



**THE CORPORATION OF THE TOWN OF LASALLE**

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

November 19, 2020

9:00 a.m.

Sandwich West Room

2nd Floor LaSalle Civic Centre

5950 Malden Road

Members of Committee Present: Councillor Mike Akpata, Councillor Renaud

Members of Committee Absent: Councillor Sue Desjarlais

Administration Present: R. Hyra, Human Resources Manager/Acting Director of Council Services, 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, L. Jean, Deputy Clerk, K. Scherer, Recreation Coordinator, T. Coke, Council Coordinator

**A. CALL TO ORDER**

Councillor Akpata calls the meeting to order at 9:04 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 Akpata

That the minutes of the meeting of the Parks, Recreation and Events Committee dated October 8, 2020 BE ADOPTED as presented.

**Carried.**

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

1. Virtual Recreation Programming and Online Safety Policy Update

Moved By: Councillor Renaud

Seconded By: Councillor Akpata

That the report of the Recreation Manager dated November 12, 2020 (CR-2020-27) regarding updates to the Virtual Recreation Programming and Online Safety Policy BE RECEIVED; and that the changes to the Virtual Recreation Programming and Online Safety Policy BE APPROVED.

**Carried.**

2. Light Up LaSalle Holiday Decorating Contest

Moved By: Councillor Renaud  
Seconded By: Councillor Akpata

That the report of the Recreation Manager dated November 12, 2020 (CR-2020-28) regarding the Light Up LaSalle Holiday Decorating Contest BE RECEIVED.

**Carried.**

**Clerk's Note:** Due to constrained timelines, Patti Funaro, Manager of Recreation and Culture, requests to add an item to the agenda and provide a verbal update regarding a potential holiday event to be held in December.

3. Moved By: Councillor Renaud  
Seconded By: Councillor Akpata

That the request of the Recreation Manager to add an item to the agenda and provide a verbal update regarding a holiday event to be held in December BE APPROVED.

**Carried.**

4. Moved By: Councillor Renaud  
Seconded By: Councillor Akpata

That the verbal update provided by the Recreation Manager regarding a holiday event being a Santa Drive-By BE RECEIVED; that Administration BE AUTHORIZED to proceed with the event; and that the total cost of the event be no more than \$10,000.

**Carried.**

5. Moved By: Councillor Renaud  
Seconded By: Councillor Akpata

That the December 17, 2020 Parks, Recreation and Events Committee Meeting BE CANCELLED and that regular scheduled meetings resume in 2021.

**Carried.**

**E. NEXT MEETING**

The next scheduled meeting will be held on January 21, 2021 at 9:00 a.m.

**F. ADJOURNMENT**

The meeting is adjourned at the call of the Chair at 9:23 a.m.

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Chair

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Council Co-ordinator



COMMITTEE MATTERS  
Parks, Recreation and Events Committee

November 19, 2020

**Clerk's Note:** The Parks, Recreation and Events Committee approved the following matters during their meeting held on November 19, 2020. Copies of items are attached for reference as part of the corresponding Minutes.

1. **Subject: Santa Drive-By Event**

Motion: Moved by Councillor Renaud  
Seconded by Councillor Akpata

That the verbal update provided by the Recreation Manager regarding a holiday event regarding a Santa Drive-By BE RECEIVED; that Administration BE AUTHORIZED to proceed with the event; and that the total cost of the event be no more than \$10,000.

2. **Subject: Virtual Recreation Programming and Online Safety Policy Update**

Motion: Moved by Councillor Renaud  
Seconded by: Councillor Akpata

That the report of the Recreation Manager dated November 12, 2020 (CR-2020-27) regarding updates to the Virtual Recreation Programming and Online Safety Policy BE RECEIVED; and that the changes to the Virtual Recreation Programming and Online Safety Policy BE APPROVED.

## Committee Matters- #2

Virtual Recreation  
Programming and Online  
Safety Policy Update



## **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:** November 12, 2020

**Report Number:** CR-2020-27

**Subject:** Virtual Recreation Programming and Online Safety Policy Update

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### **Recommendation**

That the report of the Recreation Manager dated November 12, 2020 (CR-2020-27) regarding updates to the Virtual Recreation Programming and Online Safety Policy BE RECEIVED; and that the changes to the Virtual Recreation Programming and Online Safety Policy BE APPROVED.

### **Report**

The Virtual Recreation Programming and Online Safety Policy was approved in June of 2020 in response to the need to offer some type of recreation programs during the shutdown due to COVID-19. Since then, the Department of Culture and Recreation has offered a variety of virtual programs to community members of all ages. Although the Vollmer is phasing in reopening and restarting recreation programs, the need for virtual program still exists for those that wish to remain at home.

As with many guidelines and protocols that have changed and evolved throughout this pandemic, it has become evident that the initial procedures established for virtual programming need to be updated to better manage our internal resources and costs.

The recommended change is to remove the requirement to have two employees hosting adult programming and instead allow adult programs to have one employee host and lead the program. As an additional security measure, the host will turn off the cameras and microphones for all participants at the start of the program. All other protocols and procedures will remain the same.

This change allows the department to continue offering virtual options for fitness classes at no additional cost. The in-person fitness classes will also be offered via Zoom, allowing the in-person instructor to fill both roles. In addition to reducing costs, eliminating a second staff person makes recruiting and scheduling someone in one hour

shifts less problematic.

### **Consultations**

Legal Counsel

Information Technology

### **Financial Implications**

Small savings in staff costs of approximately \$200 per week.

### **Prepared By:**

A handwritten signature in black ink that reads "P. Funaro". The signature is written in a cursive, slightly stylized font.

Manager of Recreation and Culture

Patti Funaro

**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**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Report Approval Details**

Document Title:	CR-2020-27 Update to Online Engagement Policy.docx
Attachments:	- Virtual Recreation Programming and Online Safety Policy - draft update nov 12.pdf
Final Approval Date:	Nov 12, 2020

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



Human Resources Manager

Rick Hyra