

## **A G E N D A**

### **THE FOURTH 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 17TH, 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 C. Barwick

#### **DISCLOSURES OF INTEREST**

#### **MINUTES**

Confirmation of the minutes of the meetings held on January 10th, 2005.

#### **DEPUTATIONS**

#### **COMMITTEE OF THE WHOLE**

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

**COMMUNITY AND SOCIAL SERVICES COMMITTEE** – Chairman B. Aarts

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

Monthly Report St. Thomas - Elgin Community Centre/ Twin Pad Arena Pages

6 to 8

Valleyview Replacement - Monthly Report

Report VV-001-05 of the Valleyview Administrator. Page 9  
Project Report attached.

**BUSINESS CONCLUDED**

**PROTECTIVE SERVICES & TRANSPORTATION COMMITTEE** – Chairman T. Shackelton

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Police Services Report

Airport Use Quarterly Report – Oct 1st to December 31st, 2004

Report CC-03-05 of the Airport Superintendent. Pages 10 to 12

New Year's Eve Transit Service

Report ES-04-05 of the Supervisor of Roads & Transportation. Page 13

**BUSINESS CONCLUDED**

**PLANNING AND DEVELOPMENT COMMITTEE** - Chairman H. Chapman

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Request for Street Naming - Draft Plan of Subdivision File #34T-04508 - Wyndfield Phase IV

A letter has been received from Tom Looby, Springwater Developments Inc. requesting that Streets A and B in Draft Plan of Subdivision File #34T-04508 be named "Kensington Court" and "Chamberlain Court". Page 14

**BUSINESS CONCLUDED**

**ENVIRONMENTAL SERVICES COMMITTEE** – Chairman M. Turvey

**UNFINISHED BUSINESS**

**NEW BUSINESS**

St. Thomas Drinking Water System – Statutory Standard of Care Councillors Handbook.

Report ES-05-05 of the Director of Environmental Services. Pages 15 to 18

Handbook attached.

**BUSINESS CONCLUDED**

**PERSONNEL & LABOUR RELATIONS COMMITTEE** – Chairman D. Warden

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Staffing Need for By-law Enforcement (Property Standards and Zoning) and Mandated Level of Service in Building Inspection Services

Report ES-03-05 of the Manager of Engineering. Pages 19 to 25

**BUSINESS CONCLUDED**

**FINANCE AND ADMINISTRATION COMMITTEE** – Chairman C. Barwick

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Annual Tree Removal/ Tree Trimming Report

Report ES-02-05 of the Parks Supervisor. Pages

26 to 39

**BUSINESS CONCLUDED**

**REPORTS PENDING**

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

**COUNCIL**

Council will reconvene into regular session.

**REPORT OF COMMITTEE OF THE WHOLE**

Community and Social Services Committee – Chairman B. Aarts

Protective Services and Transportation Committee – Chairman T. Shackelton

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

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**

**PETITIONS AND COMMUNICATONS**

Concurrent Disorders Program - Resolution

A request has been received from the County of Elgin to endorse its resolution regarding the relocation of the Concurrent Disorders Program. Page 40

### Land Ambulance Services

A copy of a letter addressed to the Honourable George Smitherman, Minister of Health and Long-Term Care, from the County of Elgin has been received requesting that the Ministry increase funding for land ambulance services. **Pages 41**

### Alzheimer Awareness Month - January 2005

A letter was received from Randy Grozelle, Events, Coordinator, Alzheimer Society requesting that Council proclaim the month of January 2005 as Alzheimer Awareness Month.

### Guide/Scout Week - February 21st to 27th, 2005

A letter was received from Judie Land, Secretary, North and South District Guiders, requesting that Council proclaim the week of February 21st to 27th, 2005 as "Guide/Scout Week" in the City of St. Thomas and that their flag be flown at City Hall.

The flag raising ceremony is proposed for February 21st, 2005 at 3:45 p.m. and the Mayor is invited to attend.

### Ontario Family Fishing Weekend

A letter was received from Rhonda Barkley, Liaison, Ontario Family Fishing Weekend Steering Committee, requesting that Council proclaim the weekend of July 8th to 10th, 2005 as "Ontario Family Fishing Weekend".

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

### **BY-LAWS**

#### **First, Second and Third Reading**

1. A by-law to confirm the proceedings of the Council meeting held on the 17th day of January, 2005.
2. A by-law to amend By-Law 50-88, being the Zoning By-Law for the City of St. Thomas. (Street Reserves)
3. A by-law to adopt Interim Tax Levy rates.
4. 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 the Corporation of the Township of Southwold. (Use of Animal Control Shelter facility)
5. A by-law to authorize borrowing from time to time to meet current expenditures during fiscal year ending December 31, 2005.

## **PUBLIC NOTICE**

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)

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The public meeting will be held on February 14th, 2005 at 6:50 p.m. in the Council Chambers, City Hall.

## **NOTICES OF MOTION**

### **CLOSED SESSION**

A resolution to close the meeting will be presented to deal with a matter protected under the Municipal Freedom of Information and Protection of Privacy Act.

**OPEN SESSION**

**ADJOURNMENT**

**CLOSING PRAYER**



## MEMORANDUM

To: FRANK LATTANZIO,  
Manager of Community Centres and Property

From: LUCAS SMITH,  
Project Manager

For Info of: FILE

Doc. No.: 81280-3085

Subject: December 2004 Monthly Report  
St. Thomas – Elgin Community Centre

Date: January 10, 2005

### DECEMBER 2004 MONTHLY REPORT

#### 1.1 Project Summary

A proposed budget that met the \$12,000,000 allocation was presented to City Council on December 19, 2004 and received. A resolution for the Project Management Executive to prioritize the "non-committed" items was issued.

Several of the final design elements were reviewed including flooring and the overall colour scheme. These will be presented to Council in January 2005.

Concrete foundation construction continued on the remaining exterior and interior walls which were approximately 85% completed by year-end. Installation of the masonry walls commenced along the south and east sides. Roof installation commenced over "Rink B". The pre-fabricated structural steel building was completed.

Third Avenue construction continued with the removal of most materials and installation of underground services.

Regular construction, design and project management meetings were held in addition to meetings for confirming the budget and developing the contract with Norlon Builders.

