



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

Tuesday, October 9, 2018, 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

6

**RECOMMENDATION**

That the minutes of the closed and regular meeting of Council held September 25, 2018 BE ADOPTED as presented.

4. Mayors Comments

**B. PRESENTATIONS**

**C. DELEGATIONS**

1. LOCATION OF NEW ASPHALT TRAIL TO BE CONSTRUCTED WITHIN THE FOREST TRAILS ESTATES SUBDIVISION

18

**Delegates:**

1. Dennis Danelon
2. Emily Danelon
3. Mariam ahmad shah
4. Susan ahmad shah
5. Pawel Konkolowicz

#### RECOMMENDATION

That the report of the Director of Development & Strategic Initiatives and Director of Public Works dated October 1, 2018 (DS-58-2018) recommending that the required new asphalt trail to be built within the town-owned right of way, along the north side of Disputed Road (between Silver Maple and the roundabout) be moved to a location within the publicly owned right of way that is no closer than 1.6 metres to the existing curb, BE APPROVED.

### D. PUBLIC MEETINGS AND/OR HEARINGS

#### 1. ALLEY CLOSING - WEST OF 7865 & 7875 MALDEN ROAD 24

Public Meeting to consider the closure and sale of part of the alley lying to the west of Lot(s) 123 to 125, and to the north of Lots 118 to 122, Registered Plan 1064. This alley lies to the west of the properties municipally known as 7865 and 7875 Malden Road.

This matter was originally brought to Council in open session on May 8, 2018. Copies of the report and corresponding resolution provided.

### E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

#### 1. 2018-2022 MULTI-YEAR ACCESSIBILITY PLAN 29

##### RECOMMENDATION

That the report of the Deputy Clerk dated October 1, 2018 (CL-28-18) regarding the 2018-2022 Multi-Year Accessibility Plan BE RECEIVED and that the 2018-2022 Multi-Year Accessibility Plan BE ADOPTED in accordance with the Integrated Accessibility Standards Regulation (IASR) under the Accessibility for Ontarians with Disabilities Act (AODA).

#### 2. COUNCIL SERVICES POLICIES 50

##### RECOMMENDATION

That the report of the Records Management Clerk dated September 19, 2018 (CL-27-18) recommending that the amendments to the Records and Information Management Policy BE APPROVED; and that the Routine Disclosure and Active Dissemination Policy BE ADOPTED as presented.

#### 3. FIT FOR DUTY POLICY 80

##### RECOMMENDATION

That the report of the Human Resource Manager dated October 4, 2018 (CL-30-18) regarding a Fit for Duty Policy BE APPROVED and that Administration BE AUTHORIZED to make further changes to this Policy as may be required in the future.

- |    |  |    |
|----|--|----|
| 4. | UPDATE ON RENOVATIONS AT THE VOLLMER   | 84 |
|    | <p>RECOMMENDATION</p> <p>That the report of the Director of Culture and Recreation dated October 3, 2018 (C&amp; R-19-18) regarding an update on the renovations to the Vollmer Recreation Complex BE RECEIVED; and that a total expenditure of \$89,778 + HST for the renovations at the Vollmer to include additional storage under stands in Rink A (included in 2018 Budget), mill work, door hardware, opening of fitness wall, creation of new office and staff room, all in accordance with the details contained within this report BE APPROVED and further that the costing BE INCLUDED in the 2019 budget.</p> |    |
| 5. | FRONT ROAD TENNIS COURT LIGHTING - INTERIM REPAIRS   | 86 |
|    | <p>RECOMMENDATION</p> <p>That the report of the Manager of Roads and Parks dated October 2, 2018 (PW-46-18) recommending that the repairs of the Front Road Tennis Court Lighting at a cost of approximately \$7,500 BE REFERRED to the 2019 Budget and that repairs be made in early 2019.</p>  |    |
| 6. | MICHIGAN AND INTERNATIONAL 4-WAY STOP WARRANT  | 88 |
|    | <p>RECOMMENDATION</p> <p>That the report of the Manager of Roads and Parks dated October 2, 2018 (PW-41-18) recommending that a 4-Way Stop be implemented at the intersection of Michigan and International BE APPROVED.</p>   |    |
| 7. | ALLOWING MUNICIPALITIES TO USE FLASHING TRAFFIC SIGNALS  | 96 |
|    | <p>For Council decision.</p>   |    |
| 8. | LICENSING PROCESS TO TAKE WATER FOR COMMERCIAL WATER BOTTLING FACILITIES   | 98 |
|    | <p>For Council decision.</p>   |    |
| 9. | REQUEST FOR PROVINCIAL GOVERNMENT TO CONSULT WITH MUNICIPALITIES PRIOR TO LEGISLATION MODIFICATION   | 99 |
|    | <p>For Council decision.</p>   |    |

## **F. INFORMATION ITEMS TO BE RECEIVED**

1. 2018 THIRD QUARTER PROPERTY TAX WRITE OFFS 102

### **RECOMMENDATION**

That the report of the Supervisor of Revenue dated October 3, 2018 (FIN-30-18) regarding Property Tax Write Offs from July, August and September 2018 BE RECEIVED.

2. COUNCIL MEMBER ATTENDANCE AT MEETINGS Q3 JULY TO SEPTEMBER 2018 104

### **RECOMMENDATION**

That the report of the Deputy Clerk dated October 3, 2018 (CL-29-18) regarding Council member attendance at Council and Committee meetings for the period of July to September 2018 (3rd Quarter of 2018) BE RECEIVED.

3. SUMMARY OF REPORTS TO COUNCIL 110

### **RECOMMENDATION**

That the report of the Chief Administrative Officer dated October 9, 2018 being a summary of reports to Council BE RECEIVED.

## **G. BY-LAWS 111**

### **RECOMMENDATION**

That the following Bylaws BE GIVEN first reading:

**8225** - A By-law to stop up, close and sell an alley lying to the west of Lots 123 to 125, Registered Plan 1064, and to the north of Lots 118 to 122, Registered Plan 1064

**8226** - A By-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-Law, as amended

### **RECOMMENDATION**

That by-law numbers 8225 and 8226 BE GIVEN second reading.

### **RECOMMENDATION**

That by-law numbers 8225 and 8226 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 - October 17, 2018 @ 5:30 p.m.

Planning Advisory Committee - October 25, 2018 @ 5:30 p.m.

Council Meeting - November 13, 2018 @ 7:00 p.m.

**O. ADJOURNMENT**



## REPORT OF CLOSED MEETING OF LASALLE TOWN COUNCIL

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September 25, 2018  
6:15 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:**

Joe Milicia, Chief Administrative Officer  
Dale Langlois, Director of Finance & Treasurer  
Linda Jean, Deputy Clerk  
Rick Hyra, Human Resources Manager

Mayor Antaya calls the meeting to order at 6:19 p.m.

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

None disclosed.

Motion 347/18

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That Council move into closed session at 6:20 p.m. to discuss the following item:

1. Labour Relations - Contract Negotiations CUPE Local 701.1 (Seasonal Employees)  
(Confidential Report CL-26-18) s. 239(2)(d)

**Carried.**

Motion 348/18

Moved by: Councillor Bondy

Seconded by: Councillor Akpata

That Council move back into public session at 6:28 p.m.

**Carried.**

1. Labour Relations

Motion 349/18

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the confidential report of the Human Resources Manager and Director of Finance & Treasurer dated September 17, 2018 (CL-26-18) regarding Contract Negotiations with CUPE Local 701.1 (Seasonal Employees) BE RECEIVED as presented 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 6:28 p.m.

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Mayor – Ken Antaya

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Deputy Clerk – Linda Jean



## THE CORPORATION OF THE TOWN OF LASALLE

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

September 25, 2018

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: J. Milicia, Chief Administrative Officer, P. Marra, Director of Public Works, D. Sutton, Fire Chief, John Leontowicz, Police Chief, D. Langlois, Director of Finance D. Hadre, Corporate Communications & Promotions Officer, N. DiGesù, Manager of IT, L. Jean, Deputy Clerk, C. Riley, Town Solicitor, G. Ferraro, Manager of Finance & Deputy Treasurer, N. Sharp, Executive Assistant to the Clerk,

Additional Administration Present: E. Thiessen, Deputy Fire Chief, A. Burgess, Supervisor of Planning & Development, M. Beggs, Manager of Parks & Roads, R. Hyra, Human Resource Manager, R. Mamak, Human Resource Generalist

#### A. OPENING BUSINESS

1. Call to Order and Moment of Silent Reflection

Mayor Antaya calls the meeting to order at 7:00 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None disclosed.

3. Adoption of Minutes

350/18

Moved by: Councillor Desjarlais

Seconded by: Councillor Meloche

That the minutes of the regular meeting of Council held September 11, 2018 BE ADOPTED as presented.

**Carried.**

4. Mayors Comments

On September 21<sup>st</sup> we held our annual Volunteer Recognition evening held at the Municipal Complex. Congratulations is extended to the following recipients: Citizen of the Year - John Sobhi, Young Citizen of the Year - Lina Chaker, Outstanding Service Club Volunteer - Dr. Nick Krayacich, Outstanding Board Volunteer - Ivan Petric. The following celebrations are acknowledged: Bill Armstrong for 15 years 95<sup>th</sup> Scouts, Kathe Campeau for 15 years 46<sup>th</sup> Girl Guides, Sheri Koscielski for 15 years 95<sup>th</sup> Scouts, Maureen Taylor for 25 years 46<sup>th</sup> Girl Guides, Brian and Nicole Hicks for 30 years 95<sup>th</sup> Scouts.

Thank you to Councillor Meloche, for heading up the event, and finalizing the recipients. Thank you to staff, most notably Rosa Miceli, Council Co-ordinator, for assuring everything went just right. Thank you to the rest of the staff that attended that evening to make sure the event was a success. Another terrific evening celebrating those who make LaSalle a great place to live.

On September 22<sup>nd</sup> Councilor Akpata and I were present for the Unfurling Ceremony of the 128 Flags of Remembrance at Ambassador Park, where our Town sponsored a flag. It was a very touching, and emotional event. The ceremony itself was very well done, and a large gathering was especially respectful. If you ever have the chance in the years to come, please attend. It is well worth the awareness this event brings to the real sacrifices families endure. It was a beautiful ceremony.

On September 23<sup>rd</sup> St. Andrew's Anglican Church held its first annual Civic Service. The Service was intended to honour our community and its partners. I would like to thank Members of Council, and representatives from our Police, namely Staff Sergeant Beaudoin and Constable Seguin as well as Fire Chief Sutton, all who attended this respectful event, celebrating the community that we serve and live in. It was a wonderful day, well attended, and an opportunity to mingle with some of the residents of our community. I understand the Church plans on making this an annual event. Thank you goes out to Reverend Sue Paulson, and Church Warden Nancy Skinner, for the organization of this beautiful occasion.

On September 6th, we lost someone that can only be described as an icon in our Town – Bob Hayes, former Town Engineer. Bob Hayes retired a very few years ago and was one of the wittiest, ingenious, brilliant, creative, individuals to ever grace municipal services anywhere. Bob passed away at the age of 70.

Bob had a gift. He was entertaining, engaging, and incredibly clever. He was a longtime member of a team that established blueprints on the manner this Town developed. Beside Bob, that team included our outgoing CAO Kevin Miller, our outgoing Town Solicitor Christine Riley, with assistance from our outside consultant, County of Essex Planner, and our current Director of Development & Strategic Initiatives, Larry Silani. These employees safeguarded the Town during a very hectic, almost frantic, development pace during the 1990's. They were a group of very talented individuals, who together made for a dynamic team. It was during my tenure as CAO, that this group made our Staff and Council look pretty good. They never left a stone unturned in assuring the Town consistently obtained the maximum benefit in negotiating Developer's agreements with potential Developers.

We all owe them a deep debt of gratitude. Their job of assuring the Town developed in a responsible way was often taken for granted, and gravely undervalued. They have played a major role with what you see today, a well-planned, and vibrant Town. It seemed like this group was always locked away in the Public Works conference room. You could drop by for a quick chat that often lasted well beyond "quick", because Bob would provide a much needed break from the sometimes monotonous procedure of preparing these agreements. He was always ready to entertain.

Bob could spin a tale that at times seemed far-fetched, but always had a shred of truth that was stretched to the limit. Bob's talent included his incredible recollection of details regarding the smallest issue. His creativity solved countless problems, always in the best interests of our Town. He was a dependable resource, a loyal employee, a breath of fresh air and a friend.

He will be missed. Rest in Peace Bob.

Our thoughts and prayers go out to his wife Anne, his son Colin and stepchildren Michael, the late Jennifer and Kristina.

## **B. PRESENTATIONS**

### **1. LASALLE POLICE SERVICE 2018-2020 STRATEGIC BUSINESS PLAN**

Mayor Antaya leaves the Chair at 7:08 p.m. to present the LaSalle Police Service 2018-2020 Strategic Business Plan.

Deputy Mayor Bondy assumes the Chair at 7:08 p.m.

Mayor Ken Antaya and Police Chief John Leontowicz appear before Council to present the LaSalle Police Service 2018-2020 Strategic Business Plan.

351/18

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the LaSalle Police Service 2018-2020 Strategic Business Plan as presented by Police Chief John Leontowicz and Mayor Ken Antaya BE RECEIVED.

**Carried.**

Deputy Mayor Bondy leaves the Chair at 7:23 p.m.

Mayor Antaya re-assumes the Chair at 7:23 p.m.

## **C. DELEGATIONS**

### **1. ALLEY CLOSING ABUTTING 1125 TO 1195 MINTO AVENUE AND 1115 AND 1175 STUART BOULEVARD**

Patricia Weir, resident, appears before council in opposition to closing the alley abutting 1125 to 1195 Minto Avenue and 1175 Stuart Boulevard.

352/18

Moved by: Councillor Meloche

Seconded by: Councillor Desjarlais

That the report of the Chief Administrative Officer, Town Solicitor, Acting Clerk and Supervisor of Planning & Development, dated September 19, 2018 (CAO-01jm-18) regarding the closure and sale of an alley abutting 1125 to 1175 Minto Avenue and 1175 Stuart Boulevard BE RECEIVED and that Administration BE DIRECTED to provide a report outlining a process in which costs are reduced and/or subsidized by the tax base; and further that a breakdown of costs BE INCLUDED in the report.

**Carried.**

**Opposed:** Mayor Antaya, Deputy Mayor Bondy, Councillor Burns

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

### **1. PROPOSED REZONING APPLICATION ON DISPUTED ROAD**

Mohamed Tabib - 2601370 Ontario Limited (applicant & owner) and Cindy Prince, Amico Properties Inc. (agent) appear before Council in support of rezoning approximately 0.6 hectares of land located on the west side of Disputed Road, north of Bouffard Road municipally known as 6235 Disputed Road, from Agricultural (A) zone to a Traditional Neighbourhood Design Residential One (TND-R1-1) to develop six (6) lots.

None in attendance in opposition to application.

353/18

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Meloche

That the report of the Supervisor of Planning & Development Services dated September 19, 2018 (DS-59-18) regarding the request of Mohamed Tabib - 2601370 Ontario Limited (applicant & owner) and Amico Properties Inc. (agent) to rezone approximately 0.6 hectares of land located on the west side of Disputed Road, north of Bouffard Road municipally known as 6235 Disputed Road, from Agricultural (A) zone to a Traditional Neighbourhood Design Residential One (TND-R1-1) to develop six (6) lots as part of the first phase of a multi-phase development BE APPROVED based on the applicant's proposed plan; and that Administration BE AUTHORIZED to prepare the proposed severance agreement for execution purposes; and that the zoning by-law for the subject lands BE ADOPTED during the bylaw stage of the agenda.

**Carried.**

2. PROPOSED REMOVAL OF HOLDING ZONE SYMBOL ON POPE STREET

J. Rauti - 1137122 Ontario Limited (applicant and owner) appears before Council in support of removal of a holding zone symbol for approximately 650 sq. meters of land located on the north side of Pope Avenue, municipally known as 1170 Pope Avenue to allow for the construction of one single detached dwelling.

None in attendance in opposition to application.

354/18

Moved by: Councillor Desjarlais

Seconded by: Councillor Akpata

That the report of the Supervisor of Planning & Development dated September 19, 2018 (DS-54-18) regarding the request of 1137122 Ontario Limited - J Rauti (applicant and owner) for removal of a holding zone symbol for approximately 650 sq. meters of land located on the north side of Pope Avenue, municipally known as 1170 Pope Avenue to allow for the construction of one single detached dwelling BE APPROVED; and that Administration BE AUTHORIZED to prepare the required amending development agreement for execution purposes.

**Carried.**

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

**Clerks Note:** *The following reports were brought forward in the following order.*

### **3. ALLEY CLOSING APPLICATION MUNICIPAL LAND ABUTTING LOTS 34 TO 36 AND PART OF LOT 37, REGISTERED PLAN 802**

A family member on behalf of Ms. Piva, appears before Council in support of alley closing application for municipal land abutting lots 34 to 36 and part of lot 37, registered plan 802.

355/18

Moved by: Councillor Burns

Seconded by: Deputy Mayor Bondy

That the report of the Planning Technician, dated September 14, 2018 (DS-57-2018) regarding a request to close and purchase a portion of municipally owned land abutting Lots 34 to 36 and part of Lot 37, Registered Plan 802, BE APPROVED and that the subject alley BE DECLARED as surplus as it is not required for municipal purposes; and that the said alley be disposed of in accordance with municipal policy; and that the owner be responsible for their share of lands, surveying and legal expenses.

**Carried.**

### **1. ALLEY CLOSING APPLICATION 7330 MATCHETTE ROAD**

Elaine Pearce, resident & applicant, appears before Council in support of alley closing application for 7330 Matchette Road.

356/18

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Meloche

That the report of the Planning Technician, dated September 11, 2018 (DS-53-2018) regarding a request to close and purchase a portion of a municipally owned alley located side of Lots 1 to 5, Registered Plan 780, municipally known as 7330 Matchette Road, BE APPROVED and that the subject alley BE DECLARED as surplus as it is not required for municipal purposes; and that the said alley be disposed of in accordance with municipal policy; and that the owner be responsible for their share of lands, surveying and legal expenses.

**Carried.**

### **2. ALLEY CLOSING APPLICATION 1195 MAPLE AVENUE**

Wayne Wasp, resident and applicant, appears before Council in support of alley closing application for 1195 Maple Avenue.

357/18

Moved by: Councillor Burns

Seconded by: Councillor Akpata

That the report of the Planning Technician, dated September 12, 2018 (DS-55-2018) regarding a request to close and purchase a portion of a municipally owned alley located side of Lots 262 to 265, Registered Plan 677, municipally known as 1195 Maple Avenue, BE APPROVED; and that the subject alley BE DECLARED as surplus as it is not required for municipal purposes; and that the said alley be disposed of in accordance with municipal policy; and that the owner be responsible for their share of lands, surveying and legal expenses.

