

A G E N D A

THE THIRD MEETING OF THE ONE HUNDRED AND TWENTY-FIFTH COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS

COUNCIL CHAMBERS 6:00 P.M. CLOSED SESSION
CITY HALL 7:00 P.M. REGULAR SESSION JANUARY 10TH, 2005

ROUTINE PROCEEDINGS AND GENERAL ORDERS OF THE DAY

OPENING PRAYER

DISCLOSURES OF INTEREST

MINUTES

DEPUTATIONS

COMMITTEE OF THE WHOLE

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

PUBLIC NOTICE

NOTICES OF MOTION

ADJOURNMENT

CLOSING PRAYER

THE LORD'S PRAYER

Alderman B. Aarts

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meetings held on December 20th, 2004 and January 3rd, 2005.

DEPUTATIONS

Bailey/Lois Avenue Connection - Plan of Subdivision File #34T-04507

Mr. Darryl Kantor, President, P. Kantor Construction Limited, will be in attendance to request that Council reconsider a resolution supporting a Lois Avenue connection and to pass a new resolution supporting a Bailey Avenue connection to the proposed cul-de-sac development, north of Lawton Street. **Pages 6 to 11**

COMMITTEE OF THE WHOLE

Council will resolve itself into Committee of the Whole to deal with the following business.

PLANNING AND DEVELOPMENT COMMITTEE – Chairman H. Chapman

UNFINISHED BUSINESS

NEW BUSINESS

Municipality of Central Elgin – Proposed Zoning By-Law Amendment – 215 Main Street, former Village of Port Stanley

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to permit the proposed expansion to the existing Kettle Creek Inn and to establish site specific controls for such use at 215 Main Street, in the former Village of Port Stanley.

Municipality of Central Elgin – Intention to Remove Holding Symbol – Part of Lots 10 and 11, Plan 73, former Village of Port Stanley

Notice of intention to remove a holding symbol from Zoning By-law No. 1507 for lands legally described as Part of Lots 10 and 11, Plan 73, former Village of Port Stanley, has been received from the Municipality of Central Elgin.

Draft Plan of Subdivision #34T-04510 – Joe Ostojic & Son Ltd; Doug Tarry Limited; and Faith Baptist Church - Block 4 Development Area - South of Southgate Parkway – 20 lots for single detached dwellings and 14 lots for semi-detached dwellings (28 units)

Report PD-01-2005 of the Planning Director. **Pages 12 to 15**

Zoning By-Law Amendment Application – Remove Holding Zone Symbol – 289 and 295 Wellington Street – Loblaw Properties Limited

Report PD-02-2005 of the Planning Director. **Pages 16 to 19**

BUSINESS CONCLUDED

ENVIRONMENTAL SERVICES COMMITTEE – Chairman M. Turvey

UNFINISHED BUSINESS

NEW BUSINESS

Third Avenue Extension North of Wellington Street – Hydro Servicing

Report ES 01-05 of the Manager of Operations and Compliance. **Page 20**

BUSINESS CONCLUDED

PERSONNEL & LABOUR RELATIONS COMMITTEE – Chairman D. Warden

UNFINISHED BUSINESS

NEW BUSINESS

BUSINESS CONCLUDED

FINANCE AND ADMINISTRATION COMMITTEE – Chairman C. Barwick

UNFINISHED BUSINESS

NEW BUSINESS

Seniors' Picnic 2005 – Grant Request

A letter was received from Mr. Ken Verrell, Chairperson, Seniors' Picnic Committee thanking Council for their generous donation to the Seniors' Picnic in the Park over the past five years and requesting a \$2,500 grant from the City in support of the 2005 event. **Page 21**

St. Thomas-Elgin Community Centre/Twin Pad Arena Project Budget

Report TR-01-05 of the City Treasurer and Director of Finance. **Pages 22 to 26**

2005 Budget Development Timetable and Instructions

Report TR-02-05 of the Director of Finance & City Treasurer. Report Attached.

BUSINESS CONCLUDED

COMMUNITY AND SOCIAL SERVICES COMMITTEE – Chairman B. Aarts

UNFINISHED BUSINESS

NEW BUSINESS

BUSINESS CONCLUDED

PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE – Chairman T. Shackelton

UNFINISHED BUSINESS

NEW BUSINESS

Lease of Airport Lands – St. Thomas Municipal Airport

Report CC-01-05 of the City Clerk. **Page 27**

Use of St. Thomas Animal Control Shelter by Township of Southwold

Report CC 60-04 of the Deputy City Clerk. **Pages 28 to 33**

Tanker 8 - St. Thomas Fire Department

Report FD01-05 of the Fire Chief. **Page 34**

BUSINESS CONCLUDED

PARKING – HIGH STREET, SOUTH OF CHESTNUT STREET – M. Sture

AMENDMENT TO BY-LAW 44-2000(REGULATION OF WATER SUPPLY IN THE CITY OF ST. THOMAS) - MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ST. THOMAS AND ST. THOMAS ENERGY INC. (PROVISION OF WATER METER READING/BILLING AND COLLECTION SERVICES) - J. Dewancker

ESDA SERVICING MASTER PLAN AND CLASS ENVIRONMENTAL ASSESSMENT - J. Dewancker

ENVIRONMENTALLY SENSITIVE LAND USE – P. Keenan

SAFETY ISSUES AND INTERSECTION CONCERNS – M. Sture

POWER CENTRE TRAFFIC CONTROL – M. Sture

CIVIL MARRIAGES SOLEMNIZATION – W. Graves

GAS TAX FUNDING SPENDING PROGRAM – M. Sture

POOL EXPENSES – W. Day

WELSH FAMILY – W. Day

DRIVEWAY RECONSTRUCTION – MAPLE STREET - J. Dewancker

COUNCIL

Council will reconvene into regular session.

REPORT OF COMMITTEE OF THE WHOLE

Planning and Development Committee – Chairman H. Chapman

Environmental Services Committee – Chairman M. Turvey

Personnel and Labour Relations Committee – Chairman D. Warden

Finance and Administration Committee – Chairman C. Barwick

Community and Social Services Committee – Chairman B. Aarts

Protective Services and Transportation Committee – Chairman T. Shackelton

A resolution stating that the recommendations, directions and actions of Council in Committee of the Whole as recorded in the minutes of this date be confirmed, ratified and adopted will be presented.

REPORTS OF COMMITTEES

The First Report of the Site Plan Control Committee – to be available at the meeting

PETITIONS AND COMMUNICATONS

Support for Child Care and Early Childhood Education – CUPE Correspondence

A letter has been received from Patrick Ryan, President of CUPE requesting that Council support CUPE's efforts in creating a new national child care program. **Page 35**

Rotary Club of St. Thomas Foundation: re: Don Bosco, Tsunami Relief Fund

A request for a donation has been received from Mike and Janet Golding, on behalf of the Don Bosco Institute in Sri Lanka, in order to purchase food and clothing for people left homeless by the tsunami. **Page 36**

UNFINISHED BUSINESS

Proclamation Activities

Report CC-59-04 of the City Clerk. **Pages 37 to 39**

NEW BUSINESS

Semi-Annual Attendance for Council for the period of July 1st, 2004 to Dec 31st, 2004

Report CC-02-05 of the Administrative Clerk. **Page 40**

Council Meeting Schedule

Report MB - 01 -05. **Pages 41**

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 10th day of January, 2005.
2. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Ronald James Nesbitt and Linda Ellen Nesbitt. (Property Taxes)
3. A by-law to assume certain lands as part of the public highway. (Cottonwood Drive, Linden Lane, Goldenrod Court, Magnolia Court, Amberwood Court)

4. A by-law to amend By-law 53-96, being a by-law for the registering, licensing, restricting and prohibiting the running at large of animals and dogs within the City of St. Thomas/Animal Control By-law.

5. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to certain documents. (Conveyance of Reserve - Dalewood Landing Development Area - File #34T-04505 - Inn Services Inc.)

6. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to certain documents. (Conveyance of Reserve - Dalewood Landing Development Area File #34T-04505 - Inn Services Inc.)

7. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to certain documents. (Conveyance of Reserve - Dalewood Landing Development Area File #34T-04505 - Inn Services Inc.)

PUBLIC NOTICE

NOTICES OF MOTION

CLOSED SESSION

A resolution to close the meeting will be presented to deal with labour relations matters.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER

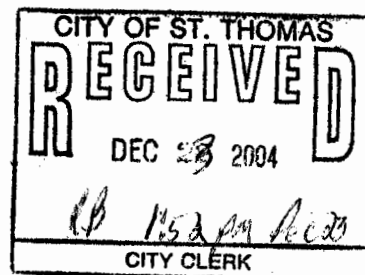
- 6 -

P. Kantor Construction Limited

21 Falconridge Court, St. Thomas, Ontario, N5R 6J2
Ph. (519) 637-2295 Fax (519) 637-7827 Mb.(519) 857-5229

December 22, 2004

Re: Bailey/Lois connection, draft plan application #34T-04507



Dear Mr. Wendell Graves, city clerk,

I am writing to ask your consideration, to have myself on the agenda of January 10, 2004, for a deputation to planning committee.

I would like to respectfully, ask committee, to reconsider a resolution of June 29, 1998, (see attached) dealing in part, with a Lois Ave. connection.

Reasons for reconsideration are these:

- 1) 1998 council, was using a somewhat incorrect map (see attached incorrect and correct maps)
- 2) 1998 council, had a lack of information, ie;
 - a) emergency reports (see attached)
 - b) concept plans of local road design (see attached)
 - c) no invitation, participation by the developer to comment
- 3) the October 4, 2004 public meeting went against a Lois connection

I would also like to respectfully, ask committee, to either amend the existing resolution, or pass a new resolution, preferring a Bailey Ave. connection.

Also with myself, Sergio E. Pompili, of Sergio E. Pompili & Assoc. Ltd., land use planner, would like to briefly, speak to these matters, to give additional information.

Thankyou,
Darryl Kantor

A handwritten signature in dark ink, appearing to be "Darryl Kantor".

President
P. Kantor Const. Ltd.

