



**THE CORPORATION OF THE TOWN OF LASALLE  
REGULAR MEETING OF COUNCIL  
AGENDA**

**Tuesday, February 26, 2019, 7:00 PM  
Council Chambers, LaSalle Civic Centre, 5950 Malden Road**

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**Pages**

**A. OPENING BUSINESS**

1. Call to Order and Moment of Silent Reflection
2. Disclosures of Pecuniary Interest and the General Nature Thereof
3. Adoption of Minutes 5

**RECOMMENDATION**

That the minutes of the closed and regular meeting of Council held February 12, 2019 BE ADOPTED as presented.

4. Mayors Comments

**B. PRESENTATIONS**

**C. DELEGATIONS**

**D. PUBLIC MEETINGS AND/OR HEARINGS**

**E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION**

1. Cyber Insurance 16

**RECOMMENDATION**

That the report of the Director of Finance & Treasurer and Manager of Information Technology (FIN-03-19) recommending the purchase of Cyber Insurance through CFC Underwriting Ltd. with an annual premium of \$17,516.00 for 2019 for \$5,000,000 liability coverage BE APPROVED and that this agreement be adopted by By-Law at a future Council Meeting.

2.	Council Remuneration	33
	<p>RECOMMENDATION</p> <p>That the report of the Director of Finance dated February 14, 2019 (FIN-02-19) regarding the 2018 Schedule of Council Remuneration for the fiscal year ended December 31, 2018 BE APPROVED.</p>	
3.	Code of Conduct for Member of Council and Local Boards	35
	<p>RECOMMENDATION</p> <p>That the report of the Director of Council Services/Clerk dated February 11, 2019 (CL-05-19) regarding the Code of Conduct for Members of Council and Local Boards BE RECEIVED; and that the revised Code of Conduct for Members of Council and Local Boards BE APPROVED and that the corresponding By-Law be adopted during the By-Law stage of the agenda.</p>	
4.	Pregnancy and/or Parental Leave for Members of Council Policy	52
	<p>RECOMMENDATION</p> <p>That the report of the Director of Council Services/Clerk dated February 15, 2019 (CL-06-19) regarding the Pregnancy and/or Parental Leave for Members of Council Policy BE RECEIVED; and that the draft Pregnancy and/or Parental Leave for Members of Council policy BE APPROVED as presented.</p>	
5.	Council/Staff Relations Policy	56
	<p>RECOMMENDATION</p> <p>That the report of the Director of Council Services/Clerk dated February 15, 2019 (CL-07-19) regarding the Council/Staff Relations Policy BE RECEIVED; and that the draft Council/Staff Relations policy BE APPROVED as presented.</p>	
6.	Administrative Penalty	61
	<p>RECOMMENDATION</p> <p>That the report of the Town Solicitor and Deputy Clerk dated February 14, 2019 (AD-01-19) regarding an Administrative Penalty System as it relates to parking and other municipal By-Laws BE RECEIVED; and that Administration BE AUTHORIZED to move forward with the implementation process and next steps as outlined in the report.</p>	

7. Award of RFQ-PW-2019-3 Safety Work Footwear 2019 68

RECOMMENDATION

That the report of the Manager of Roads and Parks dated February 19, 2019 (PW-06-19) regarding a Request for Quotation (RFQ) for safety footwear BE RECEIVED and that the RFQ BE AWARDED to Lucier Glove and Safety Products in the amount of \$3,252.51 for a three (3) year term.

8. Award of RFQ-PW-2019-4 Safety and Work Wear 2019 70

RECOMMENDATION

That the report of the Manager of Roads and Parks dated February 19, 2019 (PW-07-19) regarding a Request for Quotation (RFQ) for safety and work wear BE RECEIVED and that the RFQ BE AWARDED to Lucier Glove and Safety Products in the amount of \$8,150.62 for a three (3) year term.

9. Parks, Recreation & Events Committee Meeting Minutes February 7, 2019 72

RECOMMENDATION

That the recommendations contained in the minutes of the Parks, Recreation & Events Committee Meeting dated February 7, 2019 BE APPROVED.

10. Recognition of LaSalle Volunteers 80

Draw for Windsor Symphony Tickets for the Saturday, April 6, 2019 performance of "Fiddlin' Around".

**F. INFORMATION ITEMS TO BE RECEIVED**

1. Discharge of Firearms on / near Waterways 81

RECOMMENDATION

That correspondence received from Deputy Chief Kevin Beaudoin, LaSalle Police Service, dated February 8, 2019 regarding the discharge of firearms within the Town of LaSalle BE RECEIVED for information.

2. Summary of Reports to Council 85

RECOMMENDATION

That the report of the Chief Administrative Officer dated February 26, 2019 being a summary of reports to Council BE RECEIVED.

**G. BY-LAWS**

## RECOMMENDATION

That the following By-Laws BE GIVEN first reading:

**8277** - A By-Law to designate community safety zones on Mike Raymond Drive from Malden Road to Diotte Street

**8278** - A By-Law to establish a Code of Conduct for Members of Council

## RECOMMENDATION

That By-Law numbers 8277 and 8278 BE GIVEN second reading.

## RECOMMENDATION

That By-Law numbers 8277 and 8278 BE GIVEN third reading and finally passed.

**H. COUNCIL QUESTIONS****I. STATEMENTS BY COUNCIL MEMBERS****J. REPORTS FROM COMMITTEES****K. NOTICES OF MOTION****L. MOTION TO MOVE INTO CLOSED SESSION****M. CONFIRMATORY BY-LAW****N. SCHEDULE OF MEETINGS**

Regular Council Meeting - March 12, 2019 @ 7:00 p.m.

Committee of Adjustment - March 20, 2019 @ 5:30 p.m.

Police Services Board Meeting - March 25, 2019 @ 5:00 p.m.

Water & Wastewater Committee Meeting - March 26, 2019 @ 5:30 p.m.

Regular Council Meeting - March 26, 2019 @ 7:00 p.m.

**O. ADJOURNMENT**



## REPORT OF CLOSED MEETING OF LASALLE TOWN COUNCIL

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February 11, 2019  
3:00 pm

**Members in attendance:**

Mayor Marc Bondy  
Deputy Mayor Crystal Meloche  
Councillor Mike Akpata  
Councillor Mark Carrick  
Councillor Anita Riccio-Spagnuolo  
Councillor Jeff Renaud

**Regrets:**

Councillor Sue Desjarlais

**Also in attendance:**

Joe Milicia, Chief Administrative Officer  
Agatha Robertson, Director of Council Services & Clerk  
Linda Jean, Deputy Clerk

Mayor Bondy calls the meeting to order at 3:16 p.m.

**Disclosures of Pecuniary Interest and the General Nature Thereof**

None disclosed.

Motion 35/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That Council move into closed session at 3:16 p.m. to discuss the following item:

1. Educational or training sessions - Dillon Consulting Fire Master Plan Training Session s. 239(3.1)

**Carried.**

Motion 36/19

Moved by: Councillor Carrick

Seconded by: Councillor Akpata

That Council move back into public session at 4:25 p.m.

**Carried.**

1. Educational or Training Session - Dillon Consulting Fire Master Plan Training Session s. 239(3.1)

Motion 37/19

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Deputy Mayor Meloche

That the educational workshop held by Steven Thurlow and Christina Baker from Dillon Consulting Limited regarding the Town of LaSalle Community Risk Assessment Fire Master Plan BE RECEIVED.

**Carried**

There being no further business, the meeting is adjourned at 4:27 p.m.

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Mayor – Marc Bondy

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Clerk – Agatha Robertson



## REPORT OF CLOSED MEETING OF LASALLE TOWN COUNCIL

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February 12, 2019  
5:30 pm

**Members in attendance:**

Mayor Marc Bondy  
Deputy Mayor Crystal Meloche  
Councillor Mike Akpata  
Councillor Mark Carrick  
Councillor Sue Desjarlais  
Councillor Anita Riccio-Spagnuolo  
Councillor Jeff Renaud

**Regrets:**

Councillor Sue Desjarlais

**Also in attendance:**

Joe Milicia, Chief Administrative Officer  
Agatha Robertson, Clerk  
Linda Jean, Deputy Clerk

Mayor Bondy calls the meeting to order at 5:30 p.m.

**Disclosures of Pecuniary Interest and the General Nature Thereof**

None.

Motion 38/19

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That Council move into closed session at 5:31 p.m. to discuss the following items:

1. Personal Matters about Identifiable Individuals - Appointment of Lay Representative to Committees (Confidential Report CL-04-19) s. 239(2)(b)
2. Personal Matters about Identifiable Individuals - Extension of Employment Contract (Confidential Report CAO-05-19) s. 239(2)(b)

**Carried.**

Motion 39/19

Moved by: Councillor Akpata

Seconded by: Councillor Riccio-Spagnuolo

That Council move back into public session at 6:30 p.m.

**Carried.**

1. Personal Matters about Identifiable Individuals- Appointment of Lay Representative to Committees (Confidential Report CL-04-19) s. 239(2)(b)

Motion 40/19

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the confidential report of the Deputy Clerk dated February 1, 2019 (CL-04-19) regarding the appointment of lay representative to Committees BE RECEIVED and that the recommended slate of Candidates BE APPROVED.

**Carried.**

2. Personal Matters about Identifiable Individuals- Extension of Employment Contract (Confidential Report CAO-05-19) s. 239(2)(b)

Motion 41/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Riccio-Spagnuolo

That the confidential report of the Chief Administrative Officer dated February 5, 2019 (CAO-05-19) regarding the extension of employment contract BE RECEIVED and that Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

**Carried.**

There being no further business, the meeting is adjourned at 6:32 p.m.

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Mayor – Marc Bondy

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Clerk – Agatha Robertson





**THE CORPORATION OF THE TOWN OF LASALLE**

**Minutes of the Regular Meeting of the Town of LaSalle Council held on**

February 12, 2019

7:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present: Mayor Marc Bondy, Deputy Mayor Crystal Meloche, Councillor Michael Akpata, Councillor Mark Carrick, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Members of Council Absent: Councillor Sue Desjarlais

Administration Present: J. Milicia, Chief Administrative Officer, A. Armstrong, Director of Council Services & Clerk, L. Jean, Deputy Clerk, D. Langlois, Director of Finance and Treasurer, L. Silani, Director of Development & Strategic Initiatives, P. Marra, Director of Public Works, A. Burgess, Supervisor of Planning & Development, J. Columbus, Director of Culture and Recreation, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, R. Hyra, Human Resource Manager, G. Ferraro, Manager of Finance & Deputy Treasurer, J. Osborne, Manager of Engineering, D. Dadalt, Legal Counsel

**A. OPENING BUSINESS**

1. Call to Order and Moment of Silent Reflection  
Mayor Bondy calls the meeting to order at 7:00 p.m.
2. Disclosures of Pecuniary Interest and the General Nature Thereof  
Deputy Mayor Meloche discloses a conflict and abstains from voting on Item #E2, Report #CR-2019-02, Vollmer Concession Services, as a family member is employed there.
3. Adoption of Minutes  
41/19  
Moved by: Councillor Akpata  
Seconded by: Councillor Renaud  
That the minutes of the closed & regular meetings of Council held January 22, 2019 BE ADOPTED as presented.  
**Carried.**
4. Mayors Comments  
Mayor Bondy attended the 12th Annual Crystal Drop Gala on February 9, 2019 which was organized by the Rotary Club of LaSalle Centennial.  
A Master Plan Study was held at the Vollmer Complex on January 29, 2019 which was well attended.

**B. PRESENTATIONS**

1. LaSalle Economic Development Plan

Aileen Murray from Mellor Murray Consulting appears before Council to present an overview of the goals and objectives of the proposed Town of LaSalle Economic Plan.

42/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Riccio-Spagnuolo

That the overview of the goals and objectives of the proposed Town of LaSalle Economic Plan as presented by Aileen Murray, Mellor Murray Consulting, BE RECEIVED.

**Carried.**

**C. DELEGATIONS**

1. Montgomery Drive Closure Petition

The following residents appear before council to present their position on the Montgomery Drive Closure Petition:

1. Stu Smith, resident, appears before Council in support of the closure of Montgomery Drive and provides a power point presentation outlining safety concerns and the benefits of this road closure.

2. Shelley Leaman, resident, appears before Council in opposition to the Closure of Montgomery Drive due to increased traffic on Croydon.

3. Tim Koelln, resident, appears before Council regarding the possible closure of Montgomery Drive and suggests installing a gate at the end of Montgomery instead of closing it completely, and further suggests placing 3 way stop signs on Croydon & Montgomery and Surrey & Montgomery to prevent speeding.

4. Diane Ausman, resident, appears before Council in support of the closure of Montgomery Drive, questions why there are no curbs and sidewalks in this area, requests permanent speed bumps be placed on Montgomery Drive to reduce speeding and requests that Administration contact the Ministry of Transportation regarding signage.

43/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That the report of the Director of Public Works dated January 31, 2019 (PW-01-19) prepared in response to a petition submitted requesting the closure of Montgomery Drive BE RECEIVED; and that Administration BE AUTHORIZED to co-ordinate a meeting with the Ontario Ministry of Transportation (MTO) to discuss safety concerns of the Montgomery Drive and Hwy 3 intersection; and that the MTO BE REQUESTED to review these safety concerns and provide a response relative to the safety at this intersection; and that Administration BE DIRECTED to conduct a traffic stop warrant analysis in this area; and that Police BE REQUESTED to increase their presence in this neighborhood; and that Administration invite a delegate from the Ontario Ministry of Transportation (MTO) to the March 7, 2019 Transportation Master Plan Open House.

**Carried.**

**D. PUBLIC MEETINGS AND/OR HEARINGS**

None.

**E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION**

1. Life After Fifty (LAF) LaSalle Cafe

44/19

Moved by: Councillor Carrick

Seconded by: Deputy Mayor Meloche

That the report of the Director of Culture and Recreation dated January 30, 2019 (C&R 01-19) regarding the closing of the LaSalle Cafe located at the Town of LaSalle Civic Centre BE APPROVED; and that administration BE AUTHORIZED to post the vacancy and report back on proposals received.

**Carried.**

2. Vollmer Concession Services

Deputy Mayor Meloche declares conflict on this item and abstains from voting.

Deputy Mayor Meloche leaves the meeting at 8:12 p.m.

45/19

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Director of Culture and Recreation dated January 30, 2019 (C&R 02-2019) regarding the continuation of staff delivery of Vollmer Concession Services BE APPROVED; and an annual update BE PROVIDED on the concession operations business plan.

**Carried.**

Deputy Mayor Meloche returns to the meeting at 8:15 p.m.

3. Front Rd Watermain Replacement - Award to Consultant

46/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That the report of the Manager of Engineering dated February 4, 2019 (PW-02-19) regarding the Front Road Watermain Replacement BE RECEIVED and that consulting services for the design and tendering of the Front Road Watermain Replacement Project BE AWARDED to Dillon Consulting at a cost of \$85,500.00 and that the corresponding By-Law be adopted during the By-Law stage of the agenda.

**Carried.**

4. Ojibway Oaks Pedestrian Bridge Pathway Fencing and Project Update

47/19

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the report of the Manager of Engineering dated February 4, 2019 (PW-03-19) regarding the existing wood fence along the pathway adjacent to the Ojibway Oaks Bridge on Town property BE RECEIVED; and that the project to replace this fence BE GRANTED to Titan Contracting; and that additional maintenance work on the Newman and Brunette Park pedestrian bridges at a combined cost of \$67,104.00 BE GRANTED to Titan Contracting.

**Carried.**

5. Appointment of Drainage Engineer - low area near 4th Concession Drain

48/19

Moved by: Councillor Carrick

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Manager of Engineering dated February 4, 2019 (PW-04-19) recommending R.C. Spencer & Associates be appointed as the drainage engineer under Section 4 of the Drainage Act for the preparation of a report for the low area near 4th Concession Drain BE APPROVED.

**Carried.**

6. Mike Raymond Drive Proposed Crosswalk

49/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That the report of the Manager of Roads and Parks dated February 4, 2019 (PW-05-19) regarding the implementation of a 30 km/hr speed limit and Community Safety Zone with signage on Mike Raymond Drive from Malden Road to Diotte BE RECEIVED; that the speed limit in this area remain at 40 km/hour; that this area be designated a Community Safety Zone; that Administration meet with Sandwich Secondary High School representatives to discuss issues regarding crossing Mike Raymond Drive, the use of the Town owned parking lot located South of the High School and the potential for a crosswalk at his location and that an Administrative Report BE PREPARED and brought back to Council with the results of this discussion.

**Carried.**

7. AMICO Properties Inc. request grant approval for an extension to Draft Approval of Phase 3B of the Forest Trails Estates Subdivision

50/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That the report of the Director of Development & Strategic Initiatives dated February 5, 2019 (DS-06-19) regarding the request from Amico Properties Inc. (Gudrin Beggs, Manager of Planning) for a two-year extension ending April 22, 2021 on Draft Plan Approval for Phase 3 of the Forest Trail Estates Subdivision BE APPROVED and that a copy of this resolution be forwarded to Bill King, Manager of Planning Services for the County of Essex.

**Carried.**

8. Town of Mono - Municipal Voter's List

51/19

Moved by: Councillor Akpata

Seconded by: Councillor Renaud

The correspondence received from the Town of Mono dated January 29, 2019 regarding their support in regards to the Voter's List received for Municipal Elections and the re-establishment of the multi-stakeholder working group between the parties to identify ways to create and maintain the Voter's List for Municipal Elections BE RECEIVED for information.

