



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– Arena Use Policy BE APPROVED; and further that the Ice Use Allocation Policy M-CR-OO1 approved May 12, 1998 BE RESCINDED.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 of 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

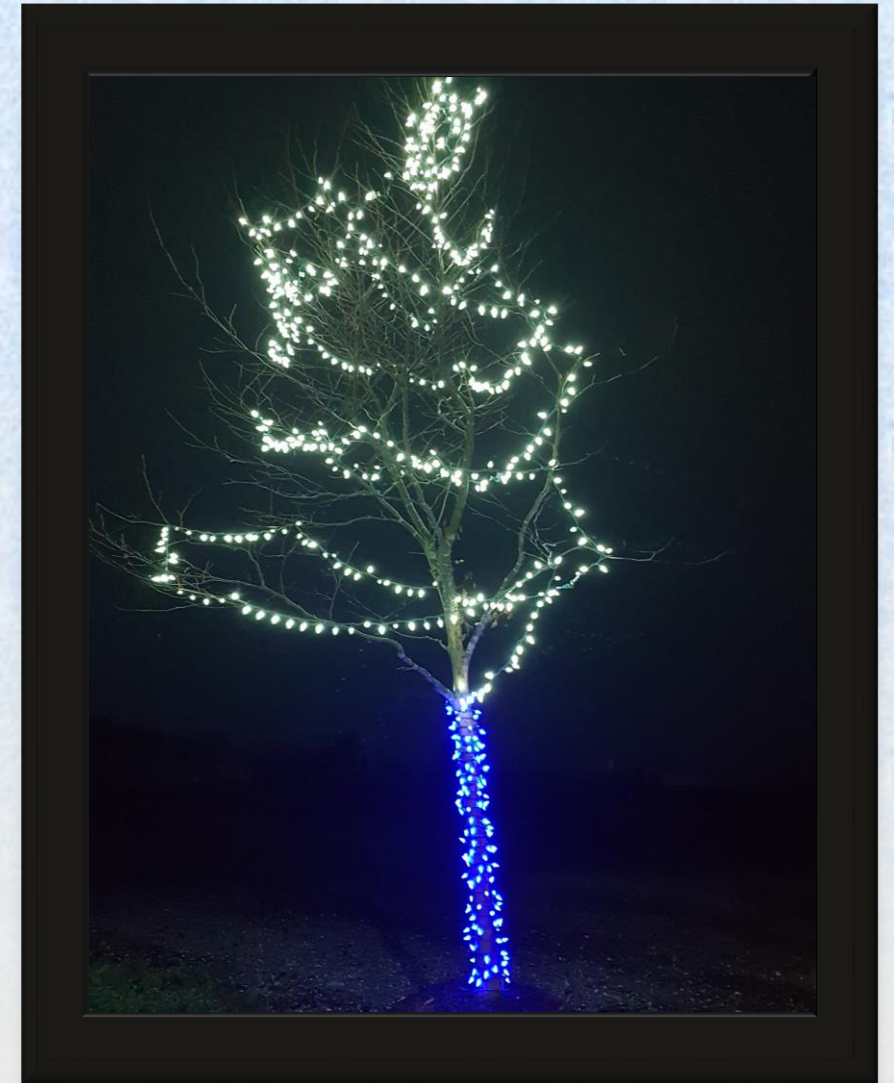


Civic Center Décor Ideas

BASED ON \$150,000 BUDGET

Enhanced Tree Lighting

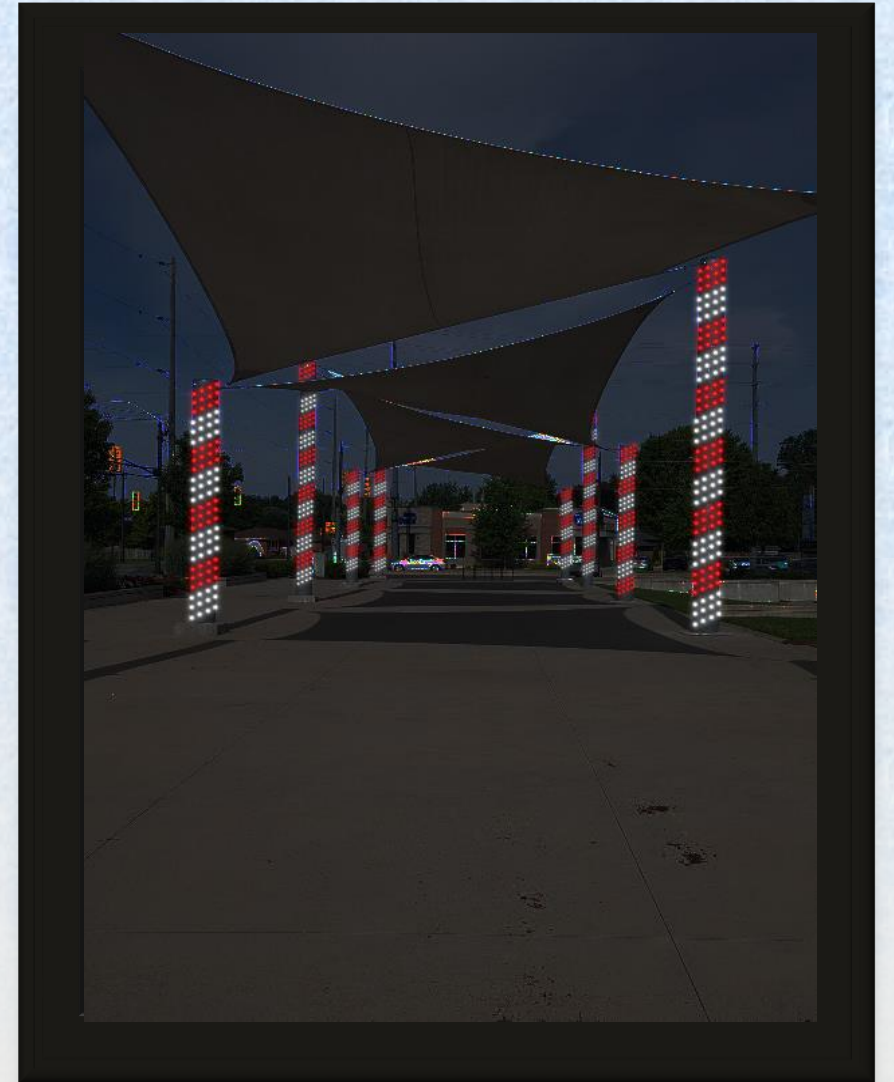
Improve current trees (48)	\$8,000
Additional trees (27)	\$11,000
Totes/Cords	\$1,600



