



**THE CORPORATION OF THE TOWN OF LASALLE**

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

February 18, 2021  
9:00 a.m.  
Meeting Held Virtually

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

Administration Present: P. Marra, Deputy Chief Administrative Officer, P. Funaro, Director of Culture and Recreation, M. Beggs, Manager of Parks and Roads, M. Masonovich, Manager of Fleet & Facilities, T. Brydon, Supervisor of Parks, T. Coke, Council Coordinator, L. Jean, Deputy Clerk, K. Scherer, Recreation Coordinator

**Clerks Note: Councillor Akpata, Councillor Desjarlais, Councillor Renaud and Administration participated in the Meeting electronically via video conference technology.**

**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.

**C. ADOPTION OF MINUTES**

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the minutes of the meeting of Parks, Rec and Events Committee dated November 19, 2020, be adopted as presented.

**Carried.**

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

1. changes to the Culture and Recreation fee structure

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-01) regarding changes to the Culture and Recreation fee structure be received.

**Carried.**

2. Winter Virtual Programs

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-02) regarding winter virtual programs be received.

**Carried.**

3. Walking track policy update

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated February 4, 2021 (CR-2021-03) regarding the updated walking track policy be received and that the changes to the walking track policy be approved.

**Carried.**

**E. NEXT MEETING**

The next scheduled meeting will be held on March 18, 2021 at 9:00 a.m.,

**F. ADJOURNMENT**

The meeting is adjourned at the call of the Chair at 9:16 a.m.

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Chair

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Council Co-ordinator



COMMITTEE MATTERS  
Parks, Recreation and Events Committee

February 18, 2021

**Clerk's Note:** The Parks, Recreation and Events Committee reviewed the following matters during their meeting held on February 18, 2021. Copies of reports are attached for reference as part of the corresponding Minutes.

1. **Subject: Changes to the Culture and Recreation Fee Structure**

**Motion:** That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-01) regarding changes to the Culture and Recreation fee structure be received.

See report on today's Agenda.

2. **Subject: Winter Virtual Programs**

**Motion:** That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-02) regarding winter virtual programs be received.

See report on today's Agenda.

3. **Subject: Walking Track Policy Update**

**Motion:** That the report of the Director of Culture and Recreation dated February 4, 2021 (CR 2021-03) regarding the updated walking track policy be received and that the changes to the walking track policy be approved.

See report on today's Agenda.

Committee Matter- #1

Changes to the Culture and  
Recreation Fee Structure



## **The Corporation of the Town of LaSalle**

**To:** Members of the Parks, Recreation and Events Committee

**Prepared by:** Patti Funaro, Director of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** January 22, 2021

**Report Number:** CR-2021-01

**Subject:** changes to the Culture and Recreation fee structure

### **Recommendation**

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-01) regarding changes to the Culture and Recreation fee structure be received.

### **Report**

The Department of Culture and Recreation has been working towards the migration to ActiveNET software to manage all aspects of the department activities including registration, space reservation and billing, memberships and point of sale. This process has given us the opportunity to review procedures and daily business operations. In addition, as with any new software program, changes to practice and process are a necessary part of ensuring that the software is being used to its full potential. The following changes will occur when the software goes live on March 1, 2021:

- A multi-child discount will no longer be offered for day camp registrations (previously a 10% discount was offered for each additional child from the same household).
- The Gold/Silver/Bronze fitness membership options will no longer be offered. Two options will replace the previous three:
  - Basic Membership – all the amenities included with the former bronze membership
  - Premium Membership – all the amenities included with the former silver membership

- Six-month fitness memberships will no longer be offered. Annual and three-month options are still available.
- All discounts on fitness memberships will no longer be offered with the exception of:
  - A 10% discount on an annual membership for:
    - Seniors (age 55 +)
    - Student discount (with valid student ID)
    - The second and subsequent members of the same household

Memberships in good standing are not affected by these changes.

These changes will create a number of efficiencies including easier online registration and reduced misinformation and employee errors to name a few.

## Consultations

Type consultations here

## Financial Implications

none

## Prepared By:



Director of Culture & Recreation

Patti Funaro

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable

## **Communications**

N/A

## **Notifications**

N/A

Committee Matter- #2

Winter Virtual Programs



## **The Corporation of the Town of LaSalle**

**To:** Members of the Parks, Recreation and Events Committee

**Prepared by:** Patti Funaro, Director of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** January 22, 2021

**Report Number:** CR-2021-02

**Subject:** Winter Virtual Programs

### **Recommendation**

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-02) regarding winter virtual programs be received.

### **Report**

Department of Culture and Recreation staff have continued planning and implementing virtual programs to meet community needs during the stay at home orders. For informational purposes, an outline of winter programs and activities is as follows:

#### Virtual Fitness Classes and Contests

Jump into January offered participants the opportunity to be entered in a draw each time they signed in to a virtual class. Draws were held weekly with a grand prize at the end of the month. All prizes are purchased from local businesses.

February Friends and Family February Fitness Challenge offers participants the opportunity to be entered in a draw for referring others to take advantage of our free virtual fitness programs. All prizes are purchased from local businesses.

Seniors Virtual programs continue to be offered through Zoom. Participants can login or dial in on a telephone to take part in activities such as chair fitness, meditation and special guest speakers.

LaSalle Lockdown Challenge encouraged people to participate in various challenges from their home and enter a photo of the challenge for a chance to win a prize. Lego, fort building and family pets were some of the challenges.

Virtual Super Saturdays is offered every Saturday for kids ages 6 to 12 years and includes simple craft activities and games offered over Zoom.

March Break Virtual Camp will be offered over the March Break (pending school status) for children ages 4 – 6 and 7 - 11 years using Zoom.