**Carried.**

#### **F. INFORMATION ITEMS TO BE RECEIVED**

1. Summary of Reports to Council

52/19

Moved by: Councillor Akpata

Seconded by: Councillor Renaud

That the report of the Chief Administrative Officer dated January 11, 2019 being a summary of reports to Council BE RECEIVED.

**Carried.**

#### **G. BY-LAWS**

53/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That the following By-Laws BE GIVEN first reading:

**8272** - A By-Law to amend By-Law 7852 to Establish User Fees or Charges for Services, Activities or the Use of Property

**8273** - A By-Law to authorize an agreement Majesty the Queen in the right of the Province of Ontario as represented by the Minister of Transportation related to funding provided b under the Dedicated Gas Tax Funds for Public Transportation Program

**8274** - A By-Law to appoint Alternate Member to Essex County Council

**8275** - A By-Law to authorize the execution of an Agreement for Professional Services with Dillon Consulting Limited for Front Road Watermain Replacement Project

**Carried.**

54/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That By-Law numbers 8272 to 8275 BE GIVEN second reading.

**Carried.**

55/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That by-law numbers 8272 to 8275 BE GIVEN third reading and finally passed.

**Carried.**

**H. COUNCIL QUESTIONS**

**I. STATEMENTS BY COUNCIL MEMBERS**

Councillor Akpata states that it is Black History Month indicating the Town of LaSalle is a warm, welcoming and friendly community.

**J. REPORTS FROM COMMITTEES**

**K. NOTICES OF MOTION**

**L. MOTION TO MOVE INTO CLOSED SESSION**

**M. CONFIRMATORY BY-LAW**

56/19

Moved by: Councillor Carrick

Seconded by: Councillor Renaud

That Confirmatory By-Law #8276 BE GIVEN first reading.

**Carried.**

57/19

Moved by: Councillor Akpata

Seconded by: Deputy Mayor Meloche

That Confirmatory By-Law #8276 BE GIVEN second reading.

**Carried.**

58/19

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Carrick

That Confirmatory By-Law #8276 BE GIVEN third reading and finally passed.

**Carried.**

**N. SCHEDULE OF MEETINGS**

By-Law Committee Meeting - February 19, 2019 @ 4:30 p.m.

Planning Advisory Committee Meeting - February 19, 2019 @ 5:30 p.m.

Committee of Adjustment - February 20, 2019 @ 5:30 p.m.

Regular Council Meeting - February 26, 2019 @ 7:00 p.m.

**O. ADJOURNMENT**

Meeting adjourned at the call of the Chair 8:40 p.m.

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Mayor: Marc Bondy

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Deputy Clerk: Linda Jean



## The Corporation of the Town of LaSalle

<b>Date:</b>	February 15, 2019	<b>Report No:</b>	FIN-03-2019
<b>Directed To:</b>	Members of Council	<b>Attachments:</b>	Cyber Insurance Quotes
<b>Department:</b>	Finance		
<b>Prepared By:</b>	Dale Langlois, CPA ,CA Director of Finance & Treasurer  Nick DiGesu Manager of Information Technology	<b>Policy References:</b>	None
<b>Subject:</b>	Cyber Insurance		

### Recommendation:

- That Council authorize the purchase of Cyber Insurance through CFC Underwriting Ltd. with an annual premium of \$17,516 for 2019 and \$5,000,000 of coverage.

### Report:

As technology continues to develop at an accelerated rate and businesses (including our Municipality) utilize and rely on technology to operate day-to-day operations, cyber related crime, data breach and system interruption has become an increasing risk to all businesses. As a result, administration has approached our local insurance broker to obtain a quote for various cyber liability insurance coverage options.

The following chart outlines the various coverage options from CFC Underwriters Ltd.:

	OPTION A	OPTION B	OPTION C
Annual Premium	\$9,500	\$14,500	\$17,516
Limit of Liability	\$1,000,000	\$3,000,000	\$5,000,000
Deductible	\$15,000	\$15,000	\$25,000

Each option provides coverages for the following:

- Cyber Incidence Response
- Cyber Crime
- System Damage and Business Interruption
- Network Security and Privacy Liability
- Media Liability
- Court Attendance Costs



Further details of what is included under each of the above categories can be found in the attached quote details.

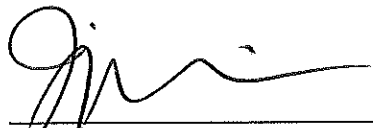
The items covered and costs are in line with what other Municipalities in Essex County receive from their cyber insurance providers.

Option C is being recommended as the additional cost is minimal for the additional coverage to be received.


Yours truly,



Dale Langlois, CPA, CA  
Director of Finance & Treasurer



Nick DiGesù  
Manager of Information Technology

<i>Reviewed by:</i>						
<i>CAO</i>	<i>Finance</i>	<i>Council Services</i>	<i>Public Works</i>	<i>Development &amp; Strategic Initiatives</i>	<i>Culture &amp; Recreation</i>	<i>Fire Services</i>
						



## QUOTATION

REFERENCE NUMBER: CFC\19\1216839  
 COMPANY NAME: CORP OF THE TOWN OF LASALLE  
 TOTAL PAYABLE: CAD9,500.00

Broken down as follows:

Premium: CAD9,250.00  
 Fee: CAD250.00

BUSINESS OPERATIONS: Municipality  
 LEGAL ACTION: Worldwide  
 TERRITORIAL SCOPE: Worldwide  
 REPUTATIONAL HARM PERIOD: 12 months  
 INDEMNITY PERIOD: 12 months  
 WAITING PERIOD: 8 hours  
 WORDING: Cyber, Private Enterprise (CAN) v3.0  
 ENDORSEMENTS: None  
 SUBJECTIVITIES: None  
 POLICY PERIOD: 12 months  
 DATE OF ISSUE: 04 Feb 2019  
 ADDITIONAL NOTES:  
 OPTIONAL EXTENDED REPORTING PERIOD: 12 months  
 SECURITY: 100% CERTAIN UNDERWRITERS AT LLOYD'S  
 UNDERWRITER: Natasha Neilson

THIS QUOTATION IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES



## LIMITS OF LIABILITY AND DEDUCTIBLES

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT:

### INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

#### SECTION A: INCIDENT RESPONSE COSTS

Limit of liability: CAD 1,000,000 each and every claim

Deductible: CAD 0 each and every claim

#### SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability: CAD 1,000,000 each and every claim

Deductible: CAD 15,000 each and every claim

#### SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability: CAD 1,000,000 each and every claim

Deductible: CAD 15,000 each and every claim

#### SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability: CAD 1,000,000 each and every claim

Deductible: CAD 15,000 each and every claim

#### SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD 1,000,000 each and every claim

Deductible: CAD 15,000 each and every claim

#### SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD 1,000,000 each and every claim

Deductible: CAD 15,000 each and every claim

#### SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability: CAD 50,000 each and every claim, subject to a maximum of 10% of all sums we have paid as a direct result of the cyber event

Deductible: CAD 15,000 each and every claim

### INSURING CLAUSE 2: CYBER CRIME

#### SECTION A: FUNDS TRANSFER FRAUD

Limit of liability: CAD 250,000 each and every claim

Deductible: CAD 15,000 each and every claim

#### SECTION B: THEFT OF FUNDS HELD IN ESCROW

Limit of liability: CAD 250,000 each and every claim

Deductible: CAD 15,000 each and every claim

#### SECTION C: THEFT OF PERSONAL FUNDS

Limit of liability: CAD 250,000 each and every claim

Deductible: CAD 15,000 each and every claim



## SECTION D: EXTORTION

Limit of liability: CAD 1,000,000 each and every claim  
 Deductible: CAD 15,000 each and every claim

## SECTION E: CORPORATE IDENTITY THEFT

Limit of liability: CAD 250,000 each and every claim  
 Deductible: CAD 15,000 each and every claim

## SECTION F: TELEPHONE HACKING

Limit of liability: CAD 250,000 each and every claim  
 Deductible: CAD 15,000 each and every claim

## SECTION G: PUSH PAYMENT FRAUD

Limit of liability: CAD 50,000 each and every claim  
 Deductible: CAD 15,000 each and every claim

## SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Limit of liability: CAD 250,000 each and every claim  
 Deductible: CAD 15,000 each and every claim

## INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

## SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Limit of liability: CAD 1,000,000 each and every claim  
 Deductible: CAD 20,000 each and every claim

## SECTION B: INCOME LOSS AND EXTRA EXPENSE

Limit of liability: CAD 1,000,000 each and every claim, sub-limited to CAD 1,000,000  
 in respect of system failure  
 Deductible: CAD 15,000 each and every claim

## SECTION C: ADDITIONAL EXTRA EXPENSE

Limit of liability: CAD 100,000 each and every claim  
 Deductible: CAD 15,000 each and every claim

## SECTION D: DEPENDENT BUSINESS INTERRUPTION

Limit of liability: CAD 1,000,000 each and every claim, sub-limited to CAD 1,000,000  
 in respect of system failure  
 Deductible: CAD 15,000 each and every claim

## SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Limit of liability: CAD 1,000,000 each and every claim  
 Deductible: CAD 15,000 each and every claim

## SECTION F: CLAIM PREPARATION COSTS

Limit of liability: CAD 25,000 each and every claim  
 Deductible: CAD 0 each and every claim

## SECTION G: HARDWARE REPLACEMENT COSTS

Limit of liability: CAD 1,000,000 each and every claim  
 Deductible: CAD 15,000 each and every claim



**THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT:**

**INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY**

**SECTION A: NETWORK SECURITY LIABILITY**

Aggregate limit of liability:	CAD 1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD 15,000	each and every claim, including costs and expenses

**SECTION B: PRIVACY LIABILITY**

Aggregate limit of liability:	CAD 1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD 15,000	each and every claim, including costs and expenses

**SECTION C: MANAGEMENT LIABILITY**

Aggregate limit of liability:	CAD 1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD 15,000	each and every claim, including costs and expenses

**SECTION D: REGULATORY FINES**

Aggregate limit of liability:	CAD 1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD 15,000	each and every claim, including costs and expenses

**SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS**

Aggregate limit of liability:	CAD 1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD 15,000	each and every claim, including costs and expenses

**INSURING CLAUSE 5: MEDIA LIABILITY**

**SECTION A: DEFAMATION**

Aggregate limit of liability:	CAD 1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD 15,000	each and every claim, including costs and expenses

**SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT**

Aggregate limit of liability:	CAD 1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD 15,000	each and every claim, including costs and expenses

**INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS**

NO COVER GIVEN

**INSURING CLAUSE 7: COURT ATTENDANCE COSTS**

Aggregate limit of liability:	CAD 100,000	in the aggregate, sub-limited to CAD 2,000 per day
Deductible:	CAD 0	each and every claim



## QUOTATION

REFERENCE NUMBER: CFC\19\1216841  
 COMPANY NAME: CORP OF THE TOWN OF LASALLE  
 TOTAL PAYABLE: CAD14,500.00

Broken down as follows:

Premium : CAD14,250.00  
 Fee: CAD250.00

BUSINESS OPERATIONS: Municipality  
 LEGAL ACTION: Worldwide  
 TERRITORIAL SCOPE: Worldwide  
 REPUTATIONAL HARM PERIOD: 12 months  
 INDEMNITY PERIOD: 12 months  
 WAITING PERIOD: 8 hours  
 WORDING: Cyber, Private Enterprise (CAN) v3.0  
 ENDORSEMENTS: None  
 SUBJECTIVITIES: None  
 POLICY PERIOD: 12 months  
 DATE OF ISSUE: 04 Feb 2019  
 ADDITIONAL NOTES:  
 OPTIONAL EXTENDED REPORTING PERIOD: 12 months  
 SECURITY: 100% CERTAIN UNDERWRITERS AT LLOYD'S  
 UNDERWRITER: Natasha Neilson

THIS QUOTATION IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES



## LIMITS OF LIABILITY AND DEDUCTIBLES

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT:

### INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

#### SECTION A: INCIDENT RESPONSE COSTS

Limit of liability: CAD3,000,000 each and every claim

Deductible: CAD0 each and every claim

#### SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability: CAD3,000,000 each and every claim

Deductible: CAD15,000 each and every claim

#### SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability: CAD3,000,000 each and every claim

Deductible: CAD15,000 each and every claim

#### SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability: CAD3,000,000 each and every claim

Deductible: CAD15,000 each and every claim

#### SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD3,000,000 each and every claim

Deductible: CAD15,000 each and every claim

#### SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD3,000,000 each and every claim

Deductible: CAD15,000 each and every claim

#### SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability: CAD50,000 each and every claim, subject to a maximum of 10% of all sums we have paid as a direct result of the cyber event

Deductible: CAD15,000 each and every claim

### INSURING CLAUSE 2: CYBER CRIME

#### SECTION A: FUNDS TRANSFER FRAUD

Limit of liability: CAD250,000 each and every claim

Deductible: CAD15,000 each and every claim

#### SECTION B: THEFT OF FUNDS HELD IN ESCROW

Limit of liability: CAD250,000 each and every claim

Deductible: CAD15,000 each and every claim

#### SECTION C: THEFT OF PERSONAL FUNDS

Limit of liability: CAD250,000 each and every claim

Deductible: CAD15,000 each and every claim



## SECTION D: EXTORTION

Limit of liability: CAD3,000,000 each and every claim  
 Deductible: CAD15,000 each and every claim

## SECTION E: CORPORATE IDENTITY THEFT

Limit of liability: CAD250,000 each and every claim  
 Deductible: CAD15,000 each and every claim

## SECTION F: TELEPHONE HACKING

Limit of liability: CAD250,000 each and every claim  
 Deductible: CAD15,000 each and every claim

## SECTION G: PUSH PAYMENT FRAUD

Limit of liability: CAD50,000 each and every claim  
 Deductible: CAD15,000 each and every claim

## SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Limit of liability: CAD250,000 each and every claim  
 Deductible: CAD15,000 each and every claim

## INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

## SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Limit of liability: CAD3,000,000 each and every claim  
 Deductible: CAD20,000 each and every claim

## SECTION B: INCOME LOSS AND EXTRA EXPENSE

Limit of liability: CAD3,000,000 each and every claim, sub-limited to CAD1,000,000  
 in respect of **system failure**  
 Deductible: CAD15,000 each and every claim

## SECTION C: ADDITIONAL EXTRA EXPENSE

Limit of liability: CAD100,000 each and every claim  
 Deductible: CAD15,000 each and every claim

## SECTION D: DEPENDENT BUSINESS INTERRUPTION

Limit of liability: CAD3,000,000 each and every claim, sub-limited to CAD1,000,000  
 in respect of **system failure**  
 Deductible: CAD15,000 each and every claim

## SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Limit of liability: CAD3,000,000 each and every claim  
 Deductible: CAD15,000 each and every claim

## SECTION F: CLAIM PREPARATION COSTS

Limit of liability: CAD25,000 each and every claim  
 Deductible: CAD0 each and every claim

## SECTION G: HARDWARE REPLACEMENT COSTS

Limit of liability: CAD3,000,000 each and every claim  
 Deductible: CAD15,000 each and every claim





**THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT:**

**INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY**

**SECTION A: NETWORK SECURITY LIABILITY**

Aggregate limit of liability:	CAD3,000,000	in the aggregate, including costs and expenses
Deductible:	CAD15,000	each and every claim, including costs and expenses

**SECTION B: PRIVACY LIABILITY**

Aggregate limit of liability:	CAD3,000,000	in the aggregate, including costs and expenses
Deductible:	CAD15,000	each and every claim, including costs and expenses

**SECTION C: MANAGEMENT LIABILITY**

Aggregate limit of liability:	CAD3,000,000	in the aggregate, including costs and expenses
Deductible:	CAD15,000	each and every claim, including costs and expenses

**SECTION D: REGULATORY FINES**

Aggregate limit of liability:	CAD3,000,000	in the aggregate, including costs and expenses
Deductible:	CAD15,000	each and every claim, including costs and expenses

**SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS**

Aggregate limit of liability:	CAD3,000,000	in the aggregate, including costs and expenses
Deductible:	CAD15,000	each and every claim, including costs and expenses

**INSURING CLAUSE 5: MEDIA LIABILITY**

**SECTION A: DEFAMATION**

Aggregate limit of liability:	CAD3,000,000	in the aggregate, including costs and expenses
Deductible:	CAD15,000	each and every claim, including costs and expenses

**SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT**

Aggregate limit of liability:	CAD3,000,000	in the aggregate, including costs and expenses
Deductible:	CAD15,000	each and every claim, including costs and expenses

**INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS**

NO COVER GIVEN

**INSURING CLAUSE 7: COURT ATTENDANCE COSTS**

Aggregate limit of liability:	CAD100,000	in the aggregate, sub-limited to CAD2,000 per day
Deductible:	CAD0	each and every claim



## INDICATION OF TERMS

REFERENCE NUMBER: CFC\19\1216845  
 COMPANY NAME: CORP OF THE TOWN OF LASALLE  
 TOTAL PAYABLE: CAD17,516.00

Broken down as follows:

Premium : CAD17,266.00  
 Fee: CAD250.00

BUSINESS OPERATIONS: Municipality  
 LEGAL ACTION: Worldwide  
 TERRITORIAL SCOPE: Worldwide  
 REPUTATIONAL HARM PERIOD: 12 months  
 INDEMNITY PERIOD: 12 months  
 WAITING PERIOD: 8 hours  
 WORDING: Cyber, Private Enterprise (CAN) v3.0  
 ENDORSEMENTS: JLT PUBLIC SECTOR SPECIAL AMENDATORY CLAUSE  
 SUBJECTIVITIES: This quote is subject to the following being provided by the stated deadline:

1. Does the insured undertake regular backups? If so, what is the frequency and how often are these integrity tested? (prior to binding)
2. Does the insured have a business continuity plan / disaster recovery plan in place? (prior to binding)

POLICY PERIOD: 12 months  
 DATE OF ISSUE: 04 Feb 2019  
 ADDITIONAL NOTES:  
 OPTIONAL EXTENDED REPORTING PERIOD: 12 months  
 SECURITY: 100% CERTAIN UNDERWRITERS AT LLOYD'S  
 UNDERWRITER: Natasha Neilson

THIS INDICATION OF TERMS IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES



## LIMITS OF LIABILITY AND DEDUCTIBLES

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT:

### INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

#### SECTION A: INCIDENT RESPONSE COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD0 each and every claim

#### SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim

#### SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim

#### SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim

#### SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim

#### SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim

#### SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability: CAD50,000 each and every claim, subject to a maximum of 10% of all sums we have paid as a direct result of the cyber event

Deductible: CAD25,000 each and every claim

### INSURING CLAUSE 2: CYBER CRIME

#### SECTION A: FUNDS TRANSFER FRAUD

Limit of liability: CAD250,000 each and every claim

Deductible: CAD25,000 each and every claim

#### SECTION B: THEFT OF FUNDS HELD IN ESCROW

Limit of liability: CAD250,000 each and every claim

Deductible: CAD25,000 each and every claim

#### SECTION C: THEFT OF PERSONAL FUNDS

Limit of liability: CAD250,000 each and every claim

Deductible: CAD25,000 each and every claim



## SECTION D: EXTORTION

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim

## SECTION E: CORPORATE IDENTITY THEFT

Limit of liability: CAD250,000 each and every claim

Deductible: CAD25,000 each and every claim

## SECTION F: TELEPHONE HACKING

Limit of liability: CAD250,000 each and every claim

Deductible: CAD25,000 each and every claim

## SECTION G: PUSH PAYMENT FRAUD

Limit of liability: CAD50,000 each and every claim

Deductible: CAD25,000 each and every claim

## SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Limit of liability: CAD250,000 each and every claim

Deductible: CAD25,000 each and every claim

## INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

## SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD50,000 each and every claim

## SECTION B: INCOME LOSS AND EXTRA EXPENSE

Limit of liability: CAD5,000,000 each and every claim, sub-limited to CAD1,000,000 in respect of system failure

Deductible: CAD25,000 each and every claim

## SECTION C: ADDITIONAL EXTRA EXPENSE

Limit of liability: CAD100,000 each and every claim

Deductible: CAD25,000 each and every claim

## SECTION D: DEPENDENT BUSINESS INTERRUPTION

Limit of liability: CAD5,000,000 each and every claim, sub-limited to CAD1,000,000 in respect of system failure

Deductible: CAD25,000 each and every claim

## SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim

## SECTION F: CLAIM PREPARATION COSTS

Limit of liability: CAD25,000 each and every claim

Deductible: CAD0 each and every claim

## SECTION G: HARDWARE REPLACEMENT COSTS

Limit of liability: CAD5,000,000 each and every claim

Deductible: CAD25,000 each and every claim



**THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT:**

**INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY**

**SECTION A: NETWORK SECURITY LIABILITY**

Aggregate limit of liability:	CAD5,000,000	in the aggregate, including costs and expenses
Deductible:	CAD25,000	each and every claim, including costs and expenses

**SECTION B: PRIVACY LIABILITY**

Aggregate limit of liability:	CAD5,000,000	in the aggregate, including costs and expenses
Deductible:	CAD25,000	each and every claim, including costs and expenses

**SECTION C: MANAGEMENT LIABILITY**

Aggregate limit of liability:	CAD5,000,000	in the aggregate, including costs and expenses
Deductible:	CAD25,000	each and every claim, including costs and expenses

**SECTION D: REGULATORY FINES**

Aggregate limit of liability:	CAD5,000,000	in the aggregate, including costs and expenses
Deductible:	CAD25,000	each and every claim, including costs and expenses

**SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS**

Aggregate limit of liability:	CAD5,000,000	in the aggregate, including costs and expenses
Deductible:	CAD25,000	each and every claim, including costs and expenses

**INSURING CLAUSE 5: MEDIA LIABILITY**

**SECTION A: DEFAMATION**

Aggregate limit of liability:	CAD5,000,000	in the aggregate, including costs and expenses
Deductible:	CAD25,000	each and every claim, including costs and expenses

**SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT**

Aggregate limit of liability:	CAD5,000,000	in the aggregate, including costs and expenses
Deductible:	CAD25,000	each and every claim, including costs and expenses

**INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS**

NO COVER GIVEN

**INSURING CLAUSE 7: COURT ATTENDANCE COSTS**

Aggregate limit of liability:	CAD100,000	in the aggregate, sub-limited to CAD2,000 per day
Deductible:	CAD0	each and every claim



## JLT PUBLIC SECTOR SPECIAL AMENDATORY CLAUSE

ATTACHING TO POLICY  
NUMBER: -

THE INSURED: Corp of The Town of Lasalle

WITH EFFECT FROM: -

It is understood and agreed that the following amendments are made to this Policy:

1. INSURING CLAUSE 2 (SECTION G only) is deleted in its entirety and replaced with the following:

### SECTION G: PUSH PAYMENT FRAUD

We agree to reimburse you in the event of fraudulent electronic communications or websites designed to impersonate you, your business operations or any of your products, first discovered by you during the period of the policy, for:

- a. the cost of creating and issuing a specific press release or establishing a specific website to advise your customers, clients, prospective customers and prospective clients of the fraudulent communications;
- b. the cost of reimbursing your existing customers and clients for their financial loss arising directly from the fraudulent communications;
- c. your income loss for 90 days following your discovery of the fraudulent communications as a direct result of the fraudulent communications; and
- d. external costs associated with the removal of websites designed to impersonate you.

2. INSURING CLAUSE 3 (SECTION E only) is deleted in its entirety and replaced with the following:

### SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

We agree to reimburse you for your income loss sustained during the reputational harm period as a direct result of the loss of current or future customers or clients caused by damage to your reputation as a result of a cyber event first discovered by you during the period of the policy.

3. The DEFINITION of "Client" is deleted in its entirety and replaced with the following:

"Client" means

any third party with whom you have a contract in place for the supply of your business operations in return for a fee, or where a fee would normally be expected to be paid

4. The DEFINITION of "Company" is deleted in its entirety and replaced with the following:

"Company" means

the municipality named as the Insured in the Declarations page or any subsidiary.

5. The DEFINITION of "Employee" is deleted in its entirety and replaced with the following:

"Employee" means

any employee of the company, any seasonal or temporary employee, any volunteer working for the company, any individual working for the company as an independent contractor and any individual leased to the company by a labour leasing firm.

6. The DEFINITION of "Senior executive officer" is deleted in its entirety and replaced with the following:

"Senior executive officer" means

board members, chief administrative officers, chief risk officers, officers, senior officer directors, clerks, deputy clerks, treasurers, deputy treasurers, members of council, in-house legal counsel and risk managers of the company.



7. The DEFINITION of "You/your" is deleted in its entirety and replaced with the following:

"You/your" means

- a. the company;
- b. any past, present or future employees solely acting in the normal course of the company's business operations;
- c. any past, present or future senior executive officers solely acting in the normal course of the company's business operations;
- d. any past, present or future council committee or subcommittee passed by resolution of council but solely in respect of duties performed by or on behalf of the company;
- e. any past, present or future public library board, police board, airport board or any other board as passed under municipal by-law but solely in respect of duties performed by or on behalf of the company;
- f. any past, present or future officers, committees and members of the company's canteen, social, sports, medical, firefighting, security services and welfare organizations for legal liabilities incurred in their respective capacity as such;
- g. the estates, heirs, legal representatives or assigns of any employee or senior executive officer in the event of their death, incapacity, insolvency or bankruptcy but only with respect to any act, error or omission committed or alleged to have been committed by the employee or senior executive officer while acting in their capacity as employee or senior executive officer;
- h. the parent, spouse, domestic partner, civil partner or child of any employee or senior executive officer but only in respect of any claim made against them by reason of:
  - i. their status as parent, spouse, domestic partner, civil partner or child of the employee or senior executive officer; or
  - ii. their ownership or interest in property which the claimant seeks as recovery for an alleged act, error or omission committed by the employee or senior executive officer while acting in their capacity as employee or senior executive officer.

8. The "Business interruption liability" EXCLUSION is deleted in its entirety and replaced with the following:

**Business interruption liability**

for that part of any claim that constitutes actual or alleged liability to a third party, or legal costs in the defense of any claim, including customer and client compensation.

9. The "Cancellation" CONDITION is deleted in its entirety and replaced with the following:

**Cancellation**

This Policy may be cancelled by you at any time on request and by us with 90 days written notice.

If you give us notice of cancellation, the return premium will be in proportion to the number of days that the Policy is in effect, subject to a minimum retained amount of 30% of the premium. However, if you have made a claim under this Policy there will be no return premium.

If we give you notice of cancellation, the return premium will be in proportion to the number of days that the Policy is in effect.

Any return premium due to you will be returned as soon as practicable.

We also reserve the right of cancellation in the event that any amount due to us by you remains unpaid more than 60 days beyond the inception date. If we exercise this right of cancellation it will take effect from 15 days after the date the written notice of cancellation is issued.

The Policy Administration Fee will be deemed fully earned upon inception of the Policy.

10. The "Termination" STATUTORY CONDITION is deleted in its entirety.



SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY





The Corporation of the Town of LaSalle

<b>Date:</b>	February 14, 2019	<b>Report No:</b>	FIN-02-2019
<b>Directed To:</b>	Members of Council	<b>Attachments:</b>	2018 Council Remuneration Summary
<b>Department:</b>	Finance		
<b>Prepared By:</b>	Dale Langlois, CPA, CA Director of Finance & Treasurer	<b>Policy References:</b>	None
<b>Subject:</b>	2018 Council Remuneration		

**Recommendation:**

- That Council approve the 2018 Schedule of Council Remuneration for the fiscal year ended December 31, 2018.

**Report:**

Please find enclosed the schedule of Council Remuneration required to be approved and adopted by Council for the year ended 2018. This approval is required under Section 284 (1) and form part of the public record under Section 284(4).

Yours truly,

Dale Langlois, CPA, CA  
Director of Finance & Treasurer

<i>Reviewed by:</i>						
CAO 	Finance	Council Services	Environmental Services	Planning & Development	Culture & Recreation	Fire Services

**2018 Council Wages/Conferences/Seminars/Meeting Expenses**

NAME	Salary (2/3 taxable)	Salary (1/3 taxable free)	Committee (2/3 taxable)	Committees (1/3 taxable free)	Rumuneration (2/3 taxable)	Rumuneration (1/3 taxable free)	Per Diem (2/3 taxable)	Per Diem (1/3 taxable free)	Conference Registration	Conference Transportation	Conference Accomodation	Conference Meals	Conference Miscellaneous Expenses	TOTAL
ANTAYA	21,351.06	10,675.53	4,000.00	2,000.00	0.00	0.00	350.00	175.00	559.68	411.37	690.98	393.49	45.00	40,652.11
BONDY	13,093.26	6,546.63	8,000.00	4,000.00	0.00	0.00	466.67	233.33	0.00	0.00	0.00	0.00	0.00	32,339.89
MELOCHE	10,998.13	5,499.07	8,000.00	4,000.00	0.00	0.00	466.67	233.33	0.00	0.00	0.00	0.00	0.00	29,197.20
AKPATA	10,998.13	5,499.07	8,000.00	4,000.00	0.00	0.00	466.67	233.33	0.00	0.00	0.00	0.00	0.00	29,197.20
BURNS	10,998.13	5,499.07	7,333.33	3,666.67	300.00	150.00	875.00	437.50	1,172.57	606.09	1,237.24	390.00	133.03	32,798.63
CARRICK	916.51	458.26	0.00	0.00	0.00	0.00	466.67	233.33	0.00	0.00	0.00	0.00	0.00	2,074.77
DESJARLAIS	10,998.13	5,499.07	8,000.00	4,000.00	0.00	0.00	816.67	408.33	517.96	430.90	348.65	130.00	0.00	31,149.71
RENAUD, J	10,998.13	5,499.07	7,333.33	3,666.67	0.00	0.00	1,516.67	758.33	1,392.85	1,090.61	1,994.08	585.00	161.96	34,996.70
RICCIO-SPAGNUOLO	916.51	458.26	0.00	0.00	0.00	0.00	466.67	233.33	0.00	0.00	0.00	0.00	0.00	2,074.77
<b>2018 Essex Power Corporation</b>														
					Expense Allowance	Expenses	Mileage	HST (on Mileage/Expenses)	Per Diem	Committee Fees	Conference Calls	Meeting Fees	Stipend	Total
Mayor Ken Antaya					0.00	0.00	66.18	8.62	0.00	250.00	250.00	3,500.00	4,583.37	8,658.17
Joe Graziano					0.00	0.00	514.46	34.44	0.00	750.00	125.00	5,000.00	5,000.00	11,423.90



The Corporation of the Town of LaSalle

<b>Date</b>	February 11, 2019	<b>Report No:</b>	CL-05-19
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	A -Code of Conduct for Members of Council and Local Boards
<b>Department:</b>	Director of Council Services/Clerk	<b>Policy References:</b>	
<b>Prepared By:</b>	Director of Council Services/Clerk		
<b>Subject:</b>	Code of Conduct for Member of Council and Local Boards		

**RECOMMENDATION:**

That the report of the Director of Council Services/Clerk dated February 11, 2019 (CL-05-19) regarding the Code of Conduct for Members of Council and Local Boards BE RECEIVED; and that the revised Code of Conduct for Members of Council and Local Boards BE APPROVED and that the corresponding By-law be adopted during the By-law stage of the agenda.


**REPORT:**


Bill 68, Modernizing Ontario's Municipal Legislation Act (MOMLA) became law on June 1, 2017. MOMLA came as a result of the Province's review of the *Municipal Act* and the *Municipal Conflict of Interest Act*. The following amendments contained in this report come into force and effect on March 1, 2019:

1. All municipalities must establish a Code of Conduct for Members of Council and Local Boards. Previously, municipalities could choose whether or not to have a code of conduct for Members of Council and local boards. The Town of LaSalle has had a Code of Conduct since 2007. Also a municipality did not have to appoint an Integrity Commissioner and if a municipality chose to appoint an Integrity Commissioner his/or her powers were limited to only the application of the code of conduct for members of Council and local boards along with the application of any procedures, rules and policies of the municipality and local boards governing their ethical behavior. The *Municipal Act, 2001* now prescribes that a municipality must appoint an Integrity Commissioner and the following subject matters must be included in the Code of Conduct for Members of Council and Local Boards:
  - a. Gifts, benefits and hospitality;
  - b. Respectful conduct, including conduct toward officers and employees of the municipality or the local board;
  - c. Confidential information;

- d. Use of property of the municipality or local board.
2. As of March 1, 2019 all municipalities must provide access to an Integrity Commissioner to assist and respond to the following:
    - a. Requests from members of Council and Local Boards for advice respecting their obligations under the Code of Conduct or under a procedure, rule or policy of the municipality or local board;
    - b. Request from Members of Council and Local Boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*; and
    - c. Educate members of Council, members of Local Boards, the municipality and the public about the municipality's Code of Conduct for members of Council and members of Local Boards and the *Municipal Conflict of Interest Act*.
  3. The Integrity Commissioner will have the following responsibilities:
    - a. The application to members of Council and local boards of the municipality of:
      - i. The Code of Conduct for Members of Council and Local Boards
      - ii. Rules governing the ethical behavior of the members
      - iii. Key sections of the *Municipal Conflict of Interest Act*
    - b. Conducting inquiries upon complaint in connection with breaches of the *Municipal Conflict of Interest Act* and Code of Conduct for Members of Council and Local Boards.
    - c. Provide educational information to the public, the municipality and members of Council and Local Boards about the municipality's codes of conduct and the *Municipal Conflict of Interest Act*.
  4. The Integrity Commissioner will have powers to investigate *Municipal Conflict of Interest Act* complaints from residents or persons demonstrably acting in the public interest.

In 2015 the Town of LaSalle appointed Robert Swayze as our Integrity Commissioner. Since the role of the Integrity Commissioner has changed a new agreement will have to be prepared and presented to Council for approval. In December 2017, Administration prepared a Request for Proposal (RFP) for the services of an Integrity Commissioner jointly with Tecumseh, LaSalle, Kingsville, Lakeshore and the County of Essex. Only two proposals were received and reasonable terms could not be agreed upon. Each participating municipality was going to be required to pay \$1000/month retainer fee whether or not the services were used. Currently there is no retainer fee for Mr. Swayze's services as an Integrity Commissioner. His hourly rate is \$280 and if required, mileage is charged at \$0.52 per kilometer. As Mr. Swayze agreed to extend his contract until such time as the Municipality was in a position to appoint an Integrity Commissioner, his contract has continued to date.

  
 Agatha Robertson - Director of Council Services & Clerk

Reviewed by:							
CAO 	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	

## **A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

**WHEREAS** Section 223.2 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality shall establish codes of conduct for Members of Council of the municipality and of local boards of the municipality;

**AND WHEREAS** the *Modernizing Ontario's Municipal Legislation Act, 2016* (Bill 68) was enacted and includes amendments to the *Municipal Act* and the *Municipal Conflict of Interest Act* coming into force on March 1, 2019;

**AND WHEREAS** the Council of the Corporation of the Town of LaSalle considers it appropriate and proper to establish a code of conduct (the "Code") and to enact a by-law in this regard and to repeal By-law 6897.