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

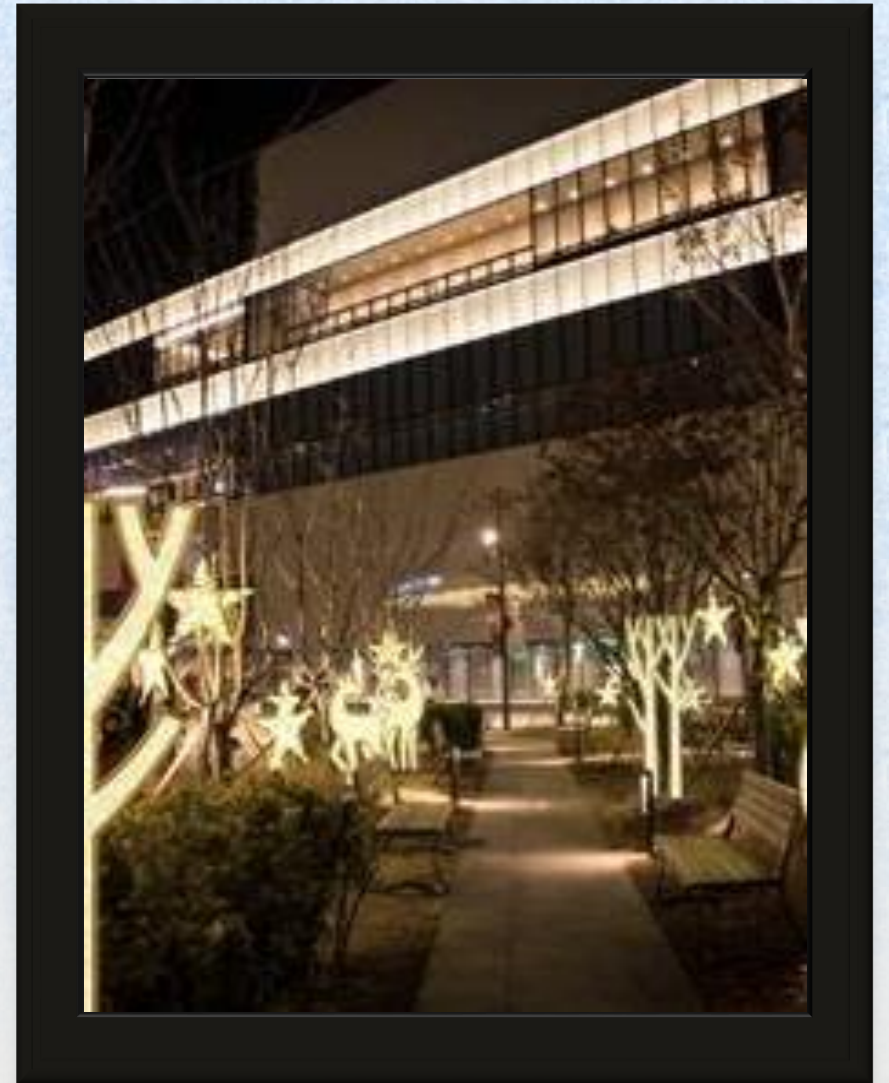


Branches and Reindeer

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

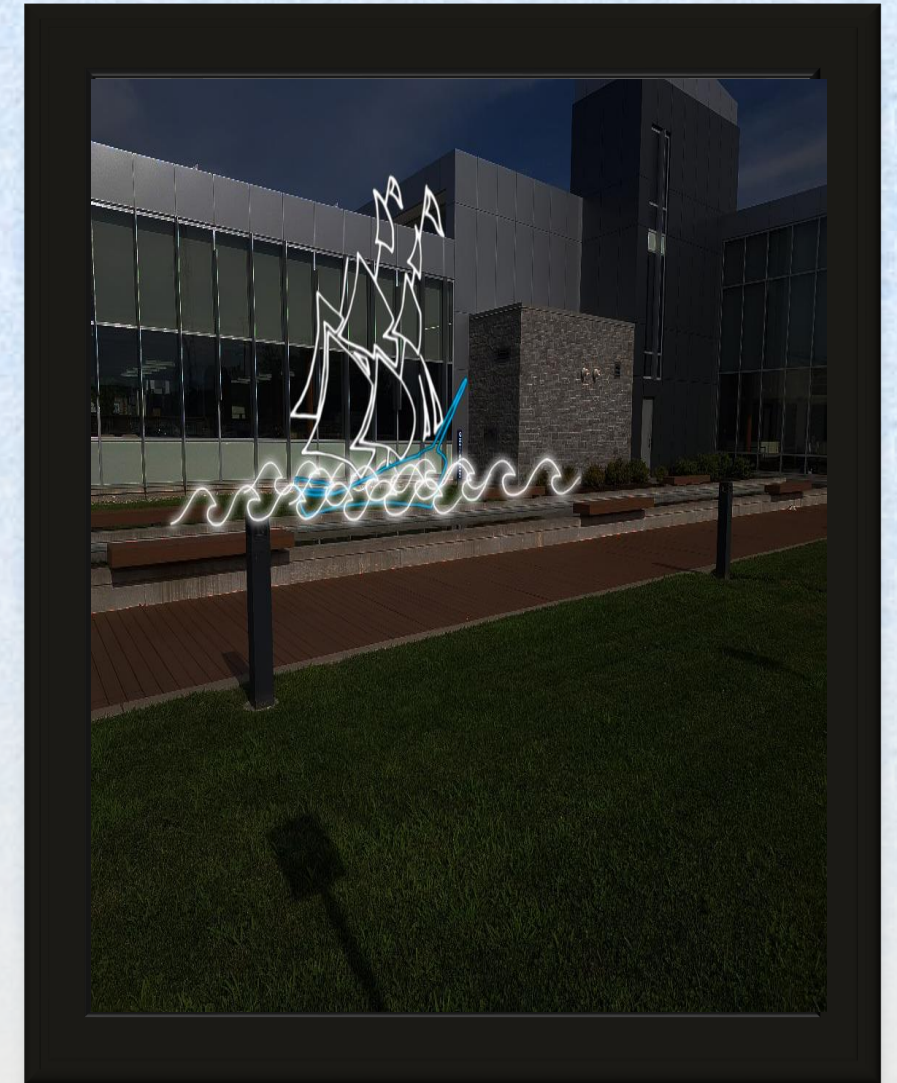
8' with 4' Scrolls on each side.



