



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

Tuesday, November 26, 2019, 6:00 PM  
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

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

8

**RECOMMENDATION**

That the Minutes of the Closed Meeting and Regular Meeting of Council held November 12, 2019 BE ADOPTED as presented.

4. Mayors Comments

**B. PRESENTATIONS**

1. The Holy Cross Robotics Team

Deputy Mayor Meloche and Council recognize the Holy Cross Robotics Team for their hard work and dedication in cleaning up Brunet Park on October 5th, 2019 as part of a clean up initiative hosted by First Lego League. The Robotics Team displays their project initiatives dedicated to improving public spaces.

2. Play For A Cure

Jeff Casey, Play For A Cure, appears before Council to discuss Play For A Cure, and thanks the Town of LaSalle and the Employee Fund for the donation.

**C. DELEGATIONS**

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

Karl Tanner, Agent/ Planner for Dillon Consulting, and Melanie Muir, Agent/ Planner Dillon Consulting, appear before Council to present the Amended Draft Plan of Subdivision & Rezoning Application.

#### RECOMMENDATION

Based on the information provided within this Staff Report, and subject to further input from Council and the public, it is recommended that:

- i. Council recommend to the County of Essex's Manager of Planning Services, that they grant draft approval to the Amended Draft plan of Subdivision (prepared by Roy Simone, O.L.S., dated September 24, 2019) for the subject lands, and that the County of Essex be requested to attach the following conditions to the subject amended draft plan of subdivision approval:
  - a. that the required storm water management plan be prepared by the Applicant and approved by the Town Engineer and ERCA Staff;
  - b) that all identified road allowances be conveyed to the Town;
  - c) that a subdivision agreement be entered into with the Town to ensure that all required municipal infrastructure and services are designed and built by the Applicant to the satisfaction of the Town, and that all required financial contributions be made and/or secured to the Town, including all required letters of credit, cash securities and insurances;
  - d) that Blocks 18, 21, and 25 be conveyed to the Town for parkland purposes, in accordance with the Planning Act requirements;
  - e)that Block 24 be conveyed to the Town for storm water management purposes;
  - f)that Blocks 16 and 20 be conveyed to the Town for linear open space/trail purposes;
  - g)that 1 foot reserves be created and conveyed to the Town at the end of all dead-end streets (which streets are intended to provide future road interconnections with adjacent lands not owned by the Applicant);
  - h)that the subject lands be rezoned in appropriate zone categories for their intended use;
    - i. that appropriate zoning by-law regulations and corresponding subdivision agreement obligations to ensure compliance with applicable Ministry of Environment D-6 Guidelines (Compatibility between industrial facilities) are adopted and put in place for the affected lands;
  - j)that the necessary approvals are obtained from Plains Midstream for the required road crossing on D'Amore Drive.

- i. Once the County of Essex has granted draft approval to the Applicant's Amended Draft Plan of Subdivision:
  - a. that the required subdivision agreement be prepared and executed to Council's satisfaction;
  - b. that the required zoning by-law amendment, be prepared by Town Staff and brought to Council for adoption purposes.

a. Delegate

24

1. John Coulthard

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

- 1. Municipal By-law restricting e-cigarette advertising in public places

27

**RECOMMENDATION**

That the report of the Legal Counsel of LaSalle dated November 14, 2019 (AD-17-19) regarding e-cigarette advertising in public places BE RECEIVED and that the request for Administration to draft and pass a new municipal By-law restricting e-cigarette advertising in public places BE DENIED.

- 2. Traffic Calming Policy – October 2019

52

**RECOMMENDATION**

That the report of the Director of Public Works dated November 14, 2019 (PW-36-19) regarding the Traffic Calming Policy – October 2019, BE RECEIVED and that Council APPROVE the adoption of this policy as presented.

- 3. Contract Award – Crack Sealing

84

**RECOMMENDATION**

That the report of the Manager of Engineering dated November 18, 2019 (PW-37-2019) regarding LaSalle's Crack Sealing Program BE APPROVED and that the Town award the Crack Sealing contract to Nasci Construction Services Ltd for a price of \$94,580.50 (excluding HST).

- 4. Updates to Town of LaSalle Emergency Response Plan

88

**RECOMMENDATION**

That the report of the Community Emergency Management Coordinator (CEMC) dated November 14, 2019 (FIRE 19-19) regarding Updates to the Town of LaSalle Emergency Response Plan BE RECEIVED, and that the proposed revised Plan BE APPROVED by By-Law at the appropriate agenda point on the Council Agenda.

5. Fire Committee Minutes October 24, 2019 153

RECOMMENDATION

That the recommendations contained in the Minutes of the Fire Committee Meeting dated October 24, 2019 BE APPROVED.

6. Recognition of LaSalle Volunteers 155

Draw for Windsor Symphony Tickets for the Saturday December 21, 2019 performance of "Toldo Holiday Pops".

**F. INFORMATION ITEMS TO BE RECEIVED**

1. October 2019 Financial Statement and Financial Reports 156

RECOMMENDATION

That the report of the Supervisor of Accounting dated November 7, 2019 (FIN-34-2019) regarding the October 2019 Financial Statement and Financial Reports BE RECEIVED.

2. Schedule of Reports to Council 168

RECOMMENDATION

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

RECOMMENDATION

That the following By-Laws BE GIVEN first reading:

8364 A By-Law of the Corporation of the Town of LaSalle to authorize the borrowing upon amortizing debentures in the principal amount of \$10,000,000.00 towards the cost of phase 1 of the LaSalle Riverfront Park Project

8369 A By-Law to authorize the execution of an agreement between Nasci Construction and The Corporation of the Town of LaSalle for the Crack Sealing Contract

8370 A By-Law to amend By-Law No. 7935 being a By-Law to provide for Lottery Licensing Procedures and Regulations for the Town of LaSalle

8371 A By-law to stop up, close and sell an alley system running east-west lying to the north of part of Lot 181, Lots 182 to 196, both inclusive, Registered Plan 1017, east of Part 3 on Reference Plan 12R-25657, and running north-south lying to the south of Stuart Boulevard and east of Lot 354, Registered Plan 1017, LaSalle.

8372 A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 77 to 79, both inclusive, and part of Lot 80, Registered Plan 848, west of Part 1 on Reference Plan 12R-25805, and running north-south lying to the north of Delaware Avenue and east of Lots 72 to 74, Registered Plan 848, LaSalle.

8373 A By-law to stop up, close and sell an alley system running east-west lying to the north of Block 'A' and Lots 272 to 300, both inclusive, Registered Plan 734, west of Park Street, and running north-south lying to the south of Millwood Avenue and west of Lot 263, Registered Plan 734, LaSalle

8374 A By-Law to amend By-Law No. 8045 being a By-Law to provide for Establishing a Town of LaSalle Emergency Plan

8375 A By-law to authorize the sale of parts of Lot 201, Registered Plan 1017, to the abutting owners

8376 A By-law to authorize the sale of parts of Lot 273, Registered Plan 734, to the abutting owners

RECOMMENDATION

That By-Law numbers 8364 and 8369 to 8376 BE GIVEN second reading.

RECOMMENDATION

That the following By-Laws BE GIVEN third reading and finally passed:

8364 A By-Law of the Corporation of the Town of LaSalle to authorize the borrowing upon amortizing debentures in the principal amount of \$10,000,000.00 towards the cost of phase 1 of the LaSalle Riverfront Park Project

8369 A By-Law to authorize the execution of an agreement between Nasci Construction and The Corporation of the Town of LaSalle for the Crack Sealing Contract

8370 A By-Law to amend By-Law No. 7935 being a By-Law to provide for Lottery Licensing Procedures and Regulations for the Town of LaSalle

8371 A By-law to stop up, close and sell an alley system running east-west lying to the north of part of Lot 181, Lots 182 to 196, both inclusive, Registered Plan 1017, east of Part 3 on Reference Plan 12R-25657, and running north-south lying to the south of Stuart Boulevard and east of Lot 354, Registered Plan 1017, LaSalle.

8372 A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 77 to 79, both inclusive, and part of Lot 80, Registered Plan 848, west of Part 1 on Reference Plan 12R-25805, and running north-south lying to the north of Delaware Avenue and east of Lots 72 to 74, Registered Plan 848, LaSalle.

8373 A By-law to stop up, close and sell an alley system running east-west lying to the north of Block 'A' and Lots 272 to 300, both inclusive, Registered Plan 734, west of Park Street, and running north-south lying to the south of Millwood Avenue and west of Lot 263, Registered Plan 734, LaSalle.

8374 A By-Law to amend By-Law No. 8045 being a By-Law to provide for Establishing a Town of LaSalle Emergency Plan

8375 A By-law to authorize the sale of parts of Lot 201, Registered Plan 1017, to the abutting owners.

8376 A By-law to authorize the sale of parts of Lot 273, Registered Plan 734, to the abutting owners.

**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**

December 3, 2019 - Accessibility Advisory Committee @ 4:00 p.m.

December 3, 2019 - Strategic Planning - Environmental @ 5:00 p.m.

December 10, 2019 - Regular Council Meeting @ 6:00 p.m.

December 16, 2019 - Police Service Board Meeting @ 5:00 p.m.

December 17, 2019 - Strategic Planning Assessment @ 3:30 p.m.

December 17, 2019 - By-Law Committee @ 4:30 p.m.

December 17, 2019 - Planning Advisory Committee @ 5:30 p.m.

December 18, 2019 - Budget Deliberations and 2020 Business Plan Presentation @ 9:30 a.m.

**O. ADJOURNMENT**



## Minutes of the Closed Meeting of The Town of LaSalle Council

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November 12, 2019  
4:30 pm

**Members in attendance:**

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

**Also in attendance:**

Joe Milicia, Chief Administrative Officer  
Agatha Robertson, Director of Council Services/Clerk  
Linda Jean, Deputy Clerk  
Kevin Miller, Deputy Clerk (Items 1 and 2)  
Dominic Dadalt, Legal Counsel (Items 1 and 2)  
Rick Hyra, Human Resources Manager (Item 3)

Mayor Bondy calls the meeting to order at 4:30 p.m.

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

None disclosed.

Motion 366/19

Moved by: Councillor Carrick

Seconded by: Councillor Renaud

That Council move into closed session at 4:31 p.m. to discuss the following items:

1. Property Matter – Status of Property Acquisition and Sales (Verbal Update) s.239(2)(c)
2. Property Matter – Property Purchase on Bouffard Road (Confidential Report AD-16-19 attached) s.239(2)(c)

K. Miller, Deputy Clerk, and D. Dadalt, Legal Counsel, leave the meeting at 4:42 p.m.

R. Hyra, Human Resources Manager, arrives at 4:44 p.m.

3. Labour Relations – Personnel Committee Meeting Minutes Dated November 7, 2019 (Confidential Minutes attached) s.239(2)(d)

**Carried.**



Motion 367/19

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That Council move back into public session at 5:18 p.m.

**Carried.**

1. Property Matter – Status of Property Acquisition and Sales s.239(2)(c)

Motion 368/19

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the verbal update of the Deputy Clerk regarding various property matters and acquisitions BE RECEIVED.

**Carried.**

2. Property Matter – Property Acquisitions on Bouffard Road s.239(2)(c)

Motion 369/19

Moved by: Councillor Desjarlais

Seconded by: Councillor Carrick

That the confidential report of the Deputy Clerk regarding property acquisitions on Bouffard Road dated November 1, 2019 (AD-16-19) BE RECEIVED; and that Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

3. Labour Relations – Personnel Committee Meeting Minutes Dated November 7, 2019 s.239(2)(d)

Motion 369/19

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the recommendations contained in the confidential Personnel Committee Meeting Minutes dated November 7, 2019 BE APPROVED as presented.

**Carried.**

There being no further business, the meeting is adjourned at 5:21 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**

November 12, 2019

6:00 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 Sue Desjarlais, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Administration Present: J. Milicia, Chief Administrative Officer, A. Robertson, Director of Council Services & Clerk, D. Langlois, Director of Finance and Treasurer, L. Silani, Director of Development & Strategic Initiatives, P. Marra, Director of Public Works, D. Dadalt, Legal Counsel, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, K. Miller, Deputy Clerk, L. Jean, Deputy Clerk, A. Burgess, Supervisor of Planning & Development, R. Hyra, Human Resource Manager, G. Ferraro, Manager of Finance & Deputy Treasurer, L. Petros, Manager of Water/ Wastewater, P. Funaro, Manager of Recreation & Culture, N. DiGesù, Manager of IT

**A. OPENING BUSINESS**

1. Call to Order and Moment of Silent Reflection

Mayor Bondy calls the meeting to order at 6:00 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None disclosed.

3. Adoption of Minutes

370/19

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Meloche

That the minutes of the closed meeting and regular meeting of Council held October 22, 2019 BE ADOPTED as presented.

**Carried.**

4. Mayors Comments

Mayor Bondy takes a moment to remember the veterans who fought for us. Mayor Bondy commemorates all who attended the LaSalle Remembrance Day Ceremony, which was well attended by many schools and children.

**B. PRESENTATIONS**

1. Charlotte Wills - Army Cadet Maple Leaf Exchange Program

Charlotte Wills, Army Cadet, appears before Council to be recognized for her efforts and dedication to the Royal Canadian Army Cadet Corps. Mayor Bondy presents Charlotte with a Certificate of Congratulations for being chosen to participate in the Maple Leaf Exchange Program.

**C. DELEGATIONS**

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

1. Removal of Holding Symbol Application Z-06-2019

Richard Demers, Agent, appears before Council in support of the recommendation by Administration.

371/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

Based on the information provided within this report (DS-39-2019, pertaining to the removal of the holding symbol application Z-06-2019), and subject to further input from Council, it is recommended that:

- Approval in principle be granted to this holding zone symbol removal application; and
- A draft by-law to remove the holding zone symbol and a development agreement be prepared and brought back for adoption once the necessary agreement has been executed by the applicant to the satisfaction of the Town of LaSalle.

**Carried.**

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

1. Council Meeting Schedule

372/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

That the report of the Deputy Clerk dated October 16, 2019 (CL-22-19) regarding the Regular Council meeting schedule for 2020 BE RECEIVED; and that the regularly scheduled meeting of Council being held December 24, 2019 BE CANCELLED due to the closure of municipal offices; and that public notice BE GIVEN.

**Carried.**

2. LaSalle Alerts Notification Policy

373/19

Moved by: Councillor Carrick

Seconded by: Councillor Riccio-Spagnuolo

That the report of the CEMC dated November 4, 2019 (FIRE 19-17) regarding LaSalle Alerts Notification Policy be RECEIVED, and that the attached *LaSalle Alerts Notification Policy* be APPROVED by Council.

**Carried.**

3. Minutes of a Meeting of the Emergency Management Program Committee

374/19

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the recommendations contained in the Minutes of the Emergency Management Program Committee Meeting, dated October 10, 2019, BE APPROVED.

**Carried.**

4. Minutes of the Court of Revision - 3rd Concession Drain

375/19

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That the recommendations contained in the Minutes of the Court of Revision Meeting, dated October 3, 2019, BE APPROVED.

**Carried.**

5. Minutes of the Parks, Recreation and Events Committee Meeting

376/19

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That the recommendations contained in the Minutes of the Parks, Recreation and Events Committee Meeting, dated October 17, 2019, BE APPROVED.

**Carried.**

6. The Municipality of Prescott - Provincial Consultation on the Transformation of Building Services in Ontario

377/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That correspondence received from the Municipality of Prescott, dated October 28, 2019, regarding the Province of Ontario working with current building sector groups to show Municipalities that legislative changes to the Building Code Act are necessary BE RECEIVED.

**Carried.**

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

1. Proposed 2020 Budget Release and Highlights

378/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That the report of the Manager of Finance/Deputy Treasurer dated November 4, 2019 (FIN-33-2019) regarding the Proposed 2020 Budget Release and Highlights BE RECEIVED for information.

**Carried.**

2. LaSalle Small Coast Waterfront Experience Grant Application

K. Miller, Deputy Clerk, appears before Council to present the LaSalle Small Coast Waterfront Experience Project.

379/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

That the report of the Deputy Clerk dated November 1, 2019 (AD-15-2019) regarding the LaSalle Small Coast Waterfront Experience Application and presentation BE RECEIVED.

**Carried.**

3. Water Distribution Master Plan

380/19

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Manager of Water and Wastewater dated October 31, 2019 (PW-37-2019) regarding Water Distribution Master Plan be received for information

**Carried.**

4. Schedule of Reports to Council

381/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That the report of the Chief Administrative Officer dated November 12, 2019 being a summary of reports to Council BE RECEIVED.

**Carried.**

**G. BY-LAWS**

**Clerk's Note:** *By-Law No. 8335 was given first and second reading at the Regular Meeting of Council held August 13, 2019.*

382/19

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the following By-Laws BE GIVEN first reading:

8363 A By-Law to authorize the purchase of Lots 154 to 160 inclusive and Lots 381 to 387, inclusive, block AD, from Her Majesty The Queen in Right of Canada

8365 By-Law to authorize the execution of an Agreement for Professional Services with Dillon Consulting Limited for the Howard/Bouffard Master Drainage Study Preliminary Design of Stormwater Solution

8366 A By-law to stop up, close and sell an alley lying to the west of Lot 392 and to the north of Lots 392 to 404, both inclusive, Registered Plan 1017.

8367 A By-law to authorize the sale of part of Lot 608, Registered Plan 1017, to the abutting owner

**Carried.**

383/19

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That By-Law numbers 8363, 8365, 8366, & 8367 BE GIVEN second reading.

**Carried.**

384/19

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the following By-Laws BE GIVEN third reading and finally passed:

8335 A By-Law to provide for the repair and improvements of the 3rd Concession Drain

8363 A By-Law to authorize the purchase of Lots 154 to 160 inclusive and Lots 381 to 387, inclusive, block AD, from Her Majesty The Queen in Right of Canada

8365 By-Law to authorize the execution of an Agreement for Professional Services with Dillon Consulting Limited for the Howard/Bouffard Master Drainage Study Preliminary Design of Stormwater Solution

8366 A By-law to stop up, close and sell an alley lying to the west of Lot 392 and to the north of Lots 392 to 404, both inclusive, Registered Plan 1017.

8367 A By-law to authorize the sale of part of Lot 608, Registered Plan 1017, to the abutting owner

**Carried.**

#### **H. COUNCIL QUESTIONS**

Deputy Mayor Meloche inquires about forming a Heritage Committee.

#### **I. STATEMENTS BY COUNCIL MEMBERS**

Councillor Akpata thanks those who attended the Remembrance Day Ceremony held at the Town of LaSalle Cenotaph. Councillor Akpata is impressed with how involved the community is, especially the young children and school groups.

#### **J. REPORTS FROM COMMITTEES**

#### **K. NOTICES OF MOTION**

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

#### **M. CONFIRMATORY BY-LAW**

385/19

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That Confirmatory By-Law #8368 BE GIVEN first reading.

**Carried.**

386/19

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Akpata

That Confirmatory By-Law #8368 BE GIVEN second reading.

**Carried.**

387/19

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

That Confirmatory By-Law #8368 BE GIVEN third reading and finally passed.

**Carried.**

**N. SCHEDULE OF MEETINGS**

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

Parks, Recreation & Events Meeting - November 21, 2019 @ 9:00 a.m.

Strategic Planning - Promotion & Communications Committee - November 21, 2019 @ 10:00 a.m.

Water & Wastewater Committee Meeting - November 26, 2019 TBD

Regular Council Meeting - November 26, 2019 @ 6:00 p.m.

**O. ADJOURNMENT**

Meeting adjourned at the call of the Chair 6:35 p.m.

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Mayor: Marc Bondy

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Deputy Clerk: Linda Jean



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

**To:** Mayor and Members of Council

**Prepared by:** L. Silani, Director of Planning & Development Services  
P. Marra, Director of Public Works

**Department:** Development & Strategic Initiatives

**Date of Report:** November 18, 2019

**Report Number:** DS-41-2019

**Attachments:** Figure 1

**Subject:** Amended Draft Plan of Subdivision & Rezoning Application

Our File Nos: T-01-2019 & Z-01-2019 - County File No. 37-T-19001

Applicant & Registered Owner: Sterling Lakes LP (Laura Fanelli)

Agent/Planner: Dillon Consulting Limited (Karl Tanner)

Location: The lands affected by these applications comprise approximately 72 hectares (178 acres) of land located between the 6th Concession Road and the 7th Concession Road, east of Huron Church Line Road

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### **Recommendation**

Based on the information provided within this Staff Report, and subject to further input from Council and the public, it is recommended that:

- i) Council recommend to the County of Essex's Manager of Planning Services, that they grant draft approval to the Amended Draft plan of Subdivision (prepared by Roy Simone, O.L.S., dated September 24, 2019) for the subject lands, and that the County of Essex be requested to attach the following conditions to the subject amended draft plan of subdivision approval:



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- a) that the required storm water management plan be prepared by the Applicant and approved by the Town Engineer and ERCA Staff;
  - b) that all identified road allowances be conveyed to the Town;
  - c) that a subdivision agreement be entered into with the Town to ensure that all required municipal infrastructure and services are designed and built by the Applicant to the satisfaction of the Town, and that all required financial contributions be made and/or secured to the Town, including all required letters of credit, cash securities and insurances;
  - d) that Blocks 18, 21, and 25 be conveyed to the Town for parkland purposes, in accordance with the Planning Act requirements;
  - e) that Block 24 be conveyed to the Town for storm water management purposes;
  - f) that Blocks 16 and 20 be conveyed to the Town for linear open space/trail purposes;
  - g) that 1 foot reserves be created and conveyed to the Town at the end of all dead-end streets (which streets are intended to provide future road interconnections with adjacent lands not owned by the Applicant);
  - h) that the subject lands be rezoned in appropriate zone categories for their intended use;
  - i) that appropriate zoning by-law regulations and corresponding subdivision agreement obligations to ensure compliance with applicable Ministry of Environment D-6 Guidelines (Compatibility between industrial facilities) are adopted and put in place for the affected lands;
  - j) that the necessary approvals are obtained from Plains Midstream for the required road crossing on D'Amore Drive.
- ii) Once the County of Essex has granted draft approval to the Applicant's Amended Draft Plan of Subdivision:
- a) that the required subdivision agreement be prepared and executed to Council's satisfaction;
  - b) that the required zoning by-law amendment, be prepared by Town Staff and brought to Council for adoption purposes.

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## Report

This report is intended to provide members of Council with recommendations regarding a revised application that has been submitted to the Town requesting approval for an Amended Draft Plan of Subdivision (dated September 24, 2019), and a corresponding rezoning for approximately 72 hectares (180 acres) of land located between the 6th Concession Road and the 7th Concession Road, east of Huron Church Line Road.

Figure 1 depicts the Applicant's Amended Draft Plan of Subdivision, prepared by Roy Simone, O.L.S, dated September 24, 2019.

If approved, this Amended Draft Plan of Subdivision would allow the construction/development of:

- iii) approximately 480 new single detached, semi-detached, townhouse and apartment style dwelling units;
- iv) new mixed-use (commercial and apartment style residential) buildings on approximately 2 hectares of land situated along the south side of Laurier Parkway;
- v) new neighbourhood commercial buildings on approximately 3.2 hectares of land located along the south side of the 6<sup>th</sup> Concession Road;
- vi) a new school on approximately 3 hectares of land;
- vii) new parkland, trails, and storm water management facilities.

This Amended Draft Plan has been prepared and submitted by the Applicant based on meetings/consultations that have taken place with the Manager of Planning for the County of Essex, with Town Planning and Engineering Staff, and with Staff from the Ministry of Transportation.

The Applicant's Consultant (Dillon Consulting), has scaled-back and revised the original Draft Plan of Subdivision to address Ministry of Transportation requirements pertaining to the easterly portion of the Applicant's lands.

On May 14<sup>th</sup> of this year Council passed a resolution supporting the original Draft Plan of Subdivision application, and forwarded a letter to the Manager of Planning Services

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at the County of Essex (dated May 30, 2019), setting out LaSalle's recommended conditions for approval of the original Draft Plan of Subdivision application.

Town Planning and Engineering Staff have reviewed the Applicant's Amended Draft Plan of Subdivision application, and recommend that Council pass a resolution in support of same, with the above noted conditions being applied to the Draft Approval (as articulated in the Recommendation Section of this Staff Report).

It should be noted that two new conditions are being recommended to address legislative requirements related to pipeline crossings, and to ensure that any future land use on lands abutting the existing manufacturing plant located along the south side of the 6<sup>th</sup> Concession Road meets all applicable Ministry of Environment D-6 Guidelines (Compatibility between industrial facilities).

Town Staff are recommending that once the County of Essex grants Draft Approval to the Applicant's Amended Draft Plan of Subdivision that: the required subdivision agreement be prepared and executed to Council's satisfaction; and the required zoning by-law amendment be prepared and brought to Council for adoption purposes.

We would be pleased to answer any questions with respect to the contents of this Staff Report.

**Consultations**

Not Applicable

**Financial Implications**

Not Applicable

**Prepared By:**



Director, Development and  
Strategic Initiatives



Director, Public Works

**Link to Strategic Priorities**

Yes	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
Yes	Promote a healthy and environmentally conscious community

**Communications**

	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
Yes	Notification pursuant to the Planning Act

**Notifications**

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

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**Report Approval Details**

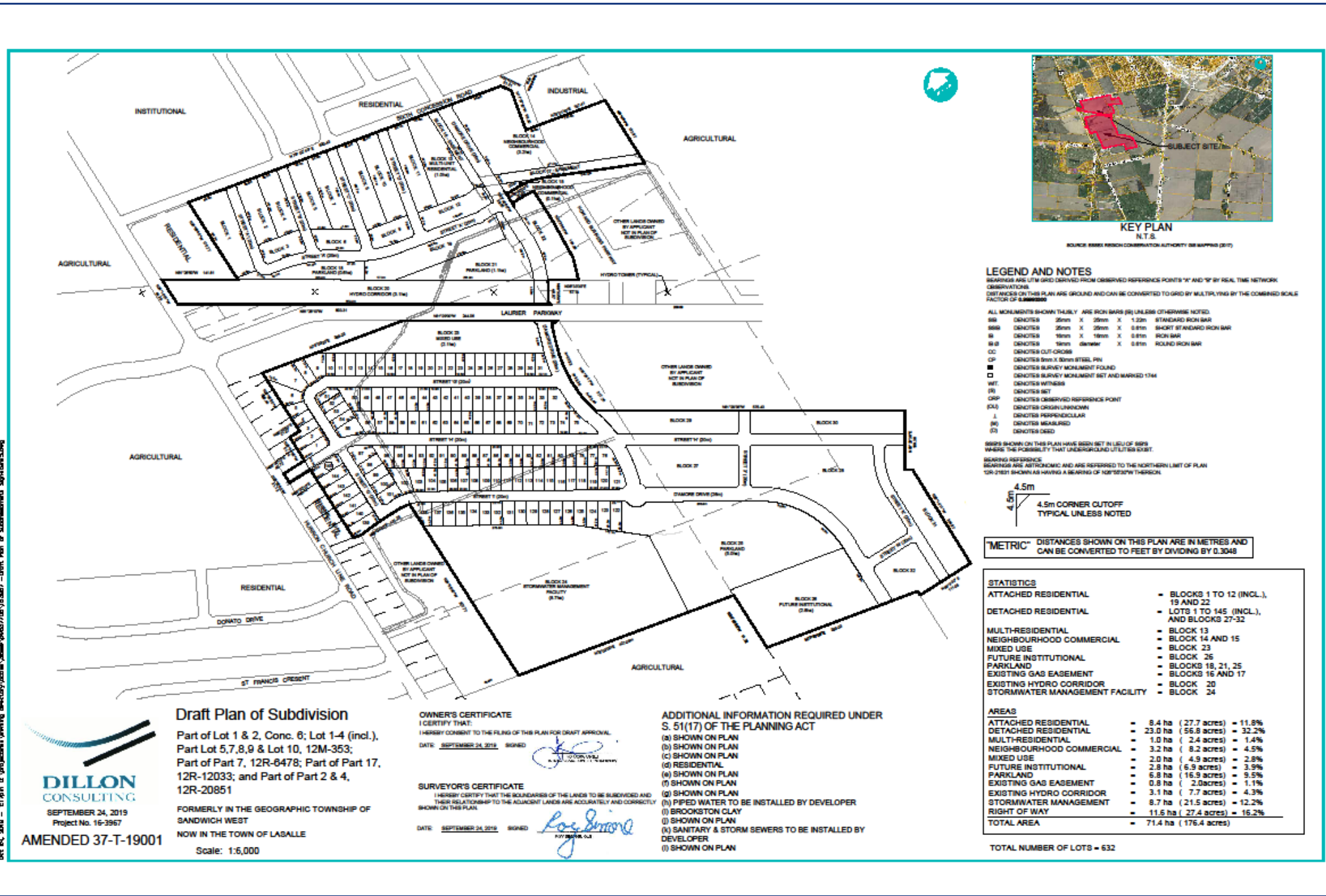
Document Title:	DS- 41-2019 - T-01-19 and Z-02-18.docx
Attachments:	- FIG1NEW.pdf
Final Approval Date:	Nov 18, 2019

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



Director, Development and  
Strategic Initiatives

Larry Silani



	Legend:	LaSalle File No:	Title:
		T-01/19 & Z-02/19	
		Date:	Notes:
		November 18, 2019	

Delegate:

John Coulthard

*DS- 41-2019 - T-01-19 and Z-02-18*



This is a summary of the Oral Presentation to the Town of LaSalle Council, Public Meeting, November 26, 2019. A more detailed version will be read by John Coulthard, President of Propower Mfg. Inc. at the meeting, a copy of which will be provided then.

RE: Town of LaSalle File # Z-02/19 and T-01/19  
County of Essex File #37-T-19001.

Our business location is 5000 Howard Business Parkway in the North East corner of the Amended Draft Plan of Subdivision and identified as "INDUSTRIAL" on the Amended 37-T-19001 drawing dated September 24, 2019 prepared and provided by Dillon Consulting.

We are opposed to being abandoned as an industrial island in an industrially zoned area that was started with the construction of our building on Howard Business Parkway in the early 1990's. We have advocated that Howard Business Parkway be completed from the Sixth Concession to Laurier Parkway as planned decades ago when the entire subject area was zoned as M1 and M1(h). This is a designation the land still holds today and a key reason we purchased our property back in 2014 and located our thriving business to the Town of LaSalle in 2015.

We are the only property utilizing the current M1 zoning designation and therefore the most negatively impacted property by both the original and this Amended Draft Plan of Subdivision.

Some of our concerns about being surrounded by residential buildings have been addressed throughout the Planning Advisory Process by concessions made to the original Draft Plan of Subdivision with Blocks directly adjacent to our land being changed and designated as Neighbourhood Commercial instead of Residential.

The amendments to the Draft Plan of Subdivision have left the most important issue to our location unchanged. Block 26 and 11, directly adjacent to our property to the south and west respectively, are still included in the amended plan and effectively hem us in.

The Amended Draft Plan of Subdivision is now missing a key employment element with the Business Park and significant portions of the mixed use blocks removed. The Provincial Policy Statement refers to the need for *mixed use development that incorporates compatible employment uses to support livable and resilient communities, and provide opportunities for a diverse economic base, taking into account the needs of existing and future businesses.*

- What's the point of providing people a community to live in if they don't have a place to work nearby?
- Why limit the development to a few 'mixed use' only businesses that provide limited income potential to residents?
- Doesn't the term 'mixed use' mean more than boutiques, offices, medical services, convenience stores and restaurants?
- Don't we have enough plazas already?
- Why not provide within that mix an industrial environment, so we have a community where people can re-locate to, where good living wages can be earned?
- How are the needs of my existing business being taken into account with either the original or this Amended Draft Plan of Subdivision?

Our proposed Industrial Corridor would round out, fulfill and satisfy the Official Plan, providing a walk-able, bike-able place to live **and work** that is close to existing public transportation routes. What we are advocating is good for us, the Town of LaSalle and the Developer.

There is a significant lack (zero) of available 20,000-50,000 sq. ft. industrial buildings in our area. The very reasons that the Development and Strategic Initiatives Department extolled for the original Draft Plan of Subdivision's Business Parks in the Staff Report to council in May, is also true for the adjacent and surrounding lands to our existing building location.

- New economic development opportunities for businesses
- Employment opportunities for area residents
- The advantage of the proximity to highway 401 for moving goods in and out of the area (another key reason we bought our building)
- Quick and easy access to the border (not in the report but another key reason we bought our building)
- A lower business tax rate in LaSalle than the City of Windsor (not in the report but another key reason we bought our building)

We are asking this Council to **not approve** the Amended Draft Plan of Subdivision today. **Do not** send this plan to the County of Essex for approval consideration at this time.

Instead vote to send the Department of Strategic Initiatives and the Developer, back to the drawing board and make the revisions necessary to the lands adjacent to Howard Business Parkway so that they can become the industrial corridor that they were destined to be. Designate this small corner of the original and Amended Draft Plan of Subdivision bounded by the D'Amore Drive extension to the west, Laurier Parkway to the south and the 6<sup>th</sup> Concession to the north, as an Industrial Corridor that maintains its original zoning as M1. Up to Nine additional buildings, similar in size to ours, each on approximately 3 acres of land could be built in this area. It is easily conceivable that up to 300 or more people could be directly employed in this industrial area and of course the economic impact and benefits of this will be significant.

We made an investment that was significant to us when we liked what we saw in the Town of LaSalle and moved our business here. We are not urban planners but we know business and business opportunities and we truly believe a very important and significant opportunity is being missed by The Town of LaSalle and the Developer.

Thank-you for listening and I hope also for your support in rejecting this Amended Draft Plan of Subdivision as presented today in favour of making it better.



## The Corporation of the Town of LaSalle

**To:** Mayor and Members of Council  
**Prepared by:** Domenic Dadalt, Legal Counsel  
**Department:** Administration  
**Date of Report:** November 14, 2019  
**Report Number:** AD-17-19  
**Subject:** Municipal By-law restricting e-cigarette advertising in public places

---

### Recommendation

That the report of the Legal Counsel of LaSalle dated November 14, 2019 (AD-17-19) regarding e-cigarette advertising in public places BE RECEIVED and that the request for Administration to draft and pass a new municipal By-law restricting e-cigarette advertising in public places BE DENIED.

### Report

#### Background

At the Regular Meeting of Council dated May 14, 2019, the matter regarding the creation of a new municipal By-law dealing with the advertisement of e-cigarettes, vapour products and any other related items coinciding with the use of e-cigarettes (collectively referred to as “e-cigarettes” for the purpose of this report) was deferred until more clarity was obtained with respect to language within the *Smoke-Free Ontario Act, 2017* (the “SFOA”). Specifically, clarification was sought regarding section 18 of the SFOA, which appears to permit municipal legislation to add further restrictions to the terms of the SFOA.

#### Findings

Upon reaching out to the Ontario Ministry of Health (the “MOH”), a response was provided by Correspondence Services at the MOH indicating that municipal legislation more restrictive than the SFOA would prevail, subject to section 19 of the SFOA. Section 19 acknowledges and allows for exemptions for Indigenous persons, as the traditional use of tobacco forms a part of Indigenous culture and spirituality. The correspondence received from the MOH further noted that “your local public health unit

is responsible for enforcing the *SFOA 2017*, and can answer further questions regarding enforcement”. In this regard, it appears that municipal legislation running counter-intuitive to the *SFOA* is acceptable. However, this does not address potential differences with the federal legislation under the *Tobacco and Vaping Products Act* (the “*TVPA*”), which could still result in a by-law being challenged and found to be beyond the Town’s jurisdiction. However, there has been changes announced at the provincial and federal levels that mitigate the need for a municipal by-law.

### Recent Developments in Federal and Provincial Policy

As vaping-related illnesses gained media attention in the United States and parts of Canada during the months since the prior report, there has been a call to restrict e-cigarette availability and/or its advertising. The initial administrative report on this issue took the stance that the issues surrounding e-cigarette advertising were appropriately dealt with at the federal and/or provincial level, as legislation was already in place that determined the handling of e-cigarette advertising and the related enforcement of the legislation.

That initial administrative report can be found here as Attachment #1. There was a concern that a municipal by-law would be overstepping beyond the Town’s jurisdiction, or that the drafting any by-law in-line with overarching legislation would be akin to attempting to hit a “moving target”, since there were reviews being undertaken at the time of the proposed by-law.

As indicated in the prior administrative report, Health Canada was fielding input from interested parties to provide comments on regulatory measures to reduce the impact of vaping product advertising on youth and non-users of tobacco products under the *TVPA*. In July of this year, a summary of the results of that consultation was provided by Health Canada, attached to this report as Attachment #2.

This summary includes 7 proposals for future regulations, one of which specifically looks to restricting vaping product advertisements in public places. While these proposals have yet to be codified in revised legislation or regulations, the “Conclusion” of the consultation summary implies that the changes are simply a matter of when, not if, they take place.

With respect to provincial policy changes, the MOH announced on October 25, 2019, that the promotion of e-cigarette products in convenience stores and gas stations would be banned effective January 1, 2020. The news release from the MOH confirming this is attached to this report as Attachment #3. This change brings advertising for e-cigarettes up to the same restrictions and requirements with advertising for tobacco under the *SFOA*. Accordingly, based on the current framework of the *SFOA*, it is assumed that local health units will be responsible for enforcement of this regulation.

