



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

Tuesday, August 25, 2020, 6:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Clerk's Note: Members of Council will be participating electronically and will be counted towards quorum. The Minutes will reflect this accordingly. The Electronic Meeting can be viewed at the following link: <https://www.youtube.com/channel/UC6x5UyIhV1zSHkDTV6TCI5g/videos>

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

Pages

A. OPENING BUSINESS

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

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RECOMMENDATION

That the Minutes of the Regular Meeting of Council held July 28, 2020 and the Minutes of the Closed Meeting of Council held August 11, 2020 BE ADOPTED as presented.

4. Mayors Comments

Clerk's Note: J. Milicia, Chief Administrative Officer, on behalf of Mayor M. Bondy provides a verbal update on the 2019 Novel Coronavirus (COVID-19) pandemic.

B. PRESENTATIONS

C. PUBLIC MEETINGS AND/OR HEARINGS

D. DELEGATIONS

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. Award of demolition contracts 670 and 690/752 Front Road 13

RECOMMENDATION

That the report of the Deputy Clerk dated August 20, 2020 (AD-06-2020) regarding the demolition tenders for 670 Front Road and 690/752 Front Road BE RECEIVED and:

Approve a contract for the demolition at 670 Front Road to the Jones Group Ltd. in the amount of \$22,500.00 plus applicable taxes and;

Approve a contract for the demolition at 690/752 Front Road to the Jones Group Ltd. in the amount of \$81,100 plus applicable taxes.

2. Funding Mechanism for Local Improvements 18

RECOMMENDATION

That the report of the Director of Finance dated August 17, 2020 (FIN-17-2020) regarding a funding mechanism for local improvements BE RECEIVED; and that projects that are upgrades or enhancements to a localized area of Town be funded by OPTION A – Charge under Part XII of the Municipal Act BE APPROVED; and that administration BE AUTHORIZED to create a by-law and policy to implement PART XII charges under the Municipal Act.

3. 2021 Budget and Departmental Business Plan 27

RECOMMENDATION

That the report of the Manager of Finance/Deputy Treasurer dated August 13, 2020 (FIN-18-2020) regarding the 2021 Budget and Departmental Business Plan BE RECEIVED for information and that Council APPROVE the 2021 Budget and Departmental Business Plan timeline outlined within the report.

4. Recreation Software Upgrade 31

RECOMMENDATION

That the report of the Recreation Manager dated August 11, 2020 (CR-2020-21) regarding an upgrade to the recreation software package BE RECEIVED; and that the recommendation to proceed with the upgrade at a onetime cost of approximately \$10,000 funded from the Culture and Recreation reserves BE APPROVED.

5. Support for Federal Assistance for People with Disabilities - COVID-19 Pandemic 35

For Council decision.

- | | | |
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| 6. | Essex Region Source Protection Committee - Municipal Representation | 39 |
| | For Council decision. | |
| 7. | Purpose of the Tax Stabilization Reserve | 41 |

RECOMMENDATION

That the report of the Director of Finance dated August 20, 2020 (FIN-20-2020) regarding the Purpose of the Tax Stabilization Reserve BE RECEIVED.

F. COMMITTEE MATTERS FOR COUNCIL ACTION

- | | | |
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| 1. | Parks, Recreation and Events Committee Meeting - August 20, 2020 | 45 |
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RECOMMENDATION

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

G. INFORMATION ITEMS TO BE RECEIVED

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| 1. | Natural vs Artificial Turf Comparison and Median Treatments | 110 |
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RECOMMENDATION

That the report of the Director of Public Works dated August 12, 2020 (PW-19-20) regarding natural versus artificial turf and median island treatments BE RECEIVED for information.

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| 2. | Update to the LaSalle Vipers Agreement | 116 |
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RECOMMENDATION

That the report of the Recreation Manager dated August 17, 2020 (CR-2020-22) regarding amending the Agreement between the Town and 1722964 Ontario Inc (the LaSalle Vipers) by adding the updated Facility Rentals – Arena Use Policy BE RECEIVED.

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| 3. | Summary of Reports to Council | 131 |
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RECOMMENDATION

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

RECOMMENDATION

That the following By-laws BE GIVEN first reading:

8457 A By-Law to provide that part-lot control shall not apply to certain lands within Registered Plan Number 12M-662.

8458 A By-law to stop up, close and sell a portion of Part of Lots 1 & 2, Concession 3 (Petite Cote) being Gilroy Street, LaSalle.

8459 A By-Law to assume Block 43, Plan 12M-599 as part of a public highway.

8460 A By-Law to authorize the execution of a Security Services Agreement for the LaSalle Civic Centre with the Canadian Corps of Commissionaires

8461 A By-Law to repeal By-law 4770, adopted on March 3, 1992

8462 A By-Law to repeal By-law 5580, adopted on June 10, 1997

8463 A By-Law to authorize the execution of an Amending Agreement between Scott D'Amore and The Corporation of the Town of LaSalle.

8464 A By-law to authorize the execution of an Agreement between Jones Group LTD and The Corporation of the Town of LaSalle for Demolition Work on 670 Front Road and Demolition Work on 690 and 752 Front Road

RECOMMENDATION

That By-law numbers 8457 to 8464 BE GIVEN second reading.

RECOMMENDATION

That By-law numbers 8457 to 8464 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

By-law Committee - September 1, 2020 @ 4:00 p.m.

Regular Council Meeting - September 8, 2020 @ 6:00 p.m.

Police Services Board Public Meeting - September 14, 2020 @ 5:00 p.m.

Committee of Adjustment - September 16, 2020 @ 5:30 p.m.

Parks, Recreation & Events Meeting - September 17, 2020 @ 9:00 a.m.

Fire Committee Meeting - September 17, 2020 @ 3:30 p.m.

Water & Wastewater Committee Meeting - September 22, 2020 @ 4:00 p.m.

Regular Council Meeting - September 22, 2020 @ 6:00 p.m.

P. ADJOURNMENT



THE CORPORATION OF THE TOWN OF LASALLE

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

July 28, 2020

6:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present: Mayor Marc Bondy, Deputy Mayor Crystal Meloche, Councillor Michael Akpata, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Administration Present: J. Milicia, Chief Administrative Officer, L. Silani, Director of Development & Strategic Initiatives, P. Marra, Director of Public Works, D. Dadalt, Legal Counsel, D. Sutton, Fire Chief, L. Jean, Deputy Clerk, R. Hyra, Human Resource Manager, G. Ferraro, Manager of Finance & Deputy Treasurer, M. Beggs, Manager of Roads & Parks, J. Osborne, Manager of Engineering, N. DiGesù, Manager of IT

Clerk's Note: Mayor Bondy, Members of Council, and Administration participated in the Meeting electronically via video conference technology. The Chief Administrative Officer, Deputy Clerk, and IT personnel were present in Council Chambers to participate electronically.

A. OPENING BUSINESS

1. Call to Order and Moment of Silent Reflection
Mayor Bondy calls the meeting to order at 6:00 p.m.
2. Disclosures of Pecuniary Interest and the General Nature Thereof
None disclosed.
3. Adoption of Minutes
194/20
Moved by: Deputy Mayor Meloche
Seconded by: Councillor Riccio-Spagnuolo
That the Minutes of the Closed and Regular Meetings of Council held July 14, 2020 BE ADOPTED as presented.
Carried.
4. Mayors Comments
None.

B. PRESENTATIONS

C. PUBLIC MEETINGS AND/OR HEARINGS

D. DELEGATIONS

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. Encroachment Agreement – 1370 Hazel Street

195/20

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the report of the Legal Counsel of LaSalle dated July 17, 2020 (AD-05-2020) regarding the Town entering into an Encroachment onto an Easement Agreement with the owners of 1370 Hazel Street be RECEIVED and to APPROVE Administration to take the steps necessary to complete the said Encroachment onto an Easement Agreement with the said owners; and that the Encroachment Agreement speak only to the side yard and rear yard of the property; and that the tree and front yard landscaping remain in a natural state.

Carried.

2. Canard Watermain Contract Award

196/20

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the report of the Manager of Engineering dated July 16, 2020 (PW-16-20) regarding the Canard Watermain Contract Award BE RECEIVED; and that the low bid price from Sterling Ridge Infrastructures Inc. of \$303,134.30 + HST BE APPROVED; and that the corresponding by-law BE ADOPTED during the by-law stage of the agenda.

Carried.

3. Purchase of Fleet vehicles for Water Department and Parks Department.

197/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That the report of the Manager of Roads and Parks dated July 16, 2020 (PW-17-20) regarding the purchase of Fleet vehicles BE RECEIVED; and the bid pricing for:

1. Water Cargo Van at \$31,773.00 (plus HST) received from Reaume Chevrolet;
2. Water Service Truck at \$70,124.67 (plus HST) received from East Court Ford Lincoln;
3. Parks ¾ Ton Pickup at \$49,106.00 (plus HST) from Oxford Dodge Chrysler;

BE APPROVED; and that as previously approved in the 2020 Budget, the full amount be funded through the Public Works capital budget.

Carried.

F. COMMITTEE MATTERS FOR COUNCIL ACTION

1. Fire Committee Meeting - July 16, 2020

198/20

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the Minutes of the Fire Committee Meeting held July 16, 2020 BE RECEIVED; and that all Committee Matters BE APPROVED.

Carried.

G. INFORMATION ITEMS TO BE RECEIVED

1. 2020 2nd Quarter Report

199/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That the report of the Supervisor of Accounting dated July 20, 2020 (FIN-16-2020) regarding the fi

nancial position of the Town of LaSalle as of the 2nd quarter BE RECEIVED.

Carried.

2. Radio Communications Study Summary Report

200/20

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Deputy Fire Chief of LaSalle dated July 21, 2020 (Fire 20-06) regarding the Radio Communications Study BE RECEIVED.

Carried.

3. Summary of Reports to Council

201/20

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the Report of the Chief Administrative Officer dated July 28, 2020 being a Summary of Reports to Council BE RECEIVED.

Carried.

H. BY-LAWS

202/20

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the following By-laws BE GIVEN first reading

8448 A By-Law to authorize the sale of Lot 107 and part of Block "A" in Registered Plan 979 to David Higgins.

8449 A By-Law to authorize the execution of a Developer's Severance Agreement with Kathleen Ouellette

8450 A By-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-Law, as amended.

8451 A By-law to authorize the execution of an Agreement between Sterling Ridge Infrastructures and The Corporation of the Town of LaSalle for the Canard Drive Watermain Replacement

8452 A By-law to confirm the purchase of 752 Front Road, LaSalle, Ontario from Mary Lou J. Semande

8453 Being a by-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-law, as amended.

8454 A By-Law to provide that part-lot control shall not apply to certain lands within Registered Plan Number 12M-662.

8455 Being a by-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-law, as amended.

Carried.

203/20

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That By-law numbers 8448 to 8455 BE GIVEN second reading.

Carried.

204/20

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That By-law numbers 8448 to 8455 BE GIVEN third reading and finally passed.

Carried.

I. COUNCIL QUESTIONS

Councillor Carrick requests a quarterly report to outline how much the Municipal Compliments and Complaints Portal is being utilized, as well as promoting the Portal.

Councillor Renaud inquires about the price of adding artificial turf to the Town's boulevards, as well as the pros and cons based on the costs associated.

Councillor Akpata requests a report to Council regarding different types of construction, timelines to build, and information on keeping it clean.

J. STATEMENTS BY COUNCIL MEMBERS

K. REPORTS FROM COMMITTEES

L. NOTICES OF MOTION

M. MOTION TO MOVE INTO CLOSED SESSION

N. CONFIRMATORY BY-LAW

205/20

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That Confirmatory By-law 8456 BE GIVEN first reading.

Carried.

206/20

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That Confirmatory By-law 8456 BE GIVEN second reading.

Carried.

207/20

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That Confirmatory By-law 8456 BE GIVEN third reading and finally passed.

Carried.

O. SCHEDULE OF MEETINGS

Accessibility Advisory Committee - August 4, 2020 @ 4:00 p.m. - Cancelled

Regular Meeting of Council - August 11, 2020 - Cancelled

By-law Committee Meeting - August 18, 2020 @ 4:30 p.m.

Planning Advisory Committee Meeting - August 18, 2020 @ 5:30 p.m.

Committee of Adjustment Meeting - August 19, 2020 @ 5:30 p.m.

Parks, Recreation & Events Committee Meeting - August 20, 2020 @ 9:00 a.m.

Special Meeting of Council for Planning Act Matters - August 25, 2020 @ 4:30 p.m.

Regular Council Meeting - August 25, 2020 @ 6:00 p.m.

P. ADJOURNMENT

Meeting adjourned at the call of the Chair 6:48 p.m.

Mayor: Marc Bondy

Deputy Clerk: Linda Jean



Minutes of the Closed Meeting of The Town of LaSalle Council

August 11, 2020
4:00 p.m.

Members in attendance:

Mayor Marc Bondy
Deputy Mayor Crystal Meloche
Councillor Michael Akpata
Councillor Sue Desjarlais
Councillor Jeff Renaud

Regrets:

Councillor Mark Carrick
Councillor Riccio-Spagnuolo

Also in attendance:

Joe Milicia, Chief Administrative Officer
Kevin Miller, Deputy Clerk
Dave Sutton, Fire Chief
Dale Langlois, Director of Finance/ Treasurer
Larry Silani, Director of Development & Strategic Initiatives
Peter Marra, Director of Public Works
Dawn Hadre, Corporate Communications and Promotions Officer
Mark Masanovich, Manager of Fleet & Facility
Patti Funaro, Manager of Recreation and Culture

Mayor Bondy calls the meeting to order at 4:00 p.m.

Disclosures of Pecuniary Interest and the General Nature Thereof

None disclosed.

Motion 208/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That Council move into closed session at 4:01 p.m. to discuss the following items:

1. Education or Training Session – Acquisition of Municipal Property - s.239(3.1)

Carried.

Motion 209/20

Moved by: Councillor Akpata

Seconded by: Councillor Desjarlais

That Council move back into public session at 4:39 p.m.

Carried.

1. Education or Training Session – Acquisition of Municipal Property - s.239(3.1)

Motion 210/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That the verbal update and tour provided by the Chief Administrative Officer regarding 752 Front Road, LaSalle BE RECEIVED.

Carried.

There being no further business, the meeting is adjourned at 4:48 p.m.

Mayor – Marc Bondy

Deputy Clerk & CAO – 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: August 20, 2020
Report Number: AD-06-2020
Subject: Award of demolition contracts 670 and 690/752 Front Road

Recommendation

That the report of the Deputy Clerk dated August 20, 2020 (AD-06-2020) regarding the demolition tenders for 670 Front Road and 690/752 Front Road BE RECEIVED and:

Approve a contract for the demolition at 670 Front Road to the Jones Group Ltd. in the amount of \$22,500.00 plus applicable taxes and;

Approve a contract for the demolition at 690/752 Front Road to the Jones Group Ltd. in the amount of \$81,100 plus applicable taxes.

Report

As part of the property acquisition for the Front Road “Small Coast Experience” project, a number of existing structures are intended to be demolished. As a result, two tenders have been issued to demolish structures at 670 Front Road and 690/752 Front Road.

As Council will recall, the property at 670 Front Road is the subject of a land trade with 538971 Ontario Inc. As part of the agreement, the Town is responsible for the demolition of the structures and removal of the trees on the site. As part of the tender, a provisional item was included to determine the additional cost to compact the backfill that would allow for the construction of a parking lot for the parking and display of motor vehicles. The cost of the provisional work, if completed, will be paid for by 538971 Ontario Inc. In the event 538971 Ontario Inc. declines to pay for the work, the contract will be awarded based on clean clay backfill only.

The public tenders were posted on the Town’s bids and tenders website and both closed on August 19th. The structures at 670 are to be removed by September 30, 2020

and the structures at 690 and 752 are to be removed by October 30, 2020. The demolition at 670 Front will include the dwelling, garage, trees and fencing. The demolition at 690 and 752 will include the dwelling at 690 Front and the cottage units and frame garage at 752 Front.

With respect to the tender for 670 Front Road, a total of 4 contractors submitted bids that are summarized in the table below.

Contractor	Total bid amount (applicable taxes extra)
Jones Group Ltd	\$22,500.00
Schouten Excavating Inc.	\$24,250.00
Tri-Phase Contracting Inc.	\$37,378.00
Matassa Incorporated	\$45,000.00

With respect to 690 and 752 Front Road, a total of 4 contractors submitted bids that are summarized on the table below.

Contractor	Total bid amount (applicable taxes extra)
Jones Group Ltd	\$81,100.00
Tri-Phase Contracting Inc.	\$112,550.00
Matassa Incorporated	\$130,000.00
Schouten Excavating Inc.	\$198,350.00

The provisional costs has been provided to 538971 Ontario Inc. for review. When they respond to the Town, a decision will be made how the contract will be awarded. As noted above, there is no additional cost to the Town in the event the provisional work is undertaken.

Administration has been in contact with Jones Group Ltd, they understand the scope of work and are prepared to commence the work soon after the execution of the contracts.

Consultations

Public Works

Financial Implications

Cost of demolition included as part of the overall park redevelopment.

Prepared By:

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

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

	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:	AD-06-2020 Award of demolition contracts 670, and, 690 and 752 Front Road.docx
Attachments:	
Final Approval Date:	Aug 20, 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: Dale Langlois, Director of Finance / Treasurer

Department: Finance

Date of Report: August 17, 2020

Report Number: FIN-17-2020

Subject: Funding Mechanism for Local Improvements

Recommendation

That the report of the Director of Finance dated August 17, 2020 (FIN-17-2020) regarding a funding mechanism for local improvements BE RECEIVED; and that projects that are upgrades or enhancements to a localized area of Town be funded by OPTION A – Charge under Part XII of the Municipal Act BE APPROVED; and that administration BE AUTHORIZED to create a by-law and policy to implement PART XII charges under the Municipal Act.

Report

Background

Over the years, the Town has received many requests by various residents for local improvements. The majority of these requests relate to residents who would like to have ditches replaced with storm sewers and sidewalks installed in front of their property. There have also been a few requests to hookup to the sanitary system or have streetlights installed. The requests related to sidewalk and storm sewers have been for houses that were built prior to 1999. In 1999, Council adopted the Pedestrian and Bicycle Facility Policy Statement and Plan of Action, which states the following:

Sidewalks on one or both sides of the street, or at other required locations, will be required to be constructed to serve new development and to provide pedestrian access to schools, parks and commercial districts town-wide.

