



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

Tuesday, June 25, 2019, 6:00 PM
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Pages

A. OPENING BUSINESS

1. Call to Order and Moment of Silent Reflection
2. Disclosures of Pecuniary Interest and the General Nature Thereof
3. Adoption of Minutes 7

RECOMMENDATION

That the minutes of the regular meeting of Council held June 11, 2019
BE ADOPTED as presented.

4. Mayors Comments

B. PRESENTATIONS

1. LaSalle Police Service Annual Report 12

Mayor Marc Bondy, Chair of the LaSalle Police Services Board and John Leontowicz, Chief of the LaSalle Police Service present the 2018 LaSalle Police Service Annual Report.

RECOMMENDATION

That the LaSalle Police Service 2018 Annual Report as presented by Mayor Marc Bondy, Chair of the LaSalle Police Services Board and John Leontowicz, Chief of the LaSalle Police Service BE RECEIVED for information.

C. DELEGATIONS

D. PUBLIC MEETINGS AND/OR HEARINGS

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. MADD Signs

22

Clerk's Note: The following resolution was passed at the June 11, 2019 Council Meeting regarding MADD Campaign Signs:

"That the report of the Director of Public Works dated May 31, 2019 (PW-16-19) regarding Mothers Against Drunk Driving (MADD) campaign signs BE RECEIVED; and that the matter BE DEFERRED to the next regular meeting of Council to ensure representatives from MADD and LaSalle Police Services are in attendance."

Notified: Chaouki Hamka, Community Leader, MADD Windsor & Essex County and LaSalle Police Service.

RECOMMENDATION

That the report of the Director of Public Works dated May 31, 2019 (PW16-19) regarding Mothers Against Drunk Driving (MADD) campaign signs BE RECEIVED; and that the location of nine (9) permanent MADD signs BE APPROVED; and that an in kind contribution of approximately \$3,000.00 to the non-profit organization for installation and maintenance BE APPROVED.

2. Louisville Sister City

34

RECOMMENDATION

That the report of the Director of Culture and Recreation dated June 17, 2019 (C&R 2019-07) recommending to proclaim Louisville, Kentucky an official Sister City of the Town of LaSalle BE APPROVED; and that Town of LaSalle staff work with the City of Louisville staff to explore joint ventures to commemorate our shared history and heritage focusing on the French settlement during the 17th and 18th Century and strategic initiatives that strengthen and enhance our community; and further that Council extend a formal invitation to the members of the Louisville Metro Council, the Louisville Sister City Board Members and Alliance Francaise de Louisville to attend the Rendez-vous Voyageur event in September BE APPROVED.

3. Energy Conservation & Management Plan

36

RECOMMENDATION

That the report of the Manager of Finance/Deputy Treasurer and Manager of Facilities dated June 25, 2019 (FIN-12-2019) regarding the Town of LaSalle's 2019 Energy Conservation & Management Plan BE APPROVED.

4. Approval of the 2018 Audited Financial Statements 61
- RECOMMENDATION
- That the report of the Director of Finance & Treasurer dated June 11, 2019 (FIN-14-2019) regarding the 2018 Audited Financial Statements BE APPROVED and ADOPTED; and that the 2018 Audited Financial Statements be Published in local newspapers and the Town's website; and that the 2018 Audited Financial Statements and 2018 Financial Information Returns BE SUBMITTED to the Ministry of Municipal Affairs, in accordance with Section 294(1) of the Municipal Act.
5. Strategic Asset Management Policy 117
- RECOMMENDATION
- That the report of the Manager of Finance/Deputy Treasurer dated June 25, 2019 (FIN-15-2019) regarding the Strategic Asset Management Policy BE RECEIVED; and that the Town of LaSalle Strategic Asset Management Policy BE APPROVED.
6. Windsor Family Credit Union - Financial Services Agreement 129
- RECOMMENDATION
- That the report of the Director of Finance & Treasurer regarding a Financial Services Agreement with Windsor Family Credit Union BE RECEIVED; and that said agreement BE RENEWED for an additional 5 year term based on the continuation of the existing agreement; and that the Director of Finance & Treasurer BE AUTHORIZED to prepare and sign all the necessary agreements.
7. Amherstburg Nuclear Emergency Plan - Emergency Worker Center 133
- RECOMMENDATION
- That the report of the Fire Chief dated June 7, 2019 (FIRE-19-10) regarding the Amherstburg Nuclear Emergency Plan - Emergency Worker Center BE RECEIVED; and that the Vollmer Complex BE DESIGNATED as a potential Emergency Worker Center in the Amherstburg Nuclear Emergency Plan; and that a corresponding by-law authorizing the execution of an agreement between the Town of LaSalle and the Town of Amherstburg BE APPROVED during the By-Law stage of the agenda.

8. Records Management Program Updates 135

RECOMMENDATION

That the report of the Records Management Clerk dated June 17, 2019 (CL-14-19) regarding Records Management Program updates BE RECEIVED; and that By-Law 7738, passed on March 10, 2015 which approved the current classification scheme and retention schedule for corporate records BE REPEALED; and that the new By-Law and Records Retention Schedule BE APPROVED setting our series, descriptions and retention periods for corporate records in accordance with current governing legislation; and that the new Records Management Manual BE APPROVED.

9. Veterans Voices of Canada Request for Support 196

For Council decision.

Clerk's Note: *The attached invitation and sponsorship form has been provided to the County of Essex from the Veterans Voices of Canada local members regarding the Flags of Remembrance Ceremony to be held September 21, 2019 at 1:30 p.m. at Assumption Park, Windsor. The following Veterans have been selected to be honoured: Morris Brause (Germany, UN, Afghanistan), Bill Moss (Korea), Garry Duchane (Canadian Vietnam Veteran), Joseph Johnston (Korea), Chuck Milks (Korea).*

10. Accessibility Advisory Committee Minutes June 4, 2019 199

RECOMMENDATION

That the recommendations contained in the minutes of the Accessibility Advisory Committee Meeting dated June 4, 2019 BE APPROVED as presented.

11. Parks, Recreation & Events Advisory Committee Minutes May 16, 2019 202

RECOMMENDATION

That the recommendations contained in the minutes of the Parks, Recreation & Events Advisory Committee dated May 16, 2019 BE APPROVED as presented.

F. INFORMATION ITEMS TO BE RECEIVED

1. May 2019 Financial Statement and Financial Reports 205

RECOMMENDATION

That the Financial Statement, Capital Fund Analysis and Reserves and Reserve Fund Schedule ending May 30, 2019 BE RECEIVED for information.

RECOMMENDATION

That the report of the Chief Administrative Officer dated June 25, 2019 being a summary of reports to Council BE RECEIVED.

G. BY-LAWS

RECOMMENDATION

That the following By-Laws BE GIVEN first reading:

8325 - A By-law to amend By-law Number 8272 being a Bylaw to Establish User Fees or Charges for Services, Activities or the Use of Property

8326 - A By-law to provide for the classification, retention, and destruction of the records of the Town of LaSalle and to repeal By-Law 7738, being a By-Law to establish a new Records Retention Schedule

8327 - A By-law to authorize execution of an Agreement between the Town of LaSalle and the Town of Amherstburg for the Amherstburg Nuclear Emergency Plan

RECOMMENDATION

That By-Law numbers 8325 to 8327 BE GIVEN second reading.

RECOMMENDATION

That By-Law numbers 8325 to 8327 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

Strategic Planning Promotion & Communications Committee - July 4, 2019 @ 10:00 a.m.

Strategic Planning Finance & HR Committee - July 9, 2019 @ 3:30 p.m.

Regular Council Meeting - July 9, 2019 @ 6:00 p.m.

Committee of Adjustment - July 17, 2019 @ 5:30 p.m.

Water & Wastewater Committee Meeting - July 23, 2019 @ TBD

Regular Council Meeting - July 23, 2019 @ 6:00 p.m.

Fire Committee Meeting - July 25, 2019 @ 4:00 p.m.

O. ADJOURNMENT



THE CORPORATION OF THE TOWN OF LASALLE

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

June 11, 2019

6:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present: Mayor Marc Bondy, Deputy Mayor Crystal Meloche (enters 6:08 p.m.), Councillor Michael Akpata, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Administration Present: J. Milicia, Chief Administrative Officer, K. Miller, Deputy Clerk, D. Langlois, Director of Finance and Treasurer, P. Marra, Director of Public Works, A. Burgess, Supervisor of Planning & Development, J. Columbus, Director of Culture and Recreation, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, R. Hyra, Human Resource Manager, M. Beggs, Manager of Roads & Parks, N. DiGesù, Manager of IT, D. Dadalt, Legal Counsel

A. OPENING BUSINESS

1. Call to Order and Moment of Silent Reflection

Mayor Bondy calls the meeting to order at 6:00 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None disclosed.

3. Adoption of Minutes

185/19

Moved by: Councillor Desjarlais

Seconded by: Councillor Carrick

That the minutes of the regular meeting of Council held May 28, 2019 BE ADOPTED as presented.

Carried.

4. Mayors Comments

Mayor Bondy attended the LaSalle Strawberry Festival which was held at the Vollmer Complex this year. Despite the last minute location change, congratulations goes out to administration and staff for their organization and commitment to another successful year. Appreciation is extended to staff from the Culture & Recreation Department, Public Works Department, LaSalle Police Service and LaSalle Fire Service for ensuring the safety of the community throughout the weekend. Congratulations and many thanks on a job well done.

B. PRESENTATIONS

1. Tourism Windsor Essex Pelee Island (TWEPI)

CEO Gordon Orr and Vice President Lynette Bain of Tourism Windsor Essex Pelee Island (TWEPI), along with Dawn Hadre, Corporate Communication & Promotions Officer appear before Council to present the 2018 Year End Review, discuss plans for 2019 and unveil the 2019-2020 Official Visitor Guide.

C. DELEGATIONS

1. Morton Drive Sidewalk Request (Matchette Road to Front Road)

Resident Monique Hachey appears before Council in support of implementing sidewalks on Morton Drive from Matchette Road to Front Road.

186/19

Moved by: Councillor Carrick

Seconded by: Councillor Renaud

That the report of the Director of Public Works dated May 31, 2019 (PW-18-19) regarding a request to have sidewalks installed on Morton Drive from Matchette Road to Front Road BE RECEIVED for information; and that proceeding with any works on Morton Drive BE POSTPONED pending results from a grant application to the Investing in Canada Infrastructure Program (ICIP).

Carried.

D. PUBLIC MEETINGS AND/OR HEARINGS

1. Removal Holding Zone Symbol Application

Dan Durocher (applicant and owner) appears before Council in support of removing the holding zone symbol on approximately 1500 square metres of land located along the east side of Front Road, north of Victory Street, municipally known as 2325 Front Road to recognize the existing single detached dwelling.

None in attendance in opposition to application.

187/19

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Supervisor of Planning & Development Services dated May 31, 2019 (DS-17-2019) regarding the request of Dan & Al Durocher (applicant and owner) to remove the holding zone symbol on approximately 1500 square metres of land located along the east side of Front Road, north of Victory Street, municipally known as 2325 Front Road to recognize the existing single detached dwelling BE APPROVED; and that to maintain proper drainage, the Applicant shall be required, as a condition of the Committee of Adjustment, to provide evidence to the satisfaction of the Town Engineer, that proper grading and drainage is present for the subject lands.

Carried.

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. MADD Signs

188/19

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Meloche

That the report of the Director of Public Works dated May 31, 2019 (PW-16-19) regarding Mothers Against Drunk Driving (MADD) campaign signs BE RECEIVED; and that the matter BE DEFERRED to the next regular meeting of Council to ensure representatives from MADD and LaSalle Police Services are in attendance.

Carried.

2. Heritage Estate Stormwater Improvements RFP

189/19

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That the report of the Director of Public Works dated May 31, 2019 (PW-17-19) regarding a Request for Proposal (RFP) for the Heritage Estates Stormwater Improvements BE RECEIVED; and that J&J Lepera Infrastructure Inc. BE AWARDED the RFP in the amount of \$4,746,203.70 with the proviso of removing the provisional items; and that a corresponding By-Law BE APPROVED during the By-Law stage of the agenda.

Carried.

3. Support of a New Regional Hospital

190/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That the correspondence received from Town of Lakeshore dated May 24, 2019 requesting support of a new regional hospital for Windsor-Essex County BE APPROVED; and that a copy of this Motion be sent to the City of Windsor, Essex County Municipalities, local MPPs, the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Horwath, Leader of the New Democratic Party, and the Honourable Christine Elliott, Minister of Health and Long-Term Care.

Carried.

F. INFORMATION ITEMS TO BE RECEIVED

1. LaSalle Fire Service 2018 Annual Report

191/19

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Meloche

That the report of the Fire Chief dated June 3, 2019 (FIRE 19-09) regarding the LaSalle Fire Service 2018 Annual Report BE RECEIVED for information.

Carried.

2. Summary of Reports to Council

192/19

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the report of the Chief Administrative Officer dated June 11, 2019 being a summary of reports to Council BE RECEIVED.

Carried.

G. BY-LAWS

193/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That the following By-Laws BE GIVEN first reading:

8320 - A By-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-Law, as amended

8321 - A By-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-Law, as amended

8322 - A By-Law to authorize the execution of a Developer's Severance Agreement with Sedigheh Soltani

8323 - A By-law to authorize execution of an Agreement between the Corporation of the Town of LaSalle and J&J Lepera Infrastructure Inc. for the Heritage Estates Stormwater Improvements

Carried.

194/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That By-Law numbers 8320 to 8323 BE GIVEN second reading.

Carried.

195/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That By-Law numbers 8320 to 8323 BE GIVEN third reading and finally passed.

Carried.

H. COUNCIL QUESTIONS

Councillor Renaud requests administration to prepare a report to provide an overview of coyotes in LaSalle and that a representative from the Ministry of Natural Resources and Forestry be invited to an open house to explain the current best practices.

I. STATEMENTS BY COUNCIL MEMBERS

Councillor Renaud attended the Essex County Water Festival on behalf of the Town.

Councillor Riccio-Spagnuolo attended the Rotary Club Movie Night.

Councillor Riccio-Spagnuolo has also received many comments from residents regarding the rides at the Strawberry Festival and how accessible they were this year.

J. REPORTS FROM COMMITTEES

None.

K. NOTICES OF MOTION

None.

L. MOTION TO MOVE INTO CLOSED SESSION

M. CONFIRMATORY BY-LAW

196/19

Moved by: Councillor Carrick

Seconded by: Councillor Renaud

That Confirmatory By-Law #8324 BE GIVEN first reading.

Carried.

197/19

Moved by: Councillor Akpata

Seconded by: Councillor Riccio-Spagnuolo

That Confirmatory By-Law #8324 BE GIVEN second reading.

Carried.

198/19

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That Confirmatory By-Law #8324 BE GIVEN third reading and finally passed.

Carried.

N. SCHEDULE OF MEETINGS

Police Services Board Meeting - June 17, 2019 @ 5:00 p.m.

Strategic Planning Assessment Committee - June 18, 2019 @ 3:30 p.m.

By-Law Committee - June 18, 2019 @ 4:30 p.m.

Planning Advisory Committee - June 18, 2019 @ 5:30 p.m.

Committee of Adjustment - June 19, 2019 @ 5:30 p.m.

Parks Recreation & Events Committee - June 20, 2019 @ 9:00 a.m.

Regular Council Meeting - June 25, 2019 @ 6:00 p.m.

O. ADJOURNMENT

Meeting adjourned at the call of the Chair 7:09 pm.

Mayor: Marc Bondy

Deputy Clerk: Kevin Miller



LaSalle Police Services Board

MEMORANDUM

To: Agatha Robertson, Director of Council Services/Clerk
cc: LaSalle Police Service
From: T. Mailloux, Board Secretary
Date: June 18, 2019
Re: LaSalle Police Service - 2018 Annual Report

Recommendation

That the LaSalle Police Service 2018 Annual Report as presented by Mayor Marc Bondy, Chair of the LaSalle Police Services Board and John Leontowicz, Chief of the LaSalle Police Service BE RECEIVED for information.

Report

Please find attached the 2018 Annual Report as submitted by Chief Leontowicz and adopted by the LaSalle Police Services Board at their meeting held June 17, 2019. As required in the protocol for the sharing of information between the LaSalle Police Services Board and the Town of LaSalle Municipal Council, please distribute to members of Council.

Please be advised that on June 25, 2019 both Mayor Marc Bondy, Chair of the Board, and Chief John Leontowicz will be in attendance at Council to present the 2018 LaSalle Police Service Annual Report to Council and the residents of LaSalle.

Copies will also be made available to the public and placed on the LaSalle Police Service website at www.lasallepolice.ca.

Should you require any information, do not hesitate to contact me.

Thank you.

Tanya Mailloux
Secretary
LaSalle Police Services Board

Attach.

LaSalle Police Service

2018 Annual Report



In Partnership There Is Success



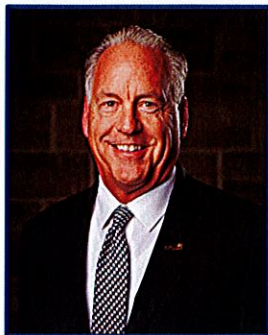
Table Of Contents

<i>Message from the Board Chair</i>	<i>1</i>
<i>Message from the Chief</i>	<i>2</i>
<i>Statement of Purpose & Direction.....</i>	<i>3</i>
<i>Our Mission</i>	
<i>Our Goals & Objectives</i>	
<i>2018 – 2020 Strategic Business Plan</i>	<i>3</i>
<i>Quality Assurance</i>	<i>4</i>
<i>Community Satisfaction</i>	
<i>Public Complaints – Service Delivery Feedback</i>	
<i>Crime Analysis & Statistics</i>	<i>5&6</i>
<i>Central Communications Centre</i>	
<i>Reportable Occurrences</i>	
<i>Traffic Management & Road Safety</i>	
<i>Annual Comparison</i>	
<i>Overall Crime Trends – Six Year Average</i>	
<i>Financial Report – Business Operations</i>	<i>7</i>
<i>Cost Of Policing</i>	

In Partnership There Is Success



Message from the Board Chair



Mayor Marc BONDY
Chair, Jan 2019 – Present
Vice Chair, Jan 2017 – Dec 2018
Member, Dec 2014 – Jan 2017

It is my pleasure to write to you on behalf of the LaSalle Police Services Board. We continue to be the only local policing service in Essex County. The LaSalle Police Service is comprised of 37 sworn police officers and 19 civilian personnel. This service responds to an annual average of 11,000 to 12,000 calls.

LaSalle is proud to be named as the ninth safest place to live in Canada by Statistics Canada. The crime severity index is a measure used by Statistics Canada that accounts for both the number and seriousness of crimes. The personnel of the LaSalle Police Service are committed to ensuring that our community continues to be a safe and inviting place to live, work and play.



Throughout 2018, and entering into 2019, has been a time of change for LaSalle Police Service. Deputy Chief Chuck Scanlan retired in 2018, and Deputy Chief Kevin Beaudoin filled the position as of January 1, 2019.

Recently, the title of Community Liaison Officer was changed to Community and Corporate Affairs Officer (CCAO). Senior Constable Harbinder Gill was the first officer to assume this title of CCAO. The newly created relationships with the media, schools, businesses, seniors, special interest groups, and public relations programs has been a positive step in our community. We are proud of the partnerships developed by Officer Gill, and thank him for his dedication to the position. After 4 years as CCAO, Officer Gill returned to the role of Senior Constable, and we welcome Senior Constable Terry Seguin to the CCAO role as of January 1, 2019.

The LaSalle Police Service Strategic Plan was updated in 2018 and has a clear focus into 2020, including crime prevention, community patrol, criminal investigations, community satisfaction, emergency response, violent crime, property crime, youth crime, victim assistance, road safety, information technology, police facilities and resource planning. Not only do we look at the services that we provide today, but we consider future services and programs as well.

I am proud to assume the role of Chairperson of the LaSalle Police Services Board, and welcome Deputy Mayor Crystal Meloche to the board as well. We are confident in the leadership of Chief John Leontowicz and Deputy Chief Kevin Beaudoin. We look forward to continuing to provide policing services that our community can depend on and trust.

LaSalle Police Services Board Members



Kenneth ANTAYA
Past Chair
Dec 2016 – Dec 2018

Crystal MELOCHE
Deputy Mayor
Jan 2019 – Present

Martin KOMSA
Member
Feb 2014 – Present

Joe GRAZIANO
Member
Nov 2016 – Present

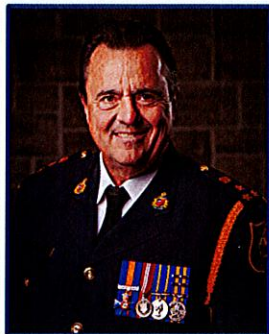
Victoria HOUSTON
Member
Dec 2016 – Present

Tanya MAILLOUX
Board Secretary
July 2017 – Present

In Partnership There Is Success
Page 1



Message from the Chief



John LEONTOWICZ
Chief of Police
May 2000 – Present

It is my pleasure to present the 2018 Annual Report. The Annual Report is to be made public as required by the Police Service Act.

I believe that the primary focus for any police service is public safety. In 2018 there were no public safety issues. There was one serious and isolated matter involving an attempted murder of a Windsor person in LaSalle. A warrant was issued for the suspect who is a non-resident of Canada. Although we have experienced but a few issues that most Canadian communities experience, mental illness remains the most common related call for service. To this end we have built a strong relationship with mental health officials and partners to address these challenges.



Public confidence is also at the forefront of our endeavours. Our annual community survey of over 450 residents has shown that 99% of people surveyed have a good to excellent report on their experience with police. The absence of public complaints, Office of the Independent Review Director (OIPRD) matters and Special Investigations Unit (SIU) incidents also suggest that a professional, transparent and community minded Service.

Equally as important is the public cost of policing. Again, the LaSalle Police have come in under budget for 2018. Annual budgetary increases are minimal and publicly accepted by the residents we serve.

There have been a number of positive community police initiatives that continue to bring our partners together in making the Town of LaSalle safe. A few initiatives to mention are the historic 1957 Pontiac LaSalle Police vehicle that attends many events; the police charity golf tournament continues to draw a full tournament with monies raised toward local charities; Special Olympics remains a successful partner; and, numerous events throughout the year are held with the many fund-raising events attended by our staff.

It is important that residents continue to be a part of making this community safe. We encourage your feedback and participation. Today's community and police partnership is about the community taking the lead role and for police to serve.

Ensuring the rights of residents are upheld to the highest degree and that victims of crime are shown respect and understanding in times of need remains a priority. Additionally, we collaborate on an ongoing basis with our partners with crime prevention initiatives so as to constantly evolve our approach with crime patterns. Some of the new initiatives are LEAP – LaSalle Empowerment Assistance Program, Spiritual Soldier, Human Trafficking initiative and many more.

The women and men of the LaSalle Police Service provide great service to their community. The very positive relationship the community has with LaSalle Police is demonstrated on a daily basis. I would like to thank the residents of the Town of LaSalle for your support and involvement in helping the Service strive to better serve its community. LaSalle Police believe in "community led policing" and the community has responded to this philosophy.

Our social media followers increase yearly. Keep in touch with us by visiting us on our website and by following us on Facebook, Twitter and YouTube.



In Partnership There Is Success

Page 2



Statement of Purpose & Direction

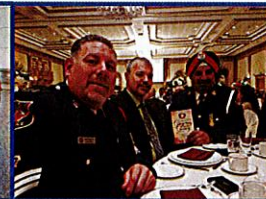
Our Mission

Our sole mission is to protect lives and property of the citizens we serve, provide a safe community, improve quality of life, and prevent crime while working in partnership with the community.

Our Goals & Objectives

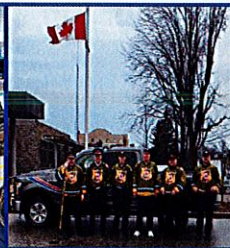
The goal of the LaSalle Police Service is to protect our community in a manner that promotes pride within our organization and with the citizens we serve providing a professional and innovative police service.

In attaining this goal we will be committed to ensuring that we are compassionate and accountable, fostering trust with our community through integrity and mutual respect.



2018 – 2020 Strategic Business Plan

In early 2018, the Strategic Business Planning Committee developed the 2018 – 2020 Strategic Business Plan. This new and improved business plan details our history, who we are, the composition of the community we police and our objectives in the thirteen identified core policing areas. The complete document can be found on the LaSalle Police Service website. (www.lasallepolice.ca)



In Partnership There Is Success

Page 3



Quality Assurance

Community Satisfaction

In 2018, LaSalle Police Service Supervisors contacted nearly 450 clients seeking their feedback and input using the "Customer Service Survey". This survey provides valuable input on our Service delivery model provided by our Communications Centre personnel and Community Patrol Officers. The survey consists of five questions about the client's interaction, satisfaction with our service delivery and ability to resolve their issue or complaint. It allows for feedback from the client providing suggestions for improving our service delivery.

Of the nearly 450 surveys conducted, 95% of respondents rated the overall service they received as "Excellent", 4% of respondents rated the overall service as "Good" and less than 1% of respondents rated the overall service as "Needs Improvement" resulting in a 99%+ positive overall satisfaction. Here are some of the many positive words and comments received:

"The Officer was very patient and knowledgeable. I have never been through this before and he walked me through it"

"One of the reasons we are staying in LaSalle is because of the Police Service"

"I've lived in LaSalle since the 1960's and I've always liked the Police Service"

"I was very impressed as a resident of LaSalle and as a business owner in the area. They're professional and personable and able to handle whatever complaint they receive by listening and making us feel comfortable discussing our issues"

"I have finally found a place where I feel safe and people are here to help me. You guys are fantastic"

"You guys were there quick and took care of things from there. It went perfect"

"I was so moved by his compassion and caring nature that I am compelled to write a letter of thanks"



"Quick"
"Empathetic"
"Excellent"
"Friendly"
"Great"
"Helpful"
"Calm"
"Awesome"
"Speedy"
"Unbelievable"
"Understanding"
"Professional"
"Polite"
"Knowledgeable"
"Humble"
"Perfect"
"Fantastic"
"Top Notch"
"Compassionate"
"Competent"
"Cordial"
"Courteous"
"Thorough"
"Wonderful"
"Patient"
"Sweet"
"Amazing"
"Marvelous"
"Relatable"
"Kind"
"Impressive"
"Efficient"

Public Complaints – Service Delivery Feedback

In 2018, the 36 Officers and 18 Civilian members of the LaSalle Police Service interacted with the public in the investigation of 11,716 occurrences and as a result:

- * No public complaints were received about the policies of or services provided by the Service.
- * One public complaint was received about the conduct of a Police Officer and resolved.



In Partnership There Is Success

Page 4



Crime Analysis & Statistics

Central Communications Centre

The Central Communications Centre is responsible for logging all activities by members of the Service. This includes everything from calls for service, traffic stops, property checks, court to vehicle repairs. All calls for service are assigned an occurrence number and dispatched to a Police Officer for further investigation.

Item	2016	2017	2018	# Change	% Change
Total LaSalle Police Activities	16,755	18,874	18,655	-219	-1.16%
Total LaSalle Police Occurrences	10,312	11,749	11,716	-33	-0.28%
Total Emergency 911 Calls	5,247	3,612	3,196	-416	-11.52%

Reportable Occurrences

A certain number of the occurrences are cleared as “report to follow” meaning that a report is generated to document the investigation. Of these reports, certain incidents are further reportable to the Canadian Centre for Justice Statistics (CCJS) where data is collected to assess the levels of crime in Canada.

Item	2016	2017	2018	# Change	% Change
RMS Occurrence Reports	2,372	2,670	2,555	-115	-4.31%
Overall Solved Rate	71.08%	74.57%	75.50%	-	+0.93%
Criminal Charges Laid	221	384	352	-32	-8.33%
Total Young Persons In Crime	105	142	136	-6	-4.23%
Total Youths Charged	9	14	17	+3	+21.43%
Total Youths Cautioned	96	128	119	-9	-7.03%
Violent Youths Charged	3	6	8	+2	+33.33%
Violent Youths Cautioned	15	14	23	+9	+64.29%
Victim Services Referrals	26	32	21	-11	-34.38%
CCJS Violent Occurrences	61	61	64	+3	+4.92%
CCJS Drug Occurrences	40	54	31	-23	-42.59%
CCJS Property Occurrences	423	507	498	-9	-1.78%
CCJS Other Occurrences	110	134	130	-4	-2.99%



In Partnership There Is Success

Page 5

Crime Analysis & Statistics

Traffic Management & Road Safety

The following table highlights the overall statistics related to traffic management and road safety.

Item	2016	2017	2018	# Change	% Change
Impaired Occurrences	8	13	15	+2	+15.38%
Motor Vehicle Collisions	356	365	366	+1	+0.27%
➤ Fatal	0	1	0	-1	-100%
➤ Injury	37	45	54	+9	+20.00%
➤ Property Damage	277	256	272	+16	+6.25%
➤ Fail to Remain	42	63	40	-23	-36.51%
Traffic Other	57	132	142	+10	+7.58%
Total Traffic Charges	965	1,798	1,129	-669	-37.21%

Annual Comparison

The following table highlights the annual comparison for all LaSalle Police Service reports in the areas of violence, property, lawless public behaviour and traffic. Each of the identified areas capture data from reports that include incidents where an actual offence had occurred or where there was the potential for an offence to be committed.

Item	2016	2017	2018	# Change	% Change
Violence	348	378	463	+85	+22.49%
Property	427	507	499	-8	-1.58%
Lawless Public Behaviour	391	489	413	-76	-15.54%
Traffic	1,620	2,526	1,827	-699	-27.67%

Overall Crime Trends – Six Year Average

Over the six year period between 2013 and 2018, the following trends were averaged and compared:

Item	2018	Six Year Average	# Diff	% Diff
Violence	463	354.2	+108.8	+30.72%
Property	499	423.5	+75.5	+17.83%
Lawless Public Behaviour	413	391.3	+21.7	+5.55%
Traffic	1,827	1,910.0	-83.0	-4.35%



In Partnership There Is Success

Page 6



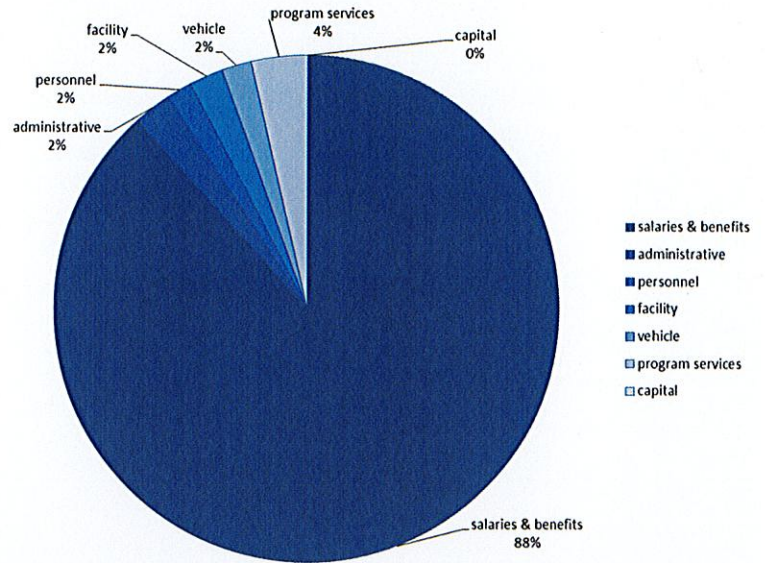
Financial Report - Business Operations

Cost of Policing

Salaries & Benefits	\$6,688,597.52
Administrative	\$ 183,576.76
Personnel	\$ 122,155.62
Facility	\$ 164,867.33
Vehicle	\$ 141,262.46
Program Services	\$ 275,177.47
Capital	\$ 0.00
Operating Expenses	\$7,575,637.16

Less Revenue	\$ (509,471.82)
Total Operating Expenses	\$7,066,165.34

Year-end (Surplus) \$ 34,734.66



In Partnership There Is Success



The Corporation of the Town of LaSalle

Date	May 31, 2019	Report No:	PW-16-19
Directed To:	Mayor and Members of Council	Attachments:	~ Figure 1 ~ 9 detailed location sketches
Department:	Public Works	Policy References:	
Prepared By:	Peter Marra, P.Eng. – Director of Public Works		
Subject:	MADD Signs		

RECOMMENDATION:

That Council approve the installation of the nine MADD signs throughout the Town and also approve contributing approximately \$3,000.00 to this organization of in-kind contribution.

REPORT:

This report is prepared in response to a Council question and a request from Mother Against Drunk Driving (MADD) to permanently erect campaign signs throughout the Town.

MADD is initiating a campaign regarding calling 911 to report suspected drunk driving and as such they have approached the Town to erect campaign signs in the Town. MADD would provide the signs and the Town would provide in kind contribution to this non-profit organization for installation, maintenance, etc.

As such administration has been meeting with representations from MADD to discuss the locations. **Figure 1**, enclosed, you will find an overall Town map showing all the proposed locations. Also enclosed you will find nine detailed location sketches of the individual site locations showing in more detail where the signs will be installed.

Overall, there will be 4 large signs (48" x 72") and 5 small signs (24" x 30"). Contained in Figure 1, you will see two signs, being installed by the County of Essex, one on Malden Road at River Canard and one on Front Road at Malden Road.

It should be noted, that all of the location for the small signs have a potential for conflict/concern from existing residents or business in those respective areas.

The locations of the signs has been picked to be the least intrusive to the existing residents as possible given their proposed locations. The sign have also been reviewed so not to obstruct and minimize sight line for motorists.


In all the Town contribution toward this initiative for installation will be approximately \$3,000.00. This has not been budgeted for in 2019, however, will be covered by reserves.

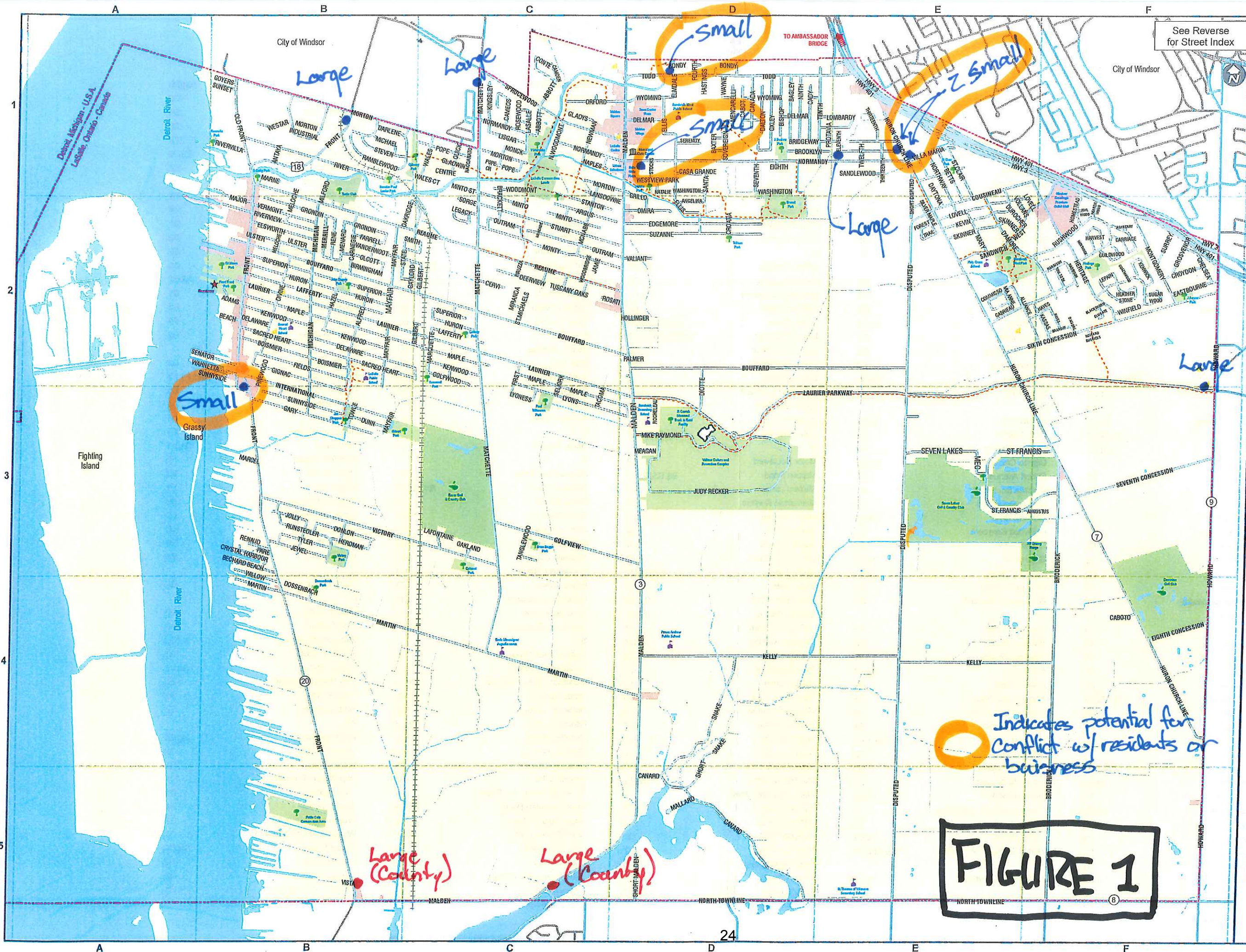
It is recommended that Council approve the installation of the 9 MADD signs throughout the Town and also approve contributing approximately \$3,000.00 to this non-profit organization for in kind contribution.

Respectfully submitted,



Peter Marra, P.Eng.
Director of Public Works

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



Street Map

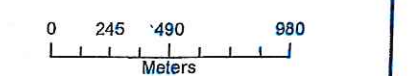
Regional Plan:



Legend:

- Municipal Civic Centre
- Riverdance
- Public Parks
- Schools
- Religious Organizations
- Golf Courses
- Trails/Pathways
- Commercial Areas

The information within the Town of LaSalle Street Map is provided "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. The Corporation of the Town of LaSalle assumes no liability for any alleged or actual, incidental or consequential damages resulting from the furnishing, performance or use of this Map.



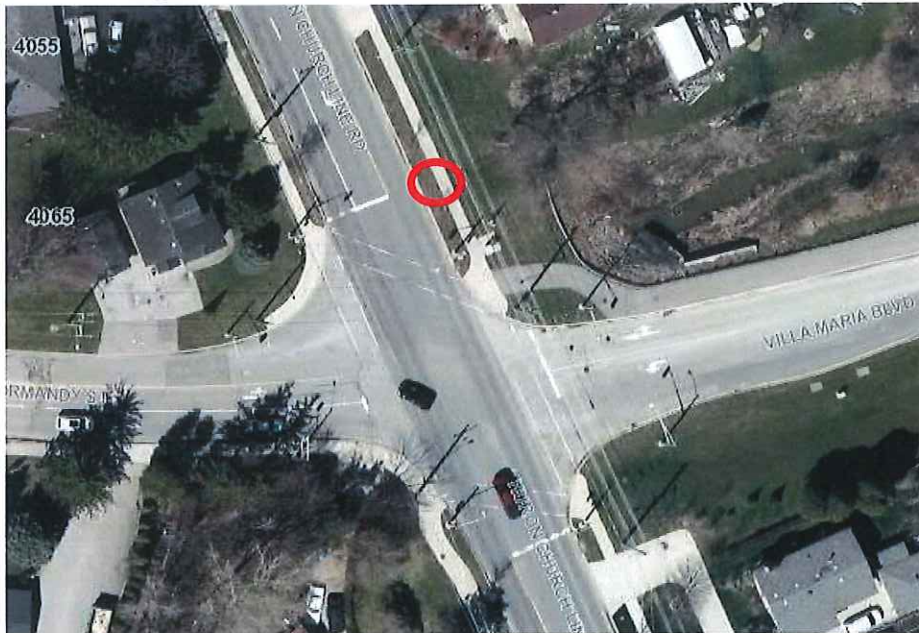
COPYRIGHT
 THIS IS NOT A LEGAL PLAN OF SURVEY.
 This map is the property of the Corporation of the Town of LaSalle and may not be reproduced without expressed permission and authorization.
 Provided by the:
 TOWN OF LASALLE FINANCE DEPARTMENT
 5950 Malden Road - LaSalle, Ontario - N0H 1S4
 TEL: (519) 969-7770 FAX: (519) 969-9852

Check out the Town of LaSalle's online Interactive Mapping Service.
www.infolasalle.ca
 Revised: April 2017

FIGURE 1

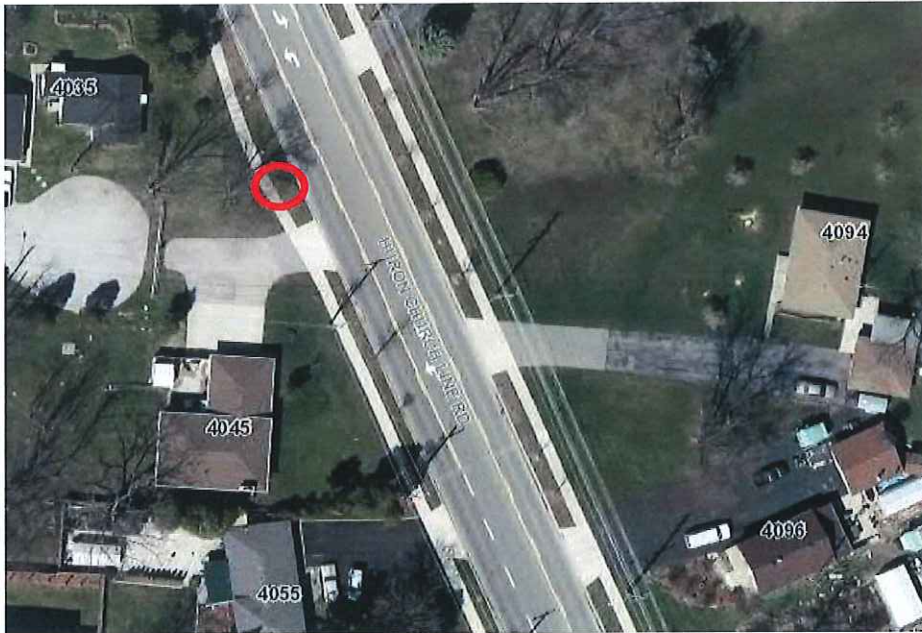
Huron Church Line (north bound traffic)

Small sign on new post



Huron Church Line (south bound traffic)

Small sign on new post



Front Road (south bound traffic)

Small sign on new post



Normandy Road (east bound traffic)

Small sign try to use existing sign posts



Todd Lane (west bound traffic)

Small sign on existing light standard



Normandy Road (west bound traffic)

Large sign on new posts



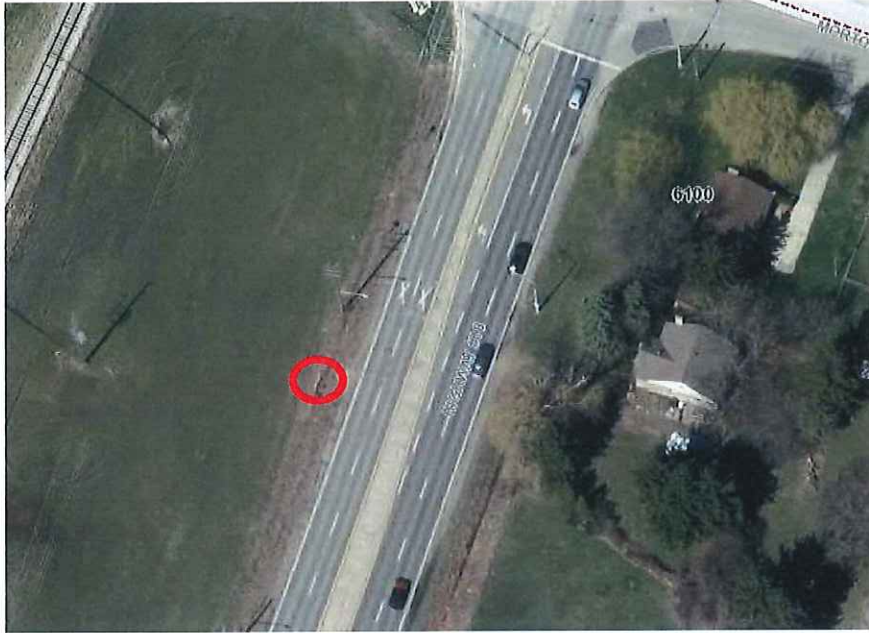
Laurier Parkway (west bound traffic)

Large sign on new posts



Front Road (south bound traffic)

Large sign on new posts



Matchette Road (south bound traffic)

Large sign on new posts





The Corporation of the Town of LaSalle

Date	June 17, 2019	Report No:	C & R 2019 -07
Directed To:	Council	Attachments:	
Department:	Culture and Recreation	Policy References:	
Prepared By:	Director of Culture and Recreation		
Subject:	Louisville Sister City		

RECOMMENDATION:

That the report from the Director of Culture and Recreation dated June 17, 2019 (C&R 2019-07) regarding the recommendation to proclaim Louisville, Kentucky an official Sister City of the Town of LaSalle BE APPROVED;

AND THAT Town of LaSalle staff work with the City of Louisville staff to explore joint ventures to commemorate our shared history and heritage focusing on the French settlement during the 17th and 18th Century and strategic initiatives that strengthen and enhance our community;

AND FINALLY THAT Council extend a formal invitation to the members of the Louisville Metro Council, the Louisville Sister City Board Members and Alliance Francaise de Louisville to attend the Rendez-vous Voyageur event in September.

