



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

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

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

**Clerk's Note:** Members of Council will be participating electronically and will be counted towards quorum. The Minutes will reflect this accordingly. 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](mailto:evallee@lasalle.ca), 519-969-7770 extension 1234.

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1. LaSalle Police Service - 2019 Annual Report	11
RECOMMENDATION That the LaSalle Police Service 2019 Annual Report as presented by Mayor Marc Bondy, Chair of the LaSalle Police Services Board and John Leontowicz, Chief of the LaSalle Police Service BE RECEIVED for information.	
<b>C. PUBLIC MEETINGS AND/OR HEARINGS</b>	
<b>D. DELEGATIONS</b>	

## E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. 2019 Audited Financial Statements 21

### RECOMMENDATION

That the report of the Manager of Finance/Deputy Treasurer dated June 26, 2020 (FIN-14-2020) regarding the 2019 Audited Financial Statements BE RECEIVED; and

that Council APPROVE and ADOPT the 2019 Audited Financial Statements; and

that the 2019 Audited Financial Statements be posted on the Town of LaSalle website; and

that the 2019 Financial Statements and 2019 Financial Information Returns be submitted to the Ministry of Municipal Affairs (in accordance with Section 294(1) of the Municipal Act).

2. Drainage Engineer Appointment – Proposed St. Michaels Branch Drain 80

### RECOMMENDATION

That the report of the Manager of Engineering, dated May 28, 2020 (PW-12-20) regarding the appointment of Rood Engineering Inc. to the section 4 petition under the Drainage Act for an area requiring drainage BE APPROVED.

3. Malden Road EA Addendum Status Update 89

### RECOMMENDATION

That the report of the Director of Public Works and the Director of Development & Strategic Initiatives dated June 26, 2020 (PW-06-20) regarding the Malden Road EA Addendum status update be RECEIVED.

That Council AUTHORIZE administration to request to the County of Essex to move the connecting link program on Malden Road from Reaume Road to Golfview Drive, thus making Malden Road north of Golfview a connecting link.

That Council AUTHORIZE administration to prepare a subsequent report outlining the Town's position on the remaining County roads traversing through Town.

4. Crosswalk Update/Review (Malden/Reaume and Golfview/Matchette) 96
- RECOMMENDATION
- That the report of the Director of Public Works dated June 29, 2020 (PW-13-20) regarding crosswalk update/review be RECEIVED.
- That Council CONCUR that Town administration continue with an education/communication program on crosswalks.
- That Council CONCUR that Town administration continue with improvements to pedestrian crossing, Town wide, from both an AODA and an OTM Book 15 standpoint.
- That Council APPROVE the upgrading of the Malden/Reaume pedestrian crossover.
- That Council APPROVE Town administration to collect traffic volume data on Matchette and Golfview and implement upgrades to the pedestrian crossover if deemed necessary.
5. Dilapidated Culvert Replacement Policy 102
- RECOMMENDATION
- That the report of the Director of Public Works dated July 6, 2020 (PW-14-20) regarding the Dilapidated Culvert Policy BE RECEIVED; and
- That Council APPROVE the new Dilapidated Culvert Replacement Policy as prepared and presented within this report.
6. Disputed Road Drainage Concerns – 6610 to 6770 Disputed Rd 124
- RECOMMENDATION
- That the report of the Director of Public Works dated July 6, 2020 (PW-15-20) regarding Disputed Road Drainage concern BE RECEIVED; and
- That Council CONCUR that the original offer to infill the ditch on Disputed remain in place; and
- That Council APPROVE implementing the requirements under the new dilapidate culvert policy to the 6 affected properties on Disputed Road for a 120 day approval deadline, including payments options.

7. Request to construct wood privacy fence – F. Pheby

130

**RECOMMENDATION**

That the report of the Deputy Clerk dated July 2, 2020 (AD-04-2020) regarding the request from Franca Pheby at 61 Adams Lane for the Town to construct a wood privacy fence adjacent to her property BE RECEIVED, and that Council:

1. Contribute the cost of a chain link fence to F. Pheby as outlined in this report, OR
2. The municipality construct a chain link fence in accordance with standard municipal practice.

8. Sterling Lakes Draft Plan of Subdivision (Fanelli) – Request to Designate certain lands as Class 4 under the NPC-300 Noise Guidelines

139

**RECOMMENDATION**

That the report of the Director of Development & Strategic Initiatives, dated June 30, 2020 (DS-18-2020) regarding a request that has been submitted by the owners of the Sterling Lakes Limited Partnership (Fanelli) for lands located within 300 metres to the west and to the south of the nearest property line for 5000 Howard Business Parkway, 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 mitigation measures including warning clauses required for a Class 4 designation pursuant to the Publication NPC-300 in the corresponding subdivision agreement, AND FURTHER THAT the Director of Development & Strategic Initiatives or their designate BE DIRECTED to provide a copy of the Council Resolution approving the Class 4 area classification for the subject lands to Propower Manufacturing Inc.

**F. COMMITTEE MATTERS FOR COUNCIL ACTION**

**G. INFORMATION ITEMS TO BE RECEIVED**

1. Council Member Attendance at Meetings – Q2 April to June, 2020

155

**RECOMMENDATION**

That the report of the Executive Assistant to the Director of Council Services/Clerk dated June 26, 2020 (CL-14-2020) regarding Council Member attendance at Council and Committee meetings for the period of April to June, 2020 (Quarter 2) BE RECEIVED.



2. May 2020 Financial Statement and Financial Reports 163
- RECOMMENDATION  
That the report of the Supervisor of Accounting dated June 25, 2020 (FIN-13-2020) regarding the May 2020 Financial Statement and Financial Reports BE RECEIVED.
3. COVID-19 Financial Impact Update - June 176
- RECOMMENDATION  
That the report of the Director of Finance dated July 6, 2020 (FIN-15-2020) regarding COVID-19 Financial Impact Update – June BE RECEIVED.
- RECOMMENDATION  
That the report of the Director of Finance dated July 6, 2020 (FIN-15-2020) regarding COVID-19 Financial Impact Update – June BE RECEIVED.
4. Updates to Facility Rentals - Outdoor Sport Surface Use Policy 190
- RECOMMENDATION  
That the housekeeping updates made to the Facility Rentals - Outdoor Sport Surface Use Policy by the Manager of Recreation and Culture BE RECEIVED.
5. Summary of Reports to Council 201
- RECOMMENDATION  
That the Report of the Chief Administrative Officer dated July 14, 2020 being a Summary of Reports to Council BE RECEIVED.

**RECOMMENDATION**

That the following By-laws BE GIVEN first reading:

8438 A By-law to amend By-law 8388 being a By-law to authorize the execution of an agreement between Her Majesty the Queen right of Canada as represented by the Minister of Employment and Social Development and The Corporation of the Town of LaSalle for the Accessible Community Playgrounds Project

8439 A By-Law to authorize the execution of Regional Relief and Recovery Fund Contribution Agreement between The Corporation of the Town of LaSalle Tourism Industry Association of Ontario

8440 A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 412 to 439, both inclusive, Registered Plan 777, LaSalle.

8441 A By-Law to authorize the execution of an Amending Agreement between 2658718 Ontario Inc. and The Corporation of the Town of LaSalle.

8442 A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 412 to 439, both inclusive, Registered Plan 777, LaSalle.

8443 A By-law to stop up, close and sell an alley system running north-south lying to the east of Lots 63 to 67, both inclusive, Registered Plan 660, LaSalle.

8444 A By-Law to authorize the sale of Block 37 in Plan 12M-449 to Barbara Ann Piva.

8445 Being a by-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-law, as amended.

8446 Being a by-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-law, as amended.

**RECOMMENDATION**

That By-law numbers 8438 to 8446 BE GIVEN second reading.

**RECOMMENDATION**

That By-law numbers 8438 to 8446 BE GIVEN third reading and finally passed.

**I. COUNCIL QUESTIONS****J. STATEMENTS BY COUNCIL MEMBERS****K. REPORTS FROM COMMITTEES****L. NOTICES OF MOTION**

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

**N. CONFIRMATORY BY-LAW**

**O. SCHEDULE OF MEETINGS**

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

Fire Committee - July 16, 2020 @ 3:30 p.m.

Committee of Adjustment - July 22, 2020 @ 5:30 p.m.

Special Meeting of Council for Planning Act Matters - July 28, 2020 @ 4:30 p.m.

Water and Wastewater Committee - July 28, 2020 - Cancelled

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

**P. ADJOURNMENT**



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

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June 23, 2020  
5:00 p.m.

**Members in attendance:**

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

**Also in attendance:**

Joe Milicia, Chief Administrative Officer  
Agatha Robertson, Director of Council Services/Clerk  
Rick Hyra, Human Resources Manager  
Dale Langlois, Director of Finance/Treasurer (Item 3)  
Peter Marra, Director of Public Works (Item 3)  
Larry Silani, Director of Development and Strategic Initiatives (Item 3)  
Dawn Hadre, Corporate Communication and Promotions Officer (Item 3)  
Ed Thiessen, Deputy Fire Chief (Item 3)  
Patti Funaro, Recreation Manager (Item 3)

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

Mayor Bondy calls the meeting to order at 5:00 p.m.

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

None disclosed.

Motion 160/20

Moved by: Councillor Akpata

Seconded by: Councillor Desjarlais

That Council move into closed session at 5:01 p.m. to discuss the following items:

1. Personnel Matters about Identifiable Individuals & Labour Relations – Personnel Committee Meeting Minutes dated March 10, 2020 - s.239(2)(b) & s.239(2)(d)
2. Personnel Matters about Identifiable Individuals & Labour Relations – Personnel Committee Meeting Minutes dated June 18, 2020 - s.239(2)(b) & s.239(2)(d)
3. Educational or Training Session – Social Media Training presented by Redbrick Communications – s.239(3.1)

**Carried.**

Motion 161/20

Moved by: Councillor Carrick

Seconded by: Councillor Riccio-Spagnuolo

That Council move back into public session at 5:32 p.m.

**Carried.**

1. Personnel Matters about Identifiable Individuals & Labour Relations – Personnel Committee Meeting Minutes dated March 10, 2020 - s.239(2)(b) & s.239(2)(d)

Motion 162/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Riccio-Spagnuolo

That the recommendations contained in the confidential Personnel Committee Meeting Minutes dated March 10, 2020 BE APPROVED as presented.

**Carried.**

2. Personnel Matters about Identifiable Individuals & Labour Relations – Personnel Committee Meeting Minutes dated June 18, 2020 - s.239(2)(b) & s.239(2)(d)

Motion 163/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That the recommendations contained in the confidential Personnel Committee Meeting Minutes dated June 18, 2020 BE APPROVED as presented.

**Carried.**

Council recesses at 5:36 p.m. as Redbrick Communications will provide training at 6:00 p.m.

Motion 164/20

Moved by: Councillor Carrick

Seconded by: Councillor Desjarlais

That Council move into closed session at 6:00 p.m. for a Training Session:

3. Educational or Training Session – Social Media Training presented by Redbrick Communications – s.239(3.1)

**Carried.**

Motion 165/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That Council move back into public session at 7:28 p.m.

**Carried.**

There being no further business, the meeting is adjourned at 7:28 p.m.

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Mayor – Marc Bondy

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Clerk – Agatha Robertson



## LaSalle Police Services Board

### MEMORANDUM

**To:** Agatha Robertson, Director of Council Services/Clerk  
**cc:** LaSalle Police Service & LaSalle Police Services Board  
**From:** T. Mailloux, Board Secretary  
**Date:** July 7, 2020  
**Re:** LaSalle Police Service - 2019 Annual Report

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#### Recommendation

That the LaSalle Police Service 2019 Annual Report as presented by Mayor Marc Bondy, Chair of the LaSalle Police Services Board and John Leontowicz, Chief of the LaSalle Police Service BE RECEIVED for information.

#### Report

Please find attached a copy of the 2019 Annual Report as submitted by Chief Leontowicz and adopted by the LaSalle Police Services Board at their public meeting held June 22, 2020. As required in the protocol for the sharing of information between the LaSalle Police Services Board and the Town of LaSalle Municipal Council, please distribute the attached copies to members of Council.

Please be advised that on July 14, 2020 both Mayor Marc Bondy, Chair of the Board, and Chief John Leontowicz will be in attendance at the council meeting to present the 2019 LaSalle Police Service Annual Report to Council and the residents of LaSalle.

Copies will also be made available to the public and placed on the LaSalle Police Service website at [www.lasallepolice.ca](http://www.lasallepolice.ca).

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

Thank you.

Tanya Mailloux  
Secretary  
LaSalle Police Services Board

Attach.



# LASALLE POLICE SERVICE

## *2019 Annual Report*



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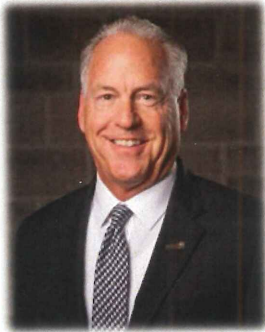


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## Message from the Board Chair



*Marc A. Bondy*

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

It is my pleasure on behalf of the LaSalle Police Services Board to introduce the 2019 Annual Report. We continue to be the only local police service in Essex County. The Town of LaSalle Police Service continues to operate at a high level of efficiency, with one of its priorities being the safety of our community.

In 2019, we were named the ninth safest community in Canada; and, although we are very proud of this accomplishment, I believe we are number one in the eyes of our community. With the leadership of Chief John Leontowicz and assistance of Deputy Chief Kevin Beaudoin and Staff Sergeants Jason Woods and Duncan Davies, they continue to excel in their active roles.



We also saw the retirement of many years experience with Peter Chevalier, Carlo Boniferro and Chris Matis. We have welcomed four new hires, Sr. Constable Kim Rathbone, Police Constable Kristy Assef, Police Constable Alaina Atkins and Police Constable Jaideep Randhawa.

I am proud to introduce two new board members Deputy Mayor Crystal Meloche and Daniel Allen to our board. They are great additions and I look forward to working with them and existing board members.



The board and I would like to thank all of our police officers for all they do on the job as well as their community involvement and commitment to the Town of LaSalle.

## LaSalle Police Services Board Members



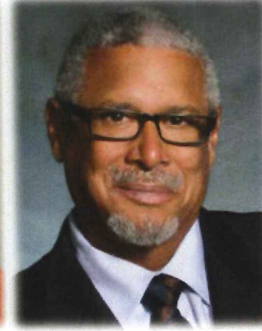
**Crystal MELOCHE**  
Deputy Mayor  
Jan 2019 – Present



**Martin KOMSA**  
Member  
Feb 2014 – Present



**Victoria HOUSTON**  
Member  
Dec 2016 – Present



**Daniel ALLEN**  
Member  
Aug 2019 – Present



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## Message from the Chief



**John LEONTOWICZ**  
Chief of Police  
May 2000 – Present

Once again, it is my honour to present the 2019 Annual Report. The annual police report is mandatory and is to be made public as legislated by the Police Service Act.

Ensuring that residents live and go about their daily activities in a safe community is and remains the primary focus of the LaSalle Police Service. This past year the men and women of the LaSalle Police Service have provided that safe community. 2019 was a period of time in which no public safety issues were raised. I would be remiss to mention that speeding complaints remains a common concern with residents; however, great effort has been made to curb this issue in reducing the concern of speeding this past year.



Further, we continue to work closely with mental health officials and partners to address mental health issues in our community. Having an in-house mental health resource person has proven a valuable partnership.

Public confidence remains paramount. The vast majority of residents publicly support the efforts and importance of the style of policing provided. Transparency and community confidence in their police service remains our benchmark. Our annual community survey of 400 residents once again has demonstrated that 99% of those surveyed have a tremendous amount of respect for the service provided by the LaSalle Police. My staff and I thank-you for your continued support.

The absence of founded public complaints, OIPRD matters, SIU incidents and internal investigations suggests a professional, transparent and community minded service.

The Service has experienced the largest change in respect to personnel in years. There have been three officers promoted to Sergeant, two promoted to Staff Sergeant and one officer appointed to Deputy Chief. Four officers were hired to replacement vacancies of whom three were female. Congratulations to Staff Sergeant Chevalier, Senior Constable Boniferro and Communicator Karen Laverne on their retirement. Of note the average age of police personnel has decreased by six years.

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

The women and men of the LaSalle Police Service provide a great service to their community. The unique relationship the community has with LaSalle Police provides a co-operative approach in addressing resident issues of concern. I would like to thank the residents of the Town of LaSalle for your continued support and participation in helping the Service strive to better serve its community. LaSalle Police believe in "community led policing".

We welcome all our social media followers. Your support in keeping in touch with us on our website and by following us on Facebook, Twitter and YouTube is appreciated.



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## Statement of Purpose & Direction

### Our Mission

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

### Our Goals & Objectives

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

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



## 2018 – 2020 Strategic Business Plan

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



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## Quality Assurance

### Community Satisfaction

In 2019, LaSalle Police Service Supervisors contacted nearly 400 clients seeking their feedback and input using the "Customer Service Survey". This survey, along with comments and feedback from social media platforms, provide valuable input on our Service delivery model by our Communications Centre personnel and Community Patrol Officers. The survey consists of five questions about the client's interaction, satisfaction with our service delivery and ability to resolve their issue or complaint. The intent of the survey is to solicit feedback, comments and suggestions that can assist with improving our service delivery.

Of the nearly 400 surveys conducted, 91% of respondents rated the overall service they received as "Excellent", 8% of respondents rated the overall service as "Good" and less than 1% of respondents rated the overall service as "Needs Improvement" resulting in a **99%+ positive overall satisfaction**. Here are some of the many positive words and comments received:

*"You guys were so great. We have never dealt with a situation like this and you guys took care of everything. It would have been overwhelming but the approaches you guys used were amazing. Thank you."*

*"He was very thorough, analyzed the problem, was very supportive and followed through on all his actions."*

*"She went above and beyond what was expected."*

*"Absolutely flabbergasted at the high level of service."*

*"I appreciate everything you do for the community and I am thankful to live in a safe community."*

*"He was really, really good. He was absolutely amazing. I can't say enough good things about him. That 911 call taker was amazing too. She did an excellent job."*

*"I was incredibly nervous going to the police station. Having someone approach me right away who was nice and relatable to my concerns made me feel at ease."*

*"We've lived in LaSalle for a year now and I can't tell you how happy we are with the police service in this town."*



*"Quick"*  
*"10"*  
*"Excellent"*  
*"Friendly"*  
*"Great"*  
*"Helpful"*  
*"Outstanding"*  
*"Awesome"*  
*"Fast"*  
*"Nice"*  
*"Understanding"*  
*"Professional"*  
*"Polite"*  
*"Supportive"*  
*"Personable"*  
*"Lovely"*  
*"Fantastic"*  
*"Incredible"*  
*"Compassionate"*  
*"Informative"*  
*"Super"*  
*"Courteous"*  
*"Thorough"*  
*"Wonderful"*  
*"Prompt"*  
*"Amazing"*  
*"Relatable"*  
*"Kind"*  
*"Impressive"*  
*"Efficient"*

### Public Complaints – Service Delivery Feedback

In 2019, the 36 Officers and 18 Civilian members of the LaSalle Police Service interacted with the public in the investigation of 13,007 occurrences and as a result:

- \* One public complaint was received about the policies of or services provided by the Service and determined to be unsubstantiated.
- \* Three public complaints were received about the conduct of a Police Officer and all determined to be unfounded or unsubstantiated.



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## Crime Analysis & Statistics

### Central Communications Centre

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

Item	2017	2018	2019	# Change	% Change
Total LaSalle Police Activities	18,874	18,655	21,312	+2,657	+14.24%
Total LaSalle Police Occurrences	11,749	11,716	13,007	+1,291	+11.02%
Total Emergency 911 Calls	3,612	3,196	2,917	-279	-8.73%

### Reportable Occurrences

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

Item	2017	2018	2019	# Change	% Change
RMS Occurrence Reports	2,670	2,555	2,719	+164	+6.42%
Overall Solved Rate	74.57%	75.50%	71.72%		-3.78%
Criminal Charges Laid	384	352	364	+12	+3.41%
Total Young Persons In Crime	142	136	91	-45	-33.09%
Total Youths Charged	14	17	14	-3	-17.65%
Total Youths Cautioned	128	119	77	-42	-35.29%
Violent Youths Charged	6	8	7	-1	-12.50%
Violent Youths Cautioned	14	23	8	-15	-65.22%
Victim Services Referrals	32	21	59	+38	+180.95%
CCJS Violent Occurrences	61	64	65	+1	+1.56%
CCJS Drug Occurrences	54	31	11	-20	-64.52%
CCJS Property Occurrences	507	498	556	+58	+11.65%
CCJS Other Occurrences	134	130	123	-7	-5.38%



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## Crime Analysis & Statistics

### Traffic Management & Road Safety

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

Item	2017	2018	2019	# Change	% Change
Impaired Occurrences	13	15	16	+1	+6.67%
Motor Vehicle Collisions	365	366	412	+46	+12.57%
➤ Fatal	1	0	0	0	0
➤ Injury	45	54	43	-11	-20.37%
➤ Property Damage	256	272	297	+25	+9.19%
➤ Fail to Remain	63	40	72	+32	+80.00%
Traffic Other	132	142	110	-32	-22.54%
Total Traffic Charges	1,798	1,129	1,230	+101	+8.95%

### Annual Comparison

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

Item	2017	2018	2019	# Change	% Change
Violence	378	463	491	+28	+6.05%
Property	507	499	567	+68	+13.63%
Lawless Public Behaviour	489	413	399	-14	-3.39%
Traffic	2,526	1,827	1,933	+106	+5.80%

### Overall Crime Trends – Six Year Average

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

Item	2019	Six Year Average	# Diff	% Diff
Violence	491	379.7	+111.3	+29.31%
Property	567	459.7	+107.3	+23.34%
Lawless Public Behaviour	399	398.0	+1.0	+0.25%
Traffic	1,933	1,948.7	-15.7	-0.81%



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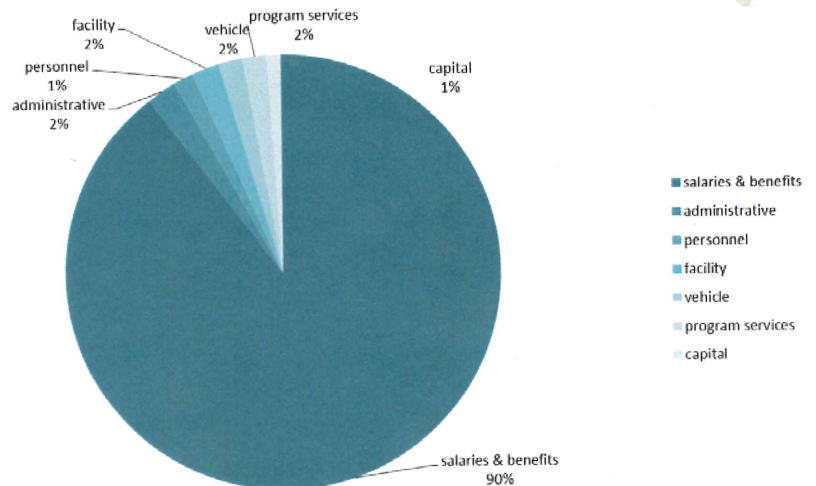
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## Financial Report - Business Operations

### Cost of Policing

Salaries & Benefits	\$6,982,391.61
Administrative	\$ 184,656.11
Personnel	\$ 188,673.88
Facility	\$ 174,297.46
Vehicle	\$ 136,090.54
Program Services	\$ 184,720.73
Capital	\$ 96,901.25
Operating Expenses	\$7,947,731.58
Less Revenue	\$ (450,470.14)
<b>Total Operating Expenses</b>	<b>\$7,497,261.44</b>



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## **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:** June 26, 2020

**Report Number:** FIN-14-2020

**Subject:** 2019 Audited Financial Statements

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### **Recommendation**

That the report of the Manager of Finance/Deputy Treasurer dated June 26, 2020 (FIN-14-2020) regarding the 2019 Audited Financial Statements BE RECEIVED; and

that Council APPROVE and ADOPT the 2019 Audited Financial Statements; and

that the 2019 Audited Financial Statements be posted on the Town of LaSalle website; and

that the 2019 Financial Statements and 2019 Financial Information Returns be submitted to the Ministry of Municipal Affairs (in accordance with Section 294(1) of the Municipal Act).

### **Report**

The Town of LaSalle's Audited Financial Statements for the year ended December 31, 2019 are attached as Appendix A. Section 296 of the Municipal Act requires that all municipalities undertake an annual audit of their accounts and that the external auditor shall express an opinion on the financial statements based on the audit. The Town's external auditor is the firm of KPMG LLP, Chartered Professional Accountants and their report is attached as Appendix B.

### **Consultations**

Not Applicable

## **Financial Implications**

The Annual Financial Statements have been prepared in accordance with the Ontario Municipal Act.

### **Prepared By:**

  
Manager of Finance/Deputy Treasurer

Tano Ferraro

## 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
	Social Media
	News Release
yes	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

### Report Approval Details

Document Title:	FIN-14-2020 2019 Audited Financial Statements.docx
Attachments:	- 2019-12-31 Town of LaSalle-Draft.pdf - Lasalle 2019 AFR.pdf
Final Approval Date:	Jun 29, 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

Consolidated Financial Statements of

**THE CORPORATION OF THE  
TOWN OF LASALLE**

Year ended December 31, 2019

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June xx, 2020

### **Management's Responsibility for the Consolidated Financial Statements**

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

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

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

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

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Joe Milicia, CPA, CA  
Chief Administrative Officer

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Dale Langlois, CPA, CA  
Director of Finance / Treasurer

## INDEPENDENT AUDITORS' REPORT

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

### ***Opinion***

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

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2019, and its consolidated results of operations, its consolidated changes in net assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

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

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

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

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

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

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

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

## ***Auditors' Responsibilities for the Audit of the Financial Statements***

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

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

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

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants  
Windsor, Canada  
(Date)



# THE CORPORATION OF THE TOWN OF LASALLE

Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
<b>Financial assets:</b>		
<b>Unrestricted</b>		
Cash and short term investments (note 2)	\$ 23,062,037	\$ 20,585,871
Accounts receivable		
Taxes receivable	1,892,691	1,531,022
User charges receivable	3,259,410	2,581,563
Other receivables	1,956,603	1,221,800
Long term investments (note 2)	1,115	1,110
	30,171,856	25,921,366
<b>Restricted</b>		
Cash and short term investments (note 2)	55,527,101	40,413,133
Investment in Essex Power Corporation (note 3)	12,584,670	12,392,485
	68,111,771	52,805,618
	98,283,627	78,726,984
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	6,437,244	5,201,549
Deferred revenue/capital deposits (note 4)	50,463,690	42,448,499
Long term debt (note 5)	36,768,815	27,945,898
Employee future benefit obligations (note 6)	26,327,201	26,036,896
	119,996,950	101,632,842
Net debt	(21,713,323)	(22,905,858)
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	256,286,860	248,377,218
Other non-financial assets (note 8)	22,181,208	22,647,149
Inventory/prepaid expenses	846,969	834,583
	279,315,037	271,858,950
Accumulated surplus (note 9)	\$ 257,601,714	\$ 248,953,092

Commitments (note 11)  
Contingent liabilities (note 12)  
Subsequent event (note 17)

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

# THE CORPORATION OF THE TOWN OF LASALLE

## Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2019, with comparative information for 2018

	Budget (note 13)	2019	2018
Revenue:			
Taxation (note 10)	\$ 34,639,400	\$ 35,194,918	\$ 32,921,701
User charges	9,963,400	10,452,820	9,653,005
Government transfers			
Provincial (note 14)	1,222,400	1,492,504	1,279,892
Federal (note 14)	1,464,500	4,152,295	2,003,644
Investment income	535,700	1,009,648	763,336
Penalties and interest	300,000	355,919	332,591
Contributions from developers and users	—	7,736,930	14,147,257
Recreation and cultural services	2,583,800	2,685,202	2,572,154
Equity income in Essex Power Corporation (note 3)	560,000	770,741	580,213
Other	2,263,000	3,160,330	3,100,951
<b>Total revenue</b>	<b>53,532,200</b>	<b>67,011,307</b>	<b>67,354,744</b>
Expenses:			
General government	7,310,905	7,752,382	7,115,047
Protection services	12,579,620	12,713,612	12,687,258
Transportation services	9,080,707	12,850,134	10,824,490
Environmental services	11,529,800	16,125,217	15,076,836
Recreation and cultural services	8,380,493	8,209,723	8,050,563
Planning and development	655,175	711,617	673,080
<b>Total expenses</b>	<b>49,536,700</b>	<b>58,362,685</b>	<b>54,427,274</b>
<b>Annual surplus</b>	<b>3,995,500</b>	<b>8,648,622</b>	<b>12,927,470</b>
<b>Accumulated surplus, beginning of year</b>	<b>248,953,092</b>	<b>248,953,092</b>	<b>236,025,622</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 252,948,592</b>	<b>\$ 257,601,714</b>	<b>\$ 248,953,092</b>

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

# THE CORPORATION OF THE TOWN OF LASALLE

## Consolidated Statement of Change in Net Debt

Year ended December 31, 2019, with comparative information for 2018

	Budget (note 13)	2019	2018
Annual surplus	\$ 3,995,500	\$ 8,648,622	\$ 12,927,470
Acquisition of tangible capital assets	(21,152,900)	(17,745,607)	(18,971,772)
Amortization of tangible capital assets	9,500,000	9,809,188	9,662,363
Loss on disposal of tangible capital assets	—	26,777	283,306
	(7,657,400)	738,980	3,901,367
Amortization of other non-financial assets	466,000	465,941	465,941
Consumption (net acquisition) of inventory prepaid expenses	—	(12,386)	(100,210)
Change in net debt	(7,191,400)	1,192,535	4,267,098
Net debt, beginning of year	(22,905,858)	(22,905,858)	(27,172,956)
Net debt, end of year	\$ (30,097,258)	\$ (21,713,323)	\$ (22,905,858)

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

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# THE CORPORATION OF THE TOWN OF LASALLE

## Consolidated Statement of Cash Flows

Year ended December 31, 2019 with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating Activities:		
Annual surplus	\$ 8,648,622	\$ 12,927,470
Items not involving cash:		
Amortization of tangible capital assets	9,809,188	9,662,363
Amortization of other non-financial assets	465,941	465,941
Contributed tangible capital assets from developers	(3,651,922)	(12,303,308)
Loss on disposal of tangible capital assets	26,777	283,306
Write-down of tangible capital assets	263,876	—
Change in employee future benefit obligations	290,305	950,465
Equity in income of Essex Power Corporation	(770,741)	(580,213)
Change in non-cash assets and liabilities:		
Taxes receivable	(361,669)	(39,177)
User charges receivable	(677,847)	119,759
Other receivables	(734,803)	(5,171)
Accounts payable and accrued liabilities	1,235,695	475,371
Inventory/prepaid expenses	(12,386)	(100,210)
	14,531,036	11,856,596
Capital Activities:		
Cash used to acquire tangible capital assets	(14,357,561)	(6,668,464)
	(14,357,561)	(6,668,464)
Investing Activities:		
Increase in long term investments	(5)	(5)
Dividend received from Essex Power Corporation	578,556	561,593
	578,551	561,588
Financing Activities:		
Increase in deferred revenue/capital deposits	8,015,191	6,433,107
Proceeds from issuance of municipal debt	10,000,000	—
Repayments related to long term debt	(1,177,083)	(1,127,174)
	16,838,108	5,305,933
Increase in cash position	17,590,134	11,055,653
Cash and short term investments, beginning of year	60,999,004	49,943,351
Cash and short term investments, end of year (note 2)	\$ 78,589,138	\$ 60,999,004

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

# THE CORPORATION OF THE TOWN OF LASALLE

## Notes to Consolidated Financial Statements

Year ended December 31, 2019

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

### **1. Significant accounting policies:**

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

#### **(a) Basis of consolidation:**

##### **(i) Consolidated entities**

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

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

Interdepartmental transactions and balances have been eliminated.

##### **(ii) Investment in EPC**

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

##### **(iii) Accounting for county and school boards transactions**

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

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 1. Significant accounting policies (continued):

### (b) Basis of accounting:

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

### (c) Restricted assets:

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

### (d) Investments:

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

### (e) Employee future benefit obligations:

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

### (f) Non-financial assets:

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

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 1. Significant accounting policies (continued):

### (g) Tangible capital assets:

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

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

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

### (i) Contributions of tangible capital assets

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

### (ii) Natural resources

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

### (iii) Works of art and cultural and historic assets

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

### (iv) Interest capitalization

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

### (v) Tangible capital assets disclosed at nominal values

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

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 1. Significant accounting policies (continued):

### (h) Other non-financial assets:

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

### (i) Use of estimates:

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

### (j) Contaminated sites:

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

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

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

### (k) Government transfers:

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



# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 2. Cash and investments:

	2019	2018
Unrestricted assets:		
Cash	\$ 23,062,037	\$ 20,585,871
Long term investments:	1,115	1,110
Restricted assets:		
Cash	55,199,150	40,090,590
Short term investments	327,951	322,543
	55,527,101	40,413,133
Essex Power Corporation (note 3)	12,584,670	12,392,485
	12,584,670	12,392,485
	\$ 91,174,923	\$ 73,392,599
Cash and short term investments:		
Unrestricted	23,062,037	20,585,871
Restricted	55,527,101	40,413,133
	78,589,138	60,999,004

## 3. Investment in EPC:

### (a) Incorporation of EPC

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

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

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

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 3. Investment in EPC (continued):

### (b) Investment in EPC

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

	<u>2019</u>	<u>2018</u>
Voting common shares	\$ 2,678,178	\$ 2,678,178
Non-voting common shares	3,568,149	3,568,149
Non-voting special shares	253,260	253,260
Attributable gains to date, net of dividends received	6,085,083	5,892,898
	<u>\$ 12,584,670</u>	<u>\$ 12,392,485</u>

### (c) Supplementary information

The following table provides condensed supplementary information for EPC.