### Conclusion

Given the upcoming confirmed changes in provincial legislation and the projected changes to come at the federal legislative level, it is Administration's position that even if a municipal by-law falls in-line with the superseding legislation, it becomes redundant and has the potential to blur the lines of enforcement. As of January 1, 2020, there will be legislation enacted province-wide, with a known enforcement group in the form of local health units tasked with tracking compliance. In addition to that, future federal changes will likely add another layer of protection.

Due to the widespread nature of the vaping issue, Administration believes that this matter is being dealt with at the appropriate levels of government, ensuring a consistent approach firstly at a provincial level and further on a national level. Therefore, the recommendation to Council is to deny the request for the drafting and passing a new municipal By-law restricting e-cigarette advertising in public places.

### **Consultations**

Type consultations here

### **Financial Implications**

Type financial implications here

### **Prepared By:**



Legal Counsel

Domenic Dadalt

**Link to Strategic Priorities**

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
yes	Promote a healthy and environmentally conscious community

**Communications**

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

<b>Name</b>	<b>Address</b>	<b>Email</b>
Eric Nadalin		
Petar Bratic		

**Report Approval Details**

Document Title:	AD-17-19 - Municipal By-law restricting e-cigarette advertising in public places.docx
Attachments:	- Vaping Advertisement Report Council 14May2019.pdf - Health Canada Consultation Summary - Vaping July 2019.pdf - Ministry of Health News Release 2019-Oct-25.docx
Final Approval Date:	Nov 18, 2019

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



Chief Administrative Officer

Joe Milicia



The Corporation of the Town of LaSalle

<b>Date</b>	May 14, 2019	<b>Report No:</b>	AD-03-19
<b>Directed To:</b>	Mayor and members of Council	<b>Attachments:</b>	
<b>Department:</b>	Administration	<b>Policy References:</b>	
<b>Prepared By:</b>	D. Dadalt – Town Solicitor		
<b>Subject:</b>	Validity of a Town By-law restricting e-cigarette advertising in public places		

**RECOMMENDATION:**

That Council not authorize the drafting and passing of a new By-law restricting e-cigarette advertising in public places.

**REPORT:**

**Background of Request**

For ease of reference, in this report the term “e-cigarettes” shall include e-cigarettes, vapour products and any other related items that coincide with the use of e-cigarettes.

At the Town of LaSalle’s Council Meeting on March 26, 2019, a presentation was made by Petar Bratic and Eric Nadalin regarding the prevalence of e-cigarette advertising throughout the Town. Mr. Bratic and Mr. Nadalin provided compelling statistics showing the rise in e-cigarette usage, as well as photographic evidence of the nature and widespread advertising of e-cigarettes in LaSalle. A request was made to pass a new Town By-law to limit or restrict advertising of e-cigarettes in the Town, using the powers afforded to a municipality under the *Municipal Act, 2001* (the “*Municipal Act*”). This report will outline those sections below. However, there are two pieces of legislation that must be acknowledged before proceeding.

**Existing Legislation**

At the provincial level, the *Smoke-Free Ontario Act, 2017* (the “*SFOA*”), as well as its corresponding regulation number 268/18, provides the rules outlining e-cigarette advertising. These pieces of provincial legislation provide the framework within which these products may be displayed or promoted. There are restrictions enumerated, and a list of exceptions as well (particularly in O. Reg. 268/18). In allowing these exceptions, the provincial legislation is explicitly permitting certain types of



advertising for e-cigarettes. Additionally, the Windsor-Essex County Health Unit appears to be the body responsible for enforcing the *SFOA* in the local area.

In many cases, the provincial legislation defers to federal legislation, specifically the *Tobacco and Vaping Products Act* (the “*TVPA*”). The federal legislation allows the Minister of Health to designate any person or class of persons to inspect or analyze potential contraventions of the *TVPA*. In terms of practice, Health Canada has been designated and taken on the inspection and enforcement role.

These pieces of legislation are highlighted here to show that there exists two authorities on the advertising of e-cigarettes, both of which supersede the municipality and therefore provide the framework within which the Town must act under.

### **Proposed By-law Authority**

Mr. Bratic suggested in his presentation that the Town can pass a by-law deeming e-cigarette advertising a “public nuisance” under section 128 of the *Municipal Act*. Typically, the courts will weigh 4 factors to determine a claim of nuisance. Should a Town by-law under this section be challenged, it would be on the Town to show the 4 factors – locality, severity of harm, sensitivity and utility – on the whole merit the restrictions on e-cigarette advertising.

Mr. Nadalin suggested in his presentation that there might be success in passing a by-law using a section of the *Municipal Act*. In LaSalle’s situation, this would be section 11(2)(6), as lower-tier and upper-tier municipalities have the right to pass by-laws which deal with “respecting the health, safety and well-being of persons”. These powers are expanded in section 115 of the *Municipal Act*, but the focus seems to be more on prohibiting smoking in certain places as opposed to prohibiting advertising. It was suggested that this section was effective in the past at banning smoking. In terms of the Town’s no-smoking by-law, it appears that was created in-line with the enactment of O. Reg. 206/ 14 under the *SFOA*, as opposed to countering the overarching legislation.

### **Concerns**

A significant concern with passing a by-law from either of the above noted sections of the *Municipal Act* is receiving a Charter challenge by a store owner. These are lengthy and expensive processes to deal with, even if in-house council quarterbacks the procedure. Due to the fact that the newly proposed by-law runs in opposition to the superseding legislation, rather than piggybacking off of it, it is the position of the Town Solicitor that a proposed by-law could be found *ultra vires* – beyond the scope of – the Town’s authority, opening the door to Charter challenges. There is case law where by-laws that are valid in a vacuum are found to be invalid due to the potential to conflict with provincial or federal legislation. Accordingly, in the Town’s situation, our by-law could potentially be challenged and overturned for conflicts with provincial and/or federal legislation.

A secondary layer of this possibility for conflict exists due to the fact that Health Canada recently issued a Notice of Intent seeking input from interested parties to provide comments on regulatory measures to reduce the impact of vaping product advertising on youth and non-users of tobacco products under the

TVPA. The deadline for submissions was March 22, 2019. As of the date of this report, no conclusions or findings have been issued. However, the potential for changes and revisions at the federal level and possibly the provincial level following that makes attempting to draft a by-law in line with said legislation akin to hitting both a moving and somewhat unknown target. It is entirely possible that new regulations or revised legislation may be passed that addresses the issues raised by Mr. Bratic and Mr. Nadalin or, in the alternative, provide some enforceable measures that move the needle in the right direction. To that end, the Mayor has sent a letter to James Van Loon, Director General of the Tobacco Control Directorate, Controlled Substances and Cannabis Branch, with a copy of the said letter sent to the members of the Association of Municipalities of Ontario.


**CONCLUSION:**

As the legislation surrounding the advertising of e-cigarette products is already delineated at both the federal and provincial level, creating a municipal by-law which attempts to override the permissions granted by the overriding authority is inviting a challenge to said by-laws validity. Knowing that Health Canada is currently reviewing the concerns raised by Mr. Bratic and Mr. Nadalin, the Mayor writing the letter to the Director General as noted is in an attempt to effect change at the appropriate level of jurisdiction. At this time, it is Administration’s position that passing a municipal by-law as suggested is not the appropriate course of action.

Respectfully submitted,



D. Dadalt – Town Solicitor

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



# **NOTICE OF INTENT—POTENTIAL MEASURES TO REDUCE THE IMPACT OF VAPING PRODUCTS ADVERTISING ON YOUTH AND NON-USERS OF TOBACCO PRODUCTS**

## **CONSULTATION SUMMARY**

JULY 2019



Health  
Canada Santé  
Canada

**Health Canada is the federal department responsible for helping the people of Canada maintain and improve their health.** We assess the safety of drugs and many consumer products, help improve the safety of food, and provide information to Canadians to help them make healthy decisions. We provide health services to First Nations people and to Inuit communities. We work with the provinces to ensure our health care system serves the needs of Canadians.

Également disponible en français sous le titre :

*Résumé de la consultation : Avis d'intention – Des mesures à l'étude visant à atténuer l'impact de la publicité des produits de vapotage sur les jeunes et les non-utilisateurs de produits de tabac*

To obtain additional information, please contact:

Health Canada  
Address Locator 0900C2  
Ottawa, ON K1A 0K9  
Tel.: 613-957-2991  
Toll free: 1-866-225-0709  
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E-mail: [hc.publications-publications.sc@canada.ca](mailto:hc.publications-publications.sc@canada.ca)

This publication can be made available in alternative formats upon request.

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# EXECUTIVE SUMMARY

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On February 5, 2019, Health Canada released a consultation paper entitled “Notice of Intent—Potential Measures to Reduce the Impact of Vaping Products Advertising on Youth and Non-users of Tobacco Products” (NOI) to seek feedback on selected regulatory measures under consideration. The NOI included measures to restrict the placement and the content of advertisements and other forms of promotions, such as prohibiting the display of vaping products at retail where youth have access.

A total of 321 submissions were received from a wide variety of respondents. Respondents were categorized under the following groups: general public; academia; associations of health professionals; consumer associations; local and regional health authorities; non-governmental organizations (NGOs); municipalities; provincial and territorial governments; manufacturers; retailer associations; vaping industry associations and vape shop owners.

The majority of the respondents supported restrictions on the promotion of vaping products. NGOs, associations of health professionals, local and regional health authorities, municipalities and the general public called for stricter regulations similar to those for tobacco products.

Comments from persons who formerly smoked described how vaping products helped them quit smoking and improved their health. They commented that Health Canada’s proposed approach reinforces the misconception that vaping products are as harmful as tobacco products.

In a joint submission, all thirteen provincial and territorial governments strongly recommended immediate regulatory measures to reduce youth uptake of vaping products. They suggested that all forms of vaping advertising and promotion restrictions should align with those in place for tobacco products.

Responses from the vaping industry were divergent. Vape shop owners and vaping industry associations supported the proposed restrictions on advertising and on the display of vaping products at points of sale where youth have access. Retailer associations and larger manufacturers (multinational manufacturers that manufacture both tobacco and vaping products) were against these proposals. In general, the vape shop owners, vaping industry associations and vaping manufacturers were supportive of the proposed restrictions on the placement of advertisements in public places, broadcast media and in publications.

With regard to the regulatory measures under consideration concerning the content of advertising, most respondents were supportive of measures that would require advertisements to carry a health warning about nicotine addiction. However, industry respondents did not support the other proposed health warning about the chemicals released by vaping products.

Academia commented that the measures under consideration should aim to minimize the potential harms to youth while ensuring that these products remain attractive to persons who smoke.

Comments received through this consultation will be carefully considered as Health Canada continues to work on new regulations to restrict the promotion of vaping products.



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## INTRODUCTION

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The consultation paper entitled “[Notice of Intent—Potential Measures to Reduce the Impact of Vaping Products Advertising on Youth and Non-users of Tobacco Products](#)” was published on the Government of Canada’s website on February 5, 2019, providing a 45-day-comment period that closed on March 22, 2019.

The Notice of Intent (NOI) described regulatory measures under consideration to help reduce the impact of vaping product advertising on youth and non-users of tobacco products. Such measures, if adopted, would be made as regulations under the authority of the *Tobacco and Vaping Products Act (TVPA)*. The NOI sought comments from interested parties and the general public in three main areas, namely:

**A. Restrictions on the placement of advertisements in various locations, namely**

1. at point of sale where youth have access
2. in public places
3. in broadcast media
4. in publications

**B. Restrictions on the content of advertisements by**

1. requiring the display of a health warning
2. restricting its visual content

**C. Restrictions on other forms of retail promotions, such as the display of vaping products.**

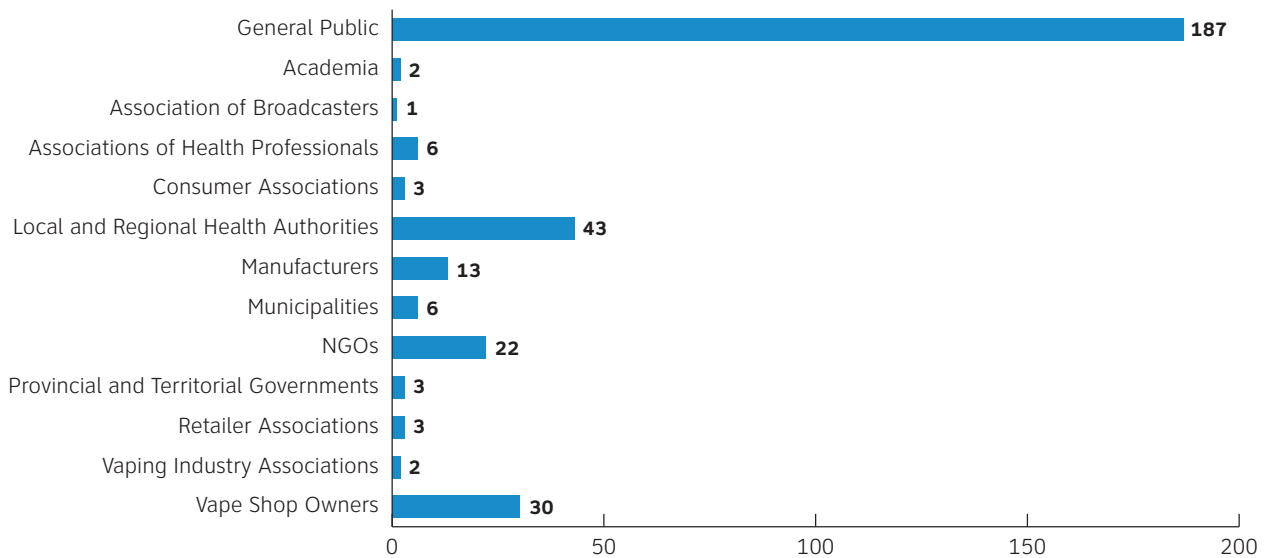


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## WHO RESPONDED?

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A total of 321 submissions were received. Respondents were categorized under the following groups: general public; academia; associations of health professionals; consumer associations; local and regional health authorities; non-governmental organizations (NGOs); manufacturers; municipalities; provincial and territorial governments; manufacturers; retailer associations; vaping industry associations and vape shop owners. Retailer associations represent convenience stores owners. The majority of the submissions, 187 comments, were from the general public. The bar chart below shows the breakdown of the number of submissions by group:



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# WHAT WE HEARD

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This document first highlights the general comments on the proposal to restrict vaping product promotions. It then describes the specific comments on each proposed regulatory measure set out in the NOI.

## GENERAL COMMENTS ON THE PROPOSED REGULATORY MEASURES

The majority of the respondents supported further restrictions on the promotion of vaping products. NGOs, associations of health professionals, local and regional health authorities, provincial and territorial governments, municipalities and, the general public, called for stricter regulations similar to those for tobacco products. Most NGOs called for a comprehensive prohibition of advertising in public places, in broadcast media, in publications, including on the internet and at point of sale where youth have access. They suggested that there should be a general prohibition on advertising in the legislation with exceptions for brand preference advertising and information advertising in publications that are addressed and sent to an adult who is identified by name or in signs in a place where young persons are not permitted by law. They also commented that the regulatory process is too lengthy and therefore inappropriate to deal with the urgent issue of youth uptake of vaping products and suggested that legislative amendment of the TVPA would be a faster route. NGOs referred to the challenges encountered in the past with regards to partial bans on tobacco products advertising and suggested that a comprehensive ban on advertising is the most appropriate way to protect youth from the inducements to use vaping products.

Among the general public, persons who formerly smoked described how vaping products helped them quit smoking and improved their health. They commented that Health Canada's proposed approach reinforces the misconception that vaping products are as harmful as tobacco products if Health Canada pursues regulatory actions that align with those for tobacco products. Others mentioned that the current regulatory regime for vaping product promotions is fine and requires no change. One respondent suggested that the Government of Canada is not considering the role of promotion being an integral part of a harm reduction strategy in allowing vital information on vaping products to be communicated to persons who smoke and to prevent youth from smoking. One submission pointed out that the overwhelming cause of nicotine or tobacco-related harm is from smoking and that policy makers should consider the interactions between smoking and vaping in both adults and adolescents. The respondent concluded that excessive risk-averse policies towards vaping may trigger unintended consequences that could harm both adults and adolescents by obstructing the migration of those who currently smoke to vaping.

In a joint submission, all thirteen provincial and territorial governments strongly supported immediate regulatory measures to reduce youth uptake of vaping products. They suggested that all forms of advertising and promotion restrictions should align with those in place for tobacco products. One province specifically suggested that Health Canada continue to collaborate with provincial governments on the warnings regarding the health hazards of using vaping products so that the messaging balances the use of vaping products as a cessation tool for tobacco users with prevention and protection measures for youth and non-users of tobacco products.

The respondents from academia suggested that the regulations on the advertising of vaping products should aim to minimize the potential harms to youth, while ensuring that these products remain attractive to persons who smoke. One academic proposed that Health Canada implement and strongly enforce a comprehensive ban on the advertising of vaping products in media and locations where youth and young people have access and are likely to be exposed to the marketing of these products. The academic also called for dedicated funding for research and monitoring of peer-reviewed literature to better understand the impact of advertising of vaping products for promoting the potential cessation and harm reduction benefits of these products to persons who smoke.

Consumer associations voiced their concerns that the proposals would curtail the rights of consumers, especially to those who smoke. They argued that vaping products, which are a less harmful product than cigarettes, are relatively new and therefore persons who smoke should have access to information on them. They were skeptical that advertising and display of vaping products were the cause of youth uptake of these products.

The association of broadcasters suggested that Health Canada issue guidelines that would provide industry with information on how to assess advertising with respect to the prohibitions in the TVPA. These guidelines would be based on criteria that evaluated whether advertisements are appealing to youth, contain lifestyle elements as per the definition in the TVPA, use testimonials or endorsements or include descriptions of flavours that would be considered appealing to young people. The guidelines could include supplementary criteria consistent with and adapted from other legislation that restricts advertising to children, such as those required by the Alcohol Code or in the Quebec children's advertising framework. The guidelines should clarify that while specific legislative provisions must be considered individually, supplementary criteria are to be considered collectively and in context. A pre-clearance system administered by an advertising self-regulatory body was proposed to ensure compliance with the rules, and was suggested that it would be a more effective approach than enacting regulations.

## OTHER SUGGESTIONS

Numerous respondents provided suggestions and comments on other possible measures to reduce youth uptake of vaping products (setting a limit on nicotine concentration, restrictions on flavours, vaping product design, further restrictions on access to vaping products, etc.). Those comments will be included in the summary of a separate consultation, launched by Health Canada on April 11, 2019 with the release of a document entitled *Reducing Youth Access and Appeal of Vaping Products: Potential Regulatory Measures*.

## SPECIFIC COMMENTS ON THE PROPOSED REGULATORY MEASURES

### A: PLACEMENT OF ADVERTISEMENTS

#### A1: Point of sale

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**PROPOSAL:** Vaping product advertisements would not be permitted at any point of sale where youth is allowed access, including online. However, signs that indicate the availability and price of vaping products could be displayed under certain conditions. As well, catalogues or pamphlets that provide information on the brands of vaping products available would be allowed at any point of sale, provided that they are not publicly displayed and are only made available to an adult customer upon request. These restrictions would not apply at points of sale where youth do not have access (e.g. a vape shop that does not allow youth on its premises or on its website), as long as the advertising material cannot be seen from the outside of these places.

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With respect to advertising at points of sale where youth have access, vape shop owners and vaping industry associations were supportive of the proposed restrictions. They mentioned that several provinces have already implemented restrictions on advertising at retail where youth have access. However, one vaping industry association commented that a complete prohibition on advertising in public places would have a negative impact on persons who smoke.

Most of the larger manufacturers (multinational manufacturers that manufacture both tobacco and vaping products) and all of the retailer associations were against the proposed advertising restrictions at point of sale. They stated that the proposed restrictions would limit considerably the communication of the availability of vaping products as a less harmful alternative to persons who smoke. One retailer association suggested that if advertisements were allowed in the area where tobacco products are sold at points of sale where youth have access, they would be supportive of such regulations. They felt strongly that the same restrictions on the placement of advertisements should equally apply to vape shops where youth do not have access since not doing so puts other retailers at a competitive disadvantage.

With respect to websites where vaping products are sold, manufacturers suggested that the proposed regulations should clearly indicate the criteria for determining whether youth do not have reasonable access that would allow them to place advertisements. One manufacturer asked whether an age-gate verification, as currently used on websites for online retailers, would be sufficient or an age-gate in combination with third party age verification would be required in the proposed regulations. However, the manufacturer mentioned that third party age-verification to access a website may have the unintended consequence of preventing customers who smoke from switching to vaping products.

## **A2: Public places**

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**PROPOSAL:** Vaping product advertisements (e.g., signs) would not be permitted in certain public places where youth have access such as shopping malls; recreation, arts and cultural facilities; parks; in public transit vehicles and stations; billboards and other outdoor physical supports for commercial advertising.

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In general, most respondents were in supportive of the proposal to restrict advertisements in public places or did not express any opposition to the proposal. Several vape shop owners proposed that broad, national brand-specific advertising campaigns in public venues should be prohibited except in age-restricted locations. One manufacturer suggested that all outdoor advertising be prohibited within 500 feet of any schools, youth-oriented facilities and childcare facilities. However, one manufacturer commented that if advertising in public places would be severely restricted that they should be allowed to communicate at retail with persons who smoke to let them know that vaping products are a less harmful alternative to smoking.

## **A3: Broadcast media**

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**PROPOSAL:** Vaping product advertisements would not be permitted in broadcast media during or adjacent to (within 30 minutes before or after) all children’s and youth-oriented programming at all times of day and night and on all channels.

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Some vape shop owners mentioned that advertisements of vaping products in broadcast media should be restricted to adult programming. Another suggested that advertisements should only be allowed after prime-time and that this needs to be specified in regulations. Some vape shop owners felt that the proposed criteria to prohibit promotion during “youth-oriented” programming could be problematic as it would only capture children’s programs. Instead, they suggested that advertisements only be permitted after prime time (to be specified) or be limited to adult viewing time.

One vaping industry association suggested that broad, national brand-specific advertising campaigns in all media or in public places should be prohibited except in age-restricted locations.

Most manufacturers were supportive of the proposal, with the following comments:

- Advertising must not be directed at young persons through the selection of media or the context in which they appear. No media should display vaping products advertisements if more than 25% of the audience is below 25 years old.
- Smaller manufacturers suggested that the content of advertising should be limited to name of the store and the products they sell. No brand specific advertisements in broadcast media should be allowed.

#### **A4: Publications**

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**PROPOSAL:** Advertisements of vaping products would not be permitted in children’s and youth-oriented publications. This would include electronic publications such as websites and social media platforms.

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Most manufacturers supported the proposal to restrict the placement of advertisements in youth-oriented publications with the following comments:

- “Youth-oriented” should be clearly defined in the regulations, especially with regard to online publications such as websites and social media platforms.
- The majority of youth obtain information on vaping products online or on platforms such as Instagram or YouTube, which are challenging to regulate.
- One large manufacturer commented that the proposal to restrict advertising in publications online did not go far enough and that the enforcement of the proposed measure would be difficult.
- Another large manufacturer suggested that advertising on social media should be completely banned.
- One large manufacturer mentioned that they place advertisements in printed media only if they are assured of at least 75% adult readership.

Certain vape shop owners mentioned that businesses should be allowed to use signs/billboards to advertise the company name, location, website, phone number and hours of operation. They also indicated that such signs should be allowed to display authorized [comparative health effect statements](#). One vaping industry association mentioned that Facebook and other social media platforms are critically important to ensure that adults who smoke /vapers have access to information and support. Several vape shop owners mentioned that communication through social media is important for their business to reach out to adults who smoke. They do so by implementing measures that restrict the social media platform to communicate with adults only.

## **B: CONTENT OF ADVERTISEMENTS**

### ***B1: Content of advertisements—Health warnings***

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**PROPOSAL:** In order to enhance public awareness of the health hazards of using vaping products, Health Canada is considering requiring that advertisements include a health warning. The content, format, size and the manner of display of the health warning would be prescribed by regulations. Where the advertisement only has an audio content, the applicable health warning would have to be read.

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The proposed health warning on nicotine addictiveness received widespread support. With regards to the proposed text of the proposed health warning, several NGOs warned that the proposed wording “should not be used by youth” was counterproductive and should not be used as the wording could induce adolescents to try vaping products. There were also suggestions that alternate warnings be considered that warn about harms of nicotine exposure, such as the risk of damage to the developing adolescent brains and the risk of vaping leading to tobacco use.

Numerous vape shop owners and most manufacturers expressed reservations on the statement “Vaping products also release chemicals that can harm your health.” They mentioned that it is factually ambiguous and could misinform Canadians or discourage persons who smoke from switching to vaping products. Some suggested that “can” be replaced by “may.”

Several manufacturers and vape shop owners stated the proposed warnings should be attributed to Health Canada, a respected source of information.

Manufacturers, vape shop owners and vaping industry associations also suggested that proposed comparative health effect statements could be authorized by Health Canada to provide balanced messaging for people who smoke.

The association of broadcasters suggested that the health warnings be no longer than 25 words and readable in 5 seconds or less, to permit reasonable use on audio media, such as the radio. Furthermore, the association commented that Health Canada should consider the advertising of non-substance specific vaping devices through an approved generic warning, such as “Vaping devices may release chemicals that can harm your health. Youth should not vape. Health Canada.”

## **B2: Content of advertisements—Restrict the visual content**

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**PROPOSAL:** Another measure under consideration is to restrict the visual content of advertisements to only text and illustrations or images of the vaping product or its package.

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NGOs supported this proposal.

The association of broadcasters pointed out that the proposed restrictions on visual content of advertisements would make it very difficult to create TV advertising.

One manufacturer supported the proposed restrictions on the content of advertising to limit youth uptake, however did not support a prohibition of advertising at point of sale. Another manufacturer stated that the existing prohibitions in the TVPA appropriately restrict the visual content of advertisements to the extent necessary to achieve the TVPA's objectives. Restricting the visual content of vaping product advertisements would limit the ability to communicate to Canadians that vaping products are a less harmful alternative to combustible tobacco products.

Some vape shop owners mentioned that similar restrictions proposed for vaping products do not apply to other products that are detrimental to youth, such as alcohol.

## **C: OTHER FORMS OF RETAIL PROMOTION**

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**PROPOSAL:** Health Canada is considering measures to restrict the display of vaping products at points of sale. Such restrictions would not apply at points of sale where youth do not have access (e.g. a vape shop that does not allow youth on its premises or that blocks access to its website to youth), as long as the products cannot be seen from the outside of these places.

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Most of the larger manufacturers and the retailer associations were strongly against these proposals, stating that such restrictions are not reflective of a balanced approach given the harm reduction potential of vaping products compared to tobacco products. Furthermore, they stated that the proposed restrictions would considerably limit communication about the availability of vaping products as a less harmful alternative to persons who smoke, especially when they are about to purchase tobacco products. While one manufacturer supported the proposal to prohibit the display of vaping products at retail locations where youth have access, the manufacturer requested that Health Canada consider allowing a manufacturer, wholesaler or distributor to display vaping products.

Retailer associations felt strongly that the same rules that apply to vape shops that do not allow youth access, should apply to them. Having different rules for retailers puts them at a competitive disadvantage.

Smaller manufacturers, vape shop owners and the vaping industry associations were in favour of a display ban at point of sale where youth have access. They mentioned that certain provinces have already implemented such measures.





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## CONCLUSION

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Health Canada would like to thank everyone who submitted their feedback to this consultation. Comments received as part of this consultation will be taken into careful consideration in the development of regulations on vaping product promotions. The public and interested parties will have an opportunity to provide comments at the time of the pre-publication of the proposed regulations, and their accompanying Regulatory Impact Analysis Statement, in the *Canada Gazette, Part I*.

## **Protecting Youth from the Dangers of Vaping**

*Ontario Banning the Promotion of Vaping Products Outside of Specialty Stores*

October 25, 2019 9:00 A.M.

Ontario is taking urgent action to address the issue of youth vaping by banning the promotion of vapour products in convenience stores and gas stations. Starting January 1, 2020, the promotion of vapour products in retail stores will only be permitted in specialty vape stores and cannabis retail stores, which are only open to people aged 19 and over.

"Restricting the promotion of vapour products in retail stores will help prevent youth from being exposed and influenced by promotion in retail settings," said Christine Elliott, Deputy Premier and Minister of Health. "This is just one way our government is taking action to protect young people in Ontario."

These changes follow consultations with stakeholders - including experts, communities and families concerned with youth vaping and the promotion of vapour products - as well as new and emerging research from health experts that indicate vaping among Ontario's youth is on the rise.

"Vaping is not without risk, and the potential long-term effects of vaping remain uncertain," said Elliott. "As we continue to engage with experts and families to identify further action we can take to protect our youth, this first step will help begin to curb the alarming increase in young people vaping."

The regulatory amendment will align rules for in-store promotion of vapour products with those for tobacco under the *Smoke-Free Ontario Act, 2017*, bringing Ontario in line with seven other Canadian provinces with similar restrictions.

### **QUICK FACTS**

- Under the *Smoke-Free Ontario Act, 2017* (SFOA, 2017), retail stores that are not specialty vape stores ("non-specialty stores") like convenience stores and gas stations currently can promote vapour products, if the promotion complies with the *Tobacco and Vaping Products Act* (Canada).
- Vaping has become increasingly popular, particularly with youth. In just one year, from 2017 to 2018, there has been a 74 per cent increase in vaping among Canadian youth aged 16-19 (Hammond et al, 2019).

- Of concern, two thirds of students who vape are using products with nicotine (Canadian Student Alcohol and Drugs Survey, 2017).

## LEARN MORE

- [Learn more about the risks of vaping](#)
- [Statement by Deputy Premier and Minister of Health Christine Elliott](#)

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[Disponible en Français](#)



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

**To:** Mayor and Members of Council  
**Prepared by:** Peter Marra, P.Eng. – Director of Public Works  
**Department:** Public Works  
**Date of Report:** November 14, 2019  
**Report Number:** PW-36-19  
**Subject:** Traffic Calming Policy – October 2019

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### **Recommendation**

That the report of the Director of Public Works dated November 14, 2019 (PW-36-19) regarding the Traffic Calming Policy – October 2019, BE RECEIVED and that Council APPROVE the adoption of this policy as presented.

### **Report**

As part of the larger Transportation and Active Transportation Master Plan (T/ATMP) currently underway, the Town engaged the services of WSP to complete the development of a Traffic Calming Policy (TCP). The subject of this report is for Council to receive and approve the Traffic Calming Policy and for administration to begin utilizing the policy in evaluating and implementation of traffic calming measures going forward.

While this policy was originally intended to be part of the larger T/ATMP, the decision to pull it out and bring it to Council for approval and adoption was so that implementation can occur immediately instead of this policy being held back and caught within the Environmental Assessment process of the T/ATMP.

The policy (copy enclosed) first looked at what similar and neighboring municipalities are doing relative to a TCP. This was done so that whatever was put forward for LaSalle would be relatively consistent with others.

The TCP gives a detailed process which provides for the following;

- how the process can be initiated
- how the Town will progress through the process
- how and what data will be collected

- how the request will be evaluated
- how the measures will be implemented and communicated with the neighborhood
- and, for a process to evaluate the effectiveness of the measures

This will give the Town tools to effectively, objectively and fairly evaluate each case as they are brought forward through a formal request.

The process will not be a cookie cutter process and will require time to engage the neighborhood, collect relative background data and evaluate the data, and if necessary, develop a solution.

One of the key important steps is post implementation evaluation. This evaluation will be conducted two to four years after any traffic calming measures have been implemented. This will give the Town important feedback on the effectiveness of traffic calming measures pre and post implementation. This will also help the Town identify the effectiveness of various measures.

It is recommended that Council approve the adoption of this policy as presented and enclosed.

## **Consultations**

As noted, this Traffic Calming Policy was part of the larger T/ATMP and as part of the larger master plan project there were public information centre's (PIC). The TCP was on display to gather public feedback during the March 7, 2019 PIC. Feedback received at that PIC was utilized in the development and finalization of the current policy.

Furthermore, the Public Works department met with the LaSalle Police Services to review the current policy and the Police department is prepared to work with the current policy to address traffic concerns where applicable.

Moreover, the policy in itself has a couple points of public consultation through the process.

## **Financial Implications**

Preparation and completion of this policy was budgeted for in the 2019 budget. The process and implementation of measures will form part of future years budget.

### **Prepared By:**

A handwritten signature in black ink, appearing to read 'Peter Marra', is positioned below the 'Prepared By:' heading.

Peter Marra, P.Eng. – Director of Public Works

**Link to Strategic Priorities**

	Expanding and diversifying our assessment base
yes	Effectively communicating the activities and interests of the Town
yes	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
yes	Promote a healthy and environmentally conscious community

**Communications**

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

Name	Address	Email

**Report Approval Details**

Document Title:	PW-36-19 traffic calming policy.docx
Attachments:	- LaSalleTMP_Traffic_Calming_Policy_v.2.0.pdf
Final Approval Date:	Nov 18, 2019

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



Chief Administrative Officer

Joe Milicia



# TRAFFIC CALMING POLICY

Prepared for: Town of LaSalle | OCTOBER 2019

Prepared by:



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# 1 Introduction

## 1.1 What is Traffic Calming?

Traffic calming is a collection of measures intended to improve conditions for users, including non-motorized street users of all ages and abilities, while travelling within LaSalle. Traffic calming measures include engineering, design, educational, and enforcement measures that can be used individually or together as a toolkit to help address traffic challenges such as high speeding and shortcutting traffic. Depending on the traffic concerns, the calming measures can be either passive behaviour changes or permanent physical infrastructure modifications.

## 1.2 Purpose

The purpose of this policy is to provide a framework for initiating, developing, assessing, implementing, and monitoring traffic calming measures for local and collector roads in the Town of LaSalle. The purpose of traffic calming is to address concerns about the behaviour of motor vehicle drivers and develop measures to mitigate the concerns resulting in safer roads for all modes of transportation. Creating a policy allows the Town Staff, members of Council and the public to agree on an approach and criteria that can be used objectively to respond to and prioritize requests.

## 1.3 Objective

The ultimate goal of traffic calming is to address the negative effects of motor vehicle use and driver behaviour. Most traffic calming measures address speeding, reckless driving, and conflicts between street users. The objective of implementing a traffic calming policy is to determine the best combination of measures that result in the greatest improvement in the quality of life and community safety at a reasonable cost.

# 2 Background

## 2.1 Street Classification

The Town of LaSalle's Official Plan includes three road classifications: local, collector, and arterial roads. A road's classification is an indication of its purpose and also the range of traffic volumes it can be expected to carry. The primary function and the purpose of the road should be maintained when considering the implementation of various traffic calming measures. Many traffic calming policies in the past have excluded arterial roads and restricted collector roads to only certain types of measures. However, with the 2018 update to the Transportation Association of Canada (TAC)/Institute of Transportation Engineers (ITE) manual, there are now traffic calming measures that are considered suitable for arterial roads.

Local and collector roads are intended to provide access to properties or to connect local roads to arterial roads. These roads typically have lower volume and speed. Arterial roads are designed to efficiently move and distribute traffic across the network, including goods movement and emergency vehicles, and any traffic calming measures that interfere with this function would not be recommended. For these reasons, it is important to carefully apply the right traffic calming measures to address the specific problem, based on the road classification.

## 2.2 Best Practices and Comparable Policies

Relevant best practices and comparable policies to the existing warrant from several other comparable municipalities in Ontario were considered. The review of four municipalities, the Town of Milton, the City of Windsor, City of London, and the Municipality of Leamington, is summarized in **Table 1** as they were the most relevant to the Town of LaSalle. In developing the policy for LaSalle, specific components of other municipal traffic calming policies were referenced.