As a result, since 1999 all developers are required to construct sidewalks and storm sewers in all new developments. The additional costs to construct this infrastructure is passed along to the builders, who ultimately pass along the cost to the home owners.

As a result, homes that have storm sewers and sidewalks are valued higher than similar homes without storm sewers and sidewalks and hence pay higher property taxes. Theoretically, these additional taxes should be built up to eventually replace the additional infrastructure in front of their property once it reaches the end of its useful life.

Some of the more recent local improvement requests that have occurred in the past 5 years include:

- Installation of a sidewalk along Stuart Blvd. This request would require the installation of a storm sewer to replace the existing ditch along the side of the road.
- Installation of a sidewalk along Morton Dr. from Matchette to Front Rd. This request would require the installation of a storm sewer to replace the existing ditch along the side of the road.
- Installation of a sanitary sewer along Huron Church Rd., from Sandwich West Pkwy to 7th Conc.
- Installation of sanitary sewer, replacement of ditch with a storm sewer and installation of a sidewalk along Bouffard Rd. from Malden Rd to Disputed Rd.

Currently, there is no funding mechanism in place to address requests for new local area infrastructure improvements as these requests can be quite costly. For example, the cost to replace 1 km of open ditch with a storm sewer is approximately \$1,700,000 and the cost to install 1 km of sidewalk is approximately \$225,000. As many of the incoming requests for sidewalks would also require a storm sewer, the total cost per km of this type of request is approximately \$1,925,000.

CURRENT CAPITAL PLAN:

In 2016, Council approved a capital funding strategy to address the growing needs of infrastructure replacement and reduce the infrastructure funding gap. As a result, commencing in 2017, Council committed to increasing the annual operating budget allocation to capital reserves by \$600,000 over the annual inflationary increase each year for a period of 5 years. To date, this has been a great success and has significantly increased the funding for capital replacement projects. Although there is a portion of the 5-year capital plan that is for specifically identified new projects (ie. Vollmer splash pad and playground), the intent of this funding is primarily for the replacement of existing infrastructure and not for new infrastructure. A copy of the most recent Council Approved 5 year capital plan is attached as Appendix A.

The current annual allocation of \$500,000 under the existing 5 year capital plan for pedestrian safety is meant to fund the rehabilitation and replacement of existing sidewalks, trails and streetlights. It is also meant for the construction of new sidewalks

and trails that are in locations that will benefit the entire community (arterial and collector type trails).

The current annual allocation of \$1,000,000 under the existing 5 year capital plan for storm sewer and drainage is for the Town's portion of existing drain maintenance and the rehabilitation and replacement of existing storm sewers. This funding may also be used for new storm sewer pump stations that will benefit a large portion of the Municipality.

It is important to note that an updated 5 year-capital plan will be presented to Council in the fall of 2020.

GRANTS:

Over the years, the Town has applied for many grants to fund various local improvement requests, but have unfortunately not been successful in receiving any of these grants. Some examples of these grant applications include:

- 2014 SCF grant funding of \$4,000,000 for replacement and enhancement of infrastructure in the Oliver Farms neighbourhood.
- 2015 SCF grant funding of \$6,000,000 for replacement and enhancement of infrastructure in the Oliver Farms neighbourhood.
- 2017 OCIF Application based funding of \$791,000 for installation of storm sewers and construction of a sidewalk along Morton Drive.

It is important to note that the Town will continue applying for grants related to these types of projects and other projects, but cannot depend on them in funding projections and future capital plans.

PART XII OF THE MUNICIPAL ACT:

PART XII of the Municipal Act provides municipalities and local boards powers to impose fees and charges via passage of a by-law. These powers, as presented in s.391 (1), include imposing fees or charges:

- "for services or activities provided or done by or on behalf of it;
- For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- For the use of its property including property under its control."

This section of the Act also allows municipalities to charge for capital costs related to services that benefit existing persons. The eligible services for inclusion under this subsection of the Act have been expanded by the Municipal Statute Law Amendment Act. Moreover, the amendments to the Act have also embraced the broader recognition

for cost inclusion within municipal fees and charges with recognition under s.391(3) that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets”.

In contrast to cost justification requirements under other legislation, the Municipal Act does not impose explicit requirements for cost justification when establishing fees for municipal services. However, in setting fees and charges for these services, municipalities should have regard for legal precedents and the reasonableness of fees and charges. The statute does not provide for appeal of fees and charges to the OMB; however, fees and charges may be appealed to the courts if municipalities are acting outside of their statutory authority. Furthermore, no public process or mandatory term for fees and charges by-laws are required under the Act. There is, however, a requirement that municipal procedural by-laws provide for transparency with respect to the imposition of fees and charges.

In summary, a PART XII charge under the Municipal act will allow Municipalities to construct local improvement enhancements and charge the benefitting property owners for the entire cost of the project based a weighted average criteria (such as frontage or land value). The property owners will have the ability to pay for their portion of the project upfront or finance it over a period to be determined and have it added to their tax bill each year. Depending on the location of the project, the Town has the ability to pay for a portion of the project if it will benefit residents who are outside of the road or street that the project will be constructed on. If Council decides to proceed with this solution, all of these various details will be identified in a policy for PART XII charges.

Funding Options:

- OPTION A: Implement a charge under PART XII of the Municipal Act to benefiting property owners to cover the cost of any requested local improvement. Create a by-law and policy specific to this charge to outline process and other details of the charge calculation.
- OPTION B: Increase property taxes over time to fund the cost of requested local improvements. Various projects will be ranked in order of priority and as funding is built up the projects will be constructed.
- OPTION C: Continue as status quo and continue to apply for grants in order to fund various local improvement requests.

Administration will recommend option A to Council as the benefitting property owners will ultimately be responsible for the total cost of local improvements which will increase the value of their property. Under this option, existing capital funding included in the

Town's capital plan will continue to be used for the replacement and rehabilitation of existing capital infrastructure and non-benefitting landowners will not be required to fund the local improvement project costs.

Consultations

Town administration consulted Watson and Associates Inc. to ensure that all types of capital improvements mentioned in this report could be funded through a charge under PART XII of the Municipal act.

Financial Implications

OPTION	Impact on all Town Taxpayers	Impact on benefitting land owners	Timing of Projects
Option A – PART XII Charge	No	Yes	Fastest
Option B – Funded through tax increase	Yes	No	Slow
Option C – Funded through future grants	Municipal portion of grant	No	Slowest

Prepared By:



Director of Finance/Treasurer

Dale Langlois, CPA, CA

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

Name	Address	Email

Report Approval Details

Document Title:	FIN-17-2020 Funding Mechanism for Local Improvements.docx
Attachments:	- FIN-17-2020 APPENDIX A - Capital Plan 2017-2022.pdf
Final Approval Date:	Aug 19, 2020

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



Chief Administrative Officer

Joe Milicia

Capital Infrastructure Program and Funding (2017 to 2022)	Estimated Balance @ 31/12/2016	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Anticipated Cumulative Available funding (2017- 2022)	Full Road Reconstruc- tion	Road Rehabilita- tion	Road Mill and Pave	Bridges	Water	Waste- water	Storm / Drainage	Parks	Pedestrian Safety	Fleet	Facilities	Vollmer	Fire	Technology	Unallocated	Grand Total Expenditures (2017-2022)	Anticipated remaining funding (31/12/2022)
Annual Capital																									
Annual Capital Works for 2017									2,000,000	500,000	500,000	250,000	600,000	100,000	1,000,000	100,000	500,000	450,000	150,000	100,000	200,000	150,000	350,000	6,950,000	
Annual Capital Works for 2018 to 2022									10,000,000	2,500,000	2,500,000	1,250,000	3,000,000	500,000	5,000,000	500,000	2,500,000	2,250,000	750,000	500,000	1,000,000	750,000	1,750,000	34,750,000	
Replacement & Repair Projects																									
DRIC Watermain													400,000											400,000	
Lou Romano Unfunded Capital														4,057,000										4,057,000	
Pump Station #1 Grinder														1,000,000										1,000,000	
Vollmer North Façade																			500,000					500,000	
Vollmer HVAC																			300,000					300,000	
Police Security																			100,000					100,000	
Fire Pavement at Firehall																			200,000					200,000	
Tower Technology building																						400,000		400,000	
New Projects and Enhancements																									
Storage Barn Improvements																			100,000					100,000	
Splash Pad and Playground																800,000								800,000	
Fire Satelite Station																					1,500,000			1,500,000	
Other																								-	
Total Capital Infrastructure Cost									12,000,000	3,000,000	3,000,000	1,500,000	4,000,000	5,657,000	6,000,000	1,400,000	3,000,000	2,700,000	2,100,000	600,000	2,700,000	1,300,000	2,100,000	51,057,000	
Senior Government Funding																									
Federal Gas Tax	1,550,000	1,392,800	1,392,800	1,420,000	1,420,000	1,420,000	1,420,000	10,015,600				1,500,000	3,600,000	1,000,000		800,000	3,000,000							9,900,000	115,600
OCIF-Formula Based Funding	-	330,000	469,000	740,000	740,000	740,000	740,000	3,759,000		1,500,000	1,500,000								300,000					3,300,000	459,000
PW: Sanitary Sewer																									
Sewer Projects	1,325,000	532,700	550,000	550,000	550,000	550,000	550,000	4,607,700						4,657,000										4,657,000	(49,300)
PW: Water																								-	-
Water Projects	2,750,000	750,000	750,000	750,000	750,000	750,000	750,000	7,250,000	4,000,000				400,000											4,400,000	2,850,000
Water Emergency	1,500,000	-	-	-	-	-	-	1,500,000																-	1,500,000
PW: Capital Infrastructure																								-	-
Sidewalk, Trails & Streetlights	500,000	-	-	-	-	-	-	500,000																-	500,000
Parks	200,000	100,000	100,000	100,000	100,000	100,000	100,000	800,000								600,000								600,000	200,000
Drains & Storm Water Reserve	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,500,000							6,000,000									6,000,000	500,000
Road Work	500,000	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	11,000,000	8,000,000	1,500,000	1,500,000													11,000,000	-
PW: Fleet & Facilities:																								-	-
Facility Capital	375,000	225,000	225,000	225,000	225,000	225,000	225,000	1,725,000											800,000					800,000	925,000
Fleet	850,000	450,000	450,000	450,000	450,000	450,000	450,000	3,550,000										2,700,000						2,700,000	850,000
Culture & Recreation:																								-	-
VRC reserve (Annual Capital reinvestment fee)	1,600,000	125,000	125,000	125,000	125,000	125,000	125,000	2,350,000												1,000,000	600,000			1,600,000	750,000
Fire:																								-	-
Equipment-Fire	5,000	204,000	204,000	204,000	204,000	204,000	204,000	1,229,000													1,200,000			1,200,000	29,000
Administration:																								-	-
Technology	100,000	150,000	150,000	150,000	150,000	150,000	150,000	1,000,000														900,000		900,000	100,000
General Capital																								-	-
Asset Replacement and Repair (IRR)	2,400,000	260,000	260,000	260,000	260,000	260,000	260,000	3,960,000														400,000	2,100,000	2,500,000	1,460,000
PROPOSED ANNUAL CAPITAL CONTRIBUTION INCREASE								-																-	-
Tax Rate Supported		600,000	1,200,000	1,800,000	2,400,000	3,000,000	3,600,000	12,600,000																-	12,600,000
Wastewater Rate Supported		-	150,000	300,000	450,000	600,000	750,000	2,250,000																-	2,250,000
Water Rate Supported		-	100,000	200,000	300,000	400,000	500,000	1,500,000																-	1,500,000
Debt Issuance																					1,500,000			1,500,000	
Municipal CAPITAL Funding Available	14,155,000	7,869,500	8,875,800	10,024,000	10,874,000	11,724,000	12,574,000	76,096,300	12,000,000	3,000,000	3,000,000	1,500,000	4,000,000	5,657,000	6,000,000	1,400,000	3,000,000	2,700,000	2,100,000	600,000	2,700,000	1,300,000	2,100,000	51,057,000	26,539,300

Capital Infrastructure Program and Funding (2017 to 2022)	Estimated Balance @ 31/12/2016	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Anticipated Cumulative Available funding (2017- 2022)	Full Road Reconstruc- tion	Road Rehabilita- tion	Road Mill and Pave	Bridges	Water	Waste- water	Storm / Drainage	Parks	Pedestrian Safety	Fleet	Facilities	Vollmer	Fire	Technology	Unallocated	Grand Total Expenditures (2017-2022)	Anticipated remaining funding (31/12/2022)
General Reserves & Reserve Funds																									
Election	40,000	28,200	28,200	28,200	28,200	28,200	28,200	209,200																-	209,200
Insurance	500,000	81,700	81,700	81,700	81,700	81,700	81,700	990,200																-	990,200
Planning Projects	125,000	38,000	38,000	38,000	38,000	38,000	38,000	353,000																-	353,000
C&R/Vollmer	500,000	40,000	40,000	40,000	40,000	40,000	40,000	740,000																-	740,000
Tax stabilization	1,750,000	200,000	200,000	200,000	200,000	200,000	200,000	2,950,000																-	2,950,000
LDC-Non-Growth	12,000,000	510,000	510,000	510,000	510,000	510,000	510,000	15,060,000																-	15,060,000
Provincial Gas Tax	500,000	50,000	50,000	50,000	50,000	50,000	50,000	800,000																-	800,000
HR/Health & Safety	35,000							35,000																-	35,000
Strategic Planning and Implementation	250,000							250,000																-	250,000
Transit	225,000							225,000																-	225,000
Employee Sick Leave	10,000							10,000																-	10,000
Municipal Funding from Internal Sources	30,090,000	8,817,400	9,823,700	10,971,900	11,821,900	12,671,900	13,521,900	97,718,700	12,000,000	3,000,000	3,000,000	1,500,000	4,000,000	5,657,000	6,000,000	1,400,000	3,000,000	2,700,000	2,100,000	600,000	2,700,000	1,300,000	2,100,000	51,057,000	48,161,700
Reserves, Reserve Funds & Deferred Revenue Accounts Funded by Other Sources																									
Green space/Woodlot	700,000	27,000	27,000	27,000	27,000	27,000	27,000	862,000																-	862,000
Fuel System	70,000	20,000	20,000	20,000	20,000	20,000	20,000	190,000																-	190,000
Working capital	1,000,000	25,000	25,000	25,000	25,000	25,000	25,000	1,150,000																-	1,150,000
Building Activity & Operations	(1,450,000)	100,000	100,000	100,000	100,000	100,000	100,000	(850,000)																-	(850,000)
Parkland Dedication	250,000	25,000	25,000	25,000	25,000	25,000	25,000	400,000																-	400,000
Land development Charges	6,000,000	1,000,000	1,000,000	500,000	500,000	500,000	500,000	10,000,000																-	10,000,000
Developer Deposits	2,300,000							2,300,000																-	2,300,000
Developer Contributions	800,000							800,000																-	800,000
Essex Power Corporation	11,050,000							11,050,000																-	11,050,000
Municipal TOTAL Funding Available	50,810,000	10,014,400	11,020,700	11,668,900	12,518,900	13,368,900	14,218,900	123,620,700	12,000,000	3,000,000	3,000,000	1,500,000	4,000,000	5,657,000	6,000,000	1,400,000	3,000,000	2,700,000	2,100,000	600,000	2,700,000	1,300,000	2,100,000	51,057,000	74,063,700
								Est Debt Pymt	-	-	-	-	-	-	-	-	-	-	-	-	2.2% for 10 yrs	-	-	-	
								Over/Under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	168,700



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: August 13, 2020

Report Number: FIN-18-2020

Subject: 2021 Budget and Departmental Business Plan

Recommendation

That the report of the Manager of Finance/Deputy Treasurer dated August 13, 2020 (FIN-18-2020) regarding the 2021 Budget and Departmental Business Plan BE RECEIVED for information and that Council APPROVE the 2021 Budget and Departmental Business Plan timeline outlined within the report.

Report

Proposed 2021 Budget and Departmental Business Plan Timelines:

The proposed 2021 budget and departmental business plan timelines are outlined below. The timelines have been established with the objective that the public budget sessions will be held in mid-December 2020 and the municipal budget be adopted at the first council meeting of 2021. Meetings scheduled to be held in Council chambers may change depending on the status of COVID-19 requirements.

September 2020	Preliminary 2021 Budget and Departmental Business Plan goals and objectives preparation
October – November 2020	Preparation of the 2021 budget and background report and commentary / Preparation of the 2021 departmental business plan report and commentary
Tuesday November 10 th , 2020	Informational briefing for Council on the proposed 2021 budget / 2021 departmental business plan and notification of the public meetings associated with the budget process concurrently with the release of the

budget documents and a high level review of the budget.

Wednesday, December 16th and
Thursday, December 17th, 2020

Public Budget deliberation sessions and 2021
Business Plan presentation (December 17th
scheduled if additional time is required)
Town of LaSalle – Council Chambers
9:30 am
Agenda
Departmental budget review
Capital budget review
Departmental business plan goals and objectives

Tuesday, January 12th, 2021

Public Council Meeting
Town of LaSalle – Council Chambers
6:00 pm
Adoption of the 2021 budget bylaw

Consultations

Not Applicable

Financial Implications

Not Applicable

Prepared By:



Manager of Finance/Deputy Treasurer

Gaetano (Tano) Ferraro

Link to Strategic Goals

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

Communications

	Not applicable
yes	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-18-2020 2021 Budget and Departmental Business Plan.docx
Attachments:	
Final Approval Date:	Aug 18, 2020

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



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia



The Corporation of the Town of LaSalle

To: Mayor and Members of Council
Prepared by: Patti Funaro, Recreation Manager
Department: Culture & Recreation
Date of Report: May 14, 2019
Report Number: CR-2020-21
Subject: Recreation Software Upgrade

Recommendation

That the report of the Recreation Manager dated August 11, 2020 (CR-2020-21) regarding an upgrade to the recreation software package BE RECEIVED; and that the recommendation to proceed with the upgrade at a onetime cost of approximately \$10,000 funded from the Culture and Recreation reserves BE APPROVED.