#### 1.2 Meetings

Date	Description
December 7, 2004	Construction, Design and Project Management Meetings #8
December 15, 2004	Colour and Flooring Review Meeting
December 20, 2004	City Council Meeting
December 21, 2004	Construction, Design and Project Management Meetings #9

#### 1.3 Budget

The detailed project budget for \$11,998,288 was presented to City Council on December 19, 2004. In order to bring the budget under the \$12,000,000 allocation, "non-committed" items were not included. A resolution was passed requesting that the Project Management Team prioritized these same items at its December 20, 2004 meeting:

	Description of Scope Item	Budget Estimate
1	Emergency Lighting in Dressing Rooms	\$7,000
2	Barrier Free Access at Five Door Locations	\$18,000
3	Interior Signage and Identification	\$10,000
4	Increase HVAC in MPR to allow Full Occupancy	\$15,000
5	Provide Complete Installation of MPR	\$50,000
6	Upgrade to High Security Keying System	\$7,000
7	Provide Security System	\$45,000
8	Misc. Electrical: Lights, Emergency Breaker	\$9,000
9	Automatic Flush for Washroom Fixture Banks	\$9,000
10	Install Roof Copula at Front of Building	\$20,000
11	Provide Directional / Information Display System	\$15,000
12	Rogers - Building Cable & Power for Televising	\$6,000
13	Closed Circuit TV System	\$25,000
14	Design & Record Drawings for City Equipment	\$10,000
15	Exterior Building Signage and Lighting	\$20,000
16	Point-of-Sale and Interac Systems	\$15,000
	<b>TOTAL</b>	<b>\$281,000</b>

*Values for items are revised with the latest budget-cost information. All values are rounded to the higher \$1,000 increment. The "non-committed" hydro cost for underground servicing of Third Avenue is addressed separately.*

A contingency reserve of approximately 7% or \$100,000 for the Third Avenue and parking lot work was included in the detailed budget. To-date, approximately \$40,000 of the contingency is committed to address the removal of impacted soils along services lines.

#### 1.4 Schedule

The September 2005 opening date remains unchanged based on information provided by the design build contractor.

It was decided to defer the January 4, 2005 construction, design and project management meetings to January 18, 2005 due to lack of activity over the holidays.

#### 1.5 Design Issues

Norlon Builders provided options for flooring, interior colour layouts and finishes for presentation to Council in January 2005.

Definition of components provided by the City was nearing completion. Several of these items are "non-committed" which indicates that funds are not currently available.

#### 1.6 Procurement

No new procurement occurred under the design-build contract with Norlon Builders.

Budget pricing for City supplied items is ongoing, but reduced, as fewer items were outstanding.

The third progress payment was made to Norlon Builders. The majority of the work performed was the building structure and Third Avenue site work.

Substantial completion for the building site work was achieved and the holdback for this portion of the work was released. This holdback was issued separately as the City tendered this work separately prior to rolling it into the contract of Norlon Builders.

#### 1.7 Construction Progress

The majority of the foundation walls were completed. Remaining foundations within the building were installed as weather permitted.

The pre-fabricated structural steel building was completed and roofing over "Rink B" areas commenced. Remaining structural steel around the front façade is scheduled for January 2005.

The construction of masonry walls started along the south and east sides of the building but progress was slow due to weather conditions. Wall cladding will follow in January 2005 as weather permits.

The Third Avenue roadway work continued with excavation of most impacted soils and the removal of buried concrete. Portions of the underground services were installed including the drain required to replace the abandoned line that was removed early in the project.

Buried concrete along the Third Avenue extension was removed. This occurred both in the first 200m and in the last 43m of the roadway. The materials were placed on the west side of the property in accordance with direction from the property owner.

All impacted soils, services and backfilling are scheduled for completion in January 2005 or as weather permits.

#### 1.8 Issues and Risk Management

To provide protection against deviations from the estimated quantities for the Third Avenue and parking lot work a contingency of 7% or \$100,000 was allocated. Currently an overage for additional excavation of impacted soils is estimated at \$40,000-\$50,000. This will be absorbed by the contingency allowance but if additional quantities and the resulting costs exceed the contingency reserve then the budget would be placed at risk.

St. Thomas Energy was scheduled to install overhead hydro services starting January 15, 2005 but may be delayed due to the requirement for underground servicing on the new Third Avenue "sub-division" roadway. The utility indicated the cost of the underground service as approximately \$32,000. The City Engineering Department was requested to provide a summary of this issue for review by Council in early January 2005.

Buried concrete was discovered along the Third Avenue extension and moved to the west side of the property under direction from the property owner. The materials were reviewed by the environmental consultant and protected according to the Risk Management Plan by covering with tarps and fencing. Allocation of cost for this work is governed under the agreement between the City and the property owner.

Prior to making the construction progress payment, the City received a letter from the designated project engineer at Spriet Associates recording that work had been performed in "general conformity to the plans and specifications". This letter is required with all future applications for progress payment.

Design reviews of both the design-build and City supplied components continued to determine scope details in order to mitigate future changes and their associated costs. This process will decrease as the building elements become finalized.

MHPM monitored the construction progress with regular site visits and the City provided a daily, on-site presence.

Site testing and inspections by certified technicians and engineers were performed as required.

#### 1.9 Next Month's Priorities

Complete erection of the structural steel.

Continue installation of exterior and interior masonry walls, roof decking and wall cladding.

Continue bulk excavation and installation of services for the Third Avenue and parking lot areas as weather permits.

Complete all concrete foundations, as weather allows.

Complete the draft contract documents.

Approve the colour scheme and sample board.





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

Report No.

VV-001-05

File No.

**Directed to:** Chairman B. Aarts and Members of the  
Community and Social Services Committee

**Date**

January 17, 2005

**Department:** Valleyview

**Attachment**

**Prepared By:** M. Carroll, Valleyview Administrator

Project Report

**Subject:** Valleyview Replacement-Monthly Report

**Recommendation:**

That the Valleyview Replacement report for the month ending November 30<sup>th</sup>, 2004 be received and filed as information.

**Background:**

Construction of the replacement facility for Valleyview started in August 2004 with the awarding of the construction contract to D. Grant and Sons, General Contractor. As the project is about to enter its fifth month staff will start the process of regular monthly reports to Council. Enclosed with this report is the report from cm2r project management Inc. Below is a short summary of some of the items which are contained in the report.

**Progress Report:**

1. *Schedule*

The project is progressing on schedule with substantial completion scheduled for December 23, 2005. The Home is anticipated to be in a position to accept residents by March 2006. Please see section 4 of the report for additional information.

2. *Budget*

The total project budget is \$17,972,909. As of November 30<sup>th</sup>, 2004 expenditures have totaled \$2,677,972. As per the contract \$151,852 has been held back from the contractor until the project is complete. The project is meeting budget projections. Please see section 2 of the report for additional information.

3. *Replacement Committee*

The Replacement committee continues to meet to monitor the progress of the project. Currently, the committee is focusing much of its attention to the interior of the building and is involved in selecting colour schemes for the building. The committee will continue to meet until the project is complete.

4. *On-site representation*

The project management team assigned by cm2r is constantly monitoring the progress of the project and providing on-site representation, as well as working with staff to monitor the budget.

5. *Mekinda Snyder*

The firm of Mekinda Snyder continues to act as the primary consultant for the project. They ensure that the project is meeting the design specifications as set out in the tender document. They attend all site meetings and certificate the progress of the work at the site.

Staff, as well as Mr. McCabe our project manager will be in attendance at the meeting to answer any questions Members may have.