Table 1: Comparable traffic calming policies of neighbouring municipalities

Criteria	Milton	Windsor	London	Leamington
<b>Policy Document</b>	“Traffic Calming Policy”	“Traffic Calming Policy”	“Traffic Calming Practices and Procedures for Existing Neighbourhoods”	“Short and Long Term Transportation Action Plans Update”
<b>Year of Release</b>	2011	2015	2019	2013
<b>Eligible Streets</b>	Local and collector roads within primarily residential neighbourhoods	Residential local or collector roads	Local, Primary and Secondary collector roads within residential areas	Local and collector roads
<b>Traffic Calming Measures scope</b>	<ul style="list-style-type: none"> <li>- Vertical deflections</li> <li>- Horizontal deflections</li> <li>- Obstructions</li> <li>- Traffic regulations</li> </ul>	<ul style="list-style-type: none"> <li>- Vertical deflections</li> <li>- Horizontal deflections</li> <li>- Volume control measures</li> <li>- Traffic regulations</li> <li>- Signage</li> </ul>	<ul style="list-style-type: none"> <li>- Vertical deflections</li> <li>- Horizontal deflections</li> <li>- Obstructions</li> <li>- Passive and mitigating measures</li> </ul>	<ul style="list-style-type: none"> <li>- Vertical deflections</li> <li>- Horizontal deflections</li> <li>- Obstructions</li> <li>- Signage</li> </ul>
<b>Process Initiation</b>	Residents with traffic related concerns submit their written request to investigate traffic calming within their neighbourhood to the Town	Residents, businesses or groups submit their concerns to the City’s Public Works-Transportation Planning Division	<p>Residents with traffic related concerns are instructed to submit their written request to investigate traffic calming within their neighbourhood to the City.</p> <p>Staff will then conduct a brief preliminary assessment to determine if the requested roadway meets the Initial Screening Criteria. A signed</p>	<p>A signed petition with a minimum of 25% support from the affected households</p> <p style="text-align: center;">OR</p> <p>A local Councillor to initiate following a public meeting</p> <p style="text-align: center;">OR</p> <p>A survey conducted by the Councillor must be submitted</p>

			petition with a minimum of 25% support for traffic calming measures must be submitted to the City before an area is considered for traffic calming	
<b>Initial Screening Criteria</b>	<ul style="list-style-type: none"> <li>- Street length must be at least 150m</li> <li>- Posted speed limit must be 50km/h or lower</li> <li>- Must have a minimum of 500 Annual Average Daily Traffic (AADT)</li> <li>- All reasonable efforts have been made (including engineering, education, and enforcement tools)</li> </ul>	<ul style="list-style-type: none"> <li>- Street length must be at least 150m</li> <li>- Posted speed limit must be 50km/h or lower</li> <li>- Street has not been evaluated for traffic calming in the last 5 years</li> </ul>	<ul style="list-style-type: none"> <li>- Street length must be at least 300m</li> <li>- Posted speed limit must be 50km/h or lower</li> <li>- Must have a minimum of 500 Annual Average Daily Traffic (AADT)</li> <li>- No Previous efforts must have been made within the last 36 months</li> <li>- Road is primarily residential land use</li> <li>- Road provides obvious by-pass to a major intersection</li> </ul>	<ul style="list-style-type: none"> <li>- Street length must be at least 120m</li> <li>- The 85<sup>th</sup> percentile speed must be a minimum of 10km/h over the posted speed limit</li> <li>- If the 85<sup>th</sup> percentile speed is more than 15km/h over the posted speed limit, there is no minimum volume requirement</li> <li>- Must have 1,000-8,000 vehicles per day for local roads and 2,500-8,000 per day for collector roads</li> <li>- Must have continuous sidewalks on at least one side for local roads and both sides for collector roads</li> </ul>
<b>Initial Public Support</b>	<p>After initial screening criteria is met, a minimum of 51% of support is required</p> <p>From: the property owners with households with direct frontage or flankage onto the section of the affected roadway</p>	<p>After initial screening is met, a minimum of 60% of support is required</p> <p>From: properties in the petition area</p> <p>Timeline: within eight months</p>	<p>Signatures and addresses of at least ten (10) separate households on the street of concern.</p>	<p>After initial screening criteria is met, a minimum of 25% of support is required</p> <p>From: affected households</p>

Warrant	Scoring or Ranking Description	Point based system Minimum points to qualify: - Local roads – 35 points - Collector roads – 52 points	Point based system - Threshold of 30 points if passed the initial criteria. <i>Exceptions may be made by the City based on other project schedules, available funding sources, and other considerations</i>	Point based system Minimum points to qualify: - Neighbourhood Streets (Local roads) – 35 points - Neighbourhood Connectors (Collector roads) – 52 points	Point based system - No threshold is set, only used to prioritize projects - 4 subgroups worth 25 points each including: Speed, Volume, Collisions, Pedestrian and Bicycling Factors
Speed	- Five points for every 2km/h that the 85 <sup>th</sup> percentile speed is greater than 15km/h over the speed limit (max. points = 35)	- One point for every km/h that the 85 <sup>th</sup> percentile speed is between 5-15 km/h over the posted speed limit, plus 2 points for every km/h from 15-25 km/h over posted speed limit using the average along the street (max. points = 30)	- Five points for every 2km/h that 85 <sup>th</sup> percentile speed is greater than 10km/h over the speed limit (max points = 35) - Five points if a minimum of 5% of daily traffic exceeds posted speed by 15-20km/h (max. points = 5)	- Local Roads: Two points for each km/h that the 85 <sup>th</sup> percentile speed is above the minimum speed threshold (max points = 25) - Collector Roads: One point for each km/h that the 85 <sup>th</sup> percentile speed is above the minimum speed threshold (max. points = 25)	
Volume	- Local Roads: Five points for every 1,500 AADT; - Collector Roads: 5 points for every 2,000 AADT (max. points = 20) - Five points if 25% or more short-cutting traffic; and additional 5 points for every 10% increment above 25% (max. points = 15)	- One point for every 150 AADT starting from zero (max. points = 25)	- Local Roads: Five points for every 1,500 AADT; - Collector Roads: 5 points for every 2,000 AADT (max. points = 20) - Five points if 25% or more short-cutting traffic; and additional 5 points for every 10% increment above 25% (max. points = 15)	- Local Roads: One point for every 100 vehicles of AADT (max: 25 points) - Collector Roads: One point for every 200 vehicles of AADT (max. points = 25)	
Collisions History	- One point for every two collisions/year in the last three years	- One point for each reducible	- One point for every two collisions/year in the last three years	- Five points for every preventable collision	

	(max. points = 10)	collision/km in the last five years - Five points for each collision/km involving a vulnerable road user within the last five years (max points = 10)	(max. points = 10)	recorded in the last three years - Ten points for two or more preventable collisions recorded in the last three years OR - Ten points for every preventable collision recorded resulting in personal injury in the last three years (max. points = 25)
<b>Pedestrian/ Cyclists Generators</b>	- Five points for each nearby pedestrian generator (school, playgrounds) - (max. points = 15)	- Five points for each other generator (park, senior’s center, community centre) with a direct connection to the street - 7.5 points for each school along street; and - Five points for school walk routes in the area for schools near but not on street itself. (max points = 15) (max points = 10)	- Five points for each nearby pedestrian generator (school, playgrounds, community centres, libraries, retail centres, etc.) (max. points = 15)	- Five points for each pedestrian generator (e.g. park, school, senior centre, recreation centre, church, or other public institution) - Ten points for a signed bicycle route (max points = 25)
<b>Sidewalks</b>	- Five points if the road does not have any sidewalk with evidence of pedestrian activity (max. points = 5)	- Five points if the road does not have a continuous sidewalk on at least one side (max. points = 5)	- Ten points if the road does not have any sidewalk with evidence of pedestrian activity - Five points for sidewalks on only one side (max. points = 10)	- Not Applicable (included in the initial criteria)



Town of LaSalle | Transportation Master Plan

Opportunities for Community Participation	Yes (survey and public meeting)	Yes (surveys and public meeting)	Yes (surveys and public meeting)	Yes (survey only)
<b>Additional Community Support Approval Process</b>	Yes <ul style="list-style-type: none"> <li>- An additional survey round would be sent to community with proposed measures</li> <li>- A minimum of 25% of sent surveys must respond, and from this at least 60% must be in favour of plan</li> </ul>	Yes <ul style="list-style-type: none"> <li>- Once the traffic calming plan is developed, a public approval poll is sent to the properties in the poll area</li> <li>- A minimum of 50% of sent surveys must respond, and from this at least 60% must be in favour of plan</li> </ul>	Yes <ul style="list-style-type: none"> <li>- PIC &amp; Public Input Notices will be circulated to all residents who have direct frontage or flankage of the street in question. PIC is to present the proposed Traffic Calming Measures and gain inputs.</li> <li>- A minimum of 51% of total surveys delivered must be returned to the City indicating they approve the future installation of the recommended traffic calming plan.</li> </ul>	Not Specified
<b>Emergency / Transit / Maintenance Approval or Involvement</b>	Yes	Yes	Yes	Yes
<b>Alternative / Flexible Measures, if Initial Screening Criteria is not Met</b>	Yes <ul style="list-style-type: none"> <li>- Staff will consider “front-line” mitigating measures such as driver feedback boards, Neighbourhood Speed</li> </ul>	Yes <ul style="list-style-type: none"> <li>- If the absence of sidewalks is an issue this can be sought through the Local Improvement Policy. Dangerous</li> </ul>	Yes <ul style="list-style-type: none"> <li>- Staff will consider “front-line” mitigating measures such as driver feedback boards, police enforcement, sign</li> </ul>	Not Specified

Town of LaSalle | Transportation Master Plan

	Watch programs, police enforcement, sign installation, pavement marking modifications	driving should be reported to Police or the Windsor Police Service Road Watch Program. Road safety concerns can be reported through the City of Windsor's 311 system.	installation and pavement marking modifications.	
<b>Degree of Process Complexity</b>	High	High	High	Low
<b>Monitoring and Evaluation Methods</b>	<ul style="list-style-type: none"> <li>- Outcome study: 4-6 months following implementation</li> <li>- Town will take corrective actions if: through traffic on parallel streets has increased by 15% or more (with a minimum of 150 vehicles)</li> </ul>	<ul style="list-style-type: none"> <li>- Outcome study: 6-12 months following implementation</li> <li>- City may run the site through the warrant process again to see if it still has a need for calming</li> <li>- City may undertake further public meetings to discuss amendments to the project</li> </ul>	<ul style="list-style-type: none"> <li>- Traffic engineering staff will monitor the roadway to determine the effectiveness of the utilized measures and their impact on the surrounding road network</li> <li>- City will also assess if the plan has resulted in significant amounts of traffic diverting to adjacent, parallel streets</li> </ul>	<ul style="list-style-type: none"> <li>- Not Specified</li> </ul>

## 2.3 TAC's Canadian Guide to Traffic Calming 2018

TAC and ITE jointly updated the 1998 Canadian Guide to Neighbourhood Traffic Calming and have published the Canadian Guide to Traffic Calming 2018 (CGTC). A group of professionals and associations contributed to the update to the 1998 Guide based on their experience from many more municipalities and current best practices. The CGTC is intended to be used as a national guideline, and the review of the CGTC is to assist LaSalle in developing its own policy and use it as a reference to educate elected officials and the general public. LaSalle's policy conforms to the guiding principles and follows the process recommended in the CGTC and much of its content is good background to the subject.

The following sections summarize relevant contents from TAC's 2018 Canadian Guide to Traffic Calming that are considered when developing a traffic calming plan.

### 2.3.1 Overview

Traffic calming is used to maintain the road's intended function while keeping the safety of all road users at the forefront. Two main causes that may elicit the need for traffic calming to be considered are excessive speeding and traffic short-cutting / infiltration. Depending on the cause of the issue, the location, and the desired results, the proposed measures should reflect the objective. Some traffic calming measures are more effective at controlling speed, for example, and others might be intended to deter traffic from using a particular street. There are various types of traffic calming measures but largely divided into physical measures that require alteration of physical attributes of the roadway and passive measures such as enforcement and educational/awareness programs.

Some traffic calming measures are more suitable in certain locations than others. In the past, traffic calming was designed and implemented primarily in residential neighbourhood areas as noted by the first edition of TAC/ITE's guide title of Canadian Guide to Neighbourhood Traffic Calming. The updated edition now takes into consideration not only local and collector roads but also arterials roads. This addition however includes provisions that the objective and the approach be different than local and collector roads to make sure that the function of arterial roads is not hindered. Restriction and diversion of traffic flow are not recommended on arterial roads. In addition, the area type (rural or urban) is an important factor to consider when choosing traffic calming measures.

One of the main objectives of traffic calming is to increase the safety of the road users. Decreasing the operating speed of vehicles and volume of traffic and heightening the awareness of other street users can reduce conflicts between road users. However, traffic calming measures require appropriate signage and pavement marking to ensure all users know how to use the road safely.

### 2.3.2 Factors Affecting Traffic Calming Planning

There are many factors for municipalities to consider when planning and implementing traffic calming policies to ensure they are effective. The factors outlined in the CGTC are: legislation and regulations, liability, accessibility, enforcement, emergency services, maintenance and operations, modes of transportation, and compatibility with municipal land use and transportation plans as shown in **Table 2**.

Table 2: Factors to consider when planning traffic calming policies

Factors	Considerations
<b>Legislation and Regulations</b>	Any planned traffic calming should not conflict with the current legislation and relevant by-laws in place, at all levels of government.
<b>Liability</b>	Developing a traffic calming policy is helpful to minimize potential liability for the installation and impact of traffic calming that may arise from perceived conflict with other reference documents. For the safety of all road users, a number of steps can be taken to minimize potential liability issues in the future: developing the policy and documenting the process which includes the design, implementation and maintenance of traffic calming measures. Support from the decision-makers would be easily made with a well-thought out process that considers all road users and affected town staff.
<b>Accessibility</b>	Traffic calming measures should consider road users of all ages and abilities that will allow them to be independent and safe.
<b>Enforcement</b>	Understanding that enforcement resources are limited and that not all locations can be monitored at all times, consideration of various measures that are self-enforcing may have greater chance of success. However, these measures tend to include physical changes to the road characteristics, therefore a good balance between different types of traffic calming measures is important.
<b>Emergency services</b>	While slowing down daily vehicular traffic is the objective, this may have negative impacts on emergency services' response times. Over time, enhanced designs have been developed to minimize the impact on emergency service vehicles while still providing functionality to the general traffic. These design considerations are crucial when selecting traffic calming measures.
<b>Maintenance and Operations</b>	Consultation with the maintenance and operations staff of the municipality throughout the process is important to ensure the implementation of traffic calming measures do not conflict with their operations. Snow removal, pavement markings, damages due to roadway geometry changes are common concerns however, there may be other locally-specific issues that may arise.
<b>Modes of transportation</b>	Active transportation and transit operations are important aspects to consider since the objective of traffic calming to enhance safety of all road users. Careful consideration of the measures and thorough consultation process can improve the road user's experience.
<b>Compatibility with municipal land use and transportation plans</b>	Incorporating traffic calming implementation throughout other long-range plans and policies confirms uniformity across the municipality and potentially within the region as well.

### 2.3.3 Guiding Principles

The guidelines indicated in **Table 3** should be taken into consideration before and during the implementation of a traffic calming intervention. These are general recommendations that recognize important aspects of the investigation and implementation process:

*Table 3: Key guidelines to consider before, during, and after implementing traffic calming*

#	Guidelines
1	Identify the source of the problem and quantify the extent of the problem through data collection or analysis
2	Consider first cost-effective options such as increased enforcement, education or community-led community road watch programs, installation of driver speed feedback boards, and/or better street signage
3	Consider widening the scope by studying an area-wide plan instead of a localized, street-specific plan that would likely result in displacement of traffic onto adjacent streets
4	Generally, traffic calming measures that are effective at all hours of the day and do not require the enforcement of officers are both preferred and supported
5	Verify that the intervention does not impede upon the accessibility of non-motorized modes of transportation such as pedestrians, cyclists, and wheelchairs
6	Ensure that all service providing vehicles including transit, police, fire, ambulance, garbage collection, snow plowing, and other emergency or service vehicles are able to handle the proposed infrastructure and calming measures
7	Continue to monitor any traffic calming measures for six months or a year following implementation to analyze the effectiveness and success or to prepare a contingency plan in case the measure does not produce ideal results
8	Engage with all relevant stakeholders (community, emergency service staff, transit staff, traffic engineering, public works staff, Council, other organizations) in the investigation and implementation process to reflect the needs of multiple users and analyze the traffic calming measure through different lenses. This would maximize opportunities of consensus/participation and reduce the risk of other factors not being considered in time

### 2.3.4 Traffic Calming Process and Procedure

CGTC includes a comprehensive process of potential steps to consider when developing a traffic calming plan. Understanding that each municipality has their own culture and concerns that they need to address, this process can be a model that municipalities can adapt to their needs. There are five main stages in the process: initiation, development, approval, implementation and evaluation.

#### 1. Initiation

A consistent and documented process is important to keep track of all requests. The initial process includes receiving and screening the traffic calming requests. This section has been expanded to include various types of initiation types such as external public requests but also internal checklist that may prompt a survey within an area. Initial criteria are recommended to use for the screening process. At the end of this stage, a problem definition, scope and the decision to proceed or not should be made.

**2. Development**

More detailed project definition including data collection, stakeholders, list of alternative solutions are determined at this stage. Review and analysis of the problem statement to develop the plan for each of the project and finally determining the solution.

**3. Approval**

For any traffic calming plans to go forward, approval from stakeholders, residents and the decision-makers is essential. At this stage, an overview of the problem statement and proposed solutions are reviewed to ensure that the objective is met. The community support is important as the initial request might not reflect the opinion of the majority affected. There is a potential for two stages of approval; one approval to agree on the need of traffic calming measure and second approval for the type of traffic calming measure to be implemented.

**4. Implementation**

This stage is to complete detailed design according to the specific study area and to ensure the funding is available and finally, to construct the designed traffic calming measure.

**5. Evaluation**

Monitoring and evaluation is required to ensure the initial objective is met and if it is not, reconsideration of how the implementation can be refined. Some traffic calming projects are intentionally temporary to evaluate their effectiveness before permanent investments are made. Traffic calming policies should outline the evaluation process that includes the evaluation criteria, the monitoring timeline, and outcomes.

**2.3.5 Traffic Calming Measures**

The CGTC updated the list of traffic calming measures that are deemed to be suitable for use within North America based on their effectiveness on traffic volume, speed, conflicts and neighbourhood environment. The list of measures recommended in **Section 4** for LaSalle are taken from this recognized list. Some measures that were included in the first edition have been removed based on the outdated practices and outcomes of their uses. In addition, new common operational and educational practices that can also be used as a traffic calming measure are added and a number of emerging technologies are introduced to broaden the options for available measures.

The measures are divided into the following categories: vertical deflection, horizontal deflection, roadway narrowing, surface treatment, pavement marking, access restriction, gateways, enforcement, education, shared space, emerging technologies and measures.

In selecting the most appropriate traffic calming for the problem statement and the study location, the Guide included two tables showing the applicability and the potential benefits and disbenefits of each traffic calming measures. Table 3.2 of the Guide outlines which of the measures are suitable for each location type: local/collector, urban arterial or rural arterial. Table 3.3 of the Guide shows what types of problems that the traffic calming measure can address and what types of implication it can potentially cause.

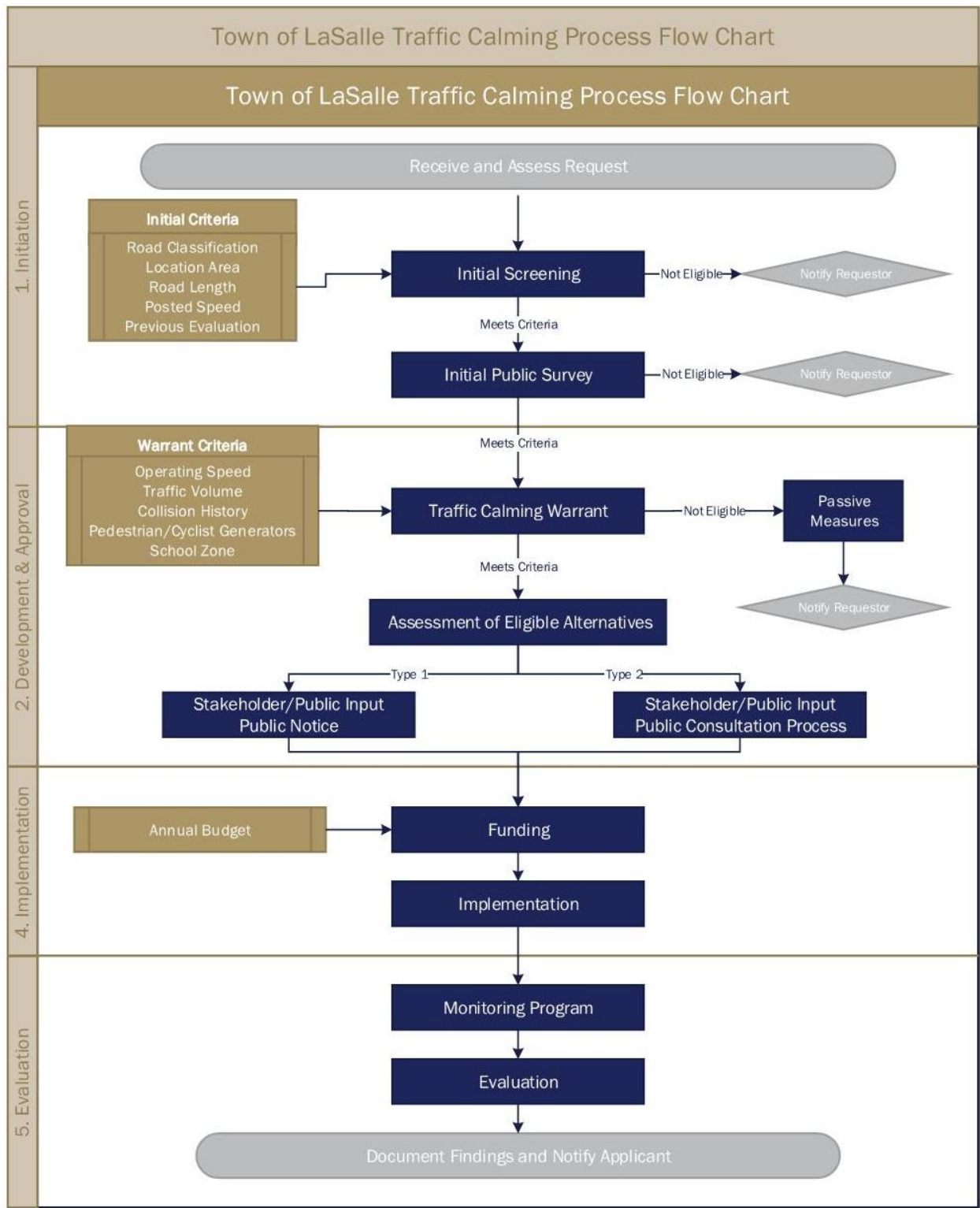
### 3 Town of LaSalle’s Process

The review of other municipalities policies and the CGTC was used as the basis of developing the Town of LaSalle’s process. The traffic calming process for the Town of LaSalle is intended to provide step by step guidance from the time of receiving a request to providing solutions to the concerns, whether the result is the implementation of a traffic calming measure or to provide an alternative response. This process provides transparency and consistency for the Town staff and the public.

#### 3.1 Traffic Calming Process Flow Chart

The flow chart in **Figure 1** shows the steps and sequence required to effectively manage any request. It shows the various decision points and possible outcomes and makes sure all necessary considerations have been taken into account. Each step is described in the remainder of this chapter.

Figure 1: LaSalle's traffic calming process flow chart





### 3.2 Initiation

The initiation stage starts when an official request has been submitted in writing to the Town Staff. The requestor can be any member of the public, Town staff, or an elected official. Once the request has been made, the initial screening and public survey will be conducted to confirm the need for a traffic calming measure. This initial process is to evaluate and screen requests to minimize the required staff effort.

#### 3.2.1 Receive and Assess Request

All requests will be received in writing and managed by staff in one section of the Public Works Department for data management purposes. Having a formal request process provides an opportunity for the Town staff to gather the necessary information to decrease unnecessary administrative efforts. Once the request has been received, the Town staff will review the request and provide an update to the requestor within a 30-day review period.

#### 3.2.2 Initial Screening Criteria

The initial screening criteria outlines the minimum requirements for a location to be eligible for traffic calming measures. These criteria are developed based on the review of nearby municipalities of similar size and TAC’s Traffic Calming Manual.

Table 4: LaSalle’s initial screen criteria

Criterion	Requirement
Road Classification	Only <b>local</b> and <b>collector</b> roads are eligible
Location Area	Primarily residential area
Road Length	Street segment length <b>must exceed 200 metres</b> <sup>1</sup>
Posted Speed	Posted speed limit must be less than or equal to <b>50km/h</b>
Previous Evaluation	Specific roadway has not been considered within the last <b>12 months</b> .

<sup>1</sup> Where the segment of the roadway is not interrupted by a stop sign, traffic signal or curve sharper than 30 degrees.

#### 3.2.3 Initial Public Survey

Before data collection occurs, a survey is circulated to the residents within the study corridor to confirm that there is a neighbourhood concern regarding traffic conditions. The Town will advise the residents in the subject area of the request and the process the Town will follow. A minimum response of 25% is required for the request to continue. The purpose of this step is to confirm that there are others concerned about the operating conditions, in addition to the requestor, to ensure staff time and Town funds get spent where the residents are most concerned.

### 3.3 Development & Approval

Once the community support has been confirmed, the required data is collected to assess the location against the warrant criteria and the process for selecting the appropriate traffic calming measure is followed. The proposed traffic calming strategy needs to be accepted by the community and funding availability confirmed before implementation can take place.

#### 3.3.1 Traffic Calming Warrant

Subsequent to the initial screening criteria, the operating conditions in the subject area are compared to a set of warrants, approved by the Town. The warrants are intended to help staff determine whether the conditions, as defined by the collected traffic data, indicate a problem that the Town should address. Also, the warrants allow various locations that have been requested to be prioritized when there is finite funding for improvements.

##### *Data Collection*

The data required for the warrant process are operating speed, annual average daily traffic (AADT), collision data, and a database of pedestrian/cyclist generators. A collaborative effort with other departments within the Town, and the police service is beneficial for organizing data storage and allocating proper budget. The sources of data required are shown in **Table 5**.

*Table 5: Warrant criteria data source*

Criterion	Data Source
Operating Speed	At the time of the request
Traffic Volume	Annual traffic count program or request-specific counts if no suitable data is available (less than 5 years old)
Collision History	LaSalle Police Service
Pedestrian/Cyclists Generators	Town's GIS database
School Zone	Town's GIS database

Town staff should review the surrounding road characteristics to determine the study area. The limits of the study area should include the section of road that is considered to have similar operating characteristics to the location of the request.

The warrant screening for the Town of LaSalle is based on a point system in which each category includes points to show severity. A point system is a commonly used practice in other jurisdictions to determine the severity of the identified issues based on various attributes. The weight assigned to each of the criteria is based on the concerns and issues that has been occurring within the Town. The minimum point total required to satisfy the warrants for traffic calming measures is 35 points. The point system for each criterion is shown in **Table 6**.

Table 6: Warrant screening requirements for LaSalle’s traffic calming policy

Criterion	Requirement	Max Points
Operating Speed	One point for every km/h that the 85th percentile speed is between 1-15 km/h over the posted speed limit  Two points for every km/h that the 85th percentile speed is between 15-25 km/h over posted speed limit (except for school zone specific speed limits)	30
Traffic Volume	<u>Local Roads:</u> Five points for every 1,000 AADT  <u>Collector Roads:</u> Five points for every 2,000 AADT	30
Collision History	Two points for every collision, not involving vulnerable road uses, within the last 3 years  Five points for every collision, involving vulnerable road uses, within the last 3 years	20
Pedestrian/Cyclists Generators	Places of pedestrian/cyclist generators: Playgrounds/park, senior’s center, recreational/community centre, retail centres, libraries,  Five points for every pedestrian/cyclist generator within the study area  Five points for a walking trails and cycling routes	10
School Zone	Five points for every school within the study area	15

For locations that satisfy the initial criteria and received sufficient community support, but did not meet the warrant, will be considered for passive traffic calming measures discussed in **Section 4.1**. These measures are relatively low in cost, and often temporary, but can impact driver behaviour through education and awareness.

### 3.3.2 Assessment of Eligible Alternatives

All requests that reach this stage of the process have passed the initial screening process and the residents have indicated their support towards addressing the problem.

Municipalities have found that physical measures, primarily vertical deflections measure have been the most effective at modifying driver behaviours. However, these treatments are usually the most expensive and often municipalities do not have sufficient capital budgets to fund all the projects that meet their warrants. In cases where locations that met the warrants have to wait several years for their improvements to be funded, these residents are unsatisfied and feel like their problem is not being addressed.

To avoid this problem, the Town of LaSalle will utilize two types of traffic calming treatments. Type 1 traffic calming measures are low cost but effective ways of changing driver behaviour. They generally consist of signs, pavement markings and temporary installations such as bollards that can change the feel of a road and reduce speeds. Type 2 traffic calming measures involve construction of curbs or humps which are higher in cost but may prove more effective.

Based on the annual budget and ranking of the locations based on their point totals, staff will recommend Type 1 and Type 2 treatments to make the most effective use of the available budget. Should there be enough capital funding to construct Type 2 traffic calming treatments at all the warranted locations, all locations will receive Type 2 treatments. In the event that there is not sufficient funding, 40% of the Capital funds will be allocated to Type 2 treatments based on the priority ranking. The remaining 60% will be allocated to Type 1 treatments by the remaining locations.

In subsequent years, locations with Type 1 treatments will remain eligible for Type 2 treatments while in the monitoring program as discussed in **Section 3.5.1**. The monitoring program will further evaluate the effectiveness of the Type 1 treatments and provide updated data for the warrant score.

The point system outlined in **Table 6** not only determines whether a location is warranted for traffic calming, but also used to rank its priority against other projects. The points allocated to the severity of the problem or the characteristics of the environment will assist staff in determining a priority ranking of locations.

### 3.3.3 Stakeholder/Public Input

Once staff have developed a proposed traffic calming strategy, it is important to determine whether the affected community will support the plan. Similar to the neighbourhood feedback from the initial survey, resident reaction is necessary at this stage to measure their agreement with traffic calming and particularly the approach that will be taken.

Regardless of the types of measures determined for the location, the affected residents will be sent information about the proposed treatment, provided contact information for questions and surveyed to indicate whether they are in favour. This survey will also outline the required level of support for approval. For Type 1 measures, the public will be consulted via notices and for Type 2 measures a public meeting will be held. A review period of 30-days is to be given for the residents to indicate their support. A minimum of 25% of sent surveys must respond, and from this at least 60% must be in favour of the plan.

The residents of the subject area should be advised of the results of the community survey. If the threshold for support is met, the residents will be advised that their project will proceed for prioritization with other warranted projects.

## 3.4 Implementation

### 3.4.1 Traffic Calming Funding

Traffic Calming should have an annual envelope in the Town's Capital Budget with consistent and predictable funding. This allows staff and the public to have realistic expectations about the number of traffic calming projects that can be funded each year and how long it might take for new projects to receive funding. Each year, the traffic calming plan will be based on the available funds for the list of warranted locations.

### 3.4.2 Implementation

Once the budget envelope has been approved, the installation schedule can be developed for the construction season. This will include public notification, installation by staff, as well as contracted services as required.

## 3.5 Evaluation

### 3.5.1 Monitoring Program

It is important to monitor locations after traffic calming has been installed to confirm whether operating conditions have improved. This monitoring will provide data to confirm the effectiveness of each installation and these results may influence the proposed traffic calming plans for future years. The Town of LaSalle should collect follow up data at traffic calming installations for at least two years. The first year will determine the initial impact of the treatment but the second year is required to determine whether the impact is permanent.

### 3.5.2 Evaluation

It is also important for the residents to receive feedback on the performance of the traffic calming treatments. Often residents can form their own opinion about the effectiveness of the traffic calming but it is important for them to see the statistical results from the data collected by staff.

## 4 Traffic Calming Measures

Traffic calming measures included in this policy are selected to suit the geometrics and practices within LaSalle and includes measures that have been implemented in nearby municipalities. The measures are categorized into Type 1 and Type 2 as discussed in Section 3.3.2. Type 1 measures include passive measures that can be achieved in shorter time period for a lower cost such as road narrowing, signage and education. Type 2 measures may require construction for physical geometric changes such as vertical and horizontal deflections.

### 4.1 Type 1 Measures

Type 1 traffic calming measures are effective methods to address concerns through less-intrusive road changes when permanent physical road geometry changes are not possible or recommended. These passive measures are typically lower in implementation cost and have a shorter turnaround time for the evaluation period, allowing the Town to address more requests with the given funding and resources. Type 1 traffic calming measures used in LaSalle are shown in **Table 7**.

Table 7: Type 1 traffic calming measures

Traffic Calming Measure Description	Example	Considerations
<p><b>Road Diet</b></p> <p>Reconfiguration of a road by reducing the number of vehicle lanes to allocate the reclaimed space for other uses (sidewalks, bus lanes, bike lanes, parking)</p>		<ul style="list-style-type: none"> <li>- Reduces vehicle speeds and conflicts</li> <li>- May affect emergency vehicle response times due to added congestion</li> </ul>
<p><b>Speed Display Devices</b></p> <p>Interactive sign that displays vehicle speeds as oncoming motorists' approach</p>		<ul style="list-style-type: none"> <li>- Reduces speed and conflicts</li> <li>- If not enforced, drivers may become immune</li> <li>- An estimate of volume data can be collected</li> </ul>
<p><b>Lane Narrowing</b></p> <p>Using pavement marking to mark the designated roadway lane width to alert drivers of the appropriate road position.</p> <p>Bollards are often used as a physical eliminator to reinforce the lane width.</p>		<ul style="list-style-type: none"> <li>- Reduce speeds and heightened awareness</li> <li>- Opportunity to redistribute roadway right-of-way for other road users</li> <li>- No construction required</li> </ul>



## 4.2 Type 2 Measures

Type 2 traffic calming measures typically result in more effective solutions as the physical changes to the road require the drivers to reduce their speed. The three categories of Type 2 measures are vertical deflection, horizontal deflection and access/volume control.

### 4.2.1 Vertical Deflection

Vertical deflections are physical obstructions for vehicles to traverse. The vertical height difference is designed to cause drivers that are driving above the speed limit discomfort to slow down. Certain drivers may reroute their travels to avoid these neighbourhood calming areas, achieving traffic diversion. Vertical deflections used in LaSalle are shown in **Table 8**.



Table 8: Vertical deflection traffic calming measures

Traffic Calming Measure Description	Example	Considerations
<p><b>Speed Hump / Speed Table (intersection)</b></p> <p>Vertical deflection designed to accommodate the desired operating speed.</p>		<ul style="list-style-type: none"> <li>- Reduces speed and volumes</li> <li>- Affects emergency vehicle response times and transit routes</li> </ul>
<p><b>Speed Cushion</b></p> <p>A raised area on a road similar to a speed hump but does not cover the entire width allowing for large vehicles (bus, fire truck) to straddle the cushion without difficulty.</p>		<ul style="list-style-type: none"> <li>- Reduces vehicle speeds and volumes</li> <li>- May slightly affect emergency vehicle response times and transit routes but not as much as speed humps</li> <li>- Requires removal in the winter</li> </ul>

### 4.2.2 Horizontal Deflection

Horizontal deflection traffic calming measures narrow the road to encourage vehicles to slow down and accommodate other roadway users. These types of measures are effective on roadways with straight geometry for extended length and at areas with high volume of pedestrians and cyclists. Horizontal deflections used in LaSalle are shown in **Table 9**.

Table 9: Horizontal deflection traffic calming measures

Traffic Calming Measure Description	Example	Considerations
<p><b>Curb Extensions</b></p> <p>A horizontal intrusion of a curb into the roadway resulting in a narrow section of roadway.</p>		<ul style="list-style-type: none"> <li>- Reduces vehicle speeds and conflicts through shortening the crossing distance for pedestrians</li> <li>- Not compatible with bike lanes</li> <li>- Potential loss of on-street parking</li> </ul>
<p><b>Traffic Circle</b></p> <p>Form of intersection control requiring through traffic to manoeuvre around the centre island.</p>		<ul style="list-style-type: none"> <li>- Reduces speeds, volumes, and conflicts</li> <li>- Delays emergency vehicle response times</li> <li>- Not suitable for high pedestrian locations</li> </ul>
<p><b>Raised Median Island</b></p> <p>An elevated medium constructed on the centerline of a two-way roadway to reduce the overall width of the adjacent travel lanes</p>		<ul style="list-style-type: none"> <li>- Reduces speeds marginally</li> <li>- Reduces conflicts as pedestrians can take refuge on medians</li> <li>- May restrict access to driveways</li> <li>- May reduce room for cyclists</li> </ul>



### 4.2.3 Access/Volume Control

Access and volume control measures are intended to deter vehicles to make certain movements to prevent vehicles entering a roadway while allowing pedestrians and cyclists. These measures are typically used for locations with high volumes of short cutting traffic. Short cutting traffic is defined as vehicles using a road that was not intended to carry these vehicles based on its classification. Since these traffic measures may disrupt the connectivity of the overall transportation network, it is recommended when other traffic measures are deemed not effective, and with definitive neighbourhood support. Access and volume control measures used in LaSalle are shown in **Table 10**.