REFERRED TO	
P. KEENAN	
J. DEWANCKER	mt
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input type="checkbox"/>
INFORMATION	<input checked="" type="checkbox"/>
FROM	M. KONEFAL

FROM THE OFFICE OF
THE CITY CLERK

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CITY OF ST. THOMAS

JUN 30 1998

EXTRACT FROM THE COUNCIL MINUTES OF 23rd meeting (June 29th, 1998)

RECOMMENDED BY COMMITTEE OF Protective Services and Transportation

HELD ON June 22nd 19 98

TO: J. Dewancker, Director of Public Works & Engineering
P. Keenan, Planning Director
J. Gubinczki, City Treasurer

Block 3/Centennial Avenue Development (Eastwood Subdivision)
Local Road Connections and Staging Plan

THAT: New subdivision development within the Block 3 Area provide for the inclusion of future local road connections to Coulter Avenue, Bodkin Street and Lois Avenue and

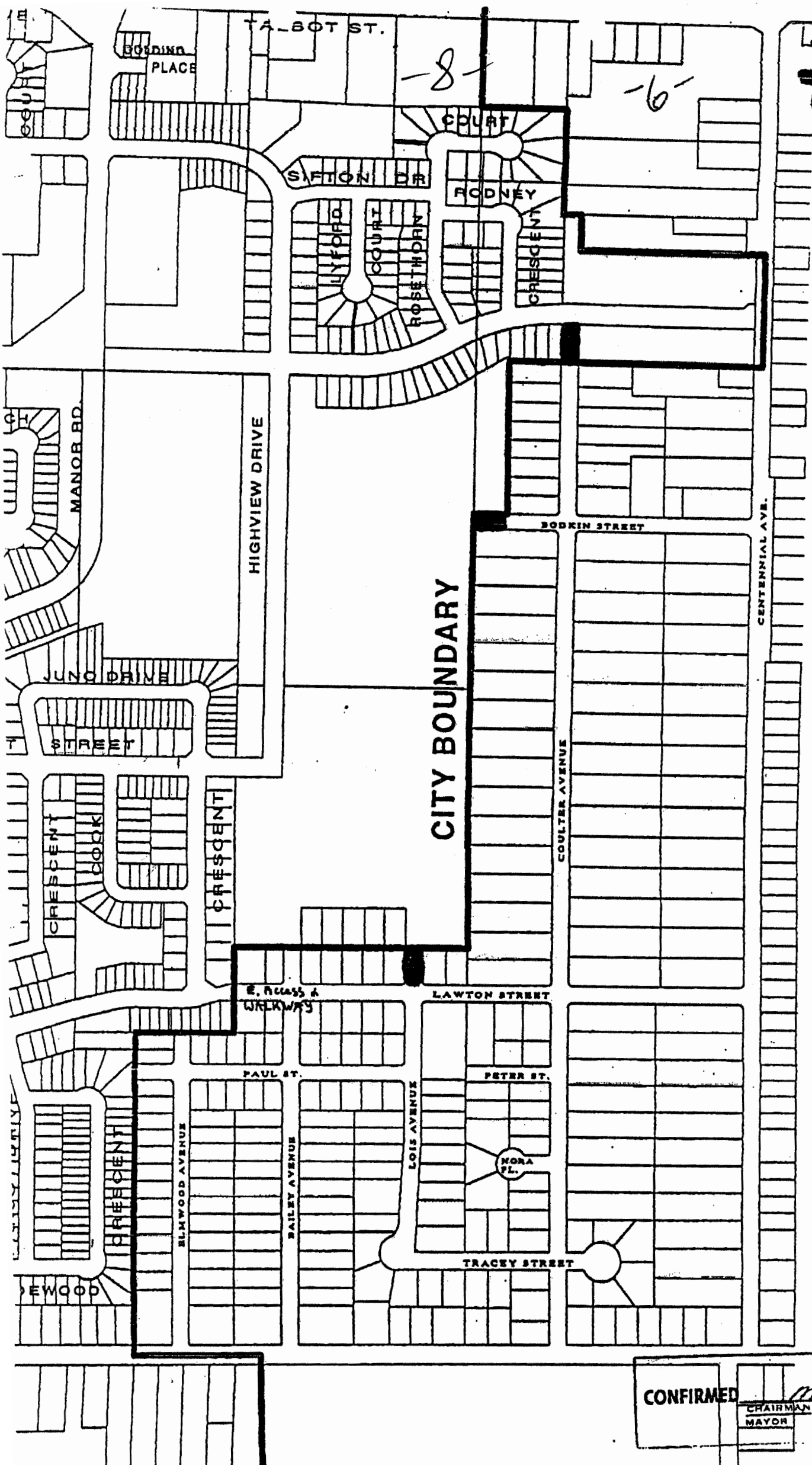
THAT each of the above road connections remain barricaded until all road linkages have been fully constructed.

That in conjunction with the planning of future subdivision development in the south portion of the Cookridge Estates lands, the City of St. Thomas consider the intent by the Municipality of Central Elgin to maintain the west end of Lawton Street for the provision of an emergency access and a pedestrian walkway.

That the construction of the Coulter Avenue connection between Wellington Street and the south City limit be considered in the City's 1999 capital budget.

Carried.

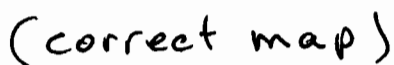

City Clerk/Secretary



Legend: Full
Local
Road
Connection

CONFIRMED
CHAIRMAN
MAYOR *MAS*

(Incorrect map)





-10-

ELGIN ST. THOMAS EMS

Jim Malik-Operations Manager

Phone: (519) 637-3098
Fax: (519) 637-3484

Mr. Darryl Kantor
Kantor Construction Ltd.
21 Falconridge Crt.
St. Thomas
N5R 6J2

Darryl:

In response to our recent conversations, I have investigated the concerns and options regarding the Lois Ave./Bailey Ave sites.

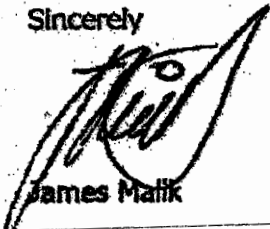
The first priority for EMS is **Response Times**. Our mandate is to deliver critical intervention to the citizens of Elgin County and St. Thomas as quickly as possible. The second concern would be eliminating confusion and turns to access any location. The last concern would be accuracy and continuity of streets and their numbers.

Our dispatch system is quite different from that of either the Police or Fire Departments and may not be completely accurate. In the past there have been delays caused by discrepancies, incorrect addresses, numbering or directions to residences.

The most direct and simplified route to any residence would eliminate valuable time when responding to an emergency. Also, ensuring that streets run continuously and eliminating "breaks" in those streets will also provide us with more than one access route and reduce confusion.

I hope this helps with your questions and provides you with enough input to make an educated decision. Should you have any more questions, please do not hesitate to call.

Sincerely



James Malik

Kantor Subdivision File No. 34T-04507

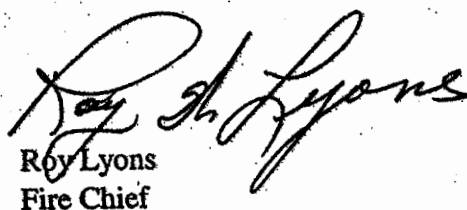
Any emergency response to this area would be the Wellington-Highview route or Wellington-Fairview-Chestnut route.

This provides the most direct route to any emergency situation from the Hall.

To respond from the Elm Street side, the most logical route for the most direct and fastest route would be Elm-Bailey.

We have no major concerns with coverage for our emergency responses to this subdivision, if the only access was from Highview, and neither Bailey or Lois was opened.

I have no concerns with the street naming of Bailey or Kantor Court.



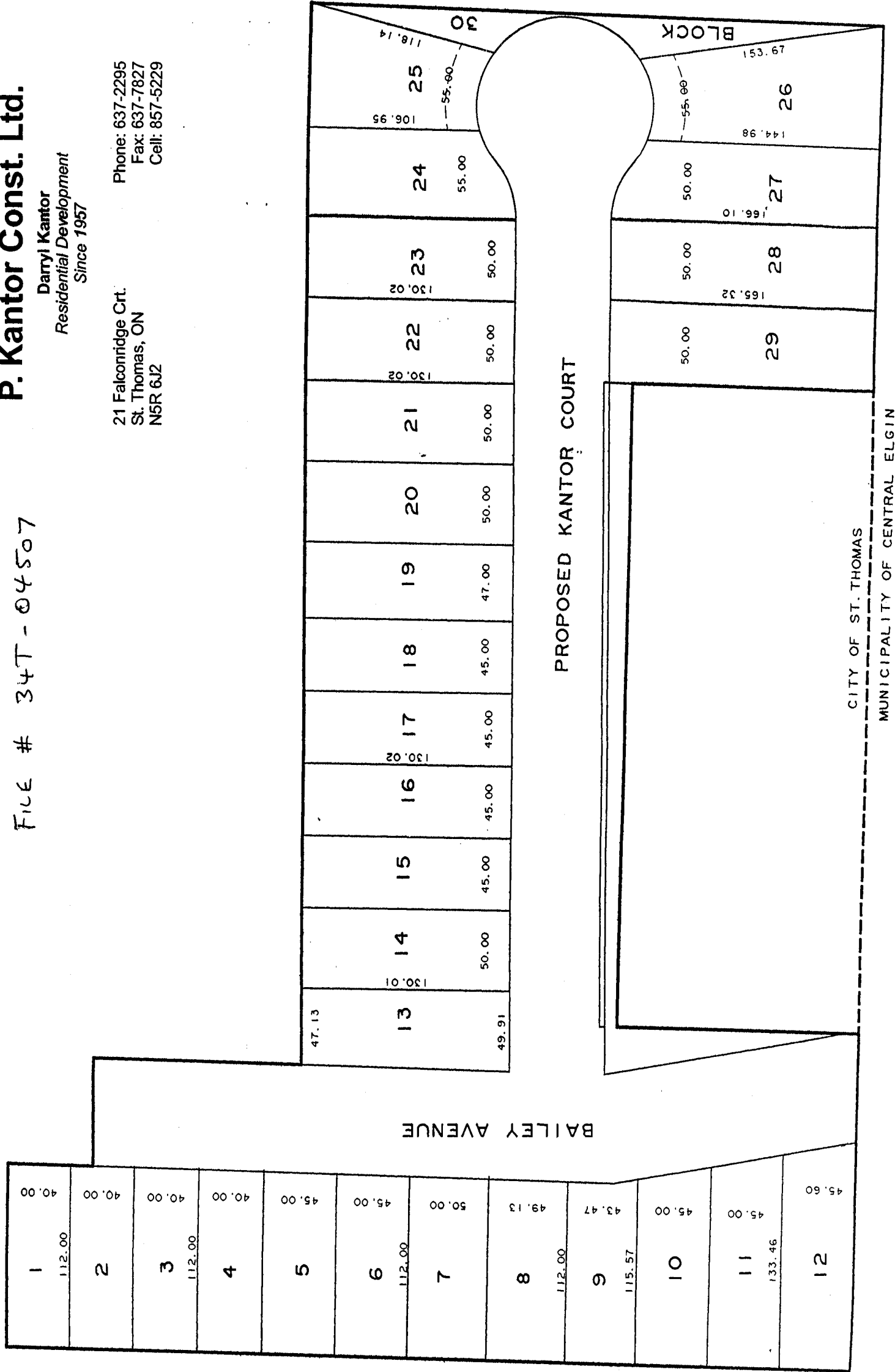
Roy Lyons
Fire Chief

P. Kantor Const. Ltd.

File # 34T-04507

Darryl Kantor
Residential Development
Since 1957

21 Falconridge Crt.
St. Thomas, ON
N5R 6J2
Phone: 637-2295
Fax: 637-7827
Cell: 857-5229





**The Corporation of the
City of St. Thomas** - 12 -

Report No.: PD-01-2005

File No.: 34T-04510

Directed to: Chairman H. Chapman and Members of the
Planning and Development Committee

Date: January 3rd, 2005

Subject: Application by Joe Ostojic & Son Ltd.; Doug Tarry Limited; and Faith Baptist Church,
Draft Plan of Subdivision, File 34T-04510, Block 4 Area south of Southgate Parkway - 20
Lots for single detached dwellings and 14 lots for semi-detached dwellings (28 units).