Respectfully,

M. Carroll  
Valleyview Administrator

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



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

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**Report No.**

CC-03-05

**File No.**

**Directed to:**

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

**Date**

January 11, 2005

**Department:**

City Clerk's

**Attachment**

**Prepared By:**

Dale Arndt, Airport Superintendent

Fuel Sales/Corporate Flights

**Subject:**

Airport Use Quarterly Report – Oct 1st to December 31st, 2004

**Recommendation:**

THAT: The Airport Use Quarterly Report for Oct 1st to December 31st, 2004 be received and filed for information.

**4th Quarter Review**

Many items had been addressed during this final quarter of 2004. The completion of culvert replacement on the main runway will add safety and structural integrity to the runway strip and ensure the future and longevity of the main runway at the St. Thomas Municipal Airport.

Co-operative efforts have made to complete maintenance to the small lot hangars, such as painting and the installation of electricity to the majority of small lot hangars. This has been co-ordinated by management for the leaseholders. (cost recovery item) The work done has inspired new hangar construction and added to the aesthetics of the airport.

Overall sales in Jet A sales were up by 32% compared to last year; however, 100ll sales dropped 12% by volume. The end result was a less than 1% decrease in overall volume of sales.

Corporate flights were up slightly (less than 1%) in 2004 compared to 2003.

The St. Thomas Municipal Airport has remained effective in the delivery of quality aviation service to corporate and commercial users. St. Thomas Flight Centre and Central-Ag Air volume of sales remained status quo. Supermarine Aircraft dispatched 4 aircraft to the east coast this year, compared to 8 in 2003, and 16 in 2001. The enhancement in Jet A sales was due greatly to corporate commercial use by Sterling Trucks.

**New Challenges and Goals 2005**

1. Improved Customs service.
2. Completion of the OP/Zoning change for the airport and the bilateral agreements between Central Elgin and the City of St. Thomas adopted by both councils.
3. Federal/Provincial zoning in place to protect the transitional and approach surfaces to the St. Thomas Municipal Airport. (height limitations)
4. Upgrade water services.
5. 100% effective participant/tenant occupancy.
6. Facilitate the construction of two additional aircraft hangars.
7. Update of the Airport's Operations Manual and Emergency Procedures.
8. Completion of the airport beautification project in co-ordination with C.O.P.A. Flight 75.
9. Upgrade to new Standard for Transport Canada Safety Management System.
10. Upgrade to new Standard for Transport Canada Wildlife Management Plan.

Respectfully submitted,

Dale Arndt,  
Airport Superintendent

**Reviewed By:**

Treasury

Env. Services

Planning

City Clerk

H.R.

Other

APPENDIX "A"

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
<u>Corporate Flights</u>					
2004	20	42	83	24	169
2003	26	38	79	25	168
2002	21	51	60	25	157
2001	53	40	34	19	146
2000	61	81	69	40	251
1999	50	76	85	52	263
1998	54	83	81	78	296
1997	35	51	48	32	166
1996	32	34	32	39	137
1995	22	27	46	29	124
1994	24	27	29	33	113

Aviation Fuel Sales (in litres)

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2004	17,500	41,515	73,770	18,465	151,250
2003	20,970	57,946	65,321	26,061	170,298
2002	21,908	55,166	94,137	25,118	196,329
2001	27,080	68,387	54,337	46,241	196,045
2000	24,040	61,778	57,238	35,883	178,939
1999	31,399	65,391	68,876	40,827	206,493
1998	21,688	69,292	66,431	51,088	208,499
1997	17,213	52,160	63,204	33,290	165,867
1996	10,442	50,099	55,963	27,571	144,075
1995	23,254	53,389	45,418	13,069	135,130
1994	28,352	55,671	56,086	37,770	177,879

Turbo Fuel Sales (in litres)

	<u>1st</u> <u>Quarter</u>	<u>2nd</u> <u>Quarter</u>	<u>3rd</u> <u>Quarter</u>	<u>4th</u> <u>Quarter</u>	<u>TOTAL</u>
2004	4,200	8,652	28,360	13,493	54,705
2003	5,912	7,359	17,356	16,823	37,450
2002	3,072	7,351	15,122	15,982	41,527
2001	5,846	7,069	5,437	16,825	35,177
2000	22,374	13,333	15,230	21,104	72,041
1999	12,341	10,498	34,459	12,679	69,977
1998	8,484	15,692	22,575	12,151	58,902
1997	8,595	10,696	13,251	12,096	44,638
1996	3,019	13,295	13,940	2,925	33,179
1995	3,659	7,781	18,033	4,765	34,238
1994	5,656	4,998	8,120	2,447	21,221
1993	5,400	15,352	21,533	5,935	48,220
1992	3,998	1,486	1,867	8,795	16,146
1991	6,459	3,201	5,239	13,196	28,095
1990	14,364	15,110	20,912	11,874	62,260



Corporation of the

# City of St. Thomas

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Report No.

ES-04-05

File No.

Directed to:

Alderman Terry Shackelton and Members of the  
Transportation and Protective Services Committee

Date

January 10, 2004

Department:

Environmental Services Department

Attachment

Prepared By:

Mark Sture, Supervisor, Roads & Transportation

Subject:

New Year's Eve Transit Service

## RECOMMENDATION

1. That the Council receive the attached report, and;
2. That the City provide free transit service in St. Thomas between the hours of 7:45 pm on December 31, 2005, and 1:45 am on January 1, 2006.

## Report:

### Origin

In November 2004, City Council approved the provision of free transit service on New Year's Eve 2004. Funding for this service was provided through the Dedicated Gas Tax Funding for Transit.

### Analysis

On New Year's Eve, 2004 the City provided free transit service between the hours of 7:45 pm and 1:45 am. Service was provided on both the conventional system following the regular routes and maintaining a 30-minute schedule, and on the para-transit system. The service was advertised with large print advertisements in the Times-Journal and the Elgin County Market, as well as a news items on Rogers Local Cable and in the Times-Journal.

During the course of the evening, the City's transit system carried 326 passengers and one para-transit rider. This compares to an "average" day's load of 1200 passengers. There were no reported incidents on the buses and driver's reported that the passengers were jovial and appreciative of the service.

Staff consider the free New Year's Eve transit service to be a success and given the small costs involved, believe that this initiative should be continued as a benefit to the residents of St. Thomas.

### Financial Impacts

The cost to provide free transit service on New Year's Eve was approximately \$1,000 for advertising and \$2,500 for the transit service (including para-transit service). It was hoped that others would pick up the costs of the advertising, however, this has not occurred. The full costs for this service are to be taken from the Dedicated Gas Tax Funding for Transit.

The \$3,500 cost for this service in 2005/6 can also be taken from the Dedicated Gas Tax Funding for Transit.