REPORT:

On June 12, 2019 staff accompanied Mayor Bondy and CAO Milicia on a trip to Louisville, Kentucky to present to the Louisville Metro Council on the becoming Sister Cities. The presentation shared details of the shared history the Town and Louisville have, based on the voyages and exploration of the French Voyageurs during the 17th and 19th century. It was highlighted to the Metro Council that Rene Robert Cavelier Sieur De LaSalle had travelled the Ohio River 350 years ago landing at the falls where Louisville was settled. There were three waves of French migration that helped build the French population in the Louisville area. Similar to the Town of LaSalle there remains a strong French culture and influence from these early settlers and voyageurs. The City of Louisville was officially established in 1778 and named for King Louis the XVI who assisted the French during the 7 Year War in the mid-1700's. The homage to the French history is predominant within the cities branding and logo using the Fleur des Lis on building, signage and logos.

During our visit the City of Louisville staff, partners from the Alliance Francaise de Louisville and Sister Cities Board coordinated a busy agenda including stops at various locations to learn more about the city and Jefferson County. A full day of touring was organized including a visit to a local elementary school, a historic tour of downtown, lunch with Metro Councilman Pat Mulvihill, visits to different local tourist attractions and meetings with staff members. Topics discussed included waterfront re-development, culture, globalization, economic development, urbanization, tourism and much more.

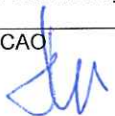
Following the presentation to Council where we shared some history and details of the upcoming Rendez-vous Voyageur event, we were invited to attend the Council Meeting where a proclamation was made. The proclamation was signed by the Executive Director of Sister Cities, Council Members, Mayor Fischer and President James. It was framed and presented to Mayor Bondy by the Metro Council and approved unanimously by their council members.

Moving forward staff would recommend a similar proclamation be made naming the City of Louisville a Sister City of the Town of LaSalle and formal invites be sent to their council, Sister City Board members and Alliance Francaise de Louisville to attend the Rendez-vous Voyageur event in September. Celebrations around the new Sister City can be incorporated into the event.

Joint projects, education and innovation will be explored by staff as the relationship with our first Sister City is recognized and developed. There are many opportunities to share ideas around culture, economic development, strategic initiatives and tourism.



 Director of Culture and Recreation

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



The Corporation of the Town of LaSalle

Date:	June 25, 2019	Report No:	FIN-12-2019
Directed To:	Members of Council	Attachments:	A: Ontario Regulation 507/18 B: Draft Energy Management Plan
Department:	Finance		
Prepared By:	Gaetano (Tano) Ferraro Manager of Finance & Deputy Treasurer Mark Masanovich Manager of Facilities	Policy References:	None
Subject:	Energy Conservation & Management Plan		

Recommendation:

- That the report of the Manager of Finance/Deputy Treasurer and Manager of Facilities dated June 25, 2019 (FIN-12-2019) regarding the 2019 Energy Conservation and Management Plan BE RECEIVED; and that the Town of LaSalle's 2019 Energy Conservation and Management Plan BE APPROVED.

Report:

In 2014, in accordance with Ontario regulation 397/11, The Town of LaSalle formalized an Energy Management Plan which outlined various energy reduction targets for various buildings and pump stations. In addition, administration annually has reported on natural gas and electricity consumption data as required under the regulation as well as reporting on pumping station statistics.


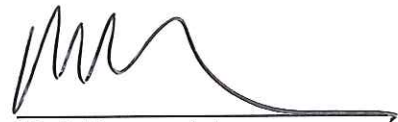
While Ontario Regulation 397/11, Green Energy Act was repealed in 2018, municipalities must continue to report annually on energy consumption as well as provide an updated Energy Management Plan by July 1, 2019 in accordance with Ontario Regulation 507/18 under the Electricity Act, 1998. The Energy Management Plan (Appendix B) is required to be available at Town Hall, posted on the Town website and include the following key information:



- A report of the actual results achieved since 2014.
- A description of current or proposed measures to reduce or manage energy demand
- A revised forecast of expected results/targets

As you are aware, a number of projects have been undertaken within the municipality in an effort to reduce energy consumption such as LED streetlights conversion, Vollmer LED rink lighting conversions as well as LED lighting conversion within the natatorium. In addition, lighting at all pump stations has been converted to LED. In addition, motors at pump station #1 have been updated with more efficient models. Additionally, a master lighting controls project is underway at the Vollmer facility.

In addition to updating the Energy Management Plan (Appendix B), administration will continue to report annually as required by legislation.

Yours truly,


Gaetano Ferraro, CPA, CMA
Manager of Finance & Deputy
Treasurer
Mark Masanovich
Manager of Facilities

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

ONTARIO REGULATION 507/18

made under the

ELECTRICITY ACT, 1998

Made: December 12, 2018

Filed: December 14, 2018

Published on e-Laws: December 14, 2018

Printed in *The Ontario Gazette*: December 29, 2018

**BROADER PUBLIC SECTOR: ENERGY REPORTING AND CONSERVATION AND DEMAND
MANAGEMENT PLANS**

Definitions

1. In this Regulation,

“municipal service board” means,

- (a) a municipal service board or joint municipal service board established or continued under the *Municipal Act, 2001*,
- (b) a city board or joint city board established or continued under the *City of Toronto Act, 2006*, or
- (c) a joint board established in accordance with a transfer order made under the *Municipal Water and Sewage Transfer Act, 1997*; (“commission de services municipaux”)

“post-secondary educational institution” means a university in Ontario, a college of applied arts and technology in Ontario or another post-secondary educational institution in Ontario, if the university, college or institution receives an annual operating grant; (“établissement d’enseignement postsecondaire”)

“public hospital” means,

- (a) a hospital within the meaning of the *Public Hospitals Act*, or
- (b) the University of Ottawa Heart Institute/Institut de cardiologie de l’Université d’Ottawa; (“hôpital public”)

“school board” means a board within the meaning of the *Education Act*. (“conseil scolaire”)

Application

2. Sections 4, 5 and 6 apply only to public agencies prescribed by section 3.

Public agencies

3. The following are prescribed as public agencies for the purposes of sections 25.35.2 and 25.35.3 of the Act:

- 1. Every municipality.
- 2. Every municipal service board.
- 3. Every post-secondary educational institution.
- 4. Every public hospital.
- 5. Every school board.

Energy conservation and demand management plans

4. (1) A public agency shall prepare, publish, make available to the public and implement energy conservation and demand management plans or joint plans in accordance with section 25.35.2 of the Act and with this Regulation.

(2) An energy conservation and demand management plan is composed of two parts as follows:

- 1. A summary of the public agency’s annual energy consumption and greenhouse gas emissions for its operations.
- 2. A description of previous, current and proposed measures for conserving and otherwise reducing the amount of energy consumed by the public agency’s operations and for managing the public agency’s demand for energy, including a forecast of the expected results of current and proposed measures.

Summary of annual energy consumption and greenhouse gas emissions

5. (1) Subject to subsections (2) and (4), a summary of the public agency’s annual energy consumption and greenhouse gas emissions must include a list of the energy consumption and greenhouse gas emissions for the year with respect to each of the public agency’s operations that are set out in Table 1 of this Regulation for the type of public agency to which the public agency belongs and that are conducted in buildings or facilities the public agency owns or leases that,

- (a) are heated or cooled and in respect of which the public agency is issued the invoices and is responsible for making the payments for the building or facility's energy consumption; or
- (b) are related to the treatment of water or sewage, whether or not the building or facility is heated or cooled, and in respect of which the public agency is issued the invoices and is responsible for making the payments for the building or facility's energy consumption.

(2) If only part of a building or facility where an operation is conducted is heated or cooled, the public agency's summary referred to in subsection (1) must only include energy consumption and greenhouse gas emissions for the part of the building or facility where the operation is conducted that is heated or cooled.

(3) The public agency's summary referred to in subsection (1) must be prepared using the form entitled "Energy Consumption and Greenhouse Gas Emissions Reporting" that is available from the Ministry and must include the following information and calculations for each of the public agency's operations:

1. The address at which the operation is conducted.
2. The type of operation.
3. The total floor area of the indoor space in which the operation is conducted and, in cases where subsection (4) applies, the total indoor floor area of the building or facility in which the operation is conducted.
4. A description of the days and hours in the year during which the operation is conducted and, if the operation is conducted on a seasonal basis, the period or periods during the year when it is conducted.
5. The types of energy purchased for the year and consumed in connection with the operation.
6. The total amount of each type of energy purchased for the year and consumed in connection with the operation.
7. The total amount of greenhouse gas emissions for the year with respect to each type of energy purchased and consumed in connection with the operation.
8. The greenhouse gas emissions and energy consumption for the year from conducting the operation, calculating,
 - i. the annual mega watt hours per mega litre of water treated and distributed, if the operation is a water works,
 - ii. the annual mega watt hours per mega litre of sewage treated and distributed, if the operation is a sewage works, or
 - iii. per unit of floor space of the building or facility in which the operation is conducted, in any other case.

(4) If a public agency conducts, in the same building or facility, more than one operation set out in Table 1 for the type of public agency to which the public agency belongs, it shall allocate the total amount of energy purchased and consumed for the year to the operation that occupies the most indoor floor area in the building or facility, and if more than one operation occupies the same amount of indoor floor area, may allocate the total amount of energy to any one of them.

(5) In preparing its annual Energy Consumption and Greenhouse Gas Emissions Reporting form, a public agency may exclude its energy consumption and greenhouse gas emissions relating to its temporary use of an emergency or back-up generator in order to continue operations.

(6) On or before July 1 in each year, every public agency shall submit to the Minister, publish on its website and intranet site, if it has either or both, and make available to the public in printed form at its head office the public agency's Energy Consumption and Greenhouse Gas Emissions Reporting form for operations conducted in the year following the year to which the last annual form related.

(7) The following information, if applicable, must also be submitted, published and made available to the public with every Energy Consumption and Greenhouse Gas Emissions Reporting form:

1. If the operation is a school operated by a school board,
 - i. the number of classrooms in temporary accommodations at the school during the year, and
 - ii. whether there is an indoor swimming pool in the school.
2. If the public agency is a public hospital, whether a facility operated by the public hospital is a chronic or acute care facility, or both.

Energy conservation and demand management measures

6. (1) Every public agency shall publish on its website and intranet site, if it has either or both, and make available to the public in printed form at its head office,

- (a) the information referred to in subsection 25.35.2 (3) of the Act with respect to each of the public agency's operations set out in Table 1 of this Regulation for the type of public agency to which the public agency belongs;

(b) the information referred to in paragraph 2 of subsection 4 (2) of this Regulation with respect to each of the public agency's operations set out in Table 1 of this Regulation for the type of public agency to which the public agency belongs; and

(c) the following information:

- (i) information on the public agency's annual energy consumption during the last year for which complete information is available for a full year,
- (ii) the public agency's goals and objectives for conserving and otherwise reducing energy consumption and managing its demand for energy,
- (iii) the public agency's proposed measures under its energy conservation and demand management plan,
- (iv) cost and saving estimates for its proposed measures,
- (v) a description of any renewable energy generation facility operated by the public agency and the amount of energy produced on an annual basis by the facility,
- (vi) a description of,
 - (A) the ground source energy harnessed, if any, by ground source heat pump technology operated by the public agency,
 - (B) the solar energy harnessed, if any, by thermal air technology or thermal water technology operated by the public agency, and
 - (C) the proposed plan, if any, to operate heat pump technology, thermal air technology or thermal water technology in the future,
- (vii) the estimated length of time the public agency's energy conservation and demand management measures will be in place, and
- (viii) confirmation that the energy conservation and demand management plan has been approved by the public agency's senior management.

(2) In addition to publishing and making available the required information with respect to the operations mentioned in clauses (1) (a) and (b), a public agency may also publish information with respect to any other operation that it conducts.

(3) On or before July 1, 2019 and on or before every fifth anniversary thereafter, every public agency shall publish on its website and intranet site, if it has either or both, and make available to the public in printed form at its head office all of the information that is required to be published and made available under subsection (1), the Energy Consumption and Greenhouse Gas Emissions Reporting form that is required to be submitted and published on or before July 1 of that year and the following information:

1. A description of current and proposed measures for conserving and otherwise reducing energy consumption and managing its demand for energy.
2. A revised forecast of the expected results of the current and proposed measures.
3. A report of the actual results achieved.
4. A description of any proposed changes to be made to assist the public agency in reaching any targets it has established or forecasts it has made.

Commencement

7. This Regulation comes into force on the later of the day section 2 of the *Green Energy Repeal Act, 2018* comes into force and the day this Regulation is filed.

TABLE 1

Column 1 Item	Column 2 Type of public agency	Column 3 Operation
------------------	-----------------------------------	-----------------------

1.	Municipality	<ol style="list-style-type: none"> 1. Administrative offices and related facilities, including municipal council chambers. 2. Public libraries. 3. Cultural facilities, indoor recreational facilities and community centres, including art galleries, performing arts facilities, auditoriums, indoor sports arenas, indoor ice rinks, indoor swimming pools, gyms and indoor courts for playing tennis, basketball or other sports. 4. Ambulance stations and associated offices and facilities. 5. Fire stations and associated offices and facilities. 6. Police stations and associated offices and facilities. 7. Storage facilities where equipment or vehicles are maintained, repaired or stored. 8. Buildings or facilities related to the treatment of water or sewage. 9. Parking garages.
2.	Municipal service board	<ol style="list-style-type: none"> 1. Buildings or facilities related to the treatment of water or sewage.
3.	Post-secondary educational institution	<ol style="list-style-type: none"> 1. Administrative offices and related facilities. 2. Classrooms and related facilities. 3. Laboratories. 4. Student residences that have more than three storeys or a building area of more than 600 square metres. 5. Student recreational facilities and athletic facilities. 6. Libraries. 7. Parking garages.
4.	School board	<ol style="list-style-type: none"> 1. Schools. 2. Administrative offices and related facilities. 3. Parking garages.
5.	Public hospital	<ol style="list-style-type: none"> 1. Facilities used for hospital purposes. 2. Administrative offices and related facilities.

Français

[Back to top](#)



Town of LaSalle

Conservation and Energy Management Plan

Updated June 10, 2019



TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
INTRODUCTION	4
Declaration of Commitment	5
Vision	5
Goals	6
Energy Reduction Results	6
Energy Reduction Targets	8
Projects	9
Objectives	9
Current Energy Consumption, Cost and GHGs	10
Renewable Energy	11
Currently Utilized	11
Planned	11
Energy Leader	12
Project Execution	13
Municipal Level	13
Asset Level	13
Energy Plan Review	14
Energy Consumption	15
Financial Plan	15
Appendixes	
Appendix A – Energy Consumption and GHG Emissions Reporting for 2017	16
Appendix B – Council Declaration of Commitment	19

EXECUTIVE SUMMARY

The Town of LaSalle's approach to energy management is four dimensional. It begins with:

- 1) The understanding and increased awareness of the energy we currently use and how that energy is used (staff behaviors that influence energy consumption)
- 2) Reducing and elimination of energy waste
- 3) Maximizing efficiencies
- 4) Optimizing energy supply

All actions should fall under one of three headings:

- Process (energy plan, energy procurement, hedging, budgeting)
- Programs (energy audits, energy awareness, LAS benchmarking)
- Projects (Vollmer lighting, LED streetlights, VFD installation, etc.)

The energy management plan incorporates the following areas of focus:

- 1) Energy Data Management – Evaluate all elements within an organization with regard to energy usage data. This includes evaluating monthly bills, establishing key performance indicators, load profiles, interval data, benchmarking and sub metering.
- 2) Energy Supply Management – Investigate exposure to the energy market and suppliers; monitor changes and account management with utility companies; look at choices regarding the supplier, green energy alternatives, reliability and risk management.
- 3) Energy Use in Facilities – Evaluate facilities through diagnostic/comprehensive audits, operating procedures, monitoring efficiency of equipment and systems
- 4) Equipment Efficiency – Reduce the consumption of energy without sacrificing the services provided. This includes preventative maintenance and the investigation of new systems and technologies
- 5) Organizational Integration – Include staff throughout the organization in the planning and implementation of the energy management plan. This involves spreading awareness regarding roles in various elements of the plan.

Selection process for energy actions:

- 1) Evaluation of energy baseline data and key point indicators
- 2) Alignment with vision, goals and objectives
- 3) Pursuit of SMART principles (Specific, Measureable, Accountable, Realistic, Time Bound).
- 4) Analysis of payback period for costly initiatives

INTRODUCTION

Consistent with the Town of LaSalle's Corporate Mission "The Town of LaSalle is committed to providing its residents, businesses and visitors with high quality programs and services in a proactive, open, environmentally and fiscally responsible manner", the Town has completed this Energy Management Plan. An Energy Management Plan was first completed by the Town in 2014, this updated Energy Management Plan has been completed in compliance with Ontario Regulation 507/18.

From both an environmental and a financial perspective it is mandatory that an energy management plan be put into place and energy savings initiatives be implemented. From an environmental perspective, implementing the goals and objectives established by the energy management plan will help reduce greenhouse gas emissions and maintain the Town's healthy and vibrant community. From a financial perspective, given past and forecasted trends, the cost of energy has increased over the past 5 years and is forecasted to continue to increase in the future. In 2018, the total cost of the Town's hydro and natural gas usage was \$1,360,000, an increase of \$260,000 or 23.6% over 2012 costs. While rates are not controllable, a portion of usage is controllable, which can mitigate the future increase in energy costs.

In addition to capital purchases of energy efficient products, it is important that energy awareness form be a component of the corporate culture of the Town of LaSalle from an operational perspective.

This energy management plan covers the Town of LaSalle's Town Hall / Council Chambers, Public Works building, Police Services building, Fire Services building, Vollmer Recreation Center, and pump stations. In addition to these

mandatory items, this energy management plan will also include a streetlight analysis, as this is one of the highest energy usages in the Town of LaSalle.

This plan will also include the following mandatory information:

- Information on the Town's annual energy consumption during the last year for which complete information is available for a full year,
- The Town's goals and objectives for conserving and otherwise reducing energy consumption and managing its demand for energy,
- The Town's proposed measures under its energy conservation and demand management plan,
- Cost and saving estimates for any proposed measures,
- A description of any renewable energy generation facility operated by the Town and the amount of energy produced on an annual basis by the facility,
- A description of,
 - The ground source energy harnessed, if any, by ground source heat pump technology operated by the Town,
 - The solar energy harnessed, if any, by thermal air technology or thermal water technology operated by the Town, and
 - The proposed plan, if any, to operate heat pump technology, thermal air technology or thermal water technology in the future,
- The estimated length of time the public agency's energy conservation and demand management measures will be in place, and
- Confirmation that the energy conservation and demand management plan has been approved by the Town's senior management.

Declaration of Commitment

See Appendix B for a copy of the council resolution declaring Council's support for the Energy Management Plan.

Vision

The vision of the Town of LaSalle's Energy Management Plan is to reduce total energy consumption and greenhouse gas emissions through the efficient use of energy and resources, while maintaining a consistent level of service to the general public.

All Town employees will have a key role in accomplishing this vision. Through education and conservation awareness, Town staff will have a significant impact

on the amount of energy consumption. In addition to staff awareness, various capital initiatives which have been identified in past energy audits or will be identified in future energy audits will also reduce the energy consumption rates as they are implemented.

GOALS

The Town of LaSalle's Energy Management Plan was developed to achieve the following goals:

- 1) To reduce the financial burden of increasing energy costs
- 2) To create a financial plan to fund various energy savings initiatives
- 3) To reduce the environmental impact of the Town's operations
- 4) To improve the reliability of Town equipment and reduce maintenance
- 5) To create a corporate culture of energy awareness

The main goal of this plan is to reduce the Town of LaSalle's energy consumption. By implementing all of the goals mentioned above, this will ultimately lead to less energy consumption by the Town of LaSalle. Over the past seven years The Town of LaSalle completed several new facilities including a new Town Hall, Fire Station, Police Station, and Public Works Facility. As these facilities are relatively new, the main focus over the next five years will continue to be on the Vollmer recreation centre, which is the largest consumer of energy in the Town.

Various measurements of success will be discussed in detail throughout the plan to ensure that these goals are accomplished.

ENERGY REDUCTION RESULTS

The Town of LaSalle is in a unique situation as the oldest facility in the Town (excluding pump stations) is the Vollmer Culture and Recreation Centre. The Vollmer Recreation Center was completed in 2008 and is eleven years old. The other Town buildings were either completed in 2013 (Fire Station, Police Station, Public Works Building), or completed in 2014 (Town Hall and Council Chambers). As such the energy reductions targeted within the 2014 Energy Management focused on the Vollmer Recreation Centre and Town pump stations. This being said, for this 5 year plan, the energy reduction targets that result from new capital purchases will continue to primarily focus on the Vollmer Recreation Centre. The energy reduction targets that result from

corporate staff awareness will relate to all Civic facilities including the Vollmer Recreation Centre (smaller reduction targets).

It is important to note that many factors affect energy consumption throughout the year. These variable factors include weather conditions for all buildings that require heat and air conditioning each year, activity rates, number of events and flow rates for pump stations each year.

The following chart outlines energy targets established within 2014 Energy Management Plan and the results based on 2017 data for the various buildings and pump stations throughout the municipality:

Building	Target	Comparison Year	GHG Emissions Annual Inc/(Dec)
Vollmer Recreation Centre	5% decrease over 5 years or 1%/ year	2012	-2.02%
Police Station	1% decrease over 4 years or 0.25%/year	2014	-2.90%
Fire Station	1% decrease over 4 years or 0.25%/year	2015	1.81%
Public Works Building	1% decrease over 4 years or 0.25%/year	2014	-7.60%
New Town Hall	No goal as building not yet complete	2015	-4.37%
Pump Stations	1% decrease over 5 years or 0.2%/year	2012	2.64%

Energy consumption has decreased within the Vollmer Recreation Complex, Police Station, Public Works and Town Hall facilities. While slight increases have been recorded within the Fire Station and Pump Stations it is important to note the Fire Service has seen increasing activity and the annual flow through pumping stations has increased over 5%, while GHG emissions have increased only 2.64%

In addition, a comparison of the energy consumption, emissions and financial cost of the Town of LaSalle street-lighting in 2013 and 2018 (post LED

conversion) is outlined below. The data illustrates a large decrease in usage, financial cost as well as a significant reduction in emissions.

Energy Source	Total Usage (kwh)		Total Cost (Year)		Total GHG emissions	
	2018	2013	2018	2013	2018	2013
Streetlight-Hydro	850,698	2,779,446	\$187,668	\$389,937	68,055	222,356

ENERGY REDUCTION TARGETS

The following chart outlines energy targets for the various buildings and pump stations throughout the municipality.

Building	Target	Comparison Year
Vollmer Recreation Centre	5% decrease over 5 years or 1%/ year	2017
Police Station	1% decrease over 5 years or 0.20%/year	2017
Fire Station	1% decrease over 5 years or 0.20%/year	2017
Public Works Building	1% decrease over 5 years or 0.20%/year	2017
New Town Hall	1% decrease over 5 years or 0.20%/year	2017
Pump Stations	1% decrease over 5 years or 0.20%/year	2017

PROJECTS

A number of projects have been completed or are currently in progress in order to reduce energy consumption within the Town. In particular, streetlights have been converted to LED and the Vollmer rink lighting have also been converted to LED. Likewise, a LED lighting conversion has taken place within the Vollmer natatorium. Also, the lighting at all pumping stations has been updated to LED. Furthermore, pumping station motors within station #1 have been updated with more energy efficient models.

Additionally, a master lighting controls project is underway within the Vollmer Recreation Centre. Other potential updates include replacing motors on screw pumps within station one. Other future capital investments and projects will be dependent upon the results of energy audits conducted on Town facilities.

OBJECTIVES

In order to continue to strive to meet the performance targets outlined within the plan and accomplish the goals set forth, there are several objectives that will be targeted for completion.

The following are the strategic objectives:

- 1) Continue with a financial plan to fund the various energy savings initiatives
- 2) Have an energy audit performed at all Town buildings and pump stations on a rotational basis.
- 3) Each year, investigate the cost-benefit of one or more energy savings initiatives identified in future energy audits and implement those projects which have a positive energy management impact.
- 4) Create an energy awareness program for Town staff
- 5) Create a pamphlet annually that explains energy savings initiatives implemented by the Town to educate the public.

SUMMARY OF CURRENT ENERGY CONSUMPTION, COST AND GHGS

Ontario Regulation 507/18 requires that energy consumption be documented on the following Town facilities:

1. Administrative Offices and related facilities, including municipal council chambers
2. Public Libraries
3. Cultural Facilities, indoor recreation facilities and community centres, including art galleries, performing art facilities, auditoriums, indoor sports arenas, indoor ice rinks, indoor swimming pools, gyms and indoor courts for playing tennis, basketball or other sports
4. Ambulance stations and associated offices and facilities
5. Fire stations and associated offices or facilities
6. Police stations and associated offices and facilities
7. Storage facilities where equipment or vehicles are maintained, repaired or stored
8. Buildings or facilities related to the treatment or pumping of water or sewage
9. Parking garages

The following chart summarizes the 2017 energy cost and consumption data for Town facilities required to be included in the Town's energy consumption reporting:

Energy Source	Total Usage	Unit of Measurement	Total Cost per year	Total GHG emissions (Kg)
Hydro	7,085,122	kWh	\$1,053,026	566,810
Natural Gas	414,832	m ³	\$121,150	784,032
Total			\$1,174,175	1,350,842

See appendix A for a detailed breakdown by Town facility.

In addition to Town facilities, the total streetlight energy consumption for 2018 is detailed in the following chart:

Energy Source	Total Usage	Unit of Measurement	Total Cost per year	Total GHG emissions (Kg)
Streetlight-Hydro	850,698	kWh	\$187,668	68,055

RENEWABLE ENERGY

Renewable Energy Currently Utilized:

Currently there are 1,782 solar panels installed on the roof of the Vollmer Recreation Centre. The solar panels have a DC Power Capacity of 403 kW and an AC Power Capacity of 250 kW.

The following table summarizes the financial investment

Green Shares Purchased	\$300,196.00
Annual Dividend Yield	\$21,013.72
Annual Lease Revenue (Yr. 1 to 10)	\$7,052.50
Annual Lease Revenue (Yr. 11 to 20)	\$10,075.00

Renewable Energy Planned:

Currently there are no additional renewable energy projects planned in the near future. The Town will continue to review investment opportunities that will result in an attractive return on investment.

ENERGY LEADER

The Town of LaSalle will clearly designate overall leadership and responsibility for corporate energy management. There are 2 leaders who have jointly created the energy management plan, these leaders are Mark Masanovich, Manager of Facilities and Tano Ferraro, Manager of Finance / Deputy Treasurer. The responsibilities of these energy management leaders are outlined below:

Mark Masanovich	<ul style="list-style-type: none">• Responsible for the actual installation and implementation of capital related energy savings initiatives• Monitor energy Usage on an annual basis• Review energy audits from an operational perspective• Co-champion of the creation of the annual energy savings initiatives pamphlet for the public• Co-champion of the creation of a staff awareness program to roll out over the next 5 years• Co-champion of the creation of the energy management plan every five years
Tano Ferraro	<ul style="list-style-type: none">• Create a financial plan to fund the various energy savings initiatives• Report annually on the Town of LaSalle's energy usage per Reg. 507/18• Monitor energy Usage on an annual basis• Review energy audits from a financial perspective and recommend the prioritization projects• Co-champion of the creation of the annual energy savings initiatives pamphlet for the public• Co-champion of the creation of a staff awareness program to roll out over the next 5 years• Co-champion of the creation of the energy management plan every five years

PROJECT EXECUTION

Project Execution at the Municipal Level:

The administration and implementation of this plan will be the responsibility of the Manager of Facilities and the Deputy Treasurer / Manager of Finance. Since all Town staff use energy in our daily activities, it will be the responsibility of all staff to be aware of energy use and work towards a culture of conservation. Through staff awareness/training newsletters and energy use statistical updates, staff will be able to contribute to the energy savings initiatives and see the results of their efforts.

Project Execution at the Asset Level:

From an asset level perspective, the first step in identifying areas of potential energy savings is to have an energy audit performed on Town facilities. Energy audits involve a walkthrough of each facility and identify various initiatives that can be implemented in order to save energy and correspondingly reduce costs. Each initiative identified in an audit provides a cost to implement the initiative, resulting savings in energy / cost and provides an estimated payback period to cover cost of implementation. Each initiative also identifies any potential savings from grants that are available at the time of the audit.

Over the course of this five year plan, an internal or external energy audit will be performed on Town facilities. Initiatives identified in the energy audits will be ranked by payback period. Initiative with the fastest payback period will be top priority and implemented first.

ENERGY PLAN REVIEW

Regulation 507/18 states that on or before July 1, 2019 and on or before every fifth anniversary thereafter, every public agency shall publish on its website and intranet site, if it has either or both, and make available to the public in printed form at its head office all of the information that is required to be published and made available under subsection (1), the Energy Consumption and Greenhouse Gas Emission Template that is required to be submitted and published on or before July 1 of that year and the following information:

- 1) A description of current and proposed measures for conserving and otherwise reducing energy consumption and managing demand for energy.
- 2) A revised forecast of the expected results of the current and proposed measures.
- 3) A report of the actual results achieved.
- 4) A description of any proposed changes to be made to assist the public agency in reaching any targets it has established or forecasts it has made.

Although this information is required every five years, the Town will review the energy management plan on an annual basis. It is important that actual energy usage is monitored and tracked on a regular basis to ensure that energy reduction targets will be met. The energy management team will also present any updates to the plan and results year over year to the environmental committee of the Town of LaSalle.

In addition to monitoring results annually, specific measures will be taken for capital initiatives. For every capital initiative that relates to energy reduction, the Town will measure the energy usage prior to and after the installation of any new capital to ensure that energy savings is occurring as the result of the capital initiative and the projected payback period from dollars saved is reasonable.

ENERGY CONSUMPTION

Refer to Appendix A for 2017 Energy consumption of facilities required to be included in the energy management plan under Reg. 507/18.

FINANCIAL PLAN

Administration will bring forward opportunities to conduct internal energy audits and/or externally conducted energy audits which will be completed subject to available funding. Those potential projects identified within the internally or externally conducted energy audits will be evaluated and brought forward for capital planning purposes. The operating cost savings realized through the introduction of energy efficient capital investments will reduce the operating costs of the Town of LaSalle.

In order to accurately determine the dollar value of energy savings each year, it is important that the energy usage for each initiative is measured prior to any capital project implementation and after the implementation.

Appendix A

Operation Name	Total Floor Area	Unit	Avg hrs/wk	Annual Flow (Mega Litres)	Energy Type / Amount Consumed in Natural Units				Total (calculated in webform)		
					Electricity		Natural Gas		GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litre)
					Quantity	Unit	Quantity	Unit			
New Public Works	35,000.00	Sq. Ft.	40		312,429	kWh	33,526		88,358	19	
New Fire Services	24,000.00	Sq. Ft.	168		195,139	kWh	27,642	Cubic Meter	67,855	20	
Front Road Park Washrooms	225.00	Sq. Ft.	40		1,399	kWh			112	6	
Outdoor Pool	5,500.00	Sq. Ft.	40		57,288	kWh	24,965	Cubic Meter	51,767	59	
New Police Services	22,000.00	Sq. Ft.	168		405,296		36,788	Cubic Meter	101,953	36	
Pump Station 4	500.00	Sq. Ft.	168	66.29400	12,319	kWh			986		186
Pump Station 1	2,000.00	Sq. Ft.	168	3281.84800	391,995	kWh			31,360		119
Pump Station 11		Sq. Ft.	168	115.21200	6,617	kWh			529		57
Pump Station 13		Sq. Ft.	168	86.76600	4,487	kWh			359		52
Pump Station 14		Sq. Ft.	168	225.91600	10,171	kWh			814		45

Operation Name	Total Floor Area	Unit	Avg hrs/wk	Annual Flow (Mega Litres)	Energy Type / Amount Consumed in Natural Units				Total (calculated in webform)		
					Electricity		Natural Gas		GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litre)
					Quantity	Unit	Quantity	Unit			
Pump Station 16		Sq. Ft.	168	134.01800	8,435	kWh			675		63
Pump Station 19	500.00	Sq. Ft.	168	38.10400	16,060	kWh			1,285		421
Pump Station 2	500.00	Sq. Ft.	168	1447.24500	29,175	kWh			2,334		20
Pump Station 3		Sq. Ft.	168	144.09600	5,600	kWh			448		39
Pump Station 6		Sq. Ft.	168	101.17700	4,459	kWh			357		44
Pump Station 7	600.00	Sq. Ft.	168	1573.04200	43,176	kWh			3,454		27
Pump Station 8		Sq. Ft.	168	61.38500	3,643	kWh			291		59
Pump Station 10	500.00	Sq. Ft.	168	246.31600	34,140	kWh			2,731		139
Pump Station 17		Sq. Ft.	168	15.40100	1,377	kWh			110		89
Pump Station 12		Sq. Ft.	168	62.70900	3,588	kWh			287		57
Pump Station 15		Sq. Ft.	168	67.72000	3,425	kWh			274		51
Pump Station-		Sq. Ft.	168	858.12600	16,535	kwh			1,323		19

Operation Name	Total Floor Area	Unit	Avg hrs/wk	Annual Flow (Mega Litres)	Energy Type / Amount Consumed in Natural Units				Total (calculated in webform)		
					Electricity		Natural Gas		GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litre)
					Quantity	Unit	Quantity	Unit			
Laurier Storm											
New Town Hall	40,000.00	Sq. Ft.	40		1,008,789	kWh	80,894	Cubic Meter	233,593	47	
Vollmer Centre	115,000	Sq. Ft.	126		4,250,166	kWh	211,009	Cubic Meter	738,820	56	
Vollmer Concession Building	400.00	Sq. Ft.	40		238,843	kWh	8	Cubic Meter	19,123	597	
Pump Station-Disputed Storm		Sq. Ft.	168	62.07100	4,511	kWh			361		73
Pump Station 18		Sq. Ft.	168	41.16400	16,060	kWh			1,285		390

APPENDIX B

Space reserved for Council Commitment Documentation once approved



The Corporation of the Town of LaSalle

Date:	June 11, 2019	Report No:	FIN-14-2019
Directed To:	Members of Council	Attachments:	Financial Statements Audit Findings Report
Department:	Finance		
Prepared By:	Dale Langlois, CPA, CA Director of Finance & Treasurer	Policy References:	None
Subject:	Approval of the 2018 Audited Financial Statements		


Recommendation:

Based on the information provided within this report, it is recommended that:

- The 2018 Audited Financial Statements be approved and adopted by Council
- The 2018 Audited Financial Statements be published in a local newspaper having general circulation in the municipality (in accordance with Section 295(1)(a) of the Municipal Act)
- The 2018 Audited Financial Statements be posted on the Town's Web Site
- The 2018 Financial Statements and 2018 Financial Information Returns be submitted to the Ministry of Municipal Affairs (in accordance with Section 294(1) of the Municipal Act)

Yours truly,

Dale Langlois, CPA, CA
Director of Finance & Treasurer

<i>Reviewed by:</i>						
CAO 	Finance	Council Services	Environmental Services	Planning & Development	Culture & Recreation	Fire Services

Consolidated Financial Statements of

**THE CORPORATION OF THE
TOWN OF LASALLE**

Year ended December 31, 2018

June xx, 2019

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the Town of LaSalle (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The audit committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Joe Milicia, CPA, CA
Chief Administrative Officer

Dale Langlois, CPA, CA
Director of Finance / Treasurer

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of LaSalle

Opinion

We have audited the consolidated financial statements of the Corporation of the Town of LaSalle (the "Entity"), which comprise:

- the consolidated statement of financial position as at December 31, 2018
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2018, and its consolidated results of operations, its consolidated changes in net assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

THE CORPORATION OF THE TOWN OF LASALLE

Consolidated Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
Financial assets:		
Unrestricted		
Cash and short term investments (note 2)	\$ 20,585,871	\$ 15,599,472
Accounts receivable		
Taxes receivable	1,531,022	1,491,845
User charges receivable	2,581,563	2,701,322
Other receivables	1,221,800	1,216,629
Long term investments (note 2)	1,110	1,105
	<u>25,921,366</u>	<u>21,010,373</u>
Restricted		
Cash and short term investments (note 2)	40,413,133	34,343,879
Investment in Essex Power Corporation (note 3)	12,392,485	12,373,865
	<u>52,805,618</u>	<u>46,717,744</u>
	<u>78,726,984</u>	<u>67,728,117</u>
Financial liabilities:		
Accounts payable and accrued liabilities	5,201,549	4,726,178
Deferred revenue/capital deposits (note 4)	42,448,499	36,015,392
Long term debt (note 5)	27,945,898	29,073,072
Employee future benefit obligations (note 6)	26,036,896	25,086,431
	<u>101,632,842</u>	<u>94,901,073</u>
Net debt	(22,905,858)	(27,172,956)
Non-financial assets:		
Tangible capital assets (note 7)	248,377,218	239,351,115
Other non-financial assets (note 8)	22,647,149	23,113,090
Inventory/prepaid expenses	834,583	734,373
	<u>271,858,950</u>	<u>263,198,578</u>
Accumulated surplus (note 9)	\$ 248,953,092	\$ 236,025,622

Commitments and contingencies (note 11, note 12)

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF LASALLE

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2018, with comparative information for 2017

	Budget (note 13)	2018	2017
Revenue:			
Taxation (note 10)	\$ 31,944,900	\$ 32,921,701	\$ 30,133,859
User charges	9,834,800	9,653,005	9,865,368
Government transfers			
Provincial (note 14)	967,600	1,279,892	1,246,483
Federal (note 14)	1,458,300	2,003,644	1,462,058
Investment income	325,200	763,336	440,368
Penalties and interest	280,000	332,591	307,981
Contributions from developers and users	4,000	14,147,257	10,128,997
Recreation and cultural services	2,534,500	2,572,154	2,469,285
Equity income in Essex Power Corporation (note 3)	545,000	580,213	972,223
Other	2,246,700	3,100,951	3,510,952
Total revenue	50,141,000	67,354,744	60,537,574
Expenses:			
General government	7,034,900	7,115,047	8,066,517
Protection services	12,455,200	12,687,258	11,966,666
Transportation services	8,413,400	10,824,490	10,324,872
Environmental services	12,039,000	15,076,836	15,001,616
Recreation and cultural services	7,871,600	8,050,563	7,742,237
Planning and development	667,300	673,080	619,814
Total expenses	48,481,400	54,427,274	53,721,722
Annual surplus	1,659,600	12,927,470	6,815,852
Accumulated surplus, beginning of year	236,025,622	236,025,622	229,209,770
Accumulated surplus, end of year	\$ 237,685,222	\$ 248,953,092	\$ 236,025,622

The accompanying notes are an integral part of these consolidated financial statements

THE CORPORATION OF THE TOWN OF LASALLE

Consolidated Statement of Change in Net Debt

Year ended December 31, 2018, with comparative information for 2017

	Budget (note 13)	2018	2017
Annual surplus	\$ 1,659,600	\$ 12,927,470	\$ 6,815,852
Acquisition of tangible capital assets	(14,779,400)	(18,971,772)	(11,095,408)
Amortization of tangible capital assets	9,505,300	9,662,363	9,500,682
Loss on disposal of tangible capital assets	-	283,306	868,880
	(3,614,500)	3,901,367	6,090,006
Amortization of other non-financial assets	466,000	465,941	465,941
Consumption (net acquisition) of inventory/ prepaid expenses	-	(100,210)	(3,232)
Change in net debt	(3,148,500)	4,267,098	6,552,715
Net debt, beginning of year	(27,172,956)	(27,172,956)	(33,725,671)
Net debt, end of year	\$ (30,321,456)	\$ (22,905,858)	\$ (27,172,956)

The accompanying notes are an integral part of these consolidated financial statements

THE CORPORATION OF THE TOWN OF LASALLE

Consolidated Statement of Cash Flows

Year ended December 31, 2018 with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating Activities:		
Annual surplus	\$12,927,470	\$ 6,815,852
Items not involving cash:		
Amortization of tangible capital assets	9,662,363	9,500,682
Amortization of other non-financial assets	465,941	465,941
Contributed tangible capital assets from developers	(12,303,308)	(6,111,475)
Loss on disposal of tangible capital assets	283,306	868,880
Change in employee future benefit obligations	950,465	795,001
Equity in income of Essex Power Corporation	(580,213)	(955,605)
Change in non-cash assets and liabilities:		
Taxes receivable	(39,177)	(123,350)
User charges receivable	119,759	(545,835)
Other receivables	(5,171)	882,029
Accounts payable and accrued liabilities	475,371	902,045
Inventory/prepaid expenses	(100,210)	(3,232)
	11,856,596	12,490,933
Capital Activities:		
Cash used to acquire tangible capital assets	(6,668,464)	(4,983,933)
	(6,668,464)	(4,983,933)
Investing Activities:		
Increase in long term investments	(5)	(5)
Dividend received from Essex Power Corporation	561,593	544,968
	561,588	544,963
Financing Activities:		
Increase in deferred revenue/capital deposits	6,433,107	4,771,301
Repayments related to long term debt	(1,127,174)	(1,079,405)
	5,305,933	3,691,896
Increase in cash position	11,055,653	11,743,859
Cash and short term investments, beginning of year	49,943,351	38,199,492
Cash and short term investments, end of year (note 2)	\$60,999,004	\$49,943,351

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements

Year ended December 31, 2018

The Corporation of the Town of LaSalle (the "Town") is a municipality in the Province of Ontario incorporated in 1991 and operates under the provisions of the Municipal Act. Previous to 1991, the municipality was known as the Township of Sandwich West.