Department: Planning Department
Prepared by: P J C Keenan - Planning Director

Attachments:
- draft plan (reduced)
- owners sketch

RECOMMENDATION:

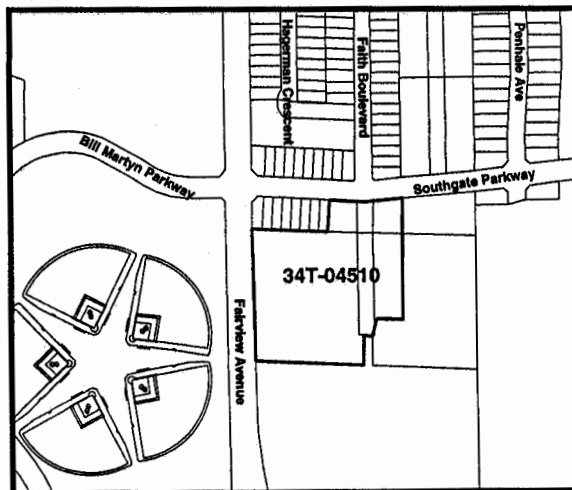
- 1) That Council approve in principle the proposed Draft Plan of Subdivision File # 34T-04510 (Residential Plan of Subdivision) of lands owned by Joe Ostojic & Son Ltd.; Doug Tarry Limited; and Faith Baptist Church which lands are legally described as Blocks 23, 25, 26, Registered Plan 11M-110; Part of Blocks 22, 24, 27, 29, Registered Plan 11M-110, and Part of Block 35, Registered Plan 11M-113, City of St. Thomas, County of Elgin and further that final approval be subject to:
 - a final staff report following the review of comments/recommendations received from agencies and City departments upon completion of the circulation of the draft plan,
 - confirmation by the Director of Environmental Services that there is sufficient uncommitted reserve treatment capacity in the sanitary sewerage system to service the proposed development;
 - the developer entering a subdivision agreement satisfactory to the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters.
- 2) That a date for a public meeting be established in accordance with Ontario Regulations 196/96. Staff recommend that a public meeting date be set for *February 21st, 2005 @ 6:50 p.m.*

ANALYSIS:

Proposal:

Joe Ostojic & Son Ltd.; Doug Tarry Limited; and Faith Baptist Church have jointly submitted an application for approval of a residential plan of subdivision within the Block 4 Development Area, located east of Fairview Avenue, and south of Southgate Parkway. The proposed plan encompasses an area of 2.586 hectares and provides for the development of 20 lots for single-detached dwelling units, and 14 lots for the development of 28 semi-detached dwelling units. The single-detached lots will front onto a new street which is being extended in a southerly direction, south of Southgate Parkway. The new street extension is labeled as Faith Boulevard on the plan however it is my understanding that it will not be possible to name the street Faith Boulevard due to a numbering issue on Faith Boulevard north of Southgate Parkway. A second new street, shown as Street A on the plan, ending in a cul-de-sac, is proposed to extend westerly from the southerly limit of the new street labeled Faith Boulevard on the plan. All of the semi-detached dwelling units will have frontage onto this new cul-de-sac. A reduced copy of the draft plan is attached. The location of the proposed subdivision and its relationship to the surrounding residential uses is shown on the location plan.

Location Plan



The lands are legally described as being Blocks 23, 25, 26, Registered Plan 11M-110; Part of Blocks 22, 24, 27, 29, Registered Plan 11M-110, and Part of Block 35, Registered Plan 11M-113, City of St. Thomas, County of Elgin. This is a joint application by three separate landowners. The principle developers will be Joe Ostojic & Son Ltd. and Doug Tarry Limited. Faith Baptist Church is providing a small portion of their land to be used as part of Street A. Attached is a sketch which identifies the lands within the plan owned by each applicant.

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Official Plan:

The subject property is designated for residential use in the City of St. Thomas Official Plan. The proposed draft plan of subdivision conforms to the policies of the Official Plan. (OPA #42 - South Block Development Area) and is appropriate for the development of the area.

Zoning By-law:

The property is currently located within the Third Residential Zone- (hR3A-2) - of By-law 50-88 of the City of St. Thomas. This zone permits the proposed single detached dwellings. The lands are also subject to the standard holding zone requirements of Zoning By-law 50-88 which must be met to the satisfaction of the Municipality prior to the development proceeding.

Services:

Full Municipal services will be provided to the site. The design, development and the installation of services will be in accordance with the objectives and recommendations contained within the South Block Servicing Studies. A full report on the servicing of these lands was provided by the developers and approved as part of the Block 4 Development Area Block Plan approval (34T-99510).

It is recommended that Council's final approval of this plan be subject to the Director, Environmental Services recommendations on servicing and his confirmation upon completing his review of the circulated draft plan, that there is sufficient uncommitted reserve treatment capacity within the sanitary sewerage system to service the proposed development.

Financial Considerations:

All costs associated with the development of the draft plan of subdivision are the responsibility of the developer. The developer will be required to pay the approved development fees and charges in addition to the cost of the installation of municipal services, within the plan, in accordance with the standard practices and policies of the City as adopted by Council.

Respectfully submitted,



P.J.C. Keenan
Director of Planning

Reviewed By:

Env. Services

Treasury

City Clerk

Other

Southgate Parkway

-14-
Fairview Avenue

Joe Ostojic
& Son LTD

Doug Tarry
LTD

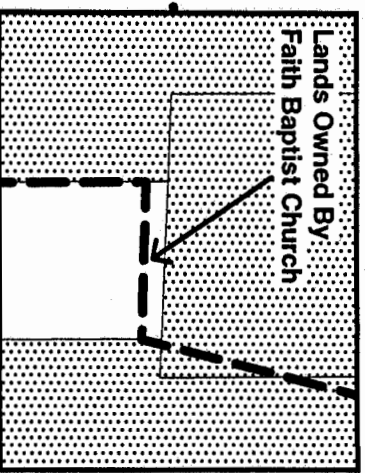
Faith Baptist
Church

Limits of
34T-04510

Lands Owned By
D. Tarry Ltd.

Lands Owned By
Joe Ostojic & Son Ltd

Lands Owned By
Faith Baptist Church



25 0 25 50
Meters



The Corporation of the
City of St. Thomas - 16 -

Report No.: PD-02-2005

File No.: 2-18-04

Directed to: Chairman H. Chapman and Members of the
Planning and Development Committee

Date: January 3rd, 2005

Subject: Application by Home Hardware Stores Limited for an Amendment to Zoning Bylaw 50-88, to remove a Holding Zone symbol from lands located at 289 and 295 Wellington Street to accommodate the proposed relocation of the Home Hardware to the former Zehrs Store (Loblaws Properties Limited)

Department: Planning Department
Prepared by: P J C Keenan - Planning Director

Attachments:
- Opinion letter W. Scott Morgan

RECOMMENDATION:

That the application by Home Hardware Stores Limited for an amendment to the City of St. Thomas Zoning By-law 50-88 to remove the h1 and h2 holding symbol from the lands located at 289 and 295 Wellington Street be approved and that direction be given to prepare the necessary amending by-law and notice of Council's intention to pass a by-law to remove the holding symbol be given pursuant to Ontario Regulation 199/96 and further that the final approval of the amending by-law by Council be subject to receiving, in writing, confirmation from Home Hardware Stores Limited that the purchase of the lands from Loblaws Properties Limited has been completed.

ANALYSIS:

Origin:

Home Hardware Stores Limited has entered a conditional offer to purchase the former Zehrs property (289 and 295 Wellington Street) from Loblaw Properties Limited. Home Hardware Stores Limited intends to relocate and expand the existing Geerlinks Home Hardware Building Centre at 7 First Avenue to the former Zehrs building and eventually to consolidate Geerlinks Home Furniture in the same building. The lumber storage yards and sheds would remain at 7 First Avenue and Home Hardware Stores Limited will attempt to lease or sell the main building at 7 First Avenue to a third party for an unrelated use.

The existing Home Hardware store at 7 First Avenue has a gross floor area of approximately 23,000 square feet. The existing Zehrs Store has a gross floor area of approximately 60,000 square feet. The relocation will result in a net expansion of 38,410 square feet of floor area. The proposed breakdown of the new floor space is 15,000 square feet of furniture retail space, 35,000 square feet of home improvement floor space, 4,000 square feet of home improvement office space and 6,000 square feet of home improvement internal storage space.

Report:

The subject lands are within the Secondary Commercial "C5-20" with h1 and h2 holding symbols applying to the site. Zoning By-law Amendment (33-2004) approved by Council in March of 2004 removed the retail food store use from the property, at the request of Loblaws Limited, to accommodate the relocation of the former food store to the First Railyard Power Centre and to expand the range of uses permitted on the site to facilitate the sale of the property by Loblaws. Subsection 16.5.20 (1) of the Zoning By-law contains provisions which prohibit the location of a new home improvement store on the site but permits the relocation of an existing home improvement store from within the trade area to the site. These provisions in conjunction with the two holding provisions were put in effect to support the policies of the Official Plan and the recommendations of the Retail Market Analysis (2000) to ensure the supply of home improvement floor space does not outpace the demand identified in the Retail Market Analysis.

The h1 holding provision requires the applicant to file documentation, which is to be accepted in writing by the City, confirming that proposed use of the former Zehrs Building for home improvement floor space is a relocation of existing home improvement floor space. To ensure that the holding symbol is not removed and the proposed relocation does not take place I am recommending that the by-law be prepared and notice of Council's intention to pass the by-law be given - however, Council's approval of the amendment be withheld until Home Hardware Stores Limited advises the City, in writing that the purchase has been completed and ownership of the property has been transferred.

The h2 holding provision requires the applicant, where the proposed relocation includes an expansion of

the existing floor space, to provide to the City a report prepared by a qualified retail analyst to confirm that the proposed expansion of floor space will not exceed the demand for floor space identified for this category of use in the City's Retail Market Analysis. W. Scott Morgan, the author of the City's Market Analysis, has reviewed the application/proposal by Home Hardware Stores Limited and in his opinion the proposed relocation/expansion of floor space falls well within the combined retail/wholesale home improvement floor space residual and would not imply adverse competitive effects on other existing home improvement retailers. A copy of Mr Morgan's opinion letter is attached.

I have reviewed the application and the opinion letter provided by Mr Morgan, and subject to the conditions, would recommend that Council approve the application to remove the holding symbols.

The removal of the holding symbol does not require Council to hold a public meeting. Notice is required to be given only to the owners advising them of the date of the meeting at which Council intends to pass the amending By-law to remove the "h" symbol. The By-law amendment process involves removing the "h" symbol from the Zoning Map Parts and approving new zoning map parts.


P.J.C. Keenan
Director of Planning

Reviewed By:
 Env. Services Treasury City Clerk Other

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W. SCOTT MORGAN, MCIP, RPP,
Consultant, Land Development and Planning,
15 Grenadier Heights,
Toronto, Ontario
M6S 2W5
Tel: (416) 762-6384 Fax: (416) 766-6503

January 3, 2005

Mr. P. J. C. Keenan, MCIP, RPP,
Director of Planning,
Central Elgin Planning Office,
9 Mondamin Street,
St. Thomas, Ontario
N5P 2T9

Dear Mr. Keenan,

Re: Opinion Letter, Rezoning Application, Removal of Holding Symbols, Home Hardware Stores Limited, Relocation and Expansion of Existing Geerlinks Home Hardware Building Centre from 7 First Avenue to 289 and 295 Wellington Street, St. Thomas/Municipality of Central Elgin, Ontario

The subject rezoning application seeks to remove the Holding Symbols from the former Zehrs property (Loblaws Properties Limited as previous owner) at First and Wellington to permit the relocation of existing Home Improvement Centre floor space from within the Trade Area, as permitted under Section (l) (ii) of amending Zoning By-law No. 33-2004.

