



## The Corporation of the Town of LaSalle

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**To:** Mayor and Members of Council

**Subject:** Motions Arising from the Parks, Recreation and Events Committee

**Committee:** Parks, Recreation and Events Committee

**Committee Meeting Date:** August 18, 2022

**Attachments:** Committee Meeting Minutes and Corresponding Reports

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**Clerk's Note:** The attached minutes are unadopted and will be considered by the Committee at its next scheduled meeting.

### Items for Council's Consideration

#### 1. Walking Track Policy Update

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the report of the Supervisor of Programming dated July 27, 2022 regarding updates to the Walking Track Policy (G-CR-003) be received and that the revised Walking Track Policy be brought forward to Council for approval.

**Carried.**

**Follow-up Resolution:** That Council approves the revised Walking Track Policy.

#### 2. Respect and Responsibility Policy

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Supervisor of Recreation dated July 27, 2022 (CR-2022-27) regarding updates to the Respect and Responsibility Policy be received, and that the revised Respect and Responsibility Policy be brought forward to Council for approval.

**Carried.**



**Follow-up Resolution:** That Council approves the revised Respect and Responsibility Policy.

**3. Activity Registration Policy**

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the report of the Supervisor of Recreation dated July 26, 2022 (CR-2022-28) regarding updates to the Activity Registration Policy be received, and that the revised Activity Registration Policy be brought forward to Council for approval.

**Carried.**

**Follow-up Resolution:** That Council approves the revised Activity Registration Policy.

**Items for Council's Receipt**

**4. 2022 Spring Session Report of Joint Programs and Events between Culture and Recreation and Public Works**

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the report of the Manager of Culture and Recreation dated July 27, 2022 (CR-2022-23) regarding the 2022 Spring Session be received.

**Carried.**

**5. Fall Activities Report (September 2022 – December 2022)**

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the report of the Supervisor of Recreation dated July 26, 2022 (CR-2022-22) regarding upcoming activities from September until December 2022 be received.

**Carried.**



**6. Cancellation of November Meeting of the Parks, Recreation and Events Committee**

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated July 12, 2022 (CR-2022-21) regarding the cancellation of the November meeting of the Parks, Recreation and Events Committee be received and that the recommendation to cancel the November meeting of the Parks, Recreation and Events Committee be approved.

**Carried.**

For more information regarding the Parks, Recreation and Events Committee Meeting held on August 18, 2022, please view the Meeting Agenda [here](#).



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

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

August 18, 2022

9:00 a.m.

Meeting Held Virtually

Members of Committee Present:

Councillor Michael Akpata, Councillor Sue Desjarlais, Councillor Jeff Renaud

Administration Present:

M. Masonovich, Manager of Fleet & Facilities, T. Brydon, Supervisor of Parks, S. Bisson, Manager of Parks and Recreation, O. Stichhaller, Supervisor of Recreation, J. Turnbull, Supervisor of Programming, A. Toole, Council Coordinator, L. Jean, Deputy Clerk

Additional Administration Present:

Mike Cappucci, Manager of Engineering

**Clerk's Note:** Members of Council and Administration participated in this meeting via video conference technology.

#### **A. Call to Order**

Councillor Akpata called 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**

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the Minutes of the Parks, Recreation and Events Meeting dated May 19, 2022, be adopted as presented.

**Carried.**



## **D. Items for Consideration**

### **1. Walking Track Policy Update**

J. Turnbull, Supervisor of Programing presented the report.

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the report of the Supervisor of Programming dated July 27, 2022 regarding updates to the Walking Track Policy (G-CR-003) be received and that the revised Walking Track Policy be brought forward to Council for approval.

**Carried.**

### **2. 2022 Spring Session Report of Joint Programs and Events between Culture and Recreation and Public Works**

S. Bisson, Manager of Culture & Recreation, T. Brydon, Supervisor of Parks, M. Masonovich, Manager of Fleet and Facilities, M. Cappucci, Manager of Engineering, O. Stichhaller, Supervisor of Recreation, and J. Turnbull, Supervisor of Programming, presented the report.

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Manager of Culture and Recreation dated July 27, 2022 (CR-2022-23) regarding the 2022 Spring Session be received.

**Carried.**

### **3. Fall Activities Report (September 2022 – December 2022)**

O. Stichhaller, Supervisor of Recreation and J. Turnbull Supervisor of Programing, presented the report.

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Supervisor of Recreation dated July 26, 2022 (CR-2022-22) regarding upcoming activities from September until December 2022 be received.

**Carried.**

### **4. Respect and Responsibility Policy**

O. Stichhaller, Supervisor of Recreation presented the report.

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Supervisor of Recreation dated July 27, 2022 (CR-2022-27) regarding updates to the Respect and Responsibility Policy be received, and that the revised Respect and Responsibility Policy be brought forward to Council for approval.

**Carried.**

5. Activity Registration Policy

O. Stichhaller, Supervisor of Recreation presented the report.

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Supervisor of Recreation dated July 26, 2022 (CR-2022-28) regarding updates to the Activity Registration Policy be received, and that the revised Activity Registration Policy be brought forward to Council for approval.

**Carried.**

6. Cancellation of November meeting of the Parks, Recreation and Events Committee

S. Bisson, Manager of Culture and Recreation presented the report.

Councillor Akpata requested that a meeting be held in October at the call of the Chair.

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated July 12, 2022 (CR-2022-21) regarding the cancellation of the November meeting of the Parks, Recreation and Events Committee be received and that the recommendation to cancel the November meeting of the Parks, Recreation and Events Committee be approved.

**Carried.**

**E. Committee Questions/Statements**

Councillor Akpata advised on events being held for the November 11, 2022 Remembrance Day Celebration.

**F. Next Meeting**

The next regularly scheduled meeting for the Parks, Recreation, and Events Committee set for November 17, 2022, has been cancelled and there are no further meetings scheduled for the remainder of the term. If necessary, further meetings may be scheduled at the call of the Chair.

**G. Adjournment**

The meeting is adjourned at the call of the Chair at 10:14 a.m.

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Chair

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Council Coordinator



## **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 12 and 16 years of age may use the walking tracking if accompanied by an adult.
  - ii. Alternatively, youth between 12 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 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.



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

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

**Prepared by:** Julie Turnbull

**Department:** Culture and Recreation

**Date of Report:** July 27, 2022

**Report Number:** CR-2022-29

**Subject:** Walking Track Policy Update

### **Recommendation**

That the report of the Supervisor of Programming dated July 27, 2022 regarding updates to the Walking Track Policy (G-CR-003) be received and that the revised Walking Track Policy be brought forward to Council for approval.

### **Report**

The policy for the walking track at the Vollmer Culture and Recreation Complex has been in place since 2018. As part of a regular review of the policy a recommended change is being brought forward to reduce the minimum age of participants able to use the walking track. The changes will be in effect upon approval.

Highlights of the changes include:

- 1) Users must be 16 years of age or older to use the walking track.
  - a. Youth between 12 and 16 years of age may use the walking tracking if accompanied by an adult.
  - b. Alternatively, youth between 12 and 16 years may use the walking track unaccompanied during junior membership hours.

The previous version of the policy outlined that the minimum age to use the walking track was 14 years of age. The recommended change to the policy mirrors the age of the junior membership, and would allow individuals 12 years of age to access the walking track. If approved this change would ensure consistency of services provided to this age group.

### **Consultations**

No consultations.

### **Financial Implications**

No financial implications.

### **Prepared By:**

A handwritten signature in dark ink that reads "Julie Turnbull." The signature is written in a cursive, flowing style.

