ALPHA-KOR GROUP						

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532031	VEEAM SOFTWARE RENEWAL-IT	20171107 C	30-Oct-2017	07-Nov-2017	5,785.60	5,785.60	0.00
Supplier Totals :					5,785.60	5,785.60	0.00
010063	AMERESCO CONSULTING						
20864	VRC HVAC UPGRADE	20171107 C	30-Sep-2017	07-Nov-2017	181,229.40	181,229.40	0.00
Supplier Totals :					181,229.40	181,229.40	0.00
901286	AMHERSTBURG POLICE						
14	APRIL-JUNE COURT SERV-POL	20171031 P	20-Oct-2017	31-Oct-2017	8,149.05	8,149.05	0.00
15	JULY-SEPT COURT SERV-POL	20171031 P	20-Oct-2017	31-Oct-2017	8,679.23	8,679.23	0.00
Supplier Totals :					16,828.28	16,828.28	0.00
010011	ASSOCIATION OF						
1115	OWMC REG-ANDREATTA/ARMSTRO	20171025 C	17-Oct-2017	25-Oct-2017	450.00	450.00	0.00
2102	WEBINAR-HADRE	20171023 C	10-Oct-2017	23-Oct-2017	158.20	158.20	0.00
Supplier Totals :					608.20	608.20	0.00
010114	ATHLETICA SPORT SYSTEMS						
309215	RUBBER-FF	20171025 C	19-Oct-2017	25-Oct-2017	1,331.14	1,331.14	0.00
Supplier Totals :					1,331.14	1,331.14	0.00
020051	B.K. CORNERSTONE DESIGN						
151659	1030 ALLIANCE	20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
151714	1029 ALLIANCE	20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
151901	1039 MIA ANNE	20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
Supplier Totals :					2,250.00	2,250.00	0.00
020061	BAYSIDE BREWING CO						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	1,225.20	1,225.20	0.00
Supplier Totals :					1,225.20	1,225.20	0.00
020010	BELL CANADA						
1709-10/734-7731	PHONE-SPLASHPAD	20171102 D	07-Oct-2017	02-Nov-2017	53.71	53.71	0.00
1710/734-0813	PHONE-PW	20171026 D	07-Oct-2017	26-Oct-2017	74.49	74.49	0.00
Supplier Totals :					128.20	128.20	0.00
020089	BENSON AUTOPARTS						

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12965754	TIRES-FF	20171025 C	06-Oct-2017	25-Oct-2017	308.72	308.72	0.00
20404383	FILTERS-FF	20171025 C	12-Oct-2017	25-Oct-2017	371.49	371.49	0.00
Supplier Totals :					680.21	680.21	0.00
900712	BETTER LOCKSMITHS						
18160A	KEYS-FF	20171025 C	03-Oct-2017	25-Oct-2017	159.33	159.33	0.00
Supplier Totals :					159.33	159.33	0.00
020031	BLACKBURN RADIO INC						
11196	ADV-CBF	20171023 C	24-Sep-2017	23-Oct-2017	1,107.40	1,107.40	0.00
14256	ADV-CBF	20171023 C	24-Sep-2017	23-Oct-2017	1,220.40	1,220.40	0.00
9076	ADV-CBF	20171023 C	24-Sep-2017	23-Oct-2017	1,107.40	1,107.40	0.00
Supplier Totals :					3,435.20	3,435.20	0.00
020179	BLAIS CONSTRUCTION						
172913	6215 DISPUTED	20171026 D	18-Oct-2017	26-Oct-2017	250.00	250.00	0.00
Supplier Totals :					250.00	250.00	0.00
020182	BOATING ONTARIO						
10222	BOATING ONT CONF-COLUMBUS/MASANO	20171102 D	31-Oct-2017	02-Nov-2017	1,186.50	1,186.50	0.00
Supplier Totals :					1,186.50	1,186.50	0.00
020023	BONDY ELECTRIC LIMITED						
8241	ELECTRICAL-CBF	20171023 C	10-Oct-2017	23-Oct-2017	1,644.15	1,644.15	0.00
Supplier Totals :					1,644.15	1,644.15	0.00
020020	BONDY RILEY KOSKI LLP						
15551	LEGAL FEES-ADMIN	20171023 C	29-Sep-2017	23-Oct-2017	1,628.07	1,628.07	0.00
15582	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	530.55	530.55	0.00
15583	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	551.57	551.57	0.00
15585	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	527.16	527.16	0.00
15586	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	543.66	543.66	0.00
15587	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	602.53	602.53	0.00
15588	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	541.11	541.11	0.00
15589	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	540.27	540.27	0.00

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15590	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	530.55	530.55	0.00
15591	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	563.94	563.94	0.00
15592	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	540.27	540.27	0.00
15593	LEGAL FEES-TAX	20171031 C	13-Oct-2017	31-Oct-2017	543.66	543.66	0.00
15607	LEGAL FEES-TAX	20171031 C	18-Oct-2017	31-Oct-2017	657.11	657.11	0.00
Supplier Totals :					8,300.45	8,300.45	0.00
020070 44662	BRENNER PACKERS LTD CONC SUP-VRC	20171031 C	18-Oct-2017	31-Oct-2017	250.00	250.00	0.00
Supplier Totals :					250.00	250.00	0.00
020157 10132017	BRETT DJ-VRC	20171031 C	13-Oct-2017	31-Oct-2017	250.00	250.00	0.00
Supplier Totals :					250.00	250.00	0.00
020093 1710 CBF	BREW WINDSOR TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	990.00	990.00	0.00
620	CBF	20171026 D	07-Oct-2017	26-Oct-2017	169.50	169.50	0.00
Supplier Totals :					1,159.50	1,159.50	0.00
020180 1701BRUSH	BRUSH [REDACTED]	20171026 D	26-Oct-2017	26-Oct-2017	244.52	244.52	0.00
Supplier Totals :					244.52	244.52	0.00
903397 312069	BSM TECHNOLOGIES LTD MONTHLY CHARGES-IT	20171023 C	01-Oct-2017	23-Oct-2017	703.43	703.43	0.00
Supplier Totals :					703.43	703.43	0.00
020181 310-234889	BUCUR [REDACTED]	20171102 D	02-Nov-2017	02-Nov-2017	41.51	41.51	0.00
Supplier Totals :					41.51	41.51	0.00
020153 904211	BUTCHERS ON THE BLOCK VIP-CBF	20171023 C	07-Oct-2017	23-Oct-2017	452.00	452.00	0.00
Supplier Totals :					452.00	452.00	0.00
903848	CADUCEON ENTERPRISES INC						

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Invoice No.	Description						
17-15280	TESTING-WATER	20171023 C	30-Sep-2017	23-Oct-2017	1,233.45	1,233.45	0.00
Supplier Totals :					1,233.45	1,233.45	0.00
030098	CAMIONS CARL THIBAUT INC						
16-897	TOGGLE SWITCH-FIRE	20171107 C	24-Oct-2017	07-Nov-2017	67.77	67.77	0.00
Supplier Totals :					67.77	67.77	0.00
030012	CANADA POST PAYMENT						
9634773243	CAHILL DRAIN LETTERS	20171107 C	30-Oct-2017	07-Nov-2017	903.13	903.13	0.00
Supplier Totals :					903.13	903.13	0.00
030015	CANADIAN IMPERIAL BANK						
NOV 1/17	PAYROLL REMITTANCES	285	27-Oct-2017	27-Oct-2017	1,185.24	1,185.24	0.00
NOV 8/17	PAYROLL REMITTANCES	294	06-Nov-2017	06-Nov-2017	1,192.40	1,192.40	0.00
OCT 25/17	PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	1,175.11	1,175.11	0.00
Supplier Totals :					3,552.75	3,552.75	0.00
030022	CARDINAL SERVICES GROUP						
560487	SERV CONTRACT-POL	20171027 P	06-Oct-2017	27-Oct-2017	1,310.80	1,310.80	0.00
560488	FIRE CONTRACT-FF	20171023 C	06-Oct-2017	23-Oct-2017	1,059.38	1,059.38	0.00
560489	PW CONTRACT-FF	20171023 C	06-Oct-2017	23-Oct-2017	1,327.75	1,327.75	0.00
560491	RIVERDANCE CONTRACT-FF	20171023 C	06-Oct-2017	23-Oct-2017	276.85	276.85	0.00
560492	TOWNHALL CONTRACT-FF	20171023 C	06-Oct-2017	23-Oct-2017	1,662.51	1,662.51	0.00
Supplier Totals :					5,637.29	5,637.29	0.00
030024	CARRIER CENTERS						
04P428557	BATTERIES-FF	20171025 C	05-Oct-2017	25-Oct-2017	322.05	322.05	0.00
04P428779	UNIT 5610-FF	20171025 C	16-Oct-2017	25-Oct-2017	672.63	672.63	0.00
41498	SALTER	20171023 C	22-Sep-2017	23-Oct-2017	9,039.94	9,039.94	0.00
Supplier Totals :					10,034.62	10,034.62	0.00
030085	CEDAR SIGNS						
48218	NORMANDY BIKE LANES	20171107 C	10-Oct-2017	07-Nov-2017	1,657.95	1,657.95	0.00
Supplier Totals :					1,657.95	1,657.95	0.00
030039	CHECKER INDUSTRIAL LTD						

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90400511	WASH BAY-FF	20171023 C	10-Oct-2017	23-Oct-2017	190.82	190.82	0.00
90400758	HOSE ASSEMBLY-FF	20171025 C	12-Oct-2017	25-Oct-2017	282.50	282.50	0.00
Supplier Totals :					473.32	473.32	0.00
030216	CITY OF WINDSOR						
169501	CYANO KIT-FIRE	20171023 C	06-Oct-2017	23-Oct-2017	808.54	808.54	0.00
Supplier Totals :					808.54	808.54	0.00
030064	COGECO CABLE CANADA INC						
1710 CABLE POL	70614-669462-01-2-01 CABLE-POL	20171027 P	11-Oct-2017	27-Oct-2017	82.48	82.48	0.00
1710 TOWNHALL	70614-675653-01-5-01 CABLE-TOWNHALL	20171023 C	06-Oct-2017	23-Oct-2017	76.82	76.82	0.00
Supplier Totals :					159.30	159.30	0.00
900037	COLBRO						
100204-0	CHAINSAW-ROADS	20171031 C	24-Oct-2017	31-Oct-2017	1,521.23	1,521.23	0.00
100368-0	AERATOR-PARKS	20171107 C	30-Oct-2017	07-Nov-2017	1,022.42	1,022.42	0.00
99788-0	LIGHTS/HEATERS-CBF	20171023 C	11-Oct-2017	23-Oct-2017	1,189.61	1,189.61	0.00
99841-0	BOBCAT-ROADS	20171107 C	13-Oct-2017	07-Nov-2017	316.40	316.40	0.00
Supplier Totals :					4,049.66	4,049.66	0.00
030068	COLONIAL COFFEE						
744710	CONC SUP-VRC	20171031 C	19-Oct-2017	31-Oct-2017	125.59	125.59	0.00
Supplier Totals :					125.59	125.59	0.00
030030	COMMISSIONAIRES						
364816	SEPT 5-16 SECURITY-TOWNHALL	20171023 C	16-Sep-2017	23-Oct-2017	985.32	985.32	0.00
365700	SEPT 18-30 TOWNHALL SECURITY	20171025 C	30-Sep-2017	25-Oct-2017	1,071.41	1,071.41	0.00
Supplier Totals :					2,056.73	2,056.73	0.00
030156	COMPETERS INC						
3845	SOFTWARE-WATER/SEWER	20171023 C	01-Oct-2017	23-Oct-2017	395.50	395.50	0.00
Supplier Totals :					395.50	395.50	0.00
901728	COPY CAT PRINTING LTD						
12197	BUS CARDS-POL	20171027 P	27-Sep-2017	27-Oct-2017	339.00	339.00	0.00
Supplier Totals :					339.00	339.00	0.00

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901854	CORPORATE SECURITY						
1170006909	EVIDENCE BAGS-POL	20171027 P	19-Apr-2017	27-Oct-2017	296.06	296.06	0.00
Supplier Totals :					296.06	296.06	0.00
030084	COUNTRYSIDE HOME HARDWARE						
68138	INSECTICIDE-ROADS	20171023 C	01-Sep-2017	23-Oct-2017	13.55	13.55	0.00
68153	GREASE/FUEL MIX-FIRE	20171023 C	04-Sep-2017	23-Oct-2017	20.88	20.88	0.00
68157	CEMENT-ROADS	20171023 C	05-Sep-2017	23-Oct-2017	82.89	82.89	0.00
68161	STUMP REMOVER-ROADS	20171023 C	06-Sep-2017	23-Oct-2017	15.81	15.81	0.00
68173	CEMENT-ROADS	20171023 C	07-Sep-2017	23-Oct-2017	16.58	16.58	0.00
68181	LEVEL LINE/TWINE-ROADS	20171023 C	08-Sep-2017	23-Oct-2017	31.95	31.95	0.00
68197	PAINT/INSECTICIDE-PARKS	20171023 C	11-Sep-2017	23-Oct-2017	172.72	172.72	0.00
68203	KEYS-FF	20171023 C	12-Sep-2017	23-Oct-2017	13.51	13.51	0.00
68206	LOCKS-FIRE	20171023 C	12-Sep-2017	23-Oct-2017	42.89	42.89	0.00
68216	FUEL MIX/SCREWS-FIRE	20171023 C	13-Sep-2017	23-Oct-2017	12.24	12.24	0.00
68224	ELEC TAPE-FF	20171023 C	14-Sep-2017	23-Oct-2017	9.01	9.01	0.00
68244	THERMOMETER/JOIST HANGERS-FF	20171023 C	15-Sep-2017	23-Oct-2017	19.88	19.88	0.00
68258	CLEANERS-WATER	20171025 C	18-Sep-2017	25-Oct-2017	16.90	16.90	0.00
68261	FUEL MIX-FIRE	20171023 C	18-Sep-2017	23-Oct-2017	22.58	22.58	0.00
68264	CEMENT-ROADS	20171023 C	19-Sep-2017	23-Oct-2017	61.13	61.13	0.00
68266	ANCHORS-FF	20171023 C	19-Sep-2017	23-Oct-2017	21.99	21.99	0.00
68281	PLIERS/GARBAGE CAN-ROADS	20171023 C	20-Sep-2017	23-Oct-2017	143.24	143.24	0.00
68282	CEMENT-ROADS	20171023 C	20-Sep-2017	23-Oct-2017	58.16	58.16	0.00
68289	COMPOUND-ROADS	20171023 C	22-Sep-2017	23-Oct-2017	5.40	5.40	0.00
68301	CABLE-FF	20171023 C	24-Sep-2017	23-Oct-2017	11.96	11.96	0.00
68318	TIMERS-FF	20171023 C	26-Sep-2017	23-Oct-2017	44.61	44.61	0.00
68322	SWITCH PLATE-FF	20171023 C	27-Sep-2017	23-Oct-2017	11.28	11.28	0.00
68327	PAINT SUP-FF	20171025 C	27-Sep-2017	25-Oct-2017	13.49	13.49	0.00
68329	SCREWS-FF	20171023 C	27-Sep-2017	23-Oct-2017	10.94	10.94	0.00
68470	UNIT 107-POL	20171027 P	18-Oct-2017	27-Oct-2017	3.94	3.94	0.00

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Supplier Totals :					877.53	877.53	0.00
030078	COUNTY OF ESSEX						
13126	AMCTO SEMINAR-ADMIN	20171023 C	13-Oct-2017	23-Oct-2017	220.00	220.00	0.00
Supplier Totals :					220.00	220.00	0.00
030121	CPS-ECP						
405560	PROCESSING FEES-POL	20171005 P	20-Sep-2017	05-Oct-2017	25.00	0.00	0.00
Supplier Totals :					25.00	0.00	0.00
030127	CRAFTHEADS BREWING						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	1,191.60	1,191.60	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	240.13	240.13	0.00
Supplier Totals :					1,431.73	1,431.73	0.00
903468	CREATIVE HOMESCAPES						
162316	1340 OUTRAM	20171102 D	31-Oct-2017	02-Nov-2017	200.00	200.00	0.00
Supplier Totals :					200.00	200.00	0.00
030092	CUETS FINANCIAL						
1710 ANDREATA	MTG/TRIBUTE/ACCESS WORKSHOP/VOL REC	20171030 D	09-Oct-2017	30-Oct-2017	544.01	544.01	0.00
1710 ANTAYA	MTG/CONF FLIGHT/ACCM	20171030 D	09-Oct-2017	30-Oct-2017	1,059.68	1,059.68	0.00
1710 BEAULIEU	CHLORINE STRIPS/MTG/WOWWWC	20171030 D	09-Oct-2017	30-Oct-2017	1,097.55	1,097.55	0.00
1710 BRYDON	ANNUAL FEE	20171030 D	09-Oct-2017	30-Oct-2017	25.00	25.00	0.00
1710 COLUMBUS	CONF/CBF/ANNUAL FEE	20171030 D	09-Oct-2017	30-Oct-2017	1,944.72	1,944.72	0.00
1710 FUNARO	MTG/CBF	20171030 D	09-Oct-2017	30-Oct-2017	537.07	537.07	0.00
1710 LEONTOWIC	MTGS/FUEL-POL	20171027 P	09-Oct-2017	27-Oct-2017	160.19	160.19	0.00
1710 MARRA	CONF/TRAINING/MUN ENG MEMBERSHIP	20171030 D	09-Oct-2017	30-Oct-2017	322.05	322.05	0.00
1710 MASANOVIC	ONT REC/ANNUAL FEE	20171030 D	09-Oct-2017	30-Oct-2017	974.20	974.20	0.00
1710 MAZZANTI	HOME DEPOT/ANNUAL FEE/MTG/R&M STAMP	20171030 D	09-Oct-2017	30-Oct-2017	584.72	584.72	0.00
1710 MILICIA	MTG/SIRIUS INTERNET/TRAINING-MIDDL	20171030 D	09-Oct-2017	30-Oct-2017	483.36	483.36	0.00
1710 MILLER	CONF/FACEBOOK/CONSTAN T CONT	20171030 D	09-Oct-2017	30-Oct-2017	1,013.63	1,013.63	0.00
1710 PETROS	MOE/ASSC OF ROAD SUP	20171030 D	09-Oct-2017	30-Oct-2017	2,142.05	2,142.05	0.00
1710 SCANLAN	CONF FLIGHT/TRAINING/ANNUAL	20171027 P	09-Oct-2017	27-Oct-2017	524.99	524.99	0.00

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1710 SILANI	CONF CANCELLATIONS	20171030 D	09-Oct-2017	30-Oct-2017	-595.37	-595.37	0.00
1710 SUTTON	MTG/NFPA	20171030 D	09-Oct-2017	30-Oct-2017	195.45	195.45	0.00
1710 THIESSEN	TRAINING/MTG/OFF SUP	20171030 D	09-Oct-2017	30-Oct-2017	397.49	397.49	0.00
1710 TURNBULL	FACEBOOK/BESTBUY/ZEHR S	20171030 D	09-Oct-2017	30-Oct-2017	711.32	711.32	0.00
Supplier Totals :					12,122.11	12,122.11	0.00
030094	CULLIGAN WATER						
2410687	WATER-FIRE	20171023 C	02-Oct-2017	23-Oct-2017	67.80	67.80	0.00
6799260	WATER-ADMIN	20171107 C	31-Oct-2017	07-Nov-2017	27.06	27.06	0.00
6888260	WATER-VRC	20171023 C	30-Sep-2017	23-Oct-2017	33.90	33.90	0.00
6952860	WATER-POL	20171107 P	31-Oct-2017	07-Nov-2017	33.90	33.90	0.00
6977250	WATER-ADMIN	20171107 C	31-Oct-2017	07-Nov-2017	33.90	33.90	0.00
6977290	WATER-ADMIN	20171107 C	31-Oct-2017	07-Nov-2017	39.49	39.49	0.00
6977300	WATER-FF	20171107 C	31-Oct-2017	07-Nov-2017	28.25	28.25	0.00
Supplier Totals :					264.30	264.30	0.00
040125	DARYLS HI-N-R-G BARS						
86083	PROTEIN BARS-VRC	20171107 C	11-Oct-2017	07-Nov-2017	136.08	136.08	0.00
Supplier Totals :					136.08	136.08	0.00
903760	DAVTECH ANALYTICAL						
98512	RADAR-POL	20171027 P	18-Oct-2017	27-Oct-2017	134.10	134.10	0.00
98513	RADAR-POL	20171027 P	18-Oct-2017	27-Oct-2017	221.91	221.91	0.00
Supplier Totals :					356.01	356.01	0.00
040079	DEPENDABLE EMERGENCY						
P82494	TOWER FILTERS-FIRE	20171023 C	06-Sep-2017	23-Oct-2017	161.59	161.59	0.00
Supplier Totals :					161.59	161.59	0.00
040015	DILLON CONSULTING LIMITED						
173192	BOUFFARD HOWARD FLOOD	20171023 C	21-Sep-2017	23-Oct-2017	7,830.09	7,830.09	0.00
174259	FRONT RD BRIDGE	20171025 C	17-Oct-2017	25-Oct-2017	8,606.87	8,606.87	0.00
174596	DRAINAGE REPORTS	20171107 C	24-Oct-2017	07-Nov-2017	7,169.29	7,169.29	0.00
Supplier Totals :					23,606.25	23,606.25	0.00

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040147	DINUNZIO PROTECTION						
170	SECURITY-CBF	20171023 C	13-Oct-2017	23-Oct-2017	1,260.00	1,260.00	0.00
Supplier Totals :					1,260.00	1,260.00	0.00
900882	DOMINION TREE SERVICE						
5906	TREE REMOVAL-ROADS	20171107 C	25-Oct-2017	07-Nov-2017	2,542.50	2,542.50	0.00
5910	TREE REMOVAL-ROADS	20171107 C	02-Oct-2017	07-Nov-2017	3,164.00	3,164.00	0.00
Supplier Totals :					5,706.50	5,706.50	0.00
040004	DONLON						
TL2017-1	CUTTINGS-ROADS/MOVE TRAILER-SF	20171023 C	03-Oct-2017	23-Oct-2017	11,846.44	11,846.44	0.00
Supplier Totals :					11,846.44	11,846.44	0.00
040067	DOUGALL AVENUE VETERINARY						
012	CAT VOUCHER FC020/FC021	20171031 C	10-Oct-2017	31-Oct-2017	100.00	100.00	0.00
Supplier Totals :					100.00	100.00	0.00
040144	DR. JAY McGRORY						
171010-12 TRAINII	PEER SUPPORT-POL	20171027 P	17-Oct-2017	27-Oct-2017	1,500.00	1,500.00	0.00
Supplier Totals :					1,500.00	1,500.00	0.00
050047	EAGLE OFFICE FURNISHINGS						
51763	CHAIRS-VRC	20171107 C	19-Sep-2017	07-Nov-2017	534.49	534.49	0.00
Supplier Totals :					534.49	534.49	0.00
050053	ELACHKAR						
161967		20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
Supplier Totals :					750.00	750.00	0.00
050013	ELECTROZAD SUPPLY CO. LTD						
S3220462.001	BULBS-ROADS	20171025 C	20-Oct-2017	25-Oct-2017	90.95	90.95	0.00
S3221860.001	BULBS-FF	20171107 C	25-Oct-2017	07-Nov-2017	185.09	185.09	0.00
S3221860.002	BULBS-FF	20171107 C	31-Oct-2017	07-Nov-2017	109.95	109.95	0.00
Supplier Totals :					385.99	385.99	0.00
050017	ENWIN UTILITIES						
1709/38147-00	WATER CONSUMPTION	20171026 D	03-Oct-2017	27-Oct-2017	5,255.59	5,255.59	0.00

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1709/44624-00	WATER CONSUMPTION	20171026 D	03-Oct-2017	27-Oct-2017	12,535.06	12,535.06	0.00
1709/44686-00	WATER CONSUMPTION	20171026 D	03-Oct-2017	27-Oct-2017	17,873.16	17,873.16	0.00
1709/50138-00	WATER CONSUMPTION	20171026 D	03-Oct-2017	27-Oct-2017	20,776.02	20,776.02	0.00
1709/67578-00	WATER CONSUMPTION	20171026 D	03-Oct-2017	27-Oct-2017	50,300.45	50,300.45	0.00
1709/85729-00	WATER CONSUMPTION	20171026 D	03-Oct-2017	27-Oct-2017	92,528.63	92,528.63	0.00
1709/94641-00	TS MATCHETTE	20171026 D	19-Sep-2017	26-Oct-2017	20.20	20.20	0.00
1710/109062-00	WATER CONSUMPTION	20171026 D	18-Oct-2017	26-Oct-2017	1,701.36	1,701.36	0.00
1710/38147-00	WATER CONSUMPTION	20171026 D	18-Oct-2017	26-Oct-2017	11,952.06	11,952.06	0.00
1710/44624-00	WATER CONSUMPTION	20171026 D	18-Oct-2017	26-Oct-2017	484.57	484.57	0.00
1710/44686-00	WATER CONSUMPTION	20171026 D	18-Oct-2017	26-Oct-2017	10,856.26	10,856.26	0.00
1710/50138-00	WATER CONSUMPTION	20171026 D	18-Oct-2017	26-Oct-2017	12,008.73	12,008.73	0.00
1710/67578-00	WATER CONSUMPTION	20171026 D	18-Oct-2017	26-Oct-2017	30,866.18	30,866.18	0.00
1710/85729-00	WATER CONSUMPTION	20171026 D	18-Oct-2017	26-Oct-2017	14,600.47	14,600.47	0.00
1710/94641-00	TS MATCHETTE	20171031 C	17-Oct-2017	31-Oct-2017	20.28	20.28	0.00
Supplier Totals :					281,779.02	281,779.02	0.00
050007	ERGONOW INC						
2831	CUSHIONS-POL	20171027 P	03-Oct-2017	27-Oct-2017	327.70	327.70	0.00
Supplier Totals :					327.70	327.70	0.00
902228	ESSEX FREE PRESS LIMITED						
62859	ADV-CBF	20171023 C	25-Sep-2017	23-Oct-2017	153.32	153.32	0.00
Supplier Totals :					153.32	153.32	0.00
050025	ESSEX LINEN SUPPLY						
412848	TOWELS-FIRE	20171023 C	04-Oct-2017	23-Oct-2017	46.39	46.39	0.00
413742	TOWELS-FIRE	20171023 C	11-Oct-2017	23-Oct-2017	47.23	47.23	0.00
413746	TOWELS/MATS-FF	20171025 C	11-Oct-2017	25-Oct-2017	98.43	98.43	0.00
414566	TOWELS-FIRE	20171107 C	18-Oct-2017	07-Nov-2017	35.82	35.82	0.00
414543	TOWELS-FIRE	20171107 C	25-Oct-2017	07-Nov-2017	27.12	27.12	0.00
414547	MATS/TOWELS-FF	20171107 C	25-Oct-2017	07-Nov-2017	98.43	98.43	0.00
Supplier Totals :					353.42	353.42	0.00

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050026	ESSEX POWER SERVICES						
JC10129	STREET LIGHT REPAIR	20171025 C	30-Sep-2017	25-Oct-2017	1,956.17	1,956.17	0.00
Supplier Totals :					1,956.17	1,956.17	0.00
050027	ESSEX POWERLINES						
1710/232192-00	STREET LIGHTS	20171026 D	18-Oct-2017	26-Oct-2017	19,447.24	19,447.24	0.00
1710/243215-00	TS HURON LN & TODD	20171026 D	18-Oct-2017	26-Oct-2017	230.17	230.17	0.00
1710/243455-00	SL MALDEN	20171026 D	18-Oct-2017	26-Oct-2017	194.63	194.63	0.00
1710/243493-00	TS HWY 18/LAURIER	20171026 D	18-Oct-2017	26-Oct-2017	230.17	230.17	0.00
1710/243546-01	PS 16	20171102 D	10-Oct-2017	02-Nov-2017	110.22	110.22	0.00
1710/243555-01	PS 1	20171026 D	18-Oct-2017	26-Oct-2017	5,257.66	5,257.66	0.00
1710/243599-00	TS LAURIER	20171026 D	18-Oct-2017	26-Oct-2017	38.01	38.01	0.00
1710/243696-00	TS REAUME	20171026 D	18-Oct-2017	26-Oct-2017	38.01	38.01	0.00
1710/244146-00	TS BOUFFARD	20171026 D	18-Oct-2017	26-Oct-2017	38.01	38.01	0.00
1710/244199-00	TS MALDEN	20171026 D	18-Oct-2017	26-Oct-2017	357.23	357.23	0.00
1710/244200-00	TS MALDEN	20171026 D	18-Oct-2017	26-Oct-2017	357.23	357.23	0.00
1710/244201-00	TS MALDEN	20171026 D	18-Oct-2017	26-Oct-2017	357.23	357.23	0.00
1710/244335-00	TS HURON LN/NORMANDY	20171026 D	18-Oct-2017	26-Oct-2017	39.93	39.93	0.00
1710/244336-00	TS MARTIN/FRONT	20171026 D	18-Oct-2017	26-Oct-2017	49.84	49.84	0.00
1710/244337-00	TS VICTORY/FRONT	20171026 D	18-Oct-2017	26-Oct-2017	39.93	39.93	0.00
1710/244358-00	TS INTERNATIONAL/FRONT	20171026 D	18-Oct-2017	26-Oct-2017	223.97	223.97	0.00
1710/244816-00	TS SPRUCEWOOD	20171026 D	18-Oct-2017	26-Oct-2017	69.19	69.19	0.00
1710/244959-00	TS MATCHETTE	20171026 D	18-Oct-2017	26-Oct-2017	69.19	69.19	0.00
1710/246961-00	HYDRO-VRC	20171102 D	18-Oct-2017	02-Nov-2017	71,838.60	71,838.60	0.00
1710/248886-00	TS HURON CHURCH	20171026 D	18-Oct-2017	26-Oct-2017	85.46	85.46	0.00
1710/248887-00	TS HURON CHURCH	20171026 D	18-Oct-2017	26-Oct-2017	79.64	79.64	0.00
1710/250306-00	HYDRO-PW	20171102 D	18-Oct-2017	02-Nov-2017	5,127.84	5,127.84	0.00
1710/250685-00	HYDRO-TOWNHALL	20171102 D	18-Oct-2017	02-Nov-2017	20,074.80	20,074.80	0.00
Supplier Totals :					124,354.20	124,354.20	0.00

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JC7064	CROSSWALK-WYOMING PATH	20171023 C	16-Oct-2017	23-Oct-2017	857.10	857.10	0.00
JC7065	TRAFFIC FEED-WYOMING PATH	20171023 C	16-Oct-2017	23-Oct-2017	857.10	857.10	0.00
JC7066	TRAFFIC FEED-WYOMING PATH	20171023 C	16-Oct-2017	23-Oct-2017	857.10	857.10	0.00
Supplier Totals :					2,571.30	2,571.30	0.00
050032	ESSEX REGION						
11851	4TH QUARTER LEVY	20171023 C	01-Oct-2017	23-Oct-2017	60,684.25	60,684.25	0.00
Supplier Totals :					60,684.25	60,684.25	0.00
050035	ESSEX TERMINAL RAILWAY CO						
18259-IN	RAILWAY MAINT	20171025 C	01-Oct-2017	25-Oct-2017	2,081.79	2,081.79	0.00
Supplier Totals :					2,081.79	2,081.79	0.00
050045	ESSEX WINDSOR SOLID WASTE						
25699	RES WASTE PICKUP	20171023 C	30-Sep-2017	23-Oct-2017	26,811.07	26,811.07	0.00
25706	YARD WASTE PICKUP	20171023 C	30-Sep-2017	23-Oct-2017	5,023.20	5,023.20	0.00
9334	SEPT FIXED COSTS	20171023 C	30-Sep-2017	23-Oct-2017	46,103.00	46,103.00	0.00
9341	JULY-SEPT WHITE GOODS PICKUP	20171023 C	05-Oct-2017	23-Oct-2017	1,566.09	1,566.09	0.00
Supplier Totals :					79,503.36	79,503.36	0.00
060009	FALLS WHOLESALE LIMITED						
53192	CONC SUP-VRC	20171025 C	13-Oct-2017	25-Oct-2017	550.23	550.23	0.00
53193	CONC SUP-VRC	20171023 C	13-Oct-2017	23-Oct-2017	660.97	660.97	0.00
Supplier Totals :					1,211.20	1,211.20	0.00
000006	FAMILY RESPONSIBILITY						
NOV 1/17	PAYROLL REMITTANCES	285	27-Oct-2017	27-Oct-2017	243.46	243.46	0.00
NOV 8/17	PAYROLL REMITTANCES	294	06-Nov-2017	06-Nov-2017	243.46	243.46	0.00
OCT 25/17	PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	243.46	243.46	0.00
Supplier Totals :					730.38	730.38	0.00
060005	FASTENAL CANADA						
ONWIN289490	PIN BELTS-FF	20171025 C	12-Oct-2017	25-Oct-2017	83.36	83.36	0.00
Supplier Totals :					83.36	83.36	0.00
060083	FERNANDES						

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300-06100	[REDACTED]	20171102 D	02-Nov-2017	02-Nov-2017	957.43	957.43	0.00
Supplier Totals :					957.43	957.43	0.00
900686	FESTIVAL TENT & PARTY						
105514	WASHROOMS-PARKS	20171023 C	30-Sep-2017	23-Oct-2017	714.16	714.16	0.00
105515	WASHROOMS-PARKS	20171023 C	30-Sep-2017	23-Oct-2017	777.44	777.44	0.00
105516	WASHROOMS-PARKS	20171023 C	30-Sep-2017	23-Oct-2017	162.72	162.72	0.00
105754	WASHROOMS-PARKS	20171025 C	20-Oct-2017	25-Oct-2017	81.36	81.36	0.00
105955	WASHROOMS-PARKS	20171107 C	31-Oct-2017	07-Nov-2017	535.62	535.62	0.00
Supplier Totals :					2,271.30	2,271.30	0.00
901627	FESTIVALS & EVENTS						
FEO1781-104	MEMBERSHIP-CBF	20171107 C	01-Aug-2017	07-Nov-2017	135.60	135.60	0.00
FEO1781-172	MEMBERSHIP-SF	20171107 C	01-Aug-2017	07-Nov-2017	310.75	310.75	0.00
Supplier Totals :					446.35	446.35	0.00
903821	FIRE MARSHAL'S PUBLIC						
149681	FIRE PREV GROWTH CHARTS-FIRE	20171023 C	29-Sep-2017	23-Oct-2017	884.23	884.23	0.00
Supplier Totals :					884.23	884.23	0.00
060018	FIX AUTO WINDSOR EAST						
4022	UNIT 48-POL	20171027 P	08-Aug-2017	27-Oct-2017	1,130.00	1,130.00	0.00
Supplier Totals :					1,130.00	1,130.00	0.00
901037	FLAGHOUSE INC						
V016010801011	CHECKERS/LAWN DICE-VRC	20171023 C	14-Sep-2017	23-Oct-2017	246.25	246.25	0.00
V016010801029	GIANT TOWER-VRC	20171023 C	14-Sep-2017	23-Oct-2017	301.48	301.48	0.00
Supplier Totals :					547.73	547.73	0.00
060075	FRANK BREWING COMPANY						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	1,358.40	1,358.40	0.00
Supplier Totals :					1,358.40	1,358.40	0.00
901236	Friars						
1701FRIARS	[REDACTED]	20171026 D	26-Oct-2017	26-Oct-2017	100.00	100.00	0.00
Supplier Totals :					100.00	100.00	0.00

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901689	GIGNAC						
1701GIGNAC		20171026 D	26-Oct-2017	26-Oct-2017	202.64	202.64	0.00
Supplier Totals :					202.64	202.64	0.00
070122	GL HERITAGE BREWING CO						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	757.20	757.20	0.00
Supplier Totals :					757.20	757.20	0.00
903197	GRAND & TOY						
L593247	OFF SUP-POL	20171027 P	11-Oct-2017	27-Oct-2017	555.47	555.47	0.00
L619729	OFF SUP-POL	20171027 P	18-Oct-2017	27-Oct-2017	156.39	156.39	0.00
Supplier Totals :					711.86	711.86	0.00
070010	GREAT LAKES SAFETY						
299213	SCBA-POL	20171027 P	19-Oct-2017	27-Oct-2017	33.90	33.90	0.00
299405	GLASSES-FIRE	20171107 C	24-Oct-2017	07-Nov-2017	138.31	138.31	0.00
299590	EAR PLUGS/GLOVES-FF	20171107 C	27-Oct-2017	07-Nov-2017	112.72	112.72	0.00
Supplier Totals :					284.93	284.93	0.00
070012	GREEN SHIELD CANADA						
NOVEMBER 2017	NOVEMBER 2017	20171026 D	26-Oct-2017	26-Oct-2017	100,888.25	100,888.25	0.00
Supplier Totals :					100,888.25	100,888.25	0.00
070039	GREENACRE						
1701GREENACRE		20171026 D	26-Oct-2017	26-Oct-2017	241.94	241.94	0.00
Supplier Totals :					241.94	241.94	0.00
900564	GUARDIAN FENCE						
7820	FENCE-CBF	20171025 C	11-Oct-2017	25-Oct-2017	2,027.22	2,027.22	0.00
Supplier Totals :					2,027.22	2,027.22	0.00
080003	HANDI-TRANSIT						
170901-30	TRANSPORTATION	20171023 C	02-Oct-2017	23-Oct-2017	3,515.60	3,515.60	0.00
Supplier Totals :					3,515.60	3,515.60	0.00
080008	HEATON SANITATION LTD						
31048	VACUUM CB/BELL LINE-KELLY RD-ROADS/FF	20171107 C	26-Oct-2017	07-Nov-2017	1,130.00	1,130.00	0.00

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31289	SERV PS-SEWER	20171023 C	05-Oct-2017	23-Oct-2017	3,382.09	3,382.09	0.00
31336	WATERMAIN BREAK-WATER	20171025 C	18-Oct-2017	25-Oct-2017	3,079.25	3,079.25	0.00
31347	FLUSH MANHOLES-SEWER	20171107 C	30-Oct-2017	07-Nov-2017	2,034.00	2,034.00	0.00
31363	EXCAVATE HOLE-SEWER	20171031 C	23-Oct-2017	31-Oct-2017	904.00	904.00	0.00
31663	EXCAVATE HOLES-WATER/SEWER	20171023 C	28-Sep-2017	23-Oct-2017	2,034.00	2,034.00	0.00
31672	EXCAVATE HOLES-SEWER	20171023 C	05-Oct-2017	23-Oct-2017	1,808.00	1,808.00	0.00
Supplier Totals :					14,371.34	14,371.34	0.00
080041	HIGHLANDER BREW CO						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	772.80	772.80	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	240.12	240.12	0.00
Supplier Totals :					1,012.92	1,012.92	0.00
080022	HOLLAND CLEANING						
424455	CUSTODIAL SUP-FF	20171025 C	19-Jul-2017	25-Oct-2017	61.59	61.59	0.00
426029	CUSTODIAL SUP-FF	20171025 C	11-Aug-2017	25-Oct-2017	170.60	170.60	0.00
430781	REPAIR SCRUBBER-FF	20171023 C	05-Oct-2017	23-Oct-2017	383.19	383.19	0.00
430800	CUSTODIAL SUP-FF	20171023 C	05-Oct-2017	23-Oct-2017	109.73	109.73	0.00
430939	RECYCLE STATION-FF	20171023 C	06-Oct-2017	23-Oct-2017	2,260.00	2,260.00	0.00
430977	CUSTODIAL SUP-FF	20171023 C	06-Oct-2017	23-Oct-2017	198.36	198.36	0.00
432371	CUSTODIAL SUP-FF	20171107 C	25-Oct-2017	07-Nov-2017	1,297.32	1,297.32	0.00
Supplier Totals :					4,480.79	4,480.79	0.00
080026	HOLLANDIA GARDENS LTD						
93593	CHLORINE-FF	20171107 C	21-Oct-2017	07-Nov-2017	771.75	771.75	0.00
93687	REPAIR DIVE POOL-VRC	20171107 C	26-Oct-2017	07-Nov-2017	454.26	454.26	0.00
93723	CPO COURSE-PW	20171107 C	30-Oct-2017	07-Nov-2017	945.81	945.81	0.00
Supplier Totals :					2,171.82	2,171.82	0.00
080107	HURRICANE SMS INC						
15267	FLUSH STORM LINE-SEWER	20171025 C	11-Oct-2017	25-Oct-2017	1,582.00	1,582.00	0.00
Supplier Totals :					1,582.00	1,582.00	0.00
080070	HYDRO ONE NETWORKS INC						

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1710/20009349200	RIVER CANARD CENTRE	20171026 D	12-Oct-2017	26-Oct-2017	54.32	54.32	0.00
1711/20006904396	SL MALDEN	20171107 C	01-Nov-2017	07-Nov-2017	77.62	77.62	0.00
Supplier Totals :					131.94	131.94	0.00
090013 PGY0209	IRON MOUNTAIN CANADA SHREDDING-VRC	20171023 C	30-Sep-2017	23-Oct-2017	6.78	6.78	0.00
PGY0210	SHREDDING-PW	20171025 C	30-Sep-2017	25-Oct-2017	6.78	6.78	0.00
PGY0211	SHREDDING-ADMIN	20171023 C	30-Sep-2017	23-Oct-2017	19.14	19.14	0.00
PJL6380	SHREDDING-ADMIN	20171107 C	31-Oct-2017	07-Nov-2017	19.14	19.14	0.00
Supplier Totals :					51.84	51.84	0.00
090035 177904	ISLAND VIEW MARINA WINTERIZE-POL	20171107 P	24-Oct-2017	07-Nov-2017	746.23	746.23	0.00
Supplier Totals :					746.23	746.23	0.00
100001 162100	J RAUTI CUSTOM HOMES LTD 146 ULSTER	20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
Supplier Totals :					750.00	750.00	0.00
130030 RJ07908	JOE MELOCHE FORD SALES UNIT 106-POL	20171027 P	13-Oct-2017	27-Oct-2017	2,524.51	2,524.51	0.00
Supplier Totals :					2,524.51	2,524.51	0.00
030019 5300326999	K+S WINDSOR SALT LTD SALT	20171031 C	25-Oct-2017	31-Oct-2017	5,818.94	5,818.94	0.00
5300327908	SALT	20171107 C	27-Oct-2017	07-Nov-2017	20,021.14	20,021.14	0.00
5300328172	SALT	20171107 C	30-Oct-2017	07-Nov-2017	8,401.47	8,401.47	0.00
Supplier Totals :					34,241.55	34,241.55	0.00
110003 102014483-1	KELCOM DEC-OCT RADIO AIRTIME-FIRE	20171107 C	23-Oct-2017	07-Nov-2017	31,501.58	31,501.58	0.00
Supplier Totals :					31,501.58	31,501.58	0.00
110004 574527-OW	KELCOM PHONES-PW/CS	20171025 C	17-Oct-2017	25-Oct-2017	248.60	248.60	0.00
574542-OW	CASES-PW/CS	20171025 C	17-Oct-2017	25-Oct-2017	91.51	91.51	0.00

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Invoice No.	Description						
575263-OW	PHONE CASES-PW/CS	20171107 C	25-Oct-2017	07-Nov-2017	116.90	116.90	0.00
Supplier Totals :					457.01	457.01	0.00
110003	KELCOM						
80008081	NOV-DEC 2017 RADIO AIRTIME-FIRE	20171107 C	16-Oct-2017	07-Nov-2017	3,000.15	3,000.15	0.00
Supplier Totals :					3,000.15	3,000.15	0.00
110005	KELCOM VOICE & DATA						
127109	UPGRADE LICENSES-IT	20171023 C	28-Sep-2017	23-Oct-2017	758.23	758.23	0.00
Supplier Totals :					758.23	758.23	0.00
110034	KELCOM-REVOLUTIONIP						
363283	PHONES-IT	20171031 C	24-Oct-2017	31-Oct-2017	138.99	138.99	0.00
Supplier Totals :					138.99	138.99	0.00
110006	KENWIL SERVICES						
12359	VRC SERV CONTRACT	20171107 C	10-Oct-2017	07-Nov-2017	904.00	904.00	0.00
12360	VRC SERV CONTRACT	20171107 C	10-Oct-2017	07-Nov-2017	1,661.10	1,661.10	0.00
12383	REPLACE OUTDOOR LIGHTS-FF	20171023 C	28-Sep-2017	23-Oct-2017	321.16	321.16	0.00
12384	REPAIRS IN POOL RM-VRC	20171023 C	28-Sep-2017	23-Oct-2017	1,349.22	1,349.22	0.00
12385	INSTALL LIGHTS-FF	20171023 C	27-Sep-2017	23-Oct-2017	1,311.59	1,311.59	0.00
12406	REPLACE POOLPAK FILTERS-FF	20171023 C	28-Sep-2017	23-Oct-2017	3,103.53	3,103.53	0.00
12428	REPAIR HEATER-POOL	20171023 C	08-Sep-2017	23-Oct-2017	477.88	477.88	0.00
12433	REPLACE DRAIN COVERS-FF	20171023 C	28-Sep-2017	23-Oct-2017	1,808.97	1,808.97	0.00
12445	REPAIR KEY SWITCHES AND STOP BUTTONS-VRC	20171023 C	15-Sep-2017	23-Oct-2017	3,296.09	3,296.09	0.00
12455	ADJUST HOT WATER-FF	20171023 C	20-Sep-2017	23-Oct-2017	169.50	169.50	0.00
Supplier Totals :					14,403.04	14,403.04	0.00
110015	KINGSVILLE ROOFING (2011)						
2847	FIRE ROOF REPAIR-FF	20171023 C	05-Oct-2017	23-Oct-2017	508.50	508.50	0.00
Supplier Totals :					508.50	508.50	0.00
110054	KODIAK DEFENCE INC						
96	RIFLES-POL	20171031 P	05-Oct-2017	31-Oct-2017	4,017.15	4,017.15	0.00
Supplier Totals :					4,017.15	4,017.15	0.00

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110013	KRAUTNER JANITORIAL						
2017-09-04	SEPT SERV-FIRE	20171025 C	30-Sep-2017	25-Oct-2017	1,753.76	1,753.76	0.00
2017-09-05	SEPT SERV-POL	20171025 P	30-Sep-2017	25-Oct-2017	5,487.85	5,487.85	0.00
2017-09-06	SEPT SERV-CONC BLDG	20171025 C	30-Sep-2017	25-Oct-2017	1,572.59	1,572.59	0.00
2017-09-08	SEPT SERV-TOWNHALL	20171025 C	30-Sep-2017	25-Oct-2017	14,320.87	14,320.87	0.00
Supplier Totals :					23,135.07	23,135.07	0.00
120134	LACKNER						
1711 REFUND	RCMP FEE-POL	20171107 P	03-Nov-2017	07-Nov-2017	25.00	25.00	0.00
Supplier Totals :					25.00	25.00	0.00
903988	LAKELAND HOMES LTD						
162015	1305 OUTRAM	20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
Supplier Totals :					750.00	750.00	0.00
120012	LAPICO CUSTOM HOMES						
161980	3559 SEVEN LAKES	20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
Supplier Totals :					750.00	750.00	0.00
120132	LASALLE ANIMAL HOSPITAL						
02	CAT VOUCHER 014	20171107 C	21-Oct-2017	07-Nov-2017	50.00	50.00	0.00
03	CAT VOUCHER 037/040	20171107 C	24-Oct-2017	07-Nov-2017	100.00	100.00	0.00
Supplier Totals :					150.00	150.00	0.00
120084	LASALLE HANGOUT FOR YOUTH						
1710 RENT	RENT-STRAT PLAN	20171026 D	26-Oct-2017	26-Oct-2017	967.58	967.58	0.00
Supplier Totals :					967.58	967.58	0.00
120013	LASALLE POST						
37271	ADV-CBF	20171023 C	06-Oct-2017	23-Oct-2017	102.83	102.83	0.00
37294	OCT 18 COMM OF ADJ-DSI	20171023 C	06-Oct-2017	23-Oct-2017	93.23	93.23	0.00
37318	WATER BILLS-ADMIN	20171023 C	13-Oct-2017	23-Oct-2017	87.01	87.01	0.00
37319	HEALTH EXPO-VRC	20171023 C	13-Oct-2017	23-Oct-2017	87.01	87.01	0.00
37346	BUDGET MTG	20171031 C	20-Oct-2017	31-Oct-2017	298.32	298.32	0.00
37347	VOL FIREFIGHTERS-FIRE	20171107 C	20-Oct-2017	07-Nov-2017	186.45	186.45	0.00

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37454	BUS DIRECTORY	20171031 C	27-Oct-2017	31-Oct-2017	565.00	565.00	0.00
37471	CO AWARENESS-FIRE	20171107 C	27-Oct-2017	07-Nov-2017	186.45	186.45	0.00
37480	VOL FIREFIGHTERS-FIRE	20171107 C	27-Oct-2017	07-Nov-2017	186.45	186.45	0.00
37520	SENIOR FOCUS GROUP-COUNCIL	20171107 C	03-Nov-2017	07-Nov-2017	186.45	186.45	0.00
37522	SALE OF LAND-ADMIN	20171107 C	03-Nov-2017	07-Nov-2017	186.45	186.45	0.00
Supplier Totals :					2,165.65	2,165.65	0.00
120017	LASALLE PRESS						
13109	BUS CARDS-COLUCCI	20171031 C	23-Oct-2017	31-Oct-2017	106.22	106.22	0.00
13110	LETTERHEAD-PW	20171107 C	23-Oct-2017	07-Nov-2017	299.45	299.45	0.00
13111	LETTERHEAD-MILICIA	20171031 C	23-Oct-2017	31-Oct-2017	109.61	109.61	0.00
Supplier Totals :					515.28	515.28	0.00
120020	LASALLE TAXI						
1708-09	AUG-SEPT TAXI RIDES	20171023 C	30-Sep-2017	23-Oct-2017	304.70	304.70	0.00
1708-09	AUG-SEPT TAXI RIDES	20171023 C	30-Sep-2017	23-Oct-2017	38.40	38.40	0.00
1708-09	AUG-SEPT TAXI RIDES	20171023 C	30-Sep-2017	23-Oct-2017	664.70	664.70	0.00
Supplier Totals :					1,007.80	1,007.80	0.00
120102	LASALLE TOWING & RECOVERY						
146 & 170	VEH EXP-POL	20171027 P	11-Oct-2017	27-Oct-2017	180.80	180.80	0.00
Supplier Totals :					180.80	180.80	0.00
120028	LEARNING RESOURCES						
1490	CONF REG-FUNARO	20171107 C	30-Oct-2017	07-Nov-2017	1,195.00	1,195.00	0.00
Supplier Totals :					1,195.00	1,195.00	0.00
901362	LIFESAVING SOCIETY						
155251	CRESTS-VRC	20171025 C	11-Oct-2017	25-Oct-2017	38.60	38.60	0.00
155428	FIRST AID/CPR-VRC	20171107 C	17-Oct-2017	07-Nov-2017	18.80	18.80	0.00
S024962	LICENCE FEE-VRC	20171023 C	08-Sep-2017	23-Oct-2017	77.00	77.00	0.00
Supplier Totals :					134.40	134.40	0.00
120035	LINDE CANADA LTD T4070						
57272959	CARBON DIOXIDE-FF	20171025 C	18-Oct-2017	25-Oct-2017	292.56	292.56	0.00