	<u>As at Dec 31, 2019</u>	<u>As at Dec 31, 2018</u>
<b>Financial Position:</b>		
Current assets	\$ 20,302,000	\$ 21,442,000
Capital assets	69,789,000	65,984,000
Other assets	12,544,000	11,518,000
<b>Total Assets</b>	<u>102,635,000</u>	<u>98,944,000</u>
Regulatory balances	13,421,000	10,920,000
<b>Total Assets and Regulatory balances</b>	<u>116,056,000</u>	<u>109,864,000</u>
Current liabilities	31,175,000	27,099,000
Long term liabilities	41,283,000	36,952,000
<b>Total Liabilities</b>	<u>72,458,000</u>	<u>64,051,000</u>
Equity	39,567,000	39,101,000
<b>Total Liabilities and Equity</b>	<u>112,025,000</u>	<u>103,152,000</u>
Regulatory balances	4,031,000	6,712,000
<b>Total liabilities, equity and regulatory balances</b>	<u>\$ 116,056,000</u>	<u>\$ 109,864,000</u>
	<u>For the year ended Dec 31, 2019</u>	<u>For the year ended Dec 31, 2018</u>
<b>Result from Operations:</b>		
Revenue	\$ 88,898,000	\$ 84,294,000
Operating expenses	88,934,000	83,730,000
<b>Income from operations</b>	<u>(36,000)</u>	<u>564,000</u>
Other expenses	2,631,000	1,708,000
<b>Net (loss) income</b>	<u>(2,667,000)</u>	<u>(1,144,000)</u>
Net movement in regulatory balances, net of tax	5,182,000	4,125,000
<b>Net income for the year and net movement in regulatory balances</b>	<u>2,515,000</u>	<u>2,981,000</u>
Other comprehensive income	(36,000)	77,000
<b>Total comprehensive income for the year</b>	<u>\$ 2,479,000</u>	<u>\$ 3,058,000</u>

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 3. Investment in EPC (continued):

### (c) Supplementary information (continued)

For the year ended December 31, 2019, the Town's proportionate share of the comprehensive income was \$770,741 (\$580,213 in 2018) and has been reflected in the Consolidated Statement of Operations. The change in the investment in EPC includes both the share of comprehensive income and the common share dividends received of \$578,556 (\$561,593 in 2018). Dividends received on special shares of \$17,729 (\$17,729 in 2018) are included in investment income.

### (d) Related party transactions

During fiscal 2019, the Town received \$578,556 in common share dividends from EPC (\$561,593 in 2018).

During fiscal 2019, the Town paid \$1,255,927 to EPC for services provided (\$1,451,132 in 2018).

## 4. Deferred revenue/capital deposits:

	<u>2019</u>	<u>2018</u>
Sewer projects	\$ 2,912,916	\$ 2,125,459
Water projects	6,407,809	5,337,095
Water emergency	1,500,000	1,500,000
Development charges	29,062,672	25,792,514
Refundable contributions from developers	3,605,980	3,434,769
Federal Gas Tax	5,078,388	3,347,626
Provincial Gas Tax/transit	255,398	45,567
OCIF	1,200,672	477,983
Parkland dedication	439,855	387,486
	<u>\$ 50,463,690</u>	<u>\$ 42,448,499</u>

The activity for the year consists of:

	<u>2019</u>	<u>2018</u>
Contributions received:		
Contribution from developers	\$ 3,345,135	\$ 2,625,537
Contribution from others	3,640,400	3,405,000
Gas tax funding	3,221,007	1,511,962
OCIF formula based funding	739,573	469,420
Investment income	1,329,515	1,056,959
	<u>12,275,630</u>	<u>9,068,878</u>
Deferred revenue/capital deposits included in revenue	<u>(4,260,439)</u>	<u>(2,635,771)</u>
Net change in deferred revenue/capital deposits	8,015,191	6,433,107
Deferred revenue/capital deposits, beginning of year	42,448,499	36,015,392
Deferred revenue/capital deposits, end of year	<u>\$ 50,463,690</u>	<u>\$ 42,448,499</u>

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 5. Long term debt:

### (a) Long term debt outstanding:

	<u>2019</u>	<u>2018</u>
New municipal facilities 3.83% debenture, repayable in combined semi-annual payments of principal and interest of \$562,630, maturing in 2038	\$ 14,817,393	\$ 15,359,525
Riverfront park 2.74% debenture, repayable in combined semi-annual payments of principal and interest of \$277,575, maturing in 2044	10,000,000	-
Vollmer complex 4.81% debenture, repayable in combined semi-annual payments of principal and interest of \$419,456, maturing in 2028	5,796,752	6,337,265
Sanitary sewage treatment capacity 5.1% debenture, repayable in combined semi-annual payments of principal and interest of \$205,977, maturing in 2048	6,154,670	6,249,108
	<u>36,768,815</u>	<u>27,945,898</u>
The responsibility for payment of principal and interest charges for tile drainage loans has been assumed by individuals (maturing in 2025 and 2026). These amounts are not recorded on the consolidated statement of financial position	71,329	82,429
	<u>\$ 36,840,144</u>	<u>\$ 28,028,327</u>

### (b) Long term debt principal repayments:

Within one year	\$ 1,512,311
Within two years	1,574,615
Within three years	1,639,584
Within four years	1,707,337
Within five years	1,777,996
Thereafter	28,556,972
	<u>\$ 36,768,815</u>

### (c) Charges relating to long term debt:

	<u>2019</u>	<u>2018</u>
Principal paid	\$ 1,177,083	\$ 1,127,173
Interest paid	1,199,044	1,248,954
	<u>\$ 2,376,127</u>	<u>\$ 2,376,127</u>

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 5. Long term debt (continued):

### (d) Debt capacity limit:

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

	2019	2018
Debt repayment limit (25% of net operating revenues)	\$ 11,801,893	\$ 11,845,122
Net debt charges	2,376,127	2,376,127
Remaining available debt repayment limit	<u>\$ 9,425,766</u>	<u>\$ 9,468,995</u>

## 6. Employee future benefit obligations and other liabilities:

### (a) Pension agreements

The Town makes contributions on behalf of members of its staff to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan. The plan is a defined-benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The multi-employer plan is valued on a current market basis for all plan assets. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are the joint responsibility of all Ontario municipalities and employees participating in the plan. The Town does not recognize any share of OMERS' pension surplus or deficit in its financial statements.

At December 31, 2019, the OMERS plan is in an actuarial deficit position, which is being addressed through rate contributions and benefit reductions. Depending on an individual's normal retirement age and pensionable earnings, 2019 contribution rates were 9.0% and 14.6% (2018 - 9.0% and 14.6%). Total employer contributions for current service for 2019 amounted to \$1,505,337 (2018 - \$1,505,412), and are recorded in the statement of operations.

The OMERS Pension Plan has a deficit. The last available report for the OMERS plan was on December 31, 2019. At that time, the plan reported a \$3.4 billion actuarial deficit (2018 - \$4.2 billion), based on actuarial liabilities for \$107.7 billion (2018 - \$99 billion) and actuarial assets for \$104.3 billion (2018 - \$95 billion). If actuarial surpluses are not available to offset the existing deficit and subsidize future contributions, increases in contributions will be required in the future.

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 6. Employee future benefit obligations and other liabilities:

### (b) Future benefit obligations

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

	<u>2019</u>	<u>2018</u>
Post retirement benefits	\$ 25,672,702	\$ 25,353,519
Accrued sick leave	525,878	554,416
WSIB future benefit costs	128,621	128,961
	<u>\$ 26,327,201</u>	<u>\$ 26,036,896</u>

### (i) Post retirement benefits

The post-retirement benefits liability is based on an actuarial valuation performed by the Town's actuaries. The valuation and measurement date used by the actuaries is December 31, 2016 and December 31, 2018 respectively. The significant actuarial assumptions adopted in estimating the Town's liability are as follows:

Long term discount rate	2.8% (3.7% in 2018)
Trend rates:	Dental - 3% per annum (3% in 2018)
	Health care - 5.25% per annum in 2019, decreasing to an ultimate rate of 3.57% in 2040
Estimated remaining service life	- 14.6 years

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

	<u>2019</u>	<u>2018</u>
Opening balance	\$ 25,353,519	\$ 24,352,476
Annual expense		
Cost of benefits	453,081	656,668
Net amortization of actuarial losses (gains)	(322,834)	81,382
Interest	584,636	705,593
Benefits paid	(395,700)	(442,600)
Closing balance	<u>\$ 25,672,702</u>	<u>\$ 25,353,519</u>

	<u>2019</u>	<u>2018</u>
Accrued benefit obligation	\$ 19,295,291	\$ 15,545,748
Unamortized net actuarial gains	6,377,411	9,807,771
Closing balance	<u>\$ 25,672,702</u>	<u>\$ 25,353,519</u>

The Town's post retirement benefit obligations are unfunded.

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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

### **(b) Future benefit obligations (continued)**

#### **ii) Accrued sick leave**

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

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

#### **iii) WSIB future benefit costs**

The Workplace Safety and Insurance Board (WSIB) has evaluated the estimated liability for the future benefit costs and administrative loading at \$128,621 (\$128,961 in 2018).

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# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 7. Tangible capital assets

Cost	Balance at December 31, 2018	Additions	Disposals	Transfers	Balance at December 31, 2019
Land	\$ 39,993,123	\$ 693,910	\$ (7,575)	\$ -	\$ 40,679,458
Land improvements	12,112,504	11,092	-	-	12,123,596
Buildings and building improvements	54,495,363	358,100	(21,728)	1,363,152	56,194,887
Vehicles, machinery and equipment	18,037,844	665,459	(150,510)	-	18,552,793
Water and wastewater infrastructure	134,986,877	1,456,942	(4,421)	-	136,439,398
Roads and bridge infrastructure	110,843,955	1,951,516	(667,573)	1,112,109	113,240,007
Furniture and fixtures	2,030,225	25,538	-	-	2,055,763
Assets under construction	5,427,243	12,583,050	-	(2,475,261)	15,535,032
<b>Total</b>	<b>\$ 377,927,134</b>	<b>\$ 17,745,607</b>	<b>\$ (851,807)</b>	<b>\$ -</b>	<b>\$ 394,820,934</b>

Accumulated Amortization	Balance at December 31, 2018	Disposals	Amortization Expense	Balance at December 31, 2019
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	6,259,356	-	650,612	6,909,968
Buildings and building improvements	14,720,386	21,728	2,089,265	16,787,923
Vehicles, machinery and equipment	10,697,768	136,469	1,060,280	11,621,579
Water and wastewater infrastructure	48,409,722	4,421	2,840,757	51,246,058
Roads and bridge infrastructure	48,786,377	662,412	3,032,871	51,156,836
Furniture and fixtures	676,307	-	135,403	811,710
<b>Total</b>	<b>\$ 129,549,916</b>	<b>\$ 825,030</b>	<b>\$ 9,809,188</b>	<b>\$ 138,534,074</b>

Net Book Value	Balance at December 31, 2018	Balance at December 31, 2019
Land	\$ 39,993,123	\$ 40,679,458
Land improvements	5,853,148	5,213,628
Buildings and building improvements	39,774,977	39,406,964
Vehicles, machinery and equipment	7,340,076	6,931,214
Water and wastewater infrastructure	86,577,155	85,193,340
Roads and bridge infrastructure	62,057,578	62,083,171
Furniture and fixtures	1,353,918	1,244,053
Assets under construction	5,427,243	15,535,032
<b>Total</b>	<b>\$ 248,377,218</b>	<b>\$ 256,286,860</b>



# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 8. Other non-financial assets:

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

	2019	2018
Balance, cost	\$ 27,679,629	\$ 27,679,629
Less - Accumulated amortization	5,498,421	5,032,480
Balance, net	<u>\$ 22,181,208</u>	<u>\$ 22,647,149</u>

## 9. Accumulated surplus:

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

	2019	2018
<b>Surplus:</b>		
Invested in tangible capital assets	\$ 225,672,715	\$ 226,680,428
Invested in other non-financial capital assets	16,026,538	16,398,041
Other	(1,725,499)	(4,570,898)
Unfunded employee future benefit obligations	(26,327,201)	(26,036,896)
Total surplus	213,646,553	212,470,675
<b>Reserve funds set aside by Council:</b>		
Building activity	107,919	(176,819)
Essex power equity	12,331,410	12,139,225
Total reserve funds	12,439,329	11,962,406
<b>Reserves set aside for specific purpose by Council:</b>		
Tax stabilization	4,220,659	4,012,559
Working capital	469,165	453,467
Facility capital	1,145,662	985,425
Insurance	269,949	309,569
Strategic planning	1,178,504	586,800
Technology	587,972	497,272
LaSalle green space/woodlot	421,678	431,905
Accessibility projects	109,225	6,559
HR / Health & Safety	76,721	82,250
Election	44,497	15,412
Fire	1,095,107	471,515
Police	204,964	204,964
Fleet	1,501,704	1,332,156
Roads network	3,065,676	2,487,627
Asset replacement/repair	10,614,006	6,243,704
Drains & storm water management	3,790,859	2,833,001
Sidewalks/trails/streetlights/driveways	81,473	220,794
Fuel system	105,069	83,162
Transit	178,676	499,064
Culture & recreation	509,454	498,249
Parks & parkland works	468,776	532,036
Vollmer Centre	1,187,714	1,553,671
Planning projects	188,322	178,850
Total reserves	31,515,832	24,520,011
	<u>\$ 257,601,714</u>	<u>\$ 248,953,092</u>

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 10. Taxation revenue:

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

	2019	2018
Residential and farm taxes	\$ 54,454,683	\$ 51,067,217
Commercial, industrial and business taxation	6,092,031	5,835,040
Taxation from other governments	47,249	56,711
	60,593,963	56,958,968
Requisitions to County and School Boards	(25,399,045)	(24,037,267)
Net property taxes and payment-in-lieu available for municipal purposes	\$ 35,194,918	\$ 32,921,701

## 11. Commitments:

### (a) Ontario Clean Water Agency

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

In 2019, the Town paid \$351,208 (\$333,598 in 2018) to the Agency for the operation and maintenance of its sanitary sewer system, which is reflected in the "Consolidated Statement of Operations and Accumulated Surplus".

### (b) The Corporation of the City of Windsor

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

The City of Windsor invoices for these charges on a quarterly basis and these charges which totaled \$863,460 (\$897,387 in 2018) are reflected in the Town's "Consolidated Statement of Operations and Accumulated Surplus".

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 12. Contingent liabilities:

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

## 13. Budget data:

Budget data presented in these consolidated financial statements are based upon the 2019 operating and capital budgets approved by Council. The Town does not budget for amortization and employee future benefits and, as a result, amortization and employee future benefits is included based on actual cost. Also, the Town does not budget for developer contributions. The chart below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget Amount
Revenue:	
Operating	\$ 53,903,800
Capital	21,152,900
Less:	
Transfers from other funds	(21,524,500)
Total revenue	53,532,200
Expenses:	
Operating	53,903,800
Capital	21,152,900
Less:	
Transfers to other funds	(13,956,000)
Capital expenses	(21,152,900)
Debt principal payments	(1,177,100)
Add:	
Employee future benefits obligation expense	800,000
Amortization of tangible capital assets	9,500,000
Amortization of non-financial assets	466,000
Total expenses	49,536,700
Annual surplus	\$ 3,995,500

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 14. Government transfers:

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

	Budget	2019	2018
Revenue:			
Provincial grants:			
Provincial offences	\$ 100,000	\$ 159,600	\$ 103,027
OCIF formula based grant	739,000	739,573	469,420
Provincial gas tax	60,000	269,254	52,271
Policing (PEM/RIDE/Court Services/OCIF)	323,400	256,345	406,883
Transportation Services	-	14,581	24,609
Planning and Development	-	-	2,231
PTIF	-	-	55,262
OMCIP	-	-	23,821
CWWF	-	53,151	142,368
	1,222,400	1,492,504	1,279,892
Federal grants:			
Federal gas tax	1,464,500	2,951,753	1,459,691
Recreation Services	-	82,096	28,560
AMO-Main Street 2018	-	-	56,287
Rural Economic Development Program	-	-	30,063
Canada 150 CIP	-	-	44,306
FCM Storm Sewer Condition	-	-	50,000
Enabling Accessibility	-	100,000	50,000
CWWF	-	1,018,446	284,737
	1,464,500	4,152,295	2,003,644
Total revenue	\$ 2,686,900	\$ 5,644,799	\$ 3,283,536

## 15. Segmented information:

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

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

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 15. Segmented information (continued):

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

### (i) General government:

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

### (ii) Protection services:

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

### (iii) Transportation services:

Transportation services are comprised of roadway maintenance and winter control activities

### (iv) Environmental services:

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

### (v) Recreation and cultural services:

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

### (vi) Planning and development:

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

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

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 15. Segmented information (continued)

2019

	General government	Protection services	Transportation services	Environmental services	Recreation & cultural services	Planning & development	Total
Revenue:							
Taxation	14,406,871	11,242,310	3,771,848	1,631,089	3,579,625	563,175	35,194,918
User charges	30,487	911,825	86,702	9,423,806	-	-	10,452,820
Government transfers							
Provincial	159,600	256,345	283,835	792,724	-	-	1,492,504
Federal	-	-	2,951,753	1,018,446	182,096	-	4,152,295
Investment income	977,141	-	-	32,507	-	-	1,009,648
Penalties and interest on billings	322,083	-	-	33,836	-	-	355,919
Contributions from developers and users	899,943	-	3,931,860	2,383,293	501,834	-	7,716,930
Recreation and cultural services revenues	-	20,000	-	-	2,685,202	-	2,705,202
Equity income in Essex Power Corporation	770,741	-	-	-	-	-	770,741
Other	1,631,283	356,268	1,067,907	-	5,526	99,346	3,160,330
<b>Total revenue</b>	<b>19,198,149</b>	<b>12,786,748</b>	<b>12,093,905</b>	<b>15,315,701</b>	<b>6,954,283</b>	<b>662,521</b>	<b>67,011,307</b>
Expenses:							
Salaries, wages and employee benefits	3,888,792	9,712,653	3,283,888	1,189,573	3,653,754	569,888	22,298,548
Administrative expenses	972,854	276,706	381,388	317,515	451,207	28,124	2,427,794
Personnel expenses	108,230	312,257	113,833	-	59,247	10,076	603,643
Facility expenses	499,161	288,096	126,469	-	993,728	-	1,907,454
Vehicle/equipment expenses	21,461	509,077	530,952	185,715	625,743	7,987	1,880,935
Program services	1,354,110	932,253	5,158,264	11,044,247	854,242	92,007	19,435,123
Amortization expense	907,774	682,570	3,255,340	3,388,167	1,571,802	3,535	9,809,188
<b>Total expenses</b>	<b>7,752,382</b>	<b>12,713,612</b>	<b>12,850,134</b>	<b>16,125,217</b>	<b>8,209,723</b>	<b>711,617</b>	<b>58,362,685</b>
<b>Surplus (deficit)</b>	<b>11,445,767</b>	<b>73,136</b>	<b>(756,229)</b>	<b>(809,516)</b>	<b>(1,255,440)</b>	<b>(49,096)</b>	<b>8,648,622</b>

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 15. Segmented information (continued)

2018

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

# THE CORPORATION OF THE TOWN OF LASALLE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 16. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted in the current year.

## 17. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the Corporation has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic.

- Experienced declines in investment income and potential decline in equity income in Essex Power Corporation.
- Experienced temporary decline in revenue related to penalties and interest on billings.
- Temporary closure of recreational facilities and cancellation of recreational programming.
- Temporary termination of part-time employees

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time. These additional unbudgeted costs are intended to be funded from the Corporation's Tax Stabilization Reserve.



# The Corporation of the Town of Lasalle

Audit Findings Report  
for the year ended  
December 31, 2019

*KPMG LLP*

Chartered Professional Accountants,  
Licensed Public Accountants

Presented on July 14, 2020

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The contacts at KPMG in connection with this report are:

**Katie denBok**

**Lead Audit Engagement Partner**

**Tel: 519 660 2115**

**[kdenbok@kpmg.ca](mailto:kdenbok@kpmg.ca)**

**Dania Nabhani**

**Audit Manager**

**Tel: 519 660 2120**

**[dnabhani@kpmg.ca](mailto:dnabhani@kpmg.ca)**

# Executive summary

## Purpose of this report<sup>1</sup>

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the consolidated financial statements of the Corporation of the Town of LaSalle (“the Town”) as at and for the year ended December 31, 2019.

### Audit risks and results

We discussed with Management at the start of the audit a number of **significant financial reporting risks**. These risks have been addressed in our audit.

See pages 3-6 and Appendix 2.

### Finalizing the Audit

As of June 10, 2020, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include:

- Receipt of legal inquiry letters
- Completing our discussions with Council
- Obtaining evidence of Council's approval of the consolidated financial statements
- Obtaining the signed management representation letter

We will update Council (as required by professional standards), on significant matters, *if any*, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of remaining procedures.

### Independence

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

### Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

### Uncorrected differences

We did not identify any corrected or uncorrected differences.

### Critical accounting estimates

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

<sup>1</sup> This Audit Findings Report should not be used for any other purpose or by anyone other than Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

# Materiality

The determination of materiality requires professional judgment and is based on a combination of quantitative and qualitative assessments including the nature of account balances and financial statement disclosures.

The first step is the determination of the amounts used for planning purposes as follows:

Materiality determination	Comments	Amount
<b>Metrics</b>	Relevant metrics included net assets, total revenue, and total expenses for public sector entities.	
<b>Benchmark</b>	Based on total revenue for the year (excluding reserve fund revenue and capital fund revenue). This benchmark is consistent with the prior year.	\$57.7 million
<b>Materiality</b>	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The corresponding amount for the prior year's audit was \$1.56 million.	\$1.73 million
<b>% of Benchmark</b>	The corresponding percentage for the prior year's audit was 3%.	3%
<b>Performance materiality</b>	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures. The corresponding amount for the prior year's audit was 75% or \$1.170 million.	\$1.297 million
<b>Audit Misstatement Posting Threshold (AMPT)</b>	Threshold used to accumulate misstatements identified during the audit. The corresponding amount for the previous year's audit was \$78K.  Different threshold used to accumulated reclassification misstatements.	\$86K  \$258K for reclassification

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

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

## We will report to Council:



Corrected audit misstatements



Uncorrected audit misstatements

# Audit risks and results

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

1 Significant Risk Fraud risk from revenue recognition	
Significant financial reporting risk	Why is it significant?
There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.	This is a presumed fraud risk.
Our response and significant findings	
– We have rebutted this presumed fraud risk as it is not appropriate when we consider the manner in which performance is measured by the Town.	

# Audit risks and results

## 2 Significant Risk

Fraud risk from management override of controls

### Significant financial reporting risk

### Why is it significant?

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

This is a presumed fraud risk.

### Our response and significant findings

- As the risk is not rebuttable, our audit methodology incorporated the required procedures in professional standards to address this risk. These procedures included testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.
- No exceptions were noted in our testing.

# Audit risks and results - estimates with significant risk

We believe management's process for identifying estimates with significant risk is considered adequate.

We have summarized our assessment of the subjective areas.

Asset / liability	Carrying Amount (\$'000s)
Employee future benefits obligation	\$26,327

## KPMG comment

- The most recent valuation by the Corporation's actuary was performed as at December 31, 2018, and the results were extrapolated to December 31, 2019.
- KPMG evaluated the reasonability of the discount rate used in the current year calculation. The discount rate used by the Corporation was 2.80% (2018 – 3.70%) at December 31, 2019.
- KPMG assessed the reasonableness of the other assumptions used in the calculation and gained an understanding of the nature and scope of the work performed by the actuaries.
- KPMG assessed the qualifications of Morneau Shepell, the Actuarial firm utilized, to ensure they have the expertise to perform the estimated calculations.

### *Audit findings:*

No issues noted.

# Audit risks and results - estimates with significant risk

We believe management's process for identifying estimates with significant risk is considered adequate.

We have summarized our assessment of the subjective areas.

Asset / liability	Carrying Amount (\$'000s)
Carrying value of tangible capital assets and other non-financial assets	\$256,287

## KPMG comment

- Amortization is charged on a straight-line basis over the useful life of the assets. The estimated useful lives of the tangible capital assets that the Town uses are consistent with industry standards.
- KPMG performed substantive tests of details over additions to tangible capital assets as well as substantive analytical procedures over the current year amortization.
- There have been no indications of valuation or impairment issues in relation to the total value of tangible capital assets and other non-financial assets recorded.

### *Audit findings:*

No issues noted.



# Technology in the audit

We have utilized technology to enhance the quality and effectiveness of the audit.



## Areas of the audit where Technology and D&A routines were used

Tool	Our results and insights
<b>Journal Entry Analysis</b>	<p>We utilized KPMG application software (IDEA) to evaluate the completeness of the journal entry population through a roll-forward of 100% of the accounts from January 1, 2019 to December 31, 2019.</p> <p>We further utilized computer-assisted audit techniques (CAATs) to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for further testing.</p> <p>This allowed us to conclude over potential discrepancies in the completeness of the journal entry populations provided to us, and also enabled us to filter journal entries for certain higher risk criteria, thereby making our procedures to cover the risk of management overrides more targeted and effective.</p> <p>As a result of our testing, no material misstatement or issues were identified.</p>

# Financial statement presentation and disclosure

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

We also highlight the following:

---

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

The financial statements are, in all material respects, in accordance with the applicable financial accounting framework. The disclosures in the notes to the financial statements are appropriate.

---

## Application of accounting pronouncements issued but not yet effective

There are no concerns at this time regarding future implementation of new and revised standards.

---

# Uncorrected differences and Corrected Adjustments

Differences and adjustments include disclosure differences and adjustments.

Professional standards require that we request of management and Council that all identified differences be corrected. We have already made this request of management.

## Uncorrected differences

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

## Corrected adjustments

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

# Control deficiencies and Other observations

In accordance with professional standards, we are required to communicate to Council significant deficiencies in internal control over financial reporting (ICFR) that we identified during our audit.

The purpose of our audit is to express an opinion on the financial statements. Our audit included consideration of ICFR in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of ICFR. The matters being reported are limited to those deficiencies that we have identified during our audit and that we have concluded are of sufficient importance to merit being reported to the audit committee.

## Significant deficiencies

Description	Potential effect
No control deficiencies to note	

# Appendices

## Content

**Appendix 1: Required communications**

**Appendix 2: Audit Quality and Risk Management**

**Appendix 3: Management Representation Letter**

**Appendix 4: Preparing for PSAB Changes**

**Appendix 5: Audit Response to COVID-19 Pandemic**



# Appendix 1: Other Required Communications

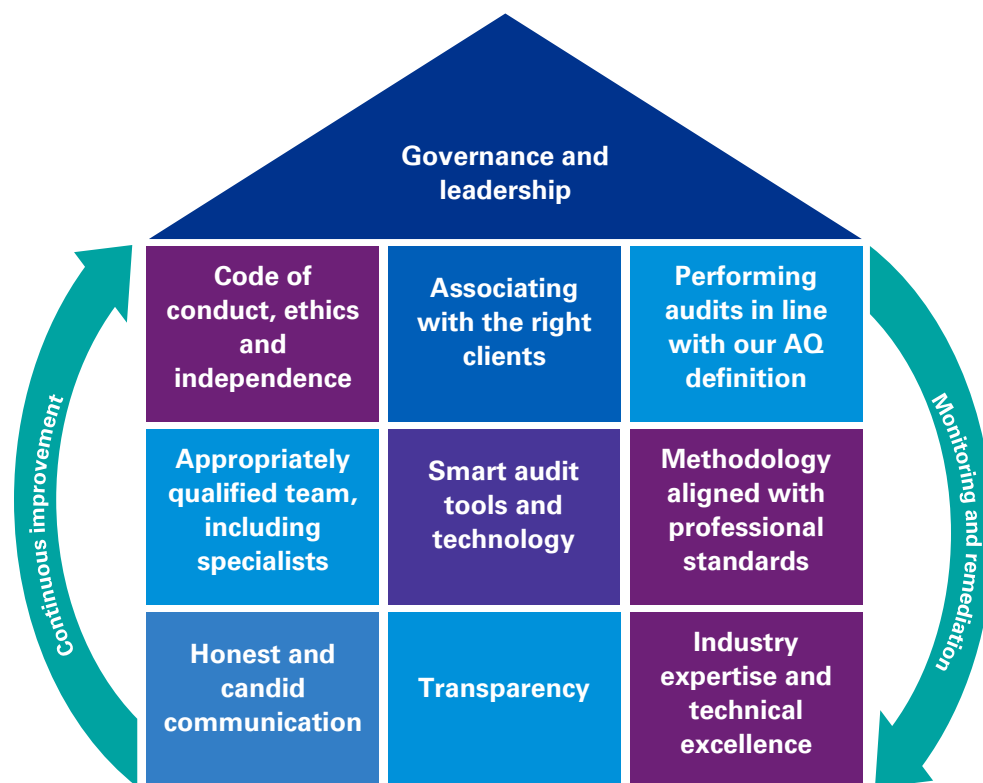
In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

Auditor's report	Management representation letter
The conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.	In accordance with professional standards, a copy of the management representation letter are provided to Council. The management representation letter is attached.

# Appendix 2: Audit Quality and Risk Management

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

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



Audit Quality Framework

## What do we mean by audit quality?

Audit Quality (AQ) is at the core of everything we do at KPMG.

We believe that it is not just about reaching the right opinion, but how we reach that opinion.

We define 'audit quality' as being the outcome when audits are:

- Executed consistently, in line with the requirements and intent of applicable professional standards within a strong system of quality controls and
- All of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics, and integrity**.

Our AQ Framework summarises how we deliver AQ. Visit our [Audit Quality Resources page](#) for more information including access to our [Audit Quality and Transparency report](#).

# Appendix 3: Management Representation Letter



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

July 14, 2020

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of The Corporation of the Town of LaSalle ("the Entity") as at and for the period ended December 31, 2019.

**GENERAL:**

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

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

**RESPONSIBILITIES:**

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

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

**INTERNAL CONTROL OVER FINANCIAL REPORTING:**

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

**FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:**

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

**SUBSEQUENT EVENTS:**

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

**RELATED PARTIES:**

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

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

**ESTIMATES:**

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

**GOING CONCERN:**

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

**NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:**

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

**APPROVAL OF FINANCIAL STATEMENTS**

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

Yours very truly,

---

By: Mr. Dale Langlois, Treasurer

---

By: Mr. Gaetano Ferraro, Deputy Treasurer

## **Attachment I – Definitions**

### **MATERIALITY**

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

### **FRAUD & ERROR**

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

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

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

### **RELATED PARTIES**

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

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

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

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

# Appendix 4: Preparing for PSAB Changes



# Preparing for PSAB Standard Changes

Are you ready to implement PSAB's impactful series of new standards?



Public sector entities are preparing to implement three significant Public Sector Accounting standards through 2022. These standards will impact not only your accounting policies, but also how Finance engages key stakeholders.

## Asset Retirement Obligations

PS3280 addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets and solid waste landfill sites by public sector entities.

PS3280 will apply to fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted. Three transition options are available – retroactive, modified retroactive, prospective.

Asset retirement activities are defined to include all activities related to an asset retirement obligation. These may include but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed
- decontamination created by the normal use of the tangible capital asset
- post-retirement activities such as monitoring
- constructing other tangible capital assets in order to perform postretirement activities

With the introduction of PS3280 PSAB has withdrawn existing Section PS3270, solid waste landfill closure and post-closure liability.

Some examples of asset retirement obligations which fall under scope of proposed PS3280 include:

- end of lease provisions (from a lessee perspective)
- removal of radiologically contaminated medical equipment
- wastewater or sewage treatment facilities
- firewater holding tanks
- closure and post-closure obligations associated with landfills
- septic beds
- fuel storage tank removal

Under PS3280, an asset retirement obligation should be recognized when, as at the financial reporting date, ALL of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset
- the past transaction or event giving rise to the liability has occurred
- it is expected that future economic benefits will be given up
- a reasonable estimate of the amount can be made

Whether you are an education or health institution or a government entity (federal, provincial, municipal or Indigenous) this accounting standard will have implications for your organization if you report under the Public Sector Accounting Standards.

# Are You Ready?

1. *Has a project plan been developed for the implementation of this section?*
2. *Has Finance communicated with key stakeholders, including Council or Board on the impact of this section?*
3. *Does Finance communicate with representatives of the Public Works, Asset Management, Facilities Management or Legal functions through the financial reporting process?*
4. *Has a complete inventory been developed of all inactive or active assets or sites, to provide a baseline for scoping of potential retirement obligations?*
5. *If a complete inventory has been developed, does it reconcile back to information currently reported in the entity's financial statements for tangible capital assets or contaminated sites?*
6. *Does your entity have data on non-recorded assets or sites (ie: assets which were originally expensed on purchase, or recorded at no book value) which could have retirement obligations?*
7. *Does your entity have an active solid waste landfill site?*
8. *If yes, does your entity have an existing estimate of the full costs to retire and monitor the landfill site?*
9. *Is your entity aware of any of its buildings which have asbestos?*
10. *If so, does your entity have information to inform a cost estimate to remove/ treat the asbestos?*
11. *Is your entity aware of underground fuel storage tanks or boilers which must be removed at end of life?*
12. *If so, does your entity have information to inform a cost estimate to remove the tanks?*
13. *Is your entity aware of any lease arrangements where it will be required to incur costs to return the premises to pre-existing conditions at the end of the lease?*
14. *Has your entity determined if it has any sewage or wastewater treatment plants which have closure plans or environmental approvals which require full or partial retirement of the plant at the end of its life?*
15. *Is your entity aware of any other contractual or legal obligations to retire or otherwise dismantle or remove an asset at the end of its life?*

## Revenues

PS3400 outlines a framework describing two categories of revenue – transactions with performance obligations (exchange transactions) and transactions without performance obligations (unilateral transactions).

- This section will apply to fiscal years beginning on or after April 1, 2022, with earlier adoption permitted.
- This Section may be applied retroactively or prospectively.
- This section will not impact the present accounting for taxation revenues and government transfers.

Transactions which give rise to one or more performance obligations are considered to be exchange transactions. Performance obligations are defined as enforceable promises to provide goods or services to a payer as a result of exchange transactions. Revenue from an exchange transaction would be recognized when the public sector entity has satisfied the performance obligation(s), at a point in time or over a period of time.