Respectfully submitted

Mark Sture, Supervisor of Roads and Transportation  
Environmental Services

Reviewed By:

Treasury

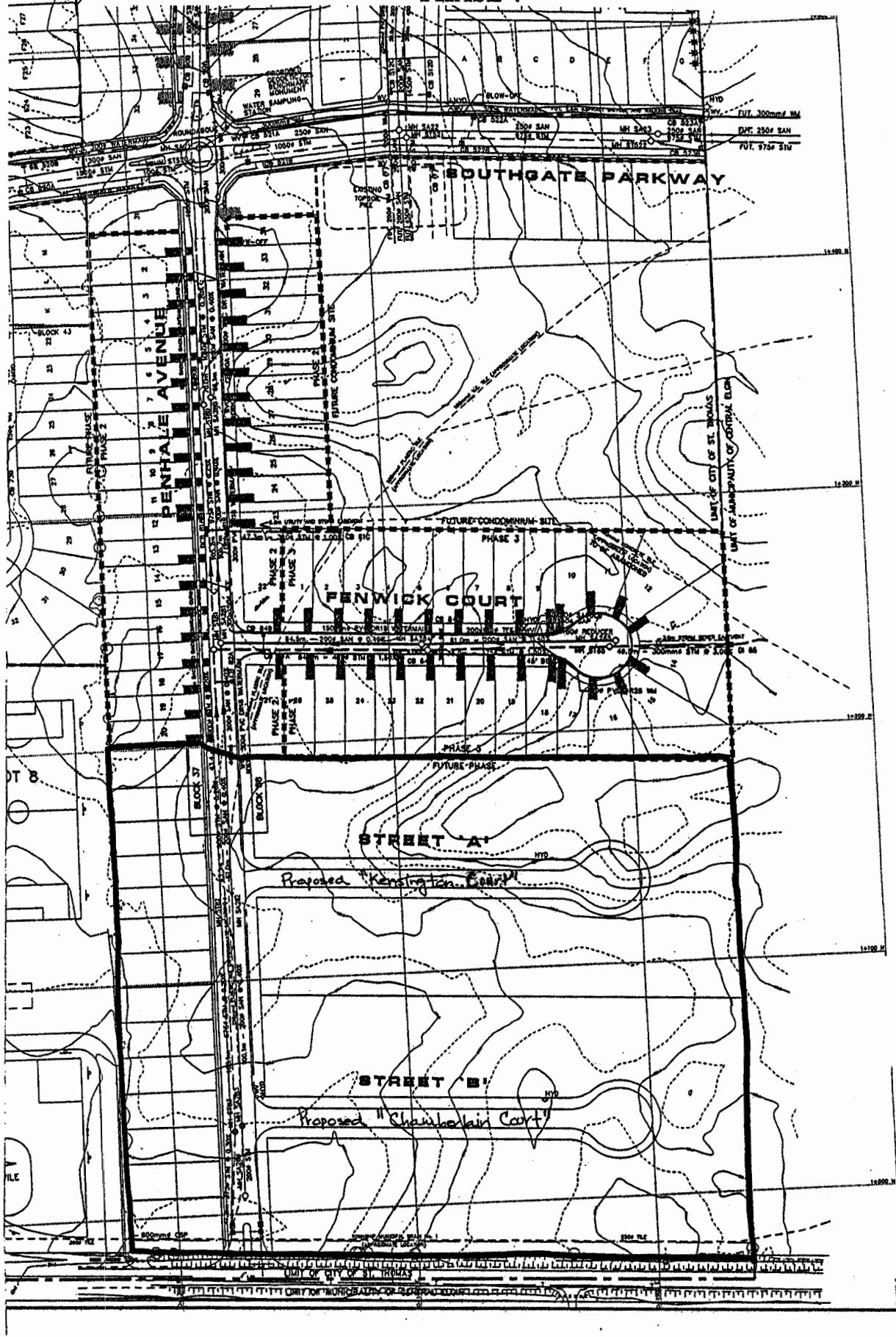
Env Services

Planning

City Clerk

HR

Other





Corporation of the

**City of St. Thomas**

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**Report No.**

ES 05-05

**File No.**

06-098

**Directed to:**

Chairman Marie Turvey and Members of the Environmental Services Committee

**Date**

January 11, 2005

**Department:**

Environmental Services

**Attachment**

**Prepared By:**

John Dewancker, Director

OMWA Councillors

Handbook 20

PW 70-03

**Subject:**

**St. Thomas Drinking Water System – Statutory Standard of Care Councillors Handbook.**

**Recommendation:**

That the OMWA handbook (2004) for Councillors, Municipal Officials and others with Statutory Standard of care responsibilities for public water supply under the Safe Drinking Act be received for the perusal by Council and Staff.

**Origin:**

Receipt on December 14, 2004, of the OMWA handbook for councillors and municipal officials with oversight responsibilities under the Safe Drinking Water Act.

A copy of the handbook and OMWA memorandum is attached with this report for the review by the Members and Staff.

**Analysis:**

The handbook provides a basic understanding of the technical aspects and administrative practices for Owners and Operators of public water supplies.

The handbook was prepared in compliance with Justice O'Connors' recommendations that led the Province to enact the Safe Drinking Water Act. In recommendation #45 of Part II of the Walkerton Inquiry, the Justice stated the following:

"Given that the safety of drinking water is essential for public health, those who discharge the oversight responsibilities of the municipality should be held to a statutory standard of care." Such standard of care is similar to the standard of care for directors of corporations under a number of corporations' statutes.

The attached handbook provides a basic understanding of the technical and legal requirements of public water supply.

The responsibilities of the City of St. Thomas, in its capacity of Owner and Operator of the municipal water supply system as well as the Adminstrating Municipality of the St. Thomas Area Secondary Water Supply System, essentially entail the operation, maintenance and management of the water distribution system(s). In this regard, Council and Staff may review in greater detail the handbooks' Forward and its Chapters 1, 5, 6 and 7.

Finally, at this time, it is important to note that a number of Regulatory changes continue to be enacted under the Safe Drinking Water Act, which will ensure that the municipal drinking water system meets all requirements of the Act and its Regulations. These changes involve the following:

1. Each owner of a water system will be required to obtain a municipal drinking water license. Pre-requisites will be:
  - a. Preparation of an operational plan
  - b. Operation of the system by an accredited operating authority.
  - c. A Financial Plan that addresses all system costs and revenue needs to meet all expenses (including life-cycle/depreciation costs).
  - d. Establishment of Management Procedures to oversee the Operating Authority.
2. Each Operating Authority will need to be accredited through an audit process of its quality assurance program. This will involved the creation and adoption of a Drinking Water Quality Management Standard (DWQMS), for each Operating Authority. Also it will need to provide to its customers and any Regulatory Agency proof that it adheres to the Standard at all times. Such quality assurance program is very similar to an ISO accreditation process, which is based on the following 4 principles.
  - establish what you do
  - do what you say
  - verify that you do what you say
  - continuous improvement of operation

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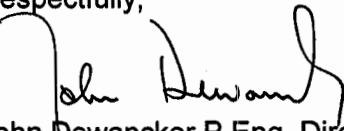
The above, when implemented, will satisfy the Owner's and Operator's due diligence responsibilities and standard of care, required in the new regulatory environment of drinking water supply.