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57328462	CO2-FF	20171107 C	28-Oct-2017	07-Nov-2017	204.01	204.01	0.00
57328918	CO2-FF	20171107 C	28-Oct-2017	07-Nov-2017	42.49	42.49	0.00
Supplier Totals :					539.06	539.06	0.00
260010	LOBLAW COMPANIES LTD						
1710/14948	MTG/EXP-FIRE	20171023 C	11-Oct-2017	23-Oct-2017	41.47	41.47	0.00
1710/19409	MTG-COUNCIL	20171023 C	11-Oct-2017	23-Oct-2017	7.29	7.29	0.00
1710/47095	CONC SUP/MTG-VRC	20171023 C	11-Oct-2017	23-Oct-2017	189.78	189.78	0.00
Supplier Totals :					238.54	238.54	0.00
120133	LONSBERY FARMS BREWING CO						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	1,468.80	1,468.80	0.00
Supplier Totals :					1,468.80	1,468.80	0.00
120041	LOPEZ						
141349		20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
Supplier Totals :					750.00	750.00	0.00
120097	LUCAS WORKS (WINDSOR) INC						
114266	OCT 1-7 BLDG CLERK	20171025 C	04-Oct-2017	25-Oct-2017	1,017.51	1,017.51	0.00
114292	OCT 8-14 BLDG CLERK	20171025 C	11-Oct-2017	25-Oct-2017	980.65	980.65	0.00
114314	OCT 15-21 BLDG CLERK	20171025 C	18-Oct-2017	25-Oct-2017	929.71	929.71	0.00
114337	OCT 22-28 BLDG CLERK	20171107 C	25-Oct-2017	07-Nov-2017	1,032.26	1,032.26	0.00
114363	OCT 29-NOV 4 BLDG CLERK	20171107 C	01-Nov-2017	07-Nov-2017	1,032.26	1,032.26	0.00
Supplier Totals :					4,992.39	4,992.39	0.00
120059	LUCIER GLOVE & SAFETY						
24735	TRAFFIC CONES-WATER/SEWER	20171023 C	02-Oct-2017	23-Oct-2017	2,034.00	2,034.00	0.00
24738	CLOTHING-PERCY	20171023 C	02-Oct-2017	23-Oct-2017	177.50	177.50	0.00
24793	HIP WADERS-PW	20171023 C	05-Oct-2017	23-Oct-2017	1,808.00	1,808.00	0.00
24803	HARD HAT/FACE PIECE-POL	20171027 P	05-Oct-2017	27-Oct-2017	299.33	299.33	0.00
24807	BOOTS-O'BRIGHT	20171023 C	05-Oct-2017	23-Oct-2017	204.01	204.01	0.00
24919	GLOVES-PW	20171031 C	13-Oct-2017	31-Oct-2017	128.14	128.14	0.00
24947	GLOVES/PAINT-ROADS	20171107 C	16-Oct-2017	07-Nov-2017	442.73	442.73	0.00

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24985	BOOTS-COLUCCI	20171107 C	18-Oct-2017	07-Nov-2017	44.01	44.01	0.00
25225	SHOES-MASANOVICH	20171107 C	01-Nov-2017	07-Nov-2017	192.09	192.09	0.00
Supplier Totals :					5,329.81	5,329.81	0.00
130001 147773	M & L SUPPLY CUTTER CHAIN-FIRE	20171023 C	12-Oct-2017	23-Oct-2017	217.41	217.41	0.00
Supplier Totals :					217.41	217.41	0.00
130000 36264	M.C.M. SNACK FOODS CONC SUP-VRC	20171023 C	26-Sep-2017	23-Oct-2017	308.00	308.00	0.00
36284	CONC SUP-VRC	20171023 C	04-Oct-2017	23-Oct-2017	331.46	331.46	0.00
36317	CONC SUP-VRC	20171031 C	18-Oct-2017	31-Oct-2017	374.72	374.72	0.00
Supplier Totals :					1,014.18	1,014.18	0.00
900193 59957	M.D.CHARLTON CO LTD HOLSTERS-POL	20171027 P	21-Sep-2017	27-Oct-2017	182.72	182.72	0.00
60177	CLOTHING-POL	20171027 P	26-Sep-2017	27-Oct-2017	259.88	259.88	0.00
61392	CONES-POL	20171027 P	18-Oct-2017	27-Oct-2017	139.33	139.33	0.00
61606	HANDCUFFS-POL	20171031 P	23-Oct-2017	31-Oct-2017	164.74	164.74	0.00
62090	HANDCUFFS-POL	20171107 P	31-Oct-2017	07-Nov-2017	51.04	51.04	0.00
Supplier Totals :					797.71	797.71	0.00
130012 20648	MALDEN PEST CONTROL LTD PEST CONTROL-POL	20171107 P	29-Oct-2017	07-Nov-2017	100.00	100.00	0.00
Supplier Totals :					100.00	100.00	0.00
130216 310-240879	MASSE [REDACTED]	20171026 D	25-Oct-2017	26-Oct-2017	59.57	59.57	0.00
Supplier Totals :					59.57	59.57	0.00
903433 7436	MASTER CLEANERS CLOTHING-FIRE	20171023 C	31-Aug-2017	23-Oct-2017	142.67	142.67	0.00
7477	CLOTHING-FIRE	20171023 C	30-Sep-2017	23-Oct-2017	72.60	72.60	0.00
7478	CLOTHING-POL	20171027 P	30-Sep-2017	27-Oct-2017	704.02	704.02	0.00
Supplier Totals :					919.29	919.29	0.00

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130139 1609- XXXXXXXXXX	MCGUIRE	20161006 D	30-Sep-2016	06-Oct-2016	75.56	0.00	0.00
Supplier Totals :					75.56	0.00	0.00
130025 143344	MCTAGUE LAW FIRM LEGAL FEES-POL	20171027 P	29-Sep-2017	27-Oct-2017	722.08	722.08	0.00
143475	LEGAL FEES-CS	20171023 C	06-Oct-2017	23-Oct-2017	4,364.63	4,364.63	0.00
143749	LEGAL FEES-CS	20171031 C	23-Oct-2017	31-Oct-2017	398.16	398.16	0.00
Supplier Totals :					5,484.87	5,484.87	0.00
130038 NOVEMBER 2017	MEDAVIE BLUE CROSS NOVEMBER 2017	20171026 D	26-Oct-2017	26-Oct-2017	68,583.55	68,583.55	0.00
Supplier Totals :					68,583.55	68,583.55	0.00
130042 106235	MERCHANTS PAPER COMPANY CONC SUP-VRC	20171023 C	12-Sep-2017	23-Oct-2017	218.75	218.75	0.00
108769	CUSTODIAL SUP-FF	20171023 C	11-Oct-2017	23-Oct-2017	427.81	427.81	0.00
109330	UTENSILS-COUNCIL :	20171025 C	18-Oct-2017	25-Oct-2017	115.46	115.46	0.00
109731	CUSTODIAL SUP-FF	20171107 C	24-Oct-2017	07-Nov-2017	645.94	645.94	0.00
Supplier Totals :					1,407.96	1,407.96	0.00
130218 9825	MICELI XXXXXXXXXX	20171107 C	02-Nov-2017	07-Nov-2017	750.00	750.00	0.00
Supplier Totals :					750.00	750.00	0.00
130110 1710 CBF	MIDIAN BREWING CO TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	390.00	390.00	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	240.12	240.12	0.00
Supplier Totals :					630.12	630.12	0.00
130041 18 LICENCE-FIRE	MINISTER OF FINANCE RENEWAL	20171102 D	02-Nov-2017	02-Nov-2017	18.00	18.00	0.00
81454	JULY 24-SEPT 29 TRAINING-PRINCE-POL	20171027 P	12-Oct-2017	27-Oct-2017	50.00	50.00	0.00
Supplier Totals :					68.00	68.00	0.00
900635	MINISTER OF FINANCE						

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81531	TRAINING-POL	20171031 P	16-Oct-2017	31-Oct-2017	1,335.00	1,335.00	0.00
Supplier Totals :					1,335.00	1,335.00	0.00
130041	MINISTER OF FINANCE						
NOV2017 13112 08	TILE DEBENTURE	20171026 D	26-Oct-2017	26-Oct-2017	3,220.07	3,220.07	0.00
Supplier Totals :					3,220.07	3,220.07	0.00
130048	MINISTER OF FINANCE						
OCTOBER 2017	PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	21,881.30	21,881.30	0.00
Supplier Totals :					21,881.30	21,881.30	0.00
130050	MONARCH OFFICE SUPPLY LTD						
49799	OFF SUP-POL	20171027 P	06-Oct-2017	27-Oct-2017	712.85	712.85	0.00
51410	BINDING MACHINE-POL	20171027 P	17-Oct-2017	27-Oct-2017	386.48	386.48	0.00
52986	PAPER-ADMIN	20171107 C	24-Oct-2017	07-Nov-2017	190.41	190.41	0.00
53164	COFFEE-POL	20171031 P	25-Oct-2017	31-Oct-2017	178.25	178.25	0.00
Supplier Totals :					1,467.99	1,467.99	0.00
130056	MORENCY						
17011		20171026 D	26-Oct-2017	26-Oct-2017	190.11	190.11	0.00
Supplier Totals :					190.11	190.11	0.00
130060	MSJ AUTOMOTIVE SERVICES						
98614	UNIT 111-POL	20171107 P	01-Nov-2017	07-Nov-2017	307.75	307.75	0.00
98625	UNIT 100-POL	20171107 P	31-Oct-2017	07-Nov-2017	1,588.87	1,588.87	0.00
Supplier Totals :					1,896.62	1,896.62	0.00
130214	MYER'S TRUCK & TRAILER						
794420	KROWN SPRAY-FIRE	20171023 C	06-Oct-2017	23-Oct-2017	1,288.20	1,288.20	0.00
Supplier Totals :					1,288.20	1,288.20	0.00
903788	NASCI CONSTRUCTION						
3868	NORMANDY BIKE LANES	20171107 C	30-Oct-2017	07-Nov-2017	2,203.50	2,203.50	0.00
Supplier Totals :					2,203.50	2,203.50	0.00
903915	ND GRAPHICS						
L049609/E	COROPLAST-ROADS	20171023 C	06-Oct-2017	23-Oct-2017	296.17	296.17	0.00

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Supplier Totals :					296.17	296.17	0.00
140044	NICKEL BROOK BREWING CO						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	782.40	782.40	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	254.25	254.25	0.00
Supplier Totals :					1,036.65	1,036.65	0.00
150060	NORTRAX						
834034	IGN KEY-ROADS	20171025 C	02-Oct-2017	25-Oct-2017	21.02	21.02	0.00
835674	UNIT 5302-FF	20171025 C	04-Oct-2017	25-Oct-2017	270.22	270.22	0.00
Supplier Totals :					291.24	291.24	0.00
140037	NOVEXCO INC						
400070515	OFF SUP-ADMIN	20171023 C	05-Oct-2017	23-Oct-2017	107.10	107.10	0.00
400071214	OFF SUP-ADMIN	20171107 C	05-Oct-2017	07-Nov-2017	44.14	44.14	0.00
400077589	OFF SUP-POL	20171027 P	06-Oct-2017	27-Oct-2017	954.74	954.74	0.00
400078297	OFF SUP-POL	20171027 P	10-Oct-2017	27-Oct-2017	24.32	24.32	0.00
400090020	OFF SUP-POL	20171027 P	12-Oct-2017	27-Oct-2017	64.52	64.52	0.00
400097781	OFF SUP-ADMIN	20171025 C	13-Oct-2017	25-Oct-2017	172.31	172.31	0.00
400098110	OFF SUP-ADMIN	20171107 C	13-Oct-2017	07-Nov-2017	69.36	69.36	0.00
400121633	CLEANERS-FIRE	20171107 C	20-Oct-2017	07-Nov-2017	16.07	16.07	0.00
400129499	PURCHASE	20171107 C	23-Oct-2017	07-Nov-2017	6.15	6.15	0.00
400143788	OFF SUP-ADMIN	20171107 C	25-Oct-2017	07-Nov-2017	12.23	12.23	0.00
400151706	OFF SUP/PURCHASE-ADMIN	20171107 C	27-Oct-2017	07-Nov-2017	145.96	145.96	0.00
400159721	OFF SUP-ADMIN	20171107 C	31-Oct-2017	07-Nov-2017	-23.12	-23.12	0.00
400168871	OFF SUP-ADMIN	20171107 C	01-Nov-2017	07-Nov-2017	-69.36	-69.36	0.00
Supplier Totals :					1,524.42	1,524.42	0.00
140016	NUCCELLI'S FROZEN YOGURT						
12064	CONC SUP-VRC	20171023 C	07-Oct-2017	23-Oct-2017	341.71	341.71	0.00
12093	CONC SUP-VRC	20171107 C	21-Oct-2017	07-Nov-2017	531.55	531.55	0.00
Supplier Totals :					873.26	873.26	0.00

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Invoice No.	Description						
2017 MEMBERSHI	MEMBERSHIP-PSB	20171031 P	31-Oct-2017	31-Oct-2017	55.00	55.00	0.00
Supplier Totals :					55.00	55.00	0.00
150023	ONTARIO ASSOCIATION OF						
54981	TRAINING-FIRE	20171023 C	03-Oct-2017	23-Oct-2017	2,033.38	2,033.38	0.00
Supplier Totals :					2,033.38	2,033.38	0.00
150027	ONTARIO CLEAN WATER						
94138	APRIL SCADA	20171025 C	28-Apr-2017	25-Oct-2017	4,599.38	4,599.38	0.00
94449	PS 4	20171025 C	17-May-2017	25-Oct-2017	222.85	222.85	0.00
97796	SEPT SCADA	20171023 C	29-Sep-2017	23-Oct-2017	4,599.38	4,599.38	0.00
97916	OCT CHARGES	20171107 C	12-Oct-2017	07-Nov-2017	1,376.97	1,376.97	0.00
97924	OCT CHARGES	20171107 C	12-Oct-2017	07-Nov-2017	2,610.09	2,610.09	0.00
97925	OCT CHARGES	20171107 C	12-Oct-2017	07-Nov-2017	7,028.41	7,028.41	0.00
97926	OCT CHARGES	20171107 C	12-Oct-2017	07-Nov-2017	2,984.11	2,984.11	0.00
97927	OCT CHARGES	20171107 C	12-Oct-2017	07-Nov-2017	277.93	277.93	0.00
98517	OCT SCADA	20171107 C	31-Oct-2017	07-Nov-2017	4,599.38	4,599.38	0.00
Supplier Totals :					28,298.50	28,298.50	0.00
150029	ONTARIO GOOD ROADS						
180225-28 CONF	OGRA CONF-MILLER	20171026 D	26-Oct-2017	26-Oct-2017	757.10	757.10	0.00
Supplier Totals :					757.10	757.10	0.00
150032	ONTARIO MUNICIPAL						
OCTOBER 2017	PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	213,769.56	213,769.56	0.00
Supplier Totals :					213,769.56	213,769.56	0.00
902078	PARKS AND RECREATION						
12475	HIGH FIVE TRAINING-VRC	20171031 C	29-Aug-2017	31-Oct-2017	347.30	347.30	0.00
Supplier Totals :					347.30	347.30	0.00
160009	PC OUTLET-COMPUTER STORES						
51286	PRINTERS-POL	20171027 P	08-Sep-2017	27-Oct-2017	111.87	111.87	0.00
51321	TOUGHBOOK FOR VEH-POL	20171027 P	15-Sep-2017	27-Oct-2017	1,124.35	1,124.35	0.00
51323	UNIT 109-POL	20171027 P	15-Sep-2017	27-Oct-2017	1,315.32	1,315.32	0.00

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51360	KEYBOARD/MOUSE-POL	20171027 P	22-Sep-2017	27-Oct-2017	45.19	45.19	0.00
51374	SAFENET-POL	20171027 P	26-Sep-2017	27-Oct-2017	162.72	162.72	0.00
51410	LABOUR-POL	20171027 P	30-Sep-2017	27-Oct-2017	3,025.59	3,025.59	0.00
51411	LABOUR-POL	20171027 P	30-Sep-2017	27-Oct-2017	96.05	96.05	0.00
51494	MONITOR-POL	20171107 P	13-Oct-2017	07-Nov-2017	145.77	145.77	0.00
51593	REPAIR DOORS-POL	20171107 P	31-Oct-2017	07-Nov-2017	666.70	666.70	0.00
51594	LABOUR-POL	20171107 P	31-Oct-2017	07-Nov-2017	2,929.53	2,929.53	0.00
51628	LABOUR-POL	20171107 P	31-Oct-2017	07-Nov-2017	288.15	288.15	0.00
Supplier Totals :					9,911.24	9,911.24	0.00
903546 27166805	PEPSI BOTTLING GROUP CONC SUP-VRC	20171023 C	05-Sep-2017	23-Oct-2017	375.30	375.30	0.00
27908307	CONC SUP-VRC	20171023 C	16-Oct-2017	23-Oct-2017	351.88	351.88	0.00
Supplier Totals :					727.18	727.18	0.00
900171 172744	PERCIBALLI POOLS 565 HERDMAN	20171025 C	20-Oct-2017	25-Oct-2017	200.00	200.00	0.00
Supplier Totals :					200.00	200.00	0.00
160017 171027 PC VRC	PETTY CASH PETTY CASH-VRC	20171107 C	27-Oct-2017	07-Nov-2017	797.92	797.92	0.00
Supplier Totals :					797.92	797.92	0.00
160069 155420	PIZZEREMO INC CONC SUP-VRC	20171023 C	28-Sep-2017	23-Oct-2017	220.00	220.00	0.00
253788	CONC SUP-VRC	20171031 C	17-Oct-2017	31-Oct-2017	88.00	88.00	0.00
Supplier Totals :					308.00	308.00	0.00
903486 153064	PLANT PRODUCTS SEED-PARKS	20171023 C	07-Sep-2017	23-Oct-2017	21,210.10	21,210.10	0.00
153065	FERTILIZER-PARKS	20171023 C	07-Sep-2017	23-Oct-2017	3,800.00	3,800.00	0.00
154141	SEED-PARKS	20171023 C	13-Sep-2017	23-Oct-2017	93.68	93.68	0.00
154142	FERTILIZER-PARKS	20171023 C	13-Sep-2017	23-Oct-2017	1,000.00	1,000.00	0.00
154143	FERTILIZER-PARKS	20171023 C	13-Sep-2017	23-Oct-2017	2,400.00	2,400.00	0.00

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Supplier Totals :					28,503.78	28,503.78	0.00
160025	PLAYCHEK SERVICES INC						
171010 A	OCT INSP-PARKS	20171023 C	10-Oct-2017	23-Oct-2017	339.00	339.00	0.00
171023 K	OCT PARK INSP	20171031 C	23-Oct-2017	31-Oct-2017	1,412.50	1,412.50	0.00
Supplier Totals :					1,751.50	1,751.50	0.00
901725	PRACTICA						
38540	DOG BAGS-PARKS	20171023 C	06-Oct-2017	23-Oct-2017	1,085.72	1,085.72	0.00
Supplier Totals :					1,085.72	1,085.72	0.00
160099	PREVIEW INSPECTIONS AND						
0917LB2	SEPT 19-27 INSP-BLDG	20171023 C	09-Oct-2017	23-Oct-2017	3,135.75	3,135.75	0.00
1017LB1	OCT 3-12 INSP-BLDG	20171023 C	12-Oct-2017	23-Oct-2017	4,491.75	4,491.75	0.00
1017LB2	OCT 26 INSP-BLDG	20171107 C	01-Nov-2017	07-Nov-2017	678.00	678.00	0.00
Supplier Totals :					8,305.50	8,305.50	0.00
160108	PROTENDERS INC						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	2,101.20	2,101.20	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	240.12	240.12	0.00
Supplier Totals :					2,341.32	2,341.32	0.00
160034	PUROLATOR INC						
435875143	POSTAGE-SEWER	20171023 C	22-Sep-2017	23-Oct-2017	23.18	23.18	0.00
435946646	POSTAGE-POL	20171027 P	29-Sep-2017	27-Oct-2017	22.15	22.15	0.00
435996469	POSTAGE-ADMIN	20171023 C	06-Oct-2017	23-Oct-2017	4.43	4.43	0.00
436060104	POSTAGE-FIRE	20171107 C	13-Oct-2017	07-Nov-2017	7.38	7.38	0.00
436060107	POSTAGE-PW	20171107 C	13-Oct-2017	07-Nov-2017	8.86	8.86	0.00
436078620	POSTAGE-POL	20171027 P	13-Oct-2017	27-Oct-2017	8.86	8.86	0.00
436078622	POSTAGE-PW	20171031 C	13-Oct-2017	31-Oct-2017	13.94	13.94	0.00
436120728	POSTAGE-FIRE	20171107 C	20-Oct-2017	07-Nov-2017	34.50	34.50	0.00
436120931	POSTAGE-ADMIN	20171107 C	20-Oct-2017	07-Nov-2017	4.43	4.43	0.00
Supplier Totals :					127.73	127.73	0.00

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162517		20171023 C	20-Oct-2017	23-Oct-2017	200.00	200.00	0.00
Supplier Totals :					200.00	200.00	0.00
902516	RAPID DRAINAGE LTD						
3563	1654 SPRUCEWOOD WATER SERV-WATER	20171023 C	22-Sep-2017	23-Oct-2017	1,525.50	1,525.50	0.00
Supplier Totals :					1,525.50	1,525.50	0.00
180004	REAUME CHEVROLET						
06GJ348865	VEH LEASE-POL	20171027 P	30-Sep-2017	27-Oct-2017	450.00	450.00	0.00
57235	UNIT 111-POL	20171107 P	24-Oct-2017	07-Nov-2017	45.65	45.65	0.00
628189	UNIT 107-POL	20171027 P	10-Aug-2017	27-Oct-2017	47.40	47.40	0.00
631686	UNIT 106-POL	20171027 P	12-Oct-2017	27-Oct-2017	107.44	107.44	0.00
631935	UNIT 110-POL	20171027 P	17-Oct-2017	27-Oct-2017	69.44	69.44	0.00
632513	UNIT 106-POL	20171107 P	26-Oct-2017	07-Nov-2017	47.40	47.40	0.00
632515	UNIT 107-POL	20171107 P	26-Oct-2017	07-Nov-2017	76.44	76.44	0.00
632541	UNIT 110-POL	20171107 P	26-Oct-2017	07-Nov-2017	47.40	47.40	0.00
632750	UNIT 108-POL	20171107 P	30-Oct-2017	07-Nov-2017	116.92	116.92	0.00
632857	UNIT 105-POL	20171107 P	02-Nov-2017	07-Nov-2017	114.32	114.32	0.00
Supplier Totals :					1,122.41	1,122.41	0.00
180006	RECEIVER GENERAL						
180006 - 46139	Payroll Remittance BN: 108134149RP0001	278	20-Oct-2017	20-Oct-2017	54,572.11	54,572.11	0.00
180006 - 46140	Payroll Remittance BN: 108134149RP0002	278	20-Oct-2017	20-Oct-2017	7,384.19	7,384.19	0.00
180006 - 46490	Payroll Remittance BN: 108134149RP0001	285	27-Oct-2017	27-Oct-2017	54,109.07	54,109.07	0.00
180006 - 46491	Payroll Remittance BN: 108134149RP0002	285	27-Oct-2017	27-Oct-2017	8,399.89	8,399.89	0.00
180006 - 46667	Payroll Remittance BN: 108134149RP0001	294	06-Nov-2017	06-Nov-2017	56,885.88	56,885.88	0.00
180006 - 46668	Payroll Remittance BN: 108134149RP0002	294	06-Nov-2017	06-Nov-2017	7,325.29	7,325.29	0.00
Supplier Totals :					188,676.43	188,676.43	0.00
180076	RECEIVER GENERAL						
2016 HST	HST REMITTANCE-SF	20171026 D	26-Oct-2017	26-Oct-2017	4,389.69	4,389.69	0.00
Supplier Totals :					4,389.69	4,389.69	0.00
180051	RECEIVER GENERAL						

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NOV 1/17	PAYROLL REMITTANCES	285	27-Oct-2017	27-Oct-2017	186.20	186.20	0.00
NOV 8/17	PAYROLL REMITTANCES	294	06-Nov-2017	06-Nov-2017	10.46	10.46	0.00
Supplier Totals :					196.66	196.66	0.00
180008 1800002486	RECEIVER GENERAL FOR FINGERPRINT SEARCHES-POL	20171027 P	12-Oct-2017	27-Oct-2017	175.00	175.00	0.00
Supplier Totals :					175.00	175.00	0.00
180061 16613	RIVERSIDE ELEVATORS INC OCT MAINT-TOWNHALL/VRC	20171025 C	01-Oct-2017	25-Oct-2017	508.50	508.50	0.00
Supplier Totals :					508.50	508.50	0.00
180019 1815378310	ROGERS (7-5971-6491) PHONE-POL	20171027 P	20-Oct-2017	27-Oct-2017	96.62	96.62	0.00
Supplier Totals :					96.62	96.62	0.00
180020 372519	ROSE CITY FORD SALES LTD BATTERY-FF	20171025 C	16-Oct-2017	25-Oct-2017	361.58	361.58	0.00
CM361084	UNIT 5211-FF	20170124-D	22-Sep-2016	25-Jan-2017	-242.95	-242.95	0.00
Supplier Totals :					118.63	118.63	0.00
190117 1868	S & C CONSTRUCTION TS REPAIRS	20171023 C	26-Jun-2017	23-Oct-2017	6,454.85	6,454.85	0.00
1875	SL REPAIRS	20171023 C	14-Jul-2017	23-Oct-2017	6,389.27	6,389.27	0.00
1876	SL REPAIRS	20171023 C	14-Jul-2017	23-Oct-2017	7,757.45	7,757.45	0.00
1877	SL REPAIRS	20171023 C	14-Jul-2017	23-Oct-2017	1,228.88	1,228.88	0.00
1892	LOCATES-ROADS	20171023 C	31-Jul-2017	23-Oct-2017	1,595.56	1,595.56	0.00
1893	LED LIGHTS	20171023 C	31-Jul-2017	23-Oct-2017	1,884.41	1,884.41	0.00
1915	LIGHT FIXTURES	20171023 C	31-Jul-2017	23-Oct-2017	7,023.52	7,023.52	0.00
1920	TS REPAIRS	20171023 C	31-Jul-2017	23-Oct-2017	180.80	180.80	0.00
1944	SL REPAIRS	20171023 C	04-Sep-2017	23-Oct-2017	589.86	589.86	0.00
1945	TS REPAIRS	20171023 C	04-Sep-2017	23-Oct-2017	2,938.00	2,938.00	0.00
1946	SL REPAIR/MAINT	20171023 C	04-Sep-2017	23-Oct-2017	17,912.31	17,912.31	0.00
Supplier Totals :					53,954.91	53,954.91	0.00

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Invoice No.	Description						
900694	SAFEDESIGN APPAREL LTD						
251346	GLOVES-FIRE	20171107 C	16-Oct-2017	07-Nov-2017	194.64	194.64	0.00
Supplier Totals :					194.64	194.64	0.00
190185	SCM INSURANCE SERVICES						
33922-010018	THIRD PARTY LIABILITY	20171107 C	25-Oct-2017	07-Nov-2017	333.50	333.50	0.00
Supplier Totals :					333.50	333.50	0.00
190019	SECURITY ONE ALARM						
665987	PHONES-PS	20171012 C	01-Oct-2017	12-Oct-2017	2,236.04	0.00	0.00
666761	OVERPAYMENT-PS	20171026 D	16-Oct-2017	26-Oct-2017	-1,613.72	-1,613.72	0.00
Supplier Totals :					622.32	-1,613.72	0.00
901987	SEMANDE						
1701SEMANDE		20171026 D	26-Oct-2017	26-Oct-2017	103.63	103.63	0.00
Supplier Totals :					103.63	103.63	0.00
190134	SENTRY FIRE PROTECTION						
C407624	SERV SCBA-FIRE	20171023 C	19-Sep-2017	23-Oct-2017	83.90	83.90	0.00
Supplier Totals :					83.90	83.90	0.00
903039	SHERWAY CONTRACTING LTD						
CERT 2	ABBOTT ST WM	20171107 C	25-Sep-2017	07-Nov-2017	43,983.24	43,983.24	0.00
Supplier Totals :					43,983.24	43,983.24	0.00
190092	SHRED-IT INTERNATIONAL						
8100280411	SHREDDING-POL	20171027 P	15-Oct-2017	27-Oct-2017	82.14	82.14	0.00
Supplier Totals :					82.14	82.14	0.00
190041	SLATER TIRE & BATTERY						
42884	TIRES-FF	20171025 C	10-Oct-2017	25-Oct-2017	11.30	11.30	0.00
Supplier Totals :					11.30	11.30	0.00
190232	SOKKIA CORPORATION CANADA						
90537620	RECEIVER-POL	20171027 P	10-Oct-2017	27-Oct-2017	13,432.31	13,432.31	0.00
Supplier Totals :					13,432.31	13,432.31	0.00
190233	SONS OF KENT BREWING CO						

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1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	1,021.20	1,021.20	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	240.12	240.12	0.00
Supplier Totals :					1,261.32	1,261.32	0.00
903282	SPARTAN SLING						
1710063	INSPECTIONS-ROADS	20171025 C	06-Oct-2017	25-Oct-2017	56.50	56.50	0.00
1710064	INSPECTIONS-WATER	20171025 C	06-Oct-2017	25-Oct-2017	56.50	56.50	0.00
Supplier Totals :					113.00	113.00	0.00
120005	STANTEC CONSULTING LTD.						
1208547	PS 1 UPGRADE	20171025 C	21-Sep-2017	25-Oct-2017	3,587.98	3,587.98	0.00
1209864	OLIVER FARMS/HERITAGE	20171023 C	26-Sep-2017	23-Oct-2017	5,424.68	5,424.68	0.00
Supplier Totals :					9,012.66	9,012.66	0.00
190046	STAPLES ADVANTAGE						
45442943	OFF SUP-VRC	20171023 C	20-Sep-2017	23-Oct-2017	37.84	37.84	0.00
45567600	PURCHASE	20171107 C	04-Oct-2017	07-Nov-2017	33.36	33.36	0.00
45581717	OFF SUP-PW	20171025 C	05-Oct-2017	25-Oct-2017	109.96	109.96	0.00
45596427	OFF SUP-POL	20171027 P	06-Oct-2017	27-Oct-2017	607.54	607.54	0.00
45597016	OFF SUP-POL	20171027 P	06-Oct-2017	27-Oct-2017	45.18	45.18	0.00
45618572	OFF SUP-POL	20171027 P	11-Oct-2017	27-Oct-2017	31.05	31.05	0.00
45661445	CLOCKS-FIRE	20171023 C	16-Oct-2017	23-Oct-2017	45.20	45.20	0.00
46609907	OFF SUP-POL	20171027 P	10-Oct-2017	27-Oct-2017	62.11	62.11	0.00
Supplier Totals :					972.24	972.24	0.00
900582	STEVENS STEEL PRODUCTS						
293806	BLADE PLATES-FF	20171025 C	25-Sep-2017	25-Oct-2017	203.40	203.40	0.00
Supplier Totals :					203.40	203.40	0.00
900969	STOKES INTERNATIONAL						
118570	CLOTHING-POL	20171027 P	05-Oct-2017	27-Oct-2017	59.77	59.77	0.00
118631	LANYARD-POL	20171027 P	12-Oct-2017	27-Oct-2017	30.39	30.39	0.00
Supplier Totals :					90.16	90.16	0.00
190065	STRONGCO EQUIPMENT						

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90456654	UNIT 5302-FF	20171025 C	29-Sep-2017	25-Oct-2017	373.71	373.71	0.00
90456655	UNIT 5302-FF	20171025 C	29-Sep-2017	25-Oct-2017	-62.29	-62.29	0.00
90458681	UNIT 5302-FF	20171025 C	04-Oct-2017	25-Oct-2017	46.71	46.71	0.00
90463247	UNIT 5302-FF	20171025 C	16-Oct-2017	25-Oct-2017	412.85	412.85	0.00
90464468	UNIT 5302-FF	20171025 C	18-Oct-2017	25-Oct-2017	15.57	15.57	0.00
90464469	UNIT 5302-FF	20171025 C	18-Oct-2017	25-Oct-2017	232.58	232.58	0.00
Supplier Totals :					1,019.13	1,019.13	0.00
190102 9632	SUMMIT CANADA EQUIP-POL	20171107 P	31-Oct-2017	07-Nov-2017	169.42	169.42	0.00
Supplier Totals :					169.42	169.42	0.00
190100 OCTOBER 2017	SUN LIFE ASSURANCE PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	400.00	400.00	0.00
Supplier Totals :					400.00	400.00	0.00
190068 141960	SUNRISE EQUIPMENT RENTAL GILBERT TRAIL	20171107 C	04-Oct-2017	07-Nov-2017	830.55	830.55	0.00
Supplier Totals :					830.55	830.55	0.00
190064 17234027	SUPERIOR PROPANE CYL REFILL-FF	20171023 C	06-Oct-2017	23-Oct-2017	291.81	291.81	0.00
17291079	CYL REFILL-FF	20171025 C	13-Oct-2017	25-Oct-2017	293.97	293.97	0.00
17364015	CYL REFILL-FF	20171025 C	20-Oct-2017	25-Oct-2017	293.97	293.97	0.00
17439164	CYL REFILL-FF	20171107 C	27-Oct-2017	07-Nov-2017	401.40	401.40	0.00
17450880	CYL REFILL-FF	20171107 C	30-Oct-2017	07-Nov-2017	24.01	24.01	0.00
17516768	CAGE RENTAL-FF	20171107 C	02-Nov-2017	07-Nov-2017	1.13	1.13	0.00
Supplier Totals :					1,306.29	1,306.29	0.00
190106 1033637	SYSCO WINDSOR CONC SUP-VRC	20171023 C	12-Sep-2017	23-Oct-2017	697.21	697.21	0.00
1040522	CONC SUP-VRC	20171023 C	19-Sep-2017	23-Oct-2017	762.32	762.32	0.00
1050101	CONC SUP-VRC	20171023 C	28-Sep-2017	23-Oct-2017	670.03	670.03	0.00
1054340	CONC SUP-VRC	20171023 C	03-Oct-2017	23-Oct-2017	483.71	483.71	0.00

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1064339	CONC SUP-VRC	20171023 C	13-Oct-2017	23-Oct-2017	930.13	930.13	0.00
1067027	CONC SUP-VRC	20171031 C	17-Oct-2017	31-Oct-2017	864.96	864.96	0.00
1073636	CONC SUP-VRC	20171107 C	24-Oct-2017	07-Nov-2017	249.46	249.46	0.00
Supplier Totals :					4,657.82	4,657.82	0.00
900546 010	SZEKELY OCT 12-13 INSP-BLDG	20171023 C	17-Oct-2017	23-Oct-2017	1,005.90	1,005.90	0.00
011	OCT 16-20 INSP-BLDG	20171025 C	20-Oct-2017	25-Oct-2017	1,832.18	1,832.18	0.00
012	OCT 23-25 INSP-BLDG	20171031 C	27-Oct-2017	31-Oct-2017	1,832.18	1,832.18	0.00
013	OCT 30-NOV 3 INSP-BLDG	20171107 C	07-Nov-2017	07-Nov-2017	1,868.10	1,868.10	0.00
Supplier Totals :					6,538.36	6,538.36	0.00
200120 310-239807	TD CANADA TRUST OVERPD WATER	20171026 D	23-Oct-2017	26-Oct-2017	916.38	916.38	0.00
Supplier Totals :					916.38	916.38	0.00
200004 05W0457006P	TEAM TRUCK CENTRES UNIT 5210-FF	20171025 C	05-Oct-2017	25-Oct-2017	285.20	285.20	0.00
05W0457070P	UNIT 5210-FF	20171025 C	07-Oct-2017	25-Oct-2017	219.05	219.05	0.00
Supplier Totals :					504.25	504.25	0.00
902563 1722391746568	TELUS MOBILITY BLACKBERRY'S	20171031 C	31-Oct-2017	31-Oct-2017	2,613.20	2,613.20	0.00
Supplier Totals :					2,613.20	2,613.20	0.00
200048 CHA20IN9063	THAMES COMMUNICATIONS ANTENNA-POL	20171031 P	20-Oct-2017	31-Oct-2017	130.86	130.86	0.00
Supplier Totals :					130.86	130.86	0.00
160093 201708041	THE PARTY RENTAL COMPANY END OF SUMMER-VRC	20171023 C	04-Aug-2017	23-Oct-2017	874.62	874.62	0.00
Supplier Totals :					874.62	874.62	0.00
200035 171020	THOMSEN'S APPLIANCE SERV WASHER-FF	20171025 C	20-Oct-2017	25-Oct-2017	56.50	56.50	0.00
Supplier Totals :					56.50	56.50	0.00

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200012 5810	TOTAL TECH SURVEYING INC SPRUCEWOOD WM	20171023 C	01-Oct-2017	23-Oct-2017	844.11	844.11	0.00
Supplier Totals :					844.11	844.11	0.00
200104 3373	TOURISM WINDSOR ESSEX KEY CHAINS-CBF	20171107 C	10-Oct-2017	07-Nov-2017	772.92	772.92	0.00
Supplier Totals :					772.92	772.92	0.00
120010 2017201	TOWN OF LAKESHORE 2017 DOG POUND	20171107 C	24-Oct-2017	07-Nov-2017	12,780.92	12,780.92	0.00
Supplier Totals :					12,780.92	12,780.92	0.00
901904 396269130	TRACTION REGIONAL OFFICE VALVE DRAIN-FF	20171025 C	28-Sep-2017	25-Oct-2017	916.59	916.59	0.00
396269131	UNIT 5216-FF	20171025 C	28-Sep-2017	25-Oct-2017	29.38	29.38	0.00
396270089	UNIT 5209-FF	20171025 C	13-Oct-2017	25-Oct-2017	333.80	333.80	0.00
396270128	UNIT 5600-FF	20171025 C	13-Oct-2017	25-Oct-2017	27.48	27.48	0.00
Supplier Totals :					1,307.25	1,307.25	0.00
200047 17568	TRADEWINDS INTERNATIONAL BULBS-PARKS	20171023 C	12-Oct-2017	23-Oct-2017	8,008.64	8,008.64	0.00
Supplier Totals :					8,008.64	8,008.64	0.00
200028 CORP1IN31068	TRAK IT WIRELESS INC AVL HOSTING-POL	20171031 P	27-Oct-2017	31-Oct-2017	203.40	203.40	0.00
Supplier Totals :					203.40	203.40	0.00
200101 234726	TRENCHLESS UTILITY MONITOR-SEWER	20171023 C	07-Sep-2017	23-Oct-2017	211.88	211.88	0.00
Supplier Totals :					211.88	211.88	0.00
050001 1634102	TROY LIFE & FIRE SAFETY MONTHLY INSP-POL	20171027 P	17-Aug-2017	27-Oct-2017	212.44	212.44	0.00
1644344	MONTHLY INSP-POL	20171027 P	25-Sep-2017	27-Oct-2017	212.44	212.44	0.00
Supplier Totals :					424.88	424.88	0.00
903777	TYCO INTEGRATED FIRE &						

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79738791	VRC OCT INSP-FF	20171107 C	02-Oct-2017	07-Nov-2017	1,265.26	1,265.26	0.00
Supplier Totals :					1,265.26	1,265.26	0.00
210006 1711 POL	UNION GAS LIMITED 250-5692 278-0982-POL	20171107 P	31-Oct-2017	07-Nov-2017	649.69	649.69	0.00
Supplier Totals :					649.69	649.69	0.00
210020 1035255483	UNITED PARCEL SERVICE POSTAGE-CBF	20171025 C	26-Sep-2017	25-Oct-2017	80.74	80.74	0.00
Supplier Totals :					80.74	80.74	0.00
210019 1710 CBF	UPPER THAMES BREWING CO TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	786.00	786.00	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	240.12	240.12	0.00
Supplier Totals :					1,026.12	1,026.12	0.00
220027 VS042-17	VALCON SAFETY INC FORKLIFT TRAINING-PW	20171025 C	19-Oct-2017	25-Oct-2017	4,350.50	4,350.50	0.00
Supplier Totals :					4,350.50	4,350.50	0.00
900158 2669871	VIKING GIVES LTD UNIT 5213-FF	20171025 C	29-Sep-2017	25-Oct-2017	932.48	932.48	0.00
Supplier Totals :					932.48	932.48	0.00
220045 W19010	VOLLMER INC. PANIC ALARM-FF	20171023 C	25-Sep-2017	23-Oct-2017	1,045.25	1,045.25	0.00
W19215	PATCH CABLES-IT	20171023 C	30-Sep-2017	23-Oct-2017	997.98	997.98	0.00
W19436	REPAIR NETWORK DROPS-IT	20171031 C	16-Oct-2017	31-Oct-2017	108.82	108.82	0.00
Supplier Totals :					2,152.05	2,152.05	0.00
230011 15522	WACHS CANADA LTD VALVE SLEEVE-WATER	20171025 C	26-Sep-2017	25-Oct-2017	1,135.53	1,135.53	0.00
Supplier Totals :					1,135.53	1,135.53	0.00
190039 612791	WADDICK FUELS OIL-FF	20171023 C	02-Oct-2017	23-Oct-2017	1,652.26	1,652.26	0.00
612792	OIL-FF	20171023 C	02-Oct-2017	23-Oct-2017	532.07	532.07	0.00

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612889	DIESEL-FF	20171025 C	04-Oct-2017	25-Oct-2017	9,232.38	9,232.38	0.00
612890	FUEL-FF	20171025 C	04-Oct-2017	25-Oct-2017	12,518.58	12,518.58	0.00
Supplier Totals :					23,935.29	23,935.29	0.00
010014	WALKER AGGREGATES INC						
272253	STONE-GILBERT PATH/ROADS	20171107 C	30-Sep-2017	07-Nov-2017	12,799.22	12,799.22	0.00
272414	GRANULAR-WATER	20171025 C	07-Oct-2017	25-Oct-2017	2,218.09	2,218.09	0.00
272603	STONE-GILBERT TRAIL	20171107 C	14-Oct-2017	07-Nov-2017	798.68	798.68	0.00
Supplier Totals :					15,815.99	15,815.99	0.00
230004	WALKER ROAD AUTOMOTIVE						
6275-596935	UNIT 5211-FF	20171025 C	02-Oct-2017	25-Oct-2017	65.89	65.89	0.00
6275-598413	UNIT 5704-FF	20171025 C	11-Oct-2017	25-Oct-2017	192.03	192.03	0.00
6275-598658	LIGHTS-FIRE	20171023 C	11-Oct-2017	23-Oct-2017	90.40	90.40	0.00
6275-599477	UNIT 5606-FF	20171025 C	16-Oct-2017	25-Oct-2017	12.50	12.50	0.00
6275-599763	CALIPER-FF	20171025 C	17-Oct-2017	25-Oct-2017	-55.37	-55.37	0.00
6275-599944	FITTINGS-FF	20171025 C	18-Oct-2017	25-Oct-2017	96.81	96.81	0.00
Supplier Totals :					402.26	402.26	0.00
230026	WALKERVILLE BREWERY						
1710 CBF	TOKENS-CBF	20171026 D	23-Oct-2017	26-Oct-2017	837.60	837.60	0.00
1710 CBF REFUND	REFUND-CBF	20171026 D	23-Oct-2017	26-Oct-2017	240.12	240.12	0.00
Supplier Totals :					1,077.72	1,077.72	0.00
230095	WHEELY SCRUMPTIOUS INC						
1	COOKIES-CBF	20171025 C	06-Oct-2017	25-Oct-2017	226.00	226.00	0.00
Supplier Totals :					226.00	226.00	0.00
230019	WINDSOR DISPOSAL						
864787	RES WASTE PICKUP	20171107 C	01-Nov-2017	07-Nov-2017	52,042.86	52,042.86	0.00
864788	VRC WASTE PICKUP	20171107 C	01-Nov-2017	07-Nov-2017	769.30	769.30	0.00
864789	FIRE WASTE PICKUP	20171107 C	01-Nov-2017	07-Nov-2017	147.39	147.39	0.00
864790	PW WASTE PICKUP	20171107 C	01-Nov-2017	07-Nov-2017	187.90	187.90	0.00
864791	TOWNHALL WASTE PICKUP	20171107 C	01-Nov-2017	07-Nov-2017	187.41	187.41	0.00

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864992	PW WASTE PICKUP	20171107 C	14-Oct-2017	07-Nov-2017	255.21	255.21	0.00
Supplier Totals :					53,590.07	53,590.07	0.00
900440 029/17	WINDSOR ESSEX COUNTY WEST NILE	20171025 C	03-Oct-2017	25-Oct-2017	313.89	313.89	0.00
Supplier Totals :					313.89	313.89	0.00
230020 4564867	WINDSOR FACTORY SUPPLY WASHERS-BUS STOPS	20171025 C	21-Jul-2017	25-Oct-2017	-242.95	-242.95	0.00
4601435	EAR PLUGS-FIRE	20171025 C	13-Sep-2017	25-Oct-2017	36.59	36.59	0.00
4614661	GRINDER-FF	20171025 C	02-Oct-2017	25-Oct-2017	211.82	211.82	0.00
4627621	CABLES FOR BIRDS-FF	20171107 C	20-Oct-2017	07-Nov-2017	16.76	16.76	0.00
Supplier Totals :					22.22	22.22	0.00
230021 NOV 1/17	WINDSOR FAMILY CREDIT PAYROLL REMITTANCES	285	27-Oct-2017	27-Oct-2017	1,320.22	1,320.22	0.00
NOV 8/17	PAYROLL REMITTANCES	294	06-Nov-2017	06-Nov-2017	1,338.39	1,338.39	0.00
OCT 25/17	PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	1,312.22	1,312.22	0.00
Supplier Totals :					3,970.83	3,970.83	0.00
230119 70422563	WINDSOR REGIONAL HOSPITAL EXP-POL	20171031 P	23-Oct-2017	31-Oct-2017	45.00	45.00	0.00
Supplier Totals :					45.00	45.00	0.00
230031 4013703WIN	WINDSOR STAR C/O CBO-BLDG	20171107 C	31-Oct-2017	07-Nov-2017	1,084.80	1,084.80	0.00
Supplier Totals :					1,084.80	1,084.80	0.00
230085 5915341	WOLSELEY CANADA INC PIPE/COUPLER-ROADS	20171023 C	27-Sep-2017	23-Oct-2017	786.16	786.16	0.00
5915342	RISER RINGS/PAINT-SEWER	20171031 C	27-Sep-2017	31-Oct-2017	3,793.18	3,793.18	0.00
5930394	PIPE/COUPLER-ROADS	20171023 C	02-Oct-2017	23-Oct-2017	378.81	378.81	0.00
5930395	CUTTERS-WATER	20171025 C	02-Oct-2017	25-Oct-2017	653.14	653.14	0.00
5930396	GRATES-ROADS	20171023 C	02-Oct-2017	23-Oct-2017	264.03	264.03	0.00
5930397	RISERS-ROADS	20171023 C	02-Oct-2017	23-Oct-2017	3,556.56	3,556.56	0.00

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5965860	COUPLINGS/PIPE/ELBOWS-SEWER	20171031 C	12-Oct-2017	31-Oct-2017	350.64	350.64	0.00
5987167	PUMP-WATER	20171107 C	18-Oct-2017	07-Nov-2017	5,763.00	5,763.00	0.00
Supplier Totals :					15,545.52	15,545.52	0.00
230037 AA79083	WORKPLACE SAFETY & [REDACTED]	20171023 C	16-Oct-2017	23-Oct-2017	853.02	853.02	0.00
AB16835	ADMIN CHARGE-CS	20171107 C	01-Nov-2017	07-Nov-2017	302.82	302.82	0.00
Supplier Totals :					1,155.84	1,155.84	0.00
230038 OCTOBER 2017	WORKPLACE SAFETY AND PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	26,960.50	26,960.50	0.00
OCTOBER 2017 R	PAYROLL REMITTANCES	278	23-Oct-2017	23-Oct-2017	-1,643.81	-1,643.81	0.00
Supplier Totals :					25,316.69	25,316.69	0.00
230105 22836465	WURTH CANADA LTD VEH PARTS-FF	20171025 C	02-Oct-2017	25-Oct-2017	336.65	336.65	0.00
22841005	HEX NUTS/WASHERS-FF	20171107 C	05-Oct-2017	07-Nov-2017	343.76	343.76	0.00
22850890	UNIT 5216-FF	20171025 C	16-Oct-2017	25-Oct-2017	342.51	342.51	0.00
22850891	GLOVES-FF	20171025 C	16-Oct-2017	25-Oct-2017	817.11	817.11	0.00
22854370	CLAMPS-FF	20171025 C	18-Oct-2017	25-Oct-2017	187.14	187.14	0.00
22856082	SWAGE SLEEVES FOR BIRDS-FF	20171107 C	19-Oct-2017	07-Nov-2017	349.74	349.74	0.00
Supplier Totals :					2,376.91	2,376.91	0.00
260004 2017 DUES	ZONE 6 O.A.C.P. MEMBERSHIP-POL	20171027 P	27-Oct-2017	27-Oct-2017	400.00	400.00	0.00
Supplier Totals :					400.00	400.00	0.00
Computer Paid Total :					2,121,408.87	2,119,072.27	0.00
Total Unpaid for Approval :					0.00		
Total Discount :					0.00		
Total Manually Paid for Approval :					0.00		
Total Computer Paid for Approval :					2,119,072.27		
Total EFT Paid for Approval :					0.00		
Grand Total ITEMS for Approval :					2,119,072.27		

**CONSTABLE ALISON HUNTER,
LASALLE POLICE SERVICE
TO APPEAR BEFORE COUNCIL
TO RECEIVE A CHEQUE FOR
SPECIAL OLYMPICS
FROM MAYOR ANTAYA
REPRESENTING THE PROCEEDS
FROM THE CRAFT BEER FESTIVAL
TORCH RUN.**

Jody Hall
will be present to recite a poem he wrote
about the late
Constable Robert Carrick



The Corporation of the Town of LaSalle

Minutes of a meeting of the Accessibility Advisory Committee

October 5, 2017 4:00 p.m.
First Floor LaSalle Civic Centre
5950 Malden Road

Present: Councillor Crystal Meloche, Cynthia Butcher Savitri Dhiman
and Russ Hazael Jeff Kapasi, and Diane Quenneville.

Also Present: Agatha Armstrong, Deputy Clerk.

