



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

Tuesday, June 9, 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. The Electronic Meeting can be viewed at the following link: <https://www.youtube.com/channel/UC6x5UyIhV1zSHkDTV6TCI5g/videos>

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

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 May 26, 2020
BE ADOPTED as presented.

4. Mayors Comments

B. PRESENTATIONS

C. PUBLIC MEETINGS AND/OR HEARINGS

D. DELEGATIONS

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. 2020 Mill and Pave Contract Award

11

RECOMMENDATION

That the report of the Director of Finance and the Manager of Engineering dated May 28, 2020 (PW-11-20) regarding the contract award of the 2020 Mill and Pave BE RECEIVED; and that the low bid price of \$1,699,537.50 +HST received from Mill-Am Corporation BE APPROVED; and that amount be funded from the 2020 Approved Capital Budget of \$1,000,000 and a \$400,000 reallocation of 2020 capital contribution build-up and a pre-commitment of \$329,452 from the 2021 capital budget; and that the corresponding by-law BE ADOPTED during the By-law stage of the agenda.

2. Municipal Asset Management Program Grant Application

15

RECOMMENDATION

That the report of the Manager of Finance/Deputy Treasurer dated May 28, 2020 (FIN-12-2020) regarding the Municipal Asset Management Program Grant Application BE RECEIVED; and

that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Program Development in LaSalle; and

that the Town of LaSalle commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Asset Management Strategy Development
- Condition Assessment Protocol and Lifecycle Framework Development
- Asset Management Training

And, that the Town commits \$37,200 from the asset replacement and repair reserve towards the cost of this initiative.

3. The appointment of proxy holders to cast the municipality's vote at Essex Power Corporation's 2020 shareholders' annual meeting. 20

RECOMMENDATION

That the report of the Director of Council Services/Clerk dated May 26, 2020 (CL-12-20) regarding the appointment of proxy holders to cast the municipality's vote at Essex Power Corporation's 2020 shareholders' annual meeting BE RECEIVED; and further

That Mayor Marc Bondy BE APPOINTED proxy holder for the Town of LaSalle to cast its shareholder's votes at Essex Power Corporation's 2020 shareholders' annual meeting scheduled for June 24, 2020, and that Joe Graziano be appointed as an alternate proxy holder for the Town of LaSalle to cast its shareholder's votes at Essex Power Corporation's 2020 shareholders' annual meeting in the event Mayor Bondy is absent from the meeting; and further

That the Mayor and Clerk BE AUTHORIZED to sign all necessary proxy forms and that the forms BE FORWARDED to Essex Power Corporation.

4. June 23rd Regular Meeting of Council 25

RECOMMENDATION

That the report of the Director of Council Services/Clerk dated May 28, 2020 (CL-13-2020) regarding the June 23rd regular meeting of Council BE RECEIVED; and that the June 23rd regular meeting of Council BE CANCELLED to allow for scheduled Council training.

5. LaSalle Street Naming Policy 29

RECOMMENDATION

That the report of the Director of Development & Strategic Initiatives dated May 26, 2020 (DS-14-2020) BE RECEIVED, and that Administration BE AUTHORIZED to undertake the necessary research to update the current municipal list of potential future street names, and to add new names of local cultural heritage significance.

6. To modify the existing site plan to include an outdoor patio and to permit an encroachment into an existing municipal easement 35

RECOMMENDATION

That the report of the Supervisor of Planning and Development Services dated May 29, 2020 (DS-16-2020) regarding a request to modify the existing site plan to include an outdoor patio and to grant permission to encroach into an existing municipal easement BE APPROVED.

7. Valente/Nedin lands – Request to Designate as Class 4 under the NPC-300 Noise Guidelines

43

RECOMMENDATION

That the report of the Director of Development & Strategic Initiatives, dated June 1, 2020 (DS-17-2020) regarding a request that has been submitted by the Valente Development Corporation for lands BE RECEIVED, and lands legally described as LT 5 PL 1555 SANDWICH WEST; LT 6 PL 1555 SANDWICH WEST; LT 7 PL 1555 SANDWICH WEST S/T R1120784; S/T R1300816; LASALLE, BEING ALL OF PIN 70546-0431 (LT) situated on the southwestern corner of Ellis Street and Trinity Avenue, BE CLASSIFIED as a Class 4 area pursuant to Publication NPC- 300 (MOECP Environmental Noise Guideline - Stationary and Transportation Sources -Approval and Planning), AND FURTHER THAT the Director of Development & Strategic Initiatives or their designate BE DIRECTED to incorporate additional or modify existing, mitigation measures including warning clauses required for a Class 4 designation pursuant to the Publication NPC-300 in the site plan approval and site plan agreement, AND FURTHER THAT the Director of Development & Strategic Initiatives or their designate BE DIRECTED to provide a copy of the Council Resolution approving Class 4 area classification and a copy of any Site Plan Control Agreement for the subject lands that incorporates noise mitigation measures to Loblaws Inc.

F. COMMITTEE MATTERS FOR COUNCIL ACTION

1. Parks, Recreation and Events Committee Meeting Minutes - March 12, 2020

72

RECOMMENDATION

That the Minutes of the Parks, Recreation and Events Committee Meeting dated March 12, 2020 BE RECEIVED; and that the following Committee Matters BE APPROVED.

2. Parks, Recreation and Events Committee Meeting Minutes - May 28, 2020

91

RECOMMENDATION

That the Minutes of the Parks, Recreation and Events Committee Meeting dated May 28, 2020 BE RECEIVED; and that the following Committee Matters BE APPROVED.

G. INFORMATION ITEMS TO BE RECEIVED

1. Municipal Heritage Committee 116

RECOMMENDATION

That the report of the Director of Development & Strategic Initiatives dated May 29, 2020 (DS-15-2020) regarding a Municipal Heritage Committee BE RECEIVED.

2. April 2020 Financial Statement and Financial Reports 173

RECOMMENDATION

That the report of the Manager of Finance/Deputy Treasurer dated May 28, 2020 (FIN-11-2020) regarding the April 2020 Financial Statement and Financial Reports BE RECEIVED.

3. 2019 Annual Report 186

RECOMMENDATION

That the report of the Fire Chief dated June 01, 2020 (FIRE 20-05) regarding the 2019 Annual Report be RECEIVED.

4. Summary of Reports to Council 222

RECOMMENDATION

That the Report of the Chief Administrative Officer dated June 9, 2020 being a Summary of Reports to Council BE RECEIVED.

H. BY-LAWS 224

RECOMMENDATION

That the following By-laws BE GIVEN first reading:

8434 A By-law to authorize the execution of an Agreement between Mill-Am Corporation and The Corporation of the Town of LaSalle for the 2020 Mill and Pave and Enhanced Mill and Pave Project

8435 A By-law to confirm the donation of Lots 1257 and 1258, Registered Plan 875 from Giovanni Tedesco

8436 A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 1252 to 1258, both inclusive, Registered Plan 875, LaSalle

RECOMMENDATION

That By-law numbers 8434 to 8436 BE GIVEN second reading.

RECOMMENDATION

That By-law numbers 8434 to 8436 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 Event Committee - June 11, 2020 @ 9:00 a.m.

By-law Committee - June 16, 2020 - Cancelled

Planning Advisory Committee - June 16, 2020 - Cancelled

Committee of Adjustment - June 17, 2020 - Cancelled

Police Services Board Public Meeting - June 22, 2020 @ 5:00 p.m.

Regular Meeting of Council - June 23, 2020 @ 6:00 p.m.

- P. ADJOURNMENT**



THE CORPORATION OF THE TOWN OF LASALLE

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

May 26, 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 Jeff Renaud, Councillor Anita Riccio-Spagnuolo

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, P. Marra, Director of Public Works, D. Dadalt, Legal Counsel, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, L. Jean, Deputy Clerk, P. Funaro, Manager of Recreation & Culture, N. DiGesu, Manager of IT

Clerk's Note: Mayor Bondy, Members of Council, and Administration participated in the Meeting electronically via video conference technology.

The Chief Administrative Officer, Deputy Clerk, and IT personnel were present in Council Chambers to participate electronically.

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

127/20

Moved by: Councillor Akpata

Seconded by: Councillor Renaud

That the Minutes of the Regular Meeting of Council held May 12, 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. 2020 Volunteer Recognition Event

128/20

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Meloche

That the report of the Deputy Clerk dated May 7, 2020 (CL-10-2020) regarding the 2020 Volunteer Recognition Event BE RECEIVED; and that due to the COVID-19 pandemic, the 2020 Volunteer Recognition Event BE POSTPONED and resume in 2021.

Carried.

2. Last Call before Fall Festival Status

129/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

That the report of the Recreation Manager dated May 12, 2020 (CR-2020-16) regarding the status of the Last Call before Fall Festival BE RECEIVED; and that the recommendation to cancel the 2020 festival BE APPROVED.

Carried.

3. Town of Tecumseh Requesting Reconsideration of Closing Shoreline Week and Community Weekly Newspapers

130/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That correspondence received from the Town of Tecumseh, dated May 14, 2020, requesting reconsideration of the permanent closing of the Shoreline Week and its sister community weekly newspapers owned by Postmedia Network Inc. BE SUPPORTED and that a letter of support BE SENT to Postmedia Network Inc.

Carried.

F. COMMITTEE MATTERS FOR COUNCIL ACTION

G. INFORMATION ITEMS TO BE RECEIVED

1. Council Member Attendance at Meetings – Q1 January to March, 2020

131/20

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the report of the Executive Assistant to the Director of Council Services/Clerk dated May 14, 2020 (CL-11-2020) regarding Council Member attendance at Council and Committee meetings for the period of January to March, 2020 (Quarter 1) BE RECEIVED.

Carried.

2. 2020 1st Quarter Report

132/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Carrick

That the report of the Manager of Finance/Deputy Treasurer dated May 13, 2020 (FIN-10-2020) regarding the financial position of the Town of LaSalle as of the 1st quarter BE RECEIVED.

Carried.

3. Summary of Reports to Council

133/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Riccio-Spagnuolo

That the Report of the Chief Administrative Officer dated May 12, 2020 being a Summary of Reports to Council BE RECEIVED.

Carried.

H. BY-LAWS

I. COUNCIL QUESTIONS

J. STATEMENTS BY COUNCIL MEMBERS

Councillor Renaud congratulates Culture and Recreation staff on the implementation of virtual programs.

K. REPORTS FROM COMMITTEES

L. NOTICES OF MOTION

M. MOTION TO MOVE INTO CLOSED SESSION

N. CONFIRMATORY BY-LAW

134/20

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That Confirmatory By-law 8433 BE GIVEN first reading.

Carried.

135/20

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Deputy Mayor Meloche

That Confirmatory By-law 8433 BE GIVEN second reading.

Carried.

136/20

Moved by: Councillor Akpata

Seconded by: Councillor Carrick

That Confirmatory By-law 8433 BE GIVEN third reading and finally passed.

Carried.

O. SCHEDULE OF MEETINGS

Parks, Recreation and Events Committee - May 28, 2020 @ 9:00 a.m.

Regular Meeting of Council - June 9, 2020 @ 6:00 p.m.

By-law Committee Meeting - June 16, 2020 - Cancelled

Planning Committee Meeting - June 10, 2020 - Cancelled

Parks, Recreation and Events - June 18, 2020 - Cancelled

Regular Meeting of Council - June 23, 2020 @ 6:00 p.m.

P. ADJOURNMENT

Meeting adjourned at the call of the Chair at 6:28 p.m.

Mayor: Marc Bondy

Deputy Clerk: Linda Jean



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Jonathan Osborne, P.Eng, Manager of Engineering

Department: Public Works

Date of Report: May 28, 2020

Report Number: PW-11-20

Subject: 2020 Mill and Pave Contract Award

Recommendation

That the report of the Director of Finance and the Manager of Engineering dated May 28, 2020 (PW-11-20) regarding the contract award of the 2020 Mill and Pave BE RECEIVED; and that the low bid price of \$1,699,537.50 +HST received from Mill-Am Corporation BE APPROVED; and that amount be funded from the 2020 Approved Capital Budget of \$1,000,000 and a \$400,000 reallocation of 2020 capital contribution build-up and a pre-commitment of \$329,452 from the 2021 capital budget; and that the corresponding by-law BE ADOPTED during the By-law stage of the agenda.

Report

The 2020 Mill and Pave and Enhanced Mill and Pave (M&P and EM&P) work will be concentrated in the Heritage Estates area. The majority of the work in Heritage Park is now complete, and the roads in this area have been identified in the Town's roads needs study for a number of years. The work proposed includes Heritage Dr, Rushwood Cres and its offshoots, Winfield Cres and its offshoots.

The contract was set up in such a way that it included Heritage Dr and the Winfield area, and the Rushwood area as provisional. It was set up in this way knowing the entire area would likely be over the mill and pave and enhanced mill and pave allocated 2020 budget of \$1,000,000. But also, to give the Town an option to complete the entire area in one mobilization. The costs to pave a large quantity in one area are less than splitting the project up over two years. As well, the residents in this area have been experiencing various construction activities over a number of years, and the Town would prefer to complete all of our infrastructure work in 2020, and avoid going back in the area in 2021.

Bids were received on May 19, 2020 with the following results, which include the provisional area:

Mill Am \$ 1,699,537.50
Coco \$ 1,722,371.00

We have been in discussions with Mill-Am, and they are looking forward to proceeding early this summer upon Council approval. If awarded, we would be able to provide Council and update on the work schedule as that information becomes available.

Consultations

None

Financial Implications

The 2020 approved budget for mill and pave is \$500,000 and enhanced mill and pave is \$500,000, which is not enough to fully fund this project in one year. In order to fully fund this project in 2020, which will save cost overall over the next two years, the following funding model is proposed.

Funding Source	Amount
2020 mill and pave capital budget	\$500,000
2020 enhanced mill and pave capital budget	\$500,000
Reallocation of annual capital funding build-up	\$400,000
Pre-commitment of 2021 mill and pave capital budget	\$329,452
Total funding	\$1,729,452
Cost of project (net of HST rebate)	\$1,729,452

If Council chooses not to move forward with this recommendation, the alternative would be to remove the Rushwood area from the contract and still award the contract to Mill-Am based on their bid price of \$1,150,000 (+HST). The excess of \$150,000 over the 2020 annual roads mill and pave and enhanced mill and pave budget will be funded from pre-committing the 2021 budget. The Rushwood area will then be included in the 2021 tender and funded from the 2021 capital budget.

Prepared By:



Director of Finance/Treasurer

Dale Langlois, CPA, CA
Director of Finance/Treasurer



Jonathan Osborne, P.Eng
Manager of Engineering

Link to Strategic Goals

	Enhancing organizational excellence
yes	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

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

Notifications

Name	Address	Email

Report Approval Details

Document Title:	2020 Mill and Pave Contract Award.docx
Attachments:	
Final Approval Date:	May 29, 2020

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



Director, Public Works

Peter Marra



Chief Administrative Officer

Joe Milicia



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Tano Ferraro, Manager of Finance/Deputy Treasurer

Department: Finance

Date of Report: May 28, 2020

Report Number: FIN-12-2020

Subject: Municipal Asset Management Program Grant Application

Recommendation

That the report of the Manager of Finance/Deputy Treasurer dated May 28, 2020 (FIN-12-2020) regarding the Municipal Asset Management Program Grant Application BE RECEIVED; and

that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Program Development in LaSalle; and

that the Town of LaSalle commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Asset Management Strategy Development
- Condition Assessment Protocol and Lifecycle Framework Development
- Asset Management Training

And, that the Town commits \$37,200 from the asset replacement and repair reserve towards the cost of this initiative.

Report

The Municipal Asset Management Program is a program funded by Infrastructure Canada to support municipalities in making informed infrastructure investment decisions based on stronger asset management practices.

On Friday May 15, 2020, the Federation of Canadian Municipalities (FCM) has announced the latest round of intakes for this Municipal Asset Management Program (MAMP).

MAMP funding covers 80% of total eligible project costs for various eligible activities to a maximum of \$50,000. Administration is recommending that an application for the maximum grant amount of \$50,000 be made to advance our Asset Management Program. In particular, the development of an Asset Management Strategy, Condition Assessment Protocol and Lifecycle Framework Development and Asset Management Training.

The Asset Management Program will form the basis of the Town's compliance with requirements of Ontario Regulation 588/17. While a Strategic Asset Management Policy was completed in 2019, the upcoming requirements of Ontario Regulation 588/17 include:

July 1, 2021 - Asset Management Plan for core assets (roads, bridges and culverts, water and wastewater and stormwater management) including levels of service and costs to maintain those services.

July 1, 2023 - Asset Management Plan for all assets including levels of service and costs to maintain those services

July 1, 2024 - Asset Plan that builds on the previous requirements and includes discussion on proposed levels of service, activities required to meet proposed levels of service and a strategy to fund these activities.

Administration will engage Public Sector Digest Inc. (PSD) consulting services to provide and assist in the Asset Management Strategy Development, Condition Assessment Protocol and Lifecycle Framework Development and Asset Management Training. The Town currently utilizes PSD software for various applications such as capital asset reporting, GIS and the Public Works' work order system.

Consultations

Representatives from Public Works (Engineering, Water/Wastewater, Roads, Facilities), Finance & IT, Recreation and Fire.

Financial Implications

The Asset Management Program Development project cost is \$87,200 (plus HST), subject to the successful grant application of \$50,000, the balance of \$37,200 to be funded from the asset replacement and repair reserve.

Prepared By:

Manager of Finance/Deputy Treasurer

Gaetano Ferraro, CPA, CMA

Link to Strategic Goals

yes	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:	FIN-12-2020 Municipal Asset Management Program Grant Application.docx
Attachments:	
Final Approval Date:	Jun 2, 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



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: May 26, 2020

Report Number: CL-12-20

Subject: The appointment of proxy holders to cast the municipality's vote at Essex Power Corporation's 2020 shareholders' annual meeting.

Recommendation

That the report of the Director of Council Services/Clerk dated May 26, 2020 (CL-12-20) regarding the appointment of proxy holders to cast the municipality's vote at Essex Power Corporation's 2020 shareholders' annual meeting BE RECEIVED; and further

That Mayor Marc Bondy BE APPOINTED proxy holder for the Town of LaSalle to cast its shareholder's votes at Essex Power Corporation's 2020 shareholders' annual meeting scheduled for June 24, 2020, and that Joe Graziano be appointed as an alternate proxy holder for the Town of LaSalle to cast its shareholder's votes at Essex Power Corporation's 2020 shareholders' annual meeting in the event Mayor Bondy is absent from the meeting; and further

That the Mayor and Clerk BE AUTHORIZED to sign all necessary proxy forms and that the forms BE FORWARDED to Essex Power Corporation.

Report

The Town of LaSalle, together with the Towns of Tecumseh and Amherstburg and Municipality of Leamington are the shareholders of Essex Power Corporation. Essex Power is required to hold an annual meeting of shareholders and occasionally requires a special shareholders' meeting.

LaSalle's two directors appointed to the Essex Power Board, Mayor Marc Bondy or Mr. Joe Graziano, vote on behalf of the Town at board meetings and shareholders' meetings. Directors have authority to represent LaSalle and vote at Board meetings, however

LaSalle's directors need to be formally authorized to represent or vote for LaSalle at shareholders' meetings.

Essex Power Corporation and its related companies are incorporated pursuant to the Ontario Business Corporations Act (OBCA). Section 110 of the OBCA provides that a shareholder may appoint a proxy holder to vote by proxy for the shareholder at any shareholder meeting. The section provides:

110. (1) Every shareholder entitled to vote at a meeting of shareholders may by means of a proxy appoint a proxy holder or one or more alternate proxy holders, who need not be shareholders, as the shareholder's nominee to attend and act at the meeting in the manner, to the extent and with the authority conferred by the proxy. R.S.O. 1990, c. B.16, s. 110 (1)

(2.1) A proxy appointing a proxy holder to attend and act at a meeting or meetings of shareholders of an offering corporation ceases to be valid one year from its date.

The only practical way for a municipal council to cast its shareholder vote at a shareholder meeting is by proxy. It is suggested that Council appoint Mayor Bondy as its proxy holder to vote on behalf of the municipality at the 2020 shareholders' general meeting. It is also suggested that Mr. Graziano be appointed as an alternate proxy holder in the event Mayor Bondy is unable to attend that meeting.

Since a proxy is not valid for more than one year, the appointment of a proxy holder will have to be made every year prior to the shareholders' annual meeting.

The agenda for the shareholders' general meeting is circulated prior to the meeting and often the matters to be voted on are routine business matters. If the Mayor determines there is a matter on the shareholders' annual meeting agenda of special importance, then the Mayor can seek direction from Council on how the municipality's shareholder vote should be cast on that issue.

This proposed appointment is only for the 2020 shareholders' annual meeting. If at any time there is a need for a special shareholders' meeting to vote on an issue, then the matter should be brought before council.

Consultations

None

Financial Implications

None

CL-12-20

The appointment of proxy holders to cast the municipality's vote at Essex Power Corporation's 2020 shareholders' annual meeting.

Page 3 of 5

Prepared By:

A handwritten signature in black ink, appearing to read "A. Robertson".

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

CL-12-20

The appointment of proxy holders to cast the municipality's vote at Essex Power Corporation's 2020 shareholders' annual meeting.

Page 5 of 5

Report Approval Details

Document Title:	Essex Power Shareholders Meeting.docx
Attachments:	
Final Approval Date:	May 28, 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: Agatha Robertson, Director of Council Services/Clerk

Department: Council Services

Date of Report: May 28, 2020

Report Number: CL-13-2020

Subject: June 23rd Regular Meeting of Council

Recommendation

That the report of the Director of Council Services/Clerk dated May 28, 2020 (CL-13-2020) regarding the June 23rd regular meeting of Council BE RECEIVED; and that the June 23rd regular meeting of Council BE CANCELLED to allow for scheduled Council training.

Report

Council's Procedure By-law 6647 provides that Council meetings are regularly held the second and fourth Tuesdays of the month at 6:00 pm. As Council has been scheduled for Social Media training on June 23rd, 2020 at 6:00 pm, the Regular meeting of Council will need to be cancelled. The next regular meeting of Council will be held on July 14, 2020.

Consultations

None

Financial Implications

None

Prepared By:

A handwritten signature in black ink, appearing to read "A. Robertson".

Director, Council Services/Clerk

Agatha Robertson

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

	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:	June 23rd Regular Meeting of Council .docx
Attachments:	
Final Approval Date:	May 29, 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, RPP, MCIP, Director of Development & Strategic Initiatives

Department: Development & Strategic Initiatives

Date of Report: May 26, 2020

Report Number: DS-14-2020

Subject: LaSalle Street Naming Policy

Recommendation

That the report of the Director of Development & Strategic Initiatives dated May 26, 2020 (DS-14-2020) BE RECEIVED, and that Administration BE AUTHORIZED to undertake the necessary research to update the current municipal list of potential future street names, and to add new names of local cultural heritage significance.

Report

As requested, this Staff Report is intended to provide members of Council with information regarding the existing Street Naming policy, and to make recommendations for any required revisions to this policy.

Attached is a copy of the current Street Naming Policy. It was reviewed and revised in March 2019.

This policy allows a property owner/developer to submit a list of proposed new streets to the Town to be reviewed and approved by Council. Following their review, Council can approve the name(s) put forward, or alternatively, Council can select a new street name from the established municipal list of potential street names (as set out on page 2 of the Street Naming Policy). The final decision rests with Council.

Town Staff believe that the current policy is working well, with Council making the final decision for all new street names in the municipality.

The number of potential street names that are contained within the Town's established municipal list is relatively small. Town Staff recommend that further research be

undertaken to update this list, and to add new names of local cultural heritage significance as part of the list of potential future street names. This will provide members of Council with a broader range of street name choices.

Consultations

The Town's Communication and Promotions Officer was consulted, and the required research needed to update the current municipal list of potential street names can be undertaken by the student that is being hired to assist the Corporate Communication and Promotions Officer.

Financial Implications

None

Prepared By:



Director, Development and
Strategic Initiatives

L. Silani

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:	LaSalle Street Naming Policy.docx
Attachments:	- Street Naming Policy.pdf
Final Approval Date:	May 28, 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 Policy Manual

Street Naming

Policy Manual Section: Municipal Services - DSI

Policy Number: M-DSI-002

Authority: 4919/00, 6646/04

Date Approved: October 10, 2000

Department Responsible: Public Works, Fire, Development and Strategic Initiatives

Revision Dates: March 2004, March 2019

Review Date: March 2021

Status: Active

Purpose:

The purpose of this policy is to establish a uniform and logical street naming system for newly developed streets.

Policy Statement:

The Town of LaSalle wishes to ensure a clear and efficient naming process of municipal streets.

Scope:

This policy covers the naming of municipal streets in the Town of LaSalle and provides guidelines to allow developers to suggest names.

Policy:

Developers/property owners may submit a list of proposed names for new streets, however, the final decision remains with Council, who may select a street name from the established municipal list.



Name	Significance	Similar Names
Munro	1956 Councillor, S.W.	
Crowe	1956 Councillor, S.W.	Crowder
Fitch	1956 Councillor, S.W.	Fifth
Delisle	1931 Councillor, S.W.	Dale
Olsen	1943 Mayor, LaSalle	
Henderson	1947 Mayor, LaSalle	
Bezaire	1924 Councillor, LaSalle	
Hewson	1934 Councillor, S.W.	
Campeau	1932 Councillor, LaSalle	Camille, Campbell
Lacombe	1932 Councillor, LaSalle	
Tapson	1950 Councillor, LaSalle	Tilston

In the event there are no names submitted and/or if Council is of the opinion that the proposed names are not appropriate, that Council may elect to select the new street name from the "municipal pool" of street names.

Responsibilities:

The Director of Development & Strategic Initiatives shall oversee this Policy.

Policy Review

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

References and Related Documents:

Policy #77.

Attachments:

None.



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Allen Burgess, MCIP, RPP. Supervisor of Planning & Development Services

Department: Development & Strategic Initiatives

Date of Report: May 29, 2020

Report Number: DS-16-2020

Attachments: Figure 1

Subject: To modify the existing site plan to include an outdoor patio and to permit an encroachment into an existing municipal easement.

Our File Nos: n/a

Applicant & Registered Owner: LA Urban Square Inc.

Agent/Planner: J. Tedesco

Location: 1745 Sprucewood Avenue

Recommendation

That the report of the Supervisor of Planning and Development Services dated May 29, 2020 (DS-16-2020) regarding a request to modify the existing site plan to include an outdoor patio and to grant permission to encroach into an existing municipal easement BE APPROVED.

Report

This report is intended to provide members of Council with comments and recommendations regarding a request that has been submitted to modify the existing site plan to include an outdoor patio and to grant permission to encroach into a municipal easement at LA Urban Square Inc.

The proposed patio being requested is approximately 52 square metre and will be part of a new commercial enterprise that is being established in this plaza.

In assessing the merits of the Applicant's requested amended site plan, the following comments are offered for Council's consideration:

- i) The subject lands are designated "Malden Town Centre" in the Town's approved Official Plan. The Applicant's site plan for the subject lands (Schedule B) conforms to the Town's approved Official Plan;
- ii) Zoning By-law No. 5050 currently zones the lands subject to the application Town Centre Commercial Zone - "C4-2". Professional and General Offices, Restaurant, (including outdoor patios) and other similar Commercial uses are permitted land uses on the subject lands. Schedule C depicts the proposed patio details;
- iii) The outdoor patio addition that the Applicant is proposing does not require the creation of any additional parking as the site already has sufficient parking spaces. As a commercial assembly area, a Building permit will be required to be submitted, approved and inspected by the Building Staff, for this new outdoor patio;
- iv) As there is an existing Site Plan Control Agreement currently registered on this property and only minor site modifications are being made, it is proposed that no amending Site Plan Control Agreement is required. However, a \$3,000 security deposit should be received prior to acceptance of the building permit, to ensure all site works are completed to the satisfaction of the Town of LaSalle. This security will be returned upon the completion of all works.
- v) As part of the Town's review of the Applicants Building Permit application, details related to railings, safe ingress/egress, adequate restroom facilities, walkways and the location of doors, etc., will be addressed to ensure public safety is maintained. It should be noted that this outdoor patio will be an integral part of a new café. No outdoor liquor license is being requested for this patio.

We would be pleased to answer any questions with respect to the comments and recommendations that are contained within this Staff report.

Consultations

Consultation with Engineering and Building staff was sought out and comments were included in this report.

Financial Implications

The patio will add to the viability of the business and will provide additional amenities and services to residents living and working in the Town Centre District.

Prepared By:



Supervisor, Planning and Development

Allen Burgess

Link to Strategic Goals

	Enhancing organizational excellence
	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
yes	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:	1745 Sprucewood Patio encroachment - DS-16-20.docx
Attachments:	- 1745 Sprucewood ve. Patio request.pdf
Final Approval Date:	Jun 2, 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

LA URBAN SQUARE INC.

March 26, 2020

The Corporation of the Town of Lasalle – Building Department
5950 Malden Road Lasalle, Ontario N9H 1S4

Dear Town of Lasalle – Building Department,

Please consider this a formal request to the Town of Lasalle to approve a proposed patio at the following location:

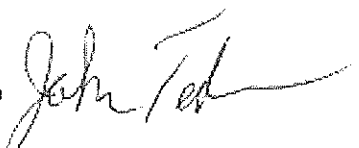
1745 Sprucewood Ave. in Lasalle, Ontario.

The size of the patio will be approximately 15 ft by 37 ft.

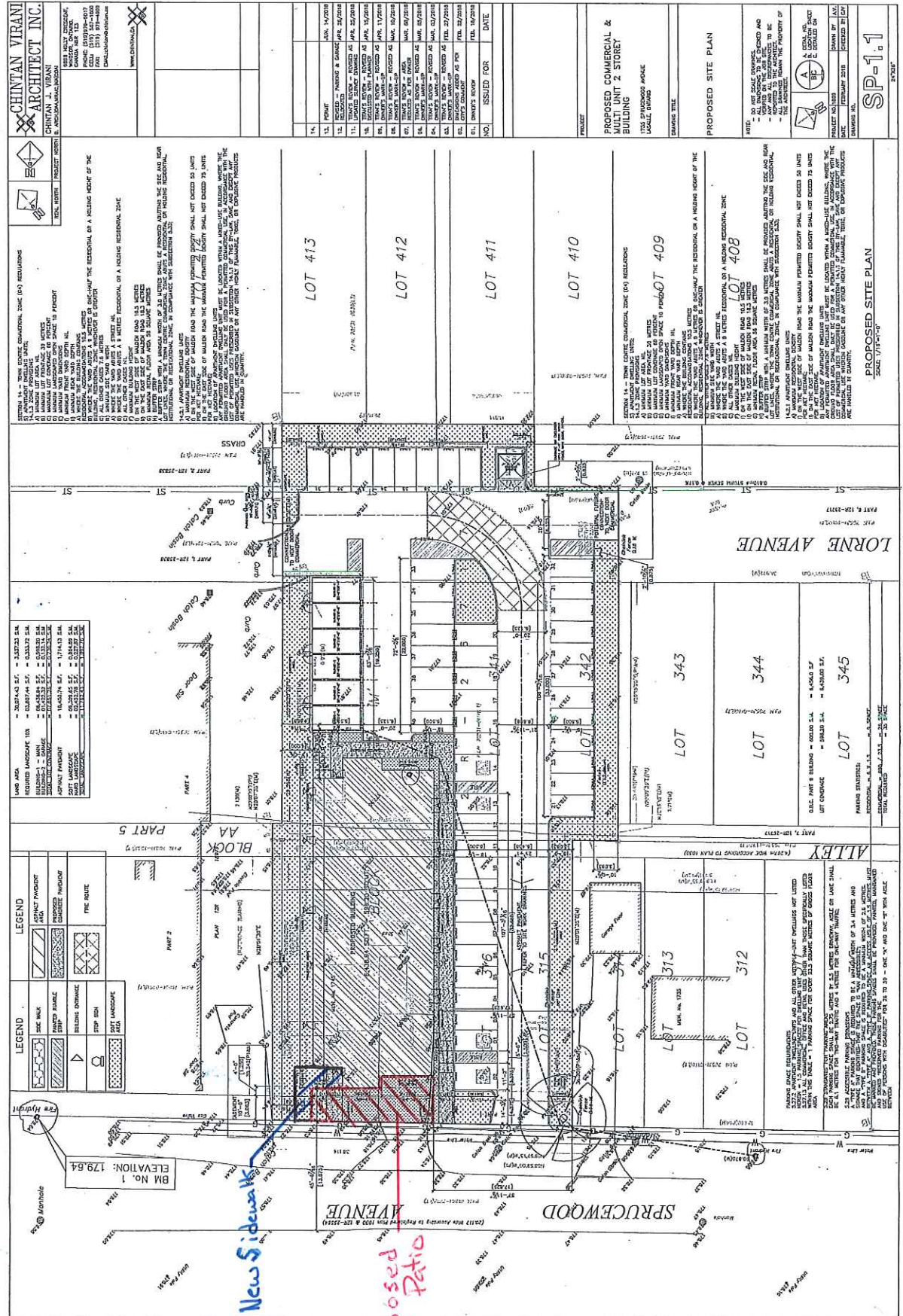
The floor/base material will be white cement with a decorative railing installed for Commercial space on the first floor.

The area may be covered by a potential removable awning, but that is still under discussion at this time.

Thanking you in advance for your consideration of this matter.

Warm regards, 
John Tedesco
LA Urban Square Inc.

41



Schedule "C"

BUILDING

DOOR

ENTRANCE

PROPOSED PATIO

5a

16" Curb

SIDEWALK

15'

NEW SIDEWALK

42

11'

69'

— Curb 16"

— Fence 42"

— GRASS

SPRUCEWOOD

1745 SPRUCEWOOD



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: L. Silani, RPP, MCIP, Director of Development & Strategic Initiatives

Department: Development & Strategic Initiatives

Date of Report: June 1, 2020

Report Number: DS-17-2020

Subject: Valente/Nedin lands – Request to Designate as Class 4 under the NPC-300 Noise Guidelines

Recommendation

That the report of the Director of Development & Strategic Initiatives, dated June 1, 2020 (DS-17-2020) regarding a request that has been submitted by the Valente Development Corporation BE RECEIVED, and lands legally described as LT 5 PL 1555 SANDWICH WEST; LT 6 PL 1555 SANDWICH WEST; LT 7 PL 1555 SANDWICH WEST S/T R1120784; S/T R1300816; LASALLE, BEING ALL OF PIN 70546-0431 (LT) situated on the southwestern corner of Ellis Street and Trinity Avenue, BE CLASSIFIED as a Class 4 area pursuant to Publication NPC- 300 (MOECP Environmental Noise Guideline -Stationary and Transportation Sources -Approval and Planning), AND FURTHER THAT the Director of Development & Strategic Initiatives or their designate BE DIRECTED to incorporate additional or modify existing, mitigation measures including warning clauses required for a Class 4 designation pursuant to the Publication NPC-300 in the site plan approval and site plan agreement, AND FURTHER THAT the Director of Development & Strategic Initiatives or their designate BE DIRECTED to provide a copy of the Council Resolution approving Class 4 area classification and a copy of any Site Plan Control Agreement for the subject lands that incorporates noise mitigation measures to Loblaw's Inc.

Report

On October 21, 2020, Planning Consultants working for CP REIT Ontario Properties Limited/Zehrs/Loblaw's, submitted a letter to the Town, indicating that:

- Their clients were generally not opposed to the development of Valente multi-unit residential development adjacent to the CP REIT lands --- however, they were concerned about the impacts of noise associated with the existing rooftop mechanical equipment and loading areas associated with Zehrs and in close proximity to the proposed residential uses;
- Until such time that their concerns were addressed, it was their opinion that this rezoning application was premature.

On October 22, 2019, Council adopted a zoning by-law amendment (By-law 8358), rezoning approximately 2.1 hectares of land located along the west side of Ellis Street, between the Town Hall/Civic Centre lands and the lands owned by CP REIT Ontario Properties Limited (Zehrs Malden Village Plaza), for 3 new multi-storey apartment style residential buildings with a total of 178 new dwelling units.

This property was placed in a site-specific “R5-9(h)” holding zone, to address the CP REIT lands concerns, and to ensure that the following studies/documents and additional applications were submitted to the Town and approved by Council before the holding zone symbol would be removed from this site:

- That a noise study be carried out by the Applicant, and approved by the Town – including recommended mitigation measures;
- That a site plan control application be submitted by the Applicant, and approved by the Town. This would require detailed site plans, site servicing, landscaping and elevation drawings to be prepared and submitted as part of this application. A site plan control agreement will need to be prepared, executed and registered on title before the holding zone could be removed. Details pertaining to on-site and off-site servicing, construction traffic, fencing, lighting, noise mitigation, internal and external pedestrian access/walkways, etc. will form part of those detailed drawings and will be reviewed and approved by the Town as part of the required site plan control approval application.

It should be noted that the Applicant intends to construct and sell these new apartment style dwellings units as Condominiums, and will be applying to the Town and to the County of Essex for Draft Plan of Condominium approval under the Planning Act.

On November 13, 2020, Borden Ladner Gervais (solicitors for CP REIT/Zehrs/Loblaws) submitted a formal appeal of the Town’s Zoning By-law Amendment (By-law 8358), pursuant to subsection 34(19) of the Planning Act. The reason for their appeal relates to the fact that they want their noise concerns addressed up-front, and not as part of a

future site plan control approval --- due to the fact that they have no rights of appeal to a site plan control approval.

Since that time, the Applicant (Valente) and their consultant team (Dillon Consulting) have had meetings/discussions with the Appellant and their consultants --- and as we understand have arrived at a settlement agreement in principle (without prejudice) with respect to this outstanding Planning Act appeal to LPAT.

Attached, as Figure 1, is a copy of the a confidential letter from Dillon Consulting to the Town (dated March 13, 2020), formally requesting that Council designate the subject 2.1 hectares of land owned by Valente as Class 4, under the Ministry of Environment, Conservation and Parks NPC-300 Environmental Noise Guideline.

The rationale for this Class 4 designation request being made at this time is set out in Dillon's attached letter. This designation will assist Mr. Valente in reaching a final settlement agreement that is acceptable by CP REIT (the Appellant). A copy of Dillon Consulting's Noise Study is included as part of the March 13, 2020 correspondence.

It should be noted that in 2013, the Ontario Government revised the NPC-300 Environmental Noise Guidelines, to allow developers to apply to their municipality for a Class 4 designation --- to permit the construction of new sensitive land uses in proximity to existing, lawfully established and approved stationary noise sources.

Should Council agree to designate this property as Class 4, prospective purchasers of the new apartment units would be informed of this designation by way of warning clauses related to the potential of elevated noise levels from the adjacent grocery store site.

After reviewing the contents of the March 13th correspondence, Town Staff asked Dillon Consultation to provide the following:

- The wording of the resolution required for Council to make this designation;
- Confirmation from their noise expert, pertaining to the parties to be notified of this Council resolution;
- A draft of the warning clause that the Applicant will be using to inform prospective purchasers/tenants of the noise that they can expect to hear from the Zehrs Store; and

- A copy of the revised site plan/elevation drawings – depicting the changes that are being made to address the noise issues, as agreed to with CP REIT/Zehrs/Loblaws.

On May 7, 2020, Dillon Consulting submitted additional correspondence (copy attached as Figure 2), to address the 4 points noted above.

Based on the contents of this additional correspondence, Town Staff agree with the Applicant's request to designate their property as Class 4 under the Ministry of Environment, Conservation and Parks NPC-300 Environmental Noise Guideline --- and Town Staff also concur with the recommended noise mitigation measures to be incorporated in the final site plan, the elevation drawings, the warning clauses, and other provisions that will form part of the future site plan control agreement for these lands.

Consultations

Legal Services

Financial Implications

None

Prepared By:



Director, Development and
Strategic Initiatives

L. Silani

Link to Strategic Goals

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

Communications

None	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:	Valente and Nedin Lands - Request for a Class 4 Designation under the NPC-300 Guidelines.docx
Attachments:	- March 13, 2020.pdf - May 7, 2020 correspondence.pdf
Final Approval Date:	Jun 2, 2020

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



Chief Administrative Officer

Joe Milicia

File No.: 19-9930

March 13, 2020

Sent Via Email

Confidential

Town of LaSalle
5950 Malden Road
LaSalle, ON
N9H 1S4

Attention: Larry Silani, M.Pl. MCIP RPP,
Director of Development & Strategic Initiatives

Noise Area Classification
Proposed Creekside Condominium Development
Formerly the Nedin Property
0 Ellis Street
LaSalle, Ontario

On behalf of our client, Valente Development Corporation (Valente), Dillon Consulting Limited (Dillon) has provided this letter requesting a Class 4 designation under the Ministry of Environment, Conservation and Parks for the proposed residential development, referred to as the Creekside Condominium Development, located on Ellis Street, adjacent to the Malden Town Centre (Zehrs).

Council's support in the designation of the Ellis Street property is required to reach a settlement with the appellants.

Background

In October 2019, Valente and Dillon brought forward a Zoning By-Law Amendment application to council removing ground floor commercial uses and maintaining multi-unit residential mid-rise as of right. The amendment requested a change in zoning to an R5-9(h) zone to permit the subject site to be developed for three multi-unit apartment buildings comprising of one (1) four (4) storey, 38-unit apartment building, and two (2) six (6) storey, 70-unit apartment buildings on one (1) property (refer to Attachment A). Council passed the Zoning By-Law amendment, however there was an appeal by Choice Properties and Loblaw's, (land owner to the north of Building 'B') (Appellant), regarding noise concerns surrounding Zehrs loading docks and the proximity to the proposed building.



3200 Deziel Drive
Suite 608
Windsor, Ontario
Canada
N8W 5K8
Telephone
519.948.5000
Fax
519.948.5054

Dillon Consulting
Limited

The proposed development is considered an urban infill development currently encouraged and supported by the Provincial Policy Statement, the County of Essex Official Plan and the Town of LaSalle's Official Plan. Draft Plan of Condominium, Removal of Holding and Site Plan Control Approval are required prior to construction, which are currently being prepared; however, the applications cannot be submitted until a resolution is reached with regards to the LPAT Appeal.

Upon receipt of the appeal, Valente contacted the appellant to discuss the issues and concerns in an attempt to find a resolution and a settlement. To date, the following has been prepared for Council consideration.

Noise Assessment

As part of the preparation for the LPAT hearing and to aid in consultations with the appellant, Dillon prepared a Noise Assessment that focused solely on potential stationary impacts from Zehrs on the proposed development. Zehrs is a multi-purpose grocery store that features a variety of services outside of food purchasing. These include, among others, optical, dietician, and pharmacy services. Zehrs is located at 5890 Malden Road in Windsor, Ontario, directly northwest of the site. It was understood that Zehrs operates from 08:00 to 23:00 (daytime and evening hours) however, mechanical and electric equipment with loading and shipping operations occur at nighttime.