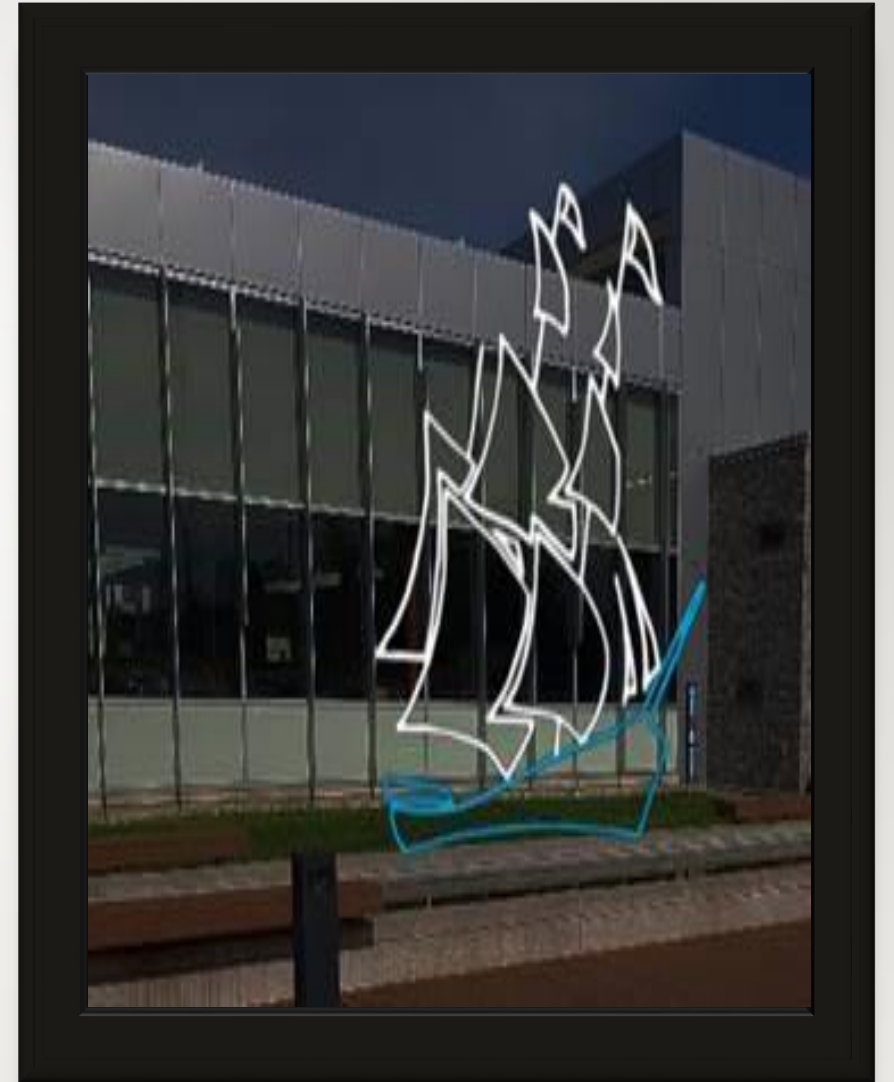
Logo “Boat” Design With Waves in Waterway

