



THE CORPORATION OF THE TOWN OF LASALLE
REGULAR MEETING OF COUNCIL
ADDENDUM

Tuesday, January 8, 2019, 7:00 PM
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Pages

C. DELEGATIONS

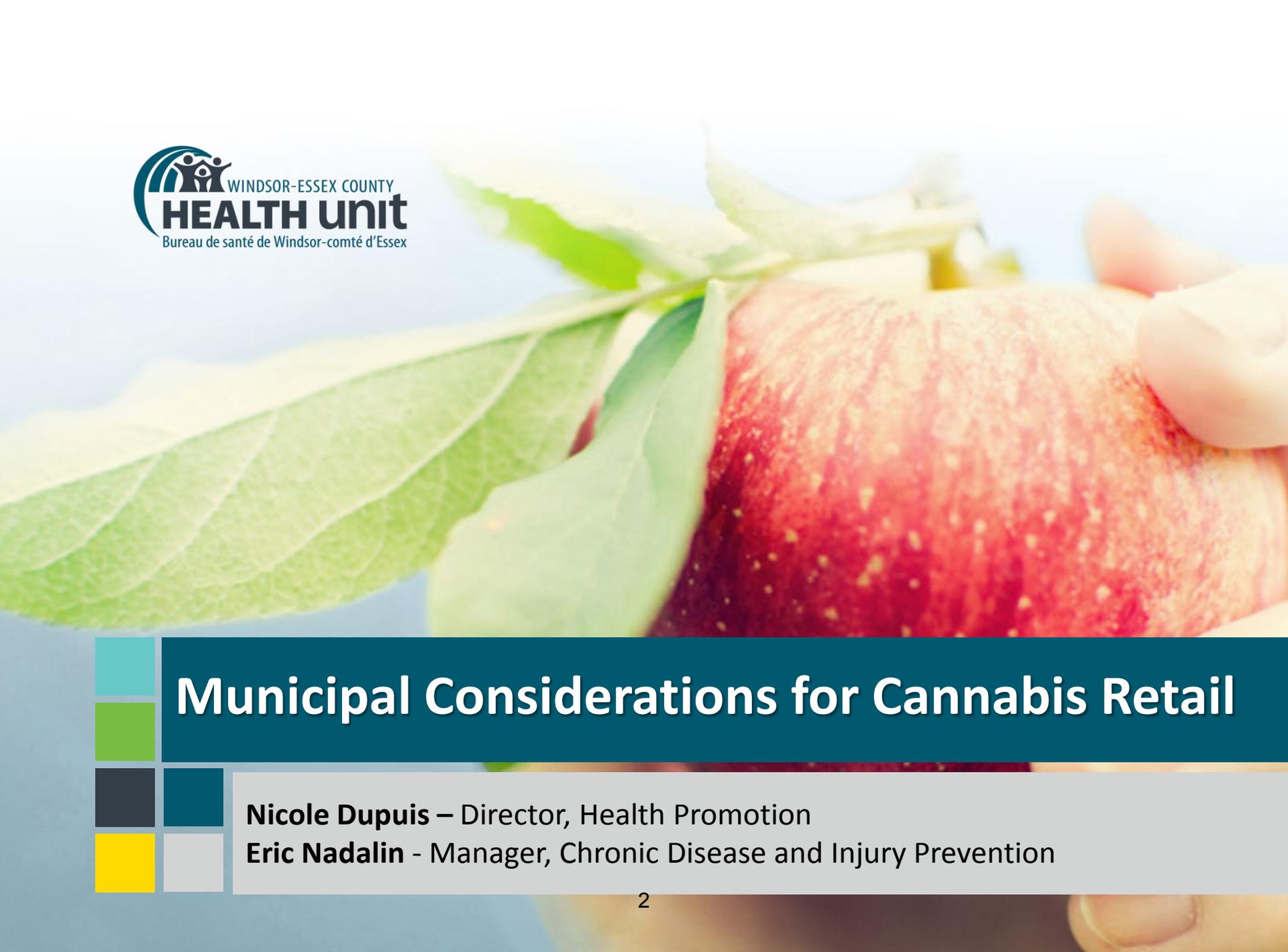
- *3 Cannabis Retail Stores 2
- Delegates: Eric Nadalin, Manger of Chronic Disease and Injury Prevention and Nicole Dupuis, Director of Health Promotion from the Windsor-Essex County Health Unit
- Clerks Note: Updated Presentation from Windsor-Essex County Health Unit.*

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

- *1 Committees of Council and Committee Mandates 21
- Clerk's Note: Committee Mandates have been added to the report.*

RECOMMENDATION

That the report of the Chief Administrative Officer dated December 18, 2018 (CAO-02-2019) regarding Committees of Council and Committee Mandates BE RECEIVED; that the Committee of Council assignments for the period January 8, 2019 to December 31, 2020 BE APPROVED; and that the Committee of Council mandates BE APPROVED.



Municipal Considerations for Cannabis Retail

Nicole Dupuis – Director, Health Promotion

Eric Nadalin - Manager, Chronic Disease and Injury Prevention

Presentation Outline

- 1. Cannabis in Windsor and Essex County**
- 2. WE Board of Health Resolutions**
- 3. Retail of Other Legal Substances**
- 4. Cannabis and Vulnerable Populations/Areas**
- 5. Opt In/Opt Out**



Prevalence of Cannabis Use

Most commonly used illegal substance in Canada

- Past year use: 12% (15 years+)
- Higher rates among:
 - Men (15%) vs. Women (10%)
 - Youth, 15-19 (21%) and Young Adults, 20-24 (30%) vs. Adults (10%)
(Canadian Tobacco Alcohol and Drugs Survey, 2015)
- In **Windsor-Essex:**
 - Young Adults, 15-29 (23%) [95% CI: 14.6-31.4%] vs Adults, 18+ (9.5%) [95% CI: 7.9-11.3%]
(WECHU Community Needs Assessment, 2016)



Health Effects

Mental Health	Physical Health	Risk of Injury
Difficulty Concentrating	Coughing, Wheezing Shortness of Breath	Unintentional consumption/Poisoning
Poor Coordination and Psychomotor skills	Hyperemesis	Overdose
Impaired Memory	Bronchitis	Motor Vehicle Collision
Reduced Cognitive Function	Heart Disease	
Psychosis, Depression, Anxiety	Chronic Obstructive Pulmonary Disease (COPD)	
Addiction/Dependence <i>Cannabis Use Disorder</i>	Cancer	