The appellants provided a Draft Acoustic Assessment Report (AAR) for Zehrs that was performed in April, 2019 by Aeroustics Engineering Ltd. (Aeroustics) and utilized to conduct the stationary noise assessment of Zehrs. The information gathered from the AAR was input into a predictive noise modelling software to determine potential impacts on the proposed development should a 'peak shaving' generator be installed on site to assist Hydro One with peak electrical demands (not installed).

The noise assessment was prepared in accordance with the requirements of the Town of LaSalle and the Ontario Ministry of Environment, Conservation and Parks (MECP) noise publication NPC-300. The assessment focused on the noise impacts of the nearby Zehrs store on the proposed residential development (see attached **Appendix A**). Presently, the predictive noise levels are slightly above the MECP Guidelines.

NPC-300 Guidelines

The MECP Publication NPC-300 outlines applicable noise criteria for the proposed development from surrounding industrial and commercial stationary noise sources. The noise criteria are defined using area classifications, which are based on the existing acoustical environment in the area of the points of reception. NPC-300 classification outlines are as follows:

- Class 1 – Urban Area
- Class 2 – Semi-Urban / Semi – Rural
- Class 3 – Rural Area
- Class 4 – Areas of Redevelopment and Infill

Different noise guideline limits for steady/varying sound apply to each area classification. We are recommending that Council consider designating the subject site as a Class 4, as it is an infill development. Due to the proximity of the proposed development to the Zehrs, in particular the loading docks, roof top unit and several other noise sources, a stationary noise assessment suggested the Class 4 designation was appropriate.

As outlined in the Ontario Ministry of the Environment, Conservation and Parks (MECP) noise publication NPC-300, a Class 4 area can be applied to a proposed site under the following conditions:

1. The site would otherwise be defined as a Class 1 (Urban) or Class 2 (Semi-Urban/Semi-Rural) area.
2. The proposed site is an area intended for development with new noise sensitive land uses that are not yet built.
3. The site is in proximity to existing, lawfully established stationary sources.
4. The site has formal confirmation from the land use planning authority (Town of LaSalle) regarding the Class 4 area designation.

The proposed development meets conditions 1 to 3 (above). As such, it is considered reasonable for the land use planning authority of the Town of LaSalle to designate the subject site as a Class 4, as stipulated in MECP's noise publication NPC-300.

Should the Town of LaSalle decide to designate the subject site as Class 4, as per NPC-300 guidelines, prospective purchasers of the units at the proposed residential development will be informed of the Class 4 designation and other relevant warning clause related to potential of elevated noise levels (e.g., Warning Clause F, as per Section C8.3 of the NPC-300).

Relevant warning clauses will be included on title for the new residential units. This will ensure that future residences are aware of potential exposure to higher noise levels due to Loblaw's activities and would likely discourage noise complaints.

A Class 4 area designation is beneficial for Loblaw's for two main reasons:

- In case of a noise complaint, the company can effectively defend its position and its current operations as compliance with Class 4 area can be demonstrated with relatively minor operational adjustments; and

- In case the company decides (or gets ordered by MECP) to obtain an environmental approval (i.e., EASR Approval), minor operational adjustment would be sufficient to meet the applicable Class 4 noise criteria at the proposed development.

It should be noted that the appellants have agreed to operational changes on site to ease and assist in the mitigation of potential noise concerns.

Resolution

Along with our client, Dillon met with the appellant and came to a resolution to the appeal. As part of the potential resolution, the proposed development would seek a Class 4 designation approval from the land use planning authority of the Town of LaSalle. For uses like this, a Class 4 designation is appropriate as it not only protects the potential residents but also allows for the noise issues to be dealt with in a fair and equitable way. It is our opinion that the request is appropriate and is in keeping with actions of other approval authorities in the region and province.

In addition to the Class 4 designation request, the appellant and our client have agreed to implement the following noise mitigation measures to further protect the residents from future issues:

- A warning clause will be included on all leases and Agreement of Purchase and Sale (APS) agreements warning tenants and Buyers that from time to time they may hear noise relating to activities at the Zehrs grocery store;
- Zehrs will not allow reefer trucks to park on the South loading dock during the nighttime;
- There will be no balconies on floors 2, 3, 4, 5, & 6 on the west elevation of Building "B" (a main floor patio will be permitted on that facade only);
- A high performance wood 6ft high fence will be install by our client along the property line between Zehrs and the subject site from the eastern garage building and the Eastern limit of our shared property line;
- Loblaws will prepare an agreement of settlement for Valente's review and execution;
- The agreement will be executed as soon as possible but not later than April 20, 2020; and
- Dillon will provide an updated model based on the above and submit it for the appellants review.

If the Class 4 Designation and the above noted mitigation measures are enacted for the site, the appeal will be abandoned and the development can proceed.

At this time, we are requesting Council consider a resolution designating the property as Class 4 under the NPC-300 Guidelines.

Creekside Development – Noise Area Classification

Page 5

March 13, 2020

Should you have any additional questions, feel free to contact the undersigned at your convenience.

Yours sincerely,

DILLON CONSULTING LIMITED



Karl Tanner, MCIP RPP

Partner

AAI:dlt

cc: Jeff Hewitt – Hewitt Law
Peter Valente – Valente Development Corporation

APPENDIX A

Noise Assessment



MEMO

TO: Peter Valente – President, Valente Development Corporation
FROM: Amir A. Iravani
Patrick McGrath
CC: Karl Tanner **DRAFT**
DATE: January 22, 2020
SUBJECT: Valente Creekside (Nedin) Development Project – Stationary Noise Impact Analysis
OUR FILE: 19-9330

This memo summarizes the results of a stationary noise impact assessment completed by Dillon Consulting Limited (Dillon) for the proposed multi-storey residential development (Creekside development project) in Windsor, Ontario.

Subject Site and Surrounding Areas

The site is located on a vacant lot north of Normandy Street and south of Delmar St in the City of Windsor. Directly to the east of the site, across Ellis St, are residential properties and to the west is a parking lot for commercial properties, including the Zehrs store. The Zehrs store is located directly northwest of the site. There are LaSalle Police and Fire Services buildings to the south of the site and a residential property to the north. There are also two mid-rise apartment buildings to the southeast of the site.

The current phase of the proposed development will consist of three apartment buildings, two of which will be six-storeys and one will be four-storeys. The development will also have four garages, two of which will be suited for nine cars and two will be for 12 cars. There will also be a pavilion located in the center of the site.

Stationary Noise Source Assessment

This assessment focuses on potential impacts from Zehrs on the proposed development. Zehrs is a multi-purpose grocery store that features a variety of services outside of food purchasing. These include, among others, optical, dietician, and pharmacy services. Zehrs is located at 5890 Malden Rd in Windsor, Ontario, directly northwest of the site. It is understood that Zehrs operates from 08:00 to 23:00 (daytime and evening hours) however, mechanical and electric equipment and loading and shipping operations occur at nighttime as well. The store has rooftop solar panels and power inverters to convert DC current to AC.

Noise Criteria

MECP Publication NPC-300 outlines applicable noise criteria for the proposed development from surrounding industrial and commercial stationary noise sources. The noise criteria are defined using

area classifications, which are based on the existing acoustical environment in the area of the points of reception. NPC-300 classification outlines are as follows:

- Class 1 – Urban Area
- Class 2 – Semi-Urban / Semi – Rural
- Class 3 – Rural Area
- Class 4 – Areas of Redevelopment and Infill

Different noise guideline limits for steady/varying sound apply to each area classification, as shown below in **Table 1**.

Table 1: Stationary Source Steady/Varying Noise Exclusionary Limits

Assessment Location	Time Period	Exclusionary Sound Level Limit - L_{eq} 1hr			
		Class 1	Class 2	Class 3	Class 4
Plane of window for living area or sleeping quarters	Daytime (07:00 - 19:00)	50 dBA	50 dBA	45 dBA	60 dBA
	Evening (19:00 - 23:00)	50 dBA	50 dBA	40 dBA	60 dBA
	Night-time (23:00 - 07:00)	45 dBA	45 dBA	40 dBA	55 dBA
Outdoor points of reception	Daytime (07:00 - 19:00)	50 dBA	50 dBA	45 dBA	55 dBA
	Evening (19:00 - 23:00)	50 dBA	45 dBA	40 dBA	55 dBA

The noise guidelines for impulsive sounds based on assessment location, impulsive sound frequency, area classification, and time of day as outlined in NPC-300 are summarized in **Table 2**.

Table 2: Stationary Impulsive Noise Source Exclusionary Limits

Assessment Location	Number of Impulses per hour	Exclusionary Sound Level Limit – L_{LM} (dBA) ^[1]			
		Class 1 (07:00-23:00)/(23:00-07:00)	Class 2 (07:00-23:00)/(23:00-07:00)	Class 3 (07:00-23:00)/(23:00-07:00)	Class 4 (07:00-23:00)/(23:00-07:00)
Plane of window for living area or sleeping quarters	9	50/45	50/45	45/40	60/55
	7 to 8	55/50	55/50	50/45	65/60
	5 to 6	60/55	60/55	55/50	70/65
	4	65/60	65/60	60/55	75/70
	3	70/65	70/65	65/60	80/75
	2	75/70	75/70	70/65	85/80
	1	80/75	80/75	75/70	90/85
Outdoor points of reception ^[2]	9	50	50	45	55
	7 to 8	55	55	50	60
	5 to 6	60	60	55	65
	4	65	65	60	70

Assessment Location	Number of Impulses per hour	Exclusionary Sound Level Limit – L_{LM} (dBAI) ^[1]			
		Class 1 (07:00-23:00)/(23:00-07:00)	Class 2 (07:00-23:00)/(23:00-07:00)	Class 3 (07:00-23:00)/(23:00-07:00)	Class 4 (07:00-23:00)/(23:00-07:00)
	3	70	70	65	75
	2	75	75	70	80
	1	80	80	75	85

Notes: [1] dBAI refers to the A-weighted sound pressure level of an impulsive sound.

[2] Outdoor points of reception are only assessed during daytime/evening hours (07:00-23:00) for impulse noise sources.

Stationary Noise Sources

The stationary noise sources related to operations at the nearby Loblaws store [Loblaws 521 – Zehrs Malden] located at 5890 Malden Road, in Windsor, Ontario. The noise sources include: reefer trucks, garbage compactors, onsite travel of reefer and regular trucks, as well as rooftop condensing units, chillers, RTUs, solar power inverters, exhausts and HVACs. The analysis was completed using noise data from Aercoustics' draft Acoustic Assessment Report (Project: 17175.01), dated April 24, 2018. The noise sources considered in the assessment and their associated characteristics and sound power levels are presented in Table 3.

Table 3: Noise Source Summary Table

Source ID	Source Description	Sound Power Level (dBA)	Source Locations ^[1]	Sound Characteristic ^[2]
PG1	Proposed Genset GTA50	98	O	S
S01	Keeprite Air cooled condenser	89	O	S
S02	Keeprite Air cooled condenser	91	O	S
S03	Keeprite Air cooled condenser	89	O	S
S04	Keeprite Air cooled condenser	89	O	S
S05	Keeprite Air cooled condenser	91	O	S
S06	Compressor Room Exhaust	82	O	S
S07	Compressor Room Exhaust	82	O	S
S08	Compressor Room Exhaust	82	O	S
S09	Compressor Room Exhaust	82	O	S

Source ID	Source Description	Sound Power Level (dBA)	Source Locations ^[1]	Sound Characteristic ^[2]
S10	Compressor Room Intake	78	O	S
S11	Compressor Room Intake	78	O	S
S12	York 5-ton RTU	81	O	S
S13	York 7-ton RTU	82	O	S
S14	York 15-ton RTU	87	O	S
S15	York 5-ton RTU	81	O	S
S16	York 5-ton RTU	81	O	S
S17	York 5-ton RTU	81	O	S
S18	York 5-ton RTU	81	O	S
S19	York 5-ton RTU	81	O	S
S20	York 5-ton RTU	81	O	S
S21	York 5-ton RTU	81	O	S
S22	York 5-ton RTU	81	O	S
S23	Solar Inverter	83	O	T
S24	Garbage Compactor	83	O	S
S25	Garbage Compactor	83	O	S
S26	Garbage Compactor	83	O	S
S27	Idling Refrigerated Trailer	98	O	S
T01	Refrigerated Truck Movements	109	O	S
T02	Regular Truck Movements	99	O	S

Note: [1] O – located/installed outside the building, I – located/installed inside the building

[2] S – Steady, T – Tonal, I – Impulsive

Results & Discussions

The noise analysis was completed using CADNA/A, an outdoor noise propagation model, based on ISO Standard 9613, Part 1: Calculation of the absorption of sound by the atmosphere, 1993 and Part 2: General method of calculation (ISO-9613-2:1996). The model is capable of incorporating various site specific features, such as elevation, berms, absorptive grounds, and barriers to accurately predict noise levels at specific receptors, pertaining to noise emissions from a particular source / sources. The ISO based model accounts for reduction in sound level due to increased distance and geometrical spreading, air absorption, ground attenuation, and acoustical shielding by intervening structures and topography. The model is considered conservative since it represents atmospheric conditions that promote propagation of sound from the source to the receiver.

The stationary acoustic model was developed based on source locations, sound power level inputs, building geometries, operation times, and duty cycles from the information outlined in the AAR received from Aercoustics. In the AAR, Aercoustics presented a series of noise control measures that are required

for the Zehrs facility to be in compliance with the exclusionary limits presented in NPC-300. These noise control measure are not included in the results presented herein.

The predicted receptor noise levels for daytime, evening and nighttime hours, as well as noise level contours (at 4.5m above grade, dBA levels) are presented in **Figure 1**. The predicted receptors noise levels, corresponding to the worst-case impact (i.e., most exposed and closest sides of receptors to the stationary noise sources) are summarized in **Table 4**. Also presented in the table are the daytime/evening and nighttime MECP noise criteria for Class 1 (current area classification for the proposed development lot) and Class 4 (desired designation for the proposed development lot).

The analysis indicate that the operations at Zehrs results in exceedances of the applicable noise criteria for the existing receptor R1 (including its Outdoor Living Area).

If the lot for the proposed development was to maintain its existing area classification (i.e., Class 1), there are significant noise level exceedances at all three buildings. However, if a class 4 designation is granted by the municipality for the subject lot, the exceedance will be limited to a minor nighttime overage of approximately 0.7 dBA at Building B. This level of exceedance can be easily mitigated by relatively minor operational adjustments at Zehrs.

Table 4 – Acoustic Assessment Summary

Receptor		Assessed Receptor Height (m)	Predicted Maximum Noise Level (dBA)			MECP Class 1 Noise Criteria		MECP Class 4 Noise Criteria	
ID	Description		Daytime	Evening	Nighttime	Daytime / Evening	Nighttime	Daytime / Evening	Nighttime
R1	Existing 2-storey Apartment	4.5	53.7	52.7	51.5	50	45	N/A	N/A
R1_OLA	Outdoor Living Area for the existing 2-storey Apartment	1.5	53.1	52	51.6	50	N/A	60	N/A
R2	Proposed 6-storey Residential Building	18	56.9	56.2	55.7	50	45	60	55
R3	Proposed 4-storey Residential Building	12	47.8	47.2	46.4	50	45	60	55
R4	Proposed 6-storey Residential Building	18	53.9	53.7	51.6	50	45	60	55

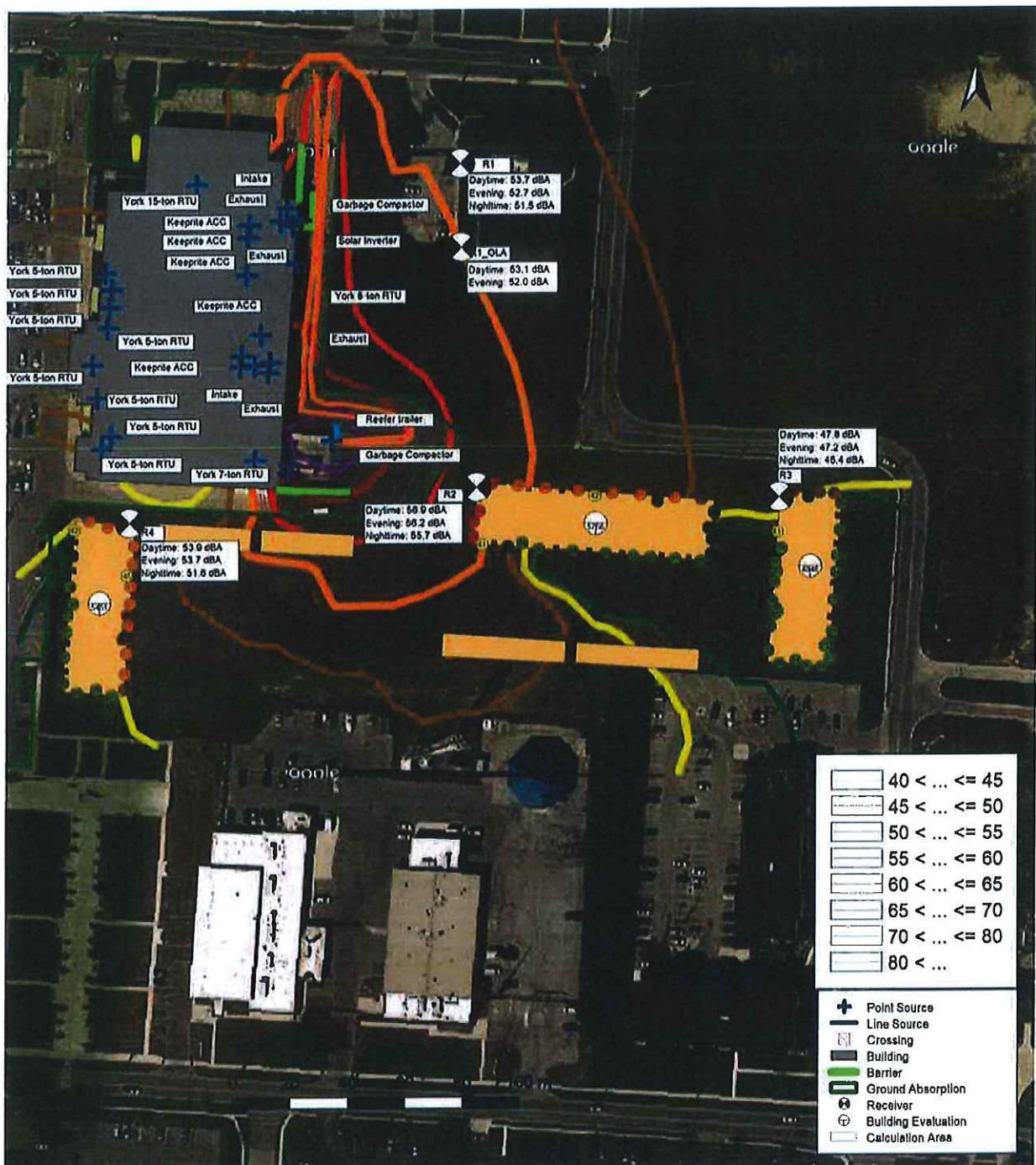


Figure 1 – Predicted Noise Level Contours and Receptor Noise Levels – Stationary Noise Impact

Approval Requirement for Stationary Noise Sources

The current regulation in Ontario requires that the nearby Zehrs store obtain a provincial approval for its current operations, specifically related to noise emissions. The requirement is triggered by the operation of the following sources at the site:

- Reefer trailers
- Rooftop units (e.g., chillers) used for in-store fridges and freezers (Considered process cooling)

Provincial exemptions under O.Reg. 524/98 do not apply for the Zehrs store and as such a site-wide Acoustic Assessment, demonstrating noise compliance at existing and proposed receptor locations is required.

If a Class 4 designation (in-fill) is granted for the proposed site, minor mitigations measures can be implemented either at the proposed residential buildings or at key dominant noise sources located at Zehrs to meet the nighttime noise criterion of 55 dBA.

File No.: 19-9930

May 7, 2020

VIA EMAIL ONLY

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

Attention: Larry Silani
Director of Development & Strategic Initiatives

**Request for Class 4 (NPC-300) Designation
Proposed Creekside Condominium Development
Ellis Street and Trinity Avenue, LaSalle ON**

On behalf of our client, Valente Development Corporation Inc. /Creekside LaSalle Ltd. (Creekside), we are responding to your email of March 27, 2020, requesting additional information related to the Class 4 designation (NPC-300 Guidelines) of the subject lands and in keeping with our clients on-going negotiations with Loblaws Inc. (Loblaws). We would suggest that this letter be read in conjunction with our March 13, 2020 letter to the Town.

The questions raised in your March 27, 2020 email were as follows:

- 1. The wording of the resolution that you wish Council to adopt – with sufficient detail and the appropriate language that is needed for Council to make this designation;*
- 2. Confirmation from your noise expert, as to the form of notice (if any) that has to be given by Council before they adopt such a Council resolution. Does anyone other than the developer that is requesting this designation need to be notified?*
- 3. A draft of the warning clause that you will be using to inform prospective purchasers/tenants of the noise that they can expect to hear from the Zehrs Store; and*
- 4. A copy of the revised site plan/elevation drawings – depicting the changes that are being made to address the noise issues, as agreed to with Loblaws*

After receiving information from our client and various team members, we provide the following response for your consideration:



3200 Deziel Drive
Suite 608
Windsor, Ontario
Canada
N8W 5K8
Telephone
519.948.5000
Fax
519.948.5054

Dillon Consulting
Limited



1. **Council Resolution:** We suggest the following draft recommendation to Council:

That Report XX/2019 **BE FURTHER AMEDNED** by adding the following additional recommendations:

"That LT 5 PL 1555 SANDWICH WEST; LT 6 PL 1555 SANDWICH WEST; LT 7 PL 1555 SANDWICH WEST S/T R1120784; S/T R1300816; LASALLE, BEING ALL OF PIN 70546-0431 (LT) situated on the southwestern corner of Ellis Street and Trinity Avenue, **BE CLASSIFIED** as a Class 4 area pursuant to Publication NPC-300 (MOECP Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning).

THAT the Director of Development & Strategic Initiatives or their designate **BE DIRECTED** to incorporate additional or modify existing, mitigation measures including warning clauses required for a Class 4 designation pursuant to the Publication NPC-300 in the site plan approval and site plan agreement.

THAT the Director of Development & Strategic Initiatives or their designate **BE DIRECTED** to provide a copy of the Council Resolution approving Class 4 area classification and a copy of any Site Plan Control Agreement for the subject lands that incorporates noise mitigation measures to Loblaws Inc.

2. **Requirement for Notice:** It is our opinion that no public notice is required for a Council of a municipality to designate lands as Class 4 under the NPC-300 Guidelines. The designation of an area as Class 4 solely rests with the planning authority of a municipality. The planning authority is to rely on the definitions and descriptors provided in the Ministry of Environment Conservation and Parks (MECP) Noise Publication NPC-300 in determining appropriate noise area classification. Please see below an extract from NPC-300:

Subsection B9.2: "Class 4 area classification is based on the principle of formal confirmation of the classification by the land use planning authority. Such confirmation would be issued at the discretion of the land use planning authority and under the procedures developed by the land use planning authority, in the exercise of its responsibility and authority under the Planning Act."

To the best of our knowledge and confirmed with MECP, no notification is required prior to adopting a council resolution pertaining to approval of a Class 4 designation under the NPC-300 guidelines, nor is there a need to seek input from stationary noise source owners (Loblaws).

However, subsequent to designating the subject site as Class 4, the planning authority or the proponent should provide a copy of the Noise Impact Study to the owners of the stationary noise source (i.e., Loblaws). Please see below extract from NPC-300:

Subsection B9.3: "Where a noise sensitive land use in a Class 4 area has been approved in proximity to a stationary source, the proponent or the land use planning authority should provide a copy of the approved noise impact study for the noise sensitive land use to the owners of the stationary source(s). The formal confirmation of the area classification from the land use planning authority should also be provided. This will allow the owners of the stationary source(s) to use the appropriate classification and sound level limits in applications for MOE approvals."

The proponent has provided a copy of the Noise Study to both the Town and Loblaws.

3. **Warning Clauses:** In our March 13, 2020 letter to the Town we reference Warning Clause F, as per Section C8.3 of the NPC-300. In addition, we suggest Warning Clause E. They are as follows:

Warning Clause E:

Purchasers/tenants are advised that due to the proximity of the adjacent grocery store, noise from the grocery store may at times be audible.

Warning Clause F:

Purchasers/tenants are advised that sound levels due to the adjacent grocery store are required to comply with sound level limits that are protective of indoor areas and are based on the assumption that windows and exterior doors are closed. This dwelling unit has been supplied with a ventilation/air conditioning system which will allow windows and exterior doors to remain closed.

4. **Revised Site Plan Control Drawings:** To assist Council and the Town in their deliberations, we have included a revised set of Site Plan and Building Elevation drawings for consideration (refer to Appendix "A" – Site Plan and Elevations). The most significant changes from the previous version is:
 - a. The removal of balconies on the west side of Building B and the north side of Building C both elevations are facing the Loblaws loading dock and roof top cooling units;
 - b. The addition of Garages C1 and C2 adjacent to the northern property line shared with Loblaws; and

The Corporation of the Town of LaSalle

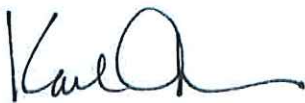
Page 4

May 7, 2020

- c. The addition of a 1.8m pressure treated wood fence to be constructed as a noise barrier (20kg/m2 density) on our clients' lands adjacent to the shared Loblaws property line.

We trust the above information is of assistance and the matter can proceed to Council for approval at your earliest opportunity. Please do not hesitate to contact us should you require additional information or clarification.

Yours sincerely,



Karl Tanner, MCIP RPP

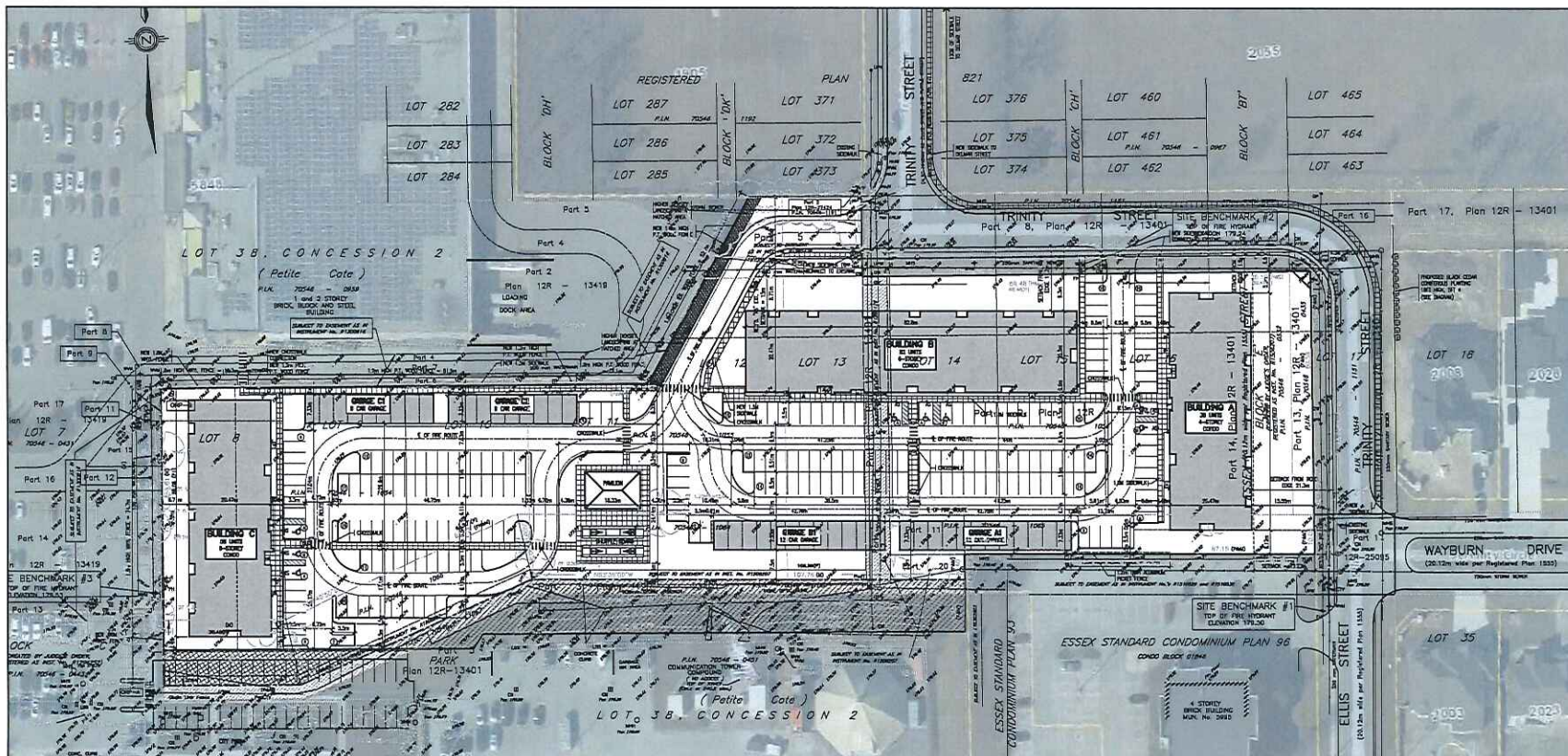
Partner

KDT:dlt

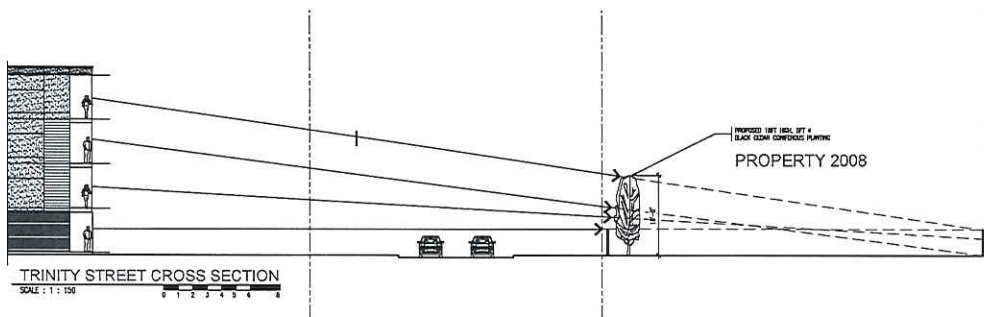
cc: Mr. J. Hewitt, LLB – Legal Counsel
Mr. P. Valente – Creekside LaSalle Inc.
Mr. J. Baker, LLB – Baker Busch LLP
Dr. A. Iravani, P.Eng. – Dillon Consulting Limited
Mr. S. Berrill, B.Arch OAA – ADA Architects

APPENDIX A

Site Plan and Elevations



SITE PLAN
SCALE 1:1,300



SITE DATA - SEE ZONING ORDINANCE AL, B1 & C2 (DO NOT SCALE)

	REQUIRED	PROPOSED
A. LOT AREA	-	30,007.70 m ²
B. BUILDING AREA		31,615 m ²
BUILDING A		31,615 m ²
BUILDING B		235 m ²
BUILDING C		235 m ²
TOTAL		32,085 m ²

DRIVEWAY UNITS

BUILDING A	30
BUILDING B	32
BUILDING C	38
TOTAL	100 UNITS

PARKING REQUIRED

BUILDING A	30
BUILDING B	32
BUILDING C	38
TOTAL	100 UNITS

PARKING PROVIDED

TOTAL	267
-------	-----

NOTE: PROPOSED PARKING REQUIREMENTS ARE BASED ON SPECIFIC ZONING CONDITIONS FOR PARKING.

SITE DATA - SEE ZONING BUILDING A, B & C (DO NOT SCALE)

	REQUIRED	PROPOSED
A. LOT AREA	-	30,007.70 m ²
B. BUILDING AREA		31,615 m ²
BUILDING A		31,615 m ²
BUILDING B		235 m ²
BUILDING C		235 m ²
TOTAL		32,085 m ²
C. BUILDING LOT COVERAGE (%)		104.25
BUILDING A		104.25
BUILDING B		104.25
BUILDING C		104.25
TOTAL		104.25
D. BUILDING DECK FLOOR AREA		21,027.48 m ²
E. BUILDING HEIGHT (MAX)	10.0 m	10.0 m
F. BUILDING SETBACKS (MIN)		10.0 m
BUILDING A		10.0 m
BUILDING B		10.0 m
BUILDING C		10.0 m
G. BUILDING SETBACKS (MIN)		10.0 m
BUILDING A		10.0 m
BUILDING B		10.0 m
BUILDING C		10.0 m
H. FINISHED AREA COVERAGE		100.00%
BUILDING A		100.00%
BUILDING B		100.00%
BUILDING C		100.00%
TOTAL		100.00%

10/04/19 CLIENT REVIEW 02

09/11/19 CLIENT REVIEW

date (m/d/y) issued for:

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5. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

stamp:



1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@architecturalassociates.com web - www.architecturalassociates.com

project:
NEDIN CONDOS

client:
VALENTE DEVELOPMENT CORPORATION

title:
SITE PLAN

scale:
AS SHOWN

drawn by:
RD

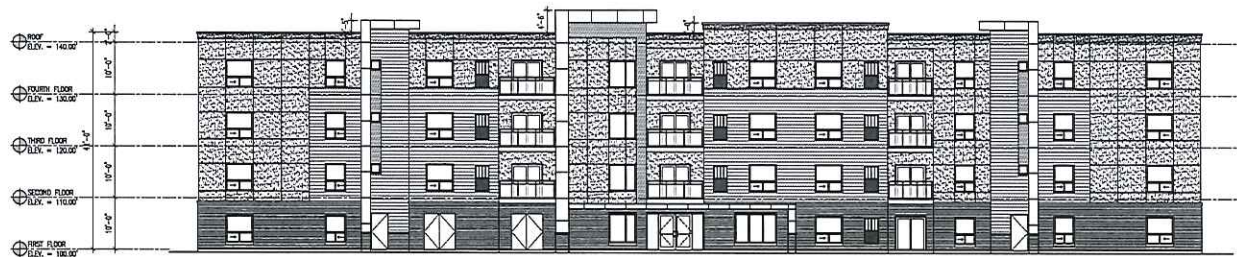
checked by:
SMB

date:
2019/09/11

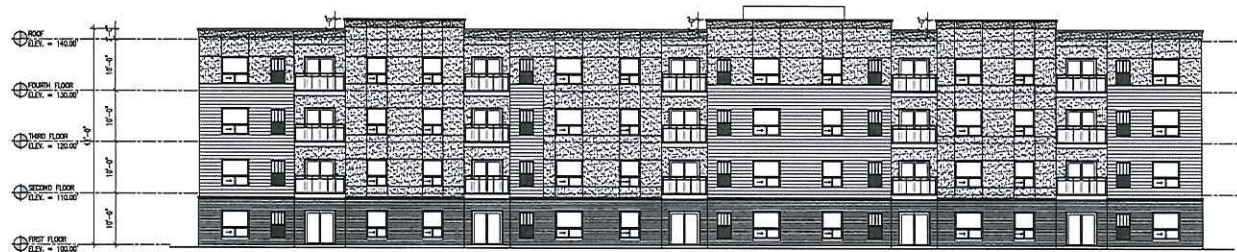
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2019-093

sheet no.:

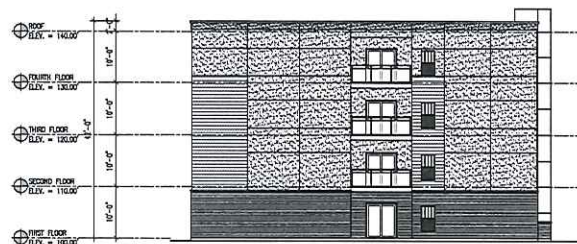
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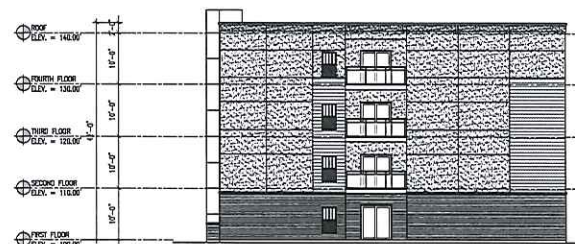
FRONT (WEST) ELEVATION - BUILDING A
SCALE : 3/32" = 1'-0"



BACK (EAST) ELEVATION - BUILDING A
SCALE : 3/32" = 1'-0"



SIDE (NORTH) ELEVATION - BUILDING A
SCALE : 3/32" = 1'-0"



SIDE (SOUTH) ELEVATION - BUILDING A
SCALE : 3/32" = 1'-0"

FIN. NO.	FINISH DESCRIPTION
①	BRICK - COMMON
②	EIFS
③	HARDC SCING 6"
④	HARDC SCING 4"



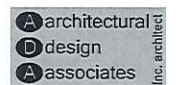
09/19/19 OWNER REVIEW

date (m/d/yyyy) sized for:

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windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@adainc.ca www.adainc.ca

project:
NEDIN CONDOS

client:
VALENTE DEVELOPMENT CORPORATION

file:
PROPOSED ELEVATIONS BUILDING A

scale: AS SHOWN

drawn by: AS

checked by: SMB

date: SEPTEMBER 2019

coord. no.: 2019-093

sheet no.:

A3.1a

09/19/19 OWNER REVIEW

date: (mm/dd/yyyy) sheet: 1c

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A architectural
D design
associates inc. architects

1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email: info@valentedevelopment.com www.valentedevelopment.com

project:
NEDIN CONDOS

client:
VALENTE DEVELOPMENT
CORPORATION

file:
PROPOSED ELEVATIONS
BUILDING B

scale: AS SHOWN

drawn by: AS

checked by: SMB

date: SEPTEMBER 2019

current no.: 2019-093

sheet no.:

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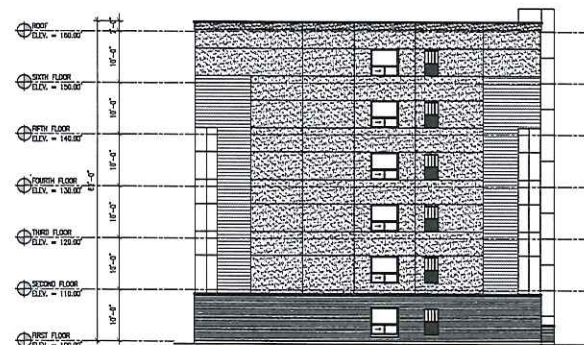
FRONT (SOUTH) ELEVATION - BUILDING B

SCALE: 1/32" = 1'-0"



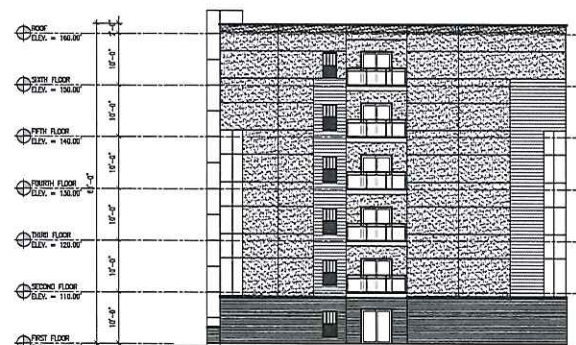
BACK (NORTH) ELEVATION - BUILDING B

SCALE: 1/32" = 1'-0"



SIDE (WEST) ELEVATION - BUILDING B

SCALE: 1/32" = 1'-0"



SIDE (EAST) ELEVATION - BUILDING B

SCALE: 1/32" = 1'-0"

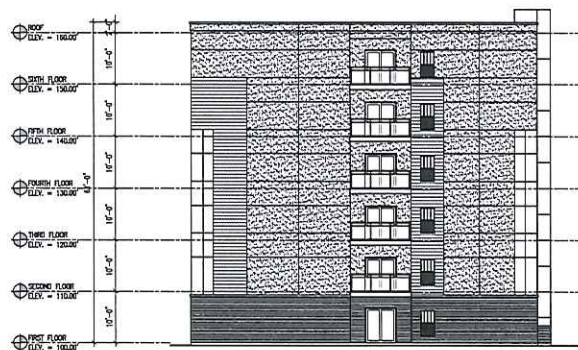
EXTERIOR FINISH SCHEDULE	
SYMBOL	FINISH DESCRIPTION
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②	EIFS
③	HARDC SCISS 6"
④	HARDC SCISS 4"
⑤	HARDC PANELS



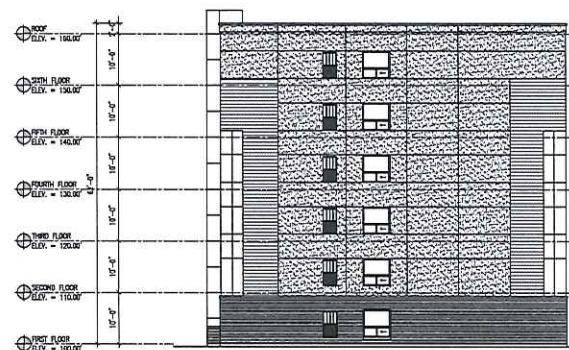
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SCALE: 3/32" = 1'-0"



BACK (WEST) ELEVATION - BUILDING C
SCALE: 3/32" = 1'-0"



SIDE (SOUTH) ELEVATION - BUILDING C
SCALE: 3/32" = 1'-0"



SIDE (NORTH) ELEVATION - BUILDING C
SCALE: 3/32" = 1'-0"

EXTERIOR FINISH SCHEDULE	
NO.	FINISH
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2	BRICK VENER
3	EIFS
4	HARDE SOING 8"
5	HARDE SOING 4"
6	HARDE PANELS



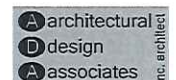
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ph 519.254.3430 fax 519.254.3442
email - info@architecturaldesignassociates.com www.architecturaldesignassociates.com

project:
NEDIN CONDOS

client:
VALENTE DEVELOPMENT CORPORATION

title:
PROPOSED ELEVATIONS
BUILDING C

scale: AS SHOWN

drawn by: AS

checked by: SMB

date: SEPTEMBER 2019

comm. no.: 2019-093

sheet no.:

A3.1c

Larry Silani

From: Tanner, Karl <ktanner@dillon.ca>
Sent: May 22, 2020 10:32 AM
To: Larry Silani
Cc: Hewitt, Jeffrey J.
Subject: Fwd: Creekside Condominium Developments (Valente Development)
Attachments: Class 4 Letter to Town of LaSalle, May 7, 2020.pdf

Larry

Further to your response, it's unfortunate that you have not received the attached information that was sent to your legal counsel a couple of weeks ago. As you are aware, the Class 4 designation is critical to a settlement with Loblaw's. Please let me know when direction has been received and Council Meetings will resume.
Regards
Karl



Karl Tanner MCIP RPP
Partner
Dillon Consulting Limited
3200 Deziel Drive Suite 608
Windsor, Ontario, N8W 5K8
T - 519.948.4243 ext. 3227
F - 519.948.5054
M - 519.791.2168
KTanner@dillon.ca
www.dillon.ca

Please consider the environment before printing this email

Note: I will be working remotely from home for the foreseeable future.