Report

The Department of Culture and Recreation was recently notified that the current recreation software package (Max Galaxy) will no longer be supported after October 2021. The software provider is offering an upgrade to ActiveNET software at the same annual fee as Max Galaxy. In addition, there would be a onetime fee of approximately \$10,000 to cover the cost of converting existing data, training staff and upgrading some hardware. This would be funded from the Culture and Recreation reserves.

ActiveNET is in use by many Ontario municipalities including four in Essex County.

Feedback on the software received from current users is extremely positive.

Upgrading to ActiveNET will allow the Culture and Recreation Department to streamline operations and automate tasks to create efficiencies. Some examples include:

- more user friendly online registration
- online private swimming lesson registration
- automated communication with program participants through email and text messaging
- online permit and waiver signing
- electronic attendance and participant tracking

In addition to creating efficiencies, many of the features will also support COVID protocols by reducing the need for in person contact with customers.

If approved, the upgrade would be completed in the next four to eight months. Given that Max Galaxy and ActiveNET are owned by the same company, a smooth transition is anticipated.

Consultations

Finance

IT

Financial Implications

Approximate onetime cost of \$10,000 funded from Culture and Recreation reserves.

Prepared By:

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

Manager of Recreation and Culture

Patti Funaro

Link to Strategic Goals

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

Communications

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

Notifications

Name	Address	Email

Report Approval Details

Document Title:	CR-2020-21 Recreation Software.docx
Attachments:	
Final Approval Date:	Aug 17, 2020

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



Director of Finance/Treasurer

Dale Langlois



Human Resources Manager

Rick Hyra



Chief Administrative Officer

Joe Milicia

July 29, 2020

The Right Hon. Justin Trudeau, Prime Minister of Canada
House of Commons
Ottawa Ontario
K1A 0A6

Sent by Email justin.trudeau@parl.gc.ca

Dear Prime Minister Trudeau,

Re: Support for Federal Assistance for People with Disabilities - COVID-19 Pandemic

At their regular meeting on July 15, 2020 Essex County Council received a letter from the Chair of the Essex County Accessibility Advisory Committee outlining the ECAAC's appeal for Federal Assistance for People with Disabilities - COVID-19 Pandemic. Essex County Council passed the following resolution:

140-2020

Moved By Gord Queen

Seconded By Crystal Meloche

That Essex County Council supports the request of the Essex County Accessibility Advisory Committee to seek additional funding from the Federal government for certified holders of the Disability Tax Credit (DTC) to assist with the added financial burden that many people living with disabilities are facing during the COVID-19 Pandemic;

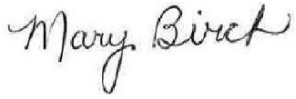
And further, that the resolution be circulated to the Prime Minister, the Minister of Employment, Workforce Development and Disability Inclusion, local members of parliament, local municipalities and to the Federation of Canadian Municipalities. –

Carried

As such, please find enclosed a copy of the ECAAC letter.

Should you require further information, please feel free to contact the undersigned at mbirch@countyofessex.ca.

Regards,



Mary Birch
Director of Council and Community Services / Clerk

CC:

- The Hon. Carla Qualtrough, Minister of Employment, Workforce Development and Disability Inclusion - Carla.Qualtrough@parl.gc.ca
- Chris Lewis, MP Essex - Chris.Lewis@parl.gc.ca
- Irek Kusmierczyk, MP Windsor-Tecumseh - Irek.Kusmierczyk@parl.gc.ca
- Dave Epp, MP Chatham-Kent-Leamington - Dave.Epp@parl.gc.ca
- Brian Masse, MP Windsor West - brian.masse@parl.gc.ca
- Municipalities of Amherstburg, Essex, Kingsville, Lakeshore, LaSalle, Leamington and Tecumseh
- Federation of Canadian Municipalities, President Bill Karsten - info@fcm.ca



June 30, 2020

Gary McNamara, Warden and Members of Essex County Council
360 Fairview Ave. W.
Essex, Ontario
N8M 1Y6

Dear Warden and Members of Council,

Re: Federal Assistance for People with Disabilities - COVID-19 Pandemic

Recently, the Federal government announced a 'Special one-time tax-free payment for certified holders of the Disability Tax Credit (DTC)'. They have committed to providing a special one-time tax-free payment to individuals as of June 1, 2020, as follows:

- \$600 for Canadians with a valid DTC certificate.
- \$300 for Canadians with a valid DTC certificate and who are eligible for the Old Age Security (OAS) pension.
- \$100 for Canadians with a valid DTC certificate and who are eligible for the OAS pension and the Guaranteed Income Supplement (GIS).

These payments, while appreciated, are inadequate compared to the added financial burden that many people living with disabilities are facing during the COVID-19 Pandemic. There is no end in sight to this crisis and people are running out of resources. Many of our most vulnerable people are suffering as a result of inadequate care, reduced availability of care-givers, added expenses, the loss of their ability to be independent and possibility the ability to provide for themselves during the pandemic. The need for additional living supports coupled with their limited means to cover those costs have put a great burden on an already marginalized group of citizens. Many people living with a disability have other underlying health issues, which means that they may be particularly vulnerable to contracting the virus, and thus need added PPE and to rely on goods and services to be delivered to them at their own expense. The cost of these added supports add-up quickly and the financial impact can mean disaster.

It is not enough to provide a one-time payment and we ask that the Federal government reconsider and increase their funding for people with disabilities during this crisis.

We ask that Council offer their support for people living with disabilities and forward this request to the Prime Minister as well as to the Minister of Employment, Workforce

519-776-6441
TTY 1-877-624-4832

360 Fairview Ave. W.
Essex, ON N8M 1Y6

countyofessex.ca

Development and Disability Inclusion, to our local members of parliament, to our local municipalities and to the Federation of Canadian Municipalities.

The Essex County Accessibility Advisory Committee wishes to raise awareness regarding this issue and is hopeful that people living with disabilities get the financial assistance that is not only vital, but also for some, could be a matter of life and death. The ECAAC is thankful to Council for continued support and for your attention to this very important matter.

On behalf of the ECAAC,

Christine Easterbrook

Christine Easterbrook
Chair, Essex County Accessibility Advisory Committee

31 July, 2020

Sent to all Clerks of Member Municipalities

Re: Essex Region Source Protection Committee – Municipal Representation

As required by the Clean Water Act, 2006, the Essex Region Source Protection Authority (ERSPA) has an established Source Protection Committee (SPC), which follows the guidance of Ontario Regulation 288/07 (O.Reg 288/07). The SPC is composed of 15 members, including five (5) representatives from the municipal sector. The remaining two-thirds of the SPC are representatives of key industries (e.g. agriculture, greenhouse operations, and fuel suppliers) and members of the public at large.

In 2007, the ERSPA striking committee proposed the following composition of municipal representation on the SPC.

- City of Windsor – 2 members
- Union Water Supply System – 1 member
- Town of Lakeshore – 1 member
- Town of Amherstburg – 1 member

The striking committee felt that those municipalities responsible for the Water Treatment Plants that provide the largest water supplies should have the opportunity to have representation on the SPC. A letter was sent to all Clerks of Member Municipalities on July 30, 2007 to this effect, and this distribution of representation was subsequently endorsed by all municipalities in 2007. At this time, the term of appointment is expiring for one municipal member, one municipal member is retiring and one municipal member has taken a new position and can no longer sit on the SPC in this role.

As of November 1, 2020, the term of appointment for Mayor Nelson Santos, representing Union Water Supply System, is expiring. Mr. Santos has indicated his intention to remain on the SPC until the end of his term on the Union Water Supply System Board in November 2022. Mr. Santos has been on the SPC since 2015 and we are grateful for his contribution and continued commitment to the protection of our sources of drinking water.

Kevin Girard, who was representing the Municipality of Lakeshore, moved to a new position elsewhere. The Municipality of Lakeshore named Albert Dionne as his replacement. Mr. Dionne has 20 years of experience in water management, serving in various roles building, designing and maintaining water distribution systems. Mr. Dionne began working for the Town of Lakeshore in February 2019 and is now their Manager of Environmental Services.

Paul Drca, a member of the SPC representing the City of Windsor since 2015, announced his retirement from his position at the City, and therefore from the SPC. Mr. Drca was a valued member of the SPC and will be missed. Ian Wilson will be temporarily taking Mr. Drca's place on the SPC until such time as Mr. Drca's position at the City is filled. Mr. Wilson has been a member of the SPC since 2014 in the Economic/Industry sector representing consultants; however, he has just taken a new position as an Engineer at the City of Windsor. We are pleased that Mr. Wilson is able to continue on the SPC during this transition. His now vacant position in the Economic/Industry sector has been advertised.

Municipal Councils are asked to endorse all municipal candidates prior to their formal appointment by the Essex Region Source Protection Authority as a regular SPC member. In keeping with our previous practices, at this time we are asking that all member Municipalities endorse the following individuals' appointment to the Essex Region Source Protection Committee:

- **Albert Dionne, Town of Lakeshore**, appointment date: September 10, 2020; expiration of appointment September 10, 2025.
- **Ian Wilson, City of Windsor**, appointment date: September 10, 2020; expiration of appointment September 10, 2021.
- **Nelson Santos, Union Water Supply System**, appointment date: September 10, 2020; expiration of appointment November 30, 2022.

Responses in the form of Council Resolutions are kindly requested by **31 August, 2020**. The Essex Region Source Protection Authority is scheduled to address this matter at their meeting on September 10, 2020.

This letter is sent under separate cover to municipal staff who have been appointed by their municipality to assist with Source Water Protection. Please contact me if you require any further information.

Sincerely,



Katie Stamm, PhD
Water Quality Scientist and Source Water Project Manager
Essex Region Conservation Authority



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: August 20, 2020

Report Number: FIN-20-2020

Subject: Purpose of the Tax Stabilization Reserve

Recommendation

That the report of the Director of Finance dated August 20, 2020 (FIN-20-2020) regarding the Purpose of the Tax Stabilization Reserve BE RECEIVED.

Report

Purpose of the Tax Stabilization Reserve:

The purpose of the tax stabilization reserve is to fund one-time extraordinary expenditures or unexpected expenses that are not included in Town budgets. As a result, any expenses that are funded from the tax stabilization reserve will not impact the municipal tax rate. Examples of items that may be funded from the tax stabilization reserve include:

- Net financial impact of the COVID-19 crisis
- Proposed Christmas display that was not included in the 2021 budget (should Council decide to move forward with this project)

How is the Tax Stabilization Reserve Funded?

There are two sources of funding for the tax stabilization reserve. First, there is an annual budget allocation which has been included in the operating budget since the creation of the tax stabilization reserve over two decades ago. The annual allocation included in the 2020 operating budget is \$212,000. Second, in years where there are stronger than expected financial operations (ie. Large supplemental levy from construction activity), extra funding above and beyond what is included in the budget may be allocated to the tax stabilization reserve. In recent years, with the healthy

construction activity throughout the Town, the Town has been able to allocate extra funding to this reserve.

Status of the Tax Stabilization Reserve:

The current balance of the tax stabilization reserve is very healthy at \$4,200,000. Luckily, over the past 5 years the Town has not had to fund anything out of this reserve.

The chart below outlines the tax stabilization reserve balance at the end of each year over the past 5 years:

	2019	2018	2017	2016	2015
Tax Stabilization Reserve	\$4,220,659	\$4,012,559	\$3,508,559	\$2,608,559	\$1,608,559
% of annual levy	11.5%	11.7%	11.0%	9.6%	6.3%

An ideal tax stabilization reserve balance falls between 10% and 15% of a Town's annual levy. Currently, LaSalle's reserve is 11.5% of the Town's annual levy, which puts the Municipality in a strong position with this reserve.

Consultations

N/A

Financial Implications

N/A

Prepared By:



Director of Finance/Treasurer

Link to Strategic Goals

Yes	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-20-2020 Purpose of the Tax Stabilization Reserve.docx
Attachments:	
Final Approval Date:	Aug 20, 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

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

August 20, 2020

9:00 a.m.

Sandwich West Room

2nd Floor LaSalle Civic Centre

5950 Malden Road

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

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

A. CALL TO ORDER

Councillor Akpata calls the meeting to order at 9:00 A.M.

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None Disclosed

C. ADOPTION OF MINUTES

Clerk's Note: The Minutes of the May 28, 2020 Parks, Recreation and Events Committee Meeting have been deferred to the next meeting.

D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

1. Facility Rentals – Arena Use Policy

Moved By: Councillor Desjarlais

Seconded By: Councillor Jeff Renaud

That the report of the Recreation Manager dated August 10, 2020 (CR-2020-18) regarding the Facility Rentals – Arena Use Policy BE RECEIVED; and that the Facility Rentals – Arena Use Policy BE APPROVED; and further that the Ice Use Allocation Policy M-CR-OO1 approved May 12, 1998 BE RESCINDED.

2. RZone Policy

Moved By: Councillor Desjarlais

Seconded By: Councillor Jeff Renaud

That the report of the Recreation Manager dated August 10, 2020 (CR-2020-19) regarding the RZone Policy BE RECEIVED; and that the RZone Policy BE APPROVED.

Carried.

4. Town Hall Holiday Light Enhancements 2020

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the report of the Manager of Roads and parks (PW-CR-2020-2) regarding Town Hall Holiday Light Enhancements 2020 BE RECEIVED.

Carried.

3. Virtual Programming

Moved By: Councillor Desjarlais

Seconded By: Councillor Jeff Renaud

That the report of the Recreation Manager dated August 13, 2020 (CR-2020-22) regarding virtual programming BE RECEIVED and that the offering of virtual recreational programming at no charge to users BE APPROVED and further that these associated employee costs of \$11,300 be charged to the Recreation & Culture department as per the 2020 operating budget.

Carried.

E. NEXT MEETING

The next scheduled meeting will be held on September 17, 2020 at 9:00 A.M.

F. ADJOURNMENT

The meeting is adjourned at the call of the Chair at 9:54 A.M.

Chair

Council Co-ordinator



COMMITTEE MATTERS
Parks, Recreation and Events Committee

August 20, 2020

Clerk's Note: The Parks, Recreation and Events Committee reviewed the following matters during their meeting held on August 20, 2020. Copies of items are attached for reference as part of the corresponding Minutes. The items were discussed out of order which is reflected below.

1. **Subject:** Facility Rentals- Arena Use Policy

Motion: That the report of the Recreation Manager dated August 10, 2020 (CR-2020-18) regarding the Facility Rentals- Arena Use Policy BE RECEIVED; and that the Facility Rentals- Arena Use Policy BE APPROVED; and further that the Ice use Allocation Policy M-CR-001 approved May 12, 1998 BE RESCINDED.

See Report on today's Agenda.

2. **Subject:** RZone Policy

Motion: That the report of the Recreation Manager dated August 10, 2020 (CR-2020-19) regarding the RZone Policy BE RECEIVED; and that the RZone Policy BE APPROVED.

See Report on today's Agenda.

4. **Subject:** Town Hall Holiday Light Enhancements 2020

Motion: That the report of the Manager of Roads and Parks (PW-CR-2020-2) regarding Town Hall Holiday Light Enhancements 2020 BE RECEIVED.

See Report on today's Agenda.

3. **Subject:** Virtual Programming

Motion: That the Report of the Recreation Manager dated August 13, 2020 (CR-2020- 22) regarding virtual programming BE RECEIVED and that the offering of virtual recreational programming at no charge to users BE APPROVED and further that these associated employee costs of \$11,300 be charged to the Recreation and Culture Department as per the 2020 Operating Budget.

See Report on today's Agenda.

Committee Matter - #1

Facility Rentals- Arena Use Policy



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee

Prepared by: Patti Funaro, Recreation Manager

Department: Culture & Recreation

Date of Report: August 10, 2020

Report Number: CR-2020-18

Subject: Facility Rentals – Arena Use Policy

Recommendation

That the report of the Recreation Manager dated August 10, 2020 (CR-2020-18) regarding the Facility Rentals – Arena Use Policy BE RECEIVED; and that the Facility Rentals – Arena Use Policy BE APPROVED; and further that the Ice Use Allocation Policy M-CR-OO1 approved May 12, 1998 BE RESCINDED.

Report

The Ice Use Allocation Policy & Procedure has been updated and renamed Facility Rentals – Arena Use Policy. The document reflects existing ice usage requests and scheduling priorities, the management of ice surfaces and responsibilities of user groups. Information specifically related to COVID-19 is also included.

An overview of changes and additions include:

- Updated details on payment information
- Health and Safety information related to COVID-19, including new protocols for user groups
- Expected behavior and consequences for facility users
- Additional information on adherence to Town By-laws and Policies

Once approved, administration will meet with representatives from each user group to share the updated policy.

Consultations

Legal Counsel

Public Works

Finance

Financial Implications

N/A

Prepared By:

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

Manager of Recreation and Culture

Patti Funaro

Link to Strategic Goals

Yes	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
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	CR-2020-18 Facility Rentals - Arena Use Policy.docx
Attachments:	- Facility Rentals - Arena Use Policy for approval.pdf
Final Approval Date:	Aug 17, 2020

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



Human Resources Manager

Rick Hyra



The Corporation of the Town of LaSalle Policy Manual

Facility Rentals - Arena Use Policy

Policy Manual Section: Municipal Services – Culture and Recreation

Policy Number:

Authority:

Date Approved: May 12, 1998

Department Responsible: Culture and Recreation

Revision Date:

Review Date:

Status: Active

Policy Statement

It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that ice 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 Town has a responsibility to provide ice 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 ice surfaces. Ice 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 ice 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 ice 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 schedule to the contract.

Scope

This policy applies to all requests made by users, user groups, organizations and individuals for access to use ice 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 and engages in a contract with the Town for the use of Town-owned ice 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 governance of the organization.
- **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 18 years.
- **Competitive Junior Hockey** is defined as the LaSalle Vipers Junior B Hockey Club
- **Municipal Programs** shall be defined as
 - Programs offered by the municipality including, but not limited to, recreational ice use, camp programs, lessons and special events.
- **Maintenance** refers to
 - Regular upkeep of ice surfaces
 - Scheduled and unscheduled repair or replacement of ice surfaces
 - Any other tasks to enhance or adjust the quality of the ice surfaces
- **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
- **Ice Surfaces** refers to
 - For the purpose of this policy, ice surfaces shall include the following located at the Vollmer Culture and Recreation Complex:
 - Rink A
 - The Gary L Parent C.A.W. Arena

Policy

1. Allocation of Ice Surfaces

Time-Block Bookings

Ice will be allocated in blocks of time (50 minutes). The Town may reduce the length of ice time-blocks at its discretion with reasonable notice given.