**Carried.**



4. CONSULTING FIRM AWARD - TOWN OF LASALLE RADIO COMMUNICATIONS STUDY

358/18

Moved by: Councillor Meloche

Seconded by: Deputy Mayor Bondy

That the report of the Deputy Fire Chief dated September 19, 2018 (FIRE-12-18) regarding a Request for Proposal (RFP) for a Town of LaSalle Radio Communications Study BE RECEIVED; that the proposal received from Brightstar in the amount of \$29,600.00 BE APPROVED; that Administration BE AUTHORIZED to award the project and proceed with a formal agreement with Brightstar; and that the corresponding bylaw BE ADOPTED during the bylaw stage of the agenda.

**Carried.**

5. VINCE MARCOTTE PARK WOOD FIBRE PLAY SURFACE

359/18

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Bondy

That the report of the Manager of Roads and Parks dated September 6, 2018 (PW-45-18) regarding a revised Request for Quotation (RFQ) for the Vince Marcotte Park Play Surface and Site Work project BE RECEIVED and that the quotation received from JCS Construction in the amount of \$81,673.25 (plus HST) BE APPROVED and that Administration BE AUTHORIZED to award the project to JCS Construction and proceed with an agreement; and that the corresponding bylaw BE ADOPTED during the bylaw stage of the agenda; and that a report of creating a fully accessible playground BE CONSIDERED in the 2019 Budget.

**Carried.**

**Opposed:** Councillor Akpata and Councillor Meloche

6. APPOINTMENT OF CITIZEN REPRESENTATIVES TO COMMITTEES

360/18

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the report of the Deputy Clerk dated September 17, 2018 (CL-24-18) recommending the terms of membership for current citizen appointees to the Committee of Adjustment, Planning Advisory Committee, Accessibility Advisory Committee and Police Services Board BE EXTENDED to February 1, 2019 subject to the willingness of the members to continue to serve.

**Carried.**

7. WESTERN LAKE ERIE NATIONAL MARINE CONSERVATION AREA  
PROPOSAL

361/18

Moved by: Councillor Burns

Seconded by: Councillor Renaud

That correspondence received from Tamara Stomp dated September 14, 2018 requesting the Federal Government undertake a Feasibility Study to designate the Western Basin of Lake Erie as a National Marine Conservation Area, BE SUPPORTED and that a letter of support BE FORWARDED to Ms. Stomp to include in the package being sent to Ottawa.

**Carried.**

8. RECOGNITION OF LASALLE VOLUNTEERS

The following volunteer names are drawn at random to receive Windsor Symphony Orchestra tickets to the Saturday October 27, 2018 performance of "Witches and Wizards: The Music of Harry Potter" :

Becky Langlois, St. Joseph's School

Julie Richards, Mon. Augustin Caron

Caroline Mitias, Mon. Augustin Caron

Chantelle Martin, Mon. Augustin Caron

Kim Ewing, Sandwich West Public School

Stacey Graziano, LaSalle Public School

9. SUMMARY OF REPORTS TO COUNCIL

362/18

Moved by: Councillor Burns

Seconded by: Councillor Renaud

That the report of the Chief Administrative Officer dated September 25, 2018 being a summary of reports to Council BE RECEIVED.

**Carried.**

F. INFORMATION ITEMS TO BE RECEIVED

**Clerks Note:** *The following reports were brought forward in the following order.*

2. WSIB SAFETY GROUPS

363/18

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Renaud

That the report of the Human Resource Manager dated September 17, 2018 (CL-25-18) regarding our voluntary participation in the WSIB Safety Groups program with the final score of 95% based on the Safety Groups Program validation audit BE RECEIVED.

**Carried.**

1. LASALLE FIRE COMPLIANCE WITH EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT (EMCPA)

364/18

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That correspondence received from the Ministry of Community Safety and Correctional Services dated August 29, 2018 regarding Town of LaSalle Fire Department compliance with the Emergency Management and Civil Protection Act (EMCPA), BE RECEIVED.

**Carried.**

3. CORRESPONDENCE FROM ESSEX POWERLINES CORPORATION & ENVIRONMENT AND CLIMATE CHANGE CANADA RESPONSE

365/18

Moved by: Councillor Desjarlais

Seconded by: Councillor Meloche

That correspondence received from Joe Barile, General Manager, Essex Powerlines Corporation dated September 20, 2018 regarding power outages in the Town of LaSalle, and correspondence received from Gerald Cheng, Warning Preparedness Meteorologist, Environment and Climate Change Canada dated September 18, 2018 regarding notification of weather alerts issued in Essex County, BE RECEIVED.

**Carried.**

## **G. BY-LAWS**

366/18

Moved by: Councillor Akpata

Seconded by: Councillor Meloche

That the following Bylaws BE GIVEN first reading:

**8215** - A By-law to temporarily close certain roads in the Town of LaSalle to accommodate the LaSalle Craft Beer Festival 5 km Beer Run

**8216** - A By-law to appoint a Chief Administrative Officer for the Corporation of the Town of LaSalle and to repeal certain appointments

**8217** - A By-law to assume certain lands on Registered Plan 1576 and Concession 1 as a public highway

**8218** - A By-law to amend Zoning By-law No. 5050, the Town's Comprehensive Zoning By-Law, as amended

**8219** - A By-Law to authorize the execution of a Developer's Severance Agreement with 2601370 Ontario Limited.

**8220** - A By-law to authorize the execution of Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing and The Corporation of the Town of LaSalle under the National Disaster Mitigation Program

**8221** - A By-law to authorize execution of an Agreement between The Corporation of the Town of LaSalle and Brightstar Telecom Solutions Ltd. for Fire Service Radio Communications Study

**8222** - A By-law to authorize execution of an Agreement between the Corporation of the Town of LaSalle and JCS Construction Inc. for the Vince Marcotte Park Play Surface and Site Work Project

**8223** - A By-Law to authorize the execution of a Developer's Severance Agreement with Gerry Papia, 1433262 Ontario Limited and 957478 Ontario Limited

**Carried.**

367/18

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That by-law numbers 8215 to 8223 BE GIVEN second reading.

**Carried.**

368/18

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Burns

That by-law numbers 8215 to 8223 BE GIVEN third reading and finally passed.

**Carried.**

**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**

369/18

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Akpata

That Confirmatory Bylaw #8224 BE GIVEN first reading

**Carried.**

370/18

Moved by: Councillor Meloche

Seconded by: Councillor Burns

That Confirmatory Bylaw #8224 BE GIVEN second reading.

**Carried.**

371/18

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That Confirmatory Bylaw #8224 BE GIVEN third reading and finally passed.

**Carried.**

**N. SCHEDULE OF MEETINGS**

- Council Meeting - September 25, 2018 @ 7:00 p.m.
- Water & Wastewater Committee Meeting - October 9, 2018 @ 5:30 p.m.
- Council Meeting - October 9, 2018 @ 7:00 p.m.
- Committee of Adjustment - October 17, 2018 @ 5:30 p.m.
- Planning Advisory Committee - October 25, 2018 @ 5:30 p.m.
- Council Meeting - November 13, 2018 @ 7:00 p.m.

**O. ADJOURNMENT**

Meeting adjourned at the call of the Chair 8:48 p.m.

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Mayor: Ken Antaya

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Deputy Clerk: Linda Jean



## The Corporation of the Town of LaSalle

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<b>Date:</b>	October 1, 2018	<b>Report No:</b>	DS- 58 -2018
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Figure 1 & Petition received August 7, 2018
<b>Department:</b>	Development & Strategic Initiatives, & Public Works		
<b>Prepared By:</b>	L. Silani, M.PI, MCIP, RPP Director of Development & Strategic Initiatives  P. Marra, P. Eng. Director of Public Works	<b>Policy References:</b>	Council Adopted Strategic Plan and Official Plan
<b>Subject:</b>	Location of the new Asphalt Trail to be constructed within Phase 2B of the Forest Trails Estates Subdivision		

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### **RECOMMENDATION:**

That the required new asphalt trail to be built within the town-owned right of way, along the north side of Disputed Road (between Silver Maple and the roundabout), be allowed to be moved to a location within the publicly owned right of way that is no closer than 1.6 metres to the existing curb.

### **REPORT:**

A petition has been received from 5 new home owners located in Phase 2B of the Forest Trails Estates Subdivision (dated August 7, 2018 -- copy attached), requesting that the asphalt trail to be constructed in front of 6179, 6181, 6183, 6185 and 6187 Disputed Road be moved to the curb or as close to the curb as possible.

Currently, as per the language and approved plans as set out in the final approved and registered subdivision agreement, and the final set of approved engineering drawings, this new 2.4 metre wide asphalt trail is to be built no closer than 3.95 metres from the curb. Within this 3.95 metre wide publicly owned “green” boulevard area, street lights, signage, and street trees are to be located and maintained as part of the municipally owned road right-of-way.

Streets are an important component of component of urban neighbourhoods, and they need to be designed and maintained to enable safe and convenient access for all users, including cyclists, pedestrians and motorists of all ages and abilities. When properly designed and built they make it safe and easy for residents to bicycle or walk to nearby schools, parks and visit friends, to take part in active healthy lifestyles. Tree-lined boulevards on streets are also vital elements of liveable, healthy neighbourhoods. Street trees planted in the publicly owned boulevards, along all new roads provide LaSalle residents with many benefits, including:

- Improving public safety, by physically separating cyclists and pedestrians from vehicular traffic, slowing down traffic, and creating safer and more pleasant cycling and pedestrian environments;
- Reducing storm water runoff and improving water quality, by absorbing and filtering rainwater;
- Improving air quality/human health and lowering greenhouse gas emissions, by reducing air pollutants, storing and sequestering carbon dioxide and reducing harm to humans related to direct exposure to UV rays;
- Slow deterioration of street pavement -- thereby reducing pavement maintenance costs;
- Improving habitat for birds, insects and other wildlife.

LaSalle Council and the broader community have understood these benefits, and have taken active steps to make sure that new developments being built in LaSalle have streets with tree lined boulevards and physically separated trails and sidewalks that result in safe, inviting and “great streets and neighbourhoods” which support active healthy lifestyles for all existing and future LaSalle residents.

The Council adopted Official Plan requires that all developments are planned, designed and developed to ensure the safety and efficient movement of cyclists and pedestrians, with a highly inter-connected street network, and with street trees to be planted along all new streets built in the Town of LaSalle.

Below are two examples of residential streets that have been built as part of new developments in LaSalle, where in-boulevard asphalt trails are physically separated from the curb by tree-lined landscaped “green” boulevards.



It is important to remember that this section of Disputed Road is designated as a collector road, and is intended to carry larger volumes of traffic, and therefore having in-boulevard cyclist and pedestrian facilities physically separated from this vehicular traffic is an important public safety feature that needs to be maintained.

As part of informal discussions that have taken place with several of the affected property owners, a sketch was prepared to illustrate the location of the required asphalt trail in the public boulevard and to show its relationship to where existing homes have been built. On this sketch information was also provided by Staff to show what would happen if this trail were to be located closer to the curb. What is clear from this diagram is that no additional off-street parking spaces would be obtained, due to the fact that a minimum of 6 metres of depth would be needed within the town owned boulevard area. A recent site visit has revealed that several of the affected owners are currently parking 3 to 4 cars on their respective driveway. For the residents to be able to continue to park this many vehicles on their driveways (including on those portions of land that are owned by the Town) on an on-going basis, it would require the complete elimination of the asphalt trail (and the complete elimination of any other form of active transportation facility) in the town owned right of way. Figure 1 graphically depicts this information. We cannot support such a request for all of the reasons as set out in this report, and in previous Staff reports.

Instead, in our professional opinion, we can support moving the new asphalt trail closer to the existing curb, provided the new 2.4 metre asphalt trail is located no closer than 1.6 metres from the existing curb. By making this change to the location of the new asphalt trail at this location, the five affected residents will have the new in-boulevard asphalt trail moved 2.5 metres further away from the existing homes --- while still maintaining the required tree-lined boulevard area that physically separates pedestrians, roller bladers, persons in wheelchairs (or other mobility devices) and less experienced cyclists from vehicular traffic.

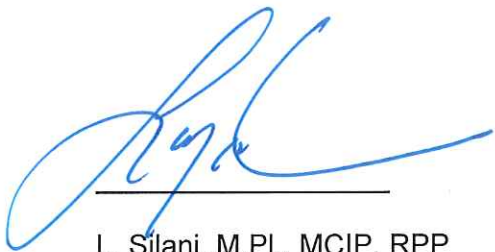
Our recommended change in location of the new asphalt trail maintains public safety, and facilitates LaSalle residents of all ages and abilities being able to walk and ride their bikes safely along this designated collector road, and to live healthier active lifestyles. It also is in keeping



with the approved Official Plan policy direction pertaining to how new streets and new developments are built in the Town of LaSalle.

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

Respectfully,




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



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

*Attachment*

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

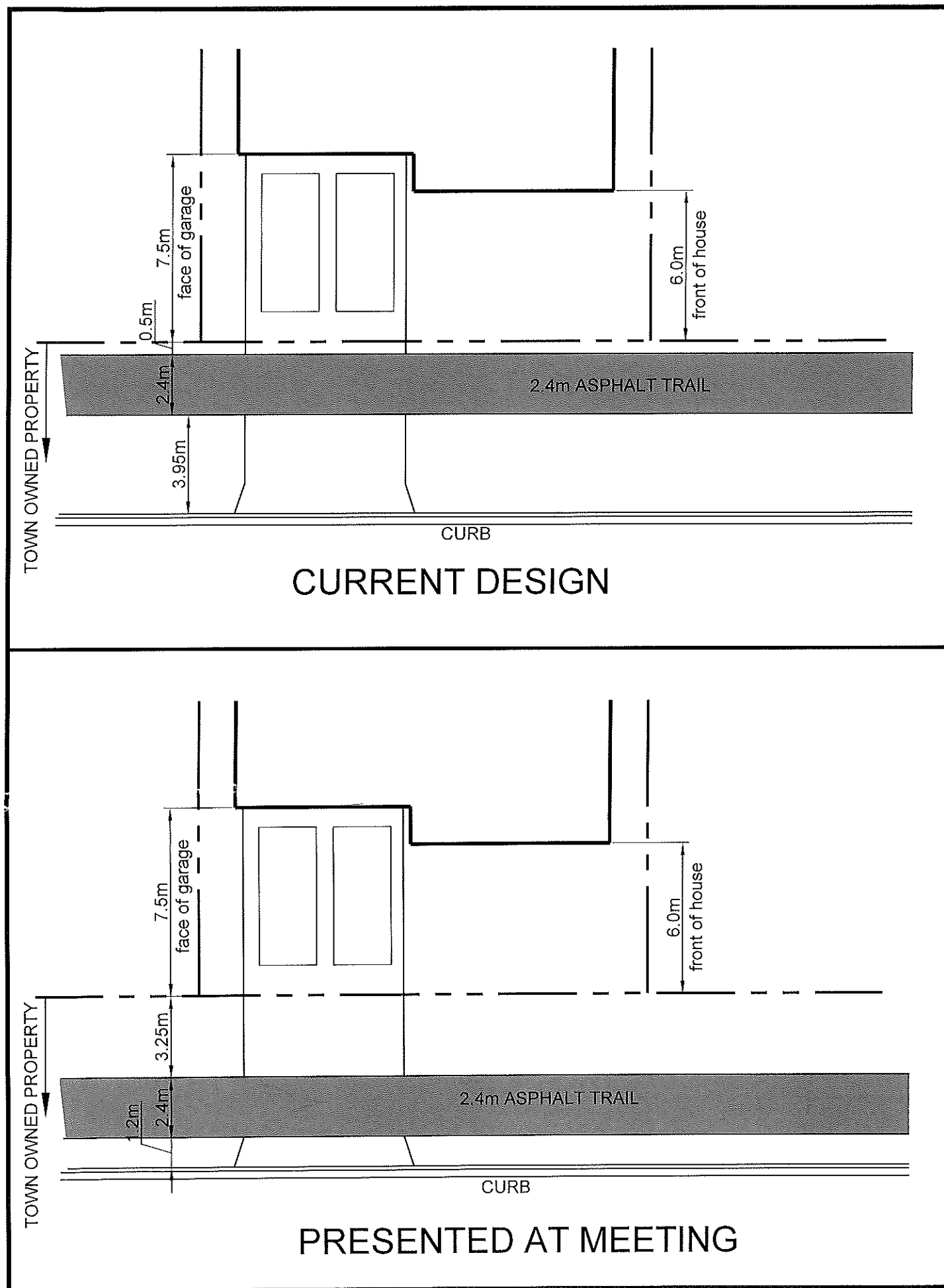
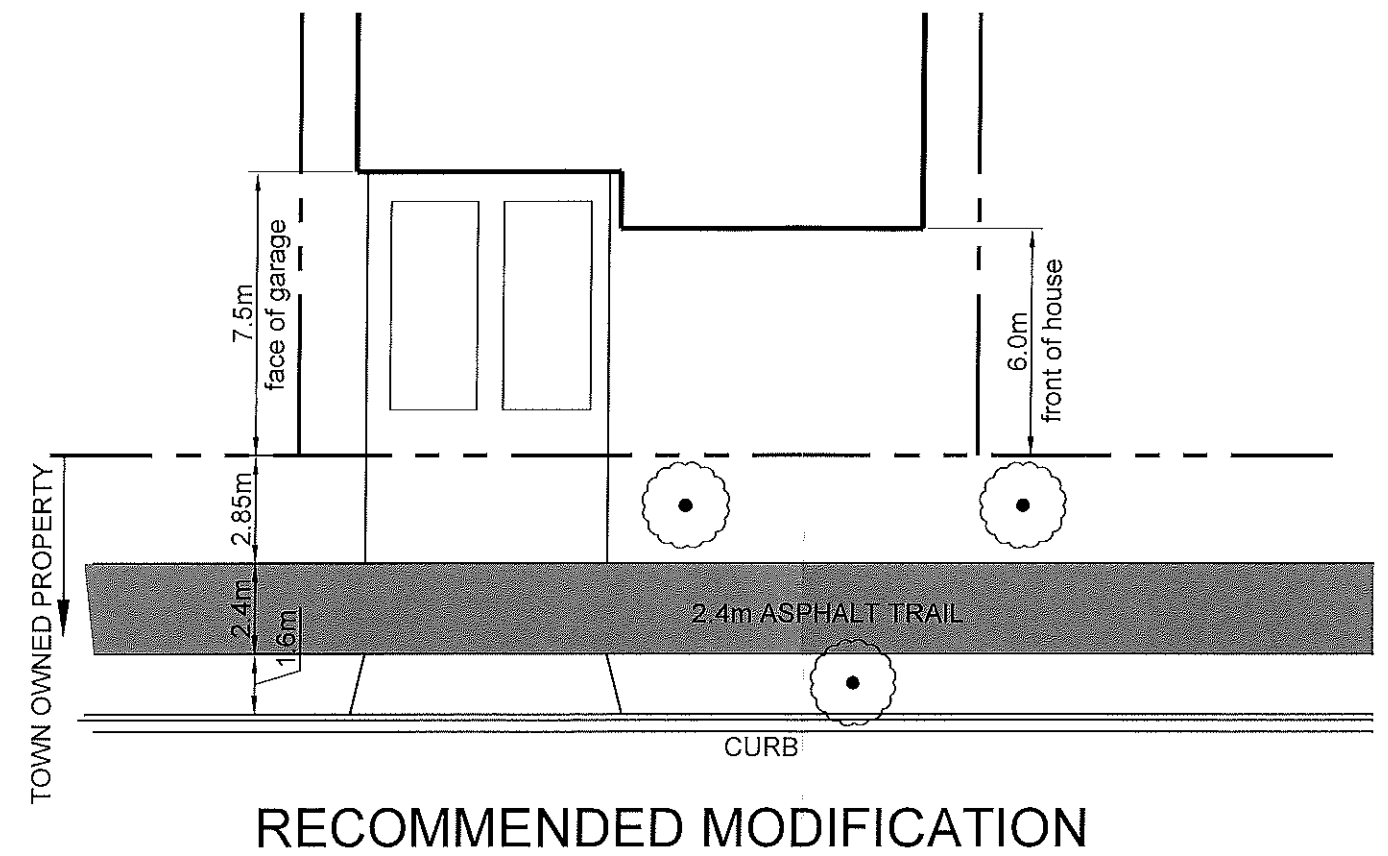


FIGURE 1



## TOWN OF LASALLE MAYOR AND MEMBERS OF COUNCIL

We the undersigned would like to SUBMIT our petition to the town of LASALLE to move the sidewalk or trail made of cement or asphalt from where it is currently scheduled to go to the curb or as close as possible to the curb.

