



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

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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Pages

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

- \*6 Disputed Road Drainage Concerns – 6610 to 6770 Disputed Rd 3

**Clerk's Note:** Written submission received from Tony and Carmela DiPonti was added to the Agenda.

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.

- \*8 Sterling Lakes Draft Plan of Subdivision (Fanelli) – Request to Designate certain lands as Class 4 under the NPC-300 Noise Guidelines 11

**Clerk's Note:** Written submissions received from Karl Tanner, Dillon Consulting, and John Coulthard, Propower Mfg. Inc. were added to the Agenda.

**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.

**G. INFORMATION ITEMS TO BE RECEIVED**

- \*5 Emergency Flood Evacuation Plan with COVID-19 Interim Guidelines Draft

32

**RECOMMENDATION**

That the Emergency Flood Evacuation Plan with COVID-19 Interim Guidelines Draft BE RECEIVED.



## **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', written in a cursive style.

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_infiling.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





**Clerk's Note:** A written submission has been received from Tony and Carmela DiPonti, residents, on July 13, 2020 in response to Report PW-15-20, which has been added as a supplementary item to the July 14<sup>th</sup> Regular Meeting of Council.

Tony and Carmela DiPonti  
6690 Disputed Road,  
LaSalle Ontario N9H 1Y1

Dear Mayor Bondy and Council members,

My name is Carmela DiPonti and my husband Tony and I have resided at 6690 Disputed Rd in LaSalle and raised our family here since Jan 1984.

I am writing to you to comment on the ditch project on Disputed Rd.

We decided many years ago to fill in our ditch at our expense both labour and materials, we did this out of safety concerns..... for myself, sliding into the ditch while turning in my driveway on icy snowy days in the winter, or while cutting the grass on the tractor in the summer and for the safety of our 3 young children as they waited for the bus at our driveway every morning.

Fast forward to 2020 LaSalle had a problem with drainage and were not sure where the problem was, so they dug out all 5 of our closed ditches. Bringing ours from a beautifully landscaped yard and manicured lawn back to the way it looked in the 1980's. They cut and dug out our asphalt driveway and installed a driveway culvert, replacing with only crushed stone.

We have been informed that if we want our ditch filled in to the way it was, we have to pay for materials at around \$4500.00. We are also responsible for repairing our own driveway (\$2000.00) and because we are choosing to fill in our ditch, we are required to also pay for the driveway culvert that they already installed. If we decide to leave the ditch as an open ditch we do not have to pay for the driveway culvert.

In my opinion if there is a problem, the city has every right to rectify it, but they should replace what they remove. It looks like at this point only 2 of us want to fill in our ditch in, but I find it so unfair that because we want to fill in our ditch to the way it was before they dug it up in the spring of 2020 ( IN THE MIDDLE OF A PANDEMIC MAY I ADD) we have to pay not only for our materials but we have to pay for the culvert that they already installed, while the others that choose not to fill it in get it for free, this is unacceptable and unfair.

I appreciate your consideration on this matter.

Thank you so much for your time

Respectfully

Tony and Carmela DiPonti



## **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

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### **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.

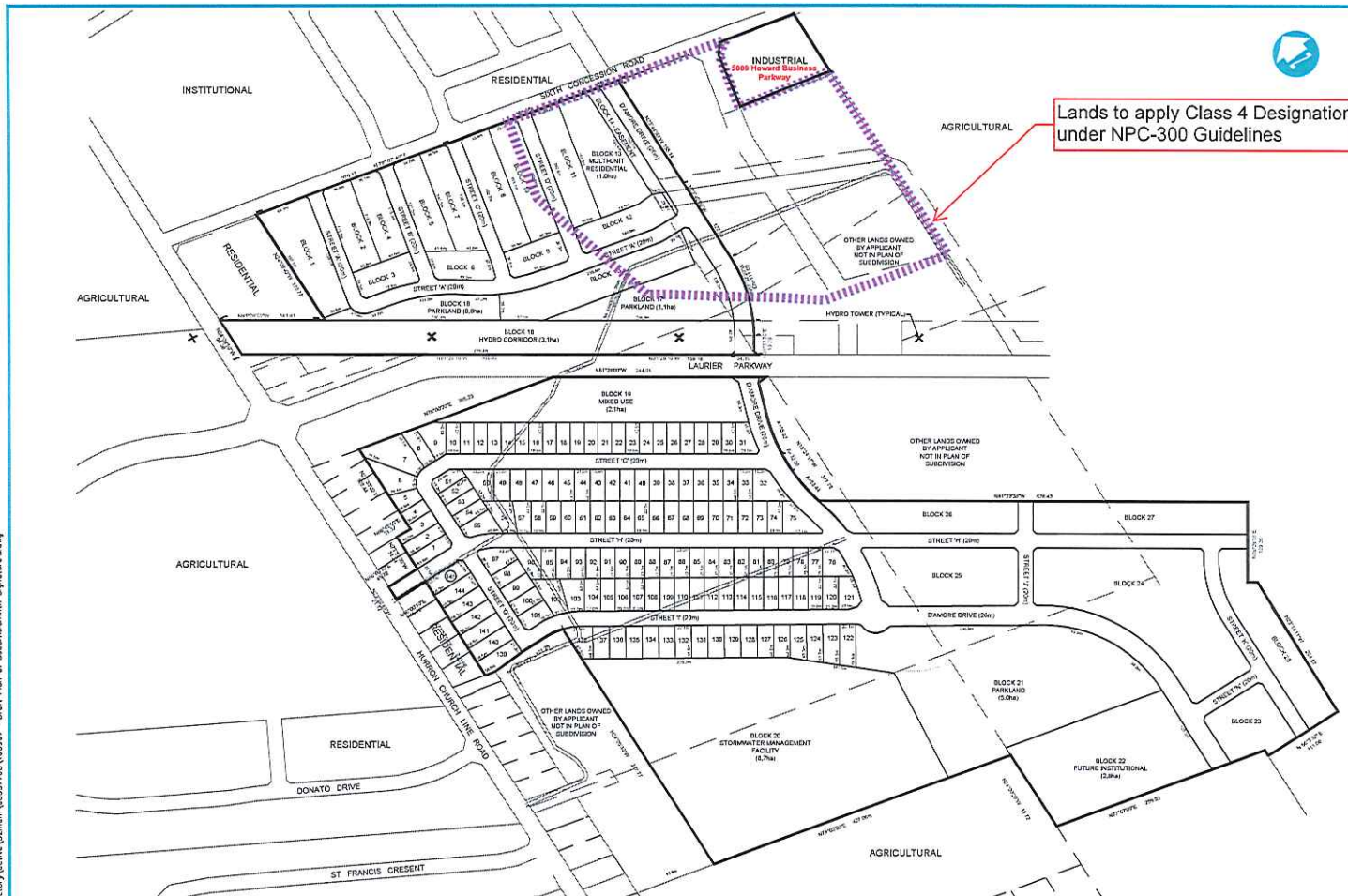
Sincerely,

**DILLON CONSULTING LIMITED**

Lucas Arnold, P.Eng.  
Associate

Karl Tanner, MCIP RPP  
Project Manager

Rev. 26, 2019 - 1:59pm C:\projects\working directory\active\32mm\60537108\103397 - Draft Plan of Subdivision with Signatures 2.dwg



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

Lands to apply Class 4 Designation under NPC-300 Guidelines

**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 0.99993282

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

SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR  
 SSB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR  
 IB DENOTES 16mm X 16mm X 0.61m IRON BAR  
 IB Ø DENOTES 19mm diameter X 0.61m ROUND IRON BAR  
 CC DENOTES CUT-CROSS  
 CP DENOTES 50mm X 50mm STEEL PIN  
 S DENOTES SURVEY MONUMENT FOUND  
 D 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 ASTROMERIC AND ARE REFERRED TO THE NORTHERN LIMIT OF PLAN 12R-21031 SHOWN AS HAVING A BEARING OF N20°50'00"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	=	7.6 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	=	8.7 ha ( 21.5 acres) = 13.0%
RIGHT OF WAY	=	11.6 ha ( 28.7 acres) = 17.4%
<b>TOTAL AREA</b>	=	<b>66.8 ha ( 165.1 acres)</b>

**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 25, 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 24, 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



Figure 2

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  
[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***

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.

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

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.