Remember to stay safe and help out those in your family & community that can benefit.

----- Forwarded message -----

From: Jeff Hewitt <jeff@hewittlaw.ca>
Date: Sat, 9 May 2020 at 07:33
Subject: Creekside Condominium Developments (Valente Development)
To: Domenic Dadalt <ddadalt@lasalle.ca>
Cc: Tanner, Karl <ktanner@dillon.ca>, Peter Valente <pvalente@valentecorp.com>

Domenic,

Attached, please find correspondence from Dillon Consulting regarding the above-noted development for consideration by Council.

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

Sincerely,

Jeff



THE CORPORATION OF THE TOWN OF LASALLE

Minutes of a Meeting of the Parks, Recreation and Events Committee

March 12, 2020

9:00 a.m.

Sandwich West Room

2nd Floor LaSalle Civic Centre

5950 Malden Road

Members of Committee Councillor Sue Desjarlais, Councillor Jeff Renaud
Present:

Members of Committee Councillor Mike Akpata
Absent:

Administration Present: P. Funaro, Recreation Manager, M. Masonovich, Manager of Fleet & Facilities, Gaetano Ferraro, Manager of Finance/Deputy Treasurer, T. Brydon, Supervisor of Parks, L. Jean, Deputy Clerk, K. Scherer, Recreation Coordinator, T. Coke, Council Coordinator

A. CALL TO ORDER

Councillor Desjarlais calls the meeting to order at 9:01 a.m.

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None Disclosed.

C. ADOPTION OF MINUTES

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the minutes of the meeting of the Parks, Recreation and Events Committee dated February 20, 2020 BE ADOPTED as presented.

D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

1. Skate Ontario Super Series Skating Competition

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the report of the Recreation Manager dated March 2, 2020 (CR-2020-10) regarding the Skate Ontario Super Series BE RECEIVED; and that Administration BE AUTHORIZED to charge additional fees for twenty-two hours of ice time (for set up); and that Skate LaSalle use two rooms at no additional cost as per the Skate LaSalle agreement; and that Skate LaSalle BE ADVISED that fees may increase in 2021.

Carried.

2. Rogers Hometown Hockey Post Event Report

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the report of the Recreation Manager dated March 5, 2020 (CR-2020-13) regarding results from the Rogers Hometown Hockey Event BE RECEIVED.

Carried.

3. Play for a Cure Hockey Tournament

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the report of the Recreation Manager dated March 2, 2020 (CR-2020-11) regarding the Play for a Cure Hockey Tournament BE RECEIVED; and that any additional fees BE WAIVED.

Carried.

E. NEXT MEETING

F. ADJOURNMENT

The meeting is adjourned at the call of the Chair at 10:25 a.m.

Chair

Council Co-ordinator



COMMITTEE MATTERS
Parks, Recreation and Events Committee

March 12, 2020

Clerk's Note: The Parks, Recreation and Events Committee approved the following matters during their meeting held on March 12, 2020. Copies of items are attached for reference as part of the corresponding Minutes.

1. **Subject:** Skate Ontario Super Series Skating Competition

Clerk's Note: Please note the recommendation is not the same as the administrative recommendation.

Motion: That the report of the Recreation Manager dated March 2, 2020 (CR-2020-10) regarding the Skate Ontario Super Series BE RECEIVED; and that Administration BE AUTHORIZED to charge additional fees for twenty-two hours of ice time (for set up); and that Skate LaSalle use two rooms at no additional cost as per the Skate LaSalle agreement; and that Skate LaSalle BE ADVISED that fees may increase in 2021.

See Report on today's Agenda.

2. **Subject:** Rogers Hometown Hockey Post Event Report

Motion: That the report of the Recreation Manager dated March 5, 2020 (CR-2020-13) regarding results from the Rogers Hometown Hockey Event BE RECEIVED.

See Report, and the post event Budget on today's Agenda.

3. **Subject:** Play for a Cure Hockey Tournament

Motion: That the report of the Recreation Manager dated March 2, 2020 (CR-2020-11) regarding the Play for a Cure Hockey Tournament BE RECEIVED; and that the additional fees BE WAIVED.

See Report on today's Agenda.

Committee Matters- #1

Skate Ontario Super Series
Skating Competition



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee
Prepared by: Patti Funaro, Recreation Manager
Department: Culture & Recreation
Date of Report: March 2, 2020
Report Number: CR-2020-10
Subject: Skate Ontario Super Series Skating Competition Updated Costs

Recommendation

That the report of the Recreation Manager dated March 2, 2020 (CR-2020-10) regarding the Skate Ontario Super Series Skating Competition BE RECEIVED; and that the recommendation to follow the fees as outlined in the User Fee Bylaw BE APPROVED.

Report

At the February 20, 2020 meeting of the Parks, Recreation and Events committee, the following resolution was passed:

“That the report of the Recreation Manager dated February 13, 2020 (CR-2020-07) regarding the Skate Ontario Super Series Skating Competition BE RECEIVED; and that Skate LaSalle provide a further breakdown of requirements and cost for the event; and that this information be brought back to the Committee for the March 2020 meeting”.

Skate LaSalle is unable to provide a financial report for the event at this time. They anticipate that they will be able to do so in early April.

Skate LaSalle reviewed the set up requirements for the event, and have indicated that for future events, only six panels of glass would need to be removed per rink.

Additional fees (not charged in 2020) as identified in the User Fee Bylaw are as follows:

Ice Time:

- Fourteen hours of unusable ice time on Thursday for glass removal (4:00 pm until 11:00 pm on both rinks)
- Three hours of unusable ice time on Friday (9:30 pm – 11:00 pm)
- Eight hours of unusable ice time on Saturday (7:00 am-8:30 am and 8:30 pm-11:00 pm)
- Eighteen hours of unusable ice time on Sunday (7:00-8:30am and 3:30 pm – 11:15 pm)

In total, forty-three hours of unusable ice would be required for the event at a cost of \$7,987.25

The multipurpose room rental fee is \$850.00 per day.

The convenor's room rental fee is \$35.00 per hour.

The lobby rental fee is \$35.00 per hour.

In addition to these fees, it is estimated that the removal and reinstallation of six panes of glass per rink would take approximately twenty-four hours of staff over-time, resulting in approximately \$1200.00 in labour costs. The labour costs to remove the glass in the arenas is not outlined in the User Fee Bylaw.

Please note that the removal of the glass is physically strenuous for staff and there is currently a WSIB claim as a result of removing and reinstalling the glass in 2020.

As per the User Fee Bylaw, Council has the ability to reduce or waive any administrative fee or charge under the by-law.

Consultations

Public Works

Financial Implications

Should fees be waived:

\$7,987.25 in lost ice rental revenue

\$3,670.00 in waived room rental fees (Note: approximate weekend rental revenue is \$1000.00)

In addition approximately \$1200.00 in labour costs to remove and reinstall the glass

Prepared By:


Manager of Recreation and Culture

Patti Funaro

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
Yes	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

Communications

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

Notifications

Name	Address	Email

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Report Approval Details

Document Title:	CR-2020-10-Skate Ontario Super Series Updated Cost Estimates.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

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



Director, Council Services/Clerk

Agatha Robertson

Committee Matters- #2

Rogers Hometown Hockey
Post Event Report



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee
Prepared by: Patti Funaro, Recreation Manager
Department: Culture & Recreation
Date of Report: March 5, 2020
Report Number: CR-2020-13
Subject: Rogers Hometown Hockey Post Event Report

Recommendation

That the report of the Recreation Manager dated March 5, 2020 (CR-2020-13) regarding results from the Rogers Hometown Hockey Event BE RECEIVED.

Report

The Rogers Hometown Hockey Event took place at the Vollmer Complex on February 22 and 23, 2020. It was very successful with positive feedback from our partners and the community. A summary of data from the event is as follows:

Total Cost (to date): \$28,655.16

Bucks for Pucks Contest: Five local schools raised over \$4000.00. The LaSalle Hangout for Youth and the LaSalle Food Bank each received a donation from the contest.

Parade of Champions: Over forty teams participated

Paint the Town Red: Forty-two local businesses took part

Scotiabank Donation: LaSalle Minor Hockey Association and Sun Parlour Female Hockey League each received \$7500.00 from Scotiabank.

Fundraising BBQ/Popcorn sales: LaSalle Minor Hockey Association and Sun Parlour Female Hockey League each received approximately \$2000.00 from sales.

Consultations

Finance

Communications

Financial Implications

\$28, 655.16 in costs associated with set up and promotions

Prepared By:



Manager of Recreation and Culture

Patti Funaro

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 its 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:	CR-2020-13-Rogers Hometown Hockey Post Event Report.docx
Attachments:	- Hometown Hockey post event budget.pdf
Final Approval Date:	Mar 9, 2020

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



Director, Council Services/Clerk

Agatha Robertson



Director, Council Services/Clerk

Agatha Robertson

Item	Budget	Actual Cost	Notes
Mandatory Costs:			
Cleaning of the Premises before, during and after / emptying garbages	\$2,500.00	\$2,500.00	
Dumpster Rental	\$300.00	\$0.00	no dumpster rental
Additional Outdoor Lighting	\$3,500.00	\$1,027.17	
400ft. of barriers and barricades	\$1,000.00	\$300.00	
8 picnic tables	\$0.00	\$0.00	
Existing power on premises - contract electrician	\$6,000.00	\$521.00	electrician not required ESA charge
Portable Toilets	\$2,000.00	\$1,412.50	
First Aid	\$700.00	\$700.00	
Security	\$8,000.00	\$8,300.00	
Rental of Heavy Machinery	\$8,000.00	\$4,800.00	
Contingency	\$4,800.00	\$0.00	
Parking Signs	\$3,000.00	\$381.94	
Total Mandatory Costs (excl. snow removal and contingency)	\$39,800.00	\$19,942.61	
Potential Additional Costs:			
Snow removal and salting	\$5,750.00		
Contingency	\$4,800.00		
Total Mandatory Costs	\$50,350.00	\$19,942.61	
Promotions:			
Rink Boards	\$1,000.00	\$700.00	
Radio Ads	\$1,300.00	\$1,300.00	
Newspaper ads	\$1,000.00	\$1,500.00	
Window Decals	\$2,000.00	\$435.00	
Print (postcards/posters etc/tax insert)	\$2,500.00	\$1,495.00	
Transit Shuttle (both days)	\$2,000.00	\$0.00	moved to Transit promotion
Road Banners		\$1,282.55	
Hockey Cutouts		\$1,000.00	
Staff t-shirts		\$1,000.00	
Total Promotions Costs	\$9,800.00	\$8,712.55	
Total Costs	\$60,150.00	\$28,655.16	

Committee Matters- #3

Play for a Cure Hockey
Tournament



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee
Prepared by: Patti Funaro, Recreation Manager
Department: Culture & Recreation
Date of Report: March 2, 2020
Report Number: CR-2020-11
Subject: Play for a Cure Hockey Tournament

Recommendation

That the report of the Recreation Manager dated March 2, 2020 (CR-2020-11) regarding the Play for a Cure Hockey Tournament BE RECEIVED; and that the recommendation to follow the fees as outlined in the User Fee Bylaw BE APPROVED.

Report

The Play for a Cure Hockey Tournament is scheduled to take place at the Vollmer Complex on Friday, March 27, 2020. This event supports the Cancer Research Collaboration Fund and features numerous NHL Alumni playing in the tournament followed by an NHL All Star Game.

In 2019, the Vollmer Complex hosted the tournament for the first time and the fees for empty ice and for the rental of the food court and multipurpose room were waived.

The event organizers are asking to have the same fees waived again in 2020.

This results in the following financial impact:

- 9.5 hours of lost ice time revenue (\$1765.00)
- Lost room rental revenue of approximately \$1000.00

It should also be noted that the evening hours required for this event would disrupt LaSalle Minor Hockey play downs. (Thursday and Friday evening)

There are a number of other considerations regarding the event including:

- There will be a number of NHL alumni participating in the tournament and the need for security requires that the Gary L Parent ice not be used on Friday evening.
- The Town of LaSalle logo will be featured on sponsor banners, the event website, the all-star game poster, the event programs, screens at draft party and the Cogeco Ad
- The event organizers are providing a banner to be hung permanently in Rink A identifying the Vollmer Complex as the home of the tournament
- There are numerous media conferences throughout the year identifying the Vollmer Complex as the home of the tournament
- The event organizer has suggested a social media interview with Mayor Bondy to highlight LaSalle and the Vollmer Complex

As per the User Fee Bylaw, Council has the ability to reduce or waive any administrative fee or charge under the by-law.

Consultations

Type consultations here

Financial Implications

\$2765.00 in lost revenue if fees are waived

Prepared By:



Manager of Recreation and Culture

Patti Funaro

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
Yes	Managing our human and financial resources in a responsible manner
Yes	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

Communications

	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:	CR-2020-11-Play for a Cure Event.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

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


Director, Council Services/Clerk

Agatha Robertson



THE CORPORATION OF THE TOWN OF LASALLE

Minutes of a Meeting of the Parks, Recreation and Events Committee

May 28, 2020

9:00 a.m.

Sandwich West Room

2nd Floor LaSalle Civic Centre

5950 Malden Road

Members of Committee Present: Councillor Mike Akpata, Councillor Sue Desjarlais, Councillor Jeff Renaud

Administration Present: P. Funaro, Recreation Manager, M. Beggs, Manager of Parks and Roads, M. Masonovich, Manager of Fleet & Facilities, T. Brydon, Supervisor of Parks, G. Ferraro, Manager of Finance/Deputy Treasurer, N. Digesu, Manager of Information Technology, O. Stichhaller, Supervisor of Programs and Events, L. Jean, Deputy Clerk, K. Scherer, Recreation Coordinator, T. Coke, Council Coordinator

Clerk's Note: Councillor Akpata, Councillor Desjarlais, Councillor Renaud and Administration participated in the Meeting electronically via video conference technology.

A. CALL TO ORDER

Councillor Akpata calls the meeting to order at 9:01 a.m.

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None Disclosed

C. ADOPTION OF MINUTES

Moved By: Councillor Desjarlais

Seconded By: Councillor Jeff Renaud

That the minutes of Parks, Recreation and Events Committee Meeting dated March 12, 2020 BE ADOPTED as presented.

Carried.

D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

1. Virtual Recreation Programming

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the report of the Recreation Manager dated May 21, 2020 (CR-2020-17) regarding Virtual Recreation Programming BE RECEIVED; and that the recommendation to proceed with Option 2 with an estimated cost of \$25,278.00 for wages BE APPROVED; and further that the Virtual Recreation Programming

and Online Safety Policy BE AMENDED to reference the Council adopted Video Surveillance Policy, A-SEC-001, and that once amended, the Virtual Recreation Programming Online Safety Policy BE APPROVED.

Carried.

E. NEXT MEETING

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the June 18 2020 Parks, Recreation and Events Committee Meeting BE MOVED to June 11, 2020 at 9:00 a.m.

Carried.

F. ADJOURNMENT

The meeting is adjourned at the call of the Chair at 9:41 a.m.

Chair

Council Co-ordinator



COMMITTEE MATTERS
Parks, Recreation and Events Committee

May 28, 2020

Clerk's Note: The Parks, Recreation and Events Committee approved the following matters during their meeting held on May 28 2020. Copies of items are attached for reference as part of the corresponding minutes.

1. Subject: Virtual Recreation Programming

Motion: That the report of the Recreation Manager dated May 21, 2020 (CR-2020-17) regarding Virtual Recreation Programming BE RECEIVED; and that the recommendation to proceed with Option 2 with an estimated cost of \$25,278.00 for wages BE APPROVED: and further that the Virtual Recreation Programming and Online Safety Policy BE AMENDED to reference the Council adopted Video Surveillance Policy, A-SEC-001, and that once amended, the Virtual Recreation Programming Online Safety Policy BE APPROVED.

See Report, the Amended Policy, a Financial Overview of Option 2 for Virtual Programming, and email correspondence from Frank Cowan Insurance.

Committee Matters- #1

Virtual Recreation Programming



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee

Prepared by: Patti Funaro, Recreation Manager

Department: Culture & Recreation

Date of Report: May 21, 2020

Report Number: CR-2020-17

Subject: Virtual Recreation Programming

Recommendation

That the report of the Recreation Manager dated May 21, 2020 (CR-2020-17) regarding Virtual Recreation Programming BE RECEIVED; and that the recommendation to proceed with Option 2 with an estimated cost of \$23,784.00 for wages BE APPROVED; and further that the Virtual Recreation Programming and Online Safety Policy BE APPROVED.

Report

During the current pandemic, like many other sectors, the recreation sector has had to shift from traditional methods and begin to think of other ways to provide our services to the community. Many municipalities and organizations are offering virtual programs through website, social media, telephone and video conferencing. The Town of LaSalle has started to offer some options through these methods and staff have been conducting research and participating in webinars to generate ideas and hear about best practices for this new area of programming.

During and after emergencies, recreation can provide essential supports for people to manage stress, cope with challenges, and reconnect with their communities. It also helps people return to a sense of normalcy by providing familiar routines and activities. Offering virtual programming will allow staff to maintain relationships with our members and program participants. Keeping these relationships is important for the transition back to traditional in person programs in the future. In addition, bringing some part-time employees back to work will allow us to reconnect with some of our workforce while providing much needed employment opportunities. Virtual programs may also bring in new participants who have not participated in traditional programs in the past while

offering us the opportunity to pilot new programs that could be continued once restrictions are lifted.

As with any type of program we offer, the privacy, safety and consideration for all participants engaging in virtual recreation programs will be a top priority when developing and implementing online programs. A Virtual Recreation Programming and Online Safety Policy has been developed and is attached to this report (Appendix C). All virtual programming staff will review and abide by the policy. In addition, staff will be provided with training specific to virtual programming.

There are a number of funding resources that will assist in supporting the delivery of these programs:

- The Canada Summer Jobs program, a component of the Youth and Employment Skills Strategy will provide a total of \$78,400.00 towards 20 positions. The Town of LaSalle will be responsible for covering the difference between minimum wage and our rate of pay and the mandatory employment related costs (MERCs). This is approximately \$3.15 per hour for all positions except the Personal Training/Fitness Coaching position. For the purposes of estimating this amount, the middle range of the pay grid was used. Depending on which step of the grid part-time staff are in, hourly wage rates can range between \$14.46 and \$16.15 per hour. The town contribution for personal training would be approximately \$18.81 per hour. The cost breakdown is outline in Appendix B.
- Essex Power Corporation Youth in Community Fund has provided \$10,000.00 toward children and youth programs for 2020.
- Pathway to Potential Universal Programming fund has provided \$5000.00 to provide community programs.

Option 1

Continue with our current compliment of staff and offer some programs such as fitness, seniors and some special events. All programs will be offered at no charge to the participant. Details and specific programs are outlined in Appendix A.

Option 2

Offer comprehensive virtual programming throughout June, July and August at an approximate total cost of \$23,784.00 for wages. All programs will be offered at no charge to the participant. Details and specific programs including a breakdown of costs are outlined in Appendix B.

Consultations

Finance

Financial Implications

\$23,784.00 in wages

Prepared By:

A handwritten signature in black ink that reads "P. Funaro". The signature is stylized with a cursive-like font.

Manager of Recreation and Culture

Patti Funaro

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
Yes	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-2020-17-Virtual Recreation Programming.docx
Attachments:	<ul style="list-style-type: none">- Virtual Programming Report - Appendix A.pdf- Virtual Programming Report - Appendix B.pdf- Virtual Recreation Programming and Online Safety Policy.pdf
Final Approval Date:	May 21, 2020

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



Director, Council Services/Clerk

Agatha Robertson

In addition to the information provided in CR-2020-17 regarding Virtual Recreation Programming, there is some slight changes to the required contribution from the town and some additional information available. Details are contained in the updated attachments.

- The total contribution from the town is updated to \$25,278.00
- There is additional details regarding the program schedules and staff required
- The augmented reality fireworks show is now six minutes in length
- There is additional correspondence from Frank Cowen insurance with respect to signed waivers for minors

Appendix B

Option 2 – Virtual Recreation Programming

	Program Information	Total Estimated Costs	Funding Contribution	Town Financial Contribution
Children/Youth and Families				
1.	<p>Virtual Day Camp Seven weeks of daily activities, offered for children ages 4 to 12 years through Zoom. Monday to Friday July 13 – August 28 Group One(4-7 years): 9:00am – 9:30am Group Two(8-12 years): 10:00 am – 10:30 am Group Three(specialty): 11:00am – 11:30am</p> <p>Group One(4-7 years): 1:00p –1:30p Group Two(8-12 years): 2:00p – 2:30p Group Three(specialty): 3:00p – 3:30p</p> <p>Four staff @40 hours/week x 7 weeks=1,120 hours x \$17.60/hour</p>	\$19,712.00	<p>\$15,680.00 Canada Summer Jobs \$3,500.00 Essex Power Fund Total:\$19,180.00</p>	\$532.00
2.	<p>Canada Day Augmented Fireworks Six minute augmented fireworks display scheduled for Canada Day. Includes video introduction from the Mayor and/or local celebrity.</p>	\$3,000.00	\$3,000.00 Essex Power Fund	None
Adults				
1.	<p>Virtual Fitness Classes through Zoom (10 classes per week x 10 weeks) Led by LaSalle Fitness instructors from home during July and August</p>	\$2,500.00	No funding source available	\$2,500.00
2.	<p>Virtual Fitness Coaching/Personal Training (16 years and up) One-on-one fitness activities offered through Zoom. 4 instructors @ 40 hours/week x 7 weeks @\$32.91/hour</p>	\$36,862.00	\$15,680.00 Canada Summer Jobs	\$21,182.00
Seniors				
1.	Cyber Seniors Intergenerational Computer Classes	\$19,712.00	\$15,680.00 Canada Summer Jobs	\$532.00

	One-on-one computer lessons conducted by telephone appointments for 14 weeks in total. 4 instructors @ 40 hours/week x 7 weeks = 1,120 hours x \$17.60/hour		\$3,500.00 P2P Universal Programming	
All Ages				
1.	Online Engagement: Virtual Recreation Complex Virtual Night Market Videos Contests 4 instructors @ 40 hours/week x 7 weeks = 1,120 hours x \$17.60/hour	\$19,712.00	\$15,680.00 Canada Summer Jobs \$3,500.00 Essex Power Fund	\$532.00
Total Town Contribution:				\$25, 278.00



The Corporation of the Town of LaSalle
Policy Manual

Virtual Recreation Programming and Online Safety Policy

Policy Manual Section:

Policy Number:

Authority:

Date Approved:

Department Responsible: Culture and Recreation

Revision Date:

Review Date:

Status: Active

Policy Statement

It is the policy of the Town of LaSalle (hereby referenced as “The Corporation”) that the privacy, safety and consideration for participants engaging in virtual recreation programming shall be considered the top priority when developing and implementing online programs.

Purpose

Online forums and gatherings provide an opportunity for the Culture and Recreation Department to connect with residents and program participants outside of regular programming and to fill the gaps in recreation programming during times of mass shelter, lockdown and isolation. The purpose of this policy is to establish a set of guiding principles for the development and implementation of online recreation programming to ensure safety in an online environment. This includes:

- Providing common-sense protocols and best practices to ensure safety and security of online programming.
- Demonstrate importance of internet safety in regards to online virtual recreation programming to all Town of LaSalle employees

Scope

This policy applies to all employees within the Culture and Recreation Department who engage in, or hold stake in, online and virtual recreation programming.

This policy also applies to any technological application where Town of LaSalle Culture

and Recreation employees are engaged in business activities in the performance of their jobs and within operation of Town of LaSalle programs, including, but not limited to:

- Video conferencing applications such as Zoom or Teams
- YouTube videos
- Pre-recorded videos
- Live videos or streams

Roles and Responsibilities

The Corporation is committed to ensuring appropriate internet safety while hosting and operating online virtual recreation programming within the Culture and Recreation Department. The Corporation understands the organization's responsibility, both ethically and legally, in taking all reasonable precautions, evaluations and safeguards when operating online programming. This includes having safeguards in place to uphold safety as well as securing personal information.

Definitions

- **Access** refers to gaining entry to a network provided by the Town to its employees and other authorized users, on or outside Town premises, including Telework situations and where employees or authorized users are using the network for business purposes or for personal use in accordance with the provisions of this policy on their own time.
- **Authorized Users** refers to persons using a computer or computer account in order to perform work in support of Town business.
- **Disqualifying/Disconnecting** refers to removing the access and participation of an individual from an online recreation programming, as deemed necessary by the moderator.
- **Instant Messaging** is an Internet communications service used to send and deliver messages and content immediately. To use the service, users must be logged on to the server that hosts the instant messaging service, for example Private chat room
- **Internet** refers to the worldwide collection of networks which is linked through a common communications protocol and which collection of networks is used as a common basis for communications for all types of applications. Use of the Internet specifically includes access to the World Wide Web (WWW).
- **Online virtual recreation programming** refers to programs and activities operated by the Town of LaSalle in an online format. This includes programs operated on Zoom, Facebook or other platforms.
- **Video-conferencing application/program** refers to an application or program which can be utilized as a video-chat for online recreation programs. In most cases, the Corporation will use the video-conferencing platform Zoom.
- **Youth participant** refers to a youth under the age of eighteen (18) who is a participant in an online recreation program hosted by the Town of LaSalle and requires adult consent for participation in such programming.

Procedures

The following procedures shall be used to ensure the safety of both employees (authorized users) and participants engaging in virtual recreation programming:

Technology

- Online virtual programming shall be hosted using the Town of LaSalle's licensed and operated accounts only. No personal employee accounts shall be used in the execution of online programming.
- Town of LaSalle licensed and operated accounts must be accessible to more than one member in Management. This includes making the username and credentials available to multiple persons.

Safety

- Online virtual programs shall only be operated with prior permission from a person from Management. Employees are not permitted to operate their own programs without first notifying Management and receiving approval.
- An Informed Letter of Consent must be prepared and submitted to the parent prior to the program. The Town of LaSalle must receive the completed Letter of Consent to allow a minor to participate in virtual recreation programs.
- The employee administering the online program shall operate the video-conferencing program in an administrator or moderator mode. This will allow the employee to close the program to unregistered participants, control access to the platform, and have the ability to mute, disqualify or disconnect any user.

The Corporation recognizes the various populations that online recreation programming may appeal to. Therefore, it is necessary to develop different rules for different populations to create a safe experience.

Youth Participants

For online programming involving youth participants, the Town of LaSalle will:

- Maintain a minimum of two (2) employees hosting a video-conferencing program;
- Maintain a record of attendance of each registered participant;
- Disqualify/Disconnect participants as needed;
- Request that a parent/guardian not provide the youth participant with headphones/earphones to ensure audio is available to both the parent/guardian and youth participant;
- Will not instant message a participant in a private manner through video-conferencing platforms or in the operation of an online virtual recreation program;
- Will request that a parent of a youth participant is in the room at the commencement and conclusion of each video-conferencing program, and;
- Will request that a parent/guardian remains in the same room as their child for the duration of the video-conferencing program to minimize the risk of a youth participant being left alone on the computer.
 - Note: Requests are made to ensure internet safety for all participants. The Corporation reserves the right to abruptly end the program or disqualify a participant at any time.

Adult Participants

For online programming involving adult participants, the Town of LaSalle will:

- Maintain a minimum of two (2) employees hosting the video-conferencing program at all times;
- Disqualify/Disconnect participants as needed

Disqualifying/Disconnecting a User

While operating online virtual recreation programming, the situation may arise for an employee, moderator or administrator of a video-conferencing platform to disqualify or disconnect a user. The Corporation reserves the right to disqualify any user in violation of any Harassment or Discrimination Policy, as well as anyone who demonstrates inappropriate behaviour including, but not limited to:

- Wearing inappropriate clothing, as deemed inappropriate by the moderator;
- Using inappropriate or foul language;
- Displaying inappropriate or foul behaviour;
- Violating the Town of LaSalle Harassment and Discrimination Policy

Note: the moderator of the program reserves discretion, where applicable or necessary, to determine what constitutes inappropriate behaviour where the manner is not immediately clear. Discretion shall be limited however and applied on a case-by-case basis as inappropriate behaviour shall be determined by common sense principles.

Emergency Action Procedure

While operating online virtual recreation programming, the situation may arise for an employee, moderator or administrator of a video-conferencing platform to enact the Emergency Action Procedure guidelines. Reference shall be made to the internal Emergency Action Procedure in the event a major incident occurs.

Confidentiality

The Town of LaSalle treats all information received as confidential information and any information shared or discussed online will not be shared with anyone other than those who have a legitimate right to know. In accordance with the Municipal Freedom of Information and Protection Act, personal information is collected under the authority of the Municipal Act.

- Documentation and Letters of Consent shall be collected by utilizing an electronic document application, or by receiving a completed application from email.
- All live virtual recreation programs shall be recorded in accordance with the Town of LaSalle Video Surveillance Policy

Duty to Report

In accordance with the Ontario Child, Youth and Family Services Act, 2017, S.O. 2017, section 125(1), the Town of LaSalle has a duty to report a child in need of protection. The Act is publicly

available at <https://www.ontario.ca/laws/statute/17c14>

The duty to report is a legal duty and shall be abided by in all online virtual recreation programs. All reports shall be made directly to the Children's Aid Society, as outlined by the Act. The duty to report supersedes confidentiality and a reasonable expectation of privacy due to the authorization by statute.

Employee/Management Roles

As an employee of the Town of LaSalle, you have the following responsibilities to our workplace.

Employee's Role

All employees are expected to:

- Understand this policy and its relevant application.
- Understand the severity and seriousness of practicing safe online programming. Employees found to be in violation of this policy, or engaging in inappropriate behaviour including by not limited to any of the following are subject to disciplinary action:
 - Contacting youth participants through personal accounts or after program hours
 - Using inappropriate language, actions or gestures
 - Other inappropriate behaviour or actions
- Participate in, and apply the principals, knowledge, and information received during training.
- Maintain proper online etiquette and follow procedural guidelines.

Management's Role

- Responsible for supervising the development and implementation of online recreation programming.
- Management is expected to understand, enforce and communicate this policy to all employees.
- Ensuring the ongoing process of monitoring and provide operational support to staff.

Training

All employees shall receive training on the Virtual Recreation Programming and Online Safety Policy at the time of hire, at the beginning of operation of an online recreation program, and at least annually using the LaSalle Learning Management System www.townoflasallesafety.com.

- Training will also be provided, where appropriate, for employees who change position.

Evaluation

The Virtual Recreation Programming and Online Safety Policy is reviewed and updated annually by the Culture and Recreation Department, reviewing the implementation of the policy as well as its effectiveness, or as changes are made through provincial legislation. Deficiencies in the policy will be noted.

Commitment to Improvement

The Culture and Recreation Department remains committed to internet safety to eliminate the risk of harm to vulnerable persons, including seniors and children, participating in virtual recreation programs.

References

- Ontario Child, Youth and Family Services Act, 2017, S.O. 2017
- Plan to Protect®
- Town of LaSalle Computer Acceptable Use Policy
- Town of LaSalle Harassment and Discrimination Policy
- Town of LaSalle Protecting Personal Information
- Town of LaSalle Video Surveillance Policy

Review Dates

From: **Christine Lanoue** <clanoue@brokerlink.ca>
To: **Patricia Funaro** <pfunaro@lasalle.ca>
Subject: RE: Town of LaSalle
Date: 26.05.2020 14:59:44 (+0000)

Hi Patti

Please see below Frank Cowan's response:

Hi Christine,

It really doesn't matter what form the Town gets their waivers signed, as long as they are getting them. If the electronic version is not doable, then finding a way to have participants sign a paper copy and return it would be sufficient, we just ask that they are 100% sure a waiver is signed and on file before participation is granted.


I hope this makes it easier for you to have more participation based on the many ways this form can be returned.

If you require anything further please feel free to reach out ☺

Sincerely,



Christine Lanoue-Menovcik, B.Comm, R.I.B.
Account Executive | **BrokerLink – Windsor Branch**
Cell phone 226-344-1837

T: 519-969-5910 x 87801 | F: 519-969-5947 | clanoue@brokerlink.ca
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From: Patricia Funaro [mailto:pfunaro@lasalle.ca]
Sent: Monday, May 25, 2020 9:45 AM
To: Christine Lanoue <clanoue@brokerlink.ca >
Subject: RE: Town of LaSalle

Hi Christine,

I am wondering if there is any flexibility with the use of an electronic waiver? We are challenged to find something that integrates with our registration system and if we use an electronic system (such as docusign), we will have to manually send the link to each participant in addition to the registration process. Could we instead have a paper form that parents sign and either email or mail back to us? Our registration software will allow us to automatically email a PDF of the consent form to as part of the registration process.

I know that the high schools in our area send home paper forms to sign, so wondering if this would suffice for our virtual programs as a waiver?

Thanks,

Patti Funaro

Recreation Manager,
Town of LaSalle

From: Christine Lanoue <clanoue@brokerlink.ca>
Sent: Tuesday, May 05, 2020 10:43 AM
To: Patricia Funaro <pfunaro@lasalle.ca>
Subject: RE: Town of LaSalle

Hi Patti

Please see below response from Frank Cowan 😊

Hi Christine,





All the below security measures look good. As long as all minor participants have a signed consent form from a parent along with proper supervision we have no further comments.

Thank you,

Brianna Gauthier, R.I.B. (Ont.), Account Services Coordinator
1-800-265-4000 ext. 55223
brianna.gauthier@frankcowan.com
frankcowan.com



Christine Lanoue-Menovcik, B.Comm, R.I.B.
Account Executive | **BrokerLink – Windsor Branch**
Cell phone 226-344-1837

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From: Patricia Funaro [<mailto:pfunaro@lasalle.ca>]
Sent: Monday, May 4, 2020 11:15 AM
To: Christine Lanoue <clanoue@brokerlink.ca>
Subject: RE: Town of LaSalle

Hi Christine,

I have one further question. I initially said that we would not allow minors to use video or audio during the program, but I have since participated in a workshop provided by Parks and Recreation Ontario. It seems that other municipalities and organizations are allowing this during their virtual programs as they are trying to connect with the patrons they serve and that is difficult to do when participants can't see each other and can't talk to the instructor or each other. The other organizations that are doing this that presented on the webinar are: The Town of Innisfil, The City of Hamilton, The University of Guelph and the Boys and Girls Club of Ottawa.

The Ontario Camps Association also recognizes that camps will likely be offering virtual programming and is preparing resources and guidelines.

Given this, I would like for the Town of LaSalle to have the option to offer virtual programs in this manner. The following security measures would be taken:

- the Town of LaSalle will use a licensed Zoom account, which provides greater security than the free account
- all participants will have to pre-register in order to be given the secure meeting ID and password
- the town would use the waiting room option on Zoom, and only registered participants would be allowed in the meeting
- once participants have been allowed in and the program has started, the meeting will be locked and no one new can join the meeting
- all minor participants will need a signed letter of consent prior to being allowed to participate
- parents will be asked to remain in the room during the meeting
- two staff members will be on every call, and one staff will be assigned to manage the meeting. Should anything inappropriate occur from a participant, they will immediately be removed from the meeting. Should anything inappropriate occur from outside (IE, hackers) the meeting would immediately be ended.
- participants will be asked to use their first name only on the screen
- the chat function will be disabled
- staff will be trained in safe online engagement with youth
- an emergency action plan for online programs will be developed and all staff will be trained

Are there are any concerns with the town moving forward in this manner? Please advise.

With thanks,

Patti Funaro

Recreation Manager,
Town of LaSalle

From: Christine Lanoue <clanoue@brokerlink.ca>

Sent: Thursday, April 30, 2020 3:53 PM

To: Patricia Funaro <pfunaro@lasalle.ca>

Subject: FW: Town of LaSalle

Hi Patti

Below is Frank Cowan's advice on your request.
There is lots of wonderful information.

Please feel free to reach out if you have any other questions or concerns ☺

Sincerely,



Christine Lanoue-Menovcik, B.Comm, R.I.B.
Account Executive | **BrokerLink – Windsor Branch**
Cell phone 226-344-1837

T: 519-969-5910 x 87801 | F: 519-969-5947 | clanoue@brokerlink.ca

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From: Aran Myers [<mailto:aran.myers@frankcowan.com>]
Sent: Thursday, April 30, 2020 9:51 AM
To: Christine Lanoue < clanoue@brokerlink.ca >
Cc: Brianna Gauthier < Brianna.Gauthier@frankcowan.com >
Subject: FW: Town of LaSalle

Good morning Christine,

Below is our response from Risk Management on the online video classes the Town is considering. I also sent this to underwriting for their comments. I haven't received anything back from them just yet so I followed up to see if they had anything to add or if this is more of a RM response type of thing.

Once I hear back from u/w I'll let you know either way, but in the meantime there is some great information below from RM to share with the insured.

Thanks!
Aran

Aran Myers, RIBO, Regional Manager
p.1-800-265-4000 ext. 55410
c. 226-387-3673
aran.myers@frankcowan.com
frankcowan.com



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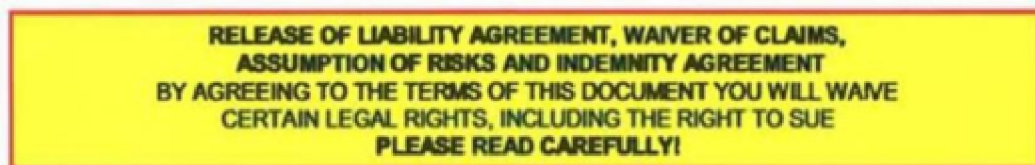
From: Marina Cosentino < Marina.Cosentino@frankcowan.com >
Sent: April 30, 2020 8:22 AM
To: Aran Myers < aran.myers@frankcowan.com >
Cc: Dianne Savage < Dianne.Savage@frankcowan.com >; Brianna Gauthier < Brianna.Gauthier@frankcowan.com >; Tracy Eso < Tracy.Eso@frankcowan.com >
Subject: FW: Town of LaSalle

Morning Aran,

This is a great idea for the recreation facility to offer video programs to provide support to the community and encourage them to keep active during these times. It is becoming more common to offer programs/classes online.

I have discussed this with Tracy our Assessment and Solutions Manager and here are our risk management considerations:

- With respect to the Town's cyber security, it is important they utilize a robust security system to protect against intrusions. The Town must do everything they can do to ensure safe networks.
- A hazard with the use of online video are hackers getting possession of a participants and instructors video or personal information and then uses it online in an inappropriate manner.
- There might be an issue with copyright in regards to the ownership of the video.
- We like to see the Town using the organization Plan to Protect to create a policy. It seems like their website provides guidance against inappropriate activity against participants.
- In regards to the fitness program, the participants should be aware of their own personal limitations and exercise at a pace that is comfortable and appropriate to their needs.
- We recommend the Town include an electronic waiver in their guidelines/policy that is made visible to the participants when registering for the programs as well as a signed consent form for children. The Town does not want to be held liable for any injuries, health problems or computer issues arising from the use of the Town's services. I have attached some articles from our centre of Excellence relating to Waivers that could be helpful. We recommend they have waivers drafted and reviewed by their lawyer.
- Bold and/or highlighted heading using "warning" or similar. Some waivers that were enforced in Court contained the following verbiage, bold text & highlighting:



We hope this is helpful. If you have any questions please do not hesitate to ask.

Have a great day!

Marina Cosentino, Risk Analyst
1-800-265-4000 ext. 55262
marina.cosentino@frankcowan.com
frankcowan.com



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From: Christine Lanoue <clanoue@brokerlink.ca>

Sent: April 29, 2020 12:42 PM

To: Aran Myers <aran.myers@frankcowan.com>

Subject: Town of LaSalle

Hi Aran

The Town is looking for ways to operate during Covid-19.
Below is a lengthy email asking for thoughts on this.
Can you possibly offer an insight into her inquiry.

Thank you in advance.

Sincerely,

Christine Lanoue-Menovcik, B.Comm, R.I.B.

Account Executive | **BrokerLink – Windsor Branch**

Cell phone 226-344-1837

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From: Patricia Funaro [<mailto:pfunaro@lasalle.ca>]

Sent: Wednesday, April 29, 2020 11:45 AM

To: Christine Lanoue < clanoue@brokerlink.ca >

Subject: RE: Phone Call

Hi Christine,

Further to the voice mail message I left you this morning, the town is exploring what types of recreation programs we could offer to the community during the shutdown of recreational facilities. The Ontario Government's Framework for Reopening our Province indicates that it will still be quite some time before traditional in person recreation programs can resume. With that in mind, we are looking for ways to provide supports for the community to manage stress, cope with challenges and reconnect with the community in a new way as well as help the community return to a sense of normalcy by providing familiar routines and activities. Many recreation providers are using video conferencing software (such as Zoom) to offer programs. I am looking for input with respect to insurance coverage for offering these types of programs. Some further information for you:

- An organization called Planned to Protect (<https://www.plantoprotect.com/home/>) has resources available (training and policy) for engaging with vulnerable populations online. I have been using these resources to develop guideline that we would follow for our programs. Examples include a signed informed consent from parents, no use of video or sound for minors (they can view and hear the instructor, but the instructor can't see them), two staff on a call at all times to name a few.
- We are considering offering senior and adult guided fitness programs and guest speaker workshops as well as camp programs for children 4-12 years. Online programs would not be longer than 1 hour in length at a time.

Any feedback you could provide would be much appreciated. Please let me know if you require any

further information.

Looking forward to hearing from you.

Thanks,

Patti Funaro

Recreation Manager,
Town of LaSalle

From: Christine Lanoue <clanoue@brokerlink.ca>

Sent: Monday, April 27, 2020 4:40 PM

To: Patricia Funaro <pfunaro@lasalle.ca>

Subject: Phone Call

Hi Patti

Sorry I was tied up today.

I will call you tomorrow to discuss the planning for the Vollmer.

Thanks

Christine Lanoue-Menovcik, B.Comm, R.I.B.

Account Executive | **BrokerLink – Windsor Branch**

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The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: L. Silani, RPP, MCIP, Director of Development & Strategic Initiatives

Department: Development & Strategic Initiatives

Date of Report: May 29, 2020

Report Number: DS-15-2020

Subject: Municipal Heritage Committee

Recommendation

That the report of the Director of Development & Strategic Initiatives dated May 29, 2020 (DS-15-2020) regarding a Municipal Heritage Committee BE RECEIVED.

Report

As requested, this Staff Report is intended to provide members of Council with information pertaining to:

- i. The Legislative Authority for Ontario municipalities to establish a Municipal Heritage Committee;
- ii. The Roles and Responsibilities of a Municipal Heritage Committee;
- iii. How a Heritage Committee is established;
- iv. Resources required should Council wish to establish a Municipal Heritage Committee.

The Ontario Heritage Act provides a legal framework to be used by municipalities to protect and conserve properties of significant heritage value or interest. Under this legislation, a municipality can establish a Municipal Heritage Committee to advise Council on all matters related to the identification, protection and promotion of cultural heritage.

A Municipal Heritage Committee is appointed by and is responsible and accountable to Municipal Council. It assists Council make decisions on any matter relating to the legal

designation and conservation of property of cultural heritage value or interest, including individual properties and heritage conservation districts.