NAME	ADDRESS	SIGNATURE
DENNIS DANERON	6179 DISPUTED RD	D. Daneron
Emily Daneron	6179 Disputed Rd.	E. Daneron
PANEL KONKALOWICZ	6185 DISPUTED RD.	[Signature]
LINH KONKALOWICZ	6185 DISPUTED RD	[Signature]
Mariam Ahmad Shah	6187 Disputed Rd	Mariam Shah
JAY QZU	6181 Disputed Rd.	[Signature]
HARINDER GHOTRA	6183 Disputed Rd	Harinder Ghotra

All information collected will be made available for public viewing. By signing this petition you acknowledge and give consent to share your name and address on a public Council agenda.

# **TOWN OF LASALLE**

## **Notice of Matters to be Considered on October 9, 2018**

**TAKE NOTICE** that the Council of the Corporation of the Town of LaSalle intends to consider passing a By-law for the closure and sale of part of an alley at its regular public Council meeting to be held in the Council Chambers located at 5950 Malden Road on Tuesday October 9, at 7:00 p.m. or as soon thereafter as Council determines.

That part of the alley that is proposed to be closed lies to the west of Lot(s) 123 to 125, and to the north of Lots 118 to 122, Registered Plan 1064. This alley lies to the west of the properties municipally known as 7865 and 7875 Malden Road.

In the event this alley is closed by Council, it is the intention to offer these lands for sale to the owners of land adjacent to the closed alley. The terms and conditions of these potential sales will be set out in the By-law.

Any document in the possession of the Town relating to this matter will be made available for inspection at the Clerk's office located at 5950 Malden Road during regular working hours (8:30 a.m. to 4:30 p.m.). This information will also be available on the Town's website ([www.town.lasalle.on.ca](http://www.town.lasalle.on.ca)) by noon on the Friday preceding the Council meeting.

If you wish to make written submissions either in favour of or against the passing of this By-law, those submissions must be received by the office of the Clerk no later than 4:30 p.m. on October 3, 2018 at the address/e-mail noted below.

At this meeting, Council will also hear any person who wishes to make oral submissions regarding the proposed By-law.

**L. Jean**  
**Deputy-Clerk**  
**Town of LaSalle**  
**5950 Malden Road**  
**LaSalle, ON N9H 1S4**  
**Email: [ljean@town.lasalle.on.ca](mailto:ljean@town.lasalle.on.ca)**

ALLEY CLOSING REQUEST - G. CUSTER, 7875 MALDEN ROAD

184/18

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Desjarlais

That the report of the Supervisor of Planning and Development Services dated May 1, 2018 (PL-31-2018) regarding the request of G. Custer to close and purchase the alley located to the rear of Lot 125 and Part of Lot 124, Registered Plan 1064, municipally known as 7875 Malden Road BE RECEIVED and that the alley BE DECLARED surplus as it is not required for municipal purposes; that the alley be disposed of in accordance with Council adopted policies; that the owners of 7875 Malden purchase a 15 foot by 55 foot portion of the north south alley and the 15 foot by 150 foot portion of the east/west alley (north of Lots 118 to 122) and the owner of 7865 Malden purchase the 15 foot by 63 foot remnant to the west; that all applicants be responsible for all surveying and legal expenses; that the Town Solicitor follow Council adopted policy and protocol when dealing with the sale and conveyance of the subject property; and that this matter be brought back to Council prior to the completion of this alley closing process at a public meeting.

**Carried.**





The Corporation of the Town of LaSalle

---

**Date:** May 1<sup>st</sup>, 2018 **Report No:** PL-31-2018  
**Directed To:** Mayor and Members of Council **Attachments:** Figure 1  
**Technical Review Committee**  
**Prepared By:** Allen Burgess, RPP, MCIP  
Supervisor of Planning and  
Development Services  
**Subject:** **Application for Alley Closing:**  
**Application on behalf of:** Gary Custer  
**Location of Application:** Alley to rear of Lot 125 and Part of Lot 124,  
Registered Plan 1064, municipally known as 7875 Malden Road

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**RECOMMENDATION:**

That the subject alley be declared surplus as it is not required for municipal purposes.

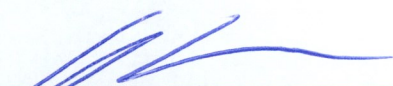
**REPORT:**

This report is intended to provide members of Council with a recommendation regarding a request that has been received to close and purchase a portion of a municipally owned alley. Mr. Custer wishes to purchase a portion of the alley located to the rear of his dwelling at 7875 Malden Road, to consolidate his ownership being Lots 118 to 122 on RP 1064, lands to the west of the subject alley.

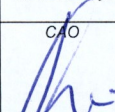
It is recommended that the alley be disposed of in accordance with Council adopted policies. It is further suggested that the owners of 7875 would purchase a 15 foot by 55 foot portion of the north south alley and the 15 foot by 150 foot portion of the east/west alley (north of Lots 118 to 122) and the owner of 7865 Malden could purchase the 15 foot by 63 foot remnant to the west. Figure 1 is attached depicting the property that is deemed surplus.

All Applicants are responsible for all land, surveying and legal expenses. The Town Solicitor will follow Council adopted policy and protocol when dealing with the sale and conveyance of the subject property. This matter will be brought back Council prior to the completion of this alley closing process at a public meeting. It should be noted that no vehicular access is permitted to these properties by way of the unopened Victory Street right of way.

Respectfully,

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

Attachment

Reviewed by:						
CAO	Finance	Clerk	Environmental Services	Development & Strategic Initiatives	Culture & Recreation	Fire
						



## REQUEST TO CLOSE ALLEY

Mayor and Members of Council  
Town of LaSalle  
5950 Malden Road, LaSalle, Ontario

I/We,

Gary R. Custer

hereby request that the alley to the rear of my lands known as Lots 125 + Part 124 + between Lot 122  
on Registered Plan Plan 1064 be closed and sold to me.

It is understood and agreed that the price of the alley is either \$1.00 or \$1.50 per square foot dependent on whether an easement is required by the Town, or as amended by Council By-law from time to time, and that I/We will be responsible for all legal costs attributable to the alley closing and sale, and pay these costs directly to the solicitor appointed by Council.

It is also understood that the Town has not made a site visit of the alley that is/are the subject of this application, and therefore is not aware of the existence of any possible encroachments or structures or other obstructions existing on the subject alley. I/We therefore acknowledge that the Town is not making any representations with regard to the existence or non-existence of any encroachments or structures or obstructions on the subject alley, and I/We hereby agree to accept responsibility for any and all costs that may be incurred with regard to the removal of such encroachments, structures or obstructions, if any, on the subject alley once the transfer of the title to me/us has been completed.

The reasons I/We am/are requesting this alley closing is

- The alley has never been developed or used.
- Also, the alley cuts across my property.
- I would like my two (2) pieces of property joined.

I/We am/are in no way bound by the signing of this request to complete this transaction.

DATED

June 12 / 2017

at

11 45 A.M. P.M.

Signature

Gary Custer

Address

Postal Code

Phone #

ARE YOU COVERED UNDER THE CAW LEGAL SERVICES PLAN?

☐ Yes

☒ No





Legend:



7875 Malden



7865 Malden

Title:

## FIGURE 1 - KEY PLAN



Scale: 1:300

File No: Alley Closing

Prepared For: Planning Dept.

Applicant: Gary Custer

Prepared By: DSI

Date: May 1, 2018

Notes:

This document is not a Legal Plan of Survey.





The Corporation of the Town of LaSalle

<b>Date</b>	October 1, 2019	<b>Report No:</b>	CL-28-18
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Draft Multi-Year Accessibility Plan
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Linda Jean, Deputy Clerk		
<b>Subject:</b>	2018 – 2022 Multi-Year Accessibility Plan		

**RECOMMENDATION:**

That the report of the Deputy Clerk dated October 1, 2018 (CL-28-18) regarding the 2018 – 2022 Multi-Year Accessibility Plan BE RECEIVED and that the 2018 – 2022 Multi-Year Accessibility Plan BE ADOPTED in accordance with the Integrated Accessibility Standards Regulation (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

**REPORT:**

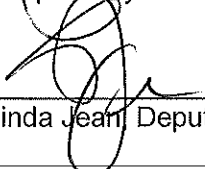
The Integrated Accessibility Standards Regulation (IASR) has established accessibility standards for public sector organizations and has introduced requirements for Information and Communications, Employment, Transportation and Design of Public Spaces. The IASR has also established the compliance framework for these regulations.


One of the requirements established is the implementation of a multi-year accessibility plan which contains a review of completed and future initiatives.

Attached is a draft copy of the 2018 – 2022 multi-year accessibility plan which has been reviewed and adopted by the LaSalle Accessibility Advisory Committee. The new five-year accessibility plan includes both new and continuing priorities and commitments that will help achieve the goal of identifying, removing and preventing barriers to accessibility.

As it is important to monitor and report on the progress and results of the five-year accessibility plan, the LAAC will conduct an annual review of the document and report on progress made.

Respectfully submitted,

  
Linda Jean, Deputy Clerk

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



## Multi-Year Accessibility Plan 2018-2022



Corporation of the Town of LaSalle  
5950 Malden Road, LaSalle, ON N9H 1S4  
Phone: 519-969-7770 | Fax: 519-969-4469  
[www.lasalle.ca](http://www.lasalle.ca)

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# A Message from....

## LaSalle's Accessibility Advisory Committee



Persons with disabilities represent a significant and growing part of the population in the province of Ontario. Approximately 1.9 million Ontarians have a disability - about 16% of the population. As the Baby Boom generation reaches retirement age, it is estimated that approximately 20% of the population will have disabilities.

The 2018-2022 Town of LaSalle Multi-Year Accessibility Plan provides an outline of the initiatives as well as future initiatives the Municipality has taken to date to provide a barrier free community ensuring we are meeting the needs of our diverse community and maintaining compliance with the *Accessibility for Ontarians with Disabilities Act, 2005, (AODA)*

### Committee Members:

Councillor Mike Akpata (Co-Chair)

Councillor Crystal Meloche (Co-Chair)

John Boyko

Savitri Dhiman

Russ Hazael

Jeff Kapasi

Cynthia Butcher

Prepared by:

Linda Jean Deputy Clerk

Rosa Miceli Council Coordinator



# Our Commitment



The Town of LaSalle is committed to the growth of an accessible community by enhancing programs, services and facilities for all residents. Accessible services meet people's needs while protecting the dignity and independence of people with disabilities. When services are accessible, people can easily navigate into and around buildings and offices, receive information in a format that works for them, and work in an accommodating place. We are committed to treating all people in a way that allows them to maintain their dignity and independence and are committed to achieving this in a timely manner.

This commitment has guided the Town in developing, implementing, maintaining and enhancing accessibility in the areas of customer service, information and communications, employment and transportation for all residents with disabilities. The Town affirms its commitment to meet the requirements of the Ontarians with Disabilities Act, 2001, Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code.

Council, employees, volunteers and those providing a good, service, program or facility on the Municipality's behalf are responsible for adhering to the parameters of this accessibility plan and for ensuring that the needs of people with disabilities are addressed when accessing the Municipality's good, services, programs and facilities.

The Town of LaSalle welcomes feedback in relation to this Plan, in the format most convenient to the person providing feedback. Our Accessibility Policies, Multi- Year Accessibility Plan and feedback are available at the Town of LaSalle website, [www.lasalle.ca](http://www.lasalle.ca)



# Accessibility Advisory Committee

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The regulations require the Town of LaSalle to have an Accessibility Advisory Committee to advise Council on the preparation and implementation of accessibility plans in order to remove barriers for people with disabilities, to ensure that new barriers are eliminated and to promote accessibility in the community. The majority of members must be persons with a disability.

The role of the AAC includes reviewing and advising Council in the following areas:

- New and existing municipal buildings where approval is required by the Town of LaSalle
- Significant renovations to municipal facilities
- Leased facilities or any other facility used as a municipal building
- Goods and services provided by the Town of LaSalle or agents providing services under contract with the Corporation as defined under the Accessibility for Ontarians with Disabilities Act (AODA)
- Integrated Accessibility Standards Regulation

During the Multi-Year Accessibility Plan 2013-2017, the LAAC has:

- reviewed the 2013-2017 Multi Year Accessibility Plan including the Mandate, Terms of Reference, Accessible Customer Service Policy and Purchasing Policy
- performed a review of various new municipal facilities including the Town of LaSalle Civic Centre, the LaSalle Police Department and the LaSalle Fire Department
- reviewed building projects for municipal facilities including the Front Road Accessible Park, the Vollmer Complex accessible family change room, accessible splash pad and the accessible playground with play surface



# An Accessible LaSalle



The objectives of the Town of LaSalle's Multi-Year Accessibility Plan are to incorporate these standards and outline the Municipality's strategy to prevent and remove barriers and meet its accessibility requirements under the A O D A. The first plan was initially reviewed by the Accessibility Advisory Committee in 2013. It is posted on the Municipality's website and is available in alternate accessible formats upon request.



In the development of the Multi-Year Accessibility Plan, the Municipality commits to the following:

- To post the Multi-Year Accessibility Plan on the Municipality's website and provide it in an accessible format upon request;
- To review and update the Multi-Year Accessibility Plan at least once every five years in conjunction with the Accessibility Advisory Committee;

## The Integrated Standards are:

- Customer Service
- Information and communications
- Employment
- Transportation
- Design of public space

## The general AODA requirements are:

- Procurement and purchasing
- Staff, volunteer and third-party training

# Legislative Background



The Accessibility for Ontarians with Disabilities Act was passed by the Ontario legislature with the goal of creating standards to improve accessibility across the province.

The Act allows the government to develop specific standards of accessibility designed to make Ontario more accessible in a number of areas: customer service, employment, information and communications, transportation and built environment.

## **Ontarians with Disabilities Act, 2001 (O D A), S.O. 2001, CHAPTER 32**

In 2001, the *Ontarians with Disabilities Act* (O D A) was established to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province.

## **Accessibility for Ontarians with Disabilities Act, S.O. 2005, C.11 (A O D A)**

The *Accessibility for Ontarians with Disabilities Act* (A O D A) was enacted in 2005 and was created to compliment the O D A and to address discrimination against persons with disabilities in Ontario. The purpose of the A O D A is to develop, implement and enforce accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and to provide for the involvement of persons with disabilities in the development of the accessibility standards.

## **O. Reg. 191/11: Integrated Accessibility Standards**

The Integrated Accessibility Standards Regulation (I A S R) were created as part of the A O D A. The I A S R establishes the accessibility standards for each of information and communications, employment, transportation, the design of public spaces and customer service. These standards are rules that businesses and organizations in Ontario have to follow to identify, remove and prevent barriers to improve accessibility for persons with disabilities.



# Progress So Far

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The Town of LaSalle has made significant progress in meeting the AODA requirements and standards. The Town's journey to accessibility is ongoing and every effort will be made to continue preventing and removing barriers.

## **In the Past 5 years:**

- Created family change areas that is accessible for the splash pad
- Offered partnerships with community organizations that assist persons with disabilities including Family Respite Services, Community Living, Chronic Disease Management and the Friendship Club
- Supported therapy programs in the H2Oasis pool at the Vollmer Recreation Complex
- Operate the accessible lift for the pool and whirlpool to ensure accessibility
- Provide accessible recreation programming for children at day camps and Oodles and Doodles
- Incorporated accessibility considerations into the Purchasing and Procurement Bylaw
- Reviewed building projects for municipal facilities including the Front Road Accessible Park, the Vollmer Complex accessible family change room, accessible splash pad and the accessible playground with play surface
- As of 2015 all new web content on the Town of LaSalle's website conforms to WCAG 2.0 Level A to ensure it is accessible to people with all disabilities. The website is accessible to the visually impaired as it has technology allow screen read software called Browsealoud
- In March 2017, LaSalle Council agreed to enter into a contract with Transit Windsor to provide transit service in LaSalle. The LaSalle route buses are fully accessible and are equipped with [Intelligent Transportation System \(ITS\)](#). ITS provides Stop Annunciation (AODA requirement) providing onboard voice and visual announcements. Security cameras have been installed on each Transit Windsor bus. This feature will enhance the safety of our riders and operators.
- An agreement with Handi-Transit, a specialized transit provider to subsidize trips for persons with disabilities requiring the service continues.
- The Town of LaSalle has successfully met the requirements of this standard through the development of Accessibility Standards for Customer Service Policy.
- Services Animals are welcome in all Town of LaSalle premises unless the animal is excluded by law.
- The Town of LaSalle is using internet and telephone voting in the 2018 election. As Accessibility is a cornerstone by which every election is measured, E-voting will provide visually impaired voters with options including telephone and their internet screen recognition readers. Persons with other physical disabilities or mobility issues do not need to attend a voting station or bring their voter kit to a mailbox. Internet and phone voting are the most accessible forms of voting providing persons with disabilities with the most independence. Many persons with disabilities already have adaptive devices on their home computers and phones that would be used to access the internet

## Progress So Far

or vote by phone without the assistance of a family member or friend. Special voting hours prior to election day are established as well as assistance at the two retirement home in Town are provided to assist residents with the voting process. A similar process occurred in 2010 and 2014.

- In 2018 the pebble play surface at Vince Marcotte Park was converted to an accessible rubberized play surface, also in 2018, a new accessible playground with play surface and a new accessible splash pad was constructed at the Vollmer Recreation Complex.





# Planned Initiatives 2018- 2022

## Achieving Accessible Customer Service

The Town of LaSalle is committed to recognizing the diverse needs of its residents and customers by striving to provide services that are accessible to all persons we serve.

The Town will promote accessible customer service through the development of policies, procedures & practices that considers persons with disabilities. The guiding principles are dignity, independence, equal opportunity, respect and integration.