**NOW THEREFORE BE IT ENACTED** by the Council of the Corporation of the Town of LaSalle that the following Code of Conduct for Members of Council is hereby adopted:

### **Code of Conduct for Members of Council and Local Boards**

#### **PREAMBLE**

Members of Council have the privilege of attaining elected office. That privilege carries significant responsibilities and obligations with respect to the public trust. In order to strengthen the role of Council and to enhance public trust with respect to the obligations of its Members, this Code is established to govern and regulate the ethical conduct of all Members. This Code also supplements other existing Federal and Provincial legislation and Town by-laws and policies that govern Members' conduct which include but are not limited to the following:

- Criminal Code of Canada
- Municipal Act
- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act (Violence and Harassment in the workplace)
- Ontario Human Rights Code
- Planning Act
- All by-laws and policies approved by Council of the Town of LaSalle

## 1. PURPOSE AND PRINCIPLES

- 1.1 The Code sets out and identifies the Town's expectations for its Members and establishes rules for appropriate conduct.
- 1.2 The public expects the highest moral and ethical standards of conduct from Members that it elects. The behaviour and actions of Members is expected to reflect the principles of accountability, transparency, and public trust. Adherence to these standards will protect and maintain the Town's reputation and integrity.
- 1.3 The key statements of principle that underline this Code are as follows:
  - (a) the decision-making process of Council is open, accessible and equitable and respects the Town's governance structure;
  - (b) public office is not to be used for the personal financial benefit of any Member;
  - (c) Town residents should have confidence in the integrity of their local government and of their Members; and
  - (d) the conduct of each Member demonstrates fairness, respect for differences and a duty to work with other Members together for the common good.

## 2. DEFINITIONS

- 2.1 In this Code:
  - (a) "**Applicant**" means a person who has applied for an investigation by the Integrity Commissioner of an alleged contravention of the *Municipal Conflict of Interest Act*;
  - (b) "**Application**" means a written request for an investigation with respect to an alleged contravention of the Municipal Conflict of Interest Act;
  - (c) "**Clerk**" means the Clerk of the Town or his/her designate;
  - (d) "**Code**" means the "Code of Conduct for Council Members" as established by Council pursuant to Section 223.2 of the *Municipal Act, 2001*;
  - (e) "**Complainant**" means a person who has filed a complaint in accordance with this Code;

- (f) **“Complaint”** means a written objection filed with the Integrity Commissioner pursuant to this Code respecting a Member;
- (g) **“confidential information”** means any information in the possession of or received in confidence by the Town that the Town is prohibited from disclosing or has decided to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation, which includes but is not limited to:
  - (i) information that is disclosed or discussed at a meeting that is closed to the public pursuant to subsection 239(2) of the *Municipal Act, 2001*;
  - (ii) information that is given verbally in confidence in preparation for or following a meeting that is closed to the public pursuant to subsection 239(2) of the *Municipal Act, 2001*;
  - (iii) personal information as defined in subsection 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act*;
  - (iv) advice that is subject to solicitor-client privilege or information that concerns litigation or potential litigation, including matters before administrative tribunals, affecting the Town;
  - (v) information that concerns any confidential matters pertaining to personnel, labour relations, or items under negotiation;
  - (vi) price schedules in contract tenders and information about suppliers provided in contract tender or requests for information, quotation or proposal submissions, if such information is given in confidence, implicitly or explicitly;
  - (vii) sources of complaints where the identity of the complainant is given in confidence; or
  - (viii) any information lawfully determined by the Council to be confidential or required to remain or be kept confidential by legislation or order.
- (h) **“Council”** means the Council of the Corporation of the Town of LaSalle
- (i) **“gift”** means cash, fees, admission fees, advances, vouchers, invitations, objects of value, services, offers, personal benefits, travel and accommodation or entertainment that are provided to and retained by a Member, that could be seen to be connected directly or indirectly to the performance of the Member’s duties;

- (j) **“harassment”** or **“harass”** involves engaging in a course of behaviour, comment or conduct, whether it occurs inside or outside the work environment, that is or ought reasonably to be known to be unwelcome. It includes but is not limited to any behaviour, conduct or comment by a Member that is directed at or is offensive to another person:
  - i) on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status, as well as any other grounds under the provisions of the Human Rights Code; or
  - ii) which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate or ridicule the recipient.
- (k) **“Integrity Commissioner”** means the Integrity Commissioner appointed by Council pursuant to Section 223.3 of the *Municipal Act, 2001*;
- (l) **“Local Board”** is hereby defined as in Section 1(1) and Section 223.1 of the *Municipal Act*, as amended.
- (m) **“meeting”** means any legally-constituted meeting of Council or a Local Board;
- (n) **“Member”** means a member of Council including the Mayor, or a member of a local Board;
- (o) **“social media”** means web-based applications and on-line forums that allow users to interact, share and publish content such as text, links, photos, audio and video;
- (p) **“staff”** means direct employees of the Town whether full-time, part-time, contract (including employees of staffing agencies) or casual (including students and volunteers);
- (q) **“Town”** means the Corporation of the Town of LaSalle; and
- (r) **“Town property”** includes, but is not limited to, all real and personal property, facilities, vehicles, equipment, supplies, services, staff, documents, intellectual property, computer programs or technological innovations belonging to the Town.

### 3. CONDUCT OF MEMBERS

A Member shall at all times conduct themselves with propriety, decency and respect and with the understanding that all members of the public, other Members and staff are to be treated with dignity, courtesy and respect,



recognizing that a Member is always a representative of the Town and of their elected office. A Member shall at all times conduct themselves with decorum and in accordance with the Town's Procedure By-law during any meetings and in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

#### **4. COMPLIANCE WITH THE CODE OF CONDUCT**

4.1 This Code applies to every Member. This Code shall be applied to members of Local Boards, who are not members of Council, with necessary modifications applied in the discretion of the Integrity Commissioner.

4.2 A Member shall:

- (a) observe and comply with every provision of this Code, as well as all other policies and procedures adopted or established by Council affecting the Member, acting in his or her capacity as a Member;
- (b) respect the integrity of the Code and inquiries and investigations conducted under it; and
- (c) co-operate in every way possible in securing compliance with the application and enforcement of the Code.

4.3 No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person; or
- (b) obstruct the Integrity Commissioner, or any other municipal official involved in applying or furthering the objectives or requirements of this Code, in the carrying out of such responsibilities, or pursuing any such objective.

#### **5. TRANSPARENCY AND OPENNESS IN DECISION MAKING**

Members shall:

- (a) conduct Council business and their duties in an open and transparent manner so that stakeholders can understand the process and rationale which has been used to reach decisions;
- (b) ensure the public has input and receives notice regarding Council's decision making processes in accordance with the Procedure By-law;

- (c) ensure compliance with the *Municipal Act*, *Municipal Conflict of Interest Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and other applicable legislation regarding open meetings, accountability and transparency.

## 6. ACCESS TO INFORMATION AND CONFIDENTIALITY

A Member shall:

- (a) only be entitled to have access to information in the possession of the Town that is relevant to matters before Council or a Committee or that is relevant to their role as Members of Council. Otherwise, they have the same access rights to information as any member of the public; and
- (b) have a continuing obligation to keep information confidential, even if the Member ceases to be a Member.

No Member shall:

- (a) obtain access, or attempt to gain access, to confidential information in the custody or control of the Town except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
- (b) disclose, release or publish by any means, including social media any confidential information acquired by virtue of his or her office, in any form, except when required or authorized by Council or otherwise by law to do so;
- (c) provide to any other person to disclose, release, publish any confidential information acquired by virtue of his or her office, in any form, except when required or authorized by Council or otherwise by law to do so;
- (d) use confidential information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body;  
or
- (e) disclose or discuss, through written, electronic or verbal communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, can be made public subject to review by the head or designate under the *Municipal Freedom of Information and Protection of Privacy Act* or if directed to do so by a court.

## **7. UNDUE USE OF INFLUENCE**

No Member shall use their status as a Member of Council to improperly influence the actions or decisions of staff or others to the private advantage of the Member or his or her family, employees or business associates.

## **8. STAFF RELATIONS**

8.1 Only Council as a whole and no single Member including the Mayor, has the authority to direct employees, approve budgets, policy, and other such matters, unless specifically authorized by Council as a whole.

8.2 A Member shall:

- (a) respect staff and acknowledge that staff is required to provide objective advice while remaining neutral, carry out directions of council as a whole, and administer the policies of the Town without undue influence from any Member.
- (b) Respect the administrative structure and direct any staff performance concerns through the appropriate supervisory staff.

8.3 No Member Shall:

- (a) maliciously or falsely impugn the professional or ethical reputation of any staff;
- (b) compel staff to engage in partisan political activities, or subject staff to threat or discrimination for refusing to engage in such activities; or
- (c) use their authority or influence to threaten, intimidate, or coerce staff or improperly interfere the lawful exercise of the duties of staff.

## **9. GIFTS**

9.1 No Member shall accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties unless authorized by one of the exceptions below.

9.2 Notwithstanding Section 9.1 the following exceptions are applicable:

- (a) gifts received as an incident of protocol or social obligation that normally accompany the responsibilities of elected office;
- (b) gifts that are not connected directly or indirectly with the performance or duties of office;
- (c) compensation authorized by law;

- (d) a reimbursement of reasonable expenses incurred in the performance of activities connected with a legitimate municipal purpose;
- (e) political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- (f) services provided without compensation by persons volunteering their time;
- (g) a suitable memento of a function with nominal value, honouring the Member or the Town;
- (h) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political sub-divisions of them, and by the federal government or the government of a foreign country;
- (i) food, beverages and/or admission fees provided by banquets, receptions or similar events if attendance is the result of protocol or social obligation consistent with the responsibilities of office, and the person extending the invitation has done so infrequently and that person or a representative of the organization is in attendance;

## **10. USE OF TOWN PROPERTY**

10.1 A Member shall:

- (a) only use Town property for activities relevant to their role as Members of Council; and
- (b) not obtain any personal financial gain or advantage from the use of Town property.

## **11. POLITICAL ACTIVITY**

11.1 Members may not use Town resources for any type of political activity during a municipal election and at any other time, including promoting or opposing the candidacy of any person to elected office in any municipal, provincial and federal campaign.

## **12. HARASSMENT**

No member shall harass any other member, any staff, or any member of the public.

**13. ENCOURAGEMENT OF RESPECT FOR THE TOWN AND ITS BY- LAWS**

13.1 A member shall:

- (a) encourage the public, prospective contractors and members of the public, and their colleagues to abide by the Town's by-laws and policies, including this Code; and
- (b) accurately communicate the decisions of Council even if they disagree with the majority decision of Council, and by so doing affirm the respect and integrity in the decision-making processes of Council.

**14. SOCIAL MEDIA**

14.1 A member shall:

- (a) adhere to any and all Town policies and guidelines, regarding social media use; and
- (b) always identify themselves without any attempt to cover, disguise or mislead as to their identity or status as an elected representative of the Town when using social media.

14.2 No member shall:

- (a) use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.

**15. ROLE OF THE INTEGRITY COMMISSIONER**

15.1 The Town shall appoint an Integrity Commissioner under Section 223.3 of the Municipal Act, 2001 who is an independent officer and who will report directly to Council and be responsible for carrying out his or her functions in accordance with the Municipal Act, 2001 and any other functions assigned by Council, in an independent manner.

15.2 The Integrity Commissioner shall provide the following services:

- (a) The application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them.

- (b) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them.
- (c) The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council or of local boards.
- (d) Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
- (e) Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
- (f) Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.
- (g) The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's code of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

## **16. COMPLAINT/APPLICATION PROCESS**

- 16.1 A complaint that a member has contravened the Code may be initiated by any person, any Member of Council, or by Council as follows:
- (a) a complaint shall be made in writing and shall be sent directly to the Integrity Commissioner by mail, e-mail, fax or courier;
  - (b) a complaint must be signed and dated by the complainant who shall be an identifiable individual (complaints may not be submitted by any group, organization or corporation);
  - (c) a complaint shall include:
    - (i) an explanation, with specific reference to sections of the Code, as to why the issue raised is alleged to be a contravention of the Code;
    - (ii) any evidence in support of the allegation; and
    - (iii) any witnesses in support of the allegation must be identified.

16.2 If filed with the Integrity Commissioner after March 1, 2019, an Application to the Integrity Commissioner to inquire into an alleged contravention of Sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") may be made by an elector as defined in Section 1 of the MCIA or by a person demonstrably acting in the public interest, as follows:

- (a) An application shall be made in writing and shall be sent directly to the Integrity Commissioner by mail, e-mail, fax or courier;
- (b) An Application must be signed and dated by the complainant who shall be an identifiable individual (complaints may not be submitted by any group, organization or corporation);
- (c) An Application shall include:
  - (i) An explanation with specific reference to sections of the MCIA, as to why the issue raised is alleged to be a contravention of the Act;
  - (ii) any evidence in support of the allegation;
  - (iii) any witnesses in support of the allegation must be identified; and
  - (iv) a statutory declaration attesting to the fact that the applicant became aware of the alleged contravention not more than six weeks before the date of application in accordance with Section 223.4.1 (5) & (6) of the *Municipal Act*, as amended.
- (d) An Application may only be made within six weeks after the applicant became aware of the alleged contravention and otherwise in compliance with Section 223.4.1(5) & (6) of the *Municipal Act*, as amended.

16.3 The Integrity Commissioner shall undertake an initial review of a complaint that has been filed and shall determine whether the matter relates to non-compliance with the Code or other corporate policy applying to Members. The Integrity Commissioner shall have no power or jurisdiction to investigate or otherwise deal with the complaint, if the complaint is not alleging a contravention of the Code or other corporate policy applying to Members or if the complaint relates to the following matters:

- (i) **Criminal Matter** – if the complaint relates to an allegation of a criminal nature consistent with the Criminal Code, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service;
- (ii) **Municipal Freedom of Information and Protection of Privacy** – if the complaint relates to a matter under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be referred to the Clerk.

- (iii) **Municipal Elections Act** – if the complaint relates to the enforcement of the *Municipal Elections Act*, the complainant shall be referred to the Compliance Audit Process if the matter relates to campaign finances or to such other avenues of investigation as dictated by that Act.

16.4 If the Integrity Commissioner determines they do not have jurisdiction as described in Section 16.3 the Integrity Commissioner shall advise the complainant in writing accordingly.

16.5 The Integrity Commissioner may dispose of a complaint on the basis that it is not within the jurisdiction of the Integrity Commissioner in a summary manner and may do so confidentially or report same to Council. The Integrity Commissioner may also seek further information or clarification from the complainant and shall endeavour to apprise the complainant of subsequent steps and the processing of the complaint and any ensuing investigation.

16.6 If the Integrity Commissioner is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Integrity Commissioner may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. The Integrity Commissioner shall advise the complainant in writing of his or her decision and reasons for not undertaking an investigation or terminating it.

16.7 If the Integrity Commissioner has decided to commence an investigation of a complaint (except where otherwise required by the *Public Inquiries Act*, 2009, if applicable), the Integrity Commissioner shall provide a copy of the complaint and supporting evidence to the Member whose conduct is in question with a request for a written response to be provided within ten (10) days. The Integrity Commissioner may provide the response from the Member to the complainant with a request for a written reply also within ten (10) days.

16.8 The Integrity Commissioner shall review the written responses and may, if necessary discuss the matter with anyone that the Integrity Commissioner considers is relevant to the complaint. The Integrity Commissioner may access and examine any of the information described in subsections 223.4(3) and (4) of the *Municipal Act, 2001* and may access any Town workplace relevant to the complaint, including any documents or records under the custody or control of the Town.

16.9 Before finalizing a report to Council which recommends sanctions, the Integrity Commissioner shall provide the Member with the basis for their



findings and any sanctions that may be recommended. The Member shall have the opportunity to comment further, either in writing, verbally or in person to the Integrity Commissioner on the proposed findings and sanctions.

16.10 Upon conclusion of a complaint investigation, the Integrity Commissioner shall:

- (a) issue a report to Council on the findings of the investigation and, where there is a finding of contravention of the Code, the report shall contain the detailed findings, any recommended sanctions, or any settlement; and
- (b) provide a copy of the final report to the Member at the same time as the final report is made available to the Clerk and to the complainant at the same time as the report becomes public.

16.11 Upon conclusion of an Application investigation, the Integrity Commissioner may, if he/she considers it appropriate, apply to a Judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the member has contravened Section 5, 5.1 or 5.2 of the Act.

16.12 The Integrity Commissioner shall:

- (a) advise the applicant if he or she will not be making an application to a judge; and
- (b) after deciding whether or not to apply to a judge, provide a written report providing reasons for the decision.

16.13 The Integrity Commissioner's report on a complaint shall be placed on an agenda for consideration at a public meeting of the Committee of the Whole or Council, in accordance with the Procedure By-law, as determined by the Clerk in consultation with the Integrity Commissioner.

## **17. PENALTIES**

17.1 Upon receipt of a final report and the recommendations of the Integrity Commissioner, Council may, where the Integrity Commissioner has determined there was a violation of the Code, impose either of the following two (2) penalties:

- (a) a reprimand; or
- (b) suspension of remuneration paid to the Member in respect of his or her services as a Member for up to ninety (90) days.