Table 10: Access/volume control traffic calming measures



Traffic Calming Measure Description	Example	Considerations
<p><b>Diverter</b></p> <p>A raised barrier that lies diagonally across an intersection that forces traffic to turn and prevents it from proceeding through.</p>		<ul style="list-style-type: none"> <li>- Reduces volume significantly</li> <li>- Does not do much regarding speed</li> <li>- Not ideal for emergency vehicles</li> </ul>
<p><b>Raised Median Through Intersection</b></p> <p>Asphalt island located on the centerline of a two-way roadway through an intersection that prevents left turns and through traffic.</p>		<ul style="list-style-type: none"> <li>- Reduces volume by eliminating cut-through traffic</li> <li>- Restricts resident access</li> <li>- May restrict emergency vehicle access</li> </ul>
<p><b>Directional Closure</b></p> <p>Curb extension or vertical barrier extending to about the centerline of a roadway prohibiting one direction of traffic.</p>		<ul style="list-style-type: none"> <li>- Reduces speed, volumes, and conflicts through shortening the pedestrian crossing</li> <li>- Restricts resident access</li> <li>- May complicate street sweeping and snow removal</li> </ul>



<p><b>Right-In/ Right-Out</b></p>		<ul style="list-style-type: none"> <li>- Reduces conflict points and volumes</li> <li>- Restricts resident access</li> <li>- May complicate street sweeping and snow removal</li> </ul>
<p>Raised triangular island at an intersection which prevents left turns and through movements to and from the intersecting street or driveway</p>		

### 4.3 Passive Measures

Locations that satisfied the initial criteria and gained sufficient however, did not meet the warrant, passive traffic calming measures are considered. These measures are relatively low in cost, and may be temporary, but the concerns may be resolved through modified driver behaviour from education and awareness. Many of the passive measures are the community-led initiatives; these initiatives are proposed and developed by local residents which typically result in higher engagement level. These initiatives do not require any changes to the road geometry or interfere with any operational work by the Town. The Town will work with the residents to review, approve, and monitor any passive measures to ensure safety for all users, and that potential impacts on municipal and traffic operations are identified and mitigated. Passive traffic calming measures that can be considered in LaSalle are shown in **Table 7**.

Table 11: Passive traffic calming measures

<p>Traffic Calming Measure Description</p>	<p>Example</p>	<p>Considerations</p>
<p><b>Location-specific Enforcement</b></p> <p>Police enforcement in a specific area known for traffic and driving infringements</p>		<ul style="list-style-type: none"> <li>- Meant to warn drivers, increase education</li> <li>- Enforcement for speed reduction and awareness</li> </ul>
<p><b>Resident Lawn Signs</b></p> <p>Signs such as 'Please Slow Down' and 'Thank You for Slowing Down' signs to remind drivers to slow down</p>		<ul style="list-style-type: none"> <li>- Meant to communicate with the drivers that children and other vulnerable road users are in the area</li> <li>- Based on resident voluntary commitment</li> </ul>

Traffic Calming Measure Description	Example	Considerations
<p><b>Education Campaign</b></p> <p>To raise awareness of road safety issues to all road users. Presented information can include traffic calming procedure, proper use of the measures, traffic calmed locations, and preventative safety measures.</p>		<ul style="list-style-type: none"> <li>- Through workshops, pamphlets, and social media to raise awareness</li> <li>- Combine campaigns with information of law enforcements for greater impact</li> <li>- Can focus on different audience groups with various messages</li> </ul>
<p><b>Traffic-Calmed Neighbourhood</b></p> <p>Sign to notify motorists of traffic calming measures such as speed humps</p>		<ul style="list-style-type: none"> <li>- Meant to make motorists aware that they are entering a traffic-calmed zone</li> <li>- Usually combined with other measures</li> </ul>

#### 4.4 All-Way Stop Control

Municipalities are often faced with requests for all-way stop control as a means to address speeding concerns. However, traffic engineering standards including the Ontario Traffic Manual (OTM) clearly indicate that stop signs are means of controlling the right-of-way at intersections, and not a tool to address speeding. These standards include warrants for all-way stop control based on intersection volume and safety. Compliance at unwarranted stop signs has been found to be lower than warranted locations because drivers perceive that there was no reason to stop and often tried recover lost time.



## The Corporation of the Town of LaSalle

**To:** Mayor and Members of Council  
**Prepared by:** Jonathan Osborne, P.Eng. – Manager of Engineering  
**Department:** Public Works  
**Date of Report:** November 18, 2019  
**Report Number:** PW-37-19  
**Subject:** Contract Award – Crack Sealing

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### Recommendation

That the report of the Manager of Engineering dated November 18, 2019 (PW-37-2019) regarding LaSalle's Crack Sealing Program BE APPROVED and that the Town award the Crack Sealing contract to Nasci Construction Services Ltd for a price of \$94,580.50 (excluding HST).

### Report

The crack sealing maintenance program was initiated in 2016 in an effort to improve the service life of our roads, and extend the need for resurfacing.

A bid opportunity was extended and on October 2, 2019, we received two bids for this contract (excluding hst):

Nasci Construction Services Ltd.	\$94,580.50
Shepley Road Maintenance Ltd.	\$202,065.50

Although there is a large discrepancy in the prices, we have confirmed with Nasci that they are prepared to fulfill all of the items in the contract to the required specifications.

Due to the timing of the tendering, there are allowances in the contract for the work to take place in 2020.

The following roads have been identified in this contract:

Laurier Parkway (Malden to Disputed), Reaume (Matchette to Malden), Bouffard (Front to Matchette), Casa Grande, Washington, Santa, Diotte, Ellis, International, Kingsley, Lisgar, Cameos, Monck, Kipling, Towle, Dunn, Mayfair

## Consultations

NA

## Financial Implications

The capital budget has allowed for \$100,000 for this item. Since work will not be performed this year, this amount will carry forward into 2020.

## Prepared By:



Manager, Engineering

Jonathan Osborne, P.Eng.

**Link to Strategic Priorities**

	Expanding and diversifying our assessment base
yes	Effectively communicating the activities and interests of the Town
yes	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

**Communications**

	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
yes	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

Name	Address	Email

**Report Approval Details**

Document Title:	PW-37-19 Contract Award - Crack Sealing.docx
Attachments:	
Final Approval Date:	Nov 18, 2019

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



Director, Public Works

Peter Marra



Chief Administrative Officer

Joe Milicia



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

**To:** Mayor, and Members of Council  
**Prepared by:** Dave Sutton, CEMC  
**Department:** Fire Services  
**Date of Report:** November 14, 2019  
**Report Number:** FIRE 19-19  
**Subject:** Updates to Town of LaSalle Emergency Response Plan

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### **Recommendation**

That the report of the Community Emergency Management Coordinator (CEMC) dated November 14, 2019 (FIRE 19-19) regarding Updates to the Town of LaSalle Emergency Response Plan BE RECEIVED, and that the proposed revised Plan BE APPROVED by By-Law at the appropriate agenda point on the Council Agenda.

### **Report**

The provincial Emergency Management and Civil Protection Act requires all municipalities to develop and maintain Emergency Response Plans to organize municipal response to various large-scale emergency events as may be necessary. The Act, and responsible municipal planning, also requires periodic review and updates as necessary to ensure each municipality's Emergency Response Plan is current and continues to serve the present needs of the municipality. Municipal Councils are required to pass a by-law approving any substantive changes to the Emergency Response Plan.

The current Emergency Response Plan and authorizing by-law 8045, was approved by Council in August, 2017. Minor updates to contact information & appendixes have occurred in the interim. Over the past year the CEMC and the Emergency Management Program Committee have recommended & reviewed some necessary updates to the plan.

These updates are primarily include the following changes:



- The use of the electronic notification system as the primary means of notification or call-out for the Municipal Control Group in the event of a significant event requiring the activation of the Emergency Response Plan
- The change of location for the designated Secondary Emergency Operations Center to Tecumseh Fire Station #2
- The inclusion of the universal Incident Management System structure and organizational chart to organize the functional responsibilities of the Municipal Control Group in the Emergency Operations Center
- The inclusion of the Town of LaSalle Flood Response Plan as an appendix to the Emergency Response Plan. The Flood Response Plan was recently reviewed and approved by the Emergency Management Program Committee, and recommended for Council approval.

The proposed by-law and updated Draft Emergency Response Plan are attached for review.

## **Consultations**

Emergency Management Program Committee

## **Financial Implications**

None

## **Prepared By:**



Fire Chief

Dave Sutton

**Link to Strategic Priorities**

	Expanding and diversifying our assessment base
yes	Effectively communicating the activities and interests of the Town
yes	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
yes	Promote a healthy and environmentally conscious community

**Communications**

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

Name	Address	Email

**Report Approval Details**

Document Title:	FIRE 19-19.docx
Attachments:	- 8045 - Establishing - Town of LaSalle Emergency Plan.pdf - Town of LaSalle Emergency Response Plan 2019 External.pdf
Final Approval Date:	Nov 18, 2019

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



Chief Administrative Officer

Joe Milicia

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8045

**A BY-LAW TO PROVIDE FOR THE ESTABLISHMENT  
OF THE TOWN OF LASALLE EMERGENCY PLAN**

**WHEREAS** the Emergency Management and Civil Protection Act R S O. 1990 C. E-9 provides that the local authority of each municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency; and

**AND WHEREAS** an Emergency Management Coordinator of the municipal agency shall be appointed and prescribe his or her duties, which shall include the preparation and coordination of emergency plans and programs for the municipality;

**AND WHEREAS** the Emergency Management Coordinator may enter into agreements with and make payments to organizations for the provisions of services in the development of implementation of emergency plans or programs,

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF LASALLE HEREBY ENACTS AS FOLLOWS.

1. THAT in this by-law,
  - a) "Emergency" means a situation or impending situation caused by forces of nature, accident, or an intentional act, that constitutes a danger, or potential of danger, of major proportions to life and/or property, and may affect public safety, health, welfare and/or property damage, and may also result in environmental or economic impacts within the Town of LaSalle.
  - b) "Incident" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
2. THAT the term "Emergency Management Coordinator" shall mean the person appointed by the Council of the Town of LaSalle
3. THAT the Town of LaSalle Emergency Management Program Committee shall comprise the municipal departments and external partner agencies, and voluntary organizations within the municipality
4. THAT there is hereby established a Municipal Control Group which shall consist of the Mayor, CAO, Fire Chief, Police Chief, Emergency Management Coordinator, Public Works Director, Director of Council Services, Director of Development & Strategic Initiatives, Corporate Communications and Promotions Officer, Director of Finance, Director of Culture & Recreation and other municipal and external partner agencies as may be required and identified in the Emergency Response Plan.

- 5 THAT the Municipal Control Group shall be responsible for
  - a) Exercise of overall responsibility of planning and coordinating of emergency measures in the Town of LaSalle;
  - b) Submission to Council of estimates of expenditures for the maintenance and operation of the emergency planning;
  - c) Submission to Council, at least once per year, a progress report of activities,
  - d) Submission to Council, for approval, of a municipal emergency plan
  
- 6 THAT subject to Section 5 of this by-law and subject to any direction of the Town Council, the Municipal Control Group is hereby designated and appointed to be a special committee of the Town Council, and shall be responsible for the carrying out of any emergency measures or emergency activities or works in furtherance of the Emergency Management and Civil Prevention Act (EMCPA) or this by-law, and to that end, shall have and is hereby granted and delegated to, its duties and powers of the Town Council except the power to borrow money, to pass a by-law or enter into any contracts Provided however, such delegation of the duties and powers of the Council is expressly limited to only the powers of Town Council necessary to carry out its rights, responsibilities, or duties under the EMCPA
  
7. THAT the Emergency Coordinator shall have the following duties for and responsibilities:
  - a) Acts as Chair of the Emergency Management Program Committee established under this by-law;
  - b) Coordinate the development of an emergency plan for the community in cooperation with the departments and agencies of the municipality;
  - c) Provides an emergency plan, from guidelines laid down by the Emergency Management Program Committee and the Municipal Control Group.
  - d) Submits regular reports to the Emergency Management Program Committee to keep them fully informed of progress;
  - e) Acts as liaison with those persons and/or organizations involved within the Town of LaSalle and designated for Emergency Preparedness Organizations;
  - f) Ensures that a continuous program of training for Municipal Control Group personnel and other staff as required is carried out either by local training resources or attendance at outsourced training programs,
  - g) Submits a projected budget to cover costs of emergency measures operations within the municipality,
  - h) Acts as advisor to the municipal government during emergencies or disasters.
  
8. THAT there shall be an Emergency Management Program chaired by the Emergency Management Coordinator, and other persons required to formulate a municipal emergency plan
  
- 9 That Council approves and adopts the current municipal Emergency Response Plan, attached here to as Schedule "A".
  
- 10 THAT the Emergency Management Program Committee as a whole, under the coordination of the Chairperson will integrate the municipal and other allied services emergency response plans to provide for a comprehensive compatible response plan.

11. THAT each municipal department or voluntary organizations of the municipality shall be responsible to execute the emergency plan, train municipal employees and volunteers, and make a comprehensive study of existing resources.
12. THAT Council may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the said organization
- 13 THAT Council may cooperate with Councils of other municipalities for the purpose of jointly establishing and operating a County Emergency Management Program.
- 14 THAT the Town of LaSalle may enter into agreement with the Province or any other government agency as authorized by the provisions of the EMCPA or regulations thereunder
15. THAT in cases of an emergency or disaster, the Mayor, or in his absence, the Deputy Mayor, is hereby authorized to declare a state of local emergency in the Town of LaSalle. Upon such declaration being made, the LaSalle Emergency Management Coordinator shall exercise all powers conferred upon him/her and the municipality by the EMCPA of the Province of Ontario, and forthwith notify the Solicitor General via the OFMEM.
16. THAT on the making of the declaration, and for the duration of the state of local emergency, the Mayor, or in his absence, the Deputy Mayor, may do all acts and take all necessary proceedings including the following:
  - a) Put into operation an emergency plan or program;
  - b) Authorize or require a local authority to put into effect an emergency plan or program for the Town of LaSalle;
  - c) Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster,
  - d) Authorize or require any qualified person to render aid of any type he/she is qualified to provide,
  - e) Control or prohibit travel to or from an area of the Town of LaSalle,
  - f) Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare, and other essential services in any part of the Town of LaSalle,
  - g) Cause the evacuation of persons and the removal of livestock and personal property from any area of LaSalle that is or may be affected by an emergency or disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
  - h) Authorize the entry into any building or onto any land without warrant, by any person in the course of implementing and emergency plan or program;
  - i) Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of an emergency or disaster, or to attempt to forestall their occurrences or to combat their progress,

- j) Procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within any part of the Town of LaSalle for the duration of the state of local emergency;
- k) Authorize the recruitment of persons needed to meet an emergency

17. THAT in the absence of the Mayor or Deputy Mayor, a member of the Town Council is hereby authorized to declare a state of local emergency in the Town of LaSalle under the EMCPA.

18 That Bylaws 5917 and 7390 be repealed.

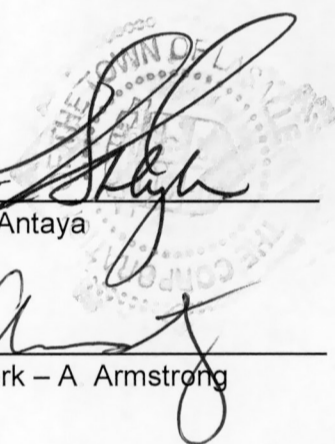
19 THAT this by-law shall come into full force and effect upon the final passing thereof.

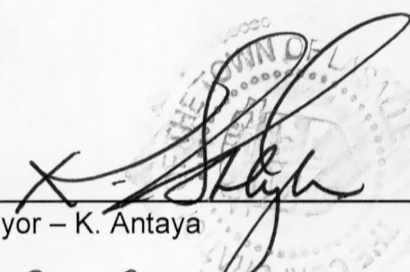
**READ** a first and second time and **FINALLY PASSED** this 22<sup>nd</sup> day of August, 2017

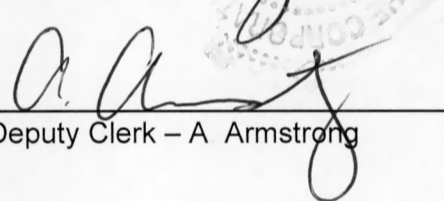
1<sup>st</sup> Reading – August 22, 2017

2<sup>nd</sup> Reading – August 22, 2017

3<sup>rd</sup> reading – August 22, 2017



  
\_\_\_\_\_  
Mayor – K. Antaya

  
\_\_\_\_\_  
Deputy Clerk – A. Armstrong

**Town of LaSalle**  
**EMERGENCY RESPONSE PLAN**  
**2017**

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## **GLOSSARY OF TERMS USED IN THIS PLAN**

### **Municipal Control Group (MCG):**

The officials that provide direction to the emergency management operations within the Town of LaSalle, and ensure coordination between all agencies involved.

### **Emergency Site Manager (ESM):**

The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The ESM reports to the Operations Manager (normally the CAO or designated alternate) who, in turn, provides the MCG with necessary information on the site operation.

### **Inner Perimeter:**

The area designated to enclose the actual emergency site and will include casualty triage and treatment areas.

### **Outer Perimeter:**

The area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave ample area for setting up rescue and recovery operations.

### **Community Emergency Management Coordinator (CEMC):**

The person appointed by Council to oversee the community emergency program, along with Emergency Management Committee.

### **Emergency Operations Centre (EOC):**

A secure location; where a centralized and coordinated response/recovery to an emergency that supports the emergency site can be managed by the MCG.

## PREAMBLE AND AUTHORITY

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, that is the health, welfare and property, as well as the environment and economic health of the Town of LaSalle. The Corporation of the Town of LaSalle has a population of 28,643 (9,901 Households), with an average household size of 3 people per household, (Statistics Canada, 2011 Census of Population).

In order to protect residents, businesses and visitors, the Town of LaSalle requires a coordinated emergency response by a number of agencies under the direction of the Municipal Control Group (MCG). These are distinct arrangements and procedures from the normal day-to-day operations carried out by emergency services.

This Plan has been prepared to provide key officials, agencies and departments within the Town of LaSalle with general guidelines for the initial response to a major emergency. For the Plan to be effective, it is important that everyone involved in an emergency be made aware of the policies and guidelines within the Plan and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of the Plan and its provision. Copies of the Town of LaSalle Emergency Response Plan may be viewed at the Town of LaSalle Administration Building (5950 Malden Road LaSalle), the Town of LaSalle website at [www.town.lasalle.on.ca](http://www.town.lasalle.on.ca) or LaSalle Fire Service's website at [www.lasallefire.ca](http://www.lasallefire.ca). For more information, please contact the Community Emergency Management Coordinator for the Town of LaSalle at (519) 966-0744.

The **Emergency Management and Civil Protection Act, (EMCPA)** is the legal authority for this emergency response plan in Ontario.

The **EMCPA** states that:

*"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan" (Section 3 (1))*

*"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he or she considers necessary and are not contrary to law to*

*implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."*  
(Section 4 (1))

As enabled by the **Emergency Management and Civil Protection Act**, this emergency response plan and its elements have been:

- a. Issued under the authority of the Town of LaSalle By-law # 5917 and
- b. Filed with Emergency Management Ontario (EMO), Ministry of Community Safety and Correctional Services.

Emergencies, as defined by the **Emergency Management & Civil Protection Act**, mean:

*"a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportion to life or property. "*

They may also be defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a coordinated response by a number of agencies. They are distinct from the normal day-to-day operations carried out by the emergency first response agencies.

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of LaSalle.

While many emergencies could occur within the Town of LaSalle, the most likely are: floods, tornadoes, winter storms, transportation accidents involving hazardous materials, major fires, or any combination thereof. Based on the Hazard Identification and Risk Analysis (HIRA) and critical infrastructure reviews by the Emergency Management Program Committee on a regular basis, other contingency plans may be developed and form part of this Plan to enhance emergency procedures.

## 1.0 REQUEST FOR ASSISTANCE

A request for assistance can be made to the County of Essex at any time by, contacting the County Warden, CAO or Community Emergency Management Coordinator (Phone numbers listed in appendix A)

The request shall not be deemed to be a request that the County assume authority and /or control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such a request can be made by contacting Emergency Management Ontario (EMO). Depending upon the nature and extent of the emergency, EMO will deploy an Area Officer or a Provincial Emergency Response Team (PERT) to provide immediate advice and assistance. Whether or not assistance might be requested from the Province of Ontario, it is strongly advised that EMO be notified and updated on any emergency incident that occurs within the area.

### **Provincial Notification and/or Assistance:**

**Emergency Management Ontario (24/7)**  
**O.P.P Duty Officer (alternate)**

**1-866-314-0472**  
**705-329-6950**

## 2.0 AIM OF THE PLAN

The aim of this Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the Town of LaSalle when faced with an emergency.

This Plan is intended to outline a plan of action for the efficient deployment, and co-ordination of the Town of LaSalle services, agencies and personnel to provide the earliest possible response in order to:

- Protect and preserve life and property
- Minimize the effects of the emergency on the Town of LaSalle
- Restore essential services
- Assist the County of Essex and/or other area municipalities as requested

### 3.0 NOTIFICATION AND RESPONSE

#### EMERGENCY NOTIFICATION

- 3.1.1 The emergency notification system is the system used to alert the emergency response organization that an emergency exists. The LaSalle Police Dispatch Centre is the agency which initiates the notification on behalf of this Municipal Plan.
- 3.1.2 The LaSalle Police Dispatch Centre may receive authority to initiate the emergency notification system from any one of the six persons listed in 3.1.3 below when an emergency occurs requiring a coordinated municipal response.
- 3.1.3 Authority to initiate the municipal emergency notification system shall come from any of the following:
- **Mayor;** or
  - **CAO;** or
  - **Fire Chief;** or
  - **Police Chief;** or
  - **C.E.M.C.;** or
  - **Medical Officer of Health**
- 3.1.4 LaSalle Police Dispatch will be advised of the emergency response level to be adopted (Section 3.2) and any special instructions to be passed along during the notification procedure.
- 3.1.5 Upon receipt of the emergency response level and any special instructions, LaSalle Police Dispatch shall immediately undertake notifications to the emergency response organization as set out in the Notification Procedure.
- 3.1.6 When the emergency response organization is to be **Fully** or **Partially Activated**, each participating organization in this Plan shall undertake internal or external notifications indicating the level of activation to be adopted and any special instructions. Those organizations with a responsibility to conduct external notifications are set out in the Notification Procedure

#### 3.2 RESPONSE LEVELS AND INITIAL ACTIONS

The various response levels and the actions required under them, are shown in outline in Table 3.1 and are described as follows

**TABLE 3.1 EMERGENCY RESPONSE LEVELS AND INITIAL ACTIONS**

RESPONSE LEVEL	INITIAL ACTIONS (BY MUNICIPALITY)
1. ROUTINE MONITORING	The Fire Chief, Police Chief, the Chief Administrative Officer (CAO), the Community Emergency Management Coordinator (CEMC) and the Head – MCG (Mayor) will monitor the situation from their normal workplaces or homes.
2. PARTIAL ACTIVATION	<ul style="list-style-type: none"> <li>• The LaSalle Police Dispatch shall be notified of a partial activation by either the Head -MCG, CAO, Police Chief, or Fire Chief CEMC</li> <li>• The LaSalle Police Dispatch shall implement the partial activation notification procedure.</li> <li>• Organizations contacted by LaSalle Police Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)</li> <li>• Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications placing their contacts on standby</li> <li>• The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation</li> <li>• The organization responsible for the other emergency centres (Evacuation/Reception Centres, Emergency Information Centre) shall ensure that these centres can become fully operational without undue delay.</li> <li>• The Fire Chief, Police Chief or Director of Public Works, are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head – MCG having yet declared a state of emergency.</li> </ul>
3. FULL ACTIVATION	<ul style="list-style-type: none"> <li>• The LaSalle Police Dispatch shall be notified of a full activation by the Head MCG, CAO, Police Chief, Fire Chief or CEMC.</li> <li>• The LaSalle Police Dispatch shall implement the full activation notification procedure</li> <li>• Organizations contacted by the LaSalle Police Dispatch shall report to their places of duty as appropriate and fully activate their own Emergency Response Plans and procedures</li> <li>• Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications informing their contacts of the level of response</li> <li>• The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation or to coordinate the emergency response</li> </ul>

	<ul style="list-style-type: none"> <li>• Actions ordered by Municipal Control Group including the set up and staffing of other emergency centres shall be implemented</li> </ul>
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### 3.2.1 Routine Monitoring and Enhanced Monitoring

**Routine Monitoring** should be implemented when a situation requires continual monitoring by the municipality. A community emergency is not imminent but unforeseen circumstances could result in the situation becoming a threat to the community. Two examples of situations that may require **Routine Monitoring** are the threat of shoreline flooding and an emergency occurring in an adjacent community.

If the response level to be adopted is **Routine Monitoring**, either the Police Chief or the Fire Chief, CEMC or Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, shall in turn, notify; the County Emergency Response Planner, the Fire Chief, Police Chief, CEMC (if they have not already been notified), and the Head – MCG who will monitor the situation from their normal workplaces or homes.

### 3.22 Partial Activation

**Partial Activation** should be implemented when a situation requires the Municipal Emergency Response Organization to be placed on standby. A community emergency is not imminent but the situation has the potential to deteriorate, thus becoming a serious threat to the community. An example of a situation which may require **Partial Activation** is a fire which has the potential to be a serious threat to the community.

If the response level to be adopted is **Partial Activation**, either the Police Chief, Fire Chief, CEMC or the Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full Emergency Response Organization as set out in the Notification Procedure.

The Municipal Response shall consist of:

- Organizations contacted by LaSalle Police Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)
- Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications placing their contacts on standby.



- The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation
- The organization responsible for the other emergency operations centres (EIC, Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.
- The Fire Chief, Police Chief and the Director of Public Works are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the head – MCG having yet declared a state of emergency.

### 3.2.2 **Full Activation**

**Full Activation** should be implemented when a situation requires the municipal emergency response organization to be fully activated. A community emergency requiring a controlled and coordinated response has occurred or is imminent.

If the response level to be adopted is **Full Activation**, either Police Chief, Fire Chief, CEMC or Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Part II)

The Municipal Response shall consist of:

- Organizations contacted by the LaSalle Police Dispatch shall report to their places of duty and fully activate their own Emergency Response Plans and procedures.
- Organization contacted by the LaSalle Police Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.
- The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation.
- Actions ordered by the Emergency Operations Centre shall be implemented including the set up and staffing of other emergency centres.

## 3.3 **PUBLIC ALERTING**

- 3.3.1 The emergency public alerting system is the system used to warn the public that an emergency exists within the community or that some action is required on their part. The emergency public alerting system uses the following: 211 Ontario, media broadcasting systems, Reverse 911, and as a backup, emergency vehicles public address systems.
- 3.3.2 Authority to initiate the emergency public alerting system shall come from either the:
- Director of Public Works; or
  - Fire Chief; or
  - Police Chief
  - CAO
  - Mayor
  - CEMC
- 3.3.3 The Police Chief, The Director of Public Works and/or the Fire Chief shall also arrange for the public alerting using the avenues listed in 3.3.1.
- 3.3.4 Generally, the public alerting system will only be used when there is an urgent need to shelter people, warn the residents of a specific area, or to order a protective action. Public alerting may be ordered for the whole Town or any part thereof.
- 3.3.5 Whenever the public alerting system is initiated, the Municipal Control Group shall request that the Designated Media broadcast an appropriate notification message immediately afterwards
- 3.3.6 Residents will be expected to tune in, when so alerted, to a radio/TV station appointed as Designated Media to listen for information and instructions.

#### **4.0 EMERGENCY OPERATIONS CENTRE (EOC)**

This Plan provides for the designation of an Emergency Operations Centre (EOC) and alternate location, should such facilities be required. The Town of LaSalle EOC is located at the:

**Town of LaSalle, Municipal Offices  
5950 Malden Road,  
LaSalle, ON**

In the event this operation centre cannot be used, the secondary location for the EOC could be:

**Amherstburg Fire Station No. 2  
3400 Middle Side Road,  
Amherstburg, ON**

## 5.0 MUNICIPAL CONTROL GROUP (MCG)

A Town emergency response will be coordinated by a Municipal Control Group (MCG) consisting of officials who are responsible for providing essential services necessary to minimize the effects of an emergency in the Town of LaSalle. The membership of the MCG is listed below. Listed to the right of the official's title is the capacity in which the official is to provide on the MCG

<u>Municipal Control Group Member</u>	<u>Responsibility</u>
Mayor, Town of LaSalle	Head of Municipal Control Group
Chief Administrative Officer	Operations Manager
Community Emergency Management Coordinator	Emergency Coordinator
Chief of Police (Commander as situation dictates)	Police Coordinator
Fire Chief (Commander as situation dictates)	Fire Coordinator
Director of Public Works	Public Works Coordinator
Corporate Communication & Promotions Officer	Emergency Information Officer
Director of Finance	Financial Coordinator
Director of Culture & Recreation	Logistics Coordinator
Human Resources Officer	Human Resources Coordinator
Director of Strategic Initiatives	Planning Coordinator
Medical Officer of Health or designate	Health Services Coordinator
Chief, Essex-Windsor EMS or designate	EMS Coordinator
Windsor/Essex Social Services	Evacuation/Reception Centres Coordinator
Public, Separate and French School Boards	Evacuation and Assembly Facilities
Municipal Representatives & Agencies as required (County Emergency Planner)	Coordination and Support

## 6.0 OPERATING CYCLE

Members of the MCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Manager will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Manager.

## 7.0 RESPONSIBILITIES

### 7.1 Group Responsibilities

The members of the MCG are likely to be responsible for the following actions or decisions:

- (a) Acquiring and assessing of information to determine the status of the emergency situation
- (b) Calling out and mobilizing their emergency services, agencies and equipment
- (c) Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- (d) Determining if the location and composition of the MCG are appropriate
- (e) Advising the Head of MCG as to whether the declaration of an emergency is recommended
- (f) Advising the Head of MCG on the need to designate all or part of the Town as an emergency area
- (g) Ensuring that an Emergency Site Manager (ESM) is appointed and supported with equipment, staff and resources as required
- (h) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- (i) Discontinuing utilities or services provided by public or private concerns i.e. hydro/power, water, gas, closing public areas, etc
- (j) Arranging for services and equipment from local agencies not under town control i.e. private contractors, volunteer agencies, services clubs, etc.
- (k) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under town control, as considered necessary
- (l) Determining if volunteers are required and if appeals for volunteers is warranted  
Providing direction & supervision of volunteer groups and contracted employees
- (m) Determining if additional transport is required for evacuation or transport of persons and/or supplies
- (n) Ensuring that pertinent information regarding the emergency is disseminated to the media and public
- (o) Determining the need to establish advisory group(s) and/or subcommittees
- (p) Authorizing expenditure of money required to deal with the emergency

- (q) Notifying the service, agency or group under their direction, of the termination of the emergency
- (r) Maintaining a log outlining decisions made and actions taken during the emergency response
- (s) Participating in an operational debriefing following the emergency and preparation of a report to Town Council
- (t) Coordinate the provision of Critical Incident Stress Management to assist Public Safety Personnel and members of the public affected by emergency incident
- (u) MCG shall consider implementing recovery plan as per section 8.0 of the Emergency Response Plan.

## **7.2 Individual Responsibilities**

### ***7.2.1 Head of the Municipal Control Group (MCG) (Mayor of the Town of LaSalle)***

The Head of the Municipal Control Group is responsible for:

- (a) Activating the emergency notification system
- (b) Chairing meetings of the MCG and providing overall leadership in responding to an emergency
- (c) Formal Declaration and Termination of an Emergency, as required
- (d) Ensuring that members of the LaSalle Town Council, the County of Essex, the Premier of Ontario (through the Solicitor General and Emergency Management Ontario), local MPs and MPPs are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation
- (e) Authorizing expenditures and the acquisition of equipment and personnel when necessary
- (f) Approval of media releases
- (g) Liaise with other Levels of Government

### **7.2.2 Operations Manager (Chief Administrative Officer)**

The Operations Manager is responsible for:

- (a) Activating the emergency notification system
- (b) Coordinating all operations within the EOC, including the scheduling of regular meetings
- (c) Advising the Head MCG on policies and procedures, as appropriate
- (d) Approving, in conjunction with the Head of MCG, major announcements and media releases in consultation with the MCG
- (e) Ensuring that a communication link is established between the MCG and the Emergency Site Manager
- (f) Calling out additional staff to provide assistance, as required

### **7.2.3 Emergency Coordinator (Community Emergency Management Coordinator)**

The Emergency Coordinator is responsible for:

- (a) Activating the emergency notification system.
- (b) Arranging for the EOC to be set up and established
- (c) Ensuring that security is in place for the EOC and for the registration of MCG members
- (d) Provide advice to members of the MCG on emergency response operations, including access to plans, maps, equipment, and resources
- (e) Supervising the telecommunications plan and coordinator
- (f) Ensuring liaison with community support agencies such as Canadian Red Cross, St. John's Ambulance, ARES
- (g) Ensuring the operating cycle is met by the MCG and related documentation is maintained for future reference
- (h) Maintaining the logs and records for the purpose of debriefings and post-emergency reporting
- (h) Regularly review the contents of the Emergency Response Plan to ensure that it is up to date and in conformity with Provincial procedures and standards
- (i) Organizing and coordinating training and participation in drills and exercises

#### **7.2.4 Police Coordinator (Police Chief)**

The Police Chief is responsible for:

- (a) Activating the emergency notification system
- (b) Provide personnel and equipment to assist at emergency
- (c) Provide personnel and equipment to assist with establishment of a site command post with communications to the EOC
- (e) Establishing an ongoing communications link with the senior police official at the scene of an emergency
- (f) In conjunction with responding agencies, the establishment of an inner perimeter within the emergency area
- (g) In conjunction with responding agencies, the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- (h) The provision of traffic control to facilitate the movement of emergency vehicles
- (i) Alerting persons endangered by the emergency and coordinating evacuation procedures
- (j) Liaison with the Social Services Administrator regarding the establishment and operation of evacuation and reception centres
- (k) The provision of police services in evacuee centres, morgues (including liaison with the Coroner), and other facilities, as required
- (l) Liaison with other municipal, provincial or federal police agencies, as required
- (m) Providing an Emergency Site Manager as required by nature of emergency event
- (n) Investigative services as required
- (o) Maintaining a log of decisions made and actions taken during the emergency response

#### **7.2.5 Fire Coordinator (Fire Chief)**

The Fire Coordinator, as the emergency situation dictates, is responsible for.

- (a) Activating the emergency notification system
- (b) Provide personnel and equipment to assist at emergency
- (c) Provide personnel and equipment to assist with establishment of a site command post with communications to the EOC
- (d) In conjunction with responding agencies, the establishment of an inner perimeter within the emergency area
- (e) In conjunction with responding agencies, the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- (f) Providing the MCG with information and advice on firefighting, hazardous materials and rescue matters



- (g) Establishing an ongoing communications link with the senior firefighting personnel and equipment that may be needed
- (h) Determining if additional or special equipment is needed and recommending possible sources of supply (i.e. breathing apparatus, protective clothing, etc.)
- (i) Providing assistance to other Municipal and County departments and agencies and being prepared to take charge of, or contribute to, non-fire operations if necessary (i.e. search and rescue, first aid, casualty collection, evacuation, etc.)
- (j) Providing an Emergency Site Manager as required by nature of emergency event
- (k) Maintaining a log of decisions made and actions taken during the emergency response
- (l) Liaise with County Fire Coordinator as to status and requirement of related activities

#### **7.2.6 Public Works Coordinator (Director of Public Works)**

The Director of Public Works is responsible for:

- (a) Providing the MCG with information and advice on engineering and environmental services matters
- (b) Liaison with senior public works officials from local and neighbouring municipalities to ensure a coordinated response
- (c) The provision of engineering/public works assistance
- (d) The provision of equipment for emergency pumping operations
- (e) Liaison with the fire chief concerning emergency water supplies for firefighting purposes
- (f) Coordinating the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Health Services Coordinator
- (g) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- (h) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- (i) Providing public works vehicles and equipment as required by other emergency services
- (j) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action
- (k) Providing an Emergency Site Manager if required
- (l) Maintaining a log of decisions made and actions taken during an emergency response

#### **7.2.7 Emergency Information Officer (Corporate Communication and Promotions Officer)**

The Corporate Communication and Promotions Officer for the Town of LaSalle is responsible for:

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- (a) The release of all emergency-related information. The Emergency Information Officer and staff coordinate with the Head of Council, the Operations Manager and the CEMC to prepare and approve all information released to the media, social media and public including 211 and public alerting systems.
- (b) Collect and monitor incoming data, statistics and information from site commanders and verify all information with appropriate Emergency Operations Centre (EOC) staff.
- (c) Monitor mainstream media and social media accounts for information being released by others or areas of concern that should be addressed by the EOC.
- (d) In cases of emergencies that involve other municipalities, liaise with other Emergency Operations Centres to ensure consistent messaging where advisable.
- (e) Appoint/confirm appropriate municipal spokesperson(s) and in consultation with head of Council, Operations Manager and CEMC, determine appropriate strategy for press conferences at Emergency Site and for EOC designated area, as well as frequency of media releases and/or press conferences.

#### **7.2.8 Human Resources Coordinator (Human Resources Officer)**

The Human Resources Officer of the Town of LaSalle is responsible for:

- (a) Coordinating and processing requests for human resources
- (b) Under the direction of the MCG and with the assistance of the Canadian Red Cross, coordinate offers of and appeals for volunteers
- (c) Selecting the most appropriate sites for the registration of human resources
- (d) Ensuring records of human resources and administrative detail are completed
- (e) When volunteers are involved, in partnership with the Canadian Red Cross or other agencies, ensuring that a Volunteer Registration Form is completed and a copy of the form is retained for Municipal records
- (f) Ensuring identification cards are issued to volunteers and temporary employees, where practical
- (g) Arranging for transportation of human resources to and from sites
- (h) Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies, and volunteer groups.