Regrets: John Boyko and Councillor Michael Akpata

1. Call to Order

Councillor Meloche calls the meeting to order at 4:00 pm.

2. Adoption of Minutes from Previous Meeting

Moved By: Russ Hazael

Seconded By: Cynthia Butcher

That the minutes of the meeting of the LaSalle Accessibility Advisory Committee held September 7, 2017 BE ADOPTED as presented.
Carried.

3. Business Arising from the Minutes

R. Hazael inquires about the Multi-Year Accessibility Plan that expires at the end of 2017.

A. Armstrong indicates that correspondence will go out to department heads requesting information on accessible projects they may have for the upcoming years.

4. Business Items

4.1 TRANSIT SYSTEM, BUS SHELTERS AND STOPS

J. Milicia and P. Marra appear before the committee to make a presentation regarding the transit system, bus stops and bus shelters. Salient points of discussion regarding the transit system and bus shelters/stops are as follows:

- Four bus shelters have been ordered they will be installed mid-year in 2018
- Two bus shelters will be on Heritage Drive.1 on Front Road and one at the Vollmer Recreation Complex.
- Bus shelters are fully accessible.
- Transit bus is fully accessible.
- Schedule will remain the same at this time. Once more data is collected administration will revisit the schedule and determine if an expanded service is warranted.
- All bus pads will be part of snow removal to ensure proper access to the bus shelter.

4.2 15th ANNUAL ACCESSIBILITY WORKSHOP

A. Armstrong indicates that the workshop is Tuesday October 24, 2017 at the Heritage Park Alliance Church. Committee advised to notify A. Armstrong if able to attend.

5. Next Meeting

Thursday November 2, 2017 at 4:00 p.m. in the LaSalle Room, main floor, LaSalle Civic Centre.

6. Adjournment

The meeting is adjourned at the call of the Chair at 4:35 pm.

Co-Chair: Councillor Michael Akpata

Co-Chair: Councillor Crystal Meloche

Deputy Clerk: Agatha Armstrong



**Town of LaSalle
Culture and Recreation/Parks Advisory Committee Meeting
Thursday September 21, 2017
9:00 a.m.
Sandwich Room 236, Town Hall**

MINUTES

Present: C. Meloche, Councillor
S. Desjarlais, Councillor
M. Akpata, Councillor
J. Columbus, Director Culture & Recreation
P. Funaro, Supervisor of Programming
J. Turnbull, Supervisor of Programming
M. Beggs, Manager Parks and Roads
M. Masanovich, Manager Facilities

Regrets: P. Marra, Director Public Works
T. Brydon, Supervisor of Parks

1. Call to Order

S. Desjarlais called the meeting to order at 9:00am

2. Approval of Minutes

C. Meloche/S. Desjarlais

It was moved and seconded that the minutes of the Tuesday June 20, 2017 and the Tuesday July 25, 2017 Culture and Recreation/Parks Advisory Committee meetings BE APPROVED. Carried.

3. Pickle Ball Presentation

J. Beneteau and B. Laramie did a presentation on pickle ball and indicated that they would like to bring pickle ball in LaSalle to a higher level. J. Beneteau suggested numerous items as a wish list for the pickle ball court which included: modification of the court size, relining & renumbering, new asphalt, rubberized resurfacing, fence repair, permanent posts for the nets which are currently held by sandbags, wind nets and consideration to move the location to the Vollmer complex.

C. Meloche requested a report that would go back to budget sessions. J. Columbus indicated that the things that we could do immediately have been done (grass cutting,

etc) and indicated that administration has a list of items on what needs to be done for budget and that Mark & her have been working in the background.

Akpata/Meloche

That a MOTION that the costing document that has been started for pickle ball improvements be completed and directed to budget deliberations for consideration as per the Culture & Recreation/Parks Advisory committee meeting on Sept 21, 2017.

4. 77 Classic Tournament

J. Columbus reported that she met with a gentleman who inquired if the Town would donate ice for the 77 Classic Tournament. J. Columbus informed him that the Town does not offer this, however we could provide assistance in other ways such as set up or offering the convenors room as a way to provide support without cutting into revenues.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

5. Craft Beer Festival Update

P. Funaro reported that everything is moving along, 9 breweries are confirmed and 3 others have provided verbal confirmation, staff is working with TWEPI Barrels, Bottles & Brews passport program and new this year will be a 1.5km beer fun run on Sat October 7.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

6. Indoor Pool Update

M. Masanovich indicated that he will be meeting with the pool manufacturer on September 25, 2017.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

7. Agreement Updates & Feedback

J. Columbus provided an update on the following:

- a. Joint Use Agreement: is going well and will serve as a flagship for the whole county as other municipalities are looking to get this.
- b. Windsor Model Yacht Club: passed thank you.
- c. Friendship Club: there is currently no formal paperwork for their existence in the building, they operate independently as a club. S. Desjarlais & M. Akpata indicated that they would like to see an agreement for them.

- d. LaSalle Vipers: the Agreement is in draft form. M. Masanovich & J. Columbus have both reviewed and will push this forward with minimal changes.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

9:50am – C. Meloche left the meeting

8. Accessible Swing, Rotary Signage

J. Columbus reported that the swing has been installed and that T. Brydon has created adhesive signs with the Rotary logo which will be put on each post of the swing and that Rotary provided just over \$1000 for the cost of the swing.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

9. Rental Contracts Update

J. Columbus reported that there have been some parks department complaints, indicating that people were using the baseball diamonds and leaving a mess behind and indicated that in the contract we have reminded them that no alcohol is to be consumed. This was not originally in the baseball rental contracts. K. Kirincic has updated the contract so that we have something to address if issues arise again.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

10. 2017 Summer Event Overview

P. Funaro presented a report to indicate that the LaSalle Stompers Day of Champs, the Unifor 444 Picnic and the Yoga for Hope events were all held at the outdoor pavilion in the summer and that everything went well and indicated that after 10 years, Yoga for Hope may be ready for a new venue.

M. Akpata/S. Desjarlais

It was moved and seconded that a MOTION be made to RECEIVE the report.

11. Playground, Concrete Pad and Construction Update

M. Beggs reported that onsite repairs are currently taking place and that the splash pad is being taken up, the concrete around the fixtures are up and pressure testing will be done and that green will be used to tie in trees & blue will be used underneath the saucer and that Coco paving will fix under the shade canopies.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

12. 2017 Splash Pad & Outdoor Concessions Operations Overview

J. Columbus reported that the splash pad was operational for the entire summer with minimal maintenance. J. Columbus reported that the costing for the outdoor concession was low, started up with 2 staff onsite and that HR suggested putting in 3rd person so it was overstaffed, that aesthetics were good with a focus on clean washrooms, clean concession area & consistent garbage pickup. S. Desjarlais indicated that residents have commented that we are a very tidy town and that people enjoy coming to LaSalle because we take care of things.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

13. Arena Concession Booth Operations for 2017/2018

J. Columbus reported that in 2015 concessions lost \$8,000 and in 2016 concessions lost \$30,000 in operations with arena concessions. J. Columbus indicated that she met with P. Funaro & J. Rafuse regarding sales, scheduling & they created new price points for product and reduced the number of items and indicated that a business plan to council will show reduction in hours, prices adjustments. J. Columbus reported an increase in revenue and indicated that on the Vipers 2017 opening night, more than \$1000 was made, indicating that a couple of minimal changes have improved sales. P. Funaro reported on M. Masanovich's suggestion to install a hot beverage machine near concession with a high quality product and indicated that there would be no cost to us and that in subsequent years we will receive a portion of the revenues. J. Columbus indicated that part of the Culture & Recreation strategic objective is to review this.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

14. Dog Park Open House

J. Columbus reported that the Dog Park Open House is on Thurs Sept 21 from 4-7pm and will serve to gather feedback and ideas from the public using comment cards. J. Columbus indicated that she will do a report back to council as this was the direction received from council. Two locations are on the master plan.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

15. Summer Day Camp Debrief

J. Turnbull provided a report to council mid-summer to give an idea of how summer day camps were doing and will create a report to show expenditures as per Councillor Burns request. J. Turnbull reported that the highest turnout for 1 day this summer was 194 participants, which is an attendance record, that there were a total of 7400 campers in 2017 and that on 23 days in the summer we met or exceeded our maximum. J. Turnbull indicated that as a whole, the percentage of participants has increased from 2016 to 2017 by 20% and reported that on 400 parent feedback forms, received, less than 10 had suggestions for improvement.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

16. Old Business

Drone Usage Update:

J. Columbus reported that local Recreation Directors meet every couple of months and that drone usage was recently discussed and indicated that some municipalities offer a facility space equal to the size of a soccer field for drone usage and reported that Amherstburg and Windsor host drone usage.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

17. New Business

High School Kids at Vollmer Complex:

M. Masanovich indicated that there have been some challenges at the Vollmer with high school kids from Sandwich Secondary School hanging out in the lobby during their lunch hour and leaving a mess behind. The influx of noisy teenagers has made it difficult for user groups as well as it has become a challenge for staff and indicated that LaSalle Police will occasionally walk through. M. Masanovich indicated that he would like to meet with the new principal to form a partnership with the school. M. Akpata indicated that the school has responsibility through The Safe School Act and that Legislative responsibility lies with the school.

It was generally agreed upon by the committee that the above-mentioned information be received. Note: no formal Motion was made.

18. Next Meeting Date: Thursday November 2, 2017 @ 9:00am

19. Adjournment:

S.Desjarlais adjourned the meeting at 10:20am



**Town of LaSalle
Culture and Recreation/Parks Advisory Committee Meeting
Thursday November 2, 2017
9:00 a.m.
Sandwich Room 236, Town Hall**

MINUTES

Present: C. Meloche, Councillor
S. Desjarlais, Councillor
J. Columbus, Director of Culture & Recreation
P. Funaro, Supervisor of Programming
M. Beggs, Manager of Parks & Roads
P. Marra, Director, Public Works
T. Brydon, Supervisor of Parks
M. Masanovich, Manager, Fleet & Facilities
K. Scherer, Assistant to the Director of Culture & Recreation

Regrets: M. Akpata, Councillor

1. Call to Order

C. Meloche called the meeting to order at 9:00am

2. Approval of Minutes

C. Meloche/S. Desjarlais

It was moved and seconded that the minutes of the Thursday September 24, 2017 Culture and Recreation/Parks Advisory Committee meetings BE APPROVED. Carried.

3. St. Clair Park Replacement

T. Brydon reported that they are proceeding with replacement of playground equipment and that of the 2 options presented by Henderson Recreation Equipment Ltd. , Option 1 is the preferred model as it is more compact and offers more for the money, has engineered wood chips, features a swing set, accessible swing, toddler swing. T. Brydon indicated that they are considering moving the equipment to the west side of park where there is a sidewalk and an asphalt path will be made to connect to the playset for accessibility and will feature an accessible picnic table, bike rack and in ground garbage pail. M. Beggs indicated that this could be a template for all parks and P. Marra indicated that the parks master plan indicates that parks should be open &

Culture and Recreation/Parks Advisory Committee, 11 02 2017 Page 1

accessible to everyone. P. Marra indicated that a notice will be sent out to residents informing them of an upgrade to the park. C. Meloche inquired about getting quotes from local companies and M. Beggs indicated that is possible if we hold off until the spring. P. Marra mentioned removing the existing fencing.

S. Desjarlais/C. Meloche

That a Motion to RECEIVE the report and get additional quotes and information and to come back with another report.

4. Christmas Light Update

M. Beggs reported that there will be Christmas lights along the trees of the promenade, on the trees & shrubs at the Vollmer, down the Laurier parkway median, Laurier roundabout, the tree in the Todd Lane roundabout, along Front Rd. with the Nativity trailer and the Malden Rd. median from Normandy to Todd Lane. M. Beggs indicated that the trees along Laurier Parkway are getting bigger with not enough lights to cover them and suggested lighting every second or third tree and indicated that the Town Christmas lights will be activated on November 17 and will be shut off after Little Christmas on January 8. J. Columbus will do some research on holiday décor options for the Malden Todd round about. Staff will review for the 2018 budget.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

5. Upcoming Events Review

Santa Breakfast: P. Funaro reported that the Santa Breakfast will be on Sat Dec 2 with bookings from 9:00am – 10:00am & 10:15am – 11:15am and that tickets will be available for purchase at the Vollmer next week. New this year will be a Christmas Shopping Expo featuring 28 local vendors, with half the vendor fees going to charity and that Sparky's Toy Drive will be set up to collect toys & gift cards for older kids.

New Year's Eve Celebration: P. Funaro reported that the New Year's Eve celebration will once again offer free swim & skating, fireworks at 7:30pm and that people can start reserving spots Dec 1.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

6. Outdoor Concession Operational Review

J. Columbus indicated that there will be an outdoor concession report going to council and that the overall operations brought in \$5,600 in revenue from July 1 – Sept 4th 2017. The 2018 Budget will recommend continuing operations with 1 staff/shift and staff will review hours of operation.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

7. Fitness Centre Open House Dec 2nd

J. Columbus reported that the Fitness Centre Open House to celebrate new equipment purchased will coincide with the Santa Breakfast on December 2 from 10:00am – 2:00pm and that there will be a ribbon cutting ceremony to celebrate the recent grant received for Vollmer upgrades. These activities will be a good opportunity for residents to enjoy various aspects of the Vollmer. J. Columbus indicated that D. Langlois is working to confirm someone from the Ministry will attend the ribbon cutting ceremony.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

8. 2018 Cultural Event

J. Columbus indicated that during the recent AMO conference she presented to the Minister and indicated that Francophone funds are available to do a heritage event in LaSalle. The event will include a possible plaque unveiling and voyageur experience to commemorate the history of LaSalle and that this would fall under the strategic planning budget. Planning is underway with Ontario Heritage Trust.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

9. 10 Year Anniversary of Vollmer 2018

P. Funaro reported that 2018 will mark the 10th year of operation for the Vollmer complex and that there will be plenty of social media promotion and marketing, giveaways, free swimming & skating during the winter/spring sessions, Mad Science, Emerald Isle Dancers, leading up to giving away 10 free passes per month. The Winter Activity Guide cover will feature 100 photos showing 10 photos from each of the past 10 years and that the 10 year anniversary theme will be going all year.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

10. Active Living Strategy

P. Funaro reported that the grant we received will cover the strategy implementation with Douglas Marketing Group (DMG). They will handle a variety of research including developing an active living strategy, determining our strengths & weaknesses, conducting focus groups in early December, scheduling phone interviews with members of council with the goal of the Active Living strategy to be completed by March 31, 2018. Working with local businesses to identify opportunities along with community partners.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

11. Essex Power Distribution of Funds (\$10,000)

P. Funaro reported on a breakdown of how Essex Power funds have been spent for 2017.

The above-mentioned information was RECEIVED. Note: No formal Motion was made.

12. Old Business

Accessible Swing Update

T. Beggs reported that the accessible swing has been installed and that he is waiting for feedback from the resident who requested it.

Pool Liner, Pool Repair

M. Masanovich reported that work on the pool liner is complete though it may require attention down the road as it is 10 years old.

Splash Pad, Playground, Concrete Repair

P. Marra reported that the contractor is unreachable, will not return calls and indicated that he is close to taking the Bond and deeming "abandonment of the site" and will be seeking direction from Town Solicitor Chris Riley when to put them on notice and indicated that there is no assurance that the splash pad/playground will be open by Spring 2018. J. Columbus indicated that the hours of operation will be updated for 2018 to stay open until 9:00pm (from 8:00pm).

Outdoor Pool

J. Columbus reported that the outdoor pool will be open for June 2018 and indicated that this past summer the extended hours for the Sunday swims were not as well attended as hoped for.

High School Kids at Vollmer

M. Masanovich reported that he has met with the Vice Principal of Sandwich Secondary School and the LaSalle police (who are now doing a daily patrol of the facility) to address the 70 – 100 high school kids coming through the facility on a daily basis without supervision to hang out and use the free WiFi. M. Masanovich indicated that a wheelchair was broken, there has been some fighting & drug use but that the school will not put a teacher in place to supervise and that there was discussion about either senior students or security to monitor.

13. New Business

High School Art Display

J. Columbus shared thoughts on meeting with both high schools next year to create a high school art display, to align with the cultural portfolio, which C. Meloche and S. Desjarlais agreed with.

14.Next Meeting Date: The next meeting will be determined as needed.

15.Adjournment: C. Meloche adjourned the meeting at 10:00am



The Corporation of the Town of LaSalle

Date	October 30, 2017	Report No:	CL-21-17
Directed To:	Mayor and Members of Council	Attachments:	Feedback pages 1-6
Department:	Council Services	Policy References:	
Prepared By:	Director Council Services/Clerk		
Subject:	Youth Focus Group		

RECOMMENDATION:

That the report of the Director Council Services/Clerk CL-21-17 dated October 30, 2017 respecting feedback obtained from the first Youth Focus Group held on October 23, 2017 BE RECEIVED and Council Resolution 114/17 BE AMENDED to allow for future feedback from the youth category to be obtained via surveys.

REPORT:

Council approved a recommendation from the undersigned that rather than establishing youth and senior advisory committees, that focus groups for each age group be held twice a year to obtain input from the senior and youth populations of the community.

The youth focus group includes youth residents between the ages of 12 and 21. In order to capture this age group, Invitations and notices of the focus group session were sent to the student councils of Sandwich Secondary and Villanova and to all local elementary schools as well as the University of Windsor, St. Clair College and the LaSalle Youth Hangout. In addition, extensive notice was given through the Town's social media platforms. Four students attended the focus group. Councillor Akpata, who originated the idea through a Notice of Motion, provided the introduction. Ms. Armstrong, Deputy Clerk, lead the discussion by introducing questions based on the Town's strategic plan. 1 ½ hours was spent guiding the participants through the discussion. Mayor Antaya and Councillor Desjarlais also attended along with Ms. Hadre, Communications and Promotions Officer, Ms. Miceli, Council Coordinator and the undersigned.

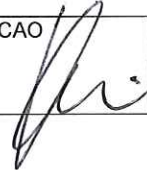
Notwithstanding the small number of participants, those in attendance were very engaged and offered input on all of the questions. The feedback is attached. Given the limited attendance, Administration recommends not proceeding with a second youth focus group but rather undertaking a survey available on the Town's website and promoted through social media, to obtain feedback from this age group in the spring of 2018. It is clear that the majority in this age group are most comfortable using technology to participate as opposed to in person attendance.

The seniors focus group will be held November 16, 2018 from 6:00 to 7:30 p.m. An abbreviated list of questions will posed to those who attend and feedback will communicated back to Council.

Appreciation is extended to Ms. Armstrong, Ms. Hadre and Ms. Miceli for their efforts in organizing and leading this first focus group.



Brenda Andreatta - Director of Council Services

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

General Questions

1. What is your favourite thing about living in LaSalle?

- Recreational opportunities
- Community (people are nice)
- New busing system
- Location is in close proximity to travel to other communities and easily able to access stores/centers within approx. 5 minutes
- Peaceful and safe community

2. What do you think could be improved about living in LaSalle?

- Big focus on athletics, no focus on arts or music including venues
- Need a venue to allow music, places to display visual art and allow for poetry nights
- Complex that has different areas to allow artistic output (open mic night, art nights)
- More sidewalks to travel onto as opposed to walking on the road.
- Promote less traffic encourage biking/walking (more bike paths)
- Focus more on culture portion of the community

3. Can you see yourself living in LaSalle for the remainder of your life? Why or why not?

- No due to wanting to travel and expand life experiences. Leaving to go to bigger cities that have more to offer such as job opportunities. May come back when older to retire.
- Yes, quiet town, peaceful to live in and recognized.

4. What are your hopes for the future of LaSalle within the next five years? 10? 20?

- Wish LaSalle was able to offer more opportunity for business to locate here (more jobs)
- LaSalle would have a closer relationship to other communities such as Windsor and surrounding areas.
- Want new events for Town of LaSalle- open street festivals and new festivals that appear to other ages (young adults) as opposed to just having the Strawberry Fest as it appeals to younger ages.
- Younger community involvement (not much places in LaSalle to volunteer at and receive community hours.)

Objective: Expanding and Diversifying the Town's Assessment Base

1. What do you think LaSalle does better than surrounding towns like Windsor or Amherstburg?
 - City is more ecofriendly (more ways to get around other than using a car)
 - Small tight knit community (sense of community)
 - Safer than Windsor
 - LaSalle involves communities more
 - More things to do within the community (always including different ages)
2. What needs to be improved?
 - Focus more on culture (artistic side as opposed to recreational side)
3. What new businesses/services would you hope to see in LaSalle?
 - More retail/promoting local businesses
 - More local run businesses
4. Would you ever consider opening a business in LaSalle? What kind? Why or why not?
 - Yes, since community is so close and as long as you promoted your business it would work out very well.
 - LaSalle residents seem as if they would like to try new things.
 - All businesses get together and support one another
 - All ages seem to be represented equally
5. Would you ever consider opening a business in surrounding towns such as Windsor or Amherstburg and why would you choose them over LaSalle?
 - Windsor being beneficial because of all the promoting because they have more festivals (open streets) able to get the word out more

Objective: Effectively Communicating the Activities and Interests of the Town

1. How did you hear about this focus group?
 - Mom received email and forwarded
 - Word of mouth
2. How often do you hear about events, activities, initiatives etc. the Town of LaSalle is doing?
 - Only through social media (ex. Facebook)
3. How do you hear about them?
 - Word of mouth
4. How can the Town of LaSalle improve how they share information with the residents of LaSalle?
Non-Residents?
 - Sharing through social media, ensure that social media accounts have more followers to ensure that the news reaches many residents.
5. What would encourage you to attend a Town Hall or similar meeting?
 - For those who are in high school- ensure that the meeting is during school time
 - Providing transportation to those who do not have access or do not drive
 - Have groups include this as a group meeting/outing

Objective: Managing our Human and Financial Resources

1. What services provided by the Town of LaSalle, if any, do you use?
 - Vollmer Complex, Library (studying) , Bus transportation
2. What are your thoughts, likes and dislikes, etc. about these services?
 - Transit system for youth, helpful that transit goes all the way through Town including St. Clair College.
 - Dislike: does not consider the Vollmer to be open to letting others use their services
Should be more accessible and to not have to reserve fields. Should have fields under lights to be able to access and play at night. (more public fields)
 - Make more teams for various age (ex. Hockey)
3. What do you think would be a worthwhile use of some of the Town's annual budget (ex. services, new building developments, recreation programs, etc.)?
 - New building developments for the arts (culture)
 - Concrete walls so that local artists are able to paint and in a couple months paint over and start all over again.
 - Dog park
 - Outdoor ice rink
 - More winter events/festivals

Objective: Promoting and Marketing LaSalle

1. When you think about LaSalle as a whole, what is the first thing that comes to mind?
 - Community involvement
 - Safe community (low crime rate)
 - Providing access to residents for new things
 - Standard and simple town (town is organized for residents to access stores ect.)
 - LaSalle currently offers all the basic needs that a town should
2. What would be the biggest enticement/barrier to you remaining in LaSalle permanently?
 - Enticement: Proximity to all services that the Town of LaSalle offers (education is close, cost effective)
 - Barrier: No new opportunities for new businesses (no artistic outputs/social venue ex. Concerts arena's)
 - Great place to retire/settle down
 - New activities that the Town offers
3. What do you think would draw people from other communities to live in LaSalle?
 - All residents get along
 - LaSalle may offer newer activities/resources that other communities may not offer
 - Stable community
 - New residential housing being built
4. What are your favourite and least favourite things about the events hosted by the Town of LaSalle?
 - Least: Age restriction for joining activities, Strawberry Festival does not appeal to all ages and never changes it's line up
 - Should have more summer concerts to allow local artists to play their music, allow for more festival so that more local merchandise can be offered.
5. What new events/activities would you be interested in the Town of LaSalle hosting (can be one day events or multi-day events)?
 - Skateboard competitions, art show
 - Talent shows @ Strawberry Festival
 - Photography competitions
 - Showcase Festival
 - Front Road to be considered a closed street

Objective: Promote a Healthy and Environmentally Conscious Community

1. What LaSalle programs and initiatives are you familiar with that promote LaSalle as being an environmentally friendly/health conscious town?
 - Groups/clubs at the Vollmer
 - New waterpark promotes residents to be outside and be more active
 - Adding run to the Beerfest encouraged more physical activity amongst festival attendees
 - LaSalle trails are connected to all parks and are maintained
2. What more do you think the Town of LaSalle can do to be an environmentally friendly/health conscious town?
 - Encouraging more walking/running/bike lanes instead of traveling via cars
 - Promoting more recycle options (bins in more public areas) more compost bins
3. What programs would you like to see introduced by the Town of LaSalle to promote a healthy and environmentally friendly lifestyle for residents?
 - Having a Community Garden (promoting less garbage, encouraging more compost and recycling)
4. Do you have anything else to add?
 - The two participants would like to be notified if any of the ideas brought up in the focus group does go to Council



The Corporation of the Town of LaSalle

Date	November 8, 2017	Report No:	CL-26-17
Directed To:	Mayor and Members of Council	Attachments:	1. Return to Work Policy 2. Networking Policy 3. Slips, Trips and Falls Prevention Policy 4. Incident Investigation Policy 5. Workplace Harassment Policy Statement 6. Violence in the Workplace Prevention Policy 7. Harassment and Discrimination Prevention Policy
Department:	Council Services	Policy References:	
Prepared By:	Rick Hyra, Human Resources Officer Rick Mamak, Human Resources Generalist		
Subject:	Human Resources Policies		

RECOMMENDATION:

That the report of Human Resources CL-26-17 November 8, 2017 and the attached policies BE APPROVED, and that the previous policies related to Transitional Work Rehabilitation Program CR 367/16, Violence in the Workplace Prevention Policy CR 335/16, and Harassment and Discrimination Prevention Policy CR 335/16 be RESCINDED.

1. Return to Work Policy
2. Networking Policy
3. Slips, Trips and Falls Prevention Policy
4. Incident Investigation Policy
5. Workplace Harassment Policy Statement
6. Violence in the Workplace Prevention Policy
7. Harassment and Discrimination Prevention Policy

REPORT:

In a continued effort to advance Human Resources and Health and Safety practices within the Town, the following policies have been developed and/or revised in order to provide direction and to ensure clarity of roles and responsibilities for all employees.

Return to Work Policy

The purpose of this revised policy is to ensure that a consistent process is followed when returning injured employees back to safe, appropriate, and meaningful work. The name of the policy has been changed from Transitional Work Rehabilitation Program to Return to Work Policy in order to make the terminology consistent with our training.

Networking Policy

This new policy has been developed to outline the expectations of how the Town of LaSalle Human Resources Department will network with other companies in order to share and gain safety information and best practices.

Slips, Trips and Falls Prevention Policy

This new policy formalizes the Town's current online training related to Slips, Trips and Falls. The policy meets the WSIB Safety Group requirements placed upon an employer as well as outlines duties to all workplace parties to prevent workplace slips, trips and falls.

Incident Investigation Policy

The primary objective of this policy is to prevent recurrence of incidents through the prompt and effective reporting and investigation of injuries, incidents and near misses.

Workplace Harassment Policy Statement

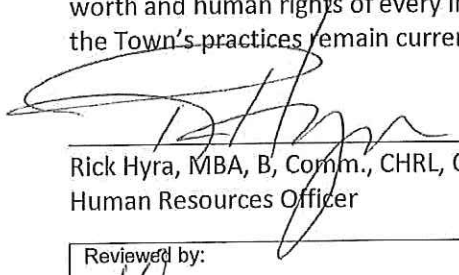
This is a legislated requirement by the Occupational Health and Safety Act, and also by the WSIB Safety groups. This policy must be reviewed and signed by the CAO annually and posted in a conspicuous place in the workplace.

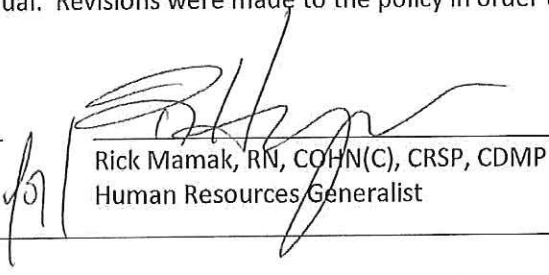
Violence in Workplace Prevention Policy

This policy outlines specific preventive actions to discourage and prevent acts of violence in the workplace before they occur. The policy also outlines corrective measures to take in the event that acts of violence occur in spite of all reasonable efforts to prevent such occurrences.

Harassment and Discrimination Prevention Policy

This Policy outlines the Town's commitment to providing employees with a work environment free from unlawful discrimination or harassment, and promotes an atmosphere that respects the dignity, self-worth and human rights of every individual. Revisions were made to the policy in order to ensure that the Town's practices remain current.


Rick Hyra, MBA, B. Comm., CHRL, CRM
Human Resources Officer


Rick Mamak, RN, COHN(C), CRSP, CDMP
Human Resources Generalist

Reviewed by:							
CAO	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire

The Corporation of the Town of LaSalle

Return to Work Policy

Purpose

The purpose of this procedure is to outline a consistent rehabilitation plan for temporarily disabled employees that recognize the benefits of employee health and welfare. The program applies to employees who have been injured on and off the job and will make every reasonable effort to return injured employees to appropriate and meaningful work.

Scope

The Return to Work Policy (RTWP) is a Town initiative that combines a commitment to protecting the health and welfare of all employees and their families while maintaining a responsible approach towards minimizing insurance costs. The Town recognizes that the long-term health of employees is the first priority. The RTWP applies to all employees.

Modified work must make a useful contribution to the organization. Employees must understand that they have a shared responsibility for their safety at work, as well as participating in the return to work initiative.

Definitions

- i. **RTWP** – means Return to Work Policy, a temporary measure that bridges the period between total temporary disability and return to regular duties.
- ii. **Accommodation** – means the employer must implement reasonable measures to allow employees to work to the best of their ability.
- iii. **WSIB** – means Workplace Safety and Insurance Board.
- iv. **Acute Injuries** – means injuries/illnesses where complete recovery is expected
- v. **Chronic Injuries/Illnesses** – means injuries/illnesses where permanent modifications or precautions may be necessary.
- vi. **JHSC** – means Joint Health and Safety Committee.
- vii. **Suitable Work** – means post injury work (including the workers pre-injury job) that is safe, productive, consistent with the workers functional abilities.
- viii. **Available Work** – means work that exists with the employer at the pre-injury worksite, or at a comparable worksite arranged by the employer.
- ix. **Form 7** – is a form used to inform the Workplace Safety and Insurance Board of an injury and/or illness that required medical attention.
- x. **FAF** – is a Functional Abilities Form obtained from the WSIB. The FAF is used by medical practitioners to provide the workplace with precautions/restrictions for work related injuries or illnesses.

- xi. FIF** – is a Functional Information Form utilized by Medavie Blue Cross. The FIF is used by medical practitioners to provide the workplace with precautions/restrictions for non work related injuries or illnesses.
- xii. PDA** – means Physical Demands Analysis, a systematic procedure to quantify and evaluate the physical, cognitive, and environmental demands of the essential and non-essential tasks of a job.
- xiii. Near Miss** – means an unplanned event that did not result in injury, illness, or damage but had the potential to do so.
- xiv. RTW** – means Return to Work, a date or potential date that an employee may be returning to work.

Accommodations include, but are not restricted to, the following measures:

- i.** Reduced hours of work
- ii.** Job sharing
- iii.** Provide appropriate rest periods throughout the shift
- iv.** Ergonomic modifications to work environment where appropriate
- v.** Mechanical aids or assistive devices
- vi.** Job rotation
- vii.** Special assignments or project work
- viii.** A different job
- ix.** Assisted with a helper
- x.** Work hardening

WSIB resources that may be requested include:

- i.** Eligibility Adjudicator
- ii.** Short Term Case Manager
- iii.** Long Term Case Manager
- iv.** Work Transition Specialist
- v.** Return to Work Specialist
- vi.** Account Specialist
- vii.** Nurse Consultant
- viii.** Medical Consultant
- ix.** Disability Prevention Specialist

RTWP Representatives may include:

- i.** HR Officer
- ii.** HR Generalist
- iii.** Employee Supervisor/Manager
- iv.** Union Representative
- v.** Legal Representation

Authority and Responsibilities

Human Resources is responsible for:

- i. Advising and involving the employee's Supervisor/Manager and Union Representative and others, as required in the employee's return-to-work plan.
- ii. Meeting with the employee and employee's Supervisor/Manager at the start of the program to review the goals and outcomes.
- iii. Ensuring that the injured employee's treatment is not compromised by the RTWP (i.e. time for required treatment).
- iv. Serving as a liaison between management, the injured employee, the medical practitioner, and the insurance carrier as required.
- v. Promoting the RTWP and educating all employees site-wide.
- vi. Implementing and maintaining of this program.
- vii. Managing the RTWP within the organization.

Employees are responsible for:

- i. Promptly reporting all work related injuries, illnesses and near misses to his/her Supervisor/Manager.
- ii. Completing the Incident/Injury Report - Employee Portion
- iii. Advising the attending physician of the availability of transitional work.
- iv. Obtaining medical approval from the attending physician for transitional work via medical notes and/or a Functional Abilities Form (these documents must contain a start and end/reassessment date for modified duties).
- v. Actively participate in the development of the RTWP schedule.
- vi. Ensuring other regularly scheduled activities relevant to their rehabilitation (i.e. Physiotherapy, regular doctor appointments, etc.) are continued in conjunction with the RTWP with prior notification to employee's Supervisor/Manager.
- vii. Maintaining punctuality.
- viii. Communicating any concerns to Human Resources, Supervisor/Manager or their Union Representative to allow potential problems to be openly addressed and resolved.
- ix. Informing Payroll and their Supervisor/Manager of any absences from work due to scheduled medical procedures along with an estimated duration of absence.
- x. Working within the documented precautions.

Supervisors/Managers are responsible for:

- i. Developing knowledge and understanding of the RTWP.
- ii. Investigating the injury/incident and completing Incident/Injury Report – Supervisor Portion
- iii. Assisting in the design and implementation of the RTWP.
- iv. Meeting with the injured employee on a regular basis to discuss any concerns.
- v. Providing ongoing support and encouragement to the injured employees.
- vi. Assisting with work site modifications, if required.

- vii. Informing Payroll and Human Resources of any employees upcoming absences due to a scheduled medical procedure.

Payroll is responsible for:

- i. Completing Form 7's as needed.
- ii. Completing Employer benefit forms as needed.
- iii. Communicating with the insurance carrier regarding hours, pay and wage changes.

Co-workers are responsible for:

- i. Providing support and encouragement to their fellow workers participating in the RTWP.

JHSC is responsible for:

- i. Informing and promoting the RTWP to all employees.
- ii. Reviewing this procedure annually or as needed to ensure that the program is meeting the needs of all employees who are returning to work or recovering from an injury or illness.

WSIB is responsible for:

- i. Ensuring claims are adjudicated in a timely manner.
- ii. Providing assistance as needed through the Return to Work Specialist.
- iii. Developing Work Transition Plans when appropriate.

Health Care Practitioner is responsible for:

- i. Providing medical treatment as needed to injured worker.
- ii. Completing forms and provide to WSIB and the worker in a timely manner
- iii. Providing ongoing capabilities information as requested.

Procedure

There are four steps to the Return to Work Process: Reporting, Case Planning, Returning to Work and Follow-up.

Reporting:

- i. All work-related injuries or illnesses are to be reported promptly to the employee's Supervisor/Manager.
- ii. Employees and Supervisors/Managers are responsible for completing the incident report promptly and forwarding all documentation to Payroll for processing and copied to Human Resources for information purposes.

- iii. Payroll will forward relevant documentation to Human Resources for review.
- iv. All work related injury/illnesses assessed by a medical professional are to be reported to the Supervisor/Manager immediately.
- v. A PDA and/or Attending Medical Practitioner Letter may be provided to the injured employee to take to their medical practitioner.
- vi. Employees who are absent from work because of a work-related injury/illness are to identify this when reporting in absent to their Supervisor/Manager.

Note: The WSIB must receive a Form 7 from the employer within 3 business days from when the employer becomes aware that an employee was assessed by a medical professional, or a minimum fine of \$250 may be issued.

Case Planning:

- i. When the employee cannot return to work on full duties, medical documentation from his/her treating medical professional is required with detailed precautions/restrictions, duration and reassessment date.
- ii. Employees returning to work with documented precautions/restrictions will be evaluated by Human Resources, in conjunction with the employees department, to determine if the stated precautions/restrictions can be accommodated with suitable or available work.
- iii. All precautions/restriction will be crossed referenced with a PDA to ensure that safe and suitable work is assigned to the employee.
- iv. An Offer of Modified Work form will be completed and signed by the employee, the Union Representative (if required), the Supervisor/Manager and Human Resources.
- v. When the injury is acute, Human Resources may apply precautions/restrictions for a maximum of 7 days.

Returning to Work:

- i. The employee will report to their department on their first day of return to work in accordance with the Offer of Modified Work form.
- ii. The employee's Supervisor/Manager will assign work within the documented precautions.
- iii. The employee will work within the documented precautions/restrictions according to the Offer of Modified Work form.
- iv. The employee's Supervisor/Manager is responsible for meeting with the employee on a regular basis to ascertain if there are any difficulties which need to be addressed.

Follow-up:

- i. The Supervisor/Manager will follow-up with the employee on a regular basis in order to ensure no further difficulties are encountered.

- ii. Employees participating in the RTWP are responsible for returning all information and forms to their Supervisors/Managers as soon as possible.
- iii. When monitoring an injured employee's participation in the program, the following factors will be considered: attendance, productivity, quality/accuracy, problem(s) with particular task(s) and safety/housekeeping.
- iv. In the event that permanent precautions/restrictions are required, a meeting will take place with the Employee, Union Representative (if required), Supervisor/Manager and Human Resources in order to determine if the employee can be accommodated.
- v. If the permanent precautions/restrictions cannot be accommodated, then the appropriate insurance carrier (if applicable) will be notified.
- vi. Discharge from the RTWP is determined by:
 - o Employee returning to full duties and pre-injury job
 - o Employee fails to provide requested documentation
 - o Employee is permanently disabled and will not be returning to pre-injury job
 - o Employee transfers to another position where regular duties fall within precautions/restrictions

Communication:

This procedure will be posted on the LaSalle Online Learning Management System located at www.townoflasallesafety.com under the policy tab.

Evaluation:

The Human Resources department will review the RTWP annually at a Master joint Health and Safety Committee Meeting.

ACKNOWLEDGE SUCCESS & MAKE IMPROVEMENTS

Acknowledgment will be conducted through an email or memo sent by Senior Management informing all Staff of our Safety Groups success. Acknowledgment will be documented by keeping a copy of the email or memo on file.

Reference(s)

- i. Workplace Safety and Insurance Act (WSIA)
- ii. WSIB Work Reintegration Principals, Concepts and Definitions (policy 19-02-02)
- iii. Incident/Injury Report – Supervisor portion (Appendix A)
- iv. Incident/Injury Report – Employee portion (Appendix B)
- v. Incident/Injury Report – Witness Statement (Appendix C)
- vi. Equipment Damage/Loss/Theft Report Form (Appendix D)
- vii. Blue Cross Functional Information Form (Appendix E)
- viii. WSIB Functional Abilities Form (Appendix F)
- ix. Medical Practitioner Letter (Appendix G)

x. Offer of Modified Work (Appendix H)

Revision Date

September 24, 2016

July 24, 2017

November 7, 2017

APPENDIX A

The Corporation of the Town of LaSalle

Injury/Incident Report (Supervisor Portion)

INCIDENT TYPE (Check all that apply)	<input type="checkbox"/> near miss	<input type="checkbox"/> injury	<input type="checkbox"/> illness	<input type="checkbox"/> property damage					
	<input type="checkbox"/> mental stress	<input type="checkbox"/> first aid	<input type="checkbox"/> medical aid	<input type="checkbox"/> reoccurrence					
WORKER INFORMATION									
Last Name:		First Name:							
Department:		Job Title:							
Employment Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Other									
Do you have other employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, where?							
Supervisor Name:		Supervisor Email:							
Supervisor Phone Number:									
INCIDENT DATES AND DETAILS									
Date of incident or awareness of incident:			Time: <input type="checkbox"/> AM <input type="checkbox"/> PM						
Location of Incident (be specific):									
Who was the incident reported to?: (name and position)			Phone:						
Name of Supervisor completing the investigation:									
Was the accident/incident:		Type of incident/accident: (Please check all that apply)							
<input type="checkbox"/> Sudden specific event <input type="checkbox"/> Gradually occurring over time <input type="checkbox"/> Occupational disease <input type="checkbox"/> Fatality		<input type="checkbox"/> Struck/Caught <input type="checkbox"/> Fall <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Overexertion <input type="checkbox"/> Harmful Substance <input type="checkbox"/> Fire/Explosion <input type="checkbox"/> Repetition <input type="checkbox"/> Assault <input type="checkbox"/> Traumatic Mental Stress <input type="checkbox"/> Cut <input type="checkbox"/> Slip/Trip <input type="checkbox"/> Other							
Area of Injury (Body Part)		Left	Right	Left	Right	Left	Right	Left	Right
<input type="checkbox"/> Head	<input type="checkbox"/> Teeth	<input type="checkbox"/> Shoulder	<input type="checkbox"/>	<input type="checkbox"/> Wrist	<input type="checkbox"/>	<input type="checkbox"/> Hip	<input type="checkbox"/>	<input type="checkbox"/> Ankle	<input type="checkbox"/>
<input type="checkbox"/> Face	<input type="checkbox"/> Neck	<input type="checkbox"/> Arm	<input type="checkbox"/>	<input type="checkbox"/> Hand	<input type="checkbox"/>	<input type="checkbox"/> Thigh	<input type="checkbox"/>	<input type="checkbox"/> Foot	<input type="checkbox"/>
<input type="checkbox"/> Eye(s)	<input type="checkbox"/> Chest	<input type="checkbox"/> Elbow	<input type="checkbox"/>	<input type="checkbox"/> Finger(s)	<input type="checkbox"/>	<input type="checkbox"/> Knee	<input type="checkbox"/>	<input type="checkbox"/> Toe(s)	<input type="checkbox"/>
<input type="checkbox"/> Ear(s)	<input type="checkbox"/> Back	<input type="checkbox"/> Forearm	<input type="checkbox"/>			<input type="checkbox"/> Lower Leg	<input type="checkbox"/>	<input type="checkbox"/> Other	

Property Damage (please specify details of equipment and location of damage where applicable)

- ☐ Fleet:
- ☐ Building Structure:
- ☐ Racking:
- ☐ Equipment:
- ☐ Other:

Please fill out Equipment Damage / Loss / Theft Report Form

Describe how the event occurred (attach additional page if necessary)

Please answer applicable questions:

Where was the employee when this occurred?

What time did this occur?

Who was a witness to this event?

What task were they doing at the time of the incident?

Describe the events leading up to the incident.

What were the environmental conditions?

What did the employee see, hear and/or smell just before and just after the event occurred?

Why do you think this occurred?

Was there anything that was done differently this time that could have contributed to the event?

Did actions or lack of actions of others contribute in any way?

Were there any warning signs?

Case Management	
Is/was the employee off work due to injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If "yes", What was the last day worked?: Click or tap to enter a date. What date did the employee return to work?: Click or tap to enter a date.	
Did the employee seek medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Was modified work offered to the employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what duties were offered (be specific)?	
Was modified work accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No, If modified work was not accepted, why not?	
If modified was not offered, why not?	
Root Cause	
IMMEDIATE CAUSES: What substandard acts/practices and conditions caused or could cause the event? (choose from below and add additional comments here)	
IMMEDIATE CAUSES — check all as appropriate	
Substandard Acts/Actions <ul style="list-style-type: none"> <input type="checkbox"/> Operating equipment without authority <input type="checkbox"/> Failure to warn <input type="checkbox"/> Failure to secure <input type="checkbox"/> Operating at improper speed <input type="checkbox"/> Making safety devices inoperable <input type="checkbox"/> Removing safety devices <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Failure to use PPE <input type="checkbox"/> Improper loading <input type="checkbox"/> Improper placement <input type="checkbox"/> Improper lifting <input type="checkbox"/> Improper position for task <input type="checkbox"/> Servicing equipment in operation <input type="checkbox"/> Horseplay <input type="checkbox"/> Under influence of alcohol and/or other substances <input type="checkbox"/> Other 	Substandard Conditions <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate guards or barriers <input type="checkbox"/> Inadequate or improper protective equipment <input type="checkbox"/> Defective tools, equipment or materials <input type="checkbox"/> Congestion or restricted action <input type="checkbox"/> Inadequate warning system <input type="checkbox"/> Fire and explosion hazard <input type="checkbox"/> Poor housekeeping, disorder <input type="checkbox"/> Hazardous environmental conditions, gases, smoke, dusts fumes <input type="checkbox"/> Noise exposure <input type="checkbox"/> Radiation exposure <input type="checkbox"/> High or low temperature exposure <input type="checkbox"/> Inadequate or excess illumination <input type="checkbox"/> Inadequate ventilation <input type="checkbox"/> Other

ROOT CAUSES: What specific personal or job/system factors caused or could have caused this event?
(choose from below and add additional comments here)

ROOT CAUSES – check all as appropriate

Personal Factors

- ☐ Inadequate capability
- ☐ Lack of knowledge/training
- ☐ Lack of skill
- ☐ Stress
- ☐ Improper motivation

Job Factors

- ☐ Inadequate leadership/supervision
- ☐ Inadequate engineering
- ☐ Inadequate purchasing
- ☐ Inadequate maintenance
- ☐ Inadequate tools/equipment
- ☐ Inadequate work standards
- ☐ Wear and Tear
- ☐ Abuse and/or misuse

PREVENTION OF INCIDENT REOCCURRENCE

What has been done or should be done to control the causes listed to prevent a reoccurrence?

Action	Deadline	By Whom	Complete?

Worker Statement Attached? ☐ Yes ☐ No If "No", why not?

Witness Statement (s) attached? (if applicable) ☐ Yes ☐ No If "No", why not?

Investigator Signature: _____

Worker Signature: _____

Reviewer Signature: _____

Date: _____

Copy of Report sent to: ☐ Human Resources ☐ Payroll ☐ JHSC ☐ Department Head

REPORT DEFINITIONS

INJURY – physical harm or damaged to a person.

ILLNESS – unhealthy condition in mind or body.

FIRST AID INJURY – a minor injury requiring only first aid treatment.

MEDICAL AID INJURY – an injury requiring treatment by a health care professional.

REOCCURRENCE – an incident which has occurred more than once.

PROPERTY DAMAGE – loss to equipment, material, and/or the environment.

NEAR MISS – an undesired event that, under slightly different circumstances, could have resulted in personal injury, property damage, or loss.

Critical Injury

IMPORTANT: Supervisors must immediately report all critical injuries to Human Resources

Per the Ministry of Labour, “critically injured” means an injury of a serious nature that,

- (a) places life in jeopardy,
- (b) produces unconsciousness,
- (c) results in substantial loss of blood,
- (d) involves the fracture of a leg or arm but not a finger or toe,
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- (f) consists of burns to a major portion of the body, or
- (g) causes the loss of sight in an eye. R.R.O. 1990, Reg. 834, s. 1.

APPENDIX B

The Corporation of the Town of LaSalle

Injury/Incident Report (Employee Portion)

INCIDENT TYPE (Check all that apply)	<input type="checkbox"/> near miss	<input type="checkbox"/> injury	<input type="checkbox"/> illness	<input type="checkbox"/> property damage
	<input type="checkbox"/> mental stress	<input type="checkbox"/> first aid	<input type="checkbox"/> medical aid	<input type="checkbox"/> reoccurrence
WORKER INFORMATION				
Last Name:		First Name:		
Department:		Job Title:		
Employment Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Other				
Supervisor Name:		Supervisor Email:		
INCIDENT DATES AND DETAILS (PLEASE PROVIDE SPECIFIC DETAILS ON NEXT PAGE)				
Date of incident or awareness of incident: Click or tap to enter a date. Date incident was reported to employer: Click or tap to enter a date.			Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Location of Incident (be specific):				
Who was the incident reported to?: (name and position)			Phone:	
MEDICAL TREATMENT				
Do you require medical treatment for this injury/illness? (treatment by Health Care Practitioner)				
<input type="checkbox"/> No <input type="checkbox"/> Not at this time <input type="checkbox"/> Yes If yes, treatment was provided by:				
Did you notify your Supervisor that you require medical treatment <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, when? If no, why not?				
Were you offered modified work? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what duties were offered?				
SIGNATURE				
I herein certify the information above is true and to the best of my knowledge				
Worker Signature: _____				
Date: _____				



INJURY/INCIDENT DETAILS

Describe in your own words how the event occurred (attach additional page if necessary)

Please answer applicable questions in detail.

1. What happened?
2. What was injured?
3. What time did this occur?
4. Who (if any) was a witness to this event?
5. What task were you doing at the time of the incident?
6. Describe the events leading up to the incident.
7. What were the environmental conditions?
8. What did you see, hear and/or smell just before and just after the event occurred?
9. Why do you think this occurred?
10. Was there anything that was done differently this time that could have contributed to the event?
11. Did actions or lack of actions of others contribute in any way?
12. Were there any warning signs?

Worker Signature: _____	Date: _____

APPENDIX C

The Corporation of the Town of LaSalle

Injury/Incident Report (Witness Statement)

WITNESS INFORMATION	
Last Name:	First Name:
Department:	Job Title:
INCIDENT DATES AND DETAILS	
Date of incident: Click or tap to enter a date.	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Location of Incident (be specific):	
Names of all involved and additional witnesses:	
INJURY/INCIDENT DETAILS	
Describe in your own words the details of Incident (Facts/Behaviours/What was said/What happened/ Where did this take place/Times/Who was there etc.)	
<input type="checkbox"/> additional sheet attached	
SIGNATURE	
I herein certify the information above is true and to the best of my knowledge	
Witness Signature: _____	
Date: _____	

APPENDIX D

The Corporation of the Town of LaSalle

Equipment Damage / Loss / Theft Report Form

Town of LaSalle employees are required to report any damage, loss or theft of Town of LaSalle owned and operated equipment as soon as possible and submit a completed copy of this form within 24 hours of the incident.

Please note that where an injury occurs as a result of any damage, loss or theft of Town of LaSalle owned and operated equipment, employees are required to report the incident immediately, and submit a completed Incident/Injury Report and Investigation Form.

Damage / Loss / Theft - Reported By	
Employee Name:	
Position/Title:	Department:

Incident Information	
Incident Date (dd/mm/yy): ____/____/____	Time of Incident:
Reported on: ____/____/____	Time Reported:
Supervisor:	Job Site:
Specific Location:	

Did an injury result from this incident?

☐ Yes

☐ No

Was an Incident/Injury Report form completed?