This opinion letter addresses the holding provisions under Section (l) (ii) (a) and (b) of amending Zoning By-law No. 33-2004.

My market study of January, 2000 entitled "Retail Market Demand Analysis, Regional Commercial Systems Study (RCSS), City of St. Thomas & Municipality of Central Elgin" provided estimates of St. Thomas' future retail commercial space needs by category, including HIRM (Home Improvement Related Merchandise) Wholesale Space and Household Furnishings Space.

The proposed relocation and expansion of the Geerlinks Home Hardware Building Centre from 7 First Avenue (former Beaver Lumber operation) to 289 and 295 Wellington Street would see Geerlinks increase in size from about 21,590 square feet as measured in the RCSS (versus 23,000 square feet estimated by Home Hardware) to 60,000 square feet.

This represents an overall net increment of 38,410 square feet (proposed 60,000 square feet less existing 21,590 square feet).

The internal breakdown of the proposed new space is as follows:

Furniture Retail Space	15,000 square feet
Home Improvement Retail Space	35,000 square feet
HIRM Office Space	4,000 square feet
HIRM Internal Storage Space	<u>6,000 square feet</u>
Total	60,000 square feet

The RCSS identified up to 22,000 square feet of HIRM Wholesale Space by 2006 which would correspond to the first full year of operation of the proposed relocation/expansion. This would translate into about 50,000 square feet of total HIRM space including the retail and wholesale components of HIRM spending (with wholesale representing about 43.9% of the total according to the attached 2001 expenditure data for the Province of Ontario).

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The net increment of such HIRM space is 38,410 square. This falls well within the combined 50,000 square foot retail and wholesale HIRM residual, and would not imply adverse competitive effects on other existing HIRM retailers.

I trust the foregoing is satisfactory.

Yours truly,

W. Scott Morgan, MCIP, RPP
W. Scott Morgan & Associates Limited

ATTACHMENT

2001 ONTARIO PER CAPITA HIRM EXPENDITURE

<u>Trade Group/SIC Code</u>	<u>Retail Trade Cat. 63-005 (\$ m's)</u>	<u>HIRM Share (%)</u>	<u>HIRM Share (\$ m's)</u>	<u>Per Capita HIRM Expenditure *</u>
RETAIL COMPONENT (OVERLAP)				
090 Household Furnishings Stores				
Category 6239	351.0	50.0%	175.5	\$15
Categories 6231/6232	<u>761.4</u>	<u>100.0%</u>	<u>761.4</u>	<u>\$64</u>
Subtotal	1112.4	84.2%	936.9	\$79
140 Other Semi-Durables				
Categories 6521 @ 40%/6532 (lawn/garden stores)	241.6	50.0%	120.8	\$10
Categories 6531/6532 (hrdwr/paint/glass/wallpaper stores)	<u>1263.0</u>	<u>100.0%</u>	<u>1263.0</u>	<u>\$106</u>
Subtotal	1504.6	92.0%	1383.8	\$117
120 Home & Auto Supply **				
Categories 6341/6342 (HAAS + TBA)	3,393.1	25.0%	848.3	\$71
Subtotal Retail Component	\$6,010.1	52.7%	\$3,169.0	\$267
WHOLESALE COMPONENT				
	<u>Wholesale Trade Survey Cat. 63-236 (\$ m's)</u>	<u>HIRM Consumer Share (%)</u>	<u>HIRM Share (\$ m's)</u>	<u>Per Capita HIRM Expenditure *</u>
050 Metal/Hardware/Plumbing Equipment	9124.9	1.2%	109.5	\$9
060 Lumber & Building Material	9264.7	18.3%	1695.4	\$143
081 Other Machinery Equipment & Supplies	28337.9	2.4%	680.1	<u>\$57</u>
Subtotal Wholesale Component				\$209
RETAIL & WHOLESALE COMPONENTS				
Total 2001 Ontario Per Capita HIRM Expenditure				\$476

* Per Capita @ Ontario population of 11,874,436 persons (per July 1, 2001 estimate including net undercoverage).

** Adjusted for 25% HIRM share of Home & Auto Supply category.

*** Based on Statistics Canada Wholesales Trade Survey (monthly), and Wholesaling & Retailing in Canada (Cat. 63.236, 1997).



Corporation of the

City of St. Thomas

Report No.

ES 01-05

File No.

Third Ave. - Community
Centre

Directed to: Chairman Marie Turvey, Environmental Services Committee

Date

January 3, 2005

Department: Environmental Services

Attachment

Prepared By: Ivar Andersen, Manager of Operations and Compliance

Subject: Third Avenue Extension north of Wellington Street - HYDRO SERVICING.

Recommendation:

It is recommended that the Third Avenue extension being constructed between Wellington Street and the CASO Railway as part of the Community Centre development project be constructed with underground hydro plant at a net estimated additional cost of \$30,628.

Origin:

The original plan for the Third Avenue extension construction, from Wellington Street northerly to the CASO Railway, assumed that there would be no cost for the installation of hydro plant along this road, based on a preliminary City understanding.

Analysis:

Along with the construction of the new Community Centre, Third Avenue is being extended from Wellington Street northerly to the CASO Railway. This work is being completed as part of a plan of subdivision for which the City is the developer. The City's standard for new residential or commercial subdivisions requires that all utilities servicing the subdivision with new collector or local roads be provided with underground plant. This requirement includes new hydro plant. There is no such requirement for industrial subdivisions or arterial roads along which primary voltage lines may be supplied by overhead plant. St. Thomas Energy Inc., have estimated that a capital contribution of \$30,628 would be required from the developer for this underground installation. In this case the developer is the City and, therefore, the City would be responsible for this cost. St. Thomas Energy Inc. have also indicated that there would be no capital contribution required should the City decide to install the hydro plant overhead on poles. There is no technical reason that the hydro plant could not be installed overhead, however, some people may not consider this alternative the most aesthetically pleasing. Should Council decide to install overhead hydro plant contrary to the existing standard, this may set a precedent for future developments of a similar nature. On the other hand the proposed subdivision provides for a combination of institutional and commercial uses and there is no residential component.

Norlon Builders, the City's contractor, has included \$10,000 for the installation of ornamental lighting on Third Avenue as part of their costing for the project, assuming that the hydro plant on the street would be underground. If the hydro plant is installed above ground, this cost would be saved, however, luminaries would need to be installed on the hydro poles at an additional cost.

In summary, as noted below, if the hydro plant is installed above ground, the City would save an estimated \$5,250 on the project; however, if the hydro plant is installed underground, the City would incur an estimated \$30,628 in additional costs on the project. This additional cost would be added to the overall Community Centre project.

	Above Ground	Underground
STEI Required Capital Contribution	-	\$30,628
Norlon Builders Credit for Ornamental Lights	(\$10,000)	-
Luminaire Costs (7 @ \$150)	1,050	-
STEI Costs to install Luminaires	3,700	-
Total	(\$5,250)	\$30,628

Respectfully,

Ivar Andersen, P. Eng., Manager of Operations and Compliance
Environmental Services

Reviewed By:

Treasury

Env Services

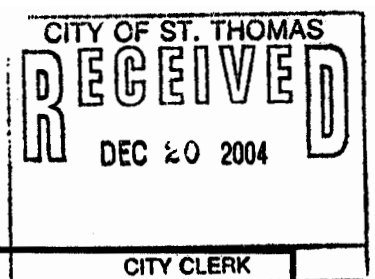
Planning

City Clerk

HR

Other

-21-



Seniors Picnic In the Park - 2005

December 17, 2004

Wendell Graves
City Clerk, City of St. Thomas
P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7

Dear Mr Graves:

I would like to extend my sincere appreciation for the generous financial contribution that the City of St. Thomas has provided to the Seniors Picnic in the Park over the past five years.

The Planning Committee has met and has decided that we would be very pleased to offer the event again next year, as so many people expressed their appreciation to us. As such, we are asking for your support in the amount of \$2500 for our 2005 event.

Please contact me at 631-0335 if you have any questions.

Yours very truly,

A handwritten signature in cursive script that reads "Ken Verrell".

Ken Verrell
Chairperson
Seniors Picnic in the Park



Corporation of the

City of St. Thomas

Report No.

TR 01-05

File No.

Directed to:

Chairman Cliff Barwick and Members of the Finance & Administration Committee

Chairman Bill Aarts and Members of the Community and Social Services Committee

Date

January 3, 2005

Department: Treasury

Prepared By: William J. Day, City Treasurer

Attachment:
Capital Project Budget

Subject: St. Thomas-Elgin Community Centre Project Budget

Recommendation:

It is recommended that:

Council review the non-committed cost items associated with the St. Thomas-Elgin Community Centre Project and determine whether any or all should be approved; it being noted that these items are in addition to the approved \$12 million Project budget.

Background:

At its June 7, 2004 meeting, Council resolved that:

"Approval be given to have the final construction drawings completed for the Twin Pad Arena and that the financing of the Twin Pad Arena be up-fronted by the Corporation of the City of St. Thomas to a maximum of \$12 million."

On December 20, 2004 Council received a report from the Project Manager detailing the budgeted expenditures for the project totalling \$11,998,288 as attached. It was noted that a list of non-committed cost items was included in the report that could not be accommodated within the \$12 million budget. Accordingly, Council resolved that:

"Staff be directed to prepare a report which prioritizes non-committed funds and future items for Council's consideration and approval."

Comments:

At its December 21, 2004 meeting, the Project Management Team Steering Committee reviewed the non-committed cost items and their associated costs. The Committee has prioritized the items as follows. It should be noted that the issue of hydro costs in relation to underground servicing of Third Avenue is addressed by a separate report.

Description of Non-committed Cost Item	Estimated Cost (\$)	Priority of Committee
Emergency lighting in dressing rooms	7,000	1
Barrier free access at five (5) door locations	18,000	2
Interior signage and identification	10,000	3
Increase HVAC in MPR to allow full occupancy	15,000	4
Provide complete installation of multi-purpose room	50,000	5
Upgrade to high security keying system	7,000	6
Provide security system	45,000	7
Miscellaneous electrical: lights, emergency breaker	9,000	8
Automatic flush for washroom fixture banks	9,000	9
Install roof Copula	20,000	10
Provide directional/information display system	15,000	11
Rogers - building cable and power for televising	6,000	12
Closed circuit TV system	25,000	13
Design and record drawings for city equipment	10,000	14
Exterior building signage and lighting	20,000	15
Point-of-sale and Interac systems	15,000	16
Total	\$281,000	

Conclusion:

-23-

The Project Management Team Steering Committee recognizes the need for the inclusion of additional cost items related to the project at this time. However, the Committee is equally concerned with the need to hold the line on the \$12 million upset budget limitation placed upon the project. As such, it seeks direction from Council.