1. Significant accounting policies:

The consolidated financial statements of the Town are prepared by management in accordance with Canadian public sector accounting standards ("PSAS"). Significant accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

(i) Consolidated entities

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and which are owned or controlled by the Town except for the Town's government business enterprise, Essex Power Corporation ("EPC"), which is accounted for on the modified equity basis of accounting.

Excluded from the reporting entity are activities related to The River Canard Park Community Centre Board, The LaSalle Strawberry Festival Committee, The LaSalle Craft Beer Festival Committee, as well as several other small Committees of Council, all of which are administered by the Town and reported on separately.

Interdepartmental transactions and balances have been eliminated.

(ii) Investment in EPC

The Town's investment in EPC is accounted for on a modified equity basis, consistent with Canadian public sector accounting standards for investments in Government Business Enterprises. Under the modified equity basis, Government Business Enterprise's accounting policies are not adjusted to conform with those of the municipality and inter-organizational transactions and balances are not eliminated. The Town recognizes its equity interest in the annual income or loss of EPC in its consolidated statement of operations with a corresponding increase or decrease in its investment asset account. Any dividends that the Town receives from EPC are reflected as reductions in the investment asset account.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(a) Basis of consolidation (continued):

(iii) Accounting for county and school boards transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the county and the school boards are not reflected in these consolidated financial statements. Amounts due to / from county or school boards are reported on the statement of financial position as accounts receivable / payable.

(b) Basis of accounting:

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of an obligation to pay.

(c) Restricted assets:

Restricted assets consist of cash, short term investments, long term investments and interest receivable which are associated with deferred revenue/capital deposit accounts and reserve funds, of which their use is limited by Provincial or Federal legislation, regulation or third party agreements.

(d) Investments:

Investments consist primarily of money market instruments such as government bonds and guaranteed investment certificates. Investments, which are effectively held to maturity or have a reduction in market value that is considered temporary in nature, are recorded at cost. Other investments, if any, are recorded at the lower of cost or market. Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(e) Employee future benefit obligations:

The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions with respect to mortality and termination rates, retirement age and expected inflation rate with respect to employee benefit costs. Past service costs from plan amendments, if any, are deferred and amortized on a straight-line basis over the average remaining service period of employees active at the date of the amendment. Actuarial gains (losses) on the accrued benefit obligation arise from differences between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. The excess of the net accumulated actuarial gains (losses) over 10 percent of the accrued benefit obligation is amortized over the average remaining service period of active employees.

(f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They generally have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(g) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	15 - 50
Buildings and building improvements	10 - 50
Vehicles, machinery and equipment	5 - 30
Water and wastewater infrastructure	20 - 50
Roads and bridge infrastructure	12 - 50
Furniture and fixtures	15

A half year of amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(g) Tangible capital assets (continued):

(i) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(ii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

(iii) Works of art and cultural and historic assets

The Town manages and controls various works of art and non-operational historical cultural assets including artifacts, paintings and sculptures located at Town sites and public display areas. The assets are not recorded as tangible capital assets and are not amortized. These items have cultural, aesthetic, or historical value and are worth preserving perpetually.

(iv) Interest capitalization

The Town does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(v) Tangible capital assets disclosed at nominal values

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value.

(h) Other non-financial assets:

The Town owns an interest of five million gallons per day of treatment capacity at the Lou Romano Water Treatment Plant (the "Plant"). The Plant's physical assets are owned by the City of Windsor. This asset is being amortized over the life of the Plant, which is estimated to be 60 years.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(i) Use of estimates:

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating the valuation of receivables, the carrying value of tangible capital assets and other non-financial assets, provisions for accrued liabilities and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

(j) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists
- (ii) contamination exceeds the environmental standard
- (iii) the organization is directly responsible or accepts responsibility for the liability
- (iv) future economic benefits will be given up, and
- (v) a reasonable estimate of the liability can be made

(k) Government transfers:

Government transfer payments are recognized in the financial statements in the year in which the payment is authorized and the events giving rise to the transfer occur, performance criteria are met, and a reasonable estimate of the amount can be made. Funding that is stipulated to be used for specific purposes is only recognized as revenue in the fiscal year that the related expenses are incurred or services performed. If the funding is received for which the related expenses have not yet been incurred or services performed, these amounts are recorded as deferred revenue at year end.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(I) Adoption of new accounting policies:

(i) Related party disclosures

The Town adopted Public Sector Accounting Standard PS 2200 Related Party Transactions effective for fiscal periods beginning on or after April 1, 2017. The standard defines related party and provides disclosure requirements. Disclosure is only required when the transactions or events between related parties occur at a value different from what would have been recorded if they were not related and the transactions could have a material financial impact on the financial statements. The standard also requires disclosure of related party transactions that have occurred where no amounts have been recognized. The Town adopted this standard on a prospective basis and there were no adjustments as a result of the adoption of this standard.

(ii) Inter-entity transactions

The Town adopted Public Sector Accounting Board Standard PS3420 Inter-entity Transactions effective for fiscal periods beginning on or after April 1, 2017. The standard specifies how to account for transactions between public sector entities within the government reporting entity.

Transactions undertaken on similar terms and conditions to those adopted if the entities were dealing at arm's length are recorded at the exchange amount. Transfers of an asset or liability at nominal or no consideration is recorded by the provider at the carrying amount and the recipient has the choice of using either the carrying amount or fair value. Cost allocations are reported using the exchange amount and revenues and expenses are reported on a gross basis. Unallocated costs for the provision of goods or services may be recorded by the recipient at the carrying amount or fair value unless otherwise dictated by policy, accountability structure or budget practice.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

2. Cash and investments:

	<u>2018</u>	<u>2017</u>
Unrestricted assets:		
Cash	\$ 20,585,871	\$ 15,599,472
Long term investments:	1,110	1,105
Restricted assets:		
Cash	40,090,590	34,025,887
Short term investments	322,543	317,992
	<u>40,413,133</u>	<u>34,343,879</u>
Essex Power Corporation (note 3)	12,392,485	12,373,865
	<u>12,392,485</u>	<u>12,373,865</u>
	<u>\$ 73,392,599</u>	<u>\$ 62,318,321</u>
Cash and short term investments:		
Unrestricted	20,585,871	15,599,472
Restricted	40,413,133	34,343,879
	<u>\$ 60,999,004</u>	<u>\$ 49,943,351</u>

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

3. Investment in EPC:

a) Incorporation of EPC

On May 30th, 2000, the Town along with the Towns of Amherstburg, Leamington and Tecumseh substantially transferred all of the assets, liabilities and operations of their respective Hydro-Electric Systems to Essex Power Corporation (EPC). EPC is a holding company which wholly owns three subsidiaries: Essex Power Lines Corporation (EPLC), Essex Power Services Corporation and Essex Energy Corporation. EPC and its subsidiaries have been established by the respective Town Councils to own and manage the operations of the collective Hydro-Electric System.

The value of net assets transferred to EPC from the Town on May 30th, 2000 was \$11,491,728 and was recorded as other revenue on the "Consolidated Statement of Operations". In consideration for such transfer, EPC originally issued to the Town the following:

Promissory notes (from EPLC)	\$ 5,245,401
25% voting common shares (in EPC)	2,678,178
44% non-voting common shares (in EPC)	3,568,149
	<u>\$ 11,491,728</u>

b) Investment in EPC

The investments in EPC and EPLC are included in the restricted long term investments on the "Consolidated Statement of Financial Position" and consist of the following as at December 31st:
The Town owns 33.25% of EPC.

	<u>2018</u>	<u>2017</u>
Voting common shares	\$ 2,678,178	\$ 2,678,178
Non-voting common shares	3,568,149	3,568,149
Non-voting special shares	253,260	253,260
Attributable gains to date, net of dividends received	5,892,898	5,874,278
	<u>\$ 12,392,485</u>	<u>\$ 12,373,865</u>

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

3. Investment in EPC (continued):

c) Supplementary information

The following table provides condensed supplementary information for EPC.

	As at Dec 31, 2018	As at Dec 31, 2017
Financial Position:		
Current assets	\$ 21,442,000	\$ 19,657,000
Capital assets	65,984,000	61,410,000
Other assets	10,734,000	9,511,000
Total Assets	98,160,000	90,578,000
Regulatory balances	10,920,000	40,155,000
Total Assets and Regulatory balances	109,080,000	130,733,000
Current liabilities	27,098,000	24,231,000
Long term liabilities	36,169,000	30,198,000
Total Liabilities	63,267,000	54,429,000
Equity	39,101,000	36,213,000
Total Liabilities and Equity	102,368,000	90,642,000
Regulatory balances	6,712,000	40,091,000
Total liabilities, equity and regulatory balances	\$ 109,080,000	\$ 130,733,000
	For the year ended Dec 31, 2018	For the year ended Dec 31, 2017
Result from Operations:		
Revenue	\$ 84,294,000	\$ 87,886,000
Operating expenses	83,730,000	83,485,000
Income from operations	564,000	4,401,000
Other expenses	1,708,000	1,990,000
Net (loss) income	(1,144,000)	2,411,000
Net movement in regulatory balances, net of tax	4,125,000	(153,000)
Net income for the year and net movement in regulatory balances	2,981,000	2,258,000
Other comprehensive income	77,000	506,000
Total comprehensive income for the year	\$ 3,058,000	\$ 2,764,000

For the year ended December 31, 2018, the Town's proportionate share of the comprehensive income was \$996,170 (\$972,223 in 2017) and has been reflected in the Consolidated Statement of Operations. The change in the investment in EPC includes both the share of comprehensive income and the common share dividends received of \$578,556 (\$561,593 in 2017). Dividends received on special shares of \$17,729 (\$17,729 in 2017) are included in investment income.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

3. Investment in EPC (continued):

d) Prior period adjustment

During the cost of service review process in 2018, Essex Power Corporation identified a difference within the regulatory variance account 1576 relating to IFRS variances between what was reported to the OEB and what was reported in the financial statements. Upon the adoption of IFRS on January 1, 2015, the Corporation neglected to continue increasing the regulatory liability related to adjustments required to the accounting records in the transition to IFRS in the issued audited financial statements for the years 2015 through 2017. Correction of this difference resulted in the restatement of certain comparative year 2017 balances and amounts.

e) Related party transactions

During fiscal 2018, the Town received \$561,593 in common share dividends from EPC (\$544,968 in 2017).

During fiscal 2018, the Town paid \$1,451,132 to EPC for services provided (\$1,367,633 in 2017).

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

4. Deferred revenue/capital deposits:

The balance of deferred revenue/capital deposits consist of:

	<u>2018</u>	<u>2017</u>
Sewer projects	\$ 2,125,459	\$ 1,695,301
Water projects	5,337,095	3,614,875
Water emergency	1,500,000	1,500,000
Development charges	25,792,514	23,435,404
Refundable contributions from developers	3,434,769	2,937,235
Federal Gas Tax	3,347,626	2,202,133
Provincial Gas Tax/transit	45,567	344,243
OCIF	477,983	812
Parkland dedication	387,486	285,389
	<u>\$ 42,448,499</u>	<u>\$ 36,015,392</u>

The activity for the year consists of:

	<u>2018</u>	<u>2017</u>
Contributions received:		
Contribution from developers	\$ 2,625,537	\$ 3,364,457
Contribution from others	3,405,000	3,132,700
Gas tax funding	1,511,962	1,478,829
OCIF formula based funding	469,420	329,894
Investment income	1,056,959	703,474
	<u>9,068,878</u>	<u>9,009,354</u>
Deferred revenue/capital deposits included in revenue	<u>(2,635,771)</u>	<u>(4,238,053)</u>
Net change in deferred revenue/capital deposits	6,433,107	4,771,301
Deferred revenue/capital deposits, beginning of year	36,015,392	31,244,091
Deferred revenue/capital deposits, end of year	<u>\$ 42,448,499</u>	<u>\$ 36,015,392</u>

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

5. Long term debt:

a) Long term debt outstanding:

	<u>2018</u>	<u>2017</u>
New municipal facilities 3.83% debenture, repayable in combined semi-annual payments of principal and interest of \$562,630, maturing in 2038	\$ 15,359,525	\$ 15,881,476
Vollmer complex 4.81% debenture, repayable in combined semi-annual payments of principal and interest of \$419,456, maturing in 2028	6,337,265	6,852,688
Sanitary sewage treatment capacity 5.1% debenture, repayable in combined semi-annual payments of principal and interest of \$205,977, maturing in 2048	6,249,108	6,338,908
	<u>27,945,898</u>	<u>29,073,072</u>

The responsibility for payment of principal and interest charges for tile drainage loans has been assumed by individuals (maturing in 2019, 2025 and 2026). These amounts are not recorded on the consolidated statement of financial position

82,429	95,939
<u>\$ 28,028,327</u>	<u>\$ 29,169,011</u>

b) Long term debt principal repayments:

Within one year	\$ 1,177,083
Within two years	1,229,235
Within three years	1,283,730
Within four years	1,340,674
Within five years	1,400,181
Thereafter	21,514,995
	<u>\$ 27,945,898</u>

c) Charges relating to long term debt:

	<u>2018</u>	<u>2017</u>
Principal paid	\$ 1,127,173	\$ 1,079,407
Interest paid	1,248,954	1,296,720
	<u>\$ 2,376,127</u>	<u>\$ 2,376,127</u>

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

5. Long term debt (continued):

d) Debt capacity limit:

The Municipal Act establishes debt limits, which include both interest and principal payments, as defined in Ontario regulation 403/02. The debt limit is calculated at 25% of net operating revenues. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs and Housing. These thresholds are a conservative guideline used by the Ministry to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the consolidated financial statements must be interpreted as a whole.

	<u>2018</u>	<u>2017</u>
Debt repayment limit (25% of net operating revenues)	\$ 11,845,122	\$ 12,086,864
Net debt charges	<u>2,376,127</u>	<u>2,376,127</u>
Remaining available debt repayment limit	<u>\$ 9,468,995</u>	<u>\$ 9,710,737</u>

6. Employee future benefit obligations and other liabilities:

a) Pension agreements

The Town makes contributions on behalf of members of its staff to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan. The plan is a defined-benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The multi-employer plan is valued on a current market basis for all plan assets.

During the year, the Town paid \$1,505,412 (\$1,394,887 in 2017) in contributions towards the OMERS plan.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

6. Employee future benefit obligations and other liabilities (continued):

b) Future benefit obligations

Employee benefit liabilities are future obligations of the Town to its employees and retirees for benefits earned but not taken as of December 31.

	<u>2018</u>	<u>2017</u>
Post retirement benefits	\$ 25,353,519	\$ 24,352,476
Accrued sick leave	554,416	576,295
WSIB future benefit costs	128,961	157,660
	<u>\$ 26,036,896</u>	<u>\$ 25,086,431</u>

i) Post retirement benefits

The post retirement benefits liability is based on an actuarial valuation performed by the Town's actuaries. The valuation and measurement date used by the actuaries is December 31, 2016 and December 31, 2017 respectively. The significant actuarial assumptions adopted in estimating the Town's liability are as follows:

Long term discount rate	3.7% (3.5% in 2017)
Trend rates:	
Dental	- 3% per annum (3% in 2017)
Health care	- 6.25% per annum in 2017, decreasing by 0.25% per annum to an ultimate rate of 4.50%
Estimated remaining service life -	14.3 years

Information about the Town's future obligations with respect to these costs is as follows:

	<u>2018</u>	<u>2017</u>
Opening balance	\$ 24,352,476	\$ 23,501,673
Annual expense		
Cost of benefits	656,668	580,136
Net amortization of actuarial losses	81,382	811
Interest	705,593	687,556
Benefits paid	(442,600)	(417,700)
Closing balance	<u>\$ 25,353,519</u>	<u>\$ 24,352,476</u>

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

6. Employee future benefit obligations and other liabilities (continued):

b) Future benefit obligations (continued):

i) Post retirement benefits (continued)

	<u>2018</u>	<u>2017</u>
Accrued benefit obligation	\$ 15,545,748	\$ 19,724,426
Unamortized net actuarial gains	9,807,771	4,628,050
Closing balance	<u>\$ 25,353,519</u>	<u>\$ 24,352,476</u>

The Town's post retirement benefit obligations are unfunded.

ii) Accrued sick leave

Under the terms of contract settlements in 1995, employees can only receive lump sum cash payments for those days accumulated in excess of the maximum sick leave bank entitlement. The cash value of 50% of the excess accumulation is to be paid to each employee at the beginning of the following year. The days accumulated up to the sick leave bank maximum entitlement have no cash value, however, represents a future liability to the municipality.

As of November 30, 2013, the sick leave bank entitlement was frozen. The frozen sick leave banks must be drawn upon before using the annual sick leave entitlement. Employees retiring prior to December 31, 2016 may use the remaining sick leave bank to extend their retirement date as per the Town's current practice.

iii) WSIB future benefit costs

The Workplace Safety and Insurance Board (WSIB) has evaluated the estimated liability for the future benefit costs and administrative loading at \$128,961 (\$157,660 in 2017).

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

7. Tangible capital assets

Cost	Balance at December 31, 2017	Additions	Disposals	Transfers	Balance at December 31, 2018
Land	\$ 38,613,687	\$ 1,553,691	\$ (174,255)	\$ -	\$ 39,993,123
Land improvements	11,324,996	416,772	-	370,736	12,112,504
Buildings and building improvements	54,371,243	124,120	-	-	54,495,363
Vehicles, machinery and equipment	17,315,131	888,638	(430,838)	264,913	18,037,844
Water and wastewater infrastructure	126,342,796	7,685,213	(218,956)	1,177,824	134,986,877
Roads and bridge infrastructure	106,953,668	3,236,479	(5,147)	658,955	110,843,955
Furniture and fixtures	1,882,000	71,523	-	76,702	2,030,225
Assets under construction	2,981,037	4,995,336	-	(2,549,130)	5,427,243
Total	\$ 359,784,558	\$ 18,971,772	\$ (829,196)	\$ -	\$ 377,927,134

Accumulated Amortization	Balance at December 31, 2017	Disposals	Amortization Expense	Balance at December 31, 2018
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	5,625,283	-	634,073	6,259,356
Buildings and building improvements	12,595,670	-	2,124,716	14,720,386
Vehicles, machinery and equipment	10,000,078	406,905	1,104,595	10,697,768
Water and wastewater infrastructure	45,850,064	135,481	2,695,139	48,409,722
Roads and bridge infrastructure	45,817,240	3,504	2,972,641	48,786,377
Furniture and fixtures	545,108	-	131,199	676,307
Total	\$ 120,433,443	\$ 545,890	\$ 9,662,363	\$ 129,549,916

Net Book Value	Balance at December 31, 2017	Balance at December 31, 2018
Land	\$ 38,613,687	\$ 39,993,123
Land improvements	5,699,713	5,853,148
Buildings and building improvements	41,775,573	39,774,977
Vehicles, machinery and equipment	7,315,053	7,340,076
Water and wastewater infrastructure	80,492,732	86,577,155
Roads and bridge infrastructure	61,136,428	62,057,578
Furniture and fixtures	1,336,892	1,353,918
Assets under construction	2,981,037	5,427,243
Total	\$ 239,351,115	\$ 248,377,218

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

8. Other non-financial assets:

Other non-financial assets represent an interest of five million gallons per day of treatment capacity at the Lou Romano Water Treatment Plant (the "Plant").

	2018	2017
Balance, cost	\$ 27,679,629	\$ 27,679,629
Less - Accumulated amortization	5,032,480	4,566,539
Balance, net	<u>\$ 22,647,149</u>	<u>\$ 23,113,090</u>

9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2018	2017
Surplus:		
Invested in tangible capital assets	\$ 226,680,428	\$ 216,616,952
Invested in other non-financial capital assets	16,398,041	16,774,182
Other	(4,570,898)	(3,047,472)
Unfunded employee future benefit obligations	(26,036,896)	(25,086,431)
Total surplus	212,470,675	205,257,231
Reserve funds set aside by Council:		
Building activity	(176,819)	(256,202)
Essex power equity	12,139,225	12,120,605
Total reserve funds	11,962,406	11,864,403
Reserves set aside for specific purpose by Council:		
Tax stabilization	4,012,559	3,508,559
Working capital	453,467	445,253
Facility capital	985,425	936,939
Insurance	309,569	279,972
Strategic planning	586,800	563,490
Technology	497,272	454,928
LaSalle green space/woodlot	431,905	424,724
Accessibility projects	6,559	4,539
HR / Health & Safety	82,250	85,000
Election	15,412	56,361
Fire	471,515	83,207
Police	204,964	300,000
Fleet	1,332,156	1,303,640
Roads network	2,487,627	1,853,487
Asset replacement/repair	6,243,704	3,020,386
Drains & storm water management	2,833,001	1,835,827
Sidewalks/trails/streetlights/driveways	220,794	505,546
Fuel system	83,162	83,539
Transit	499,064	450,000
Culture & recreation	498,249	478,991
Parks & parkland works	532,036	443,865
Vollmer Centre	1,553,671	1,612,350
Planning projects	178,850	173,585
Total reserves	24,520,011	18,903,988
	<u>\$ 248,953,092</u>	<u>\$ 236,025,622</u>

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

10. Taxation revenue:

Taxation revenue, reported on the Consolidated Statement of Operations and Accumulated Surplus, is made up of the following:

	2018	2018
Residential and farm taxes	\$ 51,067,217	\$ 46,675,222
Commercial, industrial and business taxation	5,835,040	5,727,904
Taxation from other governments	56,711	55,711
	56,958,968	52,458,837
Requisitions to County and School Boards	(24,037,267)	(22,324,978)
Net property taxes and payment-in-lieu available for municipal purposes	\$ 32,921,701	\$ 30,133,859

11. Commitments:

a) Ontario Clean Water Agency

The Town has entered into an agreement with the Ontario Clean Water Agency ("Agency") (formerly Ministry of the Environment) for the construction, financing and operation of a sanitary sewage system to service certain areas of the municipality. The Town was obligated to reimburse the Agency for the costs of the project through the imposition and collection of frontage and connection charges and a sewage service rate to the users. At December 31, 1996, the construction of the system was complete.

In 2018, the Town paid \$333,598 (\$293,316 in 2017) to the Agency for the operation and maintenance of its sanitary sewer system, which is reflected in the "Consolidated Statement of Operations and Accumulated Surplus".

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

11. Commitments (continued):

b) The Corporation of the City of Windsor

In 1974, the Town entered into an agreement with the Corporation of the City of Windsor ("the City") for the processing and disposal of the sewage from the sanitary sewage system. The costs of processing the sewage are based on the Town's proportionate share of the operating and administrative costs of the Lou Romano Water Reclamation Plant.

The City of Windsor invoices for these charges on a quarterly basis and these charges which totaled \$897,387 (\$834,256 in 2017) are reflected in the Town's "Consolidated Statement of Operations and Accumulated Surplus".

12. Contingent liabilities:

During the normal course of operations, the Town is subject to various legal actions. The settlement of these actions is not expected to have a material effect on the consolidated financial statements of the Town.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

13. Budget data:

Budget data presented in these consolidated financial statements are based upon the 2017 operating and capital budgets approved by Council. The Town does not budget for amortization and employee future benefits and, as a result, amortization and employee future benefits is included based on actual cost. Also, the Town does not budget for developer contributions. The chart below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget Amount
Revenue:	
Operating	\$ 50,141,000
Capital	14,779,400
Less:	
Transfers from other funds	(14,779,400)
Total revenue	50,141,000
Expenses:	
Operating	50,141,000
Capital	14,779,400
Less:	
Transfers to other funds	(11,503,700)
Capital expenses	(14,779,400)
Debt principal payments	(1,127,200)
Add:	
Employee future benefits obligation expense	1,000,000
Amortization of tangible capital assets	9,505,300
Amortization of non-financial assets	466,000
Total expenses	48,481,400
Annual surplus	\$ 1,659,600

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

14. Government transfers:

The town recognizes the transfer of government funding as expenses or revenues in the period that the events giving rise to the transfer occurred. The government transfers reported on the consolidated statement of operations are:

	Budget	2018	2017
Revenue:			
Provincial grants:			
Provincial offences	\$ 125,000	\$ 103,027	\$ 103,379
OCIF formula based grant	469,000	469,420	329,894
Provincial gas tax	60,000	52,271	56,474
Policing (PEM/RIDE/Court Services/OCLIF)	313,600	406,883	326,515
Transportation Services	-	24,609	-
Recreation Services	-	-	20,000
Planning and Development	-	2,231	2,881
PTIF	-	55,262	100,000
OMCIP	-	23,821	301,179
CWWF	-	142,368	6,161
	967,600	1,279,892	1,246,483
Federal grants:			
Federal gas tax	1,458,300	1,459,691	1,422,355
Recreation Services	-	28,560	27,380
AMO-Main Street 2018	-	56,287	-
Rural Economic Development Program	-	30,063	-
Canada 150 CIP	-	44,306	-
FCM Storm Sewer Condition	-	50,000	-
Enabling Accessibility	-	50,000	-
CWWF	-	284,737	12,323
	1,458,300	2,003,644	1,462,058
Total revenue	\$ 2,425,900	\$ 3,283,536	\$ 2,708,541

15. Segmented information:

The Town is a lower tier municipality that provides a wide range of services to its citizens, including police, fire, water and many others. These services are provided by departments of the Town and their activities are reported by segment in these statements.

For each reportable segment, the Town has reported expenses that represent both amounts that are directly attributable and amounts that are allocated on a reasonable basis. Revenues have not been presented by segment based on their nature and instead are shown by object.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

15. Segmented information (continued):

The Town's reportable segments and their associated activities are as follows:

(i) General government:

General government is comprised of levy revenue, council, council services, finance and administration activities

(ii) Protection services:

Protection services are comprised of Police, Fire and Protective Inspection activities

(iii) Transportation services:

Transportation services are comprised of roadway maintenance and winter control activities

(iv) Environmental services:

Environmental services are comprised of water, sanitary and storm sewers, solid waste collection and disposal and recycling

(v) Recreation and cultural services:

Recreational and cultural services are comprised of parks, cultural activities and recreation facilities

(vi) Planning and development:

Planning and development is comprised of planning and zoning, commercial and industrial

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

15. Segmented information (continued)

2018

	General government	Protection services	Transportation services	Environmental services	Recreation & cultural services	Planning & development	Total
Revenue:							
Taxation	13,288,846	10,386,563	3,608,062	1,558,784	3,546,710	532,736	32,921,701
User charges	35,339	743,569	93,191	8,780,906	-	-	9,653,005
Government transfers							
Provincial	103,027	406,882	155,964	611,788	-	2,231	1,279,892
Federal	86,350	-	1,459,691	334,737	122,866	-	2,003,644
Investment income	735,613	-	-	27,723	-	-	763,336
Penalties and interest on billings	297,656	-	-	34,935	-	-	332,591
Contributions from developers and users	765,488	16,339	4,515,618	8,796,467	52,454	891	14,147,257
Recreation and cultural services revenues	-	-	-	-	2,572,154	-	2,572,154
Equity income in Essex Power Corporation	580,213	-	-	-	-	-	580,213
Other	999,204	327,726	1,647,701	-	9,034	117,286	3,100,951
Total revenue	16,891,736	11,881,079	11,480,227	20,145,340	6,303,218	653,144	67,354,744
Expenses:							
Salaries, wages and employee benefits	3,585,424	9,987,416	3,255,045	1,095,805	3,595,921	583,630	22,103,241
Administrative expenses	986,956	272,014	358,589	322,154	470,660	26,747	2,437,120
Personnel expenses	91,396	253,790	100,697	-	55,533	9,437	510,853
Facility expenses	473,326	257,205	121,462	-	1,103,759	-	1,955,752
Vehicle/equipment expenses	10,521	494,364	646,663	172,608	659,899	1,507	1,985,562
Program services	1,038,027	740,948	3,132,992	10,254,308	555,728	50,380	15,772,383
Amortization expense	929,397	681,521	3,209,042	3,231,961	1,609,063	1,379	9,662,363
Total expenses	7,115,047	12,687,258	10,824,490	15,076,836	8,050,563	673,080	54,427,274
Surplus (deficit)	9,776,689	(806,179)	655,737	5,068,504	(1,747,345)	(19,936)	12,927,470

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

15. Segmented information (continued)

2017

	General government	Protection services	Transportation services	Environmental services	Recreation & cultural services	Planning & development	Total
Revenue:							
Taxation	11,645,300	9,733,907	3,625,613	1,507,531	3,162,474	459,034	30,133,859
User charges	36,079	981,692	50,618	8,796,979	-	-	9,865,368
Government transfers							
Provincial	103,379	326,515	463,814	329,894	20,000	2,881	1,246,483
Federal	-	-	1,434,678	-	27,380	-	1,462,058
Investment income	420,570	-	-	19,798	-	-	440,368
Penalties and interest on billings	280,806	-	-	27,175	-	-	307,981
Contributions from developers and users	1,344,301	-	1,329,204	7,448,578	6,914	-	10,128,997
Recreation and cultural services revenues	-	-	-	-	2,469,285	-	2,469,285
Equity income in Essex Power Corporation	972,223	-	-	-	-	-	972,223
Other	944,264	1,300,288	1,020,567	-	66,860	178,973	3,510,952
Total revenue	15,746,922	12,342,402	7,924,494	18,129,955	5,752,913	640,888	60,537,574
Expenses:							
Salaries, wages and employee benefits	3,453,668	9,478,801	3,107,724	1,072,486	3,200,478	563,799	20,876,956
Administrative expenses	968,677	270,236	362,665	326,564	483,649	25,196	2,436,987
Personnel expenses	104,653	238,881	101,368	-	45,398	3,475	493,775
Facility expenses	441,465	243,902	115,995	-	1,129,835	-	1,931,197
Vehicle/equipment expenses	12,580	495,826	637,334	170,408	349,887	1,637	1,667,672
Program services	2,103,748	538,472	2,958,615	10,286,575	903,924	23,120	16,814,454
Amortization expense	981,726	700,548	3,041,171	3,145,583	1,629,066	2,587	9,500,681
Total expenses	8,066,517	11,966,666	10,324,872	15,001,616	7,742,237	619,814	53,721,722
Surplus (deficit)	7,680,405	375,736	(2,400,378)	3,128,339	(1,989,324)	21,074	6,815,852

THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

16. Comparative figures:

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted in the current year.

DRAFT

The Corporation of the Town of LaSalle

Audit Findings Report
for the year ended December 31, 2018

KPMG LLP

June 17, 2019

kpmg.ca/audit

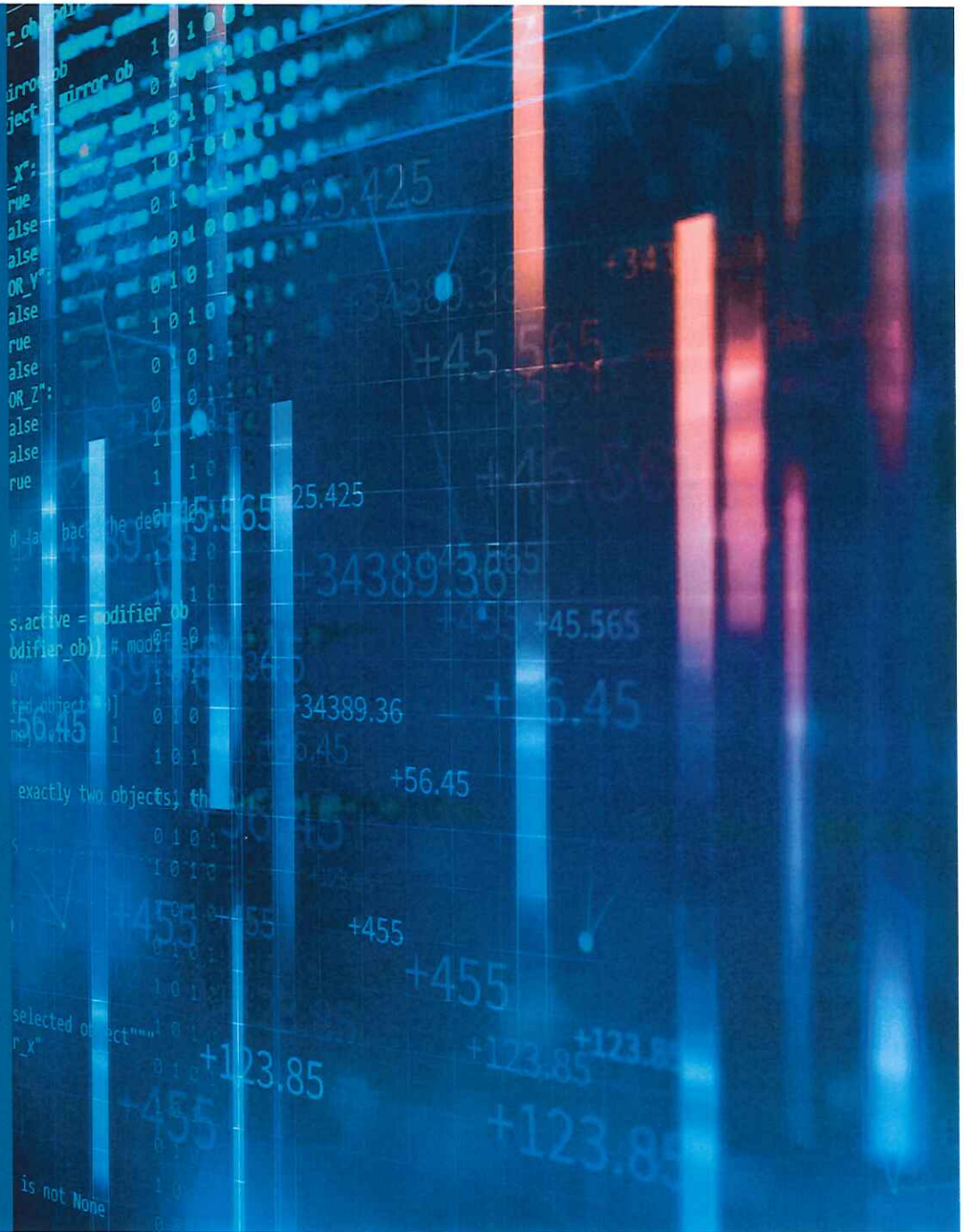


Table of contents

EXECUTIVE SUMMARY	1
AUDIT RISKS AND RESULTS	4
MATERIALITY	6
FINANCIAL STATEMENT PRESENTATION AND DISCLOSURE	7
ADJUSTMENTS AND DIFFERENCES	8
OTHER OBSERVATIONS	10
APPENDICES	9



The contact at KPMG in connection with this report is:

Katie denBok
Lead Audit Engagement Partner
Tel: 519-660-2115
kdenbok@kpmg.ca

Executive summary



Purpose of this report*

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the consolidated financial statements of the Corporation of the Town of LaSalle ("the Town") as at and for the year ended December 31, 2018.



Finalizing the Audit

As of June 17, 2019, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include:

- completing our discussions with Council
- obtaining a response to the legal letters sent to internal legal counsel and Ducharme Weber LLP;
- obtaining the signed management representation letter; and
- obtaining evidence of the Council's approval of the financial statements.

We will update you on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

*This Audit Findings Report should not be used for any other purpose or by anyone other than the Town Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.





Executive summary (continued)



Audit risks and results

We identified at the start of the audit a significant financial reporting risk relating to the presumed fraud risk over management override of controls. This risk has been addressed in our audit.

We have also identified other areas of audit focus to discuss with you.

See pages 4-6.



Critical accounting estimates

Overall, we are satisfied with the reasonability of critical accounting estimates.



Significant accounting policies and practices

In F2018, the Town adopted PS2200 – related party transactions and PS3240 – Inter-entity transactions. Adoption of these accounting standards is disclosed in the notes to the financial statements.



Executive summary (continued)



Adjustments and differences

We did not identify differences that remain uncorrected.

We did not identify adjustments that were communicated to management and subsequently corrected in the financial statements.

See page 8.



Independence

We are independent with respect to the Town (and its related entities), within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation.



Audit risks and results

We highlight our findings in respect of significant financial reporting risks below:

Significant financial reporting risks

Why is it significant?

Fraud risk from revenue recognition

This is a presumed risk.

There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.

Fraud risk from management override of controls

This is a presumed risk.

We have not identified any specific additional risks of management override relating to this audit.

Our response and significant findings

Fraud risk from revenue recognition:

We have rebutted this fraud risk as it is not appropriate when considering the manner in which performance is measured by the Town.

Fraud risk from management override of controls:

As this risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale for significant unusual transactions.

Audit findings:

- No exceptions were noted in our testing.



Critical accounting estimates

Asset/Liability	Balance (\$'000s)	KPMG Comment
Carrying value of tangible capital assets and other non-financial assets	\$271,859	Amortization is charged on a straight-line basis over the useful life of the assets. The estimated useful lives of the tangible capital assets that the Town uses are consistent with industry standards. KPMG performed substantive tests of details over additions to tangible capital assets as well as substantive analytical procedures over the current year amortization. There have been no indications of valuation or impairment issues in relation to the total value of tangible capital assets and other non-financial assets recorded.
Valuation of employee future benefit obligations	\$26,037	Obligations related to employee future benefits are valued based on actuarial assumptions. We have reviewed the assumptions provided by Management and found them to be reasonable.

We believe management's process for identifying critical accounting estimates is considered adequate.

Materiality

Materiality determination	Comments	Amount
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The corresponding amount for the prior year's audit was \$1.46 million.	\$1.56 million
Metrics	Relevant metrics included net assets, total revenue and total expenses for public sector entities	
Benchmark	Based on total revenues for the year (excluding reserve fund revenues and capital fund revenues). This benchmark is consistent with the prior year.	\$52.0 million
% of Benchmark	The corresponding percentage for the prior year's audit was 3%.	3%
Performance materiality	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures. The corresponding amount for the prior year's audit was 75% or \$1.095 million	
Audit Misstatement Posting Threshold (AMPT)	Threshold used to accumulate misstatements identified during the audit. The corresponding amount for the previous year's audit was \$73K	\$78K \$234K for reclassification

Materiality is used to scope the audit, identify risks of material misstatements and evaluate the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors.

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

We will report to the Finance and Facilities Committee:



Corrected audit misstatements



Uncorrected audit misstatements





Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Town's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter.

We also highlight the following:

**Form, arrangement, and
content of the financial
statements**

Adequate.

**Application of accounting
pronouncements issued
but not yet effective**

No concerns at this time regarding future implementation.

Adjustments and differences



Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences.

Corrected adjustments

We did not identify any adjustments that were communicated to management and subsequently corrected in the financial statements.

Uncorrected differences

We did not identify differences that remain uncorrected.



Appendices



Appendix 1: Required communications



Appendix 2: Management representation letter



Appendix 3: Audit Quality and Risk Management



Appendix 4: Cyber in the External Audit

Appendix 1: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit.

These include:



Auditors' Report

The conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements. The auditors' report has changed in 2018. Please refer to the draft financial statements to see the changes.



Required inquiries

Professional standards require that we obtain your views on risk of fraud and other matters. We make similar inquiries of management as part of our planning process.

- What are your views about fraud risks at the entity?
- How do those charged with governance exercise effective oversight of management's processes for identifying and responding to the risk of fraud in the entity and internal controls management has established to mitigate these fraud risks?
- Are you aware of or have you identified any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
- Has the entity entered into any significant unusual transactions?



Management representation letter

In accordance with professional standards, copies of the management representation letter are provided to the Town Council. The management representation letter is attached. See Appendix 2.

Appendix 2: Management representation letter

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, Ontario N8W 5K8
Canada

June 25, 2019

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of The Corporation of the Town of LaSalle ("the Entity") as at and for the period ended December 31, 2018.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated April 14, 2017, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements, such as all financial records and documentation and other matters, including:
 - (i) the names of all related parties and information regarding all relationships and transactions with related parties; and
 - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in summaries.
 - c) providing you with unrestricted access to such relevant information
 - d) providing you with complete responses to all enquiries made by you during the engagement
 - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that management, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting, or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.

- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions cast significant doubt upon the Entity's ability to continue as a going concern

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

APPROVAL OF FINANCIAL STATEMENTS

- 12) (Insert name of director) has the recognized authority to take, and has taken, responsibility for the financial statements.

Yours very truly,

By: Mr. Dale Langlois, Director of Finance/Treasurer

By: Mr. Gaetano Ferraro, Manager of Finance/Deputy Treasurer

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

RELATED PARTIES

In accordance with Canadian public sector accounting standards *related party* is defined as:

- Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management and immediate family members.

In accordance with Canadian public sector accounting standards a *related party transaction* is defined as:

- A transfer of economic resources or obligations between related parties, or the provision of service by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

Appendix 3: Audit Quality and Risk Management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the six key elements of our quality control system.

Visit our [Audit Quality Resources page](#) for more information including access to our [Audit Quality Report](#).

Other controls include:

- Before the firm issues its audit report, the Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits
- Technical department and specialist resources provide real-time support to audit teams in the field

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



We do not offer services that would impair our independence.

The processes we employ to help retain and develop people include:

- Assignment based on skills and experience
- Rotation of partners
- Performance evaluation
- Development and training
- Appropriate supervision and coaching

We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 4: Cyber in the External Audit



Cyber Security

Services for External Audit

2019

As your External Auditors, we are able to leverage our insight and knowledge of your business, to provide you with access to a selection of our award winning Cyber Security Services.

What Forrester Research says about KPMG's Cyber Security services?

"KPMG has the clearest, most direct vision.

KPMG asserts its desire to help CISOs and boards of directors come together on information security as a business issue, not an IT issue. The company's go-to-market approach leads with vertical expertise, while it is also applying investments across global member firms in areas like data analytics to cyber security engagements."

In these days of incidents and breaches regularly making news headlines, Cyber Security, and the steps you take to protect your data and systems, can have a huge impact on your organization. How you then respond, if or when you do have an incident, is also key. How prepared do you think your organization is?

What's on your mind?

Our discussions with our external audit clients tell us some of the most common questions they ask in relation to Cyber Security are:

- **Are we doing enough** to protect ourselves and reduce our Cyber risk to an acceptable level?
- **Are our systems secure enough?**
- **How do we compare** to the rest of our industry, in terms of our investment in Cyber Security and our level of protection?

How can we demonstrate to our customers, clients, and other stakeholders that we take security seriously?

- **We have a limited budget**, how we can be sure we are investing in the right areas to reduce our risks?
- **How would we respond** if we had a serious incident that impacted our ability to do business or serve our customers?

How we can help turn risk to advantage?

Our permissible¹ Cyber Security services for External Audit clients can help you to answer the concerns listed above. These include:

Independent Cyber Security Reviews and Certification Audits

A formal certification is a key way to demonstrate to your customers or clients that you are taking security seriously. Going through the process can also drive improvements in security across your organization, by embedding processes and policies, and raising overall awareness.

We are able to perform formal Certification Audits to international standards such as the Information Security Management System standard (ISO27001) and Business Continuity Management (ISO22301). We can also perform Privacy by Design assessments which enable you to show that privacy is embedded into your organization and processes.

¹ The scope of our services may be subject to certain limitations in order to maintain our independence as your external auditors; as such, permissibility shall be ultimately evaluated based on the relevant facts and circumstances on a case-by-case basis.

Cyber Maturity Assessment (CMA)

Our CMA service helps you to understand your key cyber risks and your cyber security position relative to industry standards, providing observations for how you can improve.

Potential benefits to you:

- Greater visibility into your Cyber risk landscape and organizational Cyber capabilities.
- A comparison of your relative position compared to your industry competitors, whether you are behind, ahead or within 'the pack'.