This aspect of regulatory change, affecting the City in its capacity of water provider was noted earlier in report PW 70-03 (copy attached), and in view of the potentially significant additional administrative duties involved, the likelihood of the need for an additional staff person, such as a Compliance Coordinator, with shared duties between the City's distribution system and the St. Thomas Area Secondary Water Supply System, is high.

Staff intends to elaborate further on this in the future, through the preparation of an additional report to Council and the Board of Management of the St. Thomas Areas Secondary Water Supply System.

Staff will be pleased to answer any questions on the attached handbook at the Council meeting of January 17, 2005.

Respectfully,

  
John Dewancker P.Eng, Director  
Environmental Services

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Reviewed By:                                                                                      
                  Treasury    Env Services    Planning    City Clerk    HR    Other





Corporation of the

# City of St. Thomas

Report No.

PW 70-03

File No.

- Directed to:

Chairman Sharon Crosby and Members of the Board of Management of the St. Thomas Area Secondary Water Supply System

Date

June 25, 2003

Department:

Environmental Services

Attachments

- CD of conference proceedings
- MOE Licences/ Accreditation Model
- Letter of April 25, 2003 water efficiency Honourable Mention

Prepared By: John Dewancker, Director, P.Eng.,

Subject:

OWWA/OMWA 2003 Joint Annual Conference

## RECOMMENDATION

That report PW 70-03 and summary of the concurrent sessions held at the 2003 joint annual conference of the Ontario Water Works Association and the Ontario Municipal Water Association be received for information.

## ORIGIN

On May 6 & 7, Alderman Crosby, President of OMWA and Environmental Services staff attended the joint OWWA/OMWA conference in Hamilton. The topics of the opening and closing Plenaries and numerous concurrent sessions that were offered to the attendees of the conference covered the various aspects of the Safe Drinking Water Act, the Sustainable Water and Sewage Systems Act and Bill 81 on Source Water Protection.

## ANALYSIS

The above mentioned new legislation has been created to address the 93 recommendations made by Justice O'Connor, in Part II of the Walkerton Inquiry and Ministries of the Environment, Finance, and Municipal Affairs and Housing have prepared a number of Regulations and continue to prepare various other Regulations to detail the legislative framework that has been created by the above Acts.

In this regard, a CD with a Summary of the topics that were covered by the various sessions at the conference is attached herewith for the Members information. In particular the following topics were of interest to the City of St. Thomas under the referred categories.

### Safe Drinking Water Act

- Regulation 170 EBR Website posting on May 2, 2003-05-07
- Effective June 1, 2003-05-07
- Under this legislation owners of the Drinking Water System (ie: Water Authority) will have to prepare and adopt a Drinking Water Quality Management Standard, recognized by the Province. An Operational Plan and be accredited by a certified Accrediting Body designated by MOE. The above measures have been devised by the Province to ensure that each Water Authority maintain a Statutory Standard of Care.

### Operation Training and Certification

- Definition of a "Trained Person"
- All operations to be licensed to a level that is in accordance with the classification of each water facility.
- Re-certification every 3 years.

### OMWA

- New Governance Structure for Water Service Delivery (Toronto) Such structure essentially entails the establishment of a city business unit with interdepartmental service arrangement
- Statutory Standard of Care: Impact on Water Authorities and Councillors

### Distribution

- How to Maintain Water Quality in a Distribution System
- Water Supply Risk Assessment and Contingency Planning

### Management

- Update on the current Ministry of Environment Initiatives. Presentation on the role and

development of the Drinking Water Quality Management Standard and the future need to adopt a quality assurance model (QMS) or environmental management system (EMS) such as ISO 14001. These measures will be pre-requisite operating tools to be established by each authority to obtain a Municipal Drinking Water Licence and for the Operating Authority to receive MOE accreditation in accordance with the MOE Licence/Accreditation Model attached herewith.

- Developing a Quality Management System (QMS) through operational excellence.
- Integrated Risk Management System for Water Utilities and Exercising Due Diligence for Water Utility Owners.

#### Water Efficiency

- The City of St. Thomas was recognised by OWWA with an Honourable Mention in recognition of its comprehensive water efficiency program. Members will recall the issuance of six brochures in respect to various water efficiency enhancement topics that were distributed each month with the water and sewage bills to all water and sewage customers in the City.

In summary the conference was very informative and provided the attendees a synopsis of the very significant changes in the regulatory area of the water industry. These can be summarized as follows:

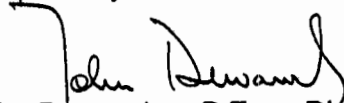
<b>NEW RULE</b>	<b>NEW ROLE(S)</b>
Source Water Protection	<ul style="list-style-type: none"> <li>- Priorities related to drinking water</li> <li>- Reviewing planning &amp; development approvals.</li> </ul>
Operating Authority Accreditation	<ul style="list-style-type: none"> <li>- Develop Quality Management Standard"</li> <li>- Assist with audits</li> <li>- Water system license is dependant on operator accreditation</li> <li>- Operator accreditation serves Owner's Statutory Standard of Care requirements</li> <li>- Emphasis on best practices</li> <li>- Emphasis on "formal" policies &amp; procedures</li> </ul>
Approved Operational Plan	<ul style="list-style-type: none"> <li>- Operating authority's corporate and operational systems (management strategies.</li> </ul>
Approved Financial Plans	<ul style="list-style-type: none"> <li>- Asset inventory is key</li> <li>- Develop a capital infrastructure management plan</li> <li>- Progress reporting is required</li> </ul>
Inspections (New Protocol)	<ul style="list-style-type: none"> <li>- Unannounced inspections</li> <li>- Distinguish Compliance vs. recommendations</li> <li>- Know the difference between inspections and investigations</li> </ul>
Compliance and Enforcement	<ul style="list-style-type: none"> <li>- Zero -tolerance for compliance items</li> <li>- Contingency plan</li> </ul>
Changes to Operator Training & Certification	<ul style="list-style-type: none"> <li>- There is a shortage of operators</li> <li>- Training changes...moving to CEU's training assessment</li> <li>- Individual training needs</li> <li>- More health risk training</li> <li>- More regulatory training</li> <li>- MOE will be more active in training development and curriculum</li> </ul>

Staff will be pleased to answer any questions the Members may have in regards to the above.

#### OTHER CONSIDERATIONS

The future establishment of a Quality Management Standard, Quality Management System, Operational Plans and Accreditation of the City as a Water Authority in Compliance with the current and impending Provincial legislation and this for the City's water distribution system as well as the St. Thomas Area Secondary Water Supply System will require a review of the current staff complement and likely require an adjustment to the current organizational structure of the water and sewage section of the Departments' Operations Division.