Windsor-Essex Board of Health Resolutions

January 2016

- Public Health approach to legalization
- Strong, health-centered, age-restricted regulation

October 2017

- Strict licensing, planning, and zoning regulations
- Collaboration amongst law enforcement and other stakeholders
- Promotion of *Lower Risk Cannabis Use Guidelines*

October 2018

- Municipalities OPT OUT of cannabis retail outlets
- Province limits: number, density, and proximity of retail outlets in a municipality or region
- Province allows municipal regulation through zoning and licensing regulation



Cannabis Retail in Ontario

- Minimum distance of 150 m (500 ft) between cannabis retail stores and schools.
- No cap on the number of retailers per municipality.
- Municipalities are prohibited from using licensing or land-use by-laws to control the placement or number of cannabis retail outlets.
- All private recreational cannabis retail storefronts to be stand-alone stores only.
- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores.
- Zero-tolerance (enforced by AGCO) for any retailer who provides cannabis to anyone under the age of 19.



Cannabis Retail in Ontario

- Private stores will be permitted to open between 9:00 a.m. and 11:00 p.m. on any day.
- 15-day consultation window for municipalities, stakeholders, and the public to provide feedback on retail outlet locations
- Due to supply shortage, province will initially allow only 25 storefronts to operate starting April 1st through a lottery system.
- Only permitted in municipalities with a population of 50,000 or greater.
- West Region to receive 7 licenses for operators set to open on April 1st.
 - Populations over 50,000 - Brantford, Cambridge, Chatham-Kent, Guelph, Hamilton, Kitchener, London, Niagara Falls, Norfolk County, Sarnia, St. Catharines, Waterloo, Welland, and Windsor



AGCO - Licensing Framework

Retail Operator License

- Allows you to operate one or more retail store in Ontario.

Retail Store Authorization

- Permits store layout and location.
- 15-day public consultation window on location.

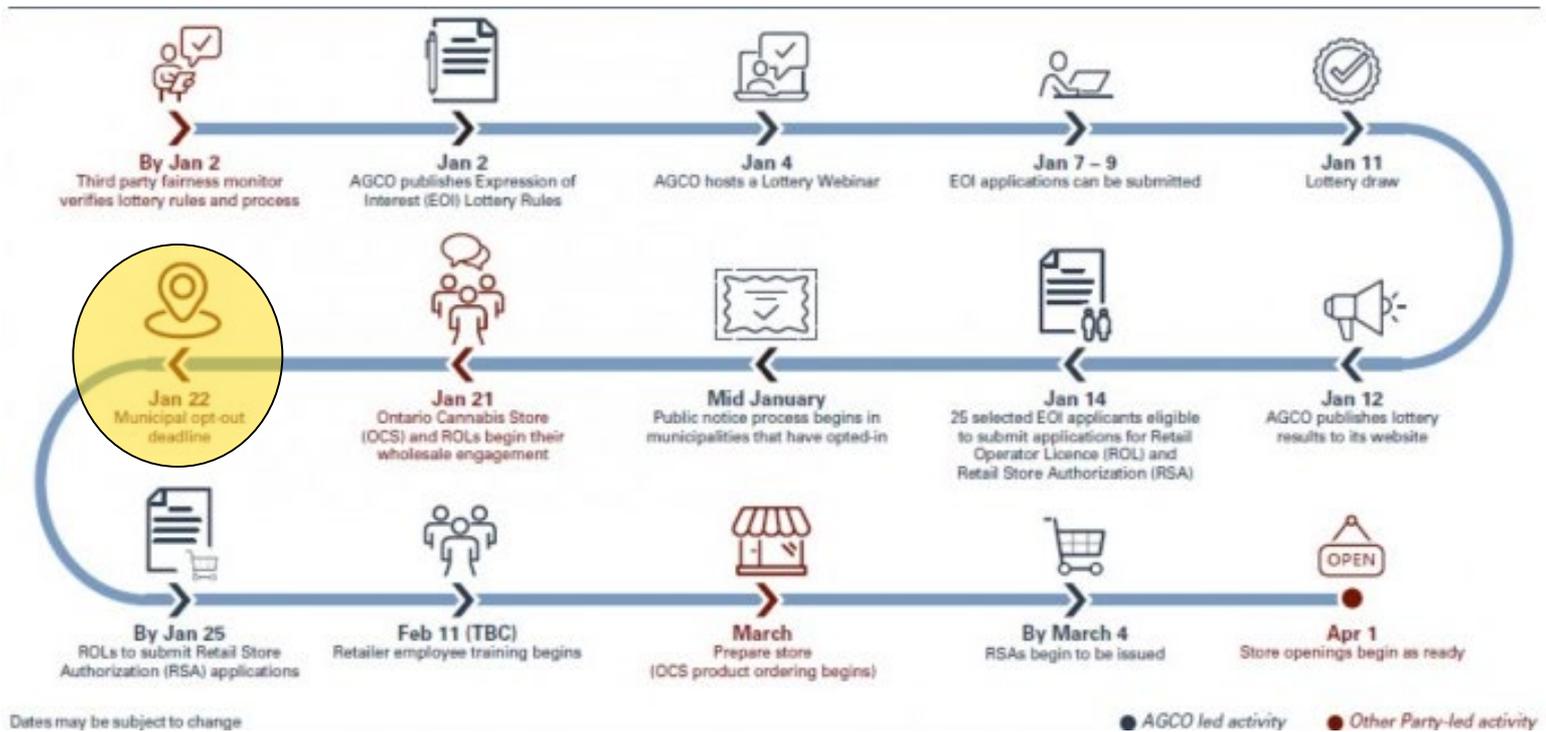
Cannabis Retail Manager License

- Most responsible person for operations of store.

Municipalities have the ability to Opt Out of cannabis retail storefronts up to January 22nd.



AGCO - Licensing Framework



Concerns for Municipalities

April 1st limitations on number and location are only temporary

- Reflects issues with supply chain
- Once remedied, retail storefronts will begin to open with limited restrictions

Minimal regulatory control for municipalities

- 150m from school is the only distance buffer
- Zoning and licensing authorities taken away from municipality
- 15-day consultation on storefront locations

Federal and provincial regulatory changes already planned for 2019

- Retail accessibility of edibles, topicals, and extracts
- Scheduled amendments to Cannabis License Act – December 13th



Concerns for Municipalities

Consumption permitted in all areas not covered by *Smoke-free Ontario Act*.