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Julie Turnbull, Supervisor of Programming

Julie Turnbull

### **Link to Strategic Goals**

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

### **Communications**

Not applicable.

### **Notifications**

Not applicable.

**Report Approval Details**

Document Title:	CR-2022-08 Walking Track Policy Update .docx
Attachments:	- Walking Track Policy - August, 2022.pdf
Final Approval Date:	Jul 28, 2022

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



Director of Culture & Recreation

Patricia Funaro





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

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

**Prepared by:** Owen Stichhaller, Supervisor of Recreation

**Department:** Culture and Recreation

**Date of Report:** July 27, 2022

**Report Number:** CR-2022-27

**Subject:** Respect and Responsibility Policy

### **Recommendation**

That the report of the Supervisor of Recreation dated July 27, 2022 (CR-2022-27) regarding updates to the Respect and Responsibility Policy be received, and that the revised Respect and Responsibility Policy be brought forward to Council for approval.

### **Report**

The Town of LaSalle is committed to providing a safe, comfortable, and enjoyable experience for everyone using our parks, facilities, playgrounds, sports fields or programs. Everyone should expect and help to promote an environment where people are treated in a courteous, professional, considerate, and respectful manner. The Respect and Responsibility Policy (RZone) supports this expectation by requiring all persons visiting or using any Town of LaSalle parks, facilities, playgrounds, sports fields and/or programs to respect others and take responsibility in helping the Town maintain a positive environment.

The policy has been updated with the following changes:

- Expanding the scope of the policy to include additional Town properties such as parks, facilities, playgrounds, sports fields and programs
- Providing a detailed listing of general rules, prohibited items and prohibited activities in parks, facilities, playgrounds, sports fields and programs
- Clarifying the responsibility of user groups in regards to enforcing the policy with their members
- Clarifying the enforcement procedures available to Town staff to deal with policy violations

The Town will not tolerate unsafe, abusive, unlawful, or offensive conduct. Patrons who engage in this type of behavior are subject to discipline up to and including issuing a Notice of Trespass from Town parks, facilities, playgrounds, sports fields and programs.

In addition to the Town of LaSalle, the following 22 municipalities in Ontario currently enforce a Respect and Responsibility Policy at their recreation centres and use the RZone brand and communications.

- City of Niagara Falls
- Town of Chapleau
- City of St. Catharines
- Town of Orangeville
- Town of Oakville
- City of London
- Town of Middlesex Centre
- City of Guelph
- Township of Perth East
- Town of St. Mary's
- Town of Shelburne
- City of Timmins
- Township of Springwater
- Municipality of North Perth
- Town of Tillsonburg
- City of Sarnia
- Town of Luccan-Biddulph
- Town of Ingersoll
- Municipality of Grey-Highlands
- Municipality of South Bruce
- City of Oshawa
- City of Waterloo

## Consultations

Public Works

## Financial Implications

None

## Prepared By:



Owen Stichhaller, Supervisor of Recreation

## Link to Strategic Goals

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

**Communications**

Not Applicable

**Notifications**

Not Applicable

**Report Approval Details**

Document Title:	CR 2022-27 Respect and Responsibility Policy.docx
Attachments:	- LaSalle Respect and Responsibility Policy.pdf
Final Approval Date:	Jul 29, 2022

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



Director of Culture & Recreation

Patricia Funaro



## Respect and Responsibility (RZone) Policy

**Policy Manual Section:** Municipal Services – Culture and Recreation

**Policy Number:** G-CR-005

**Authority:** 225/20

**Date Approved:** August 25, 2020

**Department Responsible:** Culture and Recreation

**Revision Date:** July 2022

**Review Date:** July 2024

**Status:** Active

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### Policy Statement

The Town of LaSalle (hereby referenced as “the Town”) wishes to promote **Respect** and **Responsibility** in Town-owned facilities to ensure that they are free from mischief, vandalism and other inappropriate behaviours. This policy will also serve as an outline to address inappropriate behaviour in Town-owned facilities.

### Purpose

RZone is a program requiring all persons wishing to visit any Town-owned or operated 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 facilities provide residents with opportunities to participate in organized sport and recreation activities as well as leisure activities. These facilities help support the healthy, vibrant and caring qualities of the Town and 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.

## ***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 persons attending Town-owned or occupied indoor and outdoor facilities.

## **Definitions**

- **Adult Leagues** shall be defined as
  - Any groups, leagues or individuals whose participants consist of persons aged 19 years and above.
- **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.
- **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.
- **Facility** refers to
  - Town-owned or operated buildings, parks, playgrounds, sports fields, activities and events.
- **Harassment** means engaging in a course of vexatious comment or conduct that is unwelcome.
- **Municipal Programs** shall be defined as
  - Programs offered by the municipality including, but not limited to, camp programs, lessons and special events.
- **Patron** refers to
  - Any individual that attends a Town-owned or operated facility
- **Town** refers to the Corporation of the Town of LaSalle

- **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 facilities.
- **Vandalism** refers to malicious, willful and deliberate destruction, damage or defacing of property. Vandalism may also include criminal mischief.

## **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 are outlined below.

The following list is considered unacceptable behaviour, including but not limited to:

- Vandalism
- Possession, consumption or impairment of illicit drugs
- Non-licensed alcohol consumption
- Refusal to follow the rules established by the Town, or failure to comply with direction of Town employees
- Inappropriate language or gestures
- Verbal assault or threats
- Harassment/Sexual Harassment
- Discrimination
- Physical violence or assault
- Abuse
- 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 non-licensed alcohol use shall be handled accordingly based on the parameters outlined in corresponding Town policies.

A full list of rules is included in Appendix A.

## **Reporting Procedures**

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

If prohibited or inappropriate behaviour under the Respect and Responsibility 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 offers online reporting through the Citizen Issue/Request Submission Portal available at [www.lasalle.ca/customerservice](http://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 law enforcement. It is not the Town's expectation that employees or patrons at Town recreation facilities place themselves at risk or jeopardize one's safety in dealing with any perceived or real situation. If at any time employees or patrons feel threatened or fear for their safety or the safety of others, they are not to intervene and contact law enforcement immediately.

LaSalle Police Service  
Non-emergency: 519-969-5210  
Emergency: 911

## **Enforcement Procedures**

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

All incidents pertaining to individuals and organizations shall be kept on record and be used as reference for appropriate enforcement procedures for any future incidents.

The following are tools used by the Town to enforce the guidelines identified in the policy. These tools are not subject to be enacted in order of appearance on this policy.

### **Education**

- Where possible, Town employees and stakeholders of this policy should work to educate patrons of Town facilities on the purpose of this policy and demonstrate appropriate behaviour.

### **Dismissal from Property**

- Town employees are authorized to request the individual(s) leave Town property.

### **Written Notice of Warning**

- The Town may issue a written notice of warning to patrons or user groups who exhibit behaviour that is contradictory to this policy, or other Town policies and by-laws, as well as federal or provincial 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, property or equipment. If the individual responsible is attending on behalf of a user group, the user group that they represent may be billed directly.

## **Trespass from Property**

- Patrons 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 shall 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.

## **Responsibilities of User Groups**

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 patrons and members about the Respect and Responsibility Policy
- Educating their patrons and members about appropriate behaviour
- Complying with requirements of Town contracts and permits
- Addressing policy violations (in a safe and appropriate manner) with their patrons and members
- Providing compensation for vandalism and damages caused by members of their organization

## **Communication**

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. Messaging will also be shared by the Town.