If no performance obligations are present, the transaction would represent unilateral revenue, and be recognized when the public sector entity has the authority to claim or retain an inflow of economic resources and a past event gives rise to a claim of economic resources.

Public sector entities will need to review their revenue recognition policies for in-scope transaction types. Impacted areas may include:

- Development charges
- Permits
- Licences
- Advertising programs

## Are You Ready?

1. *Has the entity identified any revenue-generating transactions other than taxation or government transfer revenues which create performance obligations (ie: the entity is required to provide a good or service to earn that revenue)?*
2. *If so, has the entity reviewed its accounting policies for these transactions to verify revenue is recognized only as performance obligations are being met?*
3. *Has the entity quantified the impact of any change in accounting policy, or determined that there is no impact?*

## Financial Instruments

PS3450 establishes standards on how to account for and report all types of financial instruments including derivatives.

- This Section applies to fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.
- Government organizations that applied the CPA Canada Handbook – Accounting prior to their adoption of the CPA Canada Public Sector Accounting Handbook applied this Section to fiscal years beginning on or after April 1, 2012.
- This section must be adopted with Section PS 2601, Foreign Currency Translation.
- Specific transition requirements are outlined in the section.

This section prescribes a fair value measurement framework for derivatives, and equity instruments that are quoted in an active market.

Where an entity manages risks, the investment strategy, or performance of a group of financial assets, financial liabilities or both on a fair value basis, they may also be measured at fair value.

Other financial instruments are measured at cost/ amortized cost.

Changes in the fair value of a financial instrument in the fair value category are recognized in the Statement of Remeasurement Gains and Losses as a remeasurement gain or loss until the financial instrument is derecognized.

- Upon derecognition, the remeasurement gain or loss is realized in the Statement of Operations.

## Are You Ready?

1. *Does the entity hold any financial assets which are equity or derivative instruments?*
2. *Has the entity determined if it has any embedded derivatives that might arise from existing contractual arrangements?*
3. *Does the entity have other financial assets which it assesses performance of based on fair value, and for which it might elect a fair value measure?*
4. *If yes to any of the above three questions, does the entity have readily observable market data to inform a fair value measure?*
5. *Has the entity reviewed existing financial instrument note disclosure in the financial statements to determine any required revisions to meet the requirements of this section?*
6. *Does the entity enter into transactions involving foreign exchange?*
7. *Does the entity hold any monetary assets and monetary liabilities, or non-monetary assets denominated in a foreign currency?*

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Annual Fee	\$2,000	\$5,000	\$10,000	\$13,000	\$17,500

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## Contact Us



**Bailey Church**  
Partner, Accounting Advisory  
T: 613-212-3698  
E: [bchurch@kpmg.ca](mailto:bchurch@kpmg.ca)



**Andrew Newman**  
Partner, Audit  
T: 613-212-2877  
E: [andrewnewman@kpmg.ca](mailto:andrewnewman@kpmg.ca)

*Email Bailey to join his Public Sector Accounting newsletter distribution list.*

# Appendix 5: Audit Response to COVID-19 Pandemic

Subsequent Events	Our audit approach
<b>Subsequent Events</b>	<p>On March 11, 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial market and social dislocating impact. As such enhanced subsequent events procedures are warranted.</p> <p>There are two types of subsequent events, with the accounting treatment dependent on the categorization as follows:</p> <ul style="list-style-type: none"> <li>– Events that provide future evidence of conditions that existed at the financial statement date. For these conditions, the financial statements should be adjusted for measurable impact to the assets, liabilities, revenues and expenditures.</li> <li>– Events that are indicative of conditions that rose subsequent to the financial statement date. For these conditions, disclosures, at a minimum, should include a description of the event and an estimate of the financial impact, when practicable or a statement that an estimate cannot be made.</li> </ul> <p><b>Audit response:</b></p> <p>Based on KPMG discussions with management, it is too early to assess the impact of the coronavirus and resulting disruption to the Town's operations in 2020.</p> <ul style="list-style-type: none"> <li>– Management has disclosed the above in the notes to the financial statements.</li> <li>– We are working with the management to assess further impact, financial implications, and related actions undertaken by the Town. The relevant note to the financial statements may be revised, based on our findings up to the date of the audit report.</li> </ul>

Resources	
<b>Resources for Management, Board and Committee members</b>	<p><a href="#"><u>COVID-19 Alerts (Live Link)</u></a></p> <p>Please visit our COVID-19 website for resources regarding the topics below. This site is being <u>updated daily</u> based on information being released by Federal, Provincial and Municipal news releases.</p> <ul style="list-style-type: none"> <li>– Business continuity guide</li> <li>– Immediate actions to take</li> <li>– Medium to long-term actions</li> <li>– Tax considerations and a summary of Federal and Provincial programs</li> </ul>



[kpmg.ca/audit](https://kpmg.ca/audit)



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## **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:** June 25, 2020

**Report Number:** PW-12-20

**Subject:** Drainage Engineer Appointment – Proposed St. Michaels Branch Drain

---

### **Recommendation**

That the report of the Manager of Engineering, dated May 28, 2020 (PW-12-20) regarding the appointment of Rood Engineering Inc. to the section 4 petition under the Drainage Act for an area requiring drainage BE APPROVED.

### **Report**

The Town has received a petition under section 4 of the Drainage Act for an area requiring drainage, located southwest of Malden and Bouffard intersection. As per the Drainage Act, we may appoint an Engineer to the project to begin a report.

Gerard Rood, P.Eng., is currently working on a section 78 report for the St. Michaels Drain. His work thus far on that drain will help in moving forward with this petition. This area is part of the St. Michaels drainage area, but there is no official direct outlet to the St. Michaels Drain.

The next step would be to have an On Site Meeting. Due to our current circumstances, this meeting may not occur until we have more established protocol for holding public meetings.

**Consultations**

Notification sent to ERCA as per drainage act guidelines. ERCA has acknowledged the petition, and will be notified as we proceed. ERCA correspondence attached.

**Financial Implications**

None at this time. If drain works proceed, typical cost assessments would fall under our annual drainage budget.

**Prepared By:**A handwritten signature in black ink, appearing to read "Jonathan Osborne".

Jonathan Osborne, P.Eng.  
Manager of Engineering

## 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
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

**Report Approval Details**

Document Title:	Drainage Engineer Appointment - Proposed St.Michaels Branch Drain.docx
Attachments:	<ul style="list-style-type: none"><li>- Sect 4 Petition_St. Michaels Bouffard Branch.pdf</li><li>- Area Requiring Drainage Sketch.pdf</li><li>- Acknowledgement Letter from ERCA_June 2020.pdf</li></ul>
Final Approval Date:	Jul 6, 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

Petition for Drainage Works by Owners  
Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the City of LaSalle

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Properties requiring drainage is located in the City of LaSalle, Concession 1 PT Lot 32. Open grass land located at the southwest corner of Malden Road and Bouffard Road. Total Area is approximately 9 ac.

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>Saad</u>	(First Name) <u>Michael</u>	Telephone Number <u>                    </u> ext. <u>          </u>
Address Road/Street Number   Road/Street Name		

Location of Project			
Lot <u>32</u>	Concession <u>1</u>	Municipality <u>LaSalle</u>	Former Municipality (if applicable)

What work do you require? (Check all appropriate boxes)

- ☐ Construction of new open channel  
☐ Construction of new tile drain  
☐ Deepening or widening of existing watercourse (not currently a municipal drain)  
☐ Enclosure of existing watercourse (not currently a municipal drain)  
☒ Other (provide description ▼)

Convert existing open channel south of subject property into municipal drain branch

Name of watercourse (if known)

Turkey Creek

Estimated length of project

N/A

General description of soils in the area

Colwood Fine Sandy Loam

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only      ☐ Surface water drainage only      ☒ Both

Petition filed this 01 day of May, 2020

Name of Clerk (Last, first name)

Robertson, Agatha

Signature

A. Robertson



**Property Owners Signing The Petition** Page      of     

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description <b>CON 1 PT LOT 32 RP 12R9668 (Part 2)</b>
--------	--

Ward or Geographic Township <b>LaSalle</b>	Parcel Roll Number <b>3734060000461100000</b>
---	--

I hereby petition for drainage for the land described and acknowledge my financial obligations.

**Ownership**

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☒ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

**Nohra, Chaker**

*[Signature]*

**apr 30 / 20**

**Nohra, Teresa**

*Teresa Nohra*

**apr 30 / 20**

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
---	-----------	--

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Number	Property Description
--------	----------------------

Ward or Geographic Township	Parcel Roll Number
-----------------------------	--------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

**Ownership**

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
---	-----------	--

**Robertson, Agatha**

*A. Robertson*

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial **AK**

**Petitioners become financially responsible as soon as they sign a petition.**

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).*
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).*
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act, R.S.O. 1990, c. D. 17 s. 61.*

**Notice of Collection of Personal Information**

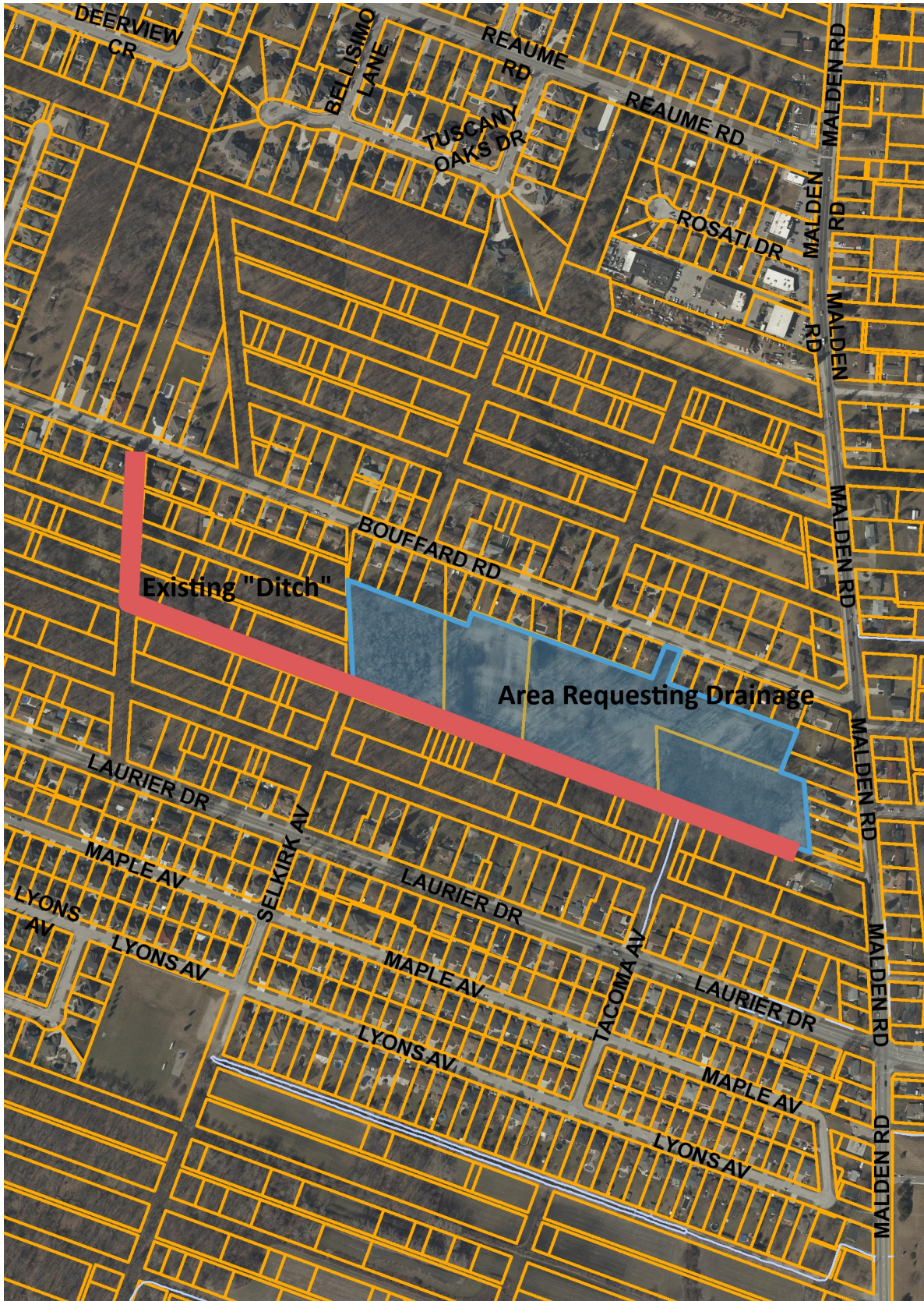
Any personal information collected on this form is collected under the authority of the *Drainage Act, R.S.O. 1990, c. D. 17* and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.




0173E (2012/08)



# St.Michaels Branch Drain Petition



## Legend

-  Essex Terminal Railway
-  Water Features
-  Parcels

Scale: 1: 6,322.17



0 85.31 170.62 Meters

THIS MAP IS NOT A LEGAL SURVEY

Printed: 5/28/2020 9:49 AM

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

## Notes



Good afternoon Jonathan,

This office acknowledges receipt of the Notice of Petition, dated May 28, 2020, for the area outlined in your attached correspondence requesting drainage to the existing "ditch". Please note that due to COVID-19, we are working remotely at this time and staff are not consistently in the office to receive mail. We have reviewed the area in question and have the following comments to provide.

The subject lands are located within the limit of regulation (Section 28 of the *Conservation Authorities Act*) which is under the jurisdiction of the Essex Region Conservation Authority. Prior to undertaking work in this area, a "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit" is required from this office. There is a modelled waterway located downstream of where you indicated the works are to be undertaken. Any proposed works cannot change the 1:100 year flood elevations.

Please note that it appears that the area in which the works are being proposed may contain natural heritage features. If during the design of the project, significant natural heritage features are identified, this office could request a biological assessment of the identified features as part of our requirements under Section 28 of the *Conservation Authorities Act*. The proponent would be required to have a qualified biologist undertake a biological assessment of the proposed works. The purpose of the biological assessment is to ensure that the proposed works will not adversely impact any natural heritage issues and/or to determine measures that will mitigate any potential adverse impacts.

It should also be noted that the issuance of any approvals for drainage works on this site does not imply that future approvals for development on this site can be obtained. It is the proponent's responsibility to ensure that all municipal, provincial and federal authorizations have been obtained and that all applicable legislation is adhered to.

We suggest that the appointed engineer provides our office with a draft report prior to bringing the final report before council to ensure that all concerns with respect to Section 28 of the *Conservation Authorities Act* have been addressed.

With respect to the Ministry of Natural Resources and Forestry (MNRF), the *Ontario Endangered Species Act* inquiries are now handled by the Ministry of the Environment, Conservation and Parks, specifically the "Species at Risk Branch" and the new e-mail address for handling these inquiries is now [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca). Prior to any proposed works in this area, contact should be made with the Species at Risk Branch of the Ministry of Environment, Conservation and Parks (MECP) to confirm any issues with respect to the *Endangered Species Act*. It is the proponent's responsibility to ensure all issues related to the *Endangered Species Act* are addressed. All inquiries regarding the *Endangered Species Act* should be made with the Permissions and Compliance Section of the MECP (email address: [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)).

With respect to the Department of Fisheries and Oceans (DFO) concerns and comments, the proposed works will need to be self-assessed by the Town of LaSalle, the proponent, through the DFO website at <http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>. Through the self-assessment process, the proponent will be able to determine if the proposed works will require a formal authorization under the *Fisheries Act*.

If further information or clarification is required, please do not hesitate to contact this office.

Kind regards,



ASHLEY GYORI

Regulations Analyst

Essex Region Conservation Authority

360 Fairview Avenue West, Suite 311 • Essex, Ontario • N8M 1Y6

[agyori@erca.org](mailto:agyori@erca.org) • [essexregionconservation.ca](http://essexregionconservation.ca)



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

**To:** Mayor and Members of Council

**Prepared by:** Peter Marra, P.Eng. – Director of Public Works  
and  
L. Silani, MCIP, RPP – Director of Development & Strategic  
Initiatives

**Department:** Public Works

**Date of Report:** June 26, 2020

**Report Number:** PW-06-20

**Subject:** Malden Road EA Addendum Status Update

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### **Recommendation**

That the report of the Director of Public Works and the Director of Development & Strategic Initiatives dated June 26, 2020 (PW-06-20) regarding the Malden Road EA Addendum status update be RECEIVED.

That Council AUTHORIZE administration to request to the County of Essex to move the connecting link program on Malden Road from Reaume Road to Golfview Drive, thus making Malden Road north of Golfview a connecting link.

That Council AUTHORIZE administration to prepare a subsequent report outlining the Town's position on the remaining County roads traversing through Town.

### **Report**

This report is in response to a Council question regarding a status update on the Malden Road Environmental Assessment (EA) Addendum.

As Council is aware in May 2019, Council awarded this EA Addendum to Stantec Consulting. This project is a concerted effort between the Town of LaSalle and the County of Essex. This EA Addendum is looking at updating the previous 2009 Malden Road EA. The limits of the EA Addendum is from the Town's north limit (Todd Lane) to Meghan Drive.

The portion of Malden Road south of Reaume is under the jurisdiction of the County of Essex and the portion of the road north of Reaume is under the Town's control and is known as County connecting link.

Within the Town's connecting link portion (north of Reaume), both the planning of the surrounding/abutting lands and the road jurisdictions lies with the Town and all decisions with respect to management of the corridor and planning of the surrounding lands are responsibility of the Town of LaSalle. As such, there is a seamless and coordinated vision from a planning, engineering/servicing, transportation and urban design/redevelopment standpoint.

In contrast, for the portion of Malden Road south of Reaume, planning and engineering (servicing only) of the surrounding/abutting lands lies with the Town of LaSalle, while the management of the corridor (including driveway access, intersection spacing and building setback regulations) lies with the County of Essex, more specifically through the County Infrastructure Services Department.

In 2018 the County of Essex approved the Town's new Official Plan. The redevelopment/development of Malden Road, from the Cahill Drain to Laurier Parkway as a "Mixed Use Corridor" is a key strategic goal for this community. This Mixed Use Corridor is intended to function as a key connective spine for the Town of LaSalle as well as for the surrounding residential neighborhoods. Over the next 10 to 20 years, it will provide a significant opportunity for creating vibrant, pedestrian and transit oriented places that will be safe, attractive and inviting for residents and visitors of all ages. This Mixed Use Corridor will include an array of compatible land uses, including retail and service commercial uses, mid-rise residential buildings as well as institutional and community uses. It will provide people-oriented employment and accommodate higher density/intensity development while maintaining a broad mix of land uses that support investment in transit, active transportation and the achievement of complete streets and communities.

County Planning supports the Town's vision and goals with respect to the Malden Road Mixed Use Corridor. In fact the approved County Official Plan incorporates supporting policies that are intended *"to create more mixed use, compact, pedestrian-oriented development within designated and fully serviced urban settlement areas" and to promote built forms and transportation systems that create more sustainable, efficient, healthy and liveable communities"*.

Unfortunately, County Infrastructure Services have corridor control policies that were adopted in the 1980s, and include access restrictions and building setback rules that

make it virtually impossible to create safe, walkable, pedestrian and transit supportive mixed use areas. County Infrastructure Services, primary focus has and continues to be moving as many cars/trucks as possible (and as quickly as possible) on Malden Road -- - notwithstanding the status and character of the community/neighborhood that this road travels through.

The Town does not see this road being designed and built as a controlled access highway, but rather it needs this section of Malden Road to be designed and re-built as an urban arterial street, where motor vehicles, buses, cyclists and pedestrians are all safely accommodated at lower speeds --- and where residents and visitors can shop, visit restaurants, socialize with family and friends, work, and live in multi-unit buildings that offer a broader and more affordable choice of housing options for persons of all ages and income levels.

To date, on the current Malden Road EA Addendum there has been a significant delay on progress, primarily due to the fact that County Infrastructure Staff do not share LaSalle's vision and approved Official Plan goals and policies for this important corridor – and instead continue to want to have this section of roadway managed as a highway where the primary focus is to move as many motor vehicles as possible, as quickly as possible. At this point, the consultant is still working through the traffic analysis portion of the project in order to finalize current and future traffic needs so that an ultimate solution can be developed and move this project ahead. It has been difficult to continue to move this forward from the standpoint of the differing philosophies of the road authorities.

It should be noted, that Stantec has utilized all of the available existing background documentation to date, the County of Essex and the Town's Official Plans, the County 2005 Transportation Master Plan, the Town's Transportation and Active Transportation Master Plan to work through this updated traffic analysis. Unfortunately, there is no consensus to move forward from both approval jurisdictions. In fact just recently (mid June 2020), through extra work, there is some movement forward, after working on the traffic portion for over 6 months.

At this stage, administration is recommending Council support a request to the County of Essex to move the connecting link portion of Malden Road from Reaume Road to Golfview Drive. This will in essence put the section of Malden Road from Golfview northerly as a County connecting link and in the complete jurisdiction of the Town of LaSalle.

There are also a number of other County Road/connecting link road traversing the Town. It is recommended that administration report back to Council through a subsequent report

on what, if anything, should be done with those roads from a revision to the connecting link portion standpoint.

Furthermore, Town Council has expressed the desire to move forward with improvements to Malden in the very near future. Unfortunately, movement on design and ultimately construction cannot occur until the EA addendum is completed.

In particular, there is a sense, that Council and the public are anxious for improvements to the Malden/Reaume intersection. This poses some difficulty for this to be the first phase of the future rebuilding of Malden Road, since drainage improvements to support the road improvements will need to be brought up to the Cahill Drain. This will all be part of the EA review and develop how these important improvements can be brought forward.

The current delay noted above, has now also made the COVID-19 pandemic cause a delay. Originally, Stantec was to be completed with the EA Addendum by spring/summer 2020. Once the traffic analysis is completed the next steps is to develop the proposed solution and organize a public meeting. Given the current pandemic we are looking at alternatives to hosting a public meeting and as this is finalized and scheduled the Town will be communicating this out to the public. It is anticipated to have this public meeting into August/September 2020.

In the 2020 budget, Council approved \$1 million for 2020 to start on the detail design of Malden Road, but in most cases, with the delay in the EA addendum this will not occur until late in 2020 and even into 2021, thus continuing to push ultimate improvements to future years. Furthermore, on this matter, with the current jurisdictional requirements, the section of Malden Road south of Reaume, we are subject to the County of Essex budgeting process for those portions to progress to the next steps.

## **Consultations**

Discussions internally through Public Works, Planning and the Town's CAO have occurred on this matter.

## **Financial Implications**

Financially, through the current connecting link agreements in place, the County will still be responsible for two lanes of pavement through these portions. This is assuming that the current agreements will remain unchanged.

Therefore, with expanding the connecting link program, there will be some additional financial responsibility on the Town when these roads eventually get rebuilt, widened, etc.



but through the CAO and the Finance Department the Town is able to review these in the upcoming development charge process and also future year budgets.

**Prepared By:**



Peter Marra, P.Eng.  
Director of Public Works

  
Director, Development and  
Strategic Initiatives

Larry Silani, MCIP, RPP  
Director of Development & Strategic  
Initiatives

## Link to Strategic Priorities

	Enhancing organizational excellence
X	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
X	Grow and diversify the local economy
X	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:	PW-06-20 Malden Road EA Addendum Status Update.docx
Attachments:	
Final Approval Date:	Jul 6, 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:** Peter Marra, P.Eng. – Director of Public Works

**Department:** Public Works

**Date of Report:** June 29, 2020

**Report Number:** PW-13-20

**Subject:** Crosswalk Update/Review (Malden/Reaume and Golfview/Matchette)

---

### **Recommendation**

That the report of the Director of Public Works dated June 29, 2020 (PW-13-20) regarding crosswalk update/review be RECEIVED.

That Council CONCUR that Town administration continue with an education/communication program on crosswalks.

That Council CONCUR that Town administration continue with improvements to pedestrian crossing, Town wide, from both an AODA and an OTM Book 15 standpoint.

That Council APPROVE the upgrading of the Malden/Reaume pedestrian crossover.

That Council APPROVE Town administration to collect traffic volume data on Matchette and Golfview and implement upgrades to the pedestrian crossover if deemed necessary.

### **Report**

This report has been prepared in response to a Council question regarding the Malden/Reaume and the Matchette/Golfview pedestrian crosswalks. This report has been prepared to provide background on pedestrian crossings and to provide discussion on the specifics of the two above mentioned crossings as part of the original question.

#### **Background**

The Ontario Traffic Manual Book 15 (OTM Book 15) is the manual used by all Ontario municipalities in determining the specific treatments for pedestrian crossings. The OTM

Book 15 has been coordinated with the Highway Traffic Act (HTA) and the Accessibility for Ontarians Disabilities Act (AODA).

There are 5 major categorized pedestrian crossings and they are as follows;

1. **Signal Controlled** – these are crossings where signals (red, yellow, green signal heads) are installed. These can be a full traffic signal such as Malden/Normandy or just a signal for pedestrian crossing, like the ones on Todd Lane, Sprucewood and Matchette. Within this category there are 3 separate subsets of signal treatments, in where the Town has two types currently installed as noted.
2. **Pedestrian Crossover (PXO)** – these are crossings that rely on signage, and possibly flashing beacons. Within the category there are 4 subsets of crossing types. The type of treatment is based on traffic volumes, speed limits and pedestrian volumes. The Town has about 3 dozen of these crossings within this category. Examples of these crossings, are on Normandy at Civic Park, Reaume/Malden and Matchette/Golfview.
3. **Stop Controlled** – these are crossings occurring at a stop sign at an intersection. The majority of the Town's crossings occur in this manner.
4. **Yield Control** – these are crossings occurring at a yield sign. Most of the crossing at our roundabout occur under this treatment.
5. **Supervised School Crossings** – these are crossings that have a crossing guard stationed at the location to physically stop the traffic to help school children cross the street. These are only available during the school year. It is important to note that a supervised school crossing location can also occur at any of the crossings noted in 1 thru 4 above.

Under all crossing scenarios, there are rules for both the pedestrian and the motorist to follow in order to achieve safety. These rules are laid out in the HTA.

Over the years the LaSalle Police and Town administration has been working on providing education through the Town's Website and social media. Educating the general travelling public of the rules surrounding PXO's has been a challenge for many Ontario municipalities and a lot of municipalities are working on an education strategy.

At PXO's, the most common concern, is that vehicles are not stopping when someone is waiting to cross. The pedestrian must make themselves visible and let their intention of crossing be known to motorist and wait until the vehicles stop. Motorist are to stop for pedestrian to allow them to cross when they are present at the PXO crossings.

*It is recommended the Council concur and support Town administration in continuing with an education/communication component for pedestrian crossings.*

Council, should also be aware that while the Town has about 3 dozen PXO's as noted above, there are about another 2 dozen informal crossing locations. Through the Town's annual pedestrian safety initiative budget, administration has been working on making these crossing locations more compliant with the AODA standard and when that work is implemented, we are completing a review of signage to ensure the crossings are compliant with OTM Book 15.

*It is recommended that Council concur and support administration with the continuous improvements to pedestrian crossings, Town wide, from an AODA and an OTM Book 15 standpoint.*

#### Reaume/Malden

Of primary interest, for this report, is the Malden Road and Reaume Road intersection. There is currently a Level 2 Type D PXO crossing located on the north leg of this intersection.

Malden Road is currently under study through an Environmental Assessment (EA). Through the EA and the Town's Consultant, there are updated traffic volumes on Malden Road along with pedestrian counts. This crossing should be upgraded to a Level 2 Type B PXO. The main difference between what is there today and the new type of crossing, would be a bit more signage and the installation of a flashing beacon. The estimated cost to upgrade this PXO to the new type would be approximately \$20,000.00.

This crossing was intended to remain as is until such time as the intersection would be rebuilt, however, the outcome of the EA is still unknown and timing for reconstruction may be a couple of years away. This tactic was planned, because if the intersection becomes a signalized intersection the pedestrian crossing would be addressed.

*Given the current need and the unknown timing of future improvements, it is recommended that Council authorize upgrading the Malden/Reaume PXO at a cost of approx. \$20,000.00.*

The intention is that this would be done on an interim basis, until such time at this intersection is rebuilt. At the time of rebuilding, the materials will be salvaged and reused elsewhere or be incorporated into the final EA solution is possible.

#### Golfview/Matchette

Of secondary interest, for this report, is the Golfview Drive and Matchette Road intersection. There is currently a Level 2 Type D PXO crossing located on the north leg of this intersection.

With the current known traffic volume information, this treatment is appropriate for this intersection. However, administration will be completing updated traffic counts to assist in reconfirming the current treatment.

If the treatment is appropriate for this intersection, we believe the education/communication component on PXO's will assist with concerns expressed for this intersection.

If the new traffic volumes deem the treatment needs to be upgraded, it is proposed that this be carried out.

*It is recommended that Council approve administration to continue to collect traffic volume data on Matchette and Golfview and implement changes is deemed necessary.*

## **Consultations**

None

## **Financial Implications**

Any funding required to implement upgrades and/or changes to pedestrian crossings as part of this report has already been budgeted for through the pedestrian safety initiative.

## **Prepared By:**



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

**Link to Strategic Goals**

	Enhancing organizational excellence
X	Sustain strong public services and infrastructure
X	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
X	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:	PW-13-20 Crosswalk Review_Update .docx
Attachments:	
Final Approval Date:	Jul 6, 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:** Peter Marra, P.Eng. – Director of Public Works  
**Department:** Public Works  
**Date of Report:** July 6, 2020  
**Report Number:** PW-14-20  
**Subject:** Dilapidated Culvert Replacement Policy

---

### **Recommendation**

That the report of the Director of Public Works dated July 6, 2020 (PW-14-20) regarding the Dilapidated Culvert Policy BE RECEIVED; and

That Council APPROVE the new Dilapidated Culvert Replacement Policy as prepared and presented within this report.

### **Report**

This report is being prepared in response to a Council question from the January 28, 2020 Council meeting.

Enclosed is an updated policy to address Dilapidated Culverts within the Town of LaSalle. The request to revisit our existing policy/practices was initiated, largely due to the fact that there are currently no provisions for dealing with an emergency repair situation or any methods to providing payment options.

#### Existing Policy/Practice

The existing policy/practice is as follows:

- the Town would inspect and identify dilapidated culverts;
- the Town would notify the affected property owner of the need to replace their driveway and/or their infill culvert;
- the resident would be provided the cost of the culvert material in this notice and make payment;

- the Town would coordinate and carryout the culvert work once payment was provided and the Town would cover the remaining expenses.

Typically, this would involve either a complete ditch infill and/or just a driveway culvert replacement.

This practice has been in place for decades and no issues have arisen with this until about 2019. Work under this direction has been completed many times throughout the Town over the last couple of decades with resident participating.

Currently, under the existing policy/practices, there are no provisions on how the Town would deal with an emergency situation in where one person's property was flooding as a result of dilapidated culverts and the dilapidated culvert was someone else's concern to address.

#### New Policy

In the new policy enclosed, the very essence, with respect to who pays for what remains unchanged so that the Town can remain fair with all residents who have participated in this practice over the last couple of decades.

Firstly, the main revisions to the new policy are that the Town can proceed with repair work under an emergency situation and/or to allow the Town to complete repairs if a resident does not want to participate. Under these two situations, the Town has provided for a solution that will limit the Town expenses.

Secondly, there are now provisions in this new policy to allow for the residents that willing participate to carry the cost on their taxes over a 5 year period.

*It is recommended that Council approve the enclosed new policy.*

## **Consultations**

This policy has been developed in consultation with the Finance and Clerks Departments, with input from the CAO.

## **Financial Implications**

This new policy was developed to not have any additional financial impacts, as the impacts relative to the existing policy and new policy remain in essence unchanged of who pays for what.

Council should be aware that any work under this policy or its predecessor is a benefit to the property owners, due to the fact that the cost charged to the property owner are anywhere from about 20% to 30% of what the actual cost of the works are.

### **Prepared By:**

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

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

## Link to Strategic Goals

	Enhancing organizational excellence
yes	Sustain strong public services and infrastructure
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:	PW-14-20 dilapidated culvert policy.docx
Attachments:	- council report for approval attachment July 14 2020.pdf
Final Approval Date:	Jul 6, 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

<b>POLICY MANUAL SECTION:</b>  <i>[Section will be assigned by Council Services]</i>	<b>POLICY NUMBER:</b>  <i>[Policy number will be assigned by Council Services]</i>
<b>POLICY NAME:</b>  Dilapidated Culvert Replacement	<b>AUTHORITY:</b>  <i>[Will be Assigned at Council]</i>
<b>DATE APPROVED:</b>  July 14, 2020	<b>DEPARTMENT RESPONSIBLE:</b>  Public Works Department
<b>REVISION DATES:</b>  <i>[Any dates of previous revisions]</i>	<b>REVIEW DATE:</b>  <i>[Review date to be set by Council Services]</i>
<b>STATUS:</b>  <i>[Assigned by Council Services]</i>	

### **PURPOSE:**

This policy is for use by the Town of LaSalle (Town) to allow the Town to maintain and keep in a proper state of repair, the drainage systems on Town owned property and/or municipal right-of-ways. Specifically this policy is for the replacement of dilapidated culverts within the drainage systems under driveways and/or dilapidated culverts of privately initiated previously installed drain infills.

This policy replaces all previous policies and practices followed by the Town with respect to replacement of dilapidated culverts.

### **POLICY STATEMENT:**

This policy is to provide for drainage for;

- roads and/or;
- private property abutting the public right-of-ways and/or;
- for private property that discharge/connect into such drainage systems.



## SCOPE:

This policy applies to all Town owned drainage systems located on Town property. This policy does not apply to any drainage systems established through bylaw under the Municipal Drainage Act nor does it apply to any formal storm sewers located on Town property established through engineering design, installation and approval of the regulatory agencies, such as ERCA, MECP, etc.