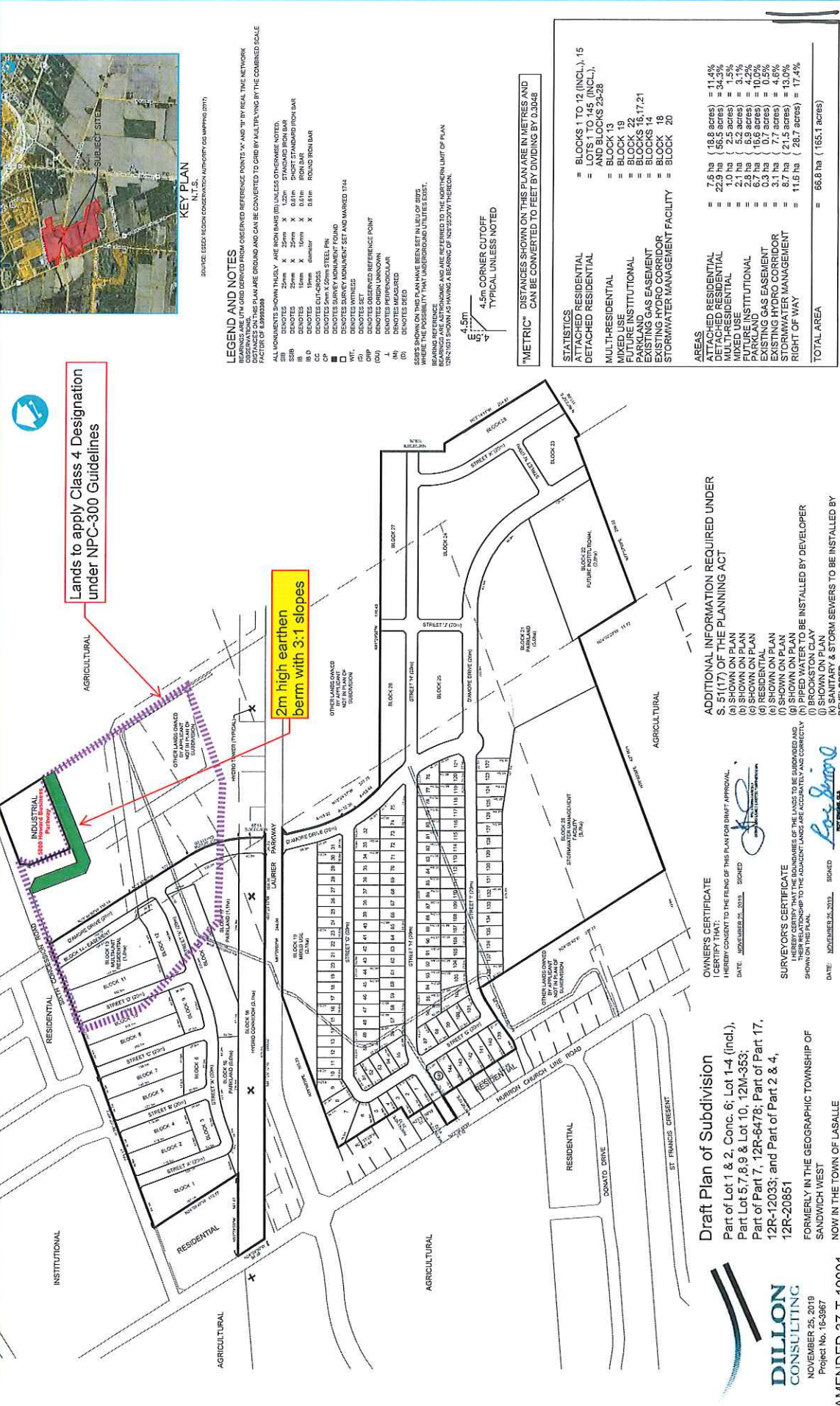
We trust this letter will add to the body of material prepared for the Sterling Lakes Draft Plan of Subdivision and Zoning Bylaw Amendment approval. Should you have any questions, please feel free to contact the undersigned at your convenience.

Sincerely,

**DILLON CONSULTING LIMITED**

Lucas Arnold, P.Eng.  
Associate

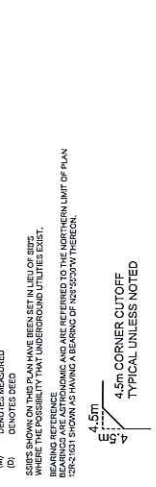
cc: Laura Fanelli – Sterling Lakes LP  
Karl Tanner – Dillon Consulting Limited



Lands to apply Class 4 Designation under NPC-300 Guidelines

2m high earthen berm with 3:1 slopes

- LEGEND AND NOTES**
- BEARINGS ARE IN QUADRANTS DERIVED FROM OBSERVED REFERENCE POINTS AND BY REAL TIME NETWORK OBSERVATIONS. DISTANCES ARE IN METRES UNLESS OTHERWISE NOTED. ALL DISTANCES ON THIS PLAN ARE TO BE CONSIDERED AS APPROXIMATE.
- ALL MONUMENTS SHOWN THUSLY ARE IRON BARS (UNLESS OTHERWISE NOTED).
- SBH 25mm X 25mm STANDARD IRON BAR
  - SB 15mm X 15mm STANDARD IRON BAR
  - SB 12mm X 12mm STANDARD IRON BAR
  - SB 10mm X 10mm STANDARD IRON BAR
  - SB 8mm X 8mm STANDARD IRON BAR
  - SB 6mm X 6mm STANDARD IRON BAR
  - SB 4mm X 4mm STANDARD IRON BAR
  - SB 2mm X 2mm STANDARD IRON BAR
  - SB 1.5mm X 1.5mm STANDARD IRON BAR
  - SB 1.2mm X 1.2mm STANDARD IRON BAR
  - SB 1.0mm X 1.0mm STANDARD IRON BAR
  - SB 0.8mm X 0.8mm STANDARD IRON BAR
  - SB 0.6mm X 0.6mm STANDARD IRON BAR
  - SB 0.5mm X 0.5mm STANDARD IRON BAR
  - SB 0.4mm X 0.4mm STANDARD IRON BAR
  - SB 0.3mm X 0.3mm STANDARD IRON BAR
  - SB 0.2mm X 0.2mm STANDARD IRON BAR
  - SB 0.1mm X 0.1mm STANDARD IRON BAR
- CC DENOTES CURB CUTS
- CS DENOTES CURB SET
- CR DENOTES CURB RADIUS
- CS DENOTES SURVEY MONUMENT SET AND MARKED 15/4
- WIT DENOTES WITNESS
- REF DENOTES OBSERVED REFERENCE POINT
- OD DENOTES ORIGIN UNKNOWN
- OD DENOTES ORIGIN UNKNOWN
- MA DENOTES METRIC
- (M) DENOTES METRIC
- (I) DENOTES IMPERIAL
- SCALES SHOWN ON THIS PLAN HAVE BEEN SET IN METRIC UNITS. WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST, BEARINGS ARE IN QUADRANTS AND ARE REFERRED TO THE NORTHERN LIMIT OF PLAN. 12R-12033 SHOWN AS HAVING A BEARING OF N29°52'00"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	= 7.6 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	= 2.8 ha (6.9 acres) = 4.2%
= FUTURE INSTITUTIONAL	= 6.7 ha (16.6 acres) = 10.0%
= FUTURE PARKLAND	= 0.3 ha (0.7 acres) = 0.5%
= EXISTING GAS EASEMENT	= 3.1 ha (7.7 acres) = 4.6%
= EXISTING HYDRO CORRIDOR	= 2.7 ha (6.7 acres) = 4.0%
= EXISTING HYDRO CORRIDOR RIGHT OF WAY	= 11.9 ha (29.7 acres) = 17.4%
<b>TOTAL AREA</b>	<b>= 66.8 ha (165.1 acres)</b>

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

- (a) SHOWN ON PLAN
- (b) SHOWN ON PLAN
- (c) SHOWN ON PLAN
- (d) SHOWN ON PLAN
- (e) SHOWN ON PLAN
- (f) SHOWN ON PLAN
- (g) SHOWN ON PLAN
- (h) SHOWN ON PLAN
- (i) SHOWN ON PLAN
- (j) BROOKTON CLAY
- (k) SHOWN ON PLAN
- (l) STORMWATER & STORM SEWERS TO BE INSTALLED BY DEVELOPER
- (m) SHOWN ON PLAN

**OWNERS CERTIFICATE**

I CERTIFY THAT:

THESE PLANS ARE THE WORK OF THE ENGINEER OR ARCHITECT.

DATE: NOVEMBER 25, 2019. SIGNED: *[Signature]*

**SURVEYORS CERTIFICATE**

THESE PLANS AND THE DIMENSIONS OF THE LANDS TO BE SUBDIVIDED AND SHOWN THEREON ARE ACCURATE AND CORRECTLY SHOWN ON THIS PLAN.

DATE: NOVEMBER 25, 2019. SIGNED: *[Signature]*

**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: 1:5,000

**DILLON CONSULTING**

NOVEMBER 25, 2019  
Project No. 16-3967

AMENDED 37-T-19001



**Clerk's Note:** A written submission has been received from Karl Tanner, Dillon Consulting, dated July 13, 2020 in response to Report DS-18-2020, has been added as a supplementary item to the July 14<sup>th</sup> Regular Meeting of Council.



File No.: 16-3967

July 13, 2020

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

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

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

Council Meeting – July 14, 2020  
Sterling Lakes – Plan of Subdivision  
Request to designate certain lands as Class 4 under NPC-300 Noise Guidelines  
Zoning Bylaw Amendment to permit Traditional Neighbourhood Residential, Mixed  
Use, Institutional and Recreational Land Uses  
Lands Outside the Plan of Subdivision - Zoning Bylaw Amendment to permit  
Traditional Neighbourhood Centre One (as amended) Land Uses

Dear Larry:

On behalf of our client, Sterling Lakes LP, further to our previous submissions to the Town on various matters related to the Sterling Lakes Subdivision approval process, we are confirming our support for the administrative report DS-18-2020 and Bylaws 8444 and 8446.