The Accessibility Standards for Customer Service Policy is available through the Town of LaSalle website or in an alternate accessible format upon request.

Planned Initiatives	Planned Actions	Department	Timeframe
Accessible Customer Service Standard	<ul style="list-style-type: none"> <li>Review procedures to identify areas that can be improved. Ensure that all changes align with legislations and Town policies.</li> </ul>	Clerk's Department	Ongoing
Training	<ul style="list-style-type: none"> <li>Continue Integrated Accessibility Standards Regulations and Human Rights Code training which includes the training of new hires, volunteers and individuals who serve the public on behalf of the Municipality</li> </ul>	Clerk's Department/ Human Resources	Ongoing

# Planned Initiatives 2018- 2022



Planned Initiatives	Planned Actions	Department	Timeframe
Integration Services	<ul style="list-style-type: none"> <li>• Focus on growing recreation and leisure partnerships to increase programs offered that are accessible and inclusive in collaboration with community organizations</li> <li>• Incorporate accessible programming in pools and on trail networks throughout the municipality</li> <li>• Launch the new Active Interactive map so residents with any impairments can find information on recreation and leisure opportunities within the Town of LaSalle</li> <li>• Grow the Sneakers and Speakers series focuses on mobility and accessibility for the seniors 55+ within the Town</li> </ul>	Culture and Recreation	Ongoing

## Planned Initiatives 2018- 2022

Planned Initiatives	Planned Actions	Department	Timeframe
Self Service Kiosks	<ul style="list-style-type: none"> <li>The Town of LaSalle will continue to incorporate accessibility features when designing, procuring or acquiring self-service kiosks</li> </ul>	All Departments	Ongoing

# Planned Initiatives 2018- 2022

## Providing Comprehensive and Accessible Information

Information and communication are a large part of the Town of LaSalle's daily business. It is because of this that it is so important to ensure that information and communications are created and presented in a way that considers accessibility.

The Municipality follows universal design principles and best practices when developing, implementing and maintaining information and communications strategies and products. This includes websites and print communications materials as well as face-to-face interactions.

Planned Initiatives	Planned Actions	Department	Timeframe
Accessible LaSalle	<ul style="list-style-type: none"> <li>As of 2015 all new web content on the Town of LaSalle's website conforms to WCAG 2.0 Level A to ensure it is accessible to people with all disabilities</li> <li>The website is accessible to the visually impaired as it has technology allow screen read software called Browsealoud.</li> <li>Staff have received and will continue to receive training on developing content for the municipal website and a tip sheet for accessible documents will be created for Staff in 2019</li> <li>By 2020 all web content, intranet and all Town forms will conform with WCAG 2.0 Level AA</li> </ul>	All Departments	Ongoing
Accessible Training Documents	<ul style="list-style-type: none"> <li>Staff being continuously trained on accessible Word, PowerPoint, Excel and PDF documents</li> </ul>	All Departments	Ongoing



## Planned Initiatives 2018- 2022



Planned Initiatives	Planned Actions	Department	Timeframe
Notices	<ul style="list-style-type: none"> <li>Continue to provide emergency information in formats that are accessible and take into account the disabilities of members of the public requesting information. They also provide notice of temporary service disruptions that include the reason and duration to the public.</li> <li>Ensure that our Everbridge emergency notification system is accessible for the hearing impaired.</li> </ul>	Office of the CAO (Communication Services)	Ongoing

# Planned Initiatives 2018- 2022



## Continuing Accessible Employment Practices

Employment Standards set out accessibility requirement that the Town of LaSalle must follow to support the recruitment of accommodation of employees. This means that every person that works within the Municipality will be able to participate fully and meaningfully as a Town of LaSalle employee.

Planned Initiatives	Planned Actions	Department	Timeframe
Accommodation in Recruitment	<ul style="list-style-type: none"> <li>Notifying employees and the public about the availability of accommodation for applicants with disabilities in its recruitment, selection and notification process</li> <li>Notifying and providing accessible formats of communication as requested</li> </ul>	Humans Resources	Ongoing
Employee Accommodation Plans	<ul style="list-style-type: none"> <li>Continue to offer individualized employee accommodation plans.</li> <li>Accommodations will be made that take into account a person's disability such as physical, hearing, vision, deaf-blind, speech, mental health, learning, intellectual, sensory and temporary disabilities</li> </ul>	Human Resources	Ongoing



## Planned Initiatives 2018- 2022

Planned Initiatives	Planned Actions	Department	Timeframe
Individualized Emergency Response Information	<ul style="list-style-type: none"> <li>Continue to collect individualized emergency response information for new employees</li> <li>Advising employees of the workplace emergency response information and developing a procedure for implementation and accommodation</li> </ul>	Human Resources	Ongoing

# Planned Initiatives 2018- 2022



## Enhancing Accessibility of Public Spaces

The Municipality is committed to enhanced accessibility of our public spaces. As Municipal public spaces are constructed or redeveloped, the Municipality will ensure that persons with disabilities and the Accessibility Advisory committee are consulted.

Planned Initiatives	Planned Actions	Department	Timeframe
Recreational Trails and Access Routes	<ul style="list-style-type: none"> <li>• Clear widths, firm and stable surfaces, clear signage, location of amenities and ramps</li> </ul>	Public Works	Ongoing
Outdoor Public Eating Spaces	<ul style="list-style-type: none"> <li>• Portion of spaces accessible and level</li> </ul>		
Outdoor Play Spaces	<ul style="list-style-type: none"> <li>• firm and stable clear ground space</li> <li>• Firm and stable surfaces, incorporate accessibility features such as a sensory and active play components</li> <li>• Potential lift to be installed at Outdoor Splash pad bathroom pending approval of grants</li> <li>• Ensure more accessible washrooms pending approval of grants</li> <li>• Work in collaboration with the Culture and Recreation and Public Works departments to ensure playgrounds and plays spaces meet AODA requirements by 2025</li> </ul>	Culture and Recreation/Public Works	

# Planned Initiatives 2018- 2022



Planned Initiatives	Planned Actions	Department	Timeframe
Pedestrian Crossing Signals	<ul style="list-style-type: none"> <li>Installation of accessible pedestrian crossing signals at intersections have been installed throughout the Municipality and will continue to be installed as new crossing signals are installed</li> </ul>	Public Works	Ongoing
Accessible Sidewalks and Pathways	<ul style="list-style-type: none"> <li>The Town of LaSalle has installed flat ramps with bumps at sidewalk intersections as well as accessible asphalt and concrete pathways and trails throughout the Town. This process will continue as new sidewalks and paths are created</li> </ul>	Public Works	Ongoing
Exterior Paths of Travel	<ul style="list-style-type: none"> <li>Clear widths, ramps, tonal contrast and stairs have tonal contrast and tactile profiles, pedestrian signals, rest areas. This standard does not apply to paths of travel that are regulated by Ontario Building Code (ex. a path of travel from a parking lot with accessible parking spaces to an accessible building entrance)</li> </ul>	Public Works	Ongoing
Accessible Parking	<ul style="list-style-type: none"> <li>Accessible aisle between parking spots on Municipal Property with a minimum number of spots, signage, will provide two types of parking: Type A – wide parking spot 3400 mm with</li> </ul>	Public Works	Ongoing

## Planned Initiatives 2018- 2022



Planned Initiatives	Planned Actions	Department	Timeframe
	signage "van accessible" Type B – standard 2400 mm		
Service Related Elements	<ul style="list-style-type: none"> <li>Service Counters, fixed queuing guides (width, turn around space, cane detectable) and waiting areas (accessible seating and mobility aid space)</li> </ul>	All Departments	Ongoing
Maintenance and Restoration	<ul style="list-style-type: none"> <li>Maintenance and Restoration will be reviewed as needed</li> <li>The Town of LaSalle will reasonably continue to maintain public spaces. All trails, playgrounds and paths as well as playgrounds and walkways/sidewalks will be continuously maintained within reason by the Town of LaSalle to ensure the safety of citizens and to prevent barriers to people with disabilities</li> </ul>	Public Works	Ongoing

If a public space is temporarily disrupted or not functioning, the public will be notified in a variety of formats to educate about the scope of the disruptions.

Members of the public are encouraged to notify the Town of LaSalle if a function or maintenance issue occurs in a public space.



## Conclusion



The Town of LaSalle continues in its efforts to remove barriers from within the municipality. In accordance with the Provincial Legislation, the Municipality will continue to meet its compliance obligations by developing and implementing programs, policies and initiatives that create and maintain a fully accessible and inclusive community.

The identification and removal of barriers will continue to be an ongoing activity for municipal Council, employees, volunteers and those providing a good, service, program or facility on the Municipality's behalf.

For further information, please contact the Clerk's Office:

Agatha Armstrong, Director of Council Services/Clerk, [aarmstrong@lasalle.ca](mailto:aarmstrong@lasalle.ca) (519) 969-7779 Ext. 1223

Linda Jean, Deputy Clerk, [ljean@lasalle.ca](mailto:ljean@lasalle.ca) 519-969-7770 Ext. 1256

Rosa Miceli, Council Coordinator, [rmiceli@lasalle.ca](mailto:rmiceli@lasalle.ca) 519-969-7770 Ext. 1262





## The Corporation of the Town of LaSalle

<b>Date</b>	September 19, 2018	<b>Report No:</b>	CL-27-18
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	A) Updated Policy B) RDAD Policy
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Lauren Uszynski, Records Management Clerk		
<b>Subject:</b>	Council Services Policies		

### RECOMMENDATIONS:

1. That the amendments to the Records and Information Management Policy BE APPROVED.
2. That the Routine Disclosure and Active Dissemination Policy BE APPROVED.

### REPORT:

#### 1. RECORDS AND INFORMATION MANAGEMENT POLICY AMENDMENTS

The updated Municipal Policy Manual template introduced in March, 2017, requires that all policies be reviewed and updated to reflect current procedure.

The Records and Information Management Policy has been reviewed by the records management clerk and the following changes are suggested:

#### Section 5.2.1 Records Management Procedures

The following section has been amended as below:

~~A Records Management Manual will be developed to~~ The Records Management Manual will provide guidelines for the creation, capture, management, retrieval, storage, access and security of records throughout the records lifecycle. This manual will include information on all aspects of the records management program and identify all procedures or procedural documents for records management functions.

#### Section 5.4.2.2 Legal Hold

The following section has been added to reflect new Legal Hold procedures:

responding to requests as the policy provides conditions, exemptions and information to assist staff in responding to requests. It will provide information to both the public and to Municipal employees regarding how municipal records may be accessed. The public can consult the policy for a list of records which may be requested routinely, and municipal employees will have a formal policy to refer to when presented with records requests.

The three means of accessing records will be as follows:

- 1) Routine Disclosure
- 2) Active Dissemination
- 3) FOI Request

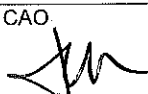

Records available by routine disclosure can be accessed without a formal request by contacting the department directly. Records available by active dissemination are made available to the public by the Town of LaSalle on the website, or at departmental counters. These records are listed in the Policy Table attached to the *Routine Disclosure and Active Dissemination Policy*. If a record is not listed on this table, the policy outlines that a formal FOI request must be submitted to the Clerk for access to these records.

The *Routine Disclosure and Active Dissemination Policy* was developed based on review of legislation, Town of LaSalle forms and website content, in consultation with the AMCTO's guide to creating an RDAD and interviews with front-line staff. The departmental tables were submitted to department heads and managers for approval. The policy discusses fees, requirements for requests, exemptions, response time, conditions on release, the availability of records, procedure and any legislation governing access to the records.

The policy will be reviewed annually to ensure that the table accurately reflects the current records holdings and practices of each department.

Lauren Uszynski, Records Management Clerk

*Lauren Uszynski*

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



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

<b>POLICY MANUAL SECTION:</b>	<b>POLICY NUMBER:</b>
Governance - General	G-GEN-007
<b>POLICY NAME:</b> Records and Information Management Policy	<b>AUTHORITY:</b> 113/17
<b>DATE APPROVED:</b> March 28, 2017	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b> March 2018
<b>STATUS:</b> Active	

## 1. PURPOSE

The purpose of the Records and Information Management Policy is to establish a framework for efficiently and effectively managing records of all formats. The records and information management program will ensure that the Town of LaSalle maintains, preserves and disposes of records in accordance with fiscal, operational, legal and regulatory requirements and in accordance with historical/archival needs. This policy will be a means of facilitating good record keeping practices and aims to foster accountability and transparency in records and information management.

## 2. POLICY STATEMENT

The Town of LaSalle is dedicated to proper maintenance, preservation and disposition of records created, captured, received and maintained by the Town of LaSalle. The Town of LaSalle recognizes that records are valuable corporate assets and that access, preservation and security must be ensured throughout the records life cycle. Effective records management contributes to the overall operation and decision making of the municipality by maintaining records deemed to have fiscal, legal, regulatory, administrative, operational, evidentiary or historical value.

## 3. SCOPE

This policy applies to all municipal records created, captured, received and maintained by the Town of LaSalle, regardless of format. This policy applies to all Town of LaSalle employees who create, capture, receive or maintain records and information for the Town of LaSalle.





## 4. DEFINITIONS

Active Records	Records that are consulted regularly. These records are stored in the departmental area or at an employee workstation for convenience.
Archival Records	Records that have been appraised and deemed to have enduring historical value.
Archival Review	An evaluation of records for potential archival value conducted by Records Management.
Archive	A repository of archival records that have been appraised for permanent retention.
Classification System	A systematic means of coding, categorizing and arranging records for use, retrieval and retention purposes.
Copy	Refers to a duplicate copy of an original record.
Destruction	Refers to the permanent deletion or obliteration of records, regardless of format. Methods for physical destruction of records include shredding and recycling. Records containing personal or sensitive information shall be destroyed in a secure manner.
Digitization	The process of converting physical documents into electronic form, by scanning or imaging of physical records such as paper documents, photographs, drawings, plans, etc.
Disposition	The final stage of the records life cycle. Records may be destroyed, retained permanently, or archived for preservation.
Inactive Record	A record that is no longer consulted on a regular basis, but is retained to fulfil legal, regulatory and operational requirements, or historical need.
Official Record	A record providing documentary evidence of the activities, rights, obligations and responsibilities of the Town on LaSalle. Recorded information that was created, received, distributed or maintained by the company in compliance with a legal obligation.
Permanent Record	A record with permanent retention due to its ongoing administrative, historical, fiscal, legal or operational value.
Record	All recorded information, regardless of structure or form, created, captured, received or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable corporate assets of the Town of LaSalle. Records may include, but are not limited to: correspondence, email, memoranda, invoices, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.



Records Life Cycle	The life span of a record from creation, receipt or capture, through active, semi-active and inactive stages, to final disposition.
Records Liaison	A designated individual within each department serving as a liaison between the department and records management.
Records Management	The planning and systematic control of the creation, capture or receipt, maintenance, use and final disposition of records.
Records Series	A group of related documents that are filed together for retrieval and retention. This group is assigned an identifying code and title.
Retention Period	The period of time that records must be kept to fulfill operational, legal, regulatory, fiscal or other requirements before they are eligible for final disposition.
Retention Schedule	A control document defining the record series (categories) and the period of time each series must be kept. This document will be used to classify records and establishes legal authority of the destruction of records after the retention period has expired.
Signing Authority	Refers to the Department Head or designate.
Transitory Records	Records having only temporary or limited usefulness or have been used in the preparation of a record. Often maintained for the completion of a routine task or in preparation of other records and are not required for operations or statutory obligations. Examples include working papers, external publications, duplicate copies, etc.
Vital Records	Records essential to resumption or continuation of operations after an emergency or disaster; those necessary to recreate the corporation's legal and financial position; and/or those necessary to preserve the rights of the corporation, its employees, customers, and ratepayers. Examples of vital records include accounts receivable / accounts payable records, tax rolls, contracts and agreements, By-Laws, policies and procedures, etc.

## 5. POLICY

### 5.1 RECORDS OWNERSHIP AND CUSTODY

- i. All records created, captured, received and maintained in the course of Town business are property of the Town of LaSalle and subject to all policies and By-Laws governing records and information.
- ii. Employees leaving their position at the Town of LaSalle will leave all Corporate Records to their successor or supervisor including, but not limited to, physical, electronic and email records. This also applies to transfers within the organization and temporary leave.





## **5.2 RECORDS AND INFORMATION MANAGEMENT PROGRAM**

The *Municipal Act, 2001* outlines that municipalities are responsible for maintaining and preserving records in a secure and accessible manner (2001, c. 25, s. 254 (1)). The establishment of a formal records and information management program will ensure Corporate-wide application of procedures and legal defensibility of records practices.

The objectives of the Records and Information Management Program shall be to:

- i. Establish and maintain a framework of good record keeping practices to support the operational, fiscal, legislative, regulatory and historical needs of the Town of LaSalle.
- ii. Establish clear and consistent procedures for records and information management.
- iii. Educate departments and divisions on the importance of proper records management, Corporate-wide consistency and availability of assistance.
- iv. Ensure that creation, management, storage and disposition of records is carried out in accordance with established procedures and in accordance with the Records Retention and Disposition By-Law.
- v. Ensure legal and regulatory compliance.
- vi. Ensure the preservation of the authenticity and integrity of records.
- vii. Identify and preserve records deemed to have permanent or archival value and those deemed to be vital records.
- viii. Establish accountability and responsibility for records management at all levels.
- ix. Provide input on topics effecting the management of information.

### **5.2.1 Records Management Procedures**

The Records Management Manual will provide guidelines for the creation, capture, management, retrieval, storage, access and security of records throughout the records lifecycle. This manual will include information on all aspects of the records management program and identify all procedures or procedural documents for records management functions.

### **5.2.2 Departmental Training and Assistance**

Departmental training sessions and assistance will be offered as time permits. The records management manual, training aids, and the records retention schedule will be made available to each department.

Assistance will be available in the following areas:

- i. Records and information management basics
- ii. The records retention schedule, classification and destruction of records
- iii. Records and information management policies and procedures
- iv. Security and access of records and information
- v. Laserfiche software and workflow assistance
- vi. Records storage
- vii. Digitization of records
- viii. Departmental records and information solutions



### 5.2.3 Compliance Audits

Periodic scheduled and un-scheduled compliance audits will be conducted to ensure the application of established records and information policies, by-laws and procedures.

## 5.3 RECORDS CLASSIFICATION

- i. All Corporate Records will be classified and disposed of in accordance with the current Records Retention By-Law.
- ii. When records cannot be classified according to the Records Retention Schedule, the records management clerk will perform a records analysis in order to obtain information on operational needs, legislative requirements and potential historical value. The records management clerk will then provide guidance and make any necessary amendments to the Records Retention Schedule, subject to approval.

## 5.4 RECORDS RETENTION AND DESTRUCTION

Municipalities can destroy records, provided that a retention/classification schedule is in place, that the specified retention has expired, or if it is a copy of the original record (*Municipal Act*, 2001, c. 25, s. 255 (2); 2006, c. 32, Sched. A, s. 109 (1)). The retention periods set out in the Town of LaSalle's Records Retention By-Law are based on The Ontario Municipal Records Management System (TOMRMS). Retention periods also take into account current usage, legal and regulatory requirements, operational, fiscal and archival needs.