Prioritization of Bookings

Ice 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: Competitive Junior Hockey (as per agreement)
- Priority #4: Adult Leagues

Consideration of Historical Precedents

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice scheduling from year to year. Therefore, the Town will take due consideration into the allocation of ice based on previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Previous year ice allocations will be held until three months prior to the start of the next season. For greater clarity, the seasons and corresponding request dates are:

September through March ice must be requested by June 1

April through June ice must be requested by January 2

July and August ice must be requested by April 1

Requests for continued ice rentals must be received in writing by the Department of Culture and Recreation by this date. Should a User Group fail to provide notice by the above-noted date, the ice surface shall be deemed available for the upcoming season in that timeslot and re-allocation will take place.

Ice Surface Allocation for Community Youth/Minor Sport Groups

The following factors will be considered in determining the base ice allocation for the existing Community Youth/Minor Sport Groups. It is also recognized that other factors influence the suitability of sports field time hours for certain groups, including but not limited to:

- Age of participants
- Availability of coaching staff
- Hours that best suit after school programs
- Game times and practice times
- Best utilization of ice surface time
- Total hours available
- Total registration for minor sport groups
- Total registration for each minor sport group
- Residency within the municipality

Ice Re-allocation

This section refers to the re-allocation of time that is no longer required by a seasonal contract rental group. Ice 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 ice time will be booked on a first come first serve basis to any rental category.

Allocation for Tournaments and Special Events

Requests for the allocation of ice 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 three months prior to the start of the season.

It should be noted that in the event a dispute occurs between users/user-groups over the allocation of ice 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.

2. Management of Ice Surfaces

Maintenance

The maintenance of the Gary L. Parent CAW Arena and/or Rink A will be completed by the Town. One hour of ice rental time consists of 50 minutes; the additional 10 minutes will be used for ice maintenance. In the event that both Rink A and the Gary L. Parent C.A.W. Arena need to be flooded at the same time, Rink A will be flooded first, followed by the Gary L. Parent C.A.W. Arena. Should this occur and the user's time on the ice starts a few minutes late, the ice time will be extended by the length of the late start. In some occurrences, the ice may be maintained on a different schedule.

No persons and/or objects can be on the ice surface while the ice resurfacing machine is in operation. Failure to comply will result in the ice resurfacing machine being removed from the ice surface immediately until such time as the ice surface is cleared of all persons and/or objects. The user group will not be permitted to use the ice surface until such time as the resurfacing is complete, and any delays experienced by Town employees while in the process of resurfacing the ice will be deducted from the ice time allotted to the user.

Poor Ice Conditions

The Town reserves the right to cancel or suspend permits for ice use whenever surface conditions could result in damage to the surface or injury to users.

3. Responsibilities of User Groups

Contract Details

All ice rentals shall require a signed rental permit or agreement. All ice users will be charged rental fees as outlined in Schedule F of the Town's User Fee By-Law, as amended from time to time. All ice users must provide a Certificate of Insurance naming the Town as an additional insured in the amount of five million dollars (\$5,000,000.00). Full payment of ice 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.

In some instances, a monthly payment plan may be implemented at the discretion of the Town. Users will be billed at the end of each month and payment must be received fourteen (14) calendar days after the date on the invoice.

Cancellation Policy

Ice use cancellations are not permitted during the regular season (September – March)

Rental cancellations will be permitted during the off season (April – August) provided that the user/user-group provides two (2) weeks' notice in writing to the Facility Booking Office. The Town may then in turn try to rent the ice; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

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 ice use. The Town reserves the right to appropriately invoice users who damage or misplace Town property.

Sub-Letting of Ice Time

No group or individual may sub-let ice time.

Health and Safety – Covid-19 Implications

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. The Town follows the guidelines and recommendations of the Chief Medical Officer of Health and the Region's Medical Officer of Health. Ice user groups are responsible for ensuring all participants and spectators adhere to health and safety guidelines. Due to COVID-19 the Town may reduce the amount of ice time available for use.

Equipment, including but not limited to player and penalty benches, scorekeepers bench, spectator seating, nets, boards, glass and ice access doors are not sanitized. Use of playing surfaces and relevant equipment is at the risk of the users/user groups.

COVID Protocols:

Face Coverings:

Face coverings are mandatory in all areas of the building that the public has access to with the exception of on ice activity. This includes dressing rooms and washrooms etc.

Contact tracing:

The User Group is expected to track all participation on a daily basis. This must be recorded and kept in order to assist with contact tracing in the event of any positive COVID-19 cases.

Screening:

The User Group is responsible for the screening of all participants and coaches in accordance with current public health guidelines before each session. Individuals must not enter the building if they:

- Exhibiting any COVID-19 symptoms

- Have been in contact with someone with COVID-19 in the past 14 days
 - Have returned from travel or been in contact with someone who has travelled outside of Canada within the last 14 days (US essential workers exempt).
- The Town does not require temperature checks.

Arrival and Departure:

Users are expected to enter and exit the facility using the designated doors.

Food and Drink:

Food and drink is not permitted in the facility, with the exception of water bottles.

Personal Items:

Personal items, such as equipment bags should not be brought into the facility.

Lost and Found:

Due to COVID-19, items left in the facility will not be held for pick up and will be disposed of immediately.

Dressing Room Use:

The Town reserves the right to restrict the use of dressing rooms.

The Town follows the guidelines of the Chief Medical Officer of Health and the regions Medical Officer of Health, however may choose to prolong or extend restrictions for public access to certain areas for the safety of employees and patrons.

Expected behavior and consequences

User groups and their participants are expected to observe and comply with all policies, procedures, rules and regulations of the Town. "The RZone Respect and Responsibility Policy" requires that while using Town facilities, users take responsibility for their actions, and respect people, property and equipment.

Violation of the RZone Respect and Responsibility Policy is grounds for disciplinary action. Any Town employee may start disciplinary action against any patron/participant he/she deems to be in violation of the Code of Conduct by:

- Requesting a stop to the violation/offending action
- Requesting a violator to leave the facility
- Requesting assistance from administration
- Calling the police

The User/User Group is responsible for the conduct and supervision of all persons associated with the rental group and shall ensure that all facility rules and regulations are strictly observed and enforced

The sale or giving away of food, beverages or goods is strictly prohibited, unless authorized in writing by the Town.

In the event of a medical emergency, the User will immediately suspend activity and take appropriate action. It is the responsibility of the User to provide first aid to participants and

spectators of their activity. Town employees may assist by way of calling 911 and providing a first aid kit and/or an automated external defibrillator.

In the event of a facility emergency, the User Group will immediately suspend play and take appropriate action as described in Appendix A.

Garbage

The garbage receptacles that are onsite are emptied regularly. User Groups must ensure that all garbage and debris associated with their facility use is disposed of appropriately.

Dressing Rooms and Washrooms

Dressing room use is a privilege and not an expected right of all ice users. Breaches of policy and/or standard of use expectations may result in the loss of this privilege.

In all cases where members of a team include both male and female players, the following will apply in the team dressing room:

- Male players will not undress to less than a minimum of shorts while females are present
- Female players will not undress to less than a minimum of shorts and a t-shirt while males are present.

As separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above. Please see a Facility Operator for access to separate change facilities.

Once dressed in accordance with the minimum requirements above, all players may return to the team (co-ed) dressing room.

Cleanliness and upkeep of these areas is a joint responsibility of users and facility staff. All Users are expected to do the following at the end of a rental:

- Ensure all patrons have left the assigned dressing room within 15 minutes
- Check the dressing room to ensure garbage has been disposed of (including any items left behind), toilets flushed and that no vandalism has occurred.

Notice on Public Health: Covid-19

In accordance with the Windsor Essex County Health Unit (WECHU), washrooms are cleaned at least twice per day. Dressing Rooms are cleaned between users.

Users should:

- Not enter if one has a fever, cough, muscle aches and tiredness or difficulty breathing
- Maintain a distance of 2 m (6 ft) from others at all times
- Wash hands with soap and water for at least twenty (20) seconds upon entrance and exit
- Avoid contact with surfaces where possible

The use of cell phones, cameras and other personal electronic devices is prohibited in all Town owned and operated restrooms and change rooms.

4. Adherence to Town By-Laws and Policies

Town By-Laws must be adhered to by all users and user-groups. Failure to abide by Town By-Laws may result in the termination of use of ice surfaces and other facility privileges. While all Town By-Laws and policies must be adhered to, the following have been recognized of special importance for ice surface users. Town policies are available for reference at www.lasalle.ca

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.

Smoking

In accordance with By-Law 7775 and Smoke-Free Ontario Act, 2017, smoking is prohibited within Town 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.

Alcohol

Alcohol is prohibited at functions or events held at Town 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.

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

If a user-group operates an illegal lottery, they may be in contravention of statute laws such as the *Criminal Code, R.S.C., 1985, c. C-46*, and the Alcohol and Gaming Commission of Ontario, as well as Town By-laws. As a measure of risk management, any user group that operates an illegal lottery shall be reported.

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 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



The Corporation of the Town of LaSalle
Policy Manual

User Group Facility Emergency Procedures

In the event of any emergency, user groups and their participants must follow the direction provided by Town of LaSalle employees.

FIRE

In the event of a fire, User Groups are responsible for the safety of their participants.

IF YOU SHOULD DISCOVER A FIRE:

- Remain calm
- Close the door
- Pull the alarm

ONCE THE ALARM HAS BEEN SOUNDED - OR - IF YOU HEAR THE ALARM:

- Remain calm
- All persons with your organization should immediately exit the building at the closest and safest exit, *while maintaining a physical distance of 2 metres*
- Additional time should not be taken to retrieve personal items
- If exiting the main doors, proceed to "Vollmer Emergency Meeting Location" sign located between Mike Raymond Drive & Parking Lot #2
- If exiting the rear or secondary doors, proceed to the "Vollmer Emergency Meeting Location " sign located in the grassy area at the back of the complex
- User Groups should check participant attendance once outside
- User Groups must maintain supervision for all participants throughout the evacuation
- Inform a Town of LaSalle employee of anyone in your group that was unable to exit the building and their last known whereabouts
- When the alarm sounds, everyone **MUST** exit the building
- **No one can re-enter the evacuated building until directed to do so by the fire department or a Town of LaSalle employee**
- Once it is safe to return to the building, everyone should practice proper hand hygiene
- If you notice an individual in need of first aid treatment or who requires emergency services, call 911
- Inform 911 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 a Town of LaSalle employee that 911 has been called for medical response

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency.***

TORNADO

If a Tornado Warning is issued (meaning a tornado has been sighted), direct all patrons to the hallway located between the arenas, *while maintaining a physical distance of 2 metres*. Have all participants crouch down close to the wall, covering their heads until the warning has passed and it has been deemed safe to exit the building.

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency.***

POWER FAILURE

The Vollmer Complex has a generator that will power the building should the power go out. If the generator fails to turn on, follow the instructions below. Please note: emergency lighting will turn on while the power is off & remain on until the generator turns on.

Immediately:

- Suspend all activity
- Direct all program participants to a well-lit area
- Wait for further instruction from Town of LaSalle employees

Should the power failure continue for longer than 20 minutes, Town of LaSalle employees will begin to evacuate the building.

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency***

LOCKDOWN

In the event there is a threatening intruder such as an armed gunman in the facility, user groups should attempt to move all participants to a safe area that can be locked from the inside.

In the event a locked room is not available, user groups should:

- Direct participants into concealed areas that are out of view from external windows or internal door windows
- Direct participants to hide in a corner of the room under desks or out of site lying down on the floor
- Direct anyone in common areas should move immediately to the closest **safe area**
- If possible, all internal doors and windows should be locked to prevent intruder access

Vollmer Complex - SAFE AREAS		
Type of Access:	Room Type:	Location:
“Open” Access Areas:	Private Washrooms/Shower 4	In family changing room (1 st floor)
	Handicap Accessible Washrooms	Beside concession (main floor) Fitness centre (2 nd floor)
	Dressing Rooms	Arena hallway
“A Key” Access Areas:	Press Box A & B	In each arena
	LMHA Office	Rink A
	Skate LaSalle Office	Rink B
	Storage Rooms	Throughout facility

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency***

Committee Matter - #2

RZone Policy



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee

Prepared by: Patti Funaro, Recreation Manager

Department: Culture & Recreation

Date of Report: August 10, 2020

Report Number: CR-2020-19

Subject: RZone Policy

Recommendation

That the report of the Recreation Manager dated August 10, 2020 (CR-2020-19) regarding the RZone Policy BE RECEIVED; and that the RZone Policy BE APPROVED.

Report

Rzone is a program requiring all persons wishing to visit or use any Town of LaSalle recreation facility, park, or program to respect others and take responsibility in helping the Town maintain a positive environment.

The "R" in Rzone stands for Respect and Responsibility. Respect for yourself, Respect for others, and Responsibility for your actions. The logo will serve as a reminder to staff and the public that the program is in effect and applies to everyone.

Rzone is first and foremost, a proactive education and awareness strategy to promote respectful and responsible behaviour at recreation facilities. The Rzone program applies to all community organizations and individuals using Town of LaSalle recreational facilities, parks, and programs.

Rzone originated in Oakville, and has been adopted by numerous other Ontario municipalities.

Examples of RZone Guidelines include:

- Be respectful to those around you. Use appropriate language
- Avoid behaviour that would intimidate or discourage others from speaking or participating in an event or meeting.

- Report activities such as verbal assaults, threats/aggression, physical harm, alcohol consumption, theft and harassment.
- Remember to respect property, materials and equipment when using services or participating in Town programs.
- Clean up after yourself or your group - whether at the Vollmer, at a park, on a bus or on a trail.

Those involved in or witness to incidents are encouraged to report it within 24 hours. Reports can be made online through the Citizen Issue/Request Submission Portal or by calling the Vollmer Centre. Once a report has been made, it will be logged by Town staff and will either be dealt with directly by the Town or forwarded on to the appropriate group/organization for follow up. Details regarding incidents will be confidential.

Once approved, the policy will be shared with user groups and Town employees. In addition, information will be shared with the public through print material, website and social media.

Consultations

Public Works

Financial Implications

Type financial implications here

Prepared By:



Manager of Recreation and Culture

Patti Funaro

Link to Strategic Goals

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

Communications

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

Notifications

Name	Address	Email

Report Approval Details

Document Title:	CR-2020-19 RZone Policy.docx
Attachments:	- Recreation Facility Use - RZone Policy.pdf
Final Approval Date:	Aug 17, 2020

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



Human Resources Manager

Rick Hyra



The Corporation of the Town of LaSalle Policy Manual



Recreation Facility Use - RZone Policy

Policy Manual Section: Municipal Services – Culture and Recreation

Policy Number:

Authority:

Date Approved:

Department Responsible: Culture and Recreation

Revision Date:

Review Date:

Status: Active

The Town of LaSalle acknowledges permission of the Town of Oakville to adopt the RZone concept for use in Town of LaSalle owned facilities.

Policy Statement

The Town of LaSalle (hereby referenced as “the Town”) wishes to promote **Respect** and **Responsibility** (RZone) of property in Town-owned recreation facilities, parks and events that are free from mischief, vandalism and other inappropriate behaviours causing damage. This policy will also provide a procedural outline to address inappropriate behaviour in Town-owned recreation facilities.

Purpose

Rzone is a program requiring all persons wishing to visit any Town-owned or operated recreational facilities to respect others and take responsibility in maintaining a positive environment for all persons including the public and Town employees.

This policy will also support the respect, commitment and relationships between the Town and members of the public and user groups. The Town’s recreation facilities provide residents with opportunities to participate in organized sport and recreation activities as well as leisure activities. These facilities help constitute the healthy, vibrant and caring image of the Town and help to promote a positive quality of life for all residents.

The Town supports many community-based user groups and programs which are managed by volunteers. The Town aims to provide a safe and positive environment for these groups to continue to contribute greatly to the quality of life in LaSalle. This policy shall serve as an understanding for the public and such user groups that responsibility must be taken for the behaviour of all associated with them including participants, spectators, parents, volunteers, organizational staff, family members and officials.

This policy outlines the measures and enforcement steps to be taken in order to address inappropriate behaviour.

RZone Core Principles

1. Respect for yourself, respect for others and respect for the facility
2. Responsibility for actions of inappropriate behaviour

The RZone logo shall serve as a reminder to everyone that the program is in effect and applies to everyone.

Scope

The RZone Policy applies to all Town-owned or occupied indoor and outdoor recreation facilities including, but not limited to:

- Pools
- Parks
- sports fields
- Arenas
- Event centres
- Fitness centres

The scope of the RZone Policy also applies to all persons engaging in activities within these facilities, as outlined above.

Definitions

- **Adult Leagues** shall be defined as
 - Any groups, leagues or individuals whose participants consist of persons aged 19 years and above.
- **User/User-Group** shall be defined as
 - Any individual, organization, committee, event, membership or other designation that has been approved to use and engages in a contract with the Town for the use of Town-owned ice 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 governance of the organization.
- **Municipal Programs** shall be defined as
 - Programs offered by the municipality including, but not limited to, camp programs, lessons and special events.
- **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 18 years.
- **Harassment** means engaging in a course of vexatious comment or conduct that is unwelcome.
- **Recreation Facility** refers to

- Any Town-owned or operated facility used to operate recreation programs and events to the community. These include indoor and outdoor facilities.
- **Vandalism** refers to malicious, wilful and deliberate destruction, damage or defacing of property. Examples include, but are not limited to:
 - Breaking glass
 - Graffiti
 - Theft
 - Arson
 - Deliberate misuse and abuse of Town equipment
- **Town** refers to the Corporation of the Town of LaSalle

Policy

I. Prohibited Behaviour

Courteous behaviour is an important element of everyone's enjoyment in recreation facilities. The Town is committed to providing family-oriented, enjoyable and safe experiences for everyone. To establish guidelines for this policy, some examples of prohibited inappropriate behaviour is outlined below.