Source: KPMG in Canada

Business Resilience Reviews

If you need to test or demonstrate resilience in the face of Cyber attacks, data breaches, unplanned IT or telecom outages, loss of talent/skills, adverse environmental conditions, and other challenges. KPMG can deliver tabletop scenario tests of DR, crisis response and Business Continuity to audit clients.

This will help to increase your understanding of what matters most to the business and how prepared you are to protect it.

It will identify resiliency risks and recommended actions to become more resilient.

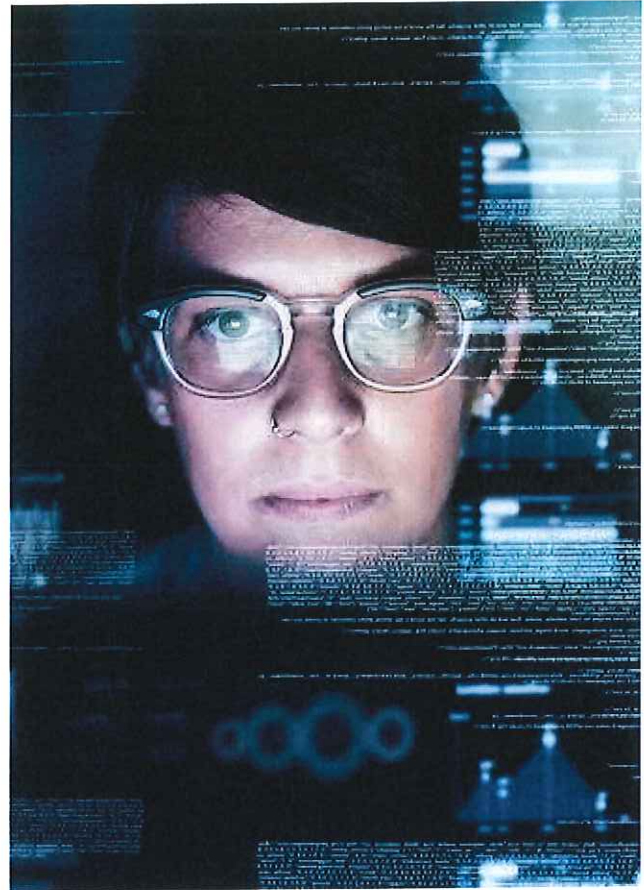
RedTeaming and Ethical Hacking Services

This service provides the opportunity to 'simulate an attack' on your systems. We are then able to identify potential weaknesses so you can better understand the effectiveness of your monitoring and detection capabilities, and then take steps to improve your defences.

Incident Response Assessments and Simulations

If you have concerns over your ability to react to an incident, which could impact how you are able to recover data, or investigate potential breaches and deal with negative publicity. We can provide an in-depth review of your readiness against a cyber-attack and the potential consequences.

We can also help with Cyber incident response tabletop exercises, to validate how you are able to execute your response plans.



Contact us

If any of these potential issues and our services resonate with you, don't hesitate to contact your KPMG External Audit contact or our Regions East Cyber Security leaders below:



Darren Jones
Senior Manager
T: (613) 212-3726
E: darrenjones@kpmg.ca



Peter Morin
Senior Manager
T: (902) 377-7827
E: petermorin@kpmg.ca



Paul Sammut
Senior Manager
T: (613) 212-3660
E: paulsammut@kpmg.ca



kpmg.ca/audit



KPMG LLP, an Audit, Tax and Advisory firm (kpmg.ca) and a Canadian limited liability partnership established under the laws of Ontario, is the Canadian member firm of KPMG International Cooperative ("KPMG International").

KPMG member firms around the world have 174,000 professionals, in 155 countries.

The independent member firms of the KPMG network are affiliated with KPMG International, a Swiss entity. Each KPMG firm is a legally distinct and separate entity, and describes itself as such.

© 2019 KPMG LLP, a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.





The Corporation of the Town of LaSalle

Date:	June 25, 2019	Report No:	FIN-15-2019
Directed To:	Members of Council	Attachments:	A: Ontario Regulation 588/17 B: Draft Strategic Asset Management Policy
Department:	Finance		
Prepared By:	Gaetano (Tano) Ferraro Manager of Finance & Deputy Treasurer	Policy References:	None
Subject:	Strategic Asset Management Policy		

Recommendation:

- That the report of the Manager of Finance/Deputy Treasurer dated June 25, 2019 (FIN-15-2019) regarding the Strategic Asset Management policy BE RECEIVED; and that the Town of LaSalle's Strategic Asset Management Policy BE APPROVED.

Report:

The Town of LaSalle is responsible for implementing a wide range of asset management planning strategies and initiatives in order to comply with Ontario Regulation 588/17, made under the Infrastructure for Jobs and Prosperity Act, 2015.

The regulation contains the following key dates and requirements:

July 1, 2019: Municipalities shall prepare a Strategic Asset Management Policy

July 1, 2021: Municipalities shall prepare an approved asset management plan for core assets (roads, bridges and culverts, water and wastewater and stormwater management) including levels of services and costs to maintaining those services

July 1, 2023: Municipalities shall prepare an approved asset management plan for all municipal infrastructure assets including levels of services and costs to maintain those services

July 1, 2024: Municipalities shall have an asset management plan that builds on the previous requirements and includes discussion of proposed levels of service, activities required to meet proposed levels of service and a strategy to fund these activities.



The attached policy provides guiding principles in order to achieve the goals and benefits of Asset Management with a primary objective of achieving lowest cost while meeting desired levels of service.

The policy meets the July 1, 2019 requirement set forth within Ontario Regulation 588/17. Administration will continue to investigate industry best practices and follow the guidelines set forth within the policy in order to comply with the future requirements of Ontario Regulation 588/17.

Yours truly,



Gaetano Ferraro, CPA, CMA
Manager of Finance & Deputy
Treasurer

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

ONTARIO REGULATION 588/17

made under the

INFRASTRUCTURE FOR JOBS AND PROSPERITY ACT, 2015

Made: December 13, 2017

Filed: December 27, 2017

Published on e-Laws: December 27, 2017

Printed in *The Ontario Gazette*: January 13, 2018

ASSET MANAGEMENT PLANNING FOR MUNICIPAL INFRASTRUCTURE

CONTENTS

INTERPRETATION AND APPLICATION

1. Definitions
2. Application

STRATEGIC ASSET MANAGEMENT POLICIES

3. Strategic asset management policy
4. Update of asset management policy

ASSET MANAGEMENT PLANS

5. Asset management plans, current levels of service
6. Asset management plans, proposed levels of service
7. Update of asset management plans
8. Endorsement and approval required
9. Annual review of asset management planning progress
10. Public availability
Table 1 Water assets
Table 2 Wastewater assets
Table 3 Stormwater management assets
Table 4 Roads
Table 5 Bridges and culverts

COMMENCEMENT

11. Commencement

INTERPRETATION AND APPLICATION

Definitions

1. (1) In this Regulation,

“asset category” means a category of municipal infrastructure assets that is,

- (a) an aggregate of assets described in each of clauses (a) to (e) of the definition of core municipal infrastructure asset, or
- (b) composed of any other aggregate of municipal infrastructure assets that provide the same type of service; (“catégorie de biens”)

“core municipal infrastructure asset” means any municipal infrastructure asset that is a,

- (a) water asset that relates to the collection, production, treatment, storage, supply or distribution of water,
- (b) wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater,
- (c) stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater,
- (d) road, or
- (e) bridge or culvert; (“bien d’infrastructure municipale essentiel”)

“ecological functions” has the same meaning as in Ontario Regulation 140/02 (Oak Ridges Moraine Conservation Plan) made under the *Oak Ridges Moraine Conservation Act, 2001*; (“fonctions écologiques”)

“green infrastructure asset” means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands,

stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs; (“bien d’infrastructure verte”)

“hydrological functions” has the same meaning as in Ontario Regulation 140/02; (“fonctions hydrologiques”)

“joint municipal water board” means a joint board established in accordance with a transfer order made under the *Municipal Water and Sewage Transfer Act, 1997*; (“conseil mixte de gestion municipale des eaux”)

“lifecycle activities” means activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities; (“activités relatives au cycle de vie”)

“municipal infrastructure asset” means an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board; (“bien d’infrastructure municipale”)

“municipality” has the same meaning as in the *Municipal Act, 2001*; (“municipalité”)

“operating costs” means the aggregate of costs, including energy costs, of operating a municipal infrastructure asset over its service life; (“frais d’exploitation”)

“service life” means the total period during which a municipal infrastructure asset is in use or is available to be used; (“durée de vie”)

“significant operating costs” means, where the operating costs with respect to all municipal infrastructure assets within an asset category are in excess of a threshold amount set by the municipality, the total amount of those operating costs. (“frais d’exploitation importants”)

(2) In Tables 1 and 2,

“connection-days” means the number of properties connected to a municipal system that are affected by a service issue, multiplied by the number of days on which those properties are affected by the service issue. (“jours-branchements”)

(3) In Table 4,

“arterial roads” means Class 1 and Class 2 highways as determined under the Table to section 1 of Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways) made under the *Municipal Act, 2001*; (“artères”)

“collector roads” means Class 3 and Class 4 highways as determined under the Table to section 1 of Ontario Regulation 239/02; (“routes collectrices”)

“lane-kilometre” means a kilometre-long segment of roadway that is a single lane in width; (“kilomètre de voie”)

“local roads” means Class 5 and Class 6 highways as determined under the Table to section 1 of Ontario Regulation 239/02. (“routes locales”)

(4) In Table 5,

“Ontario Structure Inspection Manual” means the Ontario Structure Inspection Manual (OSIM), published by the Ministry of Transportation and dated October 2000 (revised November 2003 and April 2008) and available on a Government of Ontario website; (“manuel d’inspection des structures de l’Ontario”)

“structural culvert” has the meaning set out for “culvert (structural)” in the Ontario Structure Inspection Manual. (“ponceau structurel”)

Application

2. For the purposes of section 6 of the Act, every municipality is prescribed as a broader public sector entity to which that section applies.

STRATEGIC ASSET MANAGEMENT POLICIES

Strategic asset management policy

3. (1) Every municipality shall prepare a strategic asset management policy that includes the following:

1. Any of the municipality’s goals, policies or plans that are supported by its asset management plan.
2. The process by which the asset management plan is to be considered in the development of the municipality’s budget or of any long-term financial plans of the municipality that take into account municipal infrastructure assets.
3. The municipality’s approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
4. The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.

5. The municipality's commitment to consider, as part of its asset management planning,
 - i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, in respect of such matters as,
 - A. operations, such as increased maintenance schedules,
 - B. levels of service, and
 - C. lifecycle management,
 - ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
 - iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
 - iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets, and
 - v. disaster planning and contingency funding.
 6. A process to ensure that the municipality's asset management planning is aligned with any of the following financial plans:
 - i. Financial plans related to the municipality's water assets including any financial plans prepared under the *Safe Drinking Water Act, 2002*.
 - ii. Financial plans related to the municipality's wastewater assets.
 7. A process to ensure that the municipality's asset management planning is aligned with Ontario's land-use planning framework, including any relevant policy statements issued under subsection 3 (1) of the *Planning Act*, any provincial plans as defined in the *Planning Act* and the municipality's official plan.
 8. An explanation of the capitalization thresholds used to determine which assets are to be included in the municipality's asset management plan and how the thresholds compare to those in the municipality's tangible capital asset policy, if it has one.
 9. The municipality's commitment to coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its upper-tier municipality, neighbouring municipalities or jointly-owned municipal bodies.
 10. The persons responsible for the municipality's asset management planning, including the executive lead.
 11. An explanation of the municipal council's involvement in the municipality's asset management planning.
 12. The municipality's commitment to provide opportunities for municipal residents and other interested parties to provide input into the municipality's asset management planning.
- (2) For the purposes of this section,
- "capitalization threshold" is the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it. ("seuil de capitalisation")

Update of asset management policy

4. Every municipality shall prepare its first strategic asset management policy by July 1, 2019 and shall review and, if necessary, update it at least every five years.

ASSET MANAGEMENT PLANS

Asset management plans, current levels of service

5. (1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023.
- (2) A municipality's asset management plan must include the following:
 1. For each asset category, the current levels of service being provided, determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan:
 - i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.
 - ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.
 2. The current performance of each asset category, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency, and based on data from

at most two calendar years prior to the year in which all information required under this section is included in the asset management plan.

3. For each asset category,
 - i. a summary of the assets in the category,
 - ii. the replacement cost of the assets in the category,
 - iii. the average age of the assets in the category, determined by assessing the average age of the components of the assets,
 - iv. the information available on the condition of the assets in the category, and
 - v. a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.
4. For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service as described in paragraph 1 for each of the 10 years following the year for which the current levels of service under paragraph 1 are determined and the costs of providing those activities based on an assessment of the following:
 - i. The full lifecycle of the assets.
 - ii. The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
 - iii. The risks associated with the options referred to in subparagraph ii.
 - iv. The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.
5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, the following:
 - i. A description of assumptions regarding future changes in population or economic activity.
 - ii. How the assumptions referred to in subparagraph i relate to the information required by paragraph 4.
6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census, the following:
 - i. With respect to municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are set out in Schedule 3 or 7 to the 2017 Growth Plan, those forecasts.
 - ii. With respect to lower-tier municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are not set out in Schedule 7 to the 2017 Growth Plan, the portion of the forecasts allocated to the lower-tier municipality in the official plan of the upper-tier municipality of which it is a part.
 - iii. With respect to upper-tier municipalities or single-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the municipality that are set out in its official plan.
 - iv. With respect to lower-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the lower-tier municipality that are set out in the official plan of the upper-tier municipality of which it is a part.
 - v. If, with respect to any municipality referred to in subparagraph iii or iv, the population and employment forecasts for the municipality cannot be determined as set out in those subparagraphs, a description of assumptions regarding future changes in population or economic activity.
 - vi. For each of the 10 years following the year for which the current levels of service under paragraph 1 are determined, the estimated capital expenditures and significant operating costs related to the lifecycle activities required to maintain the current levels of service in order to accommodate projected increases in demand caused by growth, including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets.

(3) Every asset management plan must indicate how all background information and reports upon which the information required by paragraph 3 of subsection (2) is based will be made available to the public.

(4) In this section,

“2017 Growth Plan” means the Growth Plan for the Greater Golden Horseshoe, 2017 that was approved under subsection 7 (6) of the *Places to Grow Act*, 2005 on May 16, 2017 and came into effect on July 1, 2017; (“Plan de croissance de 2017”)

“Greater Golden Horseshoe growth plan area” means the area designated by section 2 of Ontario Regulation 416/05 (Growth Plan Areas) made under the *Places to Grow Act, 2005*. (“zone de croissance planifiée de la région élargie du Golden Horseshoe”)

Asset management plans, proposed levels of service

6. (1) Subject to subsection (2), by July 1, 2024, every asset management plan prepared under section 5 must include the following additional information:

1. For each asset category, the levels of service that the municipality proposes to provide for each of the 10 years following the year in which all information required under section 5 and this section is included in the asset management plan, determined in accordance with the following qualitative descriptions and technical metrics:
 - i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.
 - ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.
2. An explanation of why the proposed levels of service under paragraph 1 are appropriate for the municipality, based on an assessment of the following:
 - i. The options for the proposed levels of service and the risks associated with those options to the long term sustainability of the municipality.
 - ii. How the proposed levels of service differ from the current levels of service set out under paragraph 1 of subsection 5 (2).
 - iii. Whether the proposed levels of service are achievable.
 - iv. The municipality’s ability to afford the proposed levels of service.
3. The proposed performance of each asset category for each year of the 10-year period referred to in paragraph 1, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency.
4. A lifecycle management and financial strategy that sets out the following information with respect to the assets in each asset category for the 10-year period referred to in paragraph 1:
 - i. An identification of the lifecycle activities that would need to be undertaken to provide the proposed levels of service described in paragraph 1, based on an assessment of the following:
 - A. The full lifecycle of the assets.
 - B. The options for which lifecycle activities could potentially be undertaken to achieve the proposed levels of service.
 - C. The risks associated with the options referred to in sub-subparagraph B.
 - D. The lifecycle activities referred to in sub-subparagraph B that can be undertaken for the lowest cost to achieve the proposed levels of service.
 - ii. An estimate of the annual costs for each of the 10 years of undertaking the lifecycle activities identified in subparagraph i, separated into capital expenditures and significant operating costs.
 - iii. An identification of the annual funding projected to be available to undertake lifecycle activities and an explanation of the options examined by the municipality to maximize the funding projected to be available.
 - iv. If, based on the funding projected to be available, the municipality identifies a funding shortfall for the lifecycle activities identified in subparagraph i,
 - A. an identification of the lifecycle activities, whether set out in subparagraph i or otherwise, that the municipality will undertake, and
 - B. if applicable, an explanation of how the municipality will manage the risks associated with not undertaking any of the lifecycle activities identified in subparagraph i.
5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, a discussion of how the assumptions regarding future changes in population and economic activity, set out in subparagraph 5 i of subsection 5 (2), informed the preparation of the lifecycle management and financial strategy referred to in paragraph 4 of this subsection.
6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census,

- i. the estimated capital expenditures and significant operating costs to achieve the proposed levels of service as described in paragraph 1 in order to accommodate projected increases in demand caused by population and employment growth, as set out in the forecasts or assumptions referred to in paragraph 6 of subsection 5 (2), including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets,
- ii. the funding projected to be available, by source, as a result of increased population and economic activity, and
- iii. an overview of the risks associated with implementation of the asset management plan and any actions that would be proposed in response to those risks.

7. An explanation of any other key assumptions underlying the plan that have not previously been explained.

(2) With respect to an asset management plan prepared under section 5 on or before July 1, 2021, if the additional information required under this section is not included before July 1, 2023, the municipality shall, before including the additional information, update the current levels of service set out under paragraph 1 of subsection 5 (2) and the current performance measures set out under paragraph 2 of subsection 5 (2) based on data from the two most recent calendar years.

Update of asset management plans

7. (1) Every municipality shall review and update its asset management plan at least five years after the year in which the plan is completed under section 6 and at least every five years thereafter.

(2) The updated asset management plan must comply with the requirements set out under paragraphs 1, 2 and 3 and subparagraphs 5 i and 6 i, ii, iii, iv and v of subsection 5 (2), subsection 5 (3) and paragraphs 1 to 7 of subsection 6 (1).

Endorsement and approval required

8. Every asset management plan prepared under section 5 or 6, or updated under section 7, must be,

- (a) endorsed by the executive lead of the municipality; and
- (b) approved by a resolution passed by the municipal council.

Annual review of asset management planning progress

9. (1) Every municipal council shall conduct an annual review of its asset management progress on or before July 1 in each year, starting the year after the municipality's asset management plan is completed under section 6.

(2) The annual review must address,

- (a) the municipality's progress in implementing its asset management plan;
- (b) any factors impeding the municipality's ability to implement its asset management plan; and
- (c) a strategy to address the factors described in clause (b).

Public availability

10. Every municipality shall post its current strategic asset management policy and asset management plan on a website that is available to the public, and shall provide a copy of the policy and plan to any person who requests it.

TABLE 1
WATER ASSETS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	1. Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. 2. Description, which may include maps, of the user groups or areas of the municipality that have fire flow.	1. Percentage of properties connected to the municipal water system. 2. Percentage of properties where fire flow is available.
Reliability	Description of boil water advisories and service interruptions.	1. The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. 2. The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system.

TABLE 2
WASTEWATER ASSETS

Column 1	Column 2	Column 3
----------	----------	----------

Service attribute	Community levels of service (qualitative descriptions)	Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.	Percentage of properties connected to the municipal wastewater system.
Reliability	<ol style="list-style-type: none"> 1. Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes. 2. Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches. 3. Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes. 4. Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described in paragraph 3. 5. Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system. 	<ol style="list-style-type: none"> 1. The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system. 2. The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system. 3. The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system.

TABLE 3
STORMWATER MANAGEMENT ASSETS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system.	<ol style="list-style-type: none"> 1. Percentage of properties in municipality resilient to a 100-year storm. 2. Percentage of the municipal stormwater management system resilient to a 5-year storm.

TABLE 4
ROADS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity.	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality.
Quality	Description or images that illustrate the different levels of road class pavement condition.	<ol style="list-style-type: none"> 1. For paved roads in the municipality, the average pavement condition index value. 2. For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor).

TABLE 5
BRIDGES AND CULVERTS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	Percentage of bridges in the municipality with loading or dimensional restrictions.
Quality	<ol style="list-style-type: none"> 1. Description or images of the condition of bridges and how this would affect use of the bridges. 2. Description or images of the condition of culverts and how this would affect use of the culverts. 	<ol style="list-style-type: none"> 1. For bridges in the municipality, the average bridge condition index value. 2. For structural culverts in the municipality, the average bridge condition index value.

COMMENCEMENT

Commencement

11. This Regulation comes into force on the later of January 1, 2018 and the day it is filed.

Français

[Back to top](#)



THE CORPORATION OF THE TOWN OF LASALLE
POLICY MANUAL

POLICY MANUAL SECTION:	POLICY NUMBER:
POLICY NAME: Strategic Asset Management Policy	AUTHORITY:
DATE APPROVED: June 25, 2019	DEPARTMENT RESPONSIBLE: Finance
REVISION DATES:	REVIEW DATE:
STATUS:	

PURPOSE:

The purpose of this policy is to meet the regulatory requirements for Asset Management and ensure consistent application of the asset management program across the Town of LaSalle. In addition, the intent of this policy is to reduce risk and provide desirable levels of service to the community in a fiscally responsible manner.

POLICY STATEMENT:

The Town of LaSalle will adopt and apply recognized asset management practices in support of delivering services to citizens. The Town will implement a program based on lifecycle and risk management of the Town's assets with a primary objective of achieving lowest cost while meeting desired levels of service.

SCOPE:

The Asset Management Policy applies to all physical assets of the Town, such as roads, sidewalks, bridges, watermain, sewers, retention ponds pumping stations, fleet, facilities, information technology systems, parking lots and parks.



POLICY:

In order to achieve the goals and benefits of Asset Management, administration will endeavour to apply the following principles:

- Make informed decisions based on all available information, identifying all revenues and costs (including operation, maintenance, replacement, and decommission) associated with asset decisions, including additions and deletions
- Integrate corporate, financial, business, technical, and budgetary planning for municipal assets
- Develop and enhance asset management knowledge and competencies to ensure the availability of skill sets required for the implementation of asset management programs
- Establish organization accountability and responsibility for asset inventory, condition, use, and performance
- Consult with stakeholders where appropriate
- Define and document service, maintenance, and replacement levels and outcomes
- Use available resources effectively
- Manage assets to be sustainable
- Minimize total life cycle costs of assets
- Consider environmental goals
- Consider social and sustainable goals
- Minimize risks to users and risks associated with failure
- Achieve/pursue best practices where applicable
- Report on performance of its asset management program as required

RESPONSIBILITIES:

The Director of Finance/Treasurer is responsible to administer this policy.

POLICY REVIEW

This policy will be periodically reviewed at minimum of every five years and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

REFERENCES AND RELATED DOCUMENTS:

The Town of LaSalle will meet the requirements of Ontario Regulation 588/17 made under the Infrastructure for Jobs and Prosperity Act, 2015]

ATTACHMENTS:



The Corporation of the Town of LaSalle

Date:	June 14, 2019	Report No:	FIN-16-2019
Directed To:	Members of Council	Attachments:	-Letter of Extension from WFCU
Department:	Finance		
Prepared By:	Dale Langlois, CPA ,CA Director of Finance & Treasurer	Policy References:	None
Subject:	Windsor Family Credit Union - Financial Services Agreement		

Recommendation:

- That Council authorize the renewal of the financial services agreement with the Windsor Family Credit Union based on the continuation of the existing agreement for an additional 5 year term.
- That Council authorize the Director of Finance & Treasurer to prepare and sign all the necessary agreements

Report

As Council may be aware the current financial services agreement with the Windsor Family Credit Union (WFCU) expired on May 31st, 2019. The WFCU has been the municipality's financial services provider for the past eighteen (18) years and has been providing investment services to the municipality for over two decades. The WFCU is a community based, community owned credit union. They have a long standing relationship with the municipality and with many residents. They contribute to a number of local charities, bursaries and causes – including holding a seat on the Vollmer Campaign Cabinet and being further a two time donor in the fundraising effort, and sponsoring both the LaSalle Strawberry Festival and Craft Beer Festival.

In a survey of county municipalities it has become apparent that the financial services agreement with the WFCU provides for additional return on investment (by way of interest) at a lower cost (fee base) compared to other financial services agreements in the region that are not using the WFCU as their primary financial institution. It should be noted that a direct comparison among municipalities is difficult as a result of the differing services provided, service level and available cash balances.

Although service fees are slightly higher in most neighbouring municipalities that use other financial institutions, generally the greatest difference occurs in the investment yield area where LaSalle rates are a standard 75 basis points higher than most other agreements. Further, the LaSalle agreement provides for

a mitigation of the interest revenue lost with the sliding minimum interest rate when Prime Rate begins to fall. As is the case in the current economic conditions with Prime Rate at 3.95% (as of the date of this report) the municipality earns an additional 100 basis points more than the comparable agreements in the region that are not using WFCU as their primary financial institution. Based on the municipality's average cash balances this interested rate difference earns approximately \$100,000 to \$300,000 in additional interest – dependent on the Prime Rate.

From a service delivery perspective the WFCU has satisfied every need the municipality has requested at a fee level which is effectively nonexistent. Over the past decade the municipality has established an extremely advantageous working relationship with the WFCU in both the financial services and investment fields.


As with many of our specialized services, tender/request for proposal are not often used as experience with the municipality/municipal field and expertise in the field are of increased relative importance. In order to satisfy the concern that the municipality is obtaining best value for money, comparisons are done within the industry as to rates and fees as well as with other municipalities. The Procurement and Purchasing Policy, under section 4 and 5, provides the ability to award contracts/engagement of service providers without a full tender/request for proposal process. In addition, under Chapter 19-5 of the Comprehensive Economic and Trade Agreement (CETA), and under Article 504, Section 11(h) of the Canadian Free Trade Agreement (CFTA), financial services are exempt from the tendering process requirements of these agreements.

Based on the comparison analysis conducted to date and considering the efforts and costs involved in changing financial institutions, it is Administration's position and recommendation that a request for proposal of the financial services is not required and that the existing terms of the agreement be extended for a further 5 years.

Yours truly,



Dale Langlois, CPA, CA
Director of Finance & Treasurer

<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>
						



February 26, 2019

Dale Langlois, Treasurer
The Corporation of the Town of LaSalle
5950 Malden Road
LaSalle, ON, N9H 1S4

Dear Mr. Langlois,

As a result of our recent discussions, WFCU Credit Union is pleased to present this renewal letter to you. WFCU Credit Union and the Town of LaSalle have worked together to build the foundation for a very long and productive relationship. As two organizations who have dedicated themselves to improving our communities, both WFCU and the Town of LaSalle have accomplished many goals over the years.

In order to continue and improve our strategic relationship, we are formally requesting the renewal of our Banking Services Agreement. With this in mind, we respectfully propose that the Town of LaSalle establish a further five-year Banking Services Agreement prior to the expiration of the current agreement on May 31, 2019. Effectively our renewal arrangements would be extended to May 31, 2024.

Banking Services Agreement

The cornerstone of this agreement will continue to be the market-leading features and benefits that have been custom designed with the Town of LaSalle in mind including:

- Market leading deposit rates on all accounts
- Locked-in "floor" interest rate for all deposit accounts which guarantees a minimum rate
- No-charge Point of Sale systems
- Market leading borrowing products
- No service charges
- Leading edge technology solutions
- Dedicated Service Team

We understand that it is important for the Town of LaSalle to utilize a banking package that also comes with attractive rates and bonuses. **That is why we are prepared to offer you a renewal signing bonus of \$5,000 that will be payable upon acceptance of the Banking Services Agreement. This signing bonus can be used in a variety of methods based on your needs.**

Our Partnership Going Forward

We recognize that the Town of LaSalle is dedicated to the improvement of our community. As a locally owned and operated financial organization, WFCU shares the same values. The most recent example of this was our financial commitment to the Vollmer Culture & Recreation Complex naming rights. With respect to our continued partnership, we are very excited about our newly created **Inspire Program**, a unique community-based investment program. As part of our Inspire Program, we will be hosting our inaugural Easter Egg Drop Event in partnership with the Town of LaSalle, located at the Vollmer Complex grounds, this April. This event should bring great excitement to the community at large.

WFCU Credit Union truly values the strength and uniqueness of our partnership. As two community-minded organizations, we have accomplished many goals that have improved the lives for all citizens of the Town of LaSalle.

Based on the strength and success of our partnership, we look forward to continuing this partnership over the next five years.

Please contact Jason Ilijanic directly should you require further information regarding the renewal of the Banking Services Agreement.

Yours truly,

WFCU Credit Union



Eddie Francis
President and Chief Executive Officer

Acknowledged and accepted by The Corporation of the Town of LaSalle

Dale Langlois, Treasurer

Date



The Corporation of the Town of LaSalle

Date	June 7, 2019	Report No:	FIRE 19-10
Directed To:	Mayor & Members of Council	Attachments:	
Department:	LaSalle Fire Service	Policy References:	
Prepared By:	Dave Sutton, Fire Chief		
Subject:	Amherstburg Nuclear Emergency Plan – Emergency Worker Center		

RECOMMENDATION:

It is recommended that Council approve the recommendation from the Emergency Planning Program Committee to authorize the designation of the Vollmer complex as a potential Emergency Worker Center in the Amherstburg Nuclear Emergency Plan, and further that Council pass a by-law authorizing administration to proceed with a formal agreement with the Town of Amherstburg and/or the province of Ontario as may be required, subject to the conditions noted in this report.

REPORT:

Due to the proximity of the Enrico Fermi II Nuclear Generating Station in Michigan, the Town of Amherstburg is required to maintain a nuclear emergency response plan. As part of the previous response plan, an Emergency Worker Center was designated in LaSalle at a secondary school. The plan required that upon notification from Amherstburg officials of activation of the response plan, LaSalle Fire Service would assist in set-up and initial staffing of the designated Emergency Worker Center.

The Emergency Worker Center functions as check-in, check-out, and coordination point for emergency personnel from various agencies that may be required to perform duties in the Town of Amherstburg in the event of a nuclear emergency declaration. The centers are required to be at a distance from any potential exposure, and for operational concerns, municipal facilities are preferred.


As the province, through the Office of the Fire Marshal and Emergency Management, has the primary responsibility for nuclear response, the Town of Amherstburg has recently revised its nuclear emergency response plan. LaSalle's Emergency Management Program Committee recently considered a request from the Town of Amherstburg CEMC to designate the Vollmer complex as a potential Emergency Worker Center. The committee concurred and is recommending approval, with the conditions that no on-site storage of supplies can be provided, and that as a primary reception/evacuation site for the Town of LaSalle, a municipal emergency in LaSalle requiring the site would take priority over the request for use as an Emergency Worker Center.

In the event of an activation, the Emergency Worker Center would be established and operated under provincial authority, however LaSalle staff may be required to assist in the initial access and set-up, and to provide some limited on-going support for the use of the facility.

Regards



Dave Sutton
Fire Chief / C.E.M.C

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



The Corporation of the Town of LaSalle

Date	June 17, 2019	Report No:	CL-14-19
Directed To:	Mayor and Members of Council	Attachments:	1) Records By-Law 2) Retention & Disposition Schedule 'A' 3) Records Management Procedure Manual
Department:	Council Services	Policy References:	
Prepared By:	Lauren Uszynski, Records Management Clerk		
Subject:	Records Management Program Updates		

RECOMMENDATIONS:

1. That By-Law 7738, passed on March 10, 2015 which approved the current classification scheme and retention schedule for corporate records BE REPEALED.
2. That the new By-Law and Records Retention Schedule BE APPROVED setting our series, descriptions and retention periods for corporate records in accordance with current governing legislation.
3. That the new Records Management Manual BE APPROVED.

REPORT:

Section 255 (2-3) of the *Municipal Act, 2001* outlines that a municipality may establish retention periods for records and that these records may be destroyed if the retention period has expired.

The importance of records management is growing as municipalities are increasingly subject to claims, litigation and FOI requests. An updated records management program and retention schedule serve as risk management tools to uphold the integrity of records management and systems of the municipality.

The current Records Retention Schedule was approved in March, 2015. A number of legislative changes, operational requirements and new records categories require a new Records Retention and Disposition By-Law to be adopted. Sections outlining definitions used in the retention schedule, records classification and responsibilities of each employee in proper records management have been added to the By-Law. Sections on the disposition of records and governance of this disposition have also been included.

1. Updated Records Retention By-Law

The Records Retention By-Law has been updated to support the various Records Management concepts discussed therein. The updates include:

- Definitions
- Records Retention and Classification
- Transitory Records
- Governance of the destruction of records
- Records disposition
- Orphan Data
- Employee Responsibilities

The By-Law also includes a delegation of authority statement authorizing the Clerk to make any required changes to the retention schedule, subject to the approval of a Municipal Auditor. TOMRMS releases yearly legislative updates and the Records Management Clerk is continually reviewing the records holdings of the Town of LaSalle. The delegation of authority statement will allow for minor changes in response to new or updates legislation, the identification of new records series or operational needs.

2. Retention and Disposition Schedule


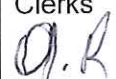
As part of a formal Records Management Program, the Records Retention Schedule requires periodic updating due to new or changing operational needs and legislative requirements. The records retention schedule is based on *The Ontario Municipal Records Management System* (TOMRMS), though considerable changes have been made to the schedule to accommodate the Town of LaSalle's current records holdings and gaps in representation of record types on the schedule. The Records Management Clerk has conducted inventories and has identified required additions and updates to the current retention schedule. Legislative, regulatory, operational and historical requirements and needs were taken into account when considering records retention periods.

The attached retention schedule includes new categories and sub-series of records which are more reflective of the current information holdings. Series have been added to reflect categories of records held by DSI, Finance, Culture and Recreation and Council Services that are not encompassed in our current retention schedule. As per the agreement with InfoPros, the series descriptions are not included in the attached schedule as it is proprietary information. Series descriptions will be included in the administrative copy of the retention schedule.

3. Records Management Manual

The Records Management Manual will serve as one of the foundational documents of the Town of LaSalle's formal records management program. The manual provides comprehensive guidelines for all matters related to records, with reference to procedural documents used for records management practices. This will serve as a manual for all processes related to records creation, maintenance, preservation and disposition.

Lauren Uszynski
Records Management Clerk

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

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO.

A By-law to provide for the classification, retention, and destruction of the records of the Town of LaSalle and to repeal By-Law 7738, being a By-Law to establish a new Records Retention Schedule

WHEREAS Section 254(1) of the Municipal Act, 2001, provides that a municipality shall retain and preserve its records in a secure and accessible manner;

AND WHEREAS Section 255(3) of the Municipal Act, 2001 provides for a municipality, subject to the approval of the municipal auditor, to establish retention periods during which its records must be retained and preserved;

AND WHEREAS Section 255(2) of the Municipal Act, 2001 provides that a municipality's records may be destroyed if a retention period for the records has been established and the retention has expired;

AND WHEREAS By-law 7738 passed March 10, 2015 established retention periods for certain documents and records;

AND WHEREAS it is now appropriate to adopt an updated records retention classification and by-law for the Town, said classification and retention having been approved by the municipal auditor on June 10, 2019;

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

1 DEFINITIONS

a) Active Records

Records which are consulted on a regular basis. These records are stored in the departmental area or at an employee workstation for convenience.

b) Archival Records

Records which have been appraised and deemed to have enduring historical value.

c) Archival Review

An evaluation of records for potential archival value conducted by Records Management.

d) Archive

A repository of archival records which have been appraised for permanent retention.

- e) **Auditor**
Council appointed external auditors licensed under the Public Accountability Act, auditing the accounts and transactions of the Corporation of the Town of LaSalle.
- f) **Classification System**
A systematic means of coding, categorizing and arranging records for use, retrieval and retention purposes.
- g) **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.
- h) **Disposition**
The final stage of records life cycle. Records may be destroyed, retained permanently, or archived for preservation.
- i) **Expungement**
A process to eliminate completely, wipe out or obliterate an electronic record beyond reconstruction.
- j) **Freedom of Information Request (FOI)**
A formal request for records in the custody of the municipality under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, made by a member of the public.
- k) **Inactive Records**
A record that is no longer consulted on a regular basis, but is retained to fulfil legal, regulatory and operational requirements, or historical need.
- l) **MFIPPA**
Refers to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*.
- m) **Office of Primary Responsibility**
The department or division responsible for the retention, maintenance and disposition of a record.
- n) **Official Record**
A record providing documentary evidence of the activities, rights, obligations and responsibilities of the Town of LaSalle. Recorded information that was created, received, distributed or maintained by the company in compliance with a legal obligation.
- o) **Orphan Data**
Data which is not machine readable by any existing computer system or software. Machine readable data not having sufficient content, context or structure to render it understandable.
- p) **Permanent Record**

A record with permanent retention due to its ongoing administrative, historical, fiscal, legal or operational value.

q) **Personal Information Bank**

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.

r) **Record**

All recorded information, regardless of structure or form, created, captured or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable information assets of the Town of LaSalle. Records may include, but are not limited to correspondence, email, memoranda, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.

s) **Records Life Cycle**

The life span of a record from creation, receipt or capture, through active, semi-active and inactive stages, to final disposition.

t) **Records Management**

The planning and systematic control of the creation, capture or receipt, maintenance, use and final disposition of records.

u) **Record Series**

A group of related documents that are filed together for retrieval and retention. This group is assigned an identifying code and title.

v) **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.

w) **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.

x) **Signing Authority**

Refers to the Department Head or designate.

y) **TOMRMS**

The Ontario Municipal Records Management System. This is a suggested retention schedule on which our retention schedule and records classification is based.

z) **Transitory Records**

Records having only temporary or limited usefulness or information that has 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. For more on Transitory Records, see **Schedule 'A'**.

aa) **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, contracts and agreements, By-Laws, policies and procedures, etc.

2 APPLICATION

- a) This By-Law shall apply to all records, regardless of format, under the custody and control of the Corporation of the Town of LaSalle.
- b) 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.

3 RETENTION SCHEDULE

- a) The Records Retention Schedule, attached as Schedule 'A', forms part of this By-Law.
- b) The Records Management Clerk shall administer this By-Law to ensure all retention periods set out in Schedule 'A' comply with any relevant legislation.
- c) In determining retention periods set out in Schedule 'A', the Records Management Clerk shall consider any operational, legal, fiscal, or historical needs.

4 RECORDS RETENTION AND CLASSIFICATION

- a) The Office of Primary Responsibility shall be responsible for the retention and maintenance of records.
- b) Upon eligibility for records destruction, see Sections 6 **Governance of the Destruction of Records** and Section 7 **Disposition of Records** for instruction.
- c) The Corporation shall classify retain, destroy and archive records in accordance with this By-Law and the attached Schedule 'A'.
 - i) Where 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 suggest any necessary amendments to the Records Retention Schedule.

5 TRANSITORY RECORDS

This by-law shall not apply to transitory records. Transitory records may be destroyed when no longer required.

6 GOVERNANCE OF THE DESTRUCTION OF RECORDS

- a) Records shall not be destroyed unless the records satisfy the below criteria:
 - i) The record had been classified according to the Records Retention Schedule (Schedule 'A')
 - ii) The retention period has expired; or
 - iii) The record is a copy of the original record, in accordance with Schedule 'A'

- iv) Records shall not be destroyed if pertaining to actual / potential litigation or an open request under privacy legislation
- v) Records shall not be destroyed without the appropriate authorization
- b) Email records – Email backups are created and retained for disaster recovery purposes and shall not be used to fulfil records retention requirements.
- c) Where records are destroyed or expunged, the records are to be destroyed in a secure manner, preserving the confidentiality of any personal information contained therein.

7 DISPOSITION OF RECORDS

- a) Each department will perform destruction of records in the regular course of business.
- b) Upon eligibility for destruction, the following procedure will apply:
 - i) A **Records Destruction Form** shall be filled out
 - ii) The appropriate signing authority shall authorize destruction of records
 - iii) The destruction form shall be forwarded to records management for retention
 - iv) If there is a need to retain records and the retention period has expired, please fill out a **Records Retention Form** for appropriate authorization
- c) Where official records have been destroyed, the Records Management Clerk shall obtain confirmation of disposition.
- d) Where records are subject to archival review, please fill out a **Records Transfer Form** indicating archival review and forward to the Records Management Clerk.
- e) **Orphan Data – Electronic Systems**
 - i) Prior to the destruction of any Orphan Data, the following information is required:
 - (1) A written description of the orphan data, to the extent that such information is available, the following:
 - (a) Title of the system
 - (b) The department or division responsible for the creation or use of the orphan data
 - (c) A brief description of the system's purpose
 - (d) Where possible, a contents list of the information to be destroyed
 - (e) A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems
 - (f) The name of the technical contact person who is responsible for documenting the system
 - (2) The written approval of the department head or designate.
 - (3) Where applicable to satisfy the provisions of the Federal Income Tax Act, Excise Tax Act, Employment Insurance Act or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
 - (4) After destruction of the orphan data, documentation must be provided to the Records Management Clerk providing proof of destruction.

8 RESPONSIBILITIES

8.1 DUTIES OF THE CLERK

- a) Provide leadership and support for the Records and Information Management Program.
- b) Authorize the destruction of records in compliance with the Records Retention and Disposition Schedule.
- c) Authorize changes to the records retention schedule.
- d) Authorize new procedure supporting the Records and Information Management Program.

8.2 DUTIES OF RECORDS MANAGEMENT CLERK

- a) Administer the Records and Information Management Program, providing assistance in implementation and maintenance.
- b) Maintain and update the records retention schedule and information management policies.
- c) Develop and maintain procedures to support the Records and Information Management Program.
- d) Authorize the destruction, archiving, extended retention and transfer of records.
- e) Conduct departmental assessments and offer training, assistance and recommendations.
- f) Perform compliance audits.
- g) Establish goals and timelines for records management initiatives and projects.
- h) Provide consultation in purchase of software or filing equipment which will effect the storage, retrieval and maintenance of records and information.

8.3 DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS

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

8.4 DUTIES OF THE RECORDS LIASION

- a) Assist in the implementation of policies, procedure and recommendations at the departmental level.
- b) Participate in records management training sessions.
- c) Co-ordinate records storage space, physical and electronic, at the departmental level.
- d) Arrange for transfer or archiving of records at the departmental level.
- e) 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.

8.5 DUTIES OF ALL EMPLOYEES

- a) Create and maintain complete and accurate records which will serve as evidence of decisions, transactions and business activities.
- b) Comply with all records management policies, By-Laws and procedures.
- c) Comply with the file classification systems and retention periods as specified in the current Retention Schedule.

ATTACHMENT #1

- d) Ensure records in their custody are properly classified, maintained, preserved and disposed of according to the established retention periods.
- e) Ensure that transitory records in their care are destroyed when no longer required.
- f) Ensure the security and protection of personal or confidential information of records in their care.
- g) Ensure that records in their custody are protected from inadvertent damage or destruction.
- h) 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.

9 DELEGATION OF AUTHORITY

- a) **THAT** authority for establishing and amending retention periods be delegated to the Municipal Clerk, subject to the approval of the Municipal Auditor of such schedules.

10 REPEAL AND ENACTMENT

- a) By-law 7738 is hereby repealed.

This by-law shall come into full force and effect upon the final passing thereof.

READ a first, second time, and **FINALLY PASSED** this enter date.