### Glossary of Terms:

- i. “dilapidated culvert” - This is a pipe located within a drainage system for the purpose of enclosing a previous open ditch and/or roadside ditch that is in need of replacement due to pipe failure or impending pipe failure due to corrosion, collapse, age, grade, etc. This culvert is deemed, to be/or will, inhibit a drainage system from functioning properly.
- ii. “ditch” - This is an earth embankment drainage system for the purposes of providing drainage.
- iii. “ditch infill(s)” - This typically refers to drainage ditches that have been filled in directly in front of a property, immediately adjacent the road. These typically have been initiated, constructed and paid for by the directly abutting property owner at some point in time (current or former owners).
- iv. “driveway culvert” - This is a pipe that is provided in a roadside ditch for the purposes of providing vehicular access/egress to private properties and have been constructed and paid for by the directly abutting property owner at some point in time (current or former owners).
- v. “ERCA” - Essex Region Conservation Authority
- vi. “MECP” - Ontario Ministry of Environment, Conservation and Parks
- vii. “municipal drain” - This is a drainage system developed under the Ontario Municipal Drainage Act and is a drain with a formal bylaw establishing such drain as a legal entity and as such has established the proper apportionment of cost for such drainage systems repair and maintenance through assessments to all benefitting land owners.





- viii. “roadside ditch” - This is an earth embankment drainage system located adjacent to a publically opened road for the purpose of providing drainage to the road surface and any directly abutting properties, typically located within a public right-of-way.
- ix. “storm sewer” - This is a drainage system (single pipe) located typically within a Town owned right-of-way for purposes of providing drainage to the road and directly abutting properties on each side of the right-of-way that has been established through engineering design and installation and has formal regulatory agency approval.
- x. “Town property” - This is reference to property that is solely owned by the Town of LaSalle and could include publically opened right-of-ways, and/or property within the jurisdictional boundary of the municipality.

#### **POLICY:**

This policy has been developed in two sections as follows;

Section 1 Technical – this section will outline the main body of the policy and administration of the policy to allow the Town to ensure proper drainage is provided within a drainage system

Section 2 Payment – this section outlines how the private property owners will make payment to the Town with respect to this policy

It is important to note that this policy’s primary purpose is to ensure drainage is maintained.

In this policy, there will be contact made with the affected property owner through letter format. The letter will request for a return statement from the property owner requesting information on how they would like to proceed through this policy and how payment will be made.

#### Section 1 Technical

The technical section outlines how this policy is initiated and provides for options to allow for replacement of any dilapidated culverts of concern.



### Section 1 – Initiation Stage

The discovery of dilapidated culverts come to the Town's attention in two ways;

- reports from residents about drainage issues and/or
- the Town completing inspections on sections of the drainage systems.

In both cases the Town conducts a formal on-site inspection to determine the issues and if the concern is related to an issue as a result of the dilapidated culvert the process continues under this policy moving to Section 1 Implementation Stage.

An emergency situation will automatically move to Section 1 Implementation Stage, discussed later on in this policy.

### Section 1 – Implementation Stage

The implementation stage commences upon discovery of a dilapidated culvert by the Town through the provisions of this policy. The Town will determine the extents of the work required to address the drainage concern.

The implementation stage will commence with a notification letter to the affected property(s) of where the extents of the works are identified/located. The notice letter will outline the policy, the implementation options, the payment required along with the payment options. The notification letters, will be sent by registered mail and if not picked up by the property owner, one more last attempt will be by hand delivery.

The notification letter will also provide for a deadline for the property owners to respond to the Town. The response time will be anywhere from, a minimum of 120 days, up to a maximum of 180 days. This time frame will be chosen by the Town given the time of year, the ability to schedule the work, etc. No work will occur until after the deadline has passed. The Town will strive on carrying out the work as soon as practical after the deadline expires.

The requirement under this policy is to ensure drainage is maintained where required, therefore, the following are two implementation options for the property owner to choose from. The property owner will need to choose one of the options prior to the deadline in the notification letter. In the event no response is received from the property owner, the default option will be Option B chosen by the Town for the private property owner.



It is very important that once the deadline has expired, the options chosen voluntary or by default will be final and the Town will progress to getting the work completed.

If for some reason, by choice or default the Option B is moved forward after the deadline and the property owners wants to enlarge a driveway access or complete the ditch enclosure again, they will be subject to the Town infilling policy to complete this work at their own expense and the requirement laid out in that policy. These requests will not be received until after the Town has completed reinstating the drainage as per this policy.

### **Emergency Situation**

**Emergency situation occurs in two manners;**

- **if flooding is occurring causing a public open road to flood over causing safety concerns for the general travelling motorist and/or;**
- **if private property is experiencing significant overland flooding and drainage work is deemed to solve the concern.**

**If an emergency situation is present the Town will automatically progress to implementation Option B. If Option B is initiated through an emergency situation, the Town will work with the affect property owner giving them the same choices as per this policy with the same type of timelines. Any culverts installed to accommodate driveway access shall be reimbursed to the Town if the property owner wishes to implement Option A.**

### Implementation Option A

This option allows for what is existing on site to be replaced given the following conditions;

- a) The Town will complete the work in its entirety to replace the dilapidated culvert;
- b) The Town will determine the size of the replacement culvert and the extents of the works;
- c) The private property owner will be charged for the culvert material only, including any catchbasins required for maintenance access purposes and for surface drainage;
- d) Most work will be completed by the Town at the Town's expense, including but not limited too, removal and disposal of old pipe, excavation, installation of new culvert, stone bedding and backfilling, surface restoration to topsoil and seed in yard areas, and surface restoration to granular only in driveways;



- e) Town work will also include removing any existing hard driveway surfaces (concrete, asphalt, paving stones) and headwalls (if present);
- f) The Town will not construct headwalls, regardless if existing ones are present;
- g) Final driveway hard surface restoration will be the responsibility of the property owner;
- h) The Town will not be responsible for replacement or repairs of landscaping features on Town property;
- i) The Town will not repair lawn sprinkler systems located on Town property in the vicinity of the works if they are not properly marked prior to the work by the resident;
- j) Existing driveway widths will be restored provided the property owner pays for the respective portions of the culvert to accommodate the same.

#### Implementation Option B

This option is provided in the event that the property owner(s) do not want to participate with Option A and will be the default Option that the Town will implement if no response is received from the property owner in the specified timeframe. This option will also be used in an emergency situation. The following will be implemented to address a dilapidated culvert in the event of a nonparticipating property owner;

- a) The Town will remove all existing dilapidated drainage enclosures and reinstate an open ditch to maintain drainage;
- b) The Town will maintain one driveway access to each legal property and will provide for the replacement culvert to accommodate such driveway at the Town expense;
- c) The driveway access provided for, at the Town expense, will be limited to 4.57m (15') wide at the driveway surface level, regardless of how wide the existing driveway surface is;
- d) The driveway hard surface restoration will be the responsibility of the property owner;
- e) In the event that the property has two driveway accesses, only one will be reinstated. This will be the driveway access that provides the most direct route to the garage and/or house, the other access will be permanently closed and removed.

#### Section 2    Payment

This section is provided to outline two methods of payment relating only to Section 1 – Implementation Stage, Implementation Option A noted previously in this policy.



In the initial contact letter highlighted in Section 1, additional information will be provided on payment options. The property owner will be required to select one of the following payment options. No work will commence until a payment option is chosen. It should be noted that the Town is only charging for the actual material charges of the pipe, and catchbasins. These charges will be backed up with invoices and quotes from our suppliers. The two payment options are as follows;

#### Payment Option A

The property owner will pay the charges including applicable taxes within 30 days of the invoice/notice letter.

#### Payment Option B

The property owners will agree to have the charges added to property taxes of the subject property and collected in the same manner as property taxes in accordance with legislation. In addition to the charges applicable under this policy, an administrative fee of \$100.00 will apply. The charges and the administrative fee will be added to taxes in five (5) equal annual installments with interest calculated at prime rate plus 1% per annum established at the date the culvert charge is determined by the Town Engineer or their designate

This option will require a formal acknowledgement from the legal registered property owner(s).

Under Payment Option B, the outstanding balance can be fully paid at any time.

### **RESPONSIBILITIES:**

This policy is administered through the Town's Public Works Department specifically through the Town Engineer or their designate.

### **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:**

None



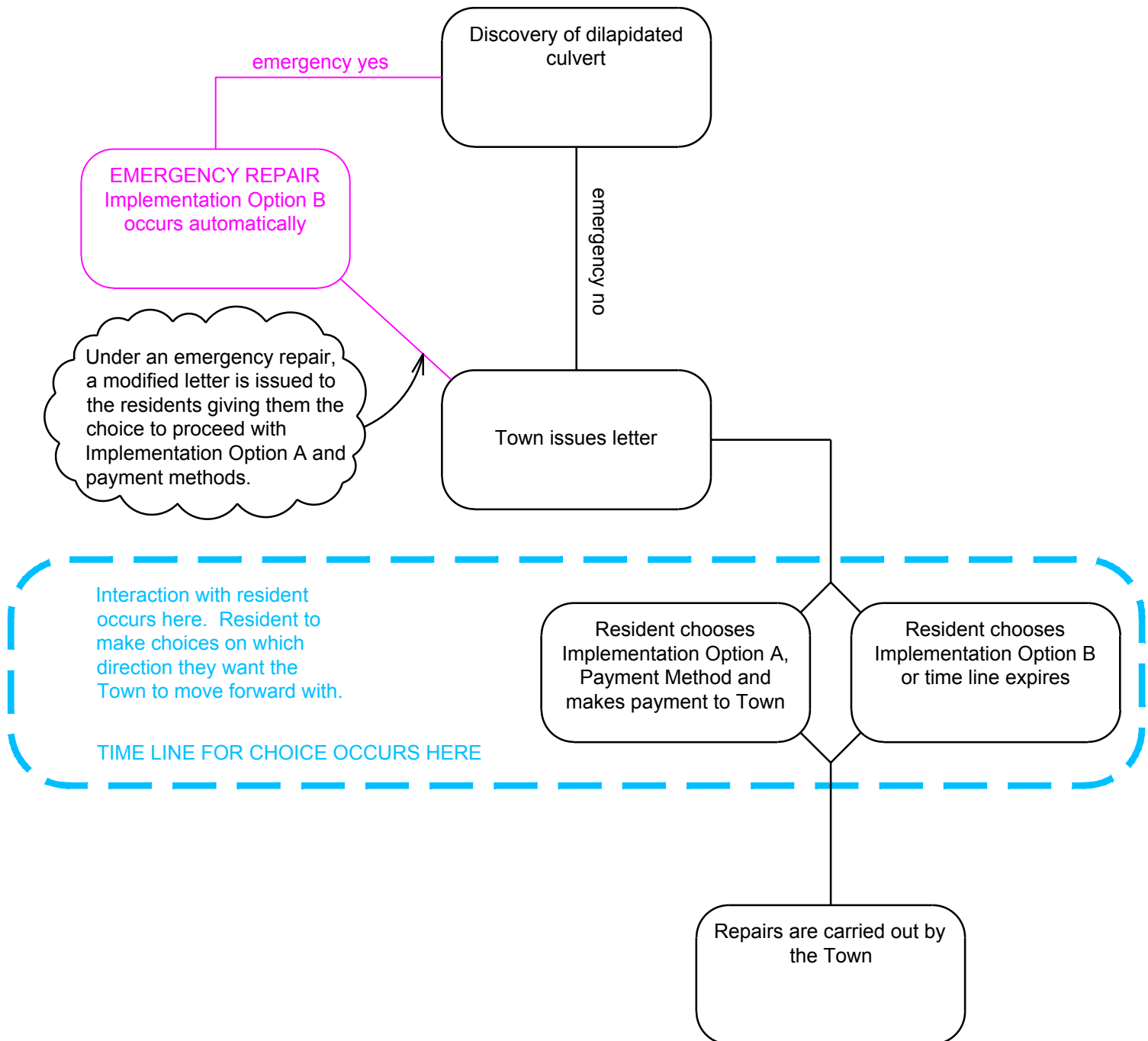
**ATTACHMENTS:**

Dilapidated Culvert Policy – Decision Tree  
Sample letter 1 (driveway culvert replacement)  
Sample letter 2 (infill culvert replacement)

# Town of LaSalle - Dilapidated Culvert Policy

## Decision Tree

### Policy #???????



## SAMPLE LETTER 1 DRIVEWAY CULVERT - DILAPIDATED CULVERT POLICY

Date

           highlighted area are sample placeholders and will be updated

Resident Name

Resident address

LaSalle, ON postal code

Re: Dilapidated Driveway Culvert on Street Name

Attn: Home Owner

The Town of LaSalle and local residents have been experiencing ongoing drainage issues along the road side ditch on the NESW side of Street Name between Location and Location. An inspection has found that a number of ditch infills and/or driveway culverts are in poor condition. To provide proper drainage and prevent flooding of your property and others, the Town must replace the existing infills and the driveway culverts with new piping.

In your particular instance, the Town will need to replace your driveway culvert.

### **IMPORTANT NOTE**

**This letter has a response deadline for the end of business day of MM/DD/YYYY. If no response is received, Option 2 noted below will be carried out on your behalf.**

### Construction Options

The Town of LaSalle's Dilapidated Culvert Policy # ????? addresses this proposed work. The policy has two construction options for your consideration/involvement and they are as follows;

#### Option 1

This option will allow you to maintain what you currently have installed today. This requires you to pay for the culvert pipe and that the Town will carry out all of the work for this project without any further contribution from you. This will ensure you get back the same width of driveway as it exist today. As per the policy the Town will not restore the hard surface of the driveway and will backfill with granular materials only under the driveway. Final driveway hard surface restoration will be the home owner's responsibility and the Town will not construct headwalls.

There is a cost for construction Option 1 and payment options which are highlighted later in this letter.



## SAMPLE LETTER 1 DRIVEWAY CULVERT - DILAPIDATED CULVERT POLICY

### Option 2

**This option will be a default option if no response to this letter is provided to the undersigned by the response deadline.** Under this option the Town will cover the cost of providing you with one driveway culvert only, to accommodate a driveway width of 4.57m, regardless of what exist presently. If your property has two driveway approaches, the Town will choose which approach is restored, preference will be given to the most direct route to the garage and/or house. Furthermore, any second driveway approach will be closed and an open ditch will be restored at its location. The Town will not restore the hard surface of your driveway and this will be the responsibility of the property owner. Additionally, if at a later date if you wish to extend your driveway culvert and/or add a second driveway culvert, this work and all costs will be the sole responsibility of the property owner.

*If you wish to proceed with construction Option 2, there is no response required.*

### Payment Options

In addition to the information noted with respect to the culvert replacement, should you choose Construction Option 1, the Town also offers two payment options. They are as follows;

#### Option A

This option will require that the property owner pay the full amount indicated within this notice to the Town prior to the response deadline. Payment may be made in person at Townhall or by mail using cheque or money order payable to The Town of LaSalle and mailed to:

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

#### Option B

This option will allow the property owner(s) to add the charge to property taxes in five (5) equal annual installments with interest calculated at prime + 1% per annum established at the date the culvert charge has been determined. When selecting this option, a \$100.00 administration fee applies, the charges and administration fee will be added to the property tax roll upon completion of the work and will be collected in the same manner as property taxes in accordance to with the Municipal Act. The outstanding balance can be fully paid at any time under this payment option.

**SAMPLE LETTER 1 DRIVEWAY CULVERT - DILAPIDATED CULVERT POLICY**

**This project will proceed with or without your response** as per the policy and the Town will only start the work after the response deadline. Once the response deadline has expired the work will begin to be coordinated, scheduled and no further changes will be allowed to the proposed work fronting your property.

Should you wish to participate, please complete the enclosed form and return the form to the undersigned before the response deadline. This form is required to be signed by all legal registered property owners.

For further information, please contact the undersigned at 519-969-7770, extension ????

Yours Truly

**Town Engineer or designate**

**Signature**

Enclosure: Agreement Form

**SAMPLE LETTER 1 DRIVEWAY CULVERT - DILAPIDATED CULVERT POLICY**

**AGREEMENT BETWEEN RESIDENT AND TOWN OF LASALLE**

**Response deadline is MM/DD/YYYY**

Dilapidated driveway culvert replacement for **municipal # and street name**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

Pipe Data:

Diameter: **600mm (24")** Pipe Material: **HDPE**

Details and cost for driveway culvert. Cost include applicable taxes.

	Quantity	Unit Measurement	Unit \$	Total
D/W Culvert	<b>9.15</b>	<b>meters</b>	<b>\$108.12</b>	<b>\$989.30</b>
<b>Total</b>				<b>\$989.30</b>

**Payment Options**

**Signature\*\***

Option A (payment enclosed)

Option B (by selecting this option I (we)  
understand that an administration fee  
and interest charges apply)

\*\*Signatures must be the legal registered property owner

## SAMPLE LETTER 2 INFILL AND DRIVEWAY CULVERT - DILAPIDATED CULVERT POLICY

Date

           highlighted area are sample placeholders and will be updated

Resident Name

Resident address

LaSalle, ON postal code

Re: Dilapidated Infill Culvert on Street Name

Attn: Home Owner

The Town of LaSalle and local residents have been experiencing ongoing drainage issues along the road side ditch on the NESW side of Street Name between Location and Location. An inspection has found that a number of ditch infills and/or driveway culverts are in poor condition. To provide proper drainage and prevent flooding of your property and others, the Town must replace the existing infills and the driveway culverts with new piping.

In your particular instance, the Town will need to replace all of the culvert fronting your property including the section under your driveway.

### IMPORTANT NOTE

**This letter has a response deadline for the end of business day of MM/DD/YYYY. If no response is received, Option 2 noted below will be carried out on your behalf.**

### Construction Options

The Town of LaSalle's Dilapidated Culvert Policy # ????? addresses this proposed work. The policy has two construction options for your consideration/involvement and they are as follows;

#### Option 1

This option will allow you to maintain what you currently have installed today. This requires you to pay for the culvert pipe and that the Town will carry out all of the work for this project without any further contribution from you. This will ensure you get back the same width of driveway as it exist today. As per the policy the Town will not restore the hard surface of the driveway and will backfill with granular materials only under the driveway. Final driveway hard surface restoration will be the home owner's responsibility and the Town will not construct headwalls.

There is a cost for this option and payment options which are highlighted later in this letter.

## SAMPLE LETTER 2 INFILL AND DRIVEWAY CULVERT - DILAPIDATED CULVERT POLICY

### Option 2

**This option will be a default option if no response to this letter is provided to the undersigned by the response deadline.** Under this option the Town will remove the drain enclosure in front of your house and reinstate an open ditch. The Town will cover the cost of providing you with one driveway culvert only, to accommodate a driveway width of 4.57m, regardless of what exist presently. If your property has two driveway approaches, the Town will choose which approach is restored, preference will be given to the most direct route to the garage and/or house. Furthermore, any second driveway approach will be closed and an open ditch will be restored at its location. The Town will not restore the hard surface of your driveway and this will be the responsibility of the property owner. Additionally, if at a later date if you wish to extend your driveway culvert and/or add a second driveway culvert and/or infill the ditch again, this work and all costs will be the sole responsibility of the property owner.

*If you wish to proceed with construction Option 2, there is no response required.*

### Payment Options

In addition to the information noted with respect to the culvert replacement, should you choose Construction Option 1, the Town also offers two payment options. They are as follows;

#### Option A

This option will require that the property owner pay the full amount indicated within this notice to the Town prior to the response deadline. Payment may be made in person at Townhall or by mail using cheque or money order payable to The Town of LaSalle and mailed to:

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

#### Option B

This option will allow the property owner(s) to add the charge to property taxes in five (5) equal annual installments with interest calculated at prime + 1% per annum established at the date the culvert charge has been determined. When selecting this option, a \$100.00 administration fee applies, the charges and administration fee will be added to the property tax roll upon completion of the work and will be collected in the same manner as property taxes in accordance to with the Municipal Act. The outstanding balance can be fully paid at any time under this payment option.

## **SAMPLE LETTER 2 INFILL AND DRIVEWAY CULVERT - DILAPIDATED CULVERT POLICY**

**This project will proceed with or without your response** as per the policy and the Town will only start the work after the response deadline. Once the response deadline has expired the work will begin to be coordinated, scheduled and no further changes will be allowed to the proposed work fronting your property.

Should you wish to participate, please complete the enclosed form and return the form to the undersigned before the response deadline. This form is required to be signed by all legal registered property owners.

For further information, please contact the undersigned at 519-969-7770, extension ????

Yours Truly

**Town Engineer or designate**

**Signature**

Enclosure: Agreement Form

## AGREEMENT BETWEEN RESIDENT AND TOWN OF LASALLE

Response deadline is **MM/DD/YYYY**

Dilapidated infill culvert replacement for **ADDRESS**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

Pipe Data:

Diameter: **600mm (24")** Pipe Material: **HDPE**

Details and cost for driveway culvert. Cost include applicable taxes.

	Quantity	Unit Measurement	Unit \$	Total
D/W Culvert	<b>12.2</b>	<b>meters</b>	<b>\$108.12</b>	<b>\$1,319.06</b>
Infill Culvert	<b>21.4</b>	<b>meters</b>	<b>\$108.12</b>	<b>\$2,313.77</b>
CB c/w Grate	<b>1</b>	<b>each</b>	<b>\$297.40</b>	<b>\$297.40</b>
Connections	<b>2</b>	<b>each</b>	<b>\$39.71</b>	<b>\$79.42</b>
<b>Total</b>				<b>\$4,009.65</b>

### Payment Options

### Signature\*\*

Option A (payment enclosed)

Option B (by selecting this option I (we)  
 understand that an administration fee  
 and interest charges apply)

\*\*Signatures must be the legal registered property owner



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

**To:** Mayor and Members of Council

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

**Department:** Public Works

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

**Report Number:** PW-15-20

**Subject:** Disputed Road Drainage Concerns – 6610 to 6770 Disputed Rd

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### **Recommendation**

That the report of the Director of Public Works dated July 6, 2020 (PW-15-20) regarding Disputed Road Drainage concern BE RECEIVED; and

That Council CONCUR that the original offer to infill the ditch on Disputed remain in place; and

That Council APPROVE implementing the requirements under the new dilapidate culvert policy to the 6 affected properties on Disputed Road for a 120 day approval deadline, including payments options.

### **Report**

This report is being prepared in response to a Council question and to provide Council a summary of what has occurred on Disputed Road, with respect to drainage repairs in the area around municipal numbers 6610 to 6770 Disputed Road.

The specific question from Council regarding this matter was brought forward at the January 28, 2020 and has been responded to with two separate reports. This one and the second report relating to a new dilapidated culvert policy.

### **Background**

In 2018, there were about 5 properties on Disputed Road that were experiencing overland flooding from the adjacent farm field and the issue seem to be arising as a result of the roadside ditch along Disputed Road. Flooding was occurring only during large rainfall events, while the smaller rainfall events were not causing any issues.



The Town conducted an inspection of the roadside ditch in question and portions of this ditch were an open ditch and also a closed ditch (ditch infill). The closed section of ditch was draining, albeit, at a greatly reduced rate and the culverts that were in place were dilapidated and in need of replacement.

The unfortunate part was the 5 properties experiencing flooding were a result of a dilapidated culverts downstream of them crossing another 6 separate properties.

While flooding occurred, the Town on an interim basis was able to mobilize staff every time it rained to provide pumping in order to keep up with the large rainfall events. In most cases, this occurred afterhours and on the weekends and Town staff responded accordingly after hours.

The Town tried to initiated repairs as per the then current dilapidated culvert policy. There were numerous attempts that the Town reached out to all affected property owners to implement repairs. Unfortunately, almost all the residents, including the ones who were flooding, did not want to participate.

The events that occurred on Disputed Road through 2019 was the trigger spurring the Council question about the dilapidated culvert policy and the request to revisit the policy.

As noted earlier, the Council question regarding this matter was brought forward at the January 28, 2020 Council meeting. Administration was in the process of completing and developing the new policy in February 2020, then the COVID-19 pandemic occurred which resulted in efforts placed elsewhere.

In addition, in approximately late March or early April 2020, another flooding event occurred. The Town again dispatched staff to attend to the flooding.

In an effort to alleviate the flooding and the constant strain on Town staff, a decision was made to proceed with removing the dilapidated culvert and reinstating the open ditch.

Although not finalized or approved, administration did their best efforts in trying to keep to what would be coming forward in a new policy, which was drafted at that time. The ideal situation would've been to wait until the new policy was approved and then try again to replace these culverts, thus putting these residents under the requirements of the new dilapidated culvert policy. But the some 12 to 14 month efforts prior to get voluntary cooperation was wearisome on those properties who kept flooding.

Now the concerns have transferred from those who were flooding to those who now have an open ditch in front of their house.

We have provided notice to these residents affected about what would be occurring and the following summarized the correspondence:

1. Town would be removing the old culvert piping and installing a new culvert pipe only under the driveway in keeping their existing driveway the same width as existing;
2. The Town would pay all cost to do this work, except for the driveway final hard surface restoration;
3. If they wanted to keep the open ditch there is no costs to them;
4. The option for these residents to participate and have the Town come back later on and infill the remainder of the ditch was available to them provided that they buy the culvert pipe and pay the Town for the already installed driveway culvert;
5. A timeline on a response to this option was provided.

To date, we have only had two (2) of the property owners express interest in having the Town infill the remainder of the ditch. Unfortunately, one doesn't want to pay anything, and the other does not want to pay for the driveway portion. It should be noted that these properties have an approximate frontage of about 30m (100'). Therefore, the larger lot size relates to an increase in culvert costs, relative to typical circumstances.

*The recommendation is that Council concur that the original offered services continue to be made to these two residents affected, in keeping closely with the new dilapidated culvert policy.*

*In addition, the recommendation is that council approve extending the deadline to 120 days for a response, and that the Town offer these two residents the payments options, and further that we extend this same offer to the other four (4) affected properties one last time.*

These recommendations are being brought forward so that the Town/Council can demonstrate fairness and consistency with situations like this, with what has occurred in the past and what is proposed to continue into the future.

## **Consultations**

The two property owners that expressed the desire to infill the ditch have been notified of this report.

## Financial Implications

The services that the Town provides under this policy are greatly subsidized. In this particular case, the actual costs are approximately 4 to 5 times the amount that the property owner is being requested to pay.

The cost of the labor and equipment are not recovered. The cost to removing the old culvert and the stone bedding and backfill for the new culvert are not covered. Effort to work around the other utilities are not covered. Traffic control falls to the Town to pick-up the cost.

However, as noted, the Town has been carrying out work in this manner for a couple of decades and the number of actual culverts being replaced in any given year are currently low.

### Prepared By:

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

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

**Link to Strategic Goals**

	Enhancing organizational excellence
yes	Sustain strong public services and infrastructure
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**

<b>Name</b>	<b>Address</b>	<b>Email</b>
Carmela & Tony Diponti		
Gary Cossarini		

**Report Approval Details**

Document Title:	PW-15-20 Disputed Road Drainage Ditch_infilling.docx
Attachments:	
Final Approval Date:	Jul 6, 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:** Kevin Miller, Deputy Clerk  
**Department:** Administration  
**Date of Report:** July 2, 2020  
**Report Number:** AD-04-2020  
**Subject:** Request to construct wood privacy fence – F. Pheby

---

### **Recommendation**

That the report of the Deputy Clerk dated July 2, 2020 (AD-04-2020) regarding the request from Franca Pheby at 61 Adams Lane for the Town to construct a wood privacy fence adjacent to her property BE RECEIVED, and that Council:

1. Contribute the cost of a chain link fence to F. Pheby as outlined in this report, OR
2. The municipality construct a chain link fence in accordance with standard municipal practice.

### **Report**

As Council will recall, the Town purchased property municipally known as 1310 Front Road in 2019 (refer to Figure 1). Subsequent to the purchase, a tender was released and the dwelling was demolished leaving the land currently vacant. Following the demolition, F. Pheby contacted the Town with a number of concerns, including the request for the Town to install a new privacy fence. It was explained to her that municipal practice is to install a chain link fence where Town property abuts private property. As outlined in the emails received, F. Pheby indicates that a chain link fence is not acceptable and is requesting that Council deviate from its normal practice and construct a wooden privacy fence.

The Parks division of Public Works has confirmed that only chain link fencing is installed by the municipality in parks and other locations. Chain link fencing is less costly compared to privacy fencing to install and is less costly to maintain. In the past, there has been instances where property owners have requested to pay the difference between the two types of fence. Under this arrangement, the Town would agree to

contribute to the homeowner the cost of the chain link fence, and the homeowner would then hire a company to install a wood privacy fence of their choice (on their own property) and be responsible to pay the difference. In this manner, the fence would become the property of the homeowner for future maintenance. In the event that F. Pheby does not wish to pursue this option, then it is recommended that the Town install a chain link fence as per the usual practice on municipal property. It is noted that there is a chain link fence along the rear of the homes on Adams Lane (together with privacy fences on private property) save and except the vacant land at 31 Adams Lane.

At this point in time, it is unclear how this property will be incorporated into the overall Riverfront Park. It is anticipated that this will become more solidified as the public consultation process unfolds and the overall site plan is finalized. This is likely to occur over the next 6 to 12 months.

It is noted that due to COVID-19, there are no public delegations permitted at this time. Administration has explained this to F. Pheby and rather than wait she has elected to have this matter placed before Council recognizing that she will not be in a position to directly speak to the matter. Attached to this report is a copy of emails received from F. Pheby regarding this matter for Council's review and consideration.

## **Consultations**

Public Works

## **Financial Implications**

No additional financial implications for either option presented.

## **Prepared By:**



Deputy Clerk

Kevin Miller

## Link to Strategic Goals

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

## Communications

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

## Notifications

Name	Address	Email
Franca Pheby		



**Report Approval Details**

Document Title:	Request to construct wood privacy fence - F. Pheby 61 Adams Lane.docx
Attachments:	<ul style="list-style-type: none"><li>- Figure 1 Pheby report.pdf</li><li>- April 1, 2020.pdf</li><li>- June 9, 2020.pdf</li><li>- June 22, 2020.pdf</li></ul>
Final Approval Date:	Jul 6, 2020

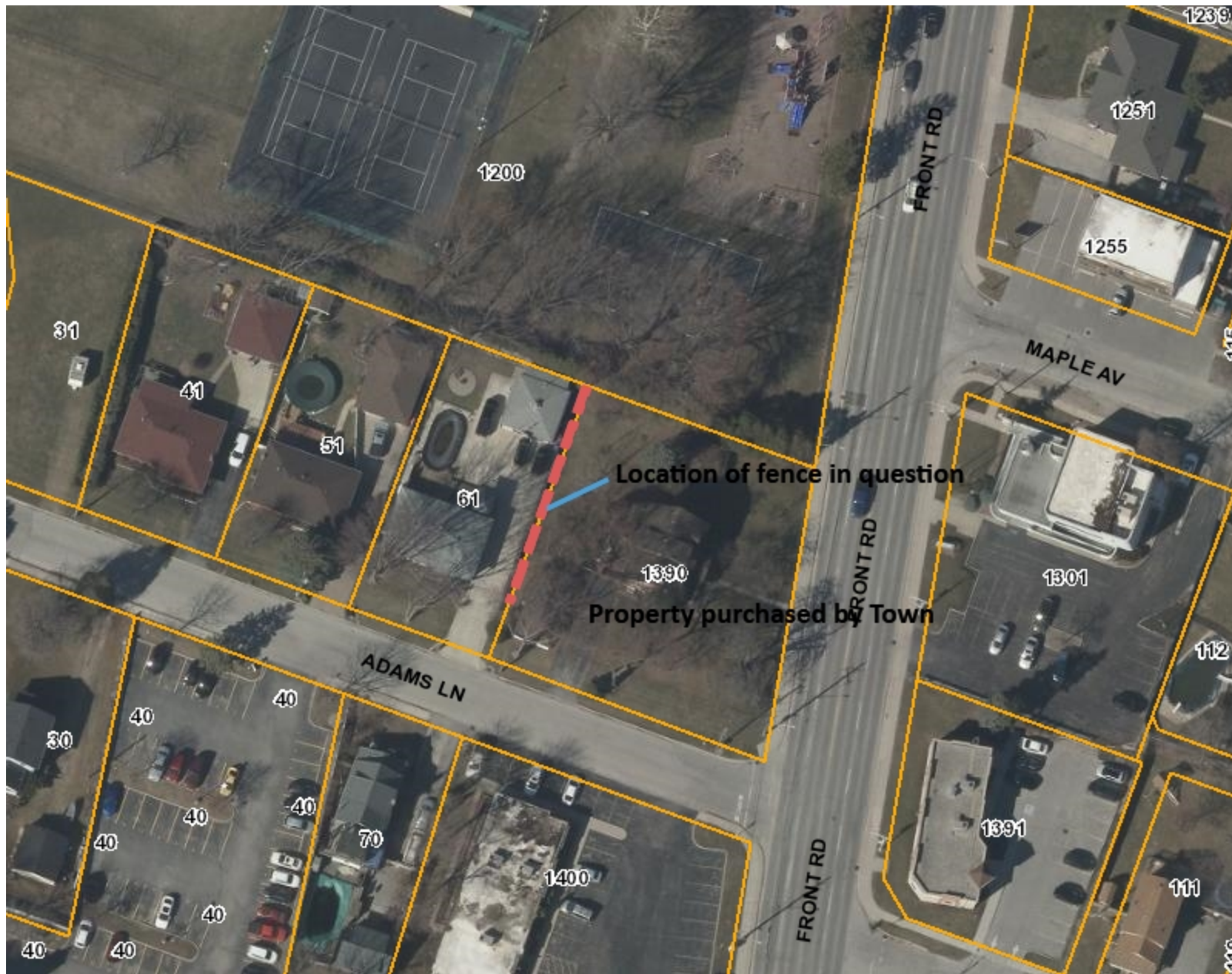
This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia

# Figure 1



## Legend

- + Essex Terminal Railway
- Water Features
- Addresses
- Parcels

Scale: 1:874



0 15

29 Meters

Printed: 7/3/2020

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT A LEGAL SURVEY

## Notes

**From:** Franca Pheby <[REDACTED]>  
**Sent:** April 1, 2020 3:19 PM  
**To:** Kevin Miller <[kmiller@lasalle.ca](mailto:kmiller@lasalle.ca)>  
**Subject:** Front Rd property

Hi Kevin,  
Thank you for taking my call today. As per our conversation I am requesting a privacy fence on the former D'Asti property that is now part of the Town of La Salle revitalization plan. This property is adjacent to my home at 61 Adams Lane.