17.2 Council may also take the following actions:

- (a) removal from membership of a Local Board;
- (b) removal as chair of a Local Board;
- (c) request the repayment of reimbursement of monies received;
- (d) request the return of property or reimbursement of its value;

## **18. INTERPRETATION**

18.1 This code shall be interpreted as follows:

- (a) the headings in the Code form no part of the Code but shall be deemed to be inserted for convenience of reference only;
  - i. all changes in number and gender shall be construed as may be required by the context;
  - ii. the reference to any Town official shall be deemed to include the Town official who performs the duties of such referenced person from time to time, including their delegates;
  - iii. the reference to Integrity Commissioner shall be deemed to include any person who has been delegated powers and duties by the Integrity Commissioner in accordance with subsection 223.3(3) of the Municipal Act, 2001;
  - iv. the reference to a statute or regulation, except as may be otherwise provided, shall be deemed to include such statute or regulation as may be amended or re-enacted from time to time or its successor legislation, and, in each case, the regulations made from time to time pursuant thereto;
  - v. the reference to a by-law, resolution, policy or guideline made, enacted, established or adopted by the Town, including the Code, except as may be otherwise provided, shall be deemed to include such by-law, resolution, policy or guideline as may be amended or re-enacted from time to time or its successor by-law resolution policy or guideline made, enact, established or adopted from time to time; and
  - vi. if a court of competent jurisdiction should declare any section or part of a section of this Code to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this Code and it is hereby declared that the remainder of this Code shall be valid and remain in force.

AND THAT this By-Law comes into force on \_\_\_\_\_, 2019.

ENACTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



The Corporation of the Town of LaSalle

<b>Date</b>	February 15, 2019	<b>Report No:</b>	CL-06-19
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	A – Pregnancy and/or Parental Leave Policy
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Director of Council Services/Clerk		
<b>Subject:</b>	Pregnancy and/or Parental Leave for Members of Council Policy		

**RECOMMENDATION:**


That the report of the Director of Council Services/Clerk dated February 15, 2019 (CL-06-19) regarding the Pregnancy and/or Parental Leave for Members of Council Policy BE RECEIVED; and that the draft Pregnancy and/or Parental Leave for Members of Council policy BE APPROVED as presented.


**REPORT:**

Bill 68, Modernizing Ontario’s Municipal Legislation Act (MOMLA) became law on June 1, 2017. The Bill amended section 270(1) of the *Municipal Act, 2001*. Effective March 1, 2019 all municipalities must have a policy related to Pregnancy and/or Parental Leave for Members of Council. *The Municipal Act, 2001* also indicates that the Offices of Members of Council are protected from being declared vacant during an absence related to pregnancy, birth or the adoption of the Council Member’s child for up to 20 consecutive weeks.

The attached draft policy has been prepared that respects a Member’s statutory role as an elected representative and the Member’s right to take a leave for the birth or adoption of a child by the member pursuant to section 259(1) of the *Municipal Act, 2001*.

This policy once passed will be added to the Town’s policy manual and posted to the website. This policy will also be communicated during Council Orientation for Member’s of Council.

  
 Agatha Robertson - Director of Council Services/Clerk

Reviewed by:							
CAO 	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b> [Section will be assigned by Council Services]	<b>POLICY NUMBER:</b> [Policy number will be assigned by Council Services]
<b>POLICY NAME:</b> <b>Pregnancy and Parental Leave for Members of Council</b>	<b>AUTHORITY:</b> [Will be Assigned at Council]
<b>DATE APPROVED:</b> [Council Meeting Date]	<b>DEPARTMENT RESPONSIBLE:</b> Council Services
<b>REVISION DATES:</b> [Any dates of previous revisions]	<b>REVIEW DATE:</b> [Review date to be set by Council Services]
<b>STATUS:</b> [Assigned by Council Services]	

**PURPOSE:**

This policy provides guidance on how the Town of LaSalle addresses a Council Member's pregnancy or parental leave. Council recognizes that a Member of Council has the right to take pregnancy or parental leave pursuant to s.259(1) subsection (1.1) of the *Municipal Act, 2001*.

**POLICY STATEMENT:**

The Town of LaSalle is committed to ensuring an equitable work environment for members of Council.

The Town of LaSalle provides pregnancy and parental leaves to Members of Council. The policy recognizes that Members of Council maintain all rights and privileges of their office when on pregnancy or parental leave, and can exercise those rights at anytime.

**SCOPE:**

This policy applies to all Members of Council in accordance with s. 270 of the *Municipal Act, 2001*.



## **POLICY:**

### **1.0 Definitions:**

1.1 Pregnancy or Parental Leave: A Council member who is absent for 20 consecutive weeks or less if the absence is result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member in accordance with s. 259(1.1) of the *Municipal Act, 2001*.

1.2 Council Member: means an elected member of the Town of LaSalle Council.

### **2.0 Procedures:**

The Town of LaSalle supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

2.1 A Member of Council is elected to represent the interests of their constituents.

2.2 A Member of Council's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result.

2.3 A Member of Council is entitled to continue to receive communication from the Town of LaSalle (ie: Council packages, email and meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.

2.4 A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their Leave.

2.5 A Member of Council on Pregnancy and/or Parental Leave shall continue to receive all remuneration, reimbursements and benefits afforded to all Members of Council.

### **3.0 Leave of Absence:**

Each Member of Council shall be entitled to a leave of absence from the meetings of the Town of LaSalle on account of pregnancy and/or parental leave, subject to the following:

3.1.1 The Member shall be entitled to no more than twenty (20) consecutive weeks Leave in any 52-week period; and two (2) twenty (20) consecutive weeks Leave per Term of Council.

3.1.2 A Member of Council shall notify the Clerk and the Mayor of their intent to take a Leave at least 2 weeks prior, if possible. The notice should include:



- The start date of the Leave and the expected return date; and
- Information regarding which duties, if any, will continue to be undertaken by the Member of Council during the Leave.

3.1.3 The Mayor may make temporary appointments to any committees or boards if required.

3.1.4 Notwithstanding, at any point in time during a Member's pregnancy or parental leave, the Member may provide written notice to the Clerk and the Mayor of their intent to lift any of the temporary appointments to exercise their statutory role. The member shall provide written notice to the Clerk and the Mayor of any changes to their return date.

3.1.5 If a Member of Council is absent from a meeting due to pregnancy and/or parental leave, the Clerk will record the reason for the absence in the minutes of the meeting.

#### **4.0 Responsibilities:**

Members of Council and Council Services Department are responsible for adhering to the parameters of this policy.

#### **POLICY REVIEW:**

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

#### **REFERENCES AND RELATED DOCUMENTS:**

*Municipal Act, 2001, S.O. 2001, c. 35- Section 259 (1.1) and Section 270.*

#### **ATTACHMENTS:**

None.



The Corporation of the Town of LaSalle

<b>Date</b>	February 15, 2019	<b>Report No:</b>	CL-07-19
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	A – Council/Staff Relations Policy
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Director of Council Services/Clerk		
<b>Subject:</b>	Council/Staff Relations Policy		

**RECOMMENDATION:**

That the report of the Director of Council Services/Clerk dated February 15, 2019 (CL-07-19) regarding the Council/Staff Relations Policy BE RECEIVED; and that the draft Council/Staff Relations policy BE APPROVED as presented.

**REPORT:**


Bill 68, Modernizing Ontario’s Municipal Legislation Act (MOMLA) became law on June 1, 2017. The Bill amended section 270(1) of the *Municipal Act, 2001*. Effective March 1, 2019 all municipalities must have a policy related to Council/Staff Relations.

The attached draft policy has been prepared for Council's review and comments.

This policy once passed will be added to the Town’s policy manual and posted to the website. This policy will also be communicated during Council Orientation for Member’s of Council.



Agatha Robertson - Director of Council Services & Clerk

Reviewed by:							
CAO 	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	





**THE CORPORATION OF THE TOWN OF LASALLE  
POLICY MANUAL**

<b>POLICY MANUAL SECTION:</b>  [Section will be assigned by Council Services]	<b>POLICY NUMBER:</b>  [Policy number will be assigned by Council Services]
<b>POLICY NAME:</b>  Council / Staff Relations	<b>AUTHORITY:</b>  [Will be Assigned at Council]
<b>DATE APPROVED:</b>  [Council Meeting Date]	<b>DEPARTMENT RESPONSIBLE:</b>  Council Services – Clerk
<b>REVISION DATES:</b>  [Any dates of previous revisions]	<b>REVIEW DATE:</b>  [Review date to be set by Council Services]
<b>STATUS:</b>  [Assigned by Council Services]	

**PURPOSE:**

Pursuant to section 270(1) of the *Municipal Act, 2001* a Municipality must have a policy with respect to the relationship between Members of Council and the staff of the Town of LaSalle.

**POLICY STATEMENT:**

The policy provides guidance as to how the Town of LaSalle ensures courteous and respectful relationships between Members of Council and the staff of the Town of LaSalle.

**SCOPE:**

This policy applies to all Members of Council and staff of the Town of LaSalle.

**POLICY:**

**1. Definitions:**

**Council** – Means the Council of the Town of LaSalle



**Staff** – Means direct officers and employees of the Town whether full-time, part-time, seasonal, summer students and volunteers.

**Municipality**- Means the Corporation of the Town of LaSalle.

## **2. Members of Council and Staff Shall:**

- a) Demonstrate a commitment to accountability and transparency among Council and staff along with the general public;
- b) Demonstrate leadership by making sound decisions based on knowledge areas of expertise and sound judgement;
- c) Demonstrate a high degree of confidentiality;
- d) Uphold the decisions of Council as a whole, regardless of personal opinion or belief and commit to the implementation of those decisions;
- e) Refrain from publically criticizing members of Council or staff; and
- f) Seek to achieve a team approach in an environment of mutual respect and trust, with acceptance of the different roles in achieving Council's strategic objectives.

## **3. Roles of Members of Council:**

- a) Seek to advance the common good of the community of which they serve;
- b) Policy focused by representing the Municipality, providing direction and creating policy;
- c) Truly, faithfully and impartially exercise the Office to the best of their knowledge and ability;
- d) Govern and provide political direction;
- e) Act in a way that enhances public confidence in local government;
- f) Set strategic objectives and goals for the organization based on consultation with administration and community members;
- g) Give direction to Administration through Council resolution or By-law;
- h) Govern the management of the organization through the CAO.
- i) Adhere to the Code of Conduct for Members of Council and Local Boards
- j) Refrain from conduct that could constitute an act of disorder or misbehaviour, is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

## **4. Role of Staff:**

- a) Provide timely reports to Council outlining factors that will assist in their decision making process and provide information based upon professional expertise and good judgement, and free from undue influence from any member or members of Council;
- b) Research policy issues as needed;



- c) Implement Council's decisions;
- d) Manage and identify the means for achieving corporate goals and outcomes;
- e) Provide appropriate follow-up to Council questions and keep members of Council updated as appropriate.
- f) Refrain from conduct that could constitute an act of disorder or misbehaviour, is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

## **5. Accountability, Transparency and Consultation**

Staff and Council must be committed to the principles of accountability, transparency, confidentiality, and consultation both with each other and with the public. Open lines of communication are essential.

## **6. Respectful Reporting Relationship**

The formal relationship between staff and members of Council must be respected to ensure that all members of staff and Council are treated equally. There is a chain of command in place to deal with significant issues, and Council members are encouraged to primarily direct questions and concerns to the Mayor and/or CAO for their consideration.

## **7. Respect for Time**

Priorities and timelines must be respected by all members of Council and staff. It is expected that all participants will be well prepared for meetings and will prioritize appropriately, according to direction given by management or Council. Staff will spend time on significant projects only once direction by council resolution or by-law is given by Council to do so.

## **8. All Members of Council Are Equal**

Regardless of how they interrelate with Members, staff must avoid favouritism and the appearance of favouritism. Differences in experience and abilities amongst Members of Council are irrelevant, they all must be treated equally.

## **RESPONSIBILITIES:**

Members of Council, officers and employees of the Town of LaSalle are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Employee Code of Conduct, Harassment and Discrimination



Prevention Policy and LaSalle Violence in the Workplace Policy, *Municipal Act, 2001* and the Procedure By-law.

The Clerk shall be responsible for receiving complaints and/or concerns related to this policy.

Upon receipt of a complaint and/or concern, the Clerk shall notify:

- a. The CAO in the case of officers and employees of the Corporation;
- b. The Integrity Commissioner in the case of Council.

The handling of complaints shall be done in the manner set out in the application Code or Policy.

#### **POLICY REVIEW**

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

#### **REFERENCES AND RELATED DOCUMENTS:**

*Municipal Act, 2001* Section 224, 227, 228(1) with respect to Council and Staff roles and responsibilities.

Procedure By-law

Code of Conduct for Employees

Code of Conduct for Members of Council

Harassment and Discrimination Prevention Policy

Violence in the Workplace Policy

#### **ATTACHMENTS:**

None.



The Corporation of the Town of LaSalle

<b>Date</b>	February 14, 2019	<b>Report No:</b>	AD-01-19
<b>Directed To:</b>	Mayor and members of Council	<b>Attachments:</b>	Flow charts
<b>Department:</b>	Administration	<b>Policy References:</b>	
<b>Prepared By:</b>	D. Dadalt – Town Solicitor K. Miller – Deputy Clerk		
<b>Subject:</b>	Administrative Penalty		

**RECOMMENDATION:**

That Council concur with implementing the Administrative Penalty System as it relates to parking and other municipal by-laws and that administration be authorized to move forward with the next steps as outlined in report AD-01-19.

**REPORT:**

**Legislative authority**

In 2006, the province introduced amendments to the Municipal Act, 2001, which provided the discretionary power to municipalities to establish a system of administrative penalties (“APS”) for the enforcement of by-laws that are considered minor in nature i.e. parking, licencing. The amendments also permit Council to delegate its quasi-judicial and administrative functions to individuals appointed by Council such as an officer, employee or agent of the municipality. In the event the municipality opts to introduce an APS, the Provincial Offences Act (“POA”) would no longer apply to the violations identified by the APS.

In order to put structure around the implementation of an APS, the province enacted Ontario Regulation 333/07 to regulate the manner in which a municipality can operate the system. The legislation allows a monetary penalty for an offence that is subject only to an administrative review. Under an APS, the penalty is due once the infraction has been identified by the officer. This is unlike a fine (issued under the POA) which only becomes due once the party has pleaded guilty to an offence or the court has convicted the defendant. To this end, should council agree to implement an APS, infractions will become strictly an administrative review process and removed from the court system. The implementation of the APS will make residents more responsible for adhering to Town bylaws while providing a cost-effective, streamlined and customer-oriented service from the municipality.

Pursuant to Ontario Regulation 333/07, implementing an Administrative Penalty System is subject to the following:

- Developing standards relating to the administration of the APS which shall include:
  - Policies and procedures to prevent political interference in the administration of the system;
  - Guidelines to define what constitutes a conflict of interest in relation to the administration of the system, safeguards to prevent such conflicts of interest and to redress such conflicts should they occur;
  - Policies and procedures regarding financial management and reporting;
  - Procedures for the filing and processing of complaints made by the public with respect to the administration of the system.
- The municipality shall establish procedural requirements including:
  - The owner of a vehicle must be provided with reasonable notice that an administrative penalty is payable under the administrative penalty by-law;
  - The individual issuing a penalty in respect of the contravention of a designated by-law is not allowed to accept payment in respect of the penalty;
  - A person who receives a penalty notice shall be given the right to request a review of the administrative penalty by a screening officer appointed by the municipality for that purpose;
  - The screening officer may cancel, affirm or vary the penalty, including any fee imposed, upon such grounds as set out in the administrative by-law.
  - A person who receives notice of the decision of the screening officer shall in such circumstances as defined in the administrative penalty by-law, be given the right to a review of the screening officer's decision by a hearing officer appointed by the municipality for that purpose;
  - The hearing officer shall not make a determination with respect to a review of the screening officer's decision unless he or she has given the person who requested the review an opportunity to be heard;
  - The hearing officer may cancel, affirm or vary the decision of the screening officer upon such grounds as are set out in the administrative penalty by-law;
  - Procedures must be established to allow a person an extension of time to request a review by a screening officer or a review by a hearing officer;
  - Procedures must be established to allow a person to obtain an extension of time for the payment of the penalty on such conditions as may be specified in the administrative by-law,
  - Procedures that are established to allow an extension of time as noted above shall provide for a suspension of enforcement mechanisms in relation to the administrative penalty if an extension is granted;
  - Procedures must be established to permit persons to be excused from paying all or part of the administrative penalty, including any administrative fees, if requiring them to do so would cause undue hardship.
  - The municipality may establish the following administrative fees in respect to the administrative penalty system:

- If the administrative penalty is not paid within 15 days after the date it becomes due fees may be charged for:
  - Late payment
  - Amounts paid by the municipality to obtain documents or information about the vehicle or the owner of the vehicle.
- A fee in respect of the failure of a person to appear at the time and place scheduled for a hearing by a screening or a hearing officer;
- Any other fee or charge that may be imposed by the municipality in respect of the administration of the administrative penalty system under section 391 of the Act;
- No fee may be charged in relation to obtaining a review before a screening officer or a hearing officer.

In 2017, the Municipal Act, 2001, was further amended to provide municipalities with the ability to require persons to pay an administrative penalty if that person has failed to comply with a by-law of the municipality passed under the Act. Previously, an APS was generally used for parking and licencing violations. The new legislative powers provide for other by-laws to include within the APS.