#### **7.2.9 Health Services Coordinator (Medical Officer of Health)**

The Health Services Coordinator is responsible for:

- (a) Notifying appropriate members of the Health Unit when notified of an emergency situation and activating the Health Unit Contingency Plan

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- (b) Advising the MCG on public health and medical matters, including Community Care Access Centres
- (c) Liaison with Public Works with regards to Emergency Workers safety and potable water as required
- (d) Keeping the ambulance services, hospitals and Health Unit staff informed of developments by relaying information through Central Ambulance Communications Centre, Windsor
- (e) Providing staff at each Evacuee Centre to assist the Manager of each Reception/Evacuee Centre in public health matters, and in assisting evacuees
- (f) Maintaining a log of decisions made and taken during the emergency response

**7.2.10 *Emergency Medical Services (EMS) Coordinator (Chief, Essex-Windsor EMS)***

The Emergency Medical Services Coordinator is responsible for:

- (a) Providing the Head MCG and MCG with information and advice on emergency health matters
- (b) Providing staff, materials, supplies and equipment for emergency purposes, as requested
- (c) Notifying the Ontario Ministry of Health and Long Term Care, Emergency Health Services Branch of the emergency and requesting their assistance, if required
- (d) Liaison with the responding agencies active at the emergency site via the Emergency Site Manager
- (e) Assessing the need and extent of special emergency health service resources at the emergency site
- (f) Assessing the need and extent of emergency site medical teams at the emergency site
- (g) Ensuring triage and treatment at the emergency site
- (h) Liaison with local hospitals for the efficient distribution of casualties
- (i) Assessing whether or not assistance is required from Police, Fire or other emergency services in providing transportation to the emergency site for medical teams
- (j) Liaison with Central Ambulance Communication Centre in providing the main radio and telephone communication links among health services
- (k) Assisting with the organization and transportation of persons to ensure that they are evacuated as required, and
- (l) Maintaining a log of decisions made and actions taken during the emergency response

**7.2.11 *Evacuation / Reception Centre Coordinator (Windsor-Essex Social Services Senior Representative)***

The Social Services Senior Representative is responsible for:

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- (a) With the activation and support of the Canadian Red Cross, ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiry service, and personal services
- (b) In partnership with the Canadian Red Cross, supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring the same are adequately staffed
- (c) Liaison with the police chiefs with respect to the pre-designation of evacuee centres which can be opened on short notice
- (d) Liaison with the Health Services Coordinator on areas of mutual concern required during operations in evacuee centres
- (e) Ensuring that representatives of the Greater Essex Municipal District School Board, the Windsor-Essex Catholic District School Board or Le Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Boards' representatives
- (f) Liaison with public and private nursing/care homes in the Municipality as required
- (g) Coordination of the provision of services of other partner organizations (Red Cross, Salvation Army, Victim Services, etc.)
- (h) Maintaining a log of decisions made and actions taken during the emergency response.

### **7.2.12 Support and Advisory Staff**

The following staff may be required to provide additional or specialist support, logistics and advice to the MCG;

- (i) Treasurer
- (ii) Director of Culture and Recreation
- (iii) Solicitor for Town
- (iv) Representative of the Essex Region Conservation Authority
- (v) Management representative from Essex Powerlines Corporation
- (vi) School Board Representatives
- (vii) Liaison staff from Provincial Ministries
- (viii) Administrative staff
- (ix) Any other official, expert or representative deemed necessary by the MCG
- (x) Canadian Red Cross

**i)** The **Treasurer** is responsible for:

- (a) Assisting the Operations Manager, as required
- (b) The provision of information and advice on financial matters as they relate to the emergency
- (c) Ensuring that records of expenses are maintained for future claim purposes relating to the emergency
- (d) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency
- (e) The provision and securing of equipment and supplies not owned by the Town of LaSalle
- (f) The notification and scheduling of any town support staff as required

**ii)** The ***Manager of Facilities (Logistics Coordinator)*** is responsible for:

- (a) Providing security for the Municipal offices, as required
- (b) Providing identification cards to MCG members and support staff
- (c) Coordinating the availability, operation, cleaning, and maintenance of all municipal facilities as may be required to assist with the emergency
- (d) Coordinate with the Planning Coordinator to provide staff and assistance as required at emergency site, EOC, or municipal sites, to provide for feeding and sanitary needs of emergency workers, staff and evacuees.
- (e) Assist Planning Coordinator with procurement and/or transportation of other supplies and materials as may be required to facilitate emergency and/or recovery operations.

**iii)** The ***Director of Strategic Initiatives (Planning Coordinator)***

- (a) Maintain contact with Operations & Command sections and awareness of progress and plans from the emergency site to anticipate ongoing needs.
- (b) Initiate contact with agencies or resources, materials and supplies likely to be required.
- (c) In consultation with Operations section, assess progress and duration of operations at emergency sites and EOC, and develop plans for materials and supplies necessary for continuity of operations as required
- (d) Assess resources likely to be required for recovery operations. Initiate contact and plan for procurement of personnel, materials, and supplies to support effective recovery operations

**iv)** The ***Solicitor for the Town of LaSalle*** is responsible for:

- (a) The provision of advice to any member of the MCG on matters of a legal nature as they may apply to the actions of the Town of LaSalle in its response to the emergency, as required

v) ***The representative of the Essex Region Conservation Authority*** is responsible for:

- (a) Providing advice on the abatement of flood emergencies
- (b) Assisting in acquiring resources to assist in flood emergencies

vi) ***The representative from Essex Powerlines Corporation*** is responsible for:

- (a) Providing the MCG with electrical safety advise and recommendations to ensure public safety
- (b) Providing the MCG with initial assessment reports and regular updates of the status of the electrical power grid serving the municipality
- (c) Coordinating with the E.O.C. Operations Manager and Emergency Site Manager as required, to facilitate safe & expedient restoration of power to critical infrastructure and core services
- (d) If requested by Emergency Site Manager, providing a field supervisor in the site command structure to facilitate a safe environment for emergency /rescue workers
- (e) In the event of extensive damage to the distribution system, and in consultation with the MCG, arrange for additional resources as required to assist in the restoration of the electrical power grid.

vii) ***School Board Representatives*** are responsible for:

- (a) The provision of any school as designated in the Social Services Emergency Plan for use as an evacuation or reception centre
- (b) Upon being contacted by the Social Services Coordinator, providing school board representatives to coordinate activities with respect to maintenance, use and operation of the facilities being used as evacuation or reception centres

viii) ***Provincial Ministry Representatives*** are responsible for:

- (a) Providing advice on matters of Provincial concern to members of the MCG

ix) ***Administrative Staff*** will be required for:

- (a) Ensuring all decisions made and actions taken by the MCG are recorded;
- (b) Ensuring that maps and status boards are kept up-to-date;
- (c) Registering and maintaining a MCG members list;

- (d) Arranging for printing, copying and distributing material as required;
- (e) Providing clerical assistance to the EOC

x) ***Other Officials, Experts or Representatives*** are responsible for:

- (a) Any special advice or expertise necessary to abate the emergency situation as required by the MCG (such as public transportation matters, utilities representatives, private businesses)

xi) ***The Canadian Red Cross*** may provide any or all of the following services:

- (a) Reception Centre Management including, but not limited to, information and education, feeding, needs assessment, distribution of supplies and acceptance and management of funds raised by appeals;
- (b) Family Reunification including, but not limited to, registration of evacuees, processing inquiries and management of records;
- (c) Evacuation Centre Management including, but not limited to, temporary lodgings, personal services, logistics management, procurement and distribution of supplies;
- (d) Volunteer Resource Management including, but not limited to, recruitment of volunteers, orientation and training of volunteers, job assignments and management of volunteers in accordance with standard CRC Human Resource policies;
- (e) Coordination of other Non-Governmental Agencies; and
- (f) Provision of Liaison Officers as required

### ***7.2.13 Relationship between MCG and Emergency Site Manager (ESM)***

Depending upon the nature of the emergency, and once the ESM has been assigned, the MCG relationship with the ESM is to offer support with equipment, staff and other resources as required. Particular emphasis must be placed upon reliable and effective communications being established between the MCG and the ESM.

The MCG must also ensure the normal or near-normal provision of municipal services throughout the duration of the emergency and during the recovery period afterwards.

### ***7.2.14 Relationship between ESM and the Command and Control Structures of Emergency Responders***

The senior representative for each emergency services (police, fire, EMS, public works) at the emergency site will consult with the ESM so as to offer a coordinated and effective emergency response. Regular briefings will be held at the site and chaired by the ESM so as to establish the manner and process by which response to the emergency will be provided.

## 8.0 RECOVERY PLAN

### 8.1 General

Once the urgent part of the emergency event is over, community officials must shift the focus to dealing with the longer term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency plan is known as the “recovery phase”.

The MCG will determine when the emergency has entered the recovery phase. Normally, the emergency at that point would **not** constitute an actual or imminent threat to people and property requiring an immediate response.

To facilitate a smooth transition to the execution of the recovery phase, the MCG will continue to address all matters related to recovery until such time as a hand-over is formally made to the Recovery Committee (see Section 8.2 below)

Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

### 8.2 Organization

Following a smooth transition to the recovery phase, the MCG should pass the responsibility for further operations in connection with the emergency to a Recovery Committee

The Recovery Committee shall consist of:

- The Mayor of The Town of LaSalle
- Chief Administrative Officer, Town of LaSalle
- C.E.M.C., Town of LaSalle
- Fire Chief, Town of LaSalle
- Police Chief, Town of LaSalle
- Director of Public Works, Town of LaSalle
- Treasurer, Town of LaSalle
- Corporate Communication and Promotions Officer, Town of LaSalle
- Planning Director, Town of LaSalle
- Human Resources Officer, Town of LaSalle

Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance as required.

Sub-committees may be struck to deal with specific areas of concern or issues, i.e. Human Needs, Infrastructures, Finance, Health and Social Services.



### **8.3 Recovery Strategy**

During its initial and subsequent meetings, the Recovery Committee should develop a strategy which includes goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any specific community needs which have been identified and any tasks identified through a review of the Committee's responsibilities (Section 8.4 below). This strategy will also have to be periodically adjusted to reflect the progress made towards full recovery or to reflect changing/evolving concerns and issues.

The Recovery Committee will report to Town of LaSalle Council on a regular basis to keep them informed on the status of the recovery process and any recommended expenditures.

### **8.4 Recovery Committee Responsibilities**

The following major responsibilities should be undertaken by the Recovery Committee:

- a. Ensure that the essential services and utilities (hydro, water, gas, telephone, mail delivery, sewers and waste disposal) are returned to service as soon as possible;
- b. Ensure that public infrastructures, including roads, bridges, traffic lights and signs, etc. are repaired or replaced;
- c. Ensure that structures and buildings within the community are in a safe condition and any remedial action that is required is taken to rectify any unsafe conditions;
- d. Ensure that health standards are met throughout the Town;
- e. Provide assistance in the relocation and establishment of temporary housing for affected persons;
- f. Assist in the provision of counselling sessions (victims' counselling services, critical incident stress debriefing for emergency workers and volunteers, as well as the general population);
- g. Coordinate requests for funding support from other levels of government;
- h. Ensure that information on the recovery process and activities are disseminated in a clear and timely manner to the public through regular bulletins and updates; and
- i. Provide damage assessment (approximate emergency event costs) reports
- j. Provide co-ordination and direction of volunteers and contracted employees.

### **8.5 Disaster Declarations and Disaster Relief Assistance**

A declaration of a disaster is usually made by a municipality in order to possibly receive disaster relief assistance from the Provincial or Federal Government with regards to the amount of damage inflicted upon the communities.

Once a Disaster Declaration has been made by the municipality, the request is sent to the Province to determine if assistance can be provided, from what source and in what proportion.

The different types of Disaster Relief Assistance generally include:

- a. The municipality can declare a disaster and request that the Province also declare the community a disaster area in order to receive Provincial funding assistance towards damaged public infrastructure;
- b. The municipality can also declare a disaster and request that the Province also declare the community a disaster area for the purposes of relief assistance from the Ontario Disaster Relief Assistance Program (ODRAP). ODRAP is intended to alleviate the hardship suffered by private homeowners, farming, and small business enterprises whose essential property has been damaged in a natural calamity, such as a severe windstorm or flood. No assistance is available under this program to cover damages to public property or to privately owned non-essential property; and
- c. The municipality can also request, through local Members of Parliament, for Federal financial support. In the past, the Federal Government has provided financial assistance in the event of a large-scale disaster affecting the majority the community. This financial assistance has normally been acquired through the Province

## **9.0 PLAN MAINTENANCE AND REVISION**

### **9.1 Annual Review**

This Plan will be reviewed annually and, where necessary, revised by the Emergency Management Planning Committee.

Each time the Plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without Council review.

It is the responsibility of each person, department, agency or service named within this Emergency Plan to notify the Community Emergency Management Coordinator (CEMC) forthwith of any administrative changes or of any revisions to the appendices.

### **9.2 Testing of the Plan**

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and to provide training to the MCG. Revisions to this Plan should incorporate recommendations stemming from such exercises

# Town of LaSalle Emergency Response Plan



**Town of LaSalle  
EMERGENCY RESPONSE PLAN  
2019**

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## **GLOSSARY OF TERMS USED IN THIS PLAN**

### **Municipal Control Group (MCG):**

The officials that provide direction to the emergency management operations within the Town of LaSalle, and ensure coordination between all agencies involved.

### **Emergency Site Manager (ESM):**

The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The ESM reports to the Operations Manager (normally the CAO or designated alternate) who, in turn, provides the MCG with necessary information on the site operation.

### **Inner Perimeter:**

The area designated to enclose the actual emergency site and will include casualty triage and treatment areas.

### **Outer Perimeter:**

The area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave ample area for setting up rescue and recovery operations.

### **Community Emergency Management Coordinator (CEMC):**

The person appointed by Council to oversee the community emergency program, along with Emergency Management Committee.

### **Emergency Operations Centre (EOC):**

A secure location; where a centralized and coordinated response/recovery to an emergency that supports the emergency site can be managed by the MCG.

## PREAMBLE AND AUTHORITY

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, that is the health, welfare and property; as well as, the environment and economic health of the Town of LaSalle. The Corporation of the Town of LaSalle has a population of 30,180 (10,793 Households), with an average household size of 2.8 people per household, (Statistics Canada, 2016 Census of Population).

In order to protect residents, businesses and visitors, the Town of LaSalle requires a coordinated emergency response by a number of agencies under the direction of the Municipal Control Group (MCG). These are distinct arrangements and procedures from the normal day-to-day operations carried out by emergency services.

This Plan has been prepared to provide key officials, agencies and departments within the Town of LaSalle with general guidelines for the initial response to a major emergency. For the Plan to be effective, it is important that everyone involved in an emergency be made aware of the policies and guidelines within the Plan and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of the Plan and its provision. Copies of the Town of LaSalle Emergency Response Plan may be viewed at the Town of LaSalle Administration Building (5950 Malden Road LaSalle), the Town of LaSalle website at [www.lasalle.ca](http://www.lasalle.ca) or LaSalle Fire Service's website at [www.lasallefire.ca](http://www.lasallefire.ca). For more information, please contact the Community Emergency Management Coordinator for the Town of LaSalle at (519) 966-0744.

The **Emergency Management and Civil Protection Act, (EMCPA)** is the legal authority for this emergency response plan in Ontario.

The **EMCPA** states that:

*"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan" (Section 3 (1))*

*"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and*

*the health, safety and welfare of the inhabitants of the emergency area."*  
(Section 4 (1))

As enabled by the **Emergency Management and Civil Protection Act**, this emergency response plan and its elements have been:

- a. Issued under the authority of the Town of LaSalle By-law # 5917 and
- b. Filed with Emergency Management Ontario (EMO), Ministry of Community Safety and Correctional Services.

Emergencies, as defined by the **Emergency Management & Civil Protection Act**, mean:

*"a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportion to life or property. "*

They may also be defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a coordinated response by a number of agencies. They are distinct from the normal day-to-day operations carried out by the emergency first response agencies.

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of LaSalle.

While many emergencies could occur within the Town of LaSalle, the most likely are: floods, tornadoes, winter storms, transportation accidents involving hazardous materials, major fires, or any combination thereof. Based on the Hazard Identification and Risk Analysis (HIRA) and critical infrastructure reviews by the Emergency Management Program Committee on a regular basis, other contingency plans may be developed and form part of this Plan to enhance emergency procedures.



## 1.0 REQUEST FOR ASSISTANCE

A request for assistance can be made to the County of Essex at any time by, contacting the County Warden, CAO or Community Emergency Management Coordinator (Phone numbers listed in appendix A).

The request shall not be deemed to be a request that the County assume authority and /or control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such a request can be made by contacting Emergency Management Ontario (EMO). Depending upon the nature and extent of the emergency, EMO will deploy an Area Officer or a Provincial Emergency Response Team (PERT) to provide immediate advice and assistance. Whether or not assistance might be requested from the Province of Ontario, it is strongly advised that EMO be notified and updated on any emergency incident that occurs within the area.

### **Provincial Notification and/or Assistance:**

**Emergency Management Ontario (24/7)  
O.P.P Duty Officer (alternate)**

**1-866-314-0472  
705-329-6950**

## 2.0 AIM OF THE PLAN

The aim of this Plan is to make provisions for the **extraordinary arrangements and measures** that may have to be taken to protect the health, safety and welfare of the inhabitants of the Town of LaSalle when faced with an emergency.

This Plan is intended to outline a plan of action for the efficient deployment, and co-ordination of the Town of LaSalle services, agencies and personnel to provide the earliest possible response in order to:

- Protect and preserve life and property
- Minimize the effects of the emergency on the Town of LaSalle
- Restore essential services
- Assist the County of Essex and/or other area municipalities as requested

### 3.0 NOTIFICATION AND RESPONSE

#### EMERGENCY NOTIFICATION

- 3.1.1 The emergency notification system is the system used to alert the emergency response organization that an emergency exists. The LaSalle Police Dispatch Centre is the agency which initiates the notification on behalf of this Municipal Plan.
- 3.1.2 The LaSalle Police Dispatch Centre may receive authority to initiate the emergency notification system from any one of the six persons listed in 3.1.3 below when an emergency occurs requiring a coordinated municipal response.
- 3.1.3 Authority to initiate the municipal emergency notification system shall come from any of the following:
- **Mayor**; or
  - **CAO**; or
  - **Fire Chief**; or
  - **Police Chief**; or
  - **C.E.M.C.**; or
  - **Medical Officer of Health**
- 3.1.4 LaSalle Police Dispatch will be advised of the emergency response level to be adopted (Section 3.2) and any special instructions to be passed along during the notification procedure.
- 3.1.5 Upon receipt of the emergency response level and any special instructions, LaSalle Police Dispatch shall immediately undertake notifications to the emergency response organization as set out in the Notification Procedure.
- 3.1.6 When the emergency response organization is to be **Fully** or **Partially Activated**, each participating organization in this Plan shall undertake internal or external notifications indicating the level of activation to be adopted and any special instructions. Those organizations with a responsibility to conduct external notifications are set out in the Notification Procedure.

#### 3.2 RESPONSE LEVELS AND INITIAL ACTIONS

The various response levels and the actions required under them, are shown in outline in Table 3.1 and are described as follows

**TABLE 3.1 EMERGENCY RESPONSE LEVELS AND INITIAL ACTIONS**

RESPONSE LEVEL	INITIAL ACTIONS (BY MUNICIPALITY)
1. <b>ROUTINE MONITORING</b>	The Fire Chief, Police Chief, the Chief Administrative Officer (CAO), the Community Emergency Management Coordinator (CEMC) and the Head – MCG (Mayor) will monitor the situation from their normal workplaces or homes.
2. <b>PARTIAL ACTIVATION</b>	<ul style="list-style-type: none"> <li>• The LaSalle Police Dispatch shall be notified of a partial activation by either the Head -MCG, CAO, Police Chief, or Fire Chief CEMC</li> <li>• The LaSalle Police Dispatch shall implement the partial activation notification procedure.</li> <li>• Organizations contacted by LaSalle Police Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)</li> <li>• Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications placing their contacts on standby.</li> <li>• The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation.</li> <li>• The organization responsible for the other emergency centres (Evacuation/Reception Centres, Emergency Information Centre) shall ensure that these centres can become fully operational without undue delay.</li> <li>• The Fire Chief, Police Chief or Director of Public Works, are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head – MCG having yet declared a state of emergency.</li> </ul>
3. <b>FULL ACTIVATION</b>	<ul style="list-style-type: none"> <li>• The LaSalle Police Dispatch shall be notified of a full activation by the Head MCG, CAO, Police Chief, Fire Chief or CEMC.</li> <li>• The LaSalle Police Dispatch shall implement the full activation notification procedure.</li> <li>• Organizations contacted by the LaSalle Police Dispatch shall report to their places of duty as appropriate and fully activate their own Emergency Response Plans and procedures.</li> <li>• Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.</li> <li>• The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation or to coordinate the emergency response.</li> </ul>

	<ul style="list-style-type: none"> <li>• Actions ordered by Municipal Control Group including the set up and staffing of other emergency centres shall be implemented.</li> </ul>
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### 3.2.1 *Routine Monitoring and Enhanced Monitoring*

**Routine Monitoring** should be implemented when a situation requires continual monitoring by the municipality. A community emergency is not imminent but unforeseen circumstances could result in the situation becoming a threat to the community. Two examples of situations that may require **Routine Monitoring** are the threat of shoreline flooding and an emergency occurring in an adjacent community.

If the response level to be adopted is **Routine Monitoring**, either the Police Chief or the Fire Chief, CEMC or Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, shall in turn, notify; the County Emergency Response Planner, the Fire Chief, Police Chief, CEMC (if they have not already been notified), and the Head – MCG who will monitor the situation from their normal workplaces or homes.

### 3.22 *Partial Activation*

**Partial Activation** should be implemented when a situation requires the Municipal Emergency Response Organization to be placed on standby. A community emergency is not imminent but the situation has the potential to deteriorate, thus becoming a serious threat to the community. An example of a situation which may require **Partial Activation** is a fire which has the potential to be a serious threat to the community.

If the response level to be adopted is **Partial Activation**, either the Police Chief, Fire Chief, CEMC or the Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full Emergency Response Organization as set out in the Notification Procedure.

The Municipal Response shall consist of:

- Organizations contacted by LaSalle Police Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)
- Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications placing their contacts on standby.

- The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation.
- The organization responsible for the other emergency operations centres (EIC, Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.
- The Fire Chief, Police Chief and the Director of Public Works are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the head – MCG having yet declared a state of emergency.

### **3.2.2 Full Activation**

**Full Activation** should be implemented when a situation requires the municipal emergency response organization to be fully activated. A community emergency requiring a controlled and coordinated response has occurred or is imminent.

If the response level to be adopted is **Full Activation**, either Police Chief, Fire Chief, CEMC or Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Part II)

The Municipal Response shall consist of:

- Organizations contacted by the LaSalle Police Dispatch shall report to their places of duty and fully activate their own Emergency Response Plans and procedures.
- Organization contacted by the LaSalle Police Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.
- The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation.
- Actions ordered by the Emergency Operations Centre shall be implemented including the set up and staffing of other emergency centres.

### **3.3 PUBLIC ALERTING**

- 3.3.1 The emergency public alerting system is the system used to warn the public that an emergency exists within the community or that some action is required on their part. The emergency public alerting system uses the following: LaSalle Emergency Alerts system, 211 Ontario, media broadcasting systems and as a backup, emergency vehicles public address systems.
- 3.3.2 Authority to initiate the emergency public alerting system shall come from either the:
- Director of Public Works; or
  - Fire Chief; or
  - Police Chief
  - CAO
  - Mayor
  - CEMC
- 3.3.3 The Police Chief, The Director of Public Works and/or the Fire Chief shall also arrange for the public alerting using the avenues listed in 3.3.1.
- 3.3.4 Generally, the public alerting system will only be used when there is an urgent need to shelter people, warn the residents of a specific area, or to order a protective action. Public alerting may be ordered for the whole Town or any part thereof.
- 3.3.5 Whenever the public alerting system is initiated, the Municipal Control Group shall request that the Designated Media broadcast an appropriate notification message immediately afterwards.
- 3.3.6 Residents will be expected to tune in, when so alerted, to a radio/TV station appointed as Designated Media to listen for information and instructions.

#### **4.0 EMERGENCY OPERATIONS CENTRE (EOC)**

This Plan provides for the designation of an Emergency Operations Centre (EOC) and alternate location, should such facilities be required. The Town of LaSalle EOC is located at the:

**Town of LaSalle, Municipal Offices  
5950 Malden Road,  
LaSalle, ON**

In the event this operation centre cannot be used, the secondary location for the EOC could be:

**Tecumseh Fire Station 2  
5520 Walker Road  
Tecumseh, ON**

## 5.0 MUNICIPAL CONTROL GROUP (MCG)

A Town emergency response will be coordinated by a Municipal Control Group (MCG) consisting of officials who are responsible for providing essential services necessary to minimize the effects of an emergency in the Town of LaSalle. The membership of the MCG are listed below. Listed to the right of the official's title is the capacity in which the official is to provide on the MCG.

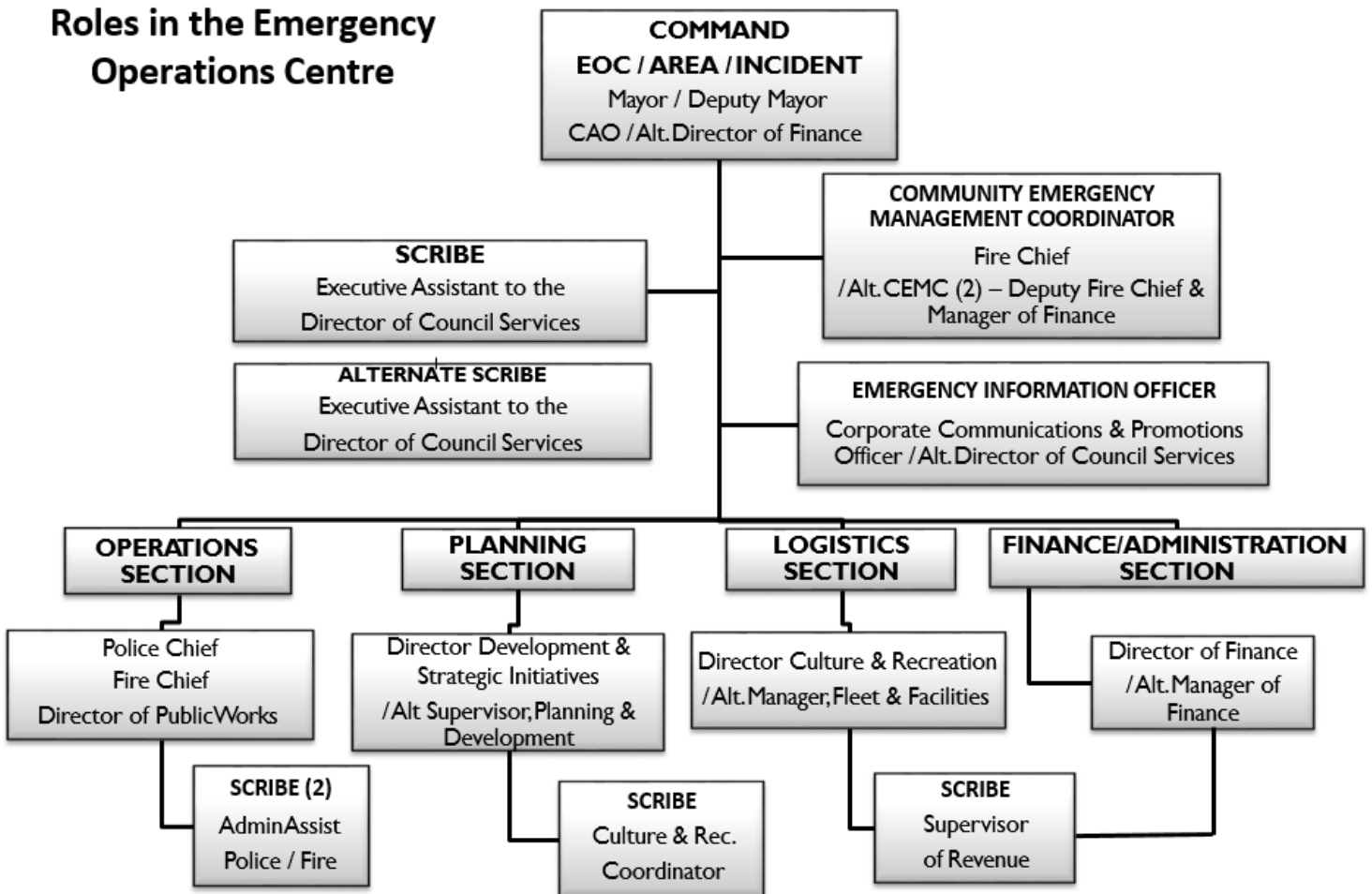
<u>Municipal Control Group Member</u>	<u>Responsibility</u>
Mayor, Town of LaSalle	Head of Municipal Control Group
Chief Administrative Officer	Operations Manager
Community Emergency Management Coordinator	Emergency Coordinator
Chief of Police (Commander as situation dictates)	Police Coordinator
Fire Chief (Commander as situation dictates)	Fire Coordinator
Director of Public Works	Public Works Coordinator
Corporate Communication & Promotions Officer	Emergency Information Officer
Director of Finance	Financial Coordinator
Director of Culture & Recreation	Logistics Coordinator
Human Resources Officer	Human Resources Coordinator
Director of Strategic Initiatives	Planning Coordinator
Medical Officer of Health or designate	Health Services Coordinator
Chief, Essex-Windsor EMS or designate	EMS Coordinator
Windsor/Essex Social Services	Evacuation/Reception Centres Coordinator
Public, Separate and French School Boards	Evacuation and Assembly Facilities
Municipal Representatives & Agencies as required (County Emergency Planner)	Coordination and Support



**MUNICIPAL CONTROL GROUP ROLES IN THE  
EMERGENCY OPERATIONS CENTER**

When the Municipal Control Group is activated and assembles in the EOC, a universally recognized INCIDENT MANAGEMENT SYSTEM (ICS) structure is utilized to coordinate and manage the functions and span of control for all response activity. This structure organizes all EOC operations and activity into six functional sections. All Municipal Control Group roles are assigned to one of the functional ICS sections as indicated below.

**Incident Management  
Roles in the Emergency  
Operations Centre**



## **6.0 OPERATING CYCLE**

Members of the MCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Manager will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Manager.

## **7.0 RESPONSIBILITIES**

### **7.1 Group Responsibilities**

The members of the MCG are likely to be responsible for the following actions or decisions:

- (a) Acquiring and assessing of information to determine the status of the emergency situation
- (b) Calling out and mobilizing their emergency services, agencies and equipment
- (c) Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- (d) Determining if the location and composition of the MCG are appropriate
- (e) Advising the Head of MCG as to whether the declaration of an emergency is recommended
- (f) Advising the Head of MCG on the need to designate all or part of the Town as an emergency area
- (g) Ensuring that an Emergency Site Manager (ESM) is appointed and supported with equipment, staff and resources as required
- (h) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- (i) Discontinuing utilities or services provided by public or private concerns i.e. hydro/power, water, gas, closing public areas, etc.
- (j) Arranging for services and equipment from local agencies not under town control i.e. private contractors, volunteer agencies, services clubs, etc.
- (k) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under town control, as considered necessary
- (l) Determining if volunteers are required and if appeals for volunteers is warranted. Providing direction & supervision of volunteer groups and contracted employees
- (m) Determining if additional transport is required for evacuation or transport of persons and/or supplies
- (n) Ensuring that pertinent information regarding the emergency is disseminated to the media and public

- (o) Determining the need to establish advisory group(s) and/or subcommittees
- (p) Authorizing expenditure of money required to deal with the emergency
- (q) Notifying the service, agency or group under their direction, of the termination of the emergency
- (r) Maintaining a log outlining decisions made and actions taken during the emergency response
- (s) Participating in an operational debriefing following the emergency and preparation of a report to Town Council
- (t) Coordinate the provision of Critical Incident Stress Management to assist Public Safety Personnel and members of the public affected by emergency incident
- (u) MCG shall consider implementing recovery plan as per section 8.0 of the Emergency Response Plan.

## **7.2 Individual Responsibilities**

### **7.2.1 *Head of the Municipal Control Group (MCG) (Mayor of the Town of LaSalle)***

The Head of the Municipal Control Group is responsible for:

- (a) Activating the emergency notification system
- (b) Chairing meetings of the MCG and providing overall leadership in responding to an emergency
- (c) Formal Declaration and Termination of an Emergency, as required
- (d) Ensuring that members of the LaSalle Town Council, the County of Essex, the Premier of Ontario (through the Solicitor General and Emergency Management Ontario), local MPs and MPPs are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation
- (e) Authorizing expenditures and the acquisition of equipment and personnel when necessary
- (f) Approval of media releases
- (g) Liaise with other Levels of Government

### **7.2.2 Operations Manager (Chief Administrative Officer)**

The Operations Manager is responsible for:

- (a) Activating the emergency notification system
- (b) Coordinating all operations within the EOC, including the scheduling of regular meetings
- (c) Advising the Head MCG on policies and procedures, as appropriate
- (d) Approving, in conjunction with the Head of MCG, major announcements and media releases in consultation with the MCG
- (e) Ensuring that a communication link is established between the MCG and the Emergency Site Manager
- (f) Calling out additional staff to provide assistance, as required

### **7.2.3 Emergency Coordinator (Community Emergency Management Coordinator)**

The Emergency Coordinator is responsible for:

- (a) Activating the emergency notification system.
- (b) Arranging for the EOC to be set up and established
- (c) Ensuring that security is in place for the EOC and for the registration of MCG members
- (d) Provide advice to members of the MCG on emergency response operations, including access to plans, maps, equipment, and resources
- (e) Supervising the telecommunications plan and coordinator
- (f) Ensuring liaison with community support agencies such as Canadian Red Cross, St. John's Ambulance, ARES
- (g) Ensuring the operating cycle is met by the MCG and related documentation is maintained for future reference
- (h) Maintaining the logs and records for the purpose of debriefings and post-emergency reporting
- (h) Regularly review the contents of the Emergency Response Plan to ensure that it is up to date and in conformity with Provincial procedures and standards
- (i) Organizing and coordinating training and participation in drills and exercises

#### **7.2.4 Police Coordinator (Police Chief)**

The Police Chief is responsible for:

- (a) Activating the emergency notification system
- (b) Provide personnel and equipment to assist at emergency
- (c) Provide personnel and equipment to assist with establishment of a site command post with communications to the EOC
- (e) Establishing an ongoing communications link with the senior police official at the scene of an emergency
- (f) In conjunction with responding agencies, the establishment of an inner perimeter within the emergency area
- (g) In conjunction with responding agencies, the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- (h) The provision of traffic control to facilitate the movement of emergency vehicles
- (i) Alerting persons endangered by the emergency and coordinating evacuation procedures
- (j) Liaison with the Social Services Administrator regarding the establishment and operation of evacuation and reception centres
- (k) The provision of police services in evacuee centres, morgues (including liaison with the Coroner), and other facilities, as required
- (l) Liaison with other municipal, provincial or federal police agencies, as required
- (m) Providing an Emergency Site Manager as required by nature of emergency event
- (n) Investigative services as required
- (o) Maintaining a log of decisions made and actions taken during the emergency response

#### **7.2.5 Fire Coordinator (Fire Chief)**

The Fire Coordinator, as the emergency situation dictates, is responsible for:

- (a) Activating the emergency notification system
- (b) Provide personnel and equipment to assist at emergency
- (c) Provide personnel and equipment to assist with establishment of a site command post with communications to the EOC
- (d) In conjunction with responding agencies, the establishment of an inner perimeter within the emergency area
- (e) In conjunction with responding agencies, the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- (f) Providing the MCG with information and advice on firefighting, hazardous materials and rescue matters

- (g) Establishing an ongoing communications link with the senior firefighting personnel and equipment that may be needed
- (h) Determining if additional or special equipment is needed and recommending possible sources of supply (i.e. breathing apparatus, protective clothing, etc.)
- (i) Providing assistance to other Municipal and County departments and agencies and being prepared to take charge of, or contribute to, non-fire operations if necessary (i.e. search and rescue, first aid, casualty collection, evacuation, etc.)
- (j) Providing an Emergency Site Manager as required by nature of emergency event
- (k) Maintaining a log of decisions made and actions taken during the emergency response
- (l) Liaise with County Fire Coordinator as to status and requirement of related activities

### **7.2.6 Public Works Coordinator (Director of Public Works)**

The Director of Public Works is responsible for:

- (a) Providing the MCG with information and advice on engineering and environmental services matters
- (b) Liaison with senior public works officials from local and neighbouring municipalities to ensure a coordinated response
- (c) The provision of engineering/public works assistance
- (d) The provision of equipment for emergency pumping operations
- (e) Liaison with the fire chief concerning emergency water supplies for firefighting purposes
- (f) Coordinating the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Health Services Coordinator
- (g) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- (h) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- (i) Providing public works vehicles and equipment as required by other emergency services
- (j) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action
- (k) Providing an Emergency Site Manager if required
- (l) Maintaining a log of decisions made and actions taken during an emergency response

### **7.2.7 Emergency Information Officer (Corporate Communication and Promotions Officer)**

The Corporate Communication and Promotions Officer for the Town of LaSalle is responsible for:

- (a) The release of all emergency-related information. The Emergency Information Officer and staff coordinate with the Head of Council, the Operations Manager and the CEMC to prepare and approve all information released to the media, social media and public including 211 and public alerting systems.
- (b) Collect and monitor incoming data, statistics and information from site commanders and verify all information with appropriate Emergency Operations Centre (EOC) staff.
- (c) Monitor mainstream media and social media accounts for information being released by others or areas of concern that should be addressed by the EOC.
- (d) In cases of emergencies that involve other municipalities, liaise with other Emergency Operations Centres to ensure consistent messaging where advisable.
- (e) Appoint/confirm appropriate municipal spokesperson(s) and in consultation with head of Council, Operations Manager and CEMC, determine appropriate strategy for press conferences at Emergency Site and for EOC designated area, as well as frequency of media releases and/or press conferences.