- Interaction with municipal smoking bylaws
- Smoking/loitering and nuisance concerns around retailers
- Fewer restrictions on where cannabis, tobacco and vapes can be used increases the risk of normalization, second-hand smoke exposure and impairment

Increased density and number of access points can lead to:

- Increased consumption and associated harms
- Normalization of use
- Decreased success in attempts to abstain from use
- Undermining of health warnings

Exposure to vulnerable populations:

- Children and youth
- Individuals seeking treatment for substance use
- Individuals susceptible to addiction or with mental illness
- Low income neighbourhoods



Summary of Evidence from Tobacco and Alcohol Retail

<p>Retail outlet density contributes to increased consumption and harms.</p>	<ol style="list-style-type: none"> 1. Babor, T, Caetano R, Cassell S, Edwards G, Giesbrecht N, Graham K, Rossow I. (2010). Alcohol no ordinary commodity: Research and public policy (Second ed.). New York, USA: Oxford University Press. Ottawa, ON. 2. Popova S, Giesbrecht N, Bekmuradov D, Patra J. (2009). Hours and days of sale and density of alcohol outlets: impacts on alcohol consumption and damage: a systematic review. Alcohol Oct;44(5):500-16. 3. World Health Organization (2010). Global strategy to reduce the harmful use of alcohol. Available from: http://www.who.int/substance_abuse/msbalcstragegy.pdf 4. Borodovsky JT, Lee DC, Crosier BS et al. (2017). US cannabis legalization and use of vaping and edible products among youth. Drug Alcohol Depend 177:299-306. Available from: https://www.ncbi.nlm.nih.gov/pubmed/28662974 5. Mair C, Freisthler B, Ponicki WR, Gaidus A. NIHMS705271; The impacts of marijuana dispensary density and neighborhood ecology on marijuana abuse and dependence (2015). Drug Alcohol Depend 154:111-6. Available from: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4536157
<p>Retail outlet proximity to youth-serving facilities normalizes and increases substance use.</p>	<ol style="list-style-type: none"> 1. U.S. Department of Health and Human Services (HHS), Office of the Surgeon General (2016). Facing Addiction in America: The Surgeon General’s Report on Alcohol, Drugs, and Health. Available from: https://addiction.surgeongeneral.gov/surgeon-generals-report.pdf 2. Canadian Paediatric Society. Cannabis and Canada’s children and youth (2016) Ottawa, ON: Canadian Paediatric Society. Available from: https://www.cps.ca/en/documents/position/cannabis-children-and-youth.
<p>Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents.</p>	<ol style="list-style-type: none"> 1. Mair C, Freisthler B, Ponicki WR, Gaidus A. NIHMS705271; The impacts of marijuana dispensary density and neighborhood ecology on marijuana abuse and dependence (2015). Drug Alcohol Depend 154:111-6. Available from: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4536157 2. Alberta Health Services (2018). AHS recommendations on cannabis regulations for Alberta municipalities. Available from: http://rmalberta.com/wp-content/uploads/2018/05/Webinar-recording-Cannabis-and-Public-Health-AHS-Cannabis-Information-Package-for-Municipalities.pdf
<p>Fewer restrictions on where substances can be used may increase the risk of normalization, second-hand smoke exposure and impairment.</p>	<ol style="list-style-type: none"> 1. Smoke-Free Ontario Scientific Advisory Committee, Ontario Agency for Health Protection and Promotion (Public Health Ontario). Evidence to guide action: Comprehensive tobacco control in Ontario (2016). Toronto, ON: Queen's Printer for Ontario; 2017. Available from: https://www.publichealthontario.ca/en/eRepository/SFOSAC%202016_FullReport.pdf. 2. Sparacino, CM, Hyldborg PA & Hughes TJ. Chemical and biological analysis of marijuana smoke condensate. NIDA Res Monogr 99(1990): 121-40. 3. Smoke-Free Ontario Scientific Advisory Committee. Evidence to Guide Action: Comprehensive Tobacco Control in Ontario (2010). Toronto, Ontario: Ontario Agency for Health Protection and Promotion. Retrieved from http://otru.org/wp-content/uploads/2012/06/Evidence-to-Guide-Action-2010.pdf 4. Linkenbach, J. The Main Frame: Strategies for Generating Social Norms News. Montana, US: Montana State University, 2002. 5. Smoking and Health Action Foundation. Secondhand Marijuana Smoke: Health effects of exposure (2016). Smoking and Health Action Foundation. Retrieved from: https://nsra-adnf.ca/key-issue/secondhand-marijuana-smoke/



Concerns for Municipalities

Lessons learned from Tobacco and Alcohol control:

- Retail outlet density contributes to increased consumption and harms.
 - Positive association between alcohol outlet density and excessive alcohol consumption and related harms.
- Retail outlet proximity to youth-serving facilities normalizes and increases substance use.
 - Schools with a greater number of retailers surrounding them have higher smoking rates.
- Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents.
 - Higher concentration of tobacco retailers in lower income neighbourhoods.
- Less restrictions on where substances can be consumed increases the risk of normalization, exposure, and impairment.



WECHU Recommendations:

Opt Out

- One time window to **OPT-OUT** of retail stores in your municipality
- Can opt back in at later date
- ***Deadline – January 22nd, 2019***

Opting Out Allows for:

- Time to conduct a more formal public and stakeholder engagement process
- Integrate lessons learned from other Ontario municipalities
- Learn more about provincial regulations and the potential to create a local regulatory framework that is reflective of the best interests of Windsor-Essex Residents
- Mobilize stakeholders to respond within 15-day consultation window

Thank You

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Eric Nadalin; Manager of Chronic Disease and Injury Prevention
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wechu.org/cannabis



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WECHU Recommendations: *Proximity and Density*

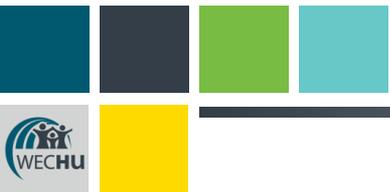
That Cannabis-related businesses be:

- no less than **500m** from any *school, library, park, recreational centre* and any other *youth-serving facility*,
- no less than **500m** from *subsidized or low-income housing*,
- no less than **500m** from *correctional facilities, addiction and mental health facilities, hospitals and places of worship*, and
- no less than **500m** from any *alcohol, tobacco, or other cannabis-related business* (i.e., cannabis consumption lounges or production facility)

WECHU Recommendations: *Other Considerations*

That municipalities:

- Establish limits on the *number* of retailers in a geographic area to prevent clustering and reduce retail outlet *density*.
- Amend existing smoke-free by-laws to explicitly *include the word “cannabis”* in their definition of smoking.
- Work *collaboratively* with public health and school boards to consider impacts of legalization across different sectors.