To date, the Town has a number of by-laws included under Part 1 of the POA. This means that the Office of the Attorney General has approved short form wording and the set fine. As such, the Town is in a position to issue tickets; however, they are still subject to a review by the court system in the event a person challenges the fine. Therefore, it is recommended that, in addition to parking, the following by-laws may also be included as part of an APS for the Town:

- Animal control
- Signs
- Clean yard
- Parking/storage of recreational and commercial vehicles
- Obstructing of highways or bridges
- Setting of fires

### **Financial Considerations**

1. Technology
  - i. The Town currently owns the ICITY ticketing module, which will allow for the tracking of penalties issued by the Town. It is estimated that there will be approximately \$3,000 in costs relating to the implementation / training of this software.
  - ii. In order to facilitate payment options other than in person at the Town Hall, The Town is looking to implement the ability to complete the payment on-line. Anticipated costs for implementation is approximately \$5,000.
2. Printing of Penalty Notices – in order to provide for the enforcement of violations, the Town will incur costs to print penalty notices (similar to current tickets). Parking violation notices would be printed for the police service, fire service and municipal staff. Notices for other municipal by-

laws would be primarily for municipal staff. It is estimated that the upfront cost to print the required notices would be approximately \$2,000.

3. Review Officers

- i. In the event an individual wishes to contest a notice of penalty, they may request that the matter be referred to a Screening Officer. Council has the ability to appoint a member(s) of administration, save and except anyone who is authorized to issue a penalty, to the position of Screening Officer. Should council elect this option, there would be no additional costs to the municipality. In the event Council opts to appoint someone from the outside, additional costs would be incurred as indicated below.
- ii. In the event an individual is not satisfied with the decision issued by a Screening Officer, the matter may be referred to a Hearing Officer. Unlike the Screening Officer, a Hearing Officer cannot be a member of the administration. As such, the Town would be required to appoint an individual to take on this role. It is difficult to establish what the cost may be for this position as it will be dependant on the number of penalties issued and the number of individuals that request a hearing. However, based on a review of other municipalities, the Town could expect to pay in the range of \$2,000 annually. This cost is for the Hearing Officer. In the event Council opts for someone outside to act as a Screening Officer, the annual cost would be doubled.

**Next Steps**

In the event Council agrees with moving forward to implement APS, the following next steps would be undertaken by administration:

1. Prepare by-law for adoption. The by-law not only establishes authority to issue administrative penalties, it also outlines the process that must be followed by the Town in detail;
2. Finalize ICITY ticketing software for the processing of penalties;
3. Finalize on-line payment option;
4. Create templates for penalties;
5. Draft application to the Ministry of Transportation of Ontario ("MTO") to become an authorized requester of information;
6. Draft application to MTO for plate denial/fee recovery;
7. Draft job description and advertisements for Hearing Officer.

With respect to the timelines to fully implement the system, administration would have the by-law available for review and adoption in March. It is noted that the Town will not be able to submit a formal application to the MTO until the by-law is adopted. According to the information received from the MTO, it can take up to 12 weeks to receive final approval and the execution of the required agreement. During the time that it would take for MTO approval, administration will finalize all other steps with an aim to have the process completed by the summer.



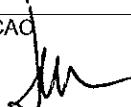
Respectfully submitted,



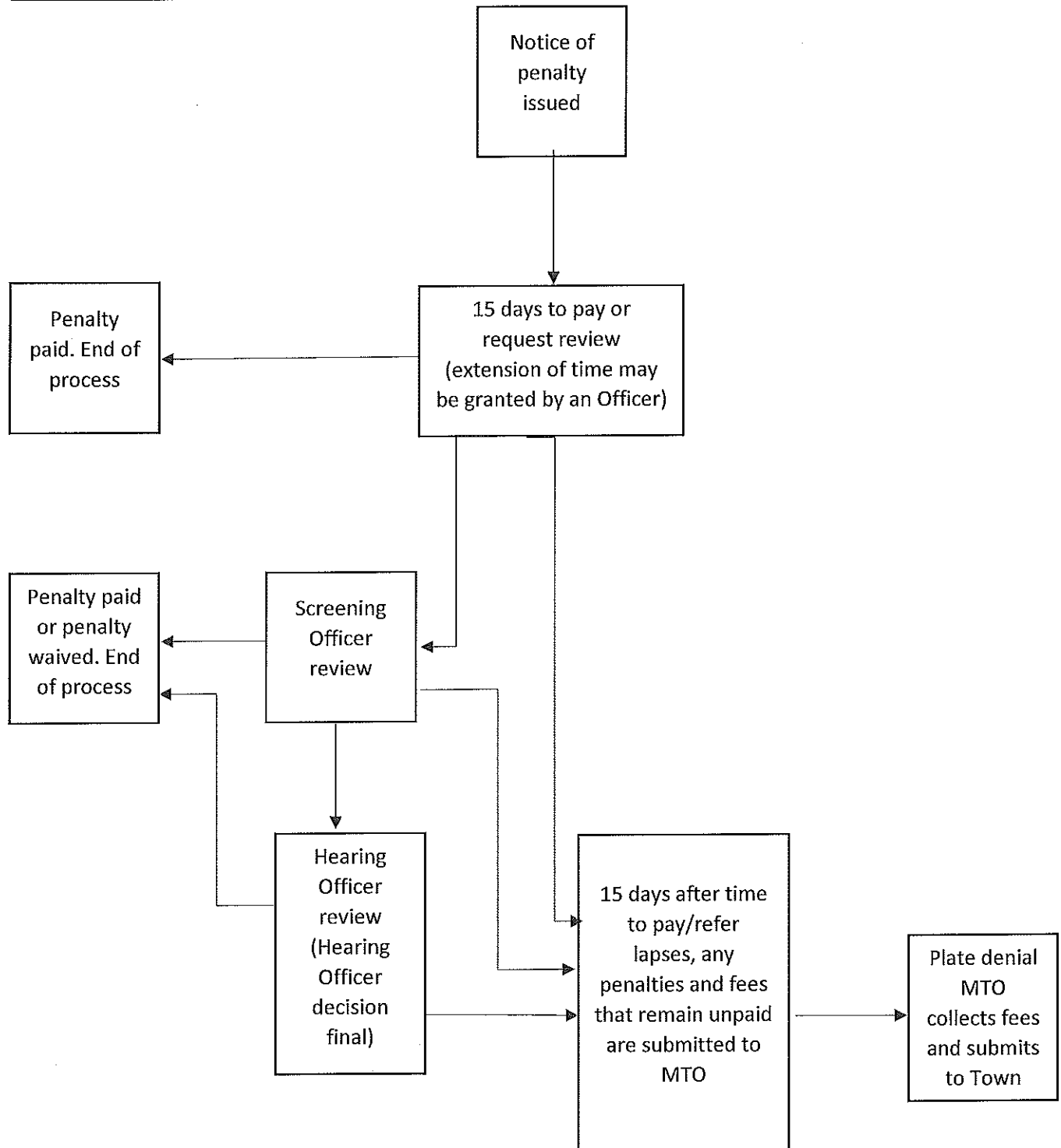
D. Dadalt – Town Solicitor



K. Miller – Deputy Clerk

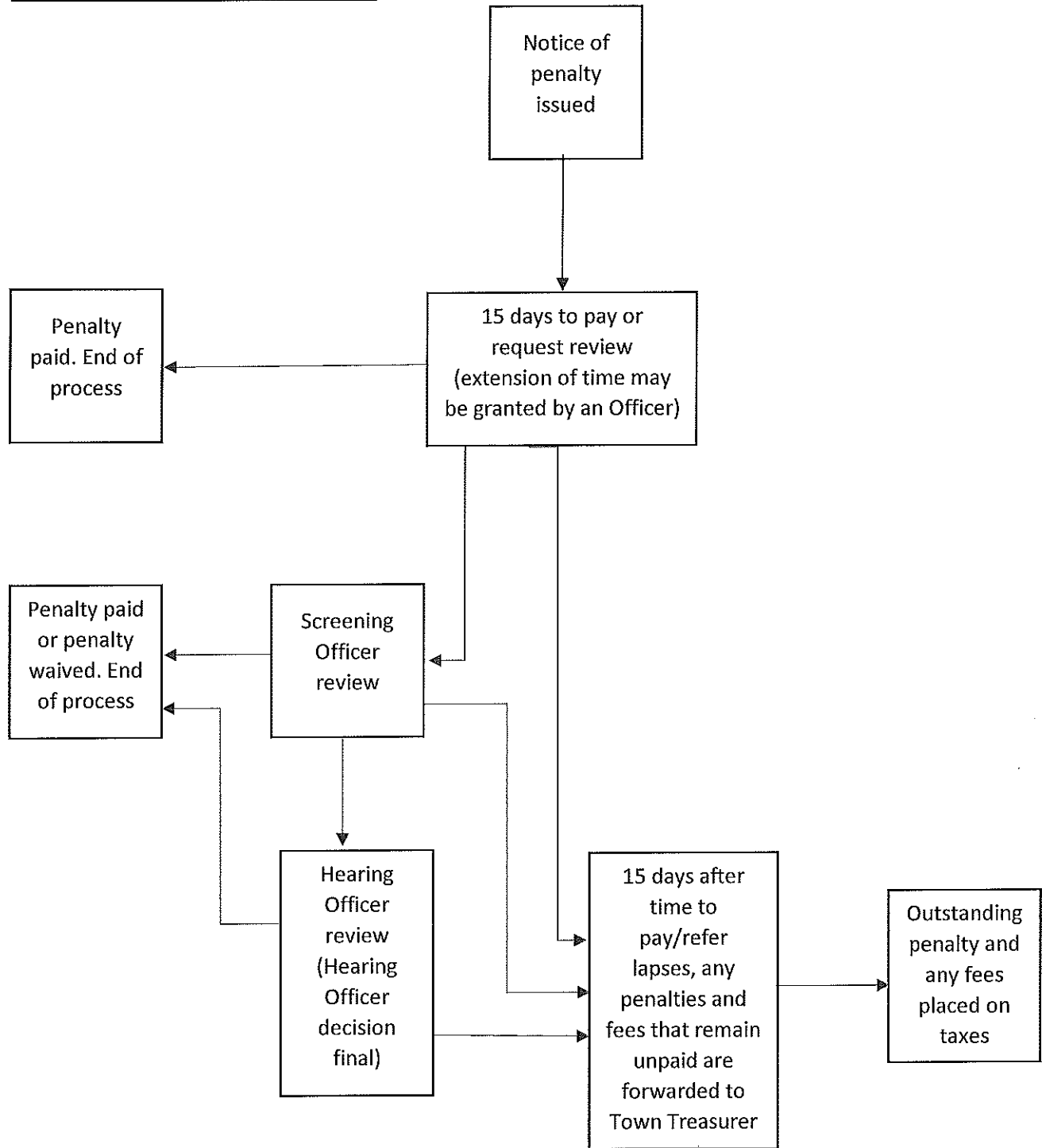
Reviewed by:							
CAO 	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire

Process for no parking by-law



**NOTE:** This chart provides a general overview of the Administrative Penalty process only. Please refer to By-Law number \*\*\*\* for further details on the timelines and process or call \*\*\*-\*\*\*\* ext \*\*\*\*

**Process for all By-Laws except parking**



**NOTE:** This chart provides a general overview of the Administrative Penalty process only. Please refer to By-Law number \*\*\*\* for further details on the timelines and process or call \*\*\*.\*\*\*\* ext \*\*\*\*



The Corporation of the Town of LaSalle

<b>Date</b>	February 19, 2019	<b>Report No:</b>	PW-06-19
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Mark Beggs – Manager of Roads and Parks		
<b>Subject:</b>	Award of RFQ-PW-2019-3 - Safety Footwear 2019		

**RECOMMENDATION:**

That Council approve the recommendation to proceed with awarding RFQ-PW2019-3 – Safety Footwear 2019 to the vendor, Lucier Glove and Safety Products for a 3 year term.

**REPORT:**

Quotations were recently received for the supply of safety footwear through RFQ-PW-2019-3 on the Town of LaSalle Bids and Tenders Website.

Three quotations were submitted for the Towns review. The three vendors that submitted quotations were:

- Lucier Glove and Safety Products
- Work Authority
- Mister Safety Shoes

The submissions were evaluated on three main criteria to determine which vendor most meets the needs of the Town:

1. Percentage of items quoted that meet the specification
2. Price
3. Meets terms in contract

The table below outlines the results:

Vendor	Lucier	Work Authority	Mister Safety Shoe
<b>% Meeting Specs</b>	23 of 26 (88.5%)	23 of 26 (88.5%)	7 of 26 (27%)
<b>Price</b>	\$ 3,252.51	\$ 3,333.74	\$ 3,286.94
<b>Meets terms</b>	Yes	Yes	Yes

It should be noted that the pricing provided is based on one unit of each style of safety shoes only, and does not reflect the total value of the contract.

The Town has used Lucier Glove and Safety Products in the past, and has been satisfied with their service in the past years.

It is recommended that RFQ-PW-2019-3 Safety Footwear 2019 be awarded to Lucier Glove and Safety Products for the three year term.

Respectfully submitted,

Mark Beggs  
 Manager of Roads and Parks

Reviewed by:							
CAO 	Treasury	Clerks	Public Works 	Planning	Cult. & Rec.	Building	Fire



The Corporation of the Town of LaSalle

<b>Date</b>	February 19, 2019	<b>Report No:</b>	PW-07-19
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Mark Beggs – Manager of Roads and Parks		
<b>Subject:</b>	Award of RFQ-PW-2019-4 – Safety and Work wear 2019		

**RECOMMENDATION:**

That Council approve the recommendation to proceed with awarding RFQ-PW2019-4 Safety and Work Wear 2019 to the vendor, Lucier Glove and Safety Products for a 3 year term.

**REPORT:**

Quotations were recently received for the supply of safety and work wear through RFQ-PW-2019-4 on the Town of LaSalle Bids and Tenders Website.

Three quotations were submitted for the Towns review. The three vendors that submitted quotations were:

- Lucier Glove and Safety Products
- Cintas
- Talbot Uniforms

The submissions were evaluated on three main criteria to determine which vendor most meets the needs of the Town:

1. Percentage of items quoted that meet the specification
2. Price
3. Meets terms in contract

The table below outlines the results:

<b>Vendor</b>	<b>Lucier</b>	<b>Cintas</b>	<b>Talbot</b>
<b>% Meeting Specs</b>	32 of 38 (84%)	16 of 38 (42%)	21 of 38 (27%)
<b>Price</b>	\$ 8,150.62	\$ 6,989.00	\$ 7,090.80
<b>Meets terms</b>	~6 items did not meet specifications	~22 items did not meet specifications  ~did not provide pricing for 6 items	~17 items did not meet specifications  ~did not provide pricing for 6 items  ~not able to hold pricing for 3 yrs as per specifications

It should be noted that the pricing provided is based on one unit of each style of safety and work wear only, and does not reflect the total value of the contract. Also as noted in chart above, both Cintas and Talbot were unable to provide pricing for six of the specified items, which would reflect in a lower overall price.

Lucier Glove and Safety Products has provided pricing for 84% of the specified items, versus 42% and 27% for Cintas and Talbot respectively.

The six items that Lucier has offered that do not meet the specifications will be reviewed with the vendor upon award of the contract.

The Town has used Lucier Glove and Safety Products in the past, and has been satisfied with their service in the past years.



It is recommended that RFQ-PW-2019-3 Safety Footwear 2019 be awarded to Lucier Glove and Safety Products for the three year term, as they has provided a quotation that most meets the Towns requirements.

Respectfully submitted,



Mark Beggs

Manager of Roads and Parks

Reviewed by:							
CAO 	Treasury	Clerks	Public Works 	Planning	Cult. & Rec.	Building	Fire



**The Corporation of the Town of LaSalle**  
**Minutes of the Parks, Recreation and Events Committee Meeting**

February 7, 2019, 9:00 a.m.  
Sandwich West Room  
2nd Floor LaSalle Civic Centre  
5950 Malden Road

Present: Councillor Mike Akpata  
Councillor Sue Desjarlais  
Councillor Jeff Renaud

Staff Present J. Columbus, Director of Culture & Recreation  
P. Marra, Director of Public Works  
D. Langlois, Director of Finance/Treasurer

P. Funaro, Recreation Manager  
M. Beggs, Manager of Parks and Roads  
M. Masanovich, Manager of Fleet & Facilities  
T. Brydon, Supervisor of Parks  
G. Ferraro, Manager of Finance/Deputy Treasurer  
K. Scherer, Recreation Coordinator

**1. Call to Order**

Councillor Akpata called the meeting to order at 9:05am.

**2. Disclosures of Pecuniary Interest and the General Nature Thereof**

None.



**3. Adoption of Minutes from Previous Meeting**

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Desjarlais

That the minutes of the meeting of the Culture & Recreation Parks Advisory Committee meeting dated November 19, 2018 BE ADOPTED as presented.

**Carried.**

**4. Business Arising from the Minutes**

None.

**5. Mandate of Parks, Recreation and Events Committee**

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Desjarlais

A MOTION was made to RECEIVE the Terms of Reference for the Parks, Recreation & Events Committee.

**Carried.**

**6. Presentations**

**6.1 Skate LaSalle 2020 Skating Competition Request - Justina Ciarlariello**

Meeting Notes:

Justina Ciarlariello from Skate LaSalle presented to the committee that Skate LaSalle is putting together a bid to host a skating competition at the Vollmer complex Jan 17 - 19, 2020. It is a Skate Ontario event hosting junior level skaters (Star 1 - 4).

The committee agreed that there would be minimum disruption, staff and Facility Operators can handle the request and that the event will bring new people to our facility to show case what we can do. Justina was asked to confirm with staff once Skate LaSalle hears if their submission was approved.