My biggest concern with the chain link fence is that my sons bedroom is located on that side of the property and he works shift work. With a planned parking lot and or parkland, this would be very disruptive to quiet enjoyment and his ability to sleep.

Numerous other concerns need to be addressed.

Our right to privacy. This has been our home for 27 years. We had lobbied council when we first moved here for many issues dealing with the Front Rd park. At the time the youth centre building was located there. We put up with vandalism, kids drinking and smoking pot, and sexual activity on the side of the building. Additionally parents using the side of the building for their children to have an outdoor washroom as there is no access to a washroom in playground. The Town of La Salle planted cedar trees as a solution. (said trees are now dying due to the amount of water).

Now we, as well as our neighbors have to contend with the La Salle hangout and the disrespectful behaviour of some of the kids. They smash the free donated food on the street, break bottles, smoke pot openly and on the side of the Edward Jones investments and throw their trash on the streets and adjacent properties. I am concerned about the level of activity and noise they will create with the new plan for Front Rd and hang out there with their bikes, skateboards, and in general "hanging out:"

La Salle park has a 10 pm curfew, that is never enforced.

When we purchased our home, it was quiet with the D'Asti home. Now we have to deal with highway traffic noise and pollution. Many transport trucks use Highway 18 and our house shakes now and we can hear the trucks as the rumble by. A sound barrier is needed.

Other concerns are fumes from cars, especially if the property becomes a parking lot.

I appreciate your attention to my concerns. If necessary I would like an appointment to meet with council to address these concerns.

I feel we are strongly within our right to request a privacy fence in light of these issues.

Thank-you. Hope to hear from you soon.

My home number is [REDACTED]. Cell [REDACTED]

Regards

Franca Pheby

**From:** Franca Pheby <[REDACTED]>  
**Sent:** June 9, 2020 9:01 PM  
**To:** Kevin Miller <[kmiller@lasalle.ca](mailto:kmiller@lasalle.ca)>  
**Subject:** Re: council meeting

Thanks Kevin,  
You beat me to the email. Thank-you.

I misunderstood your message. If you are waiting for council to resume, then I will present myself. I thought this was something you could address outside a council meeting. If not put me on the agenda and I will present.

I have spoken to the Mayor and all the councillors and forwarded them a copy of my original email.

Further to my original email, a few concerns that warrant quick action now that the property is vacant.

We no longer have privacy and this is affecting the safety and quiet enjoyment of our property. My original letter, detailed our right to privacy, mainly as our basement windows-bedroom and family room face the Front Rd property.  
Now we have to deal with noise pollution from traffic, dust and lights. My son works various hours and this interrupts his ability to sleep.

The young kids have taken to riding bikes through the property and hanging out in the secluded corner at Front Rd and the current park-basketball area. They are drinking and using that area as a public washroom as there is not one available. If distance was an issue they wouldn't use it anyway. Quicker in the dark on an empty lot.

The fence is in a terrible state of disrepair and it's a free for all to look through.  
I have witnessed the following: people with their dogs, allowing them to do their business with total disregard for poop and scoop. An individual with a metal detector searching for his pot of gold. Cars parking on the property.  
Hang out kids screaming, and carrying on.

These are just a few of the latest developments from 1390 Front RD  
All we are seeking is the right to privacy and quiet enjoyment that we had before the Town of La Salle purchased this property,  
A privacy fence is not unreasonable and also within my rights as a tax payer, abutting a commercial property. Regardless, we entitled to safety and quiet enjoyment.  
I appreciate your acceptance and review of this matter.

Please keep me updated to when I can address council.  
Thanks Kevin

**From:** Franca Pheby <[REDACTED]>  
**Sent:** June 22, 2020 10:59 AM  
**To:** Kevin Miller <[kmiller@lasalle.ca](mailto:kmiller@lasalle.ca)>  
**Subject:** Re: Council meeting June 23

Ok. That's fine. Can you send me the link for zoom meeting or info on how to follow along.

Thanks again

On Mon, Jun 22, 2020 at 10:38 AM Kevin Miller <[kmiller@lasalle.ca](mailto:kmiller@lasalle.ca)> wrote:

Technically, in the absence of delegates no will "present" your request. Your emails will be attached to an administrative report and members will discuss your request as an item on the agenda. As noted you can follow the meeting and the discussion.

Kevin

Sent from my Samsung Galaxy smartphone.

----- Original message -----

**From:** Franca Pheby <[REDACTED]>  
**Date:** 2020-06-22 9:59 AM (GMT-05:00)  
**To:** Kevin Miller <[kmiller@lasalle.ca](mailto:kmiller@lasalle.ca)>  
**Subject:** Re: Council meeting June 23

Thanks Kevin

Go ahead and do it ASAP. How does the process work if I can't speak to it. Who presents it.

Thanks.

On Mon, Jun 22, 2020 at 9:57 AM Kevin Miller <[kmiller@lasalle.ca](mailto:kmiller@lasalle.ca)> wrote:

Good morning,

I would note that the June 23 council meeting has been cancelled. The next meeting is the second Tuesday of July. That in all likelihood will be a zoom council meeting. Well I can have your request put on that agenda....you will not be able to speak to the matter. Public delegations are not being allowed at this time. You could see the discussion of council, but not be able to participate. If you want to actually speak to the matter....it would need to be deferred until such time as the province and council deem it appropriate to hold open public council meetings.

Let me know which course you would like to follow.

Regards,



Kevin

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Franca Pheby <[REDACTED]>

Date: 2020-06-21 8:22 AM (GMT-05:00)

To: Kevin Miller <[kmiller@lasalle.ca](mailto:kmiller@lasalle.ca)>

Subject: Council meeting June 23

Hi Kevin

Is there a meeting or Zoom meeting on the 23rd. Is the fence request on the agenda. Would you like to look at this mess all day. Thank you





## **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 30, 2020

**Report Number:** DS-18-2020

**Subject:** Sterling Lakes Draft Plan of Subdivision (Fanelli) – Request to Designate certain lands as Class 4 under the NPC-300 Noise Guidelines

---

### **Recommendation**

That the report of the Director of Development & Strategic Initiatives, dated June 30, 2020 (DS-18-2020) regarding a request that has been submitted by the owners of the Sterling Lakes Limited Partnership (Fanelli) for lands located within 300 metres to the west and to the south of the nearest property line for 5000 Howard Business Parkway, 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 mitigation measures including warning clauses required for a Class 4 designation pursuant to the Publication NPC-300 in the corresponding subdivision agreement, AND FURTHER THAT the Director of Development & Strategic Initiatives or their designate BE DIRECTED to provide a copy of the Council Resolution approving the Class 4 area classification for the subject lands to Propower Manufacturing Inc.

### **Report**

On June 9, 2020, Karl Tanner from Dillon Consulting, working on behalf of Sterling Lakes Limited Partnership (Laura Fanelli), submitted a letter to the Town (copy attached as Figure 1) requesting that a Class 4 designation pursuant to the NPC-300 Guidelines be applied to all lands owned by Sterling Lakes Limited Partnership located within 300

metres of the 5000 Howard Business Parkway (Propower Manufacturing Inc.) property line. The 300 metre affected area is depicted on the map provided by Dillon Consulting as part of their June 9<sup>th</sup> correspondence.

On May 22, 2020, the County of Essex granted Draft Plan Approval to Phase 1 of the Sterling Lakes Draft Plan of Subdivision. The following condition was incorporated as part of this draft plan approval (Condition 8):

*“That prior to final approval by the County of Essex, the County is to be advised by the Municipality that this proposed subdivision conforms to the zoning by-law in effect. This requirement includes the lands immediately south and west of the industrial site along the Sixth Concession Road and that these lands are zoned Commercial holding. Further that the subdivision agreement contain provisions ensuring compliance (zoning) with the applicable Ministry of the Environment D-6 Guidelines (compatibility between industrial facilities).”*

On June 11, 2020, a letter of appeal was filed against the County of Essex’s decision to grant draft approval to this plan of subdivision. This LPAT appeal was filed by the solicitor for the owner of 5000 Howard Business Parkway (Propower Manufacturing Inc.).

The June 9<sup>th</sup> letter from Dillon Consulting outlines a number of recommended actions to be taken to address the appellant’s noise concerns, and to fulfill Draft Plan Approval Condition 8, as set out in the County of Essex’s Notice of Decision dated May 22, 2020. These recommended actions can be summarized as follows:

- applying a Class 4 designation to the lands owned by Sterling Lakes within 300 metres of the property limits of 5000 Howard Business Parkway;
- creating a commercial buffer by rezoning the lands owned by Sterling Lakes located to the immediate south and west of 5000 Howard Business Parkway --- to a site-specific neighbourhood commercial holding zone, with the only permitted uses being a retail store with a maximum floor area of 929 square metres, a personal service establishment, a pharmacy, a delicatessen, a financial institution, and an office (excluding a clinic); and
- requiring Type “E” and Type “F” warning clauses to be registered on title for all lots/dwelling units created on the Sterling Lakes lands located within 300 metres of 5000 Howard Business Parkway property lines. The wording to be used in these warning clauses can be found in the attached correspondence from Karl Tanner dated June 25, 2020 (Figure 2).



Town Staff have reviewed the contents of the correspondence that has been submitted by Dillon Consulting in support of their Class 4 designation request (under the Ministry of Environment, Conservation and Parks NPC-300 Environmental Noise Guideline), and are in support of this classification being applied as requested.

In addition, Town Staff also support the balance of the recommended actions as set out in the June 9, 2020 and June 25, 2020 correspondence. The warning clause requirement will be incorporated as part of the Subdivision Agreement for the Phase 1 lands, and draft Zoning By-law Amendment documents have been prepared and will be provided to Council for adoption purposes. These ZBA documents will create the recommended commercial buffer and will also fulfill the terms of Condition 8 of the corresponding draft plan of subdivision approval as noted earlier in this Staff Report. Although not required, the owner/developer has agreed to construct an earthen berm along the perimeter of the Sterling Lakes lands adjacent to the Propower Manufacturing property line. This berm will be installed by the developer to provide additional noise reduction at ground level and for aesthetic purposes (see Figure 3). The details associated with this new earthen berm will be set out in the Subdivision Agreement.

## Consultations

Engineering 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:	Sterling Lakes (Fanelli) - Request to Designate certain lands as Class 4 under the NPC-300 Guidelines.docx
Attachments:	- Figure 1 - 20200630074049723.pdf - Figure 2 - 20200630074212085.pdf - Figure 3 - 20200630074231137.pdf
Final Approval Date:	Jul 6, 2020

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



Chief Administrative Officer

Joe Milicia

FIGURE 1



File No.: 16-3967

June 9, 2020

County of Essex  
Planning Services  
360 Fairview Avenue West  
Essex, Ontario  
N8M 1Y6

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

Attention: Rebecca Belanger, MCIP RPP

Attention: Larry Silani, MCIP RPP

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

***Request for Class 4 Designation - Sterling Lakes Subdivision  
Town of LaSalle***

On behalf of our client, Sterling Lakes Limited Partnership (Sterling Lakes), we are writing to confirm our request for the designation of a portion of the Sterling Lakes Subdivision as Class 4 under the NPC-300 Guidelines. This request should be read in conjunction with our previous correspondence dated March 5, 2020 (see attached).

Our request follows a meeting on June 9, 2020 with Mr. Coulthard, his consultant, the Town of LaSalle, our client and ourselves to reach an understanding regarding the potential impact from Propower Manufacturing Inc. (Propower), located at 5000 Howard Business Parkway, on the proposed Sterling Lakes development in the Town of LaSalle, Ontario. We are suggesting the following:

**1. Class 4 Designation for Proposed Development and Surrounding Sterling Lakes Lands**

A Class 4 designation be applied to all lands owned by Sterling Lakes within 300m of the 5000 Howard Business Parkway property line (refer to attached drawing).

**2. Commercial Designation as Buffer**

At the request of Mr. Coulthard, we removed the Neighbourhood Commercial lands to the east of D'Amore Drive from the approved Draft Plan of Subdivision; however, we encourage the Town of LaSalle to rezone these lands to an appropriate site specific Neighbourhood Commercial zoning category excluding all sensitive land uses. The lands are not part of the Sterling Lakes Draft Plan and rezoning application.

Dillon Consulting  
Limited

**3. Extension of the Class 4 designation to the North or East**

This matter does not pertain to other lands beyond the property limits of Sterling Lakes.

**4. Warning Clause**

We are in support to include a warning clause in the Development Agreement and all Agreements of Purchase and Sale with 300m of the 5000 Howard Business Parkway property line. As per NPC-300, a Type E warning clause associated with stationary sources is as follows:

*"Purchasers/tenants are advised that due to the proximity of the adjacent industry, municipally known as 5000 Howard Business Parkway, LaSalle, noise from the industry may at times be audible."*

We look forward to Council's consideration at your earliest convenience and recommend that the Council Resolution be shared with the Mr. Coulthard and his consultants.

Please do not hesitate to contact me should there be any questions or requirements for additional information.

Sincerely,

**DILLON CONSULTING LIMITED**



Karl Tanner, MCIP RPP  
Partner  
KDT:dlt

cc+encl:      Laura Fanelli – Sterling Lakes Limited Partnership  
                 John Coulthard – Propower Inc.  
                 Brad Bergeron – RWDI  
                 Allen Burgess – Town of LaSalle  
                 Lucas Arnold – Dillon Consulting Limited

File No.: 16-3967

March 3, 2020

County of Essex, Planning Services  
Essex County Civic Centre  
360 Fairview Avenue West  
Essex, Ontario  
N8M 1Y6

Attention: Rebecca Belanger

***Borden Lander Gervais LLP – Response to Comments - DRAFT  
Sterling Lakes Subdivision***

Dillon Consulting Limited (Dillon) was retained by Sterling Lakes Limited Partnership (Sterling Lakes) to prepare a Stationary Noise Assessment to confirm the impact from Propower Manufacturing Inc. (Propower), located at 5000 Howard Business Parkway, on the proposed mixed-use development in the Town of LaSalle, Ontario. The study has been completed in support of the Zoning By-Law Amendment (ZBA) and Draft Plan of Submission applications for the proposed development. This assessment focused on the area of the development parcel that is closest to the Propower facility, bounded by Huron Church Line Road, Sixth Concession Road, and the proposed D'Amore Drive extension.

The subject site is located east of Huron Church Line Road between Sixth Concession Road and Seventh Concession Road. The subject site, as well as the lands surrounding the property, including the Propower property, are currently designated Residential in the Official Plan. The intent of the Official Plan is to guide development in the next 20 years and plan for future development. The Town of LaSalle has designated the lands with the intention to promote residential development in the surrounding area thus restricting any further industrial uses in the vicinity.

An Acoustic Assessment Report (AAR) in support of the provincial environmental approvals for Propower, was completed by RWDI in September 2019. Dillon obtained the AAR directly from RWDI, and utilized the information to reproduce the stationary noise assessment of the Propower facility, while including the proposed development as a new point of reception in the assessment.

The purpose of this letter is to address comments prepared by RWDI, and provided by Borden Ladner Gervais (BLG) in a letter, dated February 11, 2020, which are outlined below:



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

Dillon Consulting  
Limited





**Response to RWDI Comments Re: Dillon Stationary Noise Assessment**

**(i) Exclusion of Other Noise Sources**

As per discussions with the Town of LaSalle, the intent of this study was to assess compatibility between Propower and the proposed residential development with respect to noise impacts. Noise impacts from transportation sources were not assessed in this study (roadways and railways).

The assessment of impacts from the stationary noise sources at Propower is independent of road/rail noise impact as per NPC-300, and does not change the concluding statements of the stationary noise assessment. Dealings with RWDI is specific to the stationary noise sources at Propower.

Any potential impacts from transportation sources on the proposed development will have no bearing on the compatibility between the proposed development and the operation of stationary noise sources at Propower.

**(ii) Building Heights & Potential Sound Differential**

The stationary noise analysis assessed noise impacts from Propower on the nearest proposed sensitive receptor locations. The Building Evaluation feature was used in Cadna/A to determine the predicted worst-case plane of window impacts, which include the following:

- Block 13, 4-stories (at 1.5m, 4.5m, 7.5m, and 10.5m)
- Block 12 and Block 14, 2-stories (at 1.5m and 4.5m)

The predicted noise impacts outlined in Table 5 of the Dillon Report represent the maximum predicted impacts resulting from Propower operations for each of the identified receptor points. The height of 4.5m indicated on the figures is in reference to the noise impact height at which the noise level contours are presented. The figures are prepared as such for ease of comparison with the same prepared by RWDI.

**(iii) Assumes the Implementation of Phase 2 of the Propower NAAP**

Phases 1 and 2 of the Noise Abatement Action Plan (NAAP), as outlined in the RWDI AAR, were both assumed to be included in the noise study based on the following rationale:

- Section 4(3) of the current Environmental Compliance Approval (ECA) for the Propower facility (ECA No. 6042-AYMMEV, dated August 16, 2018) states that *"The Company shall: (a) implement the Noise Control Measures*



*as detailed in the Noise Abatement Action Plan of the Acoustic Assessment Report not later than twelve (12) months after the date of the Approval”.*

Since a twelve month period has lapsed from the issue date of the ECA, and there is no evidence that the Noise Control Measures have been implemented, Propower would not be in compliance with the ECA conditions.

- Based on information provided by the Town of LaSalle, building permits were issued for the residential development north of the Propower site in September 2019. In addition, the Sterling Lakes residential development is not expected to begin construction until October 2020.
- Propower is required to meet MECP's NPC-300 noise guidelines at all existing and approved sensitive land uses.

#### **Response to RWDI Recommendations**

##### **1. Class 4 Designation for Proposed Development and Surrounding Lands**

Information was provided by RWDI regarding the existing and proposed operations of Propower. Based on the provided information, predicted noise impacts from Propower on the proposed development meet the Class 2 exclusionary guideline limits of NPC-300. A Class 4 designation is unnecessary to achieve compatibility between the proposed development and Propower (considering existing and proposed sources). It is also noted that designating a land as Class 4 solely rest with the land-use planning authority of the municipality.

##### **2. Commercial Designation as Buffer**

The lands referred to in this comment are not part of this draft plan and rezoning application. Future plans for this land solely rest with the owner with relevant approvals from the municipality.

##### **3. Extension of Class 4 to the North Lands**

This matter does not pertain to our assessment and the subject lands.

However, MECP's NPC-300 states Class 4 is for areas intended for development with new noise sensitive land uses(s) that are not yet built. The areas to the north are currently being built and a warning clause was to be registered on title, as approved by Town Council.

Additionally, areas with existing noise sensitive land use(s) cannot be classified as Class 4 areas.





#### 4. Warning Clause

The letter requests that the warning clause be reworded in accordance with NPC-300. As per NPC-300, a Type E warning clause associated with stationary sources is as follows:

*"Purchasers/tenants are advised that due to the proximity of the adjacent industry (Propower Manufacturing Inc. municipally known as 5000 Howard Business Parkway, LaSalle), noise from the industry may at times be audible."*

Warning Clause Type E is quite minor in nature and its inclusion is suggested for transparency purposes, and not because of any exceedance of criteria scenarios. Inclusion of the Type E clause for the proposed development within 300m from the property boundary of Propower is suggested, which is in line with MECP's D6 guideline for areas of influence (i.e., 300m for a Class II industry).

Additionally, as the study Dillon completed assessed only existing and proposed noise impacts on the proposed development, "other emissions" should not be included in the warning clause.

Please do not hesitate to contact us should there be any questions or requirements for additional information.

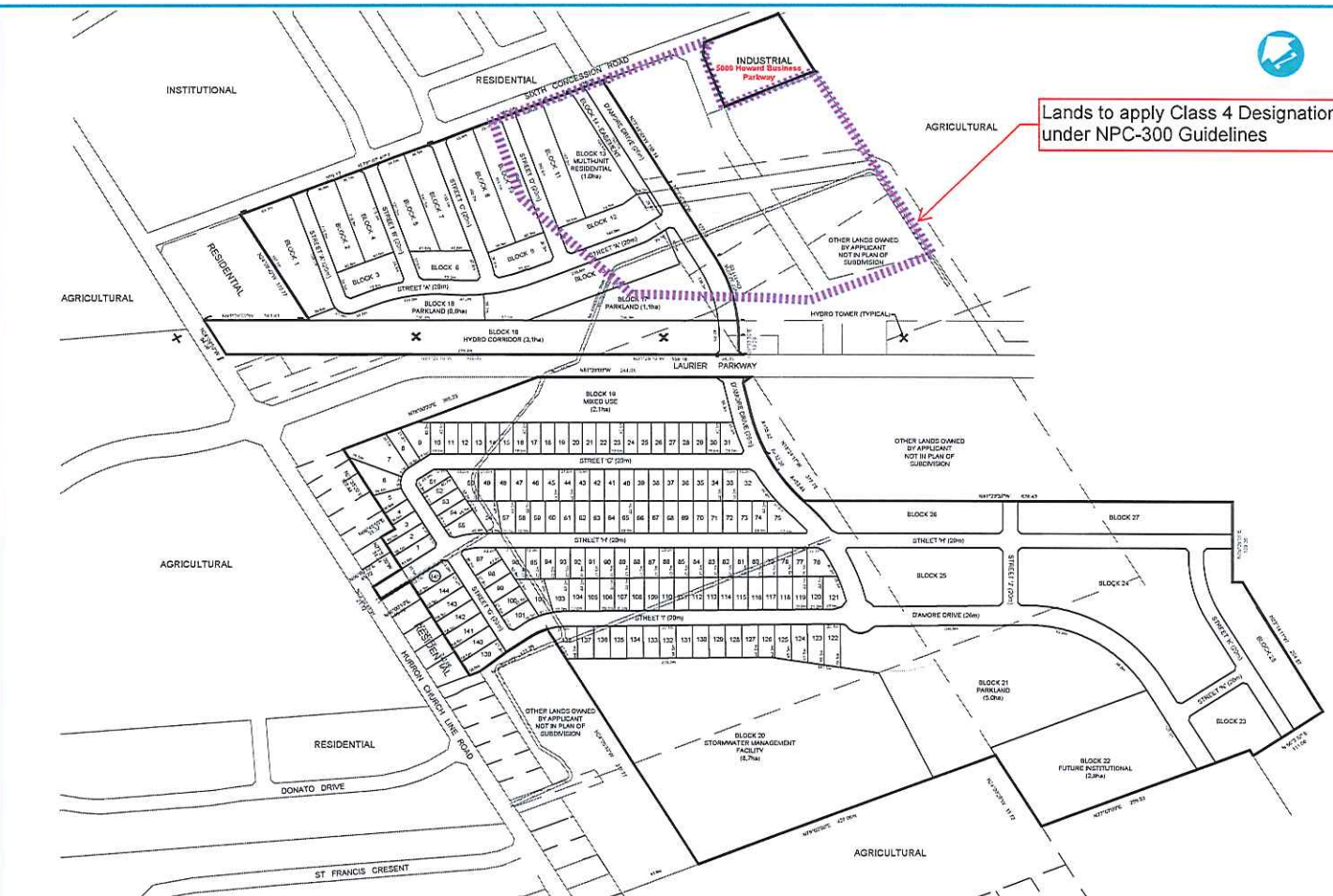
Sincerely,

**DILLON CONSULTING LIMITED**

Lucas Arnold, P.Eng.  
Associate

Karl Tanner, MCIP RPP  
Project Manager

Nov 26, 2018 - 1:58pm C:\projects\working directory\active\32mm\60537708\103597 - Draft Plan of Subdivision with Signature & Day



KEY PLAN  
N.T.S.  
SOURCE: ESSEX REGION CONSERVATION AUTHORITY GIS MAPPING (2017)

### LEGEND AND NOTES

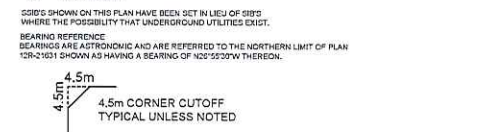
BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.  
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99993202

ALL MONUMENTS SHOWN THUSLY ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.

SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR  
SIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR  
IB DENOTES 16mm X 16mm X 0.61m IRON BAR  
IB Ø DENOTES 16mm diameter X 0.61m ROUND IRON BAR

CC DENOTES CUT-CROSS  
CP DENOTES 30mm X 50mm STEEL PIN  
S DENOTES SURVEY MONUMENT FOUND  
S DENOTES SURVEY MONUMENT SET AND MARKED 1744  
WIT DENOTES WITNESS  
(S) DENOTES SET  
GRP DENOTES OBSERVED REFERENCE POINT  
(OU) DENOTES ORIGIN UNKNOWN  
+ DENOTES PERPENDICULAR  
(M) DENOTES MEASURED  
(D) DENOTES DEED

SIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.  
BEARING REFERENCE BEARINGS ARE ASTROGNOMIC AND ARE REFERRED TO THE NORTHERN LIMIT OF PLAN 12R-2021 SHOWN AS HAVING A BEARING OF N20°55'00"W THEREON.



"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

### STATISTICS

ATTACHED RESIDENTIAL	= BLOCKS 1 TO 12 (INCL.), 15
DETACHED RESIDENTIAL	= LOTS 1 TO 145 (INCL.), AND BLOCKS 23-28
MULTI-RESIDENTIAL	= BLOCK 13
MIXED USE	= BLOCK 19
FUTURE INSTITUTIONAL	= BLOCK 22
PARKLAND	= BLOCKS 16, 17, 21
EXISTING GAS EASEMENT	= BLOCKS 14
EXISTING HYDRO CORRIDOR	= BLOCK 18
STORMWATER MANAGEMENT FACILITY	= BLOCK 20

### AREAS

ATTACHED RESIDENTIAL	= 7.5 ha (18.8 acres) = 11.4%
DETACHED RESIDENTIAL	= 22.9 ha (56.5 acres) = 34.3%
MULTI-RESIDENTIAL	= 1.0 ha (2.5 acres) = 1.5%
MIXED USE	= 2.1 ha (5.2 acres) = 3.1%
FUTURE INSTITUTIONAL	= 2.8 ha (6.9 acres) = 4.2%
PARKLAND	= 6.7 ha (16.6 acres) = 10.0%
EXISTING GAS EASEMENT	= 0.3 ha (0.7 acres) = 0.5%
EXISTING HYDRO CORRIDOR	= 3.1 ha (7.7 acres) = 4.6%
STORMWATER MANAGEMENT FACILITY	= 8.7 ha (21.5 acres) = 13.0%
RIGHT OF WAY	= 11.6 ha (28.7 acres) = 17.4%

TOTAL AREA = 66.8 ha (165.1 acres)

**Draft Plan of Subdivision**  
Part of Lot 1 & 2, Conc. 6; Lot 1-4 (incl.), Part Lot 5, 7, 8, 9 & Lot 10, 12M-353; Part of Part 7, 12R-6478; Part of Part 17, 12R-12033; and Part of Part 2 & 4, 12R-20851

FORMERLY IN THE GEOGRAPHIC TOWNSHIP OF SANDWICH WEST  
NOW IN THE TOWN OF LASALLE  
Scale: 1:6,000

### OWNER'S CERTIFICATE

I CERTIFY THAT:  
I HEREBY CONSENT TO THE FILING OF THIS PLAN FOR DRAFT APPROVAL.  
DATE: NOVEMBER 26, 2019. SIGNED: [Signature]

### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.  
DATE: NOVEMBER 26, 2019. SIGNED: [Signature]

### ADDITIONAL INFORMATION REQUIRED UNDER S. 51(17) OF THE PLANNING ACT

- (a) SHOWN ON PLAN
- (b) SHOWN ON PLAN
- (c) SHOWN ON PLAN
- (d) RESIDENTIAL
- (e) SHOWN ON PLAN
- (f) SHOWN ON PLAN
- (g) SHOWN ON PLAN
- (h) PIPED WATER TO BE INSTALLED BY DEVELOPER
- (i) BROOKSTON CLAY
- (j) SHOWN ON PLAN
- (k) SANITARY & STORM SEWERS TO BE INSTALLED BY DEVELOPER
- (l) SHOWN ON PLAN

**DILLON CONSULTING**  
NOVEMBER 25, 2019  
Project No. 16-3967  
AMENDED 37-T-19001

**Larry Silani**

---

**From:** Tanner, Karl <ktanner@dillon.ca>  
**Sent:** June 25, 2020 8:35 AM  
**To:** Larry Silani; Allen Burgess  
**Cc:** Laura Fanelli; 163967; Lucas Arnold; Kyle Edmunds; Rebecca Belanger; Debbie Tanason  
**Subject:** 37T-19001 - Sterling Lakes - Supporting Letter - Additional Information related to Class 4 designation  
**Attachments:** Sterling Lakes - Response for ZBA and Development Agreement & Propower Reasons for Appeal - Council Letter - June 25 2020.pdf

Larry and Allen

Please find attached Lucas' letter related to the Class 4 designation for a portion of the Sterling Lakes Subdivision. You will note that we are recommending Type E and Type F warning clauses for stationary noise sources, they are:

**Type E: (see Section C7.6)**

"Purchasers/tenants are advised that due to the proximity of the adjacent industry (facility) (utility), noise from the industry (facility) (utility) may at times be audible."

**C8.3 Class 4 Area Notification**

**Type F: (see Section B9.2 and Section C4.4.2)**

"Purchasers/tenants are advised that sound levels due to the adjacent industry (facility) (utility) 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."

Any questions, feel free to give me a call.  
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](mailto:KTanner@dillon.ca)  
[www.dillon.ca](http://www.dillon.ca)

*Please consider the environment before printing this email*

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





File No.: 16-3967

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

Attention: Mr. Larry Silani, MCIP RPP  
Director, Development & Strategic Initiatives

***37-T-19001 – Sterling Lakes Subdivision  
Additional Information related to Class 4 Designation under NPC-300 Guidelines &  
Response to Propower Mfg. Inc. & 2442760 Ontario Limited appeal of the Sterling  
lakes Subdivision***

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

Dear Larry:

On behalf of our client, Sterling Lakes Limited Partnership, we are writing this letter at the Town of LaSalle's (Town) request and in response to the Propower Mfg. Inc. & 2442760 Ontario Limited (Propower), appeal of the Sterling Lakes Plan of Subdivision approval. This letter should be read in conjunction with the other correspondence provided as part of the above noted file. We continue to work with our client and the Town to address the concerns raised by Propower related to noise and zoning matters.

**Class 4 Designation** - We understand that the request for a Class 4 designation under the NPC-300 Guidelines for a portion of the Sterling Lakes Subdivision and lands outside of the subdivision (300m from the Propower property line) will be considered by Council at their meeting of July 14, 2020. We remain supportive of the request and encourage Council to approve the designation. This decision of Council should ameliorate concerns of Propower by providing greater flexibility related to the operations thereby protecting employment lands (Propower) from sensitive land uses (Sterling Lakes). While not required, we are supportive in the construction of an earthen berm along the perimeter of the Sterling Lakes lands (outside of the subdivision but adjacent to the Propower property line) for aesthetics and some potential noise reduction at ground level from truck operations on the Sterling Lakes property.

**Warning Clauses** – Our position has not changed related the appropriate warning clauses to be registered on title for those Sterling Lakes lots/dwellings within 300m of the Sterling Lakes property line. We recommend that a Type E warning clause, per NPC-300 is appropriate. Warning clause statements related to other emission, and the excerpt from the MECP's transportation related warning clauses ("may occasionally interfere with some activities of the dwelling occupants") are not appropriate.

Dillon Consulting  
Limited

Additionally, if the portion (300m from the Propower property line) of the Sterling Lakes Subdivision is granted a Class 4 Designation, a Type F warning clause per NPC-300 is recommended.

**Zoning By-law and Permitted Uses** – We understand that Council will be considering a Zoning By-law Amendment changing lands outside of the Plan of Subdivision to a site specific Neighbourhood Commercial zoning category to the east of D'Amore Drive. These lands are owned by Sterling Lakes but outside of the Plan of Subdivision. We are supportive in the removal of sensitive land uses from the list of permitted uses. To provide Council with additional comfort, this is being suggested regardless of the NPC-300 guidelines that stationary noise impacts (Propower) on sensitive commercial spaces can be controlled/mitigated with inoperable windows - In these cases, the inoperable windows would not be considered as points of reception and would not be subject to the sound level limits outlined in NPC-300.

**Class 4 Designation on other lands** – There has been a request to apply the Class 4 designation to lands other than those owned by Sterling Lakes which are currently developed (Head D'Amore Subdivision). As per NPC-300 (A5 Definitions - Class 4 area), areas with existing noise sensitive land use(s) cannot be classified as Class 4 areas.

We trust this letter will add to the body of material prepared for the Sterling Lakes Draft Plan of Subdivision and Zoning Bylaw Amendment approval. Should you have any questions, please feel free to contact the undersigned at your convenience.

Sincerely,

**DILLON CONSULTING LIMITED**



Lucas Arnold, P.Eng.  
Associate

cc: Laura Fanelli – Sterling Lakes LP  
Karl Tanner – Dillon Consulting Limited







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

**To:** Mayor and Members of Council

**Prepared by:** Erin Vallee, Executive Assistant to the Director of Council Services/Clerk

**Department:** Council Services

**Date of Report:** June 29, 2020

**Report Number:** CL-14-2020

**Subject:** Council Member Attendance at Meetings – Q2 April to June, 2020

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### **Recommendation**

That the report of the Executive Assistant to the Director of Council Services/Clerk dated June 26, 2020 (CL-14-2020) regarding Council Member attendance at Council and Committee meetings for the period of April to June, 2020 (Quarter 2) BE RECEIVED.

### **Report**

Attached for informational purposes are the Council Member meeting attendance records for Quarter 2 (Q2).

Electronic meetings utilizing video conferencing technology have been occurring since Quarter 1. This is in compliance with provincial and federal regulations limiting the size of gatherings in response to the 2019 Novel Coronavirus (COVID-19) pandemic, and the Town's procedural By-law 6647. For the safety of residents, Administration, and Council, Committee and Council meetings will continue to take place via video conferencing technology.