☐ Yes

☐ No

Date Incident/Injury Report form was completed: (dd/mm/yy): ____/____/____

Equipment Information	
List of Equipment Damaged / Lost / Stolen (Please Specify)	
Equipment Identification Number(s)	
Equipment Location at Time of Damage / Loss	

How Was the Equipment Damaged / Lost / Stolen? (Complete Description)	
Description of Damage to Equipment	
Estimated Cost of Repair / Replacement	
Person Responsible for Equipment	

Was the Equipment Damage / Loss / Theft reported to the Police?

☐ Yes

☐ No

If yes, please provide:

Police Report Information	
Police File #:	Officer In Charge:
Station #:	Phone #:
Email:	

A Police Report (if Theft) must be attached.

APPENDIX E



185 THE WEST MALL, SUITE 1200
P.O. BOX 2000
ETOBICOKE ON M9C 5P1
FAX: 1-800-866-1166

ASSOCIATE FUNCTIONAL INFORMATION

Member ID: _____ Name - first and last: _____

We need your assistance in understanding your patient's functional capabilities to ensure your patient is given the earliest opportunity to return to a safe, accommodated and/or transitional job.

PART 1: FUNCTIONAL CAPABILITIES (CHECK ALL THAT APPLY)

- | | | | | |
|--|---|--|--------------------------------------|---|
| <input type="checkbox"/> Walking: | <input type="checkbox"/> Short Distances Only | <input type="checkbox"/> Unrestricted | | |
| <input type="checkbox"/> Standing: | <input type="checkbox"/> Less than 15 min. | <input type="checkbox"/> Less than 30 min. | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Unrestricted |
| <input type="checkbox"/> Sitting: | <input type="checkbox"/> Less than 30 min. | <input type="checkbox"/> Less than 1 hour | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Unrestricted |
| <input type="checkbox"/> Lifting (Floor to Waist): | <input type="checkbox"/> Less than 10 kg | <input type="checkbox"/> Less than 25 kg | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Unrestricted |
| <input type="checkbox"/> Lifting (Above Waist): | <input type="checkbox"/> Less than 10 kg | <input type="checkbox"/> Less than 25 kg | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Unrestricted |
| <input type="checkbox"/> Stair Climbing: | <input type="checkbox"/> None | <input type="checkbox"/> 10-12 steps | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Unrestricted |
| <input type="checkbox"/> Ladder Climbing: | <input type="checkbox"/> None | <input type="checkbox"/> 2-3 steps | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Unrestricted |
| <input type="checkbox"/> Use of Right Hand: | <input type="checkbox"/> Can use keyboard | <input type="checkbox"/> Can Write | <input type="checkbox"/> Can Hold | <input type="checkbox"/> Can Grip <input type="checkbox"/> Unrestricted |
| <input type="checkbox"/> Use of Left Hand: | <input type="checkbox"/> Can use keyboard | <input type="checkbox"/> Can Write | <input type="checkbox"/> Can Hold | <input type="checkbox"/> Can Grip <input type="checkbox"/> Unrestricted |

PART 2: FUNCTIONAL LIMITATIONS (COMPLETE ALL THAT APPLY)

- ☐ Avoid repetitive bending or twisting of: _____
- ☐ Avoid repetitive movement of: _____
- | | | | |
|---|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Avoid repetitive pushing/pulling with: | <input type="checkbox"/> Right Arm | <input type="checkbox"/> Left Arm | <input type="checkbox"/> No pushing/pulling |
| <input type="checkbox"/> Avoid repetitive below shoulder level activity with: | <input type="checkbox"/> Right Arm | <input type="checkbox"/> Left Arm | <input type="checkbox"/> No below shoulder level activity |
| <input type="checkbox"/> Avoid operating motorized equipment | | | |
| <input type="checkbox"/> Avoid repetitive above shoulder level activity with: | <input type="checkbox"/> Right Arm | <input type="checkbox"/> Left Arm | <input type="checkbox"/> No above shoulder level activity |

PART 3: OTHER LIMITATIONS

Please provide details of cognitive and/or environmental functional limitations, which you consider to be major obstacles to your patient's ability to work.

PART 4: DURATION OF FUNCTIONAL CAPABILITIES / LIMITATIONS

The above noted Functional Capabilities/Limitations will remain in effect until (DD/MM/YYYY): _____

This employee can return to their own occupation (regular job) on (DD/MM/YYYY): _____

My signature authorizes the patient to participate in a return to work program with the above noted restrictions to a modified job or, if feasible, to their own job.

Name of attending physician (please print): _____

Specialty: _____ Telephone: _____ Fax: _____

Address: _____

Physician's Signature: _____ Date (DD/MM/YYYY): _____

APPENDIX F



Mail to: 200 Front Street West
Toronto ON M5V 3J1

or Fax to: 416 344-4684
OR 1-888-313-7373

FAF

Functional Abilities Form for Planning Early and Safe Return to Work

Claim No.

Please PRINT in black ink

A. Section A to be completed by the employer and/or worker.

Worker's Last Name		First Name		Telephone	
Address (no., street, apt.)		City/Town		Province	Postal Code
Employer's Name				Date of Birth (dd/mm/yyyy)	
Full Address (No., Street, Apt.)				Date of Accident/Awareness of Illness (dd/mm/yyyy)	
City/Town				Prov.	Postal Code
				Employer Telephone	
				Employer Fax No.	
1. Type of job at time of accident (where available, please attach description of job activities)			Area(s) of Injury(ies)/Illness(es)		
2. Have the worker and the employer discussed Return To Work			If no, will be discussed on		
<input type="checkbox"/> yes <input type="checkbox"/> no			cc mm yyyy		
3. Employer contact name			Position		

B. Worker's Signature

By signing below, I am authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board (WSIB) with information about my functional abilities on the WSIB's "Functional Abilities for Planning Early and Safe Return to Work" form.

Signature	Date
	cc mm yyyy

C. Health Professional's Billing Information

For billing purposes fax or mail pages 2 and 3 to the WSIB.

INFORMATION IN SHADED AREAS SHOULD NOT BE PROVIDED TO THE WORKER OR EMPLOYER

Health Professional's Designation			
<input type="checkbox"/> Chiropractor	<input type="checkbox"/> Physician	<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Registered Nurse (Extended Class) <input type="checkbox"/> Other
Are you registered with the WSIB?		WSIB Provider ID.	
<input type="checkbox"/> Yes. Please enter the nine digit WSIB Provider ID, in the box provided			
<input type="checkbox"/> No. Please call 1-800-569-7919 to register			
Health Professional's Name (please print)		Service Code	
		901	
Address (No. Street, Apt.)		Your Invoice Number	
City/Town	Province	Postal Code	Fax
			()
I hereby declare that the information being submitted in Sections C, D, E and F of this form is true and complete. It is an offense to knowingly make a false or misleading statement or representation to the WSIB.			
Health Professional's Signature		Telephone	Date
		()	cc mm yyyy

Please PRINT in black ink

Worker's Last Name	First Name	Claim No.
--------------------	------------	-----------

D. The following information should be completed by the Health Professional to identify the patient's overall abilities and restrictions.

1. Date of Assessment dd mm yyyy	2. Please check one: <input type="checkbox"/> Patient is capable of returning to work with no restrictions . <input type="checkbox"/> Patient is capable of returning to work with restrictions . Complete sections E and F. <input type="checkbox"/> Patient is physically unable to return to work at this time. Complete section F.
-------------------------------------	---

E. Abilities and/or Restrictions**1. Please indicate Abilities that apply. Include additional details in section 3**

Walking: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 - 200 metres <input type="checkbox"/> Other (please specify)	Standing: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 - 30 minutes <input type="checkbox"/> Other (please specify)	Sitting: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes - 1 hour <input type="checkbox"/> Other (please specify)	Lifting from floor to waist: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)
Lifting from waist to shoulder: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)	Stair climbing: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5 - 10 steps <input type="checkbox"/> Other (please specify)	Ladder climbing: <input type="checkbox"/> Full abilities <input type="checkbox"/> 1 - 3 steps <input type="checkbox"/> 4 - 6 steps <input type="checkbox"/> Other (please specify)	Travel to work: Ability to use public transit: <input type="checkbox"/> Yes <input type="checkbox"/> No Ability to drive a car: <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Please indicate Restrictions that apply. Include additional details in section 3

<input type="checkbox"/> Bending/twisting repetitive movement of (please specify)	<input type="checkbox"/> Work at or above shoulder activity:	<input type="checkbox"/> Chemical exposure to:	<input type="checkbox"/> Environmental exposure to: (e.g. heat, cold, noise or scents)	<input type="checkbox"/> Limited use of hand(s): Left: <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other (please specify) Right: <input type="checkbox"/>
<input type="checkbox"/> Limited pushing/pulling with: <input type="checkbox"/> Left arm <input type="checkbox"/> Right arm <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Operating motorized equipment: (e.g. forklift)	<input type="checkbox"/> Potential side effects from medications (please specify) Do not include names of medications.	<input type="checkbox"/> Exposure to vibration: <input type="checkbox"/> Whole body <input type="checkbox"/> Hand/Arm	

3. Additional Comments on Abilities and/or Restrictions.**4. From the date of this assessment, the above will apply for approximately.**☐ 1 - 2 days ☐ 3 - 7 days ☐ 8 - 14 days ☐ 14 + days**5. Have you discussed return to work with your patient?**☐ Yes ☐ No**6. Recommendations for work hours and start date:**☐ Regular full-time hours ☐ Modified hours ☐ Graduated hours

Start Date dd mm yyyy

F. Date of Next Appointment

Recommended date of next appointment to review Abilities and/or Restrictions.

dd mm yyyy

I have provided this completed Functional Abilities Form to:

☐ Worker and/or ☐ Employer

APPENDIX G

The Corporation of the Town of LaSalle

Attending Health Care Professional Letter

To the Attending Health Care Professional:

Thank you in advance for your prompt treatment of our valued employee. We would like you to know that we provide a transitional work rehabilitation program for all our injured workers when feasible, and in your judgment, poses no safety risks for the employee or co-workers.

We can provide a variety of tasks to suit the employee's capabilities and will work with you to provide appropriate placement. When possible, we will modify our employee's regular job to accommodate medical precautions/restrictions.

Please complete the enclosed Functional Abilities Form (FAF) during the evaluation and have the employee return it to the Town of LaSalle. We will assign the employee to job duties that are suitable for any precaution/restriction you specify. Please call if you have any questions.

Thank you for your assistance.

Sincerely,

Rick Mamak

Rick Mamak RN COHN(C) CRSP CDMP
Human Resources Generalist
Town of LaSalle
5950 Malden Rd
LaSalle, ON N9H 1S4

519-969-7770 ext. 1126
rmamak@lasalle.ca

APPENDIX H

The Corporation of the Town of LaSalle

Offer of Modified Work

Today's Date: _____

Initial Plan ☐

Occupational ☐

Extended Plan ☐ (extension # _____)

Non-Occupational ☐

Dear: _____ Claim Number: _____

The Corporation of the Town of LaSalle has a Transitional Work Rehabilitation Program (RTWP) to accommodate occupational and non-occupational injury/illnesses consistent with the responsibilities and obligations often defined by insurance carriers.

Your precautions consist of the following: _____

For a duration of: _____

This letter will confirm that suitable work is available immediately. Please be advised that this work plan will remain in effect for the duration of your precautions as outlined above. The details of the duties are as follows: _____

Able to work overtime?: Yes ☐ No ☐ If No, why not? _____

Start Date: _____ Start Time: _____ Review Date: _____

The Corporation of the Town of the Town of LaSalle would like to remind you that your ongoing communication/co-operation with your Supervisor/Manager is required for an effective return to work program. If you find any aspect of your job unsuitable, or find that you are able to increase your duties, you are required to advise your Supervisor/Manager as soon as possible. Upon receipt of an updated Functional Abilities Form (FAF) and/or new information, the above work plan will be revised as necessary.

Supervisor/Manager: _____ Human Resources: _____

Offer of modified work: Accepted ☐ Declined ☐

Comments: _____

Employee Signature: _____ Date: _____

Union Signature: _____ Date: _____

The Corporation of the Town of LaSalle

Slips, Trips & Falls Prevention Policy

1. PURPOSE:

The Town of LaSalle is committed to providing a healthy and safe working environment for all staff. Recognizing slips, trips & falls are a significant concern in the workplace and the Town of LaSalle is committed to minimizing incidents by having suitable control strategies in place. The success of the program will rely on the full cooperation of all levels of workplace parties.

2. SCOPE:

The policy applies to all employees at the Town of LaSalle.

3. DEFINITIONS:

- i. **Slips** - are when there is not enough friction between a person's feet and the walking surface. Things such as ice, oil, water, cleaning liquids, smooth walking surfaces, etc. are contributing factors that cause slips.
- ii. **Trips** - are when a person's foot, or other part of the body contacts an object which reduces their ability to maintain balance. Uneven surfaces, lack of lighting, cords or obstacles in a person path are often the cause of a trip.
- iii. **Falls** - are a vertical plunge at or above ground level. Falls are frequently the result of slips and/or trips. Improper use of equipment and ladders can also increase the chances of falling.

4. RESPONSIBILITY:

- i. The CAO is responsible for:
 - Ensuring that this procedure is established and maintained.
 - That every precaution reasonable is taken in the circumstances for the protection of workers.
- ii. The Supervisors/Managers are responsible for:
 - Ensuring that this Policy is implemented within their area of control.
 - Ensure that good housekeeping is maintained at all times and that unsafe acts or conditions are challenged and rectified.
 - Ensure staff awareness of this policy and their responsibilities, and also ensuring that employees receive training.
 - Ensure all department specific orientation is documented for all employees.

- Ensuring supervisor inspections encompass the risk of slips, trips and falls within their areas and employees for whom they are responsible for are aware of these risks.
- Schedule time during each workday to:
 - Restore materials and equipment to proper locations
 - Organize work areas for next shift or workday, and
 - Prepare waste for disposal or recycling

iii. The Employees are responsible for:

- Understanding and conforming to the Town of LaSalle's Slip, Trip, and Falls Policy along with any associated policies or procedures.
- Report any slips, trip or fall hazards immediately that they may identify while carrying out their duties.
- Report any accidents, incidents or injuries arising from trips, slips or falls immediately to your supervisor.
- Complete training as directed by the supervisor.
- Follow all safe systems of work and information, training, and supervision received.

5. PROCEDURE

Every employee is responsible for and must be proactive in identifying the following issues, and take the necessary steps to eliminate these problems in the workplace:

- i. Keep all access areas, emergency exits, stairs, aisle ways, hallways, shop floors and other area that interfere with traffic flow clear of unnecessary material and equipment.
- ii. Inspect that all floors are clean and free from dirt or debris.
- iii. Keep workplace free of debris that may impede movement or present a slip, trip or fall hazard.
- iv. Ensure floor is free from water or other liquids. If floors are wet use warning signs or cones in clear view to warn employees and the public.
- v. Clean up spills immediately. The employee must consult the MSDS/SDS to determine what personal protective equipment (PPE) to wear if a chemical has been spilled.
- vi. Entrances to buildings shall be kept free from ice and snow;
- vii. Materials should not be placed on the floor where tripping may result.

6. COMMUNICATION

- i. This policy will be readily available to all employees on the Learning Management System (www.townoflasallesafety.com).

7. TRAINING:

- i. Training will be conducted using the Learning Management system and will be assigned to affected staff on a regular basis.

7. EVALUATION:

- i. This Policy will be evaluated on an annual basis through the Master Joint and Health and Safety Committee.

8. ACKNOWLEDGE SUCCESS & MAKE IMPROVEMENTS

- i. Acknowledgment will be conducted through an email or memo sent by Senior Management informing all Staff of our Safety Groups success. Acknowledgment will be documented by keeping a copy of the email or memo on file.

The Corporation of the Town of LaSalle

Incident Investigation Policy

1. PURPOSE:

The primary objective of this procedure is to prevent the recurrence of incidents through prompt and effective reporting and investigation of injuries, incidents, and near misses. To accomplish this, it is required that:

- Root causes and/or causal factors are identified
- Corrective actions are identified through the analysis of root causes or causal factors
- Corrective actions reduce the likelihood of recurrence or mitigate potential consequences of future incidents
- Corrective actions are implemented and verified as effective
- Causes, corrective actions, and lessons learned are effectively and timely communicated

2. SCOPE:

This policy applies to all employees and all reported injuries, incidents, and near misses that occur at the Town of LaSalle.

3. DEFINITIONS:

- i. **Critical Injury (ON Reg. 834) means an injury of a serious nature that:**
 - (a) Places life in jeopardy;
 - (b) Produces unconsciousness;
 - (c) Results in substantial loss of blood;
 - (d) Involves the fracture of a leg or arm but not a finger or toe;
 - (e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - (f) Consists of burns to a major portion of the body; or
 - (g) Causes the loss of sight in an eye.
- ii. **Environmental Release:** Discharging, disposing, dumping, emitting, emptying, escaping, injecting, leaching, leaking, pouring, pumping, or spilling of one or more hazardous substances into the environment.
- iii. **Event:** Injury, incident, or near miss.

- iv. **Fire:** Combustion or burning, in which substances combine chemically with oxygen from the air and typically give out bright light, heat, and smoke.
- v. **Injury:** Mental or physical harm to an employee caused by accident or disease.
- vi. **Incident:** An undesired event which, under slightly different circumstances, could have caused harm to people, damage to property, or loss in process.
- vii. **JHSC:** Joint Health and Safety Committee.
- viii. **Occupational Illness:** A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.

4. RESPONSIBILITY:

- i. The CAO is responsible for:
 - Ensuring that this procedure is established and maintained.
 - That every precaution reasonable is taken in the circumstances for the protection of workers.
- ii. The Supervisors/Managers are responsible for:
 - That every precaution reasonable is taken in the circumstances for the protection of workers.
 - Ensuring that all injuries, incidents and near misses are reported by initiating the Incident/Injury Report.
 - Initiating the investigation and reporting the outcomes to the Department Heads, Human Resources and the JHSC.
 - Complete and review agreed upon corrective actions with employees.
- iii. The Department Heads are responsible for:
 - That every precaution reasonable is taken in the circumstances for the protection of workers.
 - Providing adequate resources to perform investigations, review agreed upon corrective actions.
- iv. Payroll is responsible for:
 - Completing and filing the Form 7 as per WSIB reporting requirements.
- v. Human Resources is responsible for:
 - Contacting the Ministry of Labour if a critical injury or fatality occurs.
- vi. JHSC is responsible for:
 - Designating a worker member to investigate cases where a critical injury or fatality has taken place.

5. PROCEDURE:

- i. All employees working at the Town of LaSalle must report any injuries, incidents and near misses to their Supervisor/ Manager immediately, regardless of the apparent severity of the injury or incident.
- ii. The immediate Supervisor receiving notification of an injury, incident or near miss shall respond accordingly to mitigate the injury or incident and then immediately notify his/her department manager of any severe injuries or incidents.
- iii. The immediate Supervisor shall use the Injury/Incident Investigation Guidelines (Appendix A) when conducting the investigation.
- iv. When stable conditions have returned, the immediate supervisor must complete the Incident/Injury Report (Supervisors Portion) during their current shift.
- v. If a critical injury or a fatality occurs, Human Resources shall immediately notify the Ministry of Labour and worker JHSC safety representative and send the Ministry of Labour the required information. The Ministry of Labour Written Report (Appendix B) shall be used and sent to the Ministry of Labour as per the Occupational Health and Safety Act.

6. COMMUNICATION/TRAINING:

- i. This policy will be reviewed with employees as needed through orientation, health and safety training, or task specific training.
- ii. Training is readily available to all employees on the Learning Management System (www.townoflasallesafety.com).

7. EVALUATION:

- i. This Policy will be evaluated on an annual basis through the Master Joint and Health and Safety Committee.

8. ACKNOWLEDGE SUCCESS & MAKE IMPROVEMENTS

- i. Acknowledgment will be conducted through an email or memo sent by Senior Management informing all Staff of our Safety Groups success. Acknowledgment will be documented by keeping a copy of the email or memo on file.

APPENDIX A

The Corporation of the Town of LaSalle

Injury/Incident Investigation Guidelines

1. Do not disturb the site except to assist injured personnel and to prevent a second incident.
2. Evidence should be safeguarded by postponing non-essential cleanup and dismantling of the damaged area. The affected areas should be barricaded until the site can be examined, photographed or sketched.
3. All witnesses should be interviewed as soon as possible. The interviewer should ask the six key questions: Who? What? Why? When? Where? How? All interview statements should be recorded.
4. Collect all relevant information; for example, hazardous work permits, operating logs, recorder charts, lab results and other potentially useful information.
5. List conditions or circumstances which deviated from normal operation—no matter how seemingly insignificant.
6. Document the condition of the working surface and any tools and equipment at the site. Quarantine all equipment involved. Take photographs, or use a video camera, to record site conditions.
7. List all safety equipment used and all safe work practices involved in the injury/incident.
8. Note weather and lighting conditions.
9. Document the position of injured employee immediately before and after any injury/incident.
10. Document the specific instructions given to the employees involved prior to the injury/incident.
11. Document the work being performed by the employees involved in the injury/incident.

APPENDIX B

The Corporation of the Town of LaSalle

Ministry of Labour Written Report

RE: Notice of Accident – Ministry of Labour Reference Number #

1. Name and address of constructor and the employer, if the person involved is a worker:

2. The nature and circumstances of the occurrence and bodily injury sustained by the person:

3. Description of machinery or equipment involved:

4. Time and place of occurrence:

5. Name and address of the person who sustained a critical injury:

7. Name and address of all witnesses to the occurrence:

8. Name and address of any legally qualified medical practitioner, by whom the person was or is being attended for the injury:

9. The steps taken to prevent the a recurrence:

Regards,

Town of LaSalle

The Corporation of the Town of LaSalle

Networking Policy

1. PURPOSE:

The purpose of this procedure is to outline the expectations of how the Town of LaSalle Human Resources Department will network with other companies in order to share and gain safety information and best practices.

2. SCOPE:

Networking participation and involvement is not limited to one workplace party. All parties are encouraged to professionally network and share the knowledge with both workers and management. Professional networking is to be encouraged as a means of learning from each other. Networking expectations in this procedure shall be placed on the Human Resources department.

3. Procedure

The Town of LaSalle Human Resources Department will network with at least two other companies for Safety Group purposes on a relevant Health and Safety topic using at least any two of the following mechanisms:

- Email/ newsgroups;
- Adoption, adaption or creation of best practices found on the WSIB's website;
- Personal contacts/ visits/ phone calls;
- Exchange of policies/ documents/ guidelines with another company;
- Access external industry-specific information;
- Consult with professional associations;
- Health & Safety Associations events/ training; and,
- Other.

4. RESPONSIBILITY:

- i. Senior Management is responsible for:
 - Supporting the networking procedure
- ii. The Human Resources Department is responsible for:
 - Networking with members of the safety group and obtain a minimum of one policy per year for comparison to the Town of LaSalle's needs and guidelines.
 - Participate in Safety or HR association events and training;

- Exchange contact information with other safety and HR professionals, and;
- Document all networking experiences.

5. COMMUNICATION/TRAINING:

- The procedure is readily available to all affected employees on the Learning Management System (www.townoflasallesafety.com).
- Training on this policy must be completed annually by the Human Resources department.

7. EVALUATION:

- This Policy will be evaluated on an annual basis by the Human Resources Department.

8. ACKNOWLEDGE SUCCESS & MAKE IMPROVEMENTS

- Acknowledgment will be conducted through an email or memo sent by Senior Management informing all Staff of our Safety Groups success. Acknowledgment will be documented by keeping a copy of the email or memo on file.

The Corporation of the Town of LaSalle

Violence in the Workplace Prevention Policy

Scope

This Violence in the Workplace Prevention Policy outlines specific preventive actions to discourage and prevent acts of violence in the workplace before they occur. The policy further outlines corrective measures to take in the event acts of violence occur in spite of all reasonable effort to prevent them and the measures that can be taken to support employees who are affected by such violence.

This policy applies to all employees of The Town of LaSalle and extends to elected/appointed officials, contractors, students and volunteers who are performing authorized activities in the workplace. This policy also applies to any location where Town of LaSalle employees are engaged in business activities in the performance of their jobs, including, but not limited to:

- Town of LaSalle owned or leased facilities and/or vehicles;
- Clients' or vendor's facilities where Town of LaSalle employees are present in the course of performing their duties; and
- Restaurants, lodging or meeting facilities when used by Town of LaSalle employees engaged in business activities (including social functions).

Purpose

The general purpose of this policy is to provide a workplace for employees that is free from violence by instituting measures to:

- Prevent or lower the probability of violence to Town employees in the workplace;
- Respond quickly and appropriately to the threat of violence or actual incidents of violence;
- Provide support for employees who have experienced or witnessed a traumatic workplace incident.

Responsibility

Everyone is responsible for creating and maintaining a safe workplace to the extent of each person's authority and ability to do so. It is the responsibility of every employee to assist and co-operate in making the workplace as safe and secure as possible.

Members of the general public, visitors to Town facilities, or individuals conducting business with the Town of LaSalle, are expected to refrain from any form of violence. The Town will take any necessary steps to ensure a workplace free from violence.

Since all employees have the right to work in an environment free from violence, all employees share the responsibility to support a violence-free workplace.

How is Workplace Violence Defined? (Occupational Health and Safety Act)

- a) The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to a worker;
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace that could cause physical injury to the worker.

Types of Violence

Type	Definition
Criminal Intent	Involves a person with no relationship to the workplace who commits a violent act (e.g. theft, hostage taking/kidnapping, physical assault)
Customer/Client	A client with willful intent to cause harm to the employee
Employee Related	Unwanted immediate contact or repeated and persistent negative acts towards one or more individuals resulting in the creation of a toxic or unhealthy work environment
Personal Relationship	Relationship violence that occurs at the workplace (e.g. family member that commits a violent act against a worker within the workplace)

If any employee engages in workplace violence, an investigation will take place immediately. The employee involved may face disciplinary action up to and including termination of employment.

Zero Tolerance

The Town of LaSalle will not tolerate any incidents of workplace violence perpetrated against or by any employee, customer, vendor, contractor, visitor, or any other person at The Town of LaSalle. With respect to workplace violence as defined by this policy, any contravention may result in the following:

- Removal from the property;
- Discipline or dismissal;
- Police involvement.

All threats of violence involving an employee or occurring at The Town of LaSalle may be reported to the Police. Threats of physical violence will be reported to authorities as appropriate.

Domestic Violence

The Town of LaSalle is required, pursuant to the Occupational Health and Safety Act to respond to situations of domestic violence that may expose an employee to injury in the workplace. Any employee experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their Managers or Supervisors so that necessary preventative precautions may be taken to protect all employees. Individuals who are aware that an employee is at risk of being exposed to physical injury in the workplace as a result of domestic violence are strongly encouraged to report the risk to Management. The Town will take every reasonable precaution in the circumstances for the protection of the employee.

Sexual Violence

The Town of LaSalle will also take appropriate measures to address sexual violence. Sexual violence is defined as any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation. Anyone who becomes aware of any allegations of sexual violence are strongly encouraged to report such allegations to Management so that the incident may be investigated.

Identifying Risk Factors and Dealing with Warning Signs/Situations

Identifying Risk Factors

Risk Factors	Definition
Working in a community-based setting	Workers are expected to work in the community and provide services in private homes and dwellings
Working with unstable or volatile clients	Workers are providing service or products to persons with physiological, psychological, psychiatric condition and substance abuse issues
Handling cash	Workers required to handle cash in a fixed location who might become a target for theft or loss
Mobile workplaces	Workers required to travel in a vehicle most of their workday to provide a service at a client's company with limited communication with their own office

Contact with clients	Workers required to provide a product or service to clients in a fixed location
Working in a high-crime area	Workers required to perform services in a fixed location that is located in a high crime area
Securing/protecting valuables	Workers required to secure or protect valuable goods in transport and/or in a fixed location which, if left unprotected or unsecured, might become a target for theft or loss
Working alone or in small numbers	Workers required to work alone or with very few other workers at a fixed location

Early Warning Signs

All employees must be attuned to early warning signs of a potential for violent behaviour. When one or more of the following factors (which may serve as a guide) is present, and a direct or veiled threat of violence is made, the threat must be reported:

- Threatening statements to do harm to self or others;
- References to other incidents of violence;
- Intimidating behaviour – insubordination; open defiance; pestering or confrontational behaviour;
- History of violent, reckless or anti-social behaviour;
- Recent marked decline in performance;
- Major change in personality, mood, behaviour or standards of personal grooming;
- Obsession – with persons or things, particularly weapons;
- Experiencing what appears to be serious stress in personal life;
- Substance abuse.

Dealing with Warning Signs / Situations

Identifying a Potentially Violent Person

Signs that a person is potentially violent may include, but are not limited to:

- Their face is turning red or white;
- Their expression is angry, sneering, or glaring;
- They are pacing, making nervous, repetitive, or violent movements, shaking; clenching jaw or fists, approaching too near, or perspiring heavily;
- They are using a loud voice and/or abusive language;
- Their breathing is shallow or rapid;
- If you notice these signs, TAKE ACTION. Get help from your Manager immediately!

Communicating with a Potentially Violent Person

- DO NOT confront the person by glaring or staring;
- Remain calm and use a calm manner;
- Speak slowly and clearly in a sure tone;
- Do NOT attempt complicated explanations during a tense situation;
- Ask the person to talk and pay close attention;
- DO NOT advise the person to relax or be calm;
- Use silence to calm the person;
- DO NOT defy, criticize, insult, interrupt or patronize;
- DO NOT crowd the person. Allow them about 2 to 4 feet of space;
- DO NOT fight with the person. Leave the situation and if necessary, get help from the Police.

Problem Solving with a Potentially Violent Person

- Try to see the situation from the person's point of view in order to figure out how to fix the problem;
- DO NOT take the situation lightly;
- Direct the person's attention to the issue;
- Ask the person how to fix the problem;
- Be positive about criticism. If you agree with it, admit this. If you disagree, try to discuss the situation;
- DO NOT lie or make unreasonable commitments;
- Make minor requests, such as taking the discussion to a quiet area;
- Divide the problem into smaller chunks and deal with them one at a time;
- Be clear about the consequences of violence and provide other options;
- If the person is an employee, do not discuss discipline until the situation is more stable;
- DO NOT immediately turn down the person's request;
- DO NOT try to negotiate with someone who is making threats. End the conversation calmly and if necessary, get assistance.

Ending an Abusive Telephone Call

- Interrupt in a courteous but firm tone;
- Make it clear that abusive behaviour is not acceptable, and that you will end the conversation if they don't stop;
- Report the abusive call to your Supervisor/Manager;
- Halt the call in a courteous but firm tone if the abusive person calls again;
- Make it clear that abusive behaviour is not acceptable, and that you will forward the call to your Manager if they don't stop;
- Put the caller on hold;
- Report the holding caller to your Supervisor/Manager;
- Forward the caller to your Supervisor/Manager.

In The Event of a Robbery

- Stay calm;
- Do not argue;
- Listen;
- Do not follow or attempt to capture the thief – this places you and others in great danger;
- Do not surprise the thief or move unexpectedly,
- Try to be observant and remember details:
- What is he / she wearing;
 - What does he or she look like?
 - How tall are they?
 - What colour hair does he or she have?
 - Does he or she have any unusual characteristics such as tattoos or piercings?
 - If he or she had a weapon, describe it.
 - After he or she leaves, try to avoid touching anything the thief has touched. Make a note of the items that were touched.

After a Robbery

- If you can do so safely, record the license plate and the make and model of the vehicle the thief used;
- NEVER try to chase the thief;
- Notify Police immediately by calling 911 and provide them with as much information as possible including the route the thief took when leaving (remember not to try to follow the thief);
- Record all information observed about the thief;
- Lock all doors and do not let anyone enter;
- Ask all witnesses to remain until Police arrive;
- Contact your Supervisor/Manager;
- Do not discuss the robbery with media or bystanders;
- Cooperate fully with the Police investigation;
- If the thief was within sight of one of the cameras, advise the Supervisor/Manager and they will check the recording system to see if the thief's image was captured, and;
- Report the incident following proper Incident Reporting Procedures immediately.

Road Rage Situations

Employees are reminded to avoid potential road rage situations. The following are some best practices for avoiding road rage:

- Plan your route in advance (frustration or erratic behaviour is more likely if you are lost);
- If you feel yourself getting upset, open the window, breathe deeply and listen to relaxing music;
- Consciously decide not to let traffic delays or other peoples' driving habits affect your driving;
- Acknowledge your mistakes which can reduce conflict;
- Be courteous and considerate;
- Do not compete or retaliate;
- Leave traffic enforcement to the Police;
- Avoid heavy meals before driving which can make you lethargic;
- Avoid honking your horn unless necessary, and;
- Stay in your vehicle, lock the doors and call the Police if you are being physically threatened;
- Dial 911 to reach emergency services.

Specific Responsibilities

CAO

- Take all reasonable preventative measures to protect employees and others from workplace violence and harassment;
- Support and maintain a workplace whose objective is to prevent and eliminate workplace violence;
- Ensure that all employees are trained on this policy.

Department Heads

- In conjunction with the Human Resources Department, Department Heads will ensure that training is provided to employees to enable them to identify and respond appropriately to incidents of workplace violence or violations of this policy;
- Provide active support to the CAO and Supervisors in implementing this policy, and exercise responsibilities similar to those described for Supervisors for their areas of responsibility;
- Ensure that all incidents of workplace violence are documented, investigated promptly and appropriate action is taken;
- Each Department will be required to facilitate the implementation and continued visibility of the Violence in the Workplace Prevention Policy.

Supervisors/Managers

- Ensure that employees are aware of their role in helping prevent violence in the workplace and the content of this policy;
- Ensure that training is provided to employees to enable them to identify and respond appropriately to incidents of workplace violence or violations of this policy;
- Intervene as appropriate to implement The Town's policy of zero tolerance for violence in the workplace;
- Take immediate action where warranted, including, but limited to, telephoning the Police, Fire Department and Ambulance Services, and summoning employees certified in First Aid and other back-up resources as needed;
- Ensure that all incidents of workplace violence are documented, investigated promptly and appropriate action is taken;
- Immediately report to the Department Head and Human Resources any direct or veiled threats of violence made to an employee and any action taken.

Human Resources

- Ensure that all incidents of workplace violence are immediately investigated in order to assess the risk or continued risk to Town employees;
- If violence or threats are found to have occurred, ensure that immediate steps are taken to eliminate the risk of any possible recurrence;
- Ensure the implementation of an action plan until there is a final resolution of the risk of violence;
- Any information received or action taken is maintained in a separate file and take measures to protect the confidentiality of this information;
- Ensure the provision of assistance to employees who were the target of violence or witness to violence;
- Assess this policy on an annual basis with the assistance of Management and the JHSC. All continuous improvements that need to be completed will be brought up at the Master Joint Health & Safety Committee meetings and documented in the minutes.

Employees

- Comply with this policy and all related procedures at all times for their own protection and the protection of others within the workplace;
- Are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers, contractors and others;
- Cooperate fully in any fact gathering interviews which are designed to assess the risk of violence in the workplace and keep all information concerning the matter confidential;
- Report any potential situation or incident of workplace violence immediately or as soon as practically possible to their Supervisor, Department Head, Human Resources Department or CAO.

For all violence events, as defined by the policy, Department Heads, Supervisors/Managers and employees shall complete a Workplace Violence Incident Report (attached) and forward it immediately to the Human Resources Department.

Mandatory Policy Components

In developing work practices, operational procedures and staff training policy's to prevent workplace violence, specific circumstances appropriate to each Department's operation must be considered. Such planning and strategizing will be conducted on Town workplaces and will include consultation with Department Heads.

The Town of LaSalle Police Department may be consulted prior to any recommended controls being considered for implementation. Contact members of this Department by telephone at 519-969-5210 for information on "crime prevention".

When implementing this procedure the following four components must be included, as a minimum:

1. Violence Hazard Assessment

The potential risk of violence in particular workplaces must be assessed. Each Department shall arrange for a hazard assessment to be conducted at each work location, in consultation with the appropriate Joint Health and Safety Committees, the Department Head or designate, and Human Resources (**attached as Appendix A**). The Hazard Assessment Questionnaire will be completed in a suitable manner determined by Department Management and will be reviewed with a Joint Health and Safety Committee representative(s).

2. Workplace Violence Policy Statement

A Workplace Violence Policy Statement (**attached as Appendix B**) will be reviewed and signed by the CAO on an annually.

3. Communication

The Violence in the Workplace Prevention Policy and Workplace Violence Policy Statement will be posted on the Health and Safety Bulletin Board at each location and the LaSalle Learning Management System. All new employees will participate in Violence in the Workplace Prevention training through The Town of LaSalle's Orientation session.

4. Information/Training

All employees who start working Town of LaSalle, as well as Managers at all levels will be trained on the contents of this Violence in the Workplace Prevention Policy.

Management need to make themselves aware of all legislation applicable to violence in the workplace in order to take the appropriate steps during and after violent situations. Applicable legislation may include the Occupational Health & Safety Act, the Criminal Code of Canada, the Ontario Human Rights Code and the Workplace Safety & Insurance Act. This policy should be reviewed after any violent events take place to determine if changes need to be made. At a minimum, the policy must be reviewed annually.

Training is documented and attendance records for all employees are kept.

Procedure for Reporting and Investigating Actual or Potential Incidents of Workplace Violence

All reports of incidents or potential incidents of violence will be taken seriously and will be dealt with by the immediate Supervisor in an appropriate and timely fashion.

Reporting Emergencies

For threats of violence, assaults or other violent incidents contact your Supervisor immediately, if possible, OR CALL 911 immediately. Critical information must be provided including the nature of the incident; whether emergency services are required; whether perpetrator(s) are still present; whether weapons are involved; etc.

After request for Police involvement and proper control of the emergency the event particulars shall be recorded by the Supervisor on the "Workplace Violence Report", **(attached as Appendix C)**.

The Department Head/designate, in consultation with the Human Resources Department and a Safety representative may request the participation of other workplace parties to review the details surrounding the situation and determine the appropriate corrective action to resolve the issue.

Reporting Non-Emergencies

Employees are encouraged to report threatening statements or behaviour that gives one reasonable grounds to believe that there is a potential for workplace violence immediately to the immediate Supervisor, who will determine the appropriate response. Such reports may assist in identifying patterns of potential violence and may assist in the prevention of emergency situations in the future.

The immediate Supervisor, once made aware of such allegations shall record the findings on the "Workplace Violence Report" and is to contact Human Resources for advice and direction as may be necessary. The Supervisor, in consultation with Human Resources, may request the participation of other workplace parties to review the details surrounding the situation and determine the appropriate action to resolve the issue. Workplace violence may extend off Town property and may occur outside of

normal working hours. Therefore this procedure will apply for any of the above listed behaviours that are determined through investigation to stem from, or are related to or can be linked back to the individual's employment with the Town of LaSalle.

Detailed Investigation

The Supervisor, in consultation with Human Resources, a representative or designate may initiate a detailed, formal investigation consulting with other workplace stakeholders, as necessary, and initiate appropriate corrective action as may be determined through the investigation.

Such a detailed investigation may be commenced on request by any employee involved with the incidence of violence. If at the initial stages of the investigation it is determined that the issue being reviewed is an issue of "Violence in the Workplace" the violence-related investigation will be terminated and the issue processed to the Department Head in conjunction with Human Resources immediately for review. The investigation may result in the matter being further dealt with under the provisions of relevant collective agreement(s) as may be deemed appropriate.

A report will be filed using "Workplace Violence Report". During investigations fairness, impartiality, privacy and confidentiality issues as well as legislative requirements will be a primary consideration.

Support Services/Medical Assistance

In the event of an incident of workplace violence resulting in physical injury, access to appropriate first aid or medical aid will be provided by a trained individual, as required under the WSIB Act. An Ambulance or Police may be contacted depending on the severity of the injury.

Once the injured employee has received the required care, the Supervisor will complete the appropriate "Accident Investigation Report" form, as in any other incident involving workplace injury (**attached as Appendix D**), to ensure proper adjudication of the workplace injury by the WSIB. In cases where other support services are deemed to be required such as access to Employee Assistance Policy (EAP) the immediate Supervisor shall advise and assist the employee to seek such service, and/or initiate the appropriate response.

Instruction to Employees

All employees of the Town of LaSalle are encouraged to report any intimidation, threats or acts of violence. Employees should be confident that issues reported to their immediate Supervisor/Manager will be treated with sensitivity, fairness and impartiality, while maintaining privacy and confidentiality considerations at all times. This procedure will be posted on all applicable Town of LaSalle bulletin boards and website. This policy

will be reviewed with Staff annually and cascaded out through www.townoflasallesafety.com.

Questions or concerns regarding the department procedure may be directed to the immediate Supervisor, Joint Health & Safety Committee Member, or to the Human Resources Department. A list of designated staff along with telephone contact numbers is listed as **Appendix E**.

Instruction to Management

Any Supervisor, Manager, or other person in authority who receives a report of a violation or alleged violation of this procedure, shall evaluate the suspected violation and shall consult with the Human Resources Department. Supervisors shall respond to any emergency situations related to violence in the workplace by contacting 911 and activating the department emergency response plan as may be necessary. Management shall deal with all such issues brought to their attention with sensitivity, fairness, and impartiality. Privacy and confidentiality considerations shall be applied at all times when dealing with such issues.

Special Circumstances

Should an employee have a legal court order (e.g. restraining order, or “no contact” order) against another individual, the employee is encouraged to notify his or her Supervisor, and to supply a copy of that order to the Human Resources Department. This will likely be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at the Town of LaSalle, in direct violation of the court order.

If any visitor to the Town of LaSalle workplace is seen with a weapon (or is known to possess one) and makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the Police, emergency response services, their immediate Supervisor, Manager or Department Head.

In cases where criminal proceedings are forthcoming, the Town of LaSalle will assist Police agencies, attorneys, insurance companies, and courts to the fullest extent.

Overview – Key Elements of the Workplace Violence Prevention Procedure

List of Appendices

- “A” Violence Hazard Assessment Form – Violence in the Workplace Prevention
- “B” Violence in the Workplace Policy Statement
- “C” Workplace Violence Report Form
- “D” Report of Accidental Injury or Incident Form
- “E” Emergency Phone Numbers

Note

Workers and their Supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be determined by the Town of LaSalle and will be based on the merits of the specific case. Prior to disciplinary measures being taken, Management will consult with Human Resources.

Revisions

September 13, 2016
November 7, 2017

APPENDIX A

The Corporation of the Town of LaSalle

Violence Hazard Assessment Form

Department Hazard Assessment

Facility:	Department:	Area:
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This form is designed to help management, workers and departmental members of the Joint Health and Safety Committees carry out an assessment of the potential risks of violence associated with the activities carried out in their Departments/Divisions and to respond accordingly to any identified risks. Completion of this form supports the Town of LaSalle's effort to implement the Violence in the Workplace Prevention Procedure.

Please do not use personal information or references when describing incidents.

Part 1: Summary

Work Location:	Address:
----------------	----------

1. Please describe your workplace and the types of activities carried out by employees at the location.

Part 2: History

2. Have there been incidents when employees at your work location have experienced or have been threatened verbally or physically?

- ☐ No
☐ Yes

If yes, please describe incidents and provide details such as:

- client on employee
- employee on employee
- employee on public
- other

Part 3: Activities which might expose employees to risk of violence

3. Do employees at your work location work with money or other valuables?

- ☐ No
☐ Yes

If yes, please provide details including # of employees: _____

Specific Job Titles:

4. Do employees at your work location deal with people who are under the influence of alcohol or drugs?

- ☐ No
☐ Yes

If yes, please provide details including # of employees: _____

Specific Job Titles:

5. Do employees at your work location deal with people who regularly "act out"?

- ☐ No
☐ Yes

If yes, please provide details including # of employees: _____

Specific Job Titles:

6. Do employees at your work location monitor or regulate the activity of others or carry out processes or make decisions which adversely affect others?

- ☐ No
☐ Yes

If yes, please provide details including # of employees: _____

Specific Job Titles:

7. Are employees at your work location involved in projects or activities that may elicit a negative or confrontational response?

- ☐ No
☐ Yes

If yes, please provide details including # of employees: _____

Specific Job Titles:

8. Are there other aspects of the work at your work location that might spark a violent response?

- ☐ No
☐ Yes

If yes, please provide details.

Part 4: Working Alone (One factor which increase the risk of violence)

Definition – A person works alone when they work in a situation where they are out of sight and out of hearing of other employees.

9. Does any person at your work location work alone during normal working hours?

- ☐ No
☐ Yes

If yes, please provide details including # of employees: _____

Specific Job Titles:

10. Does any person at your work location work alone after normal working hours?

- ☐ No
☐ Yes

If yes, please provide details including # of employees: _____

Specific Job Titles:

11. Please describe any precautions already taken to safeguard members at your work location who work alone. If to your knowledge there are currently no precautions in place to address violence related issues within your division, please check here ☐.

Check the appropriate control currently in place within your division:

- ☐ - cell phone
- ☐ - portable radios
- ☐ - personal alarms
- ☐ - buddy system
- ☐ - other control

Please provide details:

Other factors which might increase risk of workplace violence

12. Please describe other factors at your work location or in your work activities which you feel might increase the risk of violence.

Part 5: Reducing the risk of violence

13. Please describe policies or procedures already in place to reduce the risk of violence at your work location. (Attach copies if available)

14. Please describe any related training policies currently or previously (within 2 years) provided at your work location.

15. In light of your responses to the questions in this assessment:

a) What further steps would you recommend to prevent violence in your work place?

b) What additional assistance do you feel you need to implement the above recommendations/controls? Please specify:

Date Assessment Completed: _____

Completed by:

Print Name:	Signature:
Print Name:	Signature:

Please provide Copies of this "Violence Hazard Assessment Form" to:

- Human Resources; and Safety Representative(s) who assisted with this assessment.

Thank you for your co-operation and input.

APPENDIX B



CORPORATION OF THE TOWN OF LASALLE

Workplace Violence Policy Statement

Management of the Corporation of the Town of LaSalle is committed to the prevention of workplace violence and is ultimately responsible for Worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all Employees within the Corporation of the Town of LaSalle. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence policy that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. The Corporation of the Town of LaSalle as the employer, will ensure this policy and the supporting policy are implemented and maintained and that all Workers and Supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting policy. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every Worker must work in compliance with this policy and the supporting policy. All Workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Kevin Miller, CAO

Date

APPENDIX C

The Town of LaSalle of the Town of LaSalle

Workplace Violence Report

Note: Signed statements must be attached and forwarded to Human Resources

Type of Incident:		Date: (yy/mm/dd)	
Police called:	Yes No	Time:	am/pm Location:
Injuries Involved: (Y/N) Public		Employee (attached WSIB Form 7)	

Complainant:	
Employee:	Public:
Name:	Name:
Position Title:	Address (include street number and name):
Department:	
Work Location:	City/Town: Postal Code:
	Phone number: () H/W

Summary of Complainant's Allegation

Individual Accused	
Employee:	Public:
Name:	Name:
Position Title:	Address (include street number and name):
Department:	
	Phone number: () H/W

Witnesses	
Employee:	Public:
Name:	Name:
Position Title:	Address (include street number and name):
Department:	
Work Location:	City/Town: Postal Code:
	Phone number: () H/W

Prepared by:	
Name:	Position/Title:
Department:	
Workplace Location:	

I have read the attached information and I am satisfied that the Workplace Violence Incident Policy has been followed.

Employer Representative (please print)

Name (please print): _____ Title: _____

Signature: _____ Date: (yy/mm/dd) _____

Safety Representative (please print)

Name (please print): _____ Title: _____

Signature: _____ Date: (yy/mm/dd) _____

APPENDIX D

The Corporation of the Town of LaSalle

Injury/Incident Report (Employee Portion)

- To be completed by Town of LaSalle employees when an occupational (work-related) injury or incident occurs.
- If the employee is unable to complete an Injury/Incident Report, the Supervisor/Manager must report the incident on their behalf.
- If you have any questions, please call Human Resources.

Name (print): _____	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Department: _____	Job Title: _____
Supervisor Name: _____	
Employment Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer	
Do you have other employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where? _____	
Date of Incident: _____ Time of Incident: _____ Time Shift Began: _____	
Where did this event happen? _____	

State all parts of body and type of injuries involved (e.g. bruised right elbow). _____	

Describe how the incident occurred: _____	

Witnesses? _____	
Incident was reported to: _____ Date: _____	
Do you require medical treatment for this injury? (<i>Medical Treatment: Treatment by a Health Care Practitioner</i>)	
<input type="checkbox"/> No treatment <input type="checkbox"/> Declined treatment at this time <input type="checkbox"/> Treatment was/will be provided by:	
Name (facility or physician): _____	
Did you notify your Supervisor/Manager that you require medical treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, when? _____	
If NO, why not? _____	
Please contact Payroll if you require a Functional Abilities Form to take to your health practitioner.	
I herein certify the information above is true and to best of my knowledge.	
Date: _____ Signature of employee: _____	

The Corporation of the Town of LaSalle

Injury/Incident Report (Supervisor/Manager Portion)

➤ Supervisor/Manager of injured employee must complete and e-mail this page to Payroll and Human Resources.

Supervisor Name: _____ Work Phone: _____ ext: _____
Department: _____ email: _____@town.lasalle.on.ca
Name of injured employee: _____ Job Title: _____
Date of Incident: _____ Time of Incident: _____ Time Shift Began: _____
Where did this event happen? _____

State all parts of body and type of injuries involved (e.g. bruised right elbow). _____

Describe how the incident occurred: _____

Was there equipment involved? ☐ Yes ☐ No If "yes" what was the equipment? _____

Is/was the employee off work due to the injury? ☐ Yes ☐ No ☐ Unknown

If "yes", last day worked: _____ Date employee returned to work: _____

Was an Attending Medical Practitioner Letter given to employee? ☐ Yes ☐ No

Was modified work offered to the employee? ☐ Yes ☐ No

What modified duties were offered? _____

Was the modified work accepted? ☐ Yes ☐ No If modified work was not accepted, why not? _____

If modified work was not offered, why not? _____

What corrective actions are needed or have been completed? _____

Corrective Action	Person Responsible	Due Date	Status

➤ Important: Supervisors/Managers must immediately report all critical injuries to Human Resources.