**Moved By:** Councillor Desjarlais

**Seconded By:** Councilor Renaud

That the Culture & Recreation Parks Advisory Committee APPROVE/OPPOSE the request from Skate LaSalle to host the Skate Ontario Star 1-4 Skating Competition from January 17 to January 19, 2020 at the Vollmer complex.

**Carried.**

**Amendment:**

A MOTION was made to endorse the plan with the caveat that J. Columbus will notify the other user groups to indicate that there may be a possible disruption in the ice schedule.

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Renaud

**Carried.**

## 7. Reports

### 7.1 2019 Christmas Lights - M. Beggs

Meeting Notes:

The Committee chose Option 2. M. Beggs will obtain pricing on décor & bring a report back to the Committee.

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Renaud

That the Committee select one of the following areas to use the approved \$10,000 budget for enhancements to the Towns current Christmas lighting:

- 1) Malden Road Median and Front Road Park
- 2) Malden Road Median and Front Road Street Light Poles
- 3) Malden Road Median and Vollmer Complex Area
- 4) Malden Road Median and Malden Road Street Light Poles

In addition, administration prepare a follow-up report with a detailed concept including pricing for the Committee to approve.

**Carried.**

## **7.2 Heritage Park Playground Replacement - J. Columbus**

### Meeting Notes:

J. Columbus indicated that she and P. Marra have met regarding an RFP for a new playground at Heritage Park.

J. Columbus indicated there will be a focus on accessibility including interactive panels for sensory development, ramps, site amenities including new picnic tables, rubberized surfaces, accessible benches, bike racks and suggested that the theme focus on the history of LaSalle.

P. Marra indicated there will be enhancements to the parking lot and the multi use court. There will be a public presentation for information purposes on March 7, 2019 (3:00pm - 7:00pm) to provide a criteria of what is being proposed and that once approved by council, residents can see what it will look like.

**Moved By:** Councillor Desjrlais

**Seconded By:** Councillor Renaud

That the report from the Director of Culture and Recreation dated Feb 5, 2019 (C&R 2010-04) regarding the playground replacement at Heritage Park BE APPROVED.

AND THAT staff coordinate the presentation of the playground proposals with the Parks, Recreation and Events Committee to choose best proposal that provides an enhanced accessible option within the \$370,000 allocated;

AND THAT staff coordinate the presentation of the successful proposal with the Accessibility Committee for review and feedback;

AND FURTHER THAT the Director of Culture and Recreation coordinate the playground project with the Director of Public Works as part of the overall Heritage Park project.

**Carried.**

### 7.3 2019 LaSalle Strawberry Festival - P. Funaro

#### Meeting Notes:

The Committee agreed to move the LaSalle Strawberry Festival to a 3 day event (Friday, Saturday & Sunday) and to make Friday a "fun day, pending further discussion with Robertson Carnival.

D. Langlois indicated that the festival contract does not state that we must be open on Thursday and that we can amend the contract months in advance if both parties are in agreement.

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Renaud

That the report from the Recreation Manager dated February 7, 2019 (C&R 2019-03) regarding the 2019 Strawberry Festival be RECEIVED for information;

AND THAT the recommendation to alter the 2019 Strawberry Festival operating schedule be approved;

AND FURTHER THAT the 2019 event budget be APPROVED.

**Carried.**

### 7.4 Annual Flower Order 2019 - M. Beggs

#### Meeting Notes:

Councillor Desjarlais indicated that she has received negative feedback from residents regarding the Town's flowers and indicated that the quality from the recommended group has not always been the best.

M. Beggs will create a report to address the quality of the flowers and will report back to the committee and asked that feedback or questions be forwarded to him.

10:12am - Councillor Renaud left the meeting.

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Desjarlais

That the Committee receive for information, the following report regarding the annual flower order for the Parks planting in 2019.

**Carried.**

## **7.5 Town of LaSalle - Life After Fifty (LAF) Café 2019 - J. Columbus**

### Meeting Notes:

J. Columbus indicated that the Life After Fifty (LAF) Café brings in approximately \$25-\$35 per week, made \$1200.00 in 2018, that the organizations is struggling with volunteers for the café and have requested discontinuing service as of March 31, 2019.

### **Amendment:**

A MOTION was made to receive the information and to bring it to Council.

**Moved By:** Councillor Desjarlais

**Seconded By:** Councillor Akpata

**Carried.**

## **8. Correspondence**

### **8.1 Vollmer Concession Stand**

#### Meeting Notes:

J. Columbus indicated that improvements have been made regarding the Vollmer concession, which include recommendations made by Team Lead 1 to reduce cost.

#### **Amendment:**

A MOTION was made to RECEIVE the information and APPROVE that staff keep concession operations in house.

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Desjarlais

**Carried.**

**Amendment:**

A second MOTION was made to present the report to Council at the next Council Meeting

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Desjarlais

**Carried.**

**9. New Business**

**9.1 2019 Rise to Fame Contest Strawberry Festival**

Meeting Notes:

P. Funaro indicated that the Strawberry Festival committee is seeking a new volunteer to organize the Rise to Fame contest, as Deputy Mayor Meloche will no longer be able to organize the contest. Duties include coordinating contestants, receiving applications, creating a schedule, working with the Western Fair representative, obtaining prizes and other duties as required.

**Amendment:**

A MOTION was made to put this item onto the March Agenda so that more information can be obtained from Deputy Mayor Meloche on the duties involved.

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Desjarlais

**Carried.**

**9.2 2019 Event Overview**

P. Funaro provided an update of the upcoming events that are scheduled so far for 2019.

**Amendment:**

A MOTION was made to RECEIVE the information on the 2019 Event Overview schedule.

**Moved By:** Councillor Akpata

**Seconded By:** Councilor Desjarlais

**Carried.**

## **10. Old Business**

### **10.1 Vollmer Signage - M. Masanovich**

M. Masanovich indicated that the signage has been installed at the Vollmer Complex and staff would be tracking feedback.

**Moved By:** Councillor Akpata

**Seconded By:** Councillor Desjarlais

That the report from the Manager of Facilities dated February 1, 2019 (PW-C&R2019-01) presenting the posted signs BE RECEIVED.

**Carried.**

## **11. Next Meeting**

The next scheduled meeting will be held on Thursday March 21, 2019 at 10:00am .

## **12. Adjournment**

Councillor Akpata adjourned the meeting at 10:25am.

February 26, 2019

WINDSOR SYMPHONY DRAW

FOR THE SAT. APR. 6, 2019

PERFORMANCE OF  
“FIDDLIN’ AROUND”





# LaSalle Police Service

1880 Normandy Street, LaSalle, ON N9H 1P8

Phone # (519) 969-5210

Fax # (519) 969-2662

## MEMORANDUM

**To:** Mayor Marc BONDY and Members of LaSalle Town Council

**From:** Deputy Chief Kevin BEAUDOIN

**CC:** Chief John LEONTOWICZ

**Date:** February 8<sup>th</sup>, 2019

**Re:** Discharge of Firearms on / near Waterways

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Sir:

This report has been prepared at the request of Members of LaSalle Town Council in order to provide information regarding the discharge of firearms within the municipality of the Town of LaSalle. Currently, the Town of LaSalle does have a By-Law regulating the Discharge of Firearms (# 5304) which is valid and has been in force since October 24<sup>th</sup>, 1995.

The information contained in this report reflects calls for service to the LaSalle Police Service relating to the discharge of firearms complaints from 2013 - 2018 inclusive. Below are the calls for service by year:

2013 - 10  
2014 - 8  
2015 - 5  
2016 - 11  
2017 - 6  
2018 - 4

Many of these calls for service are in fact categorized as noise or hunting complaints ("nuisance" type) however a number of them involve complaints where errant pellets from shotguns have struck or landed on homes, structures, vehicles, vessels and unfortunately people.

The following are examples of some of the more serious complaints received by LaSalle Police Service:

In 2013, LaSalle Police officers responded to a call for service whereby 2 males were identified and charged after discharging their firearms from a vessel on the Detroit River during which time errant pellets struck a Front Road resident in the face. The female resident was gardening in her rear yard which abuts the Detroit River when she was struck.

In 2014, LaSalle Police officers responded to a male who was discharging his firearm (.22 calibre rifle) and nearly struck two other people walking near the waterfront. The male was subsequently located, identified and while cooperative and remorseful, was cautioned and had his Firearm seized and later destroyed.

Most recently, in September 2018, officers responded to a local marina where a citizen reported that while working at his moored vessel, he heard a firearm being discharged in the area followed by a “burst of pellets” striking some metal items near him in the marina. Upon investigation, the officer observed two “hunters” in a duck blind nearby (approximately 300 meters away) but was unable to identify or make contact with them from land.

It should be noted that residential development in the Town of LaSalle along or abutting the Detroit River has increased over the past number of years. Further, the waterway is regularly enjoyed by many residents as well as transient visitors who partake in recreational activities such as boating, rowing, kayaking, canoeing, stand up paddle boarding (SUP), etc.

The LaSalle Rowing Club and its members are regular users of our waterway that again promotes healthy, vibrant, active living which our Town is predicated on.

During our research for this report, officials from the Ministry of Natural Resources and Forestry who enforce the Fish & Wildlife Conservation Act (provincial legislation) as well as the Migratory Bird Conventions Act (federal legislation) were contacted. It was again confirmed that there is no provincial or federal legislation that currently restricts / controls the discharging of Firearms on or near the water in our geographical area. It should however be noted that the Towns of Tecumseh and Lakeshore do have a regulation prohibiting possession of a firearm unless it is unloaded and encased which is under the *Fish and Wildlife Conservation Act, 1997*. Specifically, the area listed is item 2 of Schedule 3 of [Part 8 - Areas Where Possession, Discharge and Use of Firearm Prohibitions Apply of Ontario Regulation 663/98 Area Descriptions](#) made under the FWCA:

**PART 8**  
**AREAS WHERE POSSESSION, DISCHARGE AND USE OF FIREARM**  
**PROHIBITIONS APPLY**

8. (1) A reference in this Part to a geographic area is a reference to a geographic area within the meaning of Ontario Regulation 180/03 (Division of Ontario into Geographic Areas) made under the *Territorial Division Act, 2002*. O. Reg. 53/10, s. 1.

...

(4) The areas in Schedule 3 are prescribed as areas for the purpose of section 64 of Ontario Regulation 665/98 (Hunting) made under the Act, prohibiting the possession of a firearm, unless the firearm is unloaded and encased, and the use of a firearm for the purpose of hunting. O. Reg. 53/10, s. 1.

### SCHEDULE 3

1. The land known immediately before December 1, 1987 as Cyprus Lake Provincial Park or Fathom Five Provincial Park.

2. *All that portion of the waters and the bed of Lake St. Clair lying in front of the lower-tier municipalities of Lakeshore and Tecumseh, in the upper-tier municipality of Essex and the Province of Ontario described as follows:*

*Starting at a point in the water's edge of Lake St. Clair at the intersection of the line between lots 149 and 150, Concession 1 as shown on a plan of the geographic township of Sandwich; thence northerly along the production of that lot line to the intersection with a line drawn parallel to and distant 200 meters perpendicularly from the water's edge of Lake St. Clair; thence easterly along that parallel line to its intersection with a line drawn north astronomic from the intersection of the westerly water's edge of Duck Creek with the water's edge of Lake St. Clair; thence south astronomic to the said intersection of the water's edge of Duck Creek with the water's edge of Lake St. Clair; thence westerly along the water's edge to the starting point.*

3. All that portion of the waters and the bed of the Ottawa River lying in front of the single-tier municipality of Pembroke, in the upper-tier municipality of Renfrew and the province of Ontario, more particularly described as follows:

Commencing at a point in the water's edge of the Ottawa River at the intersection of the westerly boundary of the City of Pembroke; thence northeasterly along the production of that boundary to the intersection with a line drawn parallel to and distant 400 metres perpendicularly from the water's edge of the Ottawa River; thence southwesterly along that parallel line to its intersection with the production northwesterly of the easterly boundary of the City of Pembroke; thence southwesterly along that boundary to the intersection with the water's edge of the Ottawa River; thence northwesterly along the water's edge to the point of commencement.

O. Reg. 53/10, s. 1.

The offence for which a person would be charged is, as mentioned in (4) is section 64 of O. Reg. 665/98 Hunting:

64. A person shall not, for the purpose of hunting, while in the areas described in Schedule 3 to Part 8 of Ontario Regulation 663/98 (Area Descriptions) made under the Act,

(a) possess a firearm, unless the firearm is unloaded and encased; or

(b) use a firearm. O. Reg. 665/98, s. 64; O. Reg. 54/10, s. 18.

In summary, as a result of increasing residential development, population and changing demographics adjacent to the navigable waters in LaSalle as well as in the spirit of risk mitigation, the LaSalle Police Service recommend the following:

*That Town of LaSalle Council consider following the same application process under the Fish & Wildlife Conservation Act which the Towns of Tecumseh and Lakeshore have done and are in place.*

*Further, this consultation process with the Ministry of Natural Resources & Forestry and any new restrictions related to the Discharging of Firearms will achieve the following:*

- *be lawful;*
- *enforceable by all Policing agencies responsible for waterways safety and enforcement;*
- *address the safety issues raised by area residents.*

While this proposed enactment under the FWCA would be separate from the current TOL - Discharge of Firearms By-Law #5304, it would certainly achieve a safe distance restriction to areas already identified (waterways) where firearms may currently be legally discharged within the Town of LaSalle.

In closing, should you have any questions, concerns or require further information, please contact me at your convenience.

Respectfully,



Kevin J. BEAUDOIN  
Deputy Chief of Police

**Schedule of Reports for Council  
February 26, 2018**

<b>Council Resolution or Member Question</b>	<b>Subject</b>	<b>Department</b>	<b>Report to Council</b>	<b>Comments</b>
Councillor Akpata	Information on the use of firearms for hunting on the water's edge in the Town of LaSalle	Police	February, 2019	Requested at the September 11, 2018 Regular Meeting of Council  <b><i>See LaSalle Police Services Memorandum on today's agenda.</i></b>
Councillor Carrick	Review of capital reinvestment fees	Culture & Recreation	March, 2019	Requested at the January 9, 2019 Budget Meeting of Council

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8277**

A By-law to designate community safety zones on  
Mike Raymond Drive from Malden Road to Diotte  
Street

**Whereas** Section 214.1 of the *Highway Traffic Act, R.S. 1990, H.8*, as amended, provides that the Council of a municipality may by by-law designate a part of a highway under its jurisdiction as a Community Safety Zone, if, in the Council's opinion, public safety is of special concern on that part of the highway;

**And whereas** the Council of the Corporation of the Town of LaSalle is of the opinion that public safety is of special concern on Mike Raymond Drive from Malden Road to Diotte Street;

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. **That** the following highways within the Town of LaSalle are designated as Community Safety Zones
  - a. on Mike Raymond Drive from Malden Road to Diotte Street
2. **That** the Community Safety Zones are in effect at all times.
3. **That** this by-law becomes effective upon the final passing thereof and upon the erection of the signs prescribed in accordance with the said Act.

**Read** a first and second time and finally passed this 26th day of February, 2019.

1st Reading – February 26, 2019

\_\_\_\_\_  
Mayor

2nd Reading – February 26, 2019

3rd Reading – February 26, 2019

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8278**

A By-Law to establish a Code of Conduct for  
Members of Council

**Whereas** Section 223.2 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality shall establish codes of conduct for Members of Council of the municipality and of local boards of the municipality;

**And whereas** the *Modernizing Ontario's Municipal Legislation Act, 2016* (Bill 68) was enacted and includes amendments to the *Municipal Act* and the *Municipal Conflict of Interest Act* coming into force on March 1, 2019;

**And whereas** the Council of the Corporation of the Town of LaSalle considers it appropriate and proper to establish a code of conduct (the "Code") and to enact a By-Law in this regard and to repeal By-Law 6897;

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. **That** That Council does hereby adopt the Code of Conduct, attached hereto as Schedule "A" and forms part of this by-law
2. **That** By-Law 6897 and any other By-Law inconsistent with this By-Law is hereby repealed and replaced.
3. **That** this By-Law shall come into full force and effect upon the final passing thereof.

**Read** a first and second time and finally passed this 26th day of February, 2019.

1st Reading – February 26, 2019

\_\_\_\_\_  
Mayor

2nd Reading – February 26, 2019

3rd Reading – February 26, 2019

\_\_\_\_\_  
Clerk

**BY-LAW 8278****SCHEDULE "A"****CODE OF CONDUCT FOR MEMBERS  
OF COUNCIL AND LOCAL BOARDS****PREAMBLE**

Members of Council have the privilege of attaining elected office. That privilege carries significant responsibilities and obligations with respect to the public trust. In order to strengthen the role of Council and to enhance public trust with respect to the obligations of its Members, this Code is established to govern and regulate the ethical conduct of all Members. This Code also supplements other existing Federal and Provincial legislation and Town by-laws and policies that govern Members' conduct which include but are not limited to the following:

- Criminal Code of Canada
- Municipal Act
- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act (Violence and Harassment in the workplace)
- Ontario Human Rights Code
- Planning Act
- All by-laws and policies approved by Council of the Town of LaSalle

**1. PURPOSE AND PRINCIPLES**

- 1.1 The Code sets out and identifies the Town's expectations for its Members and establishes rules for appropriate conduct.
- 1.2 The public expects the highest moral and ethical standards of conduct from Members that it elects. The behaviour and actions of Members is expected to reflect the principles of accountability, transparency, and public trust. Adherence to these standards will protect and maintain the Town's reputation and integrity.
- 1.3 The key statements of principle that underline this Code are as follows:
- (a) the decision-making process of Council is open, accessible and equitable and respects the Town's governance structure;
  - (b) public office is not to be used for the personal financial benefit of any Member;
  - (c) Town residents should have confidence in the integrity of their local government and of their Members; and
  - (d) the conduct of each Member demonstrates fairness, respect for differences and a duty to work with other Members together for the common good.