## **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
- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Trespass to Property Act, R.S.O. 1990
- Town of LaSalle Accessible Customer Service Policy
- Town of LaSalle Harassment and Discrimination Policy
- Town of LaSalle Municipal Alcohol Risk Management Policy
- Town of LaSalle Parks Maintenance Policy
- Town of LaSalle Violence Prevention Policy

## **Review Dates**

- July 2022

## **APPENDIX A**

## **Town of LaSalle Parks, Facilities, Playgrounds, Sports Fields and Program Rules**

The Town is committed to providing a safe, comfortable, and enjoyable experience for everyone using our parks, facilities, playgrounds, sports fields or programs. Everyone should expect and help to promote an environment where people are treated in a courteous, professional, considerate, and respectful manner. The Town will not tolerate unsafe, abusive, unlawful, or offensive conduct. Patrons who engage in this type of behavior are subject to being ejected and potentially banned from Town parks, facilities, playgrounds, sports fields and programs and may be subject to arrest by local police.

### **General Rules for Parks, Facilities, Playgrounds, Sports Fields and Programs**

- Smoking/vaping is not permitted at any time in Town parks, facilities, playgrounds, sports fields and programs.
- Children must be supervised in Town facilities. Patrons aged 10 and under must be accompanied by a guardian aged 14 or older in Town facilities.
- Please show common courtesy to fellow patrons and staff by not using profanity or engaging in unsafe, illegal, disruptive, or offensive behavior.
- Horseplay including chasing, pushing, wrestling etc. will not be tolerated and will result in the patrons being removed from the park, facility, playground, sports field or program. For your safety and the safety of others, running in facilities will not be permitted.
- Items left unattended will be disposed of appropriately

### **Prohibited Items in Parks, Facilities, Playgrounds, Sports Fields and Programs**

- Firearms, ammunition, knives, and weapons of any kind.
- Bear repellent spray or any other deterrent spray.
- Objects or toys that appear or resemble firearms or weapons.
- Fireworks or other similarly explosive and/or flammable objects.
- Alcoholic beverages and drugs.
- Recreational devices such as drones, remote-control toys, bicycles, skateboards, scooters, inline skates, or shoes with built-in wheels are not permitted in Town facilities or programs.

### **Prohibited Activities in Parks, Facilities, Playgrounds, Sports Fields and Programs**

- The sale of goods or services, or the display of goods or services, unless approved by the Town.
- The distribution of printed or recorded materials of any kind unless prior written approval has been obtained.
- Engaging in any unsafe act or other act that may impede the operation of parks, facilities, playgrounds, sports fields and programs.
- Unauthorized events, speeches, or use of any flag, banner, sign, or other material for commercial purposes, or as part of a demonstration.
- Photography, videotaping or recording of any kind, or otherwise engaging in any activity, for unapproved commercial purposes.
- Unauthorized solicitations of any kind, whether commercial, religious, educational, or otherwise, or conducting any unauthorized commercial activities, including solicitations of money or other contributions or donations.

- Obstructing walkways, entrances, driveways, or exits.

### **Rules for Patron Attire in Facilities and Programs**

- The Town reserves the right to deny admission to or remove any person wearing attire that is considered inappropriate or attire that could detract from the experience of other patrons.

### **Rules Regarding Animals in Facilities and Programs**

- Service animals, defined under the Town of LaSalle Accessible Customer Service Policy, are permitted in Town facilities and programs. Animals or pets that are not service animals are prohibited from entering facilities or programs.
- Service animals should always remain on a leash or in a harness and under the control of the owner. Service animals may not be permitted or may be prohibited in some areas and programs.



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

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

**Prepared by:** Owen Stichhaller, Supervisor of Recreation

**Department:** Culture and Recreation

**Date of Report:** July 26, 2022

**Report Number:** CR-2022-28

**Subject:** Activity Registration Policy

### **Recommendation**

That the report of the Supervisor of Recreation dated July 26, 2022 (CR-2022-28) regarding updates to the Activity Registration Policy be received, and that the revised Activity Registration Policy be brought forward to Council for approval.

### **Report**

The Activity Registration Policy is used to identify the Town's policy for registration, transfers, refunds and admissions to recreation activities.

The policy has been updated with the following changes:

- Clarifying refund policy on birthday party activities
- Clarifying policy on activity transfer timeline
- Identifying expiry timeline for credits on customer accounts

### **Consultations**

None

### **Financial Implications**

None

**Prepared By:**



Owen Stichhaller, Supervisor of Recreation

**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
5. Sustaining strong public services and infrastructure - Yes

**Communications**

Not Applicable

**Notifications**

Not Applicable

**Report Approval Details**

Document Title:	CR 2022-28 Activity Registration Policy.docx
Attachments:	- Activity Registration Policy.pdf
Final Approval Date:	Jul 29, 2022

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



Director of Culture & Recreation

Patricia Funaro



**Report Approval Details**

Document Title:	CR 2022-28 Activity Registration Policy.docx
Attachments:	- Activity Registration Policy.pdf
Final Approval Date:	Aug 11, 2022

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



Director of Culture & Recreation

Patricia Funaro



## **Activity Registration Policy**

**Policy Manual Section:** Municipal Services – Culture and Recreation

**Policy Number:** M-CR-005

**Authority:** Parks, Recreation and Events Committee

**Date Approved:** March 18, 2021

**Department Responsible:** Culture and Recreation

**Revision Date:** July 2022

**Review Date:** March 2023

**Status:** Active

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### **Policy Statement**

The Town of LaSalle (hereby referenced as ‘the Town’) is committed to providing professional customer service during the registration process. This is established by outlining rules and policies that govern various steps during recreation activity registration.

### **Purpose**

The purpose of this policy is to provide transparency to the registration process for recreation activities.

### **Scope**

This policy applies to all recreation activities hosted by the Town.

### **Definitions**

- Activity shall be defined as a recreation activity hosted by the Town.
- Participant shall be defined as those who are seeking registration in a Town activity

## **Policy**

### **Priority Registration**

The Town will accept early registration (priority registration) prior to the regular registration start date for an additional fee. The fee is outlined in Schedule F of the Town's User Fee By-Law, as amended from time to time. Fees will be automatically applied at the time of registration during the priority period.

### **Regular Registration**

The Town will accept activity registration for all activities between the start date and end date of the registration period. Registration period start and end dates are subject to change between seasons. Registration periods will be communicated to customers in advance.

Registration is accepted on a first-come, first-served basis.

### **Registration Deadlines**

Registrations for Aquatic Leadership/Workshops/One-Day Courses must be done in advance to ensure adequate resources and supplies are available for participants. Some courses require complete attendance and therefore registration will not be permitted after the activity start date. In some circumstances same day registration may be permitted at the discretion of the Supervisor or designate.

For all activities, registration is permitted if three (3) or less classes have occurred. If three (3) or more classes have occurred, activity registration will not be accepted. Customers who register after the start date of the activity are entitled to a pro-rated fee to reflect the number of classes remaining in the activity. Activity registration will not be accepted after the registration period ends.

### **Same Day Registrations**

Same day registrations may be permitted if space is available in the activity. Same day registrations are not available for camp or leadership activities.

### **Registration Methods**

The Town accepts activity registration by phone and in-house at the Vollmer Recreation Complex during front desk hours. Online registration is also accepted any time at [www.lasalleactive.ca](http://www.lasalleactive.ca)

Participants must pay in full at the time of registration. Accepted methods of payment include credit card, debit card, cash and cheque. Spaces will not be reserved without payment.

## **Receipts**

Receipts will be issued at registration. An administrative fee will be applied for additional copies. Administrative fees will be charged in accordance with Schedule F of the Town's User Fee By-Law, as amended from time to time.