The Corporation of the Town of LaSalle

Date:	December 18, 2019	Report No:	CAO-02-2019
Directed To:	Members of Council	Attachments:	Committee Mandates
Department:	Office of the Chief Administrative Officer		
Prepared By:	Joe Milicia, CPA ,CA Chief Administrative Officer	Policy References:	None
Subject:	Committees of Council and Committee Mandates		

Recommendation:

- That CAO-02-2019 regarding the Committees of Council and Committee Mandates, **be received**;
- And that the Committee of Council assignments for the period January 8, 2019 to December 31, 2020, **be approved**;
- And that the Committee of Council mandates, **be approved**

Report:

Committees of Council

As part of the Committee of Council review the mandates of the Committees of Council have been reviewed as the previous mandates had not been updated for some time and did not reflect the current committee roles and responsibilities. Updated mandates are attached at an Appendix to this report.

It should be noted that as part of the Committee of Council review the following Committees have be consolidated or have changed in structure, from what had be utilized over the past decade.

- The Parks, Recreation and Events committee is the consolidation of the former Culture & Recreation committee, Strawberry Festival Committee, Craft Beer Committee and Volunteer Appreciation Committee. As well, it should be noted that the representative on the Remembrance Day Committee is a member of the Parks, Recreation and Events Committee.
- The Strategic Planning Committees related to Promotion, Marketing and Communication have been consolidated to eliminate overlap.
- The Planning Advisory Committee has been renamed the Planning Committee and re-structure to include only Members of Council (with Administration support) with the objective of providing an opportunity for initial public engagement on development applications and proposals.

Committee Assignment

The following are the Committee of Council assignments as have been communicated to Members of Council by Mayor Bondy for the period January 8 to December 31, 2020. In the latter part of the 2020 the committee assignments will be reviews and adjusted as required. Please note that internal committees are defined as committees in which the Town of LaSalle controls the meeting schedule, while external committees are committees which are controlled by other organizations. Chairperson of the committee is noted with a "C" in the following table.

Member of Council	Internal											External					
	Str. Plan - HR & Finance	Personnel	Str. Plan - Assessment	Planning	By-law Compliance	Str. Plan - Environmental	Accessibility Advisory	Str. Plan - Promotion/Communication	Parks, Recreation & Events	Water & Wastewater	Fire Committee	Police Service Board	Essex Power	ERCA	Detroit River Clean Up	Dog Pound	Remembrance Day
Mayor M Bondy	C	x								x	x	x	x				
Deputy Mayor C Meloche	x	C	C	C	C					x		x					
Councillor M Akpata			x	x	x			C	C	x							x
Councillor M Carrick						x	x			x	x			x	x		
Councillor S Desjarlais						C	C	x	x	x				x			
Councillor J Renaud	x	x						x	x	C	C						
Councillor A Riccio- Spagnuolo			x	x	x	x	x			x						x	

Meeting Schedule:

The meeting schedule has been developed with the objective of coordinating similar committees to common meeting times. Please note that the following schedule of committee meetings dates is based on a bi-monthly basis unless otherwise noted with an asterisk (*).

Should additional meetings be required or meetings be cancelled (as a result of lack of quorum or need), this will be at the call of the chair. Timing of meeting will be in discussion with committee members, however initial discussion with Members of Council have indicated that mid to later afternoon and early evening meeting may be preferred.

Month	1st Tuesday	1st Thursday
Jan, Mar, May, July, Sept, Nov	SP-Fin & HR Personnel	SP-Promotion & Communication *Parks, Recreation & Events
Feb, Apr, June, Aug, Oct, Dec	SP-Environmental Accessibility	*Parks, Recreation & Events
Month	3rd Tuesday	3rd Thursday
Jan, Mar, May, July, Sept, Nov	SP-Assessment, *Planning, *Bylaw	Fire
Feb, Apr, June, Aug, Oct, Dec	*Planning, *Bylaw	
Month	4th Tuesday	
Jan, Mar, May, July, Sept, Nov	Water & Wastewater (Prior to the regularly scheduled meeting of Council)	

Lay Representatives on Committees of Council:

As Council is aware several committees include the participation of lay representatives from the committee. At present, the following committees include lay representatives:

- Essex Power
- Committee of Adjustment
- Accessibility Advisory Committee
- Police Services Board
- Election Compliance Audit Committee (Expires with this term of Council)

At present the term of the current lay representatives is set to expire on February 1, 2019. As Council may recall the term was extended from November 30, 2018 to February 1, 2019 this past fall. Advertisement (which will include a brief overview of the committee structure, meeting schedules and times) will be placed in the January 11th and 18th edition of the LaSalle Post and information will be posted on our website on January 9th advertising these positions. The closing date to for applications will be set as January 25th, 2019 with applicant information being brought to the in-camera closed session on February 12th.

Yours truly,



Joe Milicia, CPA, CA
Chief Administrative Officer

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

Position	Member of Council	Str. Plan - HR & Finance	Personnel		Str. Plan - Assessment	Planning Advisory	By-law Compliance	Dog Pound		Str. Plan - Environmental	Accessibility Advisory	ERCA	Detroit River Clean Up		Str. Plan - Promo+Comm	Festival, Events & Recreation	Remembrance Day		Water & Wastewater	Fire Committee	Police Service Board	Essex Power
Mayor	M Bondy	C	x																x	x	x	x
Deputy Mayor	C Meloche	x	C		C	C	C												x		x	
Councillor	M Akpata				x	x	x								C	C	x		x			
Councillor	M Carrick									x	x	x	x						x	x		
Councillor	S Desjarlais									C	C	x			x	x			x			
Councillor	J Renaud	x	x												x	x			C	C		
Councillor	A Riccio-Spanguolo				x	x	x	x		x	x								x			
Notes:																						
Consolidation of the Citizen of the year, Volunteer award, Festival & Events, Parks & Rec into the Festival, Events & Recreation Committee																						
Coordination of meetings to maximize efficiency																						
Strategic Sub Committees are no longer chaired by either the Mayor or Deputy Mayor																						
Meetings are required to provide notice and agendas (similar to a regular meeting of council)																						
Question: Should all Members of Council be paid equally for their work on Committees?																						