Respectfully submitted,



W. J. Day
Director of Finance and City Treasurer

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Budget Log

PST Incl, GST Excluded

Budget Item Number	Budget Item Description	Project Budget Detailed Breakdown	Allocated Funding	Source
1	Double-Pad Arena (Design-Build)		\$ 9,161,856	June 17, 2004 Letter of Intent
1.0	Design-Build Facility			
1.1	General Conditions	\$ 1,116,732		June 17, 2004 Letter of Intent
1.1.1	General Conditions	\$ 594,197		1-400
1.1.2	Drawings, Specifications and Certification	\$ 322,202		1-720
1.1.3	Building Permit	\$ 75,333		
1.1.4	Allowance - Winter	\$ 40,000		1-750
1.1.5	Allowance - Copola	\$ 25,000		1-750
1.1.6	Allowance - Hardware	\$ 60,000		1-750
1.2	Foundations and Floor Slab	\$ 753,640		
1.2.1	Formwork and Place Rebar	\$ 165,400		2-110
1.2.2	Reinforcing	\$ 126,540		2-210
1.2.3	Welded Wire Mesh	\$ 35,000		2-250
1.2.4	Concrete	\$ 266,500		2-310
1.2.5	Floor Finishing	\$ 94,200		2-410
1.2.6	Insulation	\$ 66,000		2-510
1.3	Granular Backfill	\$ 164,610		
1.3.1	Backfill with sandfill foundations	\$ 75,960		3-720
1.3.2	Asphalt sand for rink (12" depth)	\$ 38,750		3-750
1.3.3	Granular "A", 6" under all floor areas	\$ 39,900		3-780
1.4	Masonry & Precast	\$ 1,236,824		
1.4.1	Brick Allowance	\$ 1,006,324		4-100, Virly Masonry
1.4.2	Precast - 8" thick coreslabs	\$ 230,500		4-200, Coreslab Structures
1.5	Metals	\$ 1,710,098		
1.5.1	Pre-Engineered & Conventional Building	\$ 1,521,826		5-120, Steelway Building, Aveiro Constructors
1.5.2	Miscellaneous Steel	\$ 188,272		5-740, Hill's Metafab
1.6	Woods and Plastics	\$ 81,676		
1.6.1	Rough Carpentry	\$ 58,500		6-110
1.6.2	Millwork	\$ 23,076		6-150
1.7	Thermal and Moisture Protection	\$ 185,000		
1.7.1	Structural studs, insulation and drywall	\$ 185,000		7-240
1.8	Doors and Windows	\$ 129,898		
1.8.1	Hollow metal Doors and Frames	\$ 45,300		8-110, Southwest
1.8.2	Aluminum Curtain Wall and Glazing	\$ 42,600		8-200, Cameron Glass
1.8.3	Counter Shutters	\$ 16,650		8-300, Stewart Overhead Door (9@\$1,850 per)
1.8.4	Overhead Doors	\$ 14,164		8-400, Stewart Overhead Door
1.8.5	Accordion Doors	\$ 11,184		8-500, Stewart Overhead Door
1.9	Seating	\$ 315,536		
1.9.1	Seating - Supply	\$ 250,536		9-100, SDR Seating
1.9.2	Seating - Install	\$ 65,000		9-100, SDR Seating
1.10	Rink Board System	\$ 270,800		
1.10.1	Dasherboard Systems (2)	\$ 253,800		10-100
1.10.2	Protective Netting	\$ 11,600		10-200
1.10.3	Goal Frames and Nets	\$ 5,400		10-300
1.11	Finishes	\$ 452,976		
1.11.1	Painting	\$ 114,370		11-100, Ross Chapman Painting
1.11.2	Flooring	\$ 260,000		11-200
1.11.3	Toilet Partitions	\$ 21,680		11-300, Nanasi Corporation
1.11.4	Lockers	\$ 6,925		11-400, Nsaani Corporation
1.11.5	Basketball Equipment	\$ 50,000		11-500
1.12	Sealants, Caulking and Firestop	\$ 35,000		
1.12.1	Sealants, Caulking and Firestop	\$ 35,000		
1.13	Elevator	\$ 65,000		
1.13.1	Elevator	\$ 65,000		
1.14	Refrigeration	\$ 780,250		
1.14.1	Ammonia/Brine Recirculation System	\$ 780,250		14-100, Cimco
1.15	Mechanical	\$ 1,137,100		
1.15.1	Mechanical	\$ 599,500		15-100, Comfort Zone
1.15.2	Plumbing	\$ 385,850		15-400, Westminster
1.15.3	Sprinklers	\$ 151,750		15-300, Western Fire Protection
1.16	Electrical	\$ 736,818		
1.16.1	Electrical	\$ 661,500		16-100, Arcon Electric
1.16.2	Speakers - Bleacher Seating, Rink A	\$ 42,900		
1.16.3	Speakers - Bleacher Seating, Rink B	\$ 3,805		
1.16.4	Paging System in Dressing Rooms	\$ 10,250		
1.16.5	Paging / Sound System in Multipurpose	\$ 18,363		
	Design-Build Subtotal	\$ 9,161,856		S/B \$9,161,856
2	Site Development		\$ 2,296,819	Original \$2,085,157

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Budget Log

PST Incl, GST Excluded

Budget Item Number	Budget Item Description	Project Budget Detailed Breakdown	Allocated Funding	Source
2	Building Foundations		\$ 835,313	Original \$604,250; \$258,063 overage incl. \$27,000 fees
2.1.1	Excavation and Removal	\$ 316,250		
2.1.2	Engineering Fill	\$ 288,000		
	Subtotal	\$ 604,250		
	Tender Results (Overage)	\$ 40,435		
	Additional Costs	\$ 190,628		\$27K of additional inspection and design in Item 4.2
	Cost Savings	\$ -		
	Required Budget	\$ 835,313		
2.2	Third Avenue Extension		\$ 519,890	Original: \$508,097 - 234m of road, Current: 200m of road
2.2.1	Roadworks	\$ 313,680		May 17, 2004 Letter of Intent
2.2.2	Sanitary Sewer	\$ 43,640		May 17, 2004 Letter of Intent
2.2.3	Storm Sewer	\$ 89,490		May 17, 2004 Letter of Intent
2.2.4	Watermains	\$ 61,288		May 17, 2004 Letter of Intent
	Subtotal	\$ 508,098		
	Tender Results (Overage)	\$ 113,042		
	Additional Costs	\$ 26,312		\$40K for Sprit and \$6.5K for Inspections in Items 4.2 & 4.3
	Cost Savings	\$ (127,562)		
	Required Budget	\$ 519,890		
2.3	Site Services (Parking Lot)		\$ 911,616	Original \$902,810
2.3.1	Parking Lot (209 spaces)	\$ 590,850		May 17, 2004 Letter of Intent
2.3.2	Sanitary Sewers	\$ 40,040		May 17, 2004 Letter of Intent
2.3.3	Storm Water Management	\$ 216,320		May 17, 2004 Letter of Intent
2.3.4	Watermains	\$ 55,600		May 17, 2004 Letter of Intent
	Original Subtotal	\$ 902,810		
	Tender Results (Overage)	\$ 209,781		
	Additional Costs	\$ 95,654		\$15.5K for Sprit and \$5,260 for Inspections in Items 4.2 & 4.3
	Cost Savings	\$ (296,629)		
	Required Budget	\$ 911,616		
2.4	Landscaping Allowance	\$ 30,000	\$ 30,000	Confirm inclusion in parking lot work tendered, budget incl
	Total Site Development	\$ 2,296,819		
3	Furnishings, Fixtures & Equipment		\$ 196,000	Original \$247,250
3.1	Furnishings		\$ 61,000	Council Meeting February 24, 2004
3.1.1	Office Furniture and Fixtures	\$ 10,000		Budget Quotations Received, \$7,819
3.1.2	Tables and Chairs for MPR	\$ 48,000		Budget Quotations Received, \$47,319
3.1.3	Lunch Room / Staff Appliances	\$ 3,000		
	Furnishings Subtotal	\$ 61,000		
3.2	Information Technology		\$ 45,000	
3.2.1	IT System	\$ 45,000		
	Fixtures Subtotal	\$ 45,000		
3.3	Equipment		\$ 90,000	
3.3.1	Olympia Ice Resurfacer	\$ 15,000		Reduced from \$75,000 based on direction from PM Executive
3.3.2	Score Clocks	\$ 31,000		Rinks A, B & MPR, \$25,000 & \$6,000
3.3.3	Various Equipment	\$ 44,000		Refer to equipment summary, \$43,350
	Equipment Subtotal	\$ 90,000		
	Total F, F & E	\$ 196,000		
4	Consulting Services		\$ 202,000	
4.1	MHPM Fees	\$ 102,000		MHPM Consulting Fee
4.2	Sprit Engineering Fees	\$ 75,000		\$25,000 remaining, \$50,000 new
4.3	Inspections & Testing	\$ 25,000		\$21,760 + others
	Total Consulting Services	\$ 202,000		
5	Committed Costs / Potential Savings		\$ 41,614	No Budget funds currently allocated
5.1	Committed Costs		\$ 206,000	
5.1.1	Bonding	\$ 110,000		Require final value from Norlon Builders
5.1.2	Legal	\$ 25,000		\$18,175.52 Spent To-Date
5.1.3	Sunk Costs (Others)	\$ 15,000		\$14,092.00 Spent To-Date
5.1.4	Transformer and Switchgear	\$ 56,000		Estimate provided by utility \$55,751.29 + GST, Nov 26/04 Quote
	Additional Costs (Mandatory) Subtotal	\$ 206,000		
5.2	Potential Cost Savings		\$ (164,386)	

Budget Log

PST Incl, GST Excluded

Budget Item Number	Budget Item Description	Project Budget Detailed Breakdown	Allocated Funding	Source
5.2.1	Third Avenue Lighting	\$ (10,000)		Revise decorative poles to standard
5.2.2	Copula	\$ (20,000)		Structural Support to be installed for \$5,000
5.2.3	CBIP Grant	\$ (10,000)		
5.2.4	Reduced Installation of Multi-Purpose Room	\$ (50,000)		Estimated, Basketball nets = \$50K
5.2.5	Lockers	\$ (6,925)		Confirmed in November 15, 2004 Budget Meeting
5.2.6	Hardware Allowance Savings	\$ (15,000)		Refer to Item 1.1.6 & Norlon Price Option Quotation #09 net of additions
5.2.7	Brine & Masonry Block Net Saving	\$ (20,461)		\$20,461.40 from Amendment to LOI #2 R1, September 21, 2004
5.2.8	Deletion of Melt Pits	\$ (32,000)		Refer to Norlon Price Option Quotation #03, (\$31,187)
	Potential Cost Savings Subtotal	\$ (164,386)		
	Total Additional Costs & Savings	\$ 41,614		
6	Contingency Fund		\$ 100,000	No Budget funds originally allocated to contingency
6.1	Design-Build Contingency	\$ -	\$ -	
6.2	Third Avenue and Parking Areas	\$ 100,000	\$ -	7% of \$1.4M = \$98,000
	Total Contingency	\$ 100,000		
	Total Costs	\$ 11,998,288	\$ 11,998,288	