## **Registration with P2P**

To register using P2P (Pathway to Potential) participants must reside within the Town of LaSalle and must provide proof of family net income. Registration is completed through the Department of Culture and Recreation and funding is applied on a first-come, first-serve basis. Participants are required to produce the updated and appropriate relevant financial forms annually.

Participants are required to pay a percentage of the activity fees (a minimum of 10%). Percentage paid by participants could change based on factors such as funding and availability. Funding is not guaranteed. Recipients can receive support up to a maximum dollar-value per year based on funding and availability. Funding is not guaranteed. For more information, refer to the LaSalle Affordable Recreation Policy.

## **Waitlists**

When an activity has reached capacity, any further potential participants will be put on a waiting list. If a spot becomes available within the registration period, customers on the waitlist will be contacted in the order of waitlist registration. If the registration period has closed, waitlists will not be used.

Should a spot become available, all participants on the waitlist will be contacted by email. If an email address is not provided, an attempt will be made by telephone. Registration for the available spot(s) will be taken on a first come, first serve basis.

## **Pre-Admission for Drop-In Activities**

The Town may hold recreational activities that allow pre-admission. Pre-admission is a courtesy list that reserves a spot in advance without pre-payment. Payment will be required at the time of check-in, to the drop-in activity. Pre-admission may be used for drop-in activities such as public swims, recreational skates and Town events. Customers must register each individual participant looking to attend the drop-in activity. Pre-admission can be made online, in-house and by phone.

Pre-admission can be done for a drop-in recreational activity at the beginning of the sessional registration period up to the start of the activity when space permits.

Customers will receive confirmation of their pre-admission in writing to the email address on account. Customers must confirm their email address while completing a pre-admission request.

Customers with pre-admission must arrive within ten (10) minutes of the drop-in activity start time, in order to be courteous to those waiting. Pre-admission is no longer valid after ten (10) minutes into the drop-in activity start time.

### **Activity Transfers**

Activity transfers will be permitted if activity space is available and if prerequisites are met. Customers may transfer an activity registration at any time in the first three (3) classes of the activity. After the third class has occurred, activity transfers will not be permitted.

All requests for transfers/refunds for Aquatic Leadership/Workshops/One Day Courses must be received in writing five (5) business days or more before the activity start date. In some cases, transfer requests may not be permitted due to course attendance requirements.

Employees may be required to initiate a transfer based on the activity participant's skill level, abilities and specific needs. These transfers will also be completed during the first three (3) classes. In the event that a transfer of this nature cannot be accommodated, a pro-rated refund will be issued to the customer. No administrative fees will be charged.

Requests for transfers in day camp must be made more than five (5) business days prior to the selected camp day.

Activity transfers shall be performed by the Customer Service Representative during front desk hours. Transfer requests may be denied based on room availability, registration enrollment, instructor availability etc.

### **Activity Refunds**

The Town will issue refunds to customers based on the date the request for refund is submitted. All requests for refunds must be made to the customer service representatives. This request can be completed over the phone or in person at the customer service desk. All refunds will be processed as indicated below. Submission does not guarantee a refund. The refund process may take 4-6 weeks for processing.

Note: Non-attendance and/or advising employees does not indicate a notice of withdrawal.

Refunds will be issued in the same method as the original payment. If payment was made by credit card, the refund will be issued back onto the same card. No cash refunds will be issued. If the payment was made by debit or cash a cheque will be processed and mailed to the address on the customer's account.

Customers may determine whether they would like the funds placed as credits on their account or back in the form of a refund. Should a customer elect to have their refund placed on their account for future activity, the administrative charge is waived. A credit on account is valid for 12 months. After 12 months, the credit on account will expire. A credit on account cannot be refunded and returned to the original payment method.

### **Refunds initiated by the customer**

Request received at least five (5) days prior to the activity start date:

- Customers requesting a refund at least five (5) days prior to the activity start date will receive a full refund. No administrative charge is applied.

Request received less than five (5) days prior to the activity start date:

- Customer requesting a refund less than five (5) days prior to the start of the activity they will receive a full refund less an administrative charge. Should the customer elect to put their refund on account in the form of a credit, the administrative charge is waived.

Request received on the first day of the activity until the third day of the activity:

- Refund requests received on the first day of the activity, up to and including, the third day of the activity will receive a pro-rated refund with an administrative fee.

Request received after the third day of the activity:

- Requests for refunds submitted after the third day of the activity will not be eligible for a refund or credit unless a medical note is attached.

Request received after the completion of the activity:

- No refunds will be issued.

Refund requests for birthday parties:

- Request received more than four weeks prior to the activity date will receive a full refund.
- Request received four weeks or less of the activity date will receive a credit on account less an administrative charge.

## **Refunds initiated by the Town**

Should an activity be cancelled due to low registration or the activity has been cancelled due to another reason, customers will receive a full refund or credit on their account. No administrative charges will apply. Where applied, customers will also receive a refund for any priority fees applied.

If an activity participant is being asked to leave an activity by an employee, the activity participant will receive a refund or credit. No administrative charges will apply. Where applied, customers will also receive a refund for any priority fees applied.

## **P2P Refunds**

Participants that have paid with P2P or Jumpstart funding are not entitled to a refund or credit if a class has been cancelled or if the customer is withdrawn.

## **Cancellations and Closures**

The Town will make efforts to communicate cancellations and closures in advance through various methods such as phone calls, text messages, emails, social media and website updates. Examples of cancellations known in advance include the following:

- Minimum participant criteria not met
- Activity space no longer available
- Construction or maintenance periods

Cancellations made in advance are subject to refunds in accordance with the refund policy. Some cancellations may occur unexpectedly and abruptly. In the event of an abrupt cancellation, the Town will make efforts to contact those customers affected by the cancellation through emails, phones or automated text messages. In some circumstances, cancellations may occur without any advanced notice such as the following:

- Severe weather
- Pool fouling
- Emergency situation
- Mechanical failure

Cancellations that are beyond the control of the Town are not eligible for a refund.

## **Swim Lessons**

When aquatic activities are disrupted and in-water instruction is not possible, employees will attempt to provide alternative methods of instruction utilizing WaterSmart education. Private swimming lessons will be re-scheduled where

possible. Participants enrolled in lessons where three (3) or more classes within the session were cancelled, will receive a refund or credit for one (1) lesson.

## **Admission**

The Town utilizes a variety of methods to indicate proof of payment for activities. Such methods include but are not limited to wristbands, stamps, receipts and proof of payment cards. Customers must obtain their proof of admission from the front desk prior to reporting to their activity. Employees can collect or request to view the proof of admission at the activity location.

The Town of LaSalle is committed to ensuring the safety and supervision of all children and youth within the facility. Individuals looking to gain admittance into the aquatics centre will be admitted in accordance with the Town of LaSalle Aquatics Admission Policy. Admittance onto the walking track located in the Vollmer Complex fitness centre will be done in accordance with the Town of LaSalle Walking Track Policy. Town of LaSalle employees may deny access to a customer if adequate supervision cannot be provided.

## **Customer Pickup**

Documents for customer pickup will be stored at the Vollmer Complex front desk. These documents may include but are not limited to rental contracts, receipts of payment and report cards. Employees will notify customers that a document is ready for pickup. Documents for pickup must be picked up in a timely manner. Documents that are not picked up will be shredded and disposed of.

## **Protecting Personal Information**

Personal information collected during registration is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 2001 and will be used for the purpose of activity registration. Questions about the collection of this information should be directed to the Director of Council Services/Clerk and can be reached at 519-969-7770.