### 5.4.1 Records Storage

- i. The Town of LaSalle maintains a decentralized records storage system, meaning that each department is responsible for the storage of records within their care.
- ii. Where records are transferred to departments or off-site storage facilities for storage, a Records Transfer Form must be completed (**See Appendix B**).

### 5.4.2 Destruction of Records

- i. The Town of LaSalle Records Retention By-Law sets retention periods and governs the destruction of records. The current Retention Schedule is available in the Clerk's Department. Departmental Retention Schedules will be developed based on our Retention By-Law and in consultation with the department.
- ii. Records that have been categorized according to the Records Retention Schedule may be destroyed if:
  - a. the retention period has expired
  - b. the record is a copy of the original record, provided there are no notations on copy retention for that record series





- iii. Records must be destroyed promptly upon expiration of the retention period. Records that have expired, but have not been destroyed, put the Town of LaSalle in a position of risk. If records are destroyed promptly and routinely, we can establish legal defensibility of records destruction practices at the Town of LaSalle.
- iv. The following procedure shall apply for destruction of records:
  - a. Records destruction, in compliance with the Records Retention By-Law, requires a completed Records Destruction Form signed by the Department Head or signing authority and the Records Management Clerk prior to the destruction of the records (**See Appendix A**). This form shall be retained permanently by the Records Management Clerk.
  - b. A certificate of destruction, provided by the secure records destruction vendor, must be forwarded to the records management clerk for storage with the Records Destruction Form. Stored together, the records destruction form and certificate of destruction provide legal proof that a record has been destroyed.
  - c. All records containing personal information must be destroyed in a secure and confidential manner. This includes physical, electronic and transitory records.
- v. Destruction of physical records after digitization is governed by processes which ensure the authenticity and integrity of records (See Section **5.6.1 Digitization Programs**)
- vi. Back-up copies may not be used to fulfill long-term or permanent retention requirements.

#### **5.4.2.1 Retention after retention expiration date**

- vii. In the event of litigation or investigation, routine destruction of records related to the matter will be suspended.
- viii. Where retention of a record for a further period after expiration is required, a Records Retention Authorization Form must be approved (**See Appendix C**).

#### **5.4.2.2 Legal Hold**

A legal hold is intended to initiate the preservation and suspension of destruction of any records related to certain legal matters. A formal Legal Hold Notice will be issued by the Council Services department to relevant employees and departments. Upon completion of the matter, a formal Legal Hold Release will be issued by the Council Services department.

### **5.5 TRANSITORY RECORDS**

- i. Transitory records have only temporary or short term usefulness, and are often used in the preparation of another record. Transitory records are often used for the completion of



a routine task and are not required for operations or statutory obligations. These records are not considered Official Records.

- ii. The records retention schedule shall not apply to transitory records. These can be destroyed when no longer needed and in the course of regular business.
- iii. For example, a report for Council is prepared and saved on the COM (I :) drive. When the report is signed and submitted for the agenda, the copy of the report on the COM (I :) drive is considered transitory and can be destroyed when no longer needed. See below table for more examples.
- iv. All legal holds issued shall also apply to transitory records. When a legal hold is released, routine destruction may resume.

### Official vs. Transitory Records

Official Records	Transitory Records
Correspondence, <i>including Email</i>	Duplicate copies
Original Minutes	Convenience Copies
Reports	Drafts with limited importance
Agendas	Reference Material
Permits	Personal files
Maps/Plans	Working Papers
Memoranda	External Publications
Policies	
Financial Transactions	
By-Laws	
Personnel Records	

## 5.6 ELECTRONIC RECORDS

- i. Electronic records are subject to the same legal, fiscal, regulatory and operational requirements and policies as physical records. Electronic records may be word documents, pdf documents, emails, text messages sent on a mobile device issued by the Town, Town related documents on any computer used by employees to complete work, etc.
- ii. Electronic records including Email, Voicemail, Social Media and Mobile or chat communications are records and are therefore subject to the legal, fiscal, regulatory and operational guidelines for records retention.
- iii. Digitization programs will be established to ensure proper standards are adhered to in the digitization of records.





- iv. Data stored on the Town of LaSalle's back-up server shall not be considered a record for the purposes of records retention or requests, and is intended for use only in disaster recovery or system failure.

#### **5.6.1 Digitization Programs**

There are requirements for the digitization of records, storage and retention in electronic form. Digitized records are required to meet certain criteria if they are intended to become the authoritative copy of the record. These criteria will ensure the authority, integrity and thereby legal defensibility of electronic-only records.

Physical records which have been digitized are not to be destroyed unless:

- i. The proper authorization for digitization and is obtained, as required by the *Canadian General Standards Board 72-11-93*.
- ii. Established digitization procedures are adhered to.
- iii. Quality control of digitization is completed.
- iv. Proper authorization for destruction is obtained.

### **5.7 ARCHIVAL RECORDS**

- i. Archival records will be preserved and stored for long-term preservation.
- ii. Archival records will be created and preserved in formats suitable for the retention period to ensure long-term usability.
- iii. Records subject to archival review will be submitted to the Records Management Clerk for evaluation when the retention period has expired.

### **5.8 VITAL RECORDS**

- i. The Town of LaSalle is committed to the identification and preservation of vital records.
- ii. A vital records program will be established to identify and preserve these valuable corporate assets.

### **5.9 RECORDS SECURITY AND ACCESS**

- i. Records shall be made available internally only to those who require access.
- ii. Records containing personal information shall be securely stored, preventing unauthorized access.
- iii. The Town of LaSalle will endeavour, where possible, to make records available to the public.



## **6. RESPONSIBILITIES**

### **6.1 DUTIES OF THE DEPUTY CLERK**

- i. Provide leadership and support for the Records and Information Management Program.
- ii. Authorize the destruction of records in compliance with the Records Retention and Disposition Schedule.
- iii. Authorize changes to the records retention schedule.
- iv. Authorize new procedure supporting the Records and Information Management Program.

### **6.2 DUTIES OF RECORDS MANAGEMENT CLERK**

- i. Administer the Records and Information Management Program, providing assistance in implementation and maintenance.
- ii. Maintain and update the records retention schedule and information management policies.
- iii. Develop and maintain procedures to support the Records and Information Management Program.
- iv. Authorize the destruction, archiving, extended retention and transfer of records.
- v. Conduct departmental assessments and offer training, assistance and recommendations.
- vi. Perform compliance audits.
- vii. Establish goals and timelines for records management initiatives and projects.
- viii. Provide consultation in purchase of software or filing equipment which will effect the storage, retrieval and maintenance of records and information.

### **6.3 DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS**

- i. Shall be responsible for the records in the care of the department.
- ii. Department Heads or Signing Authorities are responsible for approving departmental records destruction requests.
- iii. Will work with the Records Management Clerk to ensure policies and procedures are applied.
- iv. Will assign a records liaison in each department/division.

### **6.4 DUTIES OF THE RECORDS LIASION**

- i. Assist in the implementation of policies, procedure and recommendations at the departmental level.
- ii. Participate in records management training sessions.
- iii. Co-ordinate records storage space, physical and electronic, at the departmental level.
- iv. Arrange for transfer or archiving of records at the departmental level.
- v. Discuss any gaps or omissions in the retention schedule, policies or procedures with the Records Management Clerk for prompt assessment, schedule amendments and changes in policy/procedure.





## 6.5 DUTIES OF ALL EMPLOYEES

- i. Create and maintain complete and accurate records which will serve as evidence of decisions, transactions and business activities.
- ii. Comply with all records management policies, By-Laws and procedures.
- iii. Comply with the file classification systems and retention periods as specified in the current Retention Schedule.
- iv. Ensure records in their custody are properly classified, maintained, preserved and disposed of according to the established retention periods.
- v. Ensure that transitory records in their care are destroyed when no longer required.
- vi. Ensure the security and access of records in their care.
- vii. Ensure that records in their custody are protected from inadvertent damage or destruction.
- viii. Ensure that upon exit or transfer, all records in their custody are transferred to supervisor or predecessor. This includes all physical, electronic and email records.

## 6.6 DUTY TO DOCUMENT

The Town of LaSalle recognizes that key decisions are made and information received in verbal conversations, voicemail messages, chat, and other means that may or may not produce physical records. All employees, including managers and supervisors, are responsible for accurately documenting any key decisions or information not resulting in a record. This must be done in the course of regular business and will provide a valuable record of decisions and context to many projects, files, etc. See [Section 5.6 Electronic Records](#) or the **Records Management Manual** for more on documenting record types.

## 7. POLICY REVIEW

This policy will be periodically updated to reflect the current Records and Information Management Program. This policy must be reviewed by the stated review date and approved by the responsible department.

## 8. REFERENCES AND RELATED DOCUMENTS

### **By-Laws**

**Current Records Retention By-Law**

User Fees By-Law No. 7852 and amendments

### **Legislation**

*Canada Evidence Act, R.S.C. 1985, c. C-5*

*Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31*

*Municipal Act, 2001*

*Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990*



### **Standards/Regulations**

CAN/CGSB-72.34-2005 – Electronic Records as Documentary Evidence

CAN/CGSB-72-11-93 – Microfilm and Electronic Images as Documentary Evidence

Canada Revenue Agency – IC05-1R1 – Electronic Record Keeping

ISO 15489-1:2016(E) – Information and documentation – Records Management, Part 1:  
Concepts & Principles

ISO 15489-2:2001(E) – Information and documentation – Records Management, Part 2:  
Guidelines

**Secure Electronic Signature Regulations (SOR/2005-30)**

### **Related Procedures**

Procedure for Processing FOI Requests

### **Related Documents**

Archived Records Index

Controlled Vocabulary Index

Freedom of Information Request Form

**Records Management Manual**

## **9. ATTACHMENTS**

Appendix A: Records Destruction Form

Appendix B: Records Transfer Form

Appendix C: Records Retention Authorization Form



## ATTACHMENT "B"

### THE CORPORATION OF THE TOWN OF LASALLE POLICY MANUAL

<b>POLICY MANUAL SECTION:</b>  Governance – General	<b>POLICY NUMBER:</b>
<b>POLICY NAME:</b>  Routine Disclosure & Active Dissemination	<b>AUTHORITY:</b>
<b>DATE APPROVED:</b>	<b>DEPARTMENT RESPONSIBLE:</b>  Council Services
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b>
<b>STATUS:</b>  For Council Approval	

#### 1. POLICY STATEMENT:

The Town of LaSalle is committed to improving customer service and streamlining public access to municipal records. Routine Disclosure and Active Dissemination of records supports accountability and transparency, the foundation of which is providing access to municipal records, while protecting privacy in accordance with the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The routine disclosure and active dissemination policy was developed to ensure that the Town of LaSalle is proactive, efficient, open and accountable. These principles are the focus of the Information and Privacy Commissioner of Ontario's *Access by Design*.

In the *Town of LaSalle Strategic Plan (2015-2018)*, effectively communicating the Town's activities and interests was outlined as a key objective. Establishing the records available for routine disclosure and active dissemination will support this key objective, ensuring that both the public and staff are aware of records available for disclosure and identifying key records available on our website.

#### 2. PURPOSE

- i) To identify, provide and improve access to municipal records
- ii) To protect privacy, personal and confidential information
- iii) To improve accountability and transparency
- iv) To identify the records which may be routinely disclosed and made actively available
- v) To provide guidelines to staff for the release of records





- vi) To establish a routine procedure under which records may be released without the submission of a formal Freedom of Information (FOI) request

### 3. SCOPE:

This policy applies to all Town of LaSalle employees and all records in the custody and control of the Town of LaSalle. This policy does not apply to records or information which are exempt under sections 6-15 of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

### 4. POLICY:

#### 4.1 DEFINITIONS

Active Dissemination	The periodic release of government records in the absence of a request.
Confidential Information	Information subject to exceptions outlined in <i>MFIPPA</i> or information which the Town of LaSalle has deemed confidential.
FOI Coordinator	For the purposes of this policy and related procedures, the Director of Council Services/Clerk is designated as the FOI Coordinator. The Deputy Clerk and the Executive Assistant to the Chief Administrative Officer are designated as alternates.
Freedom of Information (FOI) Request	A formal request made under Freedom of Information legislation ( <i>MFIPPA</i> ).
MFIPPA	<i>Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Personal Information	Recorded information about an identifiable individual (not a corporation, partnership or sole proprietorship), including information relating to: a) race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual; b) education, medical, psychiatric, psychological, criminal or employment history, financial transactions; c) any identifying number, symbol, address, telephone number, fingerprints or blood type; d) personal opinions or views of the individual except if they relate to another individual, and views or opinions of another individual about the individual; e) correspondence sent to the Town which is implicitly or explicitly of a private or confidential nature and replies to the correspondence; f) the individual's name if it appears with any other personal information.





Personal Information Bank (PIB)	Is a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual.
Record	All recorded information, regardless of structure or form, created, captured, received or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable corporate assets of the Town of LaSalle. Records may include, but are not limited to: correspondence, email, memoranda, invoices, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.
Request, Formal	A request for access to or copies of a record which is submitted in writing detailing the requested records, is dated and signed by the requester. This type of request should be received only after the informal request has been denied. Fees apply.
Request, Informal	A verbal request for access to or copies of a record. May also be referred to as a routine disclosure request. All requests should begin informally and requesters should only formally submit a request as a last resort.
Responsible Department	Shall refer to the department that currently has control or custody of the record.
Routine Disclosure	The routine or automatic release of certain types of administrative and operational records in response to informal rather than formal requests under <i>MFIPPA</i> .
Third Party Information	Any person, group of persons or organizations whose interest might be affected by disclosure, other than the person, group of persons, or organization making a request for access. Where the third party is an individual, another person may in some cases, exercise his/her right.

## 4.2 ACTIVE DISSEMINATION

The Town of LaSalle is committed to making key records available to the public, where possible, on the Town of LaSalle website, through media releases, newsletters, notices, pamphlets, newspapers and advertising or for review at the Town Municipal Offices.

Where possible, any information released shall be made available in an accessible format.

Examples of public records routinely made available on the Town of LaSalle website include:

- Council Agendas and Minutes
- Frequently requested By-Laws
- Bid and Tender documents
- Municipal Policies
- Blank Applications and Forms



- Media Releases and Announcements
- Public documents related to Special Studies and Projects
- Master Plans
- Park, Trail and Road Maps
- The Town of LaSalle Activity Guide
- The Town of LaSalle Emergency Plan
- The Town of LaSalle Organizational Chart

### **4.3 ROUTINE DISCLOSURE**

Records identified for routine disclosure may be released by the responsible department upon request, subject to the governing rules listed below and exceptions in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

### **4.4 RULES GOVERNING ROUTINE DISCLOSURE REQUESTS**

#### **4.4.1 Requests**

- i) Routine disclosure requests should be made to the responsible department.
- ii) Routine disclosure requests may be denied or the records redacted, as per the exemptions outlined in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, or at the Clerk's Discretion.
- iii) If a routine disclosure request is denied, the requestor may submit a formal Freedom of Information Request (FOI) to the Clerk, subject to applicable fees.
- iv) Routine disclosure requests may be made verbally or in writing ([See the Routine Disclosure Request Form](#)).
- v) Staff may require the routine disclosure request be submitted in writing if the request is unclear or the scope of the request warrants it in writing ([See the Routine Disclosure Request Form](#)).
- vi) Routine disclosure requests may be required to be formally submitted as an FOI request if the search time and preparation of records may be deemed excessive. Fees may apply.
- vii) Records related to regular routine disclosure requests will be made available within 10 business days.
- viii) An estimate must be given within 10 days outlining the amount of time that a routine disclosure request may take for large volumes of records, records stored off-site, archived, or in a fragile state, where response may take longer.

#### **4.4.2 Conditions of Release**

- i) To confirm the identity of the requestor, identification may be requested. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (3).





- ii) Records will be routinely disclosed according to the conditions listed and in the manner specified in [APPENDIX A: Schedule of Records and Information for Routine Disclosure and Active Dissemination](#).
- iii) A staff member must be present at all times when a requestor is viewing an original record. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (1)(2).

#### **4.4.3 Personal and Confidential Information**

- iv) Personal information will not be released, except in accordance with exceptions provided in Section 14 of *MFIPPA*. Personal information may be redacted in response to a Routine Disclosure request. Requests for records containing personal information may be denied, requiring a formal Freedom of Information (FOI) request. MFIPPA, R.S.O. 1990, c. M.56, s. 14.
- v) The Town of LaSalle is committed to the confidentiality of Third Party information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, if the disclosure could reasonably be expected to cause harm to the interests of the Third Party. MFIPPA, R.S.O. 1990, c. M.56, s. 10. This includes copyrighted records and information.
- vi) Confidential Information, as defined in *MFIPPA*, or information is determined to be confidential by the Town, will not be released.
- vii) If the personal information in the record is not that of the requestor or an agent of the requestor, the information will be redacted, unless authorized by legislation or in writing by the individual to which the information pertains.
- viii) Residents have the right to review and correct their own personal information if it is believed that there is an error or omission. MFIPPA, R.S.O. 1990, c. M.56, s. 36

#### **4.4.4 Availability of Records**

- i) Reproductions (digital or paper) of records may be provided if the request pertains to archived or permanent records considered too fragile for public viewing. The records management clerk will make this determination.
- ii) Records stored off-site or archived may not be immediately available and may require extra time in order to fulfill the request.
- iii) In response to a request, the Town of LaSalle is not required to create records which do not otherwise exist.
- iv) The Town of LaSalle is not required to restore or recreate records which have been destroyed in accordance with the records retention By-Law.



## 4.5 FEES

**Fees** may apply in accordance with the current User Fees By-Law.

## 4.6 ROUTINE DISCLOSURE PROCEDURE

- 1) Upon receipt of a verbal or written request, consult the [Schedule of Records and Information for Routine Disclosure and Active Dissemination](#) to determine if the record can be routinely disclosed.
  - a. If the record is not listed in the Schedule of Records, consult with the FOI Coordinator or alternate to determine the appropriate response.
- 2) Consult the fee schedule for any applicable fees to provide an estimate to the requestor if required.
  - a. If fees apply, the requestor must make payment at the finance counter prior to obtaining the records.
- 3) Consult the schedule for any existing restrictions on the manner in which the records will be disclosed and any exceptions or exemptions.