### **7.2.8 Human Resources Coordinator (Human Resources Officer)**

The Human Resources Officer of the Town of LaSalle is responsible for:

- (a) Coordinating and processing requests for human resources
- (b) Under the direction of the MCG and with the assistance of the Canadian Red Cross, coordinate offers of and appeals for volunteers
- (c) Selecting the most appropriate sites for the registration of human resources
- (d) Ensuring records of human resources and administrative detail are completed
- (e) When volunteers are involved, in partnership with the Canadian Red Cross or other agencies, ensuring that a Volunteer Registration Form is completed and a copy of the form is retained for Municipal records
- (f) Ensuring identification cards are issued to volunteers and temporary employees, where practical
- (g) Arranging for transportation of human resources to and from sites
- (h) Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies, and volunteer groups.

### **7.2.9 Health Services Coordinator (Medical Officer of Health)**

The Health Services Coordinator is responsible for:

- (a) Notifying appropriate members of the Health Unit when notified of an emergency situation and activating the Health Unit Contingency Plan
- (b) Advising the MCG on public health and medical matters, including Community Care Access Centres
- (c) Liaison with Public Works with regards to Emergency Workers safety and potable water as required
- (d) Keeping the ambulance services, hospitals and Health Unit staff informed of developments by relaying information through Central Ambulance Communications Centre, Windsor
- (e) Providing staff at each Evacuee Centre to assist the Manager of each Reception/Evacuee Centre in public health matters, and in assisting evacuees
- (f) Maintaining a log of decisions made and taken during the emergency response

### **7.2.10 Emergency Medical Services (EMS) Coordinator (Chief, Essex-Windsor EMS)**

The Emergency Medical Services Coordinator is responsible for:

- (a) Providing the Head MCG and MCG with information and advice on emergency health matters
- (b) Providing staff, materials, supplies and equipment for emergency purposes, as requested
- (c) Notifying the Ontario Ministry of Health and Long Term Care, Emergency Health Services Branch of the emergency and requesting their assistance, if required
- (d) Liaison with the responding agencies active at the emergency site via the Emergency Site Manager
- (e) Assessing the need and extent of special emergency health service resources at the emergency site
- (f) Assessing the need and extent of emergency site medical teams at the emergency site
- (g) Ensuring triage and treatment at the emergency site
- (h) Liaison with local hospitals for the efficient distribution of casualties
- (i) Assessing whether or not assistance is required from Police, Fire or other emergency services in providing transportation to the emergency site for medical teams
- (j) Liaison with Central Ambulance Communication Centre in providing the main radio and telephone communication links among health services
- (k) Assisting with the organization and transportation of persons to ensure that they are evacuated as required, and



- (l) Maintaining a log of decisions made and actions taken during the emergency response

**7.2.11 Evacuation / Reception Centre Coordinator (Windsor-Essex Social Services Senior Representative)**

The Social Services Senior Representative is responsible for:

- (a) With the activation and support of the Canadian Red Cross, ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiry service, and personal services
- (b) In partnership with the Canadian Red Cross, supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring the same are adequately staffed
- (c) Liaison with the police chiefs with respect to the pre-designation of evacuee centres which can be opened on short notice
- (d) Liaison with the Health Services Coordinator on areas of mutual concern required during operations in evacuee centres
- (e) Ensuring that representatives of the Greater Essex Municipal District School Board, the Windsor-Essex Catholic District School Board or Le Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Boards' representatives
- (f) Liaison with public and private nursing/care homes in the Municipality as required
- (g) Coordination of the provision of services of other partner organizations (Red Cross, Salvation Army, Victim Services, etc.)
- (h) Maintaining a log of decisions made and actions taken during the emergency response.

**7.2.12 Support and Advisory Staff**

The following staff may be required to provide additional or specialist support, logistics and advice to the MCG;

- (i) Treasurer
- (ii) Director of Culture and Recreation
- (iii) Solicitor for Town
- (iv) Representative of the Essex Region Conservation Authority
- (v) Management representative from Essex Powerlines Corporation
- (vi) School Board Representatives
- (vii) Liaison staff from Provincial Ministries
- (viii) Administrative staff

- (ix) Any other official, expert or representative deemed necessary by the MCG
- (x) Canadian Red Cross

**i)** The ***Treasurer*** is responsible for:

- (a) Assisting the Operations Manager, as required
- (b) The provision of information and advice on financial matters as they relate to the emergency
- (c) Ensuring that records of expenses are maintained for future claim purposes relating to the emergency
- (d) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency
- (e) The provision and securing of equipment and supplies not owned by the Town of LaSalle
- (f) The notification and scheduling of any town support staff as required.

**ii)** The ***Director of Culture & Recreation (Logistics Coordinator)*** is responsible for:

- (a) Providing security for the Municipal offices, as required
- (b) Providing identification cards to MCG members and support staff
- (c) Coordinating the availability, operation, cleaning, and maintenance of all municipal facilities as may be required to assist with the emergency.
- (d) Coordinate with the Planning Coordinator to provide staff and assistance as required at emergency site, EOC, or municipal sites, to provide for feeding and sanitary needs of emergency workers, staff and evacuees.
- (e) Assist Planning Coordinator with procurement and/or transportation of other supplies and materials as may be required to facilitate emergency and/or recovery operations.

**iii)** The ***Director of Strategic Initiatives (Planning Coordinator)***

- (a) Maintain contact with Operations & Command sections and awareness of progress and plans from the emergency site to anticipate ongoing needs.
- (b) Develop the written IAP for each business cycle in consultation with Command and Operations Sections.
- (c) Initiate contact with agencies or resources, materials and supplies likely to be required.
- (d) In consultation with Operations section, assess progress and duration of operations at emergency sites and EOC, and develop plans for materials and supplies necessary for continuity of operations as required.

- (e) Assess resources likely to be required for recovery operations. Initiate contact and plan for procurement of personnel, materials, and supplies to support effective recovery operations.

**iv) The *Solicitor for the Town of LaSalle* is responsible for:**

- (a) The provision of advice to any member of the MCG on matters of a legal nature as they may apply to the actions of the Town of LaSalle in its response to the emergency, as required

**v) *The representative of the Essex Region Conservation Authority* is responsible for:**

- (a) Providing advice on the abatement of flood emergencies
- (b) Assisting in acquiring resources to assist in flood emergencies

**vi) *The representative from Essex Powerlines Corporation* is responsible for:**

- (a) Providing the MCG with electrical safety advice and recommendations to ensure public safety
- (b) Providing the MCG with initial assessment reports and regular updates of the status of the electrical power grid serving the municipality
- (c) Coordinating with the E.O.C. Operations Manager and Emergency Site Manager as required, to facilitate safe & expedient restoration of power to critical infrastructure and core services
- (d) If requested by Emergency Site Manager, providing a field supervisor in the site command structure to facilitate a safe environment for emergency /rescue workers
- (e) In the event of extensive damage to the distribution system, and in consultation with the MCG, arrange for additional resources as required to assist in the restoration of the electrical power grid.

**vii) *School Board Representatives* are responsible for:**

- (a) The provision of any school as designated in the Social Services Emergency Plan for use as an evacuation or reception centre
- (b) Upon being contacted by the Social Services Coordinator, providing school board representatives to coordinate activities with respect to maintenance, use and operation of the facilities being used as evacuation or reception centres

**viii) *Provincial Ministry Representatives* are responsible for:**

- (a) Providing advice on matters of Provincial concern to members of the MCG

- ix) **Administrative Staff** will be required for:
- (a) Ensuring all decisions made and actions taken by the MCG are recorded;
  - (b) Ensuring that maps and status boards are kept up-to-date;
  - (c) Registering and maintaining a MCG members list;
  - (d) Arranging for printing, copying and distributing material as required;
  - (e) Providing clerical assistance to the EOC
- x) **Other Officials, Experts or Representatives** are responsible for:
- (a) Any special advice or expertise necessary to abate the emergency situation as required by the MCG (such as public transportation matters, utilities representatives, private businesses)
- xi) **The Canadian Red Cross** may provide any or all of the following services:
- (a) Reception Centre Management including, but not limited to, information and education, feeding, needs assessment, distribution of supplies and acceptance and management of funds raised by appeals;
  - (b) Family Reunification including, but not limited to, registration of evacuees, processing inquiries and management of records;
  - (c) Evacuation Centre Management including, but not limited to, temporary lodgings, personal services, logistics management, procurement and distribution of supplies;
  - (d) Volunteer Resource Management including, but not limited to, recruitment of volunteers, orientation and training of volunteers, job assignments and management of volunteers in accordance with standard CRC Human Resource policies;
  - (e) Coordination of other Non-Governmental Agencies; and
  - (f) Provision of Liaison Officers as required

### **7.2.13 Relationship between MCG and Emergency Site Manager (ESM)**

Depending upon the nature of the emergency, and once the ESM has been assigned, the MCG relationship with the ESM is to offer support with equipment, staff and other resources as required. Particular emphasis must be placed upon reliable and effective communications being established between the MCG and the ESM.

The MCG must also ensure the normal or near-normal provision of municipal services throughout the duration of the emergency and during the recovery period afterwards.

#### ***7.2.14 Relationship between ESM and the Command and Control Structures of Emergency Responders***

The senior representative for each emergency services (police, fire, EMS, public works) at the emergency site will consult with the ESM so as to offer a coordinated and effective emergency response. Regular briefings will be held at the site and chaired by the ESM so as to establish the manner and process by which response to the emergency will be provided.

## **8.0 RECOVERY PLAN**

### **8.1 General**

Once the urgent part of the emergency event is over, community officials must shift the focus to dealing with the longer term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency plan is known as the “recovery phase”.

The MCG will determine when the emergency has entered the recovery phase. Normally, the emergency at that point would **not** constitute an actual or imminent threat to people and property requiring an immediate response.

To facilitate a smooth transition to the execution of the recovery phase, the MCG will continue to address all matters related to recovery until such time as a hand-over is formally made to the Recovery Committee (see Section 8.2 below)

Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

### **8.2 Organization**

Following a smooth transition to the recovery phase, the MCG should pass the responsibility for further operations in connection with the emergency to a Recovery Committee.

The Recovery Committee shall consist of:

- The Mayor of The Town of LaSalle
- Chief Administrative Officer, Town of LaSalle
- C.E.M.C., Town of LaSalle
- Fire Chief, Town of LaSalle
- Police Chief, Town of LaSalle
- Director of Public Works, Town of LaSalle
- Treasurer, Town of LaSalle
- Corporate Communication and Promotions Officer, Town of LaSalle
- Planning Director, Town of LaSalle
- Human Resources Officer, Town of LaSalle

Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance as required.

Sub-committees may be struck to deal with specific areas of concern or issues, i.e. Human Needs, Infrastructures, Finance, Health and Social Services.

### **8.3 Recovery Strategy**

During its initial and subsequent meetings, the Recovery Committee should develop a strategy which includes goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any specific community needs which have been identified and any tasks identified through a review of the Committee's responsibilities (Section 8.4 below). This strategy will also have to be periodically adjusted to reflect the progress made towards full recovery or to reflect changing/evolving concerns and issues.

The Recovery Committee will report to Town of LaSalle Council on a regular basis to keep them informed on the status of the recovery process and any recommended expenditures.

### **8.4 Recovery Committee Responsibilities**

The following major responsibilities should be undertaken by the Recovery Committee:

- a. Ensure that the essential services and utilities (hydro, water, gas, telephone, mail delivery, sewers and waste disposal) are returned to service as soon as possible;
- b. Ensure that public infrastructures, including roads, bridges, traffic lights and signs, etc. are repaired or replaced;
- c. Ensure that structures and buildings within the community are in a safe condition and any remedial action that is required is taken to rectify any unsafe conditions;
- d. Ensure that health standards are met throughout the Town;
- e. Provide assistance in the relocation and establishment of temporary housing for affected persons;
- f. Assist in the provision of counselling sessions (victims' counselling services, critical incident stress debriefing for emergency workers and volunteers, as well as the general population);
- g. Coordinate requests for funding support from other levels of government;
- h. Ensure that information on the recovery process and activities are disseminated in a clear and timely manner to the public through regular bulletins and updates; and
- i. Provide damage assessment (approximate emergency event costs) reports
- j. Provide co-ordination and direction of volunteers and contracted employees.

### **8.5 Disaster Declarations and Disaster Relief Assistance**

A declaration of a disaster is usually made by a municipality in order to possibly receive disaster relief assistance from the Provincial or Federal Government with regards to the amount of damage inflicted upon the communities.

Once a Disaster Declaration has been made by the municipality, the request is sent to the Province to determine if assistance can be provided, from what source and in what proportion.

The different types of Disaster Relief Assistance generally include:

- a. The municipality can declare a disaster and request that the Province also declare the community a disaster area in order to receive Provincial funding assistance towards damaged public infrastructure;
- b. The municipality can also declare a disaster and request that the Province also declare the community a disaster area for the purposes of relief assistance from the Ontario Disaster Relief Assistance Program (ODRAP). ODRAP is intended to alleviate the hardship suffered by private homeowners, farming, and small business enterprises whose essential property has been damaged in a natural calamity, such as a severe windstorm or flood. No assistance is available under this program to cover damages to public property or to privately owned non-essential property; and
- c. The municipality can also request, through local Members of Parliament, for Federal financial support. In the past, the Federal Government has provided financial assistance in the event of a large-scale disaster affecting the majority the community. This financial assistance has normally been acquired through the Province.

## **9.0 PLAN MAINTENANCE AND REVISION**

### **9.1 Annual Review**

This Plan will be reviewed annually and, where necessary, revised by the Emergency Management Planning Committee.

Each time the Plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without Council review.

It is the responsibility of each person, department, agency or service named within this Emergency Plan to notify the Community Emergency Management Coordinator (CEMC) forthwith of any administrative changes or of any revisions to the appendices.

### **9.2 Testing of the Plan**

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and to provide training to the MCG. Revisions to this Plan should incorporate recommendations stemming from such exercises.





**The Corporation of the Town of LaSalle**  
**Minutes of a meeting of the Fire Committee Meeting**

October 24, 2019, 4:00 p.m.  
LaSalle Room  
LaSalle Civic Centre, First Floor  
5950 Malden Road

Present: Marc Bondy, Mayor  
Mark Carrick, Councillor  
Jeff Renaud, Councillor Chair

Also Present: D. Sutton, Fire Chief  
J. Milicia, Director of Finance & Treasurer  
E. Thiessen, Deputy Fire Chief  
S. Nantais, Administrative Assistant to the Fire Chief

**1. Call to Order**

Councillor Renaud calls the meeting to order at 3:57 p.m.

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

None.

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

**4. Business Arising from the Minutes**

**5. New Business**

**6. Motion to move into closed session to consider the following matter**

**Moved By:** Mark Carrick, Councillor

**Seconded By:** Marc Bondy, Mayor

Motion to move into closed session at 3:57 p.m. to consider the following matter.

**6.1 Personal Matters about identifiable individuals - Volunteer Firefighter Compensation Policy s.239(2)(b)**

**Matter:** Personal matters about identifiable individuals

**Subject:** Revised Volunteer Firefighter Compensation Policy

**Municipal Act:** s.239(2)(b)

**Note:** Report FIRE 19-16 Confidential - Revised Volunteer Firefighter Compensation Policy

**Carried.**

**7. Motion to move into public session**

Motion to move into public session at 4:52 p.m.

**Moved By:** Mark Carrick, Councillor

**Seconded By:** Marc Bondy, Mayor

That Fire Committee move back into public session at 4:52 p.m.

**8. Consideration of Closed Session business item**

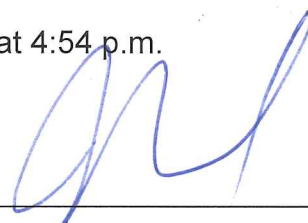
**Moved By:** Mark Carrick, Councillor

**Seconded By:** Marc Bondy, Mayor

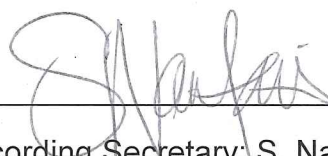
That the confidential report of the Fire Chief dated October 23, 2019, FIRE 19-16 regarding personal matters about identifiable individuals - Revised Volunteer Firefighter Compensation Policy BE RECEIVED and Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Fire Committee.

**9. Adjournment**

The meeting is adjourned at the call of the Chair at 4:54 p.m.



Chair: Councillor J. Renaud



Recording Secretary: S. Nantais

November 26, 2019

# WINDSOR SYMPHONY DRAW

Sports Association Group

FOR THE SAT. DEC. 21, 2019

PERFORMANCE OF

“TOLDO HOLIDAY POPS”



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

**To:** Mayor and Members of Council  
**Prepared by:** Diane Hansen, Supervisor of Accounting  
**Department:** Finance  
**Date of Report:** November 7, 2019  
**Report Number:** FIN-34-2019  
**Subject:** October 2019 Financial Statement and Financial Reports

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### **Recommendation**

That the report of the Supervisor of Accounting dated November 7, 2019 (FIN-34-2019) regarding the October 2019 Financial Statement and Financial Reports BE RECEIVED.

### **Report**

Please refer to the attached October 2019 Financial Statement and Financial Reports.

### **Consultations**

Not applicable.

### **Financial Implications**

Not applicable.

### **Prepared By:**

Supervisor of Accounting

Diane Hansen

**Link to Strategic Priorities**

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
Yes	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

**Communications**

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

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

**Report Approval Details**

Document Title:	FIN-34-2019 October 2019 Financial Statement and Financial Reports.docx
Attachments:	- FIN-34-2019 October 2019 Financial Statement and Reports.pdf
Final Approval Date:	Nov 7, 2019

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



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia

	2019 Budget	2019 YTD Actual October	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual October	2018 % Budget to Actual	2018 YTD Actual December
<b>Revenues</b>								
General Levy	(34,404,200)	(34,550,669.98)	(146,469.98)	100.4%	(31,706,300)	(31,841,529.25)	100.4%	(31,841,529.25)
Supplementary Levy	(195,000)	(548,348.95)	(353,348.95)	281.2%	(195,000)	(951,734.07)	488.1%	(1,035,028.48)
Payments in Lieu of Taxes-General	(40,200)	(40,256.29)	(56.29)	100.1%	(43,600)	(43,648.95)	100.1%	(43,648.95)
Payments in Lieu of Taxes-Supplementary	0	1,720.40	1,720.40	100.0%	0	(1,494.39)	100.0%	(1,494.39)
Local Improvements	(16,100)	(16,046.01)	53.99	99.7%	(19,300)	(19,266.08)	99.8%	(19,266.08)
Other Revenues	(3,779,400)	(4,670,967.90)	(891,567.90)	123.6%	(3,313,200)	(2,709,731.98)	81.8%	(3,858,569.41)
<b>Revenues</b>	<b>(38,434,900)</b>	<b>(39,824,568.73)</b>	<b>(1,389,668.73)</b>	<b>103.6%</b>	<b>(35,277,400)</b>	<b>(35,567,404.72)</b>	<b>100.8%</b>	<b>(36,799,536.56)</b>

Expenditures

Mayor & Council

Wages/Benefits	299,200	279,319.02	(19,880.98)	93.4%	267,400	223,453.85	83.6%	241,166.03
Administrative Expenses	38,500	19,333.08	(19,166.92)	50.2%	38,500	10,503.89	27.3%	50,637.58
Personnel Expenses	40,200	14,826.96	(25,373.04)	36.9%	40,200	16,917.86	42.1%	14,970.68
Program Services	26,500	20,451.41	(6,048.59)	77.2%	25,500	12,403.66	48.6%	21,371.78
<b>Expenditures</b>	<b>404,400</b>	<b>333,930.47</b>	<b>(70,469.53)</b>	<b>82.6%</b>	<b>371,600</b>	<b>263,279.26</b>	<b>70.9%</b>	<b>328,146.07</b>
Other Revenues	0	(585.62)	(585.62)	100.0%	0	(1,041.24)	100.0%	(921.24)
<b>Mayor &amp; Council</b>	<b>404,400</b>	<b>333,344.85</b>	<b>(71,055.15)</b>	<b>82.4%</b>	<b>371,600</b>	<b>262,238.02</b>	<b>70.6%</b>	<b>327,224.83</b>

Finance & Administration

Wages/Benefits	1,961,700	1,701,765.87	(259,934.13)	86.8%	1,633,300	1,468,369.45	89.9%	1,776,485.28
Administrative Expenses	198,100	176,697.70	(21,402.30)	89.2%	170,400	171,632.61	100.7%	178,881.63
Personnel Expenses	57,500	44,261.21	(13,238.79)	77.0%	37,500	44,586.23	118.9%	49,313.31
Program Services	272,200	188,986.47	(83,213.53)	69.4%	322,200	207,449.34	64.4%	269,510.27
<b>Expenditures</b>	<b>2,489,500</b>	<b>2,111,711.25</b>	<b>(377,788.75)</b>	<b>84.8%</b>	<b>2,163,400</b>	<b>1,892,037.63</b>	<b>87.5%</b>	<b>2,274,190.49</b>
Contributions from Own Funds	(40,000)	(40,000.00)	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(857,500)	(711,687.15)	145,812.85	83.0%	(842,700)	(689,829.21)	81.9%	(856,031.86)
<b>Finance &amp; Administration</b>	<b>1,592,000</b>	<b>1,360,024.10</b>	<b>(231,975.90)</b>	<b>85.4%</b>	<b>1,320,700</b>	<b>1,202,208.42</b>	<b>91.0%</b>	<b>1,418,158.63</b>

Council Services

Wages/Benefits	983,400	779,159.53	(204,240.47)	79.2%	980,900	796,706.70	81.2%	922,024.25
Administrative Expenses	22,100	16,020.63	(6,079.37)	72.5%	27,100	18,891.54	69.7%	13,057.99
Personnel Expenses	49,100	27,105.79	(21,994.21)	55.2%	49,100	18,029.91	36.7%	22,270.32
Program Services	77,300	55,447.68	(21,852.32)	71.7%	67,400	57,660.71	85.6%	70,630.52
Transfers to Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	2,019.97
<b>Expenditures</b>	<b>1,131,900</b>	<b>877,733.63</b>	<b>(254,166.37)</b>	<b>77.6%</b>	<b>1,124,500</b>	<b>891,288.86</b>	<b>79.3%</b>	<b>1,030,003.05</b>
Other Revenues	(23,500)	(21,808.77)	1,691.23	92.8%	(24,800)	(25,770.46)	103.9%	(44,054.70)
<b>Council Services</b>	<b>1,108,400</b>	<b>855,924.86</b>	<b>(252,475.14)</b>	<b>77.2%</b>	<b>1,099,700</b>	<b>865,518.40</b>	<b>78.7%</b>	<b>985,948.35</b>

Financial Services

Wages/Benefits	147,600	0.00	(147,600.00)	0.0%	261,200	0.00	0.0%	0.00
Long Term Debt Capital Financing	1,964,200	1,964,173.50	(26.50)	100.0%	1,964,200	1,964,173.50	100.0%	1,964,173.50
Long Term Debt Charges	16,100	16,046.01	(53.99)	99.7%	19,300	16,046.01	83.1%	19,266.08
Program Services	255,000	29,440.09	(225,559.91)	0.0%	205,000	26,196.05	0.0%	30,152.28
Transfers to Own Funds	9,742,100	7,396,007.92	(2,346,092.08)	75.9%	8,219,700	5,523,967.54	67.2%	10,348,682.06
<b>Financial Services</b>	<b>12,125,000</b>	<b>9,405,667.52</b>	<b>(2,719,332.48)</b>	<b>77.6%</b>	<b>10,669,400</b>	<b>7,530,383.10</b>	<b>70.6%</b>	<b>12,362,273.92</b>

Alley Closing Program

Program Services	0	27,925.77	27,925.77	100.0%	0	0.00	100.0%	0.00
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Division of IT (DoIT)

Wages/Benefits	484,400	391,332.00	(93,068.00)	80.8%	476,100	382,069.22	80.3%	460,099.76
Administrative Expenses	303,600	228,312.19	(75,287.81)	75.2%	277,100	235,264.34	84.9%	267,630.32
Personnel Expenses	9,000	10,296.53	1,296.53	114.4%	9,000	3,174.49	35.3%	4,842.16
Transfers to Own Funds	156,000	156,000.00	0.00	100.0%	153,000	153,000.00	100.0%	153,000.00
<b>Financial Services</b>	<b>953,000</b>	<b>785,940.72</b>	<b>(167,059.28)</b>	<b>82.5%</b>	<b>915,200</b>	<b>773,508.05</b>	<b>84.5%</b>	<b>885,572.24</b>

Fire

Wages/Benefits	2,145,500	1,607,904.69	(537,595.31)	74.9%	2,053,800	1,662,810.88	81.0%	2,149,960.60
Administrative Expenses	61,100	59,977.80	(1,122.20)	98.2%	60,400	55,769.67	92.3%	57,288.83
Personnel Expenses	122,600	63,810.18	(58,789.82)	52.1%	110,600	100,690.62	91.0%	122,960.45
Vehicle/Equipment Expenses	130,200	108,847.75	(21,352.25)	83.6%	125,700	112,134.73	89.2%	135,506.97
Program Services	25,000	15,888.75	(9,111.25)	63.6%	23,000	19,083.78	83.0%	21,198.50
Transfers to Own Funds	608,000	608,000.00	0.00	100.0%	308,000	308,000.00	100.0%	308,000.00
<b>Expenditures</b>	<b>3,092,400</b>	<b>2,464,429.17</b>	<b>(627,970.83)</b>	<b>79.7%</b>	<b>2,681,500</b>	<b>2,258,489.68</b>	<b>84.2%</b>	<b>2,794,915.35</b>
Other Revenues	(10,000)	(7,325.84)	2,674.16	73.3%	(10,000)	(6,440.65)	64.4%	(9,839.90)
<b>Fire</b>	<b>3,082,400</b>	<b>2,457,103.33</b>	<b>(625,296.67)</b>	<b>79.7%</b>	<b>2,671,500</b>	<b>2,252,049.03</b>	<b>84.3%</b>	<b>2,785,075.45</b>

	2019 Budget	2019 YTD Actual October	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual October	2018 % Budget to Actual	2018 YTD Actual December
<b>Police / Dispatch</b>								
Wages/Benefits	6,837,200	5,753,719.00	(1,083,481.00)	84.2%	6,711,000	5,707,447.14	85.1%	6,688,597.52
Administrative Expenses	171,200	159,778.48	(11,421.52)	93.3%	170,200	160,165.95	94.1%	183,576.76
Personnel Expenses	114,500	177,037.28	62,537.28	154.6%	112,000	99,516.87	88.9%	122,155.62
Facility Expenses	155,000	128,471.61	(26,528.39)	82.9%	155,000	129,209.36	83.4%	164,867.33
Vehicle/Equipment Expenses	136,100	109,129.45	(26,970.55)	80.2%	141,100	117,485.11	83.3%	141,262.46
Program Services	137,000	142,585.55	5,585.55	104.1%	138,000	207,035.64	150.0%	275,177.47
Transfers to Own Funds	80,000	87,914.20	7,914.20	109.9%	0	0.00	100.0%	0.00
Expenditures	7,631,000	6,558,635.57	(1,072,364.43)	86.0%	7,427,300	6,420,860.07	86.5%	7,575,637.16
Grants	(73,600)	(94,888.41)	(21,288.41)	128.9%	(63,800)	(138,486.12)	217.1%	(159,105.89)
Contributions from Own Funds	0	0.00	0.00	100.0%	0	0.00	100.0%	(37,729.45)
Other Revenues	(260,500)	(281,413.86)	(20,913.86)	108.0%	(262,600)	(272,836.65)	103.9%	(312,636.48)
Police / Dispatch	<b>7,296,900</b>	<b>6,182,333.30</b>	<b>(1,114,566.70)</b>	<b>84.7%</b>	<b>7,100,900</b>	<b>6,009,537.30</b>	<b>84.6%</b>	<b>7,066,165.34</b>
<b>Police Services Board</b>								
Wages/Benefits	26,000	21,610.39	(4,389.61)	83.1%	40,500	35,107.38	86.7%	38,043.59
Administrative Expenses	19,100	4,569.64	(14,530.36)	23.9%	16,000	6,170.54	38.6%	14,858.24
Personnel Expenses	8,200	2,984.10	(5,215.90)	36.4%	7,100	2,952.19	41.6%	2,952.19
Program Services	1,000	80.39	(919.61)	8.0%	1,000	6,846.05	684.6%	(12,748.79)
Expenditures	54,300	29,244.52	(25,055.48)	53.9%	64,600	51,076.16	79.1%	43,105.23
Other Revenues	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Police Services Board	<b>54,300</b>	<b>29,244.52</b>	<b>(25,055.48)</b>	<b>53.9%</b>	<b>64,600</b>	<b>51,076.16</b>	<b>79.1%</b>	<b>43,105.23</b>
<b>Conservation Authority</b>								
Program Services	<b>275,000</b>	<b>274,133.00</b>	<b>(867.00)</b>	<b>99.7%</b>	<b>246,000</b>	<b>260,817.00</b>	<b>106.0%</b>	<b>260,817.00</b>
<b>Protective Inspection &amp; Control</b>								
Program Services	41,400	42,809.72	1,409.72	103.4%	41,400	21,109.94	51.0%	35,323.78
Other Revenues	(20,000)	(21,485.00)	(1,485.00)	107.4%	(20,000)	(19,151.00)	95.8%	(19,601.00)
Protective Inspection & Control	<b>21,400</b>	<b>21,324.72</b>	<b>(75.28)</b>	<b>99.7%</b>	<b>21,400</b>	<b>1,958.94</b>	<b>9.2%</b>	<b>15,722.78</b>
<b>Emergency Measures</b>								
Program Services	<b>31,000</b>	<b>72,920.14</b>	<b>41,920.14</b>	<b>235.2%</b>	<b>31,000</b>	<b>31,545.16</b>	<b>101.8%</b>	<b>31,798.96</b>
<b>Public Works Summary</b>								
Wages/Benefits	6,207,500	4,821,946.03	(1,385,553.97)	77.7%	5,883,400	4,691,102.07	79.7%	5,672,249.40
Long Term Debt	412,000	411,953.46	(46.54)	100.0%	412,000	411,953.46	100.0%	411,953.46
Administrative Expenses	366,800	337,812.93	(28,987.07)	92.1%	358,500	328,566.71	91.7%	343,819.21
Personnel Expenses	128,000	101,754.07	(26,245.93)	79.5%	120,000	97,143.57	81.0%	118,467.20
Facility Expenses	1,935,900	1,320,364.18	(615,535.82)	68.2%	1,931,700	1,383,094.34	71.6%	1,790,885.44
Vehicle/Equipment Expenses	652,900	603,140.57	(49,759.43)	92.4%	611,000	708,289.12	115.9%	860,421.87
Program Services	6,160,300	4,876,312.75	(1,283,987.25)	79.2%	6,377,200	4,458,238.37	69.9%	5,588,542.19
Transfers to Own Funds	3,116,900	242,466.68	(2,874,433.32)	7.8%	2,561,100	217,830.99	8.5%	3,105,404.02
Expenditures	<b>18,980,300</b>	<b>12,715,750.67</b>	<b>(6,264,549.33)</b>	<b>67.0%</b>	<b>18,254,900</b>	<b>12,296,218.63</b>	<b>67.4%</b>	<b>17,891,742.79</b>
Contributions from Own Funds	(412,000)	(411,953.46)	46.54	100.0%	(412,000)	(411,953.46)	100.0%	(411,953.46)
Other Revenues	(10,390,700)	(8,287,754.81)	2,102,945.19	79.8%	(10,198,300)	(7,790,088.37)	76.4%	(9,963,568.77)
Public Works Summary	<b>8,177,600</b>	<b>4,016,042.40</b>	<b>(4,161,557.60)</b>	<b>49.1%</b>	<b>7,644,600</b>	<b>4,094,176.80</b>	<b>53.6%</b>	<b>7,516,220.56</b>
<b>Public Works Corporate</b>								
Wages/Benefits	1,149,100	913,185.10	(235,914.90)	79.5%	1,141,300	865,712.26	75.9%	1,040,052.09
Administrative Expenses	366,800	337,812.93	(28,987.07)	92.1%	358,500	328,566.71	91.7%	343,819.21
Personnel Expenses	128,000	101,754.07	(26,245.93)	79.5%	120,000	97,143.57	81.0%	118,467.20
Expenditures	1,643,900	1,352,752.10	(291,147.90)	45.1%	1,619,800	1,291,422.54	97.3%	1,502,338.50
Other Revenues	(1,013,200)	(840,713.75)	172,486.25	83.0%	(994,200)	(821,565.26)	82.6%	(985,034.96)
Public Works Corporate	<b>630,700</b>	<b>512,038.35</b>	<b>(118,661.65)</b>	<b>81.2%</b>	<b>625,600</b>	<b>469,857.28</b>	<b>75.1%</b>	<b>517,303.54</b>
<b>Roads/Drainage</b>								
Wages/Benefits	644,600	639,329.54	(5,270.46)	99.2%	630,600	597,729.27	94.8%	712,035.72
Vehicle/Equipment Expenses	34,000	20,660.76	(13,339.24)	60.8%	34,000	18,001.85	53.0%	19,754.21
Program Services	611,800	391,006.60	(220,793.40)	63.9%	501,100	321,076.43	64.1%	384,924.36
Expenditures	1,290,400	1,050,996.90	(239,403.10)	81.5%	1,165,700	936,807.55	80.4%	1,116,714.29
Other Revenues	0	(5,979.46)	(5,979.46)	100.0%	0	(8,436.04)	0.0%	(17,810.65)
Roads/Drainage	<b>1,290,400</b>	<b>1,045,017.44</b>	<b>(245,382.56)</b>	<b>81.0%</b>	<b>1,165,700</b>	<b>928,371.51</b>	<b>79.6%</b>	<b>1,098,903.64</b>