## **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**

- Town of LaSalle Aquatics Admission Policy
- Town of LaSalle Fee Schedule Bylaw
- Town of LaSalle Walking Track Policy
- Town of LaSalle Records Retention Schedule



- Town of LaSalle Customer Service Policy
- LaSalle Affordable Recreation Policy

**Review Dates**

- July 2022



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

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

**Prepared by:** Scott Bisson, Manager of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** July 27, 2022

**Report Number:** CR-2022-23

**Subject:** 2022 Spring Session Report of Joint Programs and Events between Culture

and Recreation and Public Works

### **Recommendation**

That the report of the Manager of Culture and Recreation dated July 27, 2022 (CR-2022-23) regarding the 2022 Spring Session be received.

### **Report**

After a successful Winter 2022 session the expectation was for continued growth in participation for the Spring 2022 session. However, the extent to which participation increased in activities throughout April, May, and June surpassed administration's expectations. Not only did participation in programming increase significantly, but there was strong demand for ice and sport field rentals as well. Probably the most significant example of growth this session was the record number of people who attended this year's Strawberry Festival at the Vollmer Culture and Recreation Complex.

The attached report will share relevant information regarding the programs and services delivered during the Spring 2022 session by the Culture and Recreation and Public Works departments. Detailed in the report is information regarding the initiatives undertaken by Public Works during the past quarter, statistics on work orders completed, and data gathered on Town recreation programming, membership services, facility rentals, and events.

### **Consultations**

Patti Funaro, Director of Culture and Recreation

Mark Beggs, Manager of Roads and Parks

Mark Masanovich, Manager of Fleet and Facilities

## **Financial Implications**

n/a

## **Prepared By:**

A handwritten signature in black ink, appearing to read 'Scott Bisson', with a long horizontal line extending to the right.

Manager of Recreation and Culture

Scott Bisson

## **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
5. Sustaining strong public services and infrastructure - Yes

## **Communications**

n/a

## **Notifications**

n/a

**Report Approval Details**

Document Title:	2022 Spring Session Report of Joint Programs and Events between Culture and Recreation and Public Works.docx
Attachments:	
Final Approval Date:	Jul 29, 2022

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



Director of Culture & Recreation

Patricia Funaro



2022 Parks, Recreation & Events Committee

# Spring Report



LIVING *LaSalle*



# 2022 Spring Report

For the first time in a very long time the Spring 2022 session more closely resembled the type of activities, participation, and events we are accustomed to in Culture, Facilities, Parks, and Recreation.

The following pages include data regarding the Spring 2022 session (April 1 to June 30, 2022) and are intended to provide the committee with an overview of the various activities, programs, and events that took place this past quarter. The data used in the report is collected through several Town enterprise systems, including our ACTIVENet Recreation Software, our Workforce Ready payroll/human resources software, and our CityWide software that tracks customer service requests and work orders. In our very first annual report to the Committee in February of 2022, we committed to providing not only data for the relevant session, but to provide context for that data by drawing comparisons to previous sessions. Moving forward, each quarterly report will continue to provide the committee with summary data for the relevant session, and comparison data from past sessions to provide the committee a more complete picture.

“*The baseball diamonds looked great for the weekend. I liked the fresh cut on Friday before our tournament. The staff/team were very accommodating and did a great job. We appreciate the Town’s support!*”

— LaSalle Turtle Club



## Spring 2022 Reporting Session - Public Works

### OVERVIEW

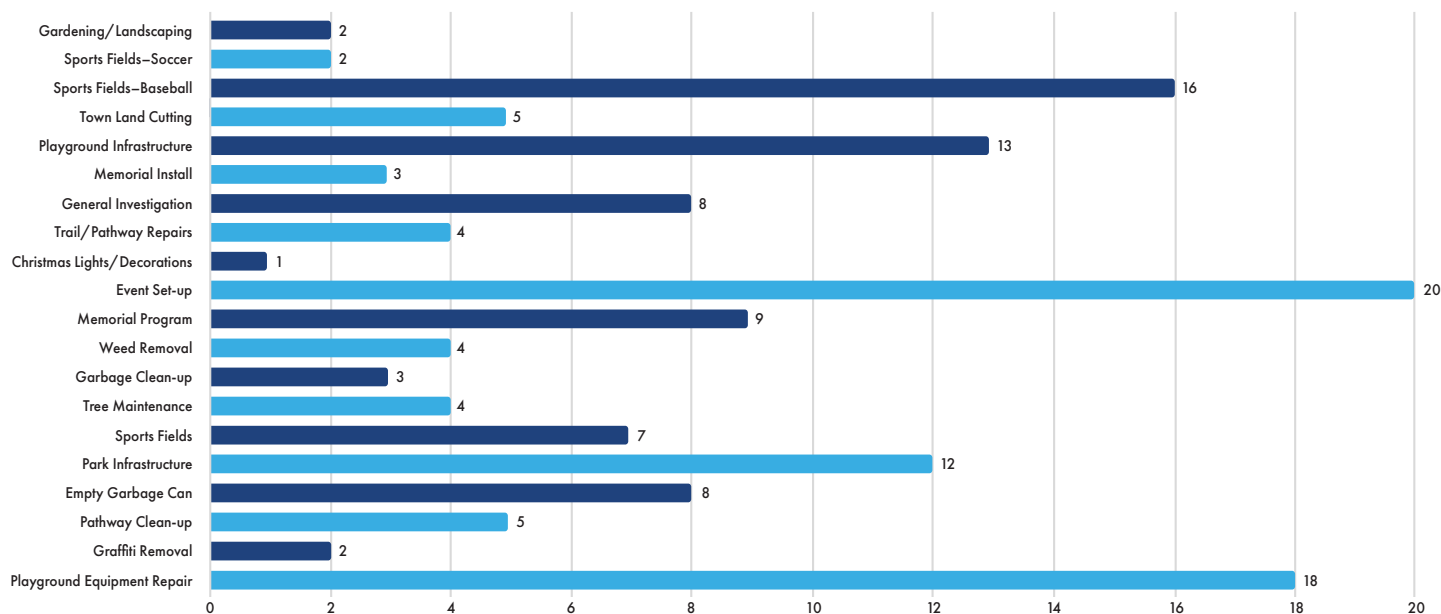
Spring time is a busy time for public works. Opening our outdoor amenities after the winter is a large task but the parks and maintenance departments work diligently to prepare these amenities for the public. Outdoor amenities at the Vollmer Complex include preparing the sport fields for use by our user groups, opening the splash pad and pavilion as well as planting new flowers, topping up mulch and trimming trees. In addition to keeping the Vollmer Complex property running efficiently, maintenance is done on Town trails and parks. May and June also involves preparation for the annual LaSalle Strawberry Festival. Every division within public works provides services to the LaSalle Strawberry Festival including parks, roads, water/wastewater, facilities, mechanics and maintenance.