Respectfully submitted

  
John Dewancker, P.Eng., Director  
Environmental Services

Reviewed By:

\_\_\_\_\_  
Treasury
\_\_\_\_\_  
Env Services
\_\_\_\_\_  
Planning
\_\_\_\_\_  
City Clerk
\_\_\_\_\_  
HR
\_\_\_\_\_  
Other



Corporation of the

# City of St. Thomas

-19-

Report No.

ES03-05

File No.

Directed to:

Chairman David Warden and Members of the Personnel and Labour Relations Committee

Date

Jan 10, 2005

Department:

Environmental Services Department

Attachment

Prepared By:

Peter Hegler, Manager of Engineering

Justification Form  
Report ES129-04  
Job Description

Subject:

**Staffing need for By-law Enforcement (Property Standards and Zoning) and Mandated Level of Service in Building Inspection Services**

## RECOMMENDATIONS:

- That report ES03-05 in respect to the need to hire a full time Assistant Building Inspector/Property Standards By-Law Enforcement office be received.
- That the hire of the Assistant Building Inspector/Property Standards By-Law Enforcement Officer be considered for approval in the City's 2005 Operating Budget.

## BACKGROUND:

The Building Section of Environmental Services has seen a dramatic increase in its workload over the last several years due to increased building activity and also due to the increase in property standard complaints. Council is aware of the record setting pace in permit applications that is occurring this year in the Industrial, Commercial and Residential sectors (\$92M of construction value). This increase in building activity also increases the number of inspections that must be performed as required under the Ontario Building Code.

The Ministry of Housing and Municipal Affairs has mandated that building permits must be reviewed and issued within 10 days of the application date, effective on July 1, 2005. At present, the review time is 14 days; therefore, the work must be done within a timeframe which is 67% shorter. This increase in required productivity cannot be completed within the time frame being set by the Province by our present complement of staff without compromising the inspection process and the present level of service. Early in the spring of 2004, Council approved a part time (three days a week) contract position for a period of 3 months to attend to the property standards complaints that had not been investigated due to the demands placed on staff from the increased building activity and inspection. The part time position was subsequently extended to the end of 2004 to deal with the continuing influx of complaints.

Until 1997, the Building Section used to have one additional staff person who performed on a full time basis property standards investigations and bylaw enforcement; however, when the person retired, the position was never filled. In addition, when the Deputy City Engineer, who was also the Chief Building Official, retired in 1999, the Senior Building Inspector took over the Chief Building Official's responsibilities, which have resulted in less time to do normal inspections. The Assistant Building Inspector upon acquiring CBCO membership became a Building Inspector and the Assistant Building Inspector position was not filled. All of the above factors have left the Building Section understaffed resulting in a reduction in service and an increase of unanswered complaints.

Report ES129-04 (attached) that was submitted to Council on December 20, 2004, recommended advertising for a Assistant Building Inspector/Property Standards Bylaw Enforcement Officer. Council requested that a job justification form be completed and reviewed by Human Resources.

It must be noted that currently, a number of service requests for by-law enforcement cannot receive a timely follow-up by staff, resulting in a growing backlog of service requests. The Public is being advised of this in this regard when each service request is received and logged.

## FINANCIAL CONSIDERATIONS:

A job description is attached for a combination Assistant Building Inspector – Property Standards Officer. Based on a 37.5 hour work week, the starting rate of pay for an Assistant Building Inspector is about \$35,800 which progresses to about \$44,800 in 5 steps. For 2005, the anticipated duration is 7 months; therefore, the expected costs for 2005 is about \$26,100 with benefits included. In 2006 with a 2 step increase the annual wage will be about \$50,400.

The building permit revenue that the City generates from new building construction has always funded the Building Services Section. In 2004, the permit revenue increased approximately \$330,000 over the budgeted amount, to a total permit value of \$637,000.

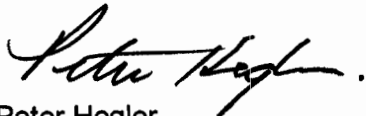
RECOMMENDATIONS:

- 20 -

Based on the increased building activity and property standard complaints and due to the Ministry of Housing and Municipal Affairs mandating that inspections be completed within 2/3 the time when compared to our recent minimum level of service, it is recommended that the position of Assistant Building Inspector be re-instituted. It is also recommended that the new position be comprised of both assistant building inspection and property standards zoning by-law investigation duties. This will allow for some flexibility during peak periods within the functional area of building and property standards inspections.

Various staffing alternatives (full time, part time, contract) were evaluated; however, it is believed that property standards investigations will only increase with an increased population base in the London-St. Thomas area (CMA); therefore a full-time position is recommended.

Respectfully Submitted:



Peter Hegler,  
Manager of Engineering

Reviewed By:

  
Treasury

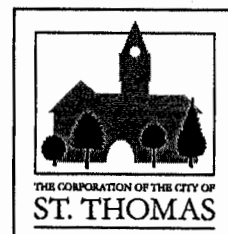
  
Env Services

Planning

City Clerk

  
HR

Other



JOB TITLE: Assistant Building Inspector & Property Standards Officer

DEPARTMENT: Environmental Services SECTION: Engineering-Building

☒ Full Time      ☐ Part Time      ☐ Casual

☐ Existing position      ☒ New Position      ☐ Alternate position

☐ Funding provided in budget cost centre: G \_\_\_\_\_

☒ No funding budgeted      ☐ Reappropriate form: G \_\_\_\_\_

Annual cost (Wages & Benefits) \_\_\_\_\_

Current year cost impact (Wages & Benefits) \$ \_\_\_\_\_

*If more space is required for any response, please add additional sheet(s).*

1. When was this position created? (Approximate if unknown) **The position used to exist in 1999; however, when the previous Chief Building Official retired, existing staff were moved up and the Assistant Building Inspector was not filled**

2. What were the reasons for creating this position? **The position is being re-created due to:**  
a) **Increased Property Standards issues as the general population base has increased. We have hire a part time person in the past to handle the property standards service requests.**  
b) **Increased building activity for the last 4 years. The number of permits doubled over last year's estimate and there are several new subdivisions to be constructed next year.**  
c) **The Province has mandated that in 2005, the period of time that the Municipality takes to issue a Building Permit must be reduced from 14 days to 10 days maximum. This will require an additional 40% increase in staff time; otherwise, the inspection will be compromised.**

3. Are there Legislative or contractual obligations covering the staffing of this position?

**Building inspections are mandatory under the Ontario Building Code and; in addition, the Province is mandating the reduction in time that it takes to issue a permit in 2005.**

4. Was alternate assignment of duties examined?

☒ Yes      ☐ No

**If yes, where and why not appropriate? Part time has been used for property standards investigations for 3 days a week. The existing part time person is not qualified to do building inspections as well**

If no, why not?

5. Can position be covered by other existing staff or by use of temporary staff?

Yes ☐ No ☒

If yes, by which position and for how long? -22-

If no, why not?

The existing staff is having difficulty in keeping up with the pace of construction and cannot handle the 40% increase in the time it takes to do the work.

