



## THE CORPORATION OF THE TOWN OF LASALLE

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

September 17, 2020

9:00 a.m.

Sandwich West Room

2nd Floor LaSalle Civic Centre

5950 Malden Road

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

Administration Present: P. Funaro, Recreation Manager, R. Hyra, Human Resources Manager, M. Beggs, Manager of Parks and Roads, M. Masonovich, Manager of Fleet & Facilities, Gaetano Ferraro, Manager of Finance/Deputy Treasurer, T. Coke, Council Coordinator, L. Jean, Deputy Clerk

#### A. CALL TO ORDER

Councillor Akpata calls the meeting to order at 9:02 a.m.

#### B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None Disclosed.

#### C. ADOPTION OF MINUTES

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the minutes of the meetings of the Parks, Recreation and Events Committee dated May 28, 2020 and August 20, 2020 BE ADOPTED as presented.

**Carried.**

#### D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

##### 1. Fall Special Events

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Recreation Manager dated September 9, 2020 (CR-2020-24) regarding Fall Special Events BE RECEIVED; and that recommendation to cancel the Pancake Breakfast with Santa and the Mayor and the New Year's Eve Family Celebration BE APPROVED; and further that the recommendation to offer two alternative outdoor events BE APPROVED.

**Carried.**

**E. NEXT MEETING**

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the next meeting of the Parks, Recreation & Events Committee BE  
RESCHEDULED to October 8th, 2020 at 9:00 a.m.

**Carried.**

**F. ADJOURNMENT**

The meeting is adjourned at 9:11 a.m.

---

Chair

---

Council Co-ordinator



COMMITTEE MATTERS  
Parks, Recreation and Events Committee

September 17, 2020

**Clerk's Note:** The Parks, Recreation and Events Committee reviewed the following matter during their meeting held on September 17, 2020. Copies of items are attached for reference as part of the corresponding Minutes.

**1. Subject: Fall Special Events**

**Motion:**

That the report of the Recreation Manager dated September 9, 2020 (CR-2020-24) regarding Fall Special Events BE RECEIVED; and that recommendation to cancel the Pancake Breakfast with Santa and the Mayor and the New Year's Eve Family Celebration BE APPROVED; and further that the recommendation to offer two alternative outdoor events BE APPROVED.

**Carried.**

See Report on today's Agenda.

Committee Matter- #1

Fall Special Events



## **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:** September 9, 2020

**Report Number:** CR-2020-24

**Subject:** Fall Special Events

---

### **Recommendation**

That the report of the Recreation Manager dated September 9, 2020 (CR-2020-24) regarding Fall Special Events BE RECEIVED; and that recommendation to cancel the Pancake Breakfast with Santa and the Mayor and the New Year's Eve Family Celebration BE APPROVED; and further that the recommendation to offer two alternative outdoor events BE APPROVED.

### **Report**

Current restrictions due to COVID-19 will make hosting the annual Pancake Breakfast with Santa and the Mayor and the New Year's Eve Family Celebration problematic this holiday season. Both events take place indoors and involve crowds larger than 50 people gathering in close proximity to one another. It is recommended that both events be cancelled in 2020.

In lieu of hosting these events, the Culture and Recreation Department is proposing two alternative outdoor events:

1. Halloween Truck or Treat Event at an approximate cost of \$2500.00 plus approximately \$1600.00 in part-time employee wages
2. New Year's Eve Drive-in Fireworks Show at an approximate cost of \$5000.00

Both events would be charged the 2020 Culture and Recreation department as per the 2020 operating budget.

Providing alternative events is important to help rebuild trust and confidence with the community to assist in the pandemic recovery phase. In addition, these small scale

events will provide the Culture and Recreation Department the opportunity to test the restart of event operations with new protocols in a controlled setting. This will prepare the department to move forward developing best practices for the return of larger events such as the Night Market in 2021.

A detailed plan for the Halloween Event is outlined in Appendix A. The Windsor Essex County Health Unit will also be consulted to ensure all public health guidelines are being met.

The New Year's Eve Drive-in Fireworks would follow the same format as previous years with additional public communication regarding COVID protocols such as remaining in cars and washrooms closures.

## **Consultations**

Type consultations here

## **Financial Implications**

\$9,100.00

## **Prepared By:**



Manager of Recreation and Culture

---

Patti Funaro

## 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:	CR-2020-24 Fall Special Events.docx
Attachments:	- Truck or Treat Event Overview.pdf - sample layout.pdf
Final Approval Date:	Sep 10, 2020

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



Human Resources Manager

Rick Hyra



Truck or Treat Sample Event Layout



## **Truck or Treat Event Overview**

- Date:** Saturday, October 31, 2020
- Time:** 9:30 am – 1:30 pm
- Location:** Vollmer Complex, Parking Lot 3 (see attached)
- Activities:** A variety of trucks will be parked around the perimeter of the parking lot, with a treat table adjacent to each truck. Families will trick or treat to each truck. A variety of trucks of interest to children will be invited such as emergency vehicles, construction, farm etc.
- Trucks are available for viewing only.** Participants will not be allowed to touch or get into vehicles.

## **COVID PRECAUTIONS**

- Capacity:** Families will be required to pre-register to manage the capacity of the event. A maximum of 6 people per family is allowed. Twelve families per hour will be allowed for a maximum of 72 people per hour.
- Washrooms will not be available.**
- Contact Tracing:** Contact information will be maintained through the registration and check-in process.
- Physical Distancing:** During the registration process, families are assigned a start time. Start times will be staggered, five minutes apart. All traffic will move in one direction to maintain distancing. Trucks and treat stations will be generously spaced apart.
- Hand Sanitizing:** Hand sanitizer will be available at the entrance and exit of the event.
- Face Covering:** Face coverings will be required for all participants and staff.
- Touch surfaces:** Each treat station will have a Culture and Recreation event staff assigned to it. Staff will place the treats on the table and remain 6 feet behind the table. Participants will be asked to pick up their treat and take the treat they touch. Staff will wear gloves and have disinfectant and paper towel available at each station.
- Communication:** All precautions will be communicated to participants by email upon registration. Additional signage will be onsite.