\$30,000

17’ by 20’ in size



Boat without Waves

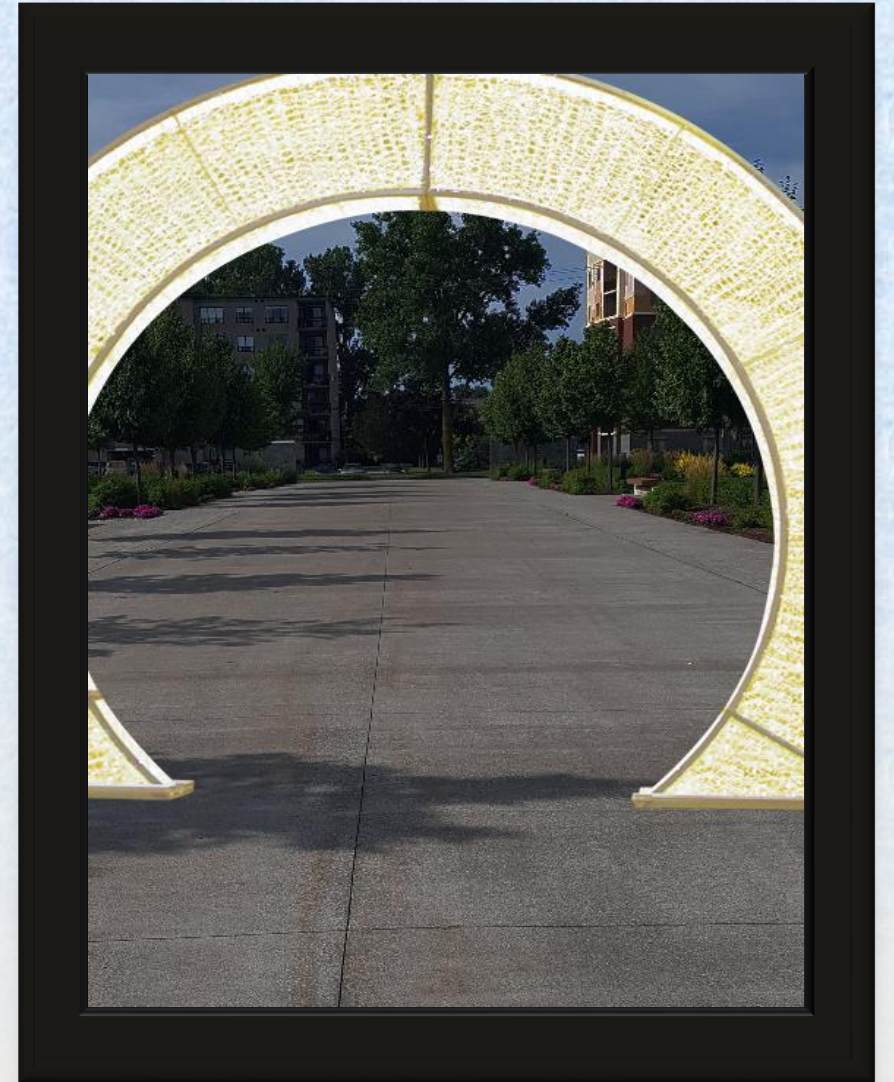


Otaki Archway down Promenade to Cenotaph

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