The following behaviour in regards to facility damage is considered unacceptable, including but not limited to:

- A) Vandalism
 - Graffiti, such as marking on walls or objects
 - Defacing Town property or private property
- B) Destruction of property
 - Purposefully damaging Town property or private property
- C) Possession, consumption or impairment of illicit drugs, or of alcohol except as authorized by law or from a written exemption from the Town
- D) Any contravention of other Federal, Provincial laws, Town By-laws, Town policies or other programs that constitute inappropriate behaviour
- E) Refusal to follow the rules established by the Town, or failure to comply with Town employee's orders

Further inappropriate behaviour such as violence, harassment or discrimination of other persons is considered unacceptable, including but not limited to:

- Inappropriate language or gestures
- Harassment
- Discrimination
- Fighting or physical assault
- Abuse
- Neglect
- Any other behaviour deemed inappropriate by Town employees, or in violation with Town policies and By-laws.

All matters pertaining to harassment, discrimination, violence and alcohol use shall be handled accordingly in regards to the parameters and policies outlined in the corresponding Town policies.

II. Reporting Procedures

Note: Any collection, use or disclosure of personal information by the Town of LaSalle shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

In the event that prohibited inappropriate behaviour under the RZone Policy is witnessed by Community Youth/Minor Sport Groups, user groups or patrons, and in accordance with the Occupiers' Liability Act, the Occupational Health and Safety Act, the Trespass to Property Act, the Criminal Code as well as Town by-laws and policies, the incident shall be reported to Town employees immediately.

Additionally, the Town is customer-service oriented and also offers online reporting through the Citizen Issue/Request Submission Portal available at www.lasalle.ca/customerservice

Reports can also be made by calling the Vollmer Recreation Complex. Once a report has been made, it will be logged by Town employees and will be dealt with by the Town directly, or in some instances, will be directed to the appropriate user group or organization for follow up. Personal information may be redacted in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

Criminal Acts

All acts of a criminal nature must be immediately reported to LaSalle Police Service. Under no circumstances should Town employees or public attendees at Town recreation facilities place themselves at risk in the event they observe or are advised of a criminal event. If at any time attendees or employees feel threatened or fear for the safety of others, they are not to intervene and contact LaSalle Police Service at "911" immediately.

III. Enforcement Procedures

The Town, in association with Community Youth/Minor Sport Groups, user groups and other stakeholders, will conduct educational campaigns with the goals of raising awareness of the RZone Policy, outlining the core principles of the RZone Policy. Use of the RZone logo will be made available in signs, print, website and social media materials.

The following are tools used by the Town to enforce the guidelines set forth in the RZone Policy. These tools are not subjected to be enacted in order of appearance on this policy.

Education

- Where possible, Town employees and stakeholders of this policy should work to educate attendees of Town recreation facilities the purpose of this policy and outline their behaviour in question

Dismissal from Property

- Specific Town employees such as a Facility Operator or member of Town management are authorized to ask the individual(s) to leave the facility or property.

Written Notice of Warning

- The Town may issue a written notice of warning to attendees or user groups who exhibit behaviour that is contradictory to this policy, or other Town policies, Federal or Provincial laws or Town By-laws.

Compensation

- The Town may seek compensation for the cost of damages, including materials and labour, as well as an administrative charge for damage to the facility or property. The attendee or user group that they represent may be billed directly.

Ban

- Attendees or user groups who fail to abide by this policy or other Town policies may be issued a ban notice at the discretion of the Town. This notice is not subject to preceding of a notice of warning, and may come at any time when deemed appropriate by the Town. The length of the ban will be determined by the Town.

Assistance from Police

- Where applicable, assistance from the LaSalle Police Service may be required to address a situation or remove individual(s) from the facility or property.

IV. Responsibilities of Stakeholders

Organizations and user groups including Adult Leagues, Community Youth/Minor Sport Groups and other user groups making use of Town owned and operated recreation facilities or properties are responsible for:

- Educating their attendees and members about the Town of LaSalle RZone Policy
- Educating their attendees and members about appropriate behaviour
- Complying with requirements of Town contracts and permits regarding RZone
- Being willing to address RZone violations (in safe and appropriate manners) with their attendees and members

The Town will work collaboratively with organizations and user groups to create RZone environments and Town-owned and operated recreation facilities or properties.

Training

For the delivery of this policy to be successful, user group executives will receive a copy of this policy and are expected to share the message and principles with their entire organization.

Culture and Recreation and select Public Works (Facility Operators) employees will receive training on their roles and responsibilities set forth in this policy and will be retrained as required.

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. Once this policy receives an update, the Town shall share the updated version with user groups and employees.

References

- Municipal Freedom of Information and Protection of Privacy Act
- Occupiers Liability Act, R.S.O. 1990, Chapter O.2
- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Trespass to Property Act, R.S.O. 1990, Chapter T.21
- 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

Review Dates

Committee Matter - #4

Town Hall Holiday Light
Enhancements 2020



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee

Prepared by: Mark Beggs, Manager of Roads and Parks

Department: Public Works

Date of Report: August 17, 2020

Report Number: PW-CR-2020-2

Subject: Town Hall Holiday Light Enhancements 2020

Recommendation

That the report of the Manager of Roads and parks (PW-CR-2020-2) regarding Town Hall Holiday Light Enhancements 2020 BE APPROVED.

Report

Administration has been investigating enhancing the Holiday lights at Town Hall for 2020. This would include additional lights on the trees in the area that do not already have lighting, back-end electrical infrastructure upgrades, ten to twelve holiday displays and a large 30 to 40 foot Christmas tree. (See attached layout drawing)

These plans are all subject to availability, which are already becoming limited at this point in the pre-season, and Council approval.

The Culture and Recreation department is also exploring ideas for 2-4 small events during the holiday season that can take place in combination with the holiday light display. These events would take into consideration restrictions and guidelines related to physical distancing and other COVID protocols. Given that many of LaSalle's events were cancelled in 2020, these smaller events would serve as a way to reconnect with our community and build their confidence in returning to these types of activities.

The cost for the Holiday Lighting enhancements is broken up into two items:

1. The cost to enhance the lighting on the trees, upgrade the electrical and purchase and install 10-12 holiday displays is approximately \$150,000
2. The cost to purchase and install a 30 to 40 foot decorated tree is approximately \$150,000

The total budget for the project would be approximately \$300,000 plus a contingency of \$30,000 for all the items included.

The Total Budget for the project is anticipated to be \$330,000. This project was not included in the 2020 Budget.

Depending on the final budget, there would be an opportunity to delete or add any of the items included (depending on availability).

It is recommended that the Committee approve the complete project as proposed, and that a report be brought to Council for final approval.

Consultations

Consultations were made with Communications, Finance, Culture and Recreation and Public Works for this report.

Financial Implications

The proposed budget for this project is \$330,000. This includes \$150,000 for lights, displays and electrical upgrades, \$150,000 for a 30-40 ft decorated tree and \$30,000 for a contingency amount.

This project was not included in the 2020 Budget and as such, there is not a budget set aside for the project. The Funds for this project would come from the Tax Stabilization Reserve as it would be a one-time non-recurring capital expenditure.

Prepared By:



Manager, Parks and Roads

Mark Beggs

Link to Strategic Goals

	Enhancing organizational excellence
	Sustain strong public services and infrastructure
x	Strengthen the community's engagement with the Town
x	Grow and diversify the local economy
x	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:	PW-CR-2020-2 Town Hall Holiday Light Enhancements 2020.docx
Attachments:	- Civic Center Decor Layout.pdf
Final Approval Date:	Aug 17, 2020

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



Manager of Recreation and Culture

Patricia Funaro



Director of Finance/Treasurer

Dale Langlois



Director, Public Works

Peter Marra



Civic Center Décor Ideas

BASED ON \$150,000 BUDGET

Enhanced Tree Lighting

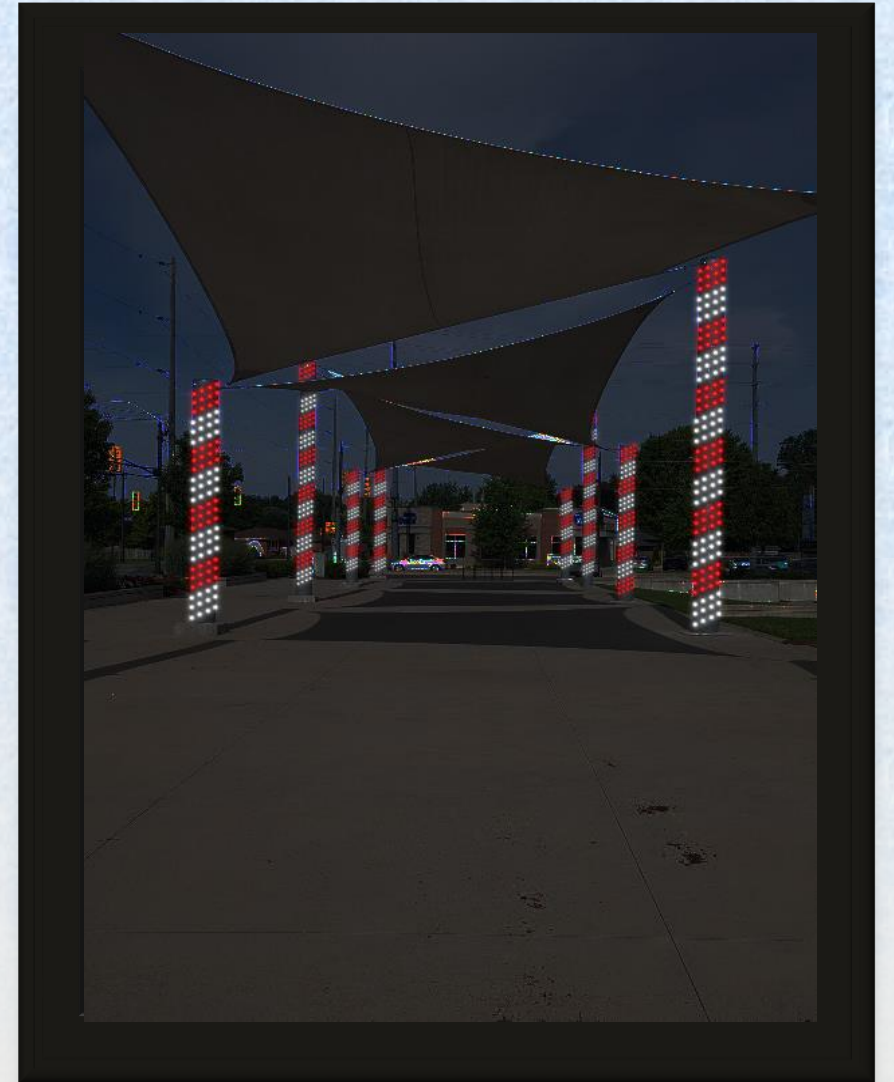
Improve current trees (48)	\$8,000
Additional trees (27)	\$11,000
Totes/Cords	\$1,600



Wrap poles to look like the “North Poles”

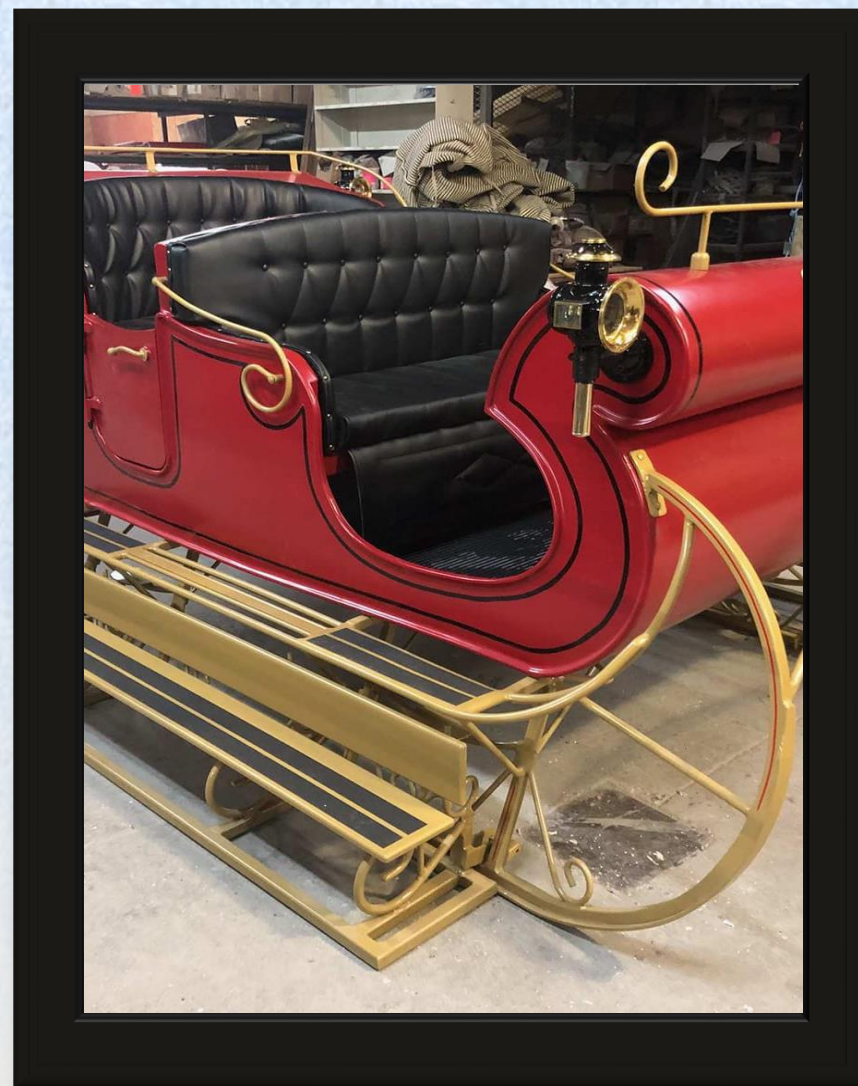
Red and white lights \$3,700

Decoration on tops \$2,400



Sleigh at Malden End for Pictures

\$3,000-Rental?



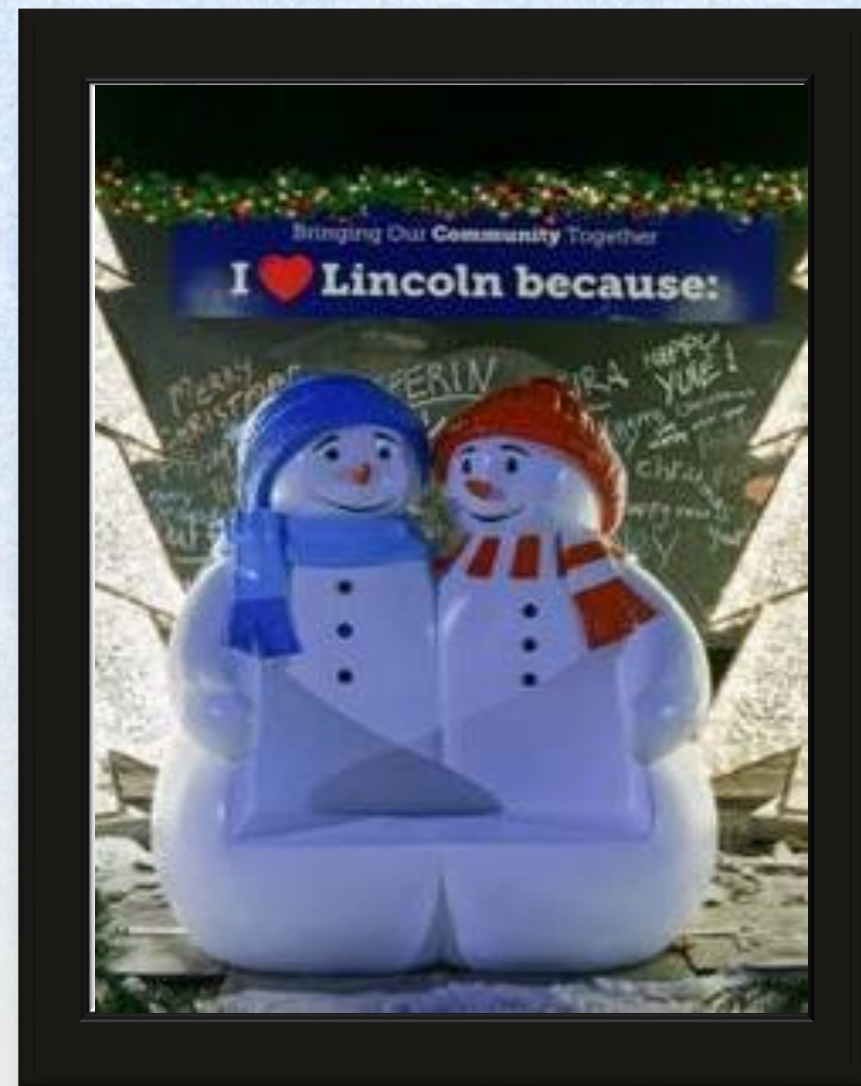
Polar Buddies for Selfies

2 of these at \$3,000 = \$6,000



Frosty Friends for Selfies

2 of these at \$3,000 = \$6,000

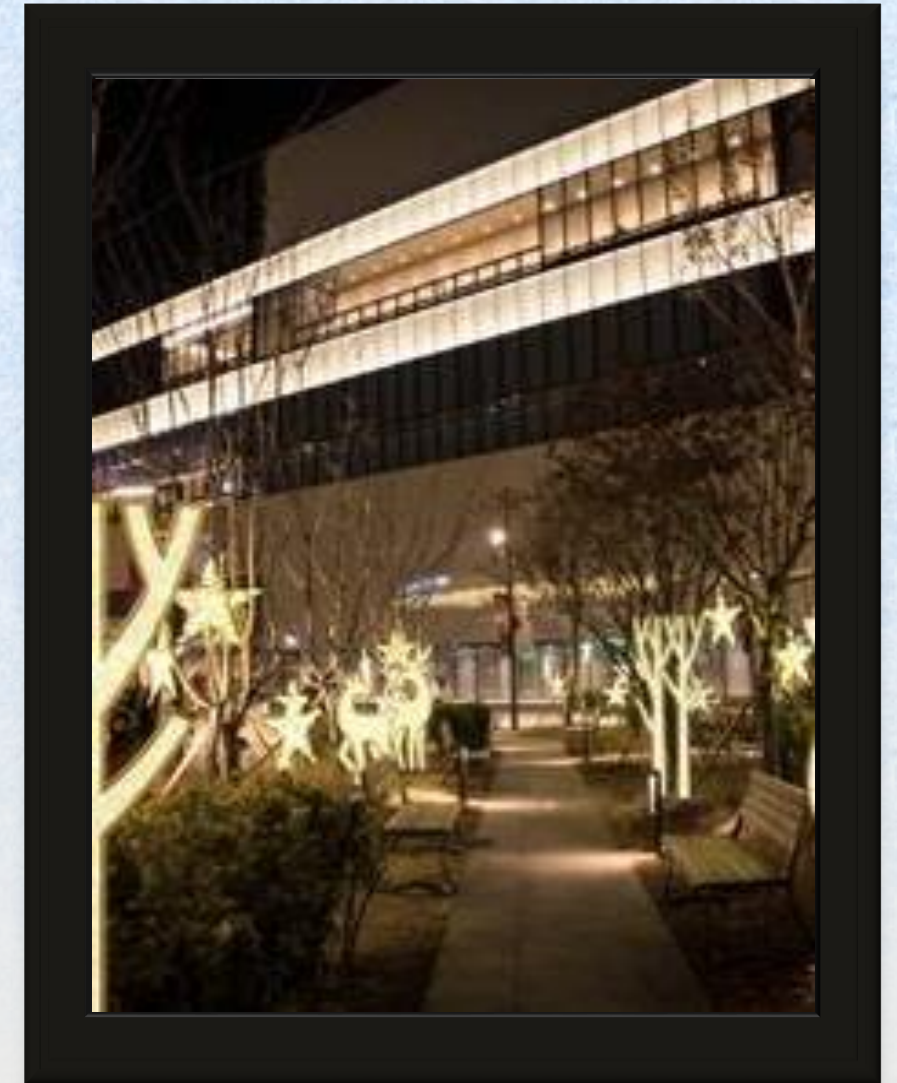


Branches and Reindeer

Branches 4 X \$1,500 = \$6,000

Reindeer 2 X \$1,350 = \$2,700

Does 2 X \$900 = \$1,800



Doe with branches

Reindeer

Height	6'
Width	2' 8"