Department staff are prepared to continue offering virtual activities throughout restrictions to ensure we stay connected with our patrons. Plans are underway for activities beyond March, including a Virtual Easter event/activity.

## **Consultations**

N/A

## **Financial Implications**

Staff costs that fall within the 2021 budget

## **Prepared By:**



Director of Culture & Recreation

Patti Funaro

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Yes
4. Build on our high-quality of life - Yes

## **Communications**

N/A

## **Notifications**

N/A

Committee Matter - #3

Walking Track Policy Update



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Patti Funaro, Director of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** February 4, 2021

**Report Number:** CR-2021-03

**Subject:** Walking track policy update

### **Recommendation**

That the report of the Director of Culture and Recreation dated February 4, 2021 (CR-2021-03) regarding the updated walking track policy be received and that the changes to the walking track policy be approved.

### **Report**

The policy for the walking track at the Vollmer Culture and Recreation Complex was reviewed and several additions and updates were made. The changes will be in effect upon the reopening of the Vollmer and resumption of regular programs and services.

Highlights of the changes include:

- 1) Users must complete new membership documentation prior to the first use of the walking track.
- 2) Users will be provided a swipe card for access to the walking track and must use it to check-in for each use.
- 3) Users must be 16 years of age or older to use the walking track.
  - a. Youth between 14 and 16 years of age may use the walking tracking if accompanied by an adult.
  - b. Alternatively, youth between 14 and 16 years may use the walking track unaccompanied during junior memberships hours.
  - c. Youth must complete new membership documentation to use the walking track.
- 4) The walking track may not be used for groups, such as sports teams warming up.
- 5) Walking track users must abide by all Town of LaSalle by-laws, policies and facility rules, including the RZone Respect and Responsibility policy. Town of LaSalle by-laws and policies are available at [www.lasalle.ca](http://www.lasalle.ca)

The previous version of the policy allowed anyone (regardless of age) to use the walking track at anytime during operating hours. Users were not required to check in or provide any sort of contact information. The updated policy puts administrative controls in place that will give us access to user information in the event of an emergency or should there be concerns regarding use of the facility.

### **Consultations**

none

### **Financial Implications**

none

### **Prepared By:**

A handwritten signature in black ink that reads "P Funaro". The "P" is large and stylized, with a loop at the top. The "Funaro" is written in a cursive, lowercase style.

Director of Culture & Recreation

Patti Funaro

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - No
3. Grow and diversify the local economy - No
4. Build on our high-quality of life - Yes

## **Communications**

Not applicable

## **Notifications**

Not applicable



## **Walking Track Usage Policy**

**Policy Manual Section:** Governance – Culture and Recreation

**Policy Number:** G-CR-003

**Authority:** Resolution 34/18

**Date Approved:** January 23, 2018

**Department Responsible:** Culture and Recreation

**Revision Dates:** January 2019, 2020

**Review Date:** January 2021 (annually)

**Status:** Active

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### **Purpose:**

To provide affordable access to the walking track for the public throughout the year at the Vollmer Culture and Recreation Complex.

### **Policy Statement:**

Access to the walking track will be free of charge to the public provided a sponsorship has been received to cover the minimum fee of two thousand dollars (\$2,000) for operation between January 1 and December 31 of a calendar year.

### **Scope:**

The walking track will be open and accessible free of charge during the regular operating hours of the fitness centre.

The walking track may have additional restrictions or be closed at any time.

### **Policy:**

The walking track at the Vollmer Culture and Recreation Complex will be free of charge to the public provide funding or sponsorship has been received.

The walking track will be available to the public during regular operation hours of the fitness centre.

Operating hours are as follows:

Monday – Friday – 6:00 a.m. - 10:00 p.m.

Saturday - Sunday – 7:00 a.m. - 8:00 p.m.



Altered schedule on the following holidays:

Christmas Eve – fitness centre and walking track closed at 12:00 noon

New Years Eve – fitness centre and walking track closed at 6:00 p.m.

The Vollmer Complex is closed on the following holidays and the walking track will not be available:

New Years Day

Good Friday

Easter Sunday

Victoria Day

Canada Day

Civic Holiday

Labour Day

Thanksgiving Monday

Christmas Day

Boxing Day

The Walking track will operate under the following rules:

- 1) Users must complete new membership documentation prior to the first use of the walking track.
- 2) Users will be provided a swipe card for access to the walking track and must use it to check-in for each use.
- 3) Users must be 16 years of age or older to use the walking track.
  - i. Youth between 14 and 16 years of age may use the walking tracking if accompanied by an adult.
  - ii. Alternatively, youth between 14 and 16 years may use the walking track unaccompanied during junior memberships hours.
  - iii. Youth must complete new membership documentation to use the walking track.
- 4) Joggers and fast walkers use the outside lane
- 5) Walkers use the inside lane
- 6) Clean dry running shoes required on the track at all times
- 7) Stroller wheels must be clean and dry
- 8) Walking track membership does not provide access to any fitness equipment
- 9) Walkers demonstrating boisterous or disruptive behaviour may be asked to leave.
- 10) The walking track may not be used for groups, such as sports teams warming up.
- 11) Walking track users must abide by all Town of LaSalle by-laws, policies and facility rules, including the RZone Respect and Responsibility policy. Town of LaSalle by-laws and policies are available at [www.lasalle.ca](http://www.lasalle.ca)



**Responsibilities:**

Culture and Recreation fitness staff will ensure the safe operation of the track and appropriate behaviour of walkers responding to incidents as required.

**Policy Review**

This policy will be reviewed annually and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

**References and Related Documents:**

None.

**Attachments:**

None.