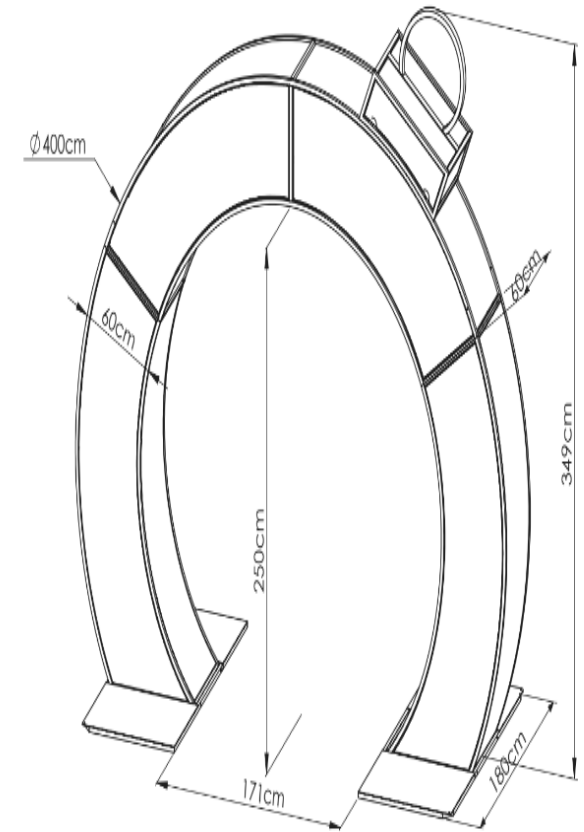


Picture Looking Down Promenade



Otaki Archway Dimensions

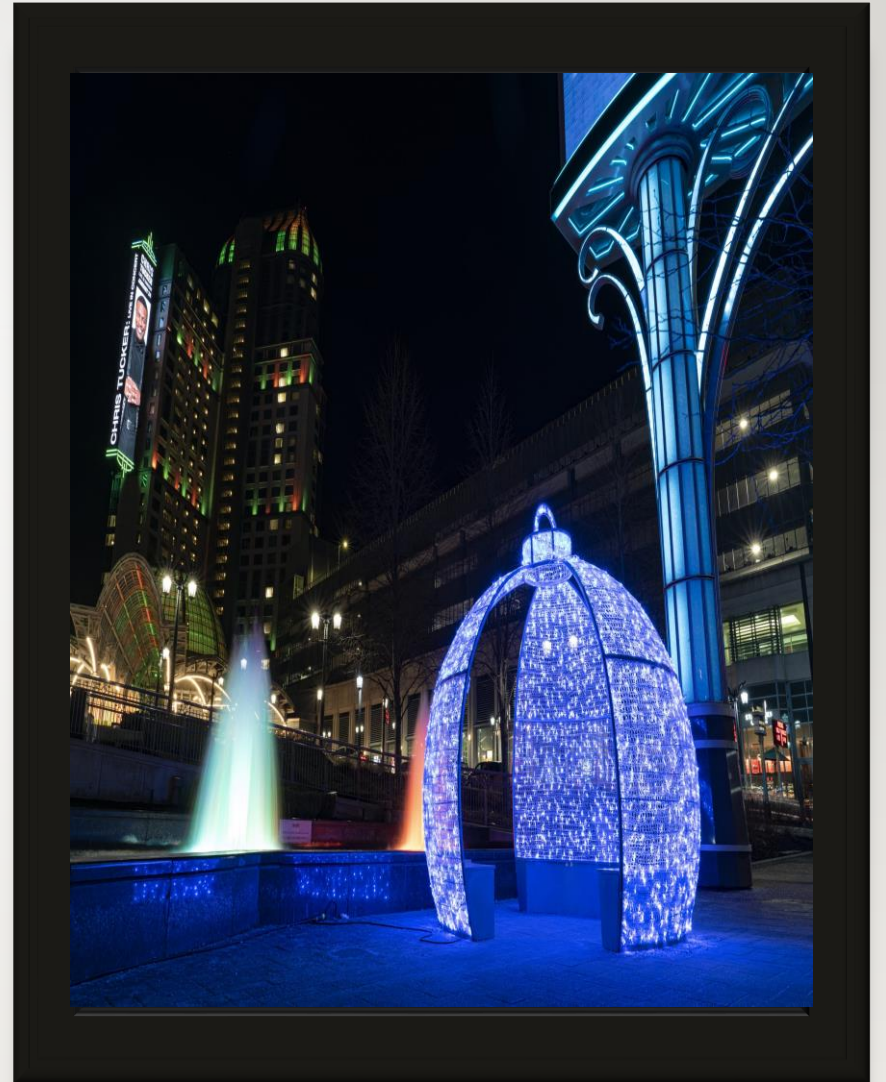
Bottom of arch	5' 7"
Height inside arch	8' 2"
Total height	11' 5"
Total width	9' 6"