Doe

Height	4' 2"
Width	2' 3"



Branches

Height 6' 9"

Width 3' 9"



Wreaths and Scrolls on Town Hall Building

1—8' Wreath

Wall facing employee parking

\$2,800

1—8' Wreath with 4' Scrolls

Wall facing Malden Road

\$7,500



Wreath with Scrolls

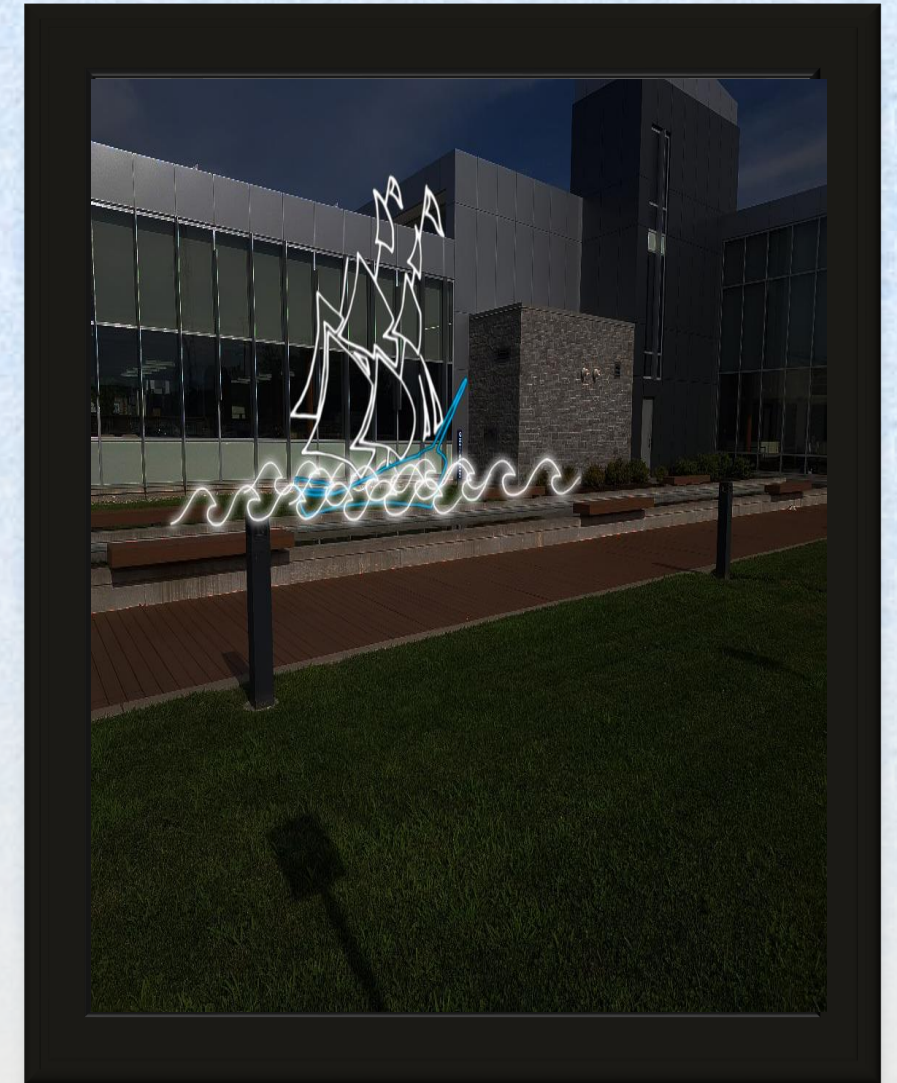
8' with 4' Scrolls on each side.



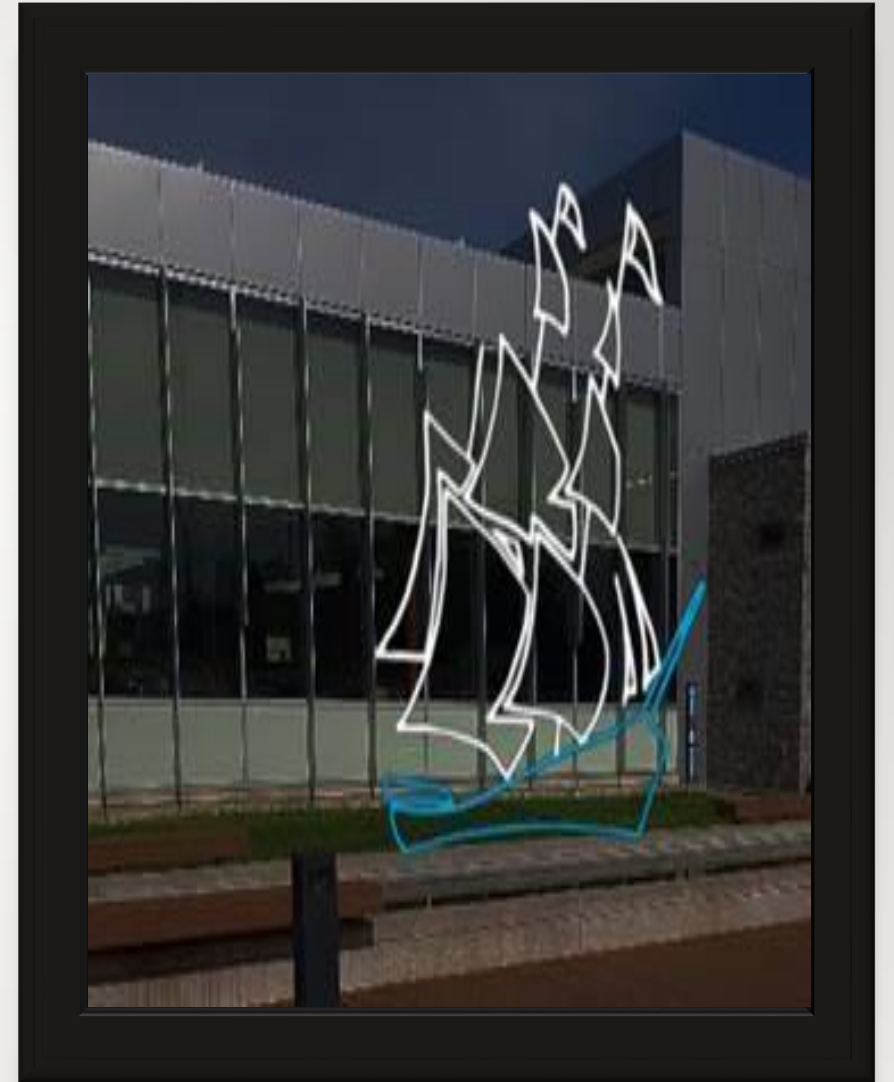
Logo “Boat” Design With Waves in Waterway

\$30,000

17’ by 20’ in size



Boat without Waves

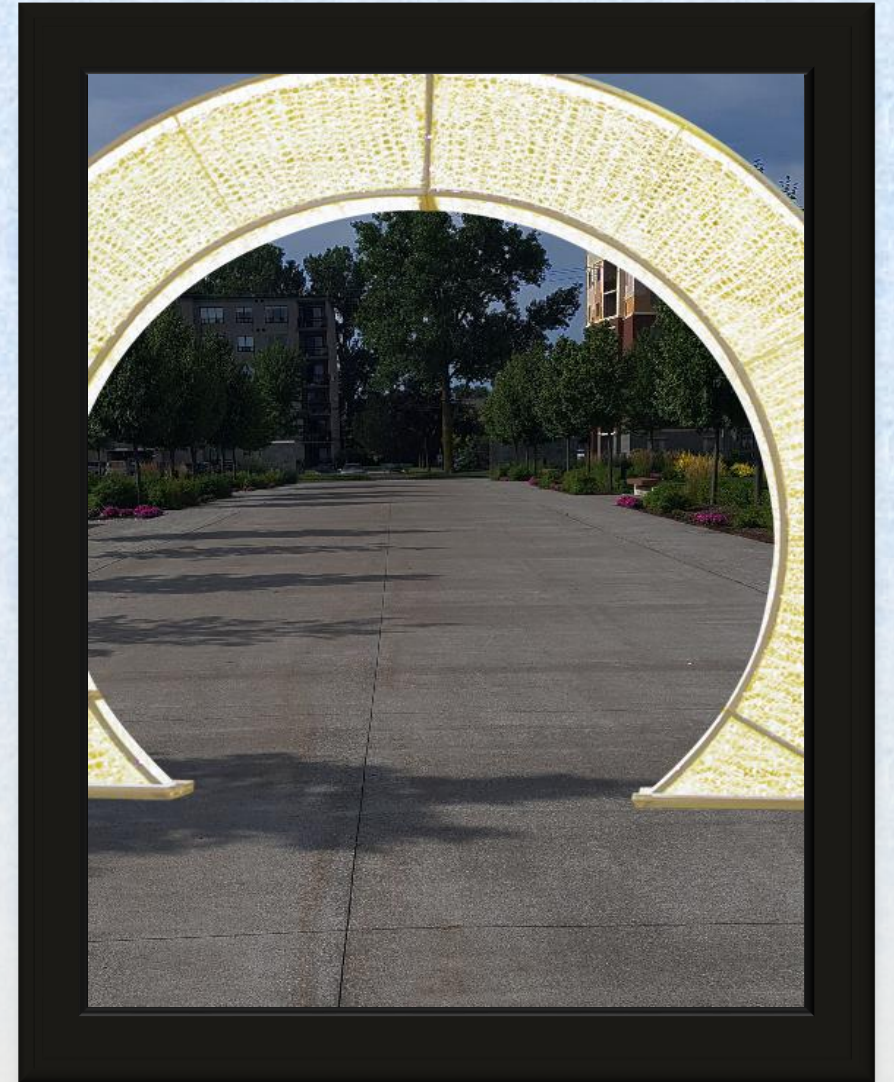


Otaki Archway down Promenade to Cenotaph

Archways 2 X \$15,500 = \$31,000

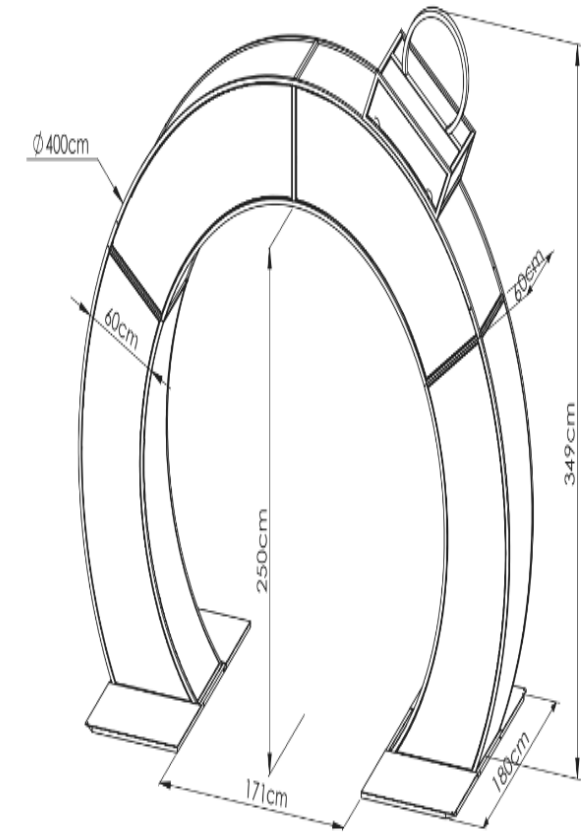


Picture Looking Down Promenade



Otaki Archway Dimensions

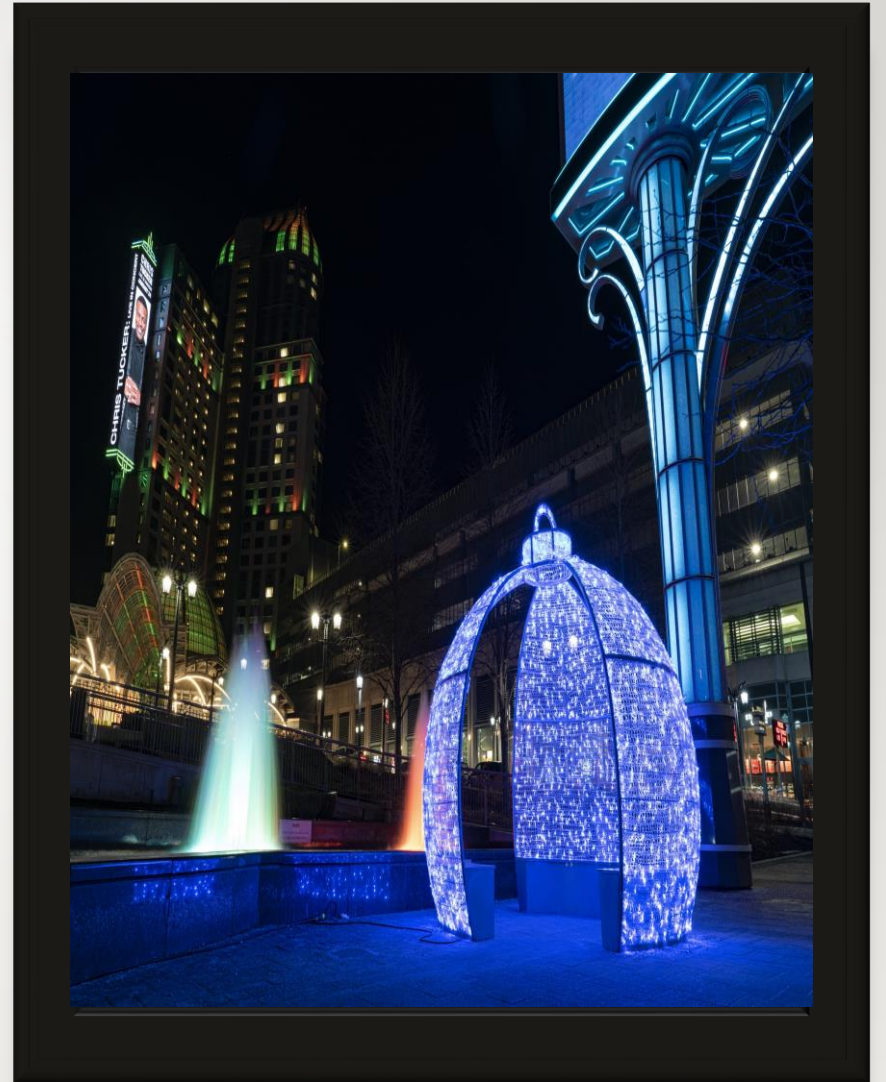
Bottom of arch	5' 7"
Height inside arch	8' 2"
Total height	11' 5"
Total width	9' 6"



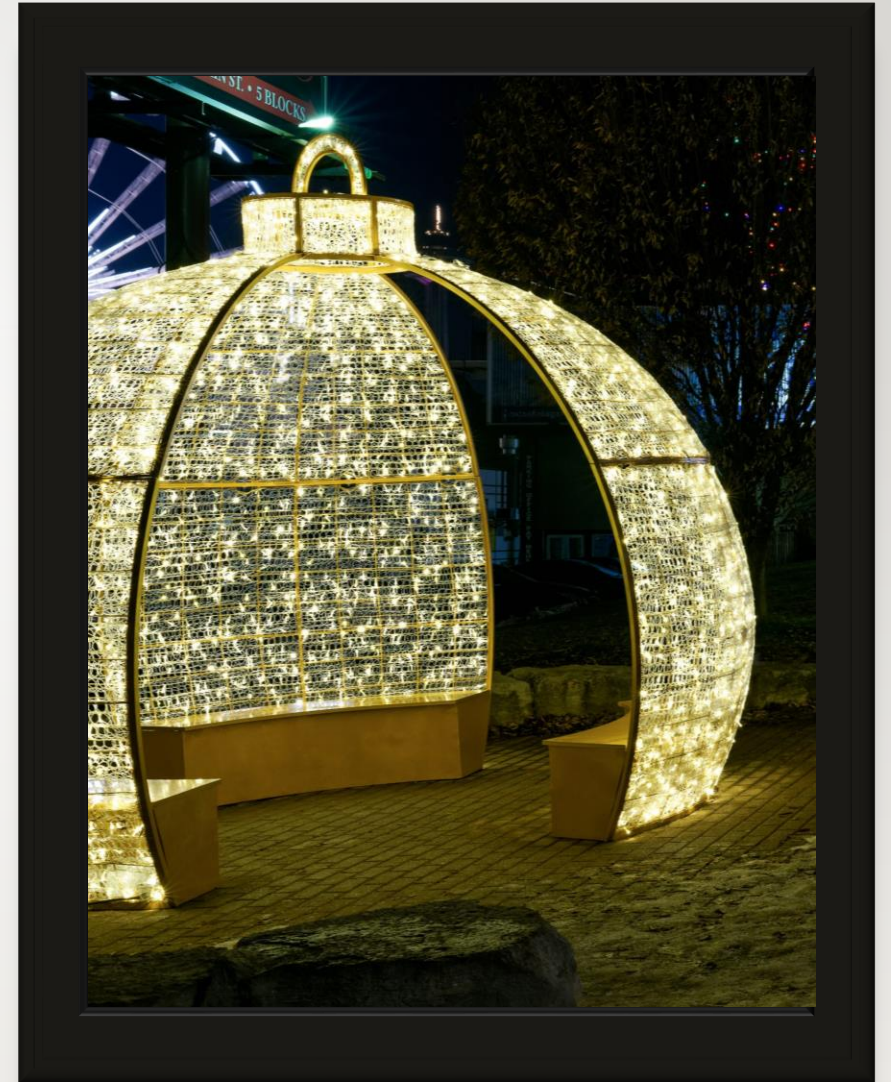
Ballymena for selfies

10' X 11.5' X 11.5'

\$23,000



Ballymena-warm white lights



Walk Through Tree

36' with 4' Topper

\$150,000



Inside tree

Tunnel

- Height - 8'
- Width - 7.5' to 6.2' at top of arch
- Length - 13'



Fire Truck for in front of Fire Department

Approximately:

\$12,500 in price

15' in width and 6.5' in height

All in commercial grade LED rope lights.