We respectfully request that Council approve the recommendations contained in Report DS-18-2020 designating the lands within 300m of the Propower property, both within and outside the Plan of Subdivision, as Class 4 under the MECP NPC-300 Guidelines. Council's support of the request allows our client to meet Condition 8 in the of Draft Plan of Subdivision approval and confirms our client's commitment to registered warning clauses on title.

In addition, we respectfully request that Council approve Bylaw 8444 which amends the zoning of the lands outside of the Plan of Subdivision but adjacent to Propower to site specific Neighbourhood Commercial excluding sensitive land uses and that Council approve Bylaw 8446 which amends the zoning of lands within the Plan of Subdivision. The proposed zoning allows for a mix of single, semi-detached, townhome and multi-residential development. Along with mixed use development along the Laurier Parkway Corridor and the creation of two new parks, multi-use trails system, a school



site and stormwater management facilities to meet the new and enhanced requirements for the storage and release of stormwater.

We understand that the July 14, 2020 Council Meeting is virtual and have full confidence in administration to provide clarity to Council. However, if required, we are available to answer any Council questions.

Feel free to contact the undersigned at your convenience.

Sincerely,

DILLON CONSULTING LIMITED

Karl Tanner  
KDT:dt

cc: Laura Fanelli – Sterling Lakes LP  
Kim Mullin – Wood Bull LLP



**Clerk's Note:** A written submission has been received from John Coulthard, Propower Mfg. Inc., dated July 9, 2020 in response to Report DS-18-2020, has been added as a supplementary item to the July 14<sup>th</sup> Regular Meeting of Council.

**From:** John Coulthard <[REDACTED]>  
**Date:** July 9, 2020 at 4:30:14 PM EDT  
**To:** Agatha Robertson <[arobertson@lasalle.ca](mailto:arobertson@lasalle.ca)>  
**Subject:** Delegation Request

Good afternoon Agatha,

Please see the attached delegation request form to speak at the July 14, 2020 Regular Council Meeting with attachment explaining our concerns.

RE: Agenda item; zoning change. The following excerpt is taken from an email I received from Larry Silani.

"...to bring forward (for Council adoption) the bylaw that will rezone the land immediately to the west and south of the Propower site in a restrictive neighbourhood commercial zone that will only permit the following non-noise sensitive land uses: personal service establishment, pharmacy, deli, financial institution, office and small scale retail store."

Recognizing that due to COVID-19 that Council meetings are virtual and that I therefore can't personally attend, it is my intention that the attached documents place my company on the record to LaSalle Town Council as if we had attended the meeting and spoke in person. We want it known that we have concerns regarding this zoning change and therefore these documents shall serve as a record of our opposition to ensure that an appeal can be made should Council adopt the zoning change bylaw during the meeting.

Regards

John Coulthard President

--

METAL TANKS

by Propower Mfg. Inc.

Ph: 1-877-741-2365

Fax: 519-737-1918

Web: [www.metaltanks.com](http://www.metaltanks.com)

PLEASE NOTE: The preceding information may be confidential or privileged.

It should only be used or disseminated for the purpose of conducting business with Propower.

If you are not an intended recipient, please notify the sender by replying to this message and then delete the information from your system.

"Thank you for your cooperation."



# FLOOD AND/OR EMERGENCY RESPONSE EVAUCATION PLAN WITH INTERIM GUIDELINES FOR COVID-19

**Information / Transfer Centre**







## Table of Contents

Purpose .....	3
Scope.....	4
Information / Transfer Centre Teams.....	4
Team Flow Chart .....	5
Management Team.....	5
Facility and Maintenance Team.....	5
Evacuee Information Team.....	6
Food Service Team .....	7
Location.....	7
Initiation of Information / Transfer Centre.....	8
Emergency Medical Response .....	9
APPENDIX A – INFORMATION / TRANSFER CENTRE TEAMS.....	10
APPENDIX B – STAFF PROTOCOLS.....	12
APPENDIX C – VOLLMER LOCATION .....	13
APPENDIX D – MAP OF PRIMARY LOCATION FACILITY SET-UP .....	14
APPENDIX E – MAP OF ROUTE FOR FIRST RESPONDERS AND LASALLE TRANSIT.....	15
APPENDIX G – CLEANING CHART .....	16
APPENDIX H – SCREENING PROCESS FOR EVACUEES: .....	17
APPENDIX I – SCREENING SCRIPT .....	18
APPENDIX J – SCREENING CHECKLIST FORM .....	19
APPENDIX K – SCREENING QUESTIONS FOR STAFF .....	21
APPENDIX L – FOOD SERVICING.....	23
APPENDIX M – STAFF SCHEDULE .....	24
APPENDIX O – CONTACT INFORMATION .....	25
APPENDIX P – SHORT-TERM/LOW CAPACITY COOLING CENTRE .....	257



## Purpose

The purpose of this Flood and/or **Emergency Response Evacuation Plan with Interim Guidelines for COVID-19** is to support the Town of LaSalle's Emergency Response Plan.

As a result of the COVID-19 pandemic, the Town of LaSalle is obligated to ensure any Provincial Orders related to social gathering and otherwise are followed and physical distancing guidelines as issued by the Ministry of Health and Public Health agencies are maintained.

The Town of LaSalle Emergency Response Plan provides for the following responsibilities of the Social Services Director with respect to centres for evacuees:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.

Due to the restrictions and health and safety concerns due to the COVID-19 pandemic, a temporary emergency shelter providing lodging, registration, personal services and the like is not recommended during the COVID-19 pandemic, based on advice from the City of Windsor Department of Community and Health Services (which acts as a member of the Municipal Control Group during an emergency). However, as the Town maintains a responsibility for its citizens during an emergency, the intent is to establish an **Information/Transfer Centre** as opposed to an Emergency Reception Centre or Temporary Shelter.

The **Information/Transfer Centre** will allow for a location for residents that require a place to temporarily attend while making arrangements for them and their families to evacuate in the event of an emergency. The Town has received advice regarding the operation of such a centre during the COVID-19 pandemic from Community and Health Services as well as the Canadian Red Cross. The Canadian Red Cross will not provide in-person services during the pandemic, but will provide virtual registration services, subject to agreement with the Town. The Town has also conferred with the Windsor-Essex County Health Unit regarding safely operating such a centre, including accommodating any confirmed COVID-19 cases.

This Plan, will prepare for the most efficient deployment of resources to achieve the following:

- To provide a service site, where evacuees are received, during a disaster or emergency, and where their immediate basic needs can be met.
- The **Information/Transfer Centre** is for residents effected by a disaster that provides a temporary location to prepare accommodation plans in the case of an evacuation.
- To provide a temporary/transition area that will provide information to evacuees for emergency lodging, food, clothing and personal services.



- To coordinate the set-up and ongoing maintenance of a facility for the purposes of hosting an **Information/Transfer Centre**.
- A coordinated response consistent with prevailing conditions and information provided by external agencies, particularly the Social Services Director.

## Scope

This Plan applies to personnel in the Culture and Recreation and Public Works Department that will service a 24-hour Information/Transfer Centre. *Appendix A* contains a contact list for personnel anticipated to operate the Centre. The Plan provides detailed information for the set-up, maintenance and servicing for an **Information/Transfer Centre** that will service residents of the Town of LaSalle that have been affected by a disaster situation while under the conditions/ restrictions related to COVID-19. The **Information/Transfer Centre** will be located at the Vollmer Culture and Recreation Complex.

## Information/Transfer Centre Teams

Teams have been established to assist with the planning, coordination and supervision of the **Information/Transfer Centre**. The descriptions of each Team along with the Team roles and responsibilities are detailed below.

The list of assigned Team Members is provided in *Appendix A*.