1st Reading – date

2nd Reading – date

3rd Reading - date



TOWN OF LASALLE

Records Retention Schedule

A – ADMINISTRATION

Code	Series Title	Retention	Notes
A00	Administration – General	1	
A01	Associations & Organizations	CY + 1	
A02	Staff Committees & Meetings	4**	
A03	Computer / Information Systems	SO + 6	
A04	Conferences & Seminars	1**	LF & Destroy
A05	Consultants	2**	
A06	Inventory Control	6	
A07	Office Equipment & Furniture	E	E = Disposal of item
A08	Office Services	1	LF & Destroy
A09	Policies & Procedures	P**	
A09-3	Policy, Procedure, Manual Development	E + 1	E = Approval of Policy / Procedure
A10	Records Management	SO**	
A11	Records Disposition	P	
A12	Telecommunications Systems	SO	
A13	Travel & Accommodation	1	LF & Destroy
A14	Uniforms & Clothing	SO**	
A15	Vendors & Suppliers	2	



RECORDS RETENTION SCHEDULE A

A16	Intergovernmental Relations	5**	
A17	Information, Access and Privacy	2	
A17-1	Directory of Records	SO	
A17-2	FOI Requests	E + 4	E = Completion of FOI request or appeal
A17-3	Privacy Breach Investigation	CY + 10**	
A17-4	Privacy Complaints	E + 4**	E = Resolution of complaint or appeal
A17-5	Privacy Compliance Reviews	E + 4	E = Completion of review
A17-6	Routine Disclosure Requests	1	
A17-7	Internal Information Requests	CY + 1	
A18	Security	5	
A18-1	Visitor / Contractor Logs	CY + 1	
A18-2	Video Surveillance	7 days	
A18-3	Video Surveillance Access Logs	CY + 5	
A18-4	Video Surveillance Drawings	SO	
A19	Facilities Construction & Renovations	E + 15**	E = Completion of Project
A20	Building & Property Maintenance	5	
A20-1	Set up tests and manuals	E + 1	E = Equipment Removed
A21	Facilities Bookings	CY + 1	
A22	Accessibility Management	5**	
A23	Information Systems Production Activity & Control	2	
A24	Access Controls & Passwords	SO	
A25	Forms & Templates	SO	
A26	Performance Management / Quality Assurance	6	
A27	Operational Audits	E + 10**	E = Completion of Audit

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

A28	Building Structure Systems	SO	
A29	Drawings	SO	

C – COUNCIL, BOARDS AND BY-LAWS

Code	Series Title	Retention	Notes
C00	Council, Boards & By-Laws – General	1	
C01	By-Laws	P**	
C01-1	By-Law Exemptions	CY + 2	
C02	Other Municipalities – By-Laws, Motions & Resolutions	CY + 2	
C03	Council Agenda	P**	
C03-1	Council Agenda – Working Notes/Requests	CY + 7	
C04	Council Minutes	P	
C05	Standing & Advisory Committees	P**	
C06	Boards, Committees & Tasks Forcés	P**	
C07	Elections	E + 4**	E = Day action took effect after voting day
C07-1	Election Advertising	E + 4**	E = Day action took effect after voting day
C07-2	Ballots	E + 120 Days	E = Day action took effect after voting day
C07-3	Election Manual/Packages	SO	
C07-4	Financial Statements	E	E = Day that members of Council elected in following election have taken office
C07-5	Final Results	P**	
C07-6	Nomination Papers / Candidate Files	E + 4	E = Day action took effect after voting day
C07-7	Voters' List	E + 120	E = Day action took effect after voting day
C08	Goals, Objectives and Planning	SO + 10**	

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

C09	Motions and Resolutions	P	
C10-1	Council Appointments	P**	
C10-2	Community Appointments	E + 2**	E = Expiry of Term
C10-3	Commission Appointments	E + 2	E = Expiry of Term
C12	Reports to Council and Standing Committees	P	
C13	Accountability, Transparency and Governance	CY + 2**	

D – DEVELOPMENT AND PLANNING

Code	Series Title	Retention	Notes
D00	Development and Planning – General	1	
D01	Demographic Studies	P**	
D02	Economic Development	10**	
D03	Environmental Planning	15**	
D04	Residential Development	10**	
D05	Natural Resources	5**	
D06	Tourism Development	10**	
D07	Condominium Plans	P**	
D08	Official Plan	P**	
D08-1	Official Plan Notifications – Other Municipalities	CY + 2	
D09	Official Plan Amendment Applications	E + 10**	
D10	Severances / Consents	P**	
D11	Site Plan Control Applications	P**	
D12	Subdivision Applications	P**	
D13	Variance Applications	P**	

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

D14	Zoning	E + 6**	
D14-1	Zoning – Other Municipalities	CY + 2	
D15	Easements	E + 6**	E = Termination of Right / Request
D16	Encroachments	E + 6**	E = Termination of Right / Request
D17	Annexation / Amalgamation	P**	
D18	Community Improvement	E + 6**	E = Completion of Project
D19	Municipal Addressing	P**	
D20	Reference Plans	P**	
D21	Industrial / Commercial Development	10**	
D22	Digital Mapping	SO + 1	
D23	Agricultural Development	10**	
D24	Official Plan Background	E + 5	E = Final Decision
D25	Deeming Process	E + 2	E = Final Decision
D26	Development Charges	10**	
D27	Part Lot Control	E + 5**	E = Final Decision

E – ENVIRONMENTAL SERVICES

Code	Series Title	Retention	Notes
E00	Environmental Services – General	1	
E01	Sanitary Sewers	E + 6**	E = Completion of Project, Specifications = P
E02	Storm Sewers	E + 6**	E = Completion of Project, Specifications = P
E03	Treatment Plants (Wastewater Treatment and Collection Systems)	E + 6**	E = Report made or equipment decommissioned, Specifications = P, Plans = Cease to Apply + 2
E04	Tree Maintenance	5	

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

E05	Environmental Monitoring	15**	
E05-1	Environmental Monitoring – Weather Monitoring	CY + 6	
E06-1	Utilities – Maps / Drawings	P**	
E06-2	Correspondence	5**	
E06-3	Power Outages	CY + 2	
E07-1	Waste Management – General	10**	P = National guidelines for the Canadian Environmental Protection Act apply
E07-2	Waste Management – Collection Calendar	CY + 3	
E07-3	Waste Management – Waste	10**	
E07-4	Waste Management – White Goods	CY + 1	
E07-5	Waste Management Survey	5	
E08	Water Works	15**	Specifications = P
E09	Drains	E + 10**	E = Completion of Project / Construction or denial of request / end of life of system Specifications = P
E10	Pits & Quarries	5**	Specifications = Life of Pit/ Quarry
E11	Nutrient Management	5**	
E12	Private Sewage Disposal Systems	5**	Specifications = P
E13	Water Monitoring	E + 15	E = Created, approved or plan no longer in force
E14	Water Sampling	E + 15	E = Created, approved or plan no longer in force
E15	Chemical Sampling of Water	E + 15	E = Created, approved or plan no longer in force
E16	Backflow Prevention and Cross Connection Control	15	
E17	Energy Management	E + 7	E = End of Reporting Period
E18	Natural Heritage	E + 3	E = End of Designated Year
E19	Renewable Energy	E + 15**	E = Created, approved, or plan no longer in force

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

E20	Air Quality Monitoring	E + 5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5
E21	Source Water Protection	E + 15	E = Created, approved or plan no longer in force
E22	Ministry of the Environment (MOE) Environmental Compliance Reports	E + 2	E = Cease to apply
E23	Private / Small Water Systems	E + 15	E = Decommissioning of System Maintenance = As long as system is in use
E24	Land Quality Monitoring	7	
E25	Gasoline Storage and Dispensing	7	
E25-1	Tank Install & Inspection	E + 5	E = System Removed
E26	Locates	2	

F – FINANCE AND ACCOUNTING

Code	Series Title	Retention	Notes
F00	Finance & Accounting – General	1	
F01	Accounts Payable	E + 7	E = End of Fiscal Year
F02	Accounts Receivable	E + 7	E = End of Fiscal Year
F03	Audits	7	
F04	Banking	7	
F05	Budgets & Estimates	7**	
F06	Assets	E + 10**	E = Disposal of Asset
F07	Cheques	7	
F08	Debentures & Bonds	E + 7	E = Debentures surrendered for exchange / cancellation
F09	Employee & Council Expenses	E + 7	E = End of Fiscal Year

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

F10	Financial Statements	P**	
F11	Grants, Loans & Funding	E + 7	E = Repayment of loan or completion of project
F12	Investments	E + 7	E = Closure of Account
F13	Journal Vouchers	E + 7	E = End of Fiscal Year
F14	Subsidiary Ledgers, Registers & Journals	E + 7**	E = End of Fiscal Year
F15	General Ledgers & Journals	P	
F16	Payroll	E + 7	E = End of Fiscal Year
F17	Purchase Orders & Requisitions	E + 7	E = End of Fiscal Year
F18	Quotations & Tenders	7**	
F18-1	Quotations & Tenders – Unsuccessful Bids	1	
F19	Receipts	7	
F20	Reserve Funds	7	
F21	Revenues	7	Records related to Mortgage = 10 Years
F22	Fees Administration	E + 7	E = Closure of File
F23	Write-offs	7	Court Services Write-offs = 37 Years
F24	Trust Funds	E + 7	E = End of fiscal year or last day of residence
F25	Security Deposits	E + 6	E = Closure of Account or Final Release
F26	Legal Retainers	E + 7	E = Closure of File
F27	Assessment Rolls	P	
F28	Tax Sales	P**	
F29	PAP Plans – General	7	
F29-1	PAP Plans – Applications / Cheques	E + 1	E = Cancellation of PAP
F30	Account Updates	CY + 3	
F31	Tax Records	7	

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

F31-3	Tax Records – Arrears Records	E + 7**	E = Property up to date in tax payments
F31-5	Tax Records – Maps	SO	
F31-7	Tax Records – Tax Certificates	CY + 2	
F32	Water Billing	7**	
F32-6	Water Billing – Work Orders	CY + 3	
F33	Regulatory Reporting – Financial	E + 7	E = End of Reporting Period
F34	Working Papers - Financial	E + 1	E = Completion of Audit

H – HUMAN RESOURCES

Code	Series Title	Retention	Notes
H00	Human Resources – General	1	
H01	Attendance & Scheduling	3**	
H02	Benefits Program	SO + 3	
H03	Employee Records	E + 50**	E = Date employee ceased to be employed by employer
H04	Health & Safety	6	Accident reports for construction projects retained 1 year after project completion
H04-3	Office Ergonomics	CY + 3	
H04-4	Physical Demands Analyses	SO + 6	
H05	Human Resources Planning	CY + 5**	
H06	Job Descriptions	P**	
H07	Labour Relations	E + 10**	E = Expiry of Contract Period
H08	Organizational Design	P**	
H09	Salary Planning	5	
H10	Pension & Benefits Records	E + 6**	E = Termination of Employee

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

H11	Recruitment – General	E + 1**	E = Close of Competition
H11-1	Managerial Positions	E + 5**	E = Close of Competition
H11-2	Unsuccessful Applicants	E + 1	E = Close of Competition
H11-3	Unsolicited Resumes	1	
H12	Training & Development	E + 5**	E = Date when course ceases to be offered Salt use training materials = E + 7 Drinking water training materials = E + 5
H13	Claims	E + 3	E = Resolution of claim Hazardous exposure claims = Longer of 40 years or 20 years after last record made
H14	Grievances	E + 10	E = Resolution of Claim
H15	Harassment & Violence	E + 3	E = Resolution of Complaint
H16	Criminal Background Checks	E + 7	E = Date employee ceased to be employed by employer
H17	Employee Medical Records – Hazardous Materials	E + 40	E = Event + 40 years or 20 years after last record of exposure
H18	Employee Medical Records	E + 3	E = Resolution of claim
H19	Disability Management	E + 5	E = Day issued or earlier as may be specified by Commission
H20	Confined Spaces	E + 1 and 2 most recent records retained	E = Longer of: 1 year after the document was created - Or: The period necessary to ensure 2 most recent records retained
H21	Employee Recognition	5	
H22	Employee Certifications	E + 2	E = Expiry of certification

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



L – LEGAL AFFAIRS

Code	Series Title	Retention	Notes
L00	Legal Affairs – General	1	
L01	Appeals & Hearings	P**	
L02	Claims Against the Municipality	E + 6	E = Settlement, resolution of claim or appeal, expiry of appeal period, expiry of ultimate limitation period OR age of majority for claims involving minors
L03	Claims by the Municipality	E + 6	E = Resolution of Claims and Appeals
L04	Contracts & Agreements – Under Seal	P**	
L05	Insurance Appraisals	E + 15	E = New appraisal completed or cease to apply
L06	Insurance Policies	E + 15	E = Expiry of Policy
L07	Land Acquisition & Sale	P**	
L07-5	Land Acquisition & Sale – Title Issues	E + 10**	E = Resolution of issue
L07-6	Land Acquisition & Sale – Denied, Withdrawn, Pending	E + 10**	E = Denial, withdrawal or abandonment of request
L08	Legal Opinions & Briefs	SO**	
L09	Precedents	SO**	
L10	Federal Legislation	SO	
L11	Provincial Legislation	SO	
L12-1	Vital Statistics – Registers & Notices	P	
L12-2	Vital Statistics – Correspondence & General Information	CY + 4	
L12-3	Vital Statistics – Marriage Licence Applications	E + 2	E = Expiry of Licence
L13	Prosecutions	E + 7	E = Delivery of Judgement



RECORDS RETENTION SCHEDULE A

L14	Contracts & Agreements – Simple	E + 6**	E = Expiry of Contract / Agreement Long term care service providers = Expiry + 7 years
L15	Risk Management	CY + 6**	

M – MEDIA AND PUBLIC RELATIONS

Code	Series Title	Retention	Notes
M00	Media & Public Relations – General	1	
M01	Advertising	P**	
M02	Ceremonies & Events	5**	
M02-1	Invitations & Regrets	CY + 1	
M02-2	Vendor Applications	E + 2	E = Event Date
M03	Charitable Campaigns / Fund Raising	1	
M04	Inquiries / Requests	CY + 1	LF & Destroy
M05	Media Monitoring	CY + 2**	
M06	Media Relations	CY + 4**	
M07	Publications	SO**	
M08	Speeches & Presentations	3**	
M09	Visual Identity & Insignia	P**	
M10	Website & Social Media Content	2	
M11	Awards & Recognition	CY + 1**	
M12	Complaints & Concerns	CY + 5	
M13	Corporate Communications	CY + 5**	
M14	Communications Planning	CY + 5**	
M15	Promotions & Marketing	CY + 5**	

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

M15-2	Promotional Items	CY + 2**	
M16	Public Relations & Public Awareness Campaigns	CY + 5**	
M17	Community Engagement & Outreach	CY + 5**	
M18	Donations & Gifts	E + 7**	E = Disposal / Return of Item
M19	Intellectual Property	E + 5	E = Copyright, patent or trademark expired or last use
M99	Photographs & Videos	P**	

P – PROTECTION AND ENFORCEMENT SERVICES

Code	Series Title	Retention	Notes
P00	Protection & Enforcement Services – General	1	
P01	By-Law Enforcement / Compliance	6**	
P02	Daily Occurrence Logs	5**	
P03	Emergency Planning & Response	SO**	If Canadian Environmental Protection Act applies, Expiry of Plan + 5
P04	Hazardous Materials	SO + 5	Tank removal or if Canadian Environmental Protection Act applies SO + 7
P04-1	MSDS Sheets	SO + 1	
P05	Incident / Accident Reports	E + 15	E = Date of incident/accident or age of majority
P06	Building / Structural Inspections	E + 2	E = Date of Inspection Initial fire system test report = Life of System
P07	Health & Fire Safety Inspections	SO + 6	
P07-1	Food Safety Inspections / Certifications	CY + 6	
P07-2	Aquatics Inspections	CY + 6	
P08	Investigations	P**	

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

P09	Licensing - General	CY + 6	
P09-1	Licensing – Dog	E + 2	E = Expiry of Licence
P09-2	Licensing – Drain Layer	E + 4	E = Expiry/Renewal of Licence
P09-3	Licensing – Liquor Licence Clearance	SO + 2	
P09-4	Licensing – Lottery	E + 4	E = Expiry/Renewal of Licence
P09-4-1	Licensing – Lottery Eligibility Forms	E	E = Destruction of final file on organization
P09-5	Licensing – Taxi Correspondence	CY + 4	
P09-5-1	Licensing – Taxi Driver	E + 4	E = Expiry/Renewal of Licence
P09-5-2	Licensing – Taxi Plates	E + 4	E = Expiry of Plate
P09-5-3	Licensing – Taxi Broker	E + 4	E = Expiry/Renewal of Licence
P09-5-4	Licensing – Taxi – Written Exams, Failed/Abandoned	CY + 1	
P09-6	Licensing – Mobile Vendor	E + 4	E = Expiry of Licence
P10	Building Permits	P**	E = Closure of Permit
P10-1	Building Permits – Applications: Denied, Withdrawn, Abandoned	E + 2	E = Date of denial, withdrawal or abandonment of application
P11-1	Building Permit Drawings & Plans – Simple Residential	E + 15 Years	E = Later of Jan. 1, 2004 or Close of permit If scanned according to digitization standards, physical residential plans = E + 2
P11-2	Building Permit Drawings & Plans – Complex Residential	E + 5**	E = Life of Facility
P11-3	Building Permit Drawings & Plans – Industrial & Commercial	P**	
P11-4	Building Permit Drawings & Plans – Municipal Facilities	SO + 1**	
P12	Permits – Other	E + 2	E = Expiry of Permit

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

P14	Animal Control	5**	
P15	Emergency Services	CY + 6**	
P16	Community Protection Programs	SO + 2**	
P17	Building Permit Activity Reporting	CY + 4	
P19	Prohibitions & Notices – Orders	15	
P20	Warrants	E + 2	E = Execution of warrant
P21	Criminal Records	E + 5	E= Occurrence/investigation closed or disposition of charge
P22	EMS & Fire Significant Incident & Impact Reports	SO + 5**	
P23	EMS & Fire Accident Response Reports	SO + 5**	
P24	EMS, Fire, Police Statistics	5	
P25	Fire Services Relations	CY + 5**	
P26	Fire Routes	SO	

R – RECREATION AND CULTURE

Code	Series Title	Retention	Notes
R00	Recreation & Culture – General	1	
R01	Heritage Preservation	E + 3**	E = End of Plan Year or Removal of Designation
R02	Library Relations	5	
R03	Archival Services	3**	
R04	Parks Management	5**	
R04-6	Playground Equipment Maintenance	P**	
R05	Recreational Facilities	5	
R06	Recreational Programming	E + 6**	E = Completion of Program

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

R07	Parks & Recreation Planning	CY + 6**	Master Plans or Strategies = P
R08	Program Registration	E + 2	E = Completion of Program / Age of Majority
R09	Fitness Memberships	E + 2	E = Expiry / Cancellation of Membership
R10	Subsidy Programs	CY + 3	
R10-1	Subsidy Program – Forms & Reporting	E + 7	E = End of Fiscal Year
R11	Health Promotion	CY + 5**	
R12	Recreation Facility Scheduling	CY + 1	
R13	Recreation Agency Relations	CY + 5**	
R14	Daily Pool, Spa & Splash Pad Records	2	

S – SOCIAL AND HEALTHCARE SERVICES

Code	Series Title	Retention	Notes
S00	Social & Health Care Services – General	1	
S02	Elderly & Supportive Assistance Services	7	
S04	Community & Social Assistance Services	5	
S08	Public Health	5	
S09	Cemetery Records	P**	

T – TRANSPORTATION SERVICES

Code	Series Title	Retention	Notes
T00	Transportation – General	1	
T01	Illumination – Projects	E + 6	E = Completion of Project / Removal of Equipment Specifications = P

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

T02	Parking	CY + 5**	
T02-2	Parking Lots/Spaces	E + 6**	E = Closure of lot or space
T03	Public Transit	CY + 5**	
T03-1	Fares/Collection	E + 6	E = End of Fiscal Year
T03-2	Routes/Mapping	E + 6**	E = Closure of route
T03-3	Scheduling	SO + 1	
T03-4	Transit Shelters/Stops	E + 6**	E = Closure of stop/shelter
T03-5	Transit Studies	P**	
T04	Road, Sidewalk & Trail Construction	CY + 6**	Specifications = P
T04-1	Road, Sidewalk & Trail Construction - Projects	P**	Specifications = P
T05	Road, Sidewalk & Trail - Design & Planning	CY + 6**	Specifications = P
T05-1	Road, Sidewalk & Trail - Design & Planning – Projects	P**	Specifications = P
T06	Road, Sidewalk & Trail Maintenance	CY + 6**	Specifications = P
T06-1	Road, Sidewalk & Trail Maintenance – Projects	E + 6**	E = Completion of Project Specifications = P
T06-2	Winter Maintenance	CY + 7**	
T07	Signs & Signals	E + 1	E = Removal of Sign/Signal
T07-1	Signs & Signals – Denied Requests	E + 5	E = Request Denied
T08	Traffic – General	CY + 6**	
T08-1	Traffic Project Files	E + 10**	E = Completion of Project
T08-2	Load Restrictions	CY + 6**	
T08-3	Speed Limits	CY + 6**	
T08-4	Temporary Road Closure	E + 2	E = Road Re-opened / Request Denied
T08-5	Traffic Control	CY + 6**	

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

T08-6	Traffic Safety	P**	
T08-7	Transportation Studies	P**	E = Completion of Study
T09	Road & Lane Closures	P**	E = Completion of project
T10	Field Survey / Road Survey Books	E + 1	E = Completion of Project
T11	Bridges	E + 5**	E = Completion of Project Specifications = P

V – VEHICLES AND EQUIPMENT

Code	Series Title	Retention	Notes
V00	Vehicles & Equipment – General	1	
V01	Fleet Management	E + 2	E = Termination of lease of decommissioning
V01-1	Daily Inspection Logs	E	E = 2 years or 6 months after vehicle ceases to be operated
V02	Mobile Equipment	E + 6	E = Decommissioning of Equipment
V02-1	Mobile Equipment - Manuals, Operating Instructions, Warranty	E	E = Decommissioning of Equipment
V03	Transportable Equipment	E + 6	E = Decommissioning of Equipment
V03-1	Transportable Equipment - Manuals, Operating Instructions, Warranty	E	E = Decommissioning of Equipment
V04	Protective Equipment	E + 6	E = Decommissioning of Equipment
V04-1	Protective Equipment - Manuals, Operating Instructions, Warranty	E	E = Decommissioning of Equipment
V05	Ancillary Equipment	E + 2	E = Decommissioning of Equipment
V05-1	Ancillary Equipment - Manuals, Operating Instructions, Warranty	E	E = Decommissioning of Equipment
V06	Medical Equipment / Supplies	E + 6	E = Decommissioning of Equipment

** – Archival Review, CY = Current Year, E – Event, P – Permanent, SO – Superseded/Obsolete



RECORDS RETENTION SCHEDULE A

V06-1	Medical Equipment / Supplies - Manuals, Operating Instructions, Warranty	E	E = Decommissioning of Equipment
V07	Recreation Equipment	E + 2	E = Decommissioning of Equipment
V07-1	Recreation Equipment - Manuals, Operating Instructions, Warranty	E	E = Decommissioning of Equipment



The logo features the word "LaSalle" in a blue cursive script. To the right of the text is a stylized sailing ship with three masts and white sails, set against a blue and red wavy background that suggests water.

Town of LaSalle

Records Management Manual

INDEX

INTRODUCTION	4
PURPOSE OF MANUAL	4
REVIEW	4
1 RECORDS MANAGEMENT BASICS.....	4
1.1 Who is Responsible for Records Management?	4
1.2 What is a Record?	4
1.3 What is Records Management?	4
1.4 Records Life Cycle	5
1.5 Why is Records Management Important?	5
1.5.1 Legislation Governing Records Management.....	5
1.6 Records Management Program Structure	6
2 RECORDS.....	6
2.1 Ownership of Records	6
2.2 Official Records	7
2.3 Transitory Records	7
2.4 Official or Transitory Record?	8
2.5 Councillor Records	8
2.6 Duty to Document.....	9
3 RETENTION SCHEDULE.....	9
3.1 Legislation Governing Records Destruction.....	9

3.2 Retention Schedule Development	9
3.3 Retention Schedule Basics.....	10
4 CLASSIFYING RECORDS	11
5 RECORDS CREATION AND STORAGE.....	11
5.1 File Naming Conventions / Document Creation	11
5.2 File Creation.....	11
5.3 Records Transfer.....	12
6 ELECTRONIC RECORDS	13
6.1 Email Records	13
6.1.1 Responsibility for Preserving Email	13
6.2 Text Messages and Chat.....	14
6.3 Voicemail.....	14
6.4 Social Media Records.....	14
6.5 Digitization of Records.....	14
6.5.1 Can records be scanned for retention and the physical copy destroyed?	15
6.5.1.1 How can be ensure legal admissibility of digitized records?	15
6.6 Audit Trail.....	15
6.7 Metadata	16
6.7.1 Metadata Basics	16
6.7.1.1 What is Metadata?	16
6.7.1.2 Why do we need it?.....	17
6.7.1.3 Types of Metadata	17
6.7.1.4 How is metadata created?.....	17
6.7.1.5 Standardization of Metadata	18
6.7.1.6 Controlled Vocabulary.....	18
7 LASERFICHE	18
7.1 Using Laserfiche - what's in it for me?	19
7.2 Laserfiche / Records Management Help / Procedures.....	19
7.3 Security of Electronic Records in Laserfiche.....	19
7.4 Importing to Laserfiche	19
7.5 Records in Laserfiche.....	20
7.6 Applying properties to new documents/folders.....	20
8 RECORDS SECURITY, ACCESS AND PRIVACY.....	21

8.1 Collection of Personal Information	21
8.1.1 Use and Disclosure of Personal Information	21
8.2 MFIPAA.....	22
8.2.1 Routine Disclosure and Active Dissemination	22
8.2.2 Requests under the Act.....	22
8.3 Security and Access	22
8.3.1 File Rooms and Drives.....	23
8.3.2 Laserfiche	23
8.3.3 Mobile Devices	23
8.3.4 Computers and Laptops.....	23
9 RECORDS DESTRUCTION	24
9.1 Records Destruction Considerations	24
9.2 Suspension of Records Destruction.....	25
9.3 Physical Records.....	25
9.4 Electronic Records	25
10 ARCHIVING AND PRESERVATION OF RECORDS	26
10.1 Preservation Formats	26
10.2 Migration and Conversion.....	26
10.2.1 Migration	27
10.2.2 Conversion.....	27
10.2.3 Conversion / Migration Requirements	27
10.3 Vital Records	27
11 COMPLIANCE AND QUALITY CONTROL	27
11.1 Compliance with Records Management Policies and Procedures	28
11.2 Quality Control.....	28
11.2.1 Electronic Records.....	28
11.2.2 Digitization Projects.....	28
12 BACK-UP AND RECOVERY.....	28
13 SEARCHING FOR RECORDS	28
13.1 Controlled Vocabulary Document	29
13.2 Search Methods	29
14 TRAINING.....	30
15 QUESTIONS?.....	30

APPENDIX A: Definitions.....	30
------------------------------	----

INTRODUCTION

The records and information of the Town of LaSalle are valuable assets contributing to the overall operation and decision making of the municipality through the maintenance of records deemed to have corporate, fiscal, legal, regulatory, administrative, operational, evidentiary or historical value. This Records Management Manual was developed with consideration of legislation, standards, best practices and operational need, governing the management of records.

PURPOSE OF MANUAL

This manual has been developed to offer guidance to all Town of LaSalle staff on records management procedures and requirements. The manual will provide a standard for Corporate-wide records management. Please see [Appendix A](#) for definitions and terms used throughout the Manual.

REVIEW

This Records Management Manual shall be reviewed on a yearly basis by records management in order to ensure all guidelines and procedures are updated and accurate.

1 RECORDS MANAGEMENT BASICS

1.1 Who is Responsible for Records Management?

EVERYONE! Each employee is responsible for the records in their care or the care of their department.

1.2 What is a Record?

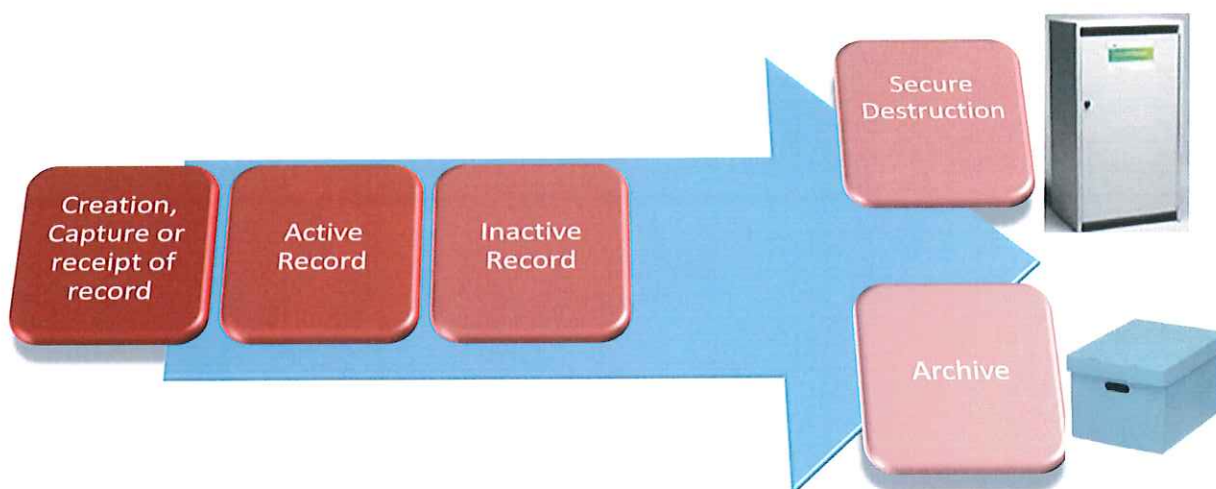
A record is any recorded information, regardless of structure or form, created, captured, received or maintained by the municipality and which serves as documentary evidence of daily activities, transactions and business processes. Records are valuable corporate assets of the Town of LaSalle. Records may include, but are not limited to: correspondence, email, memoranda, invoices, minutes, photographs, maps, plans, drawings, microforms, books, voicemails, social media, reports, etc.

1.3 What is Records Management?

The planning and systematic control of the creation, capture or receipt, maintenance, use and final disposition of records.

1.4 Records Life Cycle

The records life cycle is the life span of a record from creation, receipt or capture, through active, semi-active and inactive stages, to final disposition (archiving or destruction).



1.5 Why is Records Management Important?

Records management is vital to the efficient operation of an organization. Records management supports effective decision making, legislative requirements, open government, security and risk management.

Records management has a number of benefits for any organization:

- 1) Reducing operating costs
 - a. Time spent searching for records
 - b. Records storage needs / costs
- 2) Ensuring records can be located efficiently
- 3) Ensuring proper retention and disposition of records
- 4) Ensuring that the Town is following legislative and fiscal requirements for record keeping
- 5) Ensuring information is accessible
- 6) Ensuring the security of information
- 7) Consistency in management of records
- 8) Risk management

1.5.1 Legislation Governing Records Management

Both *The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and *The Municipal Act* discuss to the importance of records management.

Bill 8 of *MFIPPA*, which came into effect in 2016, emphasizes the importance of preservation of records. The *Municipal Act, 2001* specifies under which conditions records may be destroyed, and the establishment of retention periods for records. The Act states that:

"The head of an institution is required to take reasonable measures to maintain the records in a secure and accessible manner" (s. 254[1]).

MFIPPA, 1990 also outlines that:

"Every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution" (s. 4.1).

1.6 Records Management Program Structure



2 RECORDS

2.1 Ownership of Records

All records created, received and maintained in the course of Town business are Town of LaSalle property and subject to all policies, procedures and By-Laws governing records and information. **This includes records on personal computers, laptops and mobile devices, etc.**

2.2 Official Records

Official records should be classified and retained according to the current retention and disposition schedule. These records should be managed in accordance with all records management policies, standards and procedures.

Official Records:

- Are valuable corporate assets
- Document and provide evidence of business activities and decisions
- Support current and future business operations
- Provide evidence of compliance and accountability
- Are required by legislation
- Have corporate, fiscal, legal, regulatory, administrative, operational, evidentiary or historical value

Below are some examples of Official Records:

Official Records

- Correspondence, *including EMAIL*
- Original Minutes
- Reports
- Agendas
- Permits
- Maps/Plans
- Memoranda
- Policies
- Financial Transactions
- By-Laws
- Personnel Records
- Agreements
- Fitness membership applications
- Vehicle inspection logs
- Media releases
- Conference registrations
- Travel and accommodations
- Water sampling records
- Insurance Claims

2.3 Transitory Records

Transitory records are records having only temporary or limited usefulness or those that have been used in the preparation of another record. Transitory records are 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.

These records are not classified according to the retention and disposition schedule and can be destroyed when no longer required. Transitory records subject to litigation or an information request under the *Municipal Freedom of Information and Protection of Privacy Act* must not be destroyed until the matter and all appeals are concluded.

Below are some examples of Transitory Records:

Transitory Records:

- Duplicate copies
- Convenience copies
- Insignificant drafts
- Reference material
- Personal files
- Working papers
- External publications
- Unsolicited advertisements
- Meeting arrangements
- FYI notices

2.4 Official or Transitory Record?

The retention schedule only applies to Official Records. With the above information, employees must decide if the record would be considered an Official Record or a Transitory Record, and what to do with the record if it is considered Official.

For more information on Official or Transitory records, please see the procedure document 2.2 Records Decision Trees.

2.5 Councillor Records

Upon receipt of a Freedom of Information request under *MFIPPA*, the FOI Co-ordinator will determine:

- 1) If the requested record is in the custody of the Town
 - a. Is it considered a municipal record?
- 2) What information can be released
 - a. Under sections 6-5 of *MFIPPA*, there are certain restrictions information which can be released

The Information and Privacy Commissioner of Ontario takes the position that for a Council email to be considered a municipal record, the following criteria must apply:

- 1) Is the record relating to municipal business?
- 2) Is the record in the custody or control of the municipality or could the municipality reasonably expect to obtain the records?

If the answer to both questions is yes, the Town is deemed to have custody of the information, regardless of if the email has been sent from the Councillor's Town email or personal email address. For more information, contact the Office of the Information and Privacy Commissioner.

Town of LaSalle position on Councillor Records → Be prepared to provide any emails relating to municipal business.

For more on this, please see document 2.5 Councillor Records.

2.6 Duty to Document

When decisions are made over the phone, during a conversation or informal meeting, or by other means not producing a record or lasting record, all Town of LaSalle employees have a responsibility to ensure that this information is properly documented and preserved.

By creating records that document these decisions and why the decision was made, it promotes accountability and transparency, fostering open government. By ensuring that each employee is aware of their ***Duty to Document***, the Town of LaSalle can ensure that key decisions and transactions are recorded, even if a lasting record is not produced.

Creating a record of decisions and business transactions can be done by physically or electronically writing down the details listed below. This information should then be filed in the appropriate subject file.

In instances where no record or lasting record is generated, the following information should be recorded:

- 1) The date and time of the communication or occurrence
- 2) The means of communication
 - a. This could be a verbal conversation, meeting where minutes were not recorded, voicemail, etc.
- 3) The participants in the decision or transaction
- 4) The subject matter of the decision or transaction
- 5) Any details on the decisions made, why the decisions were made, etc.
- 6) Any details on the transaction

3 RETENTION SCHEDULE

3.1 Legislation Governing Records Destruction

Both the *Municipal Act, 2001*, and the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, discuss the importance of records management. The *Municipal Act, 2001*, outlines the importance of following retention scheduling, policies, and procedures in place for records retention.

According to the *Municipal Act, 2001*, a municipality can only destroy records:

- 1) If the set retention period has expired, or
- 2) If the records are duplicates or copies

This legislation provides the requirement for all Ontario municipalities to have a records retention schedule and to destroy records in accordance with this schedule. If records are not destroyed, the records holdings would become unmanageable.

3.2 Retention Schedule Development

The Town of LaSalle's records retention schedule is based on ***The Ontario Municipal Records Management System (TOMRMS)***. This system was developed in collaboration with the AMCTO for Ontario Municipalities in 1990, and has served as the basis for municipal retention

scheduling across the province since then. Various changes have been made to this suggested schedule to reflect current use and organizational requirements of the Town of LaSalle.

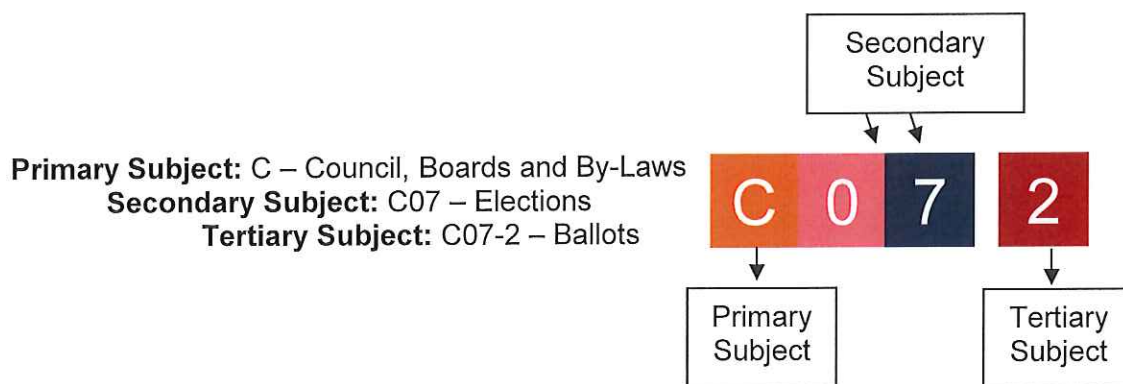
Records management conducts inventories and interviews with each department to determine categories of records and operational need for assignment of retention periods with no legislative requirements. New records categories or updates may also be discovered through a Compliance Audit performed by records management.

The final draft of the Records Retention schedule is forwarded to the Municipal Auditor for review and approval. Final approval of the Records Retention By-Law is obtained from Council, though the Clerk has been delegated authority to make changes to the retention schedule itself.

3.3 Retention Schedule Basics

The records retention schedule sets the length of time that the Town should maintain certain records. The retention periods are based on legislation, regulatory requirements, records holdings, operational need and historical or archival needs.

The records retention schedule uses a subject numeric system to classify records. Each primary classification is defined as a **series**, and each secondary and tertiary classification is defined as a **sub-series**. These series and sub-series reflect the subject-content of the records. This ensures that all related records are stored together, but accounts for differing retention periods. For example, most of the records falling under **C07 – Elections** would be retained for Election Day + 4 years. However, the *Municipal Elections Act, 1996*, allows for the destruction of Election Ballots 120 days after the election.



The schedule is generally divided by department or division, but many departments will make use of categories throughout the retention schedule. For example, each department will likely have records to file under **A04 – Conferences & Seminars**, though this sub-series falls under **A – Administration**. The retention schedule also defines if the file will be destroyed, archived, or if it is permanent when the retention period has expired.

For more on the current records retention schedule, please see the departmental working copy of the *Records Retention and Disposition Schedule*.

4 CLASSIFYING RECORDS

As the Town of LaSalle's records must be classified in order to be eligible for destruction, the records retention schedule was developed. **All records must be classified according to the Town of LaSalle's current Records Retention Schedule. This provides a consistent means of organizing and retrieving records.** Classifying records according to the retention schedule allows records to be easily located and ensures that the records system is in compliance with current By-Laws and Policies.

The retention schedule uses a subject-numeric system to classify records by primary, secondary and tertiary classifications. Each primary classification is defined as a series, and each secondary and tertiary classification is defined as a sub-series.

The departmental working copy of the **Records Retention and Disposition Schedule** contains information on appropriately classifying records and an alphabetic index of subjects and classifications. Please see this document or contact Records Management for more on classifying records.

5 RECORDS CREATION AND STORAGE

When creating records, it is important that a consistent records creation, classification and storage system is applied. This aids in the development of a sound records management program and lends to the authenticity, reliability and integrity of the records of the Town of LaSalle.

By using corporate-wide guidelines for records creation and storage, we can ensure that all records will be located efficiently and that the established retention and disposition practices are appropriately applied.

5.1 File Naming Conventions / Document Creation

The Town of LaSalle has developed a **File Naming Conventions** document. This document should be used when creating any document or folder. Using standardized file naming conventions for the naming of all folders and documents will:

- 1) Promote consistency
- 2) Reduce time spent searching for records
- 3) Will allow users to visually identify records more effectively and efficiently

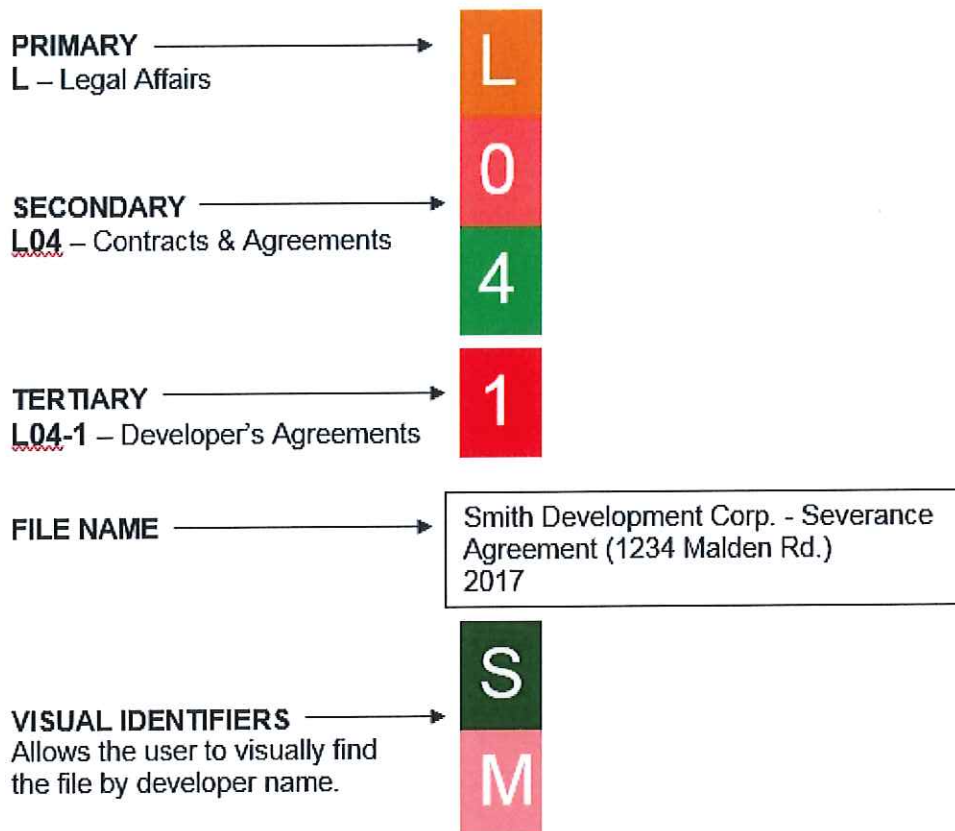
For the Town of LaSalle's File naming conventions document, please see procedural document **5.1: File Naming Conventions**.

5.2 File Creation

When any file is created, the **File Naming Conventions** document should be used as a general guideline. The file must then be classified according to our current retention and disposition schedule.