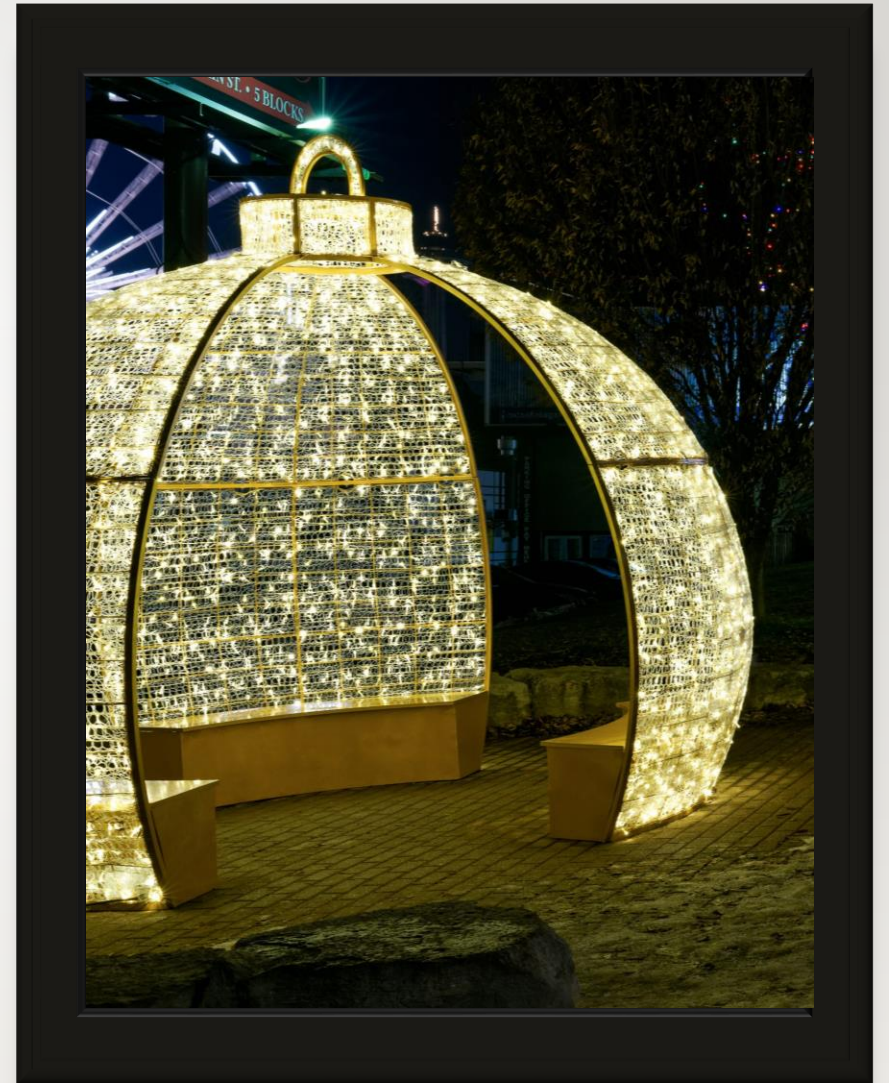
Ballymena for selfies

10' X 11.5' X 11.5'