6. What is the potential opportunity for re-organizing and/or re-assigning duties to declare this or a subsequent position redundant?

The potential for re-organizing or re-assigning the duties is impossible as there is no other Staff available who are qualified and sufficiently knowledgeable to do the building inspection work properly.

7. What are the consequences of not filling this vacancy? The level of service will be significantly reduced and the inspection process will be compromised.

a. For a specified period of time? Permanent  
Will not meet Provincial requirements for new time constraints.

b. Permanently? Permanent  
Will not meet Provincial requirements for new time constraints.

8. Can this position be filled by a lower paid position?

☐ Yes ☒ No

If yes, please elaborate

If no, why not?

No qualified Staff are available for this work

9. Recommended action:

In order to do the work properly and completed according to the Ontario Building Code, it is recommended that the City hire a new Building Inspector to perform the Building Inspection duties and perform Property Standards Inspections

Peter Hegler  
Originator of request

John Dewand  
Department Head

JAN 11/05  
Date

JAN 11/05  
Date

#### HUMAN RESOURCES REVIEW

☐ Recommended for filling.

☐ Not recommended for filling.

☒ Further information/review required  
(see comments)

COMMENTS: *en per*

*Report ES03-05 subject  
to 2005 Budget approval.*

*Mark* *JAN 11/05*  
Director, Date  
Human Resources

#### CITY ADMINISTRATOR'S REVIEW

☐ Recommended for filling.

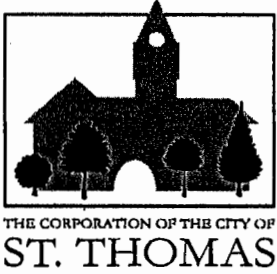
☐ Not recommended for filling.

☐ Referred back to Department for further  
review/information

Scheduled to be forwarded to Personnel &  
Labour Relations Committee meeting

200

City Administrator Date



## POSITION DESCRIPTION Human Resources Department

**POSITION TITLE:** Assistant Building &  
Property Standards Officer

**UNION AFFILIATION:** CUPE 841

**DEPARTMENT:** Environmental Services

**SALARY GROUP:**

**SECTION:** Building Services

**GENERAL SUPERVISOR:** Chief Building Official

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**POSITION SUMMARY:**

Under the general supervision of the Chief Building Official, carries out building and property standards inspections on new, altered or repaired buildings and structures, ensuring compliance with building, plumbing, property standards and other applicable By-Laws, Acts and Codes.

**MAJOR TASKS:**

- 1) Participates in the administration and enforcement of By-Laws, including but not limited to, zoning, building, plumbing, property standards and By-Laws pertaining to the installation and maintenance of signs, swimming pool fencing and underground storage tanks.
- 2) Participates in the enforcement of Provincial Statutes relating to building and plumbing, including but not limited to, the Ontario Building Code and the Ontario Plumbing Code.
- 3) Conducts on-site building and plumbing inspections of all work in progress in the Municipality, ensuring that contractors, owners and agents are in compliance with Provincial Acts and Regulations and Municipal By-Laws.
- 4) Notes job conditions, infractions of regulations and directs contractors, owners and agents to comply. May, in the event of non-compliance, issue Orders to Comply. Participates in the prosecution of By-Law and Code violations in court.
- 5) Ensures compliance with regulations, including orders not to cover work prior to inspection or requiring the uncovering or excavation of work previously covered or buried to ensure proper inspection.
- 6) Participates in the inspection, with other agencies, of buildings or structures within the Municipality to determine their safe or unsafe conditions relating to the risk of accidents or health hazards. Reports findings to the Chief Building Official for review and direction.
- 7) Examines plans and specifications submitted for building permit applications, ensuring compliance with Zoning, Building and Plumbing regulations.
- 8) Reviews applications not in compliance with applicable regulations and codes with applicants or agents, advising of areas of non-conformity, required corrective action and procedures for resubmission of revised plans or specifications.

Cont. on pg 2



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**MAJOR TASKS (cont'd)**

- 9) Provides technical direction and guidance to the Department and Technical staff regarding building maintenance and construction and requirements.
- 10) Provides technical direction and guidance to the public through inquiries related to building and property standards activities.
- 11) Prepares Building, plumbing, demolition or any other permits issued under the section's jurisdiction.
- 12) Participates in the maintenance of accurate records for the section, including, but not limited to inspections made, conditions noted, orders issued and any such other records as may be required.
- 13) Prepares and submits reports to the Chief Building Official in the manner and form prescribed.
- 14) Maintains effective working relationships with Civic Departments, related Boards and Commissions, relevant departments of the senior levels of government and the public.
- 15) Represents the City at relevant legal proceedings or special hearings and attends Committee meetings when required.
- 16) Maintains currency with respect to legislative or By-Law changes affecting areas coming under the incumbent's jurisdiction.
- 17) Performs such other related duties as may be assigned.

**QUALIFICATIONS:** Minimum Post Secondary School Diploma in Civil Engineering and/or Architectural Technology together with three (3) years experience in a related field, or an equivalent combination of education, training and experience. Must possess a working knowledge of building and plumbing regulations and be in excellent physical health and be able to climb ladders and enter confined spaces. Must be capable of issuing clearly understandable written instructions.

**CONDITIONS OF EMPLOYMENT** - May be required to work beyond the normal hours of work. The use of a privately owned vehicle may be required.

**PREPARED BY:** Peter Hegler

**APPROVED BY:** Graham Dart

**EFFECTIVE DATE:** January 10, 2005

**SUPERSEDES DATE:** October 15, 1999





Corporation of the

**City of St. Thomas**

- 25 -

Report No.

ES129-04

File No.

Directed to:

Chairman Terry Shackelton and Members of the Protective Services Committee

Date

Dec 3, 2004

Department:

Environmental Services Department

Attachment

Prepared By:

Peter Hegler, Manager of Engineering

Subject:

Increased Workload And Mandated Responsibilities in Building Inspection Services

## RECOMMENDATIONS:

That the Building Section of Environmental Services be authorized to advertise for a position as an Assistant Building Inspector and Property Standards Bylaw Enforcement Officer.

## BACKGROUND:

The Building Section of Environmental Services has seen a dramatic increase in its workload over the last several years due to increased building activity and also due to the increase in property standard complaints. Council is aware of the record setting pace in permit applications that is occurring this year in the Industrial, Commercial and Residential sectors. This increase in building activity also increases the number of inspections that must be performed as required under the Ontario Building Code.

The Ministry of Housing and Municipal Affairs has mandated that building permits must be reviewed and issued within 10 days of the application date, effective on July 1, 2005. At present, the review time is 14 days; therefore, the work must be done almost 1-1/2 times as fast. This increase in required productivity cannot be completed within the time frame being set by the Province by our present complement of staff without compromising the inspection process and the present level of service. Early in the spring of 2004, Council approved a part time contract position for a period of 3 months to attend to the property standards complaints that had not been investigated due to the increased building activity and inspection. The part time position was subsequently extended to the end of 2004 to deal with the continuing influx of complaints.