7	Non-Committed Costs		\$ 377,000	
7.1	Install Copula	\$ 20,000		Refer to Item 5.2.2
7.2	Full Installation of Multi-Purpose Room	\$ 50,000		Estimated, Basketball nets = \$50K, Refer to Item 5.2.4
7.3	Security System	\$ 40,000		Conduit by Norlon, System by Others
7.4	CCTV System	\$ 25,000		Conduit and System by City
7.5	Directional System / Information Screens	\$ 15,000		Conduit and System by City
7.6	Rogers - Service and Power for Televising	\$ 6,000		2 x 220V, 50A services for television trucks, Power = \$1,045, POQ #22
7.7	Point-of-Sale and Interact Systems	\$ 15,000		Conduit by City
7.8	Design / Drafting for City Design / Records	\$ 10,000		As-builts and miscellaneous
7.9	Interior Signage / Identification	\$ 10,000		Doors, directional signage
7.10	Emergency Lighting at Dressing Room Doors	\$ 7,000		Refer to Price Option Quotation #21, \$6,165.50
7.11	Exterior Building Signage and Lighting	\$ 20,000		Estimated, City to Confirm Cost
7.12	Increase MPR HVAC for full occupancy	\$ 15,000		Refer to Norlon Price Option Quotation #08
7.13	Requirement for U/G Hydro on Third Ave.	\$ 100,000		Initial estimate from utility, Need to confirm with St. Thomas Energy
7.14	Barrier Free Access to 5 Doors	\$ 18,000		Refer to Norlon Option Quotation #01, \$17,708
7.15	Misc. Electrical & Emergency Breaker	\$ 10,000		Refer to Price Option Quotations #15, 17, 18 & 19, \$3,795, \$4,895
7.16	Automatic Flush Washroom Fixtures	\$ 9,000		Refer to Price Option Quotation #14, \$8,305
7.17	Upgrade keying to high Security System	\$ 7,000		Refer to Price Quotation #24, \$6,861.80
	Non-Committed Costs Subtotal	\$ 377,000		
	Total and Non-Committed Costs	\$ 12,375,288		

8	Future / Additional Scope Items		\$ 286,347	No Budget funds currently allocated
8.1	Generator with tank & transfer switch	\$ 63,712		Refer to Price Option Quotation #16
8.2	Padded seats for Rink A	\$ 74,580		Refer to Price Option Quotation #20
8.3	Battery Flush Operations for All Locations	\$ 38,055		Refer to Price Option Quotation #13
8.4	Main sign, Power and Data cabling	\$ 60,000		Conduit in Third Avenue costing - November 8, 2004 from Norlon
8.5	Automated Building Control System	\$ 50,000		Refer to Norlon Price Option Quotation #07 (\$50,120)
	Future Scope Items Subtotal	\$ 286,347		
	Total, Non-Committed and Future / Additional Scope Costs	\$ 12,661,636		



**Corporation of the
City of St. Thomas**

-27-

Report No.

CC-01-05

File No.

Directed to:

Chairman T. Shackelton and Members of the Protective
Services & Transportation Committee

Date

January 4, 2005

Department:

City Clerk's

Attachment

Prepared By:

Wendell Graves, City Clerk

Subject:

Lease of Airport Lands - St. Thomas Municipal Airport

Recommendation:

That Council concur with the assignment of lease of airport lands (Part 2, Reference Plan 11R-4001) at the St. Thomas Municipal Airport from Mr. Cory K Caughy to Mr. John Dorscht.

Origin:

Request from Mr. Cory K Caughy to transfer his small lot hangar to Mr. John Dorscht, PH-1, 155 Front Street, Sarnia, Ontario, N7T 7V6.

Analysis:

Mr. Cory Caughy wishes to transfer the hangar to Mr. John Dorscht.

Similar requests have been made by individuals wishing to assign their lease of airport lands. The initial term of this lease is 40 years computed from the 1st day of June 1993. (Approximately 29 years remain)

I have discussed this matter with the Airport Superintendent and he is aware of the individual who wishes to purchase the hangar and agrees with the proposed sale.

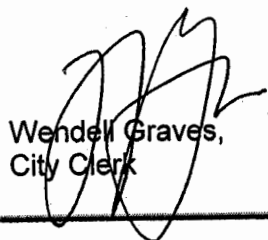
Existing Policy:

Council has authorized the assignment of lease of Airport Lands from one hangar owner to another provided that the prospective purchaser has met with Council approval.

Financial Consideration:

An administration fee of \$200.00 has been charged and received from Mr. Caughy.

Respectfully submitted,


Wendell Graves,
City Clerk

Reviewed By:

Treasury

Env. Services

Planning

City Clerk

H.R.

Other



Corporation of the
City of St. Thomas

-28-

Report No.

CC 60-04

File No.

Directed to:

Chairman T. Shackleton and Members of the Protective Services and Transportation Committee

Date

December 23, 2004

Department:

City Clerks Office

Attachment

- Southwold fax dated December 21
- Memorandum dated December 21
- Memorandum dated December 20

Prepared By:

Richard Beachey, Deputy City Clerk

Subject:

Use of St. Thomas animal control shelter by Township of Southwold

Recommendation:

1. That the Township of Southwold be permitted to participate in the City of St. Thomas pound beginning in 2005 and;

that for this participation, the Township of Southwold be required to pay a one time capital contribution to the City of St. Thomas in the amount of \$16,560.39 due upon receipt and;

that for this participation, the Township of Southwold be required to pay a yearly charge for pound building expenses on the basis of the number of dogs from that municipality in a year as a percentage of the total dogs entered in the pound for the year and;

that any adoption fees for a dog from the Township of Southwold be retained as revenue by the City of St. Thomas and;

should the Township of Southwold wish not to participate in the in the St. Thomas pound, they be charged a boarding fee for each dog entered into the pound at a rate of \$10.00 per day for each day or part thereof that a dog is in the pound.
2. That the capital contribution in the amount of \$16,560.39 from the Township of Southwold for participating in the City of St. Thomas pound, be placed in the general property reserve.

Origin:

On the morning of Monday December 20, 2004 City Clerk, Wendell Graves, received a telephone call from Dianne Caryn, Administrator, Clerk-Treasurer of the Township of Southwold, requesting emergency assistance for the temporary housing of dogs from that municipality as their previous arrangement ceased rather immediately.

The Township was granted temporary assistance pending a possible agreement.

Analysis:

The first consideration for anything beyond a very temporary arrangement should be is there space for the animals from the Township of Southwold? In discussing this matter with the Animal Control Officer, it was noted that the highest number of dogs entered into the City pound other then the City animals, came from the Municipality of Central Elgin where 60 were entered in 2003. At an average rate of 5 dogs per month this would present no crowding issues at the pound facility. Southwold has yet to confirm the number of stray dogs from their municipality as provided by their former contractor, but realistically it should not be higher then Central Elgin.

Given the availability of space at the pound, the next consideration should be financial. In any discussion of this matter, the contributions from the City of St. Thomas, Municipality of Central Elgin, Town of Aylmer and the Township of Malahide that were made in 2002 for the pound reconstruction must be considered. The amounts contributed by these municipalities are listed below and are detailed in the attached memo from December 21.

Municipality	Population %	Amount
City of St. Thomas	55	\$126,405.43
Central Elgin	19	38,976.89
Malahide	14	28,719.87
Aylmer	12	24,617.49
Total	100	\$218,772.11

Utilizing the same population rationale now as was utilized in 2002 for the capital contributions, based on a 1996 Southwold population of 4431, a capital contribution of \$16,560.39 should be made by the Township of Southwold.

The Township of Southwold should also cover ongoing building expenses in a like manner to the other municipalities. These ongoing building expenses such as telephone, utilities and building maintenance amounted to about \$6,100 per year (2003) and are split up on the basis of the number of dogs from a municipality in a year as a percentage of the total dogs entered into the pound.

In the event an agreement with Southwold is not possible on the basis of the suggested capital contribution and ongoing building expenses, the Township should be charged a transient boarding rate of \$10.00 per day or any part thereof that a dog is at the pound.

Financial Considerations

A capital contribution will place the pound facility in good position for future capital expenses. The ongoing yearly charges will also assist with building expenses.

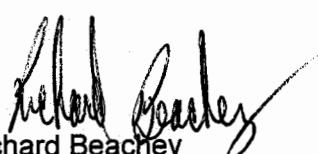
A daily charge of \$10.00 will provide greater revenue to the pound.

Alternatives:

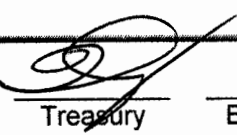
The Committee may:

1. Permit the participation by Southwold in the pound conditional on the payment of the capital contribution and ongoing building maintenance expenses.
2. Permit the participation by Southwold in the pound on the basis of a daily charge of \$10.00, or some other amount, for each day or part thereof, that a dog from the Township of Southwold is in the pound.
3. Inform the Township of Southwold that no further participation in the pound facility can be allowed.

Respectfully submitted,


Richard Beachey
Deputy City Clerk

Reviewed By:


Treasury

Env Services

Planning


City Clerk

HR

Other



TOWNSHIP OF SOUTHWOLD

-30-

35663 Fingal Line
Fingal, ON N0L 1K0

Phone: (519) 769-2010

Fax: (519) 769-2837

Email: southwold@twp.southwold.on.ca

December 21, 2004

DELIVERED BY FAX 633-9019

City of St. Thomas
545 Talbot Street
P.O. Box 520
City Hall
St. Thomas, Ontario
N5P 3V7

Attention: Richard Beachey, Deputy City Clerk

Dear Mr. Beachey:

RE: temporary housing of Southwold Animals at St. Thomas facility

Please be advised that Council at its regular meeting on December 20, 2004 passed the following resolution:

"THAT the Township accept the terms set out in the City of St. Thomas memorandum dated December 20, 2004 AND FURTHER notify the City of St. Thomas that the Township would like to discuss the possibility of a joint agreement for pound facilities with St. Thomas and neighboring municipalities."

Disposition: Carried

I look forward to hearing from you.

If you have any questions, please do not hesitate to contact me.

Yours very truly,

Denise McLeod
Deputy Clerk

Name: Richard Beachey
Title: Deputy City Clerk



Tel: (519) 631-1680 Ext. # 124
Fax: (519) 633-9019
rbeachey@city.st-thomas.on.ca

-31-

545 Talbot Street • P.O Box 520 • City Hall • St. Thomas • Ontario N5P 3V7

MEMORANDUM

TO: Ms. Dianne Caryn, Administrator, Clerk-Treasurer, Township of Southwold
cc. Wendell Graves, City Clerk
Mike Chaulker, By-Law Officer II
Jennifer Baker, By-Law Officer I
Alderman Terry Shackelton, Chairman, Protective Services and Transportation

DATE: December 21, 2004

SUBJECT: Use of St. Thomas Animal Control shelter by Southwold

There are 2 pages to this fax including this page

Dianne:

Further to the fax sent this morning from Denise McLeod, I have examined the capital contributions of the municipalities participating in the St. Thomas pound. The following breakdown of the pound capital contributions on the basis of population were made in 2002 when the pound was reconstructed.

The populations used were from 1996.

Municipality	Pop'n	Population %	Amount
City of St. Thomas	29,758	55	\$126,405.43
Central Elgin	10,280	19	38,976.89
Malahide	7,575	14	28,719.87
Aylmer	6,275	12	24,617.49
Total	54,105	100	\$218,772.11

Please note that while the population % were actual amounts billed, and the populations of the City of St. Thomas and Aylmer are actual from the Municipal Directory, Central Elgin and Malahide are derived.

Without prejudicing the decision of the City of St. Thomas, or any of the other municipalities, a similar capital contribution should be required to be made by the Township of Southwold.