TOWN OF LASALLE - COMMITTEES

PURPOSE

Advisory committees provide recommendations and advice to Town staff and Council. Committee members may contribute to the development of policies, programs, and initiatives that enhance the municipality's quality of life.

The goals, objectives, and purpose of the advisory committee will be contained in one or more of the following: the committee's terms of reference, by-law that established the committee, a Council report recommending the formation of the committee, or a resolution of Council.

Town of LaSalle has the following Committees:

- By-Law Enforcement Committee (Council members & administration)
- Citizen of the Year
- Committee of Adjustment (legislated/statutory) (Council members, administration and laypersons)
- Parks, Recreation & Events Committee (Council members & administration)
- Fire Committee (Council members & administration)
- LaSalle Accessibility Advisory Committee (legislated/statutory) (Council members, administration and laypersons)
- Municipal Election Compliance Audit Committee (legislated/statutory) (Administration and laypersons)
- Personnel Committee (Council members & administration)
- Planning Committee (Council members & administration)
- Remembrance Day Committee
- Strategic Planning Committee (Sub committees include: HR & Finance; Assessment; Environmental; and, Promotion/Communication)
- Water/Wastewater Committee (Council members & administration)

In addition, the Town also has membership on the Police Services Board, representation on Essex Power Corporation, ERCA, and the Essex County Library Board.

AUTHORITY

Authority is noted within each Committee's Terms of Reference.

APPOINTMENT OF LAY PERSONS

The maximum length of time a lay representative may serve on a committee is consistent with two terms of council (eight years).

Committee lay person appointees are required to obtain a police clearance search at the expense of the Town.

APPOINTMENT OF COUNCIL MEMBERS TO COMMITTEES

The Mayor shall recommend appointment of members to committees and provide an Information report/synopsis to Council for consideration and approval of said appointments.

MAYOR

The Mayor is ex-officio to all committees.

TERM OF OFFICE

Each member is appointed for a specific term.

ADVERTISING / NOTICE OF VACANCIES

An advertisement shall be placed in the local newspapers seeking interested residents who wish to submit interest to sit on municipal committees, and that their name be placed in a "pool" that Council will have the ability to appoint as needed to various municipal committees.

REPORTING

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval of any recommendations.



PARKS, RECREATION & EVENTS COMMITTEE TERMS OF REFERENCE

PURPOSE

The purpose of the Parks, Recreation and Events Committee is to act as an advisory body and make recommendations to Council regarding matters pertaining to parks, recreation and events within the municipality.

AUTHORITY

The Parks, Recreation and Events Committee is an advisory committee to Council and does not have any delegated authority.

COMMITTEE COMPOSITION

The Committee shall consist of three (3) members of Council as appointed by the Mayor. The Committee shall also include the management staff for Culture & Recreation, Public Works and Finance (as required – dependent on agenda items).

TERM

Members' term will be consistent with that approved by Council.

CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Mayor.

SCHEDULE OF MEETINGS

The Committee shall meet monthly, or at the call of the Chair.

MANDATE

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council for matter within the following areas:

- Consideration, development and review of policies and bylaws related to Parks, Recreation and Events
- Development and planning regarding all Town Events (including the Strawberry festival and any other large scale events) and Recreational programming;
- Input, development and implementation of the Parks Master Plan, Vollmer Master Plan and any other Park or Recreation based master or long term plan
- Review submissions from community associations, organizations, residents and user groups regarding the operation, enhancement or alteration of Parks, Recreation and Event services within the municipality;
- Implementation of partnership opportunities for fundraising and program development;
- Provide input and direction into development of the Town operating and capital budget

- Naming of municipal parks, having regard to established policies.
- Development and implementation of policies surrounding parks, parkland, municipal beautification, and tree planting & management;
- Establishment of a framework for the management of the Natural Areas/Greenspace;
- Other matters referred to the Committee by Council.

RESTRICTIONS

The Parks, Recreation and Events Committee shall not become involved in, nor direct the Culture & Recreation and Parks personnel on the following:

- All human resources, which is the direct day-to-day contact with the employees in relation to managing/supervising/assignment of tasks.
- It shall be the sole responsibility of the department head/manager to operate within his department pursuant to the description of his/her duties without interference of the Festivals, Events & Recreation Committee.

Any direction given by the Parks, Recreation and Events Committee, to the Director of Culture & Recreation or Director of Public Works shall be done through the C.A.O.'s office, and reporting back shall follow the same order.

REPORTING (AGENDAS/MINUTES)

Meeting agendas and minutes will be distributed to the Committee members by staff in accordance with our Procedure Bylaw.

Decisions of the Committee must be presented in the form of a recommendation to be referred to Council for consideration. Recommendations will be noted in the Committee minutes as adopted and presented by staff in a Council Report.



FIRE COMMITTEE TERMS OF REFERENCE

PURPOSE

The purpose of the Fire Committee is to make recommendations to Council regarding certain operational issues as they relate to the Fire Services Department.

AUTHORITY

The Committee is an advisory committee to Council and does not have any delegated authority.

COMMITTEE COMPOSITION

Membership shall consist of two (2) members of Council appointed by the Mayor in consultation with members of Council. The Committee will also include the Fire Chief, Deputy Fire Chief, C.A.O. and any other support staff as deemed necessary by the C.A.O.

TERM

Members' term will be consistent with that approved by Council.

CHAIRPERSON

The Chairperson shall be appointed by the Mayor.

SCHEDULE OF MEETINGS

The Committee schedule will be established by the members of the Committee in consultation with the Fire Chief and C.A.O.

MANDATE

The Fire Committee's mandate includes the following:

- Preview of recommendations to Council from the Fire Chief/Deputy Chief in regard to such operational issues as the purchase of equipment; Fire Department Activity Report; review of Health and Safety and training needs; facilities, etc.
- Review relevant governing legislation with Fire Department management.
- In consultation with the Fire Chief/Deputy Fire Chief, C.A.O. and Treasurer, assist in the preparation of the annual budget.
- In consultation with the Fire/Deputy Fire Chief, C.A.O., and Treasurer, assist in the preparation of the capital needs budget.
- Make recommendations to the Personnel Committee regarding additions to volunteer/full time staff.
- Make any recommendations they deem appropriate to assist in the smooth operation of the department.