Due to the ongoing impacts of the pandemic on the Town's services, some Committee meetings have been cancelled during Q2. As Town services continue to resume, additional Committee meetings will be scheduled at the Call of the Chair.

### **Consultations**

Not applicable.

### **Financial Implications**

Not applicable.

**Prepared By:**

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

EA to the Director of  
Council Services/Clerk

Erin Vallee



## Link to Strategic Goals

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

## Communications

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

## Notifications

Name	Address	Email

**Report Approval Details**

Document Title:	Q2 Council Member Attendance at Meetings.docx
Attachments:	- 2020 Q2 Council Attendance Record.pdf
Final Approval Date:	Jun 29, 2020

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



Human Resources Manager

Rick Hyra



Chief Administrative Officer

Joe Milicia

## 2020 QUARTER 2 COUNCIL ATTENDANCE RECORD

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### STRATEGIC PLANING - PROMOTION & COMMUNICATION COMMITTEE

MEETING DATE	MIKE AKPATA	SUE DESJARLAIS	JEFF RENAUD
No meeting scheduled			

### STRATEGIC PLANING - ENVIRONMENTAL COMMITTEE

MEETING DATE	SUE DESJARLAIS	MARK CARRICK	ANITA RICCIO-SPAGNUOLO
No meeting scheduled			

### STRATEGIC PLANING - EXPANDING ASSESSMENT COMMITTEE

MEETING DATE	CRYSTAL MELOCHE	MIKE AKPATA	ANITA RICCIO-SPAGNUOLO
No meeting scheduled			

### STRATEGIC PLANING - HR & FINANCIAL COMMITTEE

MEETING DATE	MARC BONDY	CRYSTAL MELOCHE	JEFF RENAUD
No meeting scheduled			

## 2020 QUARTER 2 COUNCIL ATTENDANCE RECORD

---

### REGULAR COUNCIL MEETING

MEETING DATE	MARC BONDY	CRYSTAL MELOCHE	MIKE AKPATA	MARK CARRICK	SUE DESJARLAIS	JEFF RENAUD	ANITA RICCIO-SPAGNUOLO
April 14	Yes	Yes	Yes	Yes	Yes	Yes	Yes
April 28	Yes	Yes	Yes	Yes	Yes	Yes	Yes
May 12	Yes	Yes	Yes	Yes	Yes	Yes	Yes
May 26	Yes	Yes	Yes	Yes	Yes	Yes	Yes
June 9	Yes	Yes	Yes	Yes	Yes	Yes	Yes
June 23	Meeting cancelled						

### WATER & WASTEWATER COMMITTEE

MEETING DATE	MARC BONDY	CRYSTAL MELOCHE	MIKE AKPATA	MARK CARRICK	SUE DESJARLAIS	JEFF RENAUD	ANITA RICCIO-SPAGNUOLO
May 26	Meeting cancelled						

### PERSONNEL COMMITTEE

MEETING DATE	MARC BONDY	CRYSTAL MELOCHE	JEFF RENAUD
June 18	Yes	Yes	Yes

## 2020 QUARTER 2 COUNCIL ATTENDANCE RECORD

---

### ACCESSIBILITY COMMITTEE

MEETING DATE	SUE DESJARLAIS	MARK CARRICK	ANITA RICCIO - SPAGNUOLO
April 7	Meeting cancelled		
June 2	Meeting cancelled		

### PARKS, RECREATION AND EVENTS COMMITTEE

MEETING DATE	MIKE AKPATA	SUE DESJARLAIS	JEFF RENAUD
April 16	Meeting cancelled		
May 21	Meeting cancelled		
May 28	Yes	Yes	Yes
June 11	Meeting cancelled		

### FIRE COMMITTEE

MEETING DATE	MARC BONDY	MARK CARRICK	JEFF RENAUD
May 21	Meeting cancelled		

### POLICE SERVICES BOARD COMMITTEE

MEETING DATE	MARC BONDY	CRYSTAL MELOCHE
April 20	Meeting cancelled	
May	No meeting scheduled	
June 22	Yes	Yes

## 2020 QUARTER 2 COUNCIL ATTENDANCE RECORD

---

### PLANNING ADVISORY COMMITTEE

MEETING DATE	CRYSTAL MELOCHE	MIKE AKPATA	ANITA RICCIO-SPAGNUOLO
April 21	Meeting cancelled		
June 16	Meeting cancelled		

### BY-LAW COMPLIANCE COMMITTEE

MEETING DATE	CRYSTAL MELOCHE	MIKE AKPATA	ANITA RICCIO-SPAGNUOLO
April 21	Meeting cancelled		
June 16	Meeting cancelled		



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

**To:** Mayor and Members of Council  
**Prepared by:** Chantelle Anson, Supervisor of Accounting  
**Department:** Finance  
**Date of Report:** June 25, 2020  
**Report Number:** FIN-13-2020  
**Subject:** May 2020 Financial Statement and Financial Reports

---

### **Recommendation**

That the report of the Supervisor of Accounting dated June 25, 2020 (FIN-13-2020) regarding the May 2020 Financial Statement and Financial Reports BE RECEIVED.

### **Report**

Please refer to the attached May 2020 Financial Statement and Financial Reports.

### **Consultations**

Not applicable.

### **Financial Implications**

Not applicable.

### **Prepared By:**

Supervisor of Accounting

Chantelle Anson

## Link to Strategic Goals

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

## Communications

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

## Notifications

Name	Address	Email



### Report Approval Details

Document Title:	FIN-13-2020.docx
Attachments:	- FIN-13-2020 Appendix A-May 2020 Financial Statements and Financial Reports.pdf
Final Approval Date:	Jun 25, 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**  
**May 31, 2020**

Page 1

	<b>2020 Budget</b>	<b>2020 YTD Actual 31-May</b>	<b>\$ Variance Budget to Actual</b>	<b>2020 % Budget to Actual</b>	<b>2019 Budget</b>	<b>2019 YTD Actual 31-May</b>	<b>2019 % Budget to Actual</b>	<b>2019 YTD Actual 31-Dec</b>
<b>Revenues</b>								
General Levy	(36,705,800)	(30,270,166)	6,435,634	82.5%	(34,404,200)	(28,341,804)	82.4%	(34,550,670)
Supplementary Levy	(455,000)	(7,441)	447,559	1.6%	(195,000)	0	0.0%	(605,712)
Payments in Lieu of Taxes-General	(40,200)	0	40,200	0.0%	(40,200)	0	0.0%	(40,256)
Payments in Lieu of Taxes-Supplementary	0	0	0	100.0%	0	0	100.0%	1,720
Local Improvements	(13,600)	0	13,600	0.0%	(16,100)	0	0.0%	(16,046)
Other Revenues	(4,216,900)	(479,987)	3,736,913	11.4%	(3,779,400)	(1,153,204)	30.5%	(6,163,615)
<b>Revenues</b>	<b>(41,431,500)</b>	<b>(30,757,594)</b>	<b>10,673,906</b>	<b>74.2%</b>	<b>(38,434,900)</b>	<b>(29,495,008)</b>	<b>76.7%</b>	<b>(41,374,580)</b>

**Expenditures**

**Mayor & Council**

Wages/Benefits	340,200	138,961	(201,239)	40.9%	299,200	140,030	46.8%	311,349
Administrative Expenses	38,500	6,019	(32,481)	15.6%	38,500	11,216	29.1%	36,657
Personnel Expenses	40,200	7,673	(32,527)	19.1%	40,200	9,274	23.1%	14,827
Program Services	26,500	1,126	(25,374)	4.3%	26,500	3,222	12.2%	21,840
Expenditures	445,400	153,780	(291,620)	34.5%	404,400	163,742	40.5%	384,672
Other Revenues	0	(830)	(830)	100.0%	0	(435)	100.0%	(111)
<b>Mayor &amp; Council</b>	<b>445,400</b>	<b>152,950</b>	<b>(292,450)</b>	<b>34.3%</b>	<b>404,400</b>	<b>163,307</b>	<b>40.4%</b>	<b>384,561</b>

**Finance & Administration**

Wages/Benefits	2,112,700	934,889	(1,177,811)	44.3%	1,961,700	843,396	43.0%	2,074,644
Administrative Expenses	205,700	55,381	(150,319)	26.9%	198,100	135,968	68.6%	195,813
Personnel Expenses	57,500	25,321	(32,179)	44.0%	57,500	29,255	50.9%	51,598
Program Services	287,200	53,050	(234,150)	18.5%	272,200	41,006	15.1%	192,623
Expenditures	2,663,100	1,068,640	(1,594,460)	40.1%	2,489,500	1,049,625	42.2%	2,514,678
Contributions from Own Funds	(40,000)	0	40,000	0.0%	(40,000)	0	0.0%	(40,000)
Other Revenues	(902,100)	(347,075)	555,025	38.5%	(857,500)	(352,527)	41.1%	(933,370)
<b>Finance &amp; Administration</b>	<b>1,721,000</b>	<b>721,565</b>	<b>(999,435)</b>	<b>41.9%</b>	<b>1,592,000</b>	<b>697,098</b>	<b>43.8%</b>	<b>1,541,308</b>

**Council Services**

Wages/Benefits	1,014,100	411,149	(602,951)	40.5%	983,400	385,042	39.2%	962,878
Administrative Expenses	22,700	2,122	(20,578)	9.4%	22,100	7,046	31.9%	12,554
Personnel Expenses	49,100	13,682	(35,418)	27.9%	49,100	16,821	34.3%	31,031
Program Services	62,300	45,213	(17,087)	72.6%	77,300	15,046	19.5%	73,451
Transfers to Own Funds	0	0	0	100.0%	0	0	100.0%	2,666
Expenditures	1,148,200	472,166	(676,034)	41.1%	1,131,900	423,955	37.5%	1,082,580
Other Revenues	(20,500)	(5,755)	14,745	28.1%	(23,500)	(7,521)	32.0%	(24,332)
<b>Council Services</b>	<b>1,127,700</b>	<b>466,410</b>	<b>(661,290)</b>	<b>41.4%</b>	<b>1,108,400</b>	<b>416,434</b>	<b>37.6%</b>	<b>1,058,248</b>

**Financial Services**

Wages/Benefits	75,000	0	(75,000)	0.0%	147,600	0	0.0%	0
Long Term Debt Capital Financing	1,964,200	982,087	(982,113)	50.0%	1,964,200	982,087	50.0%	1,964,174
Long Term Debt Charges	13,600	0	(13,600)	0.0%	16,100	0	0.0%	16,046
Program Services	305,000	19,168	(285,832)	0.0%	255,000	10,271	0.0%	36,585
Transfers to Own Funds	11,123,700	(13,305)	(11,137,005)	-0.1%	9,742,100	13,876	0.1%	13,517,280
<b>Financial Services</b>	<b>13,481,500</b>	<b>987,950</b>	<b>(12,493,550)</b>	<b>7.3%</b>	<b>12,125,000</b>	<b>1,006,234</b>	<b>8.3%</b>	<b>15,534,084</b>

**Alley Closing Program**

Program Services	60,000	29,617	(30,383)	49.4%	0	0	100.0%	50,903
Other Revenue	0	(400)	(400)	100.0%	0	0	100.0%	(400)
<b>Alley Closing Program</b>	<b>60,000</b>	<b>29,217</b>	<b>(30,783)</b>	<b>48.7%</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>50,503</b>

**Division of IT (DoIT)**

Wages/Benefits	492,700	202,173	(290,527)	41.0%	484,400	197,701	40.8%	476,189
Administrative Expenses	343,100	160,172	(182,928)	46.7%	303,600	175,426	57.8%	278,179
Personnel Expenses	9,000	1,089	(7,911)	12.1%	9,000	6,296	70.0%	10,775
Transfers to Own Funds	159,100	0	(159,100)	0.0%	156,000	0	0.0%	156,000
<b>Financial Services</b>	<b>1,003,900</b>	<b>363,433</b>	<b>(640,467)</b>	<b>36.2%</b>	<b>953,000</b>	<b>379,423</b>	<b>39.8%</b>	<b>921,143</b>

	2020 Budget	2020 YTD Actual 31-May	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-May	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<b>Fire</b>								
Wages/Benefits	2,515,900	816,082	(1,699,818)	32.4%	2,145,500	754,694	35.2%	2,107,666
Administrative Expenses	64,700	24,437	(40,263)	37.8%	61,100	28,711	47.0%	65,645
Personnel Expenses	141,200	39,197	(102,003)	27.8%	122,600	39,097	31.9%	111,561
Vehicle/Equipment Expenses	130,800	27,830	(102,970)	21.3%	130,200	49,709	38.2%	142,221
Program Services	28,000	11,064	(16,936)	39.5%	25,000	9,180	36.7%	20,962
Transfers to Own Funds	602,400	0	(602,400)	0.0%	608,000	0	0.0%	608,000
Expenditures	3,483,000	918,610	(2,564,390)	26.4%	3,092,400	881,391	28.5%	3,056,055
Other Revenues	(10,000)	(1,260)	8,740	12.6%	(10,000)	(3,853)	38.5%	(9,207)
<b>Fire</b>	<b>3,473,000</b>	<b>917,350</b>	<b>(2,555,650)</b>	<b>26.4%</b>	<b>3,082,400</b>	<b>877,538</b>	<b>28.5%</b>	<b>3,046,848</b>

**Police / Dispatch**

Wages/Benefits	7,142,300	2,829,050	(4,313,250)	39.6%	6,837,200	2,883,607	42.2%	6,982,392
Administrative Expenses	194,300	71,288	(123,012)	36.7%	171,200	79,838	46.6%	184,656
Personnel Expenses	134,400	72,658	(61,742)	54.1%	114,500	108,314	94.6%	188,674
Facility Expenses	153,000	51,192	(101,808)	33.5%	155,000	63,118	40.7%	174,297
Vehicle/Equipment Expenses	134,100	53,248	(80,852)	39.7%	136,100	60,368	44.4%	136,091
Program Services	135,800	36,738	(99,062)	27.1%	137,000	24,719	18.0%	184,721
Transfers to Own Funds	45,000	0	(45,000)	0.0%	80,000	0	0.0%	96,901
Expenditures	7,938,900	3,114,172	(4,824,728)	39.2%	7,631,000	3,219,965	42.2%	7,947,732
Grants	(61,000)	(10,736)	50,264	17.6%	(73,600)	(57,882)	78.6%	(107,909)
Contributions from Own Funds	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(140,000)	(42,980)	97,020	30.7%	(260,500)	(133,844)	51.4%	(342,561)
<b>Police / Dispatch</b>	<b>7,737,900</b>	<b>3,060,456</b>	<b>(4,677,444)</b>	<b>39.6%</b>	<b>7,296,900</b>	<b>3,028,238</b>	<b>41.5%</b>	<b>7,497,261</b>

**Police Services Board**

Wages/Benefits	26,400	11,424	(14,976)	43.3%	26,000	10,898	41.9%	25,358
Administrative Expenses	19,000	193	(18,807)	1.0%	19,100	525	2.8%	12,421
Personnel Expenses	7,900	3,099	(4,801)	39.2%	8,200	2,984	36.4%	2,984
Program Services	1,000	0	(1,000)	0.0%	1,000	0	0.0%	80
Expenditures	54,300	14,716	(39,584)	27.1%	54,300	14,407	26.5%	40,843
Other Revenues	0	0	0	100.0%	0	0	100.0%	0
<b>Police Services Board</b>	<b>54,300</b>	<b>14,716</b>	<b>(39,584)</b>	<b>27.1%</b>	<b>54,300</b>	<b>14,407</b>	<b>26.5%</b>	<b>40,843</b>

**Conservation Authority**

Program Services	289,000	147,036	(141,964)	50.9%	275,000	137,067	49.8%	274,133
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**Protective Inspection & Control**

Program Services	42,400	8,564	(33,836)	20.2%	41,400	9,063	21.9%	50,877
Other Revenues	(20,000)	(15,774)	4,226	78.9%	(20,000)	(19,326)	96.6%	(21,377)
<b>Protective Inspection &amp; Control</b>	<b>22,400</b>	<b>(7,210)</b>	<b>(29,610)</b>	<b>-32.2%</b>	<b>21,400</b>	<b>(10,263)</b>	<b>-48.0%</b>	<b>29,500</b>

**Emergency Measures**

Program Services	<b>51,000</b>	<b>128,469</b>	<b>77,469</b>	<b>251.9%</b>	<b>31,000</b>	<b>18,109</b>	<b>58.4%</b>	<b>137,986</b>
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**Public Works Summary**

Wages/Benefits	6,431,000	2,199,529	(4,231,471)	34.2%	6,207,500	2,289,483	36.9%	5,965,982
Long Term Debt	412,000	205,977	(206,023)	50.0%	412,000	205,977	50.0%	411,953
Administrative Expenses	387,100	7,294	(379,806)	1.9%	366,800	328,954	89.7%	361,609
Personnel Expenses	135,000	27,596	(107,404)	20.4%	128,000	68,101	53.2%	133,921
Facility Expenses	1,986,900	497,026	(1,489,874)	25.0%	1,935,900	584,030	30.2%	1,733,156
Vehicle/Equipment Expenses	708,000	217,946	(490,054)	30.8%	652,900	258,982	39.7%	742,081
Program Services	6,453,100	1,501,664	(4,951,436)	23.3%	6,160,300	1,853,624	30.1%	5,984,851
Transfers to Own Funds	3,378,300	9,039	(3,369,261)	0.3%	3,116,900	9,217	0.3%	3,355,607
Expenditures	19,891,400	4,666,071	(15,225,329)	23.5%	18,980,300	5,598,367	29.5%	18,689,160
Contributions from Own Funds	(412,000)	(205,977)	206,023	50.0%	(412,000)	(205,977)	50.0%	(411,953)
Other Revenues	(10,945,700)	(2,811,642)	8,134,058	25.7%	(10,390,700)	(2,651,231)	25.5%	(10,625,166)
<b>Public Works Summary</b>	<b>8,533,700</b>	<b>1,648,453</b>	<b>(6,885,247)</b>	<b>19.3%</b>	<b>8,177,600</b>	<b>2,741,159</b>	<b>33.5%</b>	<b>7,652,041</b>

	2020 Budget	2020 YTD Actual 31-May	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-May	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<b>Public Works Corporate</b>								
Wages/Benefits	1,210,600	484,373	(726,227)	40.0%	1,149,100	453,759	39.5%	1,100,319
Administrative Expenses	387,100	7,294	(379,806)	1.9%	366,800	328,954	89.7%	361,609
Personnel Expenses	135,000	27,596	(107,404)	20.4%	128,000	68,101	53.2%	133,921
Expenditures	1,732,700	519,263	(1,213,437)	0.0%	1,643,900	850,814	0.0%	1,595,849
Other Revenues	(1,032,200)	(420,396)	611,804	40.7%	(1,013,200)	(415,533)	41.0%	(1,005,838)
<b>Public Works Corporate</b>	<b>700,500</b>	<b>98,867</b>	<b>(601,633)</b>	<b>14.1%</b>	<b>630,700</b>	<b>435,282</b>	<b>69.0%</b>	<b>590,012</b>

<b>Roads/Drainage</b>								
Wages/Benefits	673,600	337,759	(335,841)	50.1%	644,600	312,865	48.5%	809,197
Vehicle/Equipment Expenses	34,000	2,465	(31,535)	7.3%	34,000	6,266	18.4%	20,598
Program Services	636,800	77,743	(559,057)	12.2%	611,800	116,852	19.1%	427,072
Expenditures	1,344,400	417,968	(926,432)	31.1%	1,290,400	435,983	33.8%	1,256,866
Other Revenues	0	(3,965)	(3,965)	100.0%	0	(3,546)	0.0%	(16,071)
<b>Roads/Drainage</b>	<b>1,344,400</b>	<b>414,003</b>	<b>(930,397)</b>	<b>30.8%</b>	<b>1,290,400</b>	<b>432,437</b>	<b>33.5%</b>	<b>1,240,795</b>

<b>Drainage</b>								
Wages/Benefits	441,600	114,001	(327,599)	25.8%	434,100	162,160	37.4%	381,568
Expenditures	441,600	114,001	(327,599)	25.8%	434,100	162,160	37.4%	381,568
<b>Drainage</b>	<b>441,600</b>	<b>114,001</b>	<b>(327,599)</b>	<b>25.8%</b>	<b>434,100</b>	<b>162,160</b>	<b>37.4%</b>	<b>381,568</b>

<b>Storm Sewers</b>								
Wages/Benefits	120,000	38,397	(81,603)	32.0%	118,000	40,697	34.5%	106,572
Program Services	20,000	5,983	(14,017)	29.9%	20,000	8,029	40.1%	14,482
Expenditures	140,000	44,380	(95,620)	31.7%	138,000	48,726	35.3%	121,054
<b>Storm Sewers</b>	<b>140,000</b>	<b>44,380</b>	<b>(95,620)</b>	<b>31.7%</b>	<b>138,000</b>	<b>48,726</b>	<b>35.3%</b>	<b>121,054</b>

<b>Facilities &amp; Fleet</b>								
Wages/Benefits	1,691,200	573,566	(1,117,634)	33.9%	1,647,900	626,527	38.0%	1,603,542
Facility Expenses	1,986,900	497,026	(1,489,874)	25.0%	1,935,900	584,030	30.2%	1,733,156
Vehicle/Equipment Expenses	630,500	211,042	(419,458)	33.5%	575,400	248,959	43.3%	689,701
Transfer to Own Funds	223,700	9,039	(214,661)	4.0%	223,700	9,217	4.1%	245,607
Expenditures	4,532,300	1,290,673	(3,241,627)	28.5%	4,382,900	1,468,733	33.5%	4,272,007
Other Revenues	(50,000)	(10,030)	39,970	20.1%	(50,000)	(9,951)	19.9%	(58,540)
<b>Facilities &amp; Fleet</b>	<b>4,482,300</b>	<b>1,280,643</b>	<b>(3,201,657)</b>	<b>28.6%</b>	<b>4,332,900</b>	<b>1,458,781</b>	<b>33.7%</b>	<b>4,213,467</b>

<b>Parks</b>								
Wages/Benefits	946,200	205,933	(740,267)	21.8%	914,300	229,615	25.1%	775,210
Vehicle/Equipment Expenses	15,500	432	(15,068)	2.8%	15,500	443	2.9%	11,927
Program Services	501,200	46,862	(454,338)	9.4%	459,700	63,978	13.9%	371,907
Expenditures	1,462,900	253,228	(1,209,672)	17.3%	1,389,500	294,035	21.2%	1,159,044
Other Revenues	(38,000)	0	38,000	0.0%	(38,000)	(30,649)	80.7%	(50,082)
<b>Parks</b>	<b>1,424,900</b>	<b>253,228</b>	<b>(1,171,672)</b>	<b>17.8%</b>	<b>1,351,500</b>	<b>263,387</b>	<b>19.5%</b>	<b>1,108,961</b>

<b>Water</b>								
Wages/Benefits	1,043,100	332,242	(710,858)	31.9%	1,009,300	349,110	34.6%	890,115
Vehicle/Equipment Expenses	20,000	2,941	(17,059)	14.7%	20,000	2,321	11.6%	12,651
Program Services	3,117,000	914,567	(2,202,433)	29.3%	2,952,900	941,759	31.9%	3,062,426
Transfers to Own Funds	1,681,900	0	(1,681,900)	0.0%	1,574,800	0	0.0%	1,730,000
Expenditures	5,862,000	1,249,749	(4,612,251)	21.3%	5,557,000	1,293,189	23.3%	5,695,191
Consumption/Base Rate Revenues	(5,746,000)	(1,315,968)	4,430,032	22.9%	(5,441,000)	(1,198,607)	22.0%	(5,537,239)
Other Revenues	(116,000)	(51,946)	64,054	44.8%	(116,000)	(60,347)	52.0%	(158,407)
<b>Water</b>	<b>0</b>	<b>(118,165)</b>	<b>(118,165)</b>	<b>100.0%</b>	<b>0</b>	<b>34,235</b>	<b>100.0%</b>	<b>(454)</b>

<b>Wastewater</b>								
Wages/Benefits	304,700	113,257	(191,443)	37.2%	290,200	114,750	39.5%	299,458
Long Term Debt Charges	412,000	205,977	(206,023)	50.0%	412,000	205,977	50.0%	411,953
Vehicle/Equipment Expenses	8,000	1,065	(6,935)	13.3%	8,000	993	12.4%	7,204
Program Services	2,178,100	456,510	(1,721,590)	21.0%	2,115,900	723,006	34.2%	2,108,965
Transfers to Own Funds	1,472,700	0	(1,472,700)	0.0%	1,318,400	0	0.0%	1,380,000
Expenditures	4,375,500	776,809	(3,598,691)	17.8%	4,144,500	1,044,726	25.2%	4,207,581
Contributions from Own Funds	(412,000)	(205,977)	206,023	50.0%	(412,000)	(205,977)	50.0%	(411,953)
Consumption/Base Rate Revenues	(3,944,000)	(991,362)	2,952,638	25.1%	(3,713,000)	(918,605)	24.7%	(3,767,591)
Other Revenues	(19,500)	(17,974)	1,526	92.2%	(19,500)	(13,993)	71.8%	(31,398)
<b>Wastewater</b>	<b>0</b>	<b>(438,504)</b>	<b>(438,504)</b>	<b>100.0%</b>	<b>0</b>	<b>(93,849)</b>	<b>100.0%</b>	<b>(3,362)</b>

	2020 Budget	2020 YTD Actual 31-May	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-May	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<b><u>Winter Control</u></b>								
Program Services	200,000	264,764	64,764	132.4%	200,000	316,207	158.1%	212,262
<b><u>Traffic Control</u></b>								
Program Services	67,000	13,317	(53,683)	19.9%	72,000	17,925	24.9%	69,524
<b><u>Handi-Transit</u></b>								
Program Services	45,000	12,305	(32,695)	27.3%	55,000	13,745	25.0%	42,823
<b><u>LaSalle Transit</u></b>								
Program Services	496,200	80,818	(415,382)	16.3%	480,200	157,589	32.8%	471,347
Transfers to Own Funds	0	0	0	100.0%	0	0	100.0%	0
Expenditures	496,200	80,818	(415,382)	16.3%	480,200	157,589	32.8%	471,347
Contributions from Own Funds	(251,000)	0	251,000	0.0%	(251,000)	0	0.0%	(251,000)
Other Revenues	(64,500)	(13,247)	51,253	20.5%	(64,500)	(15,216)	23.6%	(53,794)
LaSalle Transit	180,700	67,571	(113,129)	37.4%	164,700	142,372	86.4%	166,553
<b><u>Street Lighting</u></b>								
Program Services	260,000	80,839	(179,161)	31.1%	260,000	85,145	32.8%	241,999
<b><u>Crossing Guards</u></b>								
Wages/Benefits	96,800	24,170	(72,630)	25.0%	87,800	39,559	45.1%	87,575
Administrative Expenses	800	0	(800)	0.0%	700	751	107.2%	751
Program Services	1,000	173	(827)	17.3%	1,000	423	42.3%	3,641
Crossing Guards	98,600	24,343	(74,257)	24.7%	89,500	40,733	45.5%	91,967
<b><u>Garbage Collection</u></b>								
Program Services	663,000	330,992	(332,008)	49.9%	646,000	266,124	41.2%	646,115
<b><u>Garbage Disposal</u></b>								
Program Services	1,012,000	317,610	(694,390)	31.4%	970,000	293,347	30.2%	984,973
<b><u>Culture &amp; Recreation Summary</u></b>								
Wages/Benefits	2,222,600	601,193	(1,621,407)	27.1%	2,190,700	712,250	32.5%	2,032,669
Administrative Expenses	54,200	4,245	(49,955)	7.8%	51,700	39,260	75.9%	56,022
Personnel Expenses	36,100	10,578	(25,522)	29.3%	36,100	11,790	32.7%	39,158
Vehicle/Equipment Expenses	7,500	2,981	(4,519)	39.7%	7,500	1,496	20.0%	11,430
Program Services	298,600	79,941	(218,659)	26.8%	296,100	90,254	30.5%	519,848
Transfers to Own Funds	215,000	6,938	(208,063)	3.2%	215,000	12,936	6.0%	208,381
Expenditures	2,834,000	705,875	(2,128,125)	24.9%	2,797,100	867,987	31.0%	2,867,509
Contributions from Own Funds	0	0	0	100.0%	0	0	100.0%	(60,000)
Grants	0	0	0	100.0%	0	0	100.0%	(70,000)
Other Revenues	(2,543,200)	(591,041)	1,952,159	23.2%	(2,545,800)	(1,041,759)	40.9%	(2,635,120)
Culture & Recreation Summary	290,800	114,834	(175,966)	39.5%	251,300	(173,772)	-69.2%	102,389
<b><u>Culture &amp; Recreation Corporate</u></b>								
Wages/Benefits	1,072,100	350,664	(721,436)	32.7%	1,082,200	351,162	32.5%	929,731
Administrative Expenses	54,200	4,245	(49,955)	7.8%	51,700	39,260	75.9%	56,022
Personnel Expenses	36,100	10,578	(25,522)	29.3%	36,100	11,790	32.7%	39,158
Vehicle/Program Expenses	7,500	2,981	(4,519)	39.7%	7,500	154	2.1%	10,087
Program Services	69,200	9,019	(60,181)	13.0%	64,200	15,770	24.6%	66,180
Transfers to Own Funds	175,000	6,938	(168,063)	4.0%	175,000	12,936	7.4%	168,381
Expenditures	1,414,100	384,425	(1,029,675)	27.2%	1,416,700	431,072	30.4%	1,269,560
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(84,900)	(12,436)	72,464	14.7%	(84,900)	(23,192)	27.3%	(84,698)
Culture & Recreation Corporate	1,329,200	371,989	(957,211)	28.0%	1,331,800	407,880	30.6%	1,184,862

	2020 Budget	2020 YTD Actual 31-May	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-May	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<b><u>Culture &amp; Recreation Community Programs</u></b>								
Wages/Benefits	312,000	46,053	(265,947)	14.8%	308,100	57,497	18.7%	288,542
Program Services	40,900	2,273	(38,627)	5.6%	33,400	6,617	19.8%	50,786
Expenditures	352,900	48,326	(304,574)	13.7%	341,500	64,114	18.8%	339,328
Other Revenues	(422,500)	(30,657)	391,843	7.3%	(422,500)	(64,105)	15.2%	(396,885)
<b>Culture &amp; Recreation Community Programs</b>	<b>(69,600)</b>	<b>17,669</b>	<b>87,269</b>	<b>-25.4%</b>	<b>(81,000)</b>	<b>9</b>	<b>0.0%</b>	<b>(57,557)</b>
<b><u>Culture &amp; Recreation Culture &amp; Events</u></b>								
Program Services	50,000	24,175	(25,825)	48.4%	50,000	19,336	38.7%	266,157
Grants	0	0	0	100.0%	0	0	100.0%	(70,000)
Contribution from Own Funds	0	0	0	100.0%	0	0	100.0%	(60,000)
Other Revenues	(15,000)	(677)	14,323	4.5%	(15,000)	(31,463)	209.8%	(90,979)
<b>Culture &amp; Recreation Culture &amp; Events</b>	<b>35,000</b>	<b>23,498</b>	<b>(11,502)</b>	<b>67.1%</b>	<b>35,000</b>	<b>(12,128)</b>	<b>-34.7%</b>	<b>45,178</b>
<b><u>Culture &amp; Recreation Hospitality</u></b>								
Wages/Benefits	93,700	17,212	(76,488)	18.4%	101,700	31,667	31.1%	77,633
Program Services	83,500	34,368	(49,132)	41.2%	93,500	42,093	45.0%	85,660
Expenditures	177,200	51,580	(125,620)	29.1%	195,200	73,760	37.8%	163,293
Other Revenues	(226,000)	(67,033)	158,967	29.7%	(244,000)	(79,735)	32.7%	(217,140)
<b>Culture &amp; Recreation Hospitality</b>	<b>(48,800)</b>	<b>(15,453)</b>	<b>33,347</b>	<b>31.7%</b>	<b>(48,800)</b>	<b>(5,976)</b>	<b>12.3%</b>	<b>(53,847)</b>
<b><u>VRC Arenas</u></b>								
Other Revenues	(833,300)	(244,226)	589,074	29.3%	(810,800)	(371,544)	45.8%	(872,152)
<b>VRC Arenas</b>	<b>(833,300)</b>	<b>(244,226)</b>	<b>589,074</b>	<b>29.3%</b>	<b>(810,800)</b>	<b>(371,544)</b>	<b>45.8%</b>	<b>(872,152)</b>
<b><u>VRC Aquatic Centre</u></b>								
Wages/Benefits	512,300	130,308	(381,992)	25.4%	471,600	194,148	41.2%	490,450
Vehicle/Equipment Expenses	0	0	0	100.0%	0	1,342	100.0%	1,342
Program Services	50,000	9,515	(40,485)	19.0%	50,000	3,708	7.4%	45,395
Expenditures	562,300	139,822	(422,478)	24.9%	521,600	199,199	38.2%	537,187
Other Revenues	(578,000)	(148,039)	429,961	25.6%	(585,000)	(306,295)	52.4%	(589,154)
<b>VRC Aquatic Centre</b>	<b>(15,700)</b>	<b>(8,217)</b>	<b>7,483</b>	<b>52.3%</b>	<b>(63,400)</b>	<b>(107,096)</b>	<b>168.9%</b>	<b>(51,967)</b>
<b><u>VRC Fitness Centre</u></b>								
Wages/Benefits	192,300	56,957	(135,343)	29.6%	189,700	77,777	41.0%	201,957
Program Services	5,000	591	(4,409)	11.8%	5,000	2,730	54.6%	5,671
Transfers to Own Funds	40,000	0	(40,000)	0.0%	40,000	0	0.0%	40,000
Expenditures	237,300	57,547	(179,753)	24.3%	234,700	80,507	34.3%	247,628
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(343,300)	(87,974)	255,326	25.6%	(343,400)	(165,291)	48.1%	(356,790)
Revenues	(343,300)	(87,974)	255,326	25.6%	(343,400)	(165,291)	48.1%	(356,790)
<b>VRC Fitness Centre</b>	<b>(106,000)</b>	<b>(30,427)</b>	<b>75,573</b>	<b>28.7%</b>	<b>(108,700)</b>	<b>(84,785)</b>	<b>78.0%</b>	<b>(109,162)</b>
<b><u>LaSalle Outdoor Pool</u></b>								
Wages/Benefits	40,200	0	(40,200)	0.0%	37,400	0	0.0%	44,356
Program Services	0	0	0	100.0%	0	0	100.0%	0
Expenditures	40,200	0	(40,200)	0.0%	37,400	0	0.0%	44,356
Other Revenues	(40,200)	0	40,200	0.0%	(40,200)	(133)	0.3%	(27,323)
<b>LaSalle Outdoor Pool</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>(2,800)</b>	<b>(133)</b>	<b>4.8%</b>	<b>17,032</b>
<b><u>Development &amp; Strategic Initiatives</u></b>								
Wages/Benefits	573,200	242,979	(330,221)	42.4%	564,600	237,376	42.0%	560,689
Administrative Expenses	20,300	1,803	(18,497)	8.9%	20,300	8,659	42.7%	21,182
Personnel Expenses	11,200	2,875	(8,325)	25.7%	9,200	6,347	69.0%	10,076
Program Services	23,400	(67)	(23,467)	-0.3%	23,400	2,174	9.3%	14,504
Transfers to Own Funds	38,000	0	(38,000)	0.0%	38,000	0	0.0%	38,000
Expenditures	666,100	247,590	(418,510)	37.2%	655,500	254,555	38.8%	644,451
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(52,500)	(21,400)	31,100	40.8%	(50,500)	(23,850)	47.2%	(93,200)
<b>Development &amp; Strategic Initiatives</b>	<b>613,600</b>	<b>226,190</b>	<b>(387,410)</b>	<b>36.9%</b>	<b>605,000</b>	<b>230,705</b>	<b>38.1%</b>	<b>551,251</b>