	2019 Budget	2019 YTD Actual October	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual October	2018 % Budget to Actual	2018 YTD Actual December
<b>Drainage</b>								
Wages/Benefits	434,100	317,922.85	(116,177.15)	73.2%	426,800	340,727.46	79.8%	409,840.17
Expenditures	434,100	317,922.85	(116,177.15)	70.6%	426,800	340,727.46	70.8%	409,840.17
Drainage	<b>434,100</b>	<b>317,922.85</b>	<b>(116,177.15)</b>	<b>4.5%</b>	<b>426,800</b>	<b>340,727.46</b>	<b>7.5%</b>	<b>409,840.17</b>
<b>Storm Sewers</b>								
Wages/Benefits	118,000	85,722.48	(32,277.52)	72.7%	115,900	82,278.09	71.0%	100,903.78
Program Services	20,000	14,027.42	(5,972.58)	70.1%	0	0.00	100.0%	0.00
Expenditures	138,000	99,749.90	(38,250.10)	72.3%	115,900	82,278.09	71.0%	100,903.78
Storm Sewers	<b>138,000</b>	<b>99,749.90</b>	<b>(38,250.10)</b>	<b>101.0%</b>	<b>115,900</b>	<b>82,278.09</b>	<b>95.1%</b>	<b>100,903.78</b>
<b>Facilities &amp; Fleet</b>								
Wages/Benefits	1,647,900	1,262,495.65	(385,404.35)	76.6%	1,491,000	1,223,354.18	82.1%	1,529,886.10
Facility Expenses	1,935,900	1,320,364.18	(615,535.82)	68.2%	1,931,700	1,383,094.34	71.6%	1,790,885.44
Vehicle/Equipment Expenses	575,400	560,207.52	(15,192.48)	97.4%	533,500	664,232.13	124.5%	811,204.93
Transfer to Own Funds	223,700	242,466.68	18,766.68	108.4%	219,300	217,830.99	99.3%	220,404.02
Expenditures	4,382,900	3,385,534.03	(997,365.97)	77.2%	4,175,500	3,488,511.64	83.6%	4,352,380.49
Other Revenues	(50,000)	(43,010.64)	6,989.36	86.0%	(47,300)	(34,743.99)	73.5%	(55,568.35)
Facilities & Fleet	<b>4,332,900</b>	<b>3,342,523.39</b>	<b>(990,376.61)</b>	<b>77.1%</b>	<b>4,128,200</b>	<b>3,453,767.65</b>	<b>83.7%</b>	<b>4,296,812.14</b>
<b>Parks</b>								
Wages/Benefits	914,300	654,724.58	(259,575.42)	71.6%	806,900	682,380.17	84.6%	783,726.42
Vehicle/Equipment Expenses	15,500	7,226.45	(8,273.55)	46.6%	15,500	8,163.78	52.7%	10,959.58
Program Services	459,700	286,182.66	(173,517.34)	62.3%	395,000	292,028.94	73.9%	355,412.81
Expenditures	1,389,500	948,133.69	(441,366.31)	68.2%	1,217,400	982,572.89	80.7%	1,150,098.81
Other Revenues	(38,000)	(46,259.03)	(8,259.03)	121.7%	(35,000)	(48,825.25)	139.5%	(53,155.73)
Parks	<b>1,351,500</b>	<b>901,874.66</b>	<b>(449,625.34)</b>	<b>66.7%</b>	<b>1,182,400</b>	<b>933,747.64</b>	<b>79.0%</b>	<b>1,096,943.08</b>
<b>Water</b>								
Wages/Benefits	1,009,300	707,084.60	(302,215.40)	70.1%	984,600	672,113.55	68.3%	821,549.18
Vehicle/Equipment Expenses	20,000	8,467.49	(11,532.51)	42.3%	20,000	11,733.79	58.7%	12,345.58
Program Services	2,952,900	2,487,408.63	(465,491.37)	84.2%	3,353,500	2,179,238.19	65.0%	2,740,435.18
Transfers to Own Funds	1,574,800	0.00	(1,574,800.00)	0.0%	1,157,900	0.00	0.0%	1,790,000.00
Expenditures	5,557,000	3,202,960.72	(2,354,039.28)	57.6%	5,516,000	2,863,085.53	51.9%	5,364,329.94
Consumption/Base Rate Revenues	(5,441,000)	(4,311,757.35)	1,129,242.65	79.3%	(5,417,000)	(4,032,406.93)	74.4%	(5,160,200.24)
Other Revenues	(116,000)	(123,646.86)	(7,646.86)	106.6%	(99,000)	(154,726.20)	156.3%	(206,022.25)
Water	<b>0</b>	<b>(1,232,443.49)</b>	<b>(1,232,443.49)</b>	<b>100.0%</b>	<b>0</b>	<b>(1,324,047.60)</b>	<b>100.0%</b>	<b>(1,892.55)</b>
<b>Wastewater</b>								
Wages/Benefits	290,200	241,481.23	(48,718.77)	83.2%	286,300	226,807.09	79.2%	274,255.94
Long Term Debt Charges	412,000	411,953.46	(46.54)	100.0%	412,000	411,953.46	100.0%	411,953.46
Vehicle/Equipment Expenses	8,000	6,578.35	(1,421.65)	82.2%	8,000	6,157.57	77.0%	6,157.57
Program Services	2,115,900	1,697,687.44	(418,212.56)	80.2%	2,127,600	1,665,894.81	78.3%	2,107,769.84
Transfers to Own Funds	1,318,400	0.00	(1,318,400.00)	0.0%	1,183,900	0.00	0.0%	1,095,000.00
Expenditures	4,144,500	2,357,700.48	(1,786,799.52)	56.9%	4,017,800	2,310,812.93	57.5%	3,895,136.81
Contributions from Own Funds	(412,000)	(411,953.46)	46.54	100.0%	(412,000)	(411,953.46)	100.0%	(411,953.46)
Consumption/Base Rate Revenues	(3,713,000)	(2,892,506.76)	820,493.24	77.9%	(3,592,800)	(2,664,764.68)	74.2%	(3,454,822.52)
Other Revenues	(19,500)	(23,880.96)	(4,380.96)	122.5%	(13,000)	(24,620.02)	189.4%	(30,954.07)
Wastewater	<b>0</b>	<b>(970,640.70)</b>	<b>(970,640.70)</b>	<b>100.0%</b>	<b>0</b>	<b>(790,525.23)</b>	<b>100.0%</b>	<b>(2,593.24)</b>
<b>Winter Control</b>								
Program Services	<b>200,000</b>	<b>358,430.40</b>	<b>158,430.40</b>	<b>179.2%</b>	<b>200,000</b>	<b>362,731.04</b>	<b>181.4%</b>	<b>198,007.04</b>
<b>Traffic Control</b>								
Program Services	<b>72,000</b>	<b>59,857.03</b>	<b>(12,142.97)</b>	<b>83.1%</b>	<b>82,000</b>	<b>62,877.96</b>	<b>76.7%</b>	<b>95,803.59</b>
<b>Handi-Transit</b>								
Program Services	<b>55,000</b>	<b>31,546.90</b>	<b>(23,453.10)</b>	<b>57.4%</b>	<b>61,000</b>	<b>30,929.80</b>	<b>50.7%</b>	<b>43,309.20</b>
<b>LaSalle Transit</b>								
Program Services	480,200	318,451.62	(161,748.38)	66.3%	225,000	371,875.14	165.3%	489,268.00
Transfers to Own Funds	0	0.00	0.00	100.0%	0	225,000.00	100.0%	49,063.77
Expenditures	480,200	318,451.62	(161,748.38)	66.3%	225,000	596,875.14	265.3%	538,331.77
Contributions from Own Funds	(251,000)	0.00	251,000.00	100.0%	0	(253,128.51)	100.0%	(253,128.51)
Other Revenues	(64,500)	(39,389.88)	25,110.12	61.1%	0	(43,606.56)	100.0%	(60,203.26)
LaSalle Transit	<b>164,700</b>	<b>279,061.74</b>	<b>114,361.74</b>	<b>169.4%</b>	<b>225,000</b>	<b>300,140.07</b>	<b>133.4%</b>	<b>225,000.00</b>

	2019 Budget	2019 YTD Actual October	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual October	2018 % Budget to Actual	2018 YTD Actual December
<b>Street Lighting</b>								
Program Services	260,000	174,548.83	(85,451.17)	67.1%	260,000	190,393.72	73.2%	257,578.02
<b>Crossing Guards</b>								
Wages/Benefits	87,800	67,164.12	(20,635.88)	76.5%	87,200	63,611.16	73.0%	80,039.41
Administrative Expenses	700	750.60	50.60	107.2%	800	750.60	93.8%	750.60
Program Services	1,000	3,072.11	2,072.11	307.2%	1,000	17.29	1.7%	17.29
Crossing Guards	89,500	70,986.83	(18,513.17)	79.3%	89,000	64,379.05	72.3%	80,807.30
<b>Garbage Collection</b>								
Program Services	646,000	531,702.80	(114,297.20)	82.3%	625,000	511,966.16	81.9%	630,031.36
<b>Garbage Disposal</b>								
Program Services	970,000	726,802.95	(243,197.05)	74.9%	915,000	694,271.49	75.9%	928,753.10
<b>Culture &amp; Recreation Summary</b>								
Wages/Benefits	2,190,700	1,661,815.41	(528,884.59)	75.9%	1,975,400	1,642,015.33	83.1%	1,919,763.89
Administrative Expenses	51,700	51,829.42	129.42	100.3%	51,500	45,992.21	89.3%	52,333.92
Personnel Expenses	36,100	29,273.58	(6,826.42)	81.1%	33,800	30,981.31	91.7%	37,762.78
Vehicle/Equipment Expenses	7,500	4,166.14	(3,333.86)	55.6%	7,500	2,163.18	28.8%	7,193.44
Program Services	296,100	420,947.81	124,847.81	142.2%	284,600	240,199.08	84.4%	300,397.16
Transfers to Own Funds	215,000	195,441.25	(19,558.75)	90.9%	215,000	206,307.00	96.0%	212,417.00
Expenditures	2,797,100	2,363,473.61	(433,626.39)	84.5%	2,567,800	2,167,658.11	84.4%	2,529,868.19
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(2,545,800)	(2,264,050.13)	281,749.87	88.9%	(2,499,500)	(2,147,986.71)	85.9%	(2,518,998.43)
Culture & Recreation Summary	251,300	99,423.48	(151,876.52)	39.6%	68,300	19,671.40	28.8%	10,869.76
<b>Culture &amp; Recreation Corporate</b>								
Wages/Benefits	1,082,200	750,014.31	(332,185.69)	69.3%	907,200	702,587.78	77.5%	835,038.02
Administrative Expenses	51,700	51,829.42	129.42	100.3%	51,500	45,992.21	89.3%	52,333.92
Personnel Expenses	36,100	29,273.58	(6,826.42)	81.1%	33,800	30,981.31	91.7%	37,762.78
Vehicle/Program Expenses	7,500	2,823.69	(4,676.31)	37.7%	7,500	781.49	10.4%	5,811.75
Program Services	64,200	54,710.84	(9,489.16)	85.2%	57,200	62,017.05	108.4%	75,313.19
Transfers to Own Funds	175,000	155,441.25	(19,558.75)	88.8%	175,000	166,307.00	95.0%	172,417.00
Expenditures	1,416,700	1,044,093.09	(372,606.91)	73.7%	1,232,200	1,008,666.84	81.9%	1,178,676.66
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(84,900)	(69,095.77)	15,804.23	81.4%	(81,400)	(58,834.88)	72.3%	(82,871.17)
Culture & Recreation Corporate	1,331,800	974,997.32	(356,802.68)	73.2%	1,150,800	949,831.96	82.5%	1,095,805.49
<b>Culture &amp; Recreation Community Programs</b>								
Wages/Benefits	308,100	266,297.12	(41,802.88)	86.4%	272,900	295,461.61	108.3%	288,534.29
Program Services	33,400	45,568.84	12,168.84	136.4%	30,400	29,601.14	97.4%	36,525.31
Expenditures	341,500	311,865.96	(29,634.04)	91.3%	303,300	325,062.75	107.2%	325,059.60
Other Revenues	(422,500)	(390,245.45)	32,254.55	92.4%	(363,000)	(417,813.50)	115.1%	(426,703.72)
Culture & Recreation Community Programs	(81,000)	(78,379.49)	2,620.51	96.8%	(59,700)	(92,750.75)	155.4%	(101,644.12)
<b>Culture &amp; Recreation Cultural Programs</b>								
Program Services	50,000	231,577.48	181,577.48	463.2%	48,500	35,696.45	73.6%	38,493.33
Other Revenues	(15,000)	(87,917.96)	(72,917.96)	586.1%	(5,000)	(10,733.04)	214.7%	(14,791.33)
Culture & Recreation Cultural Programs	35,000	143,659.52	108,659.52	410.5%	43,500	24,963.41	57.4%	23,702.00
<b>Culture &amp; Recreation Hospitality</b>								
Wages/Benefits	101,700	61,877.76	(39,822.24)	60.8%	98,200	71,421.68	72.7%	91,658.15
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Program Services	93,500	59,817.01	(33,682.99)	64.0%	93,500	76,789.46	82.1%	101,987.49
Expenditures	195,200	121,694.77	(73,505.23)	62.3%	191,700	148,211.14	77.3%	193,645.64
Other Revenues	(244,000)	(166,558.97)	77,441.03	68.3%	(241,400)	(174,146.10)	72.1%	(223,410.75)
Culture & Recreation Hospitality	(48,800)	(44,864.20)	3,935.80	91.9%	(49,700)	(25,934.96)	52.2%	(29,765.11)
<b>VRC Arenas</b>								
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(810,800)	(664,738.37)	146,061.63	82.0%	(815,800)	(606,968.60)	74.4%	(817,310.57)
VRC Arenas	(810,800)	(664,738.37)	146,061.63	82.0%	(815,800)	(606,968.60)	74.4%	(817,310.57)

	2019 Budget	2019 YTD Actual October	\$ VARIANCE Budget to Actual	2019 % Budget to Actual	2018 Budget	2018 YTD Actual October	2018 % Budget to Actual	2018 YTD Actual December
<b><u>VRC Aquatic Centre</u></b>								
Wages/Benefits	471,600	375,789.61	(95,810.39)	79.7%	479,500	370,478.60	77.3%	463,820.33
Vehicle/Equipment Expenses	0	1,342.45	1,342.45	100.0%	0	1,381.69	100.0%	1,381.69
Program Services	50,000	23,600.43	(26,399.57)	47.2%	50,000	34,172.52	68.4%	44,250.31
Expenditures	521,600	400,732.49	(120,867.51)	76.8%	529,500	406,032.81	76.7%	509,452.33
Other Revenues	(585,000)	(568,996.38)	16,003.62	97.3%	(611,200)	(554,080.02)	90.7%	(572,248.87)
VRC Aquatic Centre	<b>(63,400)</b>	<b>(168,263.89)</b>	<b>(104,863.89)</b>	<b>265.4%</b>	<b>(81,700)</b>	<b>(148,047.21)</b>	<b>181.2%</b>	<b>(62,796.54)</b>
<b><u>VRC Fitness Centre</u></b>								
Wages/Benefits	189,700	163,481.08	(26,218.92)	86.2%	187,500	161,005.99	85.9%	199,653.43
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Program Services	5,000	5,673.21	673.21	113.5%	5,000	1,922.46	38.5%	3,827.53
Transfers to Own Funds	40,000	40,000.00	0.00	100.0%	40,000	40,000.00	100.0%	40,000.00
Expenditures	234,700	209,154.29	(25,545.71)	89.1%	232,500	202,928.45	87.3%	243,480.96
Grants	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Other Revenues	(343,400)	(289,173.95)	54,226.05	84.2%	(342,000)	(293,790.25)	85.9%	(349,936.00)
VRC Fitness Centre	<b>(108,700)</b>	<b>(80,019.66)</b>	<b>28,680.34</b>	<b>73.6%</b>	<b>(109,500)</b>	<b>(90,861.80)</b>	<b>83.0%</b>	<b>(106,455.04)</b>
<b><u>LaSalle Outdoor Pool</u></b>								
Wages/Benefits	37,400	44,355.53	6,955.53	118.6%	30,100	41,059.67	136.4%	41,059.67
Vehicle/Equipment Expenses	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Program Services	0	0.00	0.00	100.0%	0	0.00	100.0%	0.00
Expenditures	37,400	44,355.53	6,955.53	118.6%	30,100	41,059.67	136.4%	41,059.67
Other Revenues	(40,200)	(27,323.28)	12,876.72	68.0%	(39,700)	(31,620.32)	79.7%	(31,726.02)
LaSalle Outdoor Pool	<b>(2,800)</b>	<b>17,032.25</b>	<b>19,832.25</b>	<b>-608.3%</b>	<b>(9,600)</b>	<b>9,439.35</b>	<b>-98.3%</b>	<b>9,333.65</b>
<b><u>Development &amp; Strategic Initiatives</u></b>								
Wages/Benefits	564,600	468,794.73	(95,805.27)	83.0%	547,200	461,726.11	84.4%	553,642.87
Administrative Expenses	20,300	11,939.35	(8,360.65)	58.8%	20,200	11,497.89	56.9%	20,524.60
Personnel Expenses	9,200	9,209.45	9.45	100.1%	9,200	8,881.42	96.5%	9,436.86
Program Services	23,400	9,878.21	(13,521.79)	42.2%	23,400	13,793.76	59.0%	16,882.44
Transfers to Own Funds	38,000	38,000.00	0.00	100.0%	38,000	38,000.00	100.0%	38,000.00
Expenditures	655,500	537,821.74	(117,678.26)	82.1%	638,000	533,899.18	83.7%	638,486.77
Grants	0	0.00	0.00	100.0%	0	(2,230.63)	100.0%	(2,230.63)
Other Revenues	(50,500)	(75,050.00)	(24,550.00)	148.6%	(42,500)	(97,300.00)	228.9%	(111,250.00)
Development & Strategic Initiatives	<b>605,000</b>	<b>462,771.74</b>	<b>(142,228.26)</b>	<b>76.5%</b>	<b>595,500</b>	<b>434,368.55</b>	<b>72.9%</b>	<b>525,006.14</b>
<b><u>Building Division</u></b>								
Wages/Benefits	452,300	194,605.64	(257,694.36)	43.0%	443,000	312,800.64	70.6%	349,756.29
Administrative Expenses	4,600	2,585.13	(2,014.87)	56.2%	4,600	4,400.44	95.7%	4,806.08
Personnel Expenses	10,700	7,673.07	(3,026.93)	71.7%	10,700	5,472.05	51.1%	5,722.05
Program Services	180,000	288,919.55	108,919.55	160.5%	176,700	217,895.64	123.3%	292,586.49
Transfers to Own Funds	0	340,869.34	340,869.34	100.0%	8,900	41,190.39	462.8%	77,132.61
Expenditures	647,600	834,652.73	187,052.73	128.9%	643,900	581,759.16	90.4%	730,003.52
Contributions from Own Funds	(80,600)	0.00	80,600.00	0.0%	0	0.00	100.0%	0.00
Other Revenues	(567,000)	(834,652.73)	(267,652.73)	147.2%	(643,900)	(581,759.16)	90.4%	(730,003.52)
Building Division	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>
<b><u>Agriculture / Reforestation</u></b>								
Program Services	0	0.00	0.00	100.0%	25,000	0.00	0.0%	0.00
Other Revenues	0	0.00	0.00	100.0%	(25,000)	0.00	0.0%	0.00
Agriculture / Reforestation	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>
Expenditures	<b>38,434,900</b>	<b>28,617,061.93</b>	<b>(9,817,838.07)</b>	<b>74.5%</b>	<b>35,277,400</b>	<b>26,006,745.62</b>	<b>73.7%</b>	<b>36,693,248.80</b>
T o t a l	<b>0</b>	<b>(11,207,506.80)</b>	<b>(11,207,506.80)</b>	<b>100.0%</b>	<b>0</b>	<b>(9,560,659.10)</b>	<b>100.0%</b>	<b>(106,287.76)</b>
General Fund	<b>0</b>	<b>(9,004,422.61)</b>	<b>(9,004,422.61)</b>	<b>100.0%</b>	<b>0</b>	<b>(7,446,086.27)</b>	<b>100.0%</b>	<b>(101,801.97)</b>
Water Fund	<b>0</b>	<b>(1,232,443.49)</b>	<b>(1,232,443.49)</b>	<b>100.0%</b>	<b>0</b>	<b>(1,324,047.60)</b>	<b>100.0%</b>	<b>(1,892.55)</b>
Wastewater Fund	<b>0</b>	<b>(970,640.70)</b>	<b>(970,640.70)</b>	<b>100.0%</b>	<b>0</b>	<b>(790,525.23)</b>	<b>100.0%</b>	<b>(2,593.24)</b>

TOWN OF LASALLE  
 CAPITAL FUND ANALYSIS  
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06/11/2019

PROJECTS	ENDING BALANCE DEC 31,2018	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE OCT 31, 2019
TECHNOLOGY	0.00	53,529.26	12,720.00	141.58		(66,390.84)				0.00
Desktops/laptops	0.00	7,159.76				(7,159.76)				0.00
Network equipment	0.00	15,702.64		26.40		(15,729.04)				0.00
Server equipment & upgrades	0.00	21,381.78		53.38		(21,435.16)				0.00
Website	0.00		12,720.00	18.15		(12,738.15)				0.00
Access Control	0.00	6,786.36		43.65		(6,830.01)				0.00
Telephone System	0.00	2,498.72				(2,498.72)				0.00
STRATEGIC INITIATIVES	0.00	39,590.74	13,583.42	239.86		(53,414.02)				0.00
VC Wayfinding Signage	0.00	8,673.47		129.04		(8,802.51)				0.00
Highway 401 Gateway Sign	0.00	27,798.11		109.92		(27,908.03)				0.00
Population Sign	0.00	394.03		0.90		(394.93)				0.00
Strategic Plan	0.00		13,583.42			(13,583.42)				0.00
Gateway Signs	0.00	2,725.13				(2,725.13)				0.00
HYDRO GENERATOR	8,210.32			33.13				(8,243.45)		0.00
CAPITAL-ADMIN/FINANCIAL SERVICES	(51,550.28)									(51,550.28)
Over financed activities	(51,550.28)									(51,550.28)
CAPITAL-COUNCIL SERVICES	0.00		16,485.12	34.22		(16,519.34)				0.00
Compensation Review	0.00		16,485.12	34.22		(16,519.34)				0.00
CAPITAL-FIRE	0.00	7,213.13	108,022.31	695.84		(115,931.28)				0.00
Respirator Fit Tester Machine	0.00	7,213.13		72.34		(7,285.47)				0.00
Electronic Tracking System	0.00		2,814.68	28.22		(2,842.90)				0.00
Fire Master Plan	0.00		65,676.26	291.12		(65,967.38)				0.00
A/C Watch Office	0.00		4,304.45	43.16		(4,347.61)				0.00
Radio Study/Training	0.00		35,226.92	261.00		(35,487.92)				0.00
CAPITAL-POLICE	0.00	87,567.38		346.82	(87,914.20)					0.00
Vehicles	0.00	87,567.38		346.82	(87,914.20)					0.00
CAPITAL-ROADS	89,288.62	132,124.58	35,633.30	4,439.34		(4,704.59)				256,781.25
Transportation Master Plan	89,288.62		32,336.28	2,761.28						124,386.18
Oakdale Trails Development	0.00	1,373.76		17.28		(1,391.04)				0.00
Signal Assessment	0.00		3,297.02	16.53		(3,313.55)				0.00
Upgrade Judy Recker Cres	0.00	130,750.82		1,644.25						132,395.07
TRANSIT	(32,832.24)		128,016.13	1,609.86		(69,388.12)	(60,237.87)			(32,832.24)
Bus Shelters	(32,832.24)									(32,832.24)
Buses (2)	0.00		128,016.13	1,609.86		(69,388.12)	(60,237.87)			0.00
SIDEWALK CONSTRUCTION	0.00	16,088.89	48,981.98			(65,070.87)				0.00
Sidewalk Construction-Various	0.00	16,088.89				(16,088.89)				0.00
Sidewalk Ramps	0.00		48,981.98			(48,981.98)				0.00
DRAINS	0.00	67,879.74	72,250.30	738.99		(82,441.78)		(58,427.25)		0.00
Herb Gray Parkway Drainage Reports	0.00		58,427.25					(58,427.25)		0.00
Culvert-Lepain Pond	0.00	67,879.74		680.64		(68,560.38)				0.00
Front Road Park Drainage	0.00		13,823.05	58.35		(13,881.40)				0.00

TOWN OF LASALLE  
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PROJECTS	ENDING BALANCE DEC 31,2018	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE OCT 31, 2019
CAPITAL-FACILITIES & FLEET	0.00	634,920.93	29,582.90	5,744.47		(664,573.30)				0.00
Roads-Paint Machine	0.00	15,242.84		226.78		(15,469.62)				0.00
Roads-Sign Machine	0.00	5,693.47		84.71		(5,778.18)				0.00
Corp-Pickup-VIN#593325	0.00	34,309.17		509.24		(34,818.41)				0.00
Parks-Pickup-VIN#426094	0.00	42,296.16		608.25		(42,904.41)				0.00
Corp-Pickup-VIN#602042	0.00	32,601.75		409.84		(33,011.59)				0.00
Roads-Road Closure Trailers	0.00	9,152.29		115.10		(9,267.39)				0.00
Vollmer-Renovations	0.00	112,403.25		1,000.29		(113,403.54)				0.00
DSI-BL-Pickup-VIN#308801	0.00	21,778.95		269.81		(22,048.76)				0.00
PW-Barn Eaves Troughs	0.00	16,281.60		143.18		(16,424.78)				0.00
Roads-Pickup-VIN#556727 (2018)	0.00	1,139.72		11.42		(1,151.14)				0.00
VC-Arena Lighting	0.00	135,462.91		1,086.66		(136,549.57)				0.00
VC-Carpet	0.00	8,395.20		84.18		(8,479.38)				0.00
Parks-Dump Truck	0.00	92,611.78		921.22		(93,533.00)				0.00
VC-Scrubber	0.00	7,632.00		76.54		(7,708.54)				0.00
PW-Barn Floor	0.00	55,149.50		126.42		(55,275.92)				0.00
Fleet-GPS	0.00	12,181.69		31.04		(12,212.73)				0.00
VC-Concession Building Repairs	0.00		1,857.12	4.73		(1,861.85)				0.00
Outdoor Pool Heater	0.00	5,623.52		14.33		(5,637.85)				0.00
VC-Arena Sprinkler Head Cages	0.00		8,135.71	20.73		(8,156.44)				0.00
VC-Sound System	0.00	24,980.81				(24,980.81)				0.00
VC-Access Control	0.00	1,984.32				(1,984.32)				0.00
VC-Shower Tile	0.00		6,384.83			(6,384.83)				0.00
VC-Waterslide Stairs	0.00		7,530.24			(7,530.24)				0.00
VC-Dressing Room (LMHA)	0.00		5,675.00					(5,675.00)		0.00
CAPITAL-CULTURE & RECREATION	0.00		5,309.91	48.40		(5,358.31)				0.00
Planters	0.00		5,309.91	48.40		(5,358.31)				0.00
CAPITAL-PARKS	0.00	81,973.28	118,854.25	613.77		(171,867.09)		(100,000.00)		(70,425.79)
Accessible Playground-Marcotte Park	0.00	24,117.12		358.79		(24,475.91)				0.00
Vollmer Master Plan	0.00		17,707.90	91.31		(17,799.21)				0.00
Floating Dock Installation	0.00		3,052.80	30.62		(3,083.42)				0.00
Soccer Field Maintenance Equipment	0.00	28,281.95		131.01		(28,412.96)				0.00
Replace Signs	0.00		407.04	2.04		(409.08)				0.00
Accessible Playgrounds	0.00							(100,000.00)		(100,000.00)
Accessible Playground-Ojibway	0.00	14,620.12								14,620.12
Accessible Playground-Chappus	0.00	14,681.70								14,681.70
Accessible Playground-Wilkinson	0.00	272.39								272.39
Soccer Field Drainage Enhancements	0.00		97,686.51			(97,686.51)				0.00
CAPITAL-PLANNING & DEVELOPMENT	0.00		18,222.22	192.68		(18,414.90)				0.00
Official Plan Review	0.00		2,513.47	37.38		(2,550.85)				0.00
Comprehensive Zoning Bylaw	0.00		15,708.75	155.30		(15,864.05)				0.00
CAPITAL-WATER	0.00	94,929.07					(94,929.07)			0.00
Disputed Watermain Upgrade	0.00	94,929.07					(94,929.07)			0.00
CAPITAL-SEWER	0.00	71,253.38	28,954.48	328.41		(100,536.27)				0.00
PS-Other Maintenance	0.00		14,772.05	41.21		(14,813.26)				0.00
Zoom Camera	0.00	23,120.90		156.72		(23,277.62)				0.00
Manhole Rain Catchers	0.00	21,369.60		130.48		(21,500.08)				0.00
Sewage Capacity Review	0.00		14,182.43			(14,182.43)				0.00
PS-Forest Trail	0.00	26,762.88				(26,762.88)				0.00

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CAPITAL FUND ANALYSIS  
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PROJECTS	ENDING BALANCE DEC 31,2018	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE OCT 31, 2019
<b>WORK IN PROGRESS</b>										
CELL TOWER BUILDING	0.00	86,283.70		1,174.54		(87,458.24)				0.00
PARKING LOT SIGNS	0.00	8,646.14		73.66		(8,719.80)				0.00
TIME & ATTENDANCE SYSTEM	0.00	26,238.01		108.69		(26,346.70)				0.00
MILL & PAVE PROGRAM-2018	0.00	180,228.40		2,195.50		(182,423.90)				0.00
MILL & PAVE	0.00	801,192.10		785.96		(801,978.06)				0.00
BRIDGES (Front Road/Turkey Creek Bridge)	107,608.21	1,445,224.93		13,644.59						1,566,477.73
PEDESTRIAN BRIDGE-OJIBWAY OAKS	0.00	76,506.22		797.42		(77,303.64)				0.00
PEDESTRIAN BRIDGE-BRUNET	0.00	67,841.36		172.86		(68,014.22)				0.00
PEDESTRIAN BRIDGE-NEWMAN	0.00	8,323.96		21.21		(8,345.17)				0.00
CHAPPUS DRAIN	29,297.21			(636.85)						28,660.36
BESSETTE DRAIN	34,134.17			(648.86)						33,485.31
LEPAIN DRAIN	68,765.63			(1,209.88)						67,555.75
WEST BRANCH CAHILL DRAIN	19,042.63			(511.80)						18,530.83
ST MICHAELS DRAIN	520.81	34,831.43		(2.60)						35,349.64
VC ICE PLANT	0.00	432,363.65		124.82			(432,488.47)		(307.90)	(307.90)
HOWARD INDUST PARK (INT)	32,288.87			672.50						32,961.37
WATERMAIN-Canard Watermain	0.00	16,205.94		140.86		(16,346.80)				0.00
WATERMAIN-Front Road Watermain	0.00	152,935.10		848.01		(153,783.11)				0.00
DRINKING WATER SYSTEM INITIATIVE	0.00		58,389.27	196.83		(58,586.10)				0.00
WATER MODEL UPDATE	0.00		14,648.52	12.95		(14,661.47)				0.00
CAPITAL-SEWER (Sewage Capacity)	2,307,418.00									2,307,418.00
PS 1 STRUCTURE REPAIRS (CWWF)	0.00	873,885.13		7,998.61						881,883.74
FOURTH CONCESSION DRAIN	21,901.30		31,205.72	(88.63)						53,018.39
BURKE DRAIN	6,487.94		15,950.84	(25.76)						22,413.02
HOWARD AVENUE DRAIN	804.01		1,313.31	(4.01)						2,113.31
FOURTH CONC BRANCH DRAIN-GARLATTI	0.00		457.92							457.92
THIRD CONCESSION DRAIN	0.00		1,877.06							1,877.06
HOWARD/BOUFFARD MASTER DRAINAGE PLA	94,323.58		63,219.19	3,114.62						160,657.39
HOWARD/BOUFFARD LAND ACQUISITION	0.00	528,564.54		4,008.98						532,573.52
RIVERDANCE PROPERTY	(42,972.48)	36,348.06						(564,160.00)		(570,784.42)
MALDEN ROAD EA	0.00		63,842.64					(31,642.86)		32,199.78
HERITAGE STORM IMPROVEMENT	115,291.59	3,047,421.60		19,036.89						3,181,750.08
OLIVER FARMS STORM IMPROVEMENT	0.00	134,501.56		743.90		(135,245.46)				0.00
WATERFRONT	1,869,157.74	1,268,940.81								3,138,098.55
	<u>4,677,185.63</u>	<u>10,513,553.02</u>	<u>887,520.79</u>	<u>67,952.38</u>	<u>(87,914.20)</u>	<u>(2,729,909.63)</u>	<u>(931,569.16)</u>	<u>(100,000.00)</u>	<u>(668,456.46)</u>	<u>11,628,362.37</u>

TOWN OF LASALLE  
RESERVES & RESERVE FUNDS SCHEDULE  
OCTOBER 31, 2019

06/11/2019

	BALANCE DEC 31,2018	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE OCT 31,2019
<b>RESERVES</b>											
GREEN SPACE/WOODLOT	431,905.19				2,763.75					(14,602.48)	420,066.46
VEHICLE & EQUIPMENT	4,604,779.08	1,618,466.68			15,774.56			(700,251.29)			5,538,769.03
INFRASTRUCTURE	12,284,190.05	3,131,800.00			20,600.00			(1,582,374.05)			13,854,216.00
SPECIAL PROJECTS	1,179,440.27	152,400.00			569,344.00			(123,414.76)		(118,842.20)	1,658,927.31
TAX STABILIZATION	4,012,558.95	208,100.00									4,220,658.95
WORKING CAPITAL	453,467.33				52,448.00					(31,500.00)	474,415.33
RECREATION COMPLEX	1,553,670.70	155,441.25						(323,869.53)			1,385,242.42
<b>RESERVES</b>	<b>24,520,011.57</b>	<b>5,266,207.93</b>			<b>660,930.31</b>			<b>(2,729,909.63)</b>		<b>(164,944.68)</b>	<b>27,552,295.50</b>
<b>RESERVE FUNDS</b>											
BUILDING ACTIVITY	(176,818.95)	340,869.34			1,500.00						165,550.39
ESSEX POWER EQUITY	12,139,225.00										12,139,225.00
<b>RESERVE FUNDS</b>	<b>11,962,406.05</b>	<b>340,869.34</b>			<b>1,500.00</b>						<b>12,304,775.39</b>
<b>RESERVES/RESERVE FUNDS</b>	<b>36,482,417.62</b>	<b>5,607,077.27</b>			<b>662,430.31</b>			<b>(2,729,909.63)</b>		<b>(164,944.68)</b>	<b>39,857,070.89</b>

TOWN OF LASALLE  
DEFERRED REVENUE FUND SCHEDULE  
OCTOBER 31, 2019

06/11/2019

	BALANCE DEC 31,2018	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE OCT 31,2019
<b>DEFERRED REVENUE</b>										
SEWER PROJECTS	2,125,459.33				44,543.52		(100,536.27)			2,069,466.58
WATER PROJECTS	5,337,095.10				155,514.21		(338,306.55)			5,154,302.76
WATER EMERGENCY	1,500,000.00									1,500,000.00
LAND DEVELOPMENT CHARGES	11,199,531.66			2,074,634.00	299,579.16	(411,953.46)				13,161,791.36
DC PROJECTS (NON-GROWTH RELATED)	14,592,982.42	530,400.00			371,821.54					15,495,203.96
FEDERAL GAS TAX	3,347,625.54	2,209,120.92			98,561.89		(432,488.47)			5,222,819.88
PROVINCIAL GAS TAX/TRANSIT	45,567.15	13,876.00			814.56		(60,237.87)			19.84
OCIF-FORMULA BASED	477,982.65	616,311.00			17,404.69	(40,000.00)				1,071,698.34
DEPOSITS FROM DEVELOPERS	2,545,363.46			584,000.00	66,476.88				(550,766.86)	2,645,073.48
CONTRIBUTIONS FROM DEVELOPERS	889,405.10			369,713.05	20,541.62					1,279,659.77
PARKLAND DEDICATION	387,486.26			39,750.00	10,422.23					437,658.49
<b>DEFERRED REVENUE</b>	<b>42,448,498.67</b>	<b>3,369,707.92</b>		<b>3,068,097.05</b>	<b>1,085,680.30</b>	<b>(451,953.46)</b>	<b>(931,569.16)</b>		<b>(550,766.86)</b>	<b>48,037,694.46</b>

## Schedule of Reports for Council November 26, 2019

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
Councillor Carrick	Review of capital reinvestment fees	Culture & Recreation	Referred to 2020 Budget	Requested at the January 9, 2019 Budget Meeting of Council "Councillor Carrick requests an Administrative report be prepared reviewing capital reinvestment fees."
Councillor Desjarlais	Dog Park	Culture & Recreation	Referred to 2020 Budget	Requested at the July 23, 2019 Regular Meeting of Council "Councillor Desjarlais requests that Administration prepare a report regarding the cost of a modest dog park excluding any extra amenities. As this will be included in the Parks Master Plan, deliberation will take place during the 2020 budget session."
68/19	Discharge of Firearms on/near waterways	Police	Public Meeting	Requested at the February 26, 2019 Regular Meeting of Council "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 and that a Public Meeting BE SCHEDULED to address this matter, and that affected parties BE NOTIFIED in advance of the Public Meeting."
231/19	Vollmer Property Additional Entrance from Malden Road	Public Works	December, 2019	Requested at the July 09, 2019 Regular Meeting of Council "That the report of the Director of Public Works dated July 2, 2019 (PW-21-19) regarding the existing entrance to the Vollmer property from Malden Road BE DEFERRED and that an Administrative Report BE PREPARED to provide Council with further details outlining possible options; and further that all affected property owners BE NOTIFIED when this matter appears before Council."
263/19	Implementation Plan for the Proposed Fire Protection Services Master Plan	Fire Services	Referred to 2020 Budget	Requested at the August 13, 2019 Regular Meeting of Council "That the report of the Fire Chief dated July 31, 2019 (FIRE 19-13) regarding the Fire Protection Services Master Plan BE RECEIVED; and that the proposed Fire Protection Services Master Fire Plan which provides the planning framework for the delivery of fire protection services within the Town of LaSalle for the next ten-year community planning



## Schedule of Reports for Council November 26, 2019

				horizon BE ADOPTED; and that the Fire Chief BE DIRECTED to develop a detailed implementation plan for the proposed Fire Protection Services Master Plan to be presented to Council for consideration, subject to annual budget allocation.”
149/19	Validity of a Town By-Law restricting e-cigarette advertising in public places	Administration	November, 2019	Requested at the May 14, 2019 Regular Meeting of Council  “That the report of Legal Counsel dated May 14, 2019 (AD-03-19) regarding the validity of a Town By-Law restricting e-cigarette advertising in public places BE DEFERRED; and that Legal Counsel contact the Ministry of Health and Long Term Care to seek further information regarding Section 18 of the Smoke Free Ontario Act; and that an updated Administrative Report BE PREPARED to include these findings.”  <b>Please see Report AD-17-19 on today’s Agenda.</b>
359/19	Coyote Activity in LaSalle	Administration	December, 2019	Requested at the October 22, 2019 Regular Meeting of Council:  Brief follow up report by Administration and action items
Deputy Mayor Meloche	Heritage Committee	Administration	January 2020	At the November 12, 2019 Regular Meeting of Council Deputy Mayor Meloche inquires about the formulation of a Heritage Committee

DEBENTURE BY-LAW – AMORTIZER – SEMI ANNUAL – STRAIGHT TO DEBENTURE

Single-Tier

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NUMBER 8364**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF LASALLE TO AUTHORIZE THE BORROWING UPON AMORTIZING DEBENTURES IN THE PRINCIPAL AMOUNT OF \$10,000,000.00 TOWARDS THE COST OF PHASE 1 OF THE LASALLE RIVERFRONT PARK PROJECT**

WHEREAS subsection 401 (1) of the *Municipal Act, 2001*, as amended (the “**Act**”) provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

WHEREAS subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

WHEREAS the Council of The Corporation of The Town of LaSalle (the “**Municipality**”) has passed the By-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law to authorize the capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”), to authorize the long-term borrowing from Ontario Infrastructure and Lands Corporation (“**OILC**”) in respect of the Capital Work(s) and to confirm, ratify and approve the execution by the Treasurer of the application to OILC for financing the Capital Work (the “Application”) and the submission by such authorized official of the Application; and to execute and deliver to OILC the rate offer letter agreement in respect of such long-term borrowing for the Capital Work(s);

WHEREAS before authorizing the Capital Work(s) and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any) the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any) the Treasurer determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any) would not cause the Municipality to exceed the updated limit and that the approval of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any) by the Local Planning Appeal Tribunal pursuant to such regulation was not required;

WHEREAS the Municipality has submitted the Application to OILC and the Application has been approved;

AND WHEREAS to provide long-term financing for the Capital Work(s) it is now deemed to be expedient to borrow money by the issue of amortizing debentures in the aggregate principal amount of \$10,000,000.00 dated December 02, 2019 and maturing on December 02, 2044, and payable in semi-annual instalments of combined principal and interest on the second day of June and on the second day of December in each of the years 2020 to 2044, both inclusive on the terms hereinafter set forth;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF LASALLE ENACTS AS FOLLOWS:

1. THAT for the Capital Work(s), the borrowing upon the credit of the Municipality at large of the aggregate principal amount of \$10,000,000.00 and the issue of amortizing debentures therefor to be repaid in semi-annual instalments of combined principal and interest as hereinafter set forth, are hereby authorized.
2. THAT the Deputy Mayor and the Treasurer of the Municipality are hereby authorized to cause any number of amortizing debentures to be issued for such amounts of money as may be required for the Capital Work(s) in definitive form, not exceeding in total the said aggregate principal amount of \$10,000,000.00 (the "**Debentures**"). The Debentures shall bear the Municipality's municipal seal and the signatures of Deputy Mayor and the Treasurer of the Municipality, all in accordance with the provisions of the Act. The municipal seal of the Municipality and the signatures referred to in this section may be printed, lithographed, engraved or otherwise mechanically reproduced. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.
3. THAT the Debentures shall be in fully registered form as one or more certificates in the aggregate principal amount of \$10,000,000.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule "B" hereto and forming part of this By-law with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the Municipality may agree.
4. THAT in accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. THAT the Debentures shall all be dated December 02, 2019, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of 2.74% per annum and mature during a period of 25 year(s) years from the date thereof payable semi-annually in arrears as

described in this section. The Debentures shall be paid in full by December 02, 2044 and be payable in equal semi-annual instalments of combined principal and interest on the second day of June and on the second of December in each of the years 2020 to 2044, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments, as set forth in Schedule "C" attached hereto and forming part of this By-law ("**Schedule "C"**").