RESTRICTIONS

- The Fire Committee shall not direct the Fire Chief/Deputy Fire Chief or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
- It shall be the sole responsibility of department head/manager to operate within his department pursuant to the description of his/her duties without interference of the Fire Committee.
- Any direction given by the Fire Committee, to the Fire Chief or Deputy Chief, shall be done so through the C.A.O.'s office, and reporting back shall follow the same order.

REPORTING

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval of any recommendations.



PERSONNEL COMMITTEE TERMS OF REFERENCE

PURPOSE

The purpose of the Personnel Committee is to make recommendations to Council regarding certain personnel issues as they relate to the operations of the Corporation of the Town of LaSalle.

AUTHORITY

The Personnel Committee is an advisory committee and does not have any delegated authority, except as noted in the Town's Recruitment Policy.

COMMITTEE COMPOSITION

Composition shall consist of the Mayor, Deputy Mayor, appointed Member of Council, the Chief Administrative Officer, Director of Council Services and the Human Resources Manager.

TERM

Members' term will be consistent with that approved by Council.

CHAIRPERSON

The Chairperson shall be appointed by the Mayor.

SCHEDULE OF MEETINGS

Meetings shall be scheduled at the call of the Chair.

MANDATE

The Personnel Committee's mandate shall encompass the following:

- The authority to review and approve changes to the organization structure and operation/philosophy of any municipal department, in consultation with the applicable department head/manager.
- Approve and recommend human resources policies in consultation with the Chief Administrative Officer, and any other operational issue that the Committee shall deem appropriate as reported by the C.A.O. or Human Resources Manager.
- Embrace an approach/strategy in relation to the negotiation of collective agreements.
- Members of the Personnel Committee have an opportunity to participate in on specific interviewing of candidates for municipal positions in accordance with the Recruitment Policy.

- Shall make any recommendations they deem appropriate to assist in the smooth operation of the municipality.

RESTRICTIONS

The Personnel Committee shall not become involved in, nor direct department heads/management personnel on the following:

- All human resources, that is, the direct day-to-day contact with employees in relation to managing/supervising/assignment of tasks.
- The general operation of a Department Head's duties
- Recruitment decisions unless otherwise stipulated in the Recruitment Policy.

Any direction given by the Personnel Committee shall be done through the C.A.O.'s office, then to the applicable department head. Reporting back shall follow the same order.

REPORTING

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval of any recommendations.



PLANNING COMMITTEE TERMS OF REFERENCE

PURPOSE AND MANDATE

The purpose and mandate of the Planning Committee is to hold public information meetings, in order to obtain public input as early as possible and to allow information to be shared with the public for all Planning Act applications that require public hearings to be held before Council decisions are made. The Planning Committee can also be used to hold other public information meetings on matters that Council deems appropriate.

AUTHORITY

The Planning Committee is an advisory committee created by Town of LaSalle Council.

COMMITTEE COMPOSITION AND ADMINISTRATIVE SUPPORT

The Committee shall consist of three (3) members of Council, appointed by the Mayor. The Director of Development and Strategic Initiatives and the Director of Public Works shall also be members of this committee. Other Town staff from the Development and Strategic Initiatives Department and the Public Works Department will be available as resources to the Planning Committee. Administrative support to this committee will be provided by staff from the Department of Development and Strategic Initiatives, which support will include the preparation and circulation of agendas and committee minutes.

TERM

Members' term will be consistent with that approved by Council.

CHAIRPERSON

The Director of Development and Strategic Initiatives shall be the Committee Chair.

SCHEDULE OF MEETINGS

Committee Meetings shall be held monthly.

RESTRICTIONS

The Planning Committee shall not become involved in, nor direct department heads/management personnel on the following:

- All human resources, that is, the direct day-to-day contact with the employees in relation to managing/supervising/assignment of tasks.
- It shall be the sole responsibility of the department head/manager to operate within his/her department pursuant to the description or his/her duties without interference of the members of the Planning Committee.

REPORTING

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council and information that is obtained at the public information meetings will be incorporated into the staff reports for the respective Planning Act applications, to be used by Town staff and Council, as part of the information that is considered when making recommendations/decisions pertaining to individual applications.



WATER/WASTEWATER COMMITTEE TERMS OF REFERENCE

PURPOSE

The Water/Wastewater Committee is created by the Town of LaSalle Council, and is authorized to make recommendations to Council regarding “water supply and wastewater collection” issues as they relate to the delivery of services to the residents within the corporate limits of the Town of LaSalle.

AUTHORITY

The Committee has delegated authority.

COMMITTEE COMPOSITION

Shall consist of all members of Council and shall include administration resources from the Public Works Department, Finance Department and the Council Services Department.

TERM

Members’ term will be consistent with that approved by Council.

CHAIRPERSON

The Chairperson shall be appointed by the Mayor.

SCHEDULE OF MEETINGS

Committee meetings shall be at the call of the Chair.

MANDATE

The Water/Wastewater Committee's mandate shall encompass the following:

- Review the water distribution needs and water quality procedures to assure the safe delivery of water to the residents of the Town of LaSalle.
- Establish policies in relation to construction/repair/maintenance of the water and wastewater system.
- Make recommendations to the Personnel Committee in relation to any staff additions to the Water/Wastewater Division of the Public Works Department.
- In consultation with the Director of Public Works, Manager of Water and Wastewater, and Town Treasurer, prepare a yearly estimate of costs for the operation of the water and wastewater divisions, and same shall be submitted as part of the budget process.
- Review any capital needs of the divisions, and same shall be contained in the budget process.

RESTRICTIONS

The Water/Wastewater Committee shall not become involved in, nor direct department heads/management personnel on the following:

- All human resources, that is, the direct day-to-day contact with employees in relation to managing/supervising/assignment of tasks.
- It is the sole responsibility of the department head/manager to operate within his/her department pursuant to the description of his/her duties without interference of the Water Committee and/or Council member.

REPORTING

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption.