I note that the 1996 population of Southwold is 4,431 and, as a result, the appropriate capital contribution to the City of St. Thomas would be \$16,560.39

In addition, the current agreement calls for payments by the participating municipalities, on an annual basis, for the building expenses on the basis of the number of dogs from that municipality as a percentage of the total dogs entered in the pound. In 2003 this ranged from \$332.12 to \$1,245.46 for the participating municipalities other than the City of St. Thomas.

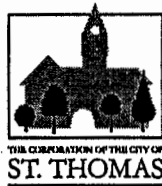
I will be providing a report to the City Council indicating the interest from Southwold and seeking direction.

Without committing the City of St. Thomas or any of the other municipalities, I have established that there is room for the stray animals (dogs) from Southwold in the City pound (at a rate of sixty per year or on average five per month). Given this, the next question now becomes a possible financial arrangement for participating in the pound.

I would suggest the same arrangement as with the other municipalities, being a capital contribution with an annual building expense contribution as outlined above. If this is not agreeable, then in the absence of another agreement (subject to decision by St. Thomas Council), Southwold would have to pay \$10.00 per day for each day or part day from the time the dog comes in to the time the dog leaves regardless of adoption.

Should you have any questions, please do not hesitate to contact me.

Name: Richard Beachey
Title: Deputy City Clerk



Tel: (519) 631-1680 Ext. # 124
Fax: (519) 633-9019
rbeachey@city.st-thomas.on.ca

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545 Talbot Street • P.O Box 520 • City Hall • St. Thomas • Ontario N5P 3V7

MEMORANDUM

TO: Ms. Dianne Caryn, Administrator, Clerk-Treasurer, Township of Southwold
cc. City Clerk Wendell Graves
Mike Chaulker, By-Law Officer II
Jennifer Baker, By-Law Officer I
Alderman Terry Shackelton, Chairman, Protective Services and Transportation

DATE: December 20, 2004

SUBJECT: Temporary housing of Southwold Animals at St. Thomas facility
There is 1 page to this fax including this page

Dianne:

Further to our discussion this morning, please be advised that the City of St. Thomas is willing to receive the stray dogs on a temporary basis from the Township of Southwold, pending an agreement between the municipalities for this service. For this temporary service, Southwold will be billed a rate of \$10.00 per day per dog that is brought into the pound. The fourteen day provision will apply (mandatory four day (three days plus current day of entry), and ten day adoption period). For this service, at a minimum, Southwold will be billed for the mandatory retention time. Southwold will also be billed for the adoption period or any part thereof if the animal is not adopted out. This will reflect the fact that the other participating municipalities pay for building expenses regardless of if, and when, a dog is adopted out.

The adoption period will be monitored to ensure the City of St. Thomas is at least recovering it's costs in a fair way.

I apologize for not making this clear.

I understand that you have an arrangement with Iron Rail Security to do the animal control services for Southwold. This is quite satisfactory, as this firm already uses the St. Thomas pound for another municipality, and is thus familiar with the pound procedures and requirements.

As discussed, I will be looking into the capital contributions made by the other participating municipalities and will advise accordingly.

Should you have any questions, please do not hesitate to contact me.



Corporation of the

City of St. Thomas

Report No.

FD01-05

File No.

Directed to:

Chairman Terry Shackleton and members of the Protective Services and Transportation Committee

Date

January 4, 2005

Department:

Fire Department

Attachment

Prepared By:

Fire Chief Roy Lyons

Subject:

Tanker 8

Recommendation:

"THAT: The Fire Department be allowed to dispose of Tanker 8.

Report:

Tanker 8 is the unit that was originally our 85' Snorkel vehicle. In 1996 we transferred the Snorkel unit from this chassis and installed it on a new Freightliner chassis.

Tanker 8 returned from Alberta with a 1700-gallon tank for water purposes only, as this unit has no pump.

We have had numerous concerns and repairs over the last 5 years and this year the vehicle failed to pass a safety check.

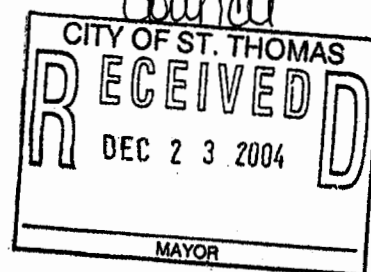
This unit has served the City Fire Department well for over 28 years.

Respectfully,

Roy W. Lyons
Fire Chief

December 21, 2004

Mayor Jeff Kohler
The Corporation of the City of St. Thomas
545 Talbot St, P.O Box 520
St. Thomas, ON N5P 3V7



Dear Mayor Kohler:

Once again we are writing to ask for your urgent support for child care and early childhood education. We are asking you to join us in pressing the Ontario and federal governments to move quickly in creating a new national child care program. We have two actions that we are asking you to take.

First, we hope that, if your council has not already done so, you will join with the municipalities that have approved motions calling on federal, provincial and territorial ministers to use their January meeting to forge a deal based on:

1. a publicly funded, sustainable system for quality child care
2. a Child Care Act that guarantees standards and the principles of quality, universality, accessibility, developmental programming and inclusiveness
3. public accountability tied to provincial and territorial five-year plans that contain goals, timelines and targets as well as a way to measure real progress in developing comprehensive family- and centre-based child care services
4. a commitment to a transition plan that moves to public and/or not-for-profit delivery of child care services.

For more information about how such a child care program could be put into place, please refer to the Ontario Coalition for Better Child Care policy paper *To Boldly Go ... Towards a comprehensive child care system in Ontario*, available at childcareontario.org.

Secondly, we are asking that you write to Premier Dalton McGuinty and Children and Youth Services Minister Marie Bountrogianni to request and meeting with child care stakeholders, including municipalities, labour, the child care coalition and others to discuss how Ontario can help move the federal agenda forward in a direction that will work for families in this province.

In particular, our communities want to ensure that public money is going to children and not to profit. A recent legal opinion obtained by CUPE shows just how important this issue is as a new system is developed. According to that opinion, if the federal government allows for-profit child care as part of a pan-Canadian program, the entire child care system is more likely to fall under very restrictive rules imposed by NAFTA and GATS. Once a public service or program falls into corporate hands, both deals make it virtually impossible to reverse that decision.

In closing, we want to thank you for your previous support for events like Child Care Worker and Early Childhood Educator Appreciation Day. We hope our collaboration can continue as we move toward a truly national, universal child care program.

Sincerely,

Patrick (Sid) Ryan
President

c: P. Moist
K. Johnson
S. Bird
M. Young
A. Shelton
M. Ballantyne

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Graves, Wendell

From: Mike Golding [mgolding@fancol.com]
Sent: Tuesday, January 04, 2005 4:53 PM
To: wgraves@city.st-thomas.on.ca
Subject: Don Bosco, Negombo, Sri Lanka Relief Fund

Your Worship and Members of Council,

During the summer of 2004, Janet and I spent three months in Sri Lanka under the auspices of the Canadian Executive Services Organization. During this period we volunteered our services at two Don Bosco, Technical/Vocational Institutions. The second of our two assignments was in Negombo, Sri Lanka which is located on the west coast just north of Colombo, the capital of Sri Lanka. Recently we were e-mailed by Father Shiran, the director of the Negombo facility, for assistance. Due to the Tsunami, this region suffered considerable damage both in property and human lives. Currently, the Negombo, Don Bosco facility has taken in over 500 refugees and many orphaned children. Their immediate need is financial, to enable this institution to purchase food and clothing for these people left homeless by the Tsunami.

On behalf of the Don Bosco Institute, we are requesting consideration of a donation from the Corporation, on behalf of it's citizens, to help sustain these storm refugees during this time while they await more long-term assistance from the International Communities. The relief fund is named "The Rotary Club of St. Thomas Foundation; re: Don Bosco, Tsunami Relief Fund". Your consideration to this request would provide vital life sustenance to these people in distress.

Respectfully yours,

Mike and Janet Golding

1/5/2005



Corporation of the
City of St. Thomas

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Report No.

CC-59-04

File No.

Directed to: Mayor Jeff Kohler and Members of Council

Date
December 14, 2004

Department: City Clerks Department

Prepared By: W. Graves, City Clerk

Attachment

Subject: Proclamation Activities

Recommendation:

That Report CC-59-04 be received for information.

Origin

On November 23, 2004 Report CC-56-04 was submitted to Council addressing Council's inquiry as to whether or not it could be selective in issuing proclamations. Advice to Council contained in that report was that Council not be selective.

Council then requested further information relating to activities associated with Proclamations.

Background

Typically endorsement, by Council, of community groups and their activities have included the following:

- **Proclamations**, by resolution, of an organization and its activity usually associated with a special event or week.
- **Raising of the Flag**, by resolution, in front of City Hall. At times the Mayor is asked to participate in the flag raising.
- Endorsement, through a resolution, of **Tag Days** which acknowledges that an organization will be undertaking a fund raising campaign for a specified period of time.

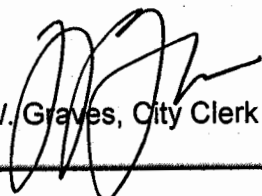
In 2004 the City has issued 20 proclamations, participated in 9 flag raisings and endorsed 8 tag days.

Attached to this report is a listing of proclamations, flag raising and tag days that were endorsed by Council in 2004.

Considerations

Should Council take the position that it no longer wishes to endorse proclamations and flag raisings it is recommended that the Tag Days Activities be approved through the Special Events Committee to provide some coordination of these activities and to acknowledge that they are taking place.

Respectfully,


W. Graves, City Clerk

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other

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List of Proclamations(P), Proclamations/Flag Raising (P-FR)
Dec 1st, 2003 – Dec 9th, 2004

Date	Type	Applicant	Time Frame	Request
15/12/03	P	Heart and Stroke Foundation	Month – February	"Heart Month"
05/01/04	P-FR	Crime Stoppers of St. Thomas	Month - January	"Crime Stopper Month"
12/01/04	P-FR	Girl Guides of Canada	Week – Feb 23 rd to Feb 27 th	"Thinking Day Week"
02/02/04	P	Pitch in Ontario	Week – April 19 th to April 25 th	"Pitch in Canada Week"
01/03/04	P	Easters Seal Society of Ontario	Month – March	"Easter Seals Month"
08/03/04	P	Minister Responsible for Seniors	Month – June	"Seniors' Month"
08/03/04	P-FR	Mental Health Week Planning Committee	Week – May 3 rd to 6 th	"Canadian Mental Health Week"
15/03/04	P	Sci-Tech Ontario	Month – March	"Young Scientist Month"
05/04/04	P	St. Thomas District & Labour Council Day of Mourning Committee	Day – April 28 th	"National Day of Mourning"
05/04/04	P	Elgin County Railway Museum	Days – May 1 st & 2 nd	"Railway Nostalgia Days"
05/04/04	P	Elgin County Railway Museum	Days – August 28 th & 29 th	"Railway Heritage Days"
19/04/04	P-FR	Beta Sigma Phi	Week – April 25 th to 30 th	"Beta Sigma Phi Week"
19/04/04	P	Elgin Area Primary Water Supply System	Week – May 2 nd to 8 th	"National Drinking Water Week"
03/05/04	P	Canadian Naturopathic Association	Week – May 1 st to 8 th	"Naturopathic Medicine Week"
03/05/04	P	Child Find Ontario	Day – May 25 th	"National Missing Children's Day"
03/05/04	P	Ontario Family Fishing Weekend Committee	Days – July 9 th to 11 th	"Ontario Family Fishing Weekend"
03/05/04	P-FR	St. Thomas React Inc	Month – May	"REACT Month"
07/06/04	P-FR	Cycle Elgin	Week – June 20 th to 27 th	"Cycle Elgin Week"
07/06/04	P	Child and Youth Counsellor	Week – June 7 th to 13 th	"Child and Youth Counselor Week"