# 482

Total number of work orders the Parks department, Facility Operators, and Maintenance team completed in support of the delivery of Culture and Recreation and other town services

### Parks Department Work Orders Completed - Spring 2022



# 146

Parks Department Work Orders  
Completed April 1- June 30, 2022

# 336

Facilities and Maintenance Work Orders  
Completed April 1- June 30, 2022

### Parks and Maintenance Major Projects – Spring 2022

- Splash Pad opening
- Dog Park opening
- Soccer Field and Baseball Diamond opening
- Civic Centre water feature and shade sail opening
- Annual spring park cleanup
- Annual flower planting at Town facilities
- Outdoor Pool opening
- Boat Ramp opening
- Outdoor restroom facilities opening
- Event support: LaSalle Night Markets, LaSalle Strawberry Festival



# Spring 2022 Reporting Session - Programming

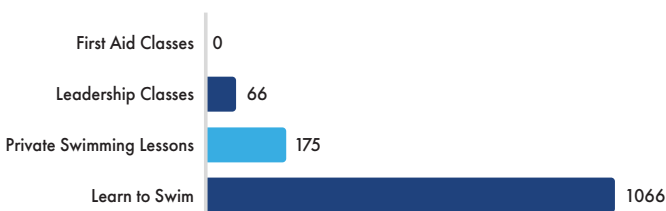
## OVERVIEW

Since returning to programming delivery in Fall of 2021 we have seen a steady increase in the number of participants for Town programming. In our Winter 2022 report, after a 32.5% increase in programming from the Fall 2021 session, we had projected that our Spring 2022 session would reach approximately 75% of pre-pandemic levels. We are happy to report that we had underestimated our programming success for Spring 2022, and we in fact surpassed pre-pandemic levels and exceeded our Spring 2019 session totals. We are also happy to report that our Spring 2022 participation was nearly 45% higher than our Winter 2022 participation.

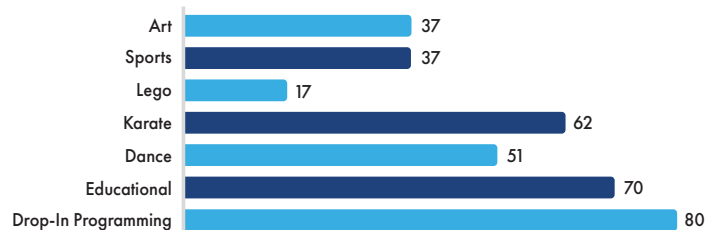
# 1661

Total number of program participants in Aquatic and Recreation Programming in the Spring 2022 Session

Total Participants By Aquatic Program Type – Spring 2022



Total Participants By Recreation Program Type – Spring 2022



Total Aquatic Programming Participants **1307** ↑ **425**

% of Total Participants **79%** ↑ **2%**

Program Fill Rate % **80%** ↑ **16%**

Total Recreation Programming Participants **354** ↑ **90**

% of Total Participants **21%** ↓ **2%**

Program Fill Rate % **74%** ↓ **12%**

Note: The green arrows (increase) and red arrows (decrease) represent the comparison between Spring 2022 vs Winter 2022.



**61%** Online Registration



**39%** In-Person or Over the Phone

Programming Participants Fall 2021 to Spring 2022

SESSION	TOTAL	AQUATICS	REC PROGRAMMING
Spring 2022	1661	1307	354
Winter 2022	1146	882	264
Fall 2021	865	656	209

**44.9%**

Increase in program participants over Winter 2022





# Spring 2022 Reporting Session - Memberships

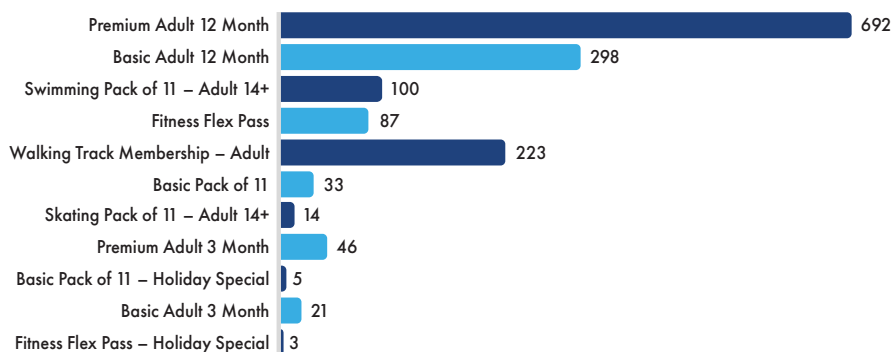
## OVERVIEW

Our fitness centre, aqua fitness, and group fitness services continue to attract new members weekly. Steady increases have also been observed in the number of members who have returned after having memberships on hold throughout the pandemic. The goal for the remainder of 2022 is to continue to maintain the steady growth of new members we have seen since reopening in August 2021, while maintaining the membership base we have acquired over that same period.

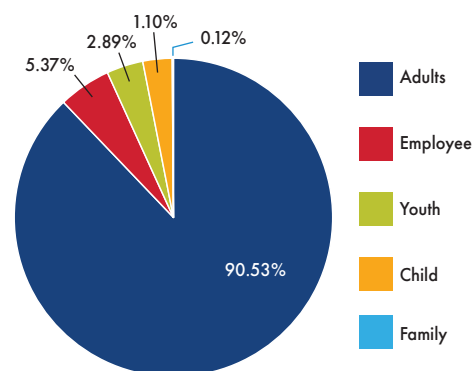
**1732** Total active memberships



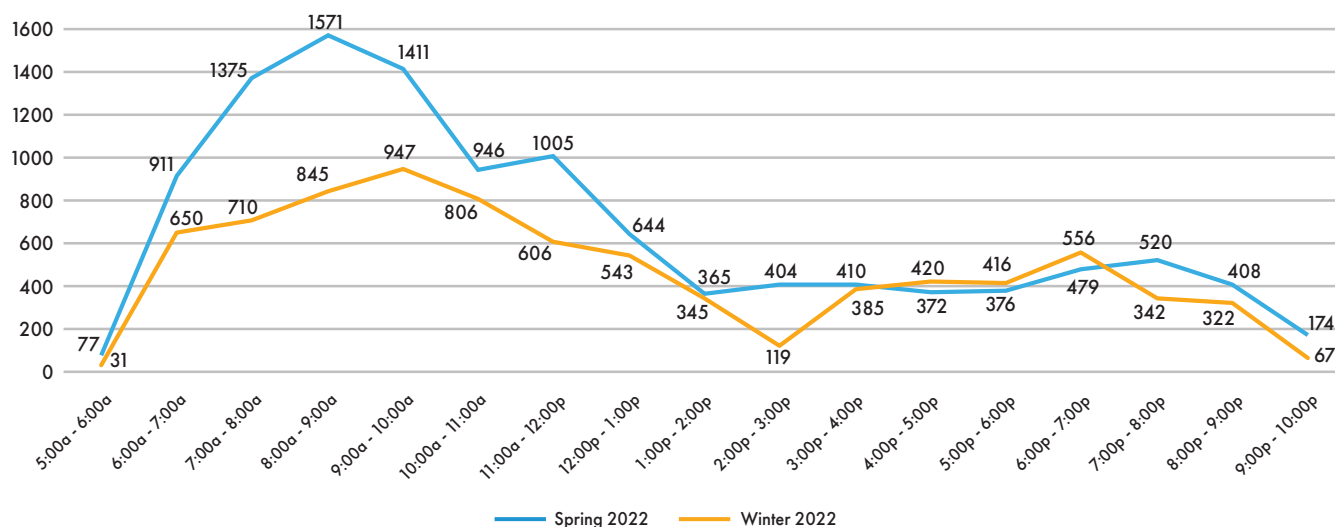
Adult Membership By Membership Type – Spring 2022



Membership Passes By Age Category – Spring 2022



Membership Visits by Time of Day – Spring 2022



Membership Visits Fall 2021 to Spring 2022

SESSION	TOTAL VISITS	DAYS	AVG DAILY VISITS
Spring 2022	11448	88	130.09
Winter 2022	8110	59	137.46
Fall 2021	10365	119	87.10