When creating a new file, please follow these steps:

- 1) Search to ensure that there is not an existing file on this matter or topic.
- 2) Select general subject-area or Primary Subject from the Records Retention & Disposition Schedule
 - a. ie. D – Development and Planning
 - b. ie. L – Legal Affairs
- 3) Select a secondary classification :
 - a. ie. D14 – Zoning
 - b. ie. L04 – Contracts & Agreements
- 4) Select any tertiary classifications, if available:
 - a. ie. D14-1 Zoning – Other Municipalities
 - b. ie. L04-1 – Developer's Agreements
- 5) Develop a descriptive, but concise title for the file
- 6) Create the physical file with the below labelling



5.3 Records Transfer

Any records transferred to another entity for storage should be recorded on a Records Transfer Form. The transfer of records may require a formal agreement.

6 ELECTRONIC RECORDS

Electronic records ensure ease in accessibility, file sharing, automated system possibilities, electronic-only storage, a reduction in physical storage space required, and efficient records location. However, electronic records also introduce a unique set of challenges in security, compatibility, and concerns regarding the authenticity and integrity of records, which are less complex when dealing with physical records. For more on electronic records, please see document **6.0 Electronic Records Job Aid**.

6.1 Email Records

Emails are records and are therefore subject to the same policies and retention requirements as all other records. If the email is deemed to be an Official Record, it should be classified according to the current records retention and disposition schedule, in any existing subject file. Email communications may also be considered transitory and only those emails considered to be Official Records should be filed.

The email can be saved in the native file format, unless it will be retained for a long period or has permanent retention. In this case, it should be saved as a PDF or PDF/A. **Always ensure that any attachments to the email are also saved.**

Emails should be saved in the appropriate subject file to ensure that the complete context of the matter is represented. **The benefits of filing email in the appropriate subject file are listed below:**

- 1) If the Town receives a claim, is involved in litigation, or an FOI request, we can be certain **ALL** records pertaining to the matter are captured in the subject file.
 - a. This saves staff time spent searching for records. We can be confident that all records have been located quickly and that all records related to the matter have been located
- 2) Keeps email inboxes clean and saves staff time spent purging emails.
- 3) Ensures that if an employee is off or has left the Town's employ, the records will still be available to staff in the department who may require the information

6.1.1 Responsibility for Preserving Email

Scenario 1 – Who files the email?

An email is sent out documenting an important decision regarding a special project. Several employees in the same department are copied on this email. Who is responsible for filing of this email if there are many copies?

THE SENDER, however, if there is one individual in the department responsible for filing, the email string can be forwarded to this individual.

Scenario 2 – Multiple replies

The email is sent out, the sender receives a reply and subsequently replies to this response. Which copy of the email should be filed?

The final copy of the email containing all replies should be filed.

Scenario 3 – Multiple responses from different individuals

The email is sent out to multiple individuals, each sending a reply. Which copy of the email should be filed?

A copy of each email containing all different responses should be filed.

For more information or questions about email, please see the documents **6.1 Email Decision Tree** and **6.1 Email Management FAQs**.

6.2 Text Messages and Chat

Decisions or business transactions made via text message or the internal chat system are records and must also be preserved. As it is more difficult to ensure the proper preservation of these records, it is recommended that these means of communications not be used for any decisions or business transactions.

6.3 Voicemail

The Town of LaSalle now has the capability to send voicemails to email. This feature is currently only used for managers, supervisors and officials. This accurately documents all necessary information that would be required to file this record in a subject file.

If this is not a feature enabled and a voicemail is received, the recipient should write or type the information out for filing. The following information should be documented:

- 1) The date and time of the communication or occurrence
- 2) The means of communication (voicemail)
- 3) The participants in the decision or transaction
- 4) The subject matter of the decision or transaction
- 5) Any details on the decisions made, why the decisions were made, etc.
- 6) Any details on the transaction

6.4 Social Media Records

The Town of LaSalle is committed to active and open communications, engaging the community via social media. If communications on social media are determined to be official records, these records can be saved or printed electronically, and filed appropriately.

6.5 Digitization of Records

The digitization of records ensures that Town of LaSalle employees have information at their fingertips, when it is needed.

Records are typically digitized for two purposes:

- 1) Digitization for Accessibility of Records
 - a. Scanning records for convenience and e-discovery
 - b. For example – Scanning By-Laws or Agreement for electronic availability
- 2) Digitization Project

- a. Digitization of a group of records
- b. Must be authorized in writing
- c. *CGSB 72.11* and *CGSB 72.34-2017* outline criteria which must be followed for digitized records to be legally defensible in court
- d. For Example – Scanning Records to retain them in Electronic-Only format and destroy the physical file

6.5.1 Can records be scanned for retention and the physical copy destroyed?

Yes, but there are requirements that must be fulfilled before the digitization of records and prior the destruction of the physical copy. Electronic records have different rules when it comes to legal admissibility, requiring specific steps in authorization, preparation, and quality control.

Our records must be legally defensible and according to **ISO** and the **Canadian General Standards Board**, records must be authentic, reliable, have integrity and be useable. In short, we must be able to prove that the record:

- 1) Is what we purport it to be: a record of a municipal business transaction or decision
- 2) That is was created at the time we purport that it was, that it has not been altered in any way, etc. For the record to fulfill the criteria of **reliable**, it must have been created at the time of the business transaction, or shortly after.

6.5.1.1 How can be ensure legal admissibility of digitized records?

The Canadian General Standards Board Standard, *CAN-CGSB-72.11-93 – Microfilm and Electronic Images as Documentary Evidence* outlines specific criteria for digitization programs.

Careful consideration should be taken before the original copy of any permanent or archival record is destroyed. There may be significant cost and risk over time, including problems inherent to technology. Bit rot, data loss and compatibility issues are possible with any electronic record, but may be more prevalent with proprietary file types. In some cases, the municipality will be required under legislation to maintain a record permanently. To maintain a record permanently, we must be able to ensure that it will continue to be accessible over time.

The Town of LaSalle has developed a **Digitization Standard Procedures** document to outline all current requirements for digitization projects. This document will provide procedures and requirements for all digitization projects. Digitization projects will be completed in the course of regular business activity.

Please see 6.5 Digitization Standard Procedures for the Town of LaSalle's Digitization Procedures.

6.6 Audit Trail

Laserfiche provides an audit trail feature to track certain information pertaining to records in the system. Records management will use the audit trail reporting feature monthly to track the destruction of records.

6.6.1 Audit Trail for Records Destruction

If the Town of LaSalle receives a claim, an information request, or is involved in any litigation, we may be required to provide records on the subject. If those records have been destroyed, we may also be required to provide proof that the records have been destroyed according to our **Records Retention Schedule**.

When destroying physical records, a secure shredding company will provide the Town with a record of destruction. As we do not require a service to destroy electronic records in Laserfiche, how can we ensure that we can produce this proof with electronic records?

Laserfiche provides a reporting feature called the **Audit Trail**. This allows records management to track all records destroyed with the records management module in Laserfiche. For tracking purposes, users do not have the access rights to delete records from Laserfiche as the records management module will be used. For more on audit trail procedures, please see the document **6.6 Audit Trail**.

6.6.2 Audit Trail for Tracking Information

Audit trail can also be used to track changes made to an entry. For example, information such as when a template was assigned, when and where the entry was moved, any relationships created with other records, changes in access rights, versioning, records management actions, etc., may be tracked.

6.7 Metadata

6.7.1 Metadata Basics

Metadata is data about data; information about information; a description of the information at hand.

This information is essential to the life cycle of a records and allows an organization to track records, search for records and supports the integrity, authenticity and reliability of a record. Metadata also provides important contextual information about the records which allows for interpretation.

Metadata is an integral part of the record, should be created at the time of record creation and will continue to accumulate over the lifecycle of the record. It is used and maintained in the course of regular business and is essential to the discovery of records and the integrity of the records system.

6.7.1.1 What is Metadata?

Have you ever performed an internet search? If so, you've used metadata. The key terms entered in the search bar are metadata, or descriptive terms meant to aid in searching.

Have you ever looked at the creation date of a file? This is also metadata!

Metadata is data about data, or information about information. Metadata is everywhere. It is information about the records created and maintained daily, regardless of format. Metadata can be used to:

- 1) Identify records
- 2) Manage records
- 3) Describe records
- 4) Access records
- 5) Authenticate records

6.7.1.2 Why do we need it?

The standardization of metadata will support:

- 1) **Search and discovery of records**
Good metadata will enable discovery of the correct records in an instant, reducing search time. Metadata also ensures more targeted searches, meaning that we can conduct a search and have 3 results returned instead of 1,000. This saves time and ensures that we can be certain that **ALL** of the related records are returned, not just some. This is especially important for litigation, claims and FOI requests.
- 2) **Organization of records**
- 3) **The availability of content, context and structure**
- 4) **Management of records throughout the record lifecycle**
- 5) **Supports the authenticity, reliability and integrity of records**

Metadata is retained past the destruction of a record, meaning that we can still identify that we had a record, even if it has been destroyed in accordance with the records retention schedule. This may be something that is required to be produced if there is an FOI request or litigation pertaining to the destroyed records.

6.7.1.3 Types of Metadata

There are three categories of metadata:

- 1) **Descriptive Metadata**
Describes resources for the purposes of identification, discovery retrieval and interpretation. Examples of descriptive metadata include: title, parties, key terms, street name, etc.
- 2) **Structural Metadata**
Provides information about the internal structure or relationships of a record.
- 3) **Administrative Metadata**
Provides necessary data to manage a resource. May include technical information, preservation information, use information and information on rights management.

6.7.1.4 How is metadata created?

In Laserfiche, some metadata is system generated, such as creation date or the record creator. Other metadata can be entered into **Fields**. Fields are containers for information about a record,

folder or series. Fields have been indexed in the system for searching. **Templates** are groupings of fields which are specific to a record type or department. Templates improve efficiency and ensure that fields which may be useful are not missed. For example, we have a template for By-Laws, which contains the fields relevant to By-Laws, such as **By-Law Number**, **Amends By-Law**, **Repealed by By-Law**, and **Meeting Date**.

6.7.1.5 Standardization of Metadata

Metadata will perform as anticipated only if certain controls in place. For example, if we have a file related to holding zone removal, one individual may enter **Remove Holding Zone** while a second individual may enter **Holding Zone Removal** in the **Key Terms** field. This may cause confusion and increase search time. For this reason, a means of standardization has been put in place, with control documents to aid in consistent application.

The document **6.7 Metadata Standard Procedure** sets out the metadata fields which are used in Laserfiche. Each of these fields falls under a broader category, or heading. The standard procedure defines these fields as Mandatory, Optional, or Mandatory, when applicable. It also outlines if the field is populated by the software or by the user. This procedure document will serve as a standard for the metadata (fields) used by the Town of LaSalle in Laserfiche.

For more information, please see **6.7 Metadata Standard Procedures**.

So how are we to know which terms to use? CONTROLLED VOCABULARY

6.7.1.6 Controlled Vocabulary

Libraries use controlled vocabularies to describe their resources. In the information world, it is one of the most useful tools in ensuring uniformity. A document called **6.7 Controlled Vocabulary** has been created to ensure that all employees are using the same key terms to describe records. Both of the terms above would be listed on the controlled vocabulary, but after **Holding Zone Removal**, it would read – use **Remove Holding Zone**, to avoid confusion.

This document can be found in Laserfiche under series **Z99 - LASERFICHE / RECORDS MANAGEMENT HELP**. If key terms should be added to this list, please email the records management clerk for inclusion of this term.

7 LASERFICHE

Laserfiche is our electronic records repository. This repository is an end-point. When records are final and complete, they should be input into Laserfiche for storage and tracking. This means that there will be no changes made to the record at this point. Working copies or drafts can be saved on the I: Drive and imported into Laserfiche when complete.

The file format for final versions of documents should be TIFF or PDF, not DOCX, XLSX, or PPTX. TIFF and PDF file formats are recommended for long term preservation and it is likely we will be able to open these files in the next 10, 20, or 50 years. Proprietary file formats have

compatibility issues over time. It is recommended that any proprietary document type is saved as a PDF before importing into Laserfiche.

Each user with a Laserfiche licence has their own personal inbox to import to or print records to, using Laserfiche Snapshot. When importing files into Laserfiche, the Town of LaSalle's ***File Naming Conventions*** should be used to title documents and folders. A template should be applied to each document or folder, including any relevant search information on the document or folder.

7.1 Using Laserfiche - what's in it for me?

Laserfiche is an Electronic Document and Records Management System (EDRMS) that allows the Town of LaSalle to properly manage records. Laserfiche will allow records management to continually monitor, track and assess current records holdings.

Benefits of departmental use Laserfiche:

- 1) It ensures that all records are **fully searchable**, providing a significant reduction in time spent searching for records
- 2) Files are immediately accessible and shareable
 - a. Employees can review electronic files and send electronic records
 - b. No time spent looking for the physical file
- 3) Allows records management to ensure that ensure proper retention and disposition procedures adhered to
 - a. No records will be destroyed without departmental approval
 - b. Will allow records management to pull archival files for storage in the archive, freeing up space in departmental file rooms
- 4) Helps mitigate risk related to claims and litigation
 - a. Ensure that proper metadata is available on each record/file, supporting authenticity, reliability and integrity of records

7.2 Laserfiche / Records Management Help / Procedures

Laserfiche Help and Records Management Procedure documents can be located in our Laserfiche repository under ***Z99 LASERFICHE / RECORDS MANAGEMENT HELP / PROCEDURES***. For more on this, please contact records management.

7.3 Security of Electronic Records in Laserfiche

We are able to restrict access from the series level (A – Administration), to the document level. Only those authorized to access each record will be able to do so, and only those with access will be able to see that the file exists in the system. Please see section **[8 Records Security and Access](#)** for more.

7.4 Importing to Laserfiche

Records can be scanned or imported directly into Laserfiche, dragged and dropped Laserfiche, or printed into the system using Laserfiche Snapshot.

7.4.1 Scanning, Importing, Printing to Laserfiche

There are various requirements when scanning and importing records into Laserfiche. Please see the document **7.4 Laserfiche Import, scanning and printing procedures** and the document **6.5 Digitization Standard Procedures** for requirements.

7.4.2 Inboxes

Each department has an INBOX located under **Z00 INBOX**, and each employee has an individual inbox. All records should be scanned or imported into these inboxes and classified according to the records retention and disposition schedule. The appropriate template should be selected and relevant information added in the template fields.

7.4.3 Electronic Shortcuts

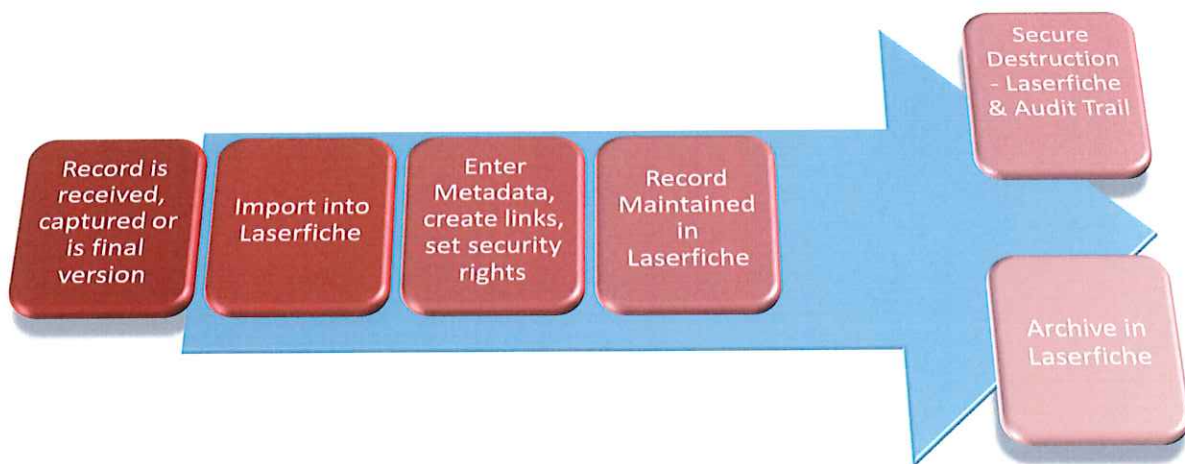
Laserfiche allows electronic shortcuts of documents and files to be created in relevant or related files in the system. This helps reduce electronic storage space required for the Laserfiche repository. Electronic shortcuts of By-Laws, Reports or any related records can be copied into any folder, ensuring all relevant records are available. The DSI workflow will automatically create an electronic shortcut of related files into the relevant file.

7.4.4 Email

Emails should be imported into Laserfiche using the outlined in the document: **7.4 Laserfiche Import, Scanning and Printing procedures**. Always ensure that any attachments to emails are also imported.

7.5 Records in Laserfiche

Below the process of records management in Laserfiche is illustrated:



7.6 Applying properties to new documents/folders

Whether records are being created, imported, scanned, or printed into Laserfiche, the following should apply:

- 1) Ensure that all documents are appropriately titled using the guidelines provided in document **5.1 File Naming Conventions**

- 2) Ensure that the proper template and fields are applied on the **Fields** tab or in the **Metadata** window
 - a. Without appropriate key terms and templates, the documents will be difficult to locate
 - i. See the **Controlled Vocabulary** document in Laserfiche file **Z99** for Key Terms

8 RECORDS SECURITY, ACCESS AND PRIVACY

The collection and use of personal information is required for the administration of certain business processes and services by the Town of LaSalle. Municipalities are called to be open and transparent, while protecting privacy and the personal information collected in these processes.

8.1 Collection of Personal Information

The Town of LaSalle will only collect personal information when necessary for business purposes or when authorization for collection of information is legislated or mandated by By-Laws. This personal information will be retained only for as long as necessary and in accordance with the Town of LaSalle's **Records Retention and Disposition Schedule**. The Town of LaSalle shall make every effort to ensure that personal information collected will be complete and accurate.

A **Notice of Collection** statement will be given when collecting personal information. This statement can be found on many of the forms administered by the Town of LaSalle. In accordance with section 29 (2) of the *Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA)*, the collection statement will include:

- 1) The legal authority for the collection of the information,
- 2) The purpose of collection,
- 3) The title, business address and contact information for the responsible employee or department

However, section 27 of MFIPPA states that this section does not apply to personal information maintained for the purpose of creating a record available to the general public.

8.1.1 Use and Disclosure of Personal Information

The following apply in the use and disclosure of personal information:

- 1) Personal information should only be used for the purpose it was collected for
- 2) Personal information should be kept secure to prevent unauthorized access
- 3) Records should not be removed from Municipal facilities
- 4) All workstations and file cabinets containing records with personal or confidential information should be locked at the end of the day to prevent unauthorized access
- 5) Personal information should only be kept for as long as necessary, or in accordance with the Records Retention and Disposition Schedule
- 6) Personal Information Banks (PIB) will be identified and a listing made available to staff and the public
- 7) Personal information will only be disclosed with consent from the individual to which to information relates, or in accordance with s. 31 and s. 32 of *MFIPPA*.

- 8) All email signatures should contain confidentiality statements

For tips on Protecting Personal Information, please see the document 8.1 Protecting Personal Information.

8.2 MFIPAA

The *Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA)*, outlines the public right of access to information, while emphasizing protection of privacy. The Act provides the legislative guidelines under which municipalities respond to requests for information. The Town of LaSalle is tasked with making records publically available and balancing the protection of privacy. For this reason, *MFIPPA* discusses public access rights, but lists a number of exemptions on the release of information due to the potential personal or confidential nature of the information.

8.2.1 Routine Disclosure and Active Dissemination

So how are employees to know what types of information are acceptable for release or the types of requests that must be made formally under privacy legislation?

There are records which may be disclosed in response to informal requests, or routinely disclosed. There are also records which are periodically released by the municipality in absence of any request. A new routine disclosure and active dissemination policy will be developed by the Clerk's Department. This policy will streamline routine requests for information and support the concept of ***Access by Design***. The policy will outline the documents available for routine disclosure and active dissemination to the ***public*** and to ***staff***. Any exceptions or conditions on release will be listed in the policy, as well as general guidelines governing routine disclosure and active dissemination.

Please see the Routine Disclosure and Active Dissemination Policy or contact the Clerk's Department for more on this.

8.2.2 Requests under the Act

When disclosure of information is not authorized, a formal Freedom of Information request may be made under *MFIPPA*. A ***Freedom of Information Request Form*** must be submitted along with the required \$5.00 fee, and can be found on the Town of LaSalle's website.

Appeals on decisions may be filed with the Information and Privacy Commissioner of Ontario within 30 days of the decision.

8.3 Security and Access

The Town of LaSalle collects personal information for various processes and services. Careful departmental restrictions should be considered, governing access controls to both physical and electronic records.

The Town of LaSalle is committed to protecting privacy, confidential and third party information. One of the methods of ensuring protection of privacy is the evaluation and assignment strict

access rights. This includes access to physical files, file rooms, departmental drives and Laserfiche series and folders.

8.3.1 File Rooms and Drives

The Information Technology division is responsible for setting access rights to common drives, folders and file rooms. Department Heads and supervisors can make access requests for the drives and file rooms for employees.

As many individuals have access to each file room, it is important to consider which records should be stored in the file room and maintain any sensitive information in a more secure location.

8.3.2 Laserfiche

The IT Division may set access rights for some of the folders in Laserfiche, but the majority of Laserfiche access rights are set by Records Management. Access rights may be set from the repository level (highest level), to the document level. Only those requiring access to documents and files will be given access. Internal access requests may be made and will be reviewed on a case-by-case basis.

Laserfiche users will only be able to see the series and folders to which they have access. For example, an Accounts Payable/Receivable employee in the finance department will only be able to see the following:

- C – Council, Boards and By-Laws
 - o C01 – By-Laws
 - o C03 – Council Agendas
 - o C04 – Council Minutes
- F – Finance and Accounting
 - o F01 – Accounts Payable
 - o F02 – Accounts Receivable

Employees will have access to different series, based on their job requirements.

8.3.3 Mobile Devices

All Town-issued mobile devices should be protected with a 4-6 digit pin to unlock to device. Check with IT to ensure that the **Mobile Device Management Program** is installed on all Town-issued phones to allow remote wipe of the device in case it is lost.

8.3.4 Computers and Laptops

As many of the records and communications created and maintained by the Town of LaSalle are electronic, it is essential to ensure security of computers and laptops. Some of the steps that can be taken to ensure security of these devices are:

- 1) Set a password 12-16 characters in length. It should be a combination of uppercase, lowercase and special characters
- 2) Ensure that computer stations are locked when away from the desk by using the Windows key + L to lock the screen
- 3) Carefully evaluate links and downloads contained in emails. Look at the sender email and information to determine if the email should be deemed suspicious. Always check with IT if unsure about the contents of an email message.

9 RECORDS DESTRUCTION

According to the *Municipal Act, 2001*, records are eligible for destruction if they are classified according to a retention schedule and the retention period has expired, or if they are duplicates or copies (s. 255[2]).

To ensure that the Town of LaSalle is following sound and secure records destruction practices, records must be:

- 1) Recorded on a records destruction form and approved for destruction
 - a. This destruction form must be kept permanently by records management
- 2) Destroyed while protecting personal, confidential, and third party information and security
- 3) Destroying ALL copies of the record including:
 - a. Electronic copies → Overwrite
 - b. Emails → Shift + DEL to permanently delete
 - c. Paper copies → Iron Mountain Bin
 - d. Copies on I: Drive → Overwrite
 - e. Copies in Laserfiche → Records management to destroy

Records which are eligible for destruction, but which are subject to **Archival Review** must be transferred to the Records Management Clerk to sign off on Destruction or for archiving.

For more on Records Destruction, please see procedure document 9.0 Records Destruction or the Current Records Retention By-Law for principles governing the destruction of records.

9.1 Records Destruction Considerations

Routine records destruction will not only support the integrity of the Town of LaSalle's records practices and program, but it will ensure that the Town of LaSalle records holdings will be managed efficiently. The below considerations should be taken with respect to records destruction:

- 1) **Records must be destroyed promptly after the expiration of the retention period in the regular course of business.**
 - a. If records are not destroyed promptly, it undermines the Town of LaSalle's retention and disposition practices, meaning we may have problems proving that we no longer have certain records and we may face extra costs and risk. For example, the records management clerk destroys Council Services and Administration records, after approval, on a monthly basis as Iron Mountain picks up records for shredding monthly.
- 2) **Records not destroyed promptly and in accordance with the retention schedule will be required to be produced in response to a claim, litigation or an information request. This places the Town of LaSalle in a position of risk. If we have it, we have to produce it!**
 - a. **This includes emails!** Please ensure that each email that is an official record is filed in the appropriate subject file and deleted from user inboxes. This saves time when searching for records in response to a claim, litigation, an FOI request, and in keeping email inboxes tidy. It also ensures that if someone is off or no longer in the employ of the Town, we still have access to these records.

- 3) **All records should be destroyed in a manner protecting privacy and confidential information.**
 - a. Physical records should be put in one of the Iron Mountain or Shred-it bins located at each facility.
 - b. Electronic records should be overwritten or securely destroyed.
- 4) **Unauthorized destruction of records could mean that the individual destroying records could be subject fines and convictions (s. 48(1)[c.1]), MFIPPA).**

9.2 Suspension of Records Destruction

Records should be destroyed as soon as possible when the retention period has expired and in the regular course of business. However, if records eligible for destruction are subject to claims, litigation, or other legal matters, regular destruction should be suspended until the matter is completed. A formal legal hold notice will be issued by the Council Services Department upon discovery of or receipt of notice of pending FOI request, litigation, claim, investigation or audit. When the matter is concluded, a release of legal hold notice will be issued by the Council Services Department.

For more on Legal Holds, please see procedure document 9.2 Legal Hold Procedure.

9.3 Physical Records

All physical records containing personal, confidential or third party information are to be disposed of in our Iron Mountain or Shred-it bins. Two Iron Mountain bins are located on each floor (one in each copy room) of Town Hall. The Vollmer Complex and the Environmental Services buildings both have Iron Mountain bins located at the facilities.

9.4 Electronic Records

9.4.1 Computer Files

All computer files should be overwritten to ensure that the records and information cannot be restored.

9.4.2 Emails

Emails can be permanently deleted by using **SHIFT + DEL**.

9.4.3 Laserfiche Files

Laserfiche files will be securely destroyed by records management. All metadata will remain in the system to track files past their destruction.

9.4.4 Hard Drives

Secure destruction of hard drives is to be arranged with Records Management. The Town currently has a media destruction agreement with Iron Mountain for the secure destruction of media.

9.4.5 Orphan Data

Orphan Data is existing data which is not machine readable by any existing computer system or software. Machine readable data not having sufficient content, context or structure to render it understandable.

Prior to the destruction of any orphan data, the following information is required:

- 1) A written description of the orphan data, to the extent that such information is available, the following:
 - a. Title of the system
 - b. The department or division responsible for the creation or use of the orphan data
 - c. A brief description of the system's purpose
 - d. Where possible, a contents list of the information to be destroyed
 - e. A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems
 - f. The name of the technical contact person who is responsible for documenting the system
- 2) The written approval of the department head or designate.
- 3) Where applicable to satisfy the provisions of the Federal Income Tax Act, Excise Tax Act, Employment Insurance Act or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
- 4) After destruction of the orphan data, documentation must be provided to the Records Management Clerk providing proof of destruction.

10 ARCHIVING AND PRESERVATION OF RECORDS

Records subject to archival review are to be transferred to the Records Management Clerk for review. Records Management will determine if the subject records have archival value. Prior to the destruction of any records lacking archival value, records management will request approval from the Department head or designate.

10.1 Preservation Formats

Preservation of electronic records shall be considered in the creation of all records. Though preservation has typically been an afterthought, it begins with record creation. Careful deliberation should be taken when determining the desired format for preservation. For example, the Town of LaSalle's By-Laws are vital records. These records are irreplaceable and have a permanent retention. The Town would not be able to perform various functions or enforce standards without access to these By-Laws. We must ensure that they will be available 10 years from now, 50, or 100 years. Due to these factors, paper with an electronic copy is the recommended format for creation and preservation of By-Laws.

According to *CAN/CGSB 72.34-2017* and *ISO 19005-1:2005*, the recommended file format for the long-term preservation of records is PDF or PDF/A. It is therefore recommended that any final version of a record be saved to PDF or TIFF rather than proprietary formats.

10.2 Migration and Conversion

There are two approaches to help in ensuring the long term preservation and retention of records.

10.2.1 Migration

Migration refers to the movement of records to another storage platform or storage medium, without changing the file format.

10.2.2 Conversion

Conversion of records refers to converting a record from one format to another. Records shall be converted to new formats or software to protect from software obsolescence and access issued.

Records may require conversion if:

- 1) Software or technologies are no longer supported
- 2) File formats are superseded
- 3) File formats become too costly to support
- 4) Change in business processes or requirements

10.2.3 Conversion / Migration Requirements

Certain information must be documented at the time of conversion or migration to ensure that the document continues to be authentic and reliable. Every measure should be taken to preserve the content, context and structure of the source records.

- The process should be performed on sample records to ensure that there is no conversion loss or loss of any kind
 - o Context, content and structure should be compared between the source version and new version of records to ensure there has been no loss of information
 - If content, context and structure are lost in the process, it can diminish the authenticity and reliability of records
- Approval and documentation of the activities and process should be fully documented
- Document any data loss prior to completing the migration or conversion
- Document the metadata required to reproduce the content, context, structure, relationships and searching requirements

10.3 Vital Records

Vital records are 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.

A vital records program will be developed to ensure the proper preservation and protection of these valuable corporate assets.

11 COMPLIANCE AND QUALITY CONTROL

Policy, procedure and control documents form for foundation of the records management program. Compliance and quality assurance will be tools to ensure that these concepts and controls are put into action in the workplace and identify areas where additional training or attention may be required. To ensure the proper corporate-wide implementation of the records management program, compliance audits will be completed. Quality control will also be performed on electronic records to ensure that all file naming, classification and indexing is accurate and updated.

11.1 Compliance with Records Management Policies and Procedures

Compliance Audits will be completed each year by Records Management for each department or division. The audit will provide insight into any gaps in the program and aid in the development of updated training plans. The compliance audit is divided into sections pertaining to general records management practices, records classification, records storage, electronic records, privacy and security and any additional areas requiring attention.

11.2 Quality Control

11.2.1 Electronic Records

Quality control will be performed on electronic records added to Laserfiche to ensure accuracy of file naming conventions, metadata and file classification. This will support the integrity of the records system.

Records Management will perform searches on new records added to Laserfiche on a regular basis. File naming, indexing and classification will be verified.

Depending on the record classification, existing workflows may tag new documents or folders for certain departments as ***QC Needed***. Each morning, records management will receive an email listing the records requiring quality control and the file path of each document or folder.

11.2.2 Digitization Projects

When records are digitized for retention purposes, quality control will be performed on the electronic records before the destruction of the physical copy.

12 BACK-UP AND RECOVERY

The IT division has established back-up and recovery procedures. Information on drives and in Laserfiche will be backed up regularly. Back-up copies are for recovery only and will not be used to satisfy records retention.

In the event of a disaster, recovery times ranging between 24-72 hours will be assigned based on priority. A vital records program will be developed to outline the recovery time of records-types.

13 SEARCHING FOR RECORDS

The Town of LaSalle's common and individual drives are convenient ways for departments and divisions to store and share information. However, there are limited search capabilities and this means of storage lacks the ability to store important metadata about the document or file. Laserfiche is able to ensure that the required metadata can be attached to each record and provides a wide variety of search functions and options for files and documents.

Laserfiche allows users to input data into fields and templates, allowing users to search on field-specific data or record-type specific fields. Our ability to search for records is only as good as the data entered in these fields and templates. Because of this, users must ensure that free text fields are accurately input and that **Key Terms** used to describe our information resources are consistent. One of the means of ensuring consistency is the use of the **CONTROLLED VOCABULARY** document.

13.1 Controlled Vocabulary Document

The controlled vocabulary document has been created by records management to ensure a standardized set of **Key Terms** or words are used when describing records. This will minimize search time and ensure that ALL records related to this key term are returned in a search.

For example, if one is searching for an application to remove holding zone, the possible search terms may include:

- Remove Holding Zone,
- Holding Zone removal, etc.

Using only one of the search combinations as the **authoritative term** will ensure all records are returned in one search. The document will list any alternative terms associated with the subject.

Zoning

- Air Conditioning
- Definitions
- Heat Pump
- Holding Zone
- Holding Zone Symbol Removal – Use *Remove Holding Zone*
- Home Occupation
- Lot Coverage
- Multi-Unit Dwellings
- Non-Conforming Use
- Permitted Use
- Private Home Day Care
- Public Authority
- Remove Holding Zone

Document **6.7 Controlled Vocabulary** can be found in Laserfiche under series **Z99 - LASERFICHE / RECORDS MANAGEMENT HELP**. If key terms should be added to this list, please email the records management clerk (lolaszewski@lasalle.ca) for inclusion of this term.

13.2 Search Methods

There are a number of different search methods that can be used to located records in Laserfiche. Depending on the level of metadata available on each record, different search methods can be used to locate the records. The goal is to have all records fully indexed (full metadata), but this is an ongoing process.

See the document **13.2 Searching for Records in Laserfiche**, for more on search methods.

14 TRAINING

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

15 QUESTIONS?

Do you have any questions? Require assistance or training? Contact:

Lauren Uszynski
Records Management Clerk
lolszewski@lasalle.ca
519-969-7770 ext. 1252

Linda Jean
Deputy Clerk
ljean@lasalle.ca
519-969-7770 ext. 1256

APPENDIX A: Definitions

Active Dissemination	The periodic release of government records in the absence of a request.
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.

ATTACHMENT #3

Audit Trail	A system log and reporting tool which allows for the reconstruction of processes performed on a record in the system.
Back-up	A copy of data for the purposes of recovery in the event of disaster or data loss.
Classification System	A systematic means of coding, categorizing and arranging records for use, retrieval and retention purposes.
Confidential Information	Information subject to exceptions outlined in <i>MFIPPA</i> or information which the Town of LaSalle has deemed confidential.
Controlled Vocabulary	A standardized set of terms used for search and retrieval of information.
Conversion	The process of changing recorded information from one format to another.
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.
Freedom of Information (FOI) Request	A formal request made under Freedom of Information legislation (<i>MFIPPA</i>).
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.
Metadata	Metadata is data about data; information about information; a description of the information at hand providing content, context and structure of records and their management through time.
MFIPPA	<i>The Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Migration	The process of moving recorded information, including any existing characteristics, from one hardware or software configuration to another without changing the file format.
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.

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.
Preservation	The principles, policies and strategies designed to ensure the protection of records through time. Preservation is meant to prolong the life of a record with minimal alteration to the record.
Quality Control	The process of monitoring records and the records system to ensure that the standard level of quality has been attained. May include monitoring file naming and indexing (metadata).
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 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.
Routine Disclosure	Shall refer to the department that currently has control or custody of the record.

ATTACHMENT #3

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.



Veterans Voices of Canada

PO Box 255

Red Deer

Alberta, T4N 5E8

(Charitable Tax Number CRA 819452699 RR0001)

Veterans Voices of Canada – Flags of Remembrance

Veterans Voices of Canada, Flags of Remembrance is an initiative designed to pay tribute to past and serving Veterans in a visually stunning display of patriotism.

In the first year of its inception (2014), 128 full size Canadian flags were raised along a major highway running from the City of Red Deer to the Town of Sylvan Lake. Each flag is symbolic in that it represents 1000 Canadians killed or missing in action in armed conflict since the Boer War to present day (128,000 in total). Also recognized and included in that total are the 234 officers of the RCMP and its predecessor the Northwest Mounted Police

Each flag is accompanied by a sponsored "Honour Plaque" in *tribute* to a serving Veteran or *in remembrance* of a past Veteran. As a sponsor the plaque & the flag become a permanent tribute and recognition made by you to your nominated Veteran. Together we strive to preserve the memory of those Canadians who have, and are, serving our country in conflicts and peacekeeping roles all over the world.

By sponsoring a plaque your support directly helps us maintain the core aims and objectives of the VVOC organization, ie; that of interviewing Veterans, transcribing the interviews, and donating the produced interviews to the Veterans, their families, and educational institutions across Canada.



In addition, the VVOC Flags of Remembrance initiative raises funds to help local communities self fund future Flags of Remembrance events and provides funds to support local community charity initiatives.

Please return your completed Sponsorship Form, along with the payment, to your local VVOC Branch Co-Ordinator / Volunteer.

Please note that your "Honour Plaque" and its associated Canada flag will be formally presented to you at your local Closing Ceremony (to be held on Saturday 30th November 2019).

If you wish to learn more about what we do please visit our web site, www.vetvoicecan.org.



Thank you for becoming a sponsor of the Veterans Voices of Canada, Flags of Remembrance tribute.

Allan Cameron, VVOC, Founder & Executive Director



6th Annual Cross-Canada **Veterans Voices of Canada** *Flags of Remembrance*



Assumption Park, Windsor

September 21st, 2019 - November 12th, 2019

Opening ceremony begins at 1:30pm on September 21st

Contact us at tdfvetvoice@gmail.com or (519) 945-2867 to honour your Veteran hero by sponsoring a Flag and Honour Plaque.



**Flags of
Remembrance**





Veterans Voices of Canada

Red Deer, Alberta
CRA# 819452699RR0001

Flags of Remembrance – Plaque Sponsorship Form 2019

Event Location: WINDSOR, ONTARIO # _____

The details you provide below will be engraved on your "Honour Plaque"

(Please check one) Your plaque can be "In Tribute" to a serving member _____
OR

"In Remembrance" of a current or deceased military, Para-military veteran or First Responder _____

A generic plaque can be requested, e.g. "An Unknown Soldier".

The cost per plaque and flag is a minimum donation of \$200.00. Payment must be made when submitting this form. The submission deadline is **July 1st 2019**

If you require further information, please contact local VVOC Representative.

- Terri Davis-Fitzpatrick (tdfvvoice@gmail.com)
- 519 945 2867

Honour Plaque details (please print clearly)

Rank	
Name	
Branch of service	
Regiment/Squadron/Ship	
KIA/POW/MIA/WIA	
Dates of service-year to year	From: _____ To: _____

Sponsor contact details MUST be completed. PLEASE PRINT CLEARLY

Plaque sponsored by	
Contact telephone number	
Email address	
Mailing address with postal code	
Plaque recipient name: (if different sponsor)	

Donation amount \$ _____ ☐ Cash ☐ Cheque

Cheques payable to: *Veterans Voices of Canada* A \$125 Tax receipt if required: ☐

Please write the name you are sponsoring on the memo line of your cheque

Please submit this completed form and payment to the VVOC Representative above or volunteer

Flag & Plaque to be presented at closing ceremony ☐ or; delivered (add \$25 shipping) ☐

The flag that flew at the site is the flag that will be presented with the Honour Plaque

PLEASE SIGN & DATE - THANK YOU **DATE / /**



The Corporation of the Town of LaSalle
Minutes of a meeting of the Accessibility Advisory Committee

June 4, 2019, 4:00 p.m.
LaSalle Room
LaSalle Civic Centre, First Floor
5950 Malden Road

Present: Councillor Sue Desjarlais
Councillor Mark Carrick
Councillor Anita Riccio-Spagnuolo
Cynthia Butcher
Keren Escobar
Michael Gerard
Jeff Kapasi
Jason Thibodeau
Linda Jean, Deputy Clerk

Also Present: Louann Kapasi, P. Marra, Director of Public Works, J.
Columbus, Director of Culture and Recreation

1. Call to Order

Councillor Desjarlais calls the meeting to order at 4:00 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

3. Adoption of Minutes from Previous Meeting

Moved By: C. Butcher

Seconded By: J. Kapasi

That the minutes of the LaSalle Accessibility Advisory Committee meeting dated April 2, 2019 BE ADOPTED as presented.

Carried.

4. Presentations

4.1 Heritage Park Playground

Carissa Borowitz, Park N' Play Design Co. Ltd. appears before Council to present the proposed new accessible playground equipment for Heritage Park Playground.

Moved By: C. Butcher

Seconded By: J. Thibodeau

That the power point presentation provided by Carissa Borowitz, Park N' Play Design Co. Ltd. regarding the proposed new accessible playground equipment being installed in Heritage Park Playground BE RECEIVED for information.

Carried.

5. Business Arising from the Minutes

5.1 Accessible Washrooms

Moved By: Councillor Riccio-Spagnuolo

Seconded By: Councillor Carrick

That the report of the Manager of Facilities dated May 29, 2019 (PW-LAAC-2019-01) regarding pricing options for fully accessible washrooms with automated doors and lifts BE RECEIVED for information and that this item BE REFERRED to 2020 budget deliberations.

Carried.

6. New Business

6.1 Change of Meeting Date

Moved By: Councillor Riccio-Spagnuolo

Seconded By: Councillor Carrick

That the request to change the next LaSalle Accessibility meeting date from August 6th to July 30th BE APPROVED.

Carried.

7. Next Meeting

The next scheduled meeting will be held on July 30th at 4pm.

8. Adjournment

The meeting is adjourned at the call of the Chair at 4:25 pm.

Chair: Councillor Sue Desjarlais

Deputy Clerk: Linda Jean



The Corporation of the Town of LaSalle
Minutes of a meeting of the Parks, Recreation & Events Advisory Committee
Meeting

May 16, 2019, 9:00 a.m.
Sandwich West Room
2nd Floor LaSalle Civic Centre
5950 Malden Road

Present: Councillor Mike Akpata
Councillor Sue Desjarlais

Staff Present J. Columbus, Director of Culture & Recreation
P. Marra, Director of Public Works
P. Funaro, Recreation Manager
M. Beggs, Manager of Parks and Roads
M. Masanovich, Manager of Fleet & Facilities
T. Brydon, Supervisor of Parks
G. Ferraro, Manager of Finance/Deputy Treasurer
J. Milicia, CAO
D. Langlois, Director of Finance/Treasurer
K. Scherer, Recreation Coordinator

Regrets: J. Renaud, Councillor

1. Call to Order

Councillor Akpata called the meeting to order at 9:00am.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

3. Adoption of Minutes from Previous Meeting

Moved By: Councillor Akpata

Seconded By: Councillor Desjarlais

That the minutes of the meeting of the April 18, 2019 Parks, Recreation and Events committee meeting dated April 18, 2019 BE ADOPTED as presented.

Carried.

4. Business Arising from the Minutes

None.

5. Presentations

5.1 Rendez-Vous Voyageur - J. Columbus

J. Columbus presented on the Rendez-vous Voyageur historical event scheduled for Sept 20 & 21, 2019 for information purposes.

M. Akpata indicated that this is the year of indigenous languages and indicated he has a contact for First Nations.

6. Reports

6.1 2019 June Events - P. Funaro

Moved By: Councillor Akpata

Seconded By: Councillor Desjarlais

THAT the report from the Recreation Manager dated May 13, 2019 (C&R 2019-07) regarding the 2019 June events be RECEIVED for information;

Carried.

6.2 Strawberry Festival Update - P. Funaro

Moved By: Councillor Akpata

Seconded By: Councillor Desjarlais

THAT the report from the Recreation Manager dated May 13, 2019 (C&R 2019 -06) regarding the 2019 Strawberry Festival be RECEIVED for information.

Carried.

7. New Business

7.1 Strawberry Festival Contingency Plan

Moved By: Councillor Akpata

Seconded By: Councillor Desjarlais

THAT the report from the Director of Culture and Recreation dated May 14, 2019 (C&R 2019-07) regarding the relocation of the Strawberry Festival to Vollmer Culture and Recreation Complex for 2019 be APPROVED.

Carried.