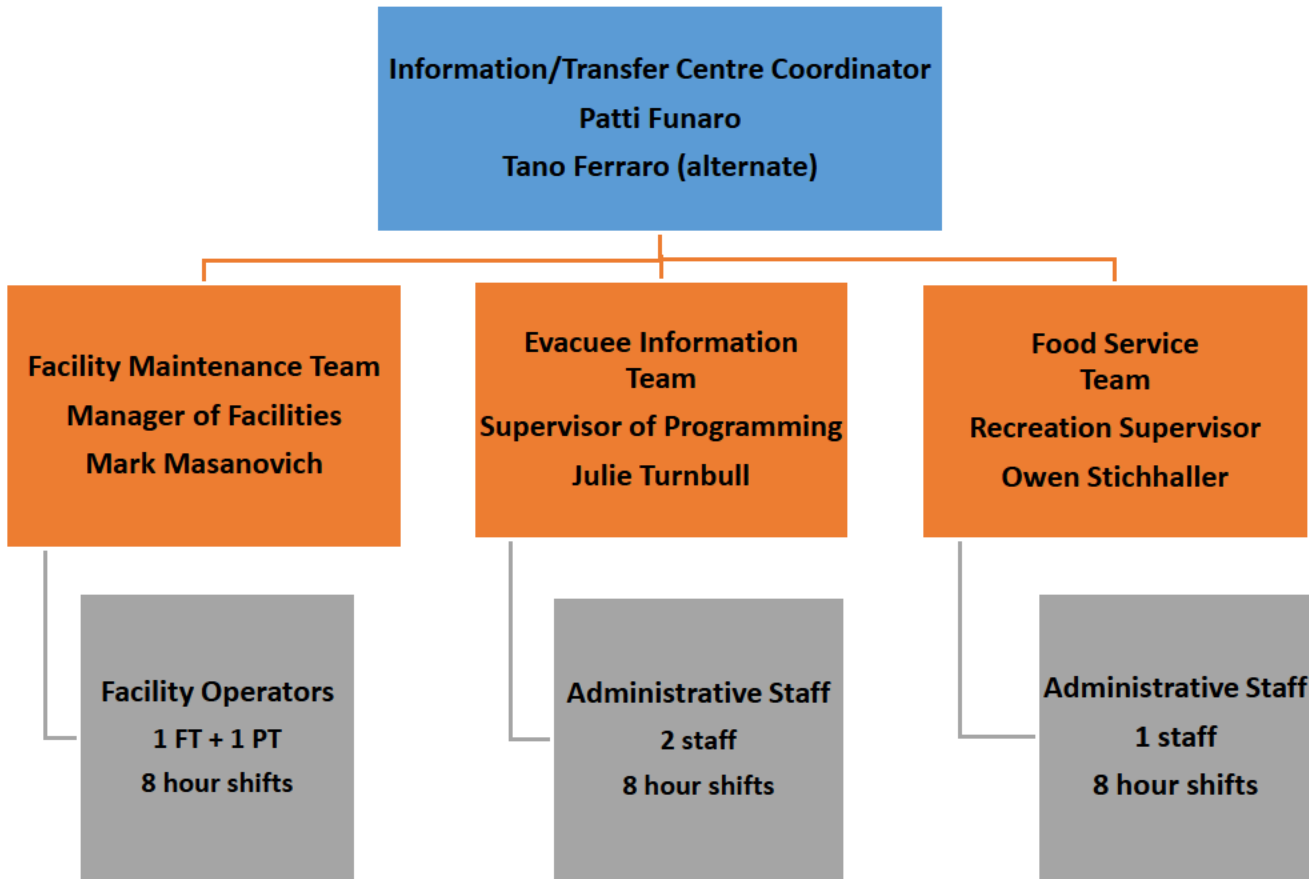
When preparing the list of assigned Team Members, the Management Team conducted an advanced COVID-19 screening to determine that the individuals assigned are eligible to work within the assigned area. The advanced COVID-19 screening included the following questions to determine that they are not considered high risk for COVID-19:

1. The individual is under the age of 65
2. The individual does not have any of the following:
  - A condition that affects the immune system; ie: HIV/AIDS, lupus, other autoimmune disorder
  - A chronic health condition; ie: diabetes, emphysema, asthma, heart condition
  - Receiving treatment that affects the immune system; ie: chemotherapy, corticosteroids, TNF inhibitors
3. Has not travelled outside of Canada in the last 14 days
4. Has not come in close contact with anyone tested positive for COVID-19
5. Has not been in close contact with a person who either:
  - Is sick with new respiratory symptoms (fever, cough or difficulty breathing)
  - Recently travelled outside of Canada

All members of the **Information/Transfer Centre** Teams will be responsible to adhere to Staff Protocols as provided in *Appendix B* including completing a self-assessment prior to every shift (*Appendix K*).



## Team Flow Chart



### Management Team

- Responsible for the overall planning, coordination and supervision of the **Information/ Transfer Centre**
- The **Information/Transfer Centre Coordinator** oversees the Plan and liaises with the Municipal Control Group (MCG) at the Emergency Operations Centre (EOC)
- On the direction of the MCG, the **Information/Transfer Centre Coordinator** is responsible for initiating the Plan by contacting/informing the Managers/Supervisor
- The department Managers and Supervisor are responsible for leading three operational teams to deploy the Plan:
  - Manager of Facilities: **Facility and Maintenance Team**
  - Supervisor of Programming: **Evacuee Information Team**
  - Recreation Supervisor: **Food Service Team**

### Facility and Maintenance Team

- Coordination of the facility set-up as per approved map as provided in *Appendix D*
- Set-up of facility signage:
  - Entrance/Exit/Emergency Exit



- Physical Distancing markers/indicators
- Stop before proceeding (entrance of building)
- How to practice social distancing
- Handwashing posters/proper cough and sneeze posters
- Signage for Areas A, B and C (see *Appendix D*)
- Ongoing maintenance of the **Information/Transfer Centre**
- Infection prevention and control practice:
  - Ensure cleaning and disinfection is performed on a routine and consistent basis
  - Ensure hand sanitizers have an alcohol concentration of between 70% to 90%
  - Use of proper PPE and removal/sanitation practices
- Cleaning and disinfecting (*Appendix G*):
  - Clean high-touch surfaces at least twice per day or when visibly dirty (eg light switches, door knobs, handrails, faucets, bathroom areas, counters, touch screen)
  - Increase cleaning frequency of shared spaces such as kitchens and bathrooms
  - Ensure that extra cleaning supplies are available such as liquid hand soaps, hand sanitizer, paper towels, tissues, trash cans, face masks, gloves, cleaners and disinfectants
  - Ensure garbage/refuse containers do not include a lid to ensure non-contact access
  - Any equipment that is shared between residents will be cleaned and disinfected before moving from one resident to another.
  - Clean the entire space area, including all touch surfaces when someone who is suspected or confirmed for COVID-19 has moved.
  - Ensure disinfecting procedure is in place for the common electronic chargers that are being used by evacuees to charge device
- Purchasing of supplies required to fulfil the requirements for facility maintenance

### **Evacuee Information Team**

- Coordination of evacuee screening protocols as referenced in *Appendix H*
  - Signage posted at the entrance of the building indicating that active screening is in place and that physical distancing must be maintained at all times.
  - Information/Screening desk equipped with alcohol-based (70%-90%) hand sanitizer and screening tools at all times.
  - Location for Information/Screening desk will be set up at least 2 meters (6 feet) away from the person to be screened with a Plexiglas barrier in between staff and evacuees
  - Ensure all staff wear a surgical/procedure or cloth mask while screening
  - Provide a surgical/procedure mask to all evacuees entering the facility
  - Follow screening script (*Appendix I*) while screening evacuees
  - Follow screening checklist form (*Appendix J*) that includes specific questions to be asked to each individual/family entering the facility. Depending on response, determine what area they are directed to:
    - i. Anyone entering the facility that answers 'no' to all of the screening questions will be directed to Area 'A' (back lobby)



- ii. Anyone entering the facility answers ‘**yes**’ to any of screening questions 1 through 6, or that refuses to answer will be directed to **Area ‘B’**(the multi-purpose room) to be isolated and scheduled for a medical assessment if showing symptoms.
  - iii. Anyone entering the facility that answers ‘**yes**’ to **question 7** will be directed to **Area ‘C’** (the tournament office/conveners room)
  - iv. The Information/Transfer Centre Coordinator will contact the Fire Chief to arrange for a medical assessment for evacuees located in Area B and C if necessary.
- Distribution of a prepared information flyer to all evacuees.
  - Tracking of completion of staff self-screening (*Appendix K*)

### **Food Service Team**

- Acquisition of food for evacuees and staff (*Appendix L*)
- Distribute food to evacuees and staff at the designated service counter/area in the facility
- Ensure adequate supply of water is available
- Set up garbage disposal units near eating area(s)
- Keep service counters/area clean
- Store and/or dispose leftover food properly
- Clean service counters/area and floors
- Remove garbage
- Maintain and submit all receipts/invoices for purchases consistent with the Town’s financial policies and procedures.

### **Location**

The **Vollmer Culture and Recreation Complex**, located at 2121 Laurier Parkway, LaSalle, ON N9J 0B4, is designated as the Primary location for the **Information/Transfer Centre**; see location map provided in *Appendix C*.

All evacuees and public will be directed to the front entrance of the building.

In order to serve as an **Information/Transfer Centre**, the facility will be set-up in accordance with the map provided in *Appendix D*.

**Area ‘A’** (the lobby) is the designated **rest area** for evacuees. Tables and chairs will be set-up allowing for social distancing. Electrical outlets/extension cords will be available as charging stations. Evacuees stationed in the lobby will have access to the **washroom facilities** located in the **pool change rooms** (Area ‘A’ Washrooms).

**Area ‘B’** (the multi-purpose room) is the designated **isolation area** for evacuees that screen positive for *indicators* of COVID-19. Tables and chairs will be set up providing for social distancing. Evacuees stationed in the multi-purpose room will have access to the **washroom facilities** located **directly next to the room** (Area ‘B’ Washrooms).



**Area 'C'** (the tournament office/convenors room) will be set up as a location for **confirmed** COVID-19 positive evacuee(s) to isolate away from the other individuals in the facility. Evacuees stationed in the tournament office/convenors room will have access to the **washroom facilities** located **directly across from Rink A** (Area 'C' Washrooms).

