



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

**Tuesday, April 14, 2020, 6:00 p.m.**

**Council Chambers, LaSalle Civic Centre, 5950 Malden Road**

**Clerk's Note:** Members of Council will be participating electronically and will be counted towards quorum. The Minutes will reflect this accordingly.

Accessible formats or communication supports are available upon request. Contact the Clerk's Office, [evallee@lasalle.ca](mailto:evallee@lasalle.ca), 519-969-7770 extension 1234.

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**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

5

**RECOMMENDATION**

That the Minutes of the Closed Meeting and Regular Meeting of Council held March 10, 2020 BE ADOPTED as presented.

4. Mayors Comments

**B. PRESENTATIONS**

Joe Milicia, Chief Administrative Officer, provides an update to Council regarding what actions have been completed to date during the 2019 Novel Coronavirus (COVID-19).

**C. PUBLIC MEETINGS AND/OR HEARINGS**

**D. DELEGATIONS**

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

1. Updates to the Procedural By-law to allow electronic meeting participation during a declared emergency 13

### **RECOMMENDATION**

That the report of the Director of Council Services/Clerk dated March 30, 2020 (CL-08-2020) regarding the amendments to the Procedure By-law to allow for electronic participation during a declared emergency BE RECEIVED; and that the amendments to Procedural By-law 6647 during the COVID-19 Pandemic BE APPROVED; and further that the corresponding by-law BE ADOPTED during the by-law stage of the Agenda.

2. Delegation of Authority to Administration during a Declared Emergency 21

### **RECOMMENDATION**

That the report of the Director of Council Services/Clerk dated April 6, 2020 (CL-09-2020) regarding a By-law to delegate authority to Administration during a declared emergency BE RECEIVED; and further that the corresponding By-law BE ADOPTED during the By-law stage of the Agenda.

3. Delegation of Site Plan Control Approval 26

### **RECOMMENDATION**

That the report of the Director of Development & Strategic Initiatives dated April 7, 2020 (DS-12-2020) regarding the Delegation of Site Plan Control BE APPROVED and the accompanying by-law BE ADOPTED.

4. Status of LaSalle operated festivals in 2020 31

### **RECOMMENDATION**

That the report of the Recreation Manager dated March 31, 2020 (CR-2020-14) regarding the operation of Town Festivals during the COVID-19 pandemic BE RECEIVED; and that the recommendation to cancel the 2020 Strawberry Festival BE APPROVED.

## **F. COMMITTEE MATTERS FOR COUNCIL ACTION**

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

1. LaSalle Parks Level of Service During Pandemic 36

### **RECOMMENDATION**

That the report of the Director of Public Works dated April 7, 2020 (PW-08-20) regarding LaSalle parks level of service during pandemic BE RECEIVED.

2. 2020 1st Quarter Property Tax Write Offs 42

**RECOMMENDATION**

That the report of the Supervisor of Revenue dated April 3, 2020 (FIN-05-2020) regarding the 2020 1<sup>st</sup> quarter property tax write offs BE RECEIVED.

3. Summary of Reports to Council 46

**RECOMMENDATION**

That the Report of the Chief Administrative Officer, dated April 14, 2020, being a Summary of Reports to Council BE RECEIVED.

**H. BY-LAWS 48**

**RECOMMENDATION**

That the following By-laws BE GIVEN first reading:

8419 A By-law to amend By-law 6647 Procedural By-law to govern the proceedings of Council for Electronic Meetings of Council

8420 A By-law to delegate authority to Administration during a declared emergency

8421 A By-Law to amend By-Law 7762 being a By-Law to delegate to Administration the authority to process, make decisions on, and to execute Agreements for certain matters

8422 A By-Law to authorize an agreement with Her Majesty the Queen in the right of the Province of Ontario as represented by the Minister of Transportation related to funding provided under the Dedicated Gas Tax Funds for Public Transportation Program

8423 A By-Law to authorize the execution of a Developer's Severance Agreement with Francois Gratton and Heather Ann Gratton

8424 A By-Law to authorize the execution of Transfer Payment Agreement with The Corporation of the Town of LaSalle and Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing under the Municipal Modernization Program

**RECOMMENDATION**

That By-law numbers 8419 to 8424 BE GIVEN second reading.

**RECOMMENDATION**

That By-law numbers 8419 to 8424 BE GIVEN third reading and finally passed.

**I. COUNCIL QUESTIONS**

**J. STATEMENTS BY COUNCIL MEMBERS**

**K. REPORTS FROM COMMITTEES**

**L. NOTICES OF MOTION**

**M. MOTION TO MOVE INTO CLOSED SESSION**

**N. CONFIRMATORY BY-LAW**

**O. SCHEDULE OF MEETINGS**

Parks, Recreation and Events Committee - April 16, 2020 - Cancelled

By-law Committee - April 21, 2020 - Cancelled

Planning Committee - April 21, 2020 - Cancelled

Regular Council Meeting - April 28, 2020 @ 6:00 p.m.

**P. ADJOURNMENT**



## Minutes of the Closed Meeting of The Town of LaSalle Council

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March 10, 2020  
5:15 p.m.

**Members in attendance:**

Mayor Marc Bondy  
Deputy Mayor Crystal Meloche  
Councillor Michael Akpata  
Councillor Mark Carrick  
Councillor Sue Desjarlais  
Councillor Anita Riccio-Spagnuolo

**Regrets:**

Councillor Jeff Renaud

**Also in attendance:**

Joe Milicia, Chief Administrative Officer  
Agatha Robertson, Director of Council Services/Clerk  
Linda Jean, Deputy Clerk  
Kevin Miller, Deputy Clerk  
Dominic Dadalt, Legal Counsel

Mayor Bondy calls the meeting to order at 5:18 p.m.

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

None disclosed.

Motion 63/20

Moved by: Councillor Carrick

Seconded by: Deputy Mayor Meloche

That Council move into closed session at 5:19 p.m. to discuss the following items:

1. Property Matter – Status of Various Property Acquisitions (Verbal Update)  
s.239(2)(c)

**Carried.**

Motion 64/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That Council move back into public session at 5:46 p.m.

**Carried.**

1. Property Matter – Status of Various Property Acquisitions (Verbal Update)  
s.239(2)(c)

Motion 65/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That the verbal update of the Deputy Clerk regarding various property acquisitions BE RECEIVED; and that Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

**Carried.**

There being no further business, the meeting is adjourned at 5:46 p.m.

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Mayor – Marc Bondy

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Clerk – Agatha Robertson



## THE CORPORATION OF THE TOWN OF LASALLE

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

March 10, 2020

6:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present:	Mayor Marc Bondy, Deputy Mayor Crystal Meloche, Councillor Michael Akpata, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Anita Riccio-Spagnuolo
Members of Council Absent:	Councillor Jeff Renaud
Administration Present:	J. Milicia, Chief Administrative Officer, A. Robertson, Director of Council Services & Clerk, D. Langlois, Director of Finance and Treasurer, L. Silani, Director of Development & Strategic Initiatives, D. Dadalt, Legal Counsel, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, L. Jean, Deputy Clerk, R. Hyra, Human Resource Manager, G. Ferraro, Manager of Finance & Deputy Treasurer, J. Osborne, Manager of Engineering, P. Funaro, Manager of Recreation & Culture, N. DiGesù, Manager of IT
Additional Administration:	K. Beaudoin, Deputy Police Chief, T. Seguin, Constable, Community & Corporate Affairs Officer, D. Davies, Staff Sergeant, J. Woods, Staff Sergeant,

#### 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  
66/20  
Moved by: Councillor Desjarlais  
Seconded by: Councillor Riccio-Spagnuolo  
  
That the Minutes of the Closed Meeting and Regular Meeting of Council held February 25, 2020 BE ADOPTED as presented.  
  