➤ Critical injury is defined by the Ministry of Labour as an injury that:

- places a life in jeopardy
- produces unconsciousness
- results in substantial blood loss
- causes the loss of sight to an eye
- involves a fractured leg or an arm, but not a finger or toe
- involves the amputation of a leg, arm, hand or foot but not finger or toe
- consists of burns to a major portion of the body

APPENDIX E

The Town of LaSalle of the Town of LaSalle

Emergency Telephone List

For Ambulance, Police, Fire CALL 911		
Resource / Title	Contact Name	Telephone No.
Internal Contacts		
CAO	Kevin Miller	519-969-7770 ext. 1225
Director Council Services/Clerk	Brenda Andreatta	519-969-7770 ext. 1223
Fire Chief	Dave Sutton	519-966-0744 ext. 1
Director Culture & Recreation	Julie Columbus	519-969-7770 ext. 1239
Director Public Works	Peter Marra	519-969-7770 ext. 1475
Director Finance / Treasurer	Joe Milicia	519-969-7770 ext. 1224
Director Planning & Development	Larry Silani	519-969-7770 ext. 1288
Human Resources Officer	Rick Hyra	519-969-7770 ext. 1254
External Contacts		
Fire Department		911
Police Department		911
Ambulance		911
Hospital	Windsor Regional Met Campus	519-254-5577
	Windsor Regional Ouellette Campus	519-973-4444
Taxi	LaSalle Taxi	519-734-4444
Clinic	LaSalle Medical 1925 Front Road Hours: 09:00 – 12:00 13:00 – 16:00	519-734-1234
Poison Control Center		1-800-268-9017
Ministry of Labour	24 hour reporting of critical injuries only	1-877-202-0008
Electrical Safety Association	To be called in the event of an electrical incident (fire/explosion)	1-877-372-7233
Employee Assistance Policy	Ceridian	1-877-207-8833
Victim Services		519-723-2711



CORPORATION OF THE TOWN OF LASALLE

Workplace Harassment Policy Statement

Town of LaSalle is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the Employer or Supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, Supervisors and Workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact their Supervisor, Human Resources, their union or JHSC, Human Rights Legal Support Centre or the employee assistance program (EAP).

Kevin Miller, CAO

Date



The Corporation of the Town of LaSalle

Date	November 7, 2017	Report No:	CL-23-17
Directed To:	Mayor and Members of Council	Attachments:	AMO Submission
Department:	Council Services	Policy References:	
Prepared By:	Director Council Services/Clerk		
Subject:	Bill 148 <i>Fair Workplaces, Better Jobs Act</i> , 2017		

RECOMMENDATION:

That the report of the Director Council Services/Clerk (CL-23-17) respecting the Association of Municipalities of Ontario's submission to the Standing Committee on Finance and Economic Affairs regarding Bill 148, *Fair Workplaces, Better Jobs Act*, 2017 BE RECEIVED and AMO's position BE SUPPORTED, and further that local MPP's BE REQUESTED to support the position.


REPORT:

Bill 148, *Fair Workplaces, Better Jobs Act*, 2017, received second reading and is presently before the Standing Committee on Finance and Economic Affairs. Bill 148, in its present form, includes wide sweeping changes to the *Employment Standards Act*, 2000, *Labour Relations Act*, 1995 and *Occupational Health and Safety Act*. Many of the proposed changes will affect municipalities even though it appears that the government's proposed reforms were intended for non-municipal sectors that provide employment that is different from that commonly found in the municipal sector.

The Association of Municipalities of Ontario (AMO) prepared a submission to the Standing Committee (copy attached) outlining the implications of the Bill on municipalities in Ontario

AMO's submission to the Standing Committee explains the significant impact that these changes, among others, will have on municipal budgets. Administration recommends that Council support AMO's position and circulate its position to local MPP's for support.

Brenda Andreatta
Director Council Services/Clerk

CAO 	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	

Bill 148 - *Fair Workplaces, Better Jobs Act, 2017*

Submission to the Standing Committee on Finance and
Economic Affairs

July 19, 2017

All of Ontario's 444 municipal governments support improving our employees' lives through better working conditions, more predictable income, and access to needed personal time. We have already acted on these goals and, as employers, we are proud of the work that we do to provide great employment opportunities for thousands of Ontario workers. In fact, communities generally see municipal governments as an "employer of choice". Municipal governments operate in a transparent environment and are directly accountable to the residents and businesses we serve in each community.

As we review Bill 148, we would observe that the focus of the government's proposed reform initiatives appear to be aimed at non-municipal sectors that provide for employment that is different from that commonly found in the municipal sector. That may include workers engaged in precarious employment, although defining precarity is a challenging task unto itself. Regardless of the definition, precarity is not a characteristic common to the employment relationships found in the municipal sector.

Municipal governments provide most of the needs of daily life as well as emergency services to our communities. On the face of this proposed legislation, we are concerned that municipal employers will be disproportionately impacted given our large range of mandated services. We are therefore concerned that in its effort to aim relief at a targeted segment of the labour market, this legislation will overshoot the mark and result in significant and unnecessarily costly unintended consequences.

Municipal governments employ just under a quarter of a million employees (238,000) and 1 in 30 employed Ontarians works for a municipal government. About 70% of these employees are bargaining unit members and the majority of the balance of staff have employment conditions that mirror collective agreement entitlements. In our view, municipal governments are responsible employers who understand that stable and fair employment enables our staff to contribute to the local community and its economy. Municipal governments are also prohibited from having operating deficits.

While we support the public policy spirit behind this Bill, this submission focuses on areas that are the most significant concern of municipal governments. Specifically, we would like to underscore our proposed changes to the *Employment Standards Act*, the impact that Bill 148's proposed changes would have on volunteer fire services and two changes to the *Labour Relations Act*.

There is an appendix that provides all of AMO's proposed amendments for easy reference as well as further statistical background on municipal governments.

Specific Concerns and Proposed Amendments

Employment Standards Act:

1. **Scheduling (4 day requirement) (Part VII.2)** in the Bill creates uncertainty regarding the primacy of other statutory obligations. Municipal governments are obligated to provide services and programs in accordance with over 200 Ontario statutes and even more provincial regulations. Many of the municipal statutory obligations are for public health and safety reasons. We are concerned that many of these obligations will work at cross-purposes or conflict with this proposed Bill.

The Special Advisors who prepared *The Changing Workplaces Review - Final Report* recommended that:

"90. Recognizing the need for predictable schedules for employees in certain sectors and the variability of scheduling requirements, the government should adopt a sector-specific approach to the regulation of scheduling."

We agree with this recommendation, and ask that, as this Bill and future regulations under Bill 148 are developed, these real operational concerns be addressed in detail through consultation so that there are no conflicting statutory requirements that municipal employers would struggle to manage.

AMO asks that the Bill be amended to:

- Specifically state the relationship to other legislation and that Bill 148 requirements do not override statutory obligations that municipal governments are required to provide for public safety;
- Provide an exemption to the 4-day scheduling requirement for public safety needs including but not limited to snowplowing, child care, long-term care, water operations, emergency landing at municipal airports, emergency services (police/fire/EMS), emergency management (e.g. floods, fire, safety threats, extreme weather events).

2. **On-call provisions (Part VII.2)**

In our view, the language of Section 21.3 and 21.4 is problematic. Municipal governments plan and deploy resources to manage all manner of urgent and emergency services that support public safety on a 24-hour basis. As the first line of action for emergency services and the provider of essential services to vulnerable populations, municipal governments have staff prepared to step in should a boiler fail, the water pumps stop, a fire start or an elderly resident go missing from a facility.

Working with employees to fairly manage both their time and urgent situations has been a part of municipal business for decades. The cost implications of changing to a 3-hour at regular time on-call regime may prove cost prohibitive and may result in municipalities having to scale back services. Many of these services have collective agreements that have on-call provisions within them. It is a likely expectation that every bargaining unit will require that the Bill 148 minimum on-call of 3-hours' pay at their regular rate provision be included as soon as their collective agreement is opened for renegotiation.

As an example, we have calculated that this one proposed change alone will have a system impact of approximately \$2 million annually for just one paramedic to be on-call for each of the 52 EMS services in the province. The cost rises significantly if you expand the list to include all others who provide 24/7 emergency services and other municipal services that are required to have an on-call system for public health and safety reasons. This includes police, water operations, snowplowing, road maintenance, long-term care (nurses, personal care workers), and public health.

Further, AMO requests that the Bill be clarified to explicitly state that management employees, with respect to paid on-call, are exempt from this entitlement. We have reviewed conflicting legal opinions on this issue. Clarity is necessary to avoid any confusion should you proceed with this particular amendment, given that on-call duties regularly form part of the scope of duties and responsibilities of our members' management group.

Additionally, municipal governments contract many emergency-related services. These contracts will need to be reviewed to understand the implications of these proposed operational and fiscal impacts on these services. For example, approximately 323 municipal governments contract with the Ontario Provincial Police to provide policing services and snowplowing is often done through tendered third party contracts. We also request that the timeframes for implementation be extended to ensure that changes to services under contract will be sufficient to enable renegotiation of service levels and proper budgeting.

AMO asks that the Bill be amended to:

- Provide an exemption from s. 21.4 for all municipal employees who are required to be on call to provide statutorily mandated public safety services.
- Provide a clear exemption for management employees with respect to paid on-call.

3. **Personal Emergency Leave:** Section 50 speaks to Personal Emergency Leave. Ontario's municipal governments provide their employees with a wide variety of leaves including Sick Leave. Given the scope of existing leave entitlements already provided to municipal workers, we are concerned about the establishment of a new entitlement that will sit directly on top of a range of entitlements that are already fair and reasonable. It is our recommendation that Bill 148 should specifically clarify where and when a greater right or benefit exists in order to avoid the cost associated with topping up already reasonable leave entitlements in this sector.

AMO asks that the Bill be amended to:

- Specifically exempt employers that already provide two or more paid sick days, personal leave days, or paid days off with a similar intent per year.

This will eliminate confusion, avoid unnecessary greater right or benefit litigation, and will reduce the administrative burden of altering language in agreements to reflect the intent of the legislation (where employers are already meeting or exceeding the objectives of the proposed personal emergency leave entitlement).

4. **Equal Pay:** Section 23 of the Bill deals with Part XII of the Act, Equal Pay. Municipal governments have been subject to the ESA's equal pay provisions and the *Pay Equity Act* for several years and we are committed to the principle of equal pay for work provided.

Based on the feedback that we have been able to collect in the very short period of time we have been given to gather it, we are concerned that the Bill as drafted will have a significant impact on parks and recreation, and to some extent long-term care homes and public works who employ many part-time and seasonal employees.

Annually, each municipal government submits a Financial Information Return (FIR). Table 1 is a summation of all municipal submissions indicating the number of employees by service area and full-time, part-time, or seasonal status.

TABLE 1:

FIR2015: PROVINCIAL SUMMARY		Schedule 80 STATISTICAL INFORMATION for the year ended December 31, 2015		
1. Municipal workforce profile		Full-Time Funded Positions 1 #	Part-Time Funded Positions 2 #	Seasonal Employees 3 #
Employees of the Municipality				
0205	Administration	18,379	2,166	535
0210	Fire	12,241.86	3,717.22	377.50
0211	Uniform	10,778.65	2,024.46	180.00
0212	Civilian	1,463.23	1,692.76	197.50
0215	Police	24,573.35	1,037.30	1,103.00
0216	Uniform	17,972.35	313.00	866.00
0217	Civilian	6,601.00	724.30	237.00
0260	Court Security	456.85	126.10	0.00
0261	Uniform	154.65	36.00	0.00
0262	Civilian	302.20	90.10	0.00
0263	Prisoner Transportation	306.80	22.40	2.00
0264	Uniform	54.00	3.00	2.00
0265	Civilian	252.80	19.40	0.00
0220	Transit	22,364.50	677.56	601.00
0225	Public Works	24,617.57	2,374.07	2,757.01
0227	Ambulance	6,011.53	1,913.87	6.30
0228	Uniform	4,837.60	1,862.61	2.00
0229	Civilian	1,173.93	51.26	4.30
0230	Health Services	5,628.34	767.89	359.03
0235	Homes for the Aged	8,652.99	10,360.76	154.00
0240	Other Social Services	10,342.85	1,800.55	173.36
0245	Parks and Recreation	10,295.92	25,052.86	12,782.02
0250	Libraries	3,442.91	4,747.13	321.30
0255	Planning	5,060.17	347.12	191.50
0290	Other	7,080.29	2,814.90	773.35
0298	Subtotal	159,454.76	57,924.83	20,142.61

Seasonal employees can be difficult to assess in relation to full-time comparators. In some cases, there are no full time comparators. In other cases, the jobs are somewhat different and the level of responsibility is not exactly comparable. If this review does result in upward pay adjustments, it is very possible that there will be fewer parks and recreation programs to provide vital community services or user fees will need to increase to cover these costs and could limit access.

5. Volunteer Fire Fighters

Ontario has a unique regime of municipal firefighters that we do not believe has been considered in the development of Bill 148. There are: full-time salaried firefighters; voluntary firefighters who are on-call; part-time firefighters; and, managerial and other non-union fire service employees. All full-time firefighters and managerial firefighters are employees under the *Employment Standards Act* (ESA) and the *Ontario Labour Relations Act* (OLRA). All volunteer firefighters are employees under the OLRA. The law is unclear as to whether or not a volunteer firefighter is an employee under the ESA. However, voluntary firefighters have very different work expectations than those of full-time firefighters, as all voluntary firefighters know that they can be on call 24 hours per day, seven days per week when they take the job – in reality, this is the essence of this job. The volunteer firefighter is primarily motivated to be part of a voluntary fire service as their civic duty to the community that they and their families live in, not for monetary compensation.

There are 400 municipal fire departments in Ontario: 32 full-time departments; 190 composite departments (both full-time and volunteer); and, 178 volunteer departments. It is understood that about half of the composite departments have a full or part-time Chief while the firefighters in the service are all voluntary. There are just over 11,000 full-time firefighters, about 340 part-time firefighters, and over 19,000 voluntary firefighters.

Currently the legislation recognizes that firefighters have unique schedules, hours of work, and compensation systems. At present, full-time firefighters, volunteer firefighters, part-time firefighters, and managerial firefighters are exempted by Regulation from the application of the following sections of the ESA:

- hours of work and eating periods;
- overtime pay; and
- public holiday pay.

Volunteer firefighters have higher and greater flexibility in their work relationship that makes them not comparable to full-time salaried firefighters. Full-time firefighters must respond when they are on duty whereas voluntary firefighters have the ability to decline to respond to any request for their service.

Due to the nature of their employment, volunteer firefighters have the flexibility to decide if they will respond to or decline a specific call. The reasons for declining to respond can be that:

- they are working at their regular employment and their employer does not allow them to leave work;
- they are geographically too far away from the incident (visiting a friend 200 km away);
- they have been consuming alcohol and therefore are not fit for duty;
- they have a personal commitment already scheduled, as determined by the individual volunteer firefighter; or
- any reason that would entitle a volunteer firefighter to a personal emergency leave day pursuant to the ESA.

The average voluntary firefighter's wage is \$25 per hour once they are at the scene. This could mean that if a volunteer firefighter is not exempted from the proposed changes to on-call pay the cost of volunteer firefighter services will increase to \$27,375 per volunteer firefighter per year (\$75 per day x 365 days per year). If a municipality had 200 volunteer firefighters, this proposal alone will cost \$5,475,000 per year without any increase in service to the community. This cost is wildly prohibitive for the small, rural and northern municipal governments and may likely force municipal councils to reduce the level of service they are able to provide to their communities, if this is implemented without AMO's requested exemption.

AMO is requesting that the existing special exemptions under the ESA regarding firefighters be amended to included exemptions in the following areas:

- No minimum three-hours pay for being on call (s. 21.4) for all firefighters as defined by section 1(1) of the *Fire Prevention and Protection Act*. It is our submission that the rate of compensation provided to firefighters already recognizes the on-call component of the job; and
- Different rates of pay for full-time and volunteer firefighters continue be allowed (s. 42.1) as full-time firefighters must respond when on duty and that volunteer firefighters have the ability to decline to any given request for service.

Labour Relations Act:

1. Amendments to Section 6.1 of the Act, which would require the provision of employee contact information to an applicant union once they reach a 20% bargaining unit threshold is a change we suggest that is running headlong in the wrong direction given the prevailing legal trends in privacy law. This is a change, we submit, that is contrary to the government's own stated public policy objectives of protecting the privacy interests of Ontario citizens (e.g. changes to the rules regarding prosecutions and enforcement in PHIPPA). The best evidence of this is the unfortunate need in Bill 148 to expressly override the common law (the tort of intrusion upon seclusion) and the existing statutory regime in order to allow this change to occur. We understand the Bill's intent is to afford a bargaining agent with more information to allow it to try and organize. We believe that there is a way to balance this interest with the privacy interests of our member's employees.

AMO asks that the Bill be amended to:

- Require that an employee first provide express consent to their employer prior to its disclosure pursuant to a Board order or, in the alternative, allow the employee to opt out of having the employer provide contact information at the time of hire or any time thereafter upon written request to their employer.

This amendment is proposed because it would still contemplate the possibility for personal information to be shared but only with consent. It would afford a bargaining agent with the means to access certain information but would balance that interest with protecting an employee from an unwanted invasion of their privacy. We submit that this is a reasonable balance of interests given that this proposed change would put Ontario on the map as the first jurisdiction in North America to produce personal information prior to a certification application for the express purposes of promoting unionization.

2. While seeking clarification about Section 69.1 and 69.2, successor rights provisions of the draft Bill, we understand this section is intended to only apply to provincially funded services. However, there is confusion surrounding what publicly funded means. Where would grants or partial operating funding from the Province fit into this definition? Municipal funds are also “publicly funded”.

AMO asks that the Bill be amended to:

- Clarify that successor rights only apply to those services contracted by the Province and funded through provincial public funds.

Educational and Interpretative Supports Needed:

Any changes to the *Employment Standards Act* or *Labour Relations Act* will require educational and interpretive supports for all employers. In particular, municipal governments and other employers will need clear and timely Ministry of Labour interpretation bulletins well before provisions of the Act, if passed, come into force.

Extensive training sessions in person across the province and on-line will be needed to address questions and provide guidance. We are hopeful that the timely production of publicly published materials will help reduce what we anticipate will be a significant amount of litigation arising out of the interpretation and application of these changes. Additionally, given the scope and complexity of the legislative changes proposed, provincially facilitated training sessions delivered on a regional basis throughout the province would be appropriate.

Conclusion and Summary:

Local governments are on the frontlines of public service and we see firsthand how insufficient resources and supports can impact people and families in need. We know that a lack of affordable housing, food insecurity, and the inability to move ahead in life is touching greater numbers of our citizens. We also know meaningful changes take time and careful planning. Unfortunately, prosperity cannot be simply legislated.

A healthy society also needs to be affordable and should not reduce the ability of local governments to provide critical daily and emergency services to our communities. Healthy communities must be able to absorb the costs of change – not be burdened by duplicate requirements. The gains we are making in creating Ontario attractive for investment should not be forfeited by moving too quickly as we strive for social changes.

Although we have not provided comments on the proposed minimum wage increases in the body of our submission, it is a significant concern for municipal employers. Its impact will be seen as municipal collective agreements are renegotiated and there is pressure to increase all wages to maintain the current measure between the minimum wage and the wages under each agreement. It will also cause compression within salary grids. One local government, serving a population of just over 50,000, has estimated that the proposed minimum wage increases in 2018 and 2019 will cost over an additional \$500,000.

For all of these concerns, we ask the Standing Committee to call for a review of the cumulative impact of Bill 148, WSIB work-related Chronic Stress policy, and other provincial legislative or regulatory workplace changes that affect municipal governments and their communities before Bill 148 receives Second Reading.

We know that many employers, organizations and associations, such as the Ontario Chamber of Commerce, are saying that these proposed changes have not undergone an economic analysis and that there are too many workplace changes coming too quickly. AMO agrees.

For all the economists who say that there is nothing to fear from Bill 148, there are others equally qualified who disagree. There is a significant concern that Ontario may become an economic field experiment, with years before we have the data to fully understand the impact. Ontario should not move forward without the critical economic analysis required to meet the best practice of evidence-based policy. Recent news out of Seattle demonstrates that any change must be thoughtful and well planned. There the minimum wage was increased over time to the detriment of the very people it was designed to help – the most unskilled.

Legislators must recognize that municipal budgets cannot simply rise to meet the needs imposed by the Bill; even if budgets could rise, the amount of municipal revenue generated is limited. For 50% of municipal governments a 1% property tax increase generates \$50,000 or less new revenue. In those local governments, without amendment, this Bill may make local public and emergency services unaffordable.

Local governments are also responsible for economic development and the overall health of our communities. We are therefore also keenly aware of the potential negative impacts of this Bill on the smaller businesses that are the driving force of local economies. While better pay will benefit individuals, it will also impact the businesses that provide the jobs.

We understand that the Bill anticipates staggered implementation dates, however, these timeframes do not seem to be rooted in an economic perspective of the time required to phase in major changes. We look to the members of the Standing Committee on Finance and Economic Affairs to seek the best evidence while considering amendments to Bill 148 and the appropriate implementation dates for its sections to take force.

On behalf of our members, municipal governments throughout Ontario, we appreciate the public policy principles this Bill seeks to address but strongly advise that critical exemptions and amendments are necessary. There should be a solid analysis and understanding of the cumulative economic impact before the legislation advances. The legislation, once passed, will require a thoughtful and a phased approach with frequent reviews to ensure successful outcomes for both employees and employers across the province.

APPENDIX

Proposed Amendments:

- Specifically state the relationship to other legislation and that Bill 148 requirements do not override statutory obligations that municipal governments are required to provide for public safety;
- Provide an exemption to the 4-day scheduling requirement [s.21.5] for public safety needs including but not limited to snowplowing, child care, long-term care, water operations, emergency landing at municipal airports, emergency services (police/fire/EMS), emergency management (e.g.: floods, fire, safety threats, extreme weather events).
- Provide an exemption from s. 21.4 for all municipal employees who are required to be on call to provide legislated obligated public safety services.
- Provide clear exemption for management employees with respect to paid on-call.
- Specifically exempt employers that already provide two or more paid sick days, personal leave days or paid days off with a similar intent per year.
- No minimum three-hours pay for being on call (s. 21.4) for all firefighters as defined by section 1(1) of the *Fire Prevention and Protection Act* as it is built into their work responsibilities and collective agreements; and
- Different rates of pay for full-time and volunteer firefighters continue be allowed (s. 42.1) as full-time firefighters must respond when on duty and that volunteer firefighters have the ability to decline to any given request for service.
- That employees need to provide consent or, in the alternative, have the ability to opt out of having the employer provide contact information to a union or withdrawing consent for any time and reason.
- Clarify that successor rights only apply to those services contracted by the Province and funded through provincial public funds.

Municipal Government Statistics:

Municipal governments work hard to deliver services in the most cost effective ways. Council members are keenly aware that any increases to the cost of delivering services immediately translates into increased taxes.

The size and capacity of municipalities is equally broad as the services they deliver. Eighteen percent have a population of under 1,000; that is fewer people than many urban high schools. Seven percent have populations over 100,000. Table 2 below shows the number of municipalities by population.

TABLE 2: Population Classes in the Province of Ontario		No. of Municipalities
0-250		11
251-500		21
501-1,000		48
1,001-2,000		36
2,001-5,000		74
5,001-10,000		81
10,001-15,000		40
15,001-25,000		40
25,001-50,000		28
50,001-100,000		31
100,001-500,000		24
500,000+		10
*Source: Financial Information Return Schedule 80		

Table 3 illustrates the varying capacity that municipal governments have to manage the introduction of changes. About 43% of municipalities have less than six full-time administration staff to cover statutory duties (clerk, treasurer) and general reception, bookkeeping and perhaps a chief administrator. It is highly unlikely that there would be a human resource expert on staff. This service would have to be purchased from an external source.

TABLE 3: Average number of Municipal Administrative Staff by size of municipality		Administrative Staff	
Population Classes ↓	# of munic.	FT	PT
0-250	11	1.2	0.7
251-500	21	2.0	0.8
501-1,000	48	4.0	1.2
1,001-2,000	36	4.4	1.0
2,001-5,000	74	5.9	0.9
5,001-10,000	81	9.3	2.0
10,001-15,000	40	11.8	2.7
15,001-25,000	40	21.6	5.2
25,001-50,000	28	35.9	5.9
50,001-100,000	31	58.9	7.7
100,001-500,000	24	170.3	34.3
500,000+	10	853.3	79.5
*Source: Financial Information Return Schedule 80			



The Corporation of the Town of LaSalle

Date	November 8, 2017	Report No:	PW-36-17
Directed To:	Mayor and Members of Council	Attachments:	~ Concept Sketch 1 ~ Concept Sketch 2 ~ PW-26-17 Council Report
Department:	Public Works	Policy References:	
Prepared By:	Peter Marra, P.Eng. – Director of Public Works and Mark Beggs – Manager of Roads and Parks		
Subject:	Todd Lane Roundabout Design and Cost Estimate		

RECOMMENDATION:

That Council approve the design of the Todd Lane/Malden Road roundabout reconstruction.

That Council concur with proceeding to tender the landscaping work.

That Council concur with engaging a steel fabricator to complete the design and manufacturing of a centerpiece sculpture for the upset limit of \$50,000.00.

REPORT:

At the August 8, 2017 Council meeting the enclosed report PW-26-17 regarding the treatment for the roundabout was presented. Council's direction on Aug 8 2017 was that the PW-26-17 report be deferred until a full price is known for the complete reconstruction of the roundabouts. This report provides Council with a complete cost estimate, and a proposed design to move forward with the reconstruction of the Todd Lane/Malden Road roundabout.

The Town engaged Bezaire Partners to develop a landscaping and feature concept. Various concepts were presented to the Culture and Rec committee and the recommendation was to proceed with concept 3a. Bezaire has since built upon concept 3a and developed a more detailed design and the enclosed three dimension renderings.

As shown in the renderings, a complete reconstruction of the landscaping within the center island is required. The proposed work consists of retaining walls, various landscaping features for both perennial and annual plantings, irrigation, drainage and provisions for lighting. Bezaire's current design includes a center area with foundation only, to accommodate a center art piece that is still in the concept and design phase. The intention is for the centerpiece to be large scale, and representative of LaSalle. The ship pictured in the rendering is only for reference and scale ship (Le Griffon). The ship feature in the three dimensional rendering is approximately 15' tall and 12' wide. It is anticipated that the centerpiece will be made of corten steel. Corten steel is popular for use on outdoor sculptures and gives a weathered finish.

At this stage, we present the following construction estimates for this project;

Landscaping

Soft Landscaping (soil, plants, mulch, edging, etc.)	\$14,000.00
Hard Landscaping (wall, drainage, centerpiece foundation, electrical, irrigation, etc.)	\$105,000.00
Sub total	\$119,000.00
Contingency 10%	\$11,900.00
Construction Administration 15%	\$17,850.00
Total Construction Estimate (excluding HST)	\$148,750.00

Centerpiece (sculpture)

Centerpiece (corten steel)	\$50,000.00
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Total Project Estimate (excluding HST)	\$198,750.00
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As previously presented, the funding for the landscaping portion will be funded from the infrastructure reserve and the funding for the centerpiece sculpture will be from the strategic initiative budget.

Administration is recommending that Council approve the enclosed design and that the Town instruct Bezaire Partner to proceed on completion of the design and issue tenders for the landscaping work, and that the Town enter into discussions with a steel fabricator to design and manufacture a centerpiece for an upset limit of \$50,000.00.

The centerpiece is an artist interpretation and as such, this is specialized work for steel fabricators. We have made contact with our local steel fabricator and are currently working with them to develop a concept. Once a centerpiece concept is finalized, this will be brought back to Council for final approval. In our discussion to date, the manufacturing of a sculpture will take some time to complete and may result in the landscaping work and foundation to be completed well in advance of the sculpture being ready for installation.

The following are the anticipated timelines for this project;

Tender Close	December 5, 2017
Council Meeting Award	December 12, 2017
Landscaping Construction	April/May 2018
Centerpiece Manufacturing/Install	January/June 2018



Respectfully submitted,

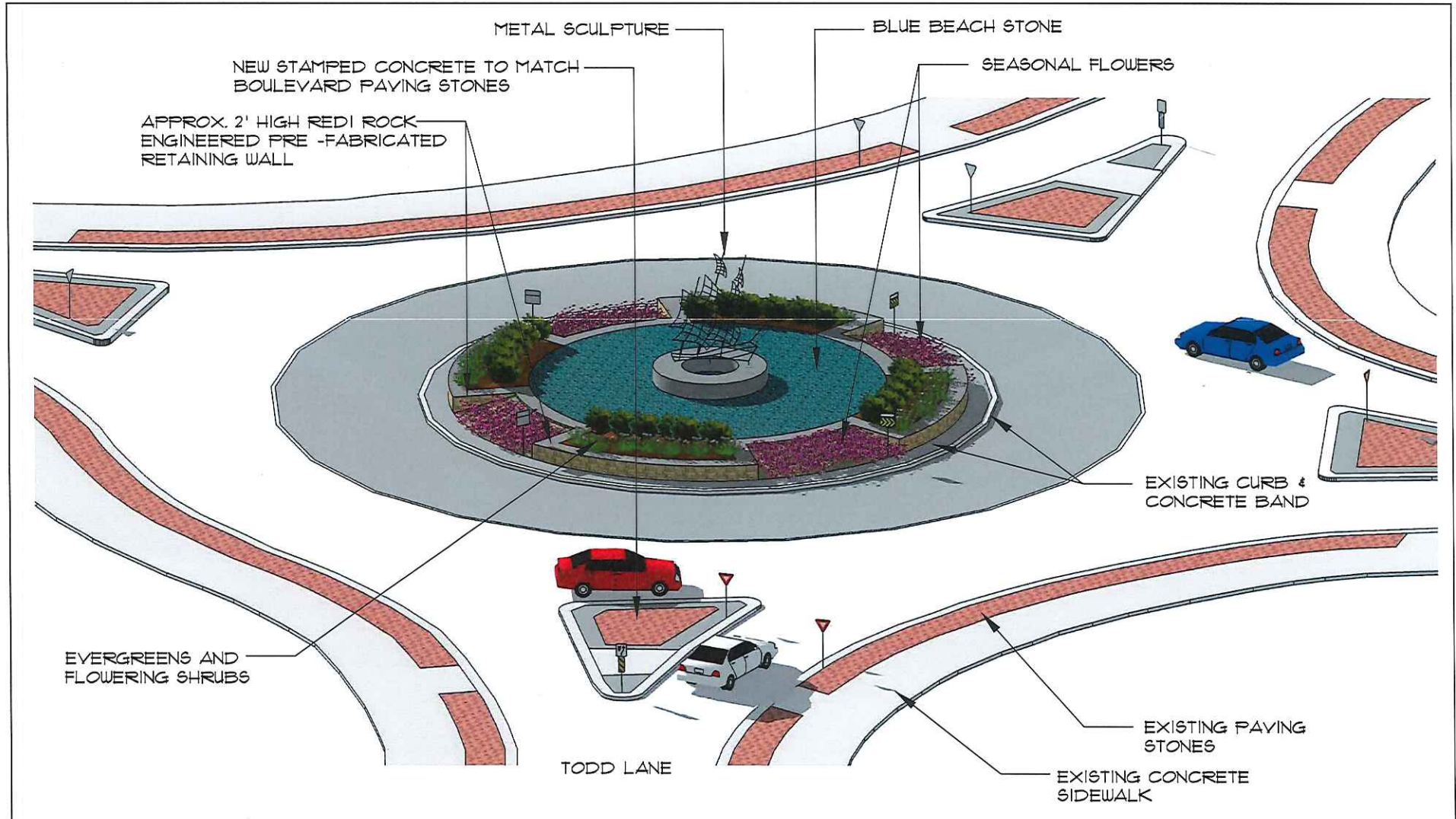


Peter Marra, P.Eng.
Director of Public Works

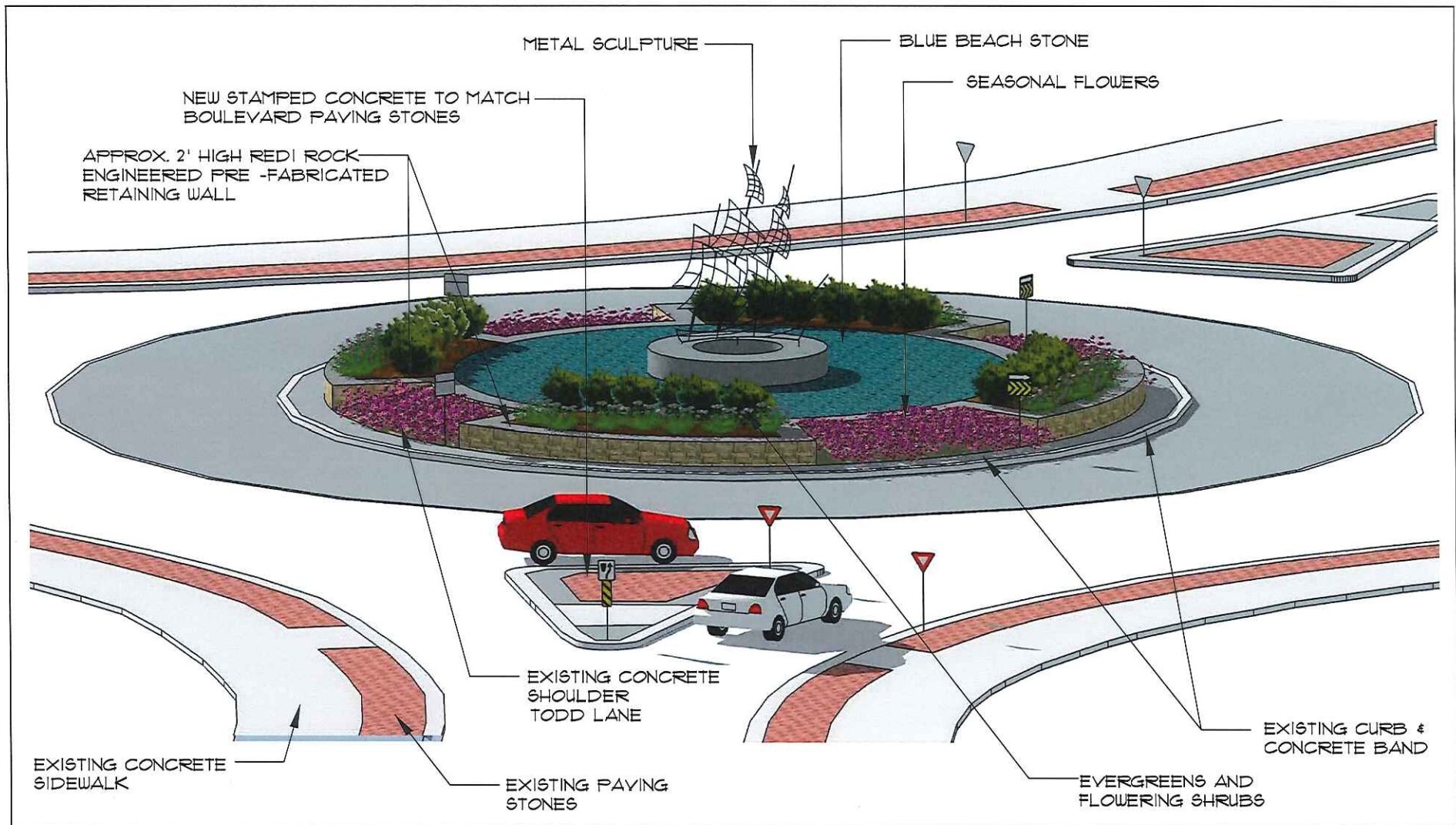


Mark Beggs
Manager of Roads and Parks

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



BP Bezaire Partners Planners, Landscape Architects 3514 Walker Rd., Unit 1A Windsor, ON N9W 3S4 p: 519.866.6844 f: 519.866.4088 gbezaire@bezaire.ca	PROJECT: TODD - MALDEN ROUNDABOUT	DRAWING TITLE CONCEPT SKETCH 1	DATE: NOV. 2017 SCALE: NTS DRAWN BY: GDB	SHEET SK-LA 1 1260 lnds r3



BP Bezaire Partners Planners, Landscape Architects	3514 Walker Rd., Unit 1A, Windsor, ON N9W 3S4 p: 519.986.6844 f: 519.986.4088 gbezaire@bezaire.ca	PROJECT: TODD - MALDEN ROUNDABOUT	DRAWING TITLE CONCEPT SKETCH 2	DATE: NOV. 2017	SHEET SK-LA 2 1260 lnds r3
				SCALE: NTS	
				DRAWN BY: GDB	



The Corporation of the Town of LaSalle

Date	August 3, 2017	Report No:	PW-26-17
Directed To:	Mayor and Members of Council	Attachments:	~ PW-C&R-2017-03 C&R Committee report
Department:	Public Works	Policy References:	
Prepared By:	Peter Marra, P.Eng. – Director of Public Works		
Subject:	Roundabout Treatments		

RECOMMENDATION:

That Council concur with the C&R Committee, authorize administration to proceed with concept 3a and that administration tender, and obtain quotes for a centerpiece and fast track the process by taking funds out of the infrastructure reserve

REPORT:

At the July 25, 2017 Culture and Recreation Committee meeting the enclosed report PW-C&R-2017-03 was presented regarding the treatment at the Town roundabouts. At the C&R Committee meeting, the committee approved administration to proceed with option 3a (Figure 3). The projected cost to just prepare the site without any centerpiece is approximately \$75,000.00 to \$90,000.00. The cost of the centerpiece will be in addition to this.

The proposal is that the Town take money from the infrastructure reserve fund, complete the work at the Todd Lane and Malden roundabout in 2017, prepare the site with the base concept consisting of retaining walls, annual and perennial planting area, and prepare the center to receive a future centerpiece.

The centerpiece will be a subject of a future council report including concepts and cost.

Should Council concur, this will in essence have the roundabout at Todd Lane and Malden completely redone in 2017, minus a centerpiece at this time and will allow administration to bring forward in future budgets modifications to the other roundabouts in the Town.

Respectfully submitted,



Peter Marra, P.Eng.
Director of Public Works

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



The Corporation of the Town of LaSalle

Date	July 20, 2017	Report No:	PW-C&R-2017-03
Directed To:	Culture and Recreation Committee	Attachments:	~ roundabout concepts
Department:	Public Works	Policy References:	
Prepared By:	Peter Marra, P.Eng. – Director of Public Works		
Subject:	Roundabout Design		

RECOMMENDATION:

The Committee recommends administration to begin implementation of the basic roundabout treatment at Todd Lane and Malden Road and that the funds come from the infrastructure replacement and repair reserve.

REPORT:

The Town has three existing roundabout at the present time. The center treatment of the roundabouts have varied from area to area, with no consistent theming, treatment, etc.

Administration has approached Bezaire and Partners to develop a base design for the center treatment of roundabouts so that the three existing roundabouts and any new roundabout can be treated similarly and achieve consistent looks throughout the Town. Enclosed are 6 various options.

The options are all built on a base concept of retaining walls to build up the center of the median, along with seasonal planting areas and a flowering shrub and evergreen area. What differs from option to option is the main feature, some being simply an ornamental tree up to including sculptures and a hanging basket structures.

The base concept to implement is approx. \$75,000 to \$90,000 per roundabout. At this time, we are recommending that the Town implement the base concept at the Todd Lane and Malden Road roundabout and that the funding be pulled from the infrastructure replacement and repair reserve.

By allowing this to occur at the Todd/Malden Roundabout, it will not jeopardize any future placement of a main element in the center at this location and this will be budgeted for in future

years. Any proposed main feature at the Todd/Malden location and any other location will be subject to the Committee and Council approval.

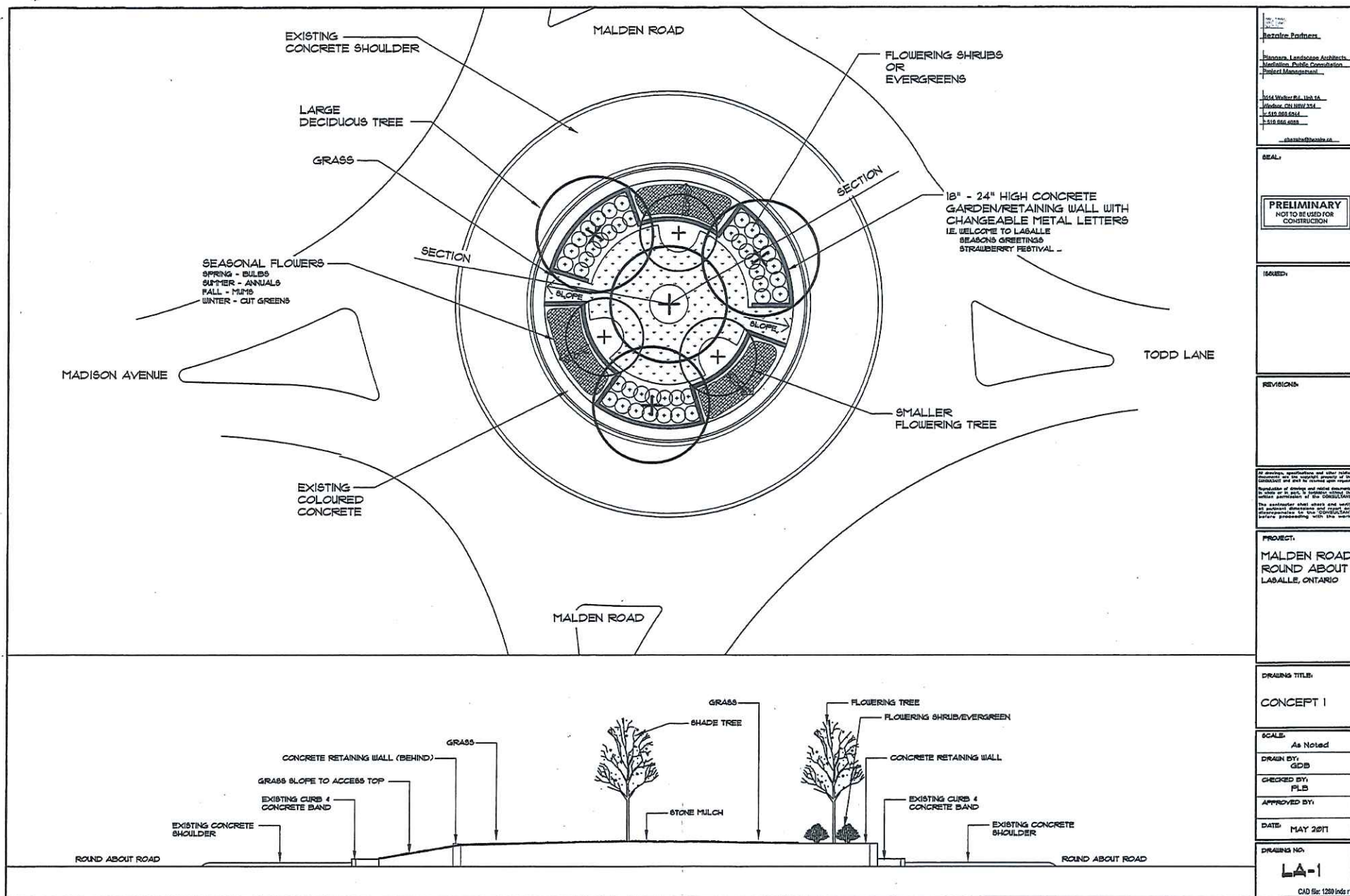
Furthermore, the base design for other roundabouts will also be budgeted for in future years.

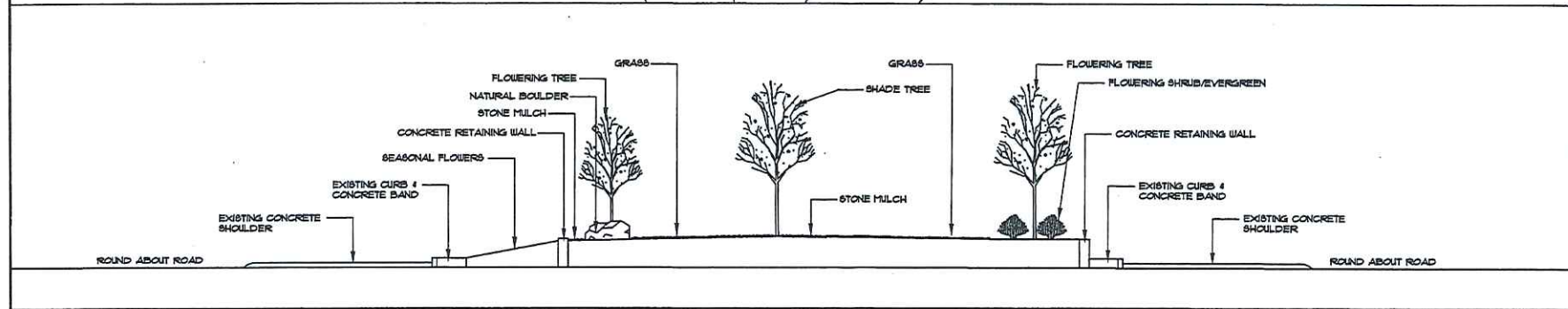
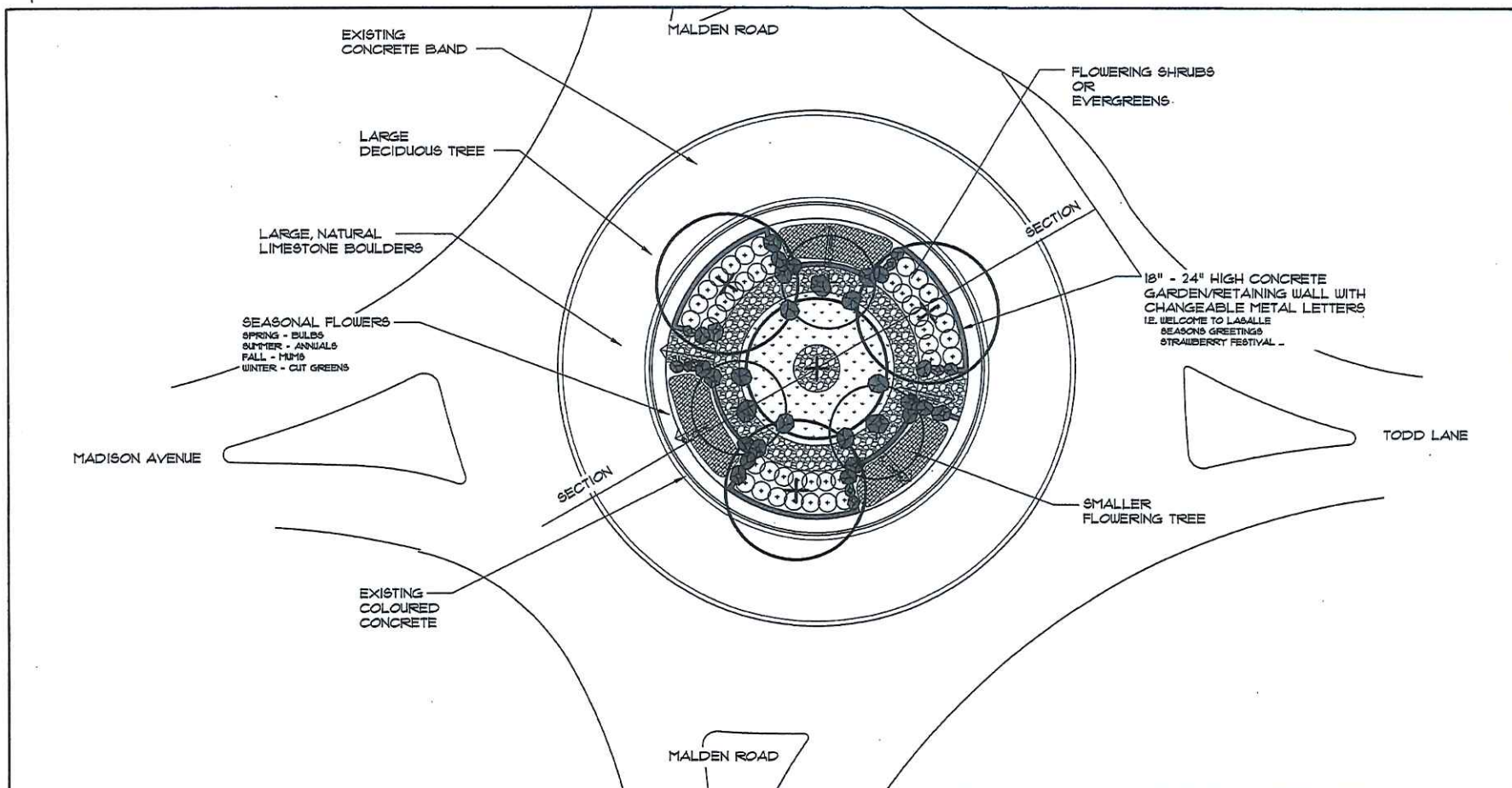
Respectively Submitted