6. THAT payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**") and if any date for payment is not a Business Day, payment shall be made on the next following Toronto Business Day.
7. THAT interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amounts both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amounts plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amounts become overdue for so long as such amounts remain overdue and the Municipality shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amounts payable by the Municipality as interest on overdue principal or interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

"**Prime Rate**" means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of the Debentures: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the "**Reference Banks**") as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the "**Prime Rate**" shall be the arithmetic mean of the rates quoted by those Reference Banks.

8. THAT in each year in which a payment of equal semi-annual instalments of combined principal and interest becomes due in respect of the Capital Work(s) including the last 'non-equal' instalment, there shall be raised as part of the Municipality's general levy the amounts of principal and interest payable by the Municipality in each year as set out in Schedule "C" to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

9. THAT the Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.
10. THAT the Municipality shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.
11. THAT the Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of the Debentures as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. When a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.
12. THAT the Debentures will be transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Deputy Mayor and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
13. THAT the Deputy Mayor and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its

- discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
14. THAT the Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
  15. THAT the cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
  16. THAT reasonable fees in respect of the Debentures, in the normal course of business, other than reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
  17. THAT except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder.
  18. THAT the Deputy Mayor and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the Municipality in order to carry out the issue of the Debentures and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.
  19. THAT the money received by the Municipality from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work(s) and to no other purpose except as permitted by the Act.

20. THAT subject to the Municipality's statement of investment policies and goals, the applicable legislation and the terms and conditions of the Debentures, the Municipality may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the Municipality may in its discretion determine.
21. AND THAT this By-law takes effect on the day of passing.

Read a first and second time this 26th day of November, 2019.

Read a third time and finally passed this 26th day of November, 2019.

---

Crystal Meloche  
Deputy Mayor

---

Agatha Robertson  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**Schedule "A" to By-law Number 8364**

(1)	(2)	(3)	(4)	(5)	(6)
<b>By-law</b>	<b>Project Description</b>	<b>Approved Amount to be Financed Through the Issue of Debentures</b>	<b>Amount of Debentures Previously Issued</b>	<b>Amount of Debentures to be Issued</b>	<b>Term of Years of Debentures</b>
8360	Phase 1 of the LaSalle Riverfront Park Project	\$10,000,000.00	\$0.00	\$10,000,000.00	25 year(s)



Schedule "B" to By-law Number 8364

No. 8364

\$10,000,000.00

CANADA
Province of Ontario
THE CORPORATION OF THE TOWN OF LASALLE

FULLY REGISTERED 2.74% AMORTIZING DEBENTURE

THE CORPORATION OF THE TOWN OF LASALLE (the "Municipality"), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC")

or registered assigns, subject to the Conditions attached hereto which form part hereof (the "Conditions"), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (December 02, 2044), the principal amount of

TEN MILLION DOLLARS

----- (\$10,000,000.00) -----

by equal semi-annual instalments of combined principal and interest on the second day of June and on the second day of December in each of the years 2020 to 2044, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Amortizing Debenture Schedule (the "Amortization Schedule") and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date (December 02, 2019), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 2.74% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the Ontario Infrastructure and Lands Corporation Act, 2011 (the "OILC Act, 2011") hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at The Corporation of The Town of LaSalle as at the 2nd day of December, 2019.

IN TESTIMONY WHEREOF and under the authority of By-law Number 8364 of the Municipality duly passed on the 26th day of November, 2019 (the “**By-law**”), this debenture is sealed with the municipal seal of the Municipality and signed by the Deputy Mayor and by the Treasurer thereof.

Date of Registration: December 02, 2019.

\_\_\_\_\_  
Crystal Meloche, Deputy Mayor

(Seal) \_\_\_\_\_  
Dale Langlois, Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: \_\_\_\_\_ by: \_\_\_\_\_  
Authorized Signing Officer Authorized Signing Officer

## LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of amortizing debentures in the aggregate principal amount of \$10,000,000.00 dated December 02, 2019 and maturing on December 02, 2044 payable in equal semi-annual instalments of combined principal and interest on the second day of June and on the second day of December in each of the years 2020 to 2044, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Local Planning Appeal Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

December 02, 2019

McTague Law Firm LLP [no signature required]

## CONDITIONS OF THE DEBENTURE

### Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “**Debentures**” and individually a “**Debenture**”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

### Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

### Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

## Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any Payment Date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding Payment Date.
7. The Municipality shall make all payments in respect of equal semi-annual instalments of combined principal and interest including the last 'non-equal' instalment on the Debentures on the Payment Dates commencing on June 02, 2020 and ending on December 02, 2044 as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Amortization Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the rate offer letter agreement entered into between the Municipality and OILC, pursuant to which the Debentures are issued, at OILC's discretion, the Municipality shall pay to OILC the Make-Whole Amount on account of the losses that OILC will incur as a result of the full repayment or early termination.

## **Notices**

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of

such notice is mailed or otherwise delivered to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

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18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

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- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.
- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming semi-annual compounding, which a non-prepayable Debenture made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

**THE CORPORATION OF THE TOWN OF LASALLE**

**Schedule "C" to By-law Number 8364**

Name.....: LaSalle, The Corporation of The Town of  
 Principal: \$10,000,000.00  
 Rate.....: 02.740%  
 Term.....: 300 months  
 Paid.....: Semi-annually  
 Matures...: 12/02/2044

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1	06/02/2020	277,574.96	140,574.96	137,000.00	9,859,425.04
2	12/02/2020	277,574.96	142,500.84	135,074.12	9,716,924.20
3	06/02/2021	277,574.96	144,453.10	133,121.86	9,572,471.10
4	12/02/2021	277,574.96	146,432.11	131,142.85	9,426,038.99
5	06/02/2022	277,574.96	148,438.23	129,136.73	9,277,600.76
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7	06/02/2023	277,574.96	152,533.29	125,041.67	8,974,595.64
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9	06/02/2024	277,574.96	156,741.33	120,833.63	8,663,231.31
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39	06/02/2039	277,574.96	235,758.27	41,816.69	2,816,554.89
40	12/02/2039	277,574.96	238,988.16	38,586.80	2,577,566.73
41	06/02/2040	277,574.96	242,262.30	35,312.66	2,335,304.43
42	12/02/2040	277,574.96	245,581.29	31,993.67	2,089,723.14
43	06/02/2041	277,574.96	248,945.75	28,629.21	1,840,777.39
44	12/02/2041	277,574.96	252,356.31	25,218.65	1,588,421.08
45	06/02/2042	277,574.96	255,813.59	21,761.37	1,332,607.49
46	12/02/2042	277,574.96	259,318.24	18,256.72	1,073,289.25
47	06/02/2043	277,574.96	262,870.90	14,704.06	810,418.35
48	12/02/2043	277,574.96	266,472.23	11,102.73	543,946.12
49	06/02/2044	277,574.96	270,122.90	7,452.06	273,823.22
50	12/02/2044	277,574.60	273,823.22	3,751.38	0.00

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13,878,747.64 10,000,000.00 3,878,747.64

No. 8364

\$10,000,000.00

C A N A D A  
Province of Ontario  
THE CORPORATION OF THE TOWN OF LASALLE

FULLY REGISTERED 2.74% AMORTIZING DEBENTURE

THE CORPORATION OF THE TOWN OF LASALLE (the “**Municipality**”), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“**OILC**”)

or registered assigns, subject to the Conditions attached hereto which form part hereof (the “**Conditions**”), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (December 02, 2044), the principal amount of

TEN MILLION DOLLARS

----- (\$10,000,000.00) -----

by equal semi-annual instalments of combined principal and interest on the second day of June and on the second day of December in each of the years 2020 to 2044, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Amortizing Debenture Schedule (the “**Amortization Schedule**”) and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date (December 02, 2019), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 2.74% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the “**OILC Act, 2011**”) hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at The Corporation of The Town of LaSalle as at the 2nd day of December, 2019.

IN TESTIMONY WHEREOF and under the authority of By-law Number 8364 of the Municipality duly passed on the 26th day of November, 2019 (the "**By-law**"), this debenture is sealed with the municipal seal of the Municipality and signed by the Deputy Mayor and by the Treasurer thereof.

Date of Registration: December 02, 2019.

\_\_\_\_\_  
Crystal Meloche, Deputy Mayor

(Seal) \_\_\_\_\_  
Dale Langlois, Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: \_\_\_\_\_ by: \_\_\_\_\_  
Authorized Signing Officer Authorized Signing Officer

## LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of amortizing debentures in the aggregate principal amount of \$10,000,000.00 dated December 02, 2019 and maturing on December 02, 2044 payable in equal semi-annual instalments of combined principal and interest on the second day of June and on the second day of December in each of the years 2020 to 2044, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Local Planning Appeal Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

December 02, 2019

McTague Law Firm LLP [no signature required]

## CONDITIONS OF THE DEBENTURE

### Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “**Debentures**” and individually a “**Debenture**”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

### Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

### Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

## Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any Payment Date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding Payment Date.
7. The Municipality shall make all payments in respect of equal semi-annual instalments of combined principal and interest including the last 'non-equal' instalment on the Debentures on the Payment Dates commencing on June 02, 2020 and ending on December 02, 2044 as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Amortization Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
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15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
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- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming semi-annual compounding, which a non-prepayable Debenture made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.



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38	12/02/2038	277,574.96	232,572.03	45,002.93	3,052,313.16
39	06/02/2039	277,574.96	235,758.27	41,816.69	2,816,554.89
40	12/02/2039	277,574.96	238,988.16	38,586.80	2,577,566.73
41	06/02/2040	277,574.96	242,262.30	35,312.66	2,335,304.43

42	12/02/2040	277,574.96	245,581.29	31,993.67	2,089,723.14
43	06/02/2041	277,574.96	248,945.75	28,629.21	1,840,777.39
44	12/02/2041	277,574.96	252,356.31	25,218.65	1,588,421.08
45	06/02/2042	277,574.96	255,813.59	21,761.37	1,332,607.49
46	12/02/2042	277,574.96	259,318.24	18,256.72	1,073,289.25
47	06/02/2043	277,574.96	262,870.90	14,704.06	810,418.35
48	12/02/2043	277,574.96	266,472.23	11,102.73	543,946.12
49	06/02/2044	277,574.96	270,122.90	7,452.06	273,823.22
50	12/02/2044	277,574.60	273,823.22	3,751.38	0.00

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13,878,747.64 10,000,000.00 3,878,747.64

## CERTIFICATE OF THE CLERK

**To: McTague Law Firm LLP**

**And To: OILC**

IN THE MATTER OF an issue of a 25 year(s), 2.74% amortizing debenture of The Corporation of The Town of LaSalle (the "**Municipality**") in the aggregate principal amount of \$10,000,000.00 for the capital work(s) of the Municipality in Currency, authorized by Debenture By-law Number 8364 (the "**Debenture By-law**");

AND IN THE MATTER OF authorizing by-law(s) of the Municipality enumerated in Schedule "A" to the Debenture By-law.

I, Agatha Robertson, Clerk of the Municipality, **DO HEREBY CERTIFY THAT:**

1. The Debenture By-law was finally passed and enacted by the Council of the Municipality on November 26, 2019 in full compliance with the *Municipal Act, 2001*, as amended (the "**Act**") at a duly called meeting at which a quorum was present. Forthwith after the passage of the Debenture By-law, the same was signed by the Deputy Mayor and the Clerk and sealed with the municipal seal of the Municipality.

2. The authorizing by-law(s) referred to in Schedule "A" to the Debenture By-law (the "**Authorizing By-law(s)**") have been enacted and passed by the Council of the Municipality in full compliance with the Act at meeting(s) at which a quorum was present. Forthwith after the passage of the Authorizing By-law(s) the same were signed by the Deputy Mayor and by the Clerk and sealed with the municipal seal of the Municipality.

3. With respect to the undertaking of the capital work(s) described in the Debenture By-law (the "**Capital Work(s)**"), before the Council of the Municipality exercised any of its powers in respect of the Capital Work(s), and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any), the Council of the Municipality had its Treasurer complete the required calculation set out in the relevant debt and financial obligation limits regulation (the "**Regulation**"). Accordingly, based on the Treasurer's calculation and determination under the Regulation, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), without the approval of the Local Planning Appeal Tribunal pursuant to the Regulation.

4. No application has been made or action brought to quash, set aside or declare invalid the Debenture By-law or the Authorizing By-law(s) nor have the same been in any way repealed, altered or amended, except insofar as some of the Authorizing By-law(s) may have been amended by any of the Authorizing By-law(s), and the Debenture By-law and the Authorizing By-law(s) are now in full force and effect.

5. All of the recitals contained in the Debenture By-law and the Authorizing By-law(s) are true in substance and fact.

6. To the extent that the public notice provisions of the Act are applicable, the Authorizing By-law(s) and the Debenture By-law have been enacted and passed by the Council of the Municipality in full compliance with the applicable public notice provisions of the Act.

7. None of the debentures authorized to be issued by the Authorizing By-law(s) have been previously issued.

8. All of the sewer and water works which constitute part of the Capital Works and which require the approval of the Ministry of the Environment, Conservation and Parks will be or have been completely and properly approved by the Ministry of the Environment, Conservation and Parks, as the case may be.

9. The Municipality is not subject to any restructuring order under Part V of the Act or other statutory authority, accordingly, no approval of the Authorizing By-law(s) and of the Debenture By-law and/or of the issue of the OILC Debentures is required by any transition board or commission appointed in respect of the restructuring of the Municipality.

10. The Authorizing By-law(s) and the Debenture By-law and the transactions contemplated thereby do not conflict with, or result in a breach or violation of any statutory provisions which apply to the Municipality or any agreement to which the Municipality is a party or under which the Municipality or any of its property is or may be bound, or, to the best of my knowledge, violate any order, award, judgment, determination, writ, injunction or decree applicable to the Municipality of any regulatory, administrative or other government or public body or authority, arbitrator or court.

**DATED** at The Corporation of The Town of LaSalle as at the 2nd day of December, 2019.

[AFFIX SEAL]

\_\_\_\_\_  
Agatha Robertson, Clerk

## CERTIFICATE OF THE TREASURER

**To: McTague Law Firm LLP**

**And To: OILC**

IN THE MATTER OF an issue of a 25 year(s), 2.74% amortizing debenture of The Corporation of The Town of LaSalle (the "**Municipality**") in the aggregate principal amount of \$10,000,000.00 for Capital Work(s) of the Municipality authorized by Debenture By-law Number 8364 (the "**Debenture By-law**");

AND IN THE MATTER OF authorizing by-laws of the Municipality enumerated in Schedule "A" to the Debenture By-law.

I, Dale Langlois, Treasurer of the Municipality, **DO HEREBY CERTIFY THAT:**

1. The Municipality has received from the Ministry of Municipal Affairs and Housing its annual debt and financial obligation limit for the relevant year(s).
2. With respect to the undertaking of the capital work(s) described in the Debenture By-law (the "**Capital Work(s)**"), before the Council of the Municipality authorized **the** Capital Work(s), and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any), the Treasurer calculated the updated relevant debt and financial obligation limit in accordance with the applicable debt and financial obligation limits regulation (the "**Regulation**"). The Treasurer thereafter determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), would not cause the Municipality to reach or to exceed the relevant updated debt and financial obligation limit as at the date of the Council's approval. Based on the Treasurer's determination, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), without the approval of the Local Planning Appeal Tribunal pursuant to the Regulation.
3. As at the date hereof the Municipality has not reached or exceeded its updated annual debt and financial obligation limit for 2018<sup>1</sup>.
4. In updating the relevant debt and financial obligation limit(s), the estimated annual amounts payable described in the Regulation were determined based on current interest rates and amortization periods which do not, in any case, exceed the lifetime of any of the purposes of the Municipality described in such section, all in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the relevant Public Sector Accounting Board.

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<sup>1</sup> Year of the most recent limit (ARL) received from MMA

5. The term within which the debentures to be issued for the Municipality in respect of the Capital Work(s) pursuant to the Debenture By-law are made payable does not exceed the lifetime of such Capital Work(s).
6. The aggregate principal amount now being financed through the issue of debentures pursuant to the Debenture By-law in respect of the Capital Work(s) does not exceed the net cost of such Capital Work(s).
7. The money received by the Municipality from the sale of the debentures issued pursuant to the Debenture By-law, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work(s), and to no other purpose except as permitted by the *Municipal Act, 2001*.
8. On or before December 02, 2019, I as Treasurer, signed the fully registered amortizing debenture numbered 8364 in the aggregate principal amount of \$10,000,000.00 dated December 02, 2019, registered in the name of Ontario Infrastructure and Lands Corporation and authorized by the Debenture By-law (the "**OILC Debenture**").
9. On or before December 02, 2019, the OILC Debenture was signed by Crystal Meloche, Deputy Mayor of the Municipality at the date of the execution and issue of the OILC Debenture, the OILC Debenture was sealed with the seal of the Municipality, the OILC Debenture is in all respects in accordance with the Debenture By-law and in issuing the OILC Debenture the Municipality is not exceeding its borrowing powers.
10. The said Crystal Meloche, is the duly elected Deputy Mayor of the Municipality and that I am the duly appointed Treasurer of the Municipality and that we were severally authorized under the Debenture By-law to execute the OILC Debenture in the manner aforesaid and that the OILC Debenture is entitled to full faith and credence.
11. No litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the issue and delivery of the OILC Debenture or in any manner questioning the proceedings and the authority under which the same is issued, or affecting the validity thereof, or contesting the title or official capacity of the said Deputy Mayor or myself as Treasurer of the Municipality, and no authority or proceedings for the issuance of the OILC Debenture or any part of it has been repealed, revoked or rescinded in whole or in part.
12. The representations and warranties of the Municipality set out in the rate offer letter agreement (as described in the Debenture By-law) were true and correct as of the date of the request to purchase the debentures in respect of the Capital Work(s) pursuant to the Debenture By-law and are true and correct as of the date hereof and the Municipality is not in material default of any of its obligations under such rate offer letter agreement.

**DATED** at The Corporation of The Town of LaSalle as at the 2nd day of December, 2019.

[AFFIX SEAL]

\_\_\_\_\_  
Dale Langlois, Treasurer

I, Agatha Robertson, Clerk of the Municipality do hereby certify that the signature of Dale Langlois, Treasurer of the Municipality described above, is true and genuine.

[AFFIX SEAL]

\_\_\_\_\_  
Agatha Robertson, Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8369**

A By-Law to authorize the execution of an agreement between Nasci Construction and The Corporation of the Town of LaSalle for the Crack Sealing Contract

**Whereas** the Corporation of the Town of LaSalle (Corporation) issued a Request for Tender (RFT) for the Crack Sealing Contract;

**And whereas** the Corporation has agreed to award the contract to Nasci Construction on certain terms and conditions;

**And whereas** the Corporation deems it expedient to enter into an Agreement with Nasci Construction for the Crack Sealing Contract, setting out the terms and conditions that have been agreed to with the Corporation.

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

1. That the the Mayor and Clerk be and they are hereby authorized and empowered on behalf of the The Corporation of the Town of LaSalle, to execute an Agreement with Nasci Construction, a copy of which Agreement is attached hereto, and forms part of this By-Law.
2. That this By-Law shall come into force and take effect upon on the date of the third and final reading thereof.

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

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk



**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8370**

A By-Law to amend By-Law No. 7935 being a  
By-Law to provide for Lottery Licensing Procedures  
and Regulations for the Town of LaSalle

**Whereas** By-Law No. 7935, finally passed by Council on August 23, 2016 provides for lottery licensing procedures and regulations for the Town of LaSalle,

**And whereas** the Council of The Corporation of the Town of LaSalle deems it necessary to amend the said By-Law;

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

1. That Section 2 regarding licensing requirements be amended to include: “The statutes and policies as outlined by the Alcohol and Gaming Commission of Ontario through the Lottery Licensing Policy Manual and related Terms and Conditions documents apply to this by-law and supersede the definitions in this by-law in the event of conflict.”
2. That Section 3 regarding the role of the Licence Commissioner be amended to include: “the Licence Commissioner may impose conditions on a Licence if, in his/her opinion, such conditions are in the best interests of the community.”
3. That Section 5 regarding application for licence be amended to include: “(g) each new or renewed lottery licence application shall be accompanied by an updated police clearance for each signing officer on the application, and (h) the applicant shall provide any additional information and documentation requested by the Licensing Commissioner in order to evaluate the application.”
4. That Section 8 stating the Licence Commissioner may suspend, cancel or refuse to issue a licence, be amended to include: “v) if the application requirements are not satisfied, vi) if there are reasonable grounds to believe that the applicant or Licensee will not conduct the Lottery in accordance with the law or with honesty or integrity.”
5. That additional sections be added to include:
  - **“Inspections:** An Officer may, at any reasonable time, enter the land, building or place before, during or after an Event for the purpose of carrying out an inspection to determine compliance,
  - **Prohibitions:** No person shall conduct or manage a Lottery scheme within the Town without a licence, no person shall conduct or manage a Lottery scheme within the Town for which a licence has been issued by another municipal jurisdiction without a No Objection Letter’, no person shall conduct or manage a Lottery if a Licence, Authorization or No Objection Letter has been refused, suspended or cancelled for that Lottery, and no Licensee or person associated with the operation of a Lottery Event shall have a personal pecuniary interest or other interest that could influence the outcome of that Lottery Event

- **Eligibility:** Where a charitable organization has never been issued a Licence, or has not conducted a lottery scheme within the last two years, the Licence Commissioner shall initiate an eligibility review in accordance with Provincial Standards to determine if a Charitable Organization is eligible to hold a Licence, the Licence Commissioner may initiate an eligibility review at his/her discretion throughout the licence period to determine if a Licensee is eligible to continue to hold a Licence, that where and eligibility review is commenced, the Charitable Organization shall provide all information requested by the Licensing Commissioner in order to complete the review in accordance with Provincial Standards, and that once the eligibility review is completed, the Licence Commissioner shall provide a written response to the Charitable Organization outlining the results of the review.”

6. That this by-law shall come into force and take effect on the day of the final passing thereof.

**Read** a first and second time and finally passed this 26<sup>th</sup> day of November 2019.

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8371**

A By-law to stop up, close and sell an alley system running east-west lying to the north of part of Lot 181, Lots 182 to 196, both inclusive, Registered Plan 1017, east of Part 3 on Reference Plan 12R-25657, and running north-south lying to the south of Stuart Boulevard and east of Lot 354, Registered Plan 1017, LaSalle.

**Whereas** registered owners abutting the alley system have made an application to the Corporation to close and purchase a portion of the alley;

**And Whereas** the Corporation has determined the distribution of the alley in accordance with its Alley Closing Policy, approved on May 14, 2019 as policy number M-DSI-003;

**And Whereas** the Council of the Corporation deems it beneficial to grant this request;

**And Whereas** by virtue of the provisions of Section 34 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, a by-law permanently closing a highway, including a lane on a registered plan of subdivision, does not take effect until a certified copy of the by-law is registered in the appropriate Land Registry Office;

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

1. That the alley system on Registered Plan 1017 running east-west lying to the north of part of Lot 181, Lots 182 to 196, both inclusive, east of Part 3 on Reference Plan 12R-25657, and running north-south lying to the south of Stuart Boulevard and east of Lot 354, now designated as Parts 1 to 12, both inclusive, on Reference Plan 12R-27947, in the Town of LaSalle, in the County of Essex be and the same is hereby stopped up and closed.
2. That all portions of the alley shall be subject to a perpetual easement in favour of The Corporation of the Town of LaSalle, Bell Canada, Union Gas and Essex Powerlines Corporation, their successors and assigns, on, in, over, under, across and along the lands herein described for the purposes of constructing, maintaining, replacing, altering and repairing their equipment, plants, services, lines, poles, pipes, wires, conduits, cables and all appurtenances thereto for the carrying and providing any and all public and private utilities and services in the course of their operation, with the right by their agents, servants and workmen to enter upon the said lands at all reasonable times for the purposes aforesaid.
3. Upon completion of the closing of that alley more particularly described in Section 1 herein, that the said alley so closed may be sold to the owners as determined by the Corporation, at a sale price of \$200.00 per part on a reference plan, and that all other costs and expenses incurred in connection with this matter be borne in accordance with the Corporation's Alley Closing Policy.
4. It is hereby confirmed the lands described in Section 1 of this By-law are surplus to the needs of the Corporation.

5. In the event any owner of land abutting the said alley does not purchase their proportionate share of the said alley so closed within the time frame as determined by the Chief Administrative Officer of the Corporation, the Corporation shall follow its Alley Closing Policy and offer the proportionate share to an abutting landowner.
6. The Mayor and the Clerk of the Corporation be and they are hereby authorized to do all acts and sign all documents which may be necessary to complete the sale of the said alley so closed as provided herein, and to otherwise carry out the intent of this By-law.
7. This By-law shall come into force and take effect after the final passing thereof on the date upon which this By-law is registered in the Land Registry Office for the County of Essex (No.12).

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

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8372**

A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 77 to 79, both inclusive, and part of Lot 80, Registered Plan 848, west of Part 1 on Reference Plan 12R-25805, and running north-south lying to the north of Delaware Avenue and east of Lots 72 to 74, Registered Plan 848, LaSalle.

**Whereas** registered owners abutting the alley system have made an application to the Corporation to close and purchase a portion of the alley;

**And Whereas** the Corporation has determined the distribution of the alley in accordance with its Alley Closing Policy, approved on May 14, 2019 as policy number M-DSI-003;

**And Whereas** the Council of the Corporation deems it beneficial to grant this request;

**And Whereas** by virtue of the provisions of Section 34 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, a by-law permanently closing a highway, including a lane on a registered plan of subdivision, does not take effect until a certified copy of the by-law is registered in the appropriate Land Registry Office;

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

1. That the alley system on Registered Plan 848 running east-west lying to the north of Lots 77 to 79, both inclusive, and part of Lot 80, west of Part 1 on Reference Plan 12R-25805, and running north-south lying to the north of Delaware Avenue and east of Lots 72 to 74, now designated as Parts 1 to 5, both inclusive, on Reference Plan 12R-27948, in the Town of LaSalle, in the County of Essex, be and the same is hereby stopped up and closed.
2. That all portions of the alley shall be subject to a perpetual easement in favour of The Corporation of the Town of LaSalle, Bell Canada, Union Gas and Essex Powerlines Corporation, their successors and assigns, on, in, over, under, across and along the lands herein described for the purposes of constructing, maintaining, replacing, altering and repairing their equipment, plants, services, lines, poles, pipes, wires, conduits, cables and all appurtenances thereto for the carrying and providing any and all public and private utilities and services in the course of their operation, with the right by their agents, servants and workmen to enter upon the said lands at all reasonable times for the purposes aforesaid.
3. Upon completion of the closing of that alley more particularly described in Section 1 herein, that the said alley so closed may be sold to the owners as determined by the Corporation, at a sale price of \$200.00 per part on a reference plan, and that all other costs and expenses incurred in connection with this matter be borne in accordance with the Corporation's Alley Closing Policy.
4. It is hereby confirmed the lands described in Section 1 of this By-law are surplus to the needs of the Corporation.

5. In the event any owner of land abutting the said alley does not purchase their proportionate share of the said alley so closed within the time frame as determined by the Chief Administrative Officer of the Corporation, the Corporation shall follow its Alley Closing Policy and offer the proportionate share to an abutting landowner.
6. The Mayor and the Clerk of the Corporation be and they are hereby authorized to do all acts and sign all documents which may be necessary to complete the sale of the said alley so closed as provided herein, and to otherwise carry out the intent of this By-law.
7. This By-law shall come into force and take effect after the final passing thereof on the date upon which this By-law is registered in the Land Registry Office for the County of Essex (No.12).

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

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8373**

A By-law to stop up, close and sell an alley system running east-west lying to the north of Block 'A' and Lots 272 to 300, both inclusive, Registered Plan 734, west of Park Street, and running north-south lying to the south of Millwood Avenue and west of Lot 263, Registered Plan 734, LaSalle.

**Whereas** registered owners abutting the alley system have made an application to the Corporation to close and purchase a portion of the alley;

**And Whereas** the Corporation has determined the distribution of the alley in accordance with its Alley Closing Policy, approved on May 14, 2019 as policy number M-DSI-003;

**And Whereas** the Council of the Corporation deems it beneficial to grant this request;

**And Whereas** by virtue of the provisions of Section 34 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, a by-law permanently closing a highway, including a lane on a registered plan of subdivision, does not take effect until a certified copy of the by-law is registered in the appropriate Land Registry Office;

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

1. That the alley system on Registered Plan 734 running east-west lying to the north of Block 'A' and Lots 272 to 300, both inclusive, west of Park Street, and running north-south lying to the south of Millwood Avenue and west of Lot 263, now designated as Parts 1 to 8, both inclusive, on Reference Plan 12R-27951, in the Town of LaSalle, in the County of Essex be and the same is hereby stopped up and closed.
2. Upon completion of the closing of that alley more particularly described in Section 1 herein, that the said alley so closed may be sold to the owners as determined by the Corporation, at a sale price of \$200.00 per part on a reference plan, and that all other costs and expenses incurred in connection with this matter be borne in accordance with the Corporation's Alley Closing Policy.
3. It is hereby confirmed the lands described in Section 1 of this By-law are surplus to the needs of the Corporation.
4. In the event any owner of land abutting the said alley does not purchase their proportionate share of the said alley so closed within the time frame as determined by the Chief Administrative Officer of the Corporation, the Corporation shall follow its Alley Closing Policy and offer the proportionate share to an abutting landowner.
5. The Mayor and the Clerk of the Corporation be and they are hereby authorized to do all acts and sign all documents which may be necessary to complete the sale of the said alley so closed as provided herein, and to otherwise carry out the intent of this By-law.

6. This By-law shall come into force and take effect after the final passing thereof on the date upon which this By-law is registered in the Land Registry Office for the County of Essex (No.12).

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

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk



**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8374**

A By-Law to amend By-Law No. 8045 being a  
By-Law to provide for Establishing a Town of LaSalle  
Emergency Plan

**Whereas** By-Law No. 8045, finally passed by Council on August 22, 2017 provides authority for the formulation of an Emergency Plan;

**And whereas** the Office of the Fire Marshall and Emergency Management requires the new updated plan to be adopted by by-law;

**And whereas** the Town has established an updated 2019 version of the Town of LaSalle Emergency Plan and;

**And whereas** it is deemed expedient to amend the said by-law.

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

1. That By-Law #8045 passed by Council on August 22, 2017 be amended to adopt the updated 2019 Town of LaSalle Emergency Plan attached hereto as "Schedule A";
2. That this by-law shall come into force and take effect on the day of the final passing thereof.

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

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8375**

A By-law to authorize the sale of parts of Lot 201, Registered Plan 1017, to the abutting owners.

**Whereas** the Corporation has taken steps to close and distribute an alley abutting certain lands;

**And whereas** the said lands have been determined by the Corporation to be distributed in conjunction with the distribution of the alley;

**And Whereas** the Council of the Corporation deems it expedient to sell the said lands on certain terms and conditions;

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

1. Part of Lot 201, Registered Plan 1017, in the Town of LaSalle, in the County of Essex, which lands are now designated as Part 13 on Reference Plan 12R-27947 and are surplus to the needs of the Corporation, shall be sold to Marianne Burke for a sale price of \$1.00.
2. Part of Lot 201, Registered Plan 1017, in the Town of LaSalle, in the County of Essex, which lands are now designated as Part 14 on Reference Plan 12R-27947 and are surplus to the needs of the Corporation, shall be sold to Bettyann Proctor for a sale price of \$1.00.
3. Part of Lot 201, Registered Plan 1017, in the Town of LaSalle, in the County of Essex, which lands are now designated as Part 15 on Reference Plan 12R-27947 and are surplus to the needs of the Corporation, shall be sold to Adrienne Louise Fasullo for a sale price of \$1.00.
4. Part of Lot 201, Registered Plan 1017, in the Town of LaSalle, in the County of Essex, which lands are now designated as Part 16 on Reference Plan 12R-27947 and are surplus to the needs of the Corporation, shall be sold to Giuseppe and Anna Chiarappa for a sale price of \$1.00.
5. That the Mayor and the Clerk of the Corporation be and they are hereby authorized to do all acts and sign all documents which may be necessary to complete these transactions and to otherwise give effect to the terms of this By-law.
6. This By-law shall come into force and take effect on the final passing thereof.

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

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF LASALLE**

**BY-LAW NO. 8376**

A By-law to authorize the sale of parts of Lot 273, Registered Plan 734, to the abutting owners.

**Whereas** the Corporation has taken steps to close and distribute an alley abutting certain lands;

**And whereas** the said lands have been determined by the Corporation to be distributed in conjunction with the distribution of the alley;

**And Whereas** the Council of the Corporation deems it expedient to sell the said lands on certain terms and conditions;

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

1. Part of Lot 273, Registered Plan 734, in the Town of LaSalle, in the County of Essex, which lands are now designated as Part 9 on Reference Plan 12R-27951 and are surplus to the needs of the Corporation, shall be sold to Ahmad Wahidi and Flora Fares for a sale price of \$1.00.
2. Part of Lot 273, Registered Plan 734, in the Town of LaSalle, in the County of Essex, which lands are now designated as Part 10 on Reference Plan 12R-27951 and are surplus to the needs of the Corporation, shall be sold to James Douglas Roberts for a sale price of \$1.00.
3. That the Mayor and the Clerk of the Corporation be and they are hereby authorized to do all acts and sign all documents which may be necessary to complete these transactions and to otherwise give effect to the terms of this By-law.
4. This By-law shall come into force and take effect on the final passing thereof.

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

1st Reading – November 26, 2019

\_\_\_\_\_  
Deputy Mayor

2nd Reading – November 26, 2019

3rd Reading – November 26, 2019

\_\_\_\_\_  
Clerk