BY-LAW ENFORCEMENT COMMITTEE TERMS OF REFERENCE

PURPOSE AND DELEGATED AUTHORITY

The By-law Enforcement Committee was established by By-law 6799 passed on April 24, 2007 in accordance with Section 23.1 of the Municipal Act, 2001, as amended, by the Town of LaSalle Council, and is authorized to make decisions on By-law Enforcement matters on behalf of Council of the Town of LaSalle.

The Committee believes that the Town's regulatory by-laws should reflect its community and be respectful of its residents while providing a regulatory framework to ensure fairness and consistent application.

MANDATE

On behalf of Council to:

- review by-law enforcement and compliance matters whether initiated by a ratepayer complaint or otherwise;
- hear ratepayers complaints and evidence about by-law violations that concern them;
- make final decisions as to whether or not to take steps to enforce a by-law;
- to decide the method by which the by-law is to be enforced and by whom, including the retention of outside legal counsel;
- decide whether to continue or discontinue any investigation or enforcement proceeding that had been started at a previous time;
- conduct a review of existing regulatory by-laws in effect and to recommend to Council any amendments and repeals to the by-laws to ensure compliance with current legislation and enforcement standards which reflect current standards and the reality of the local community.

COMMITTEE COMPOSITION

Shall consist of three members of Council appointed by Mayor and shall include administration resources from the Department of Development & Strategic Initiatives, from the Department of Council Services, and from in-house Legal Services.

Development and Strategic Initiatives staff and in-house Legal staff will attend meetings in an advisory capacity, and for the purpose of seeking direction on compliance and enforcement matters. Administrative support for this Committee will be provided by Council Services staff. Other staff members may attend if a by-law violation/update involves their specific department.

TERM

Members' term will be consistent with that approved by Council.

CHAIRPERSON

The members of the Committee shall elect from among them a Chairperson.

MEETINGS AND PUBLIC HEARING PROCESS FOR DELEGATIONS

The Committee will meet once a month, at open public meetings, at a standard time and place to be set by the Committee Chairperson and more frequently should the Chairperson deem it necessary and/or if required by the volume or nature of compliance matters being addressed by Administration.

A quorum of the Committee shall be considered to be two (2).

The Committee shall establish operating procedures it deems necessary and appropriate to conduct its business.

Decisions of the Committee are final and will be issued by resolution, except where by-laws are being recommended for amendment or repeal, in which case, authority for passing all by-laws would remain with Council.

The rules for delegations appearing before the Committee shall be consistent with Council's Procedure By-law wherein five minutes are granted to delegations to present their item, and a five-minute extension may be granted at the discretion of the Chair. Persons initiating a presentation to the Committee shall be heard first, and after delegations for the opposition are heard, shall have the right to reply. The time limit for reply is limited to five minutes, with an extension of a maximum of one further period of up to five minutes, which may be permitted at the discretion of the Chair. Delegations consisting of more than one person shall be limited to two speakers, each of which is restricted to the time limitations outlined above. Delegations are required to provide any documents they deem necessary to the Committee in support of their position prior to the meeting. Documentation is to be given to the Clerk for inclusion on the Committee agenda.

The rules of decorum of Committee members and the public shall be consistent with those set out in Section 7 of Council's Procedural By-law No. 6647.

After hearing delegations, the Committee may elect to call for a vote and make a decision with all parties present or may elect to reserve its decision if the subject matter, or a portion thereof, qualifies under the closed meeting provisions of the Municipal Act, 2001 as amended. Interested parties appearing at the Committee meeting will be notified in writing of the Committee's decision in all instances.

RESTRICTIONS

The By-law Enforcement Committee shall not become involved in, nor direct personnel on the following:

- All human resources, that is, the direct day-to-day contact with employees in relation to managing/supervising/assignment of tasks.
- It is the sole responsibility of the department head/manager to operate within his/her department pursuant to the description of his/her duties without interference of the By-law Enforcement Committee and/or Council member.



**MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE
TERMS OF REFERENCE**

PURPOSE

The purpose of the Municipal Election Compliance Audit Committee is to deal with any applications for an audit from each regular election and any by-elections during the term of the municipal council.

AUTHORITY

The Municipal Election Compliance Audit Committee is created by the Town of LaSalle Council, and is authorized to hear and determine all applications filed in accordance with section 81 of the Municipal Election Act (MEA) in accordance with the procedures established by the Municipal Clerk under the provisions of the MEA. Any application which does not meet the legislative deadline for submission will not be presented to the Committee for review.

ENABLING LEGISLATION

The *Municipal Elections Act*, 1996 as amended (MEA) - compliance audit committee states that a council or local board shall, before October 1 of an election year, establish a committee for the purposes of section 81.

COMMITTEE COMPOSITION

The committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board; or
- (c) any persons who are candidates in the election for which the committee is established.

The Committee shall consist of three (3) members plus one (1) alternate as appointed by Council possessing the required skills and qualifications.

The committee shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established or family members or employees of same, or any persons connected to a candidate through an employment, contractual, business or partnership relationship;
- (d) any persons who is or intends to volunteer or seek employment to assist any candidate in the election for which the committee is established.

Qualifications include the skills, knowledge, and experience committee members need to contribute effectively to the accomplishment of the committee's objectives such as accounting and audit experience, academic qualifications (college or university professors with expertise in political science or local government administration), legal professionals and those with knowledge of campaign financing rules under the MEA, 1996. In addition to the restricted membership criteria referred to above, to avoid possible conflicts of interest, any accountants appointed to the committee are not permitted to prepare the financial statement of any candidate running for office on Council and any auditor or accountant appointed to the committee must agree in writing not to undertake the audits or preparation of the financial statements of any candidates seeking election to Council. Failure to adhere to this requirement will result in the individual being removed from the committee.

The following Town of LaSalle staff resources will be required for the successful operation of this committee:

Staff #1	Director of Council Services and Clerk
Staff #2	Administrative Assistant to the Clerk
Staff #3	Town Solicitor (as required)

TERM

The committee shall be established before October 1 of an election year. The term of appointment is from December 1, of a regular election year to November 30, of the next regular election year.

CHAIRPERSON

The Chairperson shall be determined by the Committee at the first committee meeting.

ROLE OF CHAIRPERSON

To be determined by the Committee at first meeting.

ROLE OF SECRETARY

The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under the *MEA* to implement the committee's decisions.

COSTS

The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities.