**Carried.**
4. Mayors Comments  
None.

#### B. PRESENTATIONS

#### C. PUBLIC MEETINGS AND/OR HEARINGS

**D. DELEGATIONS**

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

1. LaSalle Police Service – Electronic Sign

67/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That the report provided from the Chief Administrative Officer dated March 3, 2020 (CAO-01-2020) regarding the proposed LaSalle Police Service Electronic Sign BE DEFERRED to the May 26, 2020 Regular Meeting of Council.

**Carried.**

2. Discharge of Firearms – Public Information Session

RECOMMENDATION 68/20

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Meloche

That the report provided from the Chief Administrative Officer dated March 3, 2020 (CAO-02-2020) recommending the proposed public information session regarding the discharge of firearms BE APPROVED; and that the Public Information Session BE SCHEDULED for March 31, 2020 from 6:00 p.m. until 7:30 p.m.

**Carried.**

3. Administration of Corporate Policies – AMPS Program

69/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Akpata

That the report of the Deputy Clerk dated February 18, 2020 (CL-04-2020) regarding the Administration of Corporate Policies for the Administrative Monetary Penalty System (AMPS) BE RECEIVED; and that the draft Political Interference in the Administrative Monetary Penalty System (AMPS) policy, draft Conflict of Interest in Relation to the Administration of the Administrative Monetary Penalty System (AMPS) policy, draft Financial Control and Reporting in Relation to the Administrative Penalty System (AMPS) policy, and the draft Public Complaints Respecting Administration of the Administrative Penalty System (AMPS) policy BE APPROVED as presented.

**Carried.**



4. Development Charges Background Study and Community Benefits Charge Strategy

70/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That the report of the Director of Finance dated February 28, 2020 (FIN-04-2020) regarding the Development Charges Background Study and Community Benefits Charge Strategy BE RECEIVED; and that the consulting services for the Development Charges Background Study and By-law and the Community Benefits Charge Strategy and By-law BE AWARDED to Watson & Associates Economists Ltd.

**Carried.**

5. LaSalle Decorative Entrance Signs on HWY 401 – MTO Approval

71/20

Moved by: Councillor Akpata

Seconded by: Councillor Carrick

That the report of the Director of Public Works dated March 2, 2020 (PW-07-2020) regarding the LaSalle Decorative Entrance Signs on HWY 401 BE APPROVED and that the Town agrees to the terms;

1. The Town of LaSalle will be responsible for all costs associated with the manufacturing, installation and maintenance of the sign displays, including any damage after installation.
2. If problems develop after the display is in place, the Ministry of Transportation reserves the right to insist the problem is corrected or the display removed.
3. If the display ceases to be maintained, the Ministry of Transportation will arrange for the removal or repair and the Town of LaSalle will be responsible for payment of all costs.
4. The display may be removed because of highway reconstruction and all costs will be the responsibility of the Town of LaSalle.

**Carried.**

6. Letter of Support for Suicide Prevention Awareness Walk

72/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That the correspondence received March 3, 2020 from the Canadian Mental Health Association Windsor-Essex County Branch and the Windsor-Essex County Health Unit requesting a letter of support for an Encroachment Permit application to the Ministry of Transportation for the September 27, 2020 Suicide Awareness Walk taking place at the St. Clair College SportsPlex and along parts of the Herb Gray Parkway Multi-Use Trail BE SUPPORTED.

**Carried.**

7. Recognition of LaSalle Volunteers

The following volunteer names are drawn at random to receive Windsor Symphony Orchestra tickets to the Saturday, April 4, 2020 performance of "Shakura S'Aida Sings the First Ladies of Song":

Paul Quagiotto - Sport Association

Frank Sarra - Sport Association

Adriana Angelidis - LaSalle Rotary Club

Gerald St. Pierre - Knights of Columbus

Mike Mueller - Knights of Columbus

Lisa Best - St. Joseph's School

**F. COMMITTEE MATTERS FOR COUNCIL ACTION**

1. Parks, Recreation and Events Committee Meeting Minutes February 20, 2020

73/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Akpata

That the Minutes of the Parks, Recreation and Events Committee Meeting dated February 20, 2020 BE RECEIVED; and that the Committee Matters as outlined BE APPROVED.

**Carried.**

**G. INFORMATION ITEMS TO BE RECEIVED**

1. Schedule of Reports to Council

74/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

That the Report of the Chief Administrative Officer, dated February 25, 2020, being a Summary of Reports to Council BE RECEIVED.

**Carried.**

**H. BY-LAWS**

75/20

Moved by: Councillor Carrick

Seconded by: Deputy Mayor Meloche

That the following By-law BE GIVEN first reading:

8411 A By-law to authorize the execution of an Agreement between Watson & Associates Economists Ltd. and The Corporation of the Town of LaSalle for the provision of Consulting Services for a Development Charges Background Study and Community Benefits Charge Strategy

8412 A By-Law to authorize the execution of a Site Plan Control Agreement with 1318805 Ontario Limited

8413 A By-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-Law, as amended

8414 A By-Law to authorize the execution of a Developer's Severance Agreement with John and Danielle Nowak

8415 A By-Law to authorize the execution of a Developer's Severance Agreement with David Giles

8416 A By-Law to authorize the execution of a Developer's Severance Agreement with Carlie Katherine Forbes

8417 A By-Law to authorize the purchase of Part Lot 33, Concession 1 Sandwich West, designated as Part 1 on Plan 12R-11139, LaSalle, from 538278 Ontario Limited

**Carried.**

76/20

Moved by: Councillor Carrick

Seconded by: Deputy Mayor Meloche

That By-law numbers 8411 to 8417 BE GIVEN second reading.

**Carried.**

77/20

Moved by: Councillor Carrick

Seconded by: Deputy Mayor Meloche

That By-law numbers 8411 to 8417 BE GIVEN third reading and finally passed.

**Carried.**

**I. COUNCIL QUESTIONS**

**J. STATEMENTS BY COUNCIL MEMBERS**

Councillor Desjarlais and Councillor Carrick attended a meeting with Windsor Essex Development Corporation which focused on women in technology. Both found the meeting to be very informative.

Councillor Desjarlais attended the Festivals and Events Ontario Conference in Toronto where the Town of LaSalle Strawberry Festival was named a 2020 Top 100 Festival in Ontario.

Councillor Carrick was out of town attending the OGRA conference and was unable to attend the Hometown Hockey event in person. He was able to watch the events from television and congratulates staff on a doing a great job.

**K. REPORTS FROM COMMITTEES**

- L. NOTICES OF MOTION**
- M. MOTION TO MOVE INTO CLOSED SESSION**
- N. CONFIRMATORY BY-LAW**

78/20

Moved by: Deputy Mayor Meloche  
Seconded by: Councillor Desjarlais

That Confirmatory By-law 8418 BE GIVEN first reading.

**Carried.**

79/20

Moved by: Councillor Riccio-Spagnuolo  
Seconded by: Councillor Akpata

That Confirmatory By-law 8418 BE GIVEN second reading.

**Carried.**

80/20

Moved by: Councillor Carrick  
Seconded by: Deputy Mayor Meloche

That Confirmatory By-law 8418 BE GIVEN third reading and finally passed.

**Carried.**

- O. SCHEDULE OF MEETINGS**

Parks, Recreation & Events Committee Meeting - March 12, 2020 @ 9:00 a.m.

Fire Committee Meeting - March 19, 2020 @ 3:30 p.m.

Water & Wastewater Meeting - March 24, 2020 @ to be determined

Regular Council Meeting - March 24, 2020 @ 6:00 p.m.

- P. ADJOURNMENT**

Meeting adjourned at the call of the Chair at 6:18 p.m.

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Mayor: Marc Bondy

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Deputy Clerk: Linda Jean



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

**To:** Mayor and Members of Council

**Prepared by:** Agatha Robertson, Director of Council Services/Clerk

**Department:** Council Services

**Date of Report:** March 30, 2020

**Report Number:** CL-08-2020

**Subject:** Updates to the Procedural By-law to allow electronic meeting participation during a declared emergency

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### **Recommendation**

That the report of the Director of Council Services/Clerk dated March 30, 2020 (CL-08-2020) regarding the amendments to the Procedure By-law to allow for electronic participation during a declared emergency BE RECEIVED; and that the amendments to Procedural By-law 6647 during the COVID-19 Pandemic BE APPROVED; and further that the corresponding by-law BE ADOPTED during the by-law stage of the Agenda.

### **Report**

Section 238(2) of the *Municipal Act, 2001* provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings. LaSalle Council, at its meeting held March 14, 2006, adopted By-law Number 6647 being a by-law to provide rules governing the proceedings of LaSalle Town Council meetings, the conduct of its members and the calling of its meetings.

In light of the ongoing COVID-19 pandemic and the rapid rate at which the situation is changing, the Province of Ontario, on Thursday March 19, 2020, passed Bill 187 in response to concerns that have arisen with regards to the ability of Council members participation in the decision-making process, as well as ensuring that meetings can be open to the public. Bill 187 now provides for members of Council to participate electronically in open and closed sessions and to be counted towards quorum when an emergency has been declared (Attached as Appendix A).

As part of the Town of LaSalle's ongoing response to COVID-19, Mayor Bondy officially declared a State of Emergency on March 22, 2020. Given that the province enacted Bill

187, the Town of LaSalle has the ability to make the following amendments to the Procedure By-law:

- Electronic meetings may take place regardless of the number of Councillors who wish to participate electronically, as there is no longer an “in person” quorum requirement;
- Closed meetings may also take place electronically.

Electronic participation can be permitted only during the COVID-19 pandemic. If Council chooses to continue with electronic participation after this pandemic, a report will be prepared for Council to consider making amendments to the Procedural By-law on an ongoing basis.

The following are the amendments to Procedural By-law 6647:

- a) That the amendments shall only apply while the Town of LaSalle remains under declaration of an emergency under s 4 or 7.0.1 of the Emergency Management and Civil Protection Act, electronic participation shall be permitted in accordance with s.238(3.3) of the Municipal Act where the Council Member or public's health may be at risk;
- b) A Regular, Special or Closed meeting of Council may be conducted by Electronic meeting participation;
- c) The Chair of the Meeting remains the Mayor or Deputy Mayor in his absence;
- d) Members attending and present during an Electronic Meeting shall be included for calculation of quorum at the meeting and shall be entitled to a vote recorded by the Clerk. The vote shall be noted by a show of hands whether a member is for or against the motion;
- e) The Procedural By-law shall continue to apply to Electronic Meetings.
- f) No Member shall speak to a question or motion until the Member has been recognized by the Chair. A Council Member shall signal their desire to speak by a verbal request or raising their hand when the Chair has opened the floor for discussion on an item;
- g) In the event of technical failure during the meeting, Council shall take a recess of not more than ten (10) minutes to allow for reinstating participation, if after the specified time participation is not reinstated, the meeting shall be continued as if the individual physically left a meeting room;
- h) If quorum is no longer achieved due to technical difficulties, the meeting shall be automatically adjourned after twenty (20) minutes of technical failure. Notice of the disruption shall be noted in the Minutes of the Meeting by the Clerk.
- i) Public notice of an Electronic Meeting shall include sufficient information to provide the public with means to access the Regular or Special meeting of Council electronically;

- j) An Electronic Meeting shall not permit public delegations except by way of electronic submissions received by the Clerk in advance of the meeting, and shall be provided to Members of the meeting.

It should be noted that these amendments, as allowed by provincial legislation, do not affect other meeting provisions such as open meeting requirements, notice provisions, and other procedural provisions. The legislation does not impact what can or cannot be discussed in closed meetings or meeting requirements in closed meetings, as outlined in s 239(2) of the *Municipal Act, 2001*.

## **Consultations**

None.

## **Financial Implications**

Not applicable.

## **Prepared By:**



Director, Council Services/Clerk

Agatha Robertson

**Link to Strategic Goals**

	Enhancing organizational excellence
	Sustain strong public services and infrastructure
Yes	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

**Communications**

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

Name	Address	Email



**Report Approval Details**

Document Title:	Procedural By-law amendments.docx
Attachments:	- Bill 187.pdf
Final Approval Date:	Apr 6, 2020

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

  
Chief Administrative Officer

Joe Milicia

Legislative  
Assembly  
of Ontario



Assemblée  
législative  
de l'Ontario

1ST SESSION, 42ND LEGISLATURE, ONTARIO  
69 ELIZABETH II, 2020

# Bill 187

*(Chapter 4 of the Statutes of Ontario, 2020)*

## **An Act to amend the Municipal Act, 2001 and the City of Toronto Act, 2006**

**The Hon. S. Clark**

Minister of Municipal Affairs and Housing

1st Reading	March 19, 2020
2nd Reading	March 19, 2020
3rd Reading	March 19, 2020
Royal Assent	March 19, 2020



#### EXPLANATORY NOTE

*This Explanatory Note was written as a reader's aid to Bill 187 and does not form part of the law. Bill 187 has been enacted as Chapter 4 of the Statutes of Ontario, 2020.*

The *Municipal Act, 2001* and the *City of Toronto Act, 2006* are amended to provide that, during emergencies, should they choose to, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum.

The *Municipal Act, 2001* is also amended to allow the Lieutenant Governor in Council to make regulations imposing limits and conditions on the powers of a municipality under section 129 of the Act.

**An Act to amend the Municipal Act, 2001 and the City of Toronto Act, 2006**

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

***Municipal Act, 2001***

**1 Section 238 of the *Municipal Act, 2001* is amended by adding the following subsections:**

**Electronic participation, emergencies**

(3.3) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

**Same, procedure by-law**

(3.4) A municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (3.3) during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (3.1), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

**2 Subsection 451.1 (1) of the Act is amended by striking out “sections 9, 10 and 11” and substituting “sections 9, 10, 11 and 129”.**

***City of Toronto Act, 2006***

**3 Section 189 of the *City of Toronto Act, 2006* is amended by adding the following subsections:**

**Electronic participation, emergencies**

(4.2) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the City under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (4), a member of city council, of a local board of the City or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) despite subsection (4.1), a member of city council, of a local board of the City or of a committee of either of them can participate electronically in a meeting that is closed to the public.

**Same, procedure by-law**

(4.3) The city council or a local board of the City may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (4.2) during any period where an emergency has been declared to exist in all or part of the City under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (4), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

**Role of head of council**

(4.4) Despite anything in this or any other Act, only the head of council may call a special meeting of city council for the purposes of subsection (4.3).

**Commencement**

**4 This Act comes into force on the day it receives Royal Assent.**

**Short title**

**5 The short title of this Act is the *Municipal Emergency Act, 2020*.**



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

**To:** Mayor and Members of Council

**Prepared by:** Agatha Robertson, Director of Council Services/Clerk

**Department:** Council Services

**Date of Report:** April 6, 2020

**Report Number:** CL-09-2020

**Subject:** Delegation of Authority to Administration during a Declared  
Emergency

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### **Recommendation**

That the report of the Director of Council Services/Clerk dated April 6, 2020 (CL-09-2020) regarding a By-law to delegate authority to Administration during a declared emergency BE RECEIVED; and further that the corresponding By-law BE ADOPTED during the By-law stage of the Agenda.

### **Report**

COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020.

On Tuesday, March 17, 2020, the Government of Ontario declared an emergency under s 7.0.1 (1) the *Emergency Management and Civil Protection Act*.

On March 22, 2020 Mayor Bondy declared a state of emergency under the *Emergency Management and Civil Protection Act*.

Declaring the State of Emergency allowed for the municipality to prepare by limiting activities to essential services, ensuring they have the flexibility to mobilize appropriate resources as needs arise, for not only COVID-19, but also for other possible issues such as overland flooding as water levels locally remain at record highs. It also allows the actions necessary to support the LaSalle Municipal Emergency Operations Centre, which has been partially activated.

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4.(1)* states:

Declaration of emergency

4.(1) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c.E.9, s.4(1).

Declaring an emergency under Section 4. (1) provides the Mayor with the authority, that all of Council normally has, to approve matters and make decisions subject to applicable legislation.

The decisions of Council are generally made in meetings open to the public, in accordance with the *Municipal Act, 2001, S.O. 2001 c. 25*.

In section 23.1 of the *Municipal Act, 2001* authority is given to a municipal Council to delegate its authority powers and duties.

Council has delegated certain powers and duties to members of Administration under the Delegation of Authority By-law.

During a declared emergency by the Mayor, it may also be in the best interest to delegate additional authority to the CAO and others, subject to the restrictions prescribed by the *Municipal Act, 2001*, and by other laws.

A draft By-law has been prepared for Council's review and consideration to delegate additional authority during a declared emergency to members of Administration, subject to any restrictions on such delegation under the *Municipal Act, 2001*, or any other Act

The proposed additional delegated authority to Administration is as follows:

**Chief Administrative Officer**

1. Authority to identify and determine municipal services that are essential and non-essential and to modify services or service levels for non-essential services. Any service level changes will be in consultation with the Mayor;
2. Authority to enter into any agreement; and,
3. Authority to incur any liability (including the award of a contract) not more than 12 months, the Town's Purchasing By-law must be complied with in all other respects and any required contracts will be executed by the Chief Administrative Officer and the Treasurer.

**Director of Finance/Treasurer**

1. Authority to reduce, waive or cancel late payment charges, penalties and interest on overdue accounts if the reduction, waiver or cancellation is otherwise in accordance with the law;

2. Extend payment periods or deadlines for payment for amounts owing to the Town if such extension is otherwise in accordance with the law;
3. Working with the Chief Administrative Officer, and if satisfied that such action is reasonable in the circumstances, authority to resolve in writing, to transfer funds from a reserve fund subject to a determination by the Treasurer that the funds are:
  - i) Not available in the Approved Budget; and,
  - ii) Required in order to continue municipal operations during an Emergency or immediately thereafter.

Once the emergency has concluded, the Chief Administrative Officer will report to Council all acts taken during the Declared State of Emergency.

## Consultations

Chief Administrative Officer

Director of Finance/Treasurer

## Financial Implications

The Director of Finance/ Treasurer will communicate regularly with the CAO and the Senior Management Team to identify budget mitigation measures to limit negative financial impacts due to the emergency spending.

Expenditures will be tracked and reported to Council at a Regular meeting of Council once the Declared State of Emergency has ended.

A GL Account has been created to track all expenses associated with our COVID-19 response. Should Provincial and/or Federal programs be announced that allow for cost recovery or funding of these costs, the Finance Department will be in the position to efficiently report and claim these costs.

## Prepared By:



Director, Council Services/Clerk

Agatha Robertson

## Link to Strategic Goals

	Enhancing organizational excellence
Yes	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email



**Report Approval Details**

Document Title:	Delegation of Authority during a declared emergency by-law.docx
Attachments:	
Final Approval Date:	Apr 7, 2020

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



Chief Administrative Officer

Joe Milicia



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

**To:** Mayor and Members of Council

**Prepared by:** L. Silani, MCIP, RPP, Director of Development Services

**Department:** Development & Strategic Initiatives

**Date of Report:** April 7, 2020

**Report Number:** DS-12-2020

**Subject:** Delegation of Site Plan Control Approval

---

### **Recommendation**

That the report of the Director of Development & Strategic Initiatives dated April 7, 2020 (DS-12-2020) regarding the Delegation of Site Plan Control BE APPROVED and the accompanying by-law BE ADOPTED.

### **Report**

Site plan control is a tool that is used by the Town in accordance with the provisions of Section 41 of the Planning Act, to make sure that commercial, industrial, institutional and multi-unit residential development is designed, built and maintained appropriately.

The Council adopted and approved Official Plan establishes the objectives for using this planning tool, including:

- Ensuring safe and efficient vehicular and pedestrian access;
- Minimizing incompatibilities between new and existing development;
- Establish the location of parking, loading and other site details;
- Ensuring that the required easements and/or land dedications are obtained as needed for road widening's, public infrastructure, and site drainage.

Reviewing site plans submitted under Section 41 of the Planning Act is an administrative matter that can be delegated to the CAO, and the Director of Development & Strategic Initiatives. This would help streamline what is considered a technical review function. Planning Staff would continue to circulate and obtain input from Town Engineering, Fire and other internal and external departments and agencies --- to ensure that the final site plan conforms with the Council adopted Official Plan

policies, implements the Council adopted Zoning By-law regulations, and implements the Council adopted Development Standards.

No public meetings are required for the Town to approve a site plan control application, and no external appeals are permitted. Under the Planning Act, only the Applicant can appeal a site plan control application decision.

Public meetings held under the rezoning and lot creation provisions of the Planning Act would not be affected by this delegation of site plan control approval to the CAO and the Director of Development & Strategic Initiatives. Those would continue to take place, and Council would continue to be the decision making authority for all of those Planning Act applications.

It should be noted that the vast majority of municipalities in our region have already delegated this approval authority to Staff, and it has resulted in more efficient and streamlined approval process.

## **Consultations**

Supervisor of Planning & Development Services, Town Engineer, Fire Chief

## **Financial Implications**

None

**Prepared By:**



Director, Development and  
Strategic Initiatives

L. Silani, MCIP, RPP



Supervisor, Planning and Development

A. Burgess, MCIP, RPP

## Link to Strategic Goals

Yes	Enhancing organizational excellence
	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
Yes	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

### Report Approval Details

Document Title:	Delegation of Site Plan Control Approval.docx
Attachments:	
Final Approval Date:	Apr 7, 2020

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



Director, Development and  
Strategic Initiatives

Larry Silani



Chief Administrative Officer

Joe Milicia



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

**To:** Mayor and Members of Council  
**Prepared by:** Patti Funaro, Recreation Manager  
**Department:** Culture & Recreation  
**Date of Report:** March 31, 2020  
**Report Number:** CR-2020-14  
**Subject:** Status of LaSalle operated festivals in 2020

---

### **Recommendation**

That the report of the Recreation Manager dated March 31, 2020 (CR-2020-14) regarding the operation of Town Festivals during the COVID-19 pandemic BE RECEIVED; and that the recommendation to cancel the 2020 Strawberry Festival BE APPROVED.

### **Report**

The current Declaration of Emergency in Ontario and associated emergency measures is in effect until April 13, 2020 and it is expected that it will be extended beyond this date. This includes restrictions on social gatherings of more than five (5) people. Current predictions are that the health crisis could last quite some time. This has led to a number of municipalities (including the City of Toronto and the City of Welland) cancelling all festivals/events scheduled up to and including June 30 along with keeping all municipal buildings closed. In addition, Robertson Amusements (Strawberry Festival carnival operator) has indicated that all other events they had booked in June and some of July have been cancelled

It is uncertain whether the current restrictions will be lifted by June 11 when the Strawberry Festival is scheduled to start. Festival planning needs to be completed in the very near future in order to ensure the successful delivery of the event. Much of this planning involves confirming particulars of the festival that require deposits that may not be refunded if the festival is cancelled at a later date. Typically, at this point in time, the following would be in progress:

- Confirming of all logistical items including tents, fencing, stage/sound, porta johns, lights and electrical

- Reserving security personnel
- Booking all entertainment including the main stage, family stunt show and fireworks
- All arrangements for the parade including participants, staging area, emcee and judges
- Securing sponsorships and donations
- Reserving advertising space on radio and billboards
- Confirming partnerships with local non-profits to operate the gates, bike valet and strawberries and ice cream
- Recruiting vendors and processing payments

In addition, the work on Parking Lot 3 at the Vollmer Complex (to upgrade water and electrical access and paving) has been paused and may not be completed prior to the festival. Based on these circumstances, it is recommended that the festival be cancelled in 2020.

Plans are still underway to host the Last Call Before Fall event on September 11 and 12. The situation will be reviewed on a monthly basis, with a final decision on the festival required by early July. It is expected that should the event take place, it will be held at the Vollmer Complex as construction and upgrades to the waterfront building likely won't be completed in time.

## **Consultations**

Public Works

Finance

## **Financial Implications**

There have been several deposits made to date for 2020 event, however recreation staff are working with the vendors to apply these deposits to future events. If the festival is cancelled now, there are likely no financial implications in terms of loss of these deposits. If planning for the festival continues, deposits in the amount of approximately \$22,500 will be required in the near future. If the event is cancelled at a later date, it is likely that these deposits may not be refunded.



**Prepared By:**

A handwritten signature in black ink, appearing to read "P. Funaro". The signature is stylized with a large, looped "P" and a cursive "Funaro".

Manager of Recreation and Culture

Patti Funaro

## Link to Strategic Goals

	Enhancing organizational excellence
Yes	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

	Not applicable
Yes	Website
Yes	Social Media
Yes	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

### Report Approval Details

Document Title:	CR-2020-14-Operation of Festivals in 2020 related to COVID19.docx
Attachments:	
Final Approval Date:	Apr 7, 2020

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



Director, Council Services/Clerk

Agatha Robertson



Chief Administrative Officer

Joe Milicia



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

**To:** Mayor and Members of Council

**Prepared by:** Peter Marra, P.Eng. – Director of Public Works

**Department:** Public Works

**Date of Report:** April 7, 2020

**Report Number:** PW-08-20

**Subject:** LaSalle Parks Level of Service During Pandemic

---

### **Recommendation**

That the report of the Director of Public Works dated April 7, 2020 (PW-08-20) regarding LaSalle parks level of service during pandemic BE RECEIVED.

### **Report**

This report is provided for Council information on what to expect for a level of service during the COVID-19 pandemic in the Town of LaSalle for the beginning part of 2020 and until the pandemic is over.

The Parks Division within the Public Works looks after all park amenities, sports fields, trails, landscape beds, flower gardens and boat ramp. This is done with internal staff as well as external contractors.

### **Town Staff**

Town staff take care of the Vollmer, Civic Park, Gil Maure/Front Road Park and all sports fields throughout the Town. Town staff also take care of all flower gardens, flower, landscape beds, trails, playgrounds, baskets, median and roundabout and all garbage canisters throughout the Town. This staff also complete event set-up and maintenance during events through the spring and summer months.

During the pandemic the Parks Division is planning on completing only basic tasks as follows;

#### Basic Level of Service

- a. Grass cutting Vollmer, Civic Park and Gil Maure/Front Road Park on a reduce cutting schedule (once every 7 days);
- b. Groom baseball diamond infields periodically to ensure no weed growth;
- c. Remove the currently planted annual bulbs in flower beds;
- d. Periodically weed gardens, medians, and roundabouts;
- e. Removal of trash from public garbage canisters on an as needed basis
- f. Trail and pathways maintenance, as needed.
- g. Playground maintenance, as needed.
- h. Tree trimming, emergency only

#### Services not occurring

1. Sports field enhanced preparations, lining, nets, etc;
2. All sports field maintenance outside of cutting;
3. Flower planting, gardens or baskets, with the exception of removal of currently planted annual bulbs;
4. Event setups;
5. Boat ramp operations;
6. Spring cleanup in parks;
7. Memorial Program, orders can be placed but memorials not installed;
8. Tree program, planting and replacements;
9. Playground construction.

#### **Staffing Level**

The Parks Division is made up of 3 full time staff, 9 seasonal staff and about 10 students. During this pandemic, the Town expects to not hire the students and also expects to keep both the full time and seasonal staff busy completing the basic park maintenance operations as noted.

It should be noted, that although we identify and budget for 9 seasonal staff annually, we actually only have 6 employed at this time. The intention is to maintain the current 3 vacancy's and not actively pursue recruitment until the pandemic is over.

**External Contractors**

External contractors do all park grass cutting of all parks within LaSalle with the exception of Vollmer, Civic Park and Gil Maure/Front Road Park. We expect this to continue during the pandemic, however, at a reduced cutting schedule (one cut every 7 days) in order to keep up the parks, maintain the grass at an acceptable growth height and reduce the amount of time that it would take to get parks back into shape after the pandemic. This will also include continuing with general rubbish pick-up and fall clean up

**Ontario Governments Essential Services**

Property maintenance has been classified under the Ontario Governments list of essential services. All of the activities under basic level of service are property maintenance related to ensure public health and safety of residents, not to allow grass growth to occur in excess and attract nuisance vermin and rodents, and to not have excess grass growth to promote/harbor mosquitos and ticks.

**Return to Normal Operations (Sports Fields)**

The return to normal operations will take about 4 to 6 weeks for the parks division to accomplish this. What this means, is once the pandemic is over and the word is given to return to normal operations, it will take about 4 to 6 weeks for the staff to get sports fields in shape for regular use/programming.

**Consultations**

None

**Financial Implications**

The flower order for 2020 has already been placed and given this situation we believe the Town should still pay for the flowers from our vendor. We are working with the vendor to explore options on reducing the financial commitment and recognize savings where possible. The current already committed budget is approximately (\$17,000.00)

What this means, is at a minimum, the Town will pay for and take possession of flowers in flats and will need to review how to utilize the flowers that we take possession of.

**Prepared By:**

A handwritten signature in black ink, appearing to read 'Peter Marra', with a stylized, cursive script.

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

**Link to Strategic Goals**

	Enhancing organizational excellence
yes	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
yes	Build on our high-quality of life

**Communications**

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

Name	Address	Email



### Report Approval Details

Document Title:	PW-09-20 LaSalle Parks Level of Service During Pandemic.docx
Attachments:	
Final Approval Date:	Apr 7, 2020

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



Chief Administrative Officer

Joe Milicia



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

**To:** Mayor and Members of Council  
**Prepared by:** Marilyn Abbruzzese, Supervisor of Revenue  
**Department:** Finance  
**Date of Report:** April 3, 2020  
**Report Number:** FIN-05-2020  
**Subject:** 2020 1st Quarter Property Tax Write Offs

---

### **Recommendation**

That the report of the Supervisor of Revenue dated April 3, 2020 (FIN-05-2020) regarding the 2020 1<sup>st</sup> quarter property tax write offs BE RECEIVED.

### **Report**

Further to Council's direction please find below a summary of the property tax write offs for the first quarter of 2020.

<b>SUMMARY OF TAX WRITE OFFS FOR JANUARY, FEBRUARY &amp; MARCH 2020</b>		
<b>Class</b>	<b>Assessment (Increase)/Decrease</b>	<b>Municipal Tax Impact</b>
RT - Residential	59,494	\$573.12
<b>TOTAL</b>	<b>59,494</b>	<b>\$573.12</b>

### **Consultations**

Not applicable

### **Financial Implications**

Not applicable

**Prepared By:**

A handwritten signature in black ink, appearing to read "M. Abbruzzese". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Supervisor of Revenue

Marilyn Abbruzzese

## Link to Strategic Goals

	Enhancing organizational excellence
	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

**Report Approval Details**

Document Title:	FIN-05-2020 - 2020 1st Quarter Property Tax Write Offs.docx
Attachments:	
Final Approval Date:	Apr 6, 2020

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



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia

## Schedule of Reports for Council April 14, 2020

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
68/19	Discharge of Firearms on/near waterways	Police	Public Meeting, to be determined	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."
231/19	Vollmer Property Additional Entrance from Malden Road	Public Works	To be determined	Requested at the July 09, 2019 Regular Meeting of Council  "That the report of the Director of Public Works dated July 2, 2019 (PW-21-19) regarding the existing entrance to the Vollmer property from Malden Road BE DEFERRED and that an Administrative Report BE PREPARED to provide Council with further details outlining possible options; and further that all affected property owners BE NOTIFIED when this matter appears before Council."
Deputy Mayor Meloche	Heritage Committee	Administration	To be determined	At the November 12, 2019 Regular Meeting of Council, Deputy Mayor Meloche inquires about the formulation of a Heritage Committee
B2/2020	Pedestrian Safety Initiative	Public Works	To be determined	Requested at the December 18, 2019 Budget Deliberations:  Administration prepare a report for future consideration on how best to proceed with requests for sidewalk/pedestrian safety initiatives, and that priority list be created for future initiatives
B1/2020	Dog Park	Culture & Recreation	To be determined	Requested at the December 18, 2019 Budget Deliberations:  That the report of the Director of Public Works dated December 4, 2019 (PW-38-19) regarding dog park implementation BE RECEIVED and that an Administrative report BE PREPARED and brought back to Council outlining the possibility of a location for a temporary dog park.

## Schedule of Reports for Council April 14, 2020

Mayor Bondy	Disputed Road Drainage	Public Works	To be determined	At the January 28, 2020 Regular Meeting of Council, Mayor Bondy requests that Administration prepare a Report to provide options to resolve drainage concerns on Disputed Road, to review the current policy, and bring forward any recommended changes.
Mayor Bondy	Malden Road Environmental Assessment Update	Public Works	To be determined	At the January 28, 2020 Regular Meeting of Council, Mayor Bondy requests that Administration prepare a Report on the process and progress of the Malden Road Environmental Assessment update, with specifics on the Malden and Reaume intersection and any suggested changes or improvements.
Mayor Bondy	Street Naming Policy	Public Works	To be determined	At the January 28, 2020 Regular Meeting of Council, Mayor Bondy requests that Administration prepare a Report on the current street naming policy, including how future street names are determined, along with any recommended changes.
Mayor Bondy	LaSalle Police Service Electronic Sign	LaSalle Police Service	To be determined	At the January 28, 2020 Regular Meeting of Council, Mayor Bondy requests that Administration prepare a Report outlining the proposed electronic sign for the LaSalle Police Service.

# THE CORPORATION OF THE TOWN OF LASALLE

## BY-LAW NO. 8419

A By-law to amend By-law 6647 Procedural By-law  
to govern the proceedings of Council for Electronic  
Meetings of Council

**Whereas** the *Municipal Act, 2001* c.25 section 238(2) implements that Council shall adopt a Procedure By-law for the proceedings of meetings, By-law 6647 a By-law to govern the proceedings of Council Meetings, the conduct of its members, and the calling of its Meetings, was passed by The Corporation of the Town of LaSalle ("Corporation") on March 14, 2006;

**And whereas** the Corporation's business must proceed during times of Emergency and Council members may not be able to attend Council Meetings in person during these times;

**And whereas** section 238 (3.3) and (3.4) of the *Municipal Act, 2001* enacted by the *Municipal Emergency Act, 2020*, provides that the procedural By-law permits meetings to be held electronically during an emergency declared to exist in all or part of the municipality pursuant to section 4 or 7.0.1 the *Emergency Management and Civil Protection Act*;

**And whereas** the Corporation has deemed it expedient to allow for electronic participation of members in Regular, Closed, and Special Council meetings during times of Emergency to minimize the disruption to local decision making;

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. That By-law 6647 a By-law to govern the proceedings of Council meetings, the conduct of its members, and the calling of its meetings is hereby amended by the following sections:

That section 1 – Definitions, be amended as follows:

"Emergency" refers to any period of time in which an emergency has been declared to exist in all or part of a municipality under the *Emergency Management Act*;

"Electronic Meeting" is a meeting held in full or in part through electronic means, with or without in person attendance;

"Electronic Attendance" means attending a meeting by use of internet, telephone, or other means that:

- a. Allows participants to hear, speak and see each other; and,
- b. Enables the public to view and hear Council Member votes and statements during electronic attendance, if the meeting is open to the public

2. That By-law 6647 is further amended by adding section 13, and the following shall apply:

13. Electronic Attendance by Council Members at Meetings

13.1 Electronic attendance by Council Members shall be permitted:

- a) For meetings during a declared Emergency under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,



electronic participation shall be permitted in accordance with s.238(3.3) of the *Municipal Act* where the Member or public's health may be at risk;

- b) A Regular or Special meeting of Council may be conducted by Electronic Meeting in accordance with this Section; and,
- c) Members participating electronically are permitted to participate in Closed Meetings, in accordance with this section and any applicable Policy approved by Council, in absence of the public.

#### 13.2 Quorum and Voting during Electronic Meeting

- a) The Chair and all Members of Council may participate in Electronic Meetings;
- b) Members attending and present during an Electronic Meeting shall be included for calculation of quorum at the Meeting, and shall be entitled to a vote recorded by the Clerk;
- c) Every Member present during the Electronic Meeting shall vote when a question is put forth through a motion by a show of hands to indicate whether they are in "favour" or "opposed";
- d) The Procedural By-law shall continue to apply to Electronic Meetings. The Clerk will record the name of the Member and the reason that they are prohibited from voting. A Disclosure of Pecuniary Interest and the General Nature Thereof form shall be submitted to the Clerk via email before or directly after the Electronic Meeting of Council; and,
- e) No Member shall speak to a question or motion until the Member has been recognized by the Head of Council or Chair. A Member shall signal their desire to speak by a verbal request or by raising their hand when the Chair or Head of Council has opened the floor for discussion on an item. The Chair shall ensure that Members are given the same opportunity to speak, as they would be participating in person.

#### 13.3 Interruption of Electronic Attendance

- a) In the event of technical failure during the meeting, Council shall take a recess of not more than ten (10) minutes to allow for reinstating participation. If after the specified time participation is not reinstated, the meeting shall be continued as if the individual physically left a meeting room; and,
- b) If quorum is no longer achieved due to technical difficulties, the meeting shall be automatically adjourned after twenty (20) minutes of technical failure. Notice of the disruption shall be noted in the Minutes of the Meeting by the Clerk. A subsequent meeting shall be scheduled to deal with remaining items as soon as reasonably possible.

#### 13.4 Public Notice of Electronic Meeting

Public notice of an Electronic Meeting shall include sufficient information to provide the public with means to access the Regular or Special Meeting of Council electronically.

### 13.5 Delegations

An Electronic Meeting shall not permit public delegations, except by way of electronic submissions received by the Clerk in advance of the meeting, and shall be provided to Members of the meeting.

### 13.6 Conflict

Notwithstanding the foregoing, the Procedural By-law shall continue to apply to Electronic Meetings held, except any Emergency Electronic Meeting Policies approved by Council and any Provincial legislation or order shall prevail to the extent of any conflict.

3. That in all other aspects By-law 6647 shall remain in full force and effect.
4. 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 14th day of April, 2020

1st Reading – April 14, 2020

\_\_\_\_\_  
Mayor

2nd Reading – April 14, 2020

3rd Reading – April 14, 2020

\_\_\_\_\_  
Clerk

## THE CORPORATION OF THE TOWN OF LASALLE

### BY-LAW NO. 8420

A By-Law to delegate authority to Administration  
during a declared emergency

**Whereas** an emergency has been declared by the Federal Government, Provincial Government, and/or the Head of Council under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, in order to protect the health and safety of the community The Corporation of the Town of LaSalle ("Corporation") has the ability to suspend municipal programs and facilities;

**And whereas** the *Municipal Act, 2001* requires the Corporation and Council to conduct meetings that are open to the public, with exceptions stipulated under section 239 of the *Municipal Act, 2001* for Closed Meetings;

**And whereas** Council is authorized to delegate power and duties under section 23.1 of the *Municipal Act, 2001*;

**And whereas** Council deems it expedient to delegate authority to Administration during a period of time when conducting Council Meetings may not be possible, subject to restrictions provided in the *Municipal Act, 2001* and this By-law;

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

#### Part 1: Definitions

1. The following in this By-law refers to:
  - a. "Approved Budget" refers to the budget approved by Council for the fiscal year;
  - b. "CAO" represents the Chief Administrative Officer, as prescribed by the *Municipal Act, 2001* and appointed through By-law by Council;
  - c. "Corporation" refers to The Corporation of the Town of LaSalle;
  - d. "Council" is the elected Municipal Council of The Corporation of the Town of LaSalle;
  - e. "Emergency" refers to an emergency within The Corporation of the Town of LaSalle declares under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*;
  - f. "Purchasing By-law" refers to By-law 7864 A By-law to adopt a Procurement and Purchasing Policy;
  - g. "Treasurer" is the treasurer as prescribed by the *Municipal Act, 2001* and appointed through By-law by Council;

#### Part 2: Delegations

2. Contingent to Part 4, during an Emergency the CAO is delegated the authority to distinguish which municipal services are essential and non-essential, as well as revise services or service levels for non-essential services, enter into any agreement, incur any liability (including award of a contract), authorize any expenditure including those related to the acquisition or disposition of real property both included or not included in the Approved Budget that would otherwise require Council Approval, subject to the following:
  - a. That any decision to modify services or service levels for non-essential services be made coinciding with Head of Council;

- b. The treasurer's confirmation that the expenditure or liability is not harmful to the financial interest of the municipality;
  - c. That the term of any contract does not exceed 12 months for a new contract;
  - d. That the Town's Purchasing By-law is adhered to with all other respects; and,
  - e. That any contracts required are executed by the CAO and Treasurer.
3. Notwithstanding provision of specific By-laws or resolutions, and subject to Part 3, if the Treasurer deems it reasonable during an Emergency, the authority is delegated to:
- a. Reduce, waive or cancel late payment charges, penalties, administrative fees and interest on overdue accounts if otherwise in accordance with the law; and,
  - b. Extend payment periods or deadlines for payment of funds owing to the Corporation, if otherwise in accordance with the law.
4. Notwithstanding provisions in specific By-laws or resolutions, and subject to Part 3, the Treasurer and CAO acting in conjunction and satisfied that such action is deemed necessary in an Emergency, are delegated the authority to resolve in writing, to transfer funds from a reserve fund subject to the Treasurer determining that the funds are:
- a. Not available under the Approved Budget; and,
  - b. Required in order to continue municipal operations during an Emergency or immediately thereafter.

#### Part 3: Performance of Delegations

- 5. The delegations of authority in this By-law are in addition to delegations of authority established by other By-laws and otherwise at law. In the event of any inconsistencies between this By-law and existing By-laws, the provision that most effectively delegates authority prevails.
- 6. The delegations in this By-law are subject to any restrictions on such delegations under the *Municipal Act, 2001*, or any other Act.
- 7. Through this By-law, Council delegates authority or imposes a restriction or direction of Council on the delegation, the delegate may exercise the authority subject to the restriction or direction of Council.
- 8. Nothing within this By-law prevents a delegate from further delegating authority to another individual, subject to the restriction or direction of Council on the delegation and any further restrictions or directions from the individual delegating the authority.
- 9. Any exercise of authority delegated through this By-law that requires a document is subject to the restriction that the document's form and content are acceptable to the Corporation's Legal Counsel

#### Reporting of Delegated Authority

- 10. The CAO shall report to Council all actions taken pursuant to the authority of this By-law at the first Council meeting following the end of the Emergency.

#### Part 4: Interpretation of By-law

- 11. The abovementioned headings in this By-law are for ease of reading, and do not form part of this By-law; and,

12. Any part of this By-law determined to be invalid by a court of competent jurisdiction shall be severed, while the remaining sections continue to apply.

13. Unless otherwise specified:

- a. A reference to a statute or regulation refers to a statute of regulation of the Province of Ontario;
- b. A reference to a statute, regulation, or By-law refers to that enactment as it may be amended or replaced; and,
- c. A reference to a section paragraph, clause or schedule is a reference to this by-law.

Short Title:

14. This By-law may be referred to as the "Emergency Delegation By-law"

Effective as of:

15. This By-Law shall come into force on the passing thereof.

**Read** a first and second time and finally passed this 14th day of April, 2020.

1st Reading – April 14, 2020

2nd Reading – April 14, 2020

3rd Reading – April 14, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8421**

A By-Law to amend By-Law 7762 being a By-Law  
to delegate to Administration the authority to  
process, make decisions on, and to execute  
Agreements for certain matters

**Whereas** Section 23.1 of the *Municipal Act, 2001* permits the delegation of municipal powers and duties to any person or body subject to the restrictions set out in that legislation;

**And whereas** Council has previously approved the delegation of certain administrative matters to the Administration of the Town of LaSalle with the passing of By-law 7762 (as amended);

**And whereas** it is deemed expedient to further amend By-Law 7762 to provide for the delegation of authority to Giuseppe (Joe) Milicia, Chief Administrative Officer, and Larry Silani, Director of Development and Strategic Initiatives, for Site Plan Control approval.

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts the following:**

1. That By-law 7762, as amended, be further amended to add the following delegated authority:
  - 1.22 Site Plan Control Approvals – the Chief Administrative Officer and the Director of Development and Strategic Initiatives have the authority to determine approval for Site Plan Control Agreements.
2. That in all other aspects By-law 7762 shall remain in full force and effect.
3. That this By-law shall come into force and take effect on the day of the final passing thereof.

**Read** a first and second time and finally passed this 14th day of April, 2020.

1st Reading – April 14, 2020

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Mayor

2nd Reading – April 14, 2020

3rd Reading – April 14, 2020

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Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8422**

A By-Law to authorize an agreement with Her Majesty the Queen in the right of the Province of Ontario as represented by the Minister of Transportation related to funding provided under the Dedicated Gas Tax Funds for Public Transportation Program

**Whereas** under the Dedicated Gas Tax Funds for Public Transportation Program ("Program") the Province of Ontario ("Province") provides funds out of the provincial gas tax to municipalities to improve Ontario's transportation network and support economic development in communities for public transportation expenditures;

**And whereas** funding to municipalities by the Minister of Transportation will be provided in accordance with the terms and conditions set out in a Letter of Agreement and 2019/2020 Program Guidelines and Requirements;

**And whereas** the funds acquired through the Program will be deposited into a dedicated gas tax funds reserve account to be used in accordance with guidelines and requirements;

**And whereas** the Town of LaSalle deems it expedient to enter into a Letter of Agreement for the provision of funding under the Program up to a maximum amount of \$255,378.00.

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. That the Corporation of the Town of LaSalle enter into a Letter of Agreement with the Minister of Transportation related to funding provided under the Dedicated Gas Tax Funds for Public Transportation Program, a copy of which Agreement is attached hereto and forms part of this By-law.
2. That the Mayor and the Clerk be and the same are hereby authorized to execute the said Letter of Agreement on behalf of the Corporation and affix the Corporation's seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Letter of Agreement.
3. This By-law shall come into force on the final passing thereof.

**Read** a first and second time and finally passed this 14th day of April, 2020

1st Reading – April 14, 2020

\_\_\_\_\_  
Mayor

2nd Reading – April 14, 2020

3rd Reading – April 14, 2020

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8423**

A By-Law to authorize the execution of a  
Developer's Severance Agreement with Francois  
Gratton and Heather Ann Gratton

**Whereas** Francois Gratton and Heather Ann Gratton have made an application to the Corporation to develop certain lands lying on Part of Lot 19, Registered Plan 1468 as in R1052395, now designated as Parts 1 and 2 on Reference Plan 12R-28079, in the Town of LaSalle, in the County of Essex;

**And Whereas** the Corporation deems it expedient to grant the request on certain conditions;

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. That the Corporation of the Town of LaSalle enter into a Developer's Severance Agreement with Francois Gratton and Heather Ann Gratton regarding the proposed residential development of one (1) new building lot fronting on Montgomery Drive, in the Town of LaSalle, in the County of Essex, a copy of which Agreement is attached hereto and forms a part of this By-Law.
2. That the Mayor and the Clerk be and the same are hereby authorized to execute the said Developer's Severance Agreement on behalf of the Corporation and affix the Corporation's seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Agreement
3. This By-Law shall come into force on the passing thereof.

**Read** a first and second time and finally passed this 14th day of April, 2020.

1st Reading – April 14, 2020

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Mayor

2nd Reading – April 14, 2020

3rd Reading – April 14, 2020

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Clerk



**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8424**

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

**Whereas** the Government of Canada has established the Municipal Modernization Program to support Municipal projects;

**And whereas** the Ministry of Municipal Affairs and Housing administers the funding of Projects occurring in Ontario;

**And whereas** The Corporation of the Town of LaSalle ("Corporation") will retain an independent third-party to conduct a service delivery and modernization review of cyber security;

**And whereas** the Corporation deems it expedient to carry out the Project, and the Province wishes to provide Funds to the Corporation to carry out the Project;

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. That the Mayor and the Clerk be and they are hereby authorized and empowered on behalf of The Corporation of the Town of LaSalle to execute a Transfer Payment Agreement with Her Majesty the Queen in right of Ontario, as represented by the Minister of Municipal Affairs and Housing, dated this 24<sup>th</sup> day of March, 2020, a copy of which Agreement is attached hereto and forms part of this By-law, and to do such further and other acts which may be necessary to implement said Agreement.
2. This By-Law shall come into force on the passing thereof.

**Read** a first and second time and finally passed this 14th day of April, 2020.

1st Reading – April 14, 2020

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Mayor

2nd Reading – April 14, 2020

3rd Reading – April 14, 2020

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Clerk