Section 28 of the Ontario Heritage Act defines the Committee's statutory roles as follows:

- To advise and assist Council on all matters relating to Part IV (Conservation of Properties of Cultural Heritage Value or Interest) and on the identification of a potential Heritage Conservation District under Part V;
- To advise and assist Council on other heritage matters, as Council may specify by by-law.

Under Part IV of the Ontario Heritage Act, once a Municipal Heritage Committee is established, Council is required to consult with it:

- during the designation process for individual properties;
- on applications to alter designated properties;
- on applications to demolish or remove;
- on applications to repeal designation by-laws.

Under Part V of the Act, Council also has to consult with the Municipal Heritage Committee before passing a by-law to define one or more areas to be examined for future designation as a heritage conservation district.

According to advisory documents issued by the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries, Council can and should also assign the following additional responsibilities to their Municipal Heritage Committee:

- a) conducting municipal-wide heritage surveys that identify, examine and evaluate properties and areas that are worthy of protection, leading to the creation of a Municipal Heritage Register;
- b) preparing and providing information for the community pertaining to heritage conservation matters, and producing newsletters, guidelines and other promotional material to be used to educate property owners and the broader community with respect to local cultural heritage resources, best practices, and the applicable provisions of the Ontario Heritage Act;

- c) providing a recognized forum for residents to express their interest in heritage conservation, and supporting community efforts to protect and preserve important local cultural heritage resources.

The following cultural heritage policies were adopted by Council as part of the recently approved LaSalle Official Plan document:

“3.2.3 Cultural Heritage

- a) The Town recognizes the importance of its cultural heritage resources. The Town will, in partnership with community organizations, identify cultural heritage resources while encouraging their conservation, restoration, maintenance and enhancement as part of the community’s ongoing evolution.
- b) Pursuant to the Ontario Heritage Act, the Town may designate properties, including built heritage resources, heritage conservation districts, cultural heritage landscapes, archaeological resources and other heritage elements. The Town shall encourage partnerships with land trusts and private sector partners to promote the appropriate conservation of these cultural heritage resources.
- c) It is the intent of the Town to conserve and enhance designated cultural heritage resources in situ, wherever possible. The proposed relocation, removal or demolition of the heritage attributes assigned to a designated heritage property, and the development or site alteration on a designated property shall be subject to the provisions of the Ontario Heritage Act.
- d) The inventory, evaluation and conservation of cultural heritage resources of all types shall be carried out in accordance with the Ontario Heritage Act and shall conform to the applicable standards and guidelines available in the Parks Canada Standards and Guidelines for Historic Places in Canada, the Ontario Heritage Toolkit, and the Ministry of Tourism, Cultural and Sports’ 8 Guiding Principles.”

Ontario municipalities establish a Municipal Heritage Committee through a by-law that is adopted by Council. The by-law establishing this committee would include a Terms of Reference for how the committee is to operate and what the mandate of the committee

is. Attached, as Appendix 1 to this report, is an example of a Terms of Reference/Mandate for a Municipal Heritage Committee.

The Municipal Heritage Committee operates independently of Council, in keeping with the Terms of Reference/Mandate contained in the Council adopted by-law, and in accordance with the statutory/regulatory framework set out by the Province of Ontario in the Ontario Heritage Act.

Each Municipal Council must determine how many members are appointed to this committee, and what qualifications the members must possess. The Ontario Heritage Act requires a minimum of five members, however, most committees have between seven and eleven members. It is important for the Municipal Heritage Committee to have a broad cross-section of technical knowledge and experience --- including local historians, heritage architects, structural engineers, and tradespersons that have experience with historic building restoration. Most committees also have one or two Municipal Councilors as voting members on the Municipal Heritage Committee.

Depending on the size of the municipality and the expertise of the existing available Staff, each Council also assigns one or more municipal staff as a liaison and/or staff resource person(s) for the Municipal Heritage Committee. This staff liaison/resource person(s) would answer routine inquiries, forward and receive correspondence on behalf of the Committee, prepare agendas and minutes, hire and manage outside consultants, publish and serve notifications and perform other administrative/statutory duties required to comply with the legislative requirements as set out in the Ontario Heritage Act, and to complete tasks as prescribed in the Council adopted Terms of Reference/Mandate for this committee. In many municipalities this staff liaison/resource function is performed by Council Services and Planning Staff.

As part of the annual budget deliberations, Council provides the Municipal Heritage Committee with an annual operating budget. The budget dollars allocated across the Province of Ontario for municipal heritage purposes vary, and depend to a large degree on the extent of heritage conservation, education and promotion that is being undertaken in each of those communities.

Should Council wish to move forward with the establishment of a Municipal Heritage Committee for the Town of LaSalle, it should be noted that during the first two to three years from the date that a new Municipal Heritage Committee is established, Council will need to allocate an annual budget of between \$75,000 to \$100,000 per year.

This initial funding is required to cover the operational costs of the new committee and to pay the one-time costs associated with the retention of a qualified consultant to undertake a comprehensive Town-wide Municipal Cultural Heritage Study.

For all subsequent years, there will be a need to set aside and budget approximately \$50,000 to \$70,000 per year, to cover approximately 50 percent of the cost of hiring one additional Staff person (i.e. a new heritage planner), and to offset the on-going program costs associated with the education, outreach and promotion work of the new committee.

The Ontario Government has prepared a guideline to explain what is involved in undertaking this type of initial cultural heritage work – leading to the creation of a Municipal Heritage Register. Attached, as Appendix 2 to this report is a copy of this provincial guideline. The research work that needs to be completed as part of this Town-Wide study is extensive in nature and is very detail oriented --- requiring specialized skills, knowledge and experience to successfully complete.

Once this initial work is completed, the Municipal Heritage Committee would then have the required information to consider various “go-forward” options in terms of how best to further Council’s cultural heritage goals and objectives.

These future options could involve one or more promotion and/or education programs, and would likely also involve moving forward with the formal designation of one or more individual property that has been identified as warranting a formal heritage designation under the provisions as set out in the Ontario Heritage Act.

Consultations

None

Financial Implications

Additional Staff and Financial Resources as noted in this Staff Report will have to be allocated by Council as part of subsequent budgets, should Council wish to establish a new Municipal Heritage Committee.

Prepared By:



Director, Development and
Strategic Initiatives

L. Silani

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
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:	Municipal Heritage Committee.docx
Attachments:	- Appendicies for Staff Report re municipal heritage committee.pdf
Final Approval Date:	May 28, 2020

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



Chief Administrative Officer

Joe Milicia

Appendix 1

HERITAGE CHATHAM-KENT (Municipal Heritage Committee)

MANDATE STATEMENT & TERMS OF REFERENCE

Statement of Recognition:

Our inheritance of architecture, cultural and natural landscape is an important and irreplaceable asset and resource. The conservation of these resources is fundamental to creating community pride and identity, attracting new residents and tourism, all of which have important economic impacts on our community. As well, the benefits from conservation of our heritage architecture and cultural/natural landscapes occur not only to the present generation but also to generations in the future. The immediacy of such conservation and heritage planning comes from the fact that, unfortunately, what is not saved and preserved today can not be saved and preserved tomorrow.

Overview:

In Ontario, the task of conserving this inheritance of historically and architecturally significant properties is primarily a municipal responsibility. The Ontario Heritage Act provides a framework within which municipalities can act to ensure the conservation of properties of historical and/or architectural significance.

Under Section 28 of the Ontario Heritage Act, a council of a municipality is authorized to establish, through by-law, one Municipal Heritage Committee (MHC) that is made up of five or more people.

Under the Act, Council is also empowered to:

- designate individual property and designate districts or areas.
- issue or refuse permits to alter or demolish a designated property
- repeal designation by-laws
- purchase or lease individually designated property
- expropriate designated property
- provide grants and loans to designated property owners
- enter into easements and covenants with property owners
- institute a prosecution for failure to comply with a designation by-law

The Municipal Heritage Committee, as an advisory committee of council, is representative of the community and, as such, is recognized as the legitimate vehicle for co-ordinating and conveying community concerns. It, therefore, plays an important role by enabling the community to participate more directly in the decision-making process. In general, the role of an MHC is a dual responsibility:

- To the Municipality - to advise council on heritage issues as defined by the statutory requirements of the Ontario Heritage Act as noted above and the requirements set out in the Heritage Section of the Official Plan as well as other assigned duties as defined by Council through this Mandate Statement & Terms Of Reference.
- To the citizens of Chatham-Kent - to help ensure that plans for change and progress are developed in a manner that recognizes the historical continuity of the community.

1. Mandate Of Heritage Chatham Kent (Municipal Heritage Committee)

1.1 Statutory Role Of MHC:

Chatham-Kent Council is required, under the Ontario Heritage Act, to consult with the MHC during the designation/repeal-of-designation process for individual properties or districts and on applications to demolish/remove structures from, or otherwise alter designated properties. Council must also consult the MHC prior to entering into any easements or covenants pertaining to designated properties.

As such, the statutory role of the MHC is defined as:

1.1.1 **Designation:** The MHC will advise Council prior to the designation of a property (s.29 (2), OHA).

1.1.2 **Repeal of Designation:** The MHC will advise Council prior to the repeal of a by-law or part thereof designating property (s. 31 (2), OHA).

1.1.3 **Amendment of Designation:** The MHC will advise Council prior to the amendment of a by-law or part thereof designating a property.

1.1.4 **Alteration of Designated Property:** The MHC will advise council on applications to alter a designated property where such proposed alteration may affect the reasons for designation as set out in the by-law designating the property (s. 33 (1), OHA).

1.1.5 **Demolition:** The MHC will advise Council on applications to demolish or remove any building or structure on designated property (s. 34 (1), OHA).

1.1.6 **Easements/Covenants:** The MHC will advise Council before passing by-laws entering into easements or covenants with the owners of real property, or interests therein, for the conservation of buildings of historical or architectural value or interest (s. 37 (1), OHA).

1.1.7 **Districts:** The MHC will advise Council before passing a by-law to define one or more areas to be examined for designation as a heritage conservation district (s. 40 (2), OHA).

1.2 Non-Statutory Role

1.2.1 **Resource Base:** In order to effectively serve both Council and the community, the MHC will develop a resource base of heritage properties. This process will involve:

- i. conducting a survey of the heritage resources within the Municipality.
- ii. researching properties for both architectural and associative (people or events) significance.
- iii. developing an evaluation process in order to distinguish properties of heritage significance.
- iv. using this evaluation process to develop a ranking of properties of historical significance.

1.2.2 **Education and Promotion:** The MHC will work to educate individual home owners and the community as a whole on the heritage resources within the community and on the importance and methods of proper conservation/preservation. This important role has several components:

- i. Maintenance of an affiliate member mailing list that will include all material and minutes circulated at MHC meetings.

Affiliate members are owners of designated properties or other interested parties who submit their names and mailing addresses to the committee.

- ii. Specific presentations to individual property owners/groups on the role of the MHC, the implications and importance of designation and proper architectural preservation techniques.
- iii. Maintenance of an architectural heritage preservation resource center that would include reference material, specialist contact names etc. This centre could be operated in conjunction with the local museum/library.
- iv. Public Programming that could take the form of lecture series, bus/walking tours of heritage buildings, publications and pamphlets, development of school kits and curriculum based programming (in conjunction with local museums) etc.
- v. Development of community recognition for architectural preservation through sponsorship of plaquing initiatives, awards for restorations and best practices renovations etc.

1.2.3 Development of the Official Plan:

MHC input will be incorporated into the development of land use plans and covenants.

1.2.4 Advise/Inform Council With Regard To Municipally-owned Heritage Properties:

MHC input will be incorporated into proposed renovations/alterations of municipally-owned heritage properties. This input will be in the form of:

- i. determining if proposed alterations affect the reasons for designation and, if they do, then
- ii. make recommendations on the appropriate course of action.

1.2.5 Advise/Inform Council With Regard To Provincially-owned Heritage Properties:

The MHC will advise and inform Council on proposed alterations to, or sale of, heritage properties owned or leased by the Province of Ontario which are located in Chatham-Kent.

1.2.6 Advise/Inform Council With Regard To National Historic Sites:

The MHC will advise and inform Council on the heritage properties proposed for designation by the Historic Sites And Monuments Board of Canada, on cost-sharing agreements between Parks Canada and National Historic Sites and on issues relating to railway stations designated under the Railway Stations Protection Act.

1.2.7 Advise/Inform Council of New Heritage Legislation and Funding Initiatives:

The MHC will inform and advise Council on new heritage legislation and funding initiatives either directly through reports and minutes or indirectly through noted input in reports developed by Chatham-Kent administration.

- 1.2.8 **Budget:** The MHC will develop an annual budget for submission to Council along with well-defined goals and objectives for the upcoming year. An annual report will also be submitted to Council at the beginning of each new year outlining the MHC's accomplishments in the previous twelve months. Ultimate MHC budget approval rests with Council.

2. Organization Of The Committee:

The MHC should be composed of people who represent the Municipality of Chatham-Kent and who demonstrate a strong commitment to the terms of reference. A cross section of people should attempt to be chosen in order to bring to the committee relevant technical and professional expertise as well as strong advocacy, communication and organizational skills.

2.1 Committee members will be appointed by Chatham-Kent Council.

2.2 The term of a committee member is three years coinciding with the term of the Council that has made the appointment.

2.3 Additional members may be appointed throughout the three years for the duration of the term.

2.4 The Committee will be composed of up to three persons representing panels* from each electoral ward of Chatham-Kent (East Kent, West Kent, South Kent, North Kent, Chatham, Wallaceburg). In the event of certain wards not having three persons desiring appointments, additional appointments may be made from other wards with total representation not to exceed eighteen. The committee must have a minimum of five members as stipulated by the Ontario Heritage Act.

2.5 A Chatham-Kent Councillor will also be appointed to make up a maximum of nineteen committee members.

2.6 A committee member may apply for a re-appointment for any number of consecutive or non-consecutive terms.

2.7 Additional individuals may apply to be included as affiliate members. These individuals may include local panel members, owners of designated properties and interested citizens. Affiliate members will be included on the Heritage Chatham-Kent (MHC) mailing list, will receive agendas, minutes and other circulated material, may submit items of concern/reports for inclusion on the agenda and are welcome to attend MHC meetings. Affiliates, however, are not council appointees and do not have a vote.

2.8 One member will be chosen by vote of the committee at the first meeting of each new year to chair the meetings for that year. The committee will also, at this time, select a vice-chair for the same duration.

2.9 A Municipal staff person will hold the position of recording secretary to the Committee. Members of municipal staff do not have a vote on the committee.

2.10 The regional representative of the appropriate Provincial ministry will be included as an ex-officio committee member but will not have a vote.

3. Meetings:

3.1 The Committee will meet a minimum of eight times per year, usually once a month with the exception of the summer and the Christmas season. Additional meetings may be held as required at the call of the Chair.

* A panel is understood to be a group of non-appointed individuals from each ward that advise and assist the appointed representatives in areas such as designation, inventories etc.

- 3.2 The date and time of the regular meetings will be established for the following twelve months at the first meeting of the new year. For ease of planning, every attempt will be made to hold meetings on a consistent day and location throughout the year (i.e. 3rd Wednesday of each month at the library).
- 3.3 Meetings will have a formal agenda however, the Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas from appointed members and affiliates.
- 3.4 Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail, fax) to committee members and affiliates two weeks prior to the next meeting.
- 3.5 A majority of Council appointed Committee members will constitute quorum for the transaction of business.

4. Role Of The Chair:

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- 4.1. Calling the meetings.
- 4.2. Creating an agenda in consultation with the municipal staff designate(s).
- 4.3. Chairing the meetings.
- 4.4. Reviewing reports from other committee members and affiliates in consultation with the municipal staff designate (s) for inclusion on the agenda.
- 4.5. Acting as official committee spokesperson/media contact or appointing a designate for this purpose.
- 4.6. Representing Heritage Chatham-Kent on other committees when necessary or ensuring an appropriate designate.
- 4.7. The Chair does not have a vote unless there is a tie.
- 4.8. In the absence of the Chair, these responsibilities will be undertaken by a committee member designated as vice-chair.

5. Role of Members:

Membership on the MHC is a position of responsibility and requires a strong commitment to the Mandate & Terms of Reference. MHC members are required to:

- 5.1. Attend all scheduled meetings.
Members who miss four or more meetings in a year without cause will be removed from the committee. Members are required to notify the Chair or the designated municipal staff liaison if they are unable to attend a meeting.
- 5.2. Read and understand all information supplied to them
- 5.3. Present reports on local panel activities and ensure that these reports are included on the agenda
- 5.4. Prepare information for use in the development of designation related by-laws.
- 5.5. Make site visits to properties proposed for designation and to designated properties applying for building/renovation/demolition permits when required.
- 5.6. Promote the heritage resources, architectural preservation and the role of the MHC within their respective wards.

- 5.7. Recruit new Committee members and affiliates.
- 5.8. Contribute input into committee reports to council.
- 5.9. Undertake research of inventoried properties within their respective communities.
- 5.10. Undertake training as required to effectively perform their role as a committee member (expenses to be covered through the MHC budget).
- 5.11 Be familiar with municipal, provincial and federal legislation that applies to architectural preservation,
- 5.12. Publicly support the recommendations of the MHC.

6. Role of Municipal Staff:

Heritage Chatham-Kent (MHC), by its nature and purpose, affects and is affected by many different Municipal departments (i.e. planning, solicitor, building permits, building maintenance, heritage etc.) Municipal staff support of Heritage Chatham-Kent (MHC) is the responsibility of the Planning Division with assistance from Heritage Programs. Between these two sectors, Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 6.1. Assisting the Chair in the creation of an agenda
- 6.2. Taking minutes at MHC meetings

- 6.3. Maintaining an up-to-date record of previous MHC meetings, attachments and reports.
- 6.4. Distributing minutes of previous meetings and the agenda for the upcoming meeting at least two weeks prior to the next scheduled meeting.
- 6.5. Acting as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of MHC etc.
- 6.6. Undertaking an orientation with MHC members at the first meeting after Council's selection of the Committee.
- 6.7. Facilitate the recommendations of the MHC to Council through the creation of reports (see Sec. 7.0).
- 6.8. Maintain a record of all designated properties within the Municipality that will include copies of the relevant by-laws, reasons for designation etc.
- 6.9. Ensure that other divisions of the municipality, whose responsibilities and actions may impact on designated properties, are aware of designated properties, the implications of designation and of the role of the MHC.
- 6.10. Submit an annual budget proposal on behalf of the MHC. Ultimate budget approval will rest with Chatham-Kent Council.
- 6.11. Administer the MHC budget.
- 6.12. Members of municipal staff do not have a vote on the Committee.

7. Reports To Council:

As a Committee of Council, Heritage Chatham-Kent is responsible for making recommendations to Council based on its mandate. These recommendations are conveyed to Council via four processes.

- 7.1. The Council representative can represent the MHC's issues and recommendations to Council.
- 7.2. Minutes from the MHC meetings are included in Council information packages.
- 7.3. Draft reports to Council dealing with issues of concern to the MHC will be forwarded to Heritage Chatham-Kent (MHC) for comment. MHC comments on the reports' recommendations will be noted in the minutes and can either be incorporated into the body of the report or noted in the 'Others Consulted' section.

- 7.4. Reports from Heritage Chatham-Kent (MHC) to Council will be prepared and submitted, with Committee input, through the Municipal Planning Department. Administrative input on MHC recommendations will be sought from all relevant divisions and their input will either be incorporated in the recommendations or noted in the 'Others Consulted' section of the Report.

Revised August 28, 2003 (changed LACAC to MHC)

APPENDIX 2



HERITAGE PROPERTY EVALUATION

*A Guide to Listing, Researching and Evaluating
Cultural Heritage Property in Ontario Communities*

Ontario Heritage Tool Kit



A.J. Casson (1898-1992)
Village House c.1955
 oil on hardboard
 50.9 x 61.0 cm
 Gift of Mr. and Mrs. C.A.G. Matthews
 McMichael Canadian Art Collection
 1974.13.1

This guide is one of several published by the Ministry of Culture as part of the Ontario Heritage Tool Kit. It is designed to help municipal Councils, municipal staff, Municipal Heritage Committees, land use planners, heritage professionals, heritage organizations, property owners, and others understand the heritage conservation process in Ontario.



All across Ontario, communities are working together to protect and promote our cultural heritage properties.

Our cultural heritage reflects the expressions and aspirations of those who have gone before us as well as today's culturally diverse communities.

"Since I immigrated to Canada in 1960 to a small northern community, I have watched firsthand how people of many nationalities have worked together to make our community a vibrant place. As a councillor, this is what motivates me to work for the community... I believe that municipal councillors have a responsibility to preserve our stories, documents and historical landmarks.... They represent the challenges and struggles met by our communities in their growth and evolution."

*Helen Lamon, Township
of Michipicoten Councillor*

Cultural heritage can take many forms – buildings and monuments, bridges and roadways, streetscapes and landscapes, barns and industrial complexes, cemeteries, museums,

archives and folktales. They enrich us, inspire us and guide us forward to build vibrant, liveable communities for future generations.

The conservation of cultural heritage properties is vital to a community's overall cultural and economic development plan. An integrated approach to cultural and economic planning leads to the revitalization of main streets, neighbourhoods and individual properties, creates employment, encourages new business, brings tourist dollars and can even increase property values.

Identification and evaluation are a vital part of the conservation process. This guide is designed to help identify and evaluate the cultural heritage value or interest of properties in our communities. It outlines the Ontario Heritage Act requirements (section 27) for a municipal register of property of cultural heritage value or interest. It also assists in evaluating heritage properties against criteria prescribed in Ontario Regulation 9/06 of the Ontario Heritage Act for the purposes of protection (designation) under section 29 of the Act.



What's in this guide?

1. Cultural Heritage Properties 5

This section describes what is meant by “cultural heritage property” and “cultural heritage value or interest,” and outlines the framework for heritage conservation in Ontario. The provisions for protection of Natural Features, Cultural Heritage Landscapes and Archaeological Resources and Areas of Archaeological Potential are explained. A checklist, Cultural Heritage Properties: From Survey to Protection, is included.

2. Compiling a Register of Cultural Heritage Properties 8

The requirements of the Ontario Heritage Act and the basics for compiling a Register of Cultural Heritage Properties are outlined.

3. The Importance of Research and Site Analysis 18

The importance of historical research and site analysis is introduced in this section.

4. Municipal Criteria: Ontario Regulation 9/06 20

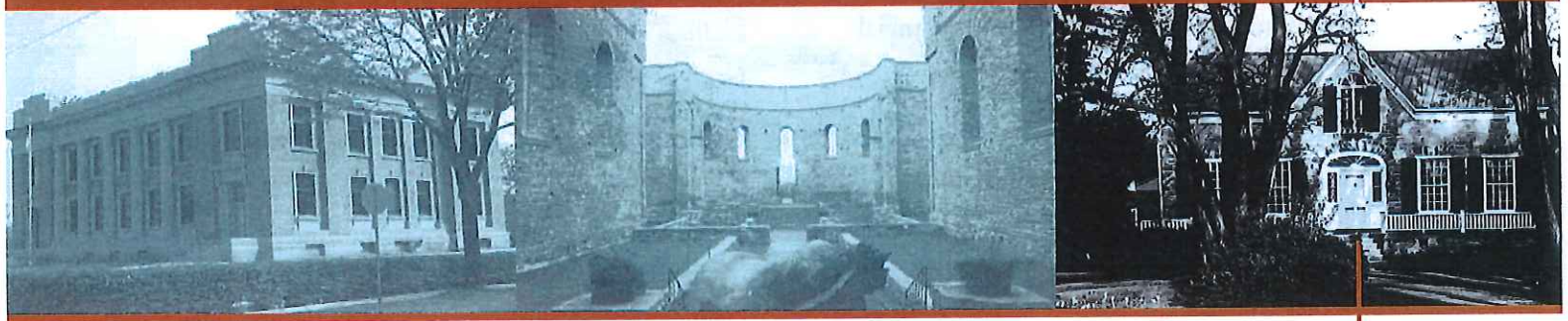
This presents Ontario Regulation 9/06, Prescribing Criteria for Determining Property of Cultural Heritage Value or Interest, its meaning and use. Included in this section is a summary: Listing and Evaluation in the Municipal Designation Process.

5. Researching a Property 28

This is a how-to guide for undertaking historical research and examining the physical evidence of a property.

Resources and Further Information 41

Note: The Ministry of Culture has published this Guide as an aid to municipalities. Municipalities are responsible for making local decisions including compliance with applicable statutes and regulations. Before acting on any of the information provided in this Guide, municipalities should refer to the actual wording of the legislation and consult their legal counsel for specific interpretations.



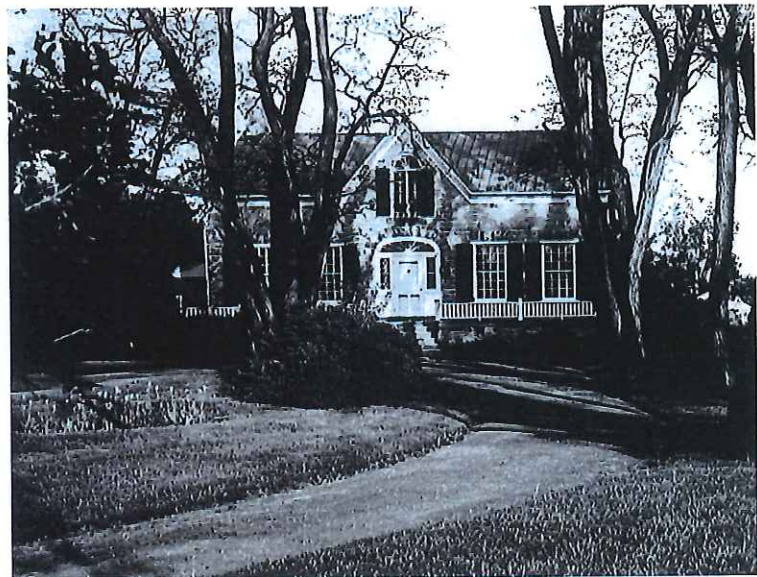
1

Cultural Heritage Properties

The Ontario Heritage Act provides a framework for the conservation of properties and geographic features or areas that are valued for the important contribution they make to our understanding and appreciation of the history of a place, an event or people.

These properties and features or areas contain built heritage resources, cultural heritage landscapes, heritage conservation districts, archaeological resources and/or areas of archaeological potential that have cultural heritage value or interest. These are the cultural heritage properties that are important in our everyday lives, give us a sense of place, and help guide planning in our communities.

The conservation of cultural heritage properties encompasses a range of activities directed at identification, evaluation, conservation and celebration. Properties can be protected for the long term under the Ontario Heritage Act through municipal designation bylaws and heritage conservation easement agreements.



Inge-Va, Perth (Photo courtesy of Ontario Heritage Trust)

The Ontario Planning Act and Provincial Policy Statement support heritage conservation as part of land-use planning.

Cultural heritage properties include:

- Residential, commercial, institutional, agricultural or industrial buildings
- Monuments, such as a cenotaph, public art or a statue
- Structures, such as a water tower, culvert, fence or bridge
- Natural features that have cultural heritage value or interest
- Cemeteries, gravestones or cemetery markers
- Cultural heritage landscapes
- Spiritual sites
- Building interiors
- Ruins
- Archaeological sites, including marine archaeology
- Areas of archaeological potential
- Built/immoveable fixture or chattel attached to real property

The task for each municipality is to identify, evaluate and conserve those cultural heritage properties that have lasting cultural heritage value or interest to their community. This process begins with compiling a register of properties of cultural heritage value or interest to the community.

Cultural Heritage Properties: From Survey to Protection

- **Learn** about the cultural heritage of the community
- **Survey** properties in the community using a recording form
- **Screen** the surveyed properties using preliminary criteria
- **List** screened properties of cultural heritage value or interest on the municipal register of cultural heritage properties
- **Research** properties that are candidates for protection (designation) under section 29 of the Ontario Heritage Act
- **Evaluate** properties for protection under section 29 using the criteria in Ontario Regulation 9/06 and determine best means of conservation
- **Protect** properties under the Ontario Heritage Act or other conservation measures

DESIGNATION UNDER SECTION 29, ONTARIO HERITAGE ACT

Natural Features

For a natural feature to be designated under section 29, it must have a cultural association. An example is the maple tree in Toronto that inspired Alexander Muir in 1867 to compose "The Maple Leaf Forever." Natural features without a cultural association can be protected by other mechanisms.

Cultural Heritage Landscapes

A cultural heritage landscape can be designated as a unit under section 29 or protected as part of a larger heritage conservation district under Part V. (See Heritage Conservation Districts, A Guide to District Designation Under the Ontario Heritage Act) These are geographical areas that involve a grouping of features such as buildings, spaces, archaeological sites and natural elements, which collectively form a significant type of cultural heritage resource. Examples might include villages, parks, gardens, battlefields, main streets and other streets of special interest, golf courses, farmscapes, neighbourhoods, cemeteries, historic roads and trailways and industrial complexes.

Archaeological Resources

Archaeological resources and areas of archaeological potential (including the grounds associated with a historic structure that may contain artifacts that yield information about the site) can be protected under section 29 (individual properties), Part V (Heritage Conservation Districts) and Part VI of the Ontario Heritage Act. Part VI addresses the management of archaeological resources and areas of archaeological potential. The archaeological assessment process is set out in provincial standards and guidelines. Only an archaeologist licensed under the Act can undertake fieldwork. For these reasons, this guide is not designed for archaeological resources and areas of archaeological potential.



2

COMPILING A REGISTER OF Cultural Heritage Properties

Which Properties Should Be Placed On the Register?

Under subsection 27(1) of the Ontario Heritage Act, the municipal clerk is required to keep a current register of properties of cultural heritage value or interest situated in their municipality.

This register must include all properties in the municipality that are designated under Part IV of the Ontario Heritage Act by the municipality or by the Minister of Culture and shall include:

- (a) a legal description of the property;
- (b) the name and address of the owner; and
- (c) a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property. OHA, ss. 27(1.1)

The Ontario Heritage Act also allows a property that has not been designated, but that the municipal Council believes to be

of cultural heritage value or interest, to be placed on the register. This is commonly referred to as listing. A description sufficient to identify the property is required.

OHA, ss. 27(1.2)

Under this provision, a municipal council may choose to include for example, properties protected by heritage conservation easements, and/or recognized by provincial or federal jurisdictions, such as properties commemorated by the Historic Sites and Monuments Board of Canada, or properties listed on the provincial register.



Alton Mill, Caledon. (Photo courtesy of Sally Drummond, Town of Caledon)

Cultural heritage properties can be added to the register at any time by council. In municipalities where there is a municipal heritage committee, the Ontario Heritage Act requires that council consult with the committee before a non-designated property is added or removed from the register.

OHA, ss. 27(1.3)

The register is a planning document that can be consulted by municipal decision makers when development proposals or permits are being considered. Mapping listed properties using Geographic Information Systems (GIS) or other cultural mapping also can be a useful component of the broader data collection and management framework of the municipality. Property owners and the public should be aware of the existence of the register, mapping and other cultural heritage property management tools.

Why List a Property?

Listing a property of cultural heritage value or interest is the first step a municipality should take in the identification and evaluation of a property that may warrant some form of heritage conservation, recognition and/or long-term protection such as designation.

In many cases, listed (non-designated) properties are candidates for protection under section 29 of the Ontario Heritage Act. These require further research and an assessment using a more comprehensive evaluation that is consistent with Ontario Regulation 9/06 prescribing criteria for determining property of cultural heritage value or interest.

Although listing non-designated properties does not offer any protection under the Ontario Heritage Act, section 2 of the Provincial Policy Statement of the Planning Act acknowledges listed properties.

A REGISTER OF CULTURAL HERITAGE PROPERTIES:

- Recognizes properties of cultural heritage value in a community
- Fosters civic identity and pride by drawing attention to the heritage and development of a community
- Promotes knowledge and enhances an understanding of a community's cultural heritage
- Provides easily accessible information about cultural heritage value for land-use planners, property owners, developers, the tourism industry, educators and the general public
- Is a central element of a municipal cultural plan that begins with mapping local cultural resources and then leverages these resources for economic development and community building



Waterloo Pioneer Memorial Tower (Photo courtesy of Canadian Parks Service)

PPS Policy 2.6.1 states: “*Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*”

The PPS defines built heritage resources as: “One or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic, or military history and identified as being important to a community. These resources may be identified through designation or heritage conservation easements under the Ontario Heritage Act, or **listed** by local, provincial, or federal jurisdictions.”

The PPS defines a cultural heritage landscape as: “A defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts. Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; and villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, trailways and industrial complexes of cultural heritage value.”

Together, the Ontario Heritage Act and the Provincial Policy Statement of the Planning Act offer methods for conserving cultural heritage properties. This makes listing cultural heritage properties on the municipal register an important tool in managing their conservation.

Getting Started

When creating a register of cultural heritage properties, or adding to an existing register of designated properties, each municipality can decide on the best approach for surveying and researching properties in the community. This decision is based on the available resources and expertise.

Compiling the register can be as simple as completing a survey or recording form and photographing properties from the nearest public vantage point. Good practice includes ensuring that the essential details of street address and legal property description, type of heritage feature, and general observations on the physical characteristics and context are recorded, by description and photography. If maintained as an electronic database, this information can easily be cross-referenced, updated, studied and made available for research.

Registers that use some preliminary evaluation criteria should be compiled by individuals with some training or expertise in recognizing and evaluating cultural heritage properties. An inexperienced recorder is more likely to list the obvious “old looking” buildings or landmarks in good condition. An experienced recorder or heritage consultant will be able to see past the current appearance of a property and recognize its potential for cultural heritage value or interest.

Councils of municipalities with a municipal heritage committee could assign the task of compiling the register to the committee and provide any municipal resources and staff support that might be needed.

Sample: Property Survey Recording Form

This form collects the information useful as an initial survey of properties that may be listed on the municipal register of cultural heritage properties. Other categories of local importance can be added. Recorders are encouraged to learn about the heritage of the community as a whole before undertaking this survey.

Recorder

- 1 Date of recording
- 2 Name of recorder
 - ☐ Municipal Heritage Committee
 - ☐ Municipal Staff
 - ☐ Heritage Consultant
 - ☐ Student
 - ☐ Other
- 3 What is your level of expertise in identifying and describing a cultural heritage property?
 - ☐ Beginner
 - ☐ Some Experience
 - ☐ Expert

Property Identification

- 4 Street address and legal description
- 5 Name of building, if any
- 6 Name and address of owner

Design or Physical Value

- 7 Identify the type of property
Examples: Residential, commercial, institutional, agricultural or industrial building; monument such as a cenotaph, statue or public art; structure such as a water tower, culvert, fence or bridge; natural feature that has cultural heritage value or interest; cemetery, grave-stone or cemetery marker; cultural heritage landscape; spiritual site; interior; ruins or other feature

- 8 Identify the materials used
Examples: Wood, stone, metal, plastic or other
- 9 Does the property display any particular qualities of artistic merit, craftsmanship, technical or scientific achievement, expression or innovation?

Historical or Associative Value

- 10 What do you know about this property from research or local traditions? List sources
- 11 Does the property have any features similar to other properties?

Contextual Value

- 12 Does the property define, maintain or support the character of an area?
- 13 Is the property physically, functionally, visually or historically linked to its surroundings?
- 14 Is the property a landmark?

Status

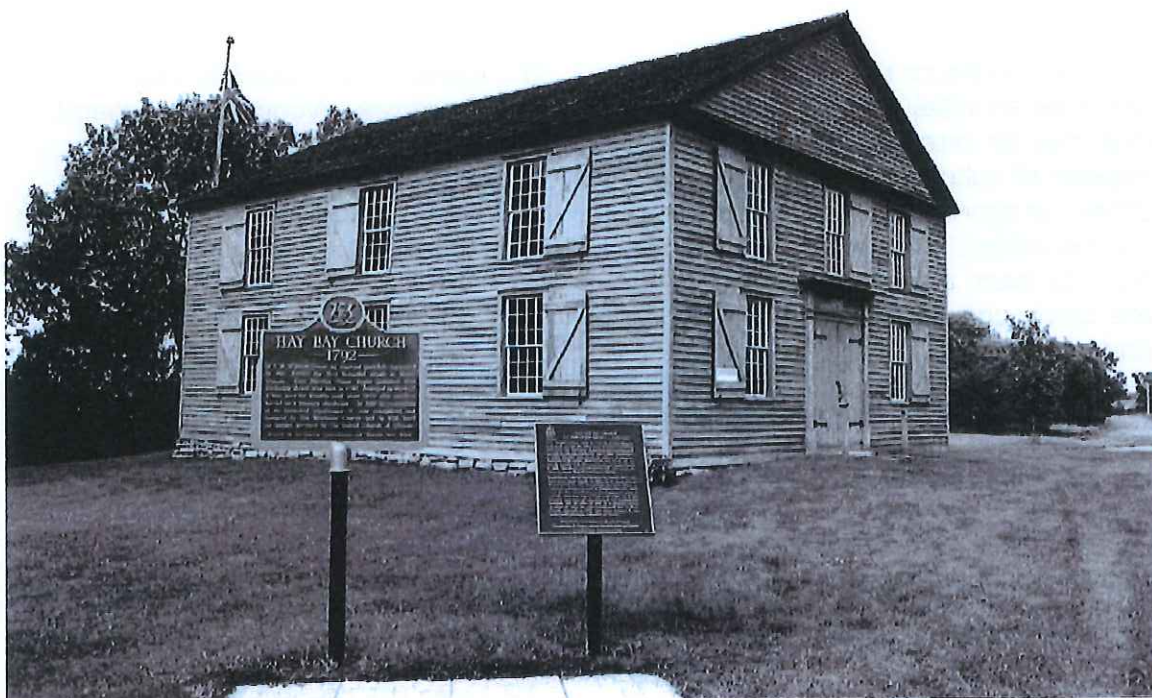
- 15 Identify any physical or other risks to the condition and/or integrity of the property and/or individual features

Photographs

- 16 Photographs should be taken from the nearest publicly accessible viewpoint. (Do not enter a property without permission.) The front or prominent feature will be used as the key image. Identify all images with north, south, east and west orientation.

Recommendation

- 17 Make an initial recommendation or comment on whether or not to list a property on the municipal register. Give reasons.



Built in 1792, the Hay Bay Church near Adolphustown is the oldest United Church in existence today. The pioneers of Hay Bay were the makers of Canada. Architecturally, the Hay Bay Church is an example of rural public design. (Photo: Ministry of Culture)

Councils of municipalities without a municipal heritage committee may ask municipal staff to compile the register, or seek the assistance of a local heritage or community organization. Another option is to engage a heritage consultant with expertise in cultural heritage properties. The Ministry of Culture can be contacted for guidance on how to develop the register.

The Listing Process

In most Ontario municipalities, it is impractical to survey every (heritage and non-heritage) property and undertake sufficient research and analysis to confidently eliminate those with no cultural heritage value or interest. Some preliminary rationale or criterion for listing a property is needed to make compiling the register an efficient

task that is achievable within a reasonable time frame.

Ontario Regulation 9/06 must be applied to properties being considered for designation under section 29 of the Ontario Heritage Act. Screening properties for potential protection in accordance with the criteria in the regulation is a higher evaluation test than required for listing non-designated properties on the register. The evaluation approach and categories of Design/Physical Value, Historical/Associative Value, and Contextual Value set out in the regulation, however, are useful to consider when developing a preliminary rationale or criteria for listing properties. This also will provide continuity in the evaluation of properties on the register that may later be considered for designation under section 29.

BASICS OF A MUNICIPAL REGISTER OF CULTURAL HERITAGE PROPERTIES

1

The Ontario Heritage Act requires that the register include all properties that are protected by the municipality (under section 29) or by the Minister of Culture (under section 34.5). *OHA, ss. 27(1.1)* For these properties there must be:

- a legal description of the property;
- the name and address of the owner; and
- a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes.

2

The Ontario Heritage Act allows a municipality to include on the register property that is not designated but considered by the municipal council to be of cultural heritage value or interest. There must be sufficient description to identify the property. *OHA, ss. 27(1.2)*

3

A municipality may consider including properties on the register that are protected by heritage conservation easements and/or recognized by provincial or federal jurisdictions.

4

The rationale or selection criteria used to survey the community and compile the register should be clearly stated.

5

The recorder(s) undertaking the survey of properties should have knowledge of the heritage of the community and some training in identifying and evaluating cultural heritage properties.

6

Information about all properties should be recorded in a consistent and objective way.

7

Not all cultural heritage properties are old. Many recent structures hold cultural heritage value or interest in their design, craftsmanship, function, ownership or for other reasons.

8

Using physical condition as a determining factor in whether or not to list a property on the register is not advised. A property may be in an altered or deteriorated condition, but this may not be affecting its cultural heritage value or interest.

9

A commitment to maintaining and revising the register through historical research and analysis of the listed properties will give the register more credibility in local heritage conservation and planning.

10

The register should be readily available to municipal staff and officials, property owners and the public.

11

The register can be a valuable tool for land-use planners, educators, tourism, and economic developers. For example, it can be used to plan Doors Open events, educational programs, celebrate historic events and anniversaries, promote a community and encourage innovative development.

Know Your Community

When first developing a municipal register, it is recommended that the main themes and key developments, and any specific events, activities, people and circumstances that have shaped the community be identified. This is the important community context that should ensure that those properties with characteristics that hold cultural heritage value or interest to the community will be captured in the survey and on the register. Much of this background information can be learned from published histories, as well as libraries, museums, archives, historical associations and from residents. Whoever undertakes the survey should be familiar with the heritage of the community, as this will give them local knowledge and perspective when identifying properties for listing.

For example, knowing the boundaries of the first town plan or survey can help identify where the oldest properties may be found. Areas that were annexed as the town grew may also have value or interest to their original municipality before annexation, such as a bordering hamlet or township. Knowing the patterns of settlement, transportation routes and other local developments may indicate likely locations of former industrial sites, battlefields or

landmarks where ruins or structures associated with that activity or event may exist.

This basic documentation, combined with the recorder's experience in identifying cultural heritage properties, will guide the initial selection of properties to be listed on the register.

Rating a Property

Municipalities may find it useful to develop a system of comparative ratings for properties on the register. This can help with setting priorities for further research, heritage conservation and/or long-term protection under the Ontario Heritage Act.

There are several models for rating cultural heritage properties:

- Some evaluation criteria have a numeric rating system; for example, #1 has no cultural heritage value or interest, while #10 warrants long-term protection.
- An alphabetical rating system may assist to categorize; for example, an A has protection and conservation priority; B is conserved in some manner, but not designated; C should be documented before demolition or has minimal cultural heritage value or interest.
- A checklist of questions about the design/physical, historical/associative and contextual values of the property can generate discussion that concludes with a Yes/No. The discussion response and explanatory notes form the argument for or against heritage conservation. No numeric or alphabetical rating is used.