Police Car for in front of Police Department

Approximately:

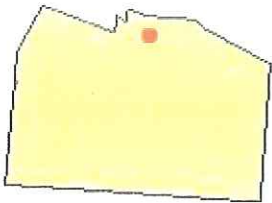
\$8,500 in price

10' in width and 6.5' in height

All in commercial grade LED rope lights.



Civic Center Decor Layout



- Legend
- Essex Terminal Railway
 - Water Features

Currently
Decorated
Trees
(48)

Additional
Trees
(27)

Scale: 1:731



Notes

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

0 11.03 22.06 Meters

Printed: 8/17/2020

Committee Matter - #3

Virtual Programming



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation & Events Committee
Prepared by: Patti Funaro, Recreation Manager
Department: Culture & Recreation
Date of Report: August 13, 2020
Report Number: CR-2020-22
Subject: Virtual Programming

Recommendation

That the report of the Recreation Manager dated August 13, 2020 (CR-2020-22) regarding virtual programming BE RECEIVED and that the offering of virtual recreational programming at no charge to users BE APPROVED and further that these associated employee costs of \$11,300 be charged to the Recreation & Culture department as per the 2020 operating budget.

Report

The Department of Culture and Recreation has been offering comprehensive virtual programming to the community throughout June, July and August. The programs have been popular and the feedback from participants has been positive. Feedback from several participants is included in Appendix A. A breakdown of registration is as follows:

Camps

Specialty: Average of 20 participants per week
4-7 years: Average of 25 participants per week
8-12 years: Average of 12 participants per week

Fitness Programs

179 total participants

Seniors Programs

109 total participants

Given the popularity of these programs, it is recommend that the Town continue to offer virtual programs throughout the fall (September to December). The approximate cost of employee wages to offer a variety of programs (youth, fitness, seniors) is \$11,300. These costs were approved as part of the 2020 budget process, however there will not be corresponding revenue to offset these costs as originally planned in the budget.

Consultations

Finance

Financial Implications

\$11,300 in employee wages as included in the 2020 budget

Prepared By:

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

Manager of Recreation and Culture

Patti Funaro

Link to Strategic Goals

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

Communications

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

Notifications

Name	Address	Email

Report Approval Details

Document Title:	CR-2020-22-Virtual Programming.docx
Attachments:	- virtual camp feedback.pdf - zoom fitness feedback.pdf
Final Approval Date:	Aug 17, 2020

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



Human Resources Manager

Rick Hyra

You guys did an amazing job putting these virtual camps together. Thank you so much for your hard work and patience. Virtually learning is hard and these camp Counsellors make It look easy ❤️

Like · Reply · Message · 14h

2

...

I agree - they are really doing a great job

Like · Reply · Message · 14h

2

...

Reply as LaSalle Culture & Recreation...

My kiddos are having a great time!!!

Like · Reply · Message · 14h

...

The Vollmer virtual day camps are amazing. So creative and innovative. My daughter is too old for camp now but I would have been so grateful to have these camps being offered during the challenges we are facing right now if she was 7 to 13 years old.

Like · Reply · Message · 5d

...

agreed. My daughter is really enjoying them.

...

I was skeptic all as to how this was going to work but the counsellors are doing a great job

...

Hope this finds you and yours well. Thanks to you and everyone at Vollmer for doing a wonderful job in offering fitness classes during these unprecedented times. If you haven't done so already, please add my —to the roster of those taking the summer classes via Zoom (he is a Vollmer member). I know I was registered for all the available classes but just wanted to ensure that was also reflected in your count of those participating in your offerings.

Also, does my —need a new registration? I gave her the new class ID and password I recently received for all classes—she didn't get a chance to test that on Monday re: the phone class because she had another commitment but I am hoping it will work for her. Please advise accordingly.

And, once again—a HUGE THANK YOU—for all you are doing for Vollmer members. What you are facilitating makes a significant impact on instilling some degree of 'normalcy' in our lives and certainly brings a smile to my face! You are amazing!



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: August 12, 2020

Report Number: PW-19-20

Subject: Natural vs Artificial Turf Comparison and Median Treatments

Recommendation

That the report of the Director of Public Works dated August 12, 2020 (PW-19-20) regarding natural versus artificial turf and median island treatments BE RECEIVED for information.

Report

This report is being prepared in response to a Council question regarding a comparison between natural and artificial turf treatments for median island in LaSalle. The report has been prepared in two sections, with the first section providing a summary of the comparison between natural and artificial turf and the second section speaking on the history of medians in LaSalle and their current treatments.

Natural vs Artificial Turf Comparison

For the purpose of this report, a comparison was completed for an assumed median island consisting of 1,000 square meters with 10 trees planted within the median. The analysis was carried out for a period of 50 years to not only capture the initial investment to install each surface but to do a comparison of maintenance and replacement cost over this time period. A copy of the analysis is attached to this report. Not only was the financial aspect reviewed as part of this report, a summary of other factors are also noted within this report.

Financial Comparison

The cost to install and maintain artificial turf over a 50 year time span is approximately 2.3 times higher than natural turf. While the notion of artificial turf is said to be

maintenance free, the reality is that at least once per season staff will need to attend and do sort of maintenance, weeds need to be taken care of, debris needs to be vacuumed or swept off, etc.

Furthermore, the life expectancy of artificial turf is anywhere from 20 to 30 years. Therefore, within the assumed 50 year life span analysis, a replacement cost is needed to be accounted for. We have made the assumption that both natural and artificial turf require one replacement in the 50 years.

In addition, typically within medians, there are trees to be planted. With artificial turf, tree wells are needed around the trees, consisting of a concrete curb and rubber mulch to allow for the tree to have soil and grow properly. As the trees grow, these wells need to be replaced.

Environmental Comparison

With respect to natural turf, once the turf is established, regularly lawn cutting is required. There are an estimated 35 cutting per year required to do this, roughly one visit per week during the active growing season.

Natural turf is a living plant, and as such, 1,000 square meter of lawn removes approximately 1 metric tonne (1,000kg) of greenhouses gas from the atmosphere per year. However, you have to cut the natural turf with a gas powered lawn mower, therefore, approximate annual greenhouse gases produced from a typical gas powered lawn mower is around 48 kg of greenhouse gases. Thus, making natural turf more environmentally friendly.

Secondly, as noted earlier, artificial turf has a life span and needs to be removed and replaced. Artificial turf is made from the same materials as plastic straws. Therefore, during the eventual replacement of the artificial turf, 1,000 square meter of artificial turf to be removed would end up in the landfill. As a comparison, the 1,000 square meter of artificial turf is equivalent to approx. 9.1 million straws.

As Council is aware, in 2018, the Town made a decision to eliminate the use of plastic straws from the Vollmer. For comparison, annually, when the Vollmer used plastic straws, the Town would go through anywhere from 5,000 to 8,000 straws per year at the Vollmer.

Thirdly, another environmental factor is rainfall runoff. With natural turf, approximately 20% of the rainfall that lands on natural turf would result in runoff while 80% of the rainfall would be absorbed into the soil. As a stark comparison, with artificial turf, because the

base under the turf is required to be a solid surface such as gravel, the runoff results are exactly opposite, with 80% of the rainfall hitting the surface being converted to runoff while only about 20% would absorb through the stone base. This would cause more concerns with storm drainage.

It should be noted that use of artificial turf has not been deployed by the Town of LaSalle in any scenario to date. There are certainly applications, in the future, that may utilize artificial turf, like sports fields, median/island on very busy streets, narrow islands where natural turf will struggle to thrive, median/islands with no trees, etc.

It should also be noted, that administration is currently aware of two homes in Town that have front lawn, including the Town right-of-way, covered with artificial turf. Should the Town see more homes making these changes to artificial turf, in the future, the Town may want to put things in place, such as bylaws, to try and control this should a concern arise from excessive use of artificial turf.

Median Island Treatments

During the planning and development stage of new subdivisions, the Town has been faced with the desires of some developers to create medians/islands as part of their proposed subdivision design. The Town's position going forward, while we have allowed medians/islands in the past, into the future we will encourage the developer to adjust their design to eliminate these the best we can.

In some circumstances, medians/island may not be possible to eliminate, depending on traffic flow and being able to guide traffic to the proper locations, such as roundabouts, traffic calming measures, etc.

The treatment of medians/islands in LaSalle has followed a variety of treatments, from hardscaped, landscaped, natural turf, and stone treatment. The Town has experimented with various different treatment and the one that works the best is natural turf. As noted earlier, natural turf requires the Town to visit once per week to cut and clean-up the area, therefore, natural turf is maintained on a more regular basis than the other treatments.

The hard scape medians, eventually over time, start to grow weeds in the cracks and begin to show concerns with weeds and as such without the ability to spray for weed control, keeping these medians looking good becomes very challenging.

Furthermore, there have been a number of median that have been changed to natural turf and we look forward to working through our current median/island inventory in residential areas and eventually transitioning them to natural turf where possible.

Conclusion

This report has been provided for Council to receive this report for information purposes.

Consultations

No consultation occurred for preparation of this report.

Financial Implications

No financial implications as part of this report at this time.

Prepared By:

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

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

Link to Strategic Goals

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

Communications

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

Notifications

Name	Address	Email

Report Approval Details

Document Title:	PW-19-20 natural vs artificial turf comparison.docx
Attachments:	
Final Approval Date:	Aug 13, 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: Patti Funaro
Department: Culture & Recreation
Date of Report: August 17, 2020
Report Number: CR-2020-22
Subject: Update to the LaSalle Vipers Agreement

Recommendation

That the report of the Recreation Manager dated August 17, 2020 (CR-2020-22) regarding amending the Agreement between the Town and 1722964 Ontario Inc (the LaSalle Vipers) by adding the updated Facility Rentals – Arena Use Policy BE RECEIVED.

Report

The amendment to the Agreement made between the Town of LaSalle and 1722964 Ontario Inc (the LaSalle Vipers) acknowledges the updated Facility Rentals – Arena Use Policy. This policy was brought to the June 20, 2020 Parks, Recreation and Events Committee meeting.

Consultations

Legal Counsel

Financial Implications

None.

Prepared By:

A handwritten signature in black ink, appearing to read "P. Funaro". The signature is written in a cursive, slightly stylized font.

Manager of Recreation and Culture

Patti Funaro

Link to Strategic Goals

Yes	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:	CR-2020-22-Update to LaSalle Vipers Agreement.docx
Attachments:	- Facility Rentals - Arena Use Policy for approval.pdf
Final Approval Date:	Aug 20, 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



The Corporation of the Town of LaSalle Policy Manual

Facility Rentals - Arena Use Policy

Policy Manual Section: Municipal Services – Culture and Recreation

Policy Number:

Authority:

Date Approved: May 12, 1998

Department Responsible: Culture and Recreation

Revision Date:

Review Date:

Status: Active

Policy Statement

It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that ice 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 Town has a responsibility to provide ice 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 ice surfaces. Ice 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 ice 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 ice 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 schedule to the contract.

Scope

This policy applies to all requests made by users, user groups, organizations and individuals for access to use ice 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 and engages in a contract with the Town for the use of Town-owned ice 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 governance of the organization.
- **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 18 years.
- **Competitive Junior Hockey** is defined as the LaSalle Vipers Junior B Hockey Club
- **Municipal Programs** shall be defined as
 - Programs offered by the municipality including, but not limited to, recreational ice use, camp programs, lessons and special events.
- **Maintenance** refers to
 - Regular upkeep of ice surfaces
 - Scheduled and unscheduled repair or replacement of ice surfaces
 - Any other tasks to enhance or adjust the quality of the ice surfaces
- **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
- **Ice Surfaces** refers to
 - For the purpose of this policy, ice surfaces shall include the following located at the Vollmer Culture and Recreation Complex:
 - Rink A
 - The Gary L Parent C.A.W. Arena

Policy

1. Allocation of Ice Surfaces

Time-Block Bookings

Ice will be allocated in blocks of time (50 minutes). The Town may reduce the length of ice time-blocks at its discretion with reasonable notice given.

Prioritization of Bookings

Ice 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: Competitive Junior Hockey (as per agreement)
- Priority #4: Adult Leagues

Consideration of Historical Precedents

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice scheduling from year to year. Therefore, the Town will take due consideration into the allocation of ice based on previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Previous year ice allocations will be held until three months prior to the start of the next season. For greater clarity, the seasons and corresponding request dates are:

September through March ice must be requested by June 1

April through June ice must be requested by January 2

July and August ice must be requested by April 1

Requests for continued ice rentals must be received in writing by the Department of Culture and Recreation by this date. Should a User Group fail to provide notice by the above-noted date, the ice surface shall be deemed available for the upcoming season in that timeslot and re-allocation will take place.

Ice Surface Allocation for Community Youth/Minor Sport Groups

The following factors will be considered in determining the base ice allocation for the existing Community Youth/Minor Sport Groups. It is also recognized that other factors influence the suitability of sports field time hours for certain groups, including but not limited to:

- Age of participants
- Availability of coaching staff
- Hours that best suit after school programs
- Game times and practice times
- Best utilization of ice surface time
- Total hours available
- Total registration for minor sport groups
- Total registration for each minor sport group
- Residency within the municipality

Ice Re-allocation

This section refers to the re-allocation of time that is no longer required by a seasonal contract rental group. Ice 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 ice time will be booked on a first come first serve basis to any rental category.

Allocation for Tournaments and Special Events

Requests for the allocation of ice 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 three months prior to the start of the season.

It should be noted that in the event a dispute occurs between users/user-groups over the allocation of ice 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.

2. Management of Ice Surfaces

Maintenance

The maintenance of the Gary L. Parent CAW Arena and/or Rink A will be completed by the Town. One hour of ice rental time consists of 50 minutes; the additional 10 minutes will be used for ice maintenance. In the event that both Rink A and the Gary L. Parent C.A.W. Arena need to be flooded at the same time, Rink A will be flooded first, followed by the Gary L. Parent C.A.W. Arena. Should this occur and the user's time on the ice starts a few minutes late, the ice time will be extended by the length of the late start. In some occurrences, the ice may be maintained on a different schedule.

No persons and/or objects can be on the ice surface while the ice resurfacing machine is in operation. Failure to comply will result in the ice resurfacing machine being removed from the ice surface immediately until such time as the ice surface is cleared of all persons and/or objects. The user group will not be permitted to use the ice surface until such time as the resurfacing is complete, and any delays experienced by Town employees while in the process of resurfacing the ice will be deducted from the ice time allotted to the user.

Poor Ice Conditions

The Town reserves the right to cancel or suspend permits for ice use whenever surface conditions could result in damage to the surface or injury to users.

3. Responsibilities of User Groups

Contract Details

All ice rentals shall require a signed rental permit or agreement. All ice users will be charged rental fees as outlined in Schedule F of the Town's User Fee By-Law, as amended from time to time. All ice users must provide a Certificate of Insurance naming the Town as an additional insured in the amount of five million dollars (\$5,000,000.00). Full payment of ice 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.

In some instances, a monthly payment plan may be implemented at the discretion of the Town. Users will be billed at the end of each month and payment must be received fourteen (14) calendar days after the date on the invoice.

Cancellation Policy

Ice use cancellations are not permitted during the regular season (September – March)

Rental cancellations will be permitted during the off season (April – August) provided that the user/user-group provides two (2) weeks' notice in writing to the Facility Booking Office. The Town may then in turn try to rent the ice; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

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 ice use. The Town reserves the right to appropriately invoice users who damage or misplace Town property.

Sub-Letting of Ice Time

No group or individual may sub-let ice time.

Health and Safety – Covid-19 Implications

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. The Town follows the guidelines and recommendations of the Chief Medical Officer of Health and the Region's Medical Officer of Health. Ice user groups are responsible for ensuring all participants and spectators adhere to health and safety guidelines. Due to COVID-19 the Town may reduce the amount of ice time available for use.

Equipment, including but not limited to player and penalty benches, scorekeepers bench, spectator seating, nets, boards, glass and ice access doors are not sanitized. Use of playing surfaces and relevant equipment is at the risk of the users/user groups.

COVID Protocols:

Face Coverings:

Face coverings are mandatory in all areas of the building that the public has access to with the exception of on ice activity. This includes dressing rooms and washrooms etc.

Contact tracing:

The User Group is expected to track all participation on a daily basis. This must be recorded and kept in order to assist with contact tracing in the event of any positive COVID-19 cases.

Screening:

The User Group is responsible for the screening of all participants and coaches in accordance with current public health guidelines before each session. Individuals must not enter the building if they:

- Exhibiting any COVID-19 symptoms

- Have been in contact with someone with COVID-19 in the past 14 days
 - Have returned from travel or been in contact with someone who has travelled outside of Canada within the last 14 days (US essential workers exempt).
- The Town does not require temperature checks.