Food/Refreshment Service:

- Evacuees stationed in Area 'A' (the lobby) will receive food/beverages via the concession serving counter.
- Evacuees stationed in Area 'B' (the multi-purpose room) will receive food/beverages via the kitchenette counter located inside the multi-purpose room.
- Evacuees stationed in Area 'C' (the tournament office/convenors room) will receive food/beverages delivered directly to the room.

The **staff room** will be open as a rest area and meal serving area for Town staff.

The Manager of Roads & Fleet is the Emergency Site Manager and is responsible for determining, in conjunction with the Director Public Works, the extent of hazard and whether the Vollmer Culture and Recreation Complex will be impacted. This will be conveyed to the EOC and the MCG will direct the use of the secondary location if necessary. The secondary site would be the Town of Tecumseh, to be established through EOC.

### **Initiation of Information / Transfer Centre**

Subject to the direction of the MCG to establish the **Information/Transfer Centre**, the **Information/Transfer Centre Coordinator** will contact the appropriate Managers and Supervisor to initiate the Plan and open the facility.

The Managers/Supervisor will be responsible for contacting staff within their team of responsibility for the purpose of opening and operating the **Information/Transfer Centre**. Where possible, a pre-determined schedule will be prepared (*Appendix M*).

Upon notification, staff scheduled for the first shift are to report to the Vollmer Culture and Recreation Complex within 30 minutes of notification. The proceeding schedules will resume according to the pre-determined scheduled shifts.

At the time of notification, staff are to complete a self-assessment (*Appendix K*) and advise the Manager/Supervisor if they feel unwell, have a fever, and cough or any other illness. In the event a staff member is unfit for the scheduled shift, the Manager/Supervisor will proceed to contact a replacement.

**The Plan prepares for the Information/Transfer Centre to be in operation for 24-hours.**



## **Emergency Medical Response**

If staffing levels permit, Essex-Windsor EMS will arrange for Paramedics to be onsite to manage any/all emergency medical situations.

If Essex-Windsor EMS is not onsite, emergency medical responses will be handled in the following manner:

- Physical distancing measures will be maintained at all times.
- Staff will initiate First Response measures by calling 9-1-1.
- 9-1-1 will be informed of the following information:
  - ✓ Details of the medical situation
  - ✓ The area where the individual is located
  - ✓ If known, medical history of the individual, including but not limited to if the individual has or has been in contact with someone who is COVID-19 positive
- Notify LaSalle Fire Service for medical response
- CPR/Activation of the Defibrillator Machine will not be initiated, as staff will not have the required fitted N-95 masks available for protection.
- Staff will ensure that access to the building is available for 9-1-1 responders as reflected in *Appendix E*
  - ✓ A Staff member will wait outside the appropriate entrance of the building to direct emergency responders to access the facility and to the victim.





## APPENDIX A – INFORMATION / TRANSFER CENTRE TEAMS

MANAGEMENT TEAM			
Staff	Position	Primary #	Alternate #
Patti Funaro	Information/Transfer Centre Coordinator <i>Recreation Manager</i>	██████████	██████████
Tano Ferraro	Information/Transfer Centre Coordinator (alternate) <i>Finance Manager</i>	██████████	
Mark Masanovich	Facility Maintenance Team <i>Manager of Facilities</i>	██████████	
Julie Turnbull	Evacuee Information Team <i>Supervisor of Programming</i>	██████████	
Owen Stichhaller	Food Service Team <i>Recreation Supervisor</i>	██████████	

In the event a member of the Management Team is not available, the following individuals have been assigned as designates:

Staff	Assigned Designate
Patti Funaro	Tano Ferraro
Mark Masanovich	
Julie Turnbull	Owen Stichhaller
Owen Stichhaller	Julie Turnbull

FACILITY AND MAINTENANCE TEAM			
Staff	Position	Primary #	Alternate #




<b>EVACUEE INFORMATION TEAM</b>			
<b>Staff</b>	<b>Position</b>	<b>Primary #</b>	<b>Alternate #</b>

<b>FOOD SERVICE TEAM</b>			
<b>Staff</b>	<b>Position</b>	<b>Primary #</b>	<b>Alternate #</b>



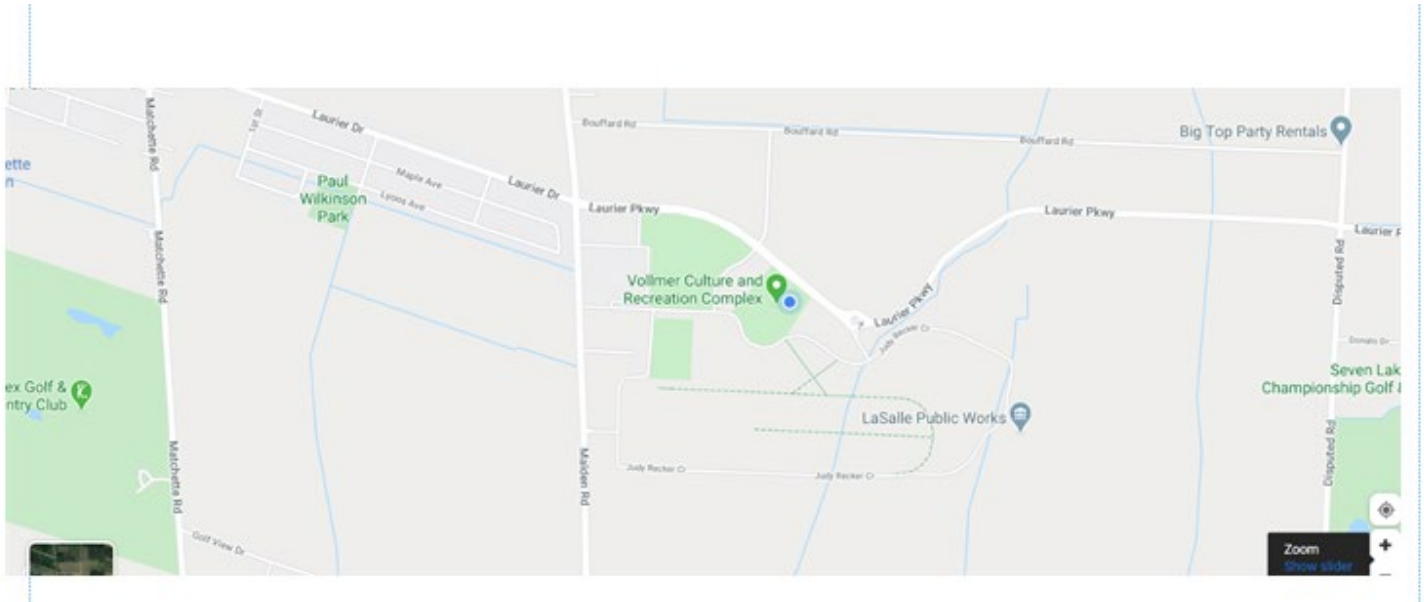
## **APPENDIX B – STAFF PROTOCOLS**

- The Information / Transfer Centre will avoid using staff over the age of 65 and individuals that may be at high risk for COVID-19 (e.g. individuals with chronic conditions like diabetes, heart disease, lung disease etc.)
- All efforts will be made to separate staff into those working with and not working with people who are sick as much as possible. Staff working with symptomatic evacuees will avoid working with evacuees who are well.
- Staff will have:
  - Access to a separate washroom facility from those used by evacuees; the washrooms are located on the second floor
  - Lunches and breaks on a rotating basis to reduce the number of individuals in break areas
- Staff are required to:
  - Complete a self-assessment prior to every shift (*Appendix I*)
  - Self-monitor their symptoms daily, stay home if sick and contact their health care provider or the Windsor Essex County Health Unit.
  - Notify a supervisor with as much notice as possible if they feel unwell, exhibit any symptoms of COVID-19 or any other illness.
- Staff will:
  - Engage in regular and frequent hand hygiene, good respiratory etiquette, and cleaning and disinfecting of the environment
  - Be provided with PPE (surgical/procedure or cloth masks/gloves) and will be required to wear the PPE while in the facility
  - Be clearly identified as Town employees by way of wearing ID lanyards and safety vests
  - Maintain minimum 2 metre (6 feet) physical distance from evacuees and other staff members
  - Enter / exit the building using the door located near the food court (separate entrance from that being used by evacuees).
  - Avoid moving equipment or other items between areas with sick and non-sick people to reduce risk of transmission through indirect contact.
  - Avoid movement between floors, units and facilities when possible.
  - Always practice strict hand hygiene when moving between evacuees.
- Staff should prepare a backpack of personal items to bring with them for their scheduled shift (change of clothes, change of shoes/boots) in the event they are required. Items will be secured in the facility operator office and/or front desk/boat office. (staff are encouraged to keep as many personal belongings in their car or at home as possible).