Mossington Bridge, Georgina (Photo: Ministry of Culture)



Whalen Building, Thunder Bay (Photo: Ministry of Culture)

Making Comparisons

A municipality compiling its first register will learn a great deal about its cultural heritage properties during the surveying phase. Caution should be used in applying rating systems until a sufficient number of properties have been listed and researched to establish some base for comparisons.

If the survey is comprehensive and the information is recorded in a consistent and objective way, patterns or themes in the cultural heritage value or interest of the listed properties often emerge.

For example, the survey may reveal that one architectural style is characteristic of a neighbourhood; a certain type of technology is used for several industries; there is a popular local building material; there were design changes in types of engineering works such as bridges; or some cemetery headstones have unique markings. A particular decorative motif in the gable of a house may

be a clue to the work of a local craftsman; a change in that motif may have some significance in his career.

A comprehensive survey will also show differences and similarities in the features or heritage attributes of the listed properties. Typical or similar examples can be compared to each other, and will also highlight the uniqueness of other examples. Several properties may be associated with a particular event, but only one may stand out as a vivid expression of what that event truly meant to the community.

As the register is compiled, it may become evident that an inventory of a specific type of cultural heritage property would be useful. For example, separate inventories for barns, cultural heritage landscapes or very old and increasingly rare buildings such as those that predate Canada's confederation in 1867 will help with the evaluation of these types of cultural heritage properties.

Selecting Properties for Further Research

Recognizing patterns, themes, similarities and differences is an important part of studying and understanding a community's heritage. It also makes it easier to develop a rating system or checklist of questions that truly reflects what holds cultural heritage value or interest in the community. It can help with choosing properties that warrant further research and heritage conservation.

For example, a community may have been founded when a prospector discovered a valuable mineral. The earliest industrial structures, dwellings and institutions date

to the opening of the mine and the first years of the mine's operation. The mine may now be closed and a secondary economy may have taken its place. The cultural heritage properties associated with the mining heritage of the community are found, through the survey of community properties, to be disappearing. The properties associated with mining will have a higher priority for further research and possibly protection under the Ontario Heritage Act.

Another example could be in a community where a fire destroyed structures built on the main street. Any structures or remnants that survived the fire, or have evidence of the fire, are likely rare. These are important to understanding the character of this early, pre-fire period of community history. Their loss now would have consequences to the study of the community's heritage. These properties should be given priority in undertaking further research and conservation.



*Former Walkerville
Post Office, Windsor
(Photo courtesy of
Nancy Morand,
City of Windsor)*



Dunlop Street Fire in 1875, Barrie (Photo: Simcoe County Archives)

A Work-in-Progress

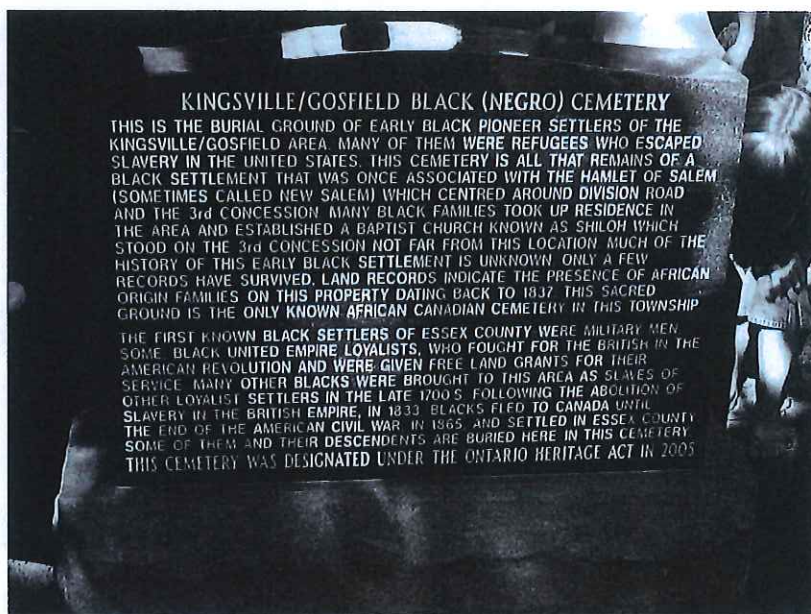
The register is essentially a work-in-progress that is revised and updated as needed and as local resources become available. The register is never a finite document; it should continue to grow, change and be updated as the cultural heritage values or interest of the community also change. No final decisions about the cultural heritage value or interest of a property on the register should be made without undertaking further historical research and site analysis of that specific property.



Townsite Shaft 1 Headframe, Cobalt (Photo: Ministry of Culture)



Gosfield Black (Negro) Cemetery, Kingsville (Photo courtesy of Yolanda Asschert, Kingsville Municipal Heritage Advisory Committee)





3

THE IMPORTANCE OF Research and Site Analysis

The historical research and site analysis needed for listing a property on a register of cultural heritage properties is often preliminary in its scope. Properties being proposed for protection under section 29 of the Ontario Heritage Act require more in-depth study by a qualified individual or committee. This involves:

- Understanding and knowledge of the overall context of a community's heritage and how the property being evaluated fits within this context;
- Researching the history and cultural associations of the property being evaluated; and
- Examining the property for any physical evidence of its heritage features or attributes, past use or cultural associations. The physical context and site are also important to examine. For example, other buildings, structures or infrastructure nearby may be associated with this particular property.

This background information is best compiled through extensive historical research and site analysis. Neither is useful without the other. For example, the historical research might suggest that a house was built at a certain date. The architectural style, construction techniques and building materials may confirm or deny this as the date of construction.



*Cenotaph in Confederation Park, Peterborough
(Photo courtesy of City of Peterborough)*

Historical Research

Historical research is necessary for compiling the specific history and development of a property and to identify any association it has to the broader context of community heritage. This involves the use of land records, maps, photographs, publications, archival materials and other documentation.

Research should reveal dates of construction, original and later uses, significant people or events, technologies, philosophy, factors such as natural disasters or fires and other details about the property. This information is useful in the identification and evaluation of the cultural heritage value or interest of the property. It also provides clues for examining and interpreting the physical evidence.

For detailed guidance on how to undertake historical research and site analysis, refer to Section 5: Researching a Property.

Site Analysis

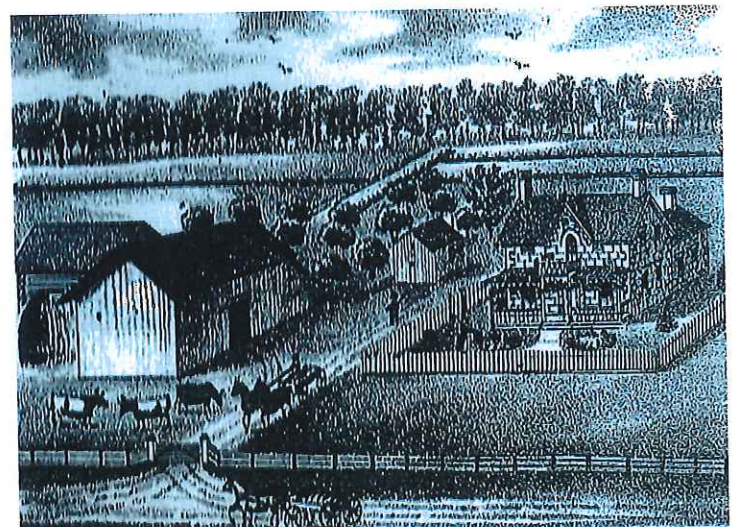
Ideally, a property being evaluated should be examined at least twice. A preliminary site visit will give some context and raise questions to be addressed by the historical research.

The historical research findings may reveal use of the property, key dates or associations not previously known. A second site visit is an opportunity to look for physical evidence of these findings. Explanations or inconsistencies may be revealed in the existing features, missing elements or some hint or remnant that can now be examined in more detail. These are tests of observation and interpretation.

Recording the property using photographs, measurements and notes will help when applying evaluation criteria and compiling a list of heritage attributes. The evolution of architectural style, construction techniques, materials, technology, associated landscapes and other factors are essential clues when analyzing a cultural heritage property.

Evaluation and Report

The findings of the historical research and site analysis constitute the background information that will be used in deciding the appropriate course of action for conserving a cultural heritage property. The findings are best assembled in a written report that is thorough and accurate. The report is a permanent record of the property and should be readily available to council, municipal staff, municipal heritage committees, property owners, heritage consultants and the public.



RIDG. OF WILL. C. FURMAN, CONR, LOT 24, BENTINCK TR. GREY CO.

Furman Farm, Grey County (Photo: Illustrated Atlas of the Dominion of Canada, 1881)



4

MUNICIPAL CRITERIA

Ontario Regulation 9/06

Non-designated properties listed on the municipal register of cultural heritage properties and newly identified properties may be candidates for heritage conservation and protection. Section 29 of the Ontario Heritage Act enables municipalities to pass bylaws for the protection (designation) of individual real properties that have cultural heritage value or interest to the municipality. Heritage designation is a protection mechanism with long-term implications for the alteration and demolition of a cultural heritage property.

Individual properties being considered for protection under section 29 must undergo a more rigorous evaluation than is required for listing. The evaluation criteria set out in Regulation 9/06 essentially form a test against which properties must be assessed. The better the characteristics of the property when the criteria are applied to it, the greater the property's cultural heritage value or interest, and the stronger the argument for its long-term protection.

To ensure a thorough, objective and consistent evaluation across the province, and to assist municipalities with the process, the Ontario Heritage Act provides that:

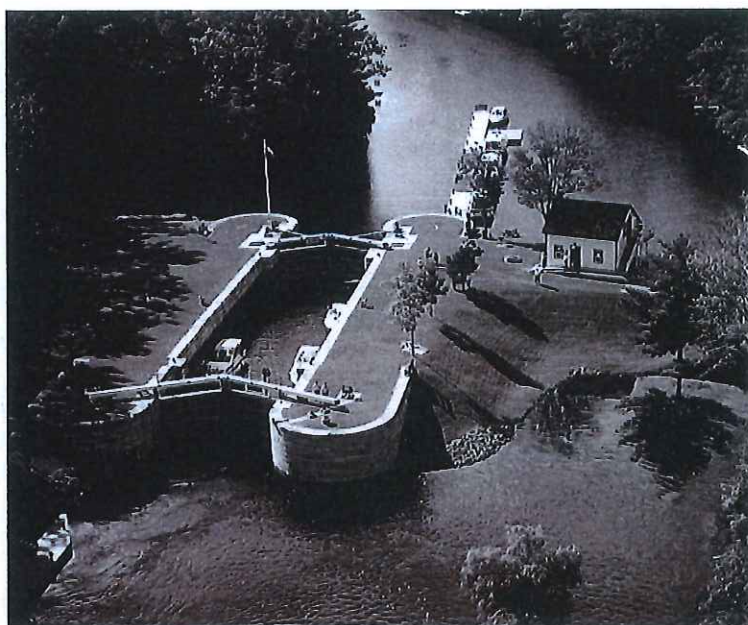
29(1) The council of a municipality may, by bylaw, designate a property within the municipality to be of cultural heritage value or interest if,

(a) where criteria for determining whether property is of cultural heritage value or interest have been prescribed by regulation, the property meets the prescribed criteria; . . .

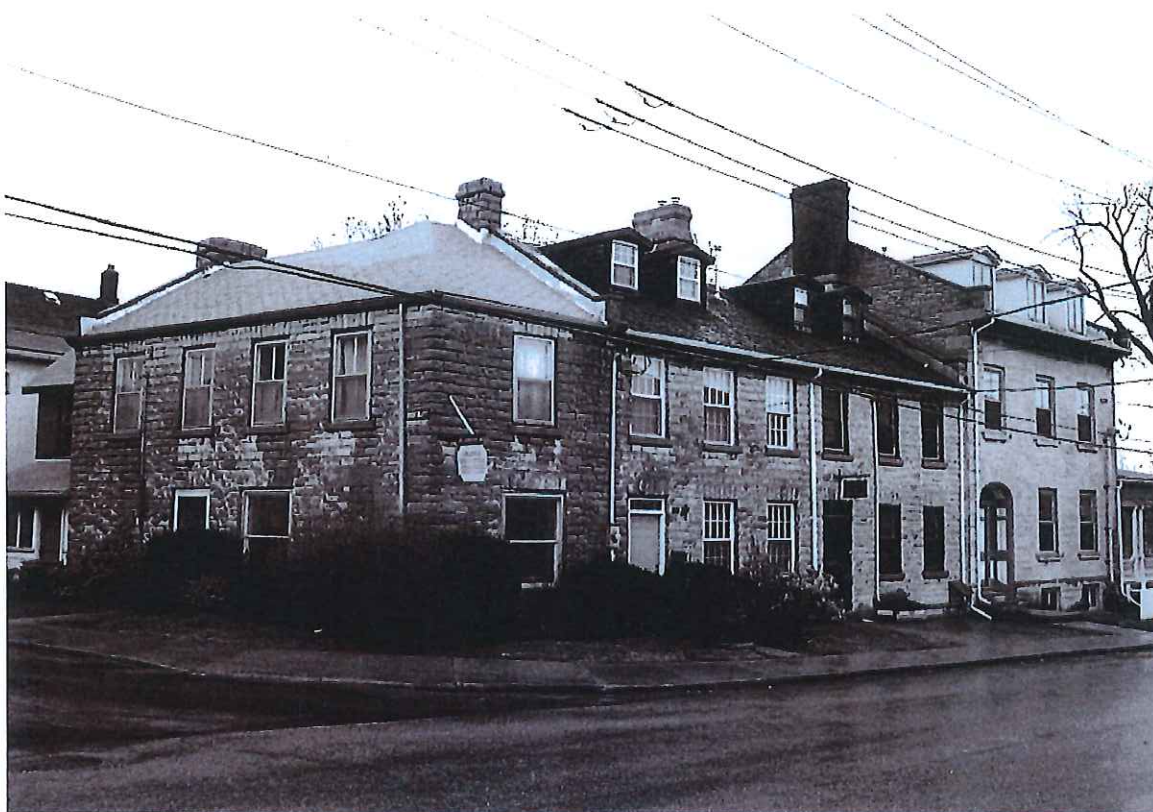
Regulation 9/06 prescribes the criteria for determining property of cultural heritage value or interest in a municipality. The regulation requires that, to be designated, a property must meet "one or more" of the criteria grouped into the categories of Design/Physical Value, Historical/Associative Value and Contextual Value.

This does not mean that the property is only evaluated within “one” category or must meet a criterion in each category in order to allow for protection. When more categories are applied, more is learned about the property and its relative cultural heritage value or interest. As a result, a more valid decision regarding heritage conservation measures can be made. Council must be satisfied that the property meets at least one of the criteria set out in Regulation 9/06 before it can be designated under section 29.

Regulation 9/06 was developed for the purposes of identifying and evaluating the cultural heritage value or interest of a property proposed for protection under section 29.



The Rideau Canal Corridor is a unique cultural heritage landscape. (Photo Copyright 2006 Ontario Tourism)



Limestone townhouses, Kingston (Photo courtesy of Marcus Létourneau, City of Kingston)

ONTARIO REGULATION 9/06

MADE UNDER THE

ONTARIO HERITAGE ACT

CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

Criteria

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act.

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

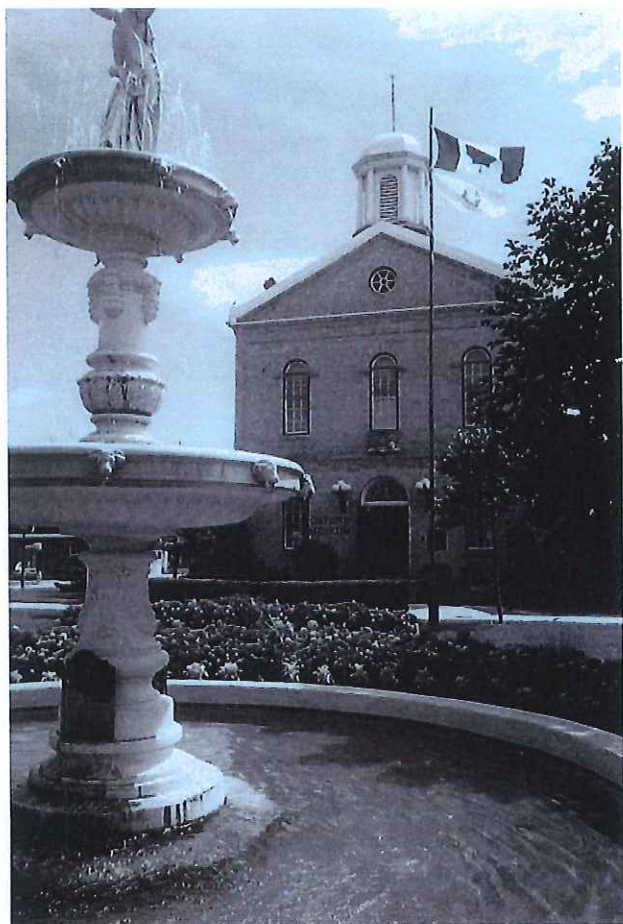
1. The property has design value or physical value because it,
 - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - ii. displays a high degree of craftsmanship or artistic merit, or
 - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
 - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,

- ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

3. The property has contextual value because it,
 - i. is important in defining, maintaining or supporting the character of an area,
 - ii. is physically, functionally, visually or historically linked to its surroundings, or
 - iii. is a landmark.

Transition

2. This Regulation does not apply in respect of a property if notice of intention to designate it was given under subsection 29 (1.1) of the Act on or before January 24, 2006.



Woodstock Museum, Woodstock (Photo Copyright 2006 Ontario Tourism)

Through the evaluation process of Regulation 9/06, it should be possible to:

- Recognize a property that warrants long-term protection under section 29, and give reasons;
- Recognize a property for which levels of heritage conservation, other than section 29, are more appropriate;
- Determine that a property has no cultural heritage value or interest to the jurisdiction;

- Formulate the statement explaining the cultural heritage value or interest of the property, as required in a section 29 designation bylaw; and,
- Identify clearly the physical features or heritage attributes that contribute to, or support, the cultural heritage value or interest, as required in a section 29 designation bylaw.

A successful municipal cultural heritage conservation program starts with meeting the standards of Regulation 9/06. Many municipalities have methods for evaluating the cultural heritage value or interest of a property being considered for protection. Existing or new evaluation models must apply the criteria specified in Regulation 9/06. Existing evaluation models may have to be revised to take into account the mandatory criteria set out in the regulation.

It is advisable that an approach or model to apply the criteria be adopted as a standard municipal procedure or policy. The adoption of a policy or standard practice enables council, municipal heritage committees, municipal staff including planning and building officials, land use planners, heritage organizations, property owners and the public to apply the criteria in a consistent and defensible manner.

Who does the Evaluating?

Under the Ontario Heritage Act, a municipal heritage committee can be appointed to advise council on matters relating to the Act and other heritage conservation matters. This can include compiling the register of cultural heritage properties and using criteria for evaluating the cultural heritage value or interest of a property. By using a committee, the objectivity of the evaluation is maintained.

For municipalities without a municipal heritage committee, others such as heritage planning staff, municipal staff, community or heritage organizations, a heritage expert, or an individual who understands the purpose of evaluating the cultural heritage value or interest of a property, could undertake the evaluation. Knowledge of the heritage of the community and expertise in cultural heritage properties are recommended.

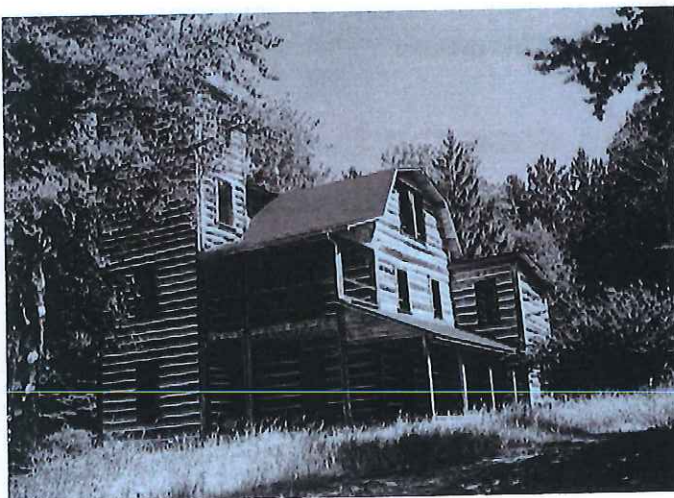
The municipal evaluation criteria should be such that, whoever undertakes the evaluation, there is a reasonable expectation that the process will lead to valid decisions about the heritage conservation of the property.

Ultimately, a municipal designation bylaw and its statement of cultural heritage value or interest is subject to appeal and must be defensible at the Conservation Review Board. Council has the final decision on whether to proceed with protection under the Ontario Heritage Act. When council refuses to issue a demolition permit for a designated property, the matter can be appealed to the Ontario Municipal Board, which makes the final decision.

ONE STRUCTURE – MANY VALUES AND INTERESTS

Knowing the characteristics and evolution of local construction techniques and materials will help when evaluating cultural heritage properties. For example, depending on the community, a stone structure could hold different cultural heritage values or interests:

- It represents the earliest type of building form, and stone construction is no longer typical; or
- It represents the typical building form and/or has a particular quality in design or physical value, historical or associative value and/or contextual value; or
- The use of stone is unique and its use is possibly a reflection on the owner or builder who went to extraordinary means to acquire the materials; or
- Other reasons depending on the cultural heritage of the community.



*White Otter Castle, Atikokan
(Photo courtesy of Dennis Smyk)*



The St. Cyril & Methodius Ukrainian Cathedral Church in the City of St. Catharines was designed by well-known architect Rev. Philip Ruh in the Byzantine style of Ukrainian churches in Western Canada. The interior is adorned with iconography by artist Igor Suhacev. (Photo: Ministry of Culture)

LISTING AND EVALUATION IN THE MUNICIPAL DESIGNATION PROCESS

1

REGISTER OF CULTURAL HERITAGE PROPERTIES

A property the municipal Council believes to be of cultural heritage value or interest is listed on the municipal register of cultural heritage properties.

2

RESEARCH AND ANALYSIS

When a property on the register becomes a candidate for protection under section 29 of the Ontario Heritage Act, research about the property's history and cultural associations, and a physical site analysis are undertaken.

- **Community Context**

Knowledge of the history, achievements and aspirations of the community gives perspective to what cultural heritage value or interest may be held by the property.

- **Historical Research**

Historical research involves consulting land records, maps, photographs, publications, archival materials and other documentation to learn the history and cultural associations of the property. A preliminary site visit can be useful in formulating research questions about the property.

- **Site Analysis**

A site analysis can involve photographs, measurements, observation and analysis of the physical characteristics of the property. The historical research findings compared with the physical evidence should ensure collaboration in the known information about the property.

3

EVALUATION

Within the context of the heritage of the community, the findings of the historical research and site analysis are used to evaluate the property for Design/Physical Value, Historical/Associative Value and Contextual Value in accordance with Ontario Regulation 9/06.

4

STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

Prepare a statement of cultural heritage value or interest and a description of the physical features or heritage attributes of the property that support that heritage value or interest.

5

CONSERVATION AND PROTECTION

Depending on the outcome of the evaluation, the property may warrant long-term protection under section 29 of the Ontario Heritage Act, or other heritage conservation and land-use planning measures.

Integrity

A cultural heritage property does not need to be in original condition. Few survive without alterations on the long journey between their date of origin and today. Integrity is a question of whether the surviving physical features (heritage attributes) continue to represent or support the cultural heritage value or interest of the property.

For example, a building that is identified as being important because it is the work of a local architect, but has been irreversibly altered without consideration for design, may not be worthy of long-term protection for its physical quality. The surviving features no longer represent the design; the integrity has been lost. If this same building had a prominent owner, or if a celebrated event took place there, it may hold cultural heritage value or interest for these reasons, but not for its association with the architect.



*Forster-Rawlinson Log House & Barns,
Richmond Hill
(Photo: Ministry of Culture)*

Cultural heritage value or interest may be intertwined with location or an association with another structure or environment. If these have been removed, the integrity of the property may be seriously diminished. Similarly, removal of historically significant materials, or extensive reworking of the original craftsmanship, would warrant an assessment of the integrity.

There can be value or interest found in the evolution of a cultural heritage property. Much can be learned about social, economic, technological and other trends over time. The challenge is being able to differentiate between alterations that are part of an historic evolution, and those that are expedient and offer no informational value.

An example would be a sawmill originally powered by a waterwheel. Many mills were converted to steam turbine technology, and later to diesel or electrical power. Being able to document or present the evolution in power generation, as evidenced in this mill, has cultural heritage value or interest.



Physical Condition

Physical condition is another difficult consideration. Some cultural heritage properties are found in a deteriorated state but may still maintain all or part of their cultural heritage value or interest. The ability of the structure to exist for the long term, and determining at what point repair and reconstruction erode the integrity of the heritage attributes, must be weighed against the cultural heritage value or interest held by the property.

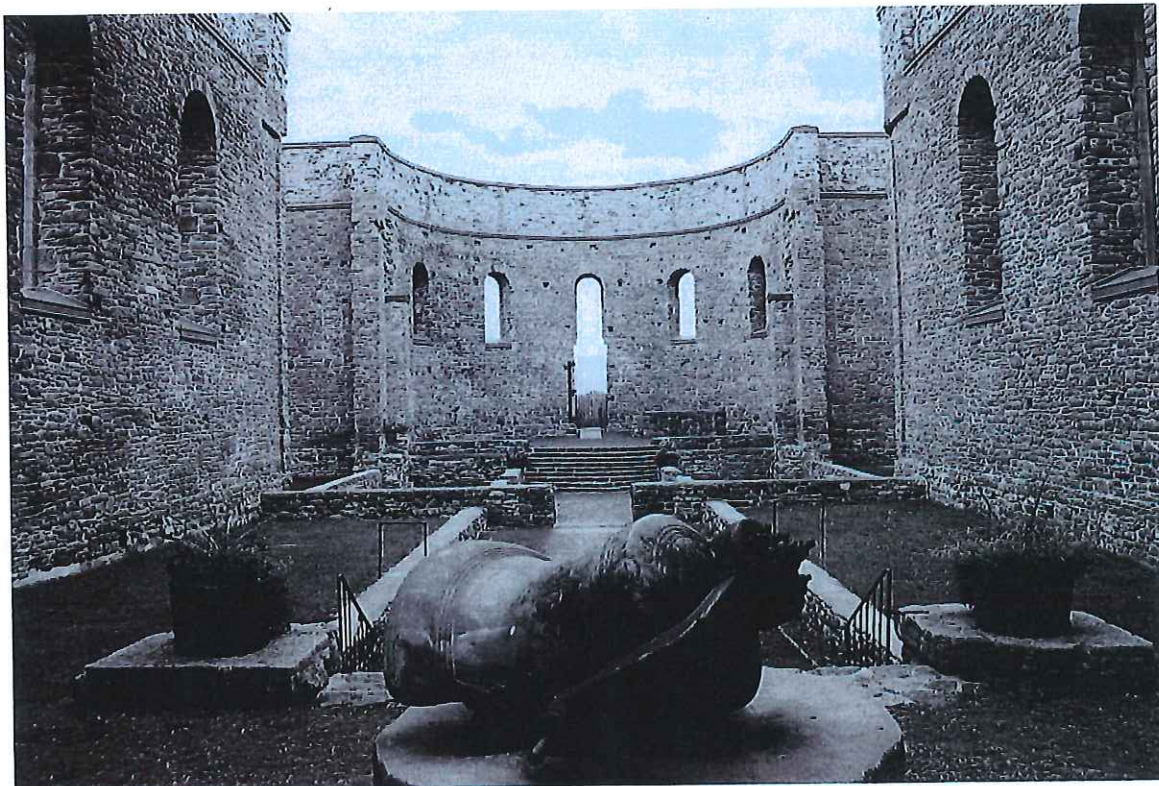
The Case of St. Raphael's Roman Catholic Church

St. Raphael's Roman Catholic Church in South Glengarry County was built in 1818 under the supervision of Alexander Macdonell, the vicar general who was appointed in 1826 as the first Roman Catholic Bishop of Upper Canada. This large stone church served

a congregation of Scottish Highlanders who had settled in the easternmost county of Upper Canada in 1786. St. Raphael's is recognized as the founding church for the English-speaking Catholics of Ontario. A fire in 1970 destroyed the roof, 1830s-era tower and the interior decorations. Fortunately, the outer walls were spared and thus its plan, impressive scale and fine masonry work remain.

Despite its fire-damaged condition, the property was designated under the Ontario Heritage Act and in the 1990s was declared a National Historic Site. Its condition, although regretful, did not take away its cultural heritage value and interest. The ruins silhouetted against the rural landscape "powerfully engages the minds of all who see it, evoking those early days in the history of the Church and preserving the memory of those intrepid settlers."

(Source: Friends of St. Raphael's Ruins)



St. Raphael's Roman Catholic Church, Glengarry County (Photo: Ministry of Culture)



5

Researching a Property

Researching a cultural heritage property involves reviewing documentary sources, merging this primary information with the physical evidence, and making some conclusions about the history and evolution of the property. This background information is needed to evaluate the cultural heritage value or interest of the property to the community.

Community Context

The more that is known about the overall history and development of a community, the easier it will be to make sense of the property research puzzle. Secondary sources such as community, family, institutional and business histories can outline the community context and help answer some initial questions such as:

- When and why was the community established?
- Where is the property located relative to local development? Is it in the historic core or an area of later growth? Is it near an early waterway, road, crossroads or railway line?
- Do any people, events, places, commercial activities or other factors contribute to the cultural heritage of the community?
- Were there any floods, fires, tornadoes or other disasters that may have altered the property?
- When were the local mills, brickworks, iron foundries or other manufacturers of products relevant to the property established?
- When did the railway arrive to bring imported products?
- Are there any traditions associated with a former occupant, builder, event, design, type of engineering or use of the property?



*Originally part of a large complex of pulp, paper, iron and steel and power plant, the St. Marys Paper Inc./Abitibi-Price Building is one of the finest examples of Romanesque revival architecture in an industrial context in Ontario.
(Photo: Ministry of Culture)*

Historical Research

Land Records

Determining dates of construction and use of a cultural heritage property starts with tracing the legal ownership of the real property or land. In Ontario, it is the parcel of land that is bought and sold, not the individual improvements on it (except for condominiums). Few land records accurately record what buildings or features exist on the property over time.

Historically, once an area was surveyed by the "Crown" (province) into a grid of concessions and lots, ranges, or plans, it was opened for settlement. The survey created the legal description. This is not the same as the street address. This legal description, for example, Lot 12, Concession 6, Oro Township, or Lot 6, north side, Blake Street, Plan 6, is key to finding the relevant land records.

Pre-Patent Land Records

An application by an individual for a grant or purchase of Crown land was called a petition. It contained an explanation of why the petitioner might be entitled to receive a land grant (free or paying fees only); or is a request to buy or lease Crown land.

If the Crown approved the petition, the surveyor general assigned a lot and issued a Ticket of Location stating required settlement duties, such as clearing part of the lot and erecting a shanty. Government land agents might later inspect the lot to verify the satisfactory completion of these duties. (Township Papers Collection) Once all requirements were met, a first deed was issued.

The final step in transferring ownership from the Crown involved having the lot surveyed and paying a fee for the Crown patent. The patent was only mandatory when the lot was to be sold to a non-family member. Generations of one family could live on the lot before the patent was issued. This needs to be considered when studying early structures and compiling a complete history of the lot. The patent date is rarely the date of arrival of the owner or the date of construction of the first features on the property. Many of these events predate the patent.

RUN DATE - FEBRUARY 26 1979

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ONTARIO ARCHIVES LAND RECORD INDEX

ALPHABETICAL LISTING BY NAME OF LOCATEE

NAME OF LOCATEE	TOWNSHIP / TOWN / CITY	LOT	CONC.	DATE ID	ISSUE DATE	TRANS TYPE	TYPE OF LEASE / SALE	ARCHIVAL REFERENCE RG SERIES VOL PG
DRINKWATER JAMES RESIDENCE	CHINGUACOUSY	E 1/2 20	4WHST	8	18241124 18241208	FG	FF DEED NO.	01 C13 054 105
DRINKWATER JAS RESIDENCE	COCHARNE	S1/2 6	3	1	19080620 19080727	FG	V DEED NO.	01 CV118 003 043
DRINKWATER JNO SR RESIDENCE	ORILLIA RD		2	1	18320804 NO	FG	DEED NO.	01 C14 023 011
DRINKWATER JNO SR RESIDENCE	ORILLIA RD	W1/2 1	1	1	18320804 NO	FG	DEED NO.	01 C14 023 011
DRINKWATER JOHN RESIDENCE	ORILLIA RD	W1/2 1	3RD	5	18350522 NO	S	CR DEED NO.	01 C114 010 016
DRINKWATER JOHN H'S RESIDENCE	ORILLIA RD	1	2ND	8	18400527 NO	S	CR DEED NO.	01 C114 010 069
DRINKWATER THOS H RESIDENCE	TISDALE ORILLIA	W1/2 1	5	1	19040222 19080603	FG	V DEED NO.	01 CV118 007 022

Ontario Archives

The Ontario Archives Land Record Index is organized alphabetically by surname of the locatee (person issued the lot) and by township/town/city. Each entry is coded and notes the archival reference to the original record ("RG Series, Vol., Pg"). The extract provided above is by locatee: The first entry in the above sample indicates that James Drinkwater was a resident of Chinguacousy township when he received the east half of Lot 20, Concession 4, West Hurontario Street ("E1/2 20 4WHST") by an Order-in-Council (Date ID "8") issued November 24, 1824. This was a free grant (Transaction type "FG") for which he paid full fees (Type FG."FF"). He was "located" (Date ID "1" issued a Ticket of Location) on December 8, 1824.

It is also possible that the person issued the patent is not the original occupant of the lot. The patentee may have been a non-resident owner who leased the lot to a tenant. The first occupant may have abandoned the lot before receiving the patent and the lot was re-issued by the Crown. The first occupant may have negotiated the “sale” of the lot on the condition that the next “owner” could apply for the patent using the occupant’s name. (This was a common, but illegal, practice.)

When disputes arose over who was entitled to apply for the patent, the matter was referred to the Heir and Devisee Commission. The heir or family descendant, devisee (recipient through a will), or person “sold” the lot by the first occupant, could present evidence of their patent claim to this court of review.

The early system of granting Crown land in Ontario involved several steps and was frequently adjusted. Before making any conclusions about the early history of a property, several records should be checked. Hopefully, the findings will collaborate and give some insight into the origin of the earliest physical evidence on the property.

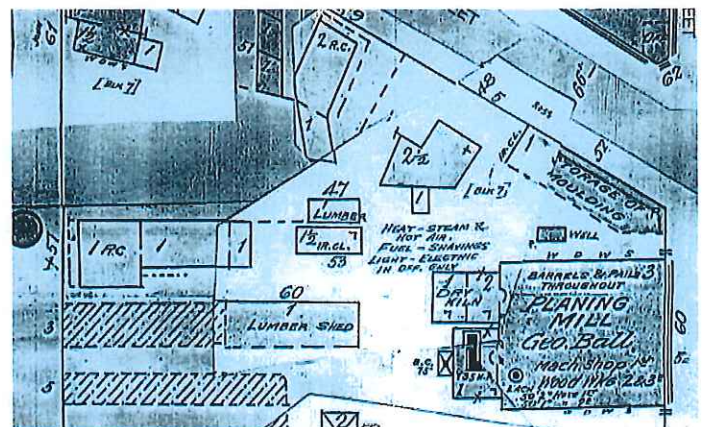
Several collections relating to pre-patent transactions are indexed as the Ontario Archives Land Record Index (1780s to about 1918). The Upper Canada Land Petitions, Heir and Devisee Commission records (1804-1895), and Township Papers are available at the Ontario Archives in Toronto and the National Archives of Canada in Ottawa. Some public libraries, regional archives, and genealogical resource centres may have copies.

Land Registry Offices

It is only when the patent is issued that a file for the lot is opened at the county or district Land Registry Office. There were two systems of filing all subsequent legal documents relating to the lot: the land registry system and the land titles system.

In the land registry system, this lot file is known as the conveyances abstract or Abstract of Title. It starts with the patent and assigns a number to each legally registered transaction (called instruments) for the lot, listing them in chronological order to today. These include mortgages, deeds (sometimes called Bargain and Sales, B&S), grants, leases, discharges, deposits, liens, bylaws, wills, court orders, surveys, site plans and other documents regarding the property. The Abstract is the index to these registered instruments.

The land titles system was primarily used in northern Ontario. The legal ownership of the lot is certified and entered into land titles. When the lot is sold again, it is not necessary to verify any transactions earlier than the date it was entered into land titles. Lots in the land registry system have been slowly converted to land titles. A system based on land titles is now used at all Land Registry Offices. Each parcel of land is assigned a



*Fire insurance plans are a useful source of information
(Photo: Insurers' Advisory Organization Inc.)*

Property Identification Number (PIN).
The PIN number is used to access the recent (40-year average) history of a parcel of land.

For historical research, it is usually necessary to go beyond the 40-year history.

The current legal description (or PIN) of the parcel of land being researched is the key to accessing the Abstract and instruments that relate to the parcel and eventually to the larger lot of which the parcel may only be a part. The history or "root" of the parcel is traced from today, back through all the subdivisions, to the original size of the whole lot at the date of the patent. It is critical to trace only the chronology of the specific parcel of interest by tracking the survey boundaries or assigned description of that parcel. It may be necessary to look at a second or third Abstract, as the parcel is reconstituted to its original lot and concession or plan description.

Reading the Abstract and the instruments can reveal information about a property. Clues such as the occupation of the owner, for example an innkeeper or miller, may identify the use of the property. When a parcel too small for farming is severed from a larger lot, it may mean the construction of possibly a second dwelling, inn, church, school or cemetery. When industries are sold, the physical assets may be described. Right of way agreements suggest the need to access a new or existing structure, water source, road or railway line. Family relationships, court settlements, mechanic's liens describing unpaid work done and other clues contained in the instruments establish a framework of names, dates and uses that are relevant to the property and needed to search other documentary sources.

Ontario
REGISTRY OFFICE,
BARRIE,
County of Simcoe.

I Certify, that the following are correct Extracts from
Lot Number Twenty four and one half

Abstract does not purport to give entries from the general register.

REGISTERED NO. OF THE INSTRUMENT.	THE NATURE OF THE INSTRUMENT.	THE DATE	THE DATE OF REGISTRY.	NAME, RESIDENCE AND ADDRESS OF GRANTOR, LESSOR DEVISOR, OR PLAINTIFF, MENTIONED IN SAID INSTRUMENT.	NAME, RES I
	Patent	15 Oct 1835		Mc Crann	Sept
2622	B.S.	15 Nov 1836	10 Aug 1838	Stephen's Heir? In w... of Williamsburg	John
2623	B.S.	8 Aug 1838	10 Aug 1838	John Fairbairn of Williamsburg	Thom
13819	B.S.	23 Aug 1844	27 Nov 1854	Thomas Christie of Williamsburg	Thom
58616	B.S.	6 Oct 1870	8 Oct 1870	Charles J. Chapman of Slaver	William
58617	B.S.	6 Oct 1870	8 Oct 1870	William Thompson of Slaver	James

Land Registry Offices are open to the public. Abstracts and instruments before 1958 are also available on microfilm at the Ontario Archives.

Property Tax Assessment Rolls

Property tax assessment rolls have been compiled annually since the early 19th century. The rolls that survive are usually found in municipal offices, regional archives, museums and in provincial and national archives. Each identifies the name of the occupant (tenant or owner), the legal description, some personal and statistical information and a breakdown of real and personal property assessed values. Real property includes the land, buildings and fixed assets. Personal property includes taxable income and movable assets such as carriages and livestock. An increase in the

assessed value is a good indicator of some improvement on the property being completed, such as building construction. A few municipalities have dates of construction recorded on the tax roll.

The tax rolls should be reviewed for each year but particularly for the years that correspond to significant names or dates learned at the Land Registry Office. The information in each tax roll needs to be compared within the single year and from one year to the next. There are several possible comparisons:

- Compare the real property value with nearby properties of equal size, as examples:

Your lot is assessed at \$50 and most lots in the vicinity are assessed at \$200 each, it may be that your lot is vacant; or,

ABSTRACT OF TITLE.

HART & RIDGELL, Stationers, 47 Wellington St. West, Toronto.

by Instruments Recorded at this Office upon My Last Day of
Succession of the Wp of Tassanville in the County of Simcoe and Province of Ontario.

AND ADDITION OF GRANTEE, LESSOR, OR DEFENDANT, MENTIONED IN THE INSTRUMENT.	CONSIDERATION OR MORTGAGE MONEY.	THE PART OF SAID LOT MENTIONED IN THE INSTRUMENT... AND REMARKS.
as Hickey		Lot 29 Cont Tassanville = 200 acres
as	£826	Lot 29 Cont Tassanville = 200 acres
of William		
Christ	£100.	Lot 29 Cont Tassanville = 200 acres,
of Wm Gummery		
Chapman	£150.	Lot 29 Cont Tassanville = 200 acres,
of Wm Gummery		
Thompson	\$3800.	all of lot 150 acres, "called Broken Lot,"
of Sneyer		
Chapman wife of	\$3800.	all of lot 150 acres "called Broken Lot"

Simcoe County Land Registry Office

Your lot is assessed at \$200 and comparable lots are valued at \$400, you may have a frame house while the others are brick and therefore of a higher assessed value; or,

Your lot may be assessed at \$3,000, in which case it may be a substantial estate or it has other assets such as a commercial or industrial operation.

This answer may be obvious from the occupation of the resident (and other research findings).

- Note the changes in the assessed value of the real property from one year to the next.

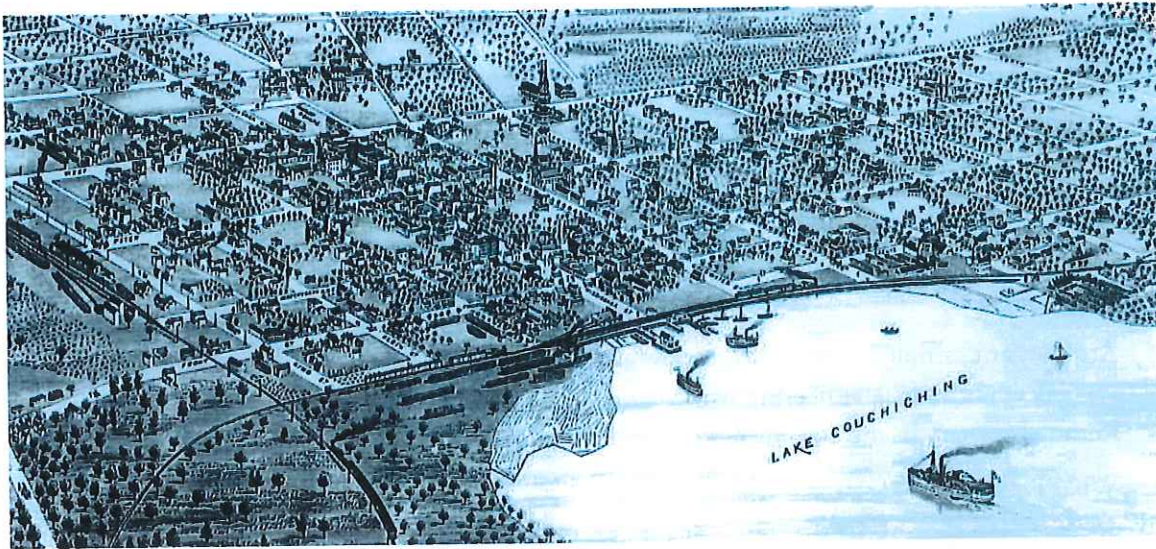
For example, in 1875 and 1876 the value is \$50, but in 1877, it rises to \$400. A building may have been completed enough by 1877 to account for the higher assessed value. This may coincide with a change in ownership or mortgaging registered at the Land Registry Office.