## 5. RESPONSIBILITIES:

### 5.1 Department Heads:

- i) Ensure the protection of privacy and personal information collected, received or maintained by the department
- ii) Oversee routine disclosure and active dissemination within the department
- iii) Regularly review the Routine Disclosure and Active Dissemination policy and notify the Clerk's Department of any changes to departmental record holdings

### 5.2 FOI Coordinator / Alternate

- i) Provide guidance on release of records and Freedom of Information (FOI) requests
- ii) Provide information and guidance on the formal FOI request process

### 5.3 Employees:

- i) Assist the public with routine disclosure requests
- ii) Protect personal, confidential and third party information when responding to all requests
- iii) Follow all rules listed in section [4.4 Rules Governing Routine Disclosure Requests](#)
- iv) Review records available for routine disclosure
- v) Ensure familiarity with user fees and provide estimates
- vi) Consult supervisor if uncertain release of information
- vii) Direct requests for records not listed in Appendix A to the FOI Coordinator / Alternate





## **6. POLICY REVIEW:**

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

## **7. REFERENCES AND RELATED DOCUMENTS:**

Procedure for Processing FOI Requests  
Protecting Personal Information  
Town of LaSalle Strategic Plan (2015-2018)

Access by Design – *Information and Privacy Commissioner of Ontario* (2010)

*Accessibility for Ontarians with Disabilities Act, 2005*

*Assessment Act, 1990*

*Development Charges Act, 1997*

*Emergency Management and Civil Protection Act, 1990*

*Fire Protection and Prevention Act, 1997*

*Green Energy Act, 2009*

*Municipal Act, 2001*

*Municipal Elections Act, 1996*

*Municipal Freedom of Information and Protection of Privacy Act, 1990*

*Planning Act, 1990*

*Provincial Offences Act, 1990*

*Safe Drinking Water Act, 2002*

## **8. ATTACHMENTS:**

**APPENDIX A:** Schedule of Records and Information for Routine Disclosure / Active Dissemination

**APPENDIX B:** Routine Disclosure Request Form



## APPENDIX A : Schedule of Records and Information for Routine Disclosure / Active Dissemination

### Administration Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Advertising	RD	Excludes draft copies and correspondence.	Available by request to Administration Department.	
LaSalle Messenger Newsletter	AD	Excludes drafts and working copies.	Available on website and at Town Hall.	
Our LaSalle Community Guide	AD	Excludes drafts and working copies.	Available on website and at Town Hall.	
Media Releases / Announcements	AD	Excludes drafts and working copies.	Available on website	
Organizational Chart	AD	Excludes drafts and working copies.	Available on website.	
Strategic Plan	AD	Excludes drafts and working copies.	Available on website.	
Studies and Special Projects	AD	Excludes drafts and working copies.	Available on website. Some materials available on Council Agenda.	

### Council Services Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Accessibility Compliance Report	RD		Available by request to the Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 14 (2)</i>
Accessibility Plan	AD	Excludes correspondence, draft, and working copies.	Available on website or by request to Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, O. Reg. 165/16, s. 3 (1)</i>



Agreements & Contracts under seal	RD/AD	Excludes draft agreements, legal opinions, correspondence, various other agreement documentation.	Agreements under seal may be provided on the Council Agenda. Signed agreements provided upon request.  Fees may apply.	
Appointments to Boards & Committees	RD	Release of names and resolutions appointing individuals only. Will not release applications, correspondence, closed reports, agendas, minutes, or background information.		
By-Laws	RD/AD	Signed copy only. Excludes draft copies, confidential attachments, legal opinion, correspondence, and background information relating to By-Law.	Commonly requested By-Laws available on website. All other By-Laws available by request to the Clerks Department.  Fees may apply.	<i>Municipal Act</i> . 2001, s. 253(1); MFIPPA, s. 6(1)
Committee Agendas & Minutes	RD	Excludes closed or confidential committee records.	Fees may apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 6; <i>Municipal Act</i> . 2001, s. 253(1)
Council Agendas & Minutes	AD	Excludes Closed Session Agendas, Minutes and working notes.	Available on website or by request to the Clerk's Department.  Fees may apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 6; <i>Municipal Act</i> . 2001, s. 253(1)
Elections – Candidate Files	RD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act</i> , 1996, 1996, c. 32, Sched., s. 88 (6)
Elections – Candidate Financial Statements	AD		Available on website or for viewing at the Clerk's Department.	<i>Municipal Elections Act</i> , 1996, 1996, c. 32, Sched., s. 88 (5)
Elections – Nomination Papers	AD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act</i> , 1996, 1996, c. 32, Sched., s. 88 (6)
Incident / Accident Reports	RD	Copy can be provided to the individual referred to in the Incident /		





		Accident Report, insurance company or legal counsel.		
Lottery Licensing	RD	Confirmation of license issuance including license number, license holder, date of event and event location.	Available upon request from the Clerk's Department.	
Noise By-Law Exemptions	AD	Notice sent to surrounding residents.		
Policies	AD	Excludes drafts and working copies.	Available on website or by request to the Clerk's Department.  Fees may apply.	
Reports to Council and Committees	AD	Excludes reports to closed session or confidential reports and working notes.	Available on website in Agenda.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 6; <i>Municipal Act</i> , 2001, s. 253(1).
Resolutions	AD		Available in Council Minutes on website or by request to the Clerk's Department.	
Statements of Remuneration	RD	Statements of Remuneration prepared under Section 284 of the <i>Municipal Act</i> , 2001.		<i>Municipal Act</i> , 2001, s. 253(1); <i>MFIPPA</i> , s. 284.

## Culture & Recreation Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Facility Rental Agreements	RD	Provided only to renting party.	Available upon request.	
Grist Mill Book	AD		Available upon request at the Culture & Recreation Counter at Town Hall.  Fees apply.	
Parks & Recreation Master Plan	AD	Excludes drafts and working copies.	Available on website or at Culture & Recreation Counter at Town Hall.  Fees apply for hard copy.	





Pathway to Potential (P2P) Program Information	AD	Program information only. Excludes registrations, reports, etc.	Available at Culture & Recreation Counter at Town Hall.	
Programming Information	AD	Excludes registrations and personal information.	Available in activity guide, on website, or by request.	
Vendor Event Packages	AD	Excludes completed registration.	Available on website or at Culture & Recreation Counter at Town Hall.	

## Development & Strategic Initiatives Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Bouffard & Howard Planning Districts – Development Standards Manual	AD	Excludes working copy and drafts.	Available on website.	
Building Permit Files	RD	Released to property owner, authorized agent, or individual with written permission from the owner.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Building Plans (Residential Buildings)	RD	Released to property owner, authorized agent, or individual with written permission from the owner.  Copyright Act may apply to some drawings and plans.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Development Charges Background Report	AD	Excludes working copy, drafts, and background information.	Available on website.	<i>Development Charges Act</i> , 1997, S.O. 1997, c. 27, 2015, c. 26, s. 5 (3)
Official Plan and Amendments	AD	Excludes draft copies, correspondence, legal opinions, etc.	Available on website or by request to the Development & Strategic Initiatives Department, Planning Division.  Fees may apply.	
Planning Act related applications and supporting materials	AD	Excludes records not yet considered by Council, legal opinions, or other confidential records. Personal information will be redacted prior to	Available by request to Development & Strategic Initiatives Department, Planning Division.	<i>Planning Act</i> , R.S.O. 1990, c. P.13, s. 1.0.1, s.14.2(6); <i>Municipal Act</i> . 2001, s. 253(1); <i>MFIPPA</i> , R.S.O. 1990, c. M.56



<ul style="list-style-type: none"> <li>- Official Plan Amendment</li> <li>- Zoning Applications</li> <li>- Subdivision Applications</li> <li>- Part Lot control</li> <li>- Consent Applications</li> <li>- Variance Applications</li> </ul>		the release of any information. Drawings may be subject to the exemptions listed in <i>MFIPPA</i> .		
Planning Act and Committee of Adjustment Notices	AD		Available on website or by request to Development & Strategic Initiatives Department, Planning Division.	<i>Planning Act</i> , R.S.O. 1990, c.P.13, s. 14.2(6); <i>Municipal Act</i> . 2001, s. 253(1)
Work order and zoning compliance letters	RD	Released to lawyers and real estate agents.	Available by request to Development & Strategic Initiatives Department.  Fees apply.	
Zoning By-Laws & Amendments	AD	Excludes drafts, information not considered by Council, correspondence, background information, etc.	Available on website or by request to the Council Services department.  Fees may apply.	

## Finance Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Assessment Rolls	RD	<p>Assessment roll books are made available for public viewing at Town Hall. Assessment roll information is not provided by phone or email, except to the property owner. Proof of identification will be required.</p> <p>No information pertaining to the roll number will be given out.</p> <p>Assessment rolls currently stored off-site may not be immediately available.</p>	<p><b>Current year and previous year:</b> Available for viewing at Finance Counter at Town Hall</p> <p><b>Archived copies:</b> Request by phone or email to finance department: 519-969-7770 ext. 1230 taxes@lasalle.ca</p> <p>Fees may apply.</p>	<i>Assessment Act</i> , R.S.O. 1990, c. A.31, s. 39
Asset Management Plan	AD	Excludes drafts and working copies.	Available on website.	



Audited Financial Statements	AD		Available on website.	
Budget (Proposed and approved)	AD	Excludes drafts and working notes.	Available on website or at the Finance counter at Town Hall for viewing.	
Development Charges Background Report - Final	AD	Excludes working copy, drafts, and background information.	Available on website.	
Energy Consumption Report	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Energy Management Plan	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Maps	RD/AD	Includes maps used for general purposes.	Trail & Street maps available on website and at Town Hall. Other maps available by request from GIS Technician.  Fees may apply.	
Remuneration	RD	Includes only final statements of remuneration prepared under section 284 of the <i>Municipal Act, 2001</i> .		<i>Municipal Act, 2001, c. 25, sec. 253(1)</i>
Security video footage	RD	Available only to law enforcement by written request.		
Tax account hard copy	RD	Available to registered owner or representative only.	Available by request from the Finance department.  Fees apply.	
Tax account information	RD	Available to the registered owner or representative only.	Available by request from the Finance department.  Fees may apply.	





Tax Certificate / Lawyers Letter	RD	Available to registered owner or representative only.	Available by request from the Finance department.  Fees apply.	
Water account information	RD	Available to registered owner or representative only.	Available by request from the Finance department.	
Water Financial Plan	AD		Available on website.	<i>Safe Drinking Water Act, 2002, S.O. 2002, c. 32</i>

## Fire Services

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Incident Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Services.  Fees apply.	<i>MFIPPA, R.S.O. 1990, c. M.56.</i>
Inspection Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Services.  Fees apply.	<i>MFIPPA, R.S.O. 1990, c. M.56.</i>
Fire Master Plan	AD	Excludes drafts and correspondence.	Available on website.	
Fire Safety/Prevention Information	AD		Available on website and social media, or by request.	
LaSalle Fire Service Annual Report	RD		Available by request to Fire Services.	
Recreational Fires – Quick Reference Sheet	AD		Available on website.	
Town of LaSalle Emergency Response Plan	AD	Excludes drafts and confidential information.	Available on website.	<i>Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, s. 10.</i>





Water and Wastewater Rates	AD		Available on website.	
Work Orders	RD		Verbal confirmation on status of an order may be released.	



## ROUTINE DISCLOSURE REQUEST FORM

**Routine Disclosure Request made to:**

Corporation of the Town of LaSalle  
5950 Malden Rd.  
LaSalle, ON, N9H 1S4

Request For:	Preferred Method of Access:
<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information <input type="checkbox"/> Other	<input type="checkbox"/> Review Original <input type="checkbox"/> Copy

Requestor Information:	
Date:	
Name:	
Organization:	
Address:	
City:	
Province:	
Telephone Number:	
Email:	
Signature:	
<small>*Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator at 519-969-7770 ext. 1256.</small>	

Detailed Request Information	
Please include any description or additional information related to the request	
Request Details:	



For office use only:	
<b>Date Received:</b>	
<b>Request Status:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Request Notes:</b>	
<b>Date Completed:</b>	





## The Corporation of the Town of LaSalle

<b>Date</b>	October 4, 2018	<b>Report No:</b>	<sup>30</sup> CL- <del>28</del> -18
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	1. Fit for Duty Policy
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Rick Hyra, Human Resources Manager		
<b>Subject:</b>	Fit for Duty Policy		

### RECOMMENDATION:

That the report (CL-<sup>30</sup>~~28~~-18) prepared by the Human Resources Manager dated October 4, 2018 regarding the attached Fit for Duty Policy be APPROVED AND that Council AUTHORIZE Administration to make further changes to this Policy as may be required in the future.

### REPORT:

On October 17, 2018 the Federal Government will legalize cannabis for all individuals 19 years of age and older. The attached Fit for Duty Policy has been prepared in order to reinforce the importance of having employees report to work in a physical and mental condition that allows the employee to complete their duties in a safe manner.

Given that the legalization of cannabis is new, it is anticipated that changes to the existing Provincial *Cannabis Act, 2017* will be made. On September 27, 2018, the Provincial Government introduced new legislation (*Bill 36, the Cannabis Statute Law Amendment Act, 2018*) that contains several amendments to previous legislation. As of October 4, 2018, Bill 36 had completed Second Reading and pending the outcome of this Bill changes to this policy may be required in a timely manner.

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

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

# The Corporation of the Town of LaSalle

## Fit for Duty Policy

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### Scope

This policy applies to all employees of the Town of LaSalle.

### Purpose

To ensure that employees are fit to perform their duties while at work and to protect the safety of all employees in accordance with Section 25 of the *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*:

#### *Duties of employers*

#### *Section 25 (2)*

- h) take every precaution reasonable in the circumstances for the protection of a worker*

### Definitions

**Alcohol** means any type of hard liquor, beer, wine, coolers, liqueurs, etc. or other product containing alcohol such as rubbing alcohol, mouthwash, etc.

**Cannabis** means any type of product derived from the cannabis plant including the leaves, flowers, oils, hashish, edible products, etc.

**Illegal drugs** means any type of medication not specifically prescribed to the individual such as opioids, fentanyl, etc., or street drugs such as cocaine/crack, heroin, acid, etc.

**Fit for duty** means reporting to work in a physical and mental condition that allows the employee to safely perform the assigned duties and responsibilities to an acceptable standard and in a manner that does not compromise or threaten either the employee or another individual's health and safety. For greater clarity, the requirement to report fit for duty does not preclude an employee from reporting to work while afflicted by a minor, transient illness or injury such as a headache, cold, etc. provided that the illness or injury does not pose a reasonable and/or foreseeable threat of injury to either the employee or another individual.

## **Fit for Duty**

1. Employees are required to report to work fit for duty.
2. Employees shall not consume, possess, sell, or distribute alcohol, cannabis and/or illegal drugs while at work.
3. Employees who are not fit for duty as a result of either alcohol, cannabis, or illegal drugs are to immediately report their condition to their Supervisor or Manager. The Supervisor or Manager shall assess the situation and take immediate, appropriate action, including by way of example:
  - a. re-assigning the employee to non-safety sensitive work, if reasonable to do so
  - b. arranging for the employee to be transported home
  - c. contacting Human Resources for assistance
4. In accordance with Section 28 of the *Occupational Health and Safety Act, R.S.O. 1990, c. O.1* employees are to report to their Supervisor any hazard. For example, another employee that is believed to be working under the influence of alcohol, cannabis, or illegal drugs may create a hazard in the workplace.

### *Duties of workers*

#### *Section 28 (1)*

- d) *report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows*

The Supervisor or Manager shall assess the situation and take immediate, appropriate action as outlined above.

5. Any employee who suffers from substance abuse or any other disability may seek assistance and accommodation from the employer. Employees are required to seek such accommodation immediately and prior to any incident, accident or breach of this policy.

In the event that an employee does not seek such assistance and then later becomes involved in an incident or accident and is found to be under the influence of alcohol, cannabis, or illegal drugs, such employee will be subjected to proportional discipline. Employees are encouraged to speak with their Supervisor or Human Resources for confidential assistance.

6. Any employee prescribed medical cannabis will be required to inform their Supervisor or Manager of the prescription prior to consuming the medication

when required to work. Further medical information may be required by Human Resources in order to determine the level of accommodation required.

### **Employee Assistance Program**

A free and confidential Employee Assistance Program is available to all employees and dependents of the Corporation. In the event that you wish to utilize this confidential service, please contact 1-877-207-8833 and identify yourself as a Town of LaSalle employee.

### **References**

- *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
- *LaSalle Return to Work Policy*





The Corporation of the Town of LaSalle

<b>Date</b>	October 3, 2018	<b>Report No:</b>	C & R 2018-19
<b>Directed To:</b>	Council	<b>Attachments:</b>	C & R 2018 - 14
<b>Department:</b>	Culture and Recreation	<b>Policy References:</b>	
<b>Prepared By:</b>	Director of Culture and Recreation		
<b>Subject:</b>	Update on Renovations at the Vollmer		

**RECOMMENDATION:**

That the report from the Director of Culture and Recreation dated October 3, 2018 (C&R 2018-19) regarding an update on the renovations to the Vollmer Recreation Complex BE APPROVED;

AND THAT Council authorize a total expenditure of \$89,778 + HST for the renovations at the Vollmer to include additional storage under -stands in Rink A (included in 2018 budget), millwork, door hardware, opening of fitness wall, creation of new office and staff room all in accordance with the details contained within this report.

AND FURTHER THAT the costing be included in the 2019 budget.

**REPORT:**

Staff worked with JP Thomson to establish a work plan to renovate the Vollmer Recreation Complex and meet the operational needs and enhance program delivery. The details of the renovation were included in report R & C 2018 -14 (see attached).

The storage room creation under Rink A stands was included in the 2018 Capital budget and approved at \$25,000. The remainder of the project was presented to Council noting operational upgrades to the fitness area, upstairs washroom, hallway, millwork, reconfiguration of the Play Your Way Room to create an enhancement for staff to include a new office for the Facility Manager and staff room.

JP Thomson coordinated the RFP process and received a detailed breakdown of the costing from Vince Ferro Construction who was the low bidder. The breakdown addresses all the items listed in the renovation plan and notes a possible addition of \$7,800 to be considered for carpet. Staff plan to include this in the 2019 budget.

The detailed list of renovation items with costing breakdown are as follows:

Project description & Cost	Quote	Budget	Difference
Storage under stands	\$26,800	\$25,000	+ \$ 1, 800
Fitness Area, Washroom, New Office, Staff Room	\$62,978	\$35,090	+ \$ 27,888
*bathroom & Fitness Wall \$18,000			
*new staff room/millwork \$34,400			
*new office \$ 9,500			
*door hardware \$ 1,078			
	\$89,778	\$60,090	+ \$ 29,688

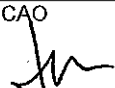
M Beaulieu, an architect from JP Thomson met to discuss options and renovation design with the Facility Manager and Director of Culture and Recreation. Original estimate presented to Council previously for the renovation was approximately \$60,000 which included the approved \$25,000 in 2018 budget.

In the previous report Staff were granted approval for \$35,090.00 to be taken from the reserves to fund the additional work recommended to enhance service and improve operations at the Vollmer. With the recent quote this total has now increased an additional \$29,688 with a request for funding of \$89,778 to complete the project.

With the new costing breakdown and in discussion with the Director of Finance it is recommended that the unbudgeted amount be included in the 2019 capital budget.

Staff recommend to Council that the renovations be approved as presented and proceed with the project for completion in 2018.

  
 \_\_\_\_\_  
 Director of Culture and Recreation

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



The Corporation of the Town of LaSalle

<b>Date</b>	October 2, 2018	<b>Report No:</b>	PW-46-18
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Mark Beggs – Manager of Roads and Parks		
<b>Subject:</b>	Front Road Tennis Court Lighting – Interim Repairs		

**RECOMMENDATION:**

That Council approve the recommendation to refer the repairs of the Front Road Tennis Court Lighting, at a cost of approximately \$7,500, to the 2019 Budget deliberations for consideration, and repairs made in early 2019.