**TOWN OF LASALLE  
FINANCIAL STATEMENT  
May 31, 2020**

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	<b>2020 Budget</b>	<b>2020 YTD Actual 31-May</b>	<b>\$ Variance Budget to Actual</b>	<b>2020 % Budget to Actual</b>	<b>2019 Budget</b>	<b>2019 YTD Actual 31-May</b>	<b>2019 % Budget to Actual</b>	<b>2019 YTD Actual 31-Dec</b>
<b><u>Building Division</u></b>								
Wages/Benefits	464,700	126,269	(338,431)	27.2%	452,300	80,228	17.7%	245,741
Administrative Expenses	4,600	1,276	(3,324)	27.8%	4,600	1,281	27.8%	3,260
Personnel Expenses	14,300	4,105	(10,195)	28.7%	10,700	1,606	15.0%	9,038
Program Services	183,300	119,635	(63,665)	65.3%	180,000	130,797	72.7%	355,317
Transfers to Own Funds	0	108,495	108,495	100.0%	0	215,366	100.0%	283,238
Expenditures	666,900	359,781	(307,119)	54.0%	647,600	429,277	66.3%	896,594
Contributions from Own Funds	(49,900)	(44,993)	4,907	90.2%	(80,600)	0	0.0%	0
Other Revenues	(617,000)	(314,788)	302,212	51.0%	(567,000)	(429,277)	75.7%	(896,594)
<b>Building Division</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
 <b>Expenditures</b>	 <b>41,431,500</b>	 <b>10,083,558</b>	 <b>(31,347,942)</b>	 <b>24.3%</b>	 <b>38,434,900</b>	 <b>10,701,280</b>	 <b>27.8%</b>	 <b>41,278,315</b>
 <b>T o t a l</b>	 <b>\$ -</b>	 <b>\$ (20,674,036)</b>	 <b>\$ (20,674,036)</b>	 <b>100.0%</b>	 <b>\$ -</b>	 <b>\$ (18,793,728)</b>	 <b>100.0%</b>	 <b>\$ (96,265)</b>
 <b>General Fund</b>	 <b>\$ -</b>	 <b>\$ (20,117,367)</b>	 <b>\$ (20,117,367)</b>	 <b>100.0%</b>	 <b>\$ -</b>	 <b>\$ (18,734,115)</b>	 <b>100.0%</b>	 <b>\$ (92,449)</b>
<b>Water Fund</b>	<b>\$ -</b>	<b>\$ (118,165)</b>	<b>\$ (118,165)</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 34,235</b>	<b>100.0%</b>	<b>\$ (454)</b>
<b>Wastewater Fund</b>	<b>\$ -</b>	<b>\$ (438,504)</b>	<b>\$ (438,504)</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ (93,849)</b>	<b>100.0%</b>	<b>\$ (3,362)</b>

**TOWN OF LASALLE**  
**CAPITAL FUND ANALYSIS**  
**MAY 31, 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, May 31, 2020
<b>700000 Finance &amp; Admin, Other</b>		<b>\$ (48,783)</b>	<b>\$ 2,635,245</b>	<b>\$ 56,413</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,642,875</b>
20001	Front Road Master Plan	-	-	-	-	-	-	-	-
20002	Annual IT Capital Allocation	-	65,284	9,082	-	-	-	-	74,366
20003	Vollmer Speaker System - Phase B	-	18,023	-	-	-	-	-	18,023
20004	Drone	-	39,893	-	-	-	-	-	39,893
20005	Small Coast Riverfront Experience	-	2,512,044	13,121	-	-	-	-	2,525,165
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	-	-	1,041	-	-	-	-	1,041
99004	Comprehensive Zoning Bylaw	-	-	4,295	-	-	-	-	4,295
99005	Development Charge Study	-	-	4,928	-	-	-	-	4,928
<b>710000 Fire</b>		<b>\$ -</b>	<b>\$ 367,795</b>	<b>\$ 5,292</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 373,086</b>
20100	Command Vehicle	-	-	-	-	-	-	-	-
20101	SCBA	-	-	-	-	-	-	-	-
20102	Mobile Fire Unit Payment	-	-	-	-	-	-	-	-
20103	Fire Minor Capital	-	-	-	-	-	-	-	-
99101	Pumper Truck Replacement	-	367,795	-	-	-	-	-	367,795
99102	Heavy Rescue Tools	-	-	-	-	-	-	-	-
99103	Interior Painting	-	-	-	-	-	-	-	-
99104	Fire Dept Storage	-	-	-	-	-	-	-	-
99105	Radio Communications Study	-	-	5,292	-	-	-	-	5,292
<b>720000 Police</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
20200	Patrol Vehicle Replacement	-	-	-	-	-	-	-	-
<b>730000 Parks</b>		<b>\$ (44,133)</b>	<b>\$ 31,172</b>	<b>\$ 19,769</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,808</b>
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)	-	-	4,787	-	-	-	-	4,787
20306	Skate Board Park Repairs	-	-	14,981	-	-	-	-	14,981
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	-	-	-	-	-	-	-	-
<b>740000 Fleet &amp; Facilities</b>		<b>\$ (40,870)</b>	<b>\$ 252,742</b>	<b>\$ 53,603</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 265,475</b>
20400	Vollmer Interior Improvements	-	24,611	32,009	-	-	-	-	56,620
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**  
**MAY 31, 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, May 31, 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	-	72,974	-	-	-	-	-	72,974
20415	Zamboni	-	-	-	-	-	-	-	-
20416	Light Tower & Generator	-	34,947	-	-	-	-	-	34,947
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	-	-	-	-	-	-	-	-
<b>750000 Roads</b>		<b>\$ 658,335</b>	<b>\$ 111,185</b>	<b>\$ 57,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (21,252)</b>	<b>\$ 805,794</b>
20500	Malden Road Detail Design	-	-	-	-	-	-	-	-
20501	Turkey Creek Bridge-Matchette Rd Detail Design	-	763	-	-	-	-	-	763
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	41,098	2,412	-	-	-	-	491,757
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	-	9,438	-	-	-	-	25,618
99504	Judy Recker Road Improvements	-	69,187	-	-	-	-	-	69,187
99505	2019 Mill & Pave Annual Allocation	-	138	-	-	-	-	-	138
<b>760000 Water/Wastewater</b>		<b>\$ 7,499,236</b>	<b>\$ 852,648</b>	<b>\$ 125,233</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (528,155)</b>	<b>\$ (46,335)</b>	<b>\$ 7,902,628</b>
20600	Heritage Est Stormwater Improvements	3,808,368	567,100	-	-	-	-	-	4,375,467
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	100,302	15,886	-	-	-	-	894,834
99601	Bouffard/Disputed EA/Transportation Study	-	-	-	-	-	-	-	-
99602	Lou Romano Sewage Treatment Capacity	1,807,418	-	-	-	-	-	-	1,807,418
99604	Herb Gray Parkway Drainage Reports	-	-	47,086	-	-	-	(46,335)	751
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	41,222	-	-	-	(528,155)	-	291,743

**TOWN OF LASALLE**  
**CAPITAL FUND ANALYSIS**  
**MAY 31, 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, May 31, 2020
99609	Pumping Stations-Other Maintenance	-	82,187	-	-	-	-	-	82,187
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	-	19,997	-	-	-	-	99,077
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	-	41,489	-	-	-	-	-	41,489
<b>770000 PW Other</b>		<b>\$ (32,832)</b>	<b>\$ -</b>	<b>\$ 125,918</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,085</b>
20700	Pedestrian Safety Annual Allocation	-	-	-	-	-	-	-	-
20701	Shelving Units	-	-	-	-	-	-	-	-
99700	Lasalle Transit Bus Payments	-	-	125,918	-	-	-	-	125,918
99701	Bus Shelters	(32,832)	-	-	-	-	-	-	(32,832)
<b>Grand total</b>		<b>\$ 7,990,953</b>	<b>\$ 4,250,788</b>	<b>\$ 443,752</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (528,155)</b>	<b>\$ (67,587)</b>	<b>\$ 12,089,751</b>

**TOWN OF LASALLE**  
**RESERVES & RESERVE FUNDS SCHEDULE**  
**MAY 31, 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 May 31, 2020
<b>Reserves</b>											
Green Space/Woodlot	421,678	-	-	-	638	-	-	-	-	(947)	421,369
Vehicle & Equipment	5,618,707	9,039	-	-	3,000	-	-	-	-	-	5,630,746
Infrastructure	17,730,690	-	-	-	900	-	-	-	-	-	17,731,590
Special Projects	1,867,218	75,000	-	-	-	-	-	-	-	(28,279)	1,913,938
Tax Stabilization	4,220,659	-	-	-	-	-	-	-	-	-	4,220,659
Working Capital	469,165	-	-	-	54,750	-	-	-	-	(5,250)	518,665
Recreation Complex	1,187,714	6,938	-	-	-	-	-	-	-	-	1,194,652
<b>Reserves</b>	<b>\$ 31,515,831</b>	<b>\$ 90,976</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (34,476)</b>	<b>\$ 31,631,619</b>
<b>Reserve Funds</b>											
Building Activity	107,919	63,502	-	-	-	-	-	-	-	-	171,422
Essex Power Equity	12,331,410	-	-	-	-	-	-	-	-	-	12,331,410
<b>Reserve Funds</b>	<b>\$ 12,439,329</b>	<b>\$ 63,502</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,502,832</b>
<b>Reserves/Reserve Funds</b>	<b>\$ 43,955,160</b>	<b>\$ 154,479</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (34,476)</b>	<b>\$ 44,134,451</b>

**TOWN OF LASALLE**  
**DEFERRED REVENUE FUND SCHEDULE**  
**MAY 31, 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 May 31, 2020
<b>Deferred Revenue</b>											
Sewer Projects	2,912,916	-	-	-	-	17,393	-	-	-	-	2,930,309
Water Projects	6,407,809	-	-	-	-	63,486	-	-	-	-	6,471,294
Water Emergency	1,500,000	-	-	-	-	-	-	-	-	-	1,500,000
Land Development Charges	13,489,720	-	-	-	896,492	136,456	(205,977)	-	-	-	14,316,691
DC Projects (Non-Growth Related)	15,572,953	-	-	-	-	154,978	-	-	-	-	15,727,931
Federal Gas Tax	5,078,388	-	-	-	-	56,377	-	-	-	-	5,134,765
Provincial Gas Tax/Transit	255,398	-	-	-	-	0	-	-	-	(255,378)	20
OCIF-Formula Based	1,200,672	242,073	-	-	-	12,236	-	-	-	-	1,454,981
Deposits From Developers	2,662,350	-	-	-	162,169	26,617	-	-	-	(66,625)	2,784,511
Contributions From Developers	943,630	-	-	-	5,962	8,959	-	-	-	(700)	957,851
Parkland Dedication	439,855	-	-	-	6,750	4,412	-	-	-	-	451,017
<b>Deferred Revenue</b>	<b>\$ 50,463,690</b>	<b>\$ 242,073</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,071,373</b>	<b>\$ 480,914</b>	<b>\$ (205,977)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (322,703)</b>	<b>\$ 51,729,371</b>



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

**To:** Mayor and Members of Council  
**Prepared by:** Dale Langlois, Director of Finance / Treasurer  
**Department:** Finance  
**Date of Report:** July 6, 2020  
**Report Number:** FIN-15-2020  
**Subject:** COVID-19 Financial Impact Update - June

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### **Recommendation**

That the report of the Director of Finance dated July 6, 2020 (FIN-15-2020) regarding COVID-19 Financial Impact Update – June BE RECEIVED.

### **Report**

As Council may recall, at the May 12, 2020 Council meeting a detailed financial report outlining the financial impact of the COVID-19 pandemic as at April 30, 2020 was presented to Council (attached Appendix B). This current report will provide Council with a financial impact update of the COVID-19 pandemic as at June 30, 2020 (details attached in Appendix A).

#### Highlights:

Since the April report indicating a net financial cost to the Town of \$260,500, there has been a \$59,200 decrease in net financial cost totaling \$201,300 at the end of June.

There has been an increase in additional expenses and lost revenue since the April report, totaling \$301,200. This consists primarily of reduced interest revenue of \$107,100, reduced net revenue from Vollmer operations totaling \$123,500, and the cost of additional cleaning, sanitizing, protective supplies and equipment totaling \$62,100.

There has been an increase in expenditure reductions / containment totaling \$360,400. This consists primarily of reduced staff costs totaling \$157,100, reduced Vollmer related expenses totaling \$58,800, reduced travel, conferences and training expenses totaling \$81,200 and reduced transit operations resulting in \$41,800 in decreased expenses.

Details of these expenses and savings can be found in Appendix A.

Major Risks:

As mentioned in the April report (Appendix B), the major financial risks include:

- 1) The loss of arena revenue during peak months (September through March)
  - Approximately \$660,000 to \$700,000 of revenue is collected during these months during normal operations
- 2) The long-term economic impact that this pandemic may have on the economy:
  - Ability for residents and businesses to pay their tax and utility bills
  - Reduction in construction activity

Details of all risks can be found in the April financial impact report that was presented to council in May (Appendix B).

**Consultations**

None

**Financial Implications**

Refer to Appendix A.

**Prepared By:**



Director of Finance/Treasurer

Dale Langlois, CPA, CA

## Link to Strategic Goals

Yes	Enhancing organizational excellence
Yes	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-15-2020 COVID-19 Financial Impact Update - June.docx
Attachments:	- FIN-15-2020 COVID-19 Financial Impact Update - June.pdf - FIN-15-2020 APPENDIX B COVID-19 Financial Impact Update - April.pdf
Final Approval Date:	Jul 7, 2020

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



Chief Administrative Officer

Joe Milicia

**APPENDIX A**  
**Town of LaSalle**  
**COVID-19 Financial Impact Analysis - June**

Description	Financial Impact			Comments
	30-Jun-20	30-Apr-20	Change	
<b><u>Lost Revenue:</u></b>				
Penalty / interest on property tax & water bills*	79,100	81,000	(1,900)	Figures normalized to regular year
Reduced interest revenue	175,100	68,000	107,100	
Reduction of building permit revenue*	110,000	130,000	(20,000)	
Contribution from building activity reserve fund*	(110,000)	(130,000)	20,000	
Reduction in supplemental levy revenue	-	-	-	Potential future year impact
Vollmer Centre - Community Programming (net)	4,100	18,000	(13,900)	
Vollmer Centre - Hospitality (net)	13,700	(7,000)	20,700	
Vollmer Centre - Arenas (net)	150,600	80,000	70,600	
Vollmer Centre - Aquatics (net)	55,900	5,000	50,900	
Vollmer Centre - Fitness (net)	65,000	41,000	24,000	
Vollmer Centre - Other (net)	(28,800)	-	(28,800)	
Provincial offences act revenue	-	-	-	Unknown at this point in time
Essex Power dividend	-	-	-	Unknown at this point in time
Other minor sources of revenue	1,400	-	1,400	
<b>Total Lost Revenue</b>	<b>516,100</b>	<b>286,000</b>	<b>230,100</b>	
<b><u>Non-budgeted Expenditures:</u></b>				
Overtime related to COVID-19	4,800	4,000	800	
Additional janitor expenses	24,800	12,000	12,800	
Additional cost of protective supplies and signage	55,300	6,000	49,300	
Other minor expenses	8,200	-	8,200	
<b>Total Non-budgeted Expenditures</b>	<b>93,100</b>	<b>22,000</b>	<b>71,100</b>	
<b><u>Expenditure Reductions / Containment:</u></b>				
Vollmer Centre utilities	(15,000)	-	(15,000)	
Seasonal parks staff and summer students	(110,100)	(28,000)	(82,100)	
Deferral of filling customer service rep vacancy	(45,000)	(12,000)	(33,000)	
Staff absences	(42,000)		(42,000)	
Cancelled events	(7,500)	(7,500)	-	Contribution to Starwberry Festival
Outdoor pool	(1,900)	-	(1,900)	
Travel, conferences and training	(81,200)		(81,200)	
Reduced Vollmer field & park expenses	(41,900)		(41,900)	
Reduced Transit Operations	(41,800)		(41,800)	
Other minor expenses	(21,500)	-	(21,500)	
<b>Total Expenditure Reductions / Containment</b>	<b>(407,900)</b>	<b>(47,500)</b>	<b>(360,400)</b>	
<b>TOTAL FINANCIAL IMPACT AS AT JUNE 30, 2020</b>	<b>201,300</b>	<b>260,500</b>	<b>(59,200)</b>	

\* Estimate based on prior year actuals



# APPENDIX B



## The Corporation of the Town of LaSalle

**To:** Mayor and Members of Council  
**Prepared by:** Dale Langlois, Director of Finance / Treasurer  
**Department:** Finance  
**Date of Report:** May 3, 2020  
**Report Number:** FIN-09-2020  
**Subject:** COVID-19 Financial Impact Update

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### Recommendation

That the report of the Director of Finance dated May 3, 2020 (FIN-09-202) regarding COVID-19 Financial Impact Update BE RECEIVED.

### Report

Due to the extraordinary nature of the COVID-19 pandemic, remedial measures implemented and considered, and continually changing landscape, administration will provide Council with monthly financial updates related to the COVID-19 crisis through council reports commencing with FIN-09-2020.

There are many different factors that have affected the Town of LaSalle's 2020 finances as a result of the COVID-19 pandemic. There are also many risks that may come into effect at a future date. These factors and risks can be categorized into 3 categories which include lost revenue, non-budgeted expenditures and expenditure reductions / containment. Depending on the length of the Provincial emergency measures that are currently in place and the impact that this pandemic will have on the local economy, the future financial impact could vary drastically. All current factors and future risks are explained in detail below. As at April 30<sup>th</sup>, 2020, the total estimated financial impact of the COVID-19 crisis to the Town of LaSalle is \$260,500. A breakdown of this figure can be found in Appendix A – COVID-19 Financial Impact Analysis.

#### Lost Revenue:

The majority of the Town's revenue comes from property taxes, followed by water / wastewater bills, Federal gas tax funding and Provincial OCIF funding. All of these sources of revenue make up 85% of the Town's revenue and are not currently a risk

due to the COVID-19 crisis as they will ultimately be collected at some point. The higher risk relates to various sources of revenue that are not guaranteed. Below is a detail of lost revenue incurred thus far and future risks.

Loss of Penalty and interest on property tax and water bills: Effective March 25 through to the period ending June 30, 2020, there will be no penalty or interest charges on property tax and water / wastewater accounts. This decision was made to allow residents and businesses experiencing cash flow challenges to pay their bills at a later date with no short-term financial impact to them. This decision will be revisited in June to determine whether a further extension is needed.

Reduced prime interest rate: On March 16, 2020, in order to reduce the COVID-19 impact on the economy, the bank of Canada reduced the prime rate from 1.25% to 0.75%. On March 27<sup>th</sup>, the bank of Canada reduced the prime rate further to 0.25%. This drastic prime rate reduction has had and will continue to have a significant impact on the interest earned from cash held in the Town's bank accounts.

Reduction of building permit revenue: As current Provincial emergency measures do not allow new constructions projects to commence, this has had an impact on the number of building permits issued since the Province declared a state of emergency. This will continue to have an impact into the future as long as new residential and commercial construction projects are not allowed to commence. This reduction will not have an impact on the operating budget as any loss within the building division must be funded from the building activity reserve fund per bill 124.

Reduction in supplemental levy revenue: Consistent with the comments above regarding reduced residential and commercial construction activity, this will have an impact on the amount of supplemental levy revenue that the Town receives in 2020 and potentially beyond. This will also reduce the growth related assessment increase in the 2021 budget, which will shift the burden of any levy increase onto existing taxpayers through tax rate increases. MPAC is currently still assessing completed projects.

Vollmer Centre Operations: Although no programs or rentals are currently occurring at the Vollmer Centre, there are still significant expenditures that cannot be eliminated or reduced. The largest expenses are related to the pool and arena operations.

The pool cannot simply be drained and refilled once Provincial emergency measures are lifted, as seals in the pipes and the pool liner would dry out and crack, which would result in significant costs to repair / replace. These repair / replacement costs far outweigh the utility and labour costs that would be saved if the pool was completely shut down and drained.

If the Town wishes to have ice in time for the next hockey and figure skating seasons which begin in September, the Town will not be able to take the ice out of both pads during summer months. In order to have ice ready for September, ice needs to be put into the rinks in early August. Given the high seasonal temperatures in August it will be nearly impossible to build the ice pads for both rinks in August and could potentially damage or destroy the compressors. The cost to repair / replace the compressors would be significantly more expensive than the staff and utility costs saved if both pads were taken out during the summer months. Consistent with past practice, one ice pad has been taken out and will be built back up in August.

In addition to maintaining the Vollmer complex and performing mandatory daily checks of the pool and arena systems, the facility operators have been redeployed to perform various other duties around Town.

Given the information above, the current financial factors and future risks at the Vollmer Centre relate to lost revenue net of part-time staff wages and supplies. These include the following:

- Community Programming – consists of day camps and other classes – Minor financial risk as the majority of revenue is offset by wages for part-time staff and supplies
- Hospitality – consists of indoor / outdoor concession operations and facility rentals – Minor financial risk as the concession does not earn significant income and there is not a significant amount of income earned from facility rentals
- Arenas – consists of ice rental and public skates – Significant financial risk as there is significant revenue earned from ice rentals and there are few associated cost reductions. The financial impact is much more significant if ice is not rented during the winter months (September through March)
- Aquatics – consists of programming, aquafit and public swimming – Minor financial risk as nearly all revenue earned is offset by wages for part-time staff and supplies.
- Fitness – consists of gym memberships and various classes – Medium financial risk as the supplies, wages of staff and instructors account for approximately 65% of the revenue earned.

Reduced Revenue from other external organizations: These sources of revenue include Provincial Offences Act Revenue and Dividends from Essex Power Corporation. At this point it cannot be determined how much or whether there will be a reduction in revenue at all, but it is considered a future risk if emergency measures last for a significant period of time and these organizations begin to experience cash flow challenges.

Reduction in other minor sources of revenue: There are various other minor sources of revenue that will have less of a financial impact and at this point are difficult to estimate and project. These sources of revenue include but are not limited to revenue from tax certificate issuance, business licences, lottery licences, marriage licences / ceremonies, boat ramp revenue (net of operating expenses), memorial revenue (net of purchase price), water and wastewater service installation revenue, transit fare and ticket revenue (net of variable expenses such as fuel), advertising revenue, committee of adjustment and zoning revenue.

### **Non-budgeted Expenditures**

Soon after the declaration of the state of emergency, administration implemented a tracking system to monitor non-budgeted direct costs incurred due to COVID-19. The tracking system consists of coding all COVID-19 related invoices to the emergency management account and indicating that the expense pertains to COVID-19. In addition, a drop down menu was added to the kronos time and attendance system to indicate if overtime worked pertains to COVID-19. A weekly report is generated which outlines all overtime hours related to COVID-19. Below is a detail of un-budgeted expenses incurred thus far and future expected expenses.

Overtime related to COVID-19: Additional after hour time directly related to COVID-19 such as time required to close all Town parks (install signs and fencing) and IT staff time to setup video conference meetings, rearrange office spaces, etc.

Additional Janitor Expenses: Unbudgeted costs for Krautner to apply Aegis Microshield at the Fire Hall, Town Hall, Public Works, and Vollmer Recreation Centre. This product kills any virus on surfaces and lasts for many weeks.

Additional Costs of Protective Supplies: Costs to purchase masks, disinfective wipes and temporary service counter shields.

Increase in other minor expenses: There are various other minor expenses that will have less of a financial impact and at this point are difficult to estimate. These expenses include but are not limited to additional training for staff to be redeployed, potential kilometer reimbursement or vehicle rental to implement social distancing measures, etc.

### **Expenditure Reductions / Containment:**

Some expenditure reductions and containments directly relate to various services that are no longer provided due to the state of emergency measures that have been implemented, such as the closure of the Vollmer Recreation Centre and corresponding reduction of part-time wages and supplies. Whereas, a conscious decision is made in other instances, such as hiring freezes for certain positions and capital project deferrals.

Below is a detail of expenditure reductions / containments incurred thus far and future expectations. It is important to note that administration is continuously monitoring and evaluating various different expenditure containment measures on a continued basis.

Reduction of Part-time wages and supplies at the Vollmer Centre: As mentioned above under reduced revenue, the corresponding part-time wages and supplies directly related to cancelled programs and activities at the Vollmer Centre have been eliminated until emergency measures have been lifted. Part-time janitorial assistant wages have also been eliminated until the Vollmer Centre reopens to the public.

Utilities: There may be a slight reduction in utilities at the Vollmer Centre such as gas to heat the pool and water to refill the pool as it is not currently open to the public. Hydro costs are not expected to be affected as the pool and arena systems will still be running. Utilities at the outdoor pool and splash pad could potentially be eliminated / reduced if they are not opened to the public this summer.

Seasonal parks staff and parks summer students: Through an effort to encourage social distancing and due to the unknown projection of when sporting activities will be allowed, a decision was made to delay the start date of existing seasonal staff by 2 weeks, and defer filling 3 seasonal staff vacancies to a later date (currently unknown). The hiring of parks summer students has also been postponed this year.

Deferral of filling vacant customer service representative position: A conscious decision has been made to defer filling the vacant customer service representative position as there are various staff in the finance department that are trained to back up the position should it be required.

Reduced costs related to cancelled events: Currently, all events up to the end of June have been cancelled (Strawberry Festival, June night market, etc.). Depending on when restrictions are lifted, future events may be cancelled such as movie nights, night markets, last call before fall, etc.

Outdoor Pool / Splash pad: If the outdoor pool and splash pad opening is delayed, there could be future net savings related to the elimination of wages, supplies, utilities and maintenance costs.

Reduction in other minor expenses: There are various other minor expenses that may be reduced and at this point are difficult to estimate. These expenses include but are not limited to a reduction in costs related to fewer committee meetings, and reduced costs related to less training, conference costs and related travel and accommodation costs.

## **Other Long-term Risks / Factors**

Length of the Pandemic and Provincial Emergency Declaration: The overall financial impact of the COVID-19 crisis cannot be accurately projected because at this point it is unknown how long it will last and when/if a successful vaccine will be created. The longer that the Provincial emergency measures that are in place, the larger the financial impact will be on the Country, Province, Town, and world for that matter. For each additional week that this pandemic lasts, the more difficult it will be for economies around the world to recover. From past experiences during the 2008/2009 recession, if we continue to head into a deeper recession, less building will occur around Town, which results in a lower increase in assessment and higher pressure on tax rates. This could ultimately result in less new services and/or a reduction of existing service levels in future years.

Future Cash Flow: Currently, there are sufficient cash balances held by the Town to cover the current operating budgets and additional costs related to the COVID-19 crisis well into the future. The risk lies with the future ability to collect taxes and utility charges if this crisis lasts far into the future. At the end of April, property tax arrears have increased 31% as compared to the arrears at April 30, 2019 and utility bill areas have increased 19% as compared to the arrears at April 30, 2019. This increase is partially due to the waiver of penalty and interest up to and including June 30, 2020. It is expected that the amount of arrears will increase each month until the emergency measures are lifted by the Province and all residents are back to work. Tax and utility arrears will be monitored closely as we move forward.

Over the past number of years, the Town has successfully built up the balance of the tax stabilization reserve to a point at which it has a current balance of \$4.2 million. The purpose of the tax stabilization reserve is to fund unexpected and unbudgeted extraordinary expenditures. The current balance will be more than sufficient to cover the expected financial impact of the COVID-19 crisis in 2020. We must keep in mind that this fund may also be required if significant flood events start occurring around Town due to the record high water levels.

## **Financial Relief Measures**

### **Waiving of Penalty and Interest on property tax and water accounts**

As was mentioned above, effective March 25 through to the period ending June 30, 2020, there will be no penalty or interest charges on property tax and water / wastewater accounts. This decision was made to allow residents and business experiencing cash flow challenges to pay their bills at a later date with no short-term financial impact to them. This decision will be revisited in June to determine whether a further extension is needed.

#### Deferral of Education tax levy payment due dates

The Province has introduced financial relief measures that will help to mitigate some of the cash flow pressures felt by Municipalities, which includes deferring the June education tax due date by one quarter and effectively doubling the amount due in December of 2020.

#### Deferral of County tax levy payments

The County has implemented a plan that allows municipalities to remit County levies in the same proportion taxes are received by the Town.

#### Deferral of MPAC Reassessments:

In March 2020, it was announced that MPAC property tax reassessments that were scheduled to be mailed out to residents in mid-2020 have been deferred by one year. For the 2021 operating budget, property values will remain unchanged from 2020 values. This will eliminate the risk of extreme property value shifts for taxpayers.

#### Other Federal and Provincial Emergency Funding

At this point, it is unknown whether there will be any future emergency related funding for Municipalities by the Federal and/or Provincial governments. The Town will continue to keep track of all emergency related expenses to support any potential future funding calculation requirements.

### **Consultations**

All Town Departments

### **Financial Implications**

Refer to Appendix A

### **Prepared By:**



Director of Finance/Treasurer

Dale Langlois, CPA, CA

## Link to Strategic Goals

Yes	Enhancing organizational excellence
Yes	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-09-2020 COVID-19 Financial Impact Update.docx
Attachments:	- FIN-09-2020 COVID-19 Financial Impact Update.pdf
Final Approval Date:	May 5, 2020

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



Chief Administrative Officer

Joe Milicia



**Clerk's Note:** Due to COVID 19, changes in procedures with respect to facility rentals at the Vollmer Complex have been established and housekeeping amendments have been added to Policy # M-CR-002 Facility Rentals, Outdoor Sport Surface Use Policy. Updates include:

1. information for user groups on the town's practices with respect to COVID-19 (for example, the washroom cleaning schedule, what equipment is not disinfected, plans for severe weather since the Vollmer building is closed).
2. The addition of non-COVID related items brought forward by user groups earlier in the year. (smoking, alcohol use)
3. Overall general clean up and updating to the format.

Please see the attached updated Policy for your information.



## The Corporation of the Town of LaSalle Policy Manual

### Facility Rentals - Outdoor Sport Surface Use Policy

**Policy Manual Section:** Municipal Services – Culture and Recreation

**Policy Number:** M-CR-002

**Authority:** 87/17

**Date Approved:** March 14, 2017

**Department Responsible:** Culture and Recreation

**Revision Date:** January 2020

**Review Date:** January 2022

**Status:** Active

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#### **Policy Statement**

It is the policy of the Town of LaSalle (hereby referenced as “The Town”) that outdoor sport surfaces owned and operated by the Town and being rented to an external group should be effectively regulated to ensure proper asset management and fair allocation and use distribution.

#### **Purpose**

It is recognized that the Municipality has a responsibility to provide outdoor sport surfaces to meet the diverse needs of the community. It is further recognized that these needs vary between organizations and that a system should be established to determine the best utilization of outdoor sports surfaces. Outdoor sport surface use should represent a balance of activities, which may change as trends and demands for other activities develop in the community. This policy will clearly define and communicate how outdoor sports surfaces will be used, managed, allocated and distributed. This will also serve as a guide for the allocation process conducted by the Town, as well as serve as a guideline for rental groups.

This policy will also serve as a clause to the contract of the user of the outdoor sport surface(s). The user/user group shall be charged with reading, understanding and abiding by the policy put forth by the Town as outlined within this document, as part of a binding document to the contract agreement.

#### **Scope**

This policy applies to all requests made by users, user groups, organizations and individuals for access to use outdoor sport surfaces owned and operated by the Town.

#### **Definitions**

- **User/User-Group** shall be defined as
  - Any individual, organization, committee, event, membership or other designation that has been approved to use Town owned and operated outdoor sport surfaces.