There are some factors to consider when using tax assessment rolls. Few assessors made annual inspections of each lot so any change in value may be one to several years behind the actual date of the improvement. A slight increase in the assessed value may be indicative of a major renovation to an existing structure, not new construction.

Fluctuation in value can be the result of a widespread economic situation, such as a recession that devalues the real estate market. There is also the possibility that the structure burned, was not reassessed during reconstruction and returned at the same assessed value as before the fire. Investigating other research sources should explain these apparent puzzles and inconsistencies.

Other Research Sources:

- Personal and agricultural census records exist for most jurisdictions each decade from 1842 to 1911. Some identify individuals and family groups, location, dwelling, industries, production rates, and other information.
- Directories are published lists of individuals and businesses organized by location. Some were compiled by commercial publishers using tax assessment rolls or land records. Others list only subscribers, with the result that the lists are incomplete.
- Photographs are a valuable source. Many institutional collections are filed by location, name or type of structure.
- Illustrated atlases may plot buildings on a map and have artistic depictions of structures and landscapes. Historic maps can also be useful.
- Newspapers contain an assortment of information and some are indexed.
- Insurance plans of urban areas are measured outlines of structures coded for type of construction, building materials, use and fire risk.
- Business records, private manuscript materials (for example, diaries, letters, scrapbooks) and municipal records may provide relevant information.
- Other materials held by the National Archives of Canada, Ontario Archives, local archives and libraries, museums, and historical, architectural and genealogical research societies and groups.



Bird's Eye View drawings depict the locations of buildings in a community. Orillia 1875 (Photo: Beautiful Old Orillia, Orillia Museum of Art and History)

Site Analysis and Physical Evidence

Through historical research, a profile of the ownership, use, history, development and associations of a property should begin to emerge. For some properties, it is the association with certain people, events or aspects of the community that have value or interest, not the physical appearance. For other properties, there is a need to examine, interpret, and evaluate the physical evidence. When trying to identify and interpret any physical evidence presented by the property, knowledge of the following topics is useful:

- architectural styles
- construction technology
- building materials and hardware
- building types including residential, commercial, institutional, agricultural and industrial
- interiors

- infrastructure such as bridges, canals, roads, fences, culverts, municipal and other engineering works
- landscaping and gardens
- cemeteries and monuments
- spiritual places that have a physical form

Having a sense of what to look for will help develop observation skills and answer some important questions such as:

- What is the architectural style? When was it popular in your community? Are there additions or upgrades that can be dated based on style?
- What elements or features are typical of the architectural style or building type?
- What level or type of technology seems to be original? For example, are there remnants of earlier methods of accomplishing some mechanical task?
- What building materials are used in the basic construction and any additions? Is it log, frame, concrete, steel, glass or some unique material?

- What are the decorative features such as coloured and patterned brick, terracotta tiles, ornamental stone, wood trim, brackets or carvings? Do they appear to be handmade and unique, or commercially made and common in the community? (Some of these innovations and trends can be dated.)
- Are similar examples of the style, form, type, decoration or engineering works found elsewhere in the community?
- What is the original shape of the window opening and type of sash?

Benchmark Dates

There are benchmark dates for the popularity of an architectural style, new developments in construction techniques, building materials, philosophies toward a particular practice and other innovations. This is true overall for Ontario but also applies to when each community was willing and able to incorporate these developments and innovations locally. It is this variation in local experience that is the overriding factor in identifying which properties have cultural heritage value or interest to each community.



Fireplace Mantel, 1904 (Photo: Universal Design Book)

Building Materials

The closer the initial development of a property is to the date of the founding of a community, the more likely the building materials were locally available. The most common early structures used logs cut from the lot, notched together and raised to the height that could be reached by non-mechanical means. Timber framing, where the logs were squared with an axe or pit sawn, was the next level of sophistication. It required someone capable of joining the structural frame together using, for example, mortise and tenon construction. Communities with an abundance of natural building stone could have early stone structures.

The early 19th century development of steam power reliable enough to drive sawmill machinery resulted in the production of standard dimension lumber. The use of logs and timbers for construction could be replaced with lumber. The availability of lumber and the development of cut or "square" nails that were less expensive than blacksmith made nails signalled an end to the complex joinery of mortise and tenon construction. Dimensioned lumber could be quickly nailed together to create a building frame.

The 19th century also witnessed the decline in hand craftsmanship and the rise in manufactured products produced locally or stocked by local suppliers. Examples are the planing mills producing mouldings and trim; lath mills that meant the narrow strips of wood needed for plastered walls no longer needed to be hand split; window sash and door factories; and foundries casting iron support columns, decorative ironworks and hardware. Knowing the dates these mills or manufacturers were established or their products available locally can help to date a structure.



Advertisement, 1899 (Photo: Canadian Architect and Builder)

Brick making is an old technology but brick construction was not universal in early Ontario. Enough bricks needed for the fire-place hearth and chimney or a brick structure could be made in a temporary kiln on the site. Communities on waterways may have acquired the bricks used by ships as ballast weight and removed to reload the hull with cargo. Once a machine to commercially produce bricks was patented, and the expansion of the railway network allowed their transport, more communities had the option of brick construction. Opening local brickworks would, over time, change the look of a community. Locally available clay and sand may have produced a regional brick colour and texture. A local mason may have favoured a combination of brick colours and laid them in a particular bond and decorative pattern.

The 20th century brought innovations such as structural steel, reinforced concrete, elevators, plastics, composite materials and artificial stone.

These resulted in increased height, scale, interior spaciousness and embellishment to structures. Structural steel and reinforced concrete also allowed load bearing to be allocated to selected points. Now window openings could be large, delicate and thinly separated as they were no longer integral to the structural strength of the wall. A new approach to design developed in the architectural community.

Glassmaking made advances from hand blown with obvious imperfections, to glass rolled in sheets. The size of the glass for window panes increased, while the number of panes used in each window sash, decreased. A window with two sashes of 12 panes each (12 x 12), became a 6 x 6, then a 2 x 2, 1 x 1, until large sheets of glass were capable of becoming a wall structure. The exception to this chronology are the 20th century Period Revival styles that used multipaned sash to introduce a sense of antiquity.



This would be described as a 12 over 12 window sash (Photo: Su Murdoch)

Some architectural styles favoured certain shapes of window openings such as flat, pointed or round-headed. Gothic Revival re-introduced the use of stained glass.

As urban areas became densely populated, etched and art glass was used to let in light and maintain privacy. Glass was used as door panels, transoms over doors and dividers in an attempt to lighten otherwise dimly lit interiors.

Architectural Style

In Ontario, the founding architectural styles of the 18th and early 19th century are Georgian, Neoclassical and Regency.

The Gothic Revival style and its increasing level of complexity and decoration dominated the 19th century, but there were other popular styles during this period. The 20th century saw the rise of Period Revivals and “modern” styles with simple lines and often innovative designs made possible by the new materials available.

Many publications about architectural styles are available as reference. These will also identify which design features or elements are typical of each style.

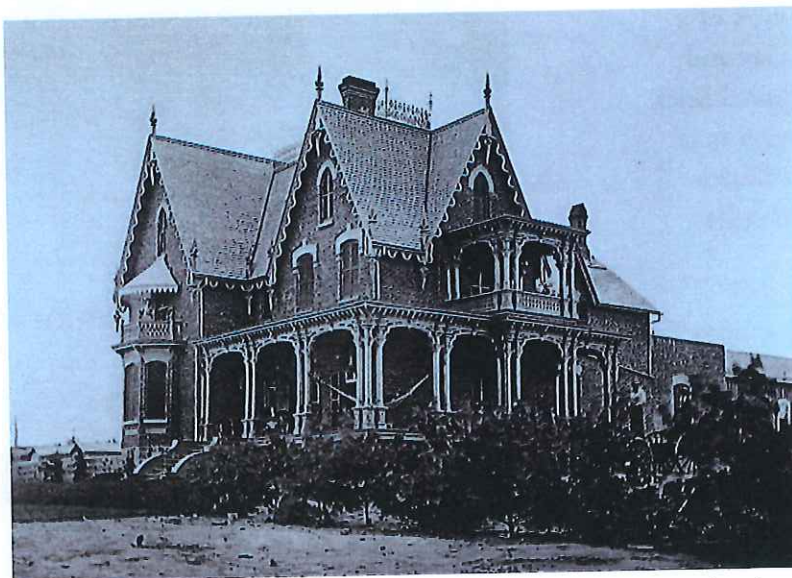
For example, the balanced façade, returned eaves and classical doorcase with its sidelights and a transom, are elements typical of Georgian styling.

Pointed window openings and roof gables, steep roofs and fanciful trim are featured on Gothic Revival buildings.

Although many structures are a mix of styles, most have a dominant style impression. Recognizing that dominant style is a clue to its date.



*Georgian Style,
McGregor-Cowan House,
Windsor (Photo courtesy
of Nancy Morand,
City of Windsor)*



Gothic Revival Style, Burton House, Allandale (Photo: Simcoe County Archives)

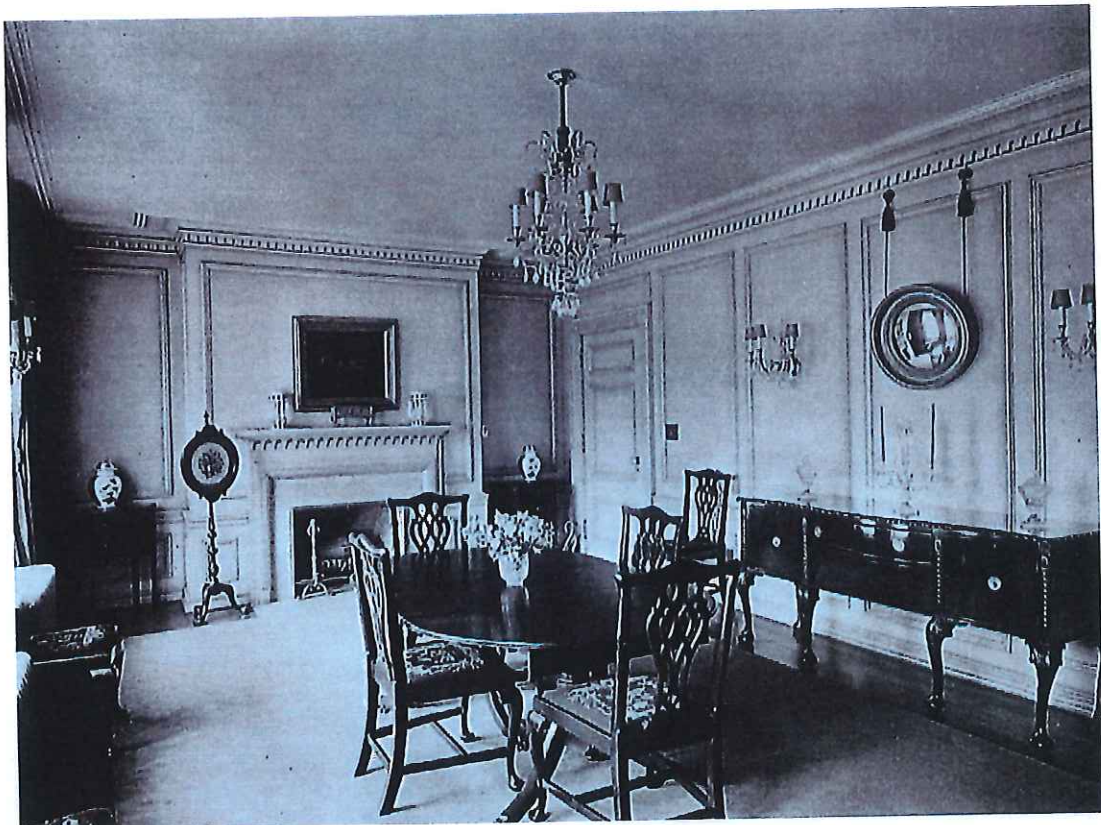
Interiors

Interiors also changed with technological developments. For example, in some communities the fireplace as the only source of heat, cooking and evening light may have dominated the interior of a settlement period dwelling. Open hearths were a fire hazard and as soon as possible the kitchen was segregated to an outbuilding, basement, rear or side wing. Smaller heating fireplaces and heating stoves were installed in the main house and eventually replaced with central heating. As cooking stoves became safer and affordable, more kitchens became part of the main floor plan. (Just as many bathrooms came indoors with the invention of flush toilets and availability of pressurized water.)

Physical evidence of this evolution may be found, for example, in the discovery of the hearth behind a wall, or stovepipe holes that were later cut through a wall as they were not part of the original framing.

Another example of technological evolution is in lighting. By the mid 19th century, candle and oil lamps were being replaced with kerosene lamps. Gaslight was soon available but its sulphurous fume killed plants, tarnished metal, and discoloured paint. Most kept it outside until the 1886 invention of a safer gas mantle. It brought brilliant light into rooms after dark and changed the way interiors were designed. If a local gasworks was established, gaslight became possible and buildings were equipped with the necessary pipes and fixtures. The early 20th century witnessed the development of local hydroelectric plants, changing the standard in many communities to electric lighting.

Each change in lighting may have left some physical evidence such as ceiling hooks for oil and kerosene lamps, gas pipes and early knob and tube electrical wiring.



Dining room, Kingsmith House, Toronto (Photo: Ontario Association Architects, 1933)

Context and Environment

A cultural heritage property may have a single feature, or it may be in some context or environment that has associative value or interest. These could be, for example, a unique landscape feature, garden, pathways or outbuildings. An industrial site may have evidence of the flow of the production process. The neighbourhood may have workers' cottages. A former tollbooth or dock may be near a bridge. There may be ruins on the property that represent an earlier or associated use. These elements are also important to examine for clues to the property. There is often evidence of these "lost" landscape features or remnants such as fences, hedgerows, gardens, specimen and commemorative trees, unusual plantings, gazebos, ponds, water features or walkways. These may have made a significant difference to how the main building related to the street or another structure on the property.

Consideration should always be given to adjacent properties. This is especially important in an urban or traditional town setting where properties abut. The front, side and rear yard setbacks may have been prescribed by early zoning regulations within a planned community, or perhaps evolved over time without any plan.

The views to and from a property can also be significant. Views can be considered from an historic perspective, how did views develop or was there a conscious effort to create and/or protect views), and the relevance of views to and from the site today.

Evaluation

A cultural heritage property does not have to be a pure form or best example of a style, or incorporate the latest available in technological innovation, materials or philosophy.

Its cultural heritage value or interest is in what was created given the resources of the community at a particular time in its history. Ultimately, the questions to be answered are those posed in the criteria for determining property of cultural heritage value or interest as outlined in this guide.

RESEARCHING A PROPERTY

Community Context

- Learn about community history and activities that may hold cultural heritage value or interest

Visit the property

Historical Research

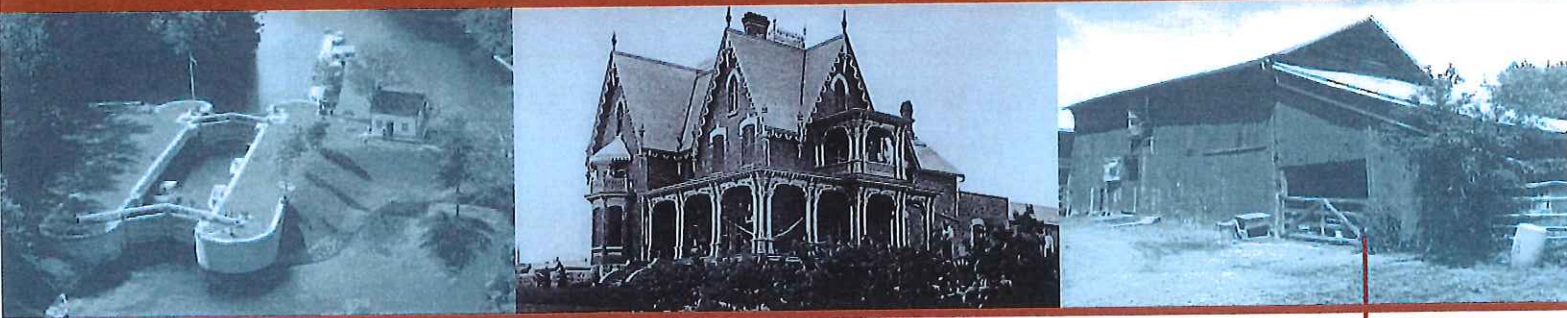
- Search pre-patent land records for early properties
- Search Land Registry Office property Abstracts and registered documents
- Review property tax assessment rolls
- Review sources such as census records, directories, photographs, maps, newspapers, insurance plans, business records and family materials

Site Analysis and Physical Evidence

- Develop knowledge of construction, materials, architectural style and other related topics
- Analyse and record the physical characteristics of the property

Evaluation and Report

- Merge the historical research information with the physical evidence
- Make conclusions and deductions based on the supporting documentation
- Identify any cultural heritage value or interest of the property
- Describe the heritage attributes that support that value or interest



RESOURCES AND Further Information

Strengthened in 2005, the Ontario Heritage Act was passed in 1975 and has resulted in the protection of several thousand properties in Ontario. Many of these designated properties are identified in the Ontario Heritage Properties Database available online through the Ministry of Culture website (www.culture.gov.on.ca). The Ontario Heritage Trust, as an agency of the Ministry of Culture, maintains a register of all designated and easement properties in Ontario as well as properties of cultural heritage value or interest.

The Canadian Register of Historic Places, an on-line, searchable database showcasing historic properties Canada-wide, is being developed under the Historic Places Initiative, a federal-provincial-territorial partnership. It can be viewed at www.historicplaces.ca

Several publications providing guidance on conserving Ontario's cultural heritage properties are available from the Ministry of Culture and Publications Ontario.

For more information on the Ontario Heritage Act and conserving your community heritage, contact the Ministry of Culture or the Ontario Heritage Trust at:

Ministry of Culture

900 Bay Street
4th Floor, Mowat Block
Toronto, ON M7A 1C2
Tel: 416-212-0644
1-866-454-0049
TTY: 416-325-5170
www.culture.gov.on.ca

Ontario Heritage Trust

10 Adelaide Street East
Toronto, ON M5C 1J3
Tel: (416) 325-5000
www.heritagetrust.on.ca

Acknowledgements

The Ministry of Culture would like to thank Su Murdoch and Kurt Schick for their valuable contributions to this guide.

Special thanks also to the following individuals and organizations for their thoughtful comments and contributions: the Ontario Tourism Marketing Partnership, the Ontario Heritage Trust, the Ministry of Municipal Affairs and Housing, Community Heritage Ontario, the Architectural Conservancy of Ontario, the Ontario Historical Society, Parks Canada, the Ontario Urban Forest Council, the Insurance Bureau of Canada, McMichael Canadian Art Collection, the Town of Aurora, the City of Brampton, the Town of Caledon, the City of Guelph, the City of Hamilton, the City of Kingston, the Town of Markham, the City of Mississauga, the City of Ottawa, City of Peterborough, the City of Toronto, the City of Windsor, Simcoe County Archives, Friends of White Otter Castle, Friends of St. Raphael's Ruins, Insuror's Advisory Board, Janet Amos, Yolande Asschert, Michele Beckstead, Adrian Benvenuto, John Blumenson, Jamie Boulton, Anita Brunet-Lamarche, Catherine Campbell, Dennis Carter-Edwards, Natalie Champagne, Sally Coutts, Ginny Cuning, Shahan Deirmenjian, Sally Drummond, David Cuming, David Ellis, Dana Hall, Beth Hanna, Regan Hutcheson, Paul King, Helen Lamon, Jim Leonard, Marcus Létourneau, Bob Martindale, Richard Moorhouse, Nancy Morand, Fran Moscall, Rollo Myers, Patricia Neal, Lou O'Hara, Brian Osborne, Ian Panabaker, Neil Patterson, Don Purdy, Nora Reid, Paul Ross, André Scheinman, Eva Salter, James Scott, Robert Saunders, Michael Seaman, Therisa Singh, Alida Stevenson, Marcia Wallace, Mark Warrack and Erica Weider.

Thanks also to the many others in the heritage community who helped with the development of this guide and have provided ongoing assistance and advice to staff at the Ministry of Culture.

The Government of Ontario gratefully acknowledges the Government of Canada's contribution to this publication.



The Corporation of the Town of LaSalle

To: Mayor and Members of Council
Prepared by: Tano Ferraro, Manager of Finance/Deputy Treasurer
Department: Finance
Date of Report: May 28, 2020
Report Number: FIN-11-2020
Subject: April 2020 Financial Statement and Financial Reports

Recommendation

That the report of the Manager of Finance/Deputy Treasurer dated May 28, 2020 (FIN-11-2020) regarding the April 2020 Financial Statement and Financial Reports BE RECEIVED.

Report

Please refer to the attached April 2020 Financial Statement and Financial Reports.

Consultations

Not Applicable

Financial Implications

Not Applicable

Prepared By:



Manager of Finance/Deputy Treasurer

Tano Ferraro

Link to Strategic Goals

yes	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:	FIN-11-2020 April 2020 Financial Statements and Financial Reports.docx
Attachments:	- FIN-11-2020 Appendix A-April 2020 Financial Statements and Financial Reports.pdf
Final Approval Date:	Jun 1, 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

TOWN OF LASALLE
FINANCIAL STATEMENT
April 30, 2020

	2020 Budget	2020 YTD Actual 30-Apr	\$ VARIANCE Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 30-Apr	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Revenues								
General Levy	(36,705,800)	(30,270,166.12)	6,435,633.88	82.5%	(34,404,200)	(28,341,804.33)	82.4%	(34,550,669.98)
Supplementary Levy	(455,000)	(7,440.86)	447,559.14	1.6%	(195,000)	0.00	0.0%	(605,712.47)
Payments in Lieu of Taxes-General	(40,200)	0.00	40,200.00	0.0%	(40,200)	0.00	0.0%	(40,256.29)
Payments in Lieu of Taxes-Supplementary	0	0.00	0.00	100.0%	0	0.00	100.0%	1,720.40
Local Improvements	(13,600)	0.00	13,600.00	0.0%	(16,100)	0.00	0.0%	(16,046.01)
Other Revenues	(4,216,900)	(424,308.26)	3,792,591.74	10.1%	(3,779,400)	(429,392.20)	11.4%	(6,163,615.43)
Revenues	(41,431,500)	(30,701,915.24)	10,729,584.76	74.1%	(38,434,900)	(28,771,196.53)	74.9%	(41,374,579.78)

Expenditures

Mayor & Council

Wages/Benefits	340,200	114,017.56	(226,182.44)	33.5%	299,200	111,000.66	37.1%	311,348.53
Administrative Expenses	38,500	5,273.32	(33,226.68)	13.7%	38,500	7,129.88	18.5%	36,656.65
Personnel Expenses	40,200	7,810.34	(32,389.66)	19.4%	40,200	9,160.84	22.8%	14,826.96
Program Services	26,500	0.00	(26,500.00)	0.0%	26,500	1,688.28	6.4%	21,839.71
Expenditures	445,400	127,101.22	(318,298.78)	28.5%	404,400	128,979.66	31.9%	384,671.85
Other Revenues	0	(830.30)	(830.30)	100.0%	0	(435.00)	100.0%	(110.62)
Mayor & Council	445,400	126,270.92	(319,129.08)	28.4%	404,400	128,544.66	31.8%	384,561.23

Finance & Administration

Wages/Benefits	2,112,700	778,908.92	(1,333,791.08)	36.9%	1,961,700	656,804.51	33.5%	2,074,644.37
Administrative Expenses	205,700	43,441.32	(162,258.68)	21.1%	198,100	116,040.29	58.6%	195,812.99
Personnel Expenses	57,500	22,098.82	(35,401.18)	38.4%	57,500	25,368.41	44.1%	51,597.83
Program Services	287,200	29,545.61	(257,654.39)	10.3%	272,200	36,396.97	13.4%	192,623.04
Expenditures	2,663,100	873,994.67	(1,789,105.33)	32.8%	2,489,500	834,610.18	33.5%	2,514,678.23
Contributions from Own Funds	(40,000)	0.00	40,000.00	0.0%	(40,000)	0.00	0.0%	(40,000.00)
Other Revenues	(902,100)	(276,914.30)	625,185.70	30.7%	(857,500)	(262,979.16)	30.7%	(933,370.08)
Finance & Administration	1,721,000	597,080.37	(1,123,919.63)	34.7%	1,592,000	571,631.02	35.9%	1,541,308.15

Council Services

Wages/Benefits	1,014,100	339,510.92	(674,589.08)	33.5%	983,400	296,069.86	30.1%	962,878.24
Administrative Expenses	22,700	1,070.99	(21,629.01)	4.7%	22,100	9,367.58	42.4%	12,554.33
Personnel Expenses	49,100	12,270.31	(36,829.69)	25.0%	49,100	12,474.47	25.4%	31,030.52
Program Services	62,300	31,735.86	(30,564.14)	50.9%	77,300	12,768.15	16.5%	73,451.25
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	2,665.65
Expenditures	1,148,200	384,588.08	(763,611.92)	33.5%	1,131,900	330,680.06	29.2%	1,082,579.99
Other Revenues	(20,500)	(5,355.40)	15,144.60	26.1%	(23,500)	(5,275.05)	22.5%	(24,332.47)
Council Services	1,127,700	379,232.68	(748,467.32)	33.6%	1,108,400	325,405.01	29.4%	1,058,247.52

Financial Services

Wages/Benefits	75,000	0.00	(75,000.00)	0.0%	147,600	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	13,600	0.00	(13,600.00)	0.0%	16,100	0.00	0.0%	16,046.01
Program Services	305,000	14,824.49	(290,175.51)	0.0%	255,000	7,162.60	0.0%	36,584.59
Transfers to Own Funds	11,123,700	(134,342.00)	(11,258,042.00)	-1.2%	9,742,100	808.00	0.0%	13,517,280.14
Financial Services	13,481,500	862,569.24	(12,618,930.76)	6.4%	12,125,000	990,057.35	8.2%	15,534,084.24

Alley Closing Program

Program Services	60,000	28,604.33	(31,395.67)	47.7%	0	0.00	100.0%	50,903.15
Other Revenue	0	(400.00)	(400.00)	100.0%	0	0.00	100.0%	(400.00)
Alley Closing Program	60,000	28,204.33	(31,795.67)	47.0%	0	0.00	100.0%	50,503.15

Division of IT (DoIT)

Wages/Benefits	492,700	166,289.14	(326,410.86)	33.8%	484,400	154,520.11	31.9%	476,188.66
Administrative Expenses	343,100	141,410.77	(201,689.23)	41.2%	303,600	153,219.28	50.5%	278,179.03
Personnel Expenses	9,000	1,708.85	(7,291.15)	19.0%	9,000	6,195.15	68.8%	10,774.96
Transfers to Own Funds	159,100	0.00	(159,100.00)	0.0%	156,000	0.00	0.0%	156,000.00
Financial Services	1,003,900	309,408.76	(694,491.24)	30.8%	953,000	313,934.54	32.9%	921,142.65

TOWN OF LASALLE
FINANCIAL STATEMENT
April 30, 2020

	2020 Budget	2020 YTD Actual 30-Apr	\$ VARIANCE Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 30-Apr	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<u>Fire</u>								
Wages/Benefits	2,515,900	673,419.87	(1,842,480.13)	26.8%	2,145,500	590,997.63	27.6%	2,107,665.75
Administrative Expenses	64,700	17,716.61	(46,983.39)	27.4%	61,100	19,709.28	32.3%	65,645.07
Personnel Expenses	141,200	35,228.87	(105,971.13)	25.0%	122,600	34,131.54	27.8%	111,561.19
Vehicle/Equipment Expenses	130,800	15,322.31	(115,477.69)	11.7%	130,200	44,279.92	34.0%	142,220.62
Program Services	28,000	10,465.09	(17,534.91)	37.4%	25,000	6,815.77	27.3%	20,962.36
Transfers to Own Funds	602,400	0.00	(602,400.00)	0.0%	608,000	0.00	0.0%	608,000.00
Expenditures	3,483,000	752,152.75	(2,730,847.25)	21.6%	3,092,400	695,934.14	22.5%	3,056,054.99
Other Revenues	(10,000)	(1,160.00)	8,840.00	11.6%	(10,000)	(3,260.36)	32.6%	(9,207.49)
Fire	3,473,000	750,992.75	(2,722,007.25)	21.6%	3,082,400	692,673.78	22.5%	3,046,847.50
<u>Police / Dispatch</u>								
Wages/Benefits	7,142,300	2,371,715.07	(4,770,584.93)	33.2%	6,837,200	2,241,610.46	32.8%	6,982,391.61
Administrative Expenses	194,300	53,358.52	(140,941.48)	27.5%	171,200	68,678.39	40.1%	184,656.11
Personnel Expenses	134,400	59,970.89	(74,429.11)	44.6%	114,500	92,655.28	80.9%	188,673.88
Facility Expenses	153,000	37,793.36	(115,206.64)	24.7%	155,000	49,470.87	31.9%	174,297.46
Vehicle/Equipment Expenses	134,100	43,450.16	(90,649.84)	32.4%	136,100	51,979.38	38.2%	136,090.54
Program Services	135,800	20,537.75	(115,262.25)	15.1%	137,000	19,508.75	14.2%	184,720.73
Transfers to Own Funds	45,000	0.00	(45,000.00)	0.0%	80,000	0.00	0.0%	96,901.25
Expenditures	7,938,900	2,586,825.75	(5,352,074.25)	32.6%	7,631,000	2,523,903.13	33.1%	7,947,731.58
Grants	(61,000)	(10,736.40)	50,263.60	17.6%	(73,600)	(44,870.83)	61.0%	(107,909.26)
Contributions from Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(140,000)	(40,945.40)	99,054.60	29.3%	(260,500)	(109,662.44)	42.1%	(342,560.88)
Police / Dispatch	7,737,900	2,535,143.95	(5,202,756.05)	32.8%	7,296,900	2,369,369.86	32.5%	7,497,261.44
<u>Police Services Board</u>								
Wages/Benefits	26,400	9,452.36	(16,947.64)	35.8%	26,000	8,481.86	32.6%	25,358.40
Administrative Expenses	19,000	168.43	(18,831.57)	0.9%	19,100	476.95	2.5%	12,420.52
Personnel Expenses	7,900	3,098.78	(4,801.22)	39.2%	8,200	2,984.10	36.4%	2,984.10
Program Services	1,000	0.00	(1,000.00)	0.0%	1,000	0.00	0.0%	80.39
Expenditures	54,300	12,719.57	(41,580.43)	23.4%	54,300	11,942.91	22.0%	40,843.41
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Police Services Board	54,300	12,719.57	(41,580.43)	23.4%	54,300	11,942.91	22.0%	40,843.41
<u>Conservation Authority</u>								
Program Services	289,000	73,518.00	(215,482.00)	25.4%	275,000	137,066.50	49.8%	274,133.00
<u>Protective Inspection & Control</u>								
Program Services	42,400	6,945.76	(35,454.24)	16.4%	41,400	7,194.65	17.4%	50,876.87
Other Revenues	(20,000)	(15,384.00)	4,616.00	76.9%	(20,000)	(18,590.00)	93.0%	(21,377.00)
Protective Inspection & Control	22,400	(8,438.24)	(30,838.24)	-37.7%	21,400	(11,395.35)	-53.3%	29,499.87
<u>Emergency Measures</u>								
Program Services	51,000	67,161.10	16,161.10	131.7%	31,000	16,496.85	53.2%	137,985.60

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	2020 Budget	2020 YTD Actual 30-Apr	\$ VARIANCE Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 30-Apr	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Public Works Summary								
Wages/Benefits	6,431,000	1,808,598.52	(4,622,401.48)	28.1%	6,207,500	1,722,284.61	27.8%	5,965,981.73
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	387,100	4,610.49	(382,489.51)	1.2%	366,800	324,497.36	88.5%	361,608.90
Personnel Expenses	135,000	23,853.62	(111,146.38)	17.7%	128,000	30,316.93	23.7%	133,921.21
Facility Expenses	1,986,900	355,190.57	(1,631,709.43)	17.9%	1,935,900	452,692.30	23.4%	1,733,156.00
Vehicle/Equipment Expenses	708,000	174,393.63	(533,606.37)	24.6%	652,900	250,821.49	38.4%	742,080.63
Program Services	6,453,100	1,019,072.04	(5,434,027.96)	15.8%	6,160,300	1,396,007.10	22.7%	5,984,851.42
Transfers to Own Funds	3,378,300	7,287.52	(3,371,012.48)	0.2%	3,116,900	7,380.16	0.2%	3,355,607.06
Expenditures	19,891,400	3,598,983.12	(16,292,416.88)	18.1%	18,980,300	4,389,976.68	23.1%	18,689,160.41
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	(10,945,700)	(2,607,528.90)	8,338,171.10	23.8%	(10,390,700)	(2,425,599.05)	23.3%	(10,625,166.09)
Public Works Summary	8,533,700	785,477.49	(7,748,222.51)	9.2%	8,177,600	1,758,400.90	21.5%	7,652,040.86
Public Works Corporate								
Wages/Benefits	1,210,600	400,157.76	(810,442.24)	33.1%	1,149,100	350,843.26	30.5%	1,100,319.24
Administrative Expenses	387,100	4,610.49	(382,489.51)	1.2%	366,800	324,497.36	88.5%	361,608.90
Personnel Expenses	135,000	23,853.62	(111,146.38)	17.7%	128,000	30,316.93	23.7%	133,921.21
Expenditures	1,732,700	428,621.87	(1,304,078.13)	0.0%	1,643,900	705,657.55	0.0%	1,595,849.35
Other Revenues	(1,032,200)	(335,513.24)	696,686.76	32.5%	(1,013,200)	(332,561.35)	32.8%	(1,005,837.80)
Public Works Corporate	700,500	93,108.63	(607,391.37)	13.3%	630,700	373,096.20	59.2%	590,011.55
Roads/Drainage								
Wages/Benefits	673,600	282,393.70	(391,206.30)	41.9%	644,600	247,730.32	38.4%	809,197.13
Vehicle/Equipment Expenses	34,000	2,409.30	(31,590.70)	7.1%	34,000	5,379.91	15.8%	20,597.67
Program Services	636,800	51,237.16	(585,562.84)	8.1%	611,800	57,056.14	9.3%	427,071.60
Expenditures	1,344,400	336,040.16	(1,008,359.84)	25.0%	1,290,400	310,166.37	24.0%	1,256,866.40
Other Revenues	0	0.00	0.00	100.0%	0	(3,189.63)	0.0%	(16,071.00)
Roads/Drainage	1,344,400	336,040.16	(1,008,359.84)	25.0%	1,290,400	306,976.74	23.8%	1,240,795.40
Drainage								
Wages/Benefits	441,600	97,898.11	(343,701.89)	22.2%	434,100	126,027.42	29.0%	381,567.88
Expenditures	441,600	97,898.11	(343,701.89)	22.2%	434,100	126,027.42	29.0%	381,567.88
Drainage	441,600	97,898.11	(343,701.89)	22.2%	434,100	126,027.42	29.0%	381,567.88
Storm Sewers								
Wages/Benefits	120,000	30,121.25	(89,878.75)	25.1%	118,000	31,132.02	26.4%	106,572.22
Program Services	20,000	5,982.59	(14,017.41)	29.9%	20,000	8,028.86	40.1%	14,481.52
Expenditures	140,000	36,103.84	(103,896.16)	25.8%	138,000	39,160.88	28.4%	121,053.74
Storm Sewers	140,000	36,103.84	(103,896.16)	25.8%	138,000	39,160.88	28.4%	121,053.74
Facilities & Fleet								
Wages/Benefits	1,691,200	486,551.93	(1,204,648.07)	28.8%	1,647,900	482,181.75	29.3%	1,603,542.45
Facility Expenses	1,986,900	355,190.57	(1,631,709.43)	17.9%	1,935,900	452,692.30	23.4%	1,733,156.00
Vehicle/Equipment Expenses	630,500	168,088.13	(462,411.87)	26.7%	575,400	241,943.24	42.1%	689,701.47
Transfer to Own Funds	223,700	7,287.52	(216,412.48)	3.3%	223,700	7,380.16	3.3%	245,607.06
Expenditures	4,532,300	1,017,118.15	(3,515,181.85)	22.4%	4,382,900	1,184,197.45	27.0%	4,272,006.98
Other Revenues	(50,000)	(8,067.07)	41,932.93	16.1%	(50,000)	(9,951.22)	19.9%	(58,540.08)
Facilities & Fleet	4,482,300	1,009,051.08	(3,473,248.92)	22.5%	4,332,900	1,174,246.23	27.1%	4,213,466.90
Parks								
Wages/Benefits	946,200	147,338.13	(798,861.87)	15.6%	914,300	129,061.02	14.1%	775,209.87
Vehicle/Equipment Expenses	15,500	0.00	(15,500.00)	0.0%	15,500	442.76	2.9%	11,926.53
Program Services	501,200	22,695.86	(478,504.14)	4.5%	459,700	38,547.58	8.4%	371,907.44
Expenditures	1,462,900	170,033.99	(1,292,866.01)	11.6%	1,389,500	168,051.36	12.1%	1,159,043.84
Other Revenues	(38,000)	0.00	38,000.00	0.0%	(38,000)	(23,461.64)	61.7%	(50,082.35)
Parks	1,424,900	170,033.99	(1,254,866.01)	11.9%	1,351,500	144,589.72	10.7%	1,108,961.49

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	2020 Budget	2020 YTD Actual 30-Apr	\$ VARIANCE Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 30-Apr	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Water								
Wages/Benefits	1,043,100	268,440.23	(774,659.77)	25.7%	1,009,300	267,670.03	26.5%	890,114.68
Vehicle/Equipment Expenses	20,000	2,830.72	(17,169.28)	14.2%	20,000	2,062.54	10.3%	12,650.94
Program Services	3,117,000	576,461.60	(2,540,538.40)	18.5%	2,952,900	670,215.30	22.7%	3,062,425.61
Transfers to Own Funds	1,681,900	0.00	(1,681,900.00)	0.0%	1,574,800	0.00	0.0%	1,730,000.00
Expenditures	5,862,000	847,732.55	(5,014,267.45)	14.5%	5,557,000	939,947.87	16.9%	5,695,191.23
Consumption/Base Rate Revenues	(5,746,000)	(1,266,741.25)	4,479,258.75	22.1%	(5,441,000)	(1,144,420.96)	21.0%	(5,537,238.85)
Other Revenues	(116,000)	(41,983.55)	74,016.45	36.2%	(116,000)	(37,417.05)	32.3%	(158,406.77)
Water	0	(460,992.25)	(460,992.25)	100.0%	0	(241,890.14)	100.0%	(454.39)

Wastewater								
Wages/Benefits	304,700	95,697.41	(209,002.59)	31.4%	290,200	87,638.79	30.2%	299,458.26
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	1,065.48	(6,934.52)	13.3%	8,000	993.04	12.4%	7,204.02
Program Services	2,178,100	362,694.83	(1,815,405.17)	16.7%	2,115,900	622,159.22	29.4%	2,108,965.25
Transfers to Own Funds	1,472,700	0.00	(1,472,700.00)	0.0%	1,318,400	0.00	0.0%	1,380,000.00
Expenditures	4,375,500	665,434.45	(3,710,065.55)	15.2%	4,144,500	916,767.78	22.1%	4,207,580.99
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	(3,944,000)	(940,194.52)	3,003,805.48	23.8%	(3,713,000)	(863,263.39)	23.3%	(3,767,591.05)
Other Revenues	(19,500)	(15,029.27)	4,470.73	77.1%	(19,500)	(11,333.81)	58.1%	(31,398.19)
Wastewater	0	(495,766.07)	(495,766.07)	100.0%	0	(163,806.15)	100.0%	(3,361.71)

Winter Control								
Program Services	200,000	264,763.53	64,763.53	132.4%	200,000	316,207.01	158.1%	212,262.18

Traffic Control								
Program Services	67,000	7,367.36	(59,632.64)	11.0%	72,000	15,350.63	21.3%	69,523.94

Handi-Transit								
Program Services	45,000	11,893.20	(33,106.80)	26.4%	55,000	10,060.60	18.3%	42,823.00

LaSalle Transit								
Program Services	496,200	80,817.95	(415,382.05)	16.3%	480,200	119,367.11	24.9%	471,347.09
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	496,200	80,817.95	(415,382.05)	16.3%	480,200	119,367.11	24.9%	471,347.09
Contributions from Own Funds	(251,000)	0.00	251,000.00	0.0%	(251,000)	0.00	0.0%	(251,000.00)
Other Revenues	(64,500)	(13,246.82)	51,253.18	20.5%	(64,500)	(14,575.97)	22.6%	(53,794.26)
LaSalle Transit	180,700	67,571.13	(113,128.87)	37.4%	164,700	104,791.14	63.6%	166,552.83

Street Lighting								
Program Services	260,000	61,620.11	(198,379.89)	23.7%	260,000	64,269.93	24.7%	241,999.20

Crossing Guards								
Wages/Benefits	96,800	24,169.67	(72,630.33)	25.0%	87,800	21,427.98	24.4%	87,575.40
Administrative Expenses	800	0.00	(800.00)	0.0%	700	750.60	107.2%	750.60
Program Services	1,000	172.98	(827.02)	17.3%	1,000	398.46	39.9%	3,640.86
Crossing Guards	98,600	24,342.65	(74,257.35)	24.7%	89,500	22,577.04	25.2%	91,966.86

Garbage Collection								
Program Services	663,000	275,929.94	(387,070.06)	41.6%	646,000	213,081.12	33.0%	646,115.24

Garbage Disposal								
Program Services	1,012,000	230,488.68	(781,511.32)	22.8%	970,000	213,364.51	22.0%	984,973.46