NOTE: M. Akpata recommended that the contingency plan go before council to ensure that everyone agrees. J. Milicia scheduled a special meeting of council in this regard, for May 23, 2019 at 4:30pm.

8. Next Meeting

The next scheduled meeting will be held on Thursday June 20, 2019 at 9:00 am.

9. Adjournment

The meeting is adjourned at the call of the Chair at 10:15am.



The Corporation of the Town of LaSalle

Date:	June 7, 2019	Report No:	FIN-13-2019
Directed To:	Members of Council	Attachments:	A: May 2019 Financial Statement B: Capital Fund Analysis C: Reserves, Reserve Fund, Deferred Revenue Statement
Department:	Finance		
Prepared By:	Diane Hansen, Supervisor of Accounting	Policy References:	None
Subject:	May 2019 Financial Statement and Financial Reports		

Recommendations:

- That Council receive the May 2019 Financial Statement and Financial Reports as presented.

Report:



Please refer to the attached May 2019 Financial Statement and Financial Reports.

If you have any further questions, please do not hesitate to contact the author(s) of this report.

Respectfully,

Diane Hansen

Diane Hansen
Supervisor of Accounting

Reviewed by:							
CAO	Finance	Clerk	Environmental Services	Planning	Culture & Recreation	Building	Fire
							

Cc. All Departments, Boards and Services (Town of LaSalle)

	2019 Budget	2019 YTD Actual May	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual May	2018 % Budget to Actual	2018 YTD Actual December
Revenues								
General Levy	(34,404,200)	(28,341,804.33)	6,062,395.67	82.4%	(31,706,300)	(26,273,984.41)	82.9%	(31,841,529.25)
Supplementary Levy	(195,000)	0.00	195,000.00	0.0%	(195,000)	0.00	0.0%	(1,035,028.48)
Payments in Lieu of Taxes-General	(40,200)	0.00	40,200.00	0.0%	(43,600)	0.00	0.0%	(43,648.95)
Payments in Lieu of Taxes-Supplementary	0	0.00	0.00	100.0%	0	0.00	100.0%	(1,494.39)
Local Improvements	(16,100)	0.00	16,100.00	0.0%	(19,300)	0.00	0.0%	(19,266.08)
Other Revenues	(3,779,400)	(1,153,204.05)	2,626,195.95	30.5%	(3,313,200)	(1,275,052.99)	38.5%	(3,858,569.41)
Revenues	(38,434,900)	(29,495,008.38)	8,939,891.62	76.7%	(35,277,400)	(27,549,037.40)	78.1%	(36,799,536.56)

Expenditures

Mayor & Council

Wages/Benefits	299,200	140,030.19	(159,169.81)	46.8%	267,400	109,076.99	40.8%	241,166.03
Administrative Expenses	38,500	11,216.03	(27,283.97)	29.1%	38,500	4,463.89	11.6%	50,637.58
Personnel Expenses	40,200	9,274.14	(30,925.86)	23.1%	40,200	12,145.65	30.2%	14,970.68
Program Services	26,500	3,221.84	(23,278.16)	12.2%	25,500	3,829.35	15.0%	21,371.78
Expenditures	404,400	163,742.20	(240,657.80)	40.5%	371,600	129,515.88	34.9%	328,146.07
Other Revenues	0	(435.00)	(435.00)	100.0%	0	0.00	100.0%	(921.24)
Mayor & Council	404,400	163,307.20	(241,092.80)	40.4%	371,600	129,515.88	34.9%	327,224.83

Finance & Administration

Wages/Benefits	1,869,700	843,396.37	(1,026,303.63)	45.1%	1,633,300	688,576.58	42.2%	1,776,485.28
Administrative Expenses	185,000	135,968.48	(49,031.52)	73.5%	170,400	119,185.21	69.9%	178,881.63
Personnel Expenses	57,500	29,254.76	(28,245.24)	50.9%	37,500	24,555.73	65.5%	49,313.31
Program Services	272,200	41,005.52	(231,194.48)	15.1%	322,200	59,105.04	18.3%	269,510.27
Expenditures	2,384,400	1,049,625.13	(1,334,774.87)	44.0%	2,163,400	891,422.56	41.2%	2,274,190.49
Other Revenues	(857,500)	(352,527.05)	504,972.95	41.1%	(842,700)	(325,336.04)	38.6%	(856,031.86)
Finance & Administration	1,526,900	697,098.08	(829,801.92)	45.7%	1,320,700	566,086.52	42.9%	1,418,158.63

Council Services

Wages/Benefits	983,400	385,042.01	(598,357.99)	39.2%	980,900	376,587.71	38.4%	922,024.25
Administrative Expenses	22,100	7,045.61	(15,054.39)	31.9%	27,100	8,510.98	31.4%	13,057.99
Personnel Expenses	49,100	16,821.05	(32,278.95)	34.3%	49,100	11,787.80	24.0%	22,270.32
Program Services	77,300	15,046.47	(62,253.53)	19.5%	67,400	30,666.49	45.5%	70,630.52
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	2,019.97
Expenditures	1,131,900	423,955.14	(707,944.86)	37.5%	1,124,500	427,552.98	38.0%	1,030,003.05
Other Revenues	(23,500)	(7,521.28)	15,978.72	32.0%	(24,800)	(10,517.94)	42.4%	(44,054.70)
Council Services	1,108,400	416,433.86	(691,966.14)	37.6%	1,099,700	417,035.04	37.9%	985,948.35

Financial Services

Wages/Benefits	437,800	0.00	(437,800.00)	0.0%	261,200	0.00	0.0%	0.00
Long Term Debt Capital Financing	1,964,200	982,086.75	(982,113.25)	50.0%	1,964,200	982,086.75	50.0%	1,964,173.50
Long Term Debt Charges	16,100	0.00	(16,100.00)	0.0%	19,300	0.00	0.0%	19,266.08
Program Services	255,000	10,270.79	(244,729.21)	0.0%	205,000	18,265.76	0.0%	30,152.28
Transfers to Own Funds	9,242,100	13,876.00	(9,228,224.00)	0.2%	8,219,700	248,585.00	3.0%	10,348,682.06
Financial Services	11,915,200	1,006,233.54	(10,908,966.46)	8.4%	10,669,400	1,248,937.51	11.7%	12,362,273.92

Division of IT (DoIT)

Wages/Benefits	484,400	197,700.99	(286,699.01)	40.8%	476,100	185,340.35	38.9%	460,099.76
Administrative Expenses	291,600	175,425.65	(116,174.35)	60.2%	277,100	154,973.59	55.9%	267,630.32
Personnel Expenses	9,000	6,296.38	(2,703.62)	70.0%	9,000	1,835.62	20.4%	4,842.16
Transfers to Own Funds	156,000	0.00	(156,000.00)	0.0%	153,000	0.00	0.0%	153,000.00
Financial Services	941,000	379,423.02	(561,576.98)	40.3%	915,200	342,149.56	37.4%	885,572.24

Fire

Wages/Benefits	2,145,500	754,693.84	(1,390,806.16)	35.2%	2,053,800	748,794.93	36.5%	2,149,960.60
Administrative Expenses	64,000	28,711.30	(35,288.70)	44.9%	60,400	29,155.04	48.3%	57,288.83
Personnel Expenses	122,600	39,097.34	(83,502.66)	31.9%	110,600	63,344.79	57.3%	122,960.45
Vehicle/Equipment Expenses	130,700	49,708.75	(80,991.25)	38.0%	125,700	59,306.26	47.2%	135,506.97
Program Services	25,000	9,180.14	(15,819.86)	36.7%	23,000	11,779.41	51.2%	21,198.50
Transfers to Own Funds	608,000	0.00	(608,000.00)	0.0%	308,000	0.00	0.0%	308,000.00
Expenditures	3,095,800	881,391.37	(2,214,408.63)	28.5%	2,681,500	912,380.43	34.0%	2,794,915.35
Other Revenues	(10,000)	(3,853.16)	6,146.84	38.5%	(10,000)	(1,140.00)	11.4%	(9,839.90)
Fire	3,085,800	877,538.21	(2,208,261.79)	28.4%	2,671,500	911,240.43	34.1%	2,785,075.45

	2019 Budget	2019 YTD Actual May	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual May	2018 % Budget to Actual	2018 YTD Actual December
<u>Police / Dispatch</u>								
Wages/Benefits	6,837,200	2,883,607.15	(3,953,592.85)	42.2%	6,711,000	2,820,176.88	42.0%	6,688,597.52
Administrative Expenses	171,200	79,838.26	(91,361.74)	46.6%	170,200	88,096.25	51.8%	183,576.76
Personnel Expenses	114,500	108,314.09	(6,185.91)	94.6%	112,000	70,000.15	62.5%	122,155.62
Facility Expenses	155,000	63,117.89	(91,882.11)	40.7%	155,000	63,990.25	41.3%	164,867.33
Vehicle/Equipment Expenses	136,100	60,368.11	(75,731.89)	44.4%	141,100	73,649.35	52.2%	141,262.46
Program Services	137,000	24,719.47	(112,280.53)	18.0%	138,000	105,013.57	76.1%	275,177.47
Transfers to Own Funds	80,000	0.00	(80,000.00)	0.0%	0	0.00	100.0%	0.00
Expenditures	7,631,000	3,219,964.97	(4,411,035.03)	42.2%	7,427,300	3,220,926.45	43.4%	7,575,637.16
Grants	(73,600)	(57,882.29)	15,717.71	78.6%	(63,800)	(88,621.40)	138.9%	(159,105.89)
Contributions from Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	(37,729.45)
Other Revenues	(260,500)	(133,844.44)	126,655.56	51.4%	(262,600)	(115,349.31)	43.9%	(312,636.48)
Police / Dispatch	7,296,900	3,028,238.24	(4,268,661.76)	41.5%	7,100,900	3,016,955.74	42.5%	7,066,165.34
<u>Police Services Board</u>								
Wages/Benefits	26,000	10,897.70	(15,102.30)	41.9%	40,500	22,945.17	56.7%	38,043.59
Administrative Expenses	19,100	525.11	(18,574.89)	2.8%	16,000	1,165.71	7.3%	14,858.24
Personnel Expenses	8,200	2,984.10	(5,215.90)	36.4%	7,100	2,952.19	41.6%	2,952.19
Program Services	1,000	0.00	(1,000.00)	0.0%	1,000	6,323.51	632.4%	(12,748.79)
Expenditures	54,300	14,406.91	(39,893.09)	26.5%	64,600	33,386.58	51.7%	43,105.23
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Police Services Board	54,300	14,406.91	(39,893.09)	26.5%	64,600	33,386.58	51.7%	43,105.23
<u>Conservation Authority</u>								
Program Services	275,000	137,066.50	(137,933.50)	49.8%	246,000	130,408.50	53.0%	260,817.00
<u>Protective Inspection & Control</u>								
Program Services	41,400	9,062.56	(32,337.44)	21.9%	41,400	7,984.23	19.3%	35,323.78
Other Revenues	(20,000)	(19,326.00)	674.00	96.6%	(20,000)	(18,075.00)	90.4%	(19,601.00)
Protective Inspection & Control	21,400	(10,263.44)	(31,663.44)	-48.0%	21,400	(10,090.77)	-47.2%	15,722.78
<u>Emergency Measures</u>								
Program Services	31,000	18,108.83	(12,891.17)	58.4%	31,000	22,303.92	72.0%	31,798.96
<u>Public Works Summary</u>								
Wages/Benefits	6,090,800	2,289,482.87	(3,801,317.13)	37.6%	5,883,400	2,172,208.49	36.9%	5,672,249.40
Long Term Debt	412,000	205,976.73	(206,023.27)	50.0%	412,000	205,976.73	50.0%	411,953.46
Administrative Expenses	373,700	328,953.62	(44,746.38)	88.0%	358,500	316,857.84	88.4%	343,819.21
Personnel Expenses	128,000	68,101.38	(59,898.62)	53.2%	120,000	55,147.48	46.0%	118,467.20
Facility Expenses	1,935,700	584,029.70	(1,351,670.30)	30.2%	1,931,700	582,694.93	30.2%	1,790,885.44
Vehicle/Equipment Expenses	666,100	258,981.83	(407,118.17)	38.9%	611,000	313,119.67	51.3%	860,421.87
Program Services	6,160,300	1,853,623.70	(4,306,676.30)	30.1%	6,377,200	1,707,530.09	26.8%	5,588,542.19
Transfers to Own Funds	3,116,900	9,217.26	(3,107,682.74)	0.3%	2,561,100	9,290.86	0.4%	3,105,404.02
Expenditures	18,883,500	5,598,367.09	(13,285,132.91)	29.7%	18,254,900	5,362,826.09	29.4%	17,891,742.79
Contributions from Own Funds	(412,000)	(205,976.73)	206,023.27	50.0%	(412,000)	(205,976.73)	50.0%	(411,953.46)
Other Revenues	(10,390,700)	(2,651,231.35)	7,739,468.65	25.5%	(10,198,300)	(2,434,051.80)	23.9%	(9,963,568.77)
Public Works Summary	8,080,800	2,741,159.01	(5,339,640.99)	33.9%	7,644,600	2,722,797.56	35.6%	7,516,220.56
<u>Public Works Corporate</u>								
Wages/Benefits	1,149,100	453,759.36	(695,340.64)	39.5%	1,141,300	428,980.01	37.6%	1,040,052.09
Administrative Expenses	373,700	328,953.62	(44,746.38)	88.0%	358,500	316,857.84	88.4%	343,819.21
Personnel Expenses	128,000	68,101.38	(59,898.62)	53.2%	120,000	55,147.48	46.0%	118,467.20
Expenditures	1,650,800	850,814.36	(799,985.64)	0.0%	1,619,800	800,985.33	53.8%	1,502,338.50
Other Revenues	(1,013,200)	(415,532.70)	597,667.30	41.0%	(994,200)	(408,830.50)	41.1%	(985,034.96)
Public Works Corporate	637,600	435,281.66	(202,318.34)	68.3%	625,600	392,154.83	62.7%	517,303.54
<u>Roads/Drainage</u>								
Wages/Benefits	644,600	312,865.24	(331,734.76)	48.5%	630,600	314,949.15	49.9%	712,035.72
Vehicle/Equipment Expenses	34,000	6,265.98	(27,734.02)	18.4%	34,000	3,857.84	11.4%	19,754.21
Program Services	611,800	116,852.03	(494,947.97)	19.1%	501,100	60,934.17	12.2%	384,924.36
Expenditures	1,290,400	435,983.25	(854,416.75)	33.8%	1,165,700	379,741.16	32.6%	1,116,714.29
Other Revenues	0	(3,546.41)	(3,546.41)	100.0%	0	(411.65)	0.0%	(17,810.65)
Roads/Drainage	1,290,400	432,436.84	(857,963.16)	33.5%	1,165,700	379,329.51	32.5%	1,098,903.64

TOWN OF LASALLE
FINANCIAL STATEMENT
MAY 31, 2019

Page 3

	2019 Budget	2019 YTD Actual May	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual May	2018 % Budget to Actual	2018 YTD Actual December
<u>Drainage</u>								
Wages/Benefits	434,100	162,159.63	(271,940.37)	37.4%	426,800	175,903.12	41.2%	409,840.17
Expenditures	434,100	162,159.63	(271,940.37)	32.6%	426,800	175,903.12	33.8%	409,840.17
Drainage	434,100	162,159.63	(271,940.37)	1.7%	426,800	175,903.12	3.7%	409,840.17
<u>Storm Sewers</u>								
Wages/Benefits	118,000	40,697.38	(77,302.62)	34.5%	115,900	40,223.68	34.7%	100,903.78
Program Services	20,000	8,028.86	(11,971.14)	40.1%	0	0.00	100.0%	0.00
Expenditures	138,000	48,726.24	(89,273.76)	35.3%	115,900	40,223.68	34.7%	100,903.78
Storm Sewers	138,000	48,726.24	(89,273.76)	59.8%	115,900	40,223.68	58.5%	100,903.78
<u>Facilities & Fleet</u>								
Wages/Benefits	1,618,200	626,526.65	(991,673.35)	38.7%	1,491,000	569,915.52	38.2%	1,529,886.10
Facility Expenses	1,935,700	584,029.70	(1,351,670.30)	30.2%	1,931,700	582,694.93	30.2%	1,790,885.44
Vehicle/Equipment Expenses	588,600	248,959.04	(339,640.96)	42.3%	533,500	296,950.34	55.7%	811,204.93
Transfer to Own Funds	223,700	9,217.26	(214,482.74)	4.1%	219,300	9,290.86	4.2%	220,404.02
Expenditures	4,366,200	1,468,732.65	(2,897,467.35)	33.6%	4,175,500	1,458,851.65	34.9%	4,352,380.49
Other Revenues	(50,000)	(9,951.22)	40,048.78	19.9%	(47,300)	(11,064.30)	23.4%	(55,568.35)
Facilities & Fleet	4,316,200	1,458,781.43	(2,857,418.57)	33.8%	4,128,200	1,447,787.35	35.1%	4,296,812.14
<u>Parks</u>								
Wages/Benefits	827,300	229,614.55	(597,685.45)	27.8%	806,900	218,576.24	27.1%	783,726.42
Vehicle/Equipment Expenses	15,500	442.76	(15,057.24)	2.9%	15,500	2,954.90	19.1%	10,959.58
Program Services	459,700	63,978.02	(395,721.98)	13.9%	395,000	55,103.25	14.0%	355,412.81
Expenditures	1,302,500	294,035.33	(1,008,464.67)	22.6%	1,217,400	276,634.39	22.7%	1,150,098.81
Other Revenues	(38,000)	(30,648.60)	7,351.40	80.7%	(35,000)	(24,511.85)	70.0%	(53,155.73)
Parks	1,264,500	263,386.73	(1,001,113.27)	20.8%	1,182,400	252,122.54	21.3%	1,096,943.08
<u>Water</u>								
Wages/Benefits	1,009,300	349,109.78	(660,190.22)	34.6%	984,600	316,908.51	32.2%	821,549.18
Vehicle/Equipment Expenses	20,000	2,321.01	(17,678.99)	11.6%	20,000	4,101.09	20.5%	12,345.58
Program Services	2,952,900	941,758.52	(2,011,141.48)	31.9%	3,353,500	809,281.34	24.1%	2,740,435.18
Transfers to Own Funds	1,574,800	0.00	(1,574,800.00)	0.0%	1,157,900	0.00	0.0%	1,790,000.00
Expenditures	5,557,000	1,293,189.31	(4,263,810.69)	23.3%	5,516,000	1,130,290.94	20.5%	5,364,329.94
Consumption/Base Rate Revenues	(5,441,000)	(1,198,607.28)	4,242,392.72	22.0%	(5,417,000)	(1,116,741.64)	20.6%	(5,160,200.24)
Other Revenues	(116,000)	(60,346.98)	55,653.02	52.0%	(99,000)	(43,108.01)	43.5%	(206,022.25)
Water	0	34,235.05	34,235.05	100.0%	0	(29,558.71)	100.0%	(1,892.55)
<u>Wastewater</u>								
Wages/Benefits	290,200	114,750.28	(175,449.72)	39.5%	286,300	106,752.26	37.3%	274,255.94
Long Term Debt Charges	412,000	205,976.73	(206,023.27)	50.0%	412,000	205,976.73	50.0%	411,953.46
Vehicle/Equipment Expenses	8,000	993.04	(7,006.96)	12.4%	8,000	5,255.50	65.7%	6,157.57
Program Services	2,115,900	723,006.27	(1,392,893.73)	34.2%	2,127,600	782,211.33	36.8%	2,107,769.84
Transfers to Own Funds	1,318,400	0.00	(1,318,400.00)	0.0%	1,183,900	0.00	0.0%	1,095,000.00
Expenditures	4,144,500	1,044,726.32	(3,099,773.68)	25.2%	4,017,800	1,100,195.82	27.4%	3,895,136.81
Contributions from Own Funds	(412,000)	(205,976.73)	206,023.27	50.0%	(412,000)	(205,976.73)	50.0%	(411,953.46)
Consumption/Base Rate Revenues	(3,713,000)	(918,604.96)	2,794,395.04	24.7%	(3,592,800)	(815,643.01)	22.7%	(3,454,822.52)
Other Revenues	(19,500)	(13,993.20)	5,506.80	71.8%	(13,000)	(13,740.84)	105.7%	(30,954.07)
Wastewater	0	(93,848.57)	(93,848.57)	100.0%	0	64,835.24	100.0%	(2,593.25)
<u>Winter Control</u>								
Program Services	200,000	316,207.01	116,207.01	158.1%	200,000	310,679.76	155.3%	198,007.04
<u>Traffic Control</u>								
Program Services	72,000	17,925.09	(54,074.91)	24.9%	82,000	16,993.06	20.7%	95,803.59
<u>Handi-Transit</u>								
Program Services	55,000	13,744.50	(41,255.50)	25.0%	61,000	12,734.70	20.9%	43,309.20
<u>LaSalle Transit</u>								
Program Services	480,200	157,588.66	(322,611.34)	32.8%	225,000	149,421.05	66.4%	489,268.00
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	49,063.77
Expenditures	480,200	157,588.66	(322,611.34)	32.8%	225,000	149,421.05	66.4%	538,331.77
Contributions from Own Funds	(251,000)	0.00	251,000.00	100.0%	0	0.00	100.0%	(253,128.51)
Other Revenues	(64,500)	(15,216.27)	49,283.73	23.6%	0	(18,909.85)	100.0%	(60,203.26)
LaSalle Transit	164,700	142,372.39	(22,327.61)	86.4%	225,000	130,511.20	58.0%	225,000.00

	2019 Budget	2019 YTD Actual May	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual May	2018 % Budget to Actual	2018 YTD Actual December
Street Lighting								
Program Services	260,000	85,144.50	(174,855.50)	32.8%	260,000	85,673.91	33.0%	257,578.02
Crossing Guards								
Wages/Benefits	87,800	39,559.20	(48,240.80)	45.1%	87,200	37,998.32	43.6%	80,039.41
Administrative Expenses	800	750.60	(49.40)	93.8%	800	750.60	93.8%	750.60
Program Services	1,000	422.87	(577.13)	42.3%	1,000	0.00	0.0%	17.29
Crossing Guards	89,600	40,732.67	(48,867.33)	45.5%	89,000	38,748.92	43.5%	80,807.30
Garbage Collection								
Program Services	646,000	266,123.62	(379,876.38)	41.2%	625,000	255,611.96	40.9%	630,031.36
Garbage Disposal								
Program Services	970,000	293,346.70	(676,653.30)	30.2%	915,000	281,863.13	30.8%	928,753.10
Culture & Recreation Summary								
Wages/Benefits	2,069,200	712,250.46	(1,356,949.54)	34.4%	1,975,400	715,750.23	36.2%	1,919,763.89
Administrative Expenses	53,200	39,259.51	(13,940.49)	73.8%	51,500	39,995.85	77.7%	52,333.92
Personnel Expenses	36,100	11,790.44	(24,309.56)	32.7%	33,800	16,761.60	49.6%	37,762.78
Vehicle/Equipment Expenses	7,500	1,496.08	(6,003.92)	20.0%	7,500	1,381.69	18.4%	7,193.44
Program Services	296,100	90,254.08	(205,845.92)	30.5%	284,600	102,376.94	36.0%	300,397.16
Transfers to Own Funds	715,000	12,936.25	(702,063.75)	1.8%	215,000	15,652.50	7.3%	212,417.00
Expenditures	3,177,100	867,986.82	(2,309,113.18)	27.3%	2,567,800	891,918.81	34.7%	2,529,868.19
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(2,545,800)	(1,041,758.81)	1,504,041.19	40.9%	(2,499,500)	(1,006,611.70)	40.3%	(2,518,998.43)
Culture & Recreation Summary	631,300	(173,771.99)	(805,071.99)	-27.5%	68,300	(114,692.89)	-167.9%	10,869.76
Culture & Recreation Corporate								
Wages/Benefits	960,700	351,162.42	(609,537.58)	36.6%	907,200	350,654.11	38.7%	835,038.02
Administrative Expenses	53,200	39,259.51	(13,940.49)	73.8%	51,500	39,995.85	77.7%	52,333.92
Personnel Expenses	36,100	11,790.44	(24,309.56)	32.7%	33,800	16,761.60	49.6%	37,762.78
Vehicle/Program Expenses	7,500	153.63	(7,346.37)	2.1%	7,500	0.00	0.0%	5,811.75
Program Services	64,200	15,769.89	(48,430.11)	24.6%	57,200	24,500.34	42.8%	75,313.19
Transfers to Own Funds	675,000	12,936.25	(662,063.75)	1.9%	175,000	15,652.50	8.9%	172,417.00
Expenditures	1,796,700	431,072.14	(1,365,627.86)	24.0%	1,232,200	447,564.40	36.3%	1,178,676.66
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(84,900)	(23,192.20)	61,707.80	27.3%	(81,400)	(21,198.19)	26.0%	(82,871.17)
Culture & Recreation Corporate	1,711,800	407,879.94	(1,303,920.06)	23.8%	1,150,800	426,366.21	37.1%	1,095,805.49
Culture & Recreation Community Programs								
Wages/Benefits	308,100	57,496.82	(250,603.18)	18.7%	272,900	65,539.65	24.0%	288,534.29
Program Services	33,400	6,616.99	(26,783.01)	19.8%	30,400	7,231.48	23.8%	36,525.31
Expenditures	341,500	64,113.81	(277,386.19)	18.8%	303,300	72,771.13	24.0%	325,059.60
Other Revenues	(422,500)	(64,105.09)	358,394.91	15.2%	(363,000)	(86,361.99)	23.8%	(426,703.72)
Culture & Recreation Community Programs	(81,000)	8.72	81,008.72	0.0%	(59,700)	(13,590.86)	22.8%	(101,644.12)
Culture & Recreation Cultural Programs								
Program Services	50,000	19,335.71	(30,664.29)	38.7%	48,500	12,660.20	26.1%	38,493.33
Other Revenues	(15,000)	(31,463.48)	(16,463.48)	209.8%	(5,000)	(1,012.50)	20.3%	(14,791.33)
Culture & Recreation Cultural Programs	35,000	(12,127.77)	(47,127.77)	-34.7%	43,500	11,647.70	26.8%	23,702.00
Culture & Recreation Hospitality								
Wages/Benefits	101,700	31,666.85	(70,033.15)	31.1%	98,200	34,597.99	35.2%	91,658.15
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Program Services	93,500	42,092.92	(51,407.08)	45.0%	93,500	39,452.59	42.2%	101,987.49
Expenditures	195,200	73,759.77	(121,440.23)	37.8%	191,700	74,050.58	38.6%	193,645.64
Other Revenues	(244,000)	(79,735.36)	164,264.64	32.7%	(241,400)	(94,373.51)	39.1%	(223,410.75)
Culture & Recreation Hospitality	(48,800)	(5,975.59)	42,824.41	12.3%	(49,700)	(20,322.93)	40.9%	(29,765.11)
VRC Arenas								
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(810,800)	(371,543.70)	439,256.30	45.8%	(815,800)	(332,370.31)	40.7%	(817,310.57)
VRC Arenas	(810,800)	(371,543.70)	439,256.30	45.8%	(815,800)	(332,370.31)	40.7%	(817,310.57)

	2019 Budget	2019 YTD Actual May	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual May	2018 % Budget to Actual	2018 YTD Actual December
<u>VRC Aquatic Centre</u>								
Wages/Benefits	471,600	194,147.71	(277,452.29)	41.2%	479,500	188,106.98	39.2%	463,820.33
Vehicle/Equipment Expenses	0	1,342.45	1,342.45	100.0%	0	1,381.69	100.0%	1,381.69
Program Services	50,000	3,708.41	(46,291.59)	7.4%	50,000	17,584.37	35.2%	44,250.31
Expenditures	521,600	199,198.57	(322,401.43)	38.2%	529,500	207,073.04	39.1%	509,452.33
Other Revenues	(585,000)	(306,294.50)	278,705.50	52.4%	(611,200)	(310,739.91)	50.8%	(572,248.87)
VRC Aquatic Centre	(63,400)	(107,095.93)	(43,695.93)	168.9%	(81,700)	(103,666.87)	126.9%	(62,796.54)
<u>VRC Fitness Centre</u>								
Wages/Benefits	189,700	77,776.66	(111,923.34)	41.0%	187,500	76,851.50	41.0%	199,653.43
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Program Services	5,000	2,730.16	(2,269.84)	54.6%	5,000	947.96	19.0%	3,827.53
Transfers to Own Funds	40,000	0.00	(40,000.00)	0.0%	40,000	0.00	0.0%	40,000.00
Expenditures	234,700	80,506.82	(154,193.18)	34.3%	232,500	77,799.46	33.5%	243,480.96
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(343,400)	(165,291.32)	178,108.68	48.1%	(342,000)	(160,555.29)	47.0%	(349,936.00)
VRC Fitness Centre	(108,700)	(84,784.50)	23,915.50	78.0%	(109,500)	(82,755.83)	75.6%	(106,455.04)
<u>LaSalle Outdoor Pool</u>								
Wages/Benefits	37,400	0.00	(37,400.00)	0.0%	30,100	0.00	0.0%	41,059.67
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Program Services	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	37,400	0.00	(37,400.00)	0.0%	30,100	0.00	0.0%	41,059.67
Other Revenues	(40,200)	(133.16)	40,066.84	0.3%	(39,700)	0.00	0.0%	(31,726.02)
LaSalle Outdoor Pool	(2,800)	(133.16)	2,666.84	4.8%	(9,600)	0.00	0.0%	9,333.65
<u>Development & Strategic Initiatives</u>								
Wages/Benefits	564,600	237,375.89	(327,224.11)	42.0%	547,200	232,659.22	42.5%	553,642.87
Administrative Expenses	20,500	8,658.78	(11,841.22)	42.2%	20,200	8,488.97	42.0%	20,524.60
Personnel Expenses	9,200	6,347.12	(2,852.88)	69.0%	9,200	6,420.92	69.8%	9,436.86
Program Services	23,400	2,173.68	(21,226.32)	9.3%	23,400	4,460.25	19.1%	16,882.44
Transfers to Own Funds	38,000	0.00	(38,000.00)	0.0%	38,000	0.00	0.0%	38,000.00
Expenditures	655,700	254,555.47	(401,144.53)	38.8%	638,000	252,029.36	39.5%	638,486.77
Grants	0	0.00	0.00	100.0%	0	(2,230.63)	100.0%	(2,230.63)
Other Revenues	(50,500)	(23,850.00)	26,650.00	47.2%	(42,500)	(36,350.00)	85.5%	(111,250.00)
Development & Strategic Initiatives	605,200	230,705.47	(374,494.53)	38.1%	595,500	213,448.73	35.8%	525,006.14
<u>Building Division</u>								
Wages/Benefits	452,300	80,228.01	(372,071.99)	17.7%	443,000	194,505.77	43.9%	349,756.29
Administrative Expenses	4,600	1,280.58	(3,319.42)	27.8%	4,600	2,903.90	63.1%	4,806.08
Personnel Expenses	10,700	1,605.50	(9,094.50)	15.0%	10,700	3,186.28	29.8%	5,722.05
Program Services	180,000	130,796.74	(49,203.26)	72.7%	176,700	74,239.65	42.0%	292,586.49
Transfers to Own Funds	0	215,366.36	215,366.36	100.0%	8,900	(4,601.41)	-51.7%	77,132.61
Expenditures	647,600	429,277.19	(218,322.81)	66.3%	643,900	270,234.19	42.0%	730,003.52
Contributions from Own Funds	(80,600)	0.00	80,600.00	0.0%	0	(92,381.55)	100.0%	0.00
Other Revenues	(567,000)	(429,277.19)	137,722.81	75.7%	(643,900)	(177,852.64)	27.6%	(730,003.52)
Building Division	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
<u>Agriculture / Reforestation</u>								
Program Services	0	0.00	0.00	100.0%	25,000	0.00	0.0%	0.00
Other Revenues	0	0.00	0.00	100.0%	(25,000)	0.00	0.0%	0.00
Agriculture / Reforestation	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	38,434,900	10,701,279.92	(27,733,620.08)	27.8%	35,277,400	10,762,298.95	30.5%	36,693,248.80
Total	0	(18,793,728.46)	(18,793,728.46)	100.0%	0	(16,786,738.45)	100.0%	(106,287.76)
General Fund	0	(18,734,114.94)	(18,734,114.94)	100.0%	0	(16,822,014.98)	100.0%	(101,801.97)
Water Fund	0	34,235.05	34,235.05	100.0%	0	(29,558.71)	100.0%	(1,892.55)
Wastewater Fund	0	(93,848.57)	(93,848.57)	100.0%	0	64,835.24	100.0%	(2,593.24)

PROJECTS	ENDING BALANCE DEC 31,2018	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE MAY 31, 2019
TECHNOLOGY	0.00	7,368.43		45.02						7,413.45
Server equipment & upgrades	0.00	3,588.06		35.39						3,623.45
Access Control	0.00	3,780.37		9.63						3,790.00
STRATEGIC INITIATIVES	0.00	16,145.74		124.55						16,270.29
VC Wayfinding Signage	0.00	8,673.47		85.55						8,759.02
Highway 401 Gateway Sign	0.00	7,472.27		39.00						7,511.27
HYDRO GENERATOR	8,210.32			27.86					(6,131.73)	2,106.45
CAPITAL-ADMIN/FINANCIAL SERVICES	(51,550.28)									(51,550.28)
Over financed activities	(51,550.28)									(51,550.28)
CAPITAL-FIRE	0.00	7,213.13	54,360.00	280.37						61,853.50
Respirator Fit Tester Machine	0.00	7,213.13		36.17						7,249.30
Electronic Tracking System	0.00		2,814.68	14.11						2,828.79
Fire Master Plan	0.00		22,879.53	86.37						22,965.90
A/C Watch Office	0.00		4,304.45	21.58						4,326.03
Radio Study/Training	0.00		24,361.34	122.14						24,483.48
CAPITAL-ROADS	89,288.62	1,373.76	32,336.28	1,249.57						124,248.23
Transportation Master Plan	89,288.62		32,336.28	1,239.18						122,864.08
Oakdale Trails Development	0.00	1,373.76		10.39						1,384.15
TRANSIT	(32,832.24)		128,016.13	968.02						96,151.91
Bus Shelters	(32,832.24)									(32,832.24)
Buses (2)	0.00		128,016.13	968.02						128,984.15
DRAINS	0.00	67,879.74	39,513.25	340.32					(39,513.25)	68,220.06
Herb Gray Parkway Drainage Reports	0.00		39,513.25						(39,513.25)	0.00
Culvert-Lepain Pond	0.00	67,879.74		340.32						68,220.06
Front Road Park Drainage	0.00	7,717.45		19.66						7,737.11
CAPITAL-FACILITIES & FLEET	0.00	483,329.60		3,041.23						486,370.83
Roads-Paint Machine	0.00	15,242.84		150.35						15,393.19
Roads-Sign Machine	0.00	5,693.47		56.16						5,749.63
Corp-Pickup-VIN#593325	0.00	34,309.17		337.22						34,646.39
Parks-Pickup-VIN#426094	0.00	42,296.16		396.19						42,692.35
Corp-Pickup-VIN#602042	0.00	32,601.75		246.38						32,848.13
Roads-Road Closure Trailers	0.00	9,152.29		69.21						9,221.50
Vollmer-Renovations	0.00	95,965.14		477.26						96,442.40
DSI-BL-Pickup-VIN#308801	0.00	21,778.95		160.62						21,939.57
PW-Barn Eaves Troughs	0.00	8,140.80		61.55						8,202.35
Roads-Pickup-VIN#556727 (2018)	0.00	1,139.72		5.71						1,145.43
VC-Arena Lighting	0.00	108,370.33		543.33						108,913.66
VC-Carpet	0.00	8,395.20		42.09						8,437.29
Parks-Dump Truck	0.00	92,611.78		456.89						93,068.67
VC-Scrubber	0.00	7,632.00		38.27						7,670.27
CAPITAL-CULTURE & RECREATION	0.00		2,880.39	21.78						2,902.17
Planters	0.00		2,880.39	21.78						2,902.17
CAPITAL-PARKS	0.00	24,117.12	12,060.22	277.80						36,455.14
Accessible Playground-Marcotte Park	0.00	24,117.12		237.87						24,354.99
Vollmer Master Plan	0.00		9,007.42	24.62						9,032.04
Floating Dock Installation	0.00		3,052.80	15.31						3,068.11

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
MAY 31, 2019

07/06/2019

PROJECTS	ENDING BALANCE DEC 31, 2018	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE MAY 31, 2019
CAPITAL-PLANNING & DEVELOPMENT	0.00		17,780.57	101.32						17,881.89
Official Plan Review	0.00		2,513.47	24.78						2,538.25
Comprehensive Zoning Bylaw	0.00		15,267.10	76.54						15,343.64
CAPITAL-SEWER	0.00	29,495.14	3,278.89	99.94						32,873.97
PS-Other Maintenance	0.00		3,278.89	24.78						3,303.67
Zoom Camera	0.00	20,336.74		51.82						20,388.56
Manhole Rain Catchers	0.00	9,158.40		23.34						9,181.74
WORK IN PROGRESS										
CELL TOWER BUILDING	0.00	81,812.37		752.96						82,565.33
PARKING LOT SIGNS	0.00	8,408.67		30.90						8,439.57
TIME & ATTENDANCE SYSTEM	0.00	4,778.48		23.02						4,801.50
MILL & PAVE PROGRAM-2018	0.00	174,122.40		1,316.64						175,439.04
BRIDGES (Front Road/Turkey Creek Bridge)	107,608.21	22,965.90		1,447.14						132,021.25
PEDESTRIAN BRIDGE-OJIBWAY OAKS	0.00	76,506.22		413.84						76,920.06
CHAPPUS DRAIN	29,297.21			355.72						29,652.93
BESSETTE DRAIN	34,134.17			415.59						34,549.76
LEPAIN DRAIN	68,765.63			838.44						69,604.07
WEST BRANCH CAHILL DRAIN	19,042.63			230.00						19,272.63
ST MICHAELS DRAIN	520.81			6.43						527.24
VC ICE PLANT	0.00	14,481.20		52.21						14,533.41
HOWARD INDUST PARK (INT)	32,288.87			334.04						32,622.91
WATERMAIN-Canard Watermain	0.00	11,633.16		82.54						11,715.70
WATERMAIN-Front Road Watermain	0.00	70,850.40		366.30						71,216.70
DRINKING WATER SYSTEM INITIATIVE	0.00		18,825.46	94.39						18,919.85
CAPITAL-SEWER (Sewage Capacity)	2,307,418.00									2,307,418.00
PS 1 STRUCTURE REPAIRS (CWWF)	0.00	208,146.59		900.57						209,047.16
FOURTH CONCESSION DRAIN	21,901.30		19,049.47	427.89						41,378.66
BURKE DRAIN	6,487.94		2,713.18	98.94						9,300.06
HOWARD AVENUE DRAIN	804.01			9.93						813.94
FOURTH CONC BRANCH DRAIN-GARLATTI	0.00		457.92	3.47						461.39
THIRD CONCESSION DRAIN	0.00		381.06	1.91						382.97
HOWARD/BOUFFARD MASTER DRAINAGE PLA	94,323.58		20,395.38	1,288.61						116,007.57
RIVERDANCE PROPERTY	(42,972.48)	3,215.00								(39,757.48)
HERITAGE STORM IMPROVEMENT	115,291.59	155,232.98		2,179.72						272,704.29
OLIVER FARMS STORM IMPROVEMENT	0.00	56,498.91		407.01						56,905.92
WATERFRONT	1,869,157.74									1,869,157.74
	4,677,185.63	1,533,292.39	352,048.20	18,675.65	0.00	0.00	0.00	0.00	(45,644.98)	6,535,556.89

TOWN OF LASALLE
RESERVES & RESERVE FUNDS SCHEDULE
MAY 31, 2019

07/06/2019

	BALANCE DEC 31, 2018	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE MAY 31, 2019
RESERVES											
GREEN SPACE/WOODLOT	431,905.19										423,220.14
VEHICLE & EQUIPMENT	4,604,779.08	9,217.26			958.03					(8,685.05)	4,614,954.37
INFRASTRUCTURE	12,284,190.05				6,900.00						12,291,090.05
SPECIAL PROJECTS	1,179,440.27				569,344.00						1,748,484.27
TAX STABILIZATION	4,012,558.95									(300.00)	4,012,558.95
WORKING CAPITAL	453,467.33										493,915.33
RECREATION COMPLEX	1,553,670.70	12,936.25			52,448.00					(12,000.00)	1,566,606.95
RESERVES	24,520,011.57	22,153.51			629,650.03					(20,985.05)	25,150,830.06
RESERVE FUNDS											
BUILDING ACTIVITY	(176,818.95)	215,366.36									38,547.41
ESSEX POWER EQUITY	12,139,225.00										12,139,225.00
RESERVE FUNDS	11,962,406.05	215,366.36									12,177,772.41
RESERVES/RESERVE FUNDS	36,482,417.62	237,519.87			629,650.03					(20,985.05)	37,328,602.47

TOWN OF LASALLE
DEFERRED REVENUE FUND SCHEDULE
MAY 31, 2019

07/06/2019

	BALANCE DEC 31, 2018	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE MAY 31, 2019
DEFERRED REVENUE										
SEWER PROJECTS	2,125,459.33				19,721.33					2,145,180.66
WATER PROJECTS	5,337,095.10				71,931.00					5,409,026.10
WATER EMERGENCY	1,500,000.00									1,500,000.00
LAND DEVELOPMENT CHARGES	11,199,531.66			883,391.00	142,435.46	(205,976.73)				12,019,381.39
DC PROJECTS (NON-GROWTH RELATED)	14,592,982.42				181,899.01					14,774,881.43
FEDERAL GAS TAX	3,347,625.54				42,038.72					3,389,664.26
PROVINCIAL GAS TAX/TRANSIT	45,567.15	13,876.00			342.06					59,785.21
OCIF-FORMULA BASED	477,982.65				5,957.96					483,940.61
DEPOSITS FROM DEVELOPERS	2,545,363.46			493,000.00	33,105.18					2,788,201.78
CONTRIBUTIONS FROM DEVELOPERS	889,405.10			22,750.00	9,564.42				(283,266.86)	921,719.52
PARKLAND DEDICATION	387,486.26			27,000.00	5,045.36					419,531.62
DEFERRED REVENUE	42,448,498.67	13,876.00		1,426,141.00	512,040.50	(205,976.73)			(283,266.86)	43,911,312.58

Schedule of Reports for Council June 25, 2019

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
Councillor Carrick	Review of capital reinvestment fees	Culture & Recreation	Referred to 2020 Budget	Requested at the January 9, 2019 Budget Meeting of Council "Councillor Carrick requests an Administrative report be prepared reviewing capital reinvestment fees."
68/19	Discharge of Firearms on/ near waterways	Police	Public Meeting	Requested at the February 26, 2019 Regular Meeting of Council "That correspondence received from Deputy Chief Kevin Beaudoin, LaSalle Police Service, dated February 8, 2019 regarding the discharge of firearms within the Town of LaSalle BE RECEIVED for information and that a Public Meeting BE SCHEDULED to address this matter, and that affected parties BE NOTIFIED in advance of the Public Meeting."
149/19	Validity of a Town By-Law restricting e-cigarette advertising in public places	Administration	August, 2019	Requested at the May 14, 2019 Regular Meeting of Council "That the report of Legal Counsel dated May 14, 2019 (AD-03-19) regarding the validity of a Town By-Law restricting e-cigarette advertising in public places BE DEFERRED; and that Legal Counsel contact the Ministry of Health and Long Term Care to seek further information regarding Section 18 of the Smoke Free Ontario Act; and that an updated Administrative Report BE PREPARED to include these findings."
152/19	No Parking - Judy Recker Crescent	Public Works	July, 2019	Requested at the May 14, 2019 Regular Meeting of Council "That the report of the Manager of Engineering dated May 3, 2019 (PW-14-19) regarding the prohibition of parking on Judy Recker Crescent for its entirety BE APPROVED; and that the corresponding By-Law BE APPROVED during the By-Law stage of the agenda; and that an Administrative Report BE PREPARED regarding an additional access from Judy Recker Crescent to Malden Road."