**2. DEFINITIONS**

- 2.1 In this Code:
- (a) "**Applicant**" means a person who has applied for an investigation by the Integrity Commissioner of an alleged contravention of the *Municipal Conflict of Interest Act*;



- (b) **"Application"** means a written request for an investigation with respect to an alleged contravention of the Municipal Conflict of Interest Act;
- (c) **"Clerk"** means the Clerk of the Town or his/her designate;
- (d) **"Code"** means the "Code of Conduct for Council Members" as established by Council pursuant to Section 223.2 of the *Municipal Act, 2001*;
- (e) **"Complainant"** means a person who has filed a complaint in accordance with this Code;
- (f) **"Complaint"** means a written objection filed with the Integrity Commissioner pursuant to this Code respecting a Member;
- (g) **"confidential information"** means any information in the possession of or received in confidence by the Town that the Town is prohibited from disclosing or has decided to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation, which includes but is not limited to:
  - (i) information that is disclosed or discussed at a meeting that is closed to the public pursuant to subsection 239(2) of the *Municipal Act, 2001*;
  - (ii) information that is given verbally in confidence in preparation for or following a meeting that is closed to the public pursuant to subsection 239(2) of the *Municipal Act, 2001*;
  - (iii) personal information as defined in subsection 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act*;
  - (iv) advice that is subject to solicitor-client privilege or information that concerns litigation or potential litigation, including matters before administrative tribunals, affecting the Town;
  - (v) information that concerns any confidential matters pertaining to personnel, labour relations, or items under negotiation;
  - (vi) price schedules in contract tenders and information about suppliers provided in contract tender or requests for information, quotation or proposal submissions, if such information is given in confidence, implicitly or explicitly;
  - (vii) sources of complaints where the identity of the complainant is given in confidence; or
  - (viii) any information lawfully determined by the Council to be confidential or required to remain or be kept confidential by legislation or order.
- (h) **"Council"** means the Council of the Corporation of the Town of LaSalle
- (i) **"gift"** means cash, fees, admission fees, advances, vouchers, invitations, objects of value, services, offers, personal benefits, travel and accommodation or entertainment that are provided to and retained by a Member, that could be seen to be connected directly or indirectly to the performance of the Member's duties;
- (j) **"harassment"** or **"harass"** involves engaging in a course of behaviour, comment or conduct, whether it occurs inside or outside

the work environment, that is or ought reasonably to be known to be unwelcome. It includes but is not limited to any behaviour, conduct or comment by a Member that is directed at or is offensive to another person:

- i) on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status, as well as any other grounds under the provisions of the Human Rights Code; or
  - ii) which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate or ridicule the recipient.
- (k) **“Integrity Commissioner”** means the Integrity Commissioner appointed by Council pursuant to Section 223.3 of the *Municipal Act, 2001*;
  - (l) **“Local Board”** is hereby defined as in Section 1(1) and Section 223.1 of the *Municipal Act*, as amended.
  - (m) **“meeting”** means any legally-constituted meeting of Council or a Local Board;
  - (n) **“Member”** means a member of Council including the Mayor, or a member of a local Board;
  - (o) **“social media”** means web-based applications and on-line forums that allow users to interact, share and publish content such as text, links, photos, audio and video;
  - (p) **“staff”** means direct employees of the Town whether full-time, part-time, contract (including employees of staffing agencies) or casual (including students and volunteers);
  - (q) **“Town”** means the Corporation of the Town of LaSalle; and
  - (r) **“Town property”** includes, but is not limited to, all real and personal property, facilities, vehicles, equipment, supplies, services, staff, documents, intellectual property, computer programs or technological innovations belonging to the Town.

### 3. CONDUCT OF MEMBERS

A Member shall at all times conduct themselves with propriety, decency and respect and with the understanding that all members of the public, other Members and staff are to be treated with dignity, courtesy and respect, recognizing that a Member is always a representative of the Town and of their elected office. A Member shall at all times conduct themselves with decorum and in accordance with the Town’s Procedure By-law during any meetings and in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

### 4. COMPLIANCE WITH THE CODE OF CONDUCT

- 4.1 This Code applies to every Member. This Code shall be applied to members of Local Boards, who are not members of Council, with necessary modifications applied in the discretion of the Integrity Commissioner.

## 4.2 A Member shall:

- (a) observe and comply with every provision of this Code, as well as all other policies and procedures adopted or established by Council affecting the Member, acting in his or her capacity as a Member;
- (b) respect the integrity of the Code and inquiries and investigations conducted under it; and
- (c) co-operate in every way possible in securing compliance with the application and enforcement of the Code.

## 4.3 No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person; or
- (b) obstruct the Integrity Commissioner, or any other municipal official involved in applying or furthering the objectives or requirements of this Code, in the carrying out of such responsibilities, or pursuing any such objective.

**5. TRANSPARENCY AND OPENNESS IN DECISION MAKING**

## Members shall:

- (a) conduct Council business and their duties in an open and transparent manner so that stakeholders can understand the process and rationale which has been used to reach decisions;
- (b) ensure the public has input and receives notice regarding Council's decision making processes in accordance with the Procedure By-law;
- (c) ensure compliance with the *Municipal Act*, *Municipal Conflict of Interest Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and other applicable legislation regarding open meetings, accountability and transparency.

**6. ACCESS TO INFORMATION AND CONFIDENTIALITY**

## A Member shall:

only be entitled to have access to information in the possession of the Town that is relevant to matters before Council or a Committee or that is relevant to their role as Members of Council. Otherwise, they have the same access rights to information as any member of the public; and

have a continuing obligation to keep information confidential, even if the Member ceases to be a Member.

## No Member shall:

- (a) obtain access, or attempt to gain access, to confidential information in the custody or control of the Town except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
- (b) disclose, release or publish by any means, including social media any confidential information acquired by virtue of his or her office, in any form, except when required or authorized by Council or otherwise by law to do so;

- (c) provide to any other person to disclose, release, publish any confidential information acquired by virtue of his or her office, in any form, except when required or authorized by Council or otherwise by law to do so;
- (d) use confidential information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body; or
- (e) disclose or discuss, through written, electronic or verbal communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, can be made public subject to review by the head or designate under the *Municipal Freedom of Information and Protection of Privacy Act* or if directed to do so by a court.

**7. UNDUE USE OF INFLUENCE**

No Member shall use their status as a Member of Council to improperly influence the actions or decisions of staff or others to the private advantage of the Member or his or her family, employees or business associates.

**8. STAFF RELATIONS**

- 8.1 Only Council as a whole and no single Member including the Mayor, has the authority to direct employees, approve budgets, policy, and other such matters, unless specifically authorized by Council as a whole.
- 8.2 A Member shall:
  - (a) respect staff and acknowledge that staff is required to provide objective advice while remaining neutral, carry out directions of council as a whole, and administer the policies of the Town without undue influence from any Member.
  - (b) Respect the administrative structure and direct any staff performance concerns through the appropriate supervisory staff.
- 8.3 No Member Shall:
  - (a) maliciously or falsely impugn the professional or ethical reputation of any staff;
  - (b) compel staff to engage in partisan political activities, or subject staff to threat or discrimination for refusing to engage in such activities; or
  - (c) use their authority or influence to threaten, intimidate, or coerce staff or improperly interfere the lawful exercise of the duties of staff.

**9. GIFTS**

- 9.1 No Member shall accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties unless authorized by one of the exceptions below.
- 9.2 Notwithstanding Section 9.1 the following exceptions are applicable:

- (a) gifts received as an incident of protocol or social obligation that normally accompany the responsibilities of elected office;
- (b) gifts that are not connected directly or indirectly with the performance or duties of office;
- (c) compensation authorized by law;
- (d) a reimbursement of reasonable expenses incurred in the performance of activities connected with a legitimate municipal purpose;
- (e) political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- (f) services provided without compensation by persons volunteering their time;
- (g) a suitable memento of a function with nominal value, honouring the Member or the Town;
- (h) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political sub-divisions of them, and by the federal government or the government of a foreign country;
- (i) food, beverages and/or admission fees provided by banquets, receptions or similar events if attendance is the result of protocol or social obligation consistent with the responsibilities of office, and the person extending the invitation has done so infrequently and that person or a representative of the organization is in attendance;

**10. USE OF TOWN PROPERTY**

10.1 A Member shall:

- (a) only use Town property for activities relevant to their role as Members of Council; and
- (b) not obtain any personal financial gain or advantage from the use of Town property.

**11. POLITICAL ACTIVITY**

11.1 Members may not use Town resources for any type of political activity during a municipal election and at any other time, including promoting or opposing the candidacy of any person to elected office in any municipal, provincial and federal campaign.

**12. HARASSMENT**

No member shall harass any other member, any staff, or any member of the public.

**13. ENCOURAGEMENT OF RESPECT FOR THE TOWN AND ITS BY- LAWS**

13.1 A member shall:

- (a) encourage the public, prospective contractors and members of the public, and their colleagues to abide by the Town's by-laws and policies, including this Code; and

- (b) accurately communicate the decisions of Council even if they disagree with the majority decision of Council, and by so doing affirm the respect and integrity in the decision-making processes of Council.

**14. SOCIAL MEDIA**

14.1 A member shall:

- (a) adhere to any and all Town policies and guidelines, regarding social media use; and
- (b) always identify themselves without any attempt to cover, disguise or mislead as to their identity or status as an elected representative of the Town when using social media.

14.2 No member shall:

- (a) use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.

**15. ROLE OF THE INTEGRITY COMMISSIONER**

15.1 The Town shall appoint an Integrity Commissioner under Section 223.3 of the Municipal Act, 2001 who is an independent officer and who will report directly to Council and be responsible for carrying out his or her functions in accordance with the Municipal Act, 2001 and any other functions assigned by Council, in an independent manner.

15.2 The Integrity Commissioner shall provide the following services:

- (a) The application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them.
- (b) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them.
- (c) The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council or of local boards.
- (d) Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
- (e) Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
- (f) Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.
- (g) The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's code of conduct for members of council and

members of local boards and about the *Municipal Conflict of Interest Act*.

## 16. COMPLAINT/APPLICATION PROCESS

- 16.1 A complaint that a member has contravened the Code may be initiated by any person, any Member of Council, or by Council as follows:
- (a) a complaint shall be made in writing and shall be sent directly to the Integrity Commissioner by mail, e-mail, fax or courier;
  - (b) a complaint must be signed and dated by the complainant who shall be an identifiable individual (complaints may not be submitted by any group, organization or corporation);
  - (c) a complaint shall include:
    - (i) an explanation, with specific reference to sections of the Code, as to why the issue raised is alleged to be a contravention of the Code;
    - (ii) any evidence in support of the allegation; and
    - (iii) any witnesses in support of the allegation must be identified.
- 16.2 If filed with the Integrity Commissioner after March 1, 2019, an Application to the Integrity Commissioner to inquire into an alleged contravention of Sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") may be made by an elector as defined in Section 1 of the MCIA or by a person demonstrably acting in the public interest, as follows:
- (a) An application shall be made in writing and shall be sent directly to the Integrity Commissioner by mail, e-mail, fax or courier;
  - (b) An Application must be signed and dated by the complainant who shall be an identifiable individual (complaints may not be submitted by any group, organization or corporation);
  - (c) An Application shall include:
    - (i) An explanation with specific reference to sections of the MCIA, as to why the issue raised is alleged to be a contravention of the Act;
    - (ii) any evidence in support of the allegation;
    - (iii) any witnesses in support of the allegation must be identified; and
    - (iv) a statutory declaration attesting to the fact that the applicant became aware of the alleged contravention not more than six weeks before the date of application in accordance with Section 223.4.1 (5) & (6) of the *Municipal Act*, as amended.
  - (d) An Application may only be made within six weeks after the applicant became aware of the alleged contravention and otherwise in compliance with Section 223.4.1(5) & (6) of the *Municipal Act*, as amended.
- 16.3 The Integrity Commissioner shall undertake an initial review of a complaint that has been filed and shall determine whether the matter relates to non-compliance with the Code or other corporate policy applying to Members. The Integrity Commissioner shall have no power or jurisdiction to investigate or otherwise deal with the complaint, if the complaint is not alleging a contravention of the Code or other corporate policy applying to Members or if the complaint relates to the following matters:

- (i) **Criminal Matter** – if the complaint relates to an allegation of a criminal nature consistent with the Criminal Code, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service;
  - (ii) **Municipal Freedom of Information and Protection of Privacy** – if the complaint relates to a matter under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be referred to the Clerk.
  - (iii) **Municipal Elections Act** – if the complaint relates to the enforcement of the *Municipal Elections Act*, the complainant shall be referred to the Compliance Audit Process if the matter relates to campaign finances or to such other avenues of investigation as dictated by that Act.
- 16.4 If the Integrity Commissioner determines they do not have jurisdiction as described in Section 16.3 the Integrity Commissioner shall advise the complainant in writing accordingly.
- 16.5 The Integrity Commissioner may dispose of a complaint on the basis that it is not within the jurisdiction of the Integrity Commissioner in a summary manner and may do so confidentially or report same to Council. The Integrity Commissioner may also seek further information or clarification from the complainant and shall endeavour to apprise the complainant of subsequent steps and the processing of the complaint and any ensuing investigation.
- 16.6 If the Integrity Commissioner is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Integrity Commissioner may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. The Integrity Commissioner shall advise the complainant in writing of his or her decision and reasons for not undertaking an investigation or terminating it.
- 16.7 If the Integrity Commissioner has decided to commence an investigation of a complaint (except where otherwise required by the *Public Inquiries Act*, 2009, if applicable), the Integrity Commissioner shall provide a copy of the complaint and supporting evidence to the Member whose conduct is in question with a request for a written response to be provided within ten (10) days. The Integrity Commissioner may provide the response from the Member to the complainant with a request for a written reply also within ten (10) days.
- 16.8 The Integrity Commissioner shall review the written responses and may, if necessary discuss the matter with anyone that the Integrity Commissioner considers is relevant to the complaint. The Integrity Commissioner may access and examine any of the information described in subsections 223.4(3) and (4) of the *Municipal Act, 2001* and may access any Town workplace relevant to the complaint, including any documents or records under the custody or control of the Town.
- 16.9 Before finalizing a report to Council which recommends sanctions, the Integrity Commissioner shall provide the Member with the basis for their findings and any sanctions that may be recommended. The Member shall have the opportunity to comment further, either in writing, verbally or in person to the Integrity Commissioner on the proposed findings and sanctions.



16.10 Upon conclusion of a complaint investigation, the Integrity Commissioner shall:

- (a) issue a report to Council on the findings of the investigation and, where there is a finding of contravention of the Code, the report shall contain the detailed findings, any recommended sanctions, or any settlement; and
- (b) provide a copy of the final report to the Member at the same time as the final report is made available to the Clerk and to the complainant at the same time as the report becomes public.

16.11 Upon conclusion of an Application investigation, the Integrity Commissioner may, if he/she considers it appropriate, apply to a Judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the member has contravened Section 5, 5.1 or 5.2 of the Act.

16.12 The Integrity Commissioner shall:

- (a) advise the applicant if he or she will not be making an application to a judge; and
- (b) after deciding whether or not to apply to a judge, provide a written report providing reasons for the decision.

16.13 The Integrity Commissioner's report on a complaint shall be placed on an agenda for consideration at a public meeting of the Committee of the Whole or Council, in accordance with the Procedure By-law, as determined by the Clerk in consultation with the Integrity Commissioner.

## **17. PENALTIES**

17.1 Upon receipt of a final report and the recommendations of the Integrity Commissioner, Council may, where the Integrity Commissioner has determined there was a violation of the Code, impose either of the following two (2) penalties:

- (a) a reprimand; or
- (b) suspension of remuneration paid to the Member in respect of his or her services as a Member for up to ninety (90) days.

17.2 Council may also take the following actions:

- (a) removal from membership of a Local Board;
- (b) removal as chair of a Local Board;
- (c) request the repayment of reimbursement of monies received;
- (d) request the return of property or reimbursement of its value;

## **18. INTERPRETATION**

18.1 This code shall be interpreted as follows:

- (a) the headings in the Code form no part of the Code but shall be deemed to be inserted for convenience of reference only;
  - i. all changes in number and gender shall be construed as may be required by the context;

- ii. the reference to any Town official shall be deemed to include the Town official who performs the duties of such referenced person from time to time, including their delegates;
- iii. the reference to Integrity Commissioner shall be deemed to include any person who has been delegated powers and duties by the Integrity Commissioner in accordance with subsection 223.3(3) of the Municipal Act, 2001;
- iv. the reference to a statute or regulation, except as may be otherwise provided, shall be deemed to include such statute or regulation as may be amended or re-enacted from time to time or its successor legislation, and, in each case, the regulations made from time to time pursuant thereto;
- v. the reference to a by-law, resolution, policy or guideline made, enacted, established or adopted by the Town, including the Code, except as may be otherwise provided, shall be deemed to include such by-law, resolution, policy or guideline as may be amended or re-enacted from time to time or its successor by-law resolution policy or guideline made, enact, established or adopted from time to time; and
- vi. if a court of competent jurisdiction should declare any section or part of a section of this Code to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this Code and it is hereby declared that the remainder of this Code shall be valid and remain in force.