Arrival and Departure:

Users are expected to enter and exit the facility using the designated doors.

Food and Drink:

Food and drink is not permitted in the facility, with the exception of water bottles.

Personal Items:

Personal items, such as equipment bags should not be brought into the facility.

Lost and Found:

Due to COVID-19, items left in the facility will not be held for pick up and will be disposed of immediately.

Dressing Room Use:

The Town reserves the right to restrict the use of dressing rooms.

The Town follows the guidelines of the Chief Medical Officer of Health and the regions Medical Officer of Health, however may choose to prolong or extend restrictions for public access to certain areas for the safety of employees and patrons.

Expected behavior and consequences

User groups and their participants are expected to observe and comply with all policies, procedures, rules and regulations of the Town. "The RZone Respect and Responsibility Policy" requires that while using Town facilities, users take responsibility for their actions, and respect people, property and equipment.

Violation of the RZone Respect and Responsibility Policy is grounds for disciplinary action. Any Town employee may start disciplinary action against any patron/participant he/she deems to be in violation of the Code of Conduct by:

- Requesting a stop to the violation/offending action
- Requesting a violator to leave the facility
- Requesting assistance from administration
- Calling the police

The User/User Group is responsible for the conduct and supervision of all persons associated with the rental group and shall ensure that all facility rules and regulations are strictly observed and enforced

The sale or giving away of food, beverages or goods is strictly prohibited, unless authorized in writing by the Town.

In the event of a medical emergency, the User will immediately suspend activity and take appropriate action. It is the responsibility of the User to provide first aid to participants and

spectators of their activity. Town employees may assist by way of calling 911 and providing a first aid kit and/or an automated external defibrillator.

In the event of a facility emergency, the User Group will immediately suspend play and take appropriate action as described in Appendix A.

Garbage

The garbage receptacles that are onsite are emptied regularly. User Groups must ensure that all garbage and debris associated with their facility use is disposed of appropriately.

Dressing Rooms and Washrooms

Dressing room use is a privilege and not an expected right of all ice users. Breaches of policy and/or standard of use expectations may result in the loss of this privilege.

In all cases where members of a team include both male and female players, the following will apply in the team dressing room:

- Male players will not undress to less than a minimum of shorts while females are present
- Female players will not undress to less than a minimum of shorts and a t-shirt while males are present.

As separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above. Please see a Facility Operator for access to separate change facilities.

Once dressed in accordance with the minimum requirements above, all players may return to the team (co-ed) dressing room.

Cleanliness and upkeep of these areas is a joint responsibility of users and facility staff. All Users are expected to do the following at the end of a rental:

- Ensure all patrons have left the assigned dressing room within 15 minutes
- Check the dressing room to ensure garbage has been disposed of (including any items left behind), toilets flushed and that no vandalism has occurred.

Notice on Public Health: Covid-19

In accordance with the Windsor Essex County Health Unit (WECHU), washrooms are cleaned at least twice per day. Dressing Rooms are cleaned between users.

Users should:

- Not enter if one has a fever, cough, muscle aches and tiredness or difficulty breathing
- Maintain a distance of 2 m (6 ft) from others at all times
- Wash hands with soap and water for at least twenty (20) seconds upon entrance and exit
- Avoid contact with surfaces where possible

The use of cell phones, cameras and other personal electronic devices is prohibited in all Town owned and operated restrooms and change rooms.

4. Adherence to Town By-Laws and Policies

Town By-Laws must be adhered to by all users and user-groups. Failure to abide by Town By-Laws may result in the termination of use of ice surfaces and other facility privileges. While all Town By-Laws and policies must be adhered to, the following have been recognized of special importance for ice surface users. Town policies are available for reference at www.lasalle.ca

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.

Smoking

In accordance with By-Law 7775 and Smoke-Free Ontario Act, 2017, smoking is prohibited within Town 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.

Alcohol

Alcohol is prohibited at functions or events held at Town 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.

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

If a user-group operates an illegal lottery, they may be in contravention of statute laws such as the *Criminal Code*, R.S.C., 1985, c. C-46, and the Alcohol and Gaming Commission of Ontario, as well as Town By-laws. As a measure of risk management, any user group that operates an illegal lottery shall be reported.

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 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



The Corporation of the Town of LaSalle
Policy Manual

User Group Facility Emergency Procedures

In the event of any emergency, user groups and their participants must follow the direction provided by Town of LaSalle employees.

FIRE

In the event of a fire, User Groups are responsible for the safety of their participants.

IF YOU SHOULD DISCOVER A FIRE:

- Remain calm
- Close the door
- Pull the alarm

ONCE THE ALARM HAS BEEN SOUNDED - OR - IF YOU HEAR THE ALARM:

- Remain calm
- All persons with your organization should immediately exit the building at the closest and safest exit, *while maintaining a physical distance of 2 metres*
- Additional time should not be taken to retrieve personal items
- If exiting the main doors, proceed to "Vollmer Emergency Meeting Location" sign located between Mike Raymond Drive & Parking Lot #2
- If exiting the rear or secondary doors, proceed to the "Vollmer Emergency Meeting Location " sign located in the grassy area at the back of the complex
- User Groups should check participant attendance once outside
- User Groups must maintain supervision for all participants throughout the evacuation
- Inform a Town of LaSalle employee of anyone in your group that was unable to exit the building and their last known whereabouts
- When the alarm sounds, everyone **MUST** exit the building
- **No one can re-enter the evacuated building until directed to do so by the fire department or a Town of LaSalle employee**
- Once it is safe to return to the building, everyone should practice proper hand hygiene
- If you notice an individual in need of first aid treatment or who requires emergency services, call 911
- Inform 911 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 a Town of LaSalle employee that 911 has been called for medical response

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency.***

TORNADO

If a Tornado Warning is issued (meaning a tornado has been sighted), direct all patrons to the hallway located between the arenas, *while maintaining a physical distance of 2 metres*. Have all participants crouch down close to the wall, covering their heads until the warning has passed and it has been deemed safe to exit the building.

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency.***

POWER FAILURE

The Vollmer Complex has a generator that will power the building should the power go out. If the generator fails to turn on, follow the instructions below. Please note: emergency lighting will turn on while the power is off & remain on until the generator turns on.

Immediately:

- Suspend all activity
- Direct all program participants to a well-lit area
- Wait for further instruction from Town of LaSalle employees

Should the power failure continue for longer than 20 minutes, Town of LaSalle employees will begin to evacuate the building.

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency***

LOCKDOWN

In the event there is a threatening intruder such as an armed gunman in the facility, user groups should attempt to move all participants to a safe area that can be locked from the inside.

In the event a locked room is not available, user groups should:

- Direct participants into concealed areas that are out of view from external windows or internal door windows
- Direct participants to hide in a corner of the room under desks or out of site lying down on the floor
- Direct anyone in common areas should move immediately to the closest **safe area**
- If possible, all internal doors and windows should be locked to prevent intruder access

Vollmer Complex - SAFE AREAS		
Type of Access:	Room Type:	Location:
“Open” Access Areas:	Private Washrooms/Shower 4	In family changing room (1 st floor)
	Handicap Accessible Washrooms	Beside concession (main floor) Fitness centre (2 nd floor)
	Dressing Rooms	Arena hallway
“A Key” Access Areas:	Press Box A & B	In each arena
	LMHA Office	Rink A
	Skate LaSalle Office	Rink B
	Storage Rooms	Throughout facility

****Participants should have a mask available at all times in the event physical distancing cannot be maintained during an emergency***

Schedule of Reports for Council August 25, 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.
Councillor Carrick	BIA for the Town of LaSalle	Administration	Budget 2021	At the July 14, 2020 Regular Meeting of Council, Councillor Carrick requests an Administrative Report be prepared regarding the establishment of a BIA for the Town of LaSalle
173/20	Connecting Links	Public Works	September, 2020	At the July 14, 2020 Regular Meeting of Council: "That Council AUTHORIZE administration to prepare a subsequent report outlining the Town's position on the remaining County roads traversing through Town."
Councillor Carrick	Municipal Compliments and Complaints Portal	Council Services / Administration	October, 2020	At the July 28, 2020 Regular Meeting of Council, Councillor Carrick requests a quarterly report outlining how much the Municipal Compliments and Complaints Portal is being utilized, as well as promoting the Portal.

Schedule of Reports for Council August 25, 2020

Councillor Renaud	Pros and Cons of Artificial Turf	Public Works	August, 2020	At the July 28, 2020 Regular Meeting of Council, Councillor Renaud inquires about the price of adding artificial turf to the Town's boulevards, as well as the pros and cons based on the costs associated. See Report on today's Agenda.
Councillor Akpata	Construction Types and Timelines	Development & Strategic Initiatives / Public Works	September, 2020	At the July 28, 2020 Regular Meeting of Council, Councillor Akpata requests a report to Council regarding different types of construction, timelines to build, and information on keeping it clean. Please refer to By-law Committee.

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	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.

Schedule of Reports for Council
August 25, 2020

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.
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THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8457

A By-Law to provide that part-lot control
shall not apply to certain lands within
Registered Plan Number 12M-662.

Whereas the Planning Act, R.S.O. 1990, c. P.13, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act;

And whereas Subsection 7 of Section 50 of the said Planning Act provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law, and where the by-law is passed and approved part-lot control as described in Subsection 5 of Section 50, ceases to apply to such land;

And whereas it is deemed desirable that the provisions of Subsection 5 of Section 50 of the Planning Act shall not apply to certain lands that are within Registered Plan 12M-661, in the Town of LaSalle;

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

1. Subject to the terms and conditions of this By-law, the provisions of Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, do not apply to certain lands within Registered Plan 12M-662, which lands are more particularly described as follows:

Block 1, inclusive, Plan 12M-662, in the Town of LaSalle, in the County of Essex.
2. That the development of the lands more particularly described in Section 1 of this By-law shall comply with all lot size regulations as set out in the comprehensive zoning by-law as amended, and shall be only by way of descriptions of lands on a Reference Plan deposited in the Land Registry Office for the County of Essex (No. 12), which Reference Plan has been duly approved by the Corporation.
3. This By-law shall expire on August 25, 2025.
4. This By-law shall come into force and take effect after the final passing thereof, after this By-law has been approved by the County of Essex, and finally upon the date on which this By-law is registered in the Land Registry Office for the County of Essex (No. 12) pursuant to the provisions of the Planning Act.

Read a first and second time and finally passed this 25th day of August, 2020.

1st Reading – August 25, 2020

Mayor

2nd Reading – August 25, 2020

3rd Reading – August 25, 2020

Deputy Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8458

A By-law to stop up, close and sell a portion of Part of Lots 1 & 2, Concession 3 (Petite Cote) being Gilroy Street, LaSalle.

Whereas the Corporation entered into a developer's agreement with Sorge Enterprises Inc. on the 27th day of April, 2010, which said developer's agreement was registered on the 28th day of April, 2010, as Document No. CE421577;

And whereas the Corporation has received a request from Sorge Enterprises Inc. in accordance with paragraph 4 of the said developer's agreement to close that portion of Gilroy Street designated as Part 5 on Reference Plan 12R-24299 and to convey that portion of Gilroy Street so closed to Sorge Enterprises Inc.;

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 portion of Gilroy Street, Concession 3 (Petite Cote) designated as Part 5 on Reference Plan 12R-24299, in the Town of LaSalle, in the County of Essex, be and the same is hereby stopped up and closed.
2. That the portion of Gilroy Street shall be subject to a perpetual easement in favour of The Corporation of the Town of LaSalle, their successors and assigns, on, in, over, under, across and along the lands herein described for the purposes of constructing, maintaining, operating, replacing, altering and repairing their equipment, services and all appurtenances thereto for the existing 500 mm watermain previously constructed on Gilroy Street, with the right by their agents, servants and workmen to enter upon the said lands at all reasonable times for the purposes aforesaid.
3. Upon completion of the closing of that portion of Gilroy Street more particularly described in Section 1 herein, that the said portion so closed may be sold to the owners as determined by the Corporation, at a sale price of \$1.00 as per the terms of the developer's agreement registered as Document No. CE421577, and that all other costs and expenses incurred in connection with this matter be borne in accordance with the said developer's agreement.
4. It is hereby confirmed the lands described in Section 1 of this By-law are surplus to the needs of the Corporation.
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 25th day of August, 2020.

1st Reading – August 25, 2020

Mayor

2nd Reading – August 25, 2020

3rd Reading – August 25, 2020

Deputy Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8459

A By-Law to assume Block 43, Plan 12M-599 as part of a public highway.

Whereas the Corporation entered into a subdivision agreement with Seven Lakes Homes Ltd. on the 22nd day of April, 2014, and which said subdivision agreement was registered on the 22nd day of May, 2014, as Document No. CE610770;

And whereas in accordance with paragraph 6.2(a) of the said subdivision agreement, the Corporation received a Transfer from Seven Lakes Homes Ltd. of Reserve Block 43, Plan 12M-599 save and except Plan 12M-604; Town of LaSalle, which Transfer was registered on the 5th day of November, 2014, as Document No. CE626271;

And whereas the Council of the Corporation deems it expedient to assume Reserve Block 43, Plan 12M-599 save and except Plan 12M-604; Town of LaSalle as part of Seven Lakes Drive;

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

1. That the said lands as dedicated by Seven Lakes Homes Ltd. and transferred to the Corporation in Document No. CE626271, being Reserve Block 43, Plan 12M-599 save and except Plan 12M-604; Town of LaSalle, be and the same are hereby assumed for public use as a public highway, which lands shall form part of **Seven Lakes Drive**.
2. This By-Law shall come into force and take effect on the final passing thereof.

Read a first and second time and finally passed this 25th day of August, 2020.

1st Reading - August 25, 2020

Mayor

2nd Reading - August 25, 2020

3rd Reading - August 25, 2020

Deputy Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8460

A By-Law to authorize the execution
of a Security Services Agreement for
the LaSalle Civic Centre with the
Canadian Corps of Commissioners

Whereas the Corporation issued a Request for Quotes (RFQ) for security services for the LaSalle Civic Centre;

And whereas the Corporation has agreed to award the Contract to the Canadian Corps of Commissioners on certain terms and conditions;

And whereas the Corporation deems it expedient to enter into an Agreement with the Canadian Corps of Commissioners setting out the terms and conditions that have been agreed to with the Corporation;

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

1. That the Corporation enter into an Agreement with the Canadian Corps of Commissioners regarding security services to be provided to the LaSalle Civic Centre facility, a copy of which Agreement is attached hereto and forms a part of this By-law.
2. That the Mayor and the Clerk be and the same are hereby authorized to execute the said Agreement and to affix the Corporation's seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Agreement.
3. This By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 25th day of August, 2020.

1st Reading – August 25, 2020

Mayor

2nd Reading – August 25, 2020

3rd Reading – August 25, 2020

Deputy Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8461

A By-Law to repeal By-law 4770, adopted
on March 3, 1992

Whereas By-law number 4770 was finally passed by Council on March 3rd, 1992 relating to the execution of a maintenance Agreement between the Corporation of the Town of LaSalle and the Essex County Board of Education for property located on Malden Road for Sandwich Secondary School;

And whereas said Agreement has expired and is no longer relevant;

And whereas it is deemed expedient to repeal the above noted By-law.

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

1. That By-law number 4770 be repealed.
2. This By-Law shall come into force and take effect on the final passing thereof.

Read a first and second time and finally passed this 25th day of August, 2020.

1st Reading - August 25, 2020

Mayor

2nd Reading - August 25, 2020

3rd Reading - August 25, 2020

Deputy Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8462

A By-Law to repeal By-law 5580, adopted
on June 10, 1997

Whereas By-law number 5580 was finally passed by Council on June 10th, 1997 relating to a Licence Agreement between the Essex County Board of Education and the Corporation of the Town of LaSalle for the use of the Robert Carrick Memorial Complex;

And whereas said Licence Agreement has expired and is no longer relevant;

And whereas it is deemed expedient to repeal the above noted By-law.

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

1. That By-law number 5580 be repealed.
2. This By-Law shall come into force and take effect on the final passing thereof.

Read a first and second time and finally passed this 25th day of August, 2020.

1st Reading - August 25, 2020

Mayor

2nd Reading - August 25, 2020

3rd Reading - August 25, 2020

Deputy Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8463

A By-Law to authorize the execution of an
Amending Agreement between Scott
D'Amore and The Corporation of the
Town of LaSalle.

Whereas it is deemed expedient to enter into an Amending Agreement with Scott D'Amore with respect to a Developer's Subdivision Agreement made between the parties hereto which was registered on June 3, 2019 as Document No. CE889354 (By-law No. 8295) 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 Scott D'Amore, 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 25th day of August, 2020.

1st Reading – August 25, 2020	_____
	Mayor
2nd Reading – August 25, 2020	
3rd Reading – August 25, 2020	_____
	Deputy Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8464

A By-law to authorize the execution of an Agreement
between Jones Group LTD and The Corporation of
the Town of LaSalle for Demolition Work on 670
Front Road and Demolition Work on 690 and 752
Front Road

Whereas the Corporation of the Town of LaSalle (Corporation) issued a Request for Tender (RFT) for the demolition of 670 Front Road, and an RFT for the demolition of 690 and 752 Front Road;

And whereas the lowest bid of \$22,500.00 plus applicable taxes for the demolition of 670 Front Road was received from Jones Group Ltd.;

And whereas the lowest bid of \$81,100.00 plus applicable taxes for the demolition of 690 and 752 Front Road was received from Jones Group Ltd.;

And whereas the Corporation has deemed it expedient to enter into an Agreement with Jones Group LTD to complete the demolition work as tendered, setting out the terms and conditions that have been agreed to with the Corporation;

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

1. That the the Mayor and Clerk be and they are hereby authorized and empowered on behalf of the The Corporation of the Town of LaSalle, to execute an Agreement with Jones Group LTD, a copy of which Agreement is attached hereto, and forms part of this By-Law.
2. That this By-Law shall come into force and take effect upon on the date of the third and final reading thereof.

Read a first and second time and finally passed this 25th day of August, 2020.

1st Reading – August 25, 2020

Mayor

2nd Reading – August 25, 2020

3rd Reading – August 25, 2020

Deputy Clerk