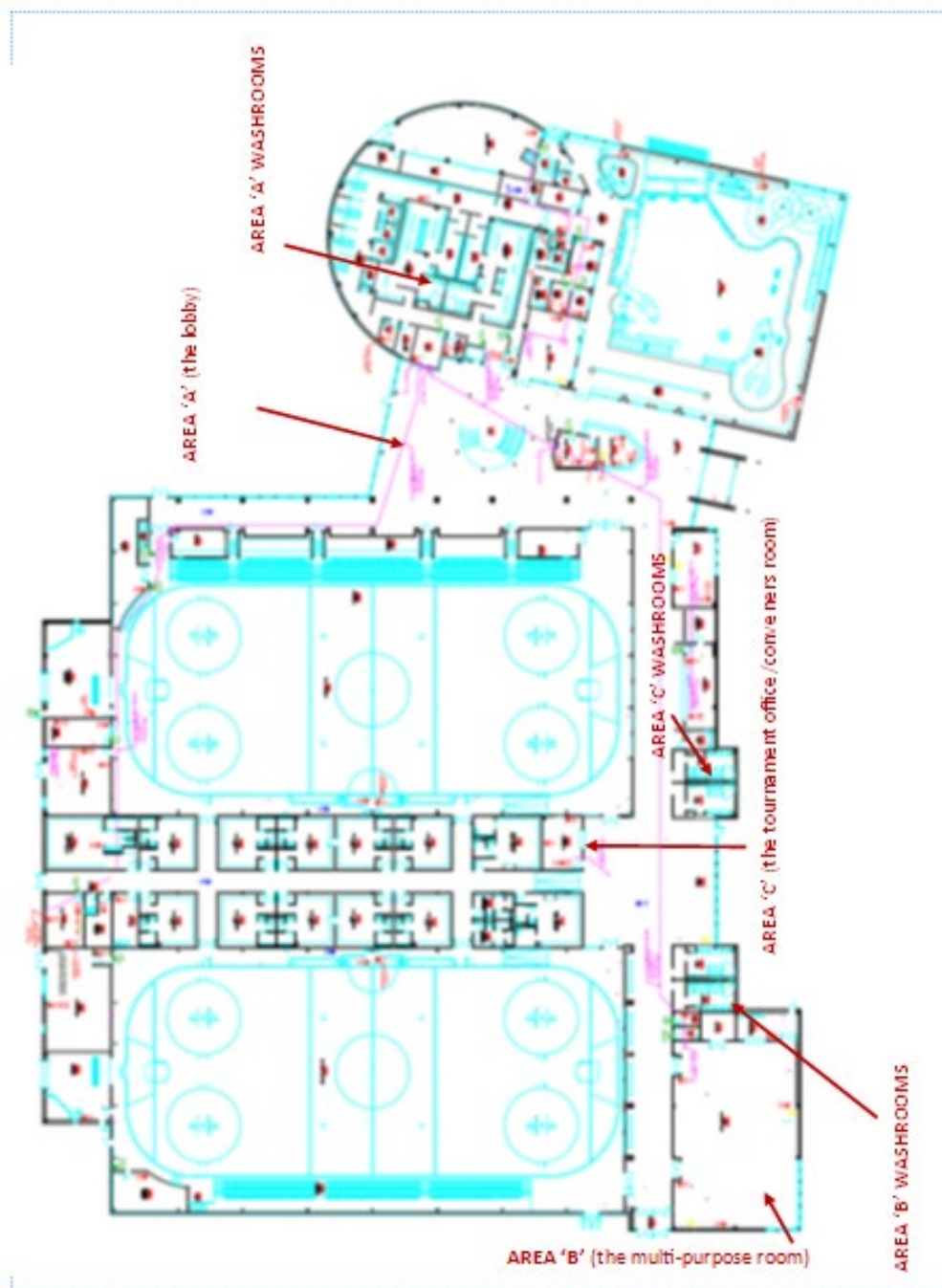


## APPENDIX C – VOLLMER CULTURE AND RECREATION COMPLEX LOCATION

**VOLLMER CULTURE AND RECREATION COMPLEX**  
**2121 LAURIER PARKWAY, LaSalle, ON N9J 0B4**



## APPENDIX D – MAP OF PRIMARY LOCATION FACILITY SET-UP

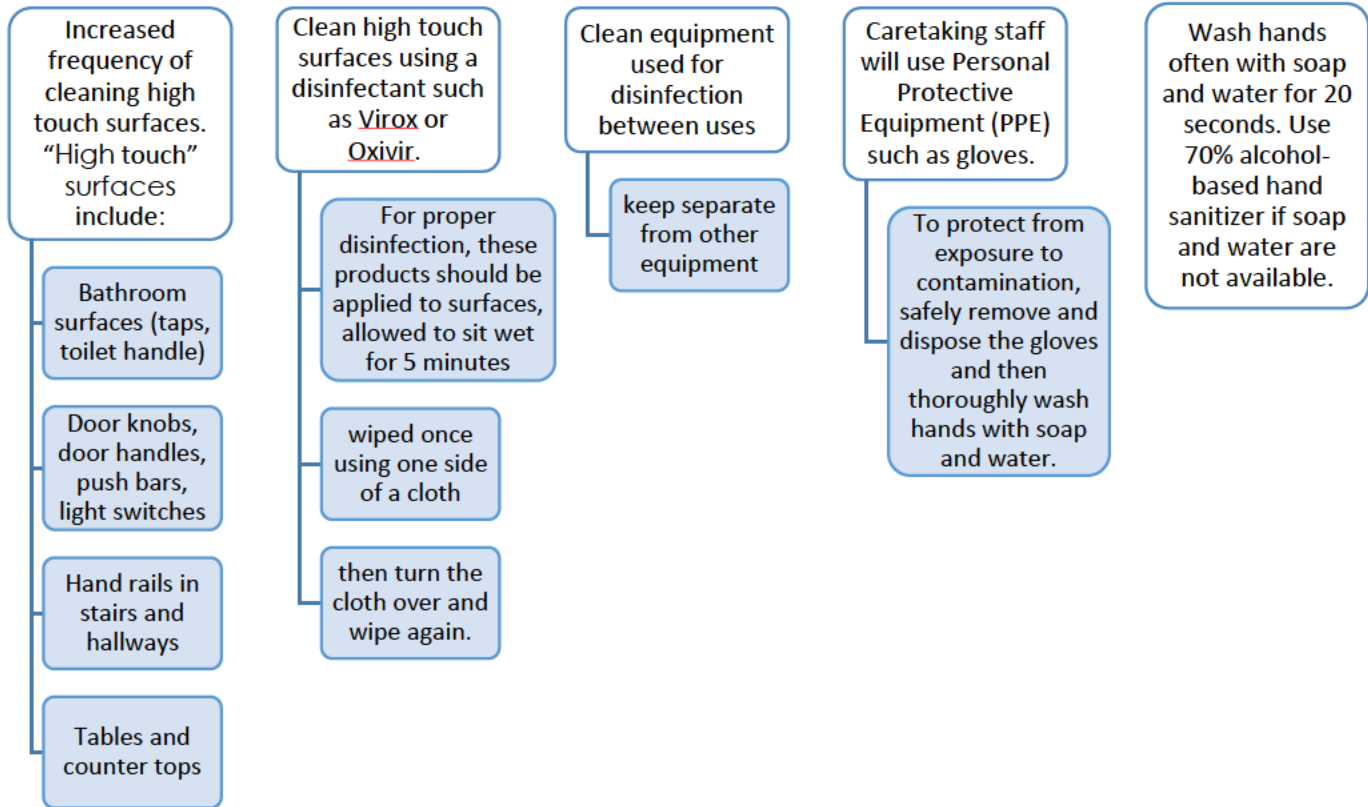


## APPENDIX E – MAP OF ROUTE FOR FIRST RESPONDERS AND LASALLE TRANSIT





## APPENDIX G – CLEANING CHART





## APPENDIX H – SCREENING PROCESS FOR EVACUEES:

- Those entering the facility will be restricted to one entrance and actively screened upon entrance.
- Physical distancing signage will be displayed for those waiting in line to enter the facility.
- Staff conducting screening will be equipped with a surgical/procedure or cloth mask and be positioned at least 2 metres (6 feet) away from each evacuee when asking screening questions
- Screening questions will be asked to evacuees as they enter the **Information/Transfer Centre** (*Appendix G*)
- Use a one-at-a-time entrance process with staff waiting until screening is complete before allowing the next person
- Each person will be required to wear a surgical/procedure mask. If they do not have a surgical/procedure or cloth or similar mask, one will be provided to them.
- Each person will be asked to wash hands using soap and water or sanitize using an alcohol based hand rub (70%-90% alcohol content)
- Location for Information/Screening desk will be set up at least 2 metres (6 feet) away from the person to be screened with a Plexiglas barrier between staff and evacuees
- A log will be maintained of anyone entering the facility with information including, but not limited to, name, phone number and date & time of entry
- A separate isolation room and clear path will be established for individuals who fail screening at the screening checkpoint.
- A freestanding hand sanitizer will be set at the entry door for evacuees.
- To reinforce appropriate physical distancing measures between individuals waiting to enter the facility, 2 metre (6ft) line markings will be created on the sidewalk outside of the evacuee entrance to the facility.