14/06/04	P	Spina Bifida & Hydrocephalus Association of Ontario	Month – June	"Spina Bifida & Hydrocephalus Awareness Month"
19/07/04	P-FR	Jumbo City G.R.S	Week – October 25 th to 29 th	"Jumbo City G.R.S Week"
16/08/04	P-FR	St.Thomas Legion	Week – September 19 th to 25 th	"Legion Week"
07/09/04	P	Minister of Citizenship and Immigration	Week – October 18 th to 24 th	"Canada's Citizenship Week"
07/09/04	P	Recycling Council of Ontario	Week – October 18 th to 24 th	"Waste Reduction Week in Canada"
13/09/04	P-FR	Family and Children Services	Week – October 17 th to 23 rd	"Foster Family Week"
13/09/04	P	Alzheimer Society Elgin-St.Thomas	Day – September 21 st	"World Alzheimer Day"
20/09/04	P	St.Thomas Fire Department	Week – October 3 rd to 9 th	"Fire Prevention Week"
04/10/04	P	CUPE	Day – October 27 th	"Child Care Worker & Early Childhood Educator Appreciation Day"
18/10/04	P	MADD – St.Thomas Chapter	Months – November 1 st to January 3 rd	"Project Red Ribbon"

2004 TAG DAYS

741 Air Cadet Squadron	April 2nd & 3rd
St. Thomas Jumbo Jets Swim Team	April 16th & 17th
# 7 RCMECC Army Cadets	May 1st, 2004
Multiple Sclerosis Society, Elgin County Chapter	May 6th – 9th
St. Thomas-Elgin Second Stage Housing/Violence Against Women, Services Elgin County	May 28th & 29th
Scouts Canada – Elgin District Council	October 15th & 16 th
Royal Canadian Legion Lord Elgin (Ont No. 41) Branch	November 5 th and 6 th
# 7 RCMECC Army Cadets	December 10 th and 11th



Corporation of the
City of St. Thomas

Report No.

CC-02-05

File No.

Directed to: Mayor J. Kohler and Members of Council

Date
January 3rd, 2005

Department: City Clerk

Attachment

Prepared By: Cindy Bezaire, Administrative Clerk

Subject: Semi-Annual Attendance for the 124th Council and Committee of the Whole for the Period of July 1st, 2004 to December 31st, 2004

Recommendation:

THAT: Report CC-02-05 regarding the Semi-Annual Attendance for Council and Committee of the Whole for the period of July 1st, 2004 to December 31st, 2004, be received and filed for information.

Origin:

Semi-annual reports on attendance at City Council meetings are provided for information.

Analysis:

Semi-annual attendance for Council and Committee of the Whole regarding the number of meetings held and the number of meetings attended by Council members.

	Mtgs Held	Mtgs Att
Mayor J. Kohler Council	22	22
Alderman B. Aarts Council	22	22
Alderman C. Barwick Council	22	20
Alderman H. Chapman Council	22	22
Alderman T. Johnston Council	22	21
Alderman T. Shackelton Council	22	22
Alderman M. Turvey Council	22	22
Alderman D. Warden Council	22	22

Budget and Finance Committee – 1 meeting held November 22nd, 2004 – included in total.

Respectfully,

Cindy Bezaire
Administrative Clerk

Reviewed By:

Treasury

Env. Services

Planning

City Clerk

H.R.

Other



Corporation of the
City of St. Thomas

Report No.

MB-01-05

File No.

Directed to: Mayor Jeff Kohler and Members of Council

Date
January 4, 2005

Department: Management Board

Prepared By: W. Graves, City Clerk

Subject: Council Meeting Schedule

Recommendation:

That Council change its regular meeting schedule from the 1st, 2nd and 3rd Mondays of the month to the 1st and 3rd Mondays

And further that all meeting agendas include reports from all departments, when necessary,

And further that public delegations be scheduled at both of the meetings during the month as requests are made.

And further that this schedule be implemented in February and reviewed by the end of June.

Background:

In a continued effort to streamline the City's business and in order to provide a more timely correlation of information flow between Council and the Management Board it is being recommended that Council meet the 1st and 3rd Mondays of the month.

Under this scenario it is also recommended that all departments be included on all agendas in order to provide the opportunity for business to be brought forward as timely as possible.

Further, delegations would be scheduled, and balanced where necessary, at both meetings during the month. Currently, delegations are scheduled, for the most part, on the 2nd Monday of the month only.

Of note is the fact that the mechanism to call Special Council meetings is always available if and when required.

In terms of information flow, it is intended that the Management Board would meet the Thursday morning following a Council meeting to review matters arising from Council and to discuss and coordinate reports for the next Council meeting. Currently, when Council meets on Monday, reports for the next Council meeting are required by 2:00 the very next day, Tuesday, for inclusion on the agenda which is prepared Wednesday. This new schedule will allow a greater opportunity for reports to be developed and reviewed prior to being placed on the agenda.

For additional background and perspective, the following summarizes times when meetings have been adjourned from June to December 2004

June 7	7:30 p.m.	June 14	8:35 p.m.	June 21	9:04 p.m.
July 19	10:05 p.m.				
Aug. 16	9:30 p.m.				
Sept. 7	7:57 p.m.	Sept. 13	7:27 p.m.	Sept. 20	9:28 p.m.
Oct. 4	8:46 p.m.	Oct. 12	9:15 p.m.	Oct. 18	8:07 p.m.
Nov. 1	8:59 p.m.	Nov. 8	8:00 p.m.	Nov. 22	8:00 p.m.
Dec 6	8:31 p.m.	Dec 13	8:20 p.m.	Dec 20	8:54 p.m.

During the period of time between February and June it is recommended that the this new format be monitored to ensure its effectiveness and timely flow of information to Council and that a follow-up review report be brought to Council in June.

Finally, upon acceptance of the schedule in June, it is recommended that Council's Procedural By-Law be amended to reflect the changes.

Respectfully,



Corporation of the

City of St. Thomas

Report No.

TR 02-05

File No.

Directed to:

Chairman Cliff Barwick and Members of the Finance & Administration Committee

Date

January 3, 2005

Department:

Treasury

Attachment:

2005 Budget Development Timetable and Instructions

Prepared By:

William J. Day, City Treasurer

Subject:

2005 Budget Development Timetable and Instructions

Recommendation:

It is recommended that the 2005 Budget Development Timetable and Instructions be approved and circulated by the City Treasurer to all applicable City Departments and Boards.

Background:

In preparation for the adoption of the 2005 Operating Budget and Part 2 of the 2005 Capital Budget it is important that a Budget Development Timetable and Budget Instructions be approved by Council and circulated to appropriate parties at this time.

On December 5, 2004 Council approved Part 1 of the 2005 Capital Budget. In addition, Council resolved that it consider Part 2 of the 2005 Capital Budget during 2005 Current Budget deliberations.

Comments:

In previous communications to Council, the following impacts of "big ticket items" have been reported. It should be noted that the impact as expressed did not consider other operating cost impacts such as labour, Land Ambulance, Ontario Works, Child Care, etc.

Description of Item	Predicted Annual Impact (000's)	Impact on Property Tax
Home for the Aged - debt service (net)	\$1,200	4.1%
Home for the Aged Operating Cost Increase	\$200	0.7%
Community Centre Complex Long Term Debt (assuming \$9 - \$12 million City funding)	\$1,090 - \$1,500	3.8% - 5.2%
Reduced charges on existing debt	(\$242)	(0.8%)
One-time recovery of interest in 2004 re St. Thomas Energy Inc. Note Receivable	\$638	2.2%
Restore Part 2 Capital	\$700	2.4%
Total projected increase from "Big Ticket" items to be spread over 2005 and 2006 taxation years	\$3,586 - \$3,996	12.4 - 13.8%

Assuming that the budget impacts as noted above we have previously predicted a net increase to the tax levy of \$3,586,000 to \$3,966,000 to be spread over the 2005 and 2006 taxation years depending on the timing of the issuance of long-term debt for new Home for the Aged and the Community Centre Complex. The impact from these items alone would result in a 12.4% to 13.8% increase in municipal property taxes to be spread over the 2-year period.

Accordingly we believe that Departments and City Boards should develop 2005 operating budget requests based on the provision of service levels received by the public in 2004. Where it is felt that an enhanced or reduced service level adjustment is warranted the

associated net cost or savings should accompany such adjustment. We have designed our budget development instructions to provide for such commentary and impact analysis.

Conclusion:

The Budget Development Timetable calls for the adoption of the 2005 Budget on Tuesday March 29, 2005. In order to achieve this end result it is important for Administration to immediately initiate the Budget Development process.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'W. J. Day', with a stylized, flowing script.

W. J. Day
Director of Finance and City Treasurer

DRAFT
2005 BUDGET DEVELOPMENT TIMETABLE

Description of Activity	Timeframe
Treasury staff to meet with departments to ensure accuracy of account descriptions and 2004 account balances	January 3 – February 15
Human Resources to provide departments with projected salary and benefit costs for 2005	January 17 - 21
Treasury to circulate 2005 Budget Development instructions and working template	January 21
Operating departments to electronically submit 2005 budgets to Treasury	By Friday, February 18
Treasury to consolidate information and quantify impacts of draft budget on tax rates, reserves, reserve funds and debt	February 21 - March 4
Treasury to circulate Draft Budgets to Departments	By Friday, March 4
Treasury to review draft budget and related impacts with Chairman Barwick	By Friday, March 4
Delegations to be heard by Council re 2005 Grant requests	Monday, March 7
Treasury and Chairman Barwick to review Departmental budgets and meet with individual Departments as required	March 7 – 11
Draft Budget document to be circulated to members of Council by Chairman Barwick and City Treasurer	By Tuesday, March 15
Finance and Administration Committee meeting to review 2005 Budgets and formulate recommendations	Monday, March 21
Provide public notification of intention to adopt 2005 Budget as required under Section 291 of the Municipal Act	Tuesday, March 22
Finance and Administration recommendations and Draft Budget document to be circulated to Council by Chairman Barwick and City Treasurer	Wednesday March 23
Council to receive report and recommendations from Finance and Administration and adopt 2005 Budget	Tuesday, March 29

Notes:

March break is March 14 to 18, 2005

Easter Friday is March 25, 2005

Easter Monday is March 28, 2005

2005 BUDGET

2004 Budget Performance

This section would speak to any significant differences between your 2004 budgeted items and the actual expenditures incurred and revenues realized.

2005 Budget Overview

This section would speak to the amounts being requested for 2005 by comparing your Departmental request to what was approved in 2004, expressed in terms of overall dollars and percentage.

Service Level Commentary

This section would contain your comments with respect to the relationship between your 2005 budget request and public service levels. In most cases it is expected that you would be developing your budget on the basis of maintaining existing service levels.

Where you are proposing either an enhanced or a reduced service level please provide the associated cost.

Flow Through Impact on 2006 Budget

This section would contain your projections for any significant flow through cost or revenue increases that will impact the 2006 budget. For example if you are proposing a staffing increase part way through the year in 2005, please state the annualized impact on the 2006 budget.