The Building Section used to have one additional staff person who did building inspection and bylaw enforcement 1997; however, when he retired, the position was never re-filled. In addition, when the Deputy City Engineer retired in 1999, one of the inspector's took over the Chief Building Official's responsibilities that have resulted in less time to do normal inspections. All of the above factors have left the Building Section understaffed with a result in a reduction in service and an increase of unanswered complaints.

## DISCUSSION:

Based on the increased building activity and property standard complaints and due to the Ministry of Housing and Municipal Affairs mandating that inspections be completed with 1/3 the time as previously done, it is recommended that the Building Section of Environmental Services staff be increased by one. It is also suggested that the new position should comprise both building inspection and property standards investigation duties. This would allow for some flexibility during peak periods within building and property standards inspections.

Respectfully Submitted:

Peter Hegler,  
Manager of Engineering

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

**City of St. Thomas**

Report No.

ES 02-05

File No.

Directed to:

Chairman, Cliff Barwick, and Members of the Finance and Administration Committee

Date

January 5, 2005

Department:

Environmental Services – Parks Division

Attachment

Prepared By:

Ross Tucker, Parks Supervisor

- Appendix A
- Appendix B
- Appendix C

Subject:

Annual Tree Removal/Tree Trimming Report

**Recommendation:**

- That in the absence of an approved 2005 Operating Budget the initial cost of the 2005 tree removal and trimming program be limited to \$65,000.
- That the balance of the cost to complete the 2005 tree trimming and removal program in the amount of \$44,514.50 be considered during the City's 2005 Operating Budget deliberations.

**Origin:**

Each year, the Environmental Services – Parks Division, presents a report to Council for the removal and trimming of trees along the municipal right-of-way. This work is accomplished by a Contractor with the specific certification and equipment required for the size and scope of the trees identified.

**Analysis:**

A list of trees to be removed and trimmed in 2005 is attached. Tenders were sent to three companies in early December and the following was received:

1. Abel Tree Expert Company Limited \$109,514.50
2. Mike Carrier Tree Service \$183,002.64

Davey Tree Company did not return their tender form.

The Abel Tree Expert Company Limited has performed tree removal and trimming for the City for the past several years, and has indicated they will hold their unit price for tree removal (\$330+GST), tree trimming (\$112+GST/hour), and stump removal, if applicable (\$110+GST) from February 1, 2005, to January 31, 2007.

The trees being recommended for removal or trimming for 2006, at these frozen unit prices, will be provided to Council for approval at a later date.

Council should note that the 2004 tree list included 93 tree removals and 200 hours of tree trimming. The 2005 tender requires 168 tree removals and 300 hours of tree trimming. The increase in tree removals and trimming is a result of several years of drought, increased age of the established urban forest, and a high number of Silver Maple species, which require high maintenance.

Our goal is to remove a number of potentially hazardous trees in 2005, thereby lowering the number of tree removals required in 2006. Tree trimming hours have been increased for 2005 to reflect the need for essential tree maintenance and care along City streets, including boulevards, residential, ravines and natural areas.

**Financial Consideration:**

This expenditure will be included in the Parks Division's Operating Budget for 2005. It must be noted that the 2004 budget for tree trimming and removal was \$65,000. The actual 2004 cost was \$80,000 as a result of additional tree removals and trimming requirements that were identified as hazardous and a potential liability to the Corporation. The increase in the 2005 cost is due mainly to the increase in the number of trees that need to be removed as noted above. As the 2005 Operating Budget has not as yet been deliberated or approved, staff has segregated the program into a two stage project for budget approval purposes as indicated in the report recommendations.

Respectfully,

Ross Tucker  
Parks Supervisor  
Environmental Services – Parks Division

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

Contractor Removals 2005

APPENDIX A

Address			KEY														
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	I	N	RA	Comments
J	NE	73	Alma		Mountain Ash	Remove	2005					X	X			66	Fireblight
J	NE	107	Alma		Silver Maple	Remove	2005					X	X			66	Canoeing
J	NE	117	Alma		Sugar Maple	Remove	2005					X	X			66	Canoeing
J	NE	123	Alma		Sugar Maple	Remove	2005					X	X			66	Canoeing
J	NE	180	Alma		3 Silver Maple	Remove three tree	2005					X				66	3 trees extensive decay
J	NE	208	Alma		Elm	Remove	2005					X				66	Dead
J	NE	44	Barwick		Silver Maple	Remove	2005					X				50	50% dead
J	NE	60	Barwick	Front Yard	Silver Maple	Remove 2 of 3	2005					X				50	4 Total trees Feb 3/03 1st/last DH
C	NE	83.5	Flora	Front Yard	Silver Maple	Remove	2005					X				50	hole in base, double leader
J	NE	102	Flora		Silver Maple	Remove	2005					X	X			50	Canoeing
J	NE	194	Highbury		2 Norway Spruce	Remove two tree	2005					X				66	2 trees, dead
J	NE		Horton	south of AVSS	2 Silver Maples	Remove two tree	2005					X				67	2 trees, decay/hollow
J	NE	24	Hughes		Silver Maple	Remove	2005					X	X			66	Upper decay
J	NE	41	Hughes		Silver Maple	Remove	2005					X	X			66	Canoeing
J	NE	83	Hughes		Silver Maple	Remove	2005					X	X			66	Canoeing
J	NE	93	Hughes		Silver Maple	Remove	2005					X	X			66	Canoeing
C	NE	147	Hughes		Norway Spruce	Remove	2005					X	X			66	Dying (double leader)
J	NE		Hughes/Brock	1st tree	Silver Maple	Remove	2005					X		X		66	Hollow
J	NE	61	Inkerman		Norway Maple	Remove	2005					X				66	50% dead
J	NE	65	Inkerman		Norway Maple	Remove	2005					X				66	
J	NE	8	Joyce		Sugar Maple	Remove	2005					X	X			66	
J	NE		Joyce/Woodworth		2 Sugar Maples	Remove two tree	2005						X			66	dead, two trees
J	NE	118	Manitoba		Silver Maple	Remove	2005					X	X			64	Canoeing
J	NE	122	Manitoba		Silver Maple	Remove	2005					X	X			64	Canoeing
J	NE	91	Redan		Spruce	Remove	2005					X	X	X		66	Canoeing

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# Contractor Removals 2005

# APPENDIX A

Address			KEY													
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	W	I	N	RA	Comments
J	NE	125	Redan		Sugar Maple	Remove	2005				X	X			66	Canoeing
J	NE	20	Tecumseh	opposite	Elm	Remove	2005				X				66	Dead
J	NE	165	Woodworth		Silver Maple	Remove	2005				X	X			66	2004 tree was on fire
J	NE	5	Yarwood		Silver Maple	Remove	2005				X	X			50	Canoeing
J	NW	32	Brock		Silver Maple	Remove	2005				X				66