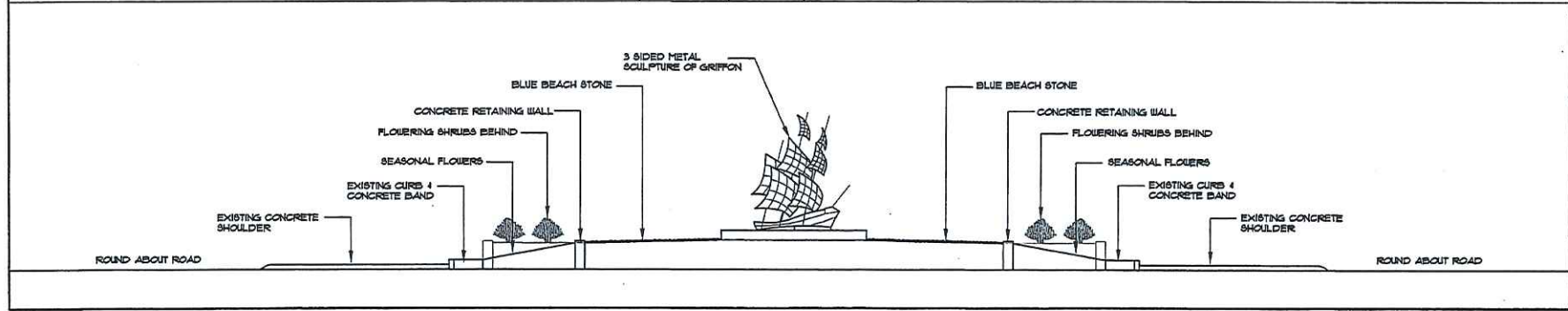
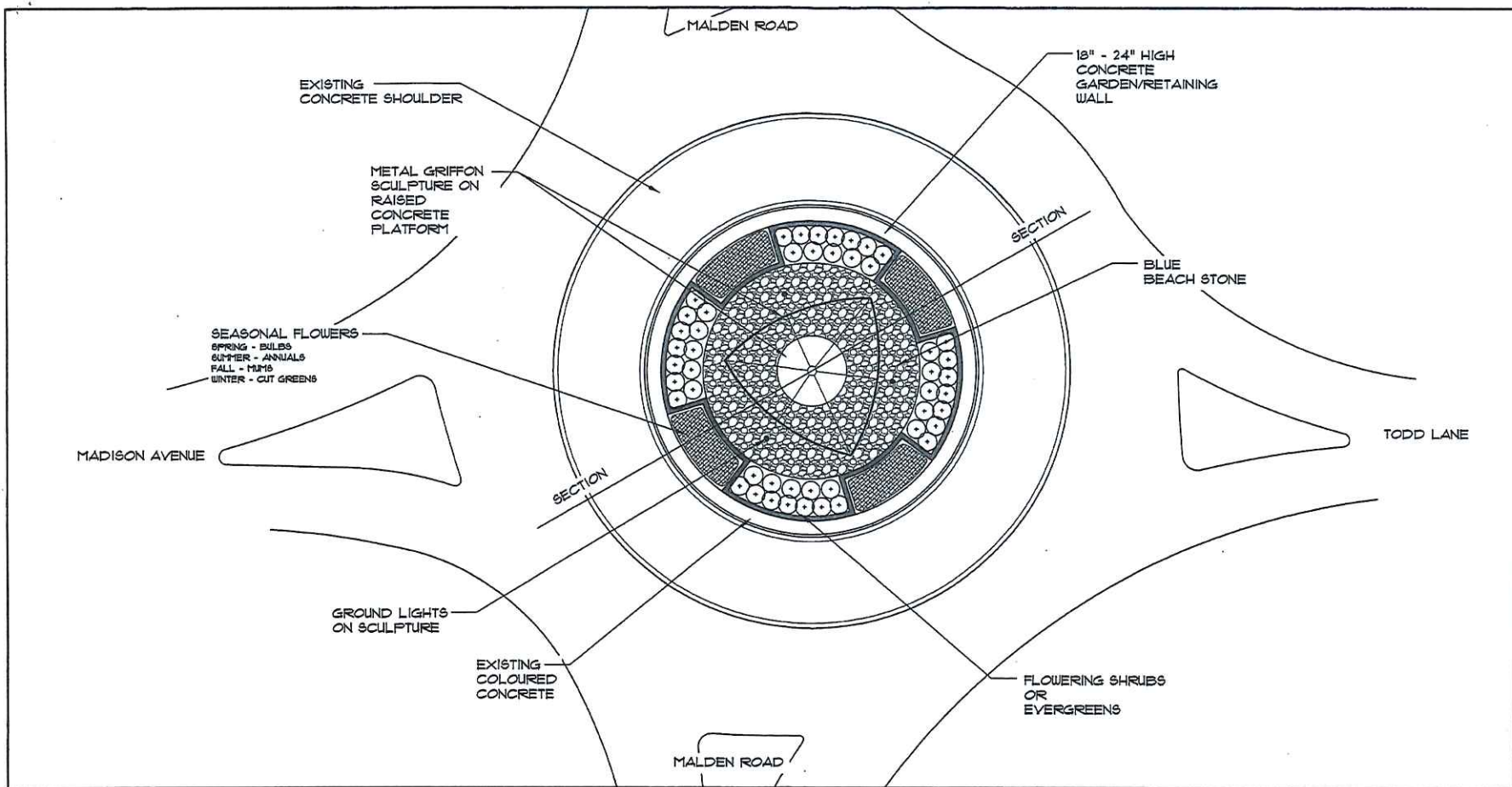
Peter Marra, P.Eng.
Director of Public Works

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



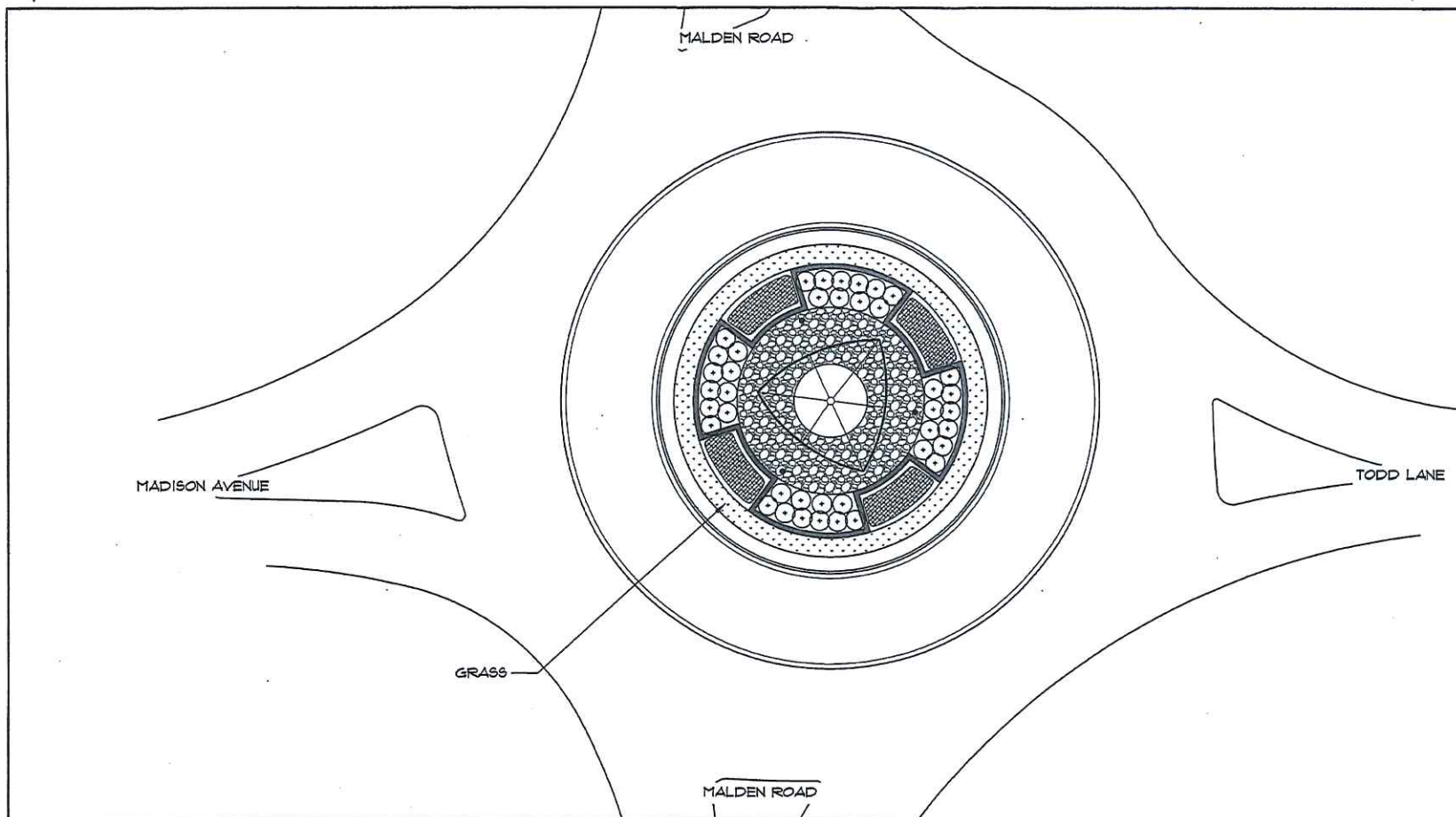


Parcel Portraits Planning, Landscape Architecture Facilitation, Public Consultation Project Management 1554 Weber Rd., Unit 1A Windsor, ON N9V 3S1 519.854.8564 519.854.4384 info@parcelportraits.ca	
SEAL:	
PRELIMINARY NOT TO BE USED FOR CONSTRUCTION	
ISSUED:	
REVISIONS:	
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PROJECT: MALDEN ROAD ROUND ABOUT LASALLE, ONTARIO	
DRAWING TITLE: CONCEPT 2	
SCALE: As Noted.	
DRAWN BY: GDB	
CHECKED BY: PLB	
APPROVED BY:	
DATE: MAY 2017	
DRAWING NO: LA-1	
CAD file: 1206 hds.rvt	



Resolve Partners Landscape Architects Landscape Architecture Project Management 10111 Woodbine Ave. Unit 1A Richmond Hill, ON L4B 3N4 905.882.6666 www.resolvepartners.ca
PRELIMINARY NOT TO BE USED FOR CONSTRUCTION
ISSUED:
REVISIONS:
PROJECT: MALDEN ROAD ROUND ABOUT LASALLE, ONTARIO
DRAWING TITLE: CONCEPT 3a
SCALE: As Noted
DRAWN BY: GDB
CHECKED BY: PLD
APPROVED BY:
DATE: MAY 2017
DRAWING NO: LA-1

6



Design Partners
 Landscape Architects
 Civil Engineering
 Project Management
 1114 Waterloo Rd. Unit 1A
 Windsor, ON N9H 1S4
 P: 519 255 0866
 F: 519 255 0899
 info@designpartners.ca

SCALE:
PRELIMINARY
 NOT TO BE USED FOR
 CONSTRUCTION

ISSUED:

REVISIONS:

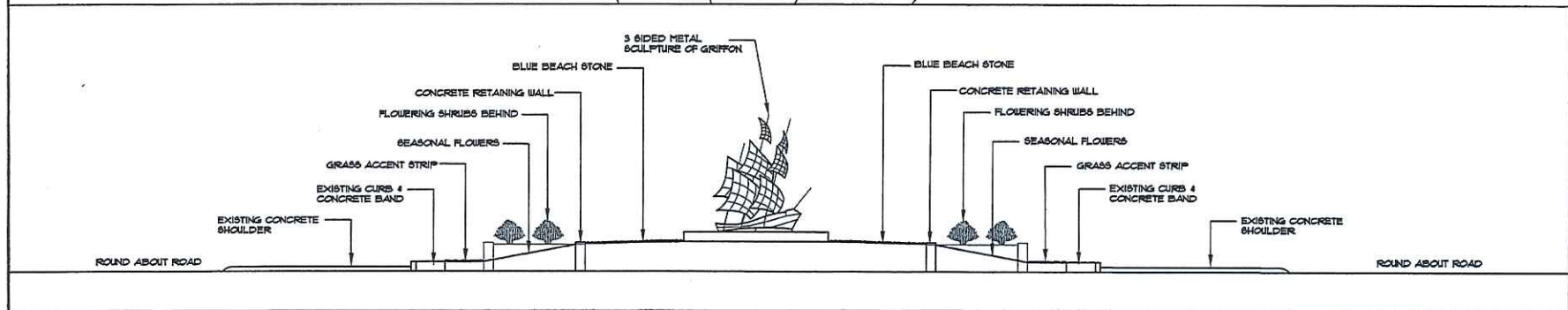
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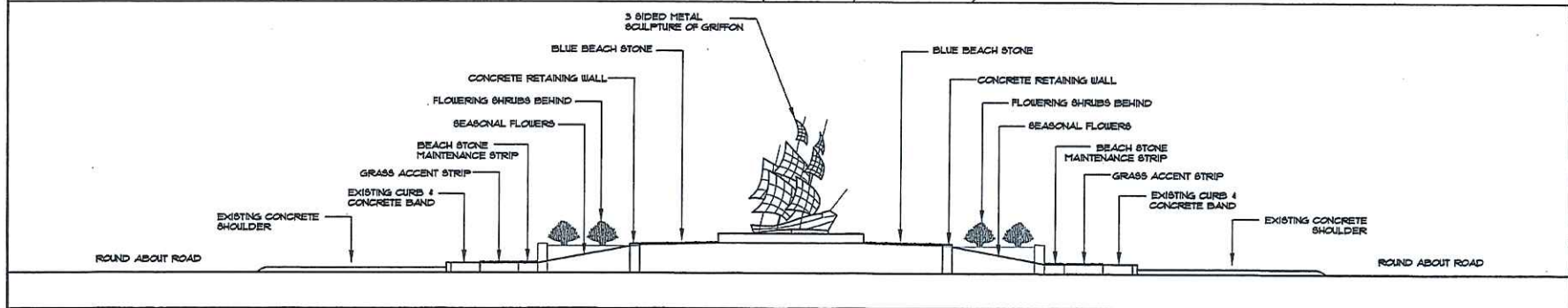
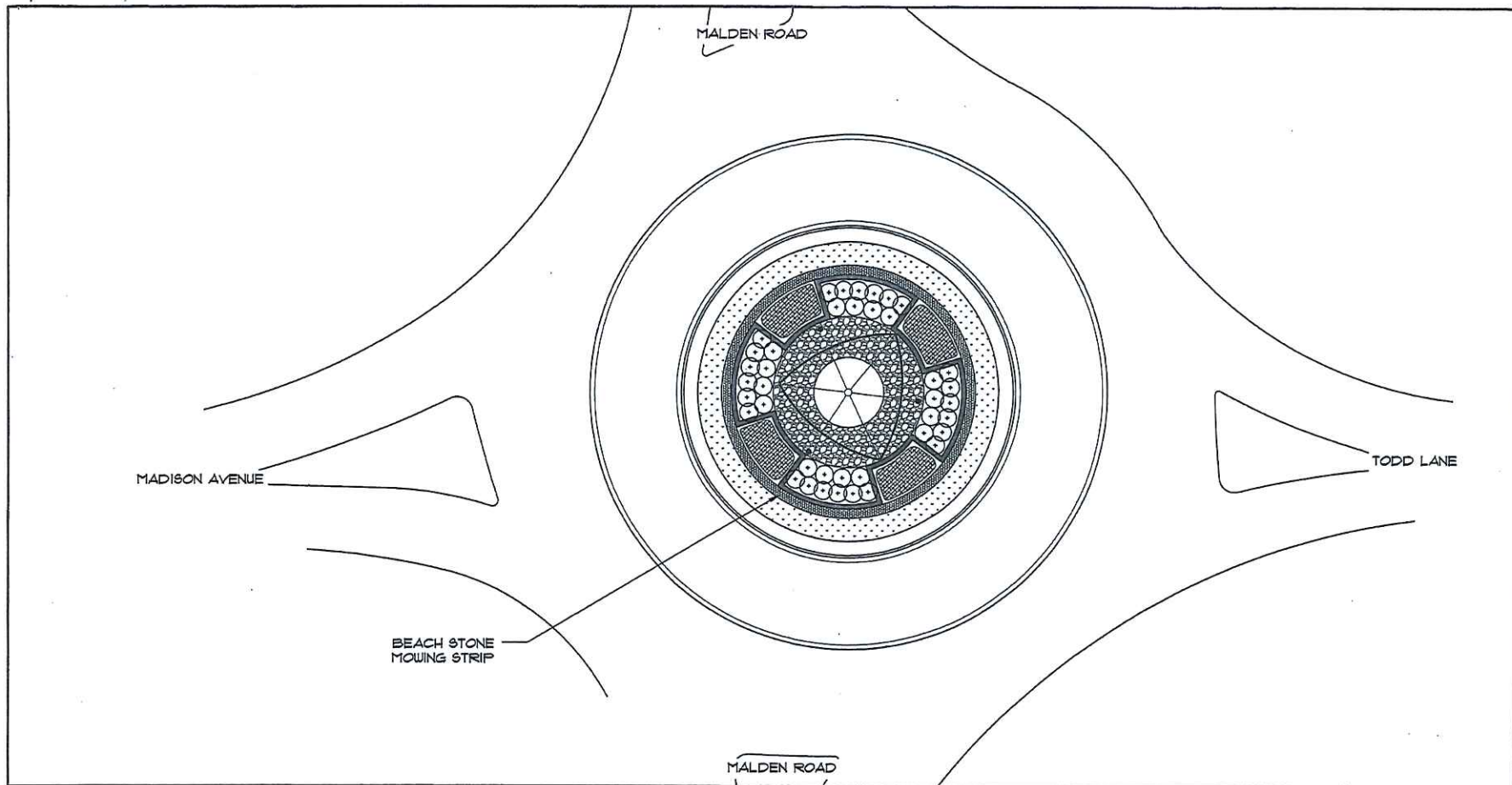
PROJECT:
 MALDEN ROAD
 ROUND ABOUT
 LASALLE, ONTARIO

DRAWING TITLE:
 CONCEPT 3b

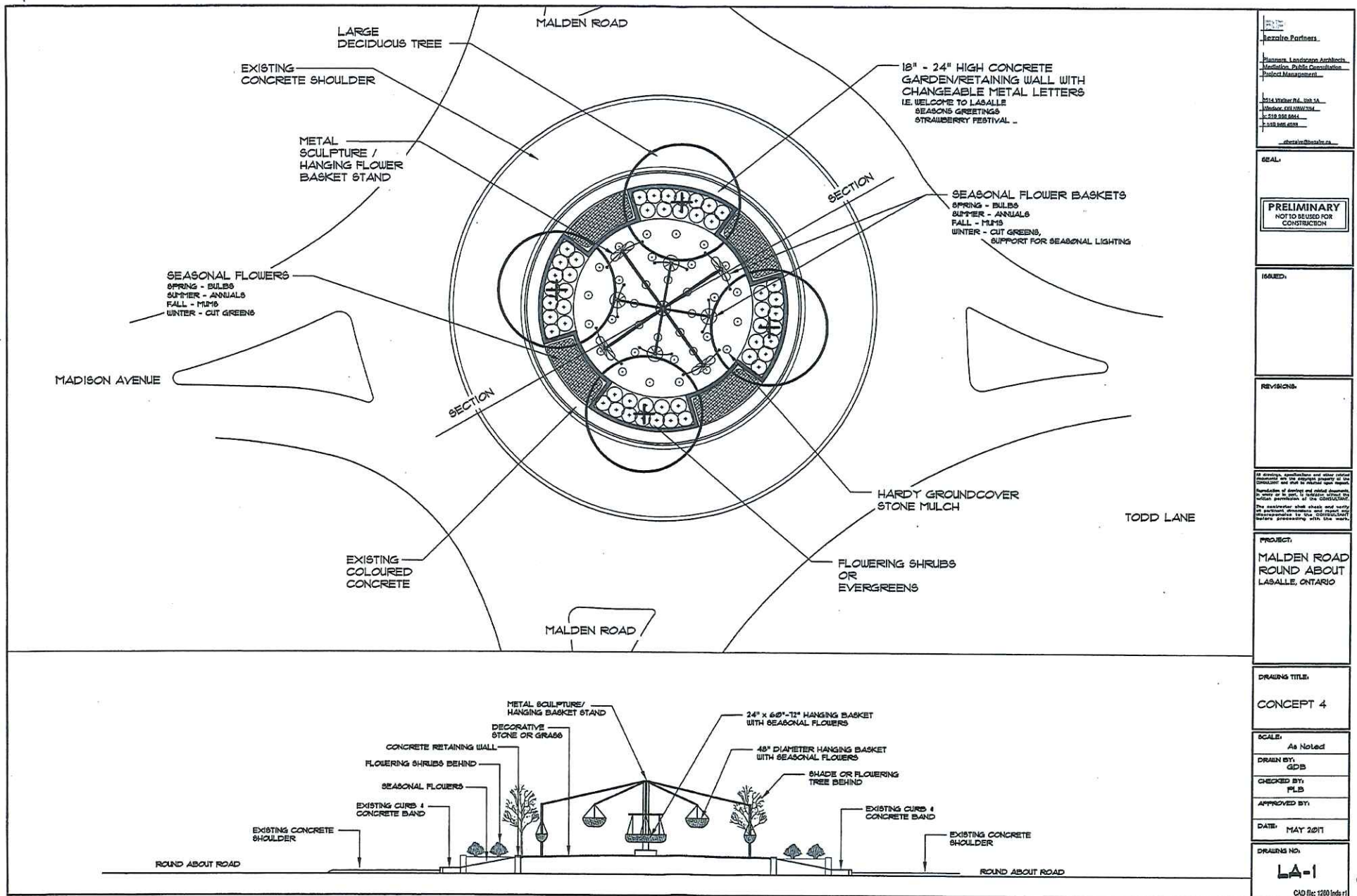
SCALE: As Noted
DRAWN BY: GDB
CHECKED BY: PLB
APPROVED BY:
DATE: MAY 2017

DRAWING NO:
 LA-1
 CAD File: 1200.bds.rvt





Project: Landscape Architects Location: Public Consultation Project Management 1114 Wether Rd. Unit 1A Windsor, ON N9W 2S4 519.866.8564 519.866.8588 www.maldenroundabout.ca
SEAL: PRELIMINARY NOT TO BE USED FOR CONSTRUCTION
ISSUED: REVISIONS:
PROJECT: MALDEN ROAD ROUND ABOUT LASALLE, ONTARIO
DRAWING TITLE: CONCEPT 3c
SCALE: As Noted
DRAWN BY: GCB
CHECKED BY: PLB
APPROVED BY:
DATE: MAY 2017
DRAWING NO: LA-1 CAD Size: 1250 Units





The Corporation of the Town of LaSalle

Date	November 9, 2017	Report No:	PW-37-17
Directed To:	Mayor and Members of Council	Attachments:	
Department:	Public Works	Policy References:	
Prepared By:	Peter Marra, P.Eng. – Director of Public Works		
Subject:	Geese Population Issues		

RECOMMENDATION:

That Council concur that all future stormwater management ponds be designed to be naturalized ponds.

That Council concur that the Sandwich West Park stormwater management pond be maintained as a naturalized pond.

That Council concur with monitoring the geese population and that administration further investigate repellent application in 2018.

REPORT:

This report has been prepared in response to a Council question regarding the geese population and possible solutions to address nuisance issues.

The Public Works department has not received many enquiries related to geese over the last 3 to 4 years. We estimate receiving about six relating to geese at the Vollmer and about two relating to geese at Sandwich West Park, these are the only two locations in Town that we are aware where geese may visit periodically throughout the year.

At the two locations the similarities are that, two things are present and those are a body of water and relatively young or manicured grass/vegetation for feeding. At both the Vollmer and Sandwich West Park, there are stormwater management (SWM) ponds immediately adjacent a park.

There was a period of time that the Town did not cut the banks of these SWM ponds. These ponds were allowed to naturalize. In those years, the geese population was down and in some cases not present. In more recent years, at the Vollmer, the pond banks have been cut more regularly to accommodate use of the SWM pond by user groups. This has now created a more inviting environment for the geese. The pond at Sandwich West Park has been let to naturalize more recently.

With the introduction of more SWM ponds in the coming years to accommodate development, this issue may become more prevalent. A solution to this will be that the Town accept the design concept that all SWM ponds be naturalized ponds, thus not creating an inviting environment for geese and as such creating a more naturalized amenity into future developments. Naturalized SWM ponds are recommended to deter geese by the Ministry of the Environment and Climate Change and also perform better at cleansing stormwater runoff and require less maintenance.

There are a great deal of ways to deter geese and some can be achieved without a permit, some methods will require a federal permit from Environment Canada.

Non-Permit Methods

1. Deter feeding - erect signs and/or create a by-law.
2. Naturalization - by allowing vegetation to grow, this eliminate the young grasses that geese feed on and this also creates illusion of habitat where natural predators to geese can hide and geese will avoid these areas.
3. Erect barriers - erection of fences and or plant barriers that will disrupt/reduce areas for landing and take-off.
4. Geese repellent – there are also various sprays that can be applied to the surrounding areas, however, there are many products available and the results vary. These sprays, do not last for significant time, some sprays may need a permit for chemical application.
5. Hazing – hazing involves chasing the geese when they arrive and continuing this until they leave. This needs to be applied consistently every time they appear until they leave.
6. Scaring – the non-permit methods are noise-making devices, balloons/kites, flagging tapes and streamers, flashing lights and/or scarecrows.

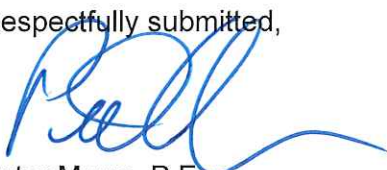
Permit Methods

1. Scaring – use of firearms, aircrafts or raptors.
2. Physical removal/relocation
3. Any lethal/destructive method

Based on the information above, Administration feels that only the non-permit method should be explored further.

Administration is recommending that all future SWM ponds be designed and constructed to be naturalized ponds. That Sandwich West Park SWM pond continue to be maintained as a naturalized pond. That the Town explore the use of geese repellent at the Vollmer.

Respectfully submitted,



Peter Marra, P.Eng.
Director of Public Works

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





7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

October 27, 2017

Dear Heads of Municipal Councils:

In April 2017, the federal government introduced legislation to legalize and regulate non-medical cannabis across Canada, and has firmly stated its intention to have the legislation in force by July 2018.

In response to the federal legalization of cannabis, the Government of Ontario announced, on September 8, 2017, a safe and sensible framework to govern the lawful use and retail distribution of non-medical cannabis as a carefully controlled substance within the province of Ontario.

As part of this framework, our government is proposing to retail cannabis through a government-operated Crown Corporation, as a subsidiary of the Liquor Control Board of Ontario (LCBO). This approach would meet the standards of control and social responsibility that Ontarians expect, while responding to consumer demand and displacing the illegal market.

Under the proposed approach, the retail and distribution system would include an online province-wide sales channel by July 2018 and up to 150 stand-alone stores by the end of 2020, starting with 40 by July 2018 and rising to 80 within the first year. This proposed retail system would sell cannabis and cannabis-related items only, not alcohol.

Our proposed approach is to build on the expertise and back-office capabilities of the LCBO to set up the Crown Corporation. Our priority is to reduce the illegal market by building on our strengths to create an efficient and secure system for people across the province.

Engagement with Ontario Municipalities

Our government acknowledges that municipalities are critical partners in provincial efforts to retail and distribute cannabis in communities across the province. We recognize that many municipalities have questions regarding the legal retail and distribution of cannabis and how municipalities will be involved going forward.

.../cont'd

Since the announcement on September 8th, staff from the Ministry of Finance, Ministry of the Attorney General, Ministry of Municipal Affairs, and other partner ministries have engaged with municipalities through the Association of Municipalities of Ontario (AMO) on topics of interest to municipalities, including the retail model, enforcement and places of use. The input received to date has been valuable to informing the continued development of our approach and we look forward to ongoing discussions.

I would like to thank the municipalities that have engaged with our government to date, particularly those municipalities who participated on the conference call Minister Naqvi and I held with Mayors following the announcement, as well as, those municipalities participating on the AMO's Marijuana Task Force. I understand that there have already been several productive consultation sessions with AMO since our announcement.

I am writing you today to outline our government's approach to continuing to engage with municipalities on how retail stores may be located in advance of July 2018.

As we move forward with preparations to implement the proposed retail and distribution system, Ministry of Finance staff, together with the LCBO, will begin direct engagement with municipalities on how stores may be located for July 2018. We are proposing that the LCBO partner with impacted municipalities in advance of launch to ensure that input from municipalities can be provided directly to the LCBO and local community interests can be heard.

Identification of Municipalities for Initial Stores

To ensure Ontario's readiness for the federal government's deadline of July 2018, Ministry of Finance and the LCBO have begun identifying municipalities under consideration for initial stores. Municipalities will be identified in stages. This will support ongoing engagement with municipal staff in these affected municipalities and phase efforts to search for store sites.

Two primary considerations will be used to guide the identification of municipalities where stores will be located: first, to achieve geographic distribution of stores across the province; and second, to reduce the number of illegal stores, including dispensaries, currently operating in Ontario.

As municipalities are identified, letters from the Ministry of Finance will be sent to the municipal Clerk or CAO of each identified municipality. Ministry of Finance staff will also work to notify Heads of Councils in identified municipalities in advance of these letters and will work with these municipalities to continue an open dialogue to ensure that council's perspectives are considered. The letters will request meetings between municipal staff, Ministry of Finance staff and the LCBO to discuss the guidelines and a process for siting stores, how the LCBO will address local concerns, and municipal

.../cont'd

interests in siting. This will serve as the beginning of the partnership between municipalities and LCBO. Municipalities selected for initial stores will also be transparently identified on a website maintained by the LCBO: <http://www.lcbocannabisupdates.com/>. This website is expected to be launched today, October 27, 2017 and will be updated in coming weeks as the first group of letters are sent to the municipal Clerks/CAO's notifying them the LCBO intends to locate an initial store in their municipality. The LCBO will continue to update this website on a regular basis as additional municipalities are notified of the intention to locate stores in their municipality.

Guidelines and Process for Siting of Cannabis Retail Stores

Informed by consultations with AMO, proposed guidelines and a process for siting stores are being developed. The LCBO would utilize guidelines to identify specific store locations with the objectives of ensuring that youth are protected and addressing the illegal market. This includes ensuring stores are not located in close proximity to schools. Ministry of Finance staff and the LCBO are keen to meet with municipalities directly to discuss the proposed guidelines and ensure that local interests are being appropriately taken into account.

The LCBO would utilize a public notification process to inform the public that a specific store location has been identified in their community. As part of this process, the LCBO will provide information to the public that outlines the store's operations and how local impacts would be mitigated.

This notification process will also provide an opportunity for public questions and concerns on specific store sites to be submitted directly to the LCBO. More details of this process will be shared with municipal staff through the planned direct engagement.

Province-wide Online Sales Channel

Alongside the roll-out of stores, the LCBO will be implementing a province-wide online sales channel for cannabis beginning July 2018. As with retail stores, this online channel will be carefully controlled and include important social responsibility measures. It will also help meet the demand for legal cannabis access in all parts of the province.

As we establish a new legal retail system for cannabis, it is critical that we do so with the objectives of protecting our youth and addressing the illegal market. I look forward to ongoing dialogue with AMO and with municipalities as we take the next steps in implementing this important initiative.

.../cont'd

I welcome your support in ensuring an open and productive partnership with our government, the LCBO and your municipality as we continue to prepare for federal legalization of cannabis in July 2018.

Where municipal staff may require assistance, please contact:

Nicole Stewart
Executive Lead – Cannabis Retail Implementation Project
Ontario Ministry of Finance
Nicole.Stewart@ontario.ca
416-325-1593

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Sousa', with a stylized, flowing script.

Charles Sousa
Minister

- c: Yasir Naqvi, Attorney General of Ontario
Bill Mauro, Minister of Municipal Affairs
Lynn Dollin, President, Association of Municipalities of Ontario
Penny Lipsett, Chair (Acting), LCBO
George Soleas, President and Chief Executive Officer, LCBO
Scott Thompson, Deputy Minister, Ontario Ministry of Finance
Municipal Clerks/CAOs

.../cont'd



Tracey Ramsey
Member of Parliament
Essex

Constituency Office
316 Talbot Street
North, Unit 6
Essex, ON N8M 2E1
(Tel): 519-776-4700

Parliamentary Office
682 Confederation
Building Ottawa,
ON K1A 0A6
(Tel): 613-992-1812

October 24, 2017

The Honourable Catherine McKenna, P.C., M.P.
Minister of Environment and Climate Change
House of Commons
Ottawa, Ontario K1A 0A6

Dear Minister McKenna,

I am writing today regarding the health of our Great Lakes specifically in my riding of Essex that is surrounded by Lake Erie, and Lake St. Clair. The health and vitality of our Great Lakes are instrumental to having sustained economic growth on every level in our region.

I believe that we need to work diligently with representatives from every level of government to restore and protect the Great Lakes ecosystems for future generations.

Recently, I held a roundtable with local municipalities and an active scientist/researcher from the University of Windsor who expressed clearly the need to cooperate and work collaboratively to protect the Great Lakes.

The presence of Algal Blooms in Lake Erie is very alarming to many people in my riding in Essex, and specifically to the town of Colchester whose beach was shut down to the public on September 25, 2017. The Colchester Beach was shut down for the whole week due to the fact that Blue-Green algae blooms are described as bacteria that can produce a toxin which is severally harmful to swimmers, boaters and animals.

There are also numerous people who fish and boat recreationally reporting with grave concern the large algal bloom that is floating out in the lake, with the potential to shift to shore.

Therefore, I am writing to seek a local briefing on the health of the Great Lakes. I am also extending an invitation to you to attend this local briefing. I urge you to initiate a long term study and an assessment plan to address the existing fragile ecosystems of our Great Lakes.

Further devastation to our Great Lakes could ruin these precious waters for generations to come and we must take immediate actions to avoid additional harm and contamination.

Thank you in advance for your attention to this significant and serious matter. I look forward to your response with the hope that we can work collaboratively to reach a positive outcome.

Sincerely,

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

Tracey Ramsey, MP

Essex

Cc: Warden and Deputy Warden, County of Essex
Mayor and Council, Town of Essex
Mayor and Council, Town of LaSalle
Mayor of Council, Town of Kingsville
Mayor and Council, Town of Lakeshore
Mayor and Council, Town of Amherstburg



The Corporation of the Town of LaSalle

Date	November 1, 2017	Report No:	R & C 15-17
Directed To:	Council	Attachments:	
Department:	Culture and Recreation	Policy References:	
Prepared By:	Director of Culture and Recreation		
Subject:	Essex Power Youth Grant		

RECOMMENDATION:

That the report from the Director of Culture and Recreation dated November 1st, 2017 (C&R 15-17) regarding the 2018 Essex Power Youth in Community Fund BE RECEIVED for information;

REPORT:

For the forth consecutive year, Essex Power Corporation donated \$10,000 to the Town of LaSalle, to invest in our youth.

The money that Essex Power Corporation donated will be used to support 2018 programs such as free swimming and skating, a skateboard competition and holiday events. Below is a list of where the funds will be posted to support building recreation and leisure with LaSalle youth.

Easter Pool-Ooza

\$600 - towards the cost of Easter activities and free swimming. The event took place at the Vollmer on Saturday, April 15 with approximately 200 children in attendance.

LaSalle SkateFest

\$1,000 - towards the purchase of event prizes including medals, skateboards and parts for three age categories and 30 participants. The event took place at the Vollmer Skate Park on Saturday, June 3.

Outdoor Family Concert Series – A Tribute to Great Canadian Music

\$1,000 - a free family concert series featuring great Canadian music in honour of Canada's 150th. Concerts took place at the LaSalle Civic Centre on June 25, July 30 and August 27 with approximately 100 people in attendance at each.

Kylie Masse Day in LaSalle

\$1,200 - toward the cost of family entertainment to celebrate LaSalle Native and Olympic Bronze Medalist Kylie Masse. Approximately 500 people attended the event on August 18 at Front Road Park and Pool.

Free Fridays Recreational Swimming Series

\$1,200 - towards free public swimming admission. Swims took place on Friday July 7, July 21, August 4 and August 18 from 6:00-8:00 pm at the Vollmer Complex.

End of Summer Party

\$1,000 - towards the cost of renting inflatables for a community end of summer party. The event took place on August 30 at the Vollmer Complex and had approx. 250 children in attendance.

Pancake Breakfast with Santa and the Mayor

\$1,300 – to be spent on entertainment and children's activities during the Pancake Breakfast with Santa and the Mayor on Saturday, December 2.

New Years Eve Fireworks

\$1,500 – to be used to cover a portion of the fireworks display that will be offered to the community on New Year's Eve. The fireworks show is scheduled to start at 7:30 pm on December 31 at the Vollmer Complex.

Holiday Free Public Skates

\$1,200 - to be used to cover costs associated with free skating offered to the community during the 2017 school holiday break. Free skating is scheduled on January 2, 3, 4 and 5, 2018.

The Town of LaSalle, Department of Culture and Recreation is grateful for Essex Power Corporation's support of affordable recreation for LaSalle youth. These partnerships help promote LaSalle as an active, healthy and caring community.



Director of Culture and Recreation

Reviewed by:							
CAO	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire

**TOWN OF LASALLE
FINANCIAL STATEMENT
OCTOBER 31, 2017**

	2017 Budget	2017 YTD Actual October	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual October	2016 % Budget to Actual	2016 YTD Actual December
Revenues								
General Levy	(29,127,100)	(29,317,773.83)	(190,673.83)	100.7%	(27,090,200)	(27,094,486.33)	100.0%	(27,094,928.84)
Supplementary Levy	(345,000)	(689,067.43)	(344,067.43)	199.7%	(345,000)	(623,333.14)	180.7%	(742,580.23)
Local Improvements	(19,300)	(19,266.08)	33.92	99.8%	(18,100)	(12,472.68)	68.9%	(12,472.68)
Payments in Lieu of Taxes	(41,900)	(41,640.79)	259.21	99.4%	(47,800)	(47,844.27)	100.1%	(47,844.27)
Other Revenues	(2,993,700)	(2,257,489.38)	736,210.62	75.4%	(2,674,900)	(2,078,219.14)	77.7%	(2,957,778.70)
Revenues	(32,527,000)	(32,325,237.51)	201,762.49	99.4%	(30,176,000)	(29,856,355.56)	98.9%	(30,855,604.72)

Expenditures

Mayor & Council

Wages/Benefits	264,500	221,148.04	(43,351.96)	83.6%	267,800	218,496.70	81.6%	242,254.52
Administrative Expenses	35,500	12,083.94	(23,416.06)	34.0%	31,500	13,945.84	44.3%	34,310.27
Personnel Expenses	39,200	25,714.28	(13,485.72)	65.6%	39,200	10,666.94	27.2%	11,484.71
Program Services	24,000	14,345.90	(9,654.10)	59.8%	26,000	12,259.57	47.2%	19,007.37
Expenditures	363,200	273,292.16	(89,907.84)	75.3%	364,500	255,369.05	70.1%	307,056.87
Other Revenues	0	(682.74)	(682.74)	100.0%	0	(1,087.59)	100.0%	(1,087.59)
Mayor & Council	363,200	272,609.42	(90,590.58)	75.1%	364,500	254,281.46	69.8%	305,969.28

Finance & Administration

Wages/Benefits	1,651,300	1,326,384.59	(324,915.41)	80.3%	1,639,300	1,349,093.93	82.3%	1,634,099.68
Administrative Expenses	168,100	157,601.69	(10,498.31)	93.8%	158,400	95,517.51	60.3%	103,503.89
Personnel Expenses	36,500	41,731.93	5,231.93	114.3%	36,000	27,899.53	77.5%	30,186.14
Program Services	322,200	289,476.71	(32,723.29)	89.8%	307,200	209,044.89	68.1%	348,855.16
Expenditures	2,178,100	1,815,194.92	(362,905.08)	83.3%	2,140,900	1,681,555.86	78.5%	2,116,644.87
Other Revenues	(821,200)	(680,094.95)	141,105.05	82.8%	(760,300)	(602,652.28)	79.3%	(875,857.73)
Finance & Administration	1,356,900	1,135,099.97	(221,800.03)	83.7%	1,380,600	1,078,903.58	78.2%	1,240,787.14

Council Services

Wages/Benefits	843,600	712,192.82	(131,407.18)	84.4%	815,200	668,156.16	82.0%	808,113.87
Administrative Expenses	25,200	8,931.21	(16,268.79)	35.4%	23,300	11,149.84	47.9%	13,642.27
Personnel Expenses	45,300	20,598.26	(24,701.74)	45.5%	40,000	27,913.55	69.8%	34,143.03
Program Services	43,300	19,515.70	(23,784.30)	45.1%	48,700	27,632.79	56.7%	41,027.71
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	2,369.72
Expenditures	957,400	761,237.99	(196,162.01)	79.5%	927,200	734,852.34	79.3%	899,296.60
Other Revenues	(24,800)	(26,326.40)	(1,526.40)	106.2%	(12,100)	(23,638.16)	195.4%	(30,718.42)
Council Services	932,600	734,911.59	(197,688.41)	78.8%	915,100	711,214.18	77.7%	868,578.18

Financial Services

Wages/Benefits	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Long Term Debt Capital Financing	1,964,200	1,964,173.50	(26.50)	100.0%	1,964,200	1,964,173.50	100.0%	1,964,173.50
Long Term Debt Charges	19,300	19,266.08	(33.92)	99.8%	18,100	9,252.61	51.1%	12,472.68
Program Services	160,000	47,829.96	(112,170.04)	0.0%	104,000	131,969.81	0.0%	153,227.90
Transfers to Own Funds	7,083,700	5,408,219.54	(1,675,480.46)	76.4%	6,151,100	2,376,998.98	38.6%	7,814,676.49
Financial Services	9,227,200	7,439,489.08	(1,787,710.92)	80.6%	8,237,400	4,482,394.90	54.4%	9,944,550.57

Division of IT (DoIT)

Wages/Benefits	440,500	346,077.22	(94,422.78)	78.6%	426,700	338,956.61	79.4%	415,117.18
Administrative Expenses	274,500	224,762.54	(49,737.46)	81.9%	198,700	167,099.89	84.1%	200,120.11
Personnel Expenses	9,000	3,183.74	(5,816.26)	35.4%	8,000	7,192.02	89.9%	8,711.36
Transfers to Own Funds	150,000	150,000.00	0.00	100.0%	100,000	100,000.00	100.0%	100,000.00
Financial Services	874,000	724,023.50	(149,976.50)	82.8%	733,400	613,248.52	83.6%	723,948.65

Fire

Wages/Benefits	1,968,500	1,446,565.55	(521,934.45)	73.5%	1,774,800	1,394,053.64	78.6%	1,805,261.81
Administrative Expenses	59,400	26,627.22	(32,772.78)	44.8%	23,700	25,488.06	107.5%	31,388.73
Personnel Expenses	107,500	95,562.48	(11,937.52)	88.9%	88,000	77,603.61	88.2%	87,666.67
Vehicle/Equipment Expenses	120,200	84,207.51	(35,992.49)	70.1%	103,400	91,768.73	88.8%	110,143.44
Program Services	18,000	14,295.07	(3,704.93)	79.4%	16,000	10,733.79	67.1%	17,136.60
Transfers to Own Funds	204,000	204,000.00	0.00	100.0%	200,000	200,000.00	100.0%	200,000.00
Expenditures	2,477,600	1,871,257.83	(606,342.17)	75.5%	2,205,900	1,799,647.83	81.6%	2,251,597.25
Other Revenues	(10,000)	(4,966.73)	5,033.27	49.7%	(8,000)	(5,906.69)	73.8%	(7,764.49)
Fire	2,467,600	1,866,291.10	(601,308.90)	75.6%	2,197,900	1,793,741.14	81.6%	2,243,832.76

**TOWN OF LASALLE
FINANCIAL STATEMENT
OCTOBER 31, 2017**

	2017 Budget	2017 YTD Actual October	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual October	2016 % Budget to Actual	2016 YTD Actual December
<u>Police / Dispatch</u>								
Wages/Benefits	6,681,500	5,090,889.96	(1,590,610.04)	76.2%	6,529,000	5,228,585.47	80.1%	6,306,466.37
Administrative Expenses	171,900	158,521.76	(13,378.24)	92.2%	173,800	155,620.91	89.5%	174,446.27
Personnel Expenses	116,000	96,913.48	(19,086.52)	83.6%	105,000	94,854.23	90.3%	114,049.78
Facility Expenses	160,000	119,031.53	(40,968.47)	74.4%	157,200	118,699.23	75.5%	155,470.48
Vehicle/Equipment Expenses	136,900	106,385.80	(30,514.20)	77.7%	143,100	87,207.88	60.9%	126,958.02
Program Services	138,000	119,719.60	(18,280.40)	86.8%	131,500	155,868.04	118.5%	209,850.46
Transfers to Own Funds	76,000	75,255.90	(744.10)	99.0%	40,000	35,531.76	88.8%	35,531.76
Expenditures	7,480,300	5,766,718.03	(1,713,581.97)	77.1%	7,279,600	5,876,367.52	80.7%	7,122,773.14
Grants	(52,000)	(54,155.67)	(2,155.67)	104.2%	(44,700)	(54,689.05)	122.4%	(52,969.41)
Other Revenues	(584,400)	(504,525.44)	79,874.56	86.3%	(560,900)	(488,751.08)	87.1%	(610,100.10)
Police / Dispatch	6,843,900	5,208,036.92	(1,635,863.08)	76.1%	6,674,000	5,332,927.39	79.9%	6,459,703.63
<u>Police Services Board</u>								
Wages/Benefits	40,500	30,394.28	(10,105.72)	75.1%	39,700	31,838.77	80.2%	39,529.13
Administrative Expenses	17,300	4,132.90	(13,167.10)	23.9%	16,600	5,395.08	32.5%	12,994.27
Personnel Expenses	8,700	2,909.37	(5,790.63)	33.4%	7,100	3,117.99	43.9%	3,117.99
Program Services	1,000	9,171.62	8,171.62	917.2%	1,000	0.00	0.0%	6,738.51
Expenditures	67,500	46,608.17	(20,891.83)	69.1%	64,400	40,351.84	62.7%	62,379.90
Other Revenues	0	0.00	0.00	100.0%	0	(5.00)	100.0%	0.00
Police Services Board	67,500	46,608.17	(20,891.83)	69.1%	64,400	40,346.84	62.7%	62,379.90
<u>Conservation Authority</u>								
Program Services	246,000	242,737.00	(3,263.00)	98.7%	228,000	231,954.00	101.7%	231,954.00
<u>Protective Inspection & Control</u>								
Program Services	41,400	19,380.04	(22,019.96)	46.8%	34,900	34,102.77	97.7%	33,617.89
Other Revenues	(20,000)	(19,268.00)	732.00	96.3%	(20,000)	(17,986.00)	89.9%	(19,132.00)
Protective Inspection & Control	21,400	112.04	(21,287.96)	0.5%	14,900	16,116.77	108.2%	14,485.89
<u>Emergency Measures</u>								
Program Services	31,000	26,501.62	(4,498.38)	85.5%	22,000	16,303.13	74.1%	16,348.93
<u>Public Works Summary</u>								
Wages/Benefits	7,147,800	5,091,193.71	(2,056,606.29)	71.2%	6,912,800	5,250,915.74	76.0%	6,444,862.69
Long Term Debt	412,000	411,953.46	(46.54)	100.0%	412,000	411,953.46	100.0%	411,953.46
Administrative Expenses	352,600	329,364.33	(23,235.67)	93.4%	334,900	314,784.27	94.0%	333,381.99
Personnel Expenses	115,500	94,733.26	(20,766.74)	82.0%	114,500	96,060.34	83.9%	122,694.12
Facility Expenses	1,825,400	1,259,232.10	(566,167.90)	69.0%	1,603,800	1,348,025.42	84.1%	1,743,953.57
Vehicle/Equipment Expenses	588,100	421,735.78	(166,364.22)	71.7%	545,300	363,774.93	66.7%	437,637.62
Program Services	5,905,600	3,909,883.16	(1,995,716.84)	66.2%	5,414,200	4,250,776.95	78.5%	5,585,533.81
Transfers to Own Funds	1,457,700	212,356.55	(1,245,343.45)	14.6%	972,400	92,694.59	9.5%	1,643,124.69
Expenditures	17,804,700	11,730,452.35	(6,074,247.65)	65.9%	16,309,900	12,128,985.70	137.9%	16,723,141.95
Contributions from Own Funds	(412,000)	(411,953.46)	46.54	100.0%	(412,000)	(411,953.46)	100.0%	(411,953.46)
Other Revenues	(8,614,100)	(7,907,948.64)	706,151.36	91.8%	(7,859,500)	(6,582,161.04)	83.8%	(8,772,672.12)
Public Works Summary	8,778,600	3,410,550.25	(5,368,049.75)	38.9%	8,038,400	5,134,871.20	146.8%	7,538,516.37
<u>Public Works Corporate</u>								
Wages/Benefits	1,103,600	845,073.90	(258,526.10)	76.6%	1,093,600	814,102.86	74.4%	1,000,026.17
Administrative Expenses	352,600	329,364.33	(23,235.67)	93.4%	334,900	314,784.27	94.0%	333,381.99
Personnel Expenses	115,500	94,733.26	(20,766.74)	82.0%	114,500	96,060.34	83.9%	122,694.12
Expenditures	1,571,700	1,269,171.49	(302,528.51)	29.6%	1,543,000	1,224,947.47	292.4%	1,456,102.28
Other Revenues	(975,700)	(823,097.32)	152,602.68	84.4%	(969,600)	(792,310.79)	81.7%	(1,037,733.09)
Public Works Corporate	596,000	446,074.17	(149,925.83)	74.8%	573,400	432,636.68	75.5%	418,369.19
<u>Roads/Drainage</u>								
Wages/Benefits	1,118,600	673,819.63	(444,780.37)	60.2%	1,077,000	793,987.41	73.7%	978,015.70
Vehicle/Equipment Expenses	34,000	13,874.48	(20,125.52)	40.8%	34,000	15,189.49	44.7%	16,636.40
Program Services	465,300	237,949.29	(227,350.71)	51.1%	420,300	377,105.12	89.7%	431,872.43
Expenditures	1,617,900	925,643.40	(692,256.60)	57.2%	1,531,300	1,186,282.02	77.5%	1,426,524.53
Other Revenues	0	(12,124.12)	(12,124.12)	100.0%	0	0.00	0.0%	0.00
Roads/Drainage	1,617,900	913,519.28	(704,380.72)	56.5%	1,531,300	1,186,282.02	77.5%	1,426,524.53