\$23,000



Ballymena-warm white lights



Walk Through Tree

36' with 4' Topper

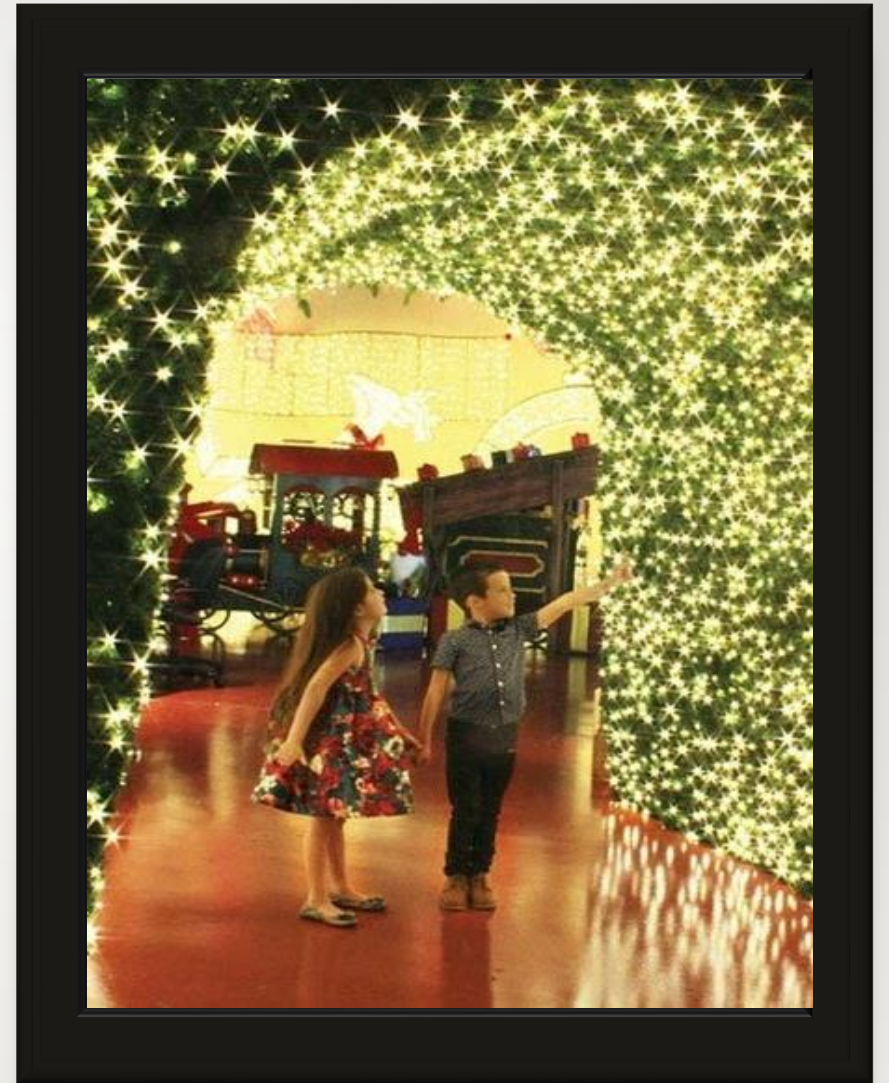
\$150,000



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:

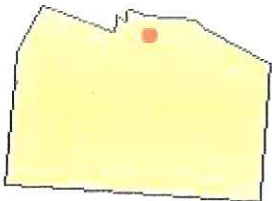
\$8,500 in price

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



I agree - they are really doing a great job

Like · Reply · Message · 14h



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!