**8.08%**

Increase in membership passes sold over Winter 2022

**-5.66%**

Decrease in membership visits per day over Winter 2022

# Spring 2022 Reporting Session - Rentals

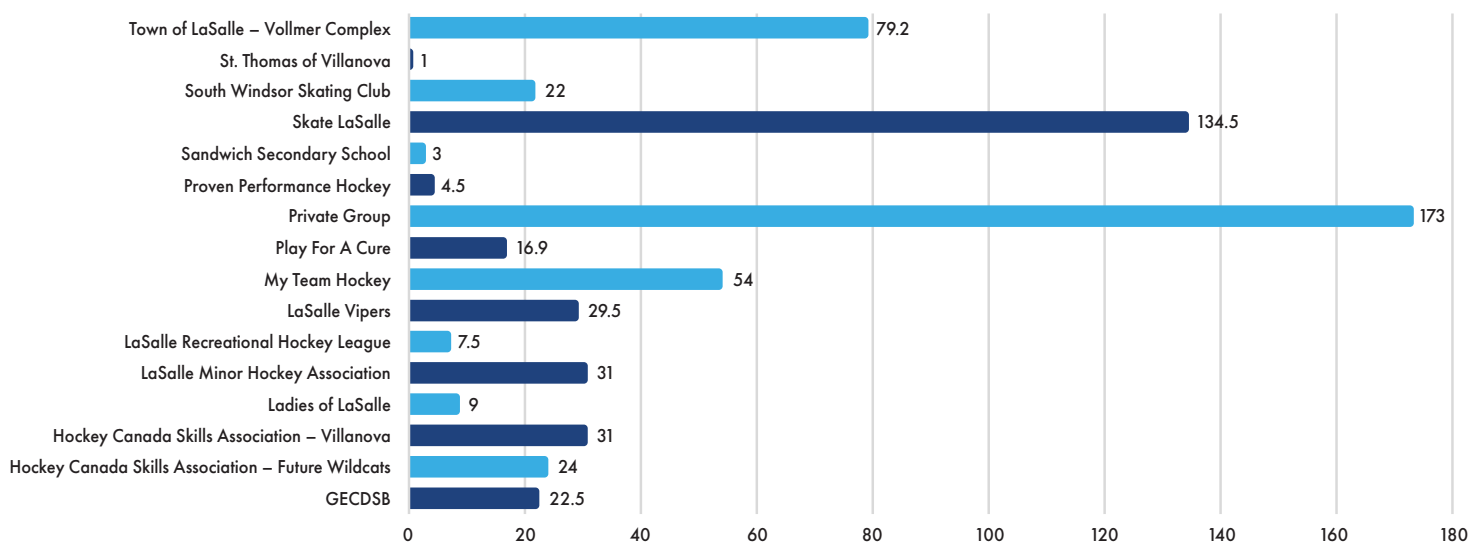
## OVERVIEW

This spring the demand from user groups has been strong with both ice users and sport field users meeting or surpassing pre-pandemic levels. The spring has also been a steady return of pavilion rentals, room rentals, and park rentals but these rentals will take time before reaching pre-pandemic levels.