TOWN OF LASALLE
FINANCIAL STATEMENT
OCTOBER 31, 2017

	2017 Budget	2017 YTD Actual October	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual October	2016 % Budget to Actual	2016 YTD Actual December
<u>Drainage</u>								
Wages/Benefits	0	170,277.11	170,277.11	100.0%	0	0.00	100.0%	0.00
Expenditures	0	170,277.11	170,277.11	100.0%	0	0.00	100.0%	0.00
Drainage	0	170,277.11	170,277.11	100.0%	0	0.00	100.0%	0.00
<u>Storm Sewers</u>								
Wages/Benefits	0	38,836.96	38,836.96	100.0%	0	0.00	100.0%	0.00
Expenditures	0	38,836.96	38,836.96	0.0%	0	0.00	0.0%	0.00
Storm Sewers	0	38,836.96	38,836.96	100.0%	0	0.00	100.0%	0.00
<u>Facilities & Fleet</u>								
Wages/Benefits	1,398,700	1,060,262.05	(338,437.95)	75.8%	1,356,900	1,016,714.87	74.9%	1,288,749.16
Facility Expenses	1,825,400	1,259,232.10	(566,167.90)	69.0%	1,603,800	1,348,025.42	84.1%	1,743,953.57
Vehicle/Equipment Expenses	523,600	395,422.06	(128,177.94)	75.5%	480,800	335,556.25	69.8%	404,539.28
Transfer to Own Funds	215,000	212,356.55	(2,643.45)	98.8%	0	16,331.08	100.0%	19,765.41
Expenditures	3,962,700	2,927,272.76	(1,035,427.24)	73.9%	3,441,500	2,716,627.62	78.9%	3,457,007.42
Other Revenues	(45,400)	(30,895.07)	14,504.93	68.1%	(37,400)	(36,220.61)	96.9%	(45,483.38)
Facilities & Fleet	3,917,300	2,896,377.69	(1,020,922.31)	73.9%	3,404,100	2,680,407.01	78.7%	3,411,524.04
<u>Parks</u>								
Wages/Benefits	689,000	517,113.96	(171,886.04)	75.1%	676,400	540,555.96	79.9%	624,948.83
Vehicle/Equipment Expenses	15,500	1,968.78	(13,531.22)	12.7%	15,500	1,917.56	12.4%	2,283.90
Program Services	360,000	209,763.68	(150,236.32)	58.3%	331,900	195,987.39	59.1%	279,450.40
Expenditures	1,064,500	728,846.42	(335,653.58)	68.5%	1,023,800	738,460.91	72.1%	906,683.13
Other Revenues	(35,000)	(44,770.94)	(9,770.94)	127.9%	(25,500)	(30,698.19)	120.4%	(43,384.58)
Parks	1,029,500	684,075.48	(345,424.52)	66.5%	998,300	707,762.72	70.9%	863,298.55
<u>Water</u>								
Wages/Benefits	951,900	615,330.10	(336,569.90)	64.6%	916,400	702,083.10	76.6%	876,944.85
Vehicle/Equipment Expenses	15,000	10,470.46	(4,529.54)	69.8%	15,000	11,111.63	74.1%	14,178.04
Program Services	3,065,100	2,147,185.92	(917,914.08)	70.1%	2,782,900	2,397,461.30	86.2%	2,967,004.23
Transfers to Own Funds	730,000	0.00	(730,000.00)	0.0%	535,700	48,241.22	9.0%	1,024,972.17
Expenditures	4,762,000	2,772,986.48	(1,989,013.52)	58.2%	4,250,000	3,158,897.25	74.3%	4,883,099.29
Consumption Revenues	(2,677,000)	(2,368,599.70)	308,400.30	88.5%	(2,237,000)	(1,961,118.81)	87.7%	(2,643,298.82)
Base Rate Revenues	(1,987,000)	(1,707,208.38)	279,791.62	85.9%	(1,910,000)	(1,482,282.74)	77.6%	(1,982,783.08)
Other Revenues	(98,000)	(138,140.19)	(40,140.19)	141.0%	(103,000)	(231,829.18)	225.1%	(259,002.68)
Water	0	(1,440,961.79)	(1,440,961.79)	100.0%	0	(516,333.48)	100.0%	(1,985.29)
<u>Wastewater</u>								
Wages/Benefits	268,100	256,960.72	(11,139.28)	95.9%	261,200	197,189.52	75.5%	249,653.45
Long Term Debt Charges	412,000	411,953.46	(46.54)	100.0%	412,000	411,953.46	100.0%	411,953.46
Program Services	2,015,200	1,314,984.27	(700,215.73)	65.3%	1,879,100	1,280,223.14	68.1%	1,907,206.75
Transfers to Own Funds	512,700	0.00	(512,700.00)	0.0%	436,700	28,122.29	6.4%	598,387.11
Expenditures	3,208,000	1,983,898.45	(1,224,101.55)	61.8%	2,989,000	1,917,488.41	64.2%	3,167,200.77
Contributions from Own Funds	(412,000)	(411,953.46)	46.54	100.0%	(412,000)	(411,953.46)	100.0%	(411,953.46)
Surcharges/Service Rates	(2,783,000)	(2,758,968.31)	24,031.69	99.1%	(2,564,000)	(1,991,353.61)	77.7%	(2,701,793.37)
Frontage/Connection	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(13,000)	(24,144.61)	(11,144.61)	185.7%	(13,000)	(56,347.11)	433.4%	(59,193.12)
Wastewater	0	(1,211,167.93)	(1,211,167.93)	100.0%	0	(542,165.77)	100.0%	(5,739.18)
<u>Winter Control</u>								
Program Services	200,000	166,547.39	(33,452.61)	83.3%	200,000	191,868.72	95.9%	159,775.13
<u>Traffic Control</u>								
Program Services	83,000	46,656.92	(36,343.08)	56.2%	69,000	55,445.34	80.4%	76,399.30

**TOWN OF LASALLE
FINANCIAL STATEMENT
OCTOBER 31, 2017**

	2017 Budget	2017 YTD Actual October	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual October	2016 % Budget to Actual	2016 YTD Actual December
<u>Handi-Transit</u>								
Program Services	61,000	44,445.30	(16,554.70)	72.9%	68,000	44,116.40	64.9%	59,374.85
<u>LaSalle Transit</u>								
Program Services	225,000	6,734.98	(218,265.02)	3.0%	225,000	0.00	0.0%	0.00
Expenditures	225,000	6,734.98	(218,265.02)	3.0%	225,000	0.00	0.0%	0.00
Contributions from Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	0	(20.00)	(20.00)	100.0%	0	0.00	100.0%	0.00
LaSalle Transit	225,000	6,714.98	(218,285.02)	3.0%	225,000	0.00	0.0%	0.00
<u>Street Lighting</u>								
Program Services	296,000	199,162.11	(96,837.89)	67.3%	405,000	307,378.50	75.9%	373,731.44
<u>Crossing Guards</u>								
Wages/Benefits	83,500	54,692.43	(28,807.57)	65.5%	83,000	52,677.45	63.5%	77,888.72
Administrative Expenses	800	750.60	(49.40)	93.8%	700	750.60	107.2%	750.60
Program Services	1,000	168.82	(831.18)	16.9%	1,000	512.24	51.2%	969.95
Crossing Guards	85,300	55,611.85	(29,688.15)	65.2%	84,700	53,940.29	63.7%	79,609.27
<u>Garbage Collection</u>								
Program Services	590,000	492,331.63	(97,668.37)	83.5%	560,000	488,015.01	87.2%	611,161.14
<u>Garbage Disposal</u>								
Program Services	880,000	674,591.07	(205,408.93)	76.7%	845,000	662,120.50	78.4%	880,437.70
<u>Culture & Recreation Summary</u>								
Wages/Benefits	1,889,100	1,460,148.97	(428,951.03)	77.3%	1,744,200	1,379,939.10	79.1%	1,624,579.21
Administrative Expenses	49,200	44,066.57	(5,133.43)	89.6%	46,400	41,138.06	88.7%	49,976.53
Personnel Expenses	27,800	19,612.81	(8,187.19)	70.6%	19,800	11,974.27	60.5%	17,996.15
Vehicle/Equipment Expenses	15,000	14,560.04	(439.96)	97.1%	64,000	25,662.12	40.1%	40,361.61
Program Services	271,700	218,602.33	(53,097.67)	80.5%	260,700	195,841.77	75.1%	287,393.87
Transfers to Own Funds	165,000	159,580.00	(5,420.00)	96.7%	85,300	88,282.50	103.5%	95,551.25
Expenditures	2,417,800	1,916,570.72	(501,229.28)	79.3%	2,220,400	1,742,837.82	78.5%	2,115,858.62
Grants	0	(20,000.00)	(20,000.00)	100.0%	0	0.00	100.0%	0.00
Other Revenues	(2,477,600)	(2,052,650.83)	424,949.17	82.9%	(2,398,400)	(1,981,741.67)	82.6%	(2,323,249.64)
Culture & Recreation Summary	(59,800)	(156,080.11)	(96,280.11)	261.0%	(178,000)	(238,903.85)	134.2%	(207,391.02)
<u>Culture & Recreation Corporate</u>								
Wages/Benefits	876,800	648,437.55	(228,362.45)	74.0%	854,200	618,360.40	72.4%	740,271.08
Administrative Expenses	49,200	44,066.57	(5,133.43)	89.6%	46,400	41,138.06	88.7%	49,976.53
Personnel Expenses	27,800	19,612.81	(8,187.19)	70.6%	19,800	11,974.27	60.5%	17,996.15
Vehicle/Program Expenses	7,500	2,733.00	(4,767.00)	36.4%	7,500	3,293.92	43.9%	7,604.19
Program Services	55,500	41,514.03	(13,985.97)	74.8%	52,500	42,653.30	81.2%	71,302.17
Transfers to Own Funds	125,000	119,580.00	(5,420.00)	95.7%	45,300	48,282.50	106.6%	55,551.25
Expenditures	1,141,800	875,943.96	(265,856.04)	76.7%	1,025,700	765,702.45	74.7%	942,701.37
Grants	0	(20,000.00)	(20,000.00)	100.0%	0	0.00	100.0%	0.00
Other Revenues	(79,200)	(68,111.45)	11,088.55	86.0%	(78,100)	(76,302.89)	97.7%	(87,630.70)
Culture & Recreation Corporate	1,062,600	787,832.51	(274,767.49)	74.1%	947,600	689,399.56	72.8%	855,070.67
<u>Culture & Recreation Community Programs</u>								
Wages/Benefits	214,700	232,852.44	18,152.44	108.5%	182,200	203,085.96	111.5%	205,564.73
Program Services	31,900	24,238.97	(7,661.03)	76.0%	31,900	20,890.51	65.5%	24,164.12
Expenditures	246,600	257,091.41	10,491.41	104.3%	214,100	223,976.47	104.6%	229,728.85
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(342,800)	(353,393.02)	(10,593.02)	103.1%	(318,900)	(300,391.50)	94.2%	(305,060.86)
Culture & Recreation Community Programs	(96,200)	(96,301.61)	(101.61)	100.1%	(104,800)	(76,415.03)	72.9%	(75,332.01)
<u>Culture & Recreation Cultural Programs</u>								
Program Services	41,000	33,801.08	(7,198.92)	82.4%	41,000	15,618.08	38.1%	26,863.01
Other Revenues	(8,100)	(11,467.75)	(3,367.75)	141.6%	(8,100)	(2,437.34)	30.1%	(8,739.80)
Culture & Recreation Cultural Programs	32,900	22,333.33	(10,566.67)	67.9%	32,900	13,180.74	40.1%	18,123.21

**TOWN OF LASALLE
FINANCIAL STATEMENT
OCTOBER 31, 2017**

	2017 Budget	2017 YTD Actual October	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual October	2016 % Budget to Actual	2016 YTD Actual December
<u>Culture & Recreation Hospitality</u>								
Wages/Benefits	95,000	80,721.79	(14,278.21)	85.0%	71,500	61,832.67	86.5%	81,903.81
Vehicle/Equipment Expenses	2,500	4,905.26	2,405.26	196.2%	5,000	2,382.98	47.7%	2,787.20
Program Services	98,300	70,645.42	(27,654.58)	71.9%	92,300	73,582.78	79.7%	112,653.51
Expenditures	195,800	156,272.47	(39,527.53)	79.8%	168,800	137,798.43	81.6%	197,344.52
Other Revenues	(245,600)	(181,956.98)	63,643.02	74.1%	(227,900)	(168,593.58)	74.0%	(223,021.73)
Culture & Recreation Hospitality	(49,800)	(25,684.51)	24,115.49	51.6%	(59,100)	(30,795.15)	52.1%	(25,677.21)
<u>VRC Arenas</u>								
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	7,500	16,160.16	215.5%	16,160.16
Other Revenues	(851,300)	(612,247.19)	239,052.81	71.9%	(843,100)	(592,631.24)	70.3%	(789,916.25)
VRC Arenas	(851,300)	(612,247.19)	239,052.81	71.9%	(835,600)	(576,471.08)	69.0%	(773,756.09)
<u>VRC Aquatic Centre</u>								
Wages/Benefits	467,900	310,004.61	(157,895.39)	66.3%	409,100	320,419.54	78.3%	383,967.92
Vehicle/Equipment Expenses	0	1,212.69	1,212.69	100.0%	35,000	2,320.35	6.6%	10,915.17
Program Services	40,000	44,300.54	4,300.54	110.8%	35,000	39,437.35	112.7%	48,020.49
Expenditures	507,900	355,517.84	(152,382.16)	70.0%	479,100	362,177.24	75.6%	442,903.58
Other Revenues	(584,200)	(538,399.18)	45,800.82	92.2%	(513,200)	(540,707.80)	105.4%	(561,788.94)
VRC Aquatic Centre	(76,300)	(182,881.34)	(106,581.34)	239.7%	(34,100)	(178,530.56)	523.6%	(118,885.36)
<u>VRC Fitness Centre</u>								
Wages/Benefits	207,100	152,568.80	(54,531.20)	73.7%	202,000	150,164.10	74.3%	186,795.24
Vehicle/Equipment Expenses	5,000	5,709.09	709.09	114.2%	7,000	0.00	0.0%	1,390.18
Program Services	5,000	4,102.29	(897.71)	82.1%	8,000	3,659.75	45.8%	4,390.57
Transfers to Own Funds	40,000	40,000.00	0.00	100.0%	40,000	40,000.00	100.0%	40,000.00
Expenditures	257,100	202,380.18	(54,719.82)	78.7%	257,000	193,823.85	75.4%	232,575.99
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(328,000)	(252,776.46)	75,223.54	77.1%	(381,500)	(265,476.19)	69.6%	(311,970.09)
VRC Fitness Centre	(70,900)	(50,396.28)	20,503.72	71.1%	(124,500)	(71,652.34)	57.6%	(79,394.10)
<u>LaSalle Outdoor Pool</u>								
Wages/Benefits	27,600	35,563.78	7,963.78	128.9%	25,200	26,076.43	103.5%	26,076.43
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	2,000	1,504.71	75.2%	1,504.71
Program Services	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	27,600	35,563.78	7,963.78	128.9%	27,200	27,581.14	101.4%	27,581.14
Other Revenues	(38,400)	(34,298.80)	4,101.20	89.3%	(27,600)	(35,201.13)	127.5%	(35,121.27)
LaSalle Outdoor Pool	(10,800)	1,264.98	12,064.98	-11.7%	(400)	(7,619.99)	1905.0%	(7,540.13)
<u>Development & Strategic Initiatives</u>								
Wages/Benefits	526,800	435,593.38	(91,206.62)	82.7%	508,200	422,343.98	83.1%	516,177.91
Administrative Expenses	20,100	11,117.31	(8,982.69)	55.3%	15,400	10,367.86	67.3%	17,654.90
Personnel Expenses	9,200	2,799.00	(6,401.00)	30.4%	9,000	6,469.42	71.9%	6,975.24
Program Services	22,900	19,454.92	(3,445.08)	85.0%	22,900	14,910.40	65.1%	46,030.95
Transfers to Own Funds	38,000	38,000.00	0.00	100.0%	38,000	38,000.00	100.0%	38,000.00
Expenditures	617,000	506,964.61	(110,035.39)	82.2%	593,500	492,091.66	82.9%	624,839.00
Grants	0	(1,807.27)	(1,807.27)	100.0%	0	(8,600.00)	100.0%	(8,600.00)
Other Revenues	(42,500)	(154,570.00)	(112,070.00)	363.7%	(35,500)	(47,450.00)	133.7%	(52,250.00)
Development & Strategic Initiatives	574,500	350,587.34	(223,912.66)	61.0%	558,000	436,041.66	78.1%	563,989.00
<u>Building Services</u>								
Wages/Benefits	457,800	339,360.41	(118,439.59)	74.1%	445,900	344,064.08	77.2%	432,036.61
Administrative Expenses	5,900	3,518.58	(2,381.42)	59.6%	4,600	2,558.06	55.6%	3,373.62
Personnel Expenses	10,700	5,017.76	(5,682.24)	46.9%	10,700	5,926.51	55.4%	7,819.08
Program Services	169,500	187,643.58	18,143.58	110.7%	163,900	103,768.75	63.3%	161,889.87
Transfers to Own Funds	0	362,736.00	362,736.00	100.0%	0	329,816.09	100.0%	290,111.36
Expenditures	643,900	898,276.33	254,376.33	89.3%	625,100	786,133.49	127.5%	895,230.54
Contributions from Own Funds	0	0.00	0.00	100.0%	(222,800)	0.00	0.0%	0.00
Other Revenues	(643,900)	(898,276.33)	(254,376.33)	139.5%	(402,300)	(786,133.49)	195.4%	(895,230.54)
Building Services	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00

**TOWN OF LASALLE
FINANCIAL STATEMENT
OCTOBER 31, 2017**

	2017 Budget	2017 YTD Actual October	\$ VARIANCE Budget to Actual	2017 % Budget to Actual	2016 Budget	2016 YTD Actual October	2016 % Budget to Actual	2016 YTD Actual December
<u>Agriculture / Reforestation</u>								
Program Services	25,000	0.00	(25,000.00)	0.0%	25,000	0.00	0.0%	0.00
Other Revenues	(25,000)	0.00	25,000.00	0.0%	(25,000)	32.00	-0.1%	32.00
Agriculture / Reforestation	0	0.00	0.00	100.0%	0	32.00	100.0%	32.00
Expenditures	32,527,000	22,074,019.86	(10,452,980.14)	67.9%	30,176,000	20,520,075.66	68.0%	30,821,649.58
T o t a l	0	(10,251,217.65)	(10,251,217.65)	100.0%	0	(9,336,279.90)	100.0%	(33,955.14)
General Fund	0	(7,599,087.93)	(7,599,087.93)	100.0%	0	(8,277,780.65)	0.3%	(26,230.67)
Water Fund	0	(1,440,961.79)	(1,440,961.79)	100.0%	0	(516,333.48)	0.4%	(1,985.29)
Wastewater Fund	0	(1,211,167.93)	(1,211,167.93)	100.0%	0	(542,165.77)	1.1%	(5,739.18)

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
OCTOBER 31, 2017

07/11/2017

PROJECTS	ENDING BALANCE DEC 31,2016	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE OCT 31,2017
GENERAL GOVERNMENT										
TECHNOLOGY	0.00	62,320.26	24,764.81			(87,085.07)				0.00
Replace desktops/laptops	0.00	6,566.57				(6,566.57)				0.00
Network equipment	0.00	23,229.20				(23,229.20)				0.00
Server equipment & upgrades	0.00	32,524.49				(32,524.49)				0.00
Software	0.00		6,676.97			(6,676.97)				0.00
Miscellaneous	0.00		18,087.84			(18,087.84)				0.00
STRATEGIC INITIATIVES	0.00		25,112.76	26.37		(25,139.13)				0.00
Gateway signs/signs	0.00		5,142.48	26.37		(5,168.85)				0.00
Banners	0.00		19,970.28			(19,970.28)				0.00
HYDRO GENERATOR	46,480.59		1,345.77	530.19					(11,115.72)	37,240.83
CAPITAL-ADMIN/FINANCIAL SERVICES	(55,020.30)		3,470.02							(51,550.28)
Over financed activities	(55,020.30)									(55,020.30)
Office workstation reconfiguration	0.00		3,470.02							3,470.02
PROTECTION SERVICES										
CAPITAL-FIRE	200,914.02	79,056.33		2,994.98		(203,636.77)				79,328.56
Breathable Air Compressor	62,543.34			703.79		(63,247.13)				0.00
Portable Radios	95,286.68			1,089.18		(96,375.86)				0.00
Pickup truck	43,084.00			489.29		(43,573.29)				0.00
Pagers	0.00	8,095.01		100.12		(440.49)				7,754.64
Salt Dome Fabric	0.00	70,961.32		612.60						71,573.92
CAPITAL-POLICE	0.00	75,169.79		86.11	(75,255.90)					0.00
Vehicle	0.00	75,169.79		86.11	(75,255.90)					0.00
TRANSPORTATION SERVICES										
CAPITAL-ROADS	0.00	68,196.01	22,829.99	442.09		(22,870.88)				68,597.21
Roads Needs Study	0.00		3,968.64	20.35		(3,988.99)				0.00
Traffic Light Sync	0.00		18,861.35	20.54		(18,881.89)				0.00
Traffic Signal-Pathway-Todd Lane	0.00	68,196.01		401.20						68,597.21
TRANSIT	0.00	118,242.13		40.05			(118,282.18)			0.00
Signs	0.00	12,938.85		40.05			(12,978.90)			0.00
Stops	0.00	105,303.28					(105,303.28)			0.00
CAPITAL-FACILITIES & FLEET	0.00	374,388.11	217,242.22	3,747.22		(159,577.08)		(90,000.00)	(1,434.82)	344,365.65
Generator Improvements	0.00		33,308.07	274.90		(33,582.97)				0.00
Fire Dept Outdoor Lighting	0.00		2,218.37	21.93		(2,240.30)				0.00
Vollmer Centre Energy Audit	0.00		8,227.30	81.32		(8,308.62)				0.00
Light Tower	0.00	10,470.09		87.80		(10,557.89)				0.00
VC Façade Rehabilitation	0.00		81,850.66	786.22						82,636.88
Riverdance Meeting Room Updates	0.00		11,183.42	93.78		(11,277.20)				0.00
VC Water Fountain	0.00		2,686.46	10.50		(1,262.14)			(1,434.82)	0.00
VC Overhead Doors (H&S)	0.00		3,327.55	27.90		(3,355.45)				0.00
PW Water Line Modification	0.00		3,688.80	24.82		(3,713.62)				0.00
PW Noise Barrier (H&S)	0.00		6,084.23	40.95		(6,125.18)				0.00
VC Rubber Floor Replacement	0.00	30,360.10		204.33		(30,564.43)				0.00
VC Automatic Flushers	0.00		10,684.80	118.49						10,803.29
Vehicle-VIN#74088-Roads	0.00	36,399.58		65.97						36,465.55
Vehicle-VIN#76657-Parks	0.00	35,306.90		65.97						35,372.87
Salter Attachment-Roads	0.00	8,140.75								8,140.75
VC Renovations	0.00	253,710.69		1,800.10						255,510.79
Tower Analysis	0.00		5,393.28	42.24						5,435.52
VC Pool Natatorium	0.00							(90,000.00)		(90,000.00)
Fire Dept Garage Door Modifications	0.00		1,515.10			(1,515.10)				0.00
VC Arena Compressor	0.00		47,074.18			(47,074.18)				0.00

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
OCTOBER 31, 2017

07/11/2017

PROJECTS	ENDING BALANCE DEC 31,2016	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE OCT 31,2017
ENVIRONMENTAL SERVICES										
DRAINS	0.00		106,018.04	27.20		(20,113.24)			(63,401.00)	22,531.00
Herb Gray Parkway Drainage Reports	0.00		85,932.00						(63,401.00)	22,531.00
North Townline Drain	0.00		7,834.80	27.20		(7,862.00)				0.00
Storm Water Study (ERCA)	0.00		5,200.00			(5,200.00)				0.00
Bouffard Howard Flood Inundation	0.00		7,051.24			(7,051.24)				0.00
CAPITAL-SEWER	0.00	11,702.40	38,866.80	241.78			(40,083.41)			10,727.57
PS Structure Repair-Consulting	0.00		10,687.85	39.72						10,727.57
Sponsorship-Don't Flush Campaign	0.00		5,000.00	33.64			(5,033.64)			0.00
Sanitary Assessment-Normandy	0.00		8,966.26	60.34			(9,026.60)			0.00
PS1 Spare Starter	0.00	11,702.40		78.77			(11,781.17)			0.00
Locate Hardware	0.00		880.55	4.40			(884.95)			0.00
PS-Other Maintenance	0.00		13,332.14	24.91			(13,357.05)			0.00
CAPITAL-WATER	0.00	407,040.02	54,374.40	169.24			(461,583.66)			0.00
Hydrant Reflectors	0.00		12,821.76	86.29			(12,908.05)			0.00
Locate Hardware	0.00		880.57	4.40			(884.97)			0.00
Water Model Analysis	0.00		40,672.07	78.55			(40,750.62)			0.00
Watermain-DRIC	0.00	407,040.02					(407,040.02)			0.00
RECREATION SERVICES										
CAPITAL-PARKS	0.00	713,705.33	5,983.49	1,653.66		(14,565.29)	(697,101.61)			9,675.58
Boat Ramp Dredging	0.00		5,983.49	50.18		(6,033.67)				0.00
Boat Ramp Building	0.00	8,466.23		65.39		(8,531.62)				0.00
Splash Pad	0.00	303,070.74		671.85			(294,067.01)			9,675.58
Accessible Playground	0.00	264,913.44		609.78			(265,523.22)			0.00
Plaza Area	0.00	137,254.92		256.46			(137,511.38)			0.00
ARENA DEMOLITION	202,155.53			3,488.73						205,644.26
PLANNING & DEVELOPMENT										
CAPITAL-PLANNING & DEVELOPMENT	0.00		3,663.05	34.80		(3,697.85)				0.00
Tablets-Building	0.00		3,237.94	31.99		(3,269.93)				0.00
Official Plan Review	0.00		425.11	2.81		(427.92)				0.00
OTHER-WORK IN PROGRESS										
HOWARD INDUST PARK (INT)	30,944.75			471.06						31,415.81
CAPITAL-SEWER (Sewage Capacity)	3,307,418.00									3,307,418.00
BRIDGES (Front Road/Turkey Creek Bridge)	0.00	32,539.48		159.62						32,699.10
PATHWAY (Todd Lane (OMCIP))	21,345.38	256,367.37		1,877.94						279,590.69
STREET LIGHTING (LED Project)	0.00		12,857.73	19.28	(12,877.01)					0.00
CHAPPUS DRAIN	0.00		10,027.09	79.63						10,106.72
BESSETTE DRAIN	0.00		6,290.97	38.08						6,329.05
FUEL DEPOT & PW GATES	2,830.62			32.61		(2,863.23)				0.00
WATERMAIN-Orford Watermain	2,289.60	246,705.21		504.96			(248,599.77)		(900.00)	0.00
WATERMAIN-Disputed Watermain	0.00	4,889.57		33.11			(4,922.68)			0.00
WATERMAIN-Huron Church Watermain	0.00	3,278.61		21.98			(3,300.59)			0.00
WATERMAIN-Sprucewood Watermain	0.00	811,348.32		4,488.00			(815,836.32)			0.00
WATERMAIN-Abbott Watermain	0.00	239,812.96					(239,212.96)		(600.00)	0.00
WATER METER/TRANSMITTER PROJECT	0.00		15,800.78	132.50			(15,933.28)			0.00
RIVERDANCE PROPERTY	0.00	26,120.30		41.27					(69,134.05)	(42,972.48)
TODD LANE	0.00	1,434.82				(1,434.82)				0.00
OLIVER FARMS/HERITAGE	249,727.31	36,356.34		4,543.85						290,627.50
TENTH STREET	35,677.43			616.29						36,293.72
NEW TOWN HALL/LIBRARY	0.00		4,213.52			(4,213.52)				0.00
FIRE SATELLITE STATION	0.00		363.23			(363.23)				0.00
	4,044,762.93	3,568,673.36	553,224.67	26,542.60	(88,132.91)	(545,560.11)	(2,644,856.46)	(90,000.00)	(146,585.59)	4,678,068.49

TOWN OF LASALLE
RESERVES & RESERVE FUNDS SCHEDULE
OCTOBER 31, 2017

07/11/2017

	BALANCE DEC 31,2016	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE OCT 31,2017
RESERVES											
GREEN SPACE/WOODLOT	726,514.85				32,024.03					(344,548.66)	413,990.22
VEHICLE & EQUIPMENT	3,140,859.99	1,156,356.55			33,149.23			(348,156.40)			3,982,209.37
INFRASTRUCTURE	4,238,394.00	3,010,000.00			14,600.00			(78,001.91)			7,184,992.09
SPECIAL PROJECTS	1,202,367.70	147,900.00						(28,836.98)		(232,967.15)	1,088,463.57
TAX STABILIZATION	2,608,558.95	200,000.00									2,808,558.95
WORKING CAPITAL	1,062,064.27				48,000.00					(661,811.67)	448,252.60
RECREATION COMPLEX	2,020,320.19	119,580.00						(90,564.82)			2,049,335.37
RESERVES	14,999,079.95	4,633,836.55			127,773.26			(545,560.11)		(1,239,327.48)	17,975,802.17
RESERVE FUNDS											
BUILDING ACTIVITY	(1,248,862.09)	362,736.00			681,419.06						(204,707.03)
ESSEX POWER EQUITY	11,709,968.00										11,709,968.00
RESERVE FUNDS	10,461,105.91	362,736.00			681,419.06						11,505,260.97
RESERVES/RESERVE FUNDS	25,460,185.86	4,996,572.55			809,192.32			(545,560.11)		(1,239,327.48)	29,481,063.14

TOWN OF LASALLE
DEFERRED REVENUE FUND SCHEDULE
OCTOBER 31, 2017

07/11/2017

	BALANCE DEC 31,2016	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE OCT 31,2017
DEFERRED REVENUE										
SEWER PROJECTS	1,056,659.18				17,131.80		(40,083.41)			1,033,707.57
WATER PROJECTS	3,286,140.46				78,358.22		(1,189,389.26)			2,175,109.42
WATER EMERGENCY	1,500,000.00									1,500,000.00
LAND DEVELOPMENT CHARGES	6,753,606.06			3,037,107.00	(268,082.13)					9,522,630.93
DC PROJECTS (NON-GROWTH RELATED)	12,884,174.85	510,000.00			227,893.05					13,622,067.90
FEDERAL GAS TAX	2,044,867.42	725,684.53			35,413.74		(1,297,101.61)			1,508,864.08
PROVINCIAL GAS TAX/TRANSIT	545,951.72	14,846.00			9,508.76		(118,282.18)			452,024.30
OCIF-FORMULA BASED	0.00	274,912.00			2,482.24					277,394.24
DEPOSITS FROM DEVELOPERS	2,098,787.98			110,750.00	35,631.82				(134,443.84)	2,110,725.96
CONTRIBUTIONS FROM DEVELOPERS	795,472.50			8,000.00	9,857.22				(700.00)	812,629.72
PARKLAND DEDICATION	268,235.20			10,500.00	4,742.00					283,477.20
SICK LEAVE	10,195.41				178.38					10,373.79
DEFERRED REVENUE	31,244,090.78	1,525,442.53		3,166,357.00	153,115.10		(2,644,856.46)		(135,143.84)	33,309,005.11



The Corporation of the Town of LaSalle

Date	November 8, 2017	Report No:	R & C 16-17
Directed To:	Council	Attachments:	
Department:	Culture and Recreation	Policy References:	
Prepared By:	Director of Culture and Recreation		
Subject:	Review of Summer Outdoor Concession Operations		

RECOMMENDATION:

That the report from the Director of Culture and Recreation dated November 8th, 2017 (C&R 16-17) regarding the 2017 Summer Outdoor Concession Operations BE RECEIVED for information;

REPORT:

The 2017 summer operations for the Culture and Recreation Department included the Outdoor Concession at the Vollmer Recreation property. With the new splash pad and playground that opened July 1st staff reviewed operations and saw a need to have the outdoor concession open the same hours as the splash pad to support operations. The splash pad and concession operated 7 days a week from 10am – 8pm from July 1st to September 4th.

The concession staff provided support for the splash pad during inclement weather, checked washrooms and scanned the play surfaces to remove debris and garbage. The outdoor concession staff also were able to assist providing support with the increase pavilion rentals this summer and coordinate the lending process of the Giant Games.


The summer Outdoor Concession sales from July 1st – September 4th were as follows:

Summer 2017 Total Sales:	\$5,569.78
Weekly Average Sales:	\$439.42
Weekend Average Sales:	\$557.63

Public Works and Recreation staff have met to review 2017 operations and were satisfied with the service levels and cleanliness of the splash pad/washroom and pavilion area during the summer. The areas were monitored and scanned daily by concession staff who maintained an operations log. Moving forward for 2018, there is a recommendation that the splash pad operate from 10am – 9pm which was presented at the recent Parks and Recreation Committee meeting. Staff have proceeded with the increase of one hour and included this as a service enhancement in the preliminary budget for 2018 operations with 1 staff per shift.

The revenue generated from the outdoor concession does not offset the expense of wages. However, the staff provide a level of service for the facility and supported operations of the splash pad, pavilion and surrounding area. They keep the area clean and are on site to provide assistance as required.


 Director of Culture and Recreation

Reviewed by:							
CAO 	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire



The Corporation of the Town of LaSalle

Date:	November 9, 2017	Report No:	FIN-33-2017
Directed To:	Members of Council	Attachments:	A: Summary of Changes B: Proposed Budget Summary by Department C: Proposed Capital Budget
Department:	Finance		
Prepared By:	Dale Langlois, CPA, CA Manager of Finance & Deputy Treasurer Joe Milicia, CPA, CA Director of Finance & Treasurer	Policy References:	None
Subject:	Proposed 2018 Budget Release and Highlights		

Recommendation:

For Council Information

Report:

The Proposed 2018 Budget and Business plan document has been completed and will be presented to council during budget deliberation sessions, which are scheduled to take place Wednesday, December 13th through Friday, December 15th, 2017.

Attached as Appendix A is a summary of the significant changes in the Proposed 2018 Budget. As well, Appendix B contains a summary of the proposed departmental budgets and Appendix C contains the Proposed 2018 Capital Budget

If approved, the municipal levy will increase by \$3,079,000 which takes into account the effects of assessment growth and a proposed tax rate increase of 2.84%. It is important to note that the total impact of the municipal tax paid for some residential properties will increase more than the proposed tax rate increase of 2.84% and some will increase less than proposed 2.84%, depending on the assessed value that MPAC allocated to the individual property.

Budget Summary

Municipal Property Taxes	2017	Proposed 2018	Change
Municipal General Levy	\$29,127,100	\$32,206,100	\$3,079,000
Municipal Residential Tax Rate	0.9496%	0.9766%	0.0270%
Municipal Taxes per \$100,000 of Residential Assessment	\$949.60	\$976.60	\$27.00

Total Property Taxes	2017	Proposed 2018	Change
Municipal Rate	0.9496%	0.9766%	+2.84%
County Rate	0.4696%	0.4790%	+2.00%
Education Rate	0.1790%	0.1718%	-4.00%
Total Property Tax Rates	1.5982%	1.6274%	+1.83%
Total Property Taxes per \$100,000 of Residential Assessment	\$1,598.20	\$1,627.40	\$29.20

Please note that the budget is a comprehensive document and the information contained within this report should be viewed as a short, high level summary only. Should you have any questions, please do not hesitate to contact Kevin Miller, Joe Milicia or myself.

Yours truly,


Dale Langlois

 Dale Langlois, CPA, CA
Manager of Finance & Deputy Treasurer



Joe Milicia, CPA, CA
Director of Finance & Treasurer

Reviewed by:

 CAO	Finance	Council Services	Environmental Services	Planning & Development	Culture & Recreation	Fire Services
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Town of LaSalle
2018 Proposed Budget
Summary of Changes

	Category	Expenses		Revenue
2017 Total Expenses Budget		29,127,100	2017 Levy Budget	29,127,100
Controlled by Council (Tax Rate Supported):			Tax Rate Supported Departments	
Inflationary / catch-up:			Known changes in Revenues	
Full year affect of new positions hired in 2017	Labour	94,000	Decrease in supplemental tax billings	(150,000)
Contractual Wage increases	Labour	184,000	2017 levy increase carryforward	187,000
Benefit Cost increases	Labour	96,000	Levy increase from new construction	750,000
Inflation on existing capital contributions	Capital	111,000	Interest revenue (interest rate increase)	100,000
Increase in OCIF Funding	Capital	139,000	Increase in OCIF funding	139,000
Hydro rate increases	Operations	75,000		
Other inflationary increases	Operations	117,000		
Inflationary Sub-total		816,000		
Bill 148:			Re-Assessment Effect	
Bill 148 Part-time minimum wage increase	Labour	41,000	Levy increase from Re-Assessment of existing structures	1,200,000
Bill 148 (Flow Through) Compression effect of PT minimum wage increase	Labour	175,000		
Bill 148 impact from other aspects of the legislation (50% phase in)	Labour	484,000		
Bill 148 Sub-total		700,000		
Service Level Change:			Change to the Tax Rate Effect	
New positions, grid adjustments, other labour changes	Labour	125,000	Levy increase from tax rate increase	853,000
Increase in transfer to capital to match replacement costs (phase 2 of 6)	Capital	600,000	(Required tax rate increase = 2.84%)	
Parks master plan operational cost build-up (phase 1 of 15)	Capital	75,000	(1% tax rate change = \$300,000)	
Fire master plan operating cost build-up (phase 1 of 7)	Operations	300,000		
Fire substation capital and operational cost build-up (phase 2 of 3)	Operations	75,000		
Time and attendance software annual operating cost	Operations	22,000		
Roads sign reflectivity testing	Operations	10,000		
Cost of hosting additional events	Operations	7,000		
Road crack sealing program (phase 3 of 4)	Operations	25,000		
Strategic planning build up	Operations	45,000		
Other small service level increase proposals	Operations	22,000		
Service level change sub-total		1,306,000		
Controlled by Police Services Board:				
Contractual Wage increases	Labour	153,000		
Benefit Cost increases	Labour	47,000		
Loss of Amherstburg dispatching revenue	Operations	324,000		
Other changes in operating and capital costs	Operations	(267,000)		
Police Services Board Controlled		257,000		
2018 Total Expense Budget (DRAFT)		32,206,100	2018 Total Levy Budget (DRAFT)	32,206,100
2018 Total Change in the Expense Budget (DRAFT)		3,079,000	2018 Total Change in the Levy Budget (DRAFT)	3,079,000

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
REVENUE												
General Levy	(27,094,929)	(29,317,774)	(29,127,100)	-	(29,127,100)	-	-	(29,127,100)	0.0%	0.0%	0.0%	0.0%
Supplementary Levy	(742,580)	(689,067)	(345,000)	150,000	(195,000)	-	-	(195,000)	-43.5%	-43.5%	-43.5%	0.6%
Payments in Lieu of Taxes	(47,844)	(41,641)	(41,900)	-	(41,900)	-	-	(41,900)	0.0%	0.0%	0.0%	0.0%
Local Improvements	(12,473)	(19,266)	(19,300)	-	(19,300)	-	-	(19,300)	0.0%	0.0%	0.0%	0.0%
Other Revenue	(2,957,779)	(2,257,489)	(2,993,700)	(319,500)	(3,313,200)	-	-	(3,313,200)	10.7%	10.7%	10.7%	-1.3%
Total Revenue	(30,855,605)	(32,325,238)	(32,527,000)	(169,500)	(32,696,500)	-	-	(32,696,500)	0.5%	0.5%	0.5%	-0.7%
MAYOR & COUNCIL												
Wages and Benefits	242,255	221,148	264,500	2,900	267,400	-	-	267,400	1.1%	1.1%	1.1%	0.0%
Administrative Expenses	34,310	12,084	35,500	3,000	38,500	-	-	38,500	8.5%	8.5%	8.5%	0.0%
Personnel Expenses	11,485	25,714	39,200	1,000	40,200	-	-	40,200	2.6%	2.6%	2.6%	0.0%
Program Services	19,007	14,346	24,000	1,500	25,500	-	-	25,500	6.3%	6.3%	6.3%	0.0%
Total Expenditures	307,057	273,292	363,200	8,400	371,600	-	-	371,600	0.0%	2.3%	2.3%	0.0%
Other Revenue	(1,088)	(683)	-	-	-	-	-	-	#DIV/0!			
Total Revenue	(1,088)	(683)	-	-	-	-	-	-	#DIV/0!			
Total Mayor & Council	305,969	272,609	363,200	8,400	371,600	-	-	371,600	0.0%	2.3%	2.3%	#DIV/0!
FINANCE & ADMINISTRATION												
Wages and Benefits	1,634,100	1,326,385	1,651,300	(18,000)	1,633,300	-	-	1,633,300	-1.1%	-1.1%	-1.1%	-0.1%
Administrative Expenses	103,504	157,602	168,100	5,400	173,500	-	-	173,500	3.2%	3.2%	3.2%	0.0%
Personnel Expenses	30,186	41,732	36,500	1,000	37,500	-	-	37,500	2.7%	2.7%	2.7%	0.0%
Program Services	348,855	289,477	322,200	-	322,200	-	-	322,200	0.0%	0.0%	0.0%	0.0%
Total Expenditures	2,116,645	1,815,195	2,178,100	(11,600)	2,166,500	-	-	2,166,500	-0.5%	-0.5%	-0.5%	0.0%
Other Revenue	(875,858)	(680,095)	(821,200)	(21,500)	(842,700)	-	-	(842,700)	2.6%	2.6%	2.6%	-0.1%
Total Revenue	(875,858)	(680,095)	(821,200)	(21,500)	(842,700)	-	-	(842,700)	2.6%	2.6%	2.6%	-0.1%
Total Finance & Administration	1,240,787	1,135,100	1,356,900	(33,100)	1,323,800	-	-	1,323,800	-2.4%	-2.4%	-2.4%	-0.1%
INFORMATION TECHNOLOGY												
Wages and Benefits	415,117	346,077	440,500	13,800	454,300	-	-	454,300	3.1%	3.1%	3.1%	0.1%
Administrative Expenses	200,120	224,763	274,500	2,600	277,100	-	-	277,100	0.9%	0.9%	0.9%	0.0%
Personnel Expenses	8,711	3,184	9,000	-	9,000	-	-	9,000	0.0%	0.0%	0.0%	0.0%
Transfers to Own Funds	100,000	150,000	150,000	3,000	153,000	-	-	153,000	2.0%	2.0%	2.0%	0.0%
Total Expenditures	723,949	724,024	874,000	19,400	893,400	-	-	893,400	2.2%	2.2%	2.2%	0.1%
Total Division of IT	723,949	724,024	874,000	19,400	893,400	-	-	893,400	2.2%	2.2%	2.2%	0.1%
FINANCIAL SERVICES												
Wages and Benefits	-	-	-	700,000	700,000	-	125,000	825,000	#DIV/0!			
Long Term Debt	1,976,646	1,983,440	1,983,500	-	1,983,500	-	-	1,983,500	0.0%	0.0%	0.0%	0.0%
Program Services	153,228	47,830	160,000	-	160,000	-	45,000	205,000	#DIV/0!	0.0%	28.1%	0.2%
Transfers to Own Funds	7,814,676	5,408,220	7,083,700	319,000	7,402,700	-	675,000	8,077,700	14.0%	4.5%	14.0%	4.0%
Total Expenditures	9,944,551	7,439,489	9,227,200	1,019,000	10,246,200	-	845,000	11,091,200	20.2%	11.0%	20.2%	7.5%
Total Financial Services	9,944,551	7,439,489	9,227,200	1,019,000	10,246,200	-	845,000	11,091,200	20.2%	11.0%	20.2%	7.5%

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
COUNCIL SERVICES												
Wages/Benefits	808,114	712,193	843,600	118,600	962,200	-	-	962,200	14.1%	14.1%	14.1%	0.5%
Administrative Expenses	13,642	8,931	25,200	1,900	27,100	-	-	27,100	7.5%	7.5%	7.5%	0.0%
Personnel Expenses	34,143	20,598	45,300	3,800	49,100	-	-	49,100	8.4%	8.4%	8.4%	0.0%
Program Services	41,028	19,516	43,300	2,500	45,800	-	21,600	67,400	55.7%	5.8%	55.7%	0.1%
Transfers to Own Funds	2,370	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total Expenditures	899,297	761,238	957,400	126,800	1,084,200	-	21,600	1,105,800	#DIV/0!	13.2%	15.5%	0.6%
Other Revenue	(30,718)	(26,326)	(24,800)	-	(24,800)	-	-	(24,800)	0.0%	0.0%	0.0%	0.0%
Total Revenue	(30,718)	(26,326)	(24,800)	-	(24,800)	-	-	(24,800)	0.0%	0.0%	0.0%	0.0%
Total Council Services	868,578	734,912	932,600	126,800	1,059,400	-	21,600	1,081,000	15.9%	13.6%	15.9%	0.6%
FIRE SERVICES												
Wages and Benefits	1,805,262	1,446,566	1,968,500	85,300	2,053,800	-	-	2,053,800	4.3%	4.3%	4.3%	0.3%
Administrative Expenses	31,389	26,627	59,400	1,600	61,000	-	-	61,000	2.7%	2.7%	2.7%	0.0%
Personnel Expenses	87,667	95,562	107,500	3,100	110,600	-	-	110,600	2.9%	2.9%	2.9%	0.0%
Vehicle/Equipment Expenses	110,143	84,208	120,200	5,500	125,700	-	-	125,700	4.6%	4.6%	4.6%	0.0%
Program Services	17,137	14,295	18,000	5,000	23,000	-	-	23,000	27.8%	27.8%	27.8%	0.0%
Transfers to Own Funds	200,000	204,000	204,000	4,000	208,000	-	300,000	508,000	149.0%	2.0%	149.0%	1.2%
Total Expenditures	2,251,597	1,871,258	2,477,600	104,500	2,582,100	-	300,000	2,882,100	16.3%	4.2%	16.3%	1.6%
Other Revenue	(7,764)	(4,967)	(10,000)	-	(10,000)	-	-	(10,000)	0.0%	0.0%	0.0%	0.0%
Total Revenue	(7,764)	(4,967)	(10,000)	-	(10,000)	-	-	(10,000)	0.0%	0.0%	0.0%	0.0%
Total Fire Services	2,243,833	1,866,291	2,467,600	104,500	2,572,100	-	300,000	2,872,100	16.4%	4.2%	16.4%	1.6%
POLICE & DISPATCH												
Wages and Benefits	6,306,466	5,090,890	6,681,500	29,500	6,711,000	-	-	6,711,000	0.4%	0.4%	0.4%	0.1%
Administrative Expenses	174,446	158,522	171,900	(1,700)	170,200	-	-	170,200	-1.0%	-1.0%	-1.0%	0.0%
Personnel Expenses	114,050	96,913	116,000	(4,000)	112,000	-	-	112,000	0.0%	-3.4%	-3.4%	0.0%
Facility Expenses	155,470	119,032	160,000	(5,000)	155,000	-	-	155,000	-18.6%	-3.1%	-3.1%	0.0%
Vehicle/Equipment Expenses	126,958	106,386	136,900	4,200	141,100	-	-	141,100	3.1%	3.1%	3.1%	0.0%
Program Services	209,850	119,720	138,000	-	138,000	-	-	138,000	0.0%	0.0%	0.0%	0.0%
Transfers to Own Funds	35,532	75,256	76,000	(76,000)	-	-	-	-	-100.0%	-100.0%	-100.0%	-0.3%
Total Expenditures	7,122,773	5,766,718	7,480,300	(53,000)	7,427,300	-	-	7,427,300	-0.7%	-0.7%	-0.7%	-0.2%
Grants	(52,969)	(54,156)	(52,000)	(11,800)	(63,800)	-	-	(63,800)	-100.0%	22.7%	22.7%	0.0%
Other Revenue	(610,100)	(504,525)	(584,400)	321,800	(262,600)	-	-	(262,600)	-55.1%	-55.1%	-55.1%	1.3%
Total Revenue	(663,070)	(558,681)	(636,400)	310,000	(326,400)	-	-	(326,400)	-48.7%	-48.7%	-48.7%	1.2%
Total Police & Dispatch	6,459,704	5,208,037	6,843,900	257,000	7,100,900	-	-	7,100,900	3.8%	3.8%	3.8%	1.0%

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
PW - CORPORATE												
Wages and Benefits	1,000,026	845,074	1,103,600	37,700	1,141,300	-	-	1,141,300	3.4%	3.4%	3.4%	0.2%
Administrative Expenses	333,382	329,364	352,600	21,100	373,700	-	-	373,700	6.0%	6.0%	6.0%	0.1%
Personnel Expenses	122,694	94,733	115,500	4,500	120,000	-	-	120,000	3.9%	3.9%	3.9%	0.0%
Total Expenditures	1,456,102	1,269,171	1,571,700	63,300	1,635,000	-	-	1,635,000	4.0%	4.0%	4.0%	0.3%
Other Revenue	(1,037,733)	(823,097)	(975,700)	(18,500)	(994,200)	-	-	(994,200)	1.9%	1.9%	1.9%	-0.1%
Total Revenue	(1,037,733)	(823,097)	(975,700)	(18,500)	(994,200)	-	-	(994,200)	1.9%	1.9%	1.9%	-0.1%
Total Public Works - Corporate	418,369	446,074	596,000	44,800	640,800	-	-	640,800	7.5%	7.5%	7.5%	0.2%
PW - PARKS												
Wages and Benefits	624,949	517,114	689,000	8,400	697,400	-	-	697,400	0.0%	1.2%	1.2%	0.0%
Vehicle/Equipment Expenses	2,284	1,969	15,500	-	15,500	-	-	15,500	0.0%	0.0%	0.0%	0.0%
Program Services	279,450	209,764	360,000	25,000	385,000	-	10,000	395,000	0.0%	6.9%	9.7%	0.1%
Total Expenditures	906,683	728,846	1,064,500	33,400	1,097,900	-	10,000	1,107,900	4.1%	3.1%	4.1%	0.2%
Other Revenue	(43,385)	(44,771)	(35,000)	-	(35,000)	-	-	(35,000)	0.0%	0.0%	0.0%	0.0%
Total Revenue	(43,385)	(44,771)	(35,000)	-	(35,000)	-	-	(35,000)	0.0%	0.0%	0.0%	0.0%
Total Public Works - Parks	863,299	684,075	1,029,500	33,400	1,062,900	-	10,000	1,072,900	4.2%	3.2%	4.2%	0.2%
PW - FLEET & FACILITIES												
Wages and Benefits	1,288,749	1,060,262	1,398,700	5,900	1,404,600	-	-	1,404,600	0.4%	0.4%	0.4%	0.0%
Facility Expenses	1,743,954	1,259,232	1,825,400	99,000	1,924,400	-	10,000	1,934,400	6.0%	5.4%	6.0%	0.4%
Vehicle/Equipment Expenses	404,539	395,422	523,600	3,500	527,100	-	-	527,100	0.7%	0.7%	0.7%	0.0%
Transfers to Own Funds	19,765	212,357	215,000	4,300	219,300	-	-	219,300	2.0%			0
Total Expenditures	3,457,007	2,927,273	3,962,700	112,700	4,075,400	-	10,000	4,085,400	3.1%	2.8%	3.1%	0.5%
Other Revenue	(45,483)	(30,895)	(45,400)	(1,900)	(47,300)	-	-	(47,300)	4.2%	4.2%	4.2%	0.0%
Total Revenue	(45,483)	(30,895)	(45,400)	(1,900)	(47,300)	-	-	(47,300)	4.2%	4.2%	4.2%	0.0%
Total Public Works - Fleet & Facilities	3,411,524	2,896,378	3,917,300	110,800	4,028,100	-	10,000	4,038,100	3.1%	2.8%	3.1%	0.5%
PW - ROADS												
Wages and Benefits	978,016	673,820	1,118,600	(488,000)	630,600	-	-	630,600	-43.6%	-43.6%	-43.6%	-2.0%
Vehicle/Equipment Expenses	16,636	13,874	34,000	-	34,000	-	-	34,000	0.0%	0.0%	0.0%	0.0%
Program Services	431,872	237,949	465,300	800	466,100	-	35,000	501,100	7.7%	0.2%	7.7%	0.1%
Total Expenditures	1,426,525	925,643	1,617,900	(487,200)	1,130,700	-	35,000	1,165,700	-27.9%	-30.1%	-27.9%	-1.8%
Other Revenue	-	(12,124)	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total Revenue	-	(12,124)	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total Public Works - Roads	1,426,525	913,519	1,617,900	(487,200)	1,130,700	-	35,000	1,165,700	-27.9%	-30.1%	-27.9%	-1.8%
PW - DRAINAGE												
Wages and Benefits	-	170,277	-	426,800	426,800	-	-	426,800	#DIV/0!	#DIV/0!	#DIV/0!	1.7%
Total Expenditures	-	170,277	-	426,800	426,800	-	-	426,800	#DIV/0!	#DIV/0!	#DIV/0!	1.7%
Total Public Works - Drainage	-	170,277	-	426,800	426,800	-	-	426,800	#DIV/0!	#DIV/0!	#DIV/0!	1.7%

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
PW - STORM SEWERS												
Wages and Benefits	-	38,837	-	115,900	115,900	-	-	115,900	#DIV/0!	#DIV/0!	#DIV/0!	0.5%
Total Expenditures	-	38,837	-	115,900	115,900	-	-	115,900	#DIV/0!	#DIV/0!	#DIV/0!	0.5%
Total Public Works - Storm Sewers	-	38,837	-	115,900	115,900	-	-	115,900	#DIV/0!	#DIV/0!	#DIV/0!	0.5%
WATER												
Wages and Benefits	876,945	615,330	951,900	10,700	962,600	-	22,000	984,600	3.4%	1.1%	3.4%	
Vehicle/Equipment Expenses	14,178	10,470	15,000	5,000	20,000	-	-	20,000	33.3%	33.3%	33.3%	
Program Services	2,967,004	2,147,186	3,065,100	288,400	3,353,500	-	-	3,353,500	9.4%	9.4%	9.4%	
Transfers to Own Funds	1,024,972	-	730,000	449,900	1,179,900	-	(22,000)	1,157,900	58.6%	61.6%	58.6%	
Total Expenditures	4,883,099	2,772,986	4,762,000	754,000	5,516,000	-	-	5,516,000	15.8%	15.8%	15.8%	
Consumption Revenues	(2,643,299)	(2,368,600)	(2,677,000)	(638,000)	(3,315,000)	-	-	(3,315,000)	23.8%	23.8%	23.8%	
Base Rate Revenues	(1,982,783)	(1,707,208)	(1,987,000)	(115,000)	(2,102,000)	-	-	(2,102,000)	5.8%	5.8%	5.8%	
Other Revenue	(259,003)	(138,140)	(98,000)	(1,000)	(99,000)	-	-	(99,000)	1.0%	1.0%	1.0%	
Total Revenue	(4,885,085)	(4,213,948)	(4,762,000)	(754,000)	(5,516,000)	-	-	(5,516,000)	15.8%	15.8%	15.8%	
Total Water	(1,985)	(1,440,962)	-	-	-	-	-	-	#DIV/0!			
WASTEWATER												
Wages and Benefits	249,653	256,961	268,100	18,200	286,300	-	-	286,300	6.8%	6.8%	6.8%	
Long Term Debt Charges	411,953	411,953	412,000	-	412,000	-	-	412,000	0.0%	0.0%	0.0%	
Vehicle/Equipment Expenses	-	-	-	8,000	8,000	-	-	8,000	#DIV/0!	#DIV/0!	#DIV/0!	
Program Services	1,907,207	1,314,984	2,015,200	112,400	2,127,600	-	-	2,127,600	5.6%	5.6%	5.6%	
Transfers to Own Funds	598,387	-	512,700	671,200	1,183,900	-	-	1,183,900	130.9%	130.9%	130.9%	
Total Expenditures	3,167,201	1,983,898	3,208,000	809,800	4,017,800	-	-	4,017,800	25.2%	25.2%	25.2%	
Contributions from Own Funds	(411,953)	(411,953)	(412,000)	-	(412,000)	-	-	(412,000)	0.0%	0.0%	0.0%	
Surcharges/Service Rates	(2,701,793)	(2,758,968)	(2,783,000)	(809,800)	(3,592,800)	-	-	(3,592,800)	29.1%	29.1%	29.1%	
Frontage/Connections	-	-	-	-	-	-	-	-	#DIV/0!			
Other Revenue	(59,193)	(24,145)	(13,000)	-	(13,000)	-	-	(13,000)	0.0%	0.0%	0.0%	
Total Revenue	(3,172,940)	(3,195,066)	(3,208,000)	(809,800)	(4,017,800)	-	-	(4,017,800)	25.2%	25.2%	25.2%	
Total Wastewater	(5,739)	(1,211,168)	-	-	-	-	-	-	#DIV/0!			