## APPENDIX I – SCREENING SCRIPT

<p><b>Step 1: Welcome</b></p>	<p>Hello.</p> <p>Please be aware that this is an <b>Information/Transfer Centre</b> for those who had to evacuate their homes due to an emergency. This is a temporary location to allow you time to make arrangements to move to an alternate safe temporary shelter location.</p>				
<p><b>Step 2: Directions</b></p>	<p>While in the facility, please ensure that all members of your party remain together. While in the facility, you must:</p> <ul style="list-style-type: none"> <li>• Wear a face mask – surgical or procedure mask or cloth, for example</li> <li>• Maintain physical distancing of 2 metres (6 feet)</li> <li>• Wash your hands and/or use hand sanitizer</li> </ul>				
<p><b>Step 3: Confirmation</b></p>	<p>Do you understand and agree to these conditions?</p> <ul style="list-style-type: none"> <li>• <i>If they answer YES, proceed to next step</i></li> <li>• <i>If they answer NO, provide them with an information sheet and directions on how they can make alternate arrangements.</i></li> </ul>				
<p><b>Step 4: Explanation</b></p>	<p>I have a few questions to ask you that pertain to all members in your party. This information is confidential and is only collected for the purposes of directing evacuees within the facility and in the event follow-up contact is required.</p>				
<p><b>Step 5: Checklist</b></p>	<p>Proceed to checklist</p>				
<p><b>Step 6: Action</b></p>	<p>Directions based on Checklist Responses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"> <p>Answered “No” to all questions</p> </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Thank them for their patience</li> <li>• Inform the Evacuee(s) they may proceed to <b>AREA ‘A’</b> (the lobby).</li> <li>• Provide them with the <b>INFORMATION FLYER</b></li> <li>• If they do not already have one, provide them with a <b>surgical/procedure mask</b></li> <li>• Request that they use hand-sanitizer for 15 seconds</li> </ul> </td> </tr> <tr> <td style="width: 30%; padding: 5px;"> <p>Answered “YES” to any questions</p> </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Immediately <b>inform the Coordinator</b> on duty</li> <li>• Thank the Evacuee for their patience</li> <li>• Advise the Evacuee(s) that, they will have to proceed to <b>AREA ‘B’</b> (the multi-purpose room) if they answered <b>yes</b> to any of <b>questions 1 through 6</b></li> <li style="padding-left: 20px;">OR</li> <li>• Advise the Evacuee(s) that, they will have to proceed to <b>AREA ‘C’</b> (the tournament office/conveners room) if they answered <b>yes</b> to <b>question 7.</b></li> <li>• Provide them with the <b>INFORMATION FLYER</b></li> <li>• If they do not already have one, provide them with a <b>surgical/procedure mask</b></li> <li>• Request that they use hand-sanitizer for 15 seconds</li> </ul> </td> </tr> </table>	<p>Answered “No” to all questions</p>	<ul style="list-style-type: none"> <li>• Thank them for their patience</li> <li>• Inform the Evacuee(s) they may proceed to <b>AREA ‘A’</b> (the lobby).</li> <li>• Provide them with the <b>INFORMATION FLYER</b></li> <li>• If they do not already have one, provide them with a <b>surgical/procedure mask</b></li> <li>• Request that they use hand-sanitizer for 15 seconds</li> </ul>	<p>Answered “YES” to any questions</p>	<ul style="list-style-type: none"> <li>• Immediately <b>inform the Coordinator</b> on duty</li> <li>• Thank the Evacuee for their patience</li> <li>• Advise the Evacuee(s) that, they will have to proceed to <b>AREA ‘B’</b> (the multi-purpose room) if they answered <b>yes</b> to any of <b>questions 1 through 6</b></li> <li style="padding-left: 20px;">OR</li> <li>• Advise the Evacuee(s) that, they will have to proceed to <b>AREA ‘C’</b> (the tournament office/conveners room) if they answered <b>yes</b> to <b>question 7.</b></li> <li>• Provide them with the <b>INFORMATION FLYER</b></li> <li>• If they do not already have one, provide them with a <b>surgical/procedure mask</b></li> <li>• Request that they use hand-sanitizer for 15 seconds</li> </ul>
<p>Answered “No” to all questions</p>	<ul style="list-style-type: none"> <li>• Thank them for their patience</li> <li>• Inform the Evacuee(s) they may proceed to <b>AREA ‘A’</b> (the lobby).</li> <li>• Provide them with the <b>INFORMATION FLYER</b></li> <li>• If they do not already have one, provide them with a <b>surgical/procedure mask</b></li> <li>• Request that they use hand-sanitizer for 15 seconds</li> </ul>				
<p>Answered “YES” to any questions</p>	<ul style="list-style-type: none"> <li>• Immediately <b>inform the Coordinator</b> on duty</li> <li>• Thank the Evacuee for their patience</li> <li>• Advise the Evacuee(s) that, they will have to proceed to <b>AREA ‘B’</b> (the multi-purpose room) if they answered <b>yes</b> to any of <b>questions 1 through 6</b></li> <li style="padding-left: 20px;">OR</li> <li>• Advise the Evacuee(s) that, they will have to proceed to <b>AREA ‘C’</b> (the tournament office/conveners room) if they answered <b>yes</b> to <b>question 7.</b></li> <li>• Provide them with the <b>INFORMATION FLYER</b></li> <li>• If they do not already have one, provide them with a <b>surgical/procedure mask</b></li> <li>• Request that they use hand-sanitizer for 15 seconds</li> </ul>				



## APPENDIX J – SCREENING CHECKLIST FORM

Date of Entry: \_\_\_\_\_ Time of Entry: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Individual: \_\_\_\_\_ Family: \_\_\_\_\_ Number of Family Members: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Family Member # 2 Name: \_\_\_\_\_ Family Member # 3 Name: \_\_\_\_\_

Family Member # 4 Name: \_\_\_\_\_ Family Member # 5 Name: \_\_\_\_\_

### Step 1:

1. Do you (or anyone in your party) have any of the following symptoms: a fever, new onset of cough, worsening chronic cough, shortness of breath or difficulty breathing?

Yes	<input type="text"/>
No	<input type="text"/>

2. Have you (or anyone in your party) had close contact with anyone with acute respiratory illness or have travelled outside of Canada in the past 14 days?

Yes	<input type="text"/>
No	<input type="text"/>

3. Have you (or anyone in your party) been tested for COVID-19 and are awaiting results?

Yes	<input type="text"/>
No	<input type="text"/>

4. Have you (or anyone in your party) had close contact with a confirmed case of COVID-19?

Yes	<input type="text"/>
No	<input type="text"/>

5. Do you (or anyone in your party) have two (2) or more of the following symptoms?

Sore throat  
 Hoarse voice  
 Difficulty swallowing  
 Nausea / vomiting  
 Nasal congestion without other known cause  
 Decreased or lose sense of taste or smell  
 Chills

	FM 1	FM 2	FM 3	FM 4	FM 5
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



- Headaches
- Pink eye (conjunctivitis)
- Unexplained fatigue / malaise
- Diarrhea
- Abdominal pain
- Runny nose / sneezing without other known cause
- Nasal congestion without other known cause


6. Are you (or anyone in your party) 65 years of age or older, are experiencing any of the following symptoms: delirium, unexplained or increased number of falls, acute functional decline, or worsening of chronic conditions?

Yes

No

7. Have you (or anyone in your party) have a confirmed case of COVID-19?

Yes

No

**Step 2:**



**If all answers are NO:**

- Evacuee may proceed to **Area 'A'** in the lobby
- Provide the Evacuee with the **INFORMATION FLYER**
- If they do not already have one, provide them with a **surgical/procedure mask**
- Request that they use hand-sanitizer for 15 seconds



**If any answer are YES in Questions 1 through 6:**

- Evacuee will have to proceed to **Area 'B'** located in the multi-purpose room
- Immediately **inform the COORDINATOR** on duty
- Provide the Evacuee with the **INFORMATION FLYER**
- If they do not already have one, provide them with a **surgical/procedure mask**
- Request that they use hand-sanitizer for 15 seconds



**If YES to Question 7:**

- Evacuee will have to proceed to **Area 'C'** located in the tournament/convenor room
- Immediately **inform the COORDINATOR** on duty
- Provide the Evacuee with the **INFORMATION FLYER**
- If they do not already have one, provide them with a **surgical/procedure mask**
- Request that they use hand-sanitizer for 15 seconds



## APPENDIX K – COVID-19 SELF ASSESSMENT FOR STAFF

The self-assessment is only meant as an aid and cannot diagnose you. If you have medical questions, consult a health practitioner or your local public health unit.

**Are you currently experiencing any of these issues? Call 911 if you are.**

- Severe difficulty breathing  
(struggling for each breath, can only speak in single words)
- Severe chest pain  
(constant tightness or crushing sensation)
- Feeling confused or unsure of where you are
- Losing consciousness

**Are you currently experiencing any of these symptoms? Choose any/all that apply.**

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (out of breath, unable to breathe deeply)
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children and infants: sluggishness or lack of appetite
- None of the above

**Are you in any of these at-risk groups?**

- 70 years old or older
- pregnant or recently gave birth
- getting treatment that compromises (weakens) your immune system  
(for example, chemotherapy, medication for transplants, corticosteroids, TNF inhibitors)
- having a condition that compromises (weakens) your immune system  
(for example, lupus, rheumatoid arthritis, other autoimmune disorder)



- having a chronic (long-lasting) health condition  
(for example, diabetes, emphysema, asthma, heart condition)
- regularly going to a hospital or health care setting for a treatment  
(for example, dialysis, surgery, cancer treatment)

**In the last 14 days, have you been in close physical contact with someone who tested positive for COVID-19?**

Close physical contact means:

- being less than 2 metres away in the same room, workspace, or area for over 15 minutes
- living in the same home

**In the last 14 days, have you been in close physical contact with a person who either:**

- is currently sick with a new cough, fever, or difficulty breathing?
- or
- returned from outside of Canada in the last 2 weeks?