- Any group, as outlined above, that engages in a contract with the Town for use of outdoor sport surfaces.
- **Executive** refers to
  - A President, Vice-President, Scheduler, Treasurer, Organizer or other member of a User-Group that is responsible for the development and delivery of the organization or;
  - Any person that sits on a Board of Directors, Governors Table, or other Committee and is responsible for
- **Community Youth/Minor Sports Groups** shall be defined as
  - Organizations providing youth activities with an elected volunteer executive, constitution and by-laws that are not-for-profit. Minor sports groups are defined as facilitating inclusive programs for persons aged 2 to 19 years.
- **Municipal Programs** shall be defined as
  - Programs offered by the municipality including, but not limited to, camp programs, lessons and special events.
- **Maintenance** refers to
  - Regular upkeep of outdoor sport surfaces
  - Scheduled and unscheduled repair or replacement of outdoor sport surfaces
  - Any other tasks to enhance or adjust the quality of the outdoor sport surfaces
  - Also recognized as *Grooming*
- **Adult Leagues** shall be defined as
  - Any groups, leagues or individuals whose participants consist of persons aged 19 years and above.
- **Town** refers to the Corporation of the Town of LaSalle
- **Outdoor Sport Surfaces** refers to
  - Those areas owned and operated by the Town that have been deemed suitable for recreational sport use and have been appropriately designated as such.
  - Those areas owned and operated by the Town which require a rental permit, contract, payment and other supporting documentation prior to use.
  - For the purpose of this policy, surfaces shall include the following:
    - Soccer fields or grass fields suitable for sport use
    - Baseball/Hardball diamonds

Exemptions of this policy should be applied to Town owned and operated surfaces and facilities that do not require a permit for use and are considered open spaces.

These include, but are not limited to:

- Tennis courts
- Volleyball courts
- Pickleball courts
- Basketball courts

It should be noted that the Town of LaSalle reserves the right to modify use of the surfaces at any location. Commercial use of outdoor sport surfaces without a permit is prohibited (i.e. structured classes/programs/leagues/sports organization).

## **Policy**

### **I. Allocation of Outdoor Sport Surfaces**

#### **I. Time-Block Bookings**

Sports surfaces will be allocated in two (2) hour blocks with the exception of the “G” and “W” soccer fields, which will be booked in one (1) hour blocks.

#### **II. Prioritization of Bookings**

Outdoor sports surface allocation will be completed using the following list in order of first prioritization:

Priority #1: Municipal Programs

Priority #2: Community Youth/Minor Sports Groups

Priority #3: Adult Leagues

#### **III. Consideration of Historical Precedents**

It is recognized that it is advantageous to maintain a reasonable amount of consistency in sports surface scheduling from year to year. Therefore, the Town will take due consideration into the allocation of sports surfaces based on previous years. Significant changes to sports surface allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Previous year allocations will be held until March 15 of the following year. Requests for continued field rentals must be received in writing by the Department of Culture and Recreation by this date. Re-allocation of available fields not confirmed will take place beginning annually on March 15.

#### **IV. Outdoor Sports Surface Allocation for Community Youth/Minor Sport Groups**

The following factors will be considered in determining the base sports field allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of sports field time hours for certain groups.

- Age of participants
- Availability of coaching staff
- Hours that best suit after school programs
- Game times and practice times
- Best utilization of sports field time
- Total hours available
- Total registration for minor sport groups
- Total registration for each minor sport group
- Residency within the municipality

Requests for regularly scheduled sports field rentals must be received in writing by the Department of Culture and Recreation by March 15 each year.

#### **V. Field Re-allocation**

This section refers to the re-allocation of time that is no longer required by a seasonal contract rental group. Field time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria

outlined in this policy. All non-contracted field time will be booked on a first come first serve basis to any rental category.

## VI. Allocation for Tournaments and Special Events

Requests for the allocation of sports fields for tournaments and special events shall only be considered if received in writing from an executive of the requesting group. Requests for tournaments and special events will be considered on an individual basis and shall be submitted annually by the last day of March.

It should be noted that in the event a dispute occurs between users/user-groups over the allocation of outdoor sport surface use in which the settlement is not defined within the confines of this policy, the Town reserves the right to allocate use to a user/user-group as it sees fit. Fair and objective reasoning shall be used to settle the dispute.

## II. **Management of Outdoor Sport Surfaces**

### I. Outdoor Sport Surface Season

Town owned and operated outdoor sport surfaces typically open annually on the first Monday of May and close by the Tuesday after Thanksgiving. Other factors such as weather conditions and maintenance may disrupt the typical operating dates.

### II. Maintenance

All maintenance of sports surfaces will be completed by the Town of LaSalle. Users may not make any alteration, change, addition or repair to the sports surfaces, without written consent from the Town of LaSalle.

### **Basic Maintenance of Baseball Diamonds**

The Town of LaSalle will complete the following basic maintenance of baseball diamonds:

#### Vollmer Culture and Recreation Complex Baseball Diamonds

- Diamond infields will be groomed daily including raking and dragging, subject to weather conditions.
- Outfield grass will be cut weekly, subject to weather conditions.
- Outfield foul lines will be painted weekly on grass only
- Diamond setup shall be recognized for:
  - Softball
    - Pitching rubber (various location)
    - Home plate with strike mat
    - Bases set as required and noted in the rental agreement (Infield layout must be provided upon booking)
  - Hardball
    - Pitching mound with rubber (permanent location)
    - Bases set as required and noted in the rental agreement(Infield layout must be provided upon booking)

### Front Road Baseball Diamonds

- Diamond infields groomed as required, subject to weather conditions.
- Outfield will be groomed as required, subject to weather conditions
- Home plate provided.

### River Canard Baseball Diamonds

- Diamond infields groomed as required (weather dependent)
- Outfield grass will be groomed as required (weather dependent)
- Only home plate is provided - all bases and pitching rubbers are provided by user groups

User groups are able to line the infield base lines of a rented diamond if they wish to do so. This may be done with a walk behind cart only. All materials and equipment for this are to be supplied by user groups. This lining should be done no more than 30 minutes prior to rental of diamond. Lining should be done after grooming work is complete. User groups must advise Town of LaSalle staff at the time of booking if they intend to line the infield base lines. Any lining done by user groups is at their own risk.

During special events and tournaments, additional grooming and baseline chalking may be done. Prior arrangements and approval through the Town of LaSalle is required. Additional fees may apply.

Request for changes to the infield layout provided at the time of booking must be provided to the Department of Culture and Recreation in writing, two weeks in advance of the booking.

## **Basic Maintenance of Soccer Fields**

### Vollmer Culture and Recreation Complex Baseball Diamonds

Grass mowing and field lining is performed once a week. Inclement weather may alter maintenance schedules.

Requests for additional lining, field setup or changes to original soccer field layouts for tournaments or other events must be submitted in writing to the Department of Culture and Recreation two (2) weeks in advance of the booking for approval. Submission in writing does not indicate approval. Additional fees may apply.

In some occurrences, sports surfaces may be maintained on a different schedule, or maintained as per the Parks Maintenance Policy – M-PW-001.

## **Field Resting**

The Town recognizes the need to protect municipal assets in order to deliver safe and sufficient services to user-groups. A field resting schedule is critical to the overall health and maintenance of the outdoor sport surfaces. As such, a field resting schedule shall be implemented annually and will be provided to user-groups in January. This schedule provides municipal staff with an opportunity to conduct routine maintenance to all fields, undertake planned or necessary repairs and make improvements for selected sites on an annual rotating basis.

Requests for proposals to modify, improve or increase levels of service to any Town owned and operated outdoor sport surface shall be submitted in writing to the Director of Public Works and the Director of Culture and Recreation. Requests must be presented to the Town of LaSalle Parks and Recreation Committee. All requests must be submitted in writing annually by the end of January to be considered for the sport season of the following year.

The Town of LaSalle observes the following holidays during the summer season:

- Victoria Day
- Canada Day
- Civic Day
- Labour Day

User groups may use outdoor sports surfaces on holidays that fall within their regularly assigned allocation; however, maintenance will not be conducted on holidays.

### **Inclement Weather - Poor Field Conditions**

The Town reserves the right to cancel or suspend permits for games, practices or other uses whenever outdoor sport surface conditions could result in damage to the surface or injury to players. Further, it shall be noted that:

- Use is not permitted on outdoor sport surfaces that have been closed. If play does take place, the Town will invoice the user for damages.
- During periods of changing, adverse weather conditions where surfaces remain open, team officials will be responsible for pre-game inspections to determine field safety and potential for damage. If any of the following criteria are met, users should stop using a field when:
  - There is a presence of standing water,
  - water sponges around the foot when walking on a field, or
  - when the game has already begun, weather conditions deteriorate and the field is being damaged.

### **Inclement Weather – Dangerous Field Conditions**

In the event of severe weather (high winds, thunder, lightning), user groups are expected to stop play until 30 minutes after the sound of thunder or sighting of lightning.

Indoor facilities may not be open for shelter. User groups should ensure that all participants are able to leave the premises immediately. Alternatively, all participants should have a mask available in the event shelter needs to be taken under a pavilion or in washrooms.

### **Determining Field Status**

To determine if a field is safe and playable, the following factors are considered:

- Evidence of standing or surface water on the playing surface
- Field Saturation (the definition of a saturated field is one where the soil cannot absorb any additional moisture. The method to determine if a field is saturated is to walk on the playing surface. If water is present around the foot, then the field is deemed saturated)



- Required maintenance or repairs
- Safety or liability concerns with the playing surface

Field status will be updated based on the following schedule:

Morning field use: by 7:30 am Monday through Friday  
 Afternoon field use: by 12:00 pm Monday through Friday  
 Evening field use: by 3:00 pm Monday through Friday  
 Weekend field use: by 7:30 am Saturday and Sunday

Field status will be communicated to user groups and the public through the Town of LaSalle website and social media accounts.

The final decision on a field closure is based on actual conditions at the time of inspection, not forecasted conditions. Only authorized Town staff can re-open a previously closed field.

### **III. Responsibilities of User Groups**

#### **I. Contract Details**

All outdoor sport surface rentals shall require a signed rental permit. All sports surface users will be charged rental fees as outlined in Schedule F of the Town of LaSalle User Fee By-law. All outdoor sport surface users must provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of two million dollars (\$2,000 000.00). Full payment of sports surface rental time, a copy of insurance certificate, and a signed copy of the rental permit must be provided to the Department of Culture and Recreation before the first scheduled date or access to the surface may be denied.

#### **Cancellation Policy**

Rental cancellations of outdoor sport surfaces will be permitted provided that the user/user-group provides two (2) weeks notice in writing to the Facility Booking Office. The Town of LaSalle may then in turn try to rent the field; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

#### **Sports Surface Rental Rates**

Rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to Council for approval through the User Fee By-law.

#### **Breach of Contract**

The Town will make meaningful attempts to resolve conflict with users and user-groups without immediately resorting to termination of contract. Progressive measures will be used to resolve conflict including regular meetings, notices and discussions.

Failure to abide by this policy may result in loss of outdoor sport surface use. The Town reserves the right to appropriately invoice users who damage or misplace Town property.

### After-Hours Contacts

The Town recognizes the need to supply users and user-groups with contacts for assistance in dealing with after-hours emergencies, concerns and general support. Contact details shall be provided to users and user-groups and updated on an ongoing basis, or as needed.

As a general guideline, the following contacts should be used (in order of contacting):

- Supervisor of Programming/Recreation
- Supervisor of Parks
- Manager of Recreation
- Manager of Parks and Roads

## II. Sub-Letting of Sports Field Time

No group or individual may sub-let sports fields or outdoor sport surfaces.

## III. Health and Safety

Users must comply with all applicable health and safety laws, including the Occupational Health and Safety Act and the advice and instructions of public health officials, including matters regarding physical distancing, cleaning and/or disinfecting. Users will implement all the necessary measures in respect of COVID-19, including updating health and safety policies, protocols and/or manuals, as appropriate, to ensure compliance with requirements of the Occupational Health and Safety Act and associated regulations, and public health directives issued by the Chief Medical Officer of Health and the Region's Medical Officer of Health. Users must comply with all additional health and safety guidelines and requirements of the Town of LaSalle. The Town of LaSalle follows the guidelines and recommendations of the Chief Medical Officer of Health and the Region's Medical Officer of Health. Sports surface user groups are responsible for ensuring all participants and spectators adhere to health and safety guidelines. Due to COVID-19 the Town of LaSalle may reduce the number of sports surfaces available for use.

Outdoor equipment, including but not limited to, players benches, bleachers, picnic tables, nets, goal posts, fences and gates is not sanitized. Use of equipment is at your own risk.

## IV. Garbage

The garbage receptacles that are onsite are emptied regularly. User groups must ensure that all garbage and debris is disposed of appropriately after field use.

## V. Outdoor Washrooms

Town owned and operated washrooms typically open annually on the first Monday of May and close by the Tuesday after Thanksgiving. Exact opening and closing dates will be confirmed

each year based on sports surface opening and closing dates. Washrooms will be open daily from 8:00 am until dusk.

The use of cell phones, cameras and other personal electronic devices is prohibited in all Town owned and operated restrooms and change rooms.

#### Notice on Public Health: Covid-19

In accordance with the Windsor Essex County Health Unit (WECHU), washrooms are cleaned and disinfected at least twice per day. Users should:

- Not enter if you have: fever, cough, muscle aches and tiredness or difficulty breathing
- Maintain a distance of 2 m (6 ft) from others at all times
- Wash your hands with soap and water for at least twenty (20) seconds when you enter and exit
- Avoid contact with surfaces where possible

## **IV. Adherence to Municipal By-Laws and Policies**

Municipal By-Laws must be adhered to by all users and user-groups. Failure to abide by Municipal By-Laws may result in the termination of use of outdoor sport surfaces and other facility privileges. While all Municipal By-Laws and municipal policies must be adhered to, the following have been recognized of special importance for outdoor sport surface users. Municipal policies are available for reference at [www.lasalle.ca](http://www.lasalle.ca)

### **I. Parking**

In accordance with By-law 8398, parking and stopping is prohibited in any area designated as “No Parking” including Town owned and operated outdoor sport surfaces or property other than parking lots. Responsibility shall be trusted upon user-groups to inform their participants, opponents and spectators to park in designated parking lots and public parking areas.

### **II. Smoking**

In accordance with By-Law 7775 and Smoke-Free Ontario Act, 2017, smoking is prohibited within Town of LaSalle owned and operated parks, facilities, playgrounds and sports fields. This includes any lighted or heated equipment used to smoke or vaporize any tobacco and non-tobacco products and smokeless tobacco.

### **III. Alcohol**

Alcohol is prohibited at functions or events held at Town of LaSalle owned facilities, properties or areas without the authority of a Special Occasion Permit or a Caterer's Endorsement. All guidelines outlined by the Alcohol and Gaming Commission of Ontario shall be adhered to.

### **IV. Lottery**

In accordance with By-Law 7935, no user-group shall operate a lottery without holding a valid license. Lottery licensing is issued by the License Commissioner or

the Deputy Clerk of the Council Services Department and can be obtained at the LaSalle Civic Centre. Further information on lottery licensing eligibility is available at [www.lasalle.ca](http://www.lasalle.ca)

If a user-group operates an illegal lottery, they may be in contravention of statute laws such as the Criminal Code of Canada and the Alcohol and Gaming Commission of Ontario, as well as Municipal By-laws. As a measure of risk management, any user-group that operates an illegal lottery shall be reported.

#### V. Signs

No unauthorized signs, marketing, promotional materials, flags, banners or signs shall be posted on Town property or attached to Town facilities. The Town reserves the right to remove items to be in violation of the Town of LaSalle By-Law 6407.

### **Policy Review**

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

### **References**

- Alcohol and Gaming Commission of Ontario Lottery Licensing Policy Manual
- Ontario Ministry of Health
- Smoke Free Ontario Act, 2017, S. O. 2017, c. 26, Sched. 3
- Town of LaSalle By-Law 7775
- Town of LaSalle By-Law 8398
- Town of LaSalle By-Law 8272
- Town of LaSalle By-Law 7935
- Town of LaSalle By-Law 6407
- Town of LaSalle Accessible Customer Service Policy
- Town of LaSalle Harassment and Discrimination Policy
- Town of LaSalle Municipal Alcohol Policy
- Town of LaSalle Parks Maintenance Policy
- Town of LaSalle Violence Prevention
- Windsor Essex County Health Unit Resources

### **Review Dates**

## Schedule of Reports for Council July 14, 2020

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
Deputy Mayor Meloche	Heritage Committee	Development & Strategic Initiatives	2021	Requested at the June 9, 2020 Regular Meeting of Council:  That the report of the Director of Development & Strategic Initiatives dated May 29, 2020 (DS-15-2020) regarding a Municipal Heritage Committee BE RECEIVED; and that this report BE BROUGHT to Council in 2021 for consideration.
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.  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.  See Report on today's Agenda.

## Schedule of Reports for Council July 14, 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.  See Report on today's Agenda.
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. 8438

A By-law to amend By-law 8388 being a By-law to authorize the execution of an agreement between Her Majesty the Queen right of Canada as represented by the Minister of Employment and Social Development and The Corporation of the Town of LaSalle for the Accessible Community Playgrounds Project

**Whereas** By-law 8388 was adopted on August 13, 2019 authorizing the execution of an Agreement with Her Majesty the Queen as represented by the Minister of Employment and Social Development for a grant to fund the Accessible Community Playgrounds Project ("Project");

**And whereas** in accordance with section 26.0 of said Agreement, the parties may amend the Agreement by mutual consent in writing;

**And whereas** the proposed project end date may be extended from July 31, 2020 until July 31, 2021 due to unforeseen delays from the 2019 Novel Coronavirus (COVID-19) pandemic;

**And whereas** the Corporation has deemed it expedient to amend the Agreement to extend the end date of the Project until July 31, 2021;

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

1. That the the Mayor and Clerk be and they are hereby authorized and empowered on behalf of the the Corporation of the Town of LaSalle, to execute an amendment to the Agreement with Her Majesty the Queen right of Canada as represented by the Minister of Employment and Social Development.
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 14th day of July, 2020.

1st Reading – July 14, 2020

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Mayor

2nd Reading – July 14, 2020

3rd Reading – July 14, 2020

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Clerk



# THE CORPORATION OF THE TOWN OF LASALLE

## BY-LAW NO. 8439

A By-Law to authorize the execution of Regional Relief and Recovery Fund Contribution Agreement between The Corporation of the Town of LaSalle Tourism Industry Association of Ontario

**Whereas** the Federal Economic Development Agency for Southern Ontario (“Agency”) was created to strengthen southern Ontario’s economic capacity for innovation, entrepreneurship and collaboration, and promote the development of a strong and diversified southern Ontario economy;

**And whereas** as part of the Regional Economic Growth Through Innovation program, the Federal Economic Development Agency for Southern Ontario has established the *Regional Relief and Recovery Fund* to support rural communities and small and medium-sized enterprises to enable their recovery from economic disruptions associated with the COVID-19 outbreak;

**And whereas** Her Majesty the Queen in Right of Canada (“Her Majesty”) through the Agency has engaged the Tourism Industry Association of Ontario (“TIAO”) in respect of certain aspects of the Regional Relief and Recovery Fund;

**And whereas** TIAO has agreed to make a non-repayable contribution to the Recipient in support of the Recipient’s Eligible Costs of the Project;

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

1. That the Mayor and the Clerk be and they are hereby authorized and empowered on behalf of The Corporation of the Town of LaSalle to execute an Agreement with the Tourism Industry Association of Ontario, a copy of which Agreement is attached hereto, and forms part of this By-law.
2. This By-Law shall come into force and take effect upon the date of the third and final reading thereof.

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

1st Reading – July 14, 2020

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Mayor

2nd Reading – July 14, 2020

3rd Reading – July 14, 2020

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Deputy Clerk

## THE CORPORATION OF THE TOWN OF LASALLE

### BY-LAW NO. 8440

A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 412 to 439, both inclusive, Registered Plan 777, 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 777 running east-west lying to the north of Lots 412 to 439, both inclusive, now designated as Parts 1 to 19, both inclusive, on Reference Plan 12R-28259, 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 14th day of July, 2020.

1st Reading – July 14, 2020

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Mayor

2nd Reading – July 14, 2020

3rd Reading – July 14, 2020

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Deputy Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8441**

A By-Law to authorize the execution of an  
Amending Agreement between 2658718  
Ontario Inc. and The Corporation of the  
Town of LaSalle.

**Whereas** it is deemed expedient to enter into an Amending Agreement with 2658718 Ontario Inc. with respect to a Site Plan Control Agreement made between the parties hereto which was registered on July 27, 2006 as Document No. CE227708 (By-law No. 6695) within the limits of the Town of LaSalle, as more particularly set out in the said Agreement;

**Now therefore the council of the corporation of the town of lasalle hereby enacts as follows:**

1. That the Mayor and Deputy-Clerk be and they are hereby authorized to execute and affix the corporate seal to an Amending Agreement entered into between the Corporation and 2658718 Ontario Inc., a copy of which Agreement is attached hereto and forms a part of this By-law.

2. This By-law shall come into full force and affect upon the final passing thereof.

**Read** a first and second time and finally passed this 14<sup>th</sup> day of July, 2020.

1st Reading - July 14, 2020

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Mayor

2nd Reading - July 14, 2020

3rd Reading - July 14, 2020

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Deputy Clerk

## THE CORPORATION OF THE TOWN OF LASALLE

### BY-LAW NO. 8442

A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 412 to 439, both inclusive, Registered Plan 777, 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 777 running east-west lying to the north of Lots 412 to 439, both inclusive, now designated as Parts 1 to 19, both inclusive, on Reference Plan 12R-28259, 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 14th day of July, 2020.

1st Reading – July 14, 2020

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Mayor

2nd Reading – July 14, 2020

3rd Reading – July 14, 2020

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Deputy Clerk

## THE CORPORATION OF THE TOWN OF LASALLE

### BY-LAW NO. 8443

A By-law to stop up, close and sell an alley system running north-south lying to the east of Lots 63 to 67, both inclusive, Registered Plan 660, 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 660 running north-south lying to the east of Lots 63 to 67, both inclusive, now designated as Parts 1 and 2, on Reference Plan 12R-28211, 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 14th day of July, 2020.

1st Reading – July 14, 2020

\_\_\_\_\_  
Mayor

2nd Reading – July 14, 2020

3rd Reading – July 14, 2020

\_\_\_\_\_  
Deputy Clerk



THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8444

A By-Law to authorize the sale of Block  
37 in Plan 12M-449 to Barbara Ann Piva.

**Whereas** Barbara Ann Piva has made an offer to purchase certain lands owned by the Corporation to consolidate the rear yard on the south side of her home;

**And whereas** the Corporation deems it expedient to sell the said lands on certain terms and conditions;

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

1. Block 37, Plan 12M-449, in the Town of LaSalle, in the County of Essex, shall be sold to Barbara Ann Piva for a sale price of \$1,142.00, calculated at the rate of \$1.00 per square foot, subject to Barbara Ann Piva assuming any and all legal costs and applicable taxes that may be incurred by the Corporation in this regard.
2. It is hereby confirmed that the lands described in section 1 of this By-law are surplus to the needs of the Corporation.
3. That the Mayor and the Deputy Clerk of the Corporation be and the same are hereby authorized to execute and affix the Corporation's seal to any and all documents that may be necessary to complete this transaction and to otherwise give effect to the terms of this By-law.
4. This By-law shall take effect on the final passing thereof.

**Read** a first and second time and finally passed this 14<sup>th</sup> day of July, 2020.

1st Reading - July 14, 2020

2nd Reading - July 14, 2020

3rd Reading - July 14, 2020

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Mayor

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Deputy Clerk

## THE CORPORATION OF THE TOWN OF LASALLE

### BY-LAW NUMBER 8445

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

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

**And whereas** this by-law conforms with the Official Plan in effect for the Town of LaSalle, as amended;

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

1. Schedule "C", Map 25, of By-law 5050, as amended, is hereby further amended by changing the zone classification on those lands depicted on Schedule "A" attached hereto and forming part of this by-law from Light Industrial Zone – "M1" to Traditional Neighbourhood Design Neighbourhood Centre One (TND-NC1-1)" Holding Zone – "TND-NC1-1(h)".
2. Section 31, Traditional Neighbourhood Design Residential Three (TND-NC1) Zone - "TND-NC1" Regulations, of By-law No. 5050, as amended, is hereby further amended by adding a new subsection 31.1.4 to read as follows:

"31.1.4 DEFINED AREA TND-NC1-1 as shown on Map 25, Schedule "C" of this bylaw.

#### **a. Permitted Uses**

- i. retail store with a maximum floor area of 929 square metres;
- ii. personal service establishment;
- iii. pharmacy;
- iv. delicatessen;
- v. financial institution;
- vi. office, excluding clinics

#### **b. Permitted Buildings and Structures**

- i. Buildings and structures for the permitted uses serviced by a public water supply and a public sanitary sewage system.

#### **c. Zone Provisions**

##### **i. Lot Size and Building Height**

The minimum lot frontage shall be 30 metres, and the minimum lot depth shall be 90 metres. The maximum building height shall be 10.5 metres.

##### **ii. Front Yard**

The minimum front yard shall be 3 metres.

##### **iii. Side Yard**

The minimum side yard shall be 3 metres.

iv. Rear Yard

The minimum rear yard shall be 7.5 metres.

v. Landscaped Open Space

A minimum of 10 percent of the lot area shall be usable landscaped open space.

vi. Parking

A minimum of 3 parking spaces per 100 square metres of GFA are required for any permitted use. No parking is permitted within 3 metres of a front or an exterior side lot line.”

3. This by-law shall take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990, as amended.

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

1st Reading – July 14, 2020

\_\_\_\_\_

Mayor

2nd Reading – July 14, 2020

3rd Reading – July 14, 2020

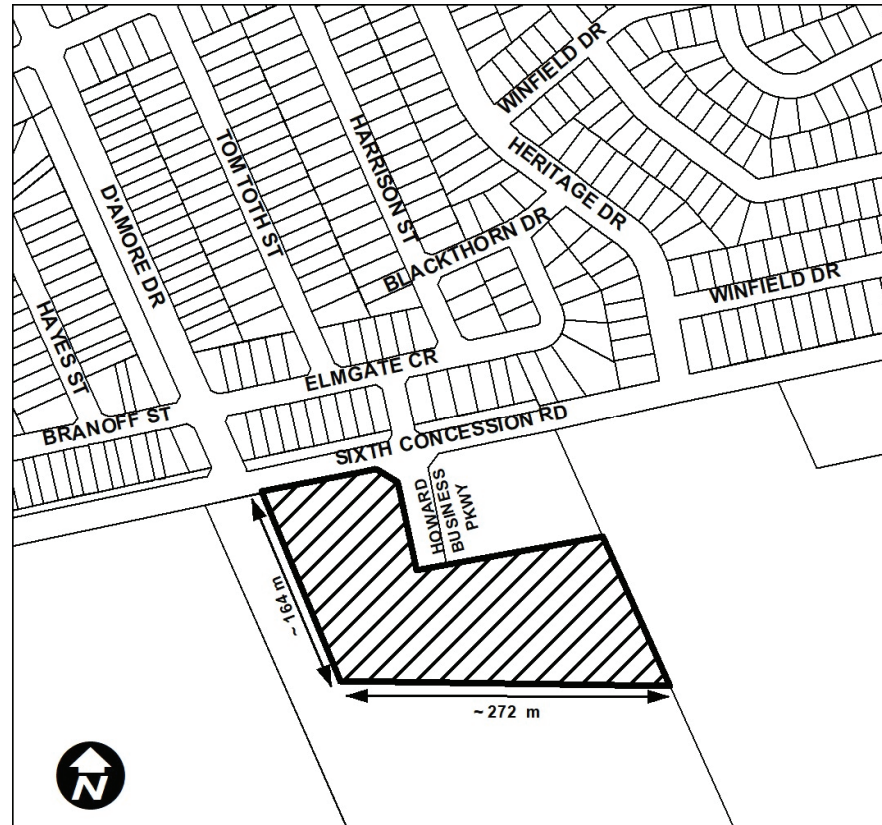
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Clerk

**SCHEDULE "A"**

**Part of Lot 1, Lot 10, Part of Howard Business Parkway  
(Part 2, 12R-13375 & Part 3, 12R-12033)**

**Town of LaSalle**



Light Industrial Zone – "M1" to Traditional Neighbourhood Design  
Neighbourhood Centre One (TND-NC1-1)" Holding Zone –  
"TND-NC1-1(h)"

**This is Schedule "A" to By-law No. 8445**

**Passed on July 14, 2020**

**Signed**

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**Mayor**

\_\_\_\_\_  
**Clerk**

## THE CORPORATION OF THE TOWN OF LASALLE

### BY-LAW NUMBER 8446

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

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

**And whereas** this by-law conforms with the Official Plan in effect for the Town of LaSalle, as amended;

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

1. Schedule "C", Maps 25 and 26, of By-law 5050, as amended, are hereby further amended by changing the zone classification on those lands depicted on Schedule "A" attached hereto and forming part of this by-law from Light Industrial Zone – "M1" and Light Industrial Holding (M1(h)) Zone to Traditional Neighbourhood Design Residential One (TND-R1-2) Zone - "TND-R1-2", Traditional Neighbourhood Design Residential Three (TND-R3-1) Zone – "TND-R3-1", Traditional Neighbourhood Design Mixed Use Corridor One (TND-MU1) Zone – "TND-MU1", Recreational Zone – "RE", and Institutional Zone – "I".
2. Schedule "A" of By-law 5050, as amended, is hereby further amended by adding a new Section 34, Traditional Neighbourhood Design Mixed Use Corridor One (TND-MU1) Zone, in accordance with the text and illustrations as set out in Schedule "B" attached hereto and forming part of this by-law, and all other Sections are re-numbered accordingly.
3. Section 28, Traditional Neighbourhood Design Residential One (TND-R1) Zone - "TND-R1" Regulations, of By-law No. 5050, as amended, is hereby further amended by deleting subsections 28.1.9 c) (iii) and (v) in their entirety and replacing these subsections with new subsections c) (iii) and (v) to read as follows:

**"(iii) Side Yards**

The minimum interior side yard shall be 1.2 metres. No side yard shall be required between common vertical wall dividing one unit from the adjoining dwelling unit. For a corner lot, the exterior side yard shall be a minimum of 2.0 metres.

**(v) Porches and Steps**

Steps and porches may encroach to within 2.5 metres of the front lot line. No encroachment is permitted on an exterior side yard on a corner lot."

4. Section 30, Traditional Neighbourhood Design Residential Three (TND-R3) Zone - "TND-R3" Regulations, of By-law No. 5050, as amended, is hereby further amended by adding a new subsection 30.1.4 to read as follows:

"30.1.4 DEFINED AREA TND-R3-1 as shown on Map 25, Schedule "C" of this bylaw.

**a) Permitted Uses**

- i) An Apartment building with a maximum of 80 dwelling units

**b) Permitted Buildings and Structures**

- i) An apartment building serviced by a public water supply and a public sanitary sewage system.

**c) Zone Provisions**

i) Lot Size and Building Height

The minimum lot frontage shall be 40 metres, and the minimum lot depth shall be 160 metres. The maximum building height shall be 18 metres.

ii) Front Yard

The minimum front yard shall be 30 metres.

iii) Side Yard

The minimum side yard shall be 3 metres.

iv) Rear Yard

The minimum rear yard shall be 20 metres.

v) Landscaped Open Space

A minimum of 20 percent of the lot area shall be usable landscaped open space.

vi) Parking

A minimum of 1.5 parking spaces are required for each dwelling unit.

- 5. This by-law shall take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990.

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

1st Reading – July 14, 2020

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Mayor

2nd Reading – July 14, 2020

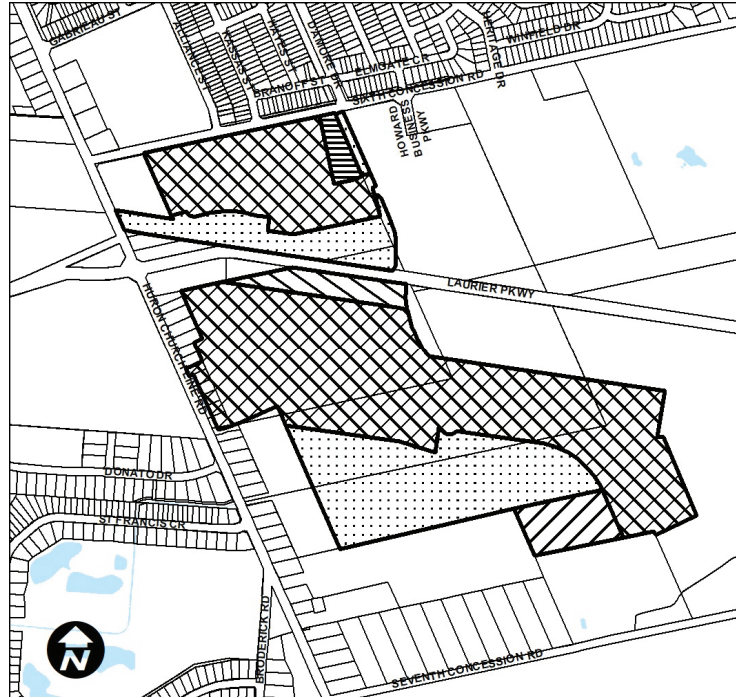
3rd Reading – July 14, 2020

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Clerk

**SCHEDULE "A"**

**North Side of Laurier Parkway – Part of Lots 1 to 4, Part of Manheim Avenue, 12M-353, Part Lot 1, Concession 6, Township of Sandwich, being Parts 2 & 4, 12R-20851, Part of Part 5 & 12, 12R-12033**

**South Side of Laurier Parkway – Part of Lots 1 & 2, Concession 6, Township of Sandwich, being Part of Part 17, 12R-12033, Part of Part 7, 12R-6478, and Part of Part 9 & 10, 12R-133375**

**Town of LaSalle**

**Light Industrial Zone – “M1” and Light Industrial Holding (M1(h)) Zone to Traditional Neighbourhood Design Residential One (TND-R1-2) Zone - “TND-R1-2”**



**Light Industrial Zone – “M1” and Light Industrial Holding (M1(h)) Zone to Traditional Neighbourhood Design Residential Three (TND-R3-1) Zone – “TND-R3-1”**



**Light Industrial Zone – “M1” and Light Industrial Holding (M1(h)) Zone to Traditional Neighbourhood Design Mixed Use Corridor One (TND-MU1) Zone – “TND-MU1”**



**Light Industrial Zone – “M1” and Light Industrial Holding (M1(h)) Zone to Recreational Zone – “RE”**



**Light Industrial Zone – “M1” and Light Industrial Holding (M1(h)) Zone to Institutional Zone – “I”**

**This is Schedule "A" to By-law No. 8446**

**Passed on July 14, 2020**

**Signed**

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**Mayor**

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**Clerk**