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
CR - CORPORATE												
Wages and Benefits	740,271	648,438	876,800	29,800	906,600	-	-	906,600	3.4%	3.4%	3.4%	0.1%
Administrative Expenses	49,977	44,067	49,200	3,100	52,300	-	2,000	54,300	10.4%	6.3%	10.4%	0.0%
Personnel Expenses	17,996	19,613	27,800	6,000	33,800	-	-	33,800	21.6%	21.6%	21.6%	0.0%
Vehicle/Equipment Expenses	7,604	2,733	7,500	-	7,500	-	-	7,500	0.0%	0.0%	0.0%	0.0%
Program Services	71,302	41,514	55,500	1,700	57,200	-	-	57,200	#DIV/0!	3.1%	3.1%	0.0%
Transfers to Own Funds	55,551	119,580	125,000	-	125,000	-	75,000	200,000	60.0%	0.0%	60.0%	0.3%
Total Expenditures	942,701	875,944	1,141,800	40,600	1,182,400	-	77,000	1,259,400	10.3%	3.6%	10.3%	0.5%
Grants	-	(20,000)	-	-	-	-	-	-	0.0%	#DIV/0!	#DIV/0!	0.0%
Other Revenue	(87,631)	(68,111)	(79,200)	(2,200)	(81,400)	-	-	(81,400)	2.8%	2.8%	2.8%	0.0%
Total Revenue	(87,631)	(88,111)	(79,200)	(2,200)	(81,400)	-	-	(81,400)	2.8%	2.8%	2.8%	0.0%
Total C & R Corporate	855,071	787,833	1,062,600	38,400	1,101,000	-	77,000	1,178,000	10.9%	3.6%	10.9%	0.5%
CR - COMMUNITY PROGRAMS												
Wages and Benefits	205,565	232,852	214,700	51,000	265,700	-	-	265,700	23.8%	23.8%	23.8%	0.2%
Program Services	24,164	24,239	31,900	(1,500)	30,400	-	-	30,400	-4.7%	-4.7%	-4.7%	0.0%
Total Expenditures	229,729	257,091	246,600	49,500	296,100	-	-	296,100	20.1%	20.1%	20.1%	0.2%
Other Revenue	(305,061)	(353,393)	(342,800)	(20,200)	(363,000)	-	-	(363,000)	5.9%	5.9%	5.9%	-0.1%
Total Revenue	(305,061)	(353,393)	(342,800)	(20,200)	(363,000)	-	-	(363,000)	5.9%	5.9%	5.9%	-0.1%
Total C & R Community Programs	(75,332)	(96,302)	(96,200)	29,300	(66,900)	-	-	(66,900)	-30.5%	-30.5%	-30.5%	0.1%
CR - CULTURAL PROGRAMS												
Program Services	26,863	33,801	41,000	500	41,500	-	7,000	48,500	18.3%	1.2%	18.3%	0.0%
Total Expenditures	26,863	33,801	41,000	500	41,500	-	7,000	48,500	18.3%	1.2%	18.3%	0.0%
Other Revenue	(8,740)	(11,468)	(8,100)	3,100	(5,000)	-	-	(5,000)	-38.3%	-38.3%	-38.3%	0.0%
Total Revenue	(8,740)	(11,468)	(8,100)	3,100	(5,000)	-	-	(5,000)	-38.3%	-38.3%	-38.3%	0.0%
Total C & R Cultural Programs	18,123	22,333	32,900	3,600	36,500	-	7,000	43,500	32.2%	10.9%	32.2%	0.0%
CR - HOSPITALITY												
Wages and Benefits	81,904	80,722	95,000	(10,500)	84,500	-	-	84,500	-11.1%	-11.1%	-11.1%	0.0%
Vehicle/Equipment Expenses	2,787	4,905	2,500	500	3,000	-	-	3,000	20.0%	20.0%	20.0%	0.0%
Program Services	112,654	70,645	98,300	(4,800)	93,500	-	-	93,500	-4.9%	-4.9%	-4.9%	0.0%
Total Expenditures	197,345	156,272	195,800	(14,800)	181,000	-	-	181,000	-7.6%	-7.6%	-7.6%	-0.1%
Other Revenue	(223,022)	(181,957)	(245,600)	4,200	(241,400)	-	-	(241,400)	-1.7%	-1.7%	-1.7%	0.0%
Total Revenue	(223,022)	(181,957)	(245,600)	4,200	(241,400)	-	-	(241,400)	-1.7%	-1.7%	-1.7%	0.0%
Total C & R Hospitality	(25,677)	(25,685)	(49,800)	(10,600)	(60,400)	-	-	(60,400)	21.3%	21.3%	21.3%	0.0%

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SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
CR - ARENAS												
Vehicle/Equipment Expenses	16,160	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total Expenditures	16,160	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Other Revenue	(789,916)	(612,247)	(851,300)	35,500	(815,800)	-	-	(815,800)	-4.2%	-4.2%	-4.2%	0.1%
Total Revenue	(789,916)	(612,247)	(851,300)	35,500	(815,800)	-	-	(815,800)	-4.2%	-4.2%	-4.2%	0.1%
Total C & R Arenas	(773,756)	(612,247)	(851,300)	35,500	(815,800)	-	-	(815,800)	-4.2%	-4.2%	-4.2%	0.1%
CR - AQUATIC												
Wages and Benefits	383,968	310,005	467,900	6,500	474,400	-	-	474,400	1.4%	1.4%	1.4%	0.0%
Vehicle/Equipment Expenses	10,915	1,213	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Program Services	48,020	44,301	40,000	10,000	50,000	-	-	50,000	25.0%	25.0%	25.0%	0.0%
Total Expenditures	442,904	355,518	507,900	16,500	524,400	-	-	524,400	3.2%	3.2%	3.2%	0.1%
Other Revenue	(561,789)	(538,399)	(584,200)	(27,000)	(611,200)	-	-	(611,200)	4.6%	4.6%	4.6%	-0.1%
Total Revenue	(561,789)	(538,399)	(584,200)	(27,000)	(611,200)	-	-	(611,200)	4.6%	4.6%	4.6%	-0.1%
Total C & R Aquatic Centre	(118,885)	(182,881)	(76,300)	(10,500)	(86,800)	-	-	(86,800)	13.8%	13.8%	13.8%	0.0%
CR - FITNESS												
Wages and Benefits	186,795	152,569	207,100	(20,100)	187,000	-	-	187,000	-9.7%	-9.7%	-9.7%	-0.1%
Vehicle/Equipment Expenses	1,390	5,709	5,000	-	5,000	-	-	5,000	0.0%	0.0%	0.0%	0.0%
Program Services	4,391	4,102	5,000	-	5,000	-	-	5,000	0.0%	0.0%	0.0%	0.0%
Transfers to Own Funds	40,000	40,000	40,000	-	40,000	-	-	40,000	0.0%	0.0%	0.0%	0.0%
Total Expenditures	232,576	202,380	257,100	(20,100)	237,000	-	-	237,000	-7.8%	-7.8%	-7.8%	-0.1%
Other Revenue	(311,970)	(252,776)	(328,000)	(14,000)	(342,000)	-	-	(342,000)	4.3%	4.3%	4.3%	-0.1%
Total Revenue	(311,970)	(252,776)	(328,000)	(14,000)	(342,000)	-	-	(342,000)	4.3%	4.3%	4.3%	-0.1%
Total C & R Fitness Centre	(79,394)	(50,396)	(70,900)	(34,100)	(105,000)	-	-	(105,000)	48.1%	48.1%	48.1%	-0.1%
CR - OUTDOOR POOL												
Wages and Benefits	26,076	35,564	27,600	2,200	29,800	-	-	29,800	8.0%	8.0%	8.0%	0.0%
Vehicle/Equipment Expenses	1,505	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Program Services	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
Total Expenditures	27,581	35,564	27,600	2,200	29,800	-	-	29,800	8.0%	8.0%	8.0%	0.0%
Other Revenue	(35,121)	(34,299)	(38,400)	(1,300)	(39,700)	-	-	(39,700)	3.4%	3.4%	3.4%	0.0%
Total Revenue	(35,121)	(34,299)	(38,400)	(1,300)	(39,700)	-	-	(39,700)	3.4%	3.4%	3.4%	0.0%
Total C & R Outdoor Pool	(7,540)	1,265	(10,800)	900	(9,900)	-	-	(9,900)	-8.3%	-8.3%	-8.3%	0.0%

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
DEVELOPMENT & STRATEGIC												
Wages and Benefits	516,178	435,593	526,800	20,400	547,200	-	-	547,200	3.9%	3.9%	3.9%	0.1%
Administrative Expenses	17,655	11,117	20,100	400	20,500	-	-	20,500	2.0%	2.0%	2.0%	0.0%
Personnel Expenses	6,975	2,799	9,200	-	9,200	-	-	9,200	0.0%	0.0%	0.0%	0.0%
Program Services	46,031	19,455	22,900	500	23,400	-	-	23,400	2.2%	2.2%	2.2%	0.0%
Transfers to Own Funds	38,000	38,000	38,000	-	38,000	-	-	38,000	0.0%			0.0%
Total Expenditures	624,839	506,965	617,000	21,300	638,300	-	-	638,300	3.5%	3.5%	3.5%	0.1%
Grants	(8,600)	(1,807)	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Other Revenue	(52,250)	(154,570)	(42,500)	-	(42,500)	-	-	(42,500)	0.0%	0.0%	0.0%	0.0%
Total Revenue	(60,850)	(156,377)	(42,500)	-	(42,500)	-	-	(42,500)	0.0%	0.0%	0.0%	0.0%
Total Development & Strategic Initiatives	563,989	350,587	574,500	21,300	595,800	-	-	595,800	3.7%	3.7%	3.7%	0.1%
BUILDING SERVICES												
Wages and Benefits	432,037	339,360	457,800	(14,800)	443,000	-	-	443,000	-3.2%	-3.2%	-3.2%	
Administrative Expenses	3,374	3,519	5,900	(1,300)	4,600	-	-	4,600	-22.0%	-22.0%	-22.0%	
Personnel Expenses	7,819	5,018	10,700	-	10,700	-	-	10,700	0.0%	0.0%	0.0%	
Program Services	161,890	187,644	169,500	7,200	176,700	-	-	176,700	4.2%	4.2%	4.2%	
Transfers to Own Funds	290,111	362,736	-	8,900	8,900	-	-	8,900	#DIV/0!	#DIV/0!	#DIV/0!	
Total Expenditures	895,231	898,276	643,900	-	643,900	-	-	643,900	0.0%	0.0%	0.0%	
Contributions from Own Funds	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	
Other Revenue	(895,231)	(898,276)	(643,900)	-	(643,900)	-	-	(643,900)	0.0%	0.0%	0.0%	
Total Revenue	(895,231)	(898,276)	(643,900)	-	(643,900)	-	-	(643,900)	0.0%	0.0%	0.0%	
Total Building Services	-	-	-	-	-	-	-	-	#DIV/0!			

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
Non Departmental - Protection												
Police Service Board												
Wages and Benefits	39,529	30,394	40,500	-	40,500	-	-	40,500	0.0%	0.0%	0.0%	0.0%
Administrative Expenses	12,994	4,133	17,300	(1,300)	16,000	-	-	16,000	-7.5%	-7.5%	-7.5%	0.0%
Personnel Expenses	3,118	2,909	8,700	(1,600)	7,100	-	-	7,100	-18.4%	-18.4%	-18.4%	0.0%
Personnel Expenses	6,739	9,172	1,000	-	1,000	-	-	1,000	#DIV/0!	0.0%	0.0%	0.0%
Other Revenue	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total Police Services Board	62,380	46,608	67,500	(2,900)	64,600	-	-	64,600	-4.3%	-4.3%	-4.3%	0.0%
Protective Inspection & Control												
Program Services	33,618	19,380	41,400	-	41,400	-	-	41,400	0.0%	0.0%	0.0%	0.0%
Other Revenues	(19,132)	(19,268)	(20,000)	-	(20,000)	-	-	(20,000)	0.0%	0.0%	0.0%	0.0%
Conservation Authority	231,954	242,737	246,000	-	246,000	-	-	246,000	0.0%	0.0%	0.0%	0.0%
Emergency Measures	16,349	26,502	31,000	-	31,000	-	-	31,000	0.0%	0.0%	0.0%	0.0%
Non Departmental - Enviromental												
Garbage Collection	611,161	492,332	590,000	35,000	625,000	-	-	625,000	5.9%	5.9%	5.9%	0.1%
Garbage Disposal	880,438	674,591	880,000	35,000	915,000	-	-	915,000	4.0%	4.0%	4.0%	0.1%
Agriculture & Reforestation												
Program Services	-	-	25,000	-	25,000	-	-	25,000	0.0%	0.0%	0.0%	0.0%
Other Revenue	32	-	(25,000)	-	(25,000)	-	-	(25,000)	0.0%	0.0%	0.0%	0.0%
Non Departmental - Transportation												
Handi Transit	59,375	44,445	61,000	-	61,000	-	-	61,000	0.0%	0.0%	0.0%	0.0%
Winter Control	159,775	166,547	200,000	-	200,000	-	-	200,000	0.0%	0.0%	0.0%	0.0%
LaSalle Transit												
Program Services	-	6,735	225,000	-	225,000	-	-	225,000	0.0%	0.0%	0.0%	0.0%
Contributions from Own Funds	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Other Revenues	-	(20)	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Traffic Control												
Sidewalks	-	76	5,000	-	5,000	-	-	5,000	0.0%	0.0%	0.0%	0.0%
Traffic Signals-Hydro	45,873	28,200	51,000	(1,000)	50,000	-	-	50,000	-2.0%	-2.0%	-2.0%	0.0%
Traffic Signals-Maintenance	30,526	18,381	27,000	-	27,000	-	-	27,000	0.0%	0.0%	0.0%	0.0%
Traffic Control	76,399	46,657	83,000	(1,000)	82,000	-	-	82,000	-1.2%	-1.2%	-1.2%	0.0%
Street Lighting												
Hydro	312,563	141,302	266,000	(36,000)	230,000	-	-	230,000	-13.5%	-13.5%	-13.5%	-0.1%
Maintenance	61,168	57,860	30,000	-	30,000	-	-	30,000	0.0%	0.0%	0.0%	0.0%
Street Lighting	373,731	199,162	296,000	(36,000)	260,000	-	-	260,000	-12.2%	-12.2%	-12.2%	-0.1%
Crossing Guards												
Wages/Benefits	77,889	54,692	83,500	3,700	87,200	-	-	87,200	4.4%	4.4%	4.4%	0.0%
Administrative Expenses	751	751	800	-	800	-	-	800	0.0%	0.0%	0.0%	0.0%
Program Services	970	169	1,000	-	1,000	-	-	1,000	0.0%	0.0%	0.0%	0.0%
Crossing Guards	79,609	55,612	85,300	3,700	89,000	-	-	89,000	4.4%	4.3%	4.3%	0.0%
Total Non Departmental	2,565,690	2,002,040	2,786,200	33,800	2,820,000	-	-	2,820,000	(0)	1.2%	1.2%	#DIV/0!

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SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
BUDGET BY FUNCTIONAL AREA												
Total Revenue	(30,855,605)	(32,325,238)	(32,527,000)	(169,500)	(32,696,500)	-	-	(32,696,500)	0.5%	0.5%	0.5%	-0.7%
Total Mayor & Council	305,969	272,609	363,200	8,400	371,600	-	-	371,600	0.0%	2.3%	2.3%	0.0%
Total Finance & Administration	1,240,787	1,135,100	1,356,900	(33,100)	1,323,800	-	-	1,323,800	-2.4%	-2.4%	-2.4%	-0.1%
Total Division of IT	723,949	724,024	874,000	19,400	893,400	-	-	893,400	2.2%	2.2%	2.2%	0.1%
Total Financial Services	9,944,551	7,439,489	9,227,200	1,019,000	10,246,200	-	845,000	11,091,200	20.2%	11.0%	20.2%	7.5%
Total Council Services	868,578	734,912	932,600	126,800	1,059,400	-	21,600	1,081,000	15.9%	13.6%	15.9%	0.6%
Total Fire Services	2,243,833	1,866,291	2,467,600	104,500	2,572,100	-	300,000	2,872,100	16.4%	4.2%	16.4%	1.6%
Total Public Works - Corporate	418,369	446,074	596,000	44,800	640,800	-	-	640,800	7.5%	7.5%	7.5%	0.2%
Total Public Works - Parks	863,299	684,075	1,029,500	33,400	1,062,900	-	10,000	1,072,900	4.2%	3.2%	4.2%	0.2%
Total Public Works - Fleet & Facilities	3,411,524	2,896,378	3,917,300	110,800	4,028,100	-	10,000	4,038,100	3.1%	2.8%	3.1%	0.5%
Total Public Works - Roads	1,426,525	913,519	1,617,900	(487,200)	1,130,700	-	35,000	1,165,700	-27.9%	-30.1%	-27.9%	-1.8%
Total Public Works - Drainage	-	170,277	-	426,800	426,800	-	-	426,800	#DIV/0!	#DIV/0!	#DIV/0!	1.7%
Total Public Works - Storm Sewers	-	38,837	-	115,900	115,900	-	-	115,900	#DIV/0!	#DIV/0!	#DIV/0!	0.5%
Total C & R Corporate	855,071	787,833	1,062,600	38,400	1,101,000	-	77,000	1,178,000	10.9%	3.6%	10.9%	0.5%
Total C & R Community Programs	(75,332)	(96,302)	(96,200)	29,300	(66,900)	-	-	(66,900)	-30.5%	-30.5%	-30.5%	0.1%
Total C & R Cultural Programs	18,123	22,333	32,900	3,600	36,500	-	7,000	43,500	32.2%	10.9%	32.2%	0.0%
Total C & R Hospitality	(25,677)	(25,685)	(49,800)	(10,600)	(60,400)	-	-	(60,400)	21.3%	21.3%	21.3%	0.0%
Total C & R Arenas	(773,756)	(612,247)	(851,300)	35,500	(815,800)	-	-	(815,800)	-4.2%	-4.2%	-4.2%	0.1%
Total C & R Aquatic Centre	(118,885)	(182,881)	(76,300)	(10,500)	(86,800)	-	-	(86,800)	13.8%	13.8%	13.8%	0.0%
Total C & R Fitness Centre	(79,394)	(50,396)	(70,900)	(34,100)	(105,000)	-	-	(105,000)	48.1%	48.1%	48.1%	-0.1%
Total C & R Outdoor Pool	(7,540)	1,265	(10,800)	900	(9,900)	-	-	(9,900)	-8.3%	-8.3%	-8.3%	0.0%
Total Development & Strategic Initiatives	563,989	350,587	574,500	21,300	595,800	-	-	595,800	3.7%	3.7%	3.7%	0.1%
Total Non Departmental	2,565,690	2,002,040	2,786,200	33,800	2,820,000	-	-	2,820,000	-3.3%	1.2%	1.2%	0.1%
TOTAL COUNCIL CONTROLLED BUDGET	24,369,670	19,518,133	25,683,100	1,597,100	27,280,200	-	1,305,600	28,585,800	#DIV/0!	6.2%	11.3%	11.6%
Total Police & Dispatch	6,459,704	5,208,037	6,843,900	257,000	7,100,900	-	-	7,100,900	3.8%	3.8%	3.8%	1.0%
TOTAL TAX BASED BUDGET	30,829,374	24,726,170	32,527,000	1,854,100	34,381,100	-	1,305,600	35,686,700	#DIV/0!	5.7%	9.7%	12.6%
TOTAL SURPLUS/DEFICIT - Tax Rate based budget												
General (Tax based) Fund	(26,231)	(7,599,068)	-	1,684,600	1,684,600	-	1,305,600	2,990,200	#DIV/0!			
				6.7%		0.0%	5.2%	12.0%	#DIV/0!			
TOTAL SURPLUS/DEFICIT - User Rate based budget												
Total Water	(1,985)	(1,440,962)	-	-	-	-	-	-	#DIV/0!			
Total Wastewater	(5,739)	(1,211,168)	-	-	-	-	-	-	#DIV/0!			
Total Building Services	-	-	-	-	-	-	-	-	#DIV/0!			

SUMMARY Town of LaSalle 2018 Proposed Budget	2016 Actuals	2017 Actuals Oct 31	2017 Approved Budget	2018 Status Quo/ Contractual	2018 Base Budget	2018 Growth Change	2018 Service Level Change	2018 Requested Budget	% Change Requested/ P.R. Approved	2017 Budget to 2018 Base	2017 Budget to 2018 Request	Estimated Tax Rate Impact
BUDGET BY EXPENDITURE CATEGORY												
TOWN CONTROLLED DEPARTMENTS												
Wages and Benefits	17,283,340	14,335,941	18,616,200	1,002,200	19,618,400	-	125,000	19,743,400	#DIV/0!	5.4%	6.1%	4.5%
Operating Expenses	3,284,467	2,889,917	3,683,400	328,400	4,011,800	-	130,600	4,142,400	#DIV/0!	8.9%	12.5%	1.8%
Transfers to Own Funds	8,227,993	6,132,156	7,815,700	330,300	8,146,000	-	1,050,000	9,196,000	227.1%	4.2%	17.7%	5.5%
Total Expenditures	28,795,799	23,358,015	30,115,300	1,660,900	31,776,200	-	1,305,600	33,081,800	#DIV/0!	5.5%	9.9%	11.9%
Total Revenue	(4,426,129)	(3,839,882)	(4,432,200)	(63,800)	(4,496,000)	-	-	(4,496,000)	#DIV/0!	1.4%	1.4%	-0.3%
Town Controlled Net Expenditures	24,369,670	19,518,133	25,683,100	1,597,100	27,280,200	-	1,305,600	28,585,800	#DIV/0!	6.2%	11.3%	11.6%
POLICE & DISPATCH												
Wages and Benefits	6,306,466	5,090,890	6,681,500	29,500	6,711,000	-	-	6,711,000	0.4%	0.4%	0.4%	0.1%
Operating Expenses	780,775	600,572	722,800	(6,500)	716,300	-	-	716,300	152.0%	-0.9%	-0.9%	0.0%
Transfers to Own Funds	35,532	75,256	76,000	(76,000)	-	-	-	-	-100.0%	-100.0%	-100.0%	-0.3%
Total Expenditures	7,122,773	5,766,718	7,480,300	(53,000)	7,427,300	-	-	7,427,300	52.5%	-0.7%	-0.7%	-0.2%
Total Revenue	(663,070)	(558,681)	(636,400)	310,000	(326,400)	-	-	(326,400)	-48.7%	-48.7%	-48.7%	1.2%
Police & Dispatch Net Expenditures	6,459,704	5,208,037	6,843,900	257,000	7,100,900	-	-	7,100,900	3.8%	3.8%	3.8%	1.0%
WATER, WASTE WATER, BUILDING												
Wages and Benefits	1,558,635	1,211,651	1,677,800	14,100	1,691,900	-	22,000	1,713,900	7.0%	0.8%	2.2%	
Operating Expenses	5,473,425	4,080,774	5,693,400	419,700	6,113,100	-	-	6,113,100	#DIV/0!	7.4%	7.4%	
Transfers to Own Funds	1,913,471	362,736	1,242,700	1,130,000	2,372,700	-	(22,000)	2,350,700	#DIV/0!	90.9%	89.2%	
Total Expenditures	8,945,531	5,655,161	8,613,900	1,563,800	10,177,700	-	-	10,177,700	#DIV/0!	18.2%	18.2%	
Total Revenue	(8,953,255)	(8,307,291)	(8,613,900)	(1,563,800)	(10,177,700)	-	-	(10,177,700)	41.1%	18.2%	18.2%	
Water, Waste Water, Building Expenditures	(7,724)	(2,652,130)	-	-	-	-	-	-	#DIV/0!			
GRAND TOTAL TOWN OF LASALLE												
Wages and Benefits	25,148,441	20,638,483	26,975,500	1,045,800	28,021,300	-	147,000	28,168,300	#DIV/0!	3.9%	4.4%	
Operating Expenses	9,538,667	7,571,264	10,099,600	741,600	10,841,200	-	130,600	10,971,800	#DIV/0!	7.3%	8.6%	
Transfers to Own Funds	10,176,996	6,570,148	9,134,400	1,384,300	10,518,700	-	1,028,000	11,546,700	#DIV/0!	15.2%	26.4%	
Total Expenditures	44,864,103	34,779,894	46,209,500	3,171,700	49,381,200	-	1,305,600	50,686,800	#DIV/0!	6.9%	9.7%	
Total Revenue	(14,042,454)	(12,705,854)	(13,682,500)	(1,317,600)	(15,000,100)	-	-	(15,000,100)	#DIV/0!	9.6%	9.6%	
GRAND TOTAL TOWN OF LASALLE	30,821,650	22,074,040	32,527,000	1,854,100	34,381,100	-	1,305,600	35,686,700	#DIV/0!	5.7%	9.7%	

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Town of LaSalle
2018 Draft Capital Budget

Description	Initiating/ Requesting Department	Delivery/ Implementation Department	2017 Capital Budget	Annual Capital Allocations	2018 Capital: Repair & Replacement	2018 Capital: New & Expansion	Reduction and Deferrals	2018 Capital Budget	Funding: Grants, Gas Tax & OSIF	Funding: Debt	Funding: Reserve, Reserve Fund, Deferred Revenue	Funded in Future Years
Vollmer Indoor												-
Delta control system	PW-F&F	PW-F&F	60,000					60,000			60,000	Facility reserve
Pool area painting	PW-F&F	PW-F&F			75,000		(75,000)	-				-
Flooring replacement dressing rooms and hall	PW-F&F	PW-F&F			150,000		(150,000)	-				-
Pool liner replacement	PW-F&F	PW-F&F			475,000		(475,000)	-				-
Ice Plant/Mechanical repairs and replacements	PW-F&F	PW-F&F			2,000,000		(1,300,000)	700,000	700,000			-
Energy audit initiatives	PW-F&F	PW-F&F				140,000		140,000	140,000			-
Vollmer building condition assessment/structural audit	PW-F&F	PW-F&F			40,000			40,000			40,000	Facility reserve
New ice rink carpets	PW-F&F	PW-F&F			4,000			4,000			4,000	Facility reserve
Retiling shower floors in arena dressing rm	PW-F&F	PW-F&F			15,000			15,000			15,000	Facility reserve
Building storage under seat in rink A	C&R	PW-F&F			25,000			25,000			25,000	Facility reserve
								-				-
Vollmer Outdoor												-
Diamond enhancements - Mound and Batter box covers	C&R	PW-Parks				4,000		4,000			4,000	VRC reserve
Vollmer SWM pond dock	PW-Parks	PW-Parks				25,000		25,000			25,000	Parkland Dedication
Outfield neting for Diamond 3 (Basic)	C&R	PW-Parks				30,000		30,000			30,000	VRC reserve
Family washroom conversion (from men's)	C&R	PW-F&F				5,000		5,000			5,000	VRC reserve
Water fountain at concession building	C&R	PW-F&F				4,000		4,000			4,000	VRC reserve
Masonry repairs on concession bldg	PW-F&F	PW-F&F			15,000			15,000			15,000	Facility reserve
								-				-
Parks												-
Playground equipment replacement	PW-Parks	PW-Parks	50,000					50,000			50,000	Parks reserve
Outdoor exercise equipment	C&R	C&R				60,000	(60,000)	-				-
Dog park	C&R/PW-Parks	C&R/PW				32,000	(32,000)	-				-
Flower baskets on rail at water front (Phase 1 of 3)	C&R	PW				5,000		5,000			5,000	C&R Reserve
Vollmer master plan	C&R	C&R			35,000			35,000			35,000	C&R Reserve
Front road master plan	C&R	C&R			50,000			50,000			50,000	C&R Reserve
Pickle ball court repairs	C&R/PW-Parks	C&R/PW			25,000			25,000			25,000	Parks reserve
Rowing dock replacement riverdance	C&R/PW-Parks	C&R/PW			60,000			60,000			60,000	Parkland Dedication
Outdoor pool skimmer repair	C&R/PW-Parks	PW-F&F			5,000			5,000			5,000	Parks reserve
Boat ramp annual prep	PW-Parks	PW-Parks			25,000			25,000			25,000	Parkland Dedication
Turkey creek canoe docks (V.Marcotte & G.Craig Park)	PW-Parks	PW-Parks				20,000		20,000			20,000	Parkland Dedication
Christmas lights expansion	PW-Parks	PW-Parks				10,000		10,000			10,000	Parks reserve

Town of LaSalle
2018 Draft Capital Budget

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								-				-
PW - Engineering									-			-
GPS equipment	PW	PW			25,000			25,000			25,000	Road Reserve
Bouffard/Disputed EA/Transportion Study	PW/Planning	PW/Planning				125,000		125,000			125,000	Development Charges
Transportation & Active Transportation Master Plan	PW/Planning	PW/Planning				125,000		125,000			125,000	DC/Planning Projects/County
								-				-
Facility									-			-
Fuel depot gates	PW	PW-F&F	65,000					65,000			65,000	Fuel reserve
barn floors	PW	PW-F&F	100,000			100,000	(100,000)	100,000			100,000	Facility reserve
barn roof eaves repairs	PW-F&F	PW-F&F			20,000		(20,000)	-				-
								-				-
Fleet									-			-
Corporate Town Hall vehicles	PW-F&F	PW-F&F	32,000			35,000		67,000			67,000	Fleet reserve
By-law enforcement truck	PW-F&F	PW-F&F			32,000			32,000			32,000	Fleet reserve
Chev 3500 dump w/plow	PW-F&F	PARK	90,000					90,000			90,000	Fleet reserve
Zero turn mower	PW-F&F	PW-F&F	40,000		25,000			65,000			65,000	Fleet reserve
Roads dump trailer	PW-F&F	PW-F&F			151,000			151,000			151,000	Fleet reserve
Roads pick-up	PW-F&F	PW-F&F			43,000			43,000			43,000	Fleet reserve
Pick up with snow plow	PW-F&F	PW-F&F			70,000			70,000			70,000	Fleet reserve
Golf cart for Vollmer	PW-F&F	PW-F&F			6,000			6,000			6,000	Fleet reserve
Rotary mower for roadside cutting	PW-F&F	PW-F&F			19,000			19,000			19,000	Fleet reserve
Portable chain hoist	PW-F&F	PW-F&F			4,000			4,000			4,000	Fleet reserve
								-				-
Water									-			-
2 cargo vans water	PW	PW	84,000					84,000			84,000	Water Deferred Revenue
Water Main replacement	PW	PW		600,000				600,000	600,000			-
Water backhoe	PW-F&F	PW-F&F			141,000			141,000			141,000	Water Deferred Revenue
Single axle trailer	PW	PW				4,000		4,000			4,000	Water Deferred Revenue
Guillotine saw	PW	PW				10,000		10,000			10,000	Water Deferred Revenue
								-				-
Wastewater									-			-
Wastewater - Lou Romano	Finance	Finance	3,307,400					3,307,400			500,000	Waster water Deferred Revenue
Sanitary Manhole rain catchers (Control infiltration)	PW	PW				75,000		75,000			75,000	Waster water Deferred Revenue
Capital improvements to infrastructure	PW	PW		50,000				50,000			50,000	Waster water Deferred Revenue
								-				-

Town of LaSalle
2018 Draft Capital Budget

Description	Initiating/ Requesting Department	Delivery/ Implementation Department	2017 Capital Budget	Annual Capital Allocations	2018 Capital: Repair & Replacement	2018 Capital: New & Expansion	Reduction and Deferrals	2018 Capital Budget	Funding: Grants, Gas Tax & OSIF	Funding: Debt	Funding: Reserve, Reserve Fund, Deferred Revenue	Funded in Future Years
Drainage & Storm Water												
Drainage & Storm Water	PW	PW		1,000,000				1,000,000			1,000,000	Drainage/Storm Reserve
Road Network												
Bridge reconstruction & repair	PW	PW		250,000				250,000	250,000			
Mill & Pave	PW	PW		500,000				500,000			500,000	Road Reserve
Enhanced Mill & Pave	PW	PW		500,000				500,000			500,000	Road Reserve
Road Reconstruction	PW	PW		1,750,000				1,750,000	500,000		1,250,000	Road Reserve/Water Def Revenue
Rehabilitation of the Roundabout on Laurier at the Vollmer	PW	PW				150,000	(150,000)	-				
Pedestrian Safety												
Sidewalks, Trails, Street Light	PW	PW		450,000				450,000	450,000			
Ojibway Oaks pedestrian bridge	PW-Parks	PW-Parks			50,000			50,000	50,000			
Fire												
fire dept outdoor lighting	Fire	PW-F&F	5,000					5,000			5,000	Fire Reserve
Unfunded from prior years	Fire	Fire	79,100					79,000			79,000	Fire Reserve
Fire dept parking lot paving	Fire	PW-F&F				200,000	(200,000)	-				
Fire dept enclosed storage under stairs	Fire	PW-F&F				6,000		6,000			6,000	Fire Reserve
Fire department replace exterior door	Fire	PW-F&F			3,000			3,000			3,000	Fire Reserve
Fire floor drainage repairs	Fire	PW-F&F			ESTIMATE:	99,999	(99,999)	-				
Mobile Live Fire Training Unit (Year 1 of 5)	Fire	Fire				17,000		17,000			17,000	Fire Reserve
Fire Master Plan Study	Fire	Fire				60,000		60,000			60,000	Fire Reserve
Radio Link Hardware	Fire	Fire				8,000		8,000			8,000	Fire Reserve
Radio Communications Study	Fire	Fire				30,000		30,000			30,000	Fire Reserve
Handy Hydraulic Rescue Tools	Fire	Fire				25,000		25,000			25,000	Fire Reserve
Second Station with EOC	Fire	Fire				2,700,000		2,700,000		2,700,000		Debt Repayment (15y@3.5%)
											234,000	
Police												
General Administration												
Electronic Time & Attendance	Cncl Srv	HR/IT	36,000					36,000			36,000	HR/Health & Safety reserve
Vollmer video surveillance camera upgrade	IT/C&R	IT	50,000					50,000			50,000	Technology reserve
Technology Building (w/Bollards at Generator)	IT	IT	500,000					500,000			500,000	Asset R&R
Technology/IT Capital	IT	IT		150,000				150,000			150,000	Technology reserve
GRAND TOTAL			4,498,500	5,250,000	3,687,999	4,204,998	(2,661,999)	14,779,400	2,690,000	2,700,000	6,681,999	2,707,401





The Corporation of the Town of LaSalle

Date	October 30, 2017	Report No:	CL-20-17
Directed To:	Mayor and Members of Council	Attachments:	
Department:	Council Services	Policy References:	
Prepared By:	Director Council Services/Clerk		
Subject:	Safety Group		

RECOMMENDATION:

That the report of the Director Council Services/Clerk CL-20-17 dated October 30, 2017 respecting the Town's participation in the Workplace Safety Prevention Services' Safety Group and resulting rebate in the amount of \$18,151.83 BE RECEIVED.

REPORT:

The Town of LaSalle is a member of the Workplace Safety Prevention Services' (WSPS) Safety Group. Safety Groups participate in a performance-based rebate program developed by the Workplace Safety and Insurance Board (WSIB) that offers participating workplaces the opportunity to receive rebates of up to 6% of their WSIB premiums if the participants can collectively improve their health and safety performance.

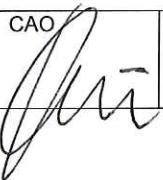
At the beginning of each year, participants select five health and safety elements that they believe will improve health and safety performance. WSPS coordinates meetings of the participants and information is shared on how best to implement the performance targets. In 2016, the Town, through the efforts of Rick Mamak, Human Resources Generalist and Rick Hyra, Human Resources Manager, determined the following five elements to work on to improve on and further develop the Town's health and safety performance:

- WHMIS
- Health & Safety Orientation
- Workplace Inspections
- Supervisor Competency
- Return to Work Program Development

Notification was received today that the Town will receive a rebate in the amount of \$18,151.83 for its participation in the 2016 program. Appreciation is extended to Mr. Mamak and Mr. Hyra for their commitment to the program. Staff and Council members are, as always, encouraged to keep their health and safety training up to date in Systems 24/7 as training is an important component of the Town's health and safety program.



Brenda Andreatta - Director of Council Services

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



The Corporation of the Town of LaSalle

Date	October 30, 2017	Report No:	CL-19-17
Directed To:	Mayor and Members of Council	Attachments:	
Department:	Council Services	Policy References:	
Prepared By:	Director Council Services/Clerk		
Subject:	Bill 68 – Modernizing Ontario’s Municipal Legislation Act		

RECOMMENDATION:

That the report of the Director Council Services/Clerk CL-19-17 dated October 30, 2017 respecting changes to the Municipal Act, 2001, the Municipal Conflict of Interest Act and Municipal Elections Act through Bill 68, the Modernizing Ontario’s Municipal Legislation Act BE RECEIVED.

REPORT:

Bill 68, Modernizing Ontario’s Municipal Legislation Act (MOMLA) became law on June 1, 2017. MOMLA comes as a result of the Province’s review of the Municipal Act, Municipal Elections Act and the Municipal Conflict of Interest Act. The provincial government is required by legislation to review the Municipal Act every five years. The review focused on three key areas:

- Accountability and Transparency
- Municipal Financial Sustainability
- Responsive and Flexible Municipal Government

Bill 68 includes a number of changes that affect municipalities both administratively and financially.

Codes of Conduct

Previously, municipalities could choose whether or not to have a code of conduct for members of Council and local boards. Each municipality determined the content of its code, if it chose to have one, as well as enforcement provisions. Codes of conduct therefore varied from municipality to municipality but generally addressed the use of municipal resources, gifts and benefits and conduct at council meetings. LaSalle’s Council Code of Conduct was adopted by By-law 6897 on December 11, 2007. As a result of MOMLA, codes of conduct for members of council and local boards are now mandatory as is the requirement to have an integrity commissioner enforce the code of conduct.

The existing Council Code of Conduct will be reviewed in the spring when a regulation is expected to be issued with specifics on the content of codes of conduct. For the purposes of MOMLA and its application, a code of conduct will also be required for all local boards. Local boards are defined as a municipal service board, transportation commission, public library board, board of health, police services board, planning board or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and conservation authority. It is safe to say that the code of conduct will apply to all Town-established committees and the police services board.

The Town entered into an agreement with Robert Swayze for integrity commissioner services in December 2015 and the agreement expires December 14, 2017. There has been some discussion among Essex County municipalities about again issuing a joint request for proposals for an integrity commissioner. If a joint RFP does not proceed, the Town has the option of entering into discussions with Mr. Swayze to renew the agreement. No retainer is paid and fees are billed only when an investigation has commenced. To date, one informal investigation has been undertaken and the integrity commissioner found that there was no requirement to report his findings as the complaint was summarily dismissed.

MOMLA provides that no application for an inquiry by an Integrity Commissioner can be made during the nomination period up to voting day during a regular election. In the case of the 2018 election, this means applications will not be accepted from May 1 to October 22nd.

Meetings

A meeting is now defined as any regular, special or other meeting of a council, local board or committee of either of them, where a quorum of members is present and where members discuss or otherwise deal with a matter in a way that materially advances the business or decision-making of the relevant council, local board or committee.

Electronic participation by council, board and committee members in meetings open to the public is now permitted subject to incorporation in the procedural by-law. A member participating remotely is not counted in determining whether a quorum of members is present. It should be noted that the intention here is to allow the option for electronic participation by members who are unable to physically attend the meeting, rather than those choosing not to attend. The Ministry of Municipal Affairs has indicated that should a council decide to allow for electronic participation, those circumstances under which it is permitted should be narrowly defined in the procedure by-law. For instance, electronic participation may be allowed if a member is ill and unable to attend but not when a member chooses to be away on vacation.

The permitted reasons for meeting in closed session are now expanded to include four additional exemptions to the open meeting rules. Most notably, "negotiations" are now a permitted exemption. The other exemptions mirror wording in the Municipal Freedom of Information and Protection of Privacy Act. The Procedure By-law will be amended to incorporate the new meeting definition and permitted reasons for meeting in closed session.

Closed Meeting Investigation Reports

The municipality or local board must now pass a resolution stating how it intends to address a report provided by a meeting investigator, where the investigator reports on his or her opinion that a meeting has been closed contrary to the open meeting provisions of the Municipal Act. An amendment to the Procedural By-law is required.

Temporary Replacements on Upper-Tier Council

A new section of the Act permits a local municipality to appoint an alternate member of a lower-tier municipality to temporarily replace a person who is a member of both the lower and upper-tier council to attend an upper-tier council meeting. One member would be appointed at the beginning of the council term in the event a temporary replacement is needed. An amendment to the Procedural By-law is required.

Municipal Conflict of Interest Act

Members of Council will be required to submit a written disclosure of interest statement when declaring a conflict of interest at a meeting. The statement would set out the interest and its general nature and be filed with the Clerk as soon as possible after the meeting. The Clerk is now required to establish and maintain a registry of the written conflict statements available for public inspection. Administration will provide a form for use by members of council and amend the Procedure By-law. The Registry will be posted on the Town website for public viewing.

Pregnancy/Parental Leaves – Council Members

Section 259 of the Municipal Act sets out circumstances where a council member's office becomes vacant. A new subsection has been added to provide that an office is not vacated due to absences related to pregnancy or the birth or adoption of the member's child. A policy for pregnancy/parental leave for council members will be developed.

Elections Act

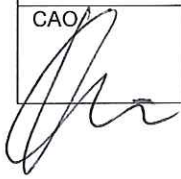
Council is already aware that Bill 181 changed the nomination period to commence on May 1st of the election year and ending on the last Friday in July (July 27, 2018). MOMLA also changed the term of office of Council and accordingly, the next term of council will be December 1, 2018 to November 14, 2022. Thereafter, the council term will begin on November 15th of the election year. The potential lame duck period is thereby shortened.

MOMLA provides for an increase to the maximum campaign contribution limit to a single candidate or third party advertiser from \$750 to \$1200 consistent with provincial elections. A new formula for calculation of the amount that a candidate and spouse may contribute to the candidate's own campaign is now in place and is generally \$7500 plus .20 cents per eligible elector for the head of council and \$5000 plus .20 cents per eligible elector for all other offices. The 2018 candidate guide will address this and other changes.

The necessary amendments to the Procedure By-law and form for submission of disclosures of conflict of interest will be brought back to Council.



Brenda Andreatta - Director of Council Services

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

November 14, 2017

WINDSOR SYMPHONY DRAW

FROM THE
EDUCATION GROUP

FOR THE SAT. DEC. 16, 2017
PERFORMANCE OF
“HOLIDAY POPS”

Schedule of Reports for Council November 14, 2017

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
Councillor Burns	Re-prioritization of snow removal on sidewalks due to the addition of bus stops	Public Works	2018 Budget	Requested at the August 8, 2017 Regular Meeting of Council
299/17	Centerpiece for Todd Lane and Malden Roundabout	Culture & Rec	November, 2017	Requested at the August 8, 2017 Regular Meeting of Council See report on today's agenda
Councillor Akpata	Geese population in the municipality and possible solutions to address nuisance issues	Public Works	November, 2017	Requested at the September 26, 2017 Regular Meeting of Council See report on today's agenda

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8080

A By-Law to authorize the execution of a
Developer's Subdivision Agreement with
1912844 Ontario Limited (Rauti)

WHEREAS 1912844 Ontario Limited (Rauti) has made an application to the Corporation to develop 11 single unit residential dwellings lying in a new plan of subdivision lying north of Normandy Street and Sixth Street, in the Town of LaSalle, in the County of Essex;

AND WHEREAS the Corporation deems it expedient to grant the request on certain terms and conditions;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF LASALLE HEREBY ENACTS AS FOLLOWS:

1. That the Corporation of the Town of LaSalle enter into a Developer's Subdivision Agreement with 1912844 Ontario Limited (Rauti) regarding the proposed residential development of 11 single unit residential dwellings, on land lying north of Normandy Street and Sixth Street, in the Town of LaSalle, in the County of Essex, a copy of which Agreement is attached hereto and forms a part of this By-law.
2. That the Mayor and the Clerk be and the same are hereby authorized to execute the said Developer's Subdivision Agreement on behalf of the Corporation and affix the Corporation's seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Agreement.

3. This By-law shall come into force on the final passing thereof.

Read a first and second time and FINALLY PASSED this 14th day of November, 2017.

1st Reading – November 14, 2017

MAYOR

2nd Reading – November 14, 2017

3rd Reading – November 14, 2017

CLERK

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8081

A By-law to authorize the execution of an
Extension Agreement between Lee-Anne
Knuckle and the Town of LaSalle.

WHEREAS Lee-Anne Knuckle has made an application to the Corporation for an
extension of time for payment of the cancellation price owing for tax arrears on 1245
Woodmont Crescent, LaSalle;

AND WHEREAS the Corporation deems it expedient to grant the request on
certain terms and conditions;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN
OF LASALLE HEREBY ENACTS AS FOLLOWS:**

1. That the Corporation of the Town of LaSalle enters into an Extension Agreement
with Lee-Anne Knuckle regarding the tax arrears owing on 1245 Woodmont Crescent,
LaSalle, a copy of which Extension Agreement is attached to this By-law.
2. The Mayor and the Clerk be and the same are hereby authorized to execute the
said Extension Agreement on behalf of the Corporation and to affix the Corporate seal
thereto, as well as any and all other documents that may be necessary to give effect to the
terms of the said Agreement.
3. This By-law shall come into force on the final passing thereof.

**Read a first and second time and FINALLY PASSED this 14th day of
November, 2017.**

1st Reading – November 14, 2017

2nd Reading – November 14, 2017

MAYOR – K. ANTAYA

3rd Reading-November 14, 2017

CLERK – B. ANDREATTA

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8082

A By-law to accept the donation from Catherine Zieba
of Lots 30 to 36, Registered Plan 743.

WHEREAS Catherine Zieba has expressed a wish to donate to the Corporation
Lots 30 to 36, Registered Plan 743;

AND WHEREAS the Corporation deems it expedient to accept this donation;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN
OF LASALLE HEREBY ENACTS AS FOLLOWS:**

1. The donation by Catherine Zieba to the Corporation of Lots 30 to 36, Registered Plan 743 in the Town of LaSalle, in the County of Essex is hereby accepted.
2. The Mayor and the Clerk of the Corporation be and the same are hereby authorized to execute and affix the Corporation's seal to any and all documents that may be necessary to complete this transaction and to otherwise give effect to the terms of this By-law.
3. This By-law shall take effect on the final passing thereof.

**Read a first and second time and FINALLY PASSED this 14th day of
November, 2017.**

1st Reading – November 14, 2017

MAYOR

2nd Reading – November 14, 2017

3rd Reading – November 14, 2017

CLERK

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8083

**BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH
ESSEX-WINDSOR SOLID WASTE AUTHORITY FOR THE PRODUCTION
OF 2018 MUNICIPAL COLLECTION CALENDAR**

WHEREAS the Essex-Windsor Solid Waste Authority has historically designed, produced and printed a calendar for municipal recycling, garbage and yard waste for the Town of LaSalle; and

WHEREAS the Town of LaSalle wishes to continue to have the Essex-Windsor Solid Waste Authority design, produce and print the municipal collection calendar for 2018

NOW THEREFORE BE IT RESOLVED That the Clerk BE AUTHORIZED to execute an agreement with the Essex-Windsor Solid Waste Authority for the design, production and printing of the 2018 municipal collection calendar.

Read a first and second time, and FINALLY PASSED this 14th day of November, 2017.

1st Reading - November 14, 2017

Mayor – K. Antaya

2nd Reading - November 14, 2017

3rd Reading - November 14, 2017

Clerk – B. Andreatta