Close physical contact means:

- being less than 2 metres away in the same room, workspace, or area for over 15 minutes
- living in the same home

**Have you travelled outside of Canada in the last 14 days?**



## APPENDIX L – FOOD SERVICING

During the current COVID-19 conditions, restrictions will be placed on the food service options including limited meal options for evacuees:

- Single-serve; boxed-style meals
  - limited dietary meal options (ie: diabetic meal options but no vegan options)
  - Boxed meals to include cutlery and napkins
- Single-serve refreshments (ie: bottles of water, pop, coffee)
- Single-serve snacks (ie: granola bars)

Service Schedule	Available
Morning	Single-Served Snacks: muffins, bagels, granola bars Beverages: Bottled water, coffee/tea
Lunch / Afternoon	Boxed meal: Pre-made sandwiches/wraps, chips, piece of fruit Beverages: Bottled water, coffee/tea
Dinner / Evening	Boxed meal: Pre-made sandwiches/wraps, chips, piece of fruit Beverages: Bottled water, coffee/tea

### Food Serving for Evacuees in Area ‘A’ (the lobby):

The concession is the designated location for food/refreshments to be served to evacuees located in Area ‘A’ (the lobby). A physical barrier, such as a sheet of plexi-glass will be set-up at the serving window of the concession to ensure social distancing/non-contact service for the staff. Evacuees, while maintaining physical distancing, will be able to pick up food/beverages at concession window.

### Food Serving for Evacuees in Area ‘B’ (the multi-purpose room):

To distribute food / refreshments to evacuees located in Area ‘B’ (the multi-purpose room), the following process will be followed:

- A staff member will bring the food/refreshments to the multipurpose room kitchenette where it will be left on the counter (window open)
- Once the staff member leaves the area, the evacuee(s) may retrieve the food/refreshments from the counter

### Food Serving for Evacuees in Area ‘C’ (the tournament office/conveners room):

To distribute food / refreshments to evacuees located in Area ‘C’ (the tournament office/conveners room), the following process will be followed:

- A staff member will bring the food/refreshments on a cart to the tournament office/conveners room where it will be left
- Once the staff member leaves the area, the evacuee(s) may retrieve the food/refreshments from the cart

### Food Servicing for Staff:

Food and refreshments will be available for staff in the staff room. While in the staff room, staff will be responsible to maintain social distancing.



## APPENDIX M – STAFF SCHEDULE

	<b>Management</b>	<b>Facility Maintenance</b>	<b>Administration / Reception Desk</b>	<b>Food Servicing / Canteen</b>
<b>8:00 AM to 4:00 PM</b>	1 - Manager or Supervisor	1 - Full Time 1 - Part Time	2 - Staff 1 for screening entrance 1 for information desk	1 - Staff
<b>4:00 PM to 12:00 AM</b>	1 - Manager or Supervisor	1 - Full Time 1 - Part Time	2 - Staff 1 for screening entrance 1 for information desk	1 - Staff
<b>12:00 AM to 8:00 AM</b>	1 - Manager or Supervisor	1 - Full Time 1 - Part Time	2 - Staff 1 for screening entrance 1 for information desk	1 - Staff



## APPENDIX O – CONTACT INFORMATION

<b>Agency Name:</b> Town of LaSalle				
Contact	Name	Position	Preferred Phone (Emergency)	Email
Primary	Patti Funaro	Information/Transfer Station Coordinator <i>Recreation Manager</i>	[REDACTED]	pfunaro@lasalle.ca
Secondary	Tano Ferraro	Information/Transfer Station Coordinator (Alt) <i>Finance Manager</i>	[REDACTED]	gferraro@lasalle.ca
<b>Roles and Activities:</b> <ul style="list-style-type: none"> <li>• Information / Transfer Centre</li> <li>• Work with Canadian Red Cross who will handle evacuee registrations (virtual) and required supplies for Information/Transfer Centre</li> <li>• Work with Windsor Social Services to coordinate the Information/Transfer Centre operations</li> </ul>				

<b>Agency Name:</b> Canadian Red Cross				
Contact	Name	Position	Preferred Phone (Emergency)	Email
Primary	Donna Girard	Emergency Management Coordinator	[REDACTED]	<a href="mailto:donna.girard@redcross.ca">donna.girard@redcross.ca</a>
Secondary	Rotating	On Duty Officer	[REDACTED]	<a href="mailto:ONDutyOfficer@redcross.ca">ONDutyOfficer@redcross.ca</a>
<b>Roles and Activities:</b> <ul style="list-style-type: none"> <li>• 24/hour emergency pager 519-259-6580 for Windsor Team</li> </ul>				

<b>Agency Name:</b> City of Windsor				
Contact	Name	Position	Preferred Phone (Emergency)	Email
Primary	Phong Nguy	Manager Contracts, Field & Maintenance	[REDACTED]	<a href="mailto:pnguy@citywindsor.ca">pnguy@citywindsor.ca</a>
Secondary	Roberta Harrison	Maintenance Coordinator	[REDACTED]	<a href="mailto:roharrison@citywindsor.ca">roharrison@citywindsor.ca</a>





<b>Agency Name:</b> City of Windsor				
Contact	Name	Position	Preferred Phone (Emergency)	Email
Primary	Mary Ellen Bernard (temporary)	Community Development & Health Services	[REDACTED]	<a href="mailto:mbernard@citywindsor.ca">mbernard@citywindsor.ca</a>
Secondary	Emily Bertram	Emergency Planning Officer	[REDACTED]	<a href="mailto:ebertram@citywindsor.ca">ebertram@citywindsor.ca</a>
<b>Roles and Activities:</b>				
<ul style="list-style-type: none"> <li>• Infrastructure maintenance, flood control, winter maintenance, field services, construction contracts,</li> </ul>				

<b>Agency Name:</b> Windsor Fire & Rescue Services				
Contact	Name	Position	Preferred Phone (Emergency)	Email
Primary	Stephen Laforet	Fire Chief / CEMC	[REDACTED]	<a href="mailto:slaforet@citywindsor.ca">slaforet@citywindsor.ca</a>
<b>Roles and Activities:</b>				
<ul style="list-style-type: none"> <li>• CEMC role for City of Windsor</li> </ul>				

<b>Agency Name:</b> Town of Tecumseh				
Primary	Name	Position	Preferred Phone (Emergency)	Email
	Paul Anthony	Director of Parks and Recreation	[REDACTED]	<a href="mailto:panthony@tecumseh.ca">panthony@tecumseh.ca</a>
Secondary	Name	Position	Preferred Phone (Emergency)	Email
	Wade Bondy	Fire Chief/CEMC	[REDACTED]	
<b>Roles and Activities:</b>				
<ul style="list-style-type: none"> <li>• Secondary/back-up transfer/information site</li> </ul>				



## APPENDIX P – SHORT TERM/LOW CAPACITY COOLING CENTRE PLAN

The purpose of this appendix is to establish a plan to operate a **Short-term/Low Capacity Cooling Centre** to support the Essex County Heat Alert and Response Plan during the COVID-19 pandemic.

The Cooling Centre would operate seven days a week from 11:00 am until 7:00 pm.

### LOCATION:

The **LaSalle Civic Centre**, located at 5950 Malden Road, LaSalle ON N9J 1S4 is designated as the Primary location for the **Short-term/Low Capacity Cooling Centre**.

In order to serve as a **Short-term/Low Capacity Cooling Centre**, the facility will be organized in the following manner:

- All attendees will be subject to the Screening Process outlined in Appendix H. Screening will be conducted by on-site security at the public entrance located closest to the parking lot. After screening, attendees will be directed in the following manner:
  - **Area 'A'** (the atrium) is the designated area for anyone attending that answers no to all questions on the Screening Checklist Form (*Appendix J*). Tables and chairs will be set up allowing for physical distancing. The women's washroom will be reassigned and designated as the washroom for Area 'A'.
  - **Area 'B'** (the seniors' room) is the designated area for anyone attending that answers yes to any of questions 1 through 6 on the Screening Checklist Form (*Appendix J*). Tables and chairs will be set up allowing for physical distancing. The men's washroom will be reassigned and designated as the washroom for Area 'B'.
  - **Area 'C'** (the Matchette Room) is the designated area for anyone attending that answers yes to question 7 on the Screening Checklist Form (*Appendix J*). The washroom adjacent to the Matchette Room will be the designated washroom for Area 'C'.

The **Short term/Low Capacity Cooling Centre** will be established at the direction of the MCG.

The **Information/Transfer Centre Coordinator** or alternate will be responsible for overseeing the **Short-term/Low Capacity Cooling Centre Plan**. The **Manager of Facilities** will be responsible for the coordination the facility set-up as outlined and the on-going maintenance, cleaning and disinfecting of the **Short term/Low Capacity Cooling Centre**.