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<u>Culture & Recreation Summary</u>								
Wages/Benefits	2,222,600	535,845.12	(1,686,754.88)	24.1%	2,190,700	537,097.34	24.5%	2,032,669.49
Administrative Expenses	54,200	3,169.06	(51,030.94)	5.9%	51,700	38,572.10	74.6%	56,022.10
Personnel Expenses	36,100	9,408.42	(26,691.58)	26.1%	36,100	9,544.18	26.4%	39,158.36
Vehicle/Equipment Expenses	7,500	2,928.75	(4,571.25)	39.1%	7,500	153.63	2.1%	11,429.74
Program Services	298,600	77,365.07	(221,234.93)	25.9%	296,100	69,686.07	23.5%	519,847.94
Transfers to Own Funds	215,000	6,937.50	(208,062.50)	3.2%	215,000	9,808.75	4.6%	208,381.25
Expenditures	2,834,000	635,653.92	(2,198,346.08)	22.4%	2,797,100	664,862.07	23.8%	2,867,508.88
Contributions from Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	(60,000.00)
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	(70,000.00)
Other Revenues	(2,543,200)	(620,611.04)	1,922,588.96	24.4%	(2,545,800)	(940,290.32)	36.9%	(2,635,119.96)
Culture & Recreation Summary	290,800	15,042.88	(275,757.12)	5.2%	251,300	(275,428.25)	-109.6%	102,388.92

Culture & Recreation Corporate

Wages/Benefits	1,072,100	298,734.36	(773,365.64)	27.9%	1,082,200	272,551.06	25.2%	929,731.08
Administrative Expenses	54,200	3,169.06	(51,030.94)	5.9%	51,700	38,572.10	74.6%	56,022.10
Personnel Expenses	36,100	9,408.42	(26,691.58)	26.1%	36,100	9,544.18	26.4%	39,158.36
Vehicle/Program Expenses	7,500	2,928.75	(4,571.25)	39.1%	7,500	153.63	2.1%	10,087.29
Program Services	69,200	8,895.95	(60,304.05)	12.9%	64,200	12,538.33	19.5%	66,179.60
Transfers to Own Funds	175,000	6,937.50	(168,062.50)	4.0%	175,000	9,808.75	5.6%	168,381.25
Expenditures	1,414,100	330,074.04	(1,084,025.96)	23.3%	1,416,700	343,168.05	24.2%	1,269,559.68
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(84,900)	(13,568.79)	71,331.21	16.0%	(84,900)	(16,994.95)	20.0%	(84,697.69)
Culture & Recreation Corporate	1,329,200	316,505.25	(1,012,694.75)	23.8%	1,331,800	326,173.10	24.5%	1,184,861.99

Culture & Recreation Community Programs

Wages/Benefits	312,000	42,313.75	(269,686.25)	13.6%	308,100	46,202.37	15.0%	288,542.39
Program Services	40,900	2,058.62	(38,841.38)	5.0%	33,400	3,950.94	11.8%	50,785.53
Expenditures	352,900	44,372.37	(308,527.63)	12.6%	341,500	50,153.31	14.7%	339,327.92
Other Revenues	(422,500)	(31,915.62)	390,584.38	7.6%	(422,500)	(56,143.76)	13.3%	(396,884.67)
Culture & Recreation Community Programs	(69,600)	12,456.75	82,056.75	-17.9%	(81,000)	(5,990.45)	7.4%	(57,556.75)

Culture & Recreation Culture & Events

Program Services	50,000	21,940.71	(28,059.29)	43.9%	50,000	16,578.67	33.2%	266,157.43
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	(70,000.00)
Contribution from Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	(60,000.00)
Other Revenues	(15,000)	(677.23)	14,322.77	4.5%	(15,000)	(28,100.66)	187.3%	(90,979.08)
Culture & Recreation Culture & Events	35,000	21,263.48	(13,736.52)	60.8%	35,000	(11,521.99)	-32.9%	45,178.35

Culture & Recreation Hospitality

Wages/Benefits	93,700	17,211.63	(76,488.37)	18.4%	101,700	26,353.81	25.9%	77,633.41
Program Services	83,500	34,396.10	(49,103.90)	41.2%	93,500	30,732.72	32.9%	85,659.61
Expenditures	177,200	51,607.73	(125,592.27)	29.1%	195,200	57,086.53	29.3%	163,293.02
Other Revenues	(226,000)	(65,032.63)	160,967.37	28.8%	(244,000)	(67,897.62)	27.8%	(217,139.57)
Culture & Recreation Hospitality	(48,800)	(13,424.90)	35,375.10	27.5%	(48,800)	(10,811.09)	22.2%	(53,846.55)

VRC Arenas

Other Revenues	(833,300)	(244,040.05)	589,259.95	29.3%	(810,800)	(338,736.57)	41.8%	(872,151.50)
VRC Arenas	(833,300)	(244,040.05)	589,259.95	29.3%	(810,800)	(338,736.57)	41.8%	(872,151.50)

VRC Aquatic Centre

Wages/Benefits	512,300	124,724.71	(387,575.29)	24.4%	471,600	134,067.95	28.4%	490,450.19
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	1,342.45
Program Services	50,000	9,483.18	(40,516.82)	19.0%	50,000	3,586.31	7.2%	45,394.75
Expenditures	562,300	134,207.89	(428,092.11)	23.9%	521,600	137,654.26	26.4%	537,187.39
Other Revenues	(578,000)	(177,796.13)	400,203.87	30.8%	(585,000)	(296,725.07)	50.7%	(589,153.92)
VRC Aquatic Centre	(15,700)	(43,588.24)	(27,888.24)	277.6%	(63,400)	(159,070.81)	250.9%	(51,966.53)

VRC Fitness Centre

Wages/Benefits	192,300	52,860.67	(139,439.33)	27.5%	189,700	57,922.15	30.5%	201,956.89
Program Services	5,000	590.51	(4,409.49)	11.8%	5,000	2,299.10	46.0%	5,671.02
Transfers to Own Funds	40,000	0.00	(40,000.00)	0.0%	40,000	0.00	0.0%	40,000.00
Expenditures	237,300	53,451.18	(183,848.82)	22.5%	234,700	60,221.25	25.7%	247,627.91
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(343,300)	(87,580.59)	255,719.41	25.5%	(343,400)	(135,566.69)	39.5%	(356,790.25)
Revenues	(343,300)	(87,580.59)	255,719.41	25.5%	(343,400)	(135,566.69)	39.5%	(356,790.25)
VRC Fitness Centre	(106,000)	(34,129.41)	71,870.59	32.2%	(108,700)	(75,345.44)	69.3%	(109,162.34)

TOWN OF LASALLE
FINANCIAL STATEMENT
April 30, 2020

	2020 Budget	2020 YTD Actual 30-Apr	\$ VARIANCE Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 30-Apr	2019 % Budget to Actual	2019 YTD Actual 31-Dec
LaSalle Outdoor Pool								
Wages/Benefits	40,200	0.00	(40,200.00)	0.0%	37,400	0.00	0.0%	44,355.53
Program Services	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	40,200	0.00	(40,200.00)	0.0%	37,400	0.00	0.0%	44,355.53
Other Revenues	(40,200)	0.00	40,200.00	0.0%	(40,200)	(125.00)	0.3%	(27,323.28)
LaSalle Outdoor Pool	0	0.00	0.00	100.0%	(2,800)	(125.00)	4.5%	17,032.25
Development & Strategic Initiatives								
Wages/Benefits	573,200	201,740.59	(371,459.41)	35.2%	564,600	184,817.47	32.7%	560,689.19
Administrative Expenses	20,300	1,513.32	(18,786.68)	7.5%	20,300	8,102.03	39.9%	21,182.22
Personnel Expenses	11,200	2,875.45	(8,324.55)	25.7%	9,200	3,428.23	37.3%	10,075.59
Program Services	23,400	(67.47)	(23,467.47)	-0.3%	23,400	2,027.31	8.7%	14,503.54
Transfers to Own Funds	38,000	0.00	(38,000.00)	0.0%	38,000	0.00	0.0%	38,000.00
Expenditures	666,100	206,061.89	(460,038.11)	30.9%	655,500	198,375.04	30.3%	644,450.54
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(52,500)	(15,300.00)	37,200.00	29.1%	(50,500)	(22,750.00)	45.1%	(93,200.00)
Development & Strategic Initiatives	613,600	190,761.89	(422,838.11)	31.1%	605,000	175,625.04	29.0%	551,250.54
Building Division								
Wages/Benefits	464,700	105,562.25	(359,137.75)	22.7%	452,300	63,118.47	14.0%	245,741.46
Administrative Expenses	4,600	912.20	(3,687.80)	19.8%	4,600	753.97	16.4%	3,259.75
Personnel Expenses	14,300	4,104.92	(10,195.08)	28.7%	10,700	1,605.50	15.0%	9,037.86
Program Services	183,300	95,978.79	(87,321.21)	52.4%	180,000	98,784.25	54.9%	355,316.79
Transfers to Own Funds	0	33,104.15	33,104.15	100.0%	0	172,866.21	100.0%	283,238.09
Expenditures	666,900	239,662.31	(427,237.69)	35.9%	647,600	337,128.40	52.1%	896,593.95
Contributions from Own Funds	(49,900)	(44,992.64)	4,907.36	90.2%	(80,600)	0.00	0.0%	0.00
Other Revenues	(617,000)	(194,669.89)	422,330.11	31.6%	(567,000)	(337,128.40)	59.5%	(896,593.95)
Building Division	0	(0.22)	(0.22)	100.0%	0	0.00	100.0%	0.00
Expenditures	41,431,500	7,669,122.07	(33,762,377.93)	18.5%	38,434,900	8,164,026.80	21.2%	41,278,314.79
T o t a l	0	(23,032,793.17)	(23,032,793.17)	100.0%	0	(20,607,169.73)	100.0%	(96,264.99)
General Fund	0	(22,076,034.85)	(22,076,034.85)	100.0%	0	(20,201,473.44)	100.0%	(92,448.89)
Water Fund	0	(460,992.25)	(460,992.25)	100.0%	0	(241,890.14)	100.0%	(454.39)
Wastewater Fund	0	(495,766.07)	(495,766.07)	100.0%	0	(163,806.15)	100.0%	(3,361.71)

**TOWN OF LASALLE
RESERVES & RESERVE FUNDS SCHEDULE
APR 30, 2020**

	BALANCE DEC 31,2019	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 APR 30, 2020
<u>RESERVES</u>											
GREEN SPACE/WOODLOT	421,677.82				638.15					(947.00)	421,368.97
VEHICLE & EQUIPMENT	5,618,707.31	7,287.52									5,625,994.83
INFRASTRUCTURE	17,730,690.08				900.00						17,731,590.08
SPECIAL PROJECTS	1,867,217.57	75,000.00								(11,345.91)	1,930,871.66
TAX STABILIZATION	4,220,658.95										4,220,658.95
WORKING CAPITAL	469,165.33				54,750.00					(5,250.00)	518,665.33
RECREATION COMPLEX	1,187,714.22	6,937.50									1,194,651.72
RESERVES	31,515,831.28	89,225.02			56,288.15					(17,542.91)	31,643,801.54
<u>RESERVE FUNDS</u>											
BUILDING ACTIVITY	107,919.14						(11,888.49)				96,030.65
ESSEX POWER EQUITY	12,331,410.00										12,331,410.00
RESERVE FUNDS	12,439,329.14						(11,888.49)				12,427,440.65
RESERVES/RESERVE FUNDS	43,955,160.42	89,225.02			56,288.15		(11,888.49)			(17,542.91)	44,071,242.19

**TOWN OF LASALLE
DEFERRED REVENUE FUND SCHEDULE
APR 30, 2020**

	BALANCE DEC 31,2019	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 APR 30, 2020
<u>DEFERRED REVENUE</u>											
SEWER PROJECTS	2,912,916.07	0.00	0.00	0.00	0.00	15,158.28	0.00	0.00	0.00	0.00	2,928,074.35
WATER PROJECTS	6,407,808.71	0.00	0.00	0.00	0.00	54,490.06	0.00	0.00	0.00	0.00	6,462,298.77
WATER EMERGENCY	1,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00
LAND DEVELOPMENT CHARGES	13,489,720.17	0.00	0.00	0.00	632,970.00	116,126.04	(205,976.73)	0.00	0.00	0.00	14,032,839.48
DC PROJECTS (NON-GROWTH RELATED)	15,572,953.22	0.00	0.00	0.00	0.00	132,309.69	0.00	0.00	0.00	0.00	15,705,262.91
FEDERAL GAS TAX	5,078,387.56	0.00	0.00	0.00	0.00	48,976.35	0.00	0.00	0.00	0.00	5,127,363.91
PROVINCIAL GAS TAX/TRANSIT	255,397.94	0.00	0.00		0.00	0.17	0.00	0.00	0.00	(255,378.00)	20.11
OCIF-FORMULA BASED	1,200,672.00	121,036.00	0.00	0.00	0.00	10,291.13	0.00	0.00	0.00	0.00	1,331,999.13
DEPOSITS FROM DEVELOPERS	2,662,349.76	0.00	0.00	0.00	122,169.34	22,658.82	0.00	0.00	0.00	(64,625.00)	2,742,552.92
CONTRIBUTIONS FROM DEVELOPERS	943,630.26	0.00	0.00	0.00	5,962.08	7,946.62	0.00	0.00	0.00	(700.00)	956,838.96
PARKLAND DEDICATION	439,854.50	0.00	0.00	0.00	6,750.00	3,762.25	0.00	0.00	0.00	0.00	450,366.75
DEFERRED REVENUE	50,463,690.19	121,036.00			767,851.42	411,719.41	(205,976.73)			(320,703.00)	51,237,617.29

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
APRIL 30, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, April 30, 2020
700000 Finance & Admin, Other		\$ (48,783)	\$ 2,632,736	\$ 35,705	\$ -	\$ -	\$ -	\$ -	\$ 2,619,657
20001	Front Road Master Plan	-	-	-	-	-	-	-	-
20002	Annual IT Capital Allocation	-	65,284	840	-	-	-	-	66,123
20003	Vollmer Speaker System - Phase B	-	17,881	-	-	-	-	-	17,881
20004	Drone	-	39,893	-	-	-	-	-	39,893
20005	Small Coast Riverfront Experience	-	2,509,677	10,919	-	-	-	-	2,520,597
20006	Cyber Security Assessment	-	-	-	-	-	-	-	-
99000	Town Hall Office Improvements	264	-	6,526	-	-	-	-	6,789
99001	Town Hall Parking Lot Expansion	(49,047)	-	-	-	-	-	-	(49,047)
99002	Strategic Plan	-	-	17,420	-	-	-	-	17,420
99003	Highway 401 Gateway Signs	-	-	-	-	-	-	-	-
99004	Comprehensive Zoning Bylaw	-	-	-	-	-	-	-	-
99005	Development Charge Study	-	-	-	-	-	-	-	-
710000 Fire		\$ -	\$ 357,082	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 357,082
20100	Command Vehicle	-	-	-	-	-	-	-	-
20101	SCBA	-	-	-	-	-	-	-	-
20102	Mobile Fire Unit Payment	-	-	-	-	-	-	-	-
20103	Fire Minor Capital	-	-	-	-	-	-	-	-
99101	Pumper Truck Replacement	-	357,082	-	-	-	-	-	357,082
99102	Heavy Rescue Tools	-	-	-	-	-	-	-	-
99103	Interior Painting	-	-	-	-	-	-	-	-
99104	Fire Dept Storage	-	-	-	-	-	-	-	-
99105	Radio Communications Study	-	-	-	-	-	-	-	-
720000 Police		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20200	Patrol Vehicle Replacement	-	-	-	-	-	-	-	-
730000 Parks		\$ (44,133)	\$ 31,172	\$ 4,740	\$ -	\$ -	\$ -	\$ -	\$ (8,221)
20300	Playground Accessibility Modifications	-	-	-	-	-	-	-	-
20301	Boat Ramp Annual Maintenance	-	-	-	-	-	-	-	-
20302	St. Clair Park Improvements	-	-	-	-	-	-	-	-
20303	Picnic Tables	-	-	-	-	-	-	-	-
20304	Christmas Lights Expansion Phase 3 of 10	-	-	-	-	-	-	-	-
20305	Front Road Flower Baskets (phase 3 of 3)	-	-	4,740	-	-	-	-	4,740
20306	Skate Board Park Repairs	-	-	-	-	-	-	-	-
20307	Vince Jenner Park-Tennis Court Repairs	-	-	-	-	-	-	-	-
20308	Vollmer Power and Water Upgrades (Outdoor)	-	31,172	-	-	-	-	-	31,172
20309	Environmental Initiatives-Parks	-	-	-	-	-	-	-	-
99300	Accessible Community Programs	(44,133)	-	-	-	-	-	-	(44,133)
99301	Vollmer Storm Water Mgt Pond Dock	-	-	-	-	-	-	-	-
740000 Fleet & Facilities		\$ (40,870)	\$ 246,555	\$ 28,142	\$ -	\$ -	\$ -	\$ -	\$ 233,827
20400	Vollmer Interior Improvements	-	19,278	6,549	-	-	-	-	25,827
20401	Vehicle Charging Station - VRC	-	-	-	-	-	-	-	-
20402	Outdoor Pool Maintenance	-	-	-	-	-	-	-	-
20403	Town Hall Sidewalk Connections	-	-	-	-	-	-	-	-
20404	Water Bottle Fill Stations	-	-	-	-	-	-	-	-
20405	Washroom Modifications	-	-	-	-	-	-	-	-

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
APRIL 30, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, April 30, 2020
20406	Accessible Washroom Conversions	-	-	-	-	-	-	-	-
20407	Riverdance Facility Acoustic Dampening	-	-	-	-	-	-	-	-
20408	Sharps Collector/Container Program	-	-	-	-	-	-	-	-
20409	Environmental Initiatives-Indoor Facilities	-	-	-	-	-	-	-	-
20410	Town Hall Painting	-	-	-	-	-	-	-	-
20411	Brillion Seeder-Parks	-	-	-	-	-	-	-	-
20412	Golf Cart-Parks	-	-	-	-	-	-	-	-
20413	Wood Chipper-Roads	-	-	-	-	-	-	-	-
20414	2020 Fleet Vehicle Replacements	-	72,723	-	-	-	-	-	72,723
20415	Zamboni	-	-	-	-	-	-	-	-
20416	Light Tower & Generator	-	34,343	-	-	-	-	-	34,343
20417	Automatic Sandbag Filling Machine	-	39,185	-	-	-	-	-	39,185
20418	A-Frame Hoist	-	-	-	-	-	-	-	-
99400	Pool Liner Repairs	-	-	21,593	-	-	-	-	21,593
99401	Vollmer Rear Gate	-	38,008	-	-	-	-	-	38,008
99402	Vollmer Access Control Upgrade	-	5,785	-	-	-	-	-	5,785
99403	Natatorium HVAC Upgrade	-	37,232	-	-	-	-	-	37,232
99405	Riverdance Property	(40,870)	-	-	-	-	-	-	(40,870)
99406	Roads Snow Plow Replacement 2007 International	-	-	-	-	-	-	-	-
750000 Roads		\$ 658,335	\$ 108,501	\$ 53,765	\$ -	\$ -	\$ -	\$ (21,252)	\$ 799,349
20500	Malden Road Detail Design	-	-	-	-	-	-	-	-
20501	Turkey Creek Bridge-Matchette Rd Detail Design	-	-	-	-	-	-	-	-
20502	Traffic Calming	-	-	-	-	-	-	-	-
20503	2020 Mill and Pave Annual Allocation	-	-	-	-	-	-	-	-
20504	Morton/Front Rd Traffic Signal Rehabilitation	-	-	-	-	-	-	-	-
20505	Traffic Signal Repair/Maintenance	-	-	-	-	-	-	-	-
99500	Turkey Creek and Front Rd Bridge (Town Portion)	448,247	39,314	-	-	-	-	-	487,562
99501	Malden Road EA (Town Portion)	47,985	-	43,251	-	-	-	(21,252)	69,985
99502	Transportation Master Plan	145,923	-	2,423	-	-	-	-	148,347
99503	Ellis Street Development	16,180	-	8,090	-	-	-	-	24,270
99504	Judy Recker Road Improvements	-	69,187	-	-	-	-	-	69,187
99505	2019 Mill & Pave Annual Allocation	-	-	-	-	-	-	-	-
760000 Water/Wastewater		\$ 7,499,236	\$ 771,022	\$ 202,462	\$ -	\$ -	\$ (528,155)	\$ (9,491)	\$ 7,935,075
20600	Heritage Est Stormwater Improvements	3,808,368	508,972	-	-	-	-	-	4,317,340
20602	Watermain Replacement	-	-	-	-	-	-	-	-
20604	Wastewater Annual Allocation	-	-	-	-	-	-	-	-
20605	High Volume 100mm Electric Pump	-	17,090	-	-	-	-	-	17,090
99600	Howard/Bouffard Drainage Prelim. Design	778,647	86,144	12,146	-	-	-	-	876,937
99601	Bouffard/Disputed EA/Transportation Study	-	-	-	-	-	-	-	-
99602	Lou Romano Sewage Treatment Capacity	1,807,418	-	-	-	-	-	-	1,807,418
99604	Herb Gray Parkway Drainage Reports	-	-	135,441	-	-	-	(9,491)	125,950
99605	Front Road Watermain	-	3,259	-	-	-	-	-	3,259
99606	Drinking Water System Initiative	-	-	8,647	-	-	-	-	8,647
99607	Water Model Update/Master Plan	-	-	24,943	-	-	-	-	24,943
99608	Pumping Station 1 Structure Repairs (CWWF)	778,676	116,322	-	-	-	(528,155)	-	366,843

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
APRIL 30, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, April 30, 2020
99609	Pumping Stations-Other Maintenance	-	9,688	-	-	-	-	-	9,688
99610	Sewage Capacity Review	-	-	8,450	-	-	-	-	8,450
99611	Manhole Rain Catchers	-	-	-	-	-	-	-	-
99612	Chappus Drain	28,660	-	-	-	-	-	-	28,660
99613	Besette Drain	33,485	-	-	-	-	-	-	33,485
99614	Lepain Drain	67,556	-	-	-	-	-	-	67,556
99615	West Branch Cahill Drain	18,531	-	-	-	-	-	-	18,531
99616	St. Michael's Drain	35,350	-	-	-	-	-	-	35,350
99617	Fourth Concession Drain	79,080	-	12,610	-	-	-	-	91,690
99618	Burke Drain	22,413	-	225	-	-	-	-	22,638
99619	Howard Avenue Drain	2,113	-	-	-	-	-	-	2,113
99620	Fourth Concession Branch Drain	3,967	-	-	-	-	-	-	3,967
99621	Third Concession Drain	1,877	-	-	-	-	-	-	1,877
99622	Heritage Estates Drainage Work	-	-	-	-	-	-	-	-
99623	Howard Industrial Park (Internal Servicing)	33,096	-	-	-	-	-	-	33,096
99624	Oliver Farms Stormwater Improvements	-	29,547	-	-	-	-	-	29,547
770000 PW Other		\$ (32,832)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (32,832)
20700	Pedestrian Safety Annual Allocation	-	-	-	-	-	-	-	-
20701	Shelving Units	-	-	-	-	-	-	-	-
99700	Lasalle Transit Bus Payments	-	-	-	-	-	-	-	-
99701	Bus Shelters	(32,832)	-	-	-	-	-	-	(32,832)
Grand total		\$ 7,990,953	\$ 4,147,069	\$ 324,813	\$ -	\$ -	\$ (528,155)	\$ (30,742)	\$ 11,903,938



The Corporation of the Town of LaSalle

To: Mayor and Members of Council
Prepared by: Dave Sutton, Fire Chief
Department: Fire Services
Date of Report: June 1, 2020
Report Number: FIRE 20-05
Subject: 2019 Annual Report

Recommendation

That the report of the Fire Chief dated June 01, 2020 (FIRE 20-05) regarding the 2019 Annual Report be RECEIVED.

Report

The attached report is provided for Council information. The annual report provides a summary of the activity in the various functional areas of the fire service in 2019 as well as a summary of response statistics and administrative initiatives.

Consultations

Not applicable.

Financial Implications

Not applicable.

Prepared By:


Fire Chief

Dave Sutton

Link to Strategic Goals

X	Enhancing organizational excellence
X	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

X	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:	FIRE 20-05 2019 Annual Report.docx
Attachments:	- Annual Report 2019 FINAL.docx
Final Approval Date:	Jun 2, 2020

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



Chief Administrative Officer

Joe Milicia



LaSalle Fire Service Annual Report 2019



LaSalle, ON N9H 1P8

Website: www.lasallefire.ca

Tel: 519-966-0744

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MISSION STATEMENT



Our Mission is guided by commitment to our core values:

RESPECT

INTEGRITY

TEAMWORK

EXECUTIVE SUMMARY

The launch of several significant initiatives made 2019 a particularly active year for LaSalle Fire Service administratively, in addition to our public facing activity levels involving emergency response, public education, fire prevention & safety initiatives, and community engagement.

Calls for service continued to trend upward, with a total annual call volume of 433 responses. This total represents a year-over-year increase of approximately 6%, which is consistent with the recent annual trend, and the continued increase in development and activity levels in the municipality generally. In terms of structure fires and associated dollar loss resulting from fires, there were 19 fires with reported dollar loss totaling approximately \$879,000. Most of the property loss is attributable to ten fires that occurred in single-family residential homes. There were also four vehicle fires and two outdoor fires that resulted in reported loss, as well as minor loss fires in one mercantile and two industrial occupancies. There were no fire fatalities in 2019; however, there was one fire-related burn injury resulting from a vehicle fire.

A large measure of the credit for consistently maintaining relatively low instances of structure fires is attributable to our aggressive and proactive approach to public fire safety education, and fire safety inspection programs, with a focus on making residents and building owners aware of their obligations for family and fire safety, and assisting them in preventing preventable fires. The importance of these programs aimed at influencing public behavior and awareness in relation to fire safety cannot be overstated, or overlooked. It is a vital on-going primary initiative, and a critical factor not only for public safety, but also in maintaining a sustainable level of required emergency response activity.

In terms of human resources and professional development, the recently appointed full-time officers leading the fire prevention and training divisions continued to pursue further professional qualifications and training in their respective roles, and have established their leadership roles as part of our collaborative administrative team. For a variety of reasons that have become a common struggle for most volunteer and composite fire services, turnover among our volunteer firefighters continues to be a challenge. A recruitment cycle was conducted early in the year and nine vacant positions were filled in June, with those recruits beginning the initial standardized training program in

September. Six firefighters from the previous recruit class completed the basic level II firefighter certification program in June.

Firefighter training and staff professional development continues to be a departmental priority, particularly as numerous staff continue to transition into new roles throughout the department. In 2019, nearly 4200 staff-hours of training were conducted “in-house” within the departments’ resources. In addition, numerous external and out-sourced officer-level, and specialized training courses were attended by both full-time and volunteer staff, totaling 23 external courses taken and 9 professional development opportunities. These individual programs ranged in curriculum delivery from 2 days to 2 weeks, with most being accredited to recognized professional standards. As a result of continued high turnover rates among the volunteer (paid-on-call) firefighter ranks, and continued replacements and expansion among the full-time staff, both recruit training, and officer level training continue to increasingly challenge the training division. Options are being reviewed and initiatives are being prioritized to streamline and expedite traditional processes and timelines for the delivery of recruit level Firefighter I and Firefighter II programs to ensure sufficient qualified and experienced personnel are available when required for structural firefighting capabilities. Similarly, increased turnover and demand in Company Officer level positions is increasingly challenging availability and delivery of required training to meet competency standards for these positions in a timely fashion.

Overall, operating costs for service delivery remained consistent with previous years, with a slight budget increase to accommodate annual labour and inflationary increases. Also included in the annual operating budget was a pro-active buildup of funds in anticipation of necessary service level enhancements resulting from the recommendations of the Fire Protection Services Master Plan study. Approved capital expenditures in 2019 included the scheduled replacements of a pumper/rescue truck and the department’s heavy rescue tools, minor building updates, and the application of a non-slip surface in the apparatus bays.

The scheduled replacement of the pumper/rescue truck updates one of the department’s primary emergency response vehicle in the fleet. This unit is a dual purpose response vehicle that carries the majority of the rescue equipment and is the first responding apparatus for vehicle collisions and rescue calls. It also has the capability of a standard pumper truck and responds on large structure

fires as an additional pumper, and to provide additional equipment at structure fires. An in-house committee comprised of administrative, mechanical and fire suppression personnel conducted extensive research and devoted considerable time and effort to develop exacting specifications to custom design every aspect of the new vehicle to ensure it will meet the specific needs of our fire service over the expected lifespan of this apparatus. Based on those extensive specifications, a tender was issued and Council subsequently approved the award of the tender in August. Delivery of this new addition to our fleet is expected in fall of 2020.

As part of an ongoing initiative, progress continues to be made in adapting available technology into our routine operations. Working with the IT department, the scope has expanded into field operations, and emergency response operations, utilizing real-time tablet-based applications where applicable and reducing reliance on paper documentation.

Maintaining an effective service delivery model consistent with the sustained municipal growth and development has been of increasing concern. In 2018 Council commissioned a Fire Protection Services Master Plan study to be completed to guide future decision making for the provision of fire protection services. The final comprehensive report from the third-party consultant was approved by Council in August of 2019, and direction was given to fire administration to develop an implementation plan to strategically implement the numerous recommendations of the Master Plan Study over the intended 10 year horizon. Late in 2019, Council approved a significant initiative to enhance the current service delivery model by increasing minimum fire suppression staffing to two full-time firefighters on-duty at all times by 2021, pending annual budget approval. The first implementation phase of this objective included the recruitment process for three new full-time firefighter positions late in 2019, with the successful candidates being hired in February of 2020. Continued implementation of successive initiatives, based on a strategic implementation plan will continue to provide for effective delivery of fire protection services, supported by industry standards and best practices as recommended in the approved Fire Protection Services Master Plan.

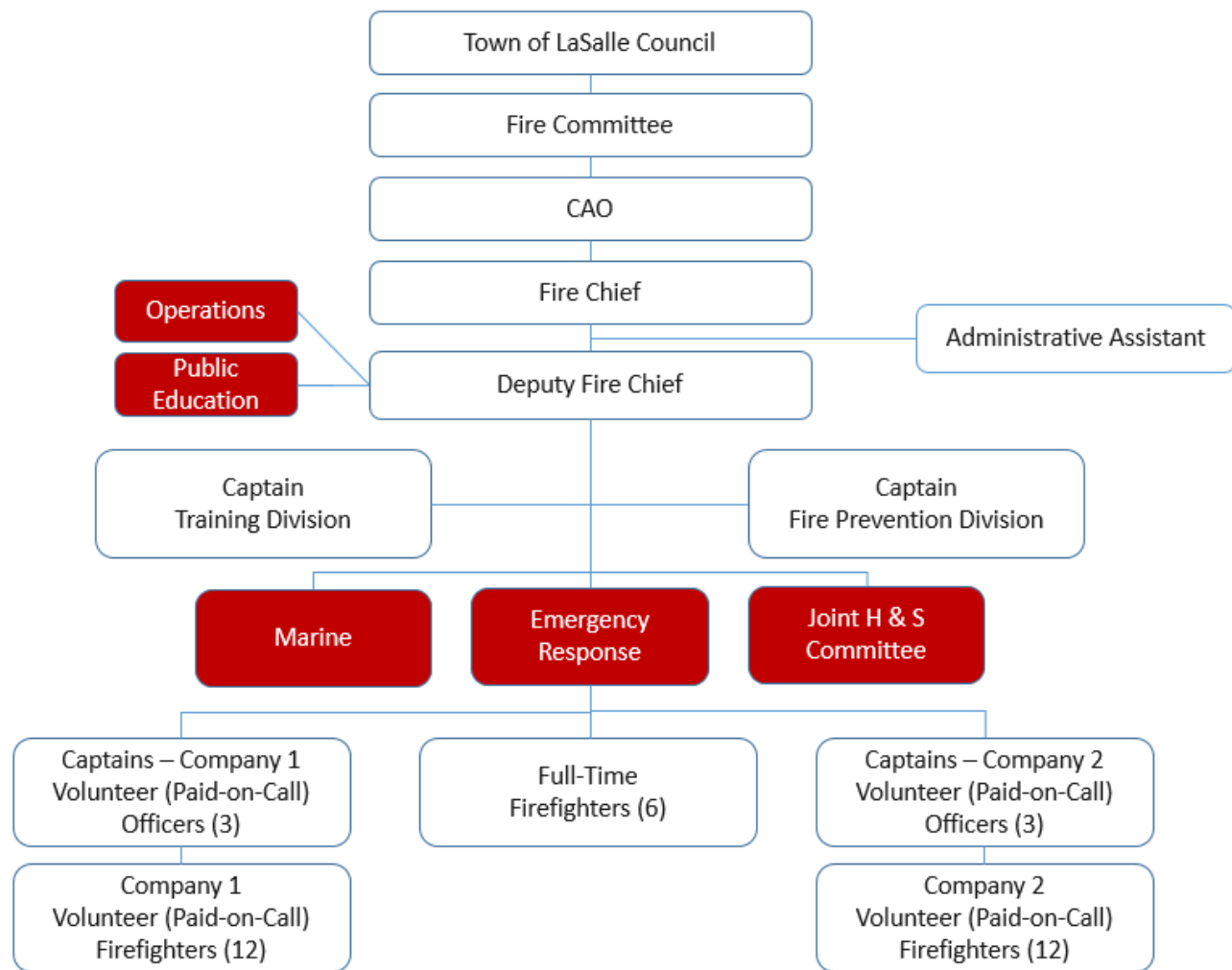
LFS STAFF ORGANIZATION

FIRE CHIEF - D. SUTTON
DEPUTY FIRE CHIEF - E. THIESSEN
ADMINISTRATIVE ASSISTANT - S. NANTAIS
CAPTAIN / FIRE PREVENTION OFFICER - M. WILEY
TRAINING INSTRUCTOR - J. PRICE

FULL-TIME FIREFIGHTERS	
K. SEMANDE	C. LUSSIER
R. MOORE	C. THIBERT
R. CURTIS	J. TOUSIGNANT

VOLUNTEER /PAID-ON-CALL FIREFIGHTERS (32) - list as of end of 2019	
COMPANY 1	COMPANY 2
CAPTAIN M. SEGUIN	CAPTAIN J. GRIFFITH
CAPTAIN B. BARTLETT	CAPTAIN L. THIESSEN
CAPTAIN J. SHINKAR	CAPTAIN M. BONDY
J. CHAUVIN	G. LEGOOD
C. SEGUIN	T. CLARKE
P. HOMENICK	M. CARLONE
C. CARR	B. THOMAN
M. O'BRIGHT	B. TAYOR
C. FECTEAU	L. MELOCHE
R. O'NEILL	M. DAY
J. MACNEIL	J. HARRIS
J. BLANCHETTE	K. CANT
A. HANSEN	L. PANEK
K. DUFOUR	C. CARR
B. DOAN	P. JANIKOWSKI
B. RAE	VACANT

LaSalle Fire Service – Organizational Chart 2019



PERSONNEL CHANGES

- 2 Volunteer (paid-on-call) firefighters promoted to Captain – J. Shinkar and M. Bondy
- 5 Volunteer (paid-on-call) Firefighter resigned
- 9 Volunteer (paid-on-call) Firefighters hired

CONTINUING EDUCATION INITIATIVES & CONFERENCES

D. Sutton	OAFIC Conference – May 2019 Fire Rescue Canada Conference – September 2019
E. Thiessen	OAFIC Labour Relations Conference – January 2019 OFMEM Public Education Training Session – February 2019 CMHC Roadmap to Resiliency Conference – May 2019 Commanding Presence, The Personal Group – October 2019 Western University – Graduate Diploma in Public Administration
S. Nantais	Ontario Fire Chiefs' Administrative Assistants Association Conference University of Victoria, Public Relations Diploma
M. Wiley	OFC Fire Code Div B PT 4-91-1 – January 2019 OFC Part 3 & 5 – May 2019 OMFPOA Training & Education Symposium – June 2019 Certified Plans Examiner Program – September 2019
Justin Price	OAFIC – May 2019 MED A3 – Transport Canada – July 2019 OFC NFPA 1021 Fire Officer Level 1 – September 2019 NFPA 1521 Incident Safety Officer – August 2019
Ryan Moore	OFC NFPA 1521 Incident Safety Officer April 24-27, 2019 NFPA 1031 Fire Inspector Level I – September 2019
Randy Curtis	OFC NFPA 1031 Fire Inspector Level I – November 2019
Matt Bondy	

Len Thiessen	NFPA 1041 Fire Service Instructor – November 2019
Jason Shinkar	
Brian Bartlett	
Jason Griffith	
Randy Curtis	NFPA 1521 Incident Safety Officer – Fall 2019
John Macneil	
Josh Tousignant	
Josh Tousignant	NFPA 1021 Fire Officer Level 1 – August 2019

PUBLIC EDUCATION

2019 PUBLIC EDUCATION EVENTS			
Event Type	Audience	Subject Matter	Approximate Attendance
Community Event	Adults	LaSalle Emergency Services Job Fair	100
Community Event	Families	Car Seat Clinic – family fire safety	50
Provincial Campaign	Adults	Summer Fire Safety Partnership with Beer Stores	100
Day Camp Visits	Children	Age appropriate child & family fire safety	300
Fire Prevention Week School Program	Primary Grade Children	Age appropriate fire safe behaviours & hazards - home escape planning	700

Public fire safety education continues to be an important focus of the LaSalle Fire Service.

Encouraging and promoting fire safe behaviors and an awareness of potential fire hazards is a proven method of reducing the incidence of accidental fires, particularly in homes and residential buildings that all too often result in burn injuries and fire-related fatalities.

A wide variety of public education programs continue to be delivered throughout the community by our emergency response personnel. These interactive programs include presentations at organized events to various targeted audiences, as indicated in the chart above, as well as hosting numerous various groups of children for visits and educational programs at the fire station. Public education displays featuring various brochures and fire safety advice and guidance are also conducted at municipal venues such as events at the Vollmer Recreation Complex, the public library branch, and community festivals, as well as in partnership with various business and community partners such as retirement homes, daycare facilities, etc. Fire safety programs specifically designed for seniors, older adults and adults with mobility limitations, and/or living in multi-residential buildings have been

developed and delivered by appointment. Public education materials and displays include public fire safety tips and information; as well as, emergency preparedness and emergency planning information for families and residents to encourage personal resiliency in the event of large-scale municipal emergencies. LaSalle Fire Service continues to be active with on-going seasonal messaging over multiple media formats including social media channels, with tips and advice aimed at educating and encouraging residents to take proactive measures to ensure their safety. Through frequent interactions with our residents via social media, these platforms also provide a direct means of rapidly reaching nearly 3,000 followers with any important relevant emergency information. The hallmark of our public education program continues to be our Fire Prevention Week activities. In 2019, a targeted program was delivered to all primary elementary Grade 1 and 2 students in all our elementary schools. This program features firefighters reading to children from a relatable storybook

highlighting fire safety and firefighters as community helpers that children can trust in emergencies. Firefighters also demonstrate their protective clothing and equipment to reduce the fears of young children. Age appropriate messages such as when to dial 911, and home escape



planning are delivered in an interactive setting. Our efforts in educating elementary school students are validated in part by testimonials and examples of children influencing the fire safety behaviors of parents, and reacting appropriately to potential emergency situations. In addition to fire safety programs provided by the department, our members and the LaSalle Firefighter's Association continue to be active in the community on a volunteer basis supporting numerous organizations & making positive contributions to the quality of life in the community.

FIRE PREVENTION ACTIVITY

2019 FIRE PREVENTION ACTIVITY SUMMARY

ACTIVITY TYPE	FREQUENCY
Routine Inspection	67
Complaint/Request Inspection	25
Licencing/Legislative Inspection	2
Occupancy Inspection	10
Re-Inspection for Compliance	52
Fireworks Permit	5
In-service inspection for Smoke & Carbon Monoxide Alarm Compliance (Suppression)	144
Fire Investigations	6
New Construction Plans Review	12
Fire Safety Plan Review & Approval	6
File Search Requests	8
Training & Professional Development Course/Symposium	4
Court Prosecution/Appeal	0
Fire Marshal Orders Issued	3
Provincial Offence Notices Issued	5

Basic public fire protection in Ontario is regulated by the *Fire Protection and Prevention Act, 1997*, as amended. The legislation establishes minimum requirements including a community risk assessment, a smoke alarm program with home escape planning, public education program, and fire safety inspections, to meet the needs and circumstances of the community. LaSalle Fire Service continues to meet, or at times exceed, the minimum requirements of the legislation with a proactive public education program, fire safety inspections, and code enforcement. As part of the Fire Protection

Services Master Plan project, an updated comprehensive Community Risk Assessment was completed by the consultant and approved by Council in 2019. This updated risk assessment is intended to guide decision making regarding appropriate fire protection service levels based on identified risks over the next several years. It is important that the community risk assessment be reviewed and updated on a regular basis to remain current as relevant factors such as development, traffic patterns, & demographics in the municipality change and evolve over time.



All fire department staff contribute to the success of our aggressive smoke alarm, and carbon monoxide alarm program. Compliance with requirements for smoke alarm and carbon monoxide alarm legislation is confirmed whenever practical in all residences attended by the fire service during emergency response activity and calls for service. In 2019, 435 smoke alarms were inspected in 144 homes, resulting in the replacement or installation of 52 smoke alarms, and the replacement of 53 batteries. In cases of faulty alarms, or non-compliance with smoke alarm and carbon monoxide legislation, options include installation of a loaner alarm until the required

device can be replaced, invoicing for units that are installed, and issuing Provincial Offence tickets, when required.

In buildings other than single family detached residences, our fire prevention officer completed a total of 121 fire safety inspections in 2019. These inspections are conducted in all relevant occupancy types including commercial, industrial, assembly, institutional, and multi-unit residential. All complaints and requests for inspections were



completed as required. The objectives of our proactive inspection program are to educate building owners and occupants, provide fire safety advice, and assist in successfully resolving various fire code violations to achieve compliance. Enforcement activity, including Fire Marshal Orders, Provincial Offence Notices, and charges in relation to Ontario Fire Code and municipal by-law violations, is

conducted when required. These fire safety inspections are critical to promote public safety in the community and to reduce the potential for fire-related injuries and deaths resulting from preventable fires.

The Fire Prevention division is also responsible for conducting investigations to determine the cause and origin of all reported fires. In addition to education, inspection and enforcement activities, and fire investigations, the Fire Prevention division is also responsible to review fire safety plans required by businesses and residential facilities and issue approval, conduct plans reviews for fire safety components of new buildings, coordinate pre-planning activities to familiarize emergency response personnel with risks and layout features of various buildings, process and approve permits for fireworks displays, and ensure compliance with annual legislative requirements for all care facilities, schools and licenced day care facilities. A fire prevention representative from the fire service also participates with other municipal officials on the Special Events Resource Team, to review plans for any festivals or events proposed to be hosted at municipal venues. This participation helps ensure compliance with established codes and standards for the safety of all participants, and also helps to ensure adequate emergency plans are in place for the proposed event. Routine duties also require the Fire Prevention Officer's attendance at numerous meetings, events and on-going professional development sessions.