SCHEDULE OF MEETINGS

The committee shall meet as required to consider any applications for audit that have been filed in accordance with the legislation. Meetings will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2006* and the closed meeting rules as Outlined in Section 239 of the *Municipal Act* shall apply. The frequency and duration of meetings will be determined by the committee in consultation with the Clerk. Meeting notices, agendas and minutes will be posted to the Town of LaSalle website.

MANDATE

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the *MEA* relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances.

The mandate of the Municipal Election Compliance Audit Committee is to hear and determine all applications filed in accordance with section 81 of the *MEA* in accordance with the procedures established by the municipal clerk under the provisions of the *MEA*. Any application which does not meet the legislative deadline for submission will not be presented to the committee for review.

The Committee is required by legislation to:

- 1) Review any applications for a compliance audit of any candidate who ran for election to LaSalle Town Council, if the application was received in accordance with the legislation requirements.
- 2) Determine whether the application should be granted or rejected within 30 days of receipt of such application.
- 3) Where an application is granted, appoint an auditor licensed under the *Public Accounting Act, 2004* or other prescribed person to conduct a compliance audit of the candidate's election campaign finances.
- 4) Consider the report of the auditor within 30 days of receipt and may,
 - a) if the report concludes that the candidate appears to have contravened a provision of the *MEA* relating to election campaign finances, commence a legal proceeding against the candidate for the apparent contravention;
 - b) if the report concludes that the candidate does not appear to have contravened a provision of the *MEA* relating to election campaign finances, make a finding as to whether there were reasonable grounds for the application.

RESTRICTIONS

Any restrictions would be in accordance with the *MEA*.

PROCEDURES AND APPLICABLE TIMEFRAMES

Filing of an Application

An application for a compliance audit shall be made in writing to the Clerk of the municipality or the secretary of the local board for which the candidate was nominated for office; and it shall be in writing and shall set out the reasons for the elector's belief.

The application must be made within 90 days after the latest of:

- (a) The filing date under section 78;
- (b) The candidates' supplementary filing date, if any, under section 78;
- (c) The filing date for the final financial statements under section 79.1; or
- (d) The date on which the candidate's extension, if any, under subsection 80 (1) expires

Application to be forwarded to committee

Within 10 days after receiving the application, the Clerk of the municipality or secretary of the local board, as the case may be, shall forward the application to the committee and provide a copy to the council or local board.

Decision

Within 30 days after receiving the application, the committee shall consider the application and decide whether it should be granted or rejected.

Appeal

The decision of the committee may be appealed to the Ontario Court of Justice within 15 days after the decision is made and the court may make any decision the committee could have made.

Appointment of Auditor

If the committee decides to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. Only auditors licensed under the Public Accounting Act, 2004 or prescribed persons are eligible to be appointed.

Duty of Auditor

The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of the Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate.

Who receives report

The auditor shall submit the report to:

- (a) The candidate
- (b) The Council or local board, as the case may be
- (c) The Clerk with whom the candidate filed his or her nomination
- (d) The secretary of the local board, if applicable
- (e) The applicant
- (f) The committee

Report to be forwarded to committee

Within 10 days after receiving the report, the Clerk of the municipality or the secretary of the local board shall forward the report to the Election Compliance Audit Committee.

Powers of auditor

For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit

Powers of committee

The committee shall consider the report within 30 days after receiving it and may:

- (a) if the report concludes that the candidate appears to have contravened a provision of this Act relating to election campaign finances, commence a legal proceeding against the candidate for apparent contraventions;
- (b) if the report concludes that the candidate does not appear to have contravened a provision of this Act relating to election campaign finances, make a finding as to whether there were reasonable grounds for the application.

Immunity

No action or other proceeding for damages shall be instituted against an auditor appointed by the committee for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith.

Saving provision

This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances.

Role of Clerk

The clerk of the municipality or local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions.

BUDGET AND RESOURCES

Members of the committee shall receive a per diem for attendance at each meeting.

The Town is responsible to pay for any audit costs relating to decisions of the committee.

CODE OF CONDUCT

Committee members will be guided by the Town of LaSalle's Accessible Customer Service Policy, Workplace Violence and Harassment Policies, and the Municipal Freedom of Information and Protection of Privacy Act and Municipal Elections Act.

COMPLETION CRITERIA

The mandate of the Municipal Election Compliance Audit Committee will be considered complete at the end of each four-year term of council at which time, a successor committee shall be appointed.



LASALLE ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

MANDATE

The mandate of the Accessibility Advisory Committee is to advise LaSalle Town Council on the preparation and implementation of accessibility plans in order to remove barriers for people with disabilities and ensure that new barriers are eliminated and to promote accessibility in the community.

The role of the Accessibility Advisory Committee will include reviewing and advising Council on the following areas:

- Site plans of new and existing municipal buildings where approval is required by the Town of LaSalle (as described in section 4.2 of the Planning Act);
- 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 new *Accessibility for Ontarians with Disabilities Act 2005*, (AODA).
- Rules and Regulations under the *Accessibility for Ontarians Disability Act* (AODA)

AUTHORITY

The *Ontarians with Disabilities Act* (ODA) requires municipalities with a population of 10,000 or more to establish an accessibility advisory committee whose primary purpose is to help prepare and implement annual accessibility plans. A majority of the members of a municipal accessibility advisory committee must be persons with disabilities.

COMMITTEE MEMBERSHIP

The membership is comprised one (1) or more members of Council who shall be appointed from time to time by the Mayor and act as Chair and a minimum of four (4) members from the Town of LaSalle. Council Services staff will attend meetings in an advisory capacity and record without note or comment all decisions and comments of the advisory committee.

CRITERIA

The following criteria will be used in the appointment of the Accessibility Advisory Committee members from the LaSalle community. Individuals to be considered shall:

- exhibit a strong commitment to the community in order to improve its accessibility
- be sensitive to the accessibility barriers experienced by individuals with disabilities
- demonstrate understanding of the municipality's roles and service responsibilities
- demonstrate understanding of the Town's community, business, social and cultural interests and diversities
- volunteer the necessary time to ensure full participation and interest

Note: A minimum of 50% of the membership must have a disability.

MEETINGS

The LaSalle Accessibility Advisory Committee (LAAC) meets at Town Hall every other month. Meeting dates and times are published regularly on Town Council Agendas and on the Town's website. All Committee meetings are open to the public.