**REPORT:**

Over the last couple of years, the lighting at the Front Road Tennis courts has deteriorated to the current state where only half the lights are currently working. The existing lights are discontinued and finding parts for repairs has become difficult and costly.

The Town has received numerous questions and complaints regarding the state of the lighting at Front Road, and numerous requests to have the lighting repaired have been received.

With Master Plans currently underway for the Vollmer Complex outdoor facilities, and Front Road Park underway shortly, it is not conducive to undertake major repairs and incur significant costs if a new tennis facility may be built in the near future.



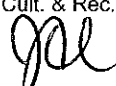
Public Works has obtained pricing to repair the nine (9) lights that are not currently working with lighting that can be repurposed in the future for use at another location or facility. The approximate cost for the replacement of the lighting is \$7,500.

It is recommended that the cost of \$7,500 be referred to the 2019 budget deliberations for consideration, and if approved, repairs to be made early in 2019 to the Front Road Tennis Court Lighting.

Respectfully submitted,



Mark Beggs  
Manager of Roads and Parks

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





## The Corporation of the Town of LaSalle

<b>Date</b>	October 2, 2018	<b>Report No:</b>	PW-47-18
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	~Dillon Consulting Report
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Mark Beggs – Manager of Roads and Parks		
<b>Subject:</b>	Michigan and International 4-Way Stop Warrant		

### RECOMMENDATION:

That Council approve the recommendation to implement a 4-Way Stop at the intersection of Michigan and International.

### REPORT:

Over the past several years, Public Works has received numerous requests to implement a 4-way stop at the intersection of Michigan and International.

In 2014, Dillon Consulting completed a study of the intersection including a traffic count and warrant analysis for an all-way stop controlled intersection. From that study, it was concluded that the warrants were not met and the intersection did not warrant an all-way stop.

Through 2018, Public Works has continued to receive complaints and concerns regarding the Michigan and International intersection, as well as traffic concerns on International in the area from Front Road to Michigan. It was noted that vacant lots had filled in resulting in increased traffic as well as the addition of the LaSalle transit route, which runs on both International and Michigan, increasing both vehicular and pedestrian traffic.

Because of the continued concern, the study of the at Michigan and International intersection was updated to include current traffic counts including pedestrian crossing, as well as review the warrants for an all-way controlled stop. (See attached report)

The report concludes that based on existing traffic volumes and collision frequency at the intersection of Michigan and International, an all-way STOP control is not warranted. The report indicates that there are potential sight line obstructions with the current stop configuration on Michigan, and it recommends flipping the STOP sign control to International.

Under certain situations, specific intersection conditions could support the implementation of a 4-way stop when warrants are not met. Some of the condition that are considered here include:

- 1. Transit Service (bus) turning movements
- 2. High volume transit stops
- 3. Intersection of two (2) collector roads



Upon further internal review, since both Michigan and International are part of the Transit route, the transit stops on both International and Michigan have a high volume of ridership and both Michigan and International are classified as collector roads, the implementation of a 4-way stop should be considered. The warrants to implement a 4-way STOP are not met; however, there is a recommendation in the Dillon report to flip the STOP sign location to International. It is felt there would be less driver confusion and it would be more practical to implement an All-Way controlled STOP at the location of Michigan and International.

The recommendation is that a 4-way STOP be installed at the intersection of Michigan and International recognizing that the warrants were not met in this location for a 4-Way STOP; however, specific intersection conditions are present as per above that constitute a recommendation to install a 4-way stop in this location.

Respectfully submitted,



Mark Beggs  
Manager of Roads and Parks

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



# MEMO

**TO:** Mark Beggs – Town of LaSalle  
**FROM:** Mike Walters, P.Eng. – Dillon Consulting Limited (Dillon)  
**cc:** Nicole Caza, P.Eng. – Dillon  
**DATE:** June 28, 2018  
**SUBJECT:** Michigan Avenue and International Avenue  
 All-way Stop Warrant  
**OUR FILE:** 18-7779

## Introduction

The Town of LaSalle retained Dillon Consulting Limited (Dillon) to complete an all-way stop warrant review for the intersection of Michigan Avenue and International Avenue, in LaSalle.

## Existing Traffic Volumes

Dillon conducted an eight-hour turning movement count at the intersection of Michigan Avenue and International Avenue on June 6, 2018. The count data is summarized in **Table 1**.

**TABLE 1: EIGHT-HOUR TURNING MOVEMENT COUNT**

Time	Hourly Traffic Volumes																	
	Eastbound				Westbound				Northbound				Southbound				Total	
Begin	LT	Thru	RT	Ped	LT	Thru	RT	Ped	LT	Thru	RT	Ped	LT	Thru	RT	Ped	Peds	Vehicles
8:00	16	12	1	2	0	31	28	9	3	23	1	4	6	15	27	2	17	163
9:00	16	12	3	0	0	17	16	3	8	13	1	5	10	14	35	0	8	145
11:00	17	12	4	1	2	16	11	2	4	11	0	0	10	20	22	0	3	129
12:00	13	11	4	0	0	10	5	6	4	17	2	1	9	12	30	0	7	117
14:00	12	14	5	6	1	11	6	3	3	25	2	2	9	14	20	2	13	122
15:00	18	16	6	0	1	14	13	12	3	20	0	7	24	33	34	2	21	182
16:00	16	25	5	2	1	20	9	4	5	16	1	7	24	27	21	0	13	170
17:00	17	30	6	1	1	14	14	5	4	18	1	4	22	35	33	3	13	195

The volume of traffic on the north-south approaches (i.e., Michigan Avenue approaches) tends to be higher than the east-west (International Avenue) approaches. This is shown in **Table 2**. Typically, STOP signs are installed on the approaches with lower traffic volumes. At this specific location, the STOP signs are installed on Michigan Avenue, which carries more traffic than International Avenue.

## All-way Stop Minimum Volume Warrant (Minor Roads)

According to Ontario Traffic Manual (OTM) Book 5, all-way stop control (AWSC) may be considered on minor roads where the following conditions are met:

- Total vehicle volume on all intersection approaches exceeds 350 for the highest hour recorded; *and*
- Vehicle volume split does not exceed 65/35 for four-way control.

Table 2 provides a detailed summary of the all-way stop minimum volume warrant for the intersection of Michigan Avenue and International Avenue.

**TABLE 2: ALL-WAY STOP WARRANT (MINOR ROADS)**

Warrant					All-way Stop Control Warranted?
Total Vehicle Volume	Time		Total Vehicular Volume		No
	8:00		163		
	9:00		145		
	11:00		129		
	12:00		117		
	14:00		122		
	15:00		182		
	16:00		170		
	17:00		195		
Vehicle Volume Split	Time	International Avenue	Michigan Avenue	Split	Yes
	8:00	88	75	54/46	
	9:00	64	81	44/56	
	11:00	62	67	48/52	
	12:00	43	74	37/63	
	14:00	49	73	40/60	
	15:00	68	114	37/63	
	16:00	76	94	45/55	
	17:00	82	113	42/58	

As seen in Table 2, the vehicular volume split is within the thresholds for all-way STOP control (since it doesn't exceed a 65/35 split). However, the highest hourly vehicular volume is not enough to meet the total vehicle volume warrant (a minimum of 350 vehicles in the highest hour), since the maximum hourly vehicle volume is 195. Therefore, from a volume perspective, the intersection of Michigan Avenue and International Avenue does not warrant all-way STOP control.

## Collision Warrant

According to OTM Book 5, a high accident frequency is an average of four collisions per year over a three-year period. LaSalle Police Services were able to provide information on the collision frequency



(i.e., the number of collisions) occurring at the Michigan Avenue and International Avenue intersection since 2012. **Table 3** summarizes the collision frequency at the intersection.

**TABLE 3: COLLISION FREQUENCY**

Year	Number of Collisions
2012	1
2013	1
2014	0
2015	2
2016	0
2017	0
2018	0

Since the number of collisions at the Michigan Avenue and International Avenue does not average four collisions per year over a three-year period, AWSC is not warranted from a collision perspective.

## Sight Line Assessment

A review of potential sight line issues has been completed since Michigan Avenue and International Avenue intersect at a skewed angle.

The Transportation Association of Canada's *Geometric Design Guide for Canadian Roads* outlines the sight distances required at intersections based on certain parameters (e.g., roadway design speed, desired turning movement, etc.). Using a design speed of 50 km/h, a vehicle on the minor roadway requires 95 metres of sight distance to proceed straight through the intersection, and 105 metres of sight distance in order to perform a left turn movement. Given the setback of the STOP bars on Michigan Avenue this sight line projects through the nearby residential driveways on International Avenue. Therefore, if vehicles are parked at the end of these nearby driveways, it would limit the sight distance for motorists at the STOP bars on Michigan Avenue as shown in **Figure 1**.

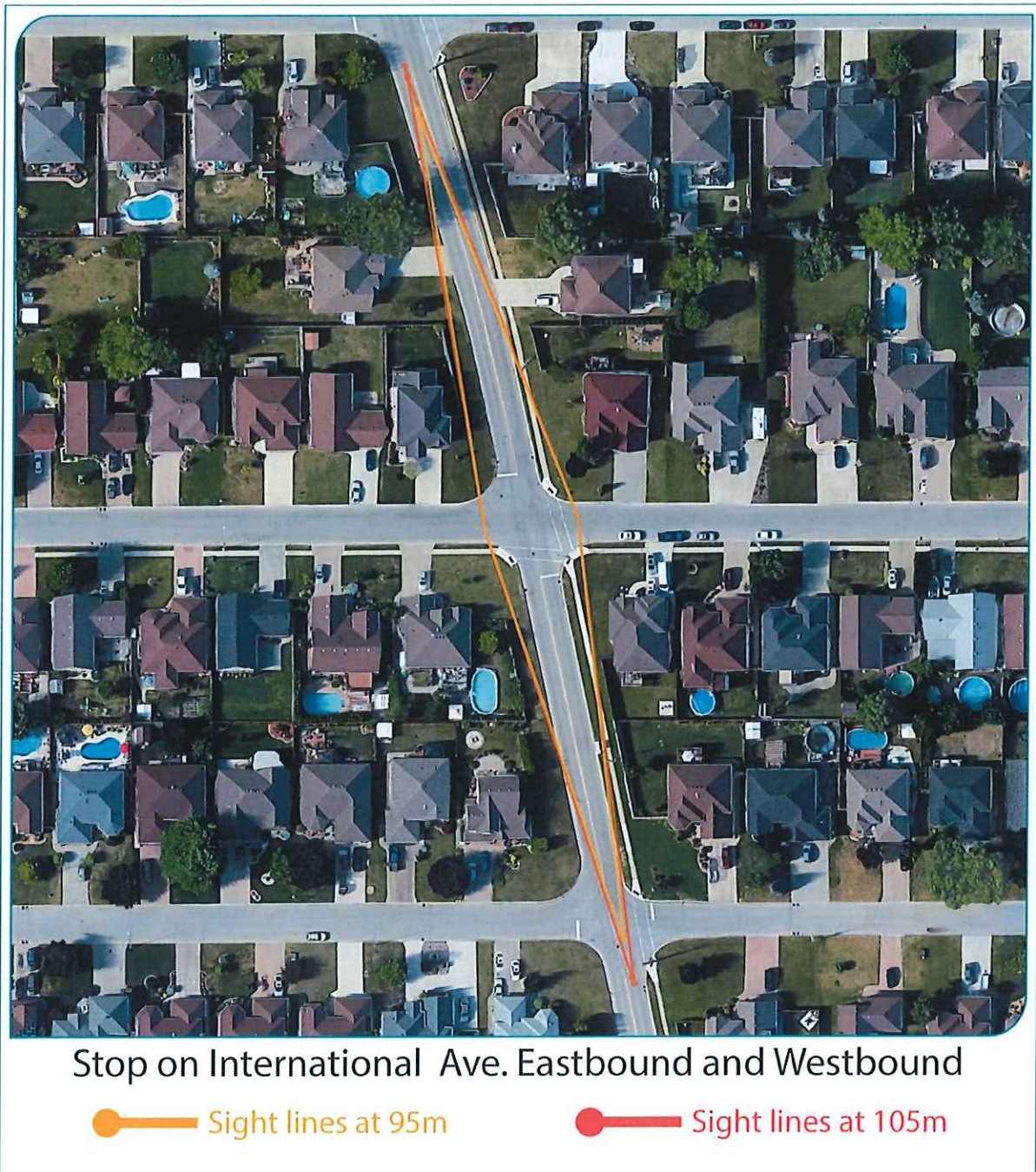
FIGURE 1: SIGHT LINE ASSESSMENT





If the STOP control was instead placed on the International Avenue approaches, the sight line issues are largely resolved as there are fewer residential driveways and boulevard vegetation, etc. along Michigan Avenue which would restrict a motorist's line of sight. This is illustrated in Figure 2.

**FIGURE 2: SIGHT LINES WITH FLIPPED STOP SIGN CONTROL**



Further, flipping the STOP control would provide Michigan Avenue motorists (which tend to be in the majority most of the time) the right of way at the intersection, meaning fewer motorists would have to come to a stop at the intersection, which could reduce motorist frustration along Michigan Avenue.

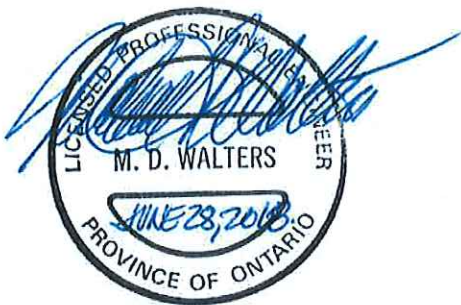
## Conclusion

Based on the existing traffic volumes and the collision frequency at the Michigan Avenue and International Avenue intersection, all-way STOP control is not warranted.

A sight line assessment determined that there are potential sight line obstructions with the current two-way STOP control on Michigan Avenue. By flipping the STOP sign control to International Avenue, the sight line obstructions would be minimized and the number of motorists having to come to a stop is reduced (since Michigan Avenue traffic volumes are higher than International Avenue volumes).

Yours sincerely,

**DILLON CONSULTING LIMITED**



Mike Walters, P.Eng.  
Transportation Engineer

**DILLON CONSULTING LIMITED**

[www.dillon.ca](http://www.dillon.ca)





SEP 28 2018

## TOWN OF LAKESHORE

419 Notre Dame St.  
Belle River, ON N0R 1A0

September 19, 2018

Minister of Transportation  
House of Commons  
Ottawa, Ontario  
K1A 0A6

To Whom It May Concern:

### **RE: ALLOWING MUNICIPALITIES TO USE FLASHING TRAFFIC SIGNALS**

At its meeting of September 11, 2018, the Council of the Town of Lakeshore duly passed resolution number 864-09-2018.

Councillor Janisse / Councillor Wilder:

**Whereas** the Ministry of Transportation advises that traffic lights guide drivers and pedestrians as to the safe traffic movements at intersections of roads. They guide road users when to stop, direct when and how to turn and when to drive with extra caution;

**And Whereas** the Ministry of Transportation allows traffic lights to have different timing schedules at different times of day and night; and having different timings allows a traffic signal to best serve the traffic demands at different times of day;

**And Whereas** the Ministry of Transportation should consider allowing municipalities to use flashing traffic signals during very low traffic volumes which typically occur in the early morning hours;

**And Whereas** a flashing red light indicates that a driver must come to a complete stop and move through the intersection only when it is safe;

**And Whereas** a flashing yellow light indicates that a driver should proceed with caution when approaching and moving through the intersection;

**Now therefore be it resolved** that the Town of Lakeshore requests the Ministry of Transportation to consider authorizing municipalities to implement flashing traffic lights when appropriate and based upon the time of day when traffic volumes are minimal.



## TOWN OF LAKESHORE

419 Notre Dame St.  
Belle River, ON N0R 1A0

### Notice of Motion

- a) Notice of Motion regarding the Ministry of Transportation submitted by Councillor Janisse for consideration on September 11, 2018.

**Whereas** the Ministry of Transportation advises that traffic lights guide drivers and pedestrians as to the safe traffic movements at intersections of roads. They guide road users when to stop, direct when and how to turn and when to drive with extra caution;

**And Whereas** the Ministry of Transportation allows traffic lights to have different timing schedules at different times of day and night; and having different timings allows a traffic signal to best serve the traffic demands at different times of day;

**And Whereas** the Ministry of Transportation should consider allowing municipalities to use flashing traffic signals during very low traffic volumes which typically occur in the early morning hours;

**And Whereas** a flashing red light indicates that a driver must come to a complete stop and move through the intersection only when it is safe;

**And Whereas** a flashing yellow light indicates that a driver should proceed with caution when approaching and moving through the intersection;

**Now therefore be it resolved** that the Town of Lakeshore requests the Ministry of Transportation to consider authorizing municipalities to implement flashing traffic lights when appropriate and based upon the time of day when traffic volumes are minimal.

**And further** that the letter be addressed to the Minister of Transportation, a copy be forwarded to the Member of Parliament, Tracey Ramsey and Member of Provincial Parliament, Taras Natyshak, the Association of Municipalities of Ontario (AMO) and all Essex County Municipalities requesting their support.

BEN RYZEBOL, Director of Public Works  
PUBLIC WORKS - TELEPHONE: (519) 941-1065  
FAX: (519) 941-1802  
email: bryzebol@amaranth.ca



374028 6<sup>TH</sup> LINE, AMARANTH, ONTARIO  
L9W 0M6

SUSAN M. STONE, C.A.O./Clerk-Treasurer  
TELEPHONE: (519) 941-1007  
FAX: (519) 941-1802  
email: suestone@amaranth-eastgary.ca

September 20, 2018

Ministry of Environment and Climate Change  
Hon. Chris Ballard, Minister  
Ferguson Block 11th Flr,  
77 Wellesley Street West  
Toronto, ON M7A 2T5

Dear Minister Ballard,

**Re: Licensing Process to Take Water for Commercial Water Bottling Facilities**

At the regular meeting of Council held September 12, 2018, the following resolution was carried:

**Moved by J. Aultman – Seconded by G. Little**

**Be it Resolved That:**

WHEREAS the Township of Amaranth understands that there is currently a permitting process to take water for commercial water bottling facilities;

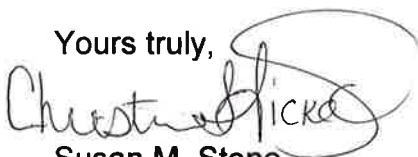
AND WHEREAS the municipal permitting process to take water is more stringent and is subject to Source Water Protection Policies;

NOW THEREFORE the Township of Amaranth requests that the licensing process to take water for commercial water bottling facilities be the same as the municipal licensing process and be subject to Source Water Protection regulations and all annual inspections and reviews within this process be included;

AND FURTHER THAT this resolution be circulated to Provincial Government, Conservation Authorities, Source Protection Committee and all municipalities.

Should you require anything further please do not hesitate to contact this office.