Schedule of Reports for Council June 25, 2019

188/19	MADD Signs	Public Works	June, 2019	<p>Requested at the June 11, 2019 Regular Meeting of Council</p> <p>“That the report of the Director of Public Works dated May 31, 2019 (PW-16-19) regarding Mothers Against Drunk Driving (MADD) campaign signs BE RECEIVED; and that the matter BE DEFERRED to the next regular meeting of Council to ensure representatives from MADD and LaSalle Police Services are in attendance.”</p> <p><i>See Report PW-16-19 on today's agenda.</i></p>
Councillor Renaud	Coyotes	Administration	July, 2019	<p>Requested at the June 11, 2019 Regular Meeting of Council</p> <p>Councillor Renaud requests administration to prepare a report to provide an overview of coyotes in LaSalle and that a representative from the Ministry of Natural Resources and Forestry be invited to an open house to explain the current best practices.</p>

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8325

A By-law to amend By-law Number 8272 being a Bylaw to
Establish User Fees or Charges for Services, Activities or
the Use of Property

Whereas By-law No. 7852, finally passed by Council on February 12, 2019 establishes
User Fees or Charges for Services, Activities or the Use of Property for the Town of
LaSalle;

And whereas it is deemed expedient to amend user fees from time to time;

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

1. That the administrative fees and charges, as outlined in Schedule “F” attached
hereto and forming part of By-law 8272 shall be adopted and prescribed as the
administrative fees or charges for the Town.
2. That this by-law shall come into full force and take effect on the final day of
passing thereof.

Read a first and second time and finally passed this 25th day of June 2019.

1st Reading – June 25, 2019

Mayor

2nd Reading – June 25, 2019

3rd Reading – June 25, 2019

Clerk

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
VOLLMER ARENA RENTAL FEES						
Culture and Recreation	Rink A/Gary Parent Arena					Per hour. September - May: weekdays 4:00 p.m. to 11:59 p.m., all weekend hours, all statutory holidays. Includes \$5.00/hour capital reinvestment fee.
	In Season Prime Time	*\$185.75	*\$185.75	*\$185.75	1	
Culture and Recreation	Rink A/Gary Parent Arena					Per hour. September - May: weekdays 4:00 p.m. to 11:59 p.m., all weekend hours, all statutory holidays. Incl. \$5.00/hour capital reinvestment fee.
	In Season Prime Time	*\$185.75	*\$185.75	*\$185.75	1	
Culture and Recreation	Rink A/Gary Parent Arena					Per hour. September - May: weekdays 9:00 a.m. to 3:59 p.m. Incl. \$5.00/hour capital reinvestment fee.
	In Season Non Prime Time	*\$140.50	*\$140.50	*\$140.50	1	
Culture and Recreation	Rink A/Gary Parent Arena					Per hour. September - May: weekdays 9:00 a.m. to 3:59 p.m. Incl. \$5.00/hour capital reinvestment fee.
	In Season Non Prime Time	*\$140.50	*\$140.50	*\$140.50	1	
Culture and Recreation	Rink A/Gary Parent Arena					Per hour. September - May: weekdays 6:00 a.m. - 8:59 a.m. Incl. \$5.00/hour capital reinvestment fee.
	Early Bird Ice	*\$115.75	*\$115.75	*\$115.75		
Culture and Recreation	Summer Floor Rental	N/A	N/A	N/A	1	Per hour. Rink A or Gary Parent Arena. Incl. \$5.00/hour capital reinvestment fee.
Culture and Recreation	Ice Rental Summer Prime Time/Non Prime Time	N/A	N/A	N/A	1	Per hour. June to August: weekdays Noon to 11:59 p.m., all weekend hours, all statutory holidays. Incl. \$5.00/hour capital investment fee. Includes all statutory holidays. Rink A or Gary Parent Arena.
Culture and Recreation	Rink A or Gary Parent Arena Special Events	TBD	TBD	TBD		In consultation with Director of Culture and Recreation.
Culture and Recreation	Arena Use Capital Investment Fee	\$5.00			1	Per hour.
VOLLMER COMPLEX RECREATIONAL SKATING						
Culture and Recreation	Single Use Child Under 2	Free	Free	Free		Children under 10 must be accompanied by an adult in the arena, max 2 children per adult.
Culture and Recreation	Single Use Child 2 - 13	\$3.00	\$3.00	\$3.00	2	Children under 10 must be accompanied by an adult in the arena.
Culture and Recreation	Single Use Adult/Senior (14 years +)	\$2.65	\$2.65	\$2.65	1	
Culture and Recreation	Single Use Family Rate	\$10.62	\$10.62	\$10.62	1	Max 5 people from same household, must include at least one adult.
Culture and Recreation	Skate Pass of 11 Children Under 2	Free	Free	Free	2	Children under 10 must be accompanied by an adult in the arena, max 2 children per adult. Includes 1 free skate pass.
	Skate Pass of 11 Children 2 - 14	\$30.00	\$30.00	\$30.00	2	Children under 10 must be accompanied by an adult in the arena. Includes 1 free skate pass.
Culture and Recreation	Skate Pass of 11 Adult/Senior (14 years +)	\$26.55	\$26.55	\$26.55	1	Includes 1 free skate pass.
Culture and Recreation	Skate Pass of 11 Family Rate	\$106.19	\$106.19	\$106.19	1	Max 5 people from same household, must include at least one adult. Includes 1 free skate pass.

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Figure Skating Drop In Fee	\$7.00	\$7.00	\$7.00	2	Figure skating drop-in rate for 1.5 hours 6:45am-8:15am weekdays
Culture and Recreation	Shinny Hockey	\$4.43	\$4.43	\$4.43	1	Shinny hockey drop-in rate.
AQUATICS						
Culture and Recreation	Learn to Swim Children 30 Minute Class	\$8.00	\$8.00	\$8.00	2	Per lesson.
Culture and Recreation	Learn to Swim Children 45 Minute Class	\$8.00	\$8.00	\$8.00	2	Per lesson.
Culture and Recreation	Learn to Swim Adult 45 Minute Class	\$10.00	\$10.00	\$10.00	1	Per lesson.
Culture and Recreation	Private Learn to Swim 1 Child	\$25.75	\$25.75	\$25.75	2	Per lesson. Each lesson is 1/2 hour. Session minimum 8 weeks
Culture and Recreation	Private Learn to Swim 2 Children (per child)	\$15.80	\$15.80	\$15.80	2	Per lesson. Each lesson is 1/2 hour. Session minimum 8 weeks
Culture and Recreation	Private Learn to Swim 3 Children (per child)	\$12.15	\$12.15	\$12.15	2	Per lesson. Each lesson is 1/2 hour. Session minimum 8 weeks
Culture and Recreation	Learn to Swim H40 Ratio 30/45 Minute Class	\$11.80	\$11.80	\$11.80	2	Per lesson.
Culture and Recreation	Aquatic Leadership	\$4.40 to	\$4.40 to	\$4.40 to		Per hour. Includes all aquatic leadership programs.
	Training	\$11.00	\$11.00	\$11.00	1	Manuals extra.
Culture and Recreation	First Aid Services	\$26.55	\$26.55	\$26.55	1	Per hour. Off-site first aid service.
FAMILY, PUBLIC SWIM AND WATER WALKING VOLLMER COMPLEX						
Culture and Recreation	Single Use Recreational Swim Child Under 2	Free	Free	Free	2	All aquatic policies apply. Includes recreational swim.
Culture and Recreation	Single Use Recreational Swim Child 2 - 6 Years Old	\$3.00	\$3.00	\$3.00	2	All aquatic policies apply. Includes recreational swim.
Culture and Recreation	Single Use Recreational Swim Child (7 - 13 years)	\$4.00	\$4.00	\$4.00	2	All aquatic policies apply. Includes recreational swim.
Culture and Recreation	Single Use Youth/Adult/Senior (14 years +)	\$3.81	\$3.81	\$3.81	1	All aquatic policies apply. Includes recreational swim, leisure swim, adult lengths.
Culture and Recreation	Single Use Recreational Swim Family Rate	\$15.24	\$15.24	\$15.24	1	Max 6 people from same household, must include at least one adult. All aquatic policies apply.
Culture and Recreation	Leisure Swim Child under the age of 5	\$3.00	\$3.00	\$3.00	2	Per child with guardian in the water. All aquatic policies apply.
Culture and Recreation	Leisure Swim Adult (over age of 16)	\$3.81	\$3.81	\$3.81	1	All aquatic policies apply. Includes recreational swim, leisure swim, adult lengths.
Culture and Recreation	Slide Use (7 years +)	\$1.00	\$1.00	\$1.00	2	Slide participants must be at least 7 years of age and at least 42 inches in height.

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Aqua Fitness	\$8.85	\$8.85	\$8.85	1	Bronze fitness members/non-members of Vollmer Complex fitness centre.
Culture and Recreation	Single Use Swim Group Rate	\$2.00 person	\$2.00 person	\$2.00 person	2	Valid recreational swim, leisure swim. Groups of 20 or more, or groups supporting adults with intellectual disabilities. Support workers free of charge.
SWIM PASSES						
Culture and Recreation	Swim Pass of 11 Children Under 2	Free	Free	Free	2	All aquatic policies apply. Valid recreational swim, leisure swim.
Culture and Recreation	Swim Pass of 11 Children 2 - 6 Years Old	\$30.00	\$30.00	\$30.00	2	All aquatic policies apply. Valid recreational swim, leisure swim (5 years & under).
Culture and Recreation	Swim Pass of 11 Child (7 - 13 years)	\$40.00	\$40.00	\$40.00	2	All aquatic policies apply. Valid recreational swim.
Culture and Recreation	Swim Pass of 11 Adult/Senior	\$38.10	\$38.10	\$38.10	1	All aquatic policies apply. Valid recreational swim, leisure swim, adult lengths.
Culture and Recreation	Swim Pass of 11 Family	\$152.38	\$152.38	\$152.38	1	All aquatic policies apply. Max 5 people from same household, must include at least one adult.
POOL RENTAL VOLLMER COMPLEX						
Culture and Recreation	Up to and including 50 People With Wave	\$130.00	\$130.00	\$130.00	1	Per hour. Four lifeguards. Aquatic admission policies apply.
Culture and Recreation	Up to and including 100 People With Wave	\$155.00	\$155.00	\$155.00	1	Per hour. Five lifeguards. Aquatic admission policies apply.
Culture and Recreation	Up to and including 150 People With Wave	\$180.00	\$180.00	\$180.00	1	Per hour. Six lifeguards. Aquatic admission policies apply.
Culture and Recreation	Use of water slide	\$40.00	\$40.00	\$40.00	1	Per Hour. Must be booked with pool rental. Aquatic admission policies apply.
Culture and Recreation	Extra Lifeguard	\$17.50	\$17.50	\$17.50	1	Per Hour. Must be booked with pool rental.
LASALLE OUTDOOR POOL						
Culture and Recreation	Single Use Child Under 2	Free	Free	Free		All aquatic policies apply.
Culture and Recreation	Single Use Child 2 - 13	\$2.00	\$2.00	\$2.00	2	All aquatic policies apply.
Culture and Recreation	Single Use Youth/Adult/Senior (14 years +)	\$2.65	\$2.65	\$2.65	1	All aquatic policies apply.
Culture and Recreation	Single Use Family	\$8.85	\$8.85	\$8.85	1	All aquatic policies apply. Max 5 people from same household, must include at least one adult.
Culture and Recreation	Single Use Group Rate	\$2.00 person	\$2.00 person	\$2.00 person	2	Group of 20 or more. Must reserve in advance. Slide not included. Aquatic admission policies apply.
Culture and Recreation	Rental of Outdoor Pool	N/A	\$100.00	N/A	1	Per hour. All aquatic policies apply.

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
SUMMER SWIM PASSES (July 1 - Labour Day)						For use at Vollmer Complex and outdoor pool - does not include use of slide at Vollmer Complex.
Culture and Recreation	Summer Swim Pass Child Under 2	Free	Free	N/A	2	All aquatic policies apply. Valid at Vollmer Complex recreational swim, leisure swim and outdoor pool recreational swim.
Culture and Recreation	Summer Swim Pass Child 2 - 13 years old	\$25.00	\$25.00	\$25.00	2	All aquatic policies apply. Valid at Vollmer Complex recreational swim, leisure swim (5 years and under) and outdoor pool recreational swim.
Culture and Recreation	Summer Swim Pass Adult/Senior (14 years +)	\$44.25	\$44.25	\$44.25	1	All aquatic policies apply. Valid at Vollmer Complex recreational swim and outdoor pool recreational swim.
Culture and Recreation	Summer Swim Pass Family	\$88.50	\$88.50	\$88.50	1	All aquatic policies apply. Max 6 people from same household, must include at least one adult. Valid at Vollmer Complex recreational swim and outdoor pool recreational swim.
COMMUNITY PROGRAMS						
Culture and Recreation	Programs Preschool/Youth 45 Minutes			\$40.00	2	(6 weeks)
Culture and Recreation	Programs Preschool/Youth 45 Minutes			\$65.00	2	(10 weeks)
Culture and Recreation	Programs Preschool/Youth 60 Minutes			\$75.00	2	(10 weeks)
Culture and Recreation	Adult Program (14 years +) 60 Minutes			\$75.00	1	(10 weeks)
COMMUNITY PROGRAMS - DAY CAMP						
Culture and Recreation	Day Camp Daily Rate	\$35.00	\$35.00	\$35.00	2	No discounts apply. Includes P.A. Day Camps, March Break, Summer and Christmas etc. Ages 4 - 12
Culture and Recreation	Day Camp Same Day Registration	\$40.00	\$40.00	\$40.00	2	Same day registration - add \$5.00 to daily rate. Includes all program related costs. Ages 4 . 12.
Culture and Recreation	Day Camp Full Week 1 Child	\$150.00	\$150.00	\$150.00	2	Per week. Includes all program related costs. Ages 4 - 12
Culture and Recreation	Day Camp Full Week Additional Child(ren)	\$130.00	\$130.00	\$130.00	2	Per week. Children must be from same household. Includes all program costs. Discount applied after first child is registered. Ages 4 - 12
Culture and Recreation	Day Camp Full Week Holiday Week 1 Child	\$130.00	\$130.00	\$130.00	2	Per four-day holiday week. Includes all program related costs. Ages 4 - 12
Culture and Recreation	Day Camp Full Week Holiday Week Additional Child(ren)	\$110.00	\$110.00	\$110.00	2	Per four-day holiday week. Children must be from same household. Includes all program related costs. Discount applied after first child is registered. Ages 4 - 12
Culture and Recreation	Specialty Day Camp Full Week	\$150.00 to \$200.00	\$150.00 to \$200.00	\$150.00 to \$200.00	2	Per week. No discounts. Must register for entire week. Includes all supplies. Prices adjusted based on activities and materials required. Ages 4 . 12.
DAY CAMP LUNCHES						

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Daily Lunch Fee	\$5.65	\$5.65	\$5.65	1	Based on lunch menu available.
Culture and Recreation	5 pack daily lunch	\$25.00	\$25.00	\$25.00	1	Based on lunch menu available. Pack of 5 tickets.
EQUIPMENT RENTAL						
Culture and Recreation	BBQ	\$125.00	\$125.00	\$125.00	1	Per day. Must be booked in advance. Only one rental per weekend.
Culture and Recreation	Picnic Table	\$10.00	\$10.00	\$10.00	1	With rental or extra tables above what is provided. Per day per table.
Culture and Recreation	Garbage Container	\$3.50	\$3.50	\$3.50	1	With rental. Per bin per day.
Culture and Recreation	Recycle Container	\$3.50	\$3.50	\$3.50	1	With rental. Per bin per day.
Culture and Recreation	Table (banquet table rectangle or round)	\$10.00	\$10.00	\$10.00	1	With facility room rentals. Per table
Culture and Recreation	Chair	\$1.43	\$1.50	\$1.50	1	With facility room rentals. Per chair
Culture and Recreation	Red Carpet	\$22.12	\$23.23	\$23.23	1	With facility room rentals. Per day.
Culture and Recreation	Pipe and Drape 2 units (=16 feet)	\$22.12	\$23.23	\$23.23	1	With facility room rentals. Per day.
BIRTHDAY PARTIES VOLLMER COMPLEX						
Culture and Recreation	Splash Bash Party	\$350.00 (20 ppl)	\$350.00 (20 ppl)	\$350.00 (20 ppl)	2	Participants must include sufficient adult supervision (must meet pool admission criteria), with food. One hour of private swimming and one hour in the party room. Payment required prior to party. Based on availability.
	Private Party	\$400.00	\$400.00	\$400.00		
	20 to 30 guests	(30 ppl)	(30 ppl)	(30 ppl)		
Culture and Recreation	Splash Bash Party	\$250.00	\$250.00	\$250.00	2	Participants must include sufficient adult supervision (must meet pool admission criteria). One hour of private swimming and one hour in the party room. Payment required prior to party. Based on availability. Food not included.
	Private Party	(20 ppl)	(20 ppl)	(20 ppl)		
	20 to 30 guests	\$300.00	\$300.00	\$300.00		
	Without food	(30 ppl)	(30 ppl)	(30 ppl)		
Culture and Recreation	Splash Bash or Skaters' Edge Party	\$270.00	\$270.00	\$270.00	2	Participants must include sufficient adult supervision (must meet pool admission criteria), with food. One hour of swimming during public swim times or one hour of skating during public skate times, and one hour in the party room. Payment required prior to party. Based on availability.
	Semi-Private Party	(20 ppl)	(20 ppl)	(20 ppl)		
	20 to 30 guests	\$320.00	\$320.00	\$320.00		
		(30 ppl)	(30 ppl)	(30 ppl)		
Culture and Recreation	Splash Bash or Skaters' Edge Party	\$170.00	\$170.00	\$170.00	2	Participants must include sufficient adult supervision (must meet pool admission criteria). One hour of swimming during public swim times, and one hour in the party room. Payment required prior to party. Based on availability. Food not included.
	Semi-Private Party	(20 ppl)	(20 ppl)	(20 ppl)		
	20 to 30 guests	\$220.00	\$220.00	\$220.00		
	Without food	(30 ppl)	(30 ppl)	(30 ppl)		

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Splash Bash Party Add Slide	\$40.00	\$40.00	\$40.00	2	Slide participants must be at least 7 years of age & at least 42 in. height.
Culture and Recreation	Theme Party Packages 10 to 20 guests with food	\$210.00 (10 ppl) \$350.00 (20 ppl)	\$210.00 (10 ppl) \$350.00 (20 ppl)	\$210.00 (10 ppl) \$350.00 (20 ppl)	2	One hour of themed activities and one hour in a party area, with food. Includes all materials. Payment required prior to party. Based on availability.
Culture and Recreation	Theme Party Packages 10 to 20 guests without food Without food	\$160.00 (10 ppl) \$250.00 (20 ppl)	\$160.00 (10 ppl) \$250.00 (20 ppl)	\$160.00 (10 ppl) \$250.00 (20 ppl)	2	One hour of themed activities and one hour in a party area. Includes all materials. Payment required prior to party. Based on availability. Food not included.
ROOM RENTAL RATES						
Culture and Recreation	Holy Cross Full Gymnasium	\$80.00	\$80.00	\$80.00	1	Per hour. Based on availability/includes cleaning & supervision.
Culture and Recreation	Holy Cross Full Gymnasium - Non-Profit Group	n/a	n/a	n/a	1	
Culture and Recreation	Multipurpose Room - Vollmer Complex (Up to 3 Hours)	\$200.00	\$200.00	\$200.00	1	Special Occasion Permit and insurance extra. Refundable security deposit applies.
Culture and Recreation	Multipurpose Room - Vollmer Complex Full Day	\$850.00	\$850.00	\$850.00	1	Includes set-up time on evening before rental if available. Special Occasion Permit and insurance extra. Includes use of kitchenette/food storage area. Refundable security deposit applies.
Culture and Recreation	Multipurpose Room - Vollmer Complex Additional Hour	\$50.00	\$50.00	\$50.00	1	Each additional hour after first three booked hours.
Culture and Recreation	Multipurpose Room - Vollmer Full Room 1 Hour	\$75.00	\$75.00	\$75.00	1	Per hour. Based on availability.
Culture and Recreation	Multipurpose Room - Vollmer 1/2 Room With Divider Wall (up to 3 hours)	\$50.00	\$50.00	\$50.00	1	Based on availability.
Culture and Recreation	Rotary Club Room Non Profit- Vollmer Complex	n/a	n/a	n/a	1	

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Rotary Club Room Profit/Private/Personal - Vollmer Complex	\$35.00	\$35.00	\$35.00	1	Per hour. Based on availability.
Culture and Recreation	Convenor's Room - Vollmer Complex Non Profit	n/a	n/a	n/a	1	
Culture and Recreation	Convenor's Room - Vollmer Complex Profit/Private/Personal	\$35.00	\$35.00	\$35.00	1	Per hour. Based on availability.
Culture and Recreation	Lobby - Vollmer Complex Non Profit	n/a	n/a	n/a	1	
Culture and Recreation	Lobby - Vollmer Complex Profit/Private/Personal	\$35.00	\$35.00	\$35.00	1	Per hour. Based on availability. Area behind front desk.
Culture and Recreation	Press Box Non Profit - Vollmer Complex	n/a	n/a	n/a	1	
Culture and Recreation	Press Box Profit/Private/Personal - Vollmer Complex	\$25.00	\$25.00	\$25.00	1	Per hour. Based on availability.
Culture and Recreation	West End Room Rink 'B' - Vollmer Complex Non Profit	n/a	n/a	n/a	1	Per hour. Based on availability. Must present charitable registration numbe.
Culture and Recreation	West End Room Rink 'B' - Vollmer Complex Profit/Private/Personal	\$25.00	\$25.00	\$25.00	1	Per hour. Based on availability.
Culture and Recreation	Vollmer Complex Lobby space (private, public, non-profit)			\$35.00	1	
Culture and Recreation	Riverdance Community Room - 4 hour minimum	\$200.00	\$200.00	\$200.00	1	Minimum rental of 4 hours.
Culture and Recreation	Riverdance Community Room - Additional Hours	\$50.00	\$50.00	\$50.00	1	Per hour. Hours booked after initial 3 hour rental.
Culture and Recreation	Security Deposit	\$250.00	\$250.00	\$250.00	n/a	Refundable. May be requested to secure rental booking, no damage, key and/or equipment loan.
Culture and Recreation	Special Event Fee	TBD	TBD	TBD		To be negotiated. Dependent on set-up/take-down requirements, facility usage etc.

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
PARK RENTALS AND PROGRAM SERVICES						
Culture and Recreation	Memorial Tree - Located in a park or along a trail	TBD	TBD	TBD	1	Includes one tree installation and maintenance. Town of LaSalle will provide location opportunities and choice of selected tree species.
Culture and Recreation	Memorial Tree and Plaque - Located in a park or along a trail	TBD	TBD	TBD	1	Includes one tree and one plaque installation and maintenance. Town of LaSalle will provide location opportunities and choice of selected tree species
Culture and Recreation	Memorial Park Bench	TBD	TBD	TBD	1	Includes one bench installation, engraving and cement pad. Located in park, along trail or at the Vollmer Complex. Based on availability. Must consult Town of LaSalle.
Culture and Recreation	Memorial Brick	TBD	TBD	TBD	1	Includes one brick engraving and installation. Located at Millennium Gardens or at the Vollmer Complex.
Culture and Recreation	Arena Seat Sponsor	\$221.24	\$221.24	\$221.24	1	Includes one arena seat engraving and installation in Rink A at the Vollmer Complex.
Culture and Recreation	Park Rental Permit Family Parties Vollmer Complex Main Pavilion	\$100.00	\$100.00	\$100.00	1	2 hour rental . Maximum 3 rentals/day. Includes 12 picnic tables and 6 trash bins. Additional equipment fees apply. Fees due in full prior to event. Access to hydro and water included.
Culture and Recreation	Park Rental Permit Corporate Function/Community Event/Fundraising Vollmer Complex Main Pavilion	\$350.00	\$350.00	\$350.00	1	Per day. Includes 24 picnic tables and 8 trash bins. Additional equipment fees apply. Fees due in full prior to event. Access to hydro and water included.
Culture and Recreation	Park Rental Permit Corporate Function/Community Event/Fundraising Park Pavilions/Vollmer Soccer Pavilion	\$225.00	\$225.00	\$225.00	1	Per day. Includes 12 picnic tables and 6 trash bins. Additional equipment fees apply. Fees due in full prior to event. Access to hydro and water included.
Culture and Recreation	Event space/Grass area at Vollmer Beside pavilion	\$250.00	\$250.00	\$250.00	1	Per day. Use of grass area/open event space at Vollmer beside pavilion
Culture and Recreation	Trail Permit Vollmer Corporate Function/Community Event/Fundraising	\$250.00	\$250.00	\$250.00	1	Per day. Use of Trails/Promenade for Walk/Run/Wheel Event. Does not include use of pavilion. Additional equipment fees apply. Fees due in full prior to event.
Culture and Recreation	Park Rental Permit Wedding Ceremony Millennium Gardens/Any Park	\$150.00	\$150.00	\$150.00	1	Per day. No equipment included. Fees due in full prior to event.

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Outdoor Concession Rental	\$150.00	\$150.00	\$150.00	1	Per day. Use of Concession space (no equipment) hydro and water included.
SPORTSFIELDS						
Culture and Recreation	Soccer Fields	\$15.32	\$15.32	\$15.32	1	Per field per hour (2-hour block minimum). Vollmer Complex, Wilkinson Park, Sandwich West Park. Includes capital reinvestment fee.
Culture and Recreation	Hardball Diamonds - Vollmer Complex	\$27.80	\$27.80	\$27.80	1	Per diamond, per game. Includes capital reinvestment fee.
Culture and Recreation	Softball Diamonds - Vollmer Complex	\$22.56	\$22.56	\$22.56	1	Per diamond, per game. Includes capital reinvestment fee.
Culture and Recreation	Baseball Diamonds - Located in parks (River Canard/Front Rd)	\$20.00	\$20.00	\$20.00	1	Per diamond, per game. Includes capital reinvestment fee.
Culture and Recreation	Capital Investment Fee	\$5.00	\$5.00	\$5.00	1	Per field/per hour.
LASALLE BOAT RAMP						
Culture and Recreation	Daily Pass	\$11.50	\$11.50	\$11.50	1	No discounts. Per day.
Culture and Recreation	Seasonal Pass	\$132.74	\$132.74	\$132.74	1	No discounts. One pass per watercraft.
Culture and Recreation	Senior Seasonal Pass	\$97.35	\$97.35	\$97.35	1	No discounts. Age 55 +. One pass per watercraft.
Culture and Recreation	Early Bird Seasonal Pass	\$115.04	\$115.04	\$115.04	1	Available to LaSalle residents who purchase a seasonal pass by March 31. Regular rates apply as of April 1 for all. One pass per watercraft.
Culture and Recreation	Early Bird Senior Seasonal Pass	\$79.65	\$79.65	\$79.65	1	Available to LaSalle residents aged 55+ who purchase a seasonal pass by March 31. Regular rates apply as of April 1 for all. One pass per watercraft.
FITNESS CENTRE VOLLMER COMPLEX						
Culture and Recreation	Fitness Flex Pass	\$48.67	\$48.67	\$48.67	1	10 class fitness pass
Culture and Recreation	Adult Drop-In Fitness	\$6.02	\$6.02	\$6.02		
Culture and Recreation	Annual Membership - Gold	\$437.16	\$437.16	\$437.16	1	Per year.
Culture and Recreation	Annual Membership - Gold, Senior/Student	\$399.48	\$399.48	\$399.48	1	Senior age 55+. Student age 16+ with valid student card. Per year.
Culture and Recreation	Annual Membership - Silver	\$393.24	\$393.24	\$393.24	1	Per year.
Culture and Recreation	Annual Membership - Silver, Employee	\$240.00	\$240.00	\$240.00	1	Per year. Valid for employees of the Corporation of the Town of LaSalle only.
Culture and Recreation	Annual Membership - Silver, Senior/Student	\$300.00	\$300.00	\$300.00	1	Senior age 55+. Student age 16+ with valid student card. Per year.
Culture and Recreation	Annual Membership - Bronze	\$345.72	\$345.72	\$345.72	1	Per year.

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Annual Membership - Bronze, Employee	\$120.00	\$120.00	\$120.00	1	Per year. Valid for employees of the Corporation of the Town of LaSalle only.
Culture and Recreation	Annual Membership - Bronze, Senior/Student	\$240.00	\$240.00	\$240.00	1	Senior age 55+. Student age 16+ with valid student card. Per year.
Culture and Recreation	Additional Annual Membership	25% Discount	25% Discount	25% Discount	1	Applies to individuals of the same household. Must be annual membership of equal or lesser value.
Culture and Recreation	6 Month Membership - Gold	\$288.00	\$288.00	\$288.00	1	For 6 month adult membership.
Culture and Recreation	6 Month Membership - Gold, Senior/Student	\$240.00	\$240.00	\$240.00	1	Senior age 55+. Student age 16+ with valid student card.
Culture and Recreation	6 Month Membership - Silver	\$249.00	\$249.00	\$249.00	1	For 6 month adult membership.
Culture and Recreation	6 Month Membership - Silver, Senior/Student	\$180.00	\$180.00	\$180.00	1	Senior age 55+. Student age 16+ with valid student card.
Culture and Recreation	6 Month Membership - Bronze	\$220.44	\$220.44	\$220.44	1	For 6 month adult membership.
Culture and Recreation	6 Month Membership - Bronze, Senior/Student	\$150.00	\$150.00	\$150.00	1	Senior age 55+. Student age 16+ with valid student card.
Culture and Recreation	3 Month Membership - Gold	\$162.62	\$162.62	\$162.62	1	For 3 month adult membership.
Culture and Recreation	3 Month Membership - Gold, Senior/Student	\$90.00	\$90.00	\$90.00	1	Senior age 55+. Student age 16+ with valid student card.
Culture and Recreation	3 Month Membership - Silver	\$148.33	\$148.33	\$148.33	1	For 3 month adult membership.
Culture and Recreation	3 Month Membership - Silver, Senior/Student	\$75.00	\$75.00	\$75.00	1	Senior age 55+. Student age 16+ with valid student card.
Culture and Recreation	3 Month Membership - Bronze	\$134.05	\$134.05	\$134.05	1	For 3 month adult membership.
Culture and Recreation	3 Month Membership - Bronze, Senior/Student	\$60.00	\$60.00	\$60.00	1	Senior age 55+. Student age 16+ with valid student card.
Culture and Recreation	Annual Membership - Junior	\$120.00	\$120.00	\$120.00	1	Ages 12-15.
Culture and Recreation	6 Month Membership - Junior	\$60.00	\$60.00	\$60.00	1	Ages 12-15.
Culture and Recreation	Personal Fitness Coaching - 3 Sessions	\$66.37	\$66.37	\$66.37	1	Each session is 30 minutes in length.

Department	Fee Description	Fee 01-Jan	Fee July 1	Fee 01-Sep	Tax Rate	Comments
Culture and Recreation	Personal Fitness Coaching - 5 Sessions	\$120.00	\$120.00	\$120.00	1	Each session is 30 minutes in length.
Culture and Recreation	Personal Fitness Coaching - 10 Sessions	\$228.00	\$228.00	\$228.00	1	Each session is 30 minutes in length.
Culture and Recreation	Personal Fitness Coaching - 20 Session	\$450.00	\$450.00	\$450.00	1	Each session is 30 minutes in length.
Culture and Recreation	Group Fitness Coaching - Group rate	\$25.00	\$25.00	\$25.00	1	45 minutes. Maximum 4 people. Booked in blocks of 20
PROGRAM ADMINISTRATION						
Culture and Recreation	Program Refunds	\$10.00	\$10.00	\$10.00	2	As per refund policy, \$10.00 administration charge.
Culture and Recreation	Income Tax Receipt Reprints	\$5.00	\$5.00	\$5.00	2	
Culture and Recreation	NSF Cheques, Closed Bank Accounts	\$25.00	\$25.00	\$25.00	2	
Culture and Recreation	Fitness Membership Withdrawal Annual Member	\$75.00	\$75.00	\$75.00	2	Membership pro-rated and fee added
Culture and Recreation	Fitness Membership Withdrawal 6 Month Member	\$50.00	\$50.00	\$50.00	2	Membership pro-rated and fee added
Culture and Recreation	Fitness Membership Withdrawal 3 Month Member	\$10.00	\$10.00	\$10.00	2	Membership pro-rated and fee added
Culture and Recreation	Fitness Membership Withdrawal Junior Member	\$15.00	\$15.00	\$15.00	2	Membership pro-rated and fee added
Culture and Recreation	Fitness Membership Hold Fee	\$15.00	\$15.00	\$15.00	2	Membership hold requested by member.
Culture and Recreation	Fitness Member Replacement Card	\$15.00	\$15.00	\$15.00	2	Replacement of lost card.
Culture and Recreation	Day Camp Late Pick Up Charge	\$15.00	\$15.00	\$15.00	2	Administration fee for picking up child after 5:30 pm from any day camp. Charged for every 15 minutes late.
Culture and Recreation	Interest Charges	1.25%	1.25%	1.25%	2	Per month. Charged on accounts past due 30 days or more.

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8326

A By-law to provide for the classification, retention, and destruction of the records of the Town of LaSalle and to repeal By-Law 7738, being a By-Law to establish a new Records Retention Schedule

Whereas Section 254(1) of the Municipal Act, 2001, provides that a municipality shall retain and preserve its records in a secure and accessible manner;

And whereas Section 255(3) of the Municipal Act, 2001 provides for a municipality, subject to the approval of the municipal auditor, to establish retention periods during which its records must be retained and preserved;

And whereas Section 255(2) of the Municipal Act, 2001 provides that a municipality's records may be destroyed if a retention period for the records has been established and the retention has expired;

And Whereas By-law 7738 passed March 10, 2015 established retention periods for certain documents and records;

And whereas it is now appropriate to adopt an updated records retention classification and by-law for the Town, said classification and retention having been approved by the municipal auditor on June 10, 2019;

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

1 DEFINITIONS

a) **Active Records**

Records which are consulted on a regular basis. These records are stored in the departmental area or at an employee workstation for convenience.

b) **Archival Records**

Records which have been appraised and deemed to have enduring historical value.

c) **Archival Review**

An evaluation of records for potential archival value conducted by Records Management.

d) **Archive**

A repository of archival records which have been appraised for permanent retention.

e) **Auditor**

Council appointed external auditors licensed under the Public Accountability Act, auditing the accounts and transactions of the Corporation of the Town of LaSalle.

f) **Classification System**

A systematic means of coding, categorizing and arranging records for use, retrieval and retention purposes.

g) **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.

h) Disposition

The final stage of records life cycle. Records may be destroyed, retained permanently, or archived for preservation.

i) Expungement

A process to eliminate completely, wipe out or obliterate an electronic record beyond reconstruction.

j) Freedom of Information Request (FOI)

A formal request for records in the custody of the municipality under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, made by a member of the public.

k) Inactive Records

A record that is no longer consulted on a regular basis, but is retained to fulfil legal, regulatory and operational requirements, or historical need.

l) MFIPPA

Refers to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*.

m) Office of Primary Responsibility

The department or division responsible for the retention, maintenance and disposition of a record.

n) 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.

o) Orphan Data

Data which is not machine readable by any existing computer system or software. Machine readable data not having sufficient content, context or structure to render it understandable.

p) Permanent Record

A record with permanent retention due to its ongoing administrative, historical, fiscal, legal or operational value.

q) Personal Information Bank

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.

r) Record

All recorded information, regardless of structure or form, created, captured or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable information assets of the Town of LaSalle. Records may include, but are not limited to correspondence, email, memoranda, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.

s) Records Life Cycle

The life span of a record from creation, receipt or capture, through active, semi-active and inactive stages, to final disposition.

t) Records Management

The planning and systematic control of the creation, capture or receipt, maintenance, use and final disposition of records.

u) **Record Series**

A group of related documents that are filed together for retrieval and retention. This group is assigned an identifying code and title.

v) **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.

w) **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.

x) **Signing Authority**

Refers to the Department Head or designate.

y) **TOMRMS**

The Ontario Municipal Records Management System. This is a suggested retention schedule on which our retention schedule and records classification is based.

z) **Transitory Records**

Records having only temporary or limited usefulness or information that has 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. For more on Transitory Records, see **Schedule 'A'**.

aa) **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, contracts and agreements, By-Laws, policies and procedures, etc.

2 APPLICATION

- a) This By-Law shall apply to all records, regardless of format, under the custody and control of the Corporation of the Town of LaSalle.
- b) 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.

3 RETENTION SCHEDULE

- a) The Records Retention Schedule, attached as Schedule 'A', forms part of this By-Law.
- b) The Records Management Clerk shall administer this By-Law to ensure all retention periods set out in Schedule 'A' comply with any relevant legislation.
- c) In determining retention periods set out in Schedule 'A', the Records Management Clerk shall consider any operational, legal, fiscal, or historical needs.

4 RECORDS RETENTION AND CLASSIFICATION

- a) The Office of Primary Responsibility shall be responsible for the retention and maintenance of records.
- b) Upon eligibility for records destruction, see Sections 6 **Governance of the Destruction of Records** and Section 7 **Disposition of Records** for instruction.

- c) The Corporation shall classify retain, destroy and archive records in accordance with this By-Law and the attached Schedule 'A.'
 - i) Where 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 suggest any necessary amendments to the Records Retention Schedule.

5 TRANSITORY RECORDS

This by-law shall not apply to transitory records. Transitory records may be destroyed when no longer required.

6 GOVERNANCE OF THE DESTRUCTION OF RECORDS

- a) Records shall not be destroyed unless the records satisfy the below criteria:
 - i) The record had been classified according to the Records Retention Schedule (Schedule 'A')
 - ii) The retention period has expired; or
 - iii) The record is a copy of the original record, in accordance with Schedule 'A'
 - iv) Records shall not be destroyed if pertaining to actual / potential litigation or an open request under privacy legislation
 - v) Records shall not be destroyed without the appropriate authorization
- b) Email records – Email backups are created and retained for disaster recovery purposes and shall not be used to fulfil records retention requirements.
- c) Where records are destroyed or expunged, the records are to be destroyed in a secure manner, preserving the confidentiality of any personal information contained therein.

7 DISPOSITION OF RECORDS

- a) Each department will perform destruction of records in the regular course of business.
- b) Upon eligibility for destruction, the following procedure will apply:
 - i) A **Records Destruction Form** shall be filled out
 - ii) The appropriate signing authority shall authorize destruction of records
 - iii) The destruction form shall be forwarded to records management for retention
 - iv) If there is a need to retain records and the retention period has expired, please fill out a **Records Retention Form** for appropriate authorization
- c) Where official records have been destroyed, the Records Management Clerk shall obtain confirmation of disposition.
- d) Where records are subject to archival review, please fill out a **Records Transfer Form** indicating archival review and forward to the Records Management Clerk.
- e) **Orphan Data – Electronic Systems**
 - i) Prior to the destruction of any Orphan Data, the following information is required:
 - (1) A written description of the orphan data, to the extent that such information is available, the following:
 - (a) Title of the system
 - (b) The department or division responsible for the creation or use of the orphan data
 - (c) A brief description of the system's purpose
 - (d) Where possible, a contents list of the information to be destroyed

- (e) A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems
- (f) The name of the technical contact person who is responsible for documenting the system
- (2) The written approval of the department head or designate.
- (3) Where applicable to satisfy the provisions of the Federal Income Tax Act, Excise Tax Act, Employment Insurance Act or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
- (4) After destruction of the orphan data, documentation must be provided to the Records Management Clerk providing proof of destruction.

8 RESPONSIBILITIES

8.1 DUTIES OF THE CLERK

- a) Provide leadership and support for the Records and Information Management Program.
- b) Authorize the destruction of records in compliance with the Records Retention and Disposition Schedule.
- c) Authorize changes to the records retention schedule.
- d) Authorize new procedure supporting the Records and Information Management Program.

8.2 DUTIES OF RECORDS MANAGEMENT CLERK

- a) Administer the Records and Information Management Program, providing assistance in implementation and maintenance.
- b) Maintain and update the records retention schedule and information management policies.
- c) Develop and maintain procedures to support the Records and Information Management Program.
- d) Authorize the destruction, archiving, extended retention and transfer of records.
- e) Conduct departmental assessments and offer training, assistance and recommendations.
- f) Perform compliance audits.
- g) Establish goals and timelines for records management initiatives and projects.
- h) Provide consultation in purchase of software or filing equipment which will effect the storage, retrieval and maintenance of records and information.

8.3 DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS

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

8.4 DUTIES OF THE RECORDS LIAISON

- a) Assist in the implementation of policies, procedure and recommendations at the departmental level.
- b) Participate in records management training sessions.
- c) Co-ordinate records storage space, physical and electronic, at the departmental level.
- d) Arrange for transfer or archiving of records at the departmental level.
- e) 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.

8.5 DUTIES OF ALL EMPLOYEES

- a) Create and maintain complete and accurate records which will serve as evidence of decisions, transactions and business activities.

- b) Comply with all records management policies, By-Laws and procedures.
- c) Comply with the file classification systems and retention periods as specified in the current Retention Schedule.
- d) Ensure records in their custody are properly classified, maintained, preserved and disposed of according to the established retention periods.
- e) Ensure that transitory records in their care are destroyed when no longer required.
- f) Ensure the security and protection of personal or confidential information of records in their care.
- g) Ensure that records in their custody are protected from inadvertent damage or destruction.
- h) 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.

9 DELEGATION OF AUTHORITY

- a) **THAT** authority for establishing and amending retention periods be delegated to the Municipal Clerk, subject to the approval of the Municipal Auditor of such schedules.

10 REPEAL AND ENACTMENT

- a) By-law 7738 is hereby repealed.

This by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time and finally passed this 25th day of June 2019.

1st Reading – June 25, 2019	_____
	Mayor
2nd Reading – June 25, 2019	
3rd Reading – June 25, 2019	_____
	Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8327

A By-law to authorize execution of an Agreement
between the Town of LaSalle and the Town of
Amherstburg for the Amherstburg Nuclear Emergency
Plan

Whereas the Town of Amherstburg is required to maintain a Nuclear Emergency Response Plan due to the proximity of the Enrico Fermi II Nuclear Generating Station in Michigan;

And whereas the Town of LaSalle has agreed to authorize the designation of the Vollmer Complex located at 2121 Laurier Drive, as a potential Emergency Worker Center in the Amherstburg Nuclear Emergency Plan;

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

1. That the the Mayor and Clerk be and they are hereby authorized and empowered on behalf of the The Corporation of the Town of LaSalle, to execute an Agreement with The Corporation of the Town of Amherstburg a copy of which Agreement is attached hereto, and forms part of this By-Law.
2. That this By-Law shall come into force and take effect upon on the date of the third and final reading thereof.

Read a first and second time and finally passed this 25th day of June 2019.

1st Reading – June 25, 2019

Mayor

2nd Reading – June 25, 2019

3rd Reading – June 25, 2019

Clerk