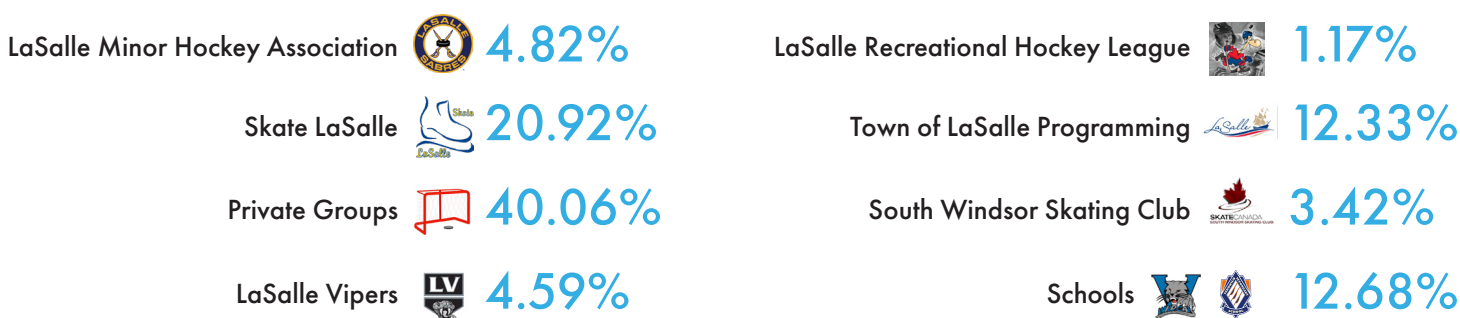
# 642.6

Total number of hours of ice booked in Spring 2022

Total Hours of Ice Rented by User Group – Spring 2022



Percentage of Total Ice Usage

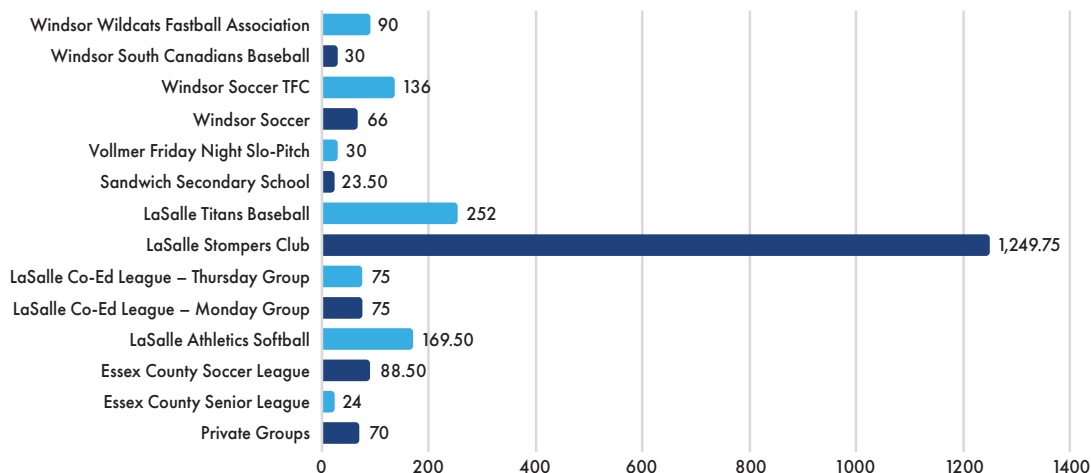


# Spring 2022 Reporting Session - Rentals

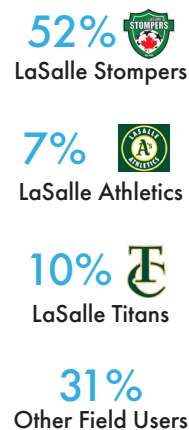
# 2379.25

Total number of outdoor sport field hours booked in Spring 2022

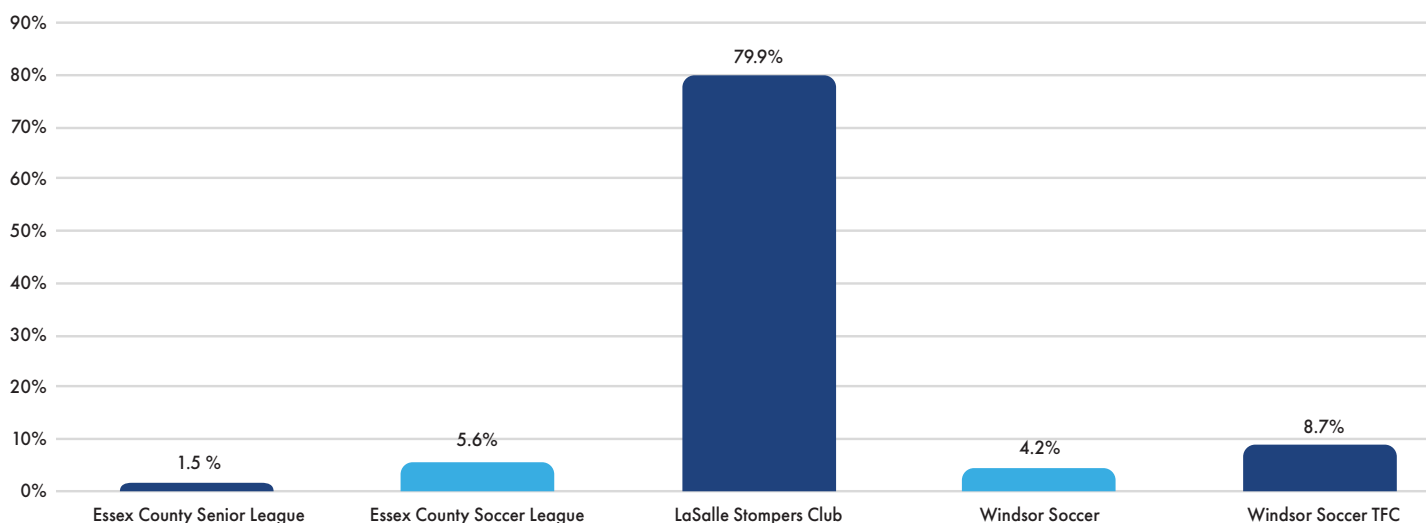
Total Hours of Outdoor Sport Field Booked by Organization – Spring 2022



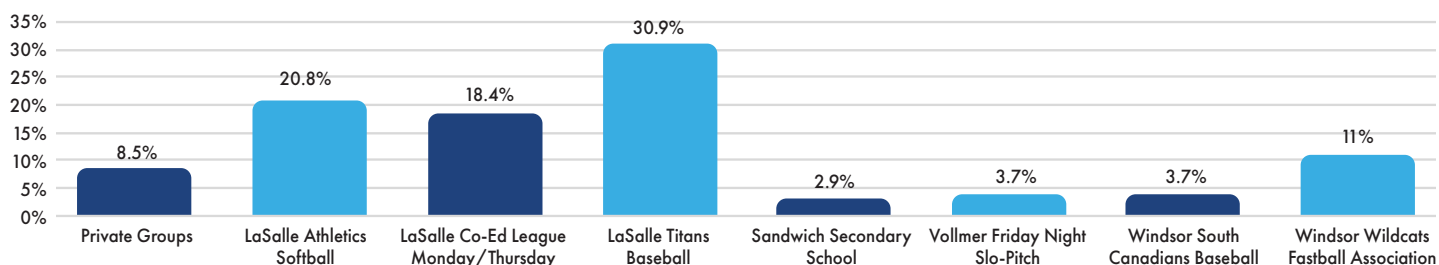
Percentage of Total Outdoor Sport Field Usage



Percentage of Soccer Field Usage by Organization – Spring 2022



Percentage of Baseball/Softball Field Usage by Organization – Spring 2022



# Spring 2022 Reporting Session - Special Events

## OVERVIEW

With the return of spring the Town of LaSalle saw the return of many events, some new and some old favourites. Thanks to the Reconnect Ontario Grant we were able to deliver a new event this past April called the LaSalle Spring Fling. This event was extremely successful and brought busker style performers throughout Ontario to LaSalle. For the first time since June 2019, the Strawberry Festival returned in-person to the Vollmer Culture and Recreation Complex, and we witnessed record attendance numbers with the overall attendance surpassing 33,000 over the four days. The spring session also has brought the return of our monthly Night Markets, and we continue to see large crowds and great vendor interest in these events. In June, we had over 60 vendors onsite. In addition, to Town led events the Spring 2022 session has also seen a return of many third party led events, including Play for a Cure. We look forward to continuing to deliver and support great events in our Town.

**13** Total number of events delivered/supported during Spring 2022



Town Led Events **5**

Town Led Event Dates **9**

Third Party Events **8**

Third Party Event Dates **8**



Night Market Vendor Applications **155**

Estimated Average Attendance per Night Market **4500**

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**25%** of Vendors from LaSalle

**75%** of Vendors from other parts of Windsor Essex



**“ Great job to the LaSalle event team for hosting such a fun community event. Other municipalities need to take notice! ”**

— Night Market Vendor



## LaSalle Strawberry Festival – June 9-12, 2022

**33,304** Total Attendance

+7917 from 2019

**7336** Total Strawberries & Ice Cream Sold

+2107 from 2019 

 Posts May 12, 2022 — June 30, 2022



Post reach

**149K**  
users

**300**

Total Bikes Checked at Valet



**214**

Total Strawberry Cleaning Volunteers



**85**

Transit Windsor Ridership for Fireworks Night



Post Comments

**160**  
comments



Post Likes

**587**  
likes

**82%** Regular Check-In

**18%** Advanced Check-In

**36**

Vendor Applications

**25**

Parade Applications

**52**

Musician Applications

### Security/Police Incident Reports



LaSalle Police Service



Johnston Security Solutions

**No reportable incidents on Saturday of event**

**8**

Lost Persons

**5**

Medical Incidents

**2**

Major Incidents

**6**

Minor Incidents





“The staff at the festival were amazing, if we had any issues, they were addressed ASAP and fixed immediately. Overall it was a great experience and we look forward to 2023.

— Strawberry Festival Vendor





## Spring 2022 Reporting Session - CR Human Resources

### OVERVIEW

Throughout most of the spring session our staffing numbers remained relatively consistent, but near the end of the quarter recruitment and onboarding ramped up to prepare for summer programming. Although staffing has been challenging with illness and availability, we have been able to limit cancellation of services due to a lack of staffing. We hope to maintain our staffing levels and availability for future session and to continue to offer quality services without disruption.

# 86

Total number of FT and PT staff in the  
Culture and Recreation department at the end of Spring 2022

# 75

# of Active Part-time CR staff  
as of April 1

# 10

# of Active Full-time CR staff  
as of April 1

04/01/2022  
start date

# 18

# of Part-time Staff Resignations  
& Terminations This Session

# 0

# of Full-Time Staff Resignations,  
Terminations, Retirements This Session

06/30/2022  
end date

# 19

# of Part-Time Staff Hired  
This Session

# 0

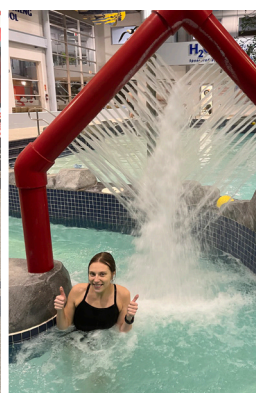
# of Full-Time Staff Hired  
This Session

# 76

# of Active Part-Time CR Staff  
as of June 30

# 10

# of Active Full-Time CR Staff  
as of April 1





## **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:** July 12, 2022

**Report Number:** CR-2022-21

**Subject:** Cancellation of November meeting of the Parks, Recreation and Events

Committee

### **Recommendation**

That the report of the Director of Culture and Recreation dated July 12, 2022 (CR-2022-21) regarding the cancellation of the November meeting of the Parks, Recreation and Events Committee be received and that the recommendation to cancel the November meeting of the Parks, Recreation and Events Committee be approved.

### **Report**

As the November meeting of the Parks, Recreation and Events committee is scheduled to occur prior to the inauguration of the new Council, it is recommended that the meeting be cancelled.

The next scheduled meeting of the committee will take place in February of 2023.

### **Consultations**

Council Services

### **Financial Implications**

n/a

**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 - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

### **Communications**

n/a

### **Notifications**

n/a