Yours truly,

  
Per: Susan M. Stone  
CAO-Clerk-Treasurer  
Township of Amaranth

THE CORPORATION OF THE  
**TOWNSHIP OF MONTAGUE**



6547 ROGER STEVENS DRIVE  
P.O. BOX 755  
SMITHS FALLS, ON K7A 4W6  
TEL: (613) 283-7478  
FAX: (613) 283-3112  
[www.township.montague.on.ca](http://www.township.montague.on.ca)

September 19<sup>th</sup>, 2018

Honourable Doug Ford, Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON, M7A 1A1  
VIA EMAIL

Hello,

Please be advised the Council of the Township of Montague passed the following resolution at its regular meeting of September 4<sup>th</sup>, 2018:

MOVED BY: V. Carroll  
SECONDED BY: J. Abbass

RESOLUTION NO:192-2018  
DATE: September 04, 2018

That the Council of the Township of Montague hereby support the Association of Municipal Clerks and Treasurers of Ontario in requesting that the Provincial Government undertake consultation with municipalities prior to modifying legislation that effects municipal governments.

And that this resolution be circulated to the Association of Municipal Clerks and Treasurers of Ontario and the Ontario Premier.

CARRIED

Please contact me if you have any additional questions.

Thank you,

Jasmin Ralph  
Clerk Administrator

Cc: Association of Municipal Clerks and Treasurers of Ontario  
All Ontario Municipalities  
Honourable Randy Hillier MPP, Lanark-Frontenac-Kingston



**From:** AMCTO <broadcasts@amcto.com>  
**Sent:** July 30, 2018 3:35 PM  
**To:** Jasmin Ralph  
**Subject:** AMCTO Responds to Announcement of The Better Local Government Act

If this email does not display properly, please view our [online version](#).



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*July 30, 2018*

## **AMCTO RESPONDS TO ANNOUNCEMENT OF THE BETTER LOCAL GOVERNMENT ACT**

Dear AMCTO Members:

Last week several municipal reforms with significant ramifications, were put forward by the Honourable Premier Doug Ford and Minister of Municipal Affairs and Housing, Steve Clark. While we look forward to reviewing the upcoming legislation, the [announcement](#) and several aspects of the proposed legislation has created widespread concern within our sector, regarding timing, implementation, and lack of engagement with local government professionals.

Reserving any specific comment on the policy, AMCTO is concerned with how these reforms were brought forward, notably:

- This legislation will be introduced on the eve of the 2018 municipal elections and will impact provisions within the Municipal Elections Act. AMCTO has long believed that senior orders of government should engage local government professionals and representative associations, early and more importantly, provide the appropriate amount of time to ensure that public policy implementation is effective at the local level. The timing of this legislation will make this extremely challenging.
- This new legislation will create changes to existing election processes within the sector. Ambiguity exists with how to balance the currently enforced rules and regulations with those of the new legislation. Naturally, this ambiguity hinders the ability of local government professionals to implement provincial public policy in a fair and effective manner.
- Finally, AMCTO is concerned that the lack of engagement or notice for these reforms to municipal legislation signals a step backwards in the belief that the municipal sector is recognized as a mature, responsible order of government.

AMCTO staff and members will review the legislation once it is released, and will look for ways to provide our technical expertise on how to support public policy implementation at the local level. We continue to believe this value is best served when our members and association are engaged early in the policy development process.

**AMCTO – The Municipal Experts**

2680 Skymark Avenue Suite # 610, Mississauga ON L4W-5L6

Phone - 905-602-4294 | Fax - 905-602-4295

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## The Corporation of the Town of LaSalle

<b>Date:</b>	October 03, 2018	<b>Report No:</b>	FIN- 30-2018
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	None
<b>Department:</b>	Finance		
<b>Prepared By:</b>	Marilyn Abbruzzese, B.A., BComm Supervisor of Revenue	<b>Policy References:</b>	None
<b>Subject:</b>	2018 Third Quarter Property Tax Write Offs		

### Recommendation:

- That Council receives the report from July, August and September for Property Tax Write Offs.

### Report:

Further to Council's direction please find below a summary of the property tax write offs for the third quarter of 2018.



SUMMARY OF TAX WRITE OFFS FOR JULY, AUGUST & SEPTEMBER 2018		
Class	Assessment (Increase)/Decrease	Municipal Tax Impact
RT - Residential	1,376,793	\$11,521.60
CT - Commercial	616,687	\$6,227.40
<b>TOTAL</b>	<b>1,993,480</b>	<b>\$17,749.00</b>

If you have any further questions, please do not hesitate to contact me.

Yours truly,

M. Abbruzzese

Marilyn Abbruzzese, B.A., BComm  
Supervisor of Revenue

Reviewed by:						
CAO	Finance	Council Services	Environmental Services	Planning & Development	Culture & Recreation	Fire Services
						





The Corporation of the Town of LaSalle

<b>Date</b>	October 3, 2018	<b>Report No:</b>	CL-29-18
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Attendance Charts
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Linda Jean Deputy Clerk		
<b>Subject:</b>	Council Member Attendance at Meetings – Q3 – July to September, 2018		

**RECOMMENDATION:**

That the report provided by the Deputy Clerk dated October 3, 2018 (CL-29-18) regarding Council member attendance at Council and committee meetings for the period of July to September 2018 (3<sup>rd</sup> Quarter of 2018) BE RECEIVED.

**REPORT:**

Attached for information purposes, are Council member meeting attendance records from July to September 2018.

Linda Jean  
Deputy Clerk

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



## QUARTER 3 2018 COUNCIL MEETING ATTENDANCE RECORD

MEETING	DATE	Ken Antaya	Marc Bondy	Sue Desjarlais	Terry Burns	Jeff Renaud	Crystal Meloche	Mike Akpata
Regular Council Meeting	July 10, 2018	Yes	Yes	No	Yes	Yes	Yes	Yes
Water and Wastewater Committee Meeting	July 24, 2018	Yes	Yes	No	Yes	Yes	Yes	Yes
Closed Meeting	July 24, 2018	Yes	Yes	No	Yes	Yes	Yes	Yes
Regular Council Meeting	July 24, 2018	Yes	Yes	No	Yes	Yes	Yes	Yes
Regular Council Meeting	August 14, 2018	Yes	Yes	Yes	Yes	Yes	Yes	No
Closed Meeting	August 14, 2018	Yes	Yes	Yes	Yes	Yes	Yes	No
Closed Meeting	August 28, 2018	Yes	Yes	Yes	Yes	Yes	No	Yes
Regular Council Meeting	August 28, 2018	Yes	Yes	Yes	Yes	Yes	No	Yes
Regular Council Meeting	September 11, 2018	No	Yes	Yes	Yes	Yes	Yes	Yes
Closed Council Meeting	September 25, 2018	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Regular Council Meeting	September 25, 2018	Yes	Yes	Yes	Yes	Yes	Yes	Yes



## 2018 COUNCIL ATTENDANCE RECORD FOR STRATEGIC PLANNING COMMITTEES Q3

### COMMUNICATIONS WORKING COMMITTEE

MEETING DATE	MARC BONDY	SUE DESJARLAIS	CRYSTAL MELOCHE
Jul 12	Yes	No	yes
Sep 13	Yes	No	Yes

*Mayor Antaya attended as ex-officio on: July 12 & September 13*

### ENVIRONMENTAL WORKING COMMITTEE

MEETING DATE	MARC BONDY	SUE DESJARLAIS	MIKE AKPATA
Jul 17	Yes	No	Yes
Sep 18	CANCELED		

*Mayor Antaya attended as ex-officio on: July 17*

### EXPANDING ASSESSMENT BASE WORKING COMMITTEE

MEETING DATE	KEN ANTAYA	TERRY BURNS	MIKE AKPATA
Jul 17	Yes	No	Yes
Sep 18	CANCELED		

### MANAGING HR & FINANCIAL RESOURCES WORKING COMMITTEE

MEETING DATE	KEN ANTAYA	TERRY BURNS	JEFF RENAUD
Aug 9	CANCELED		

### PROMOTION & MARKETING WORKING COMMITTEE

MEETING DATE	KEN ANTAYA	JEFF RENAUD	CRYSTAL MELOCHE
July 10	Yes	Yes	Yes
Aug 9	Yes	Yes	No



## QUARTER 3, 2018 COUNCIL ATTENDANCE PLANNING ADVISORY COMMITTEE

---

MEETING DATE	MARC BONDY	TERRY BURNS	JEFF RENAUD
July 12	No	No	Yes
September 13	Yes	Yes	No

## QUARTER 3, 2018 COUNCIL ATTENDANCE RECORD FOR BYLAW COMMITTEE

---

MEETING DATE	MARC BONDY	JEFF RENAUD	MIKE AKPATA
No Meetings			

## QUARTER 3, 2018 COUNCIL ATTENDANCE PERSONNEL COMMITTEE

---

MEETING DATE	KEN ANTAYA	MARC BONDY	SUE DESJARLAIS
August 2, 2018	Yes	Yes	Yes
August 23, 2018	Yes	Yes	Yes





## QUARTER 3, 2018 - COUNCIL ATTENDANCE

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### FIRE COMMITTEE

---

MEETING DATE	TERRY BURNS	SUE DESJARLAIS
September 20, 2018	Yes	Yes

### POLICE SERVICES BOARD

---

MEETING DATE	KEN ANTAYA	MARC BONDY
July 9	Yes	Yes
August 27	Yes	Yes
September 17	Yes	Yes

### LASALLE ACCESSIBILITY ADVISORY COMMITTEE

---

MEETING DATE	MIKE AKPATA	CRYSTAL MELOCHE
April 5	Yes	Yes
May 3	Yes	Yes
June 28	No	Yes



## QUARTER 3, 2018 COUNCIL ATTENDANCE

### CULTURE & RECREATION – PARKS ADVISORY COMMITTEE

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MEETING DATE	SUE DESJARLAIS	CRYSTAL MELOCHE	MIKE AKPATA
July 2018 No Meeting	-	-	-
August 16, 2018	Yes	Yes	Yes
Sept 20, 2018	Yes	Yes	Yes

### STRAWBERRY FESTIVAL COMMITTEE

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MEETING DATE	SUE DESJARLAIS	CRYSTAL MELOCHE	MIKE AKPATA
No Meetings	-	-	-

### CRAFT BEER FESTIVAL COMMITTEE

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MEETING DATE	JEFF RENAUD	MIKE AKPATA
July 9, 2018	Yes	Yes
August 7, 2018	Yes	Yes
August 21, 2018	Yes	Yes
Sept.11, 2018	Yes	Yes

**Schedule of Reports for Council  
October 9, 2018**

<b>Council Resolution or Member Question</b>	<b>Subject</b>	<b>Department</b>	<b>Report to Council</b>	<b>Comments</b>
Councillor Akpata	Information on the use of firearms for hunting on the water's edge in the Town of LaSalle	Police	October, 2018	Requested at the September 11, 2018 Regular Meeting of Council

## THE CORPORATION OF THE TOWN OF LASALLE

### BY-LAW NO. 8225

A By-law to stop up, close and sell an alley lying to the west of Lots 123 to 125, Registered Plan 1064, and to the north of Lots 118 to 122, Registered Plan 1064.

**WHEREAS** the registered owners of 7875 Malden Road, have made an application to the Corporation to close and purchase an alley lying to the west and north of their lands;

**AND WHEREAS** the Council of the Corporation deems it expedient to grant this request;

**AND WHEREAS** by virtue of the provisions of Section 34 of the *Municipal Act, 2001*, R.S.O. 2001, c. 25, as amended, a by-law permanently closing a highway, including a lane on a registered plan of subdivision, does not take effect until a certified copy of the by-law is registered in the appropriate Land Registry Office;

**NOW THEREFORE the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. Those portions of alleys on Registered Plan 1064 lying to the north of Lots 118 to 122, and to the west of Lots 123 to 125, Registered Plan 1064, now designated as Parts 1, 2 and 3 on Reference Plan 12R-27529, in the Town of LaSalle, in the County of Essex be and the same is hereby stopped up and closed.

**PROVIDED** that all costs and expenses incurred in connection with this matter be borne by the applicant/ratepayers concerned.

2. Upon completion of the closing of the alleys more particularly described in Section 1 herein, that the said alleys so closed may be sold to the owners of the lands abutting same, at a sale price of \$1.50 per square foot plus H.S.T., which price shall include any and all costs incurred by the Corporation in completing the said sale.
3. It is hereby confirmed the lands described in Section 1 of this By-law are surplus to the needs of the Corporation.
4. (1) In the event any owner of land abutting the said alley does not purchase their proportionate share of the said alley so closed within the time frame as determined by the Chief Administrative Officer of the Corporation, the Corporation may issue an Order to the said owner:
  - (a) to stop using any portion of the Corporation's alley; and
  - (b) to remove any and all structures or other items that may be on the Corporation's alley; and
  - (c) to install a fence or erect some other physical barrier along the limit of the alley to delineate the boundary limit between the private property and the property of the Corporation, which barrier shall be of a sufficient type and size to prevent the use of the Corporation's property by the said property owner.



- (2) Any Order issued by the Corporation may also provide that in the event any property owner fails to comply with the provisions of the Order, the Corporation may remove the structures or other items from the Corporation’s alley, and may erect a fence along the limits of the Corporation’s alley that are abutting the adjacent property, at that property owner’s expense.
5. The Corporation may sell the said portions of the alleys to any person who may be interested in purchasing same.
6. The Mayor and the Deputy-Clerk of the Corporation be and they are hereby authorized to do all acts and sign all documents which may be necessary to complete the sale of the said alleys so closed as provided herein, and to otherwise carry out the intent of this By-law.
7. This By-law shall come into force and take effect after the final passing thereof on the date upon which this By-law is registered in the Land Registry Office for the County of Essex (No.12).

**Read** a first and second time and finally passed this 9<sup>th</sup> day of October, 2018.

1st Reading – October 9, 2018	_____
	Mayor
2nd Reading – October 9, 2018	
3rd Reading – October 9, 2018	_____
	Deputy Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8226**

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

**WHEREAS** authority is granted under Section 34 of the Planning Act, R.S.O. 1990, and amendments thereto, to the Council of the Town of LaSalle to pass this By-law;

**AND WHEREAS** this by-law conforms to the Official Plan in effect for the Town of LaSalle, as amended;

**NOW THEREFORE the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. Schedule "C", Map 20, of By-law 5050, as amended, is hereby further amended by the removal of the holding zone symbol for those lands as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. This by-law shall take effect from the date of passing by Council and shall come into force in accordance with Section 36 of the Planning Act, R.S.O. 1990.

**Read** a first and second time and finally passed this 9th day of October, 2018.

1st Reading – October 9, 2018

\_\_\_\_\_  
Mayor

2nd Reading – October 9 2018

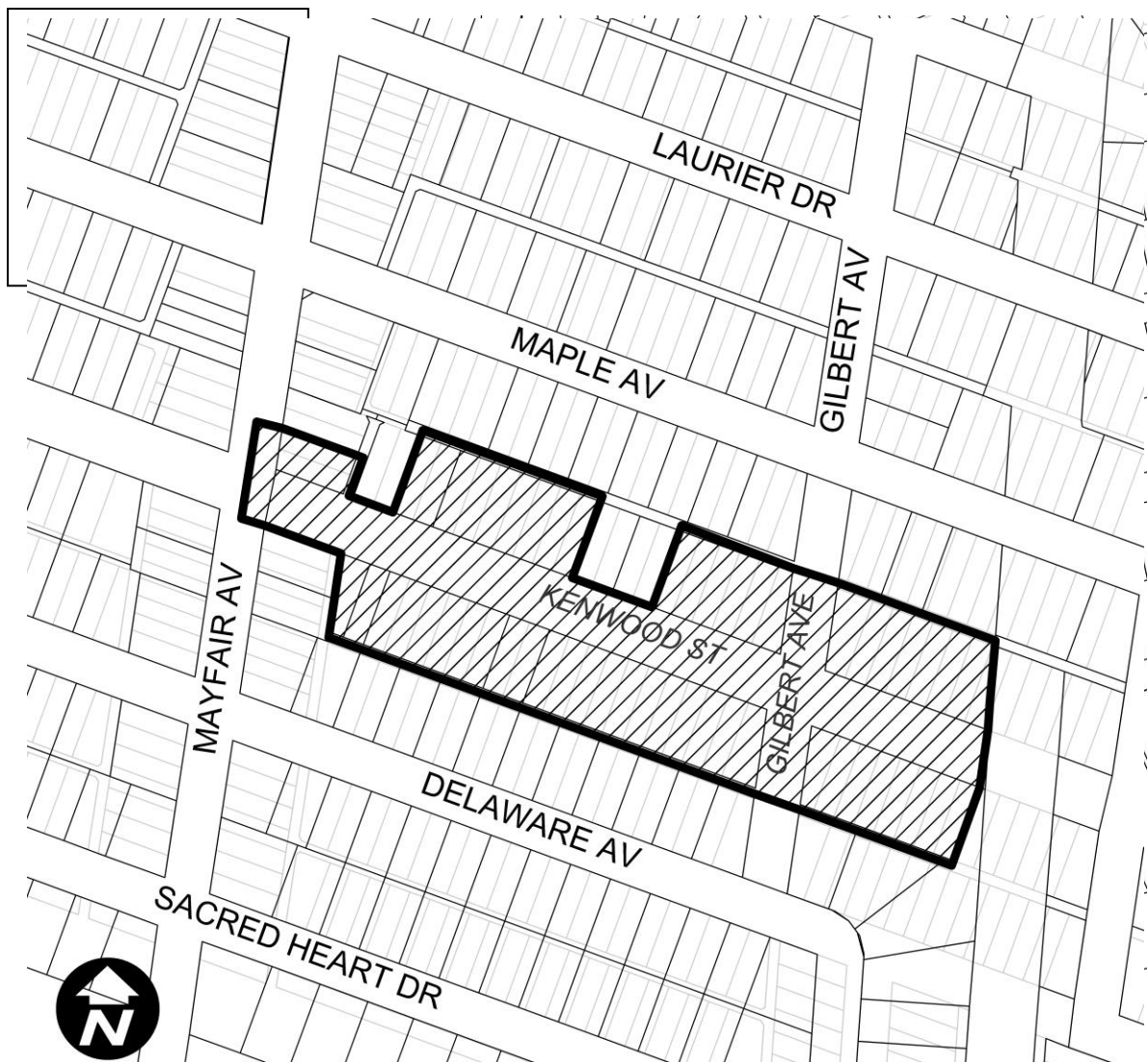
3rd Reading – October 9, 2018

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Deputy Clerk

**BY-LAW NO. 8226**

**SCHEDULE “A”**

**Plan 847 lots 131-132, 137-145, 150 – 160 part of lot 161, part of Kenwood Avenue, part of Block “E” and part of alley.**  
**Plan 848 lots 290-315, part of lot 289, part of Gilbert Avenue and part of Block "T" and Block "U".**  
**Town of LaSalle**



**Residential One holding Zone- “R1-h” to a Residential One Zone- “R1”**

**This is Schedule “A” to By-Law No. 8226**

**Passed on October 9, 2018**

**Signed**

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Mayor

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Deputy Clerk