LaSalle Fire Service has traditionally maintained a very effective and proactive overall fire prevention program. Steadily increasing development and diversity in additional building stock, continually expanding regulatory requirements, and increasing demand for services, continues to challenge the ability to maintain the previous level of effectiveness. The department continues to meet the minimum legislated requirements for fire prevention activity; however, we continue to struggle with the capacity to maintain important proactive programs recommended in our growing community, such as pre-incident planning, and routine or periodic fire safety inspections in residential and assembly buildings.

These pressures on the Fire Prevention Division were recognized in the recently completed Fire Protection Services Master Plan, and recommendations were made to sustain current service levels and provide additional capacity to keep pace with growth and recommended service levels and programs, consistent with recognized industry standards. In the short term, modest increases in full-

time firefighter staffing levels will provide some additional capacity to assist with basic level fire prevention duties. In the longer term, the implementation plan for the Fire Protection Services Master Plan provides for an additional fire prevention officer as well as clerical support.

TRAINING ACTIVITY

DEPARTMENTAL TRAINING ACTIVITY - 2019

LEVEL OF TRAINING	NUMBER OF SESSIONS	ACTIVITY	CUMULATIVE HOURS
Recruit	15	NFPA Firefighter I & Firefighter II certification Basic firefighting, rescue, medical assist skills	404
General	61	Skills maintenance, advanced skills, legislative requirements, annual certifications/re-certifications	2106
Officers	12	Incident Command, leadership, pre-plan familiarizations, departmental planning & administration	444
OFM NFPA	17	Provincially certified Officer Level Courses	Courses vary from 2 days to 2 weeks duration per course

Firefighter training continues to be a critical element of competent service delivery for LaSalle Fire Service. A total of eighty-eight (88) training sessions were conducted “in-house” within the department at various levels in 2019, totaling nearly 4200 hours devoted to training by our personnel to improve their knowledge and skills. While training requirements vary among staff depending on positions and established levels, the average firefighter receives approximately 120 hours of internally delivered training annually, in addition to external courses.

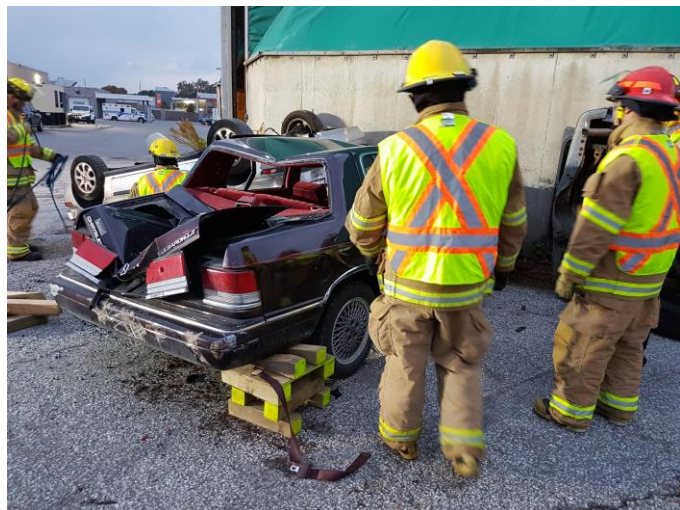
In addition to this training delivered by our own staff, the training division also coordinates and facilitates course availability and registrations for various officers and full-time staff in numerous on-line programs, officer level, and specialized courses by qualified third-party providers; as well as, courses taken by staff at the Ontario Fire College.

Through the regional collaboration of local fire services and training divisions, opportunities are routinely sought to share resources and enhance the ability to provide officer level training programs locally.



There are several concurrent levels of training provided within the department to meet the needs of personnel at various stages of experience and responsibility. As an established policy approved by Council, LaSalle Fire Service has traditionally trained and certified all firefighters in accordance with the standards set out by the Office of the Fire Marshal using the NFPA Standard for Firefighter Professional Qualifications and curriculum, as the basic foundation of our training program. The recruit or entry level program includes “Firefighter Level I and Level II” training, delivered in a blended format of on-line self-directed study, as well as classroom theory, and hands-on practical training sessions. Following the completion of the basic Firefighter Level I training, recruits are honored with a graduation ceremony where the department proudly comes together to acknowledge their achievements in completing the probationary period of attaining the most basic skills, and welcome our newest members to the team. In March of 2019, we were proud to host a graduation ceremony to honor and welcome those members who joined our ranks in the previous year.

In addition, the second phase of the recruit program also includes driver training and fire pumper operations courses, and a basic hazardous material curriculum. Upon completion of each level of required training, independent written and skills testing are arranged through the Office of the Fire Marshal for verification and final certification. The period required to complete this basic level program and achieve certification to Firefighter Level II is typically two to three years. This recruit training program cycles on an on-going basis with recently hired volunteer (paid-on-call) firefighters typically at various stages in the program.



Upon completion of the basic Firefighter I & II recruit level, firefighters continue regular, on-going “general” level training twice monthly, including more advanced proficiency of firefighting skills, and specialized or technical training in areas such as auto extrication, hazardous materials, ice & water rescue, medical first responder, confined space, marine operations, etc. They are also eligible for officer level courses as required by the department. The officer level training program includes NFPA Instructor I, Fire Officer Level I certification, and Incident Command courses provided externally through the Ontario Fire College, partnerships with third party providers; as well as, monthly sessions within the department.

Implementation of a recently established company officer development program is ongoing for current and new volunteer Captains, subject to annual course availability and budget considerations. The program is consistent with recognized provincial standards and department needs.

A joint training committee has been established among Windsor & Essex County fire services to assess common needs, and coordinate resources for delivery of common training where practical. The model will use a blended format, which combines on-line self-directed study, assignments and classroom sessions, practical sessions, and finally testing and certification scheduled locally, conducted by the OFMEM testing unit. Particularly for paid-on-call personnel, this format makes officer level training and certification far more practical and accessible than the alternative of having to travel to the Ontario Fire College to attend one or two week courses.



Collaborative partnerships also allow our personnel, and our fire service, to provide access to advanced and/or specialized training programs at a local level. One example of this collaboration is the jointly purchased Mobile Live Fire Training Unit which allows several area users the ability to conduct live-fire training at our own facility on an on-going basis, greatly enhancing the proficiency of our personnel at all levels, and is a major component of our training program. Other examples in 2019 include a credentialed NFPA Incident Safety Officer course hosted by a neighbouring department that allowed

members from several departments to attend locally without the need for travel or time off from full-time employers. Similarly, LaSalle Fire Service hosted an NFPA certified Ice Rescue course conducted by a qualified third-party provider for members of our department as well as other departments in the region. Additionally, LaSalle has collaborated with another local fire service to augment their specialized high angle rescue team with three members from LaSalle Fire Service. As a necessary low frequency/high risk rescue capability, LaSalle benefits by having a nucleus of trained members, while also supporting the viability and regional availability of a valuable rescue team resource.

EXAMPLES OF IN-HOUSE ONGOING TRAINING CONDUCTED

- Recruit training – on-line study, FF I and FF II practical sessions & instructor sign-offs, exam preparation & exams
- Live Fire training
- Ice Rescue
- Equipment familiarization
- Communications
- Pump Operations
- Fire-ground operations
- RIT/Self Rescue
- Auto Extrication
- Search & Rescue operations
- SCBA endurance drills
- Personal protective equipment, physical agility with SCBA (bi-annual), respiratory program - mask fit testing
- Emergency Vehicle Operator driver course
- Officer Level Training – pre-planning, incident command, building familiarization, scene assessment
- Health & safety training, policies and Operational Guideline training and on-line training through LaSalle Systems 24/7 and Target Solutions

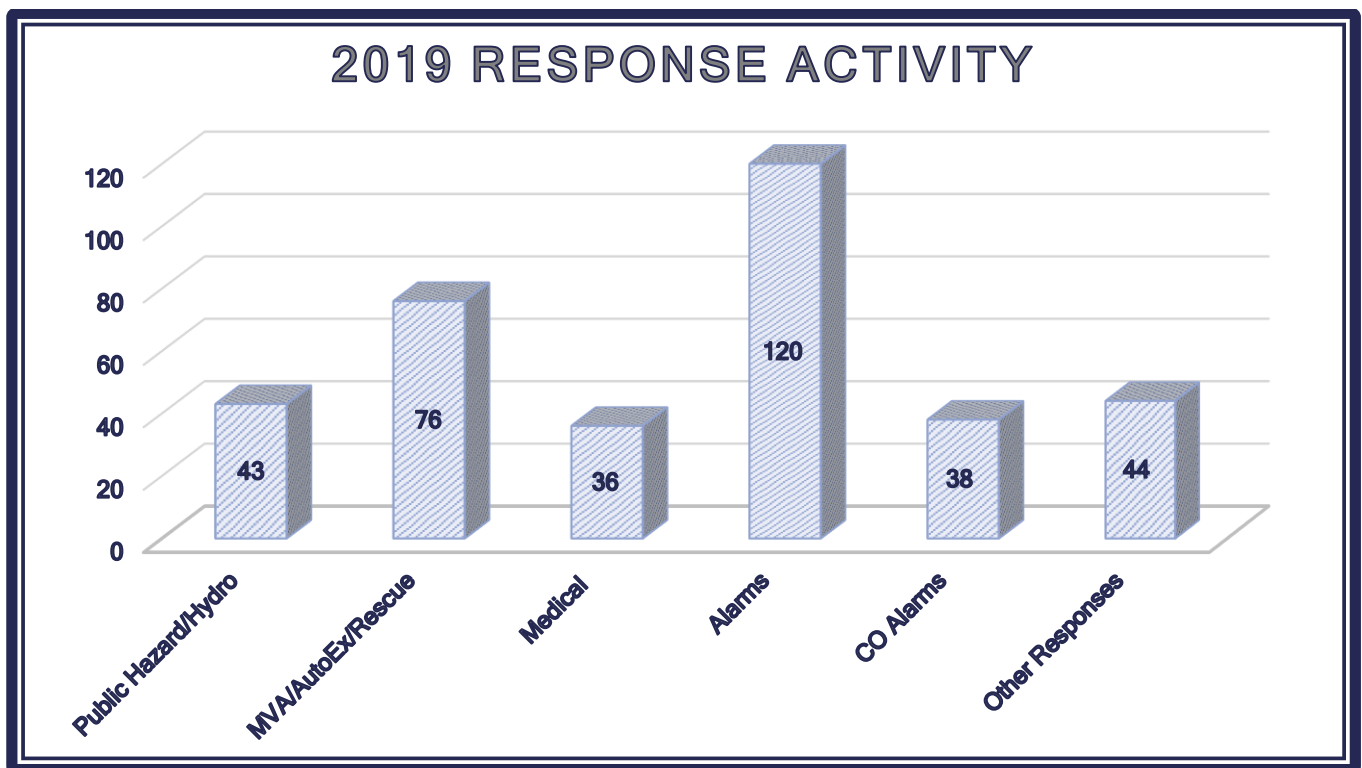
SPECIALIZED TRAINING CONDUCTED

- Base Hospital program Train the trainer – CPR/Defib. Annual training
- Mental health Peer Support training provided by regional coalition
- High Angle Rescue
- NFPA 1006 – Ice Rescue Technician Level
- Aerial tower operation training – tower crew
- Various Officer level NFPA courses
- Marine Operations

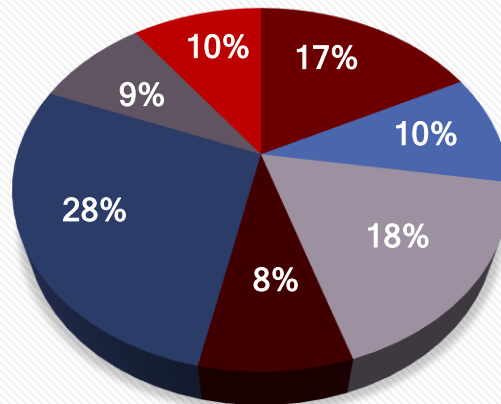
RESPONSE ACTIVITY

LaSalle Fire Service responded to 433 calls for service in 2019, which resulted in approximately \$878,900 in fire loss. Although calls for service are distributed across all property types, the majority of activity, and the majority of dollar loss due to structure fires continues to be in single family homes.

In addition to fire suppression and related responses, LaSalle Fire Service also provides emergency response services that include auto extrication, tiered medical assistance response, ice and water rescue, hazardous materials response, and limited technical rescue capabilities. A breakdown of response activity by general response category, and geographical area of the municipality, is provided below.

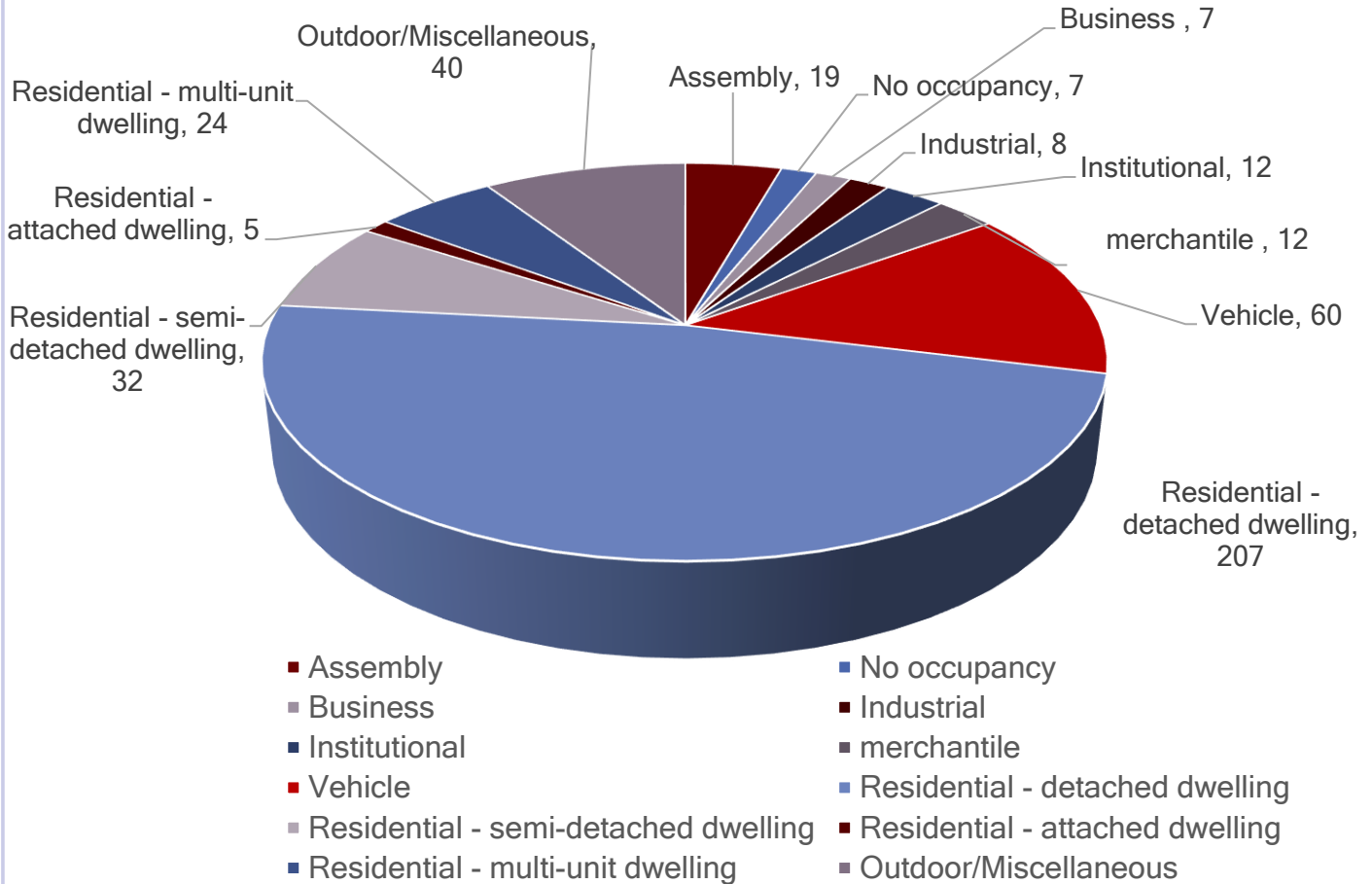


Response Activity by Percentage - 2019



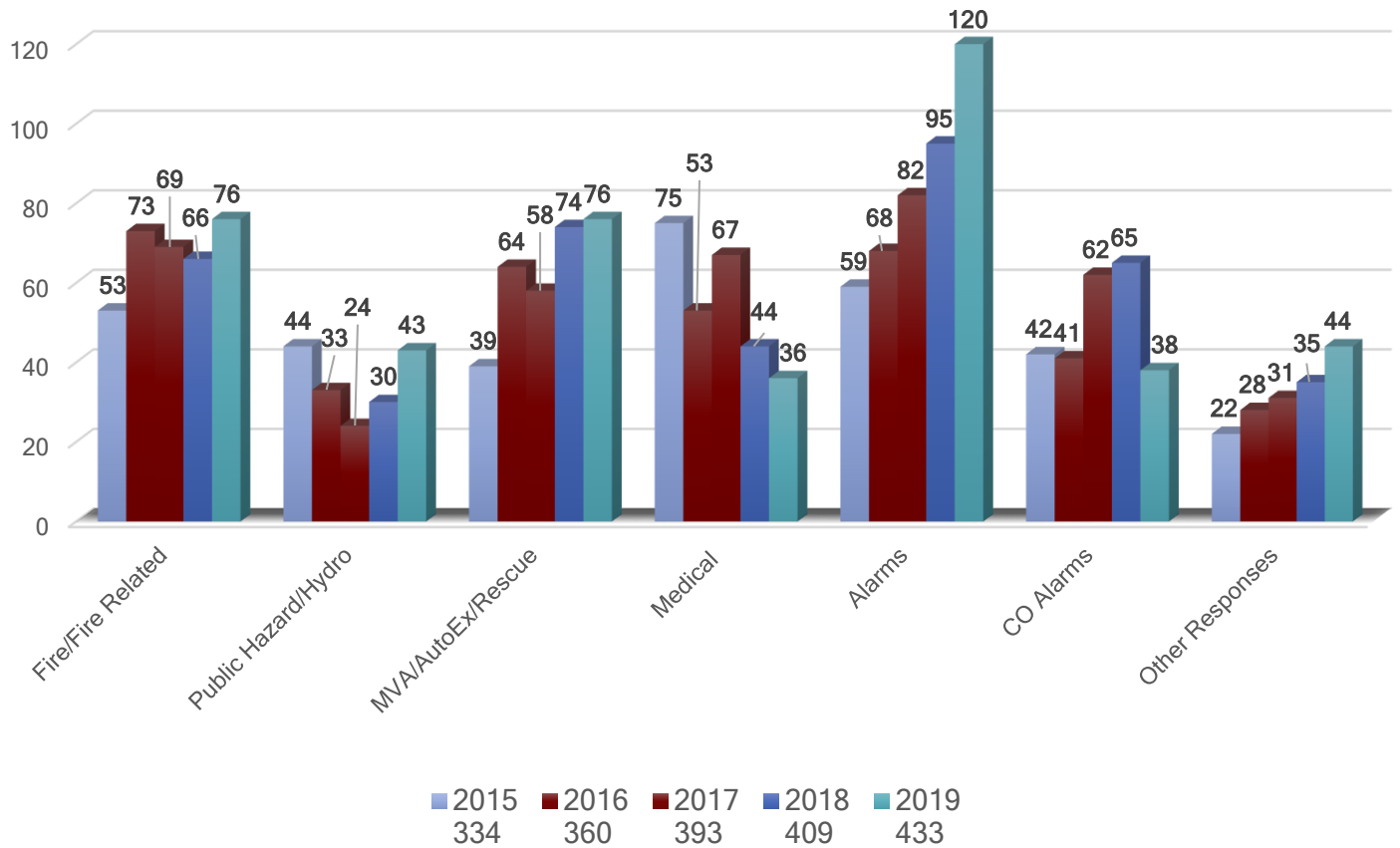
- Fire/Fire Related ■ Public Hazard/Hydro ■ MVA/AutoEx/Rescue
- Medical ■ Alarms ■ CO Alarms
- Other Responses

Distribution of Responses by Property Classification 2019



- Assembly
- Business
- Institutional
- Vehicle
- Residential - semi-detached dwelling
- Residential - multi-unit dwelling
- No occupancy
- Industrial
- merchantile
- Residential - detached dwelling
- Residential - attached dwelling
- Outdoor/Miscellaneous

Response Activity - % of Total Call Volume 5 Year Comparison



In terms of notable trends in call volumes and distribution of response activity, several comments may assist in data analysis. Consistent year-over-year increases in call volumes generally reflects the continued growth and development in the municipality, generating greater activity in most areas of service delivery.

Similarly, the notable annual increase in responses under the broad category of “Alarms” is partially attributable to relative increase in building activity in the municipality. Response to alarms includes both commercial alarms in assembly and multi-residential buildings such as condo buildings, as well as smoke alarm incidents in single family homes. As new commercial, assembly and multi-residential buildings continue to be added to the municipal building stock, corresponding responses for alarm activations continue to increase. Newer technology and building trends also has a corresponding impact on responses to smoke alarms and monitored alarm systems in single family homes. Periodic enhancements to code requirements continue to provide for increased levels of safety in new construction. New homes are required to have interconnected alarms in all sleeping areas and levels of the home. Combined with the trend locally toward larger homes, it is not uncommon to have

between 8 and 12 interconnected smoke alarms in a single family residence. The technology is designed to sound an alarm when any component of the system malfunctions; as well as, at end of life of each device. A portion of the call volume for Alarms is for non-emergency attendance at homes for malfunctioning alarms, to assist in restoring active fire protection of the interconnected system. The recently approved increase in full-time staffing will allow most of these responses to be attended by on-duty staff.

It must also be noted that although this response category is classified as “Alarms”, there should not be an assumption that these responses are all for “false alarms”. Occasionally unsubstantiated false alarms or nuisance alarms do occur; however, the Town’s False Alarm by-law provides an effective means to control nuisance false alarms. In many cases the alarm is activated by smoke or overheating caused by mechanical or accidental human sources. In these cases the end result is often a relatively minor outcome such as an overheated power bar, or motor, or a pot left unattended on a stove, so the incident is successfully resolved and recorded as an “Alarm” call. It is important to bear in mind that in these cases the alarm functioned exactly as intended and alerted residents and the fire service, thereby avoiding a potential structure fire.

For these reasons a modest year-over-year increase in alarm calls is both expected and ultimately beneficial.

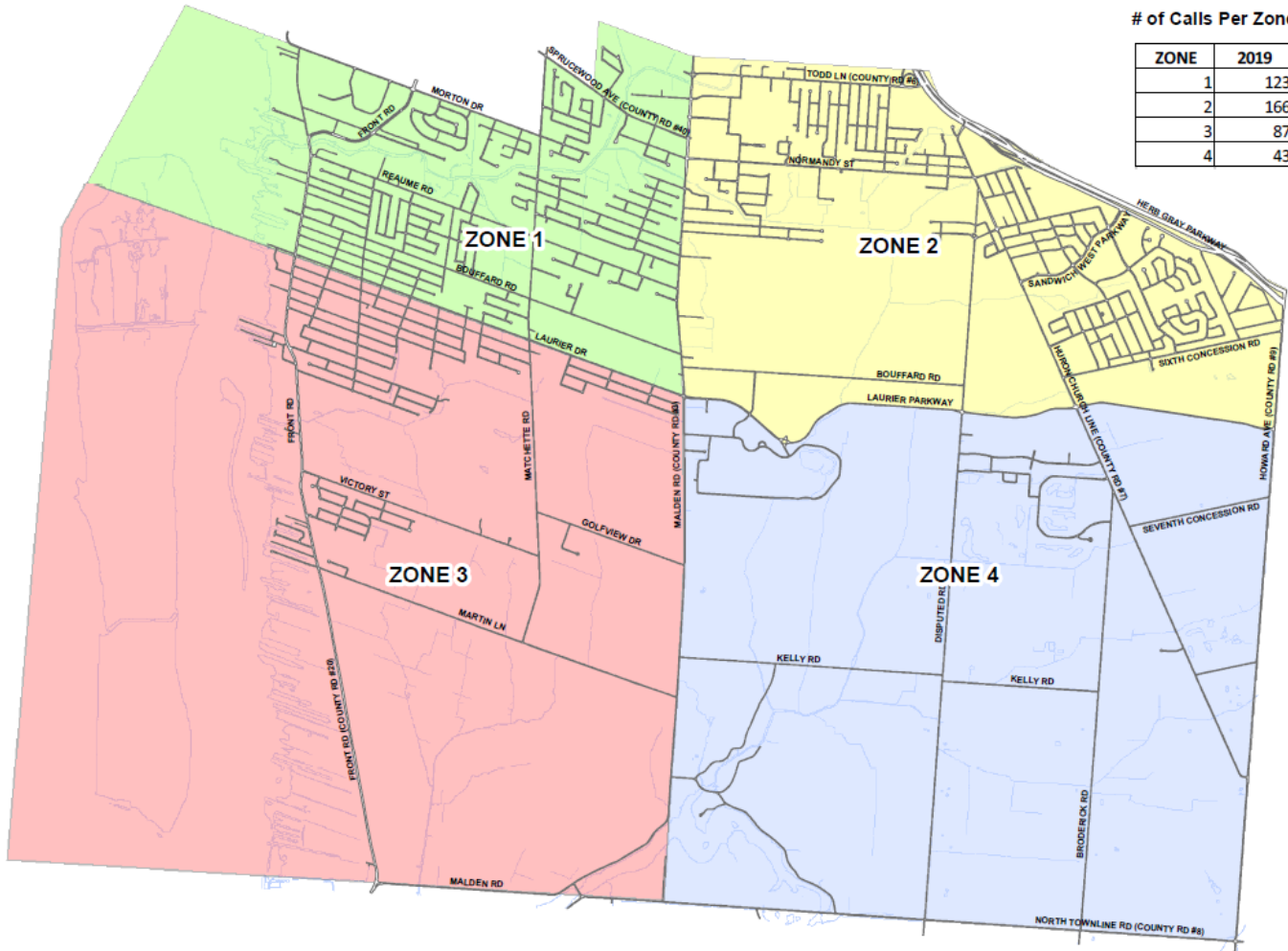
2019 CALLS FOR SERVICE DISTRIBUTION BY GEOGRAPHICAL AREA

LaSalle Fire Service



of Calls Per Zone

ZONE	2019
1	123
2	166
3	87
4	43



EMERGENCY RESPONSE PERFORMANCE BENCHMARKS

The recently approved Fire Protection Master Plan proposed specific benchmarks for emergency response performance, based on relevant industry standards and best practices. Given the size and population distribution of the municipality and our composite response model, the recommended performance benchmarks that were adopted by Council as the service delivery target for the municipality, recognizes both an urban component for areas with a population density of 1000 persons per square mile, and a suburban component for areas with less than 1000 persons per square mile. The tables below provide summary of current response performance in comparison with intended targets. The information presented is based on the best available data; however, there are anomalies within the data collection capabilities that may have minor impacts on the accuracy of some data. Further commentary accompanies the tables to assist in interpretation. This data serves as an initial point-in-time benchmark, prior to the implementation of any of the Master Plan recommendations to improve service delivery.

Table 1: Response Times Profile - 2019

Adopted Response Standard Components	Target Criteria	LaSalle Average	Area 1 Average	Area 2 Average	Area 3 Average	Area 4 Average
Alarm Processing Time (Dispatch)	1:00 – 1:30	01:06	01:03	01:15	01:00	00:54
Turnout Time	1:20	01:01	01:03	01:03	00:54	01:03
Travel Time						
Initial Response - Urban	4:00	04:35	04:03	03:24	06:29	06:28
Depth of Response -Suburban (turnout + travel time)	8:00	05:36	05:06	04:27	07:23	07:31
Total Response Time (Apparatus & initial personnel)	9:00 urban 90% of calls 10:00 suburban 80% of calls	06:42	06:09	05:42	08:23	08:25
Initial Personnel (on arrival of first unit)	4 in 4 min. Urban 10 in 10 min. Suburban	2.9	2.7	2.4	3.5	2.9

Table 1 – Data Interpretation Notes:

- Data includes only emergency responses
- Response data represents **Average** (50th percentile) times, meaning that the 80th and 90th percentile target times of the adopted standard would be longer than the average
- The Urban designation applies to all of Area 1, and significant portions of Areas 2 and 3

Table 2: Current Emergency Response Performance - Structure Fires and Fire-Related Responses

Adopted Response Standard Performance Criteria	Compliance Criteria	LaSalle Average	Area 1	Area 2	Area 3	Area 4
FIRST RESPONSE First Unit AND 4 personnel on scene within 4 minutes	Urban (1000+/sq. mi.) 90%	10%	19%	19%	0%	0%
DEPTH OF RESPONSE First Unit AND 10 personnel on scene within 10 Minutes	Suburban (-1000/sq. mi) 80%	21%	24%	27%	32%	0%
Number of Emergency Calls		71	21	26	19	5

Table 2 – Data Interpretation Notes:

- Data includes only emergency responses
- Data does not include “Alarm” responses. While responses for activated fire alarm systems in residential, multi-residential, assembly and commercial buildings would typically be included in this analysis, the records management system currently in use also includes in this category numerous non-emergency responses for accidental or malfunctioning residential smoke alarms
- Data may include a few emergency responses that were downgraded by first arriving personnel on arrival and confirming non-emergency conditions or sufficient personnel for the incident. In these cases, subsequent personnel may have been cancelled prior to the applicable benchmark criteria being met. The instances where this occurred, while not significant would primarily affect areas 1 and 2, where the first arriving unit is on scene sooner. The records management system is not capable of filtering for these calls.

- This data demonstrates the unique inverse correlation, and combined impact, of our current two primary challenges of travel time for responding fire apparatus, and travel delays for paid-on-call personnel responding in personal vehicles. The performance criteria for compliance with the adopted Standards incorporates **both** the first apparatus and sufficient personnel, to arrive at the scene of an incident within accepted response times to facilitate an effective response to the emergency. As the data from Table 1 confirms, responses in areas 1 and 2 require less travel time for the responding fire apparatus, however paid-on-call staff are challenged in reaching the incident scene within the target benchmark times. In areas 3 and 4, the current station location challenges target travel times, although particularly in area 3, a somewhat greater percentage of paid-on-call responders are able to reach the incident within accepted target times. Implementation of the recommendations of the Fire Protection Services Master Plan pertaining to station locations and staffing are aimed at addressing these challenges to provide improved service delivery, and to achieve the target criteria of the adapted response performance benchmarks.

ADMINISTRATION

FIRE PROTECTION SERVICES MASTER PLAN

At the direction of Council, a consultant was retained in July to complete a comprehensive Community Risk Assessment and Fire Master Plan in 2018. The consultant's final report and recommendations were adopted by Council in August of 2019 as the strategic planning framework for the delivery of fire protection services within the Town of LaSalle the next ten-year community planning horizon. The findings and recommendations of the Fire Protection Services Master Plan are based on referenced applicable standard and best practices and have been informed by a Community Risk Assessment that was developed as a companion document to assess the existing fire risk within the community. Together, these documents present a comprehensive analysis of the existing fire risks within the community, and the existing fire protection capabilities of the LaSalle Fire Service.

The Fire Protection Services Master Plan provides options and recommendations to assist Council in developing both short-term and long-term planning strategies for the responsible delivery of fire protection and related services, based on the current and future needs of the community. Implementation of the recommendations will allow Council to clearly establish and communicate the level of fire protection services to be provided to the community, including, where applicable, proposed performance measures for ongoing monitoring and evaluation of the services to be provided. A key theme of the report and recommendations is the continued implementation of proactive strategies that reduce fire risk through public education, and enhanced fire safety inspections and code enforcement; as well as, addressing adequate emergency response capability. The report provided 34 operational recommendations, including administrative processes and operational enhancements across all functional areas, largely within the scope of the fire chief and fire administration for implementation, and 12 Council Recommendations that require the consideration of Council, primarily in relation to the establishment of levels of service and associated staffing implications, and modernization of the current emergency response model.

Upon adopting the consultant's report and recommendations, Council directed the Fire Chief to develop an implementation plan for Council's approval. A comprehensive implementation plan and corresponding financial plan was presented to Fire Committee in December and subsequently approved by Council, subject to annual budget approval, early in 2020. The approved implementation

plan strategically prioritizes the recommendations as short-term, mid-term, or long-term initiatives, and provides for the implementation of all recommendations over a ten year cycle. A consistent annual funding contribution throughout the implementation period provides a sustainable funding model.

As a critical short-term priority of the implementation plan, Council also approved the transition to a staffing model of a minimum of two suppression firefighters on-duty at all times by 2021, pending budget approval. The first stage in the implementation of this transition was completed in 2019 with the recruitment and selection process for three additional full-time firefighters. The new positions were implemented early in 2020. This enhancement in full-time staff will assist to improve our *first response* capabilities at emergency incidents and provide additional support for ongoing fire prevention and public education initiatives.

Throughout our extensive processes to analyze existing emergency response effectiveness and responsibly plan for required service delivery improvements, reliable data for the response of paid-on-call personnel was difficult to track with any degree of accuracy. The current response model for LaSalle Fire Service relies on paid-on-call personnel responding in personal vehicles to emergency incidents rather than responding on fire apparatus. Only movements and response times for fire department vehicles were tracked and recorded for statistical purposes.

Following a successful pilot project in 2018, a vendor-supported platform was implemented in 2019 to better track arrival times of paid-on-call responders through small electronic devices stored in their turnout gear that are registered with the fire truck once on scene. This electronic system provides reliable data that will help inform on-going planning and decision-making regarding service delivery and response models.

RADIO COMMUNICATIONS STUDY

Senior municipal staff also continued to work with professional consultants to facilitate a municipal radio communications study, previously approved by Council to facilitate better awareness and prudent long-term planning among all radio communications users in the municipality. This study, expected to be completed in spring of 2020, will identify anticipated needs and challenges related to

radio communications, and the planned integration of a data spectrum for first responder users. The final report is expected to provide recommendations and options for future required upgrades and radio replacements, as well as comparative budget implications, as required by each user group.

VOLUNTEER FIREFIGHTER COMPENSATION POLICY

The longstanding compensation policy for the compensation of volunteer firefighters was revised in 2019 to better align with current practices in the fire service as well as within the municipality. The previous policy for compensation of volunteer firefighters established by Council had been established well over 30 years prior, and no longer reflected the current roles and levels of responsibility that have evolved over time, particularly in the case of the supervisory role of the Captain positions; as well as, the extended training and graduated skills acquisition process for recruit firefighters. The new compensation policy redistributes compensation relative to experience and responsibility levels in a grid format more consistent with industry standards.

MENTAL WELLNESS AND PEER SUPPORT

Staff wellness continues to be a priority in maintaining a healthy and resilient workplace. Occupational stress and related illnesses are disproportionately prevalent among first responders, and significant effort has been made across the emergency services spectrum in recent years to increase available supports for first responders to maintain a healthy level of resilience and reduce the debilitating effects of various types of stress injuries. LaSalle Fire Service has been active in supporting the needs of our personnel.

A structured Wellness Committee meets regularly to review various health & safety; as well as, general wellness initiatives, including exercise and nutrition programs, with a focus on the firefighter lifestyle and work routine. An internal Peer Support Team has been established with four members who have been trained in peer support intervention by a regionally recognized clinician. Our peer support team is further supported by numerous other similar regional teams among local emergency service agencies who have trained together.

In 2019 LaSalle Fire Service also formed an official partnership with Wounded Warriors Canada, a non-profit organization that provides a variety of programs and mental health care for Veterans, First Responders and their families using clinical best practices and evidence-based care.

LaSalle Fire Service is also an active participant in the Windsor Essex First Responder Coalition of emergency services from the region to support mental health among first responders by building resilience, reducing stigma, and promoting mental wellbeing. This regional group operates on grant funding by the Ministry of Labour and is operated through the local Canadian Mental Health Association. The coalition also supports and promotes other support services for mental health among first responder organizations.

EMERGENCY MANAGEMENT

The fire service administrative team is also responsible for leading the emergency management planning group for the municipality. Environmental changes related to the frequency of severe weather incidents, and steadily rising water levels in the great lakes region have increased the potential for the municipality to be impacted by flooding events. In addition to engaging in various specific flood planning and preparation activities, the Emergency Management Program Committee developed a comprehensive municipal Flood Response Plan, which was subsequently approved by Council forming an appendix to the Town's Emergency Response Plan.

The Town of LaSalle was impacted by flooding in the spring and summer of 2019. The senior management team initiated a sandbag program for affected residents and met regularly as required to address the issues and concerns related to flooding. The Flood Management Group maintained a Routine Monitoring status from early May until late July, and convened various emergency meetings in response to ongoing flooding conditions along the Detroit River, affecting properties and municipal infrastructure primarily along Front Rd and residential areas west of Front Rd.

Under the town's Emergency Response Plan, the Emergency Operations Center was activated over a weekend in early July, with the Municipal Control Group responding to emerging issues with road closures, and decisions and contingency planning for delayed emergency services and potential voluntary evacuations of properties threatened by flooding conditions.

At an administrative level, the emergency planning function for the fire service administration continues to expand. Increasing regulatory requirements; as well as, staff training to ensure an adequate level of preparedness, and the increasing frequency and duration of emergency incidents have all contributed to an increasing proportion of time devoted to emergency planning duties in addition to fire service administrative workload. Traditionally an additional related responsibility, municipal emergency management continues to evolve as an essential municipal administrative function.

LaSalle Fire Service remains committed to responsible forward planning, and continuous improvement in order to maintain an appropriate level of service, and to meet the changing needs of the community. I welcome the opportunity to further discuss our activities and services, and invite anyone to contact me with any questions, suggestions or concerns.

Respectfully submitted,



Fire Chief

Dave Sutton,
Fire Chief / CEMC

Schedule of Reports for Council June 9, 2020

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
Deputy Mayor Meloche	Heritage Committee	Planning	June, 2020	At the November 12, 2019 Regular Meeting of Council, Deputy Mayor Meloche inquires about the formulation of a Heritage Committee See Report on today's Agenda
B2/2020	Pedestrian Safety Initiative	Public Works, Planning, Finance	August, 2020	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	Public Works	August, 2020	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.
Mayor Bondy	Malden Road Environmental Assessment Update	Public Works, Planning	July, 2020	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	Planning	June, 2020	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. See Report on today's Agenda
Deputy Mayor Meloche	Crosswalk on Malden Road and Reaume Road, and Cross walk on Matchette Road and Golfview Drive	Public Works	July, 2020	At the May 12, 2020 Regular Meeting of Council, Deputy Mayor Meloche requested a Report regarding crosswalks located on Malden Road and Reaume Road, and Matchette Road and Golfview Drive.

Schedule of Reports for Council June 9, 2020

DEFERRED REPORTS THAT REQUIRE PUBLIC MEETINGS OR PUBLIC INPUT

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."
Mayor Bondy	Road Side Drainage Policy	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	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.
Councillor Renaud	Cannabis Retail Licensing	Administration	Fall 2020	At the April 14, 2020 Regular Meeting of Council Councillor Renaud requests an update regarding cannabis retail licensing and shops within the Town and Canada, as well as changes in Provincial modeling for retail shops.

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8434

A By-law to authorize the execution of an Agreement between Mill-Am Corporation and The Corporation of the Town of LaSalle for the 2020 Mill and Pave and Enhanced Mill and Pave Project

Whereas the Corporation of the Town of LaSalle ("Corporation") issued a Request for Tender (RFT) 2020 Road Rehabilitation Program RFT PW-2020-02 regarding the 2020 Mill and Pave and Enhanced Mill and Pave (M&P and EM&P) project;

And whereas the lowest bid of \$1,699,537.50 plus HST was received from Mill-Am Corporation for M&P and EM&P work concentrated within the Heritage Estates area;

And whereas the Corporation has deemed it expedient to enter into an Agreement with Mill-Am Corporation, setting out the terms and conditions that have been agreed upon by the Corporation outlined within the 2020 Road Rehabilitation Program RFT PW-2020-02;

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

1. That the the Mayor and Deputy 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 Mill-Am Corporation.
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 9th day of June, 2020.

1st Reading – June 9, 2020

Mayor

2nd Reading – June 9, 2020

3rd Reading – June 9, 2020

Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8435

A By-law to confirm the donation of Lots 1257 and 1258, Registered Plan 875 from Giovanni Tedesco

Whereas the Giovanni Tedesco offered to donate to the Corporation Lots 1257 and 1258, Registered Plan 875;

And whereas the Corporation deems it expedient to confirm acceptance of the donation of the said lands;

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

1. That the Corporation accept the donation of Lots 1257 and 1258, Registered Plan 875, subject to easements as in R593853, R786620 and R958699E; LaSalle from Giovanni Tedesco, in consideration of the Corporation granting a tax receipt to Giovanni Tedesco.
2. The execution by the Mayor and the Clerk of the Corporation of any and all documents that were necessary to complete this transaction, and the affixing of the Corporation's seal to such documents to give effect to this purchase transaction, be and the same are hereby confirmed.
3. This By-law shall take effect on the final passing thereof.

Read a first and second time and finally passed this 9th day of June, 2020.

1st Reading – June 9, 2020

Mayor

2nd Reading – June 9, 2020

3rd Reading – June 9, 2020

Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8436

A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 1252 to 1258, both inclusive, Registered Plan 875, LaSalle

Whereas registered owners abutting the alley system have made an application to the Corporation to close and purchase a portion of the alley;

And Whereas the Corporation has determined the distribution of the alley in accordance with its Alley Closing Policy, approved on May 14, 2019 as policy number M-DSI-003;

And Whereas the Council of the Corporation deems it beneficial to grant this request;

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

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

1. That the alley system on Registered Plan 875 running east-west lying to the north of Lots 1252 to 1258, both inclusive, now designated as Parts 1, 2 and 3 on Reference Plan 12R-28216, in the Town of LaSalle, in the County of Essex, be and the same is hereby stopped up and closed.
2. Upon completion of the closing of that alley more particularly described in Section 1 herein, that the said alley so closed may be sold to the owners as determined by the Corporation, at a sale price of \$200.00 per part on a reference plan, and that all other costs and expenses incurred in connection with this matter be borne in accordance with the Corporation's Alley Closing Policy.
3. It is hereby confirmed the lands described in Section 1 of this By-law are surplus to the needs of the Corporation.
4. In the event any owner of land abutting the said alley does not purchase their proportionate share of the said alley so closed within the time frame as determined by the Chief Administrative Officer of the Corporation, the Corporation shall follow its Alley Closing Policy and offer the proportionate share to an abutting landowner.
5. The Mayor and the Clerk of the Corporation be and they are hereby authorized to do all acts and sign all documents which may be necessary to complete the sale of the said alley so closed as provided herein, and to otherwise carry out the intent of this By-law.
6. This By-law shall come into force and take effect after the final passing thereof on the date upon which this By-law is registered in the Land Registry Office for the County of Essex (No.12).

Read a first and second time and finally passed this 9th day of June, 2020.

1st Reading – June 9, 2020

Mayor

2nd Reading – June 9, 2020

3rd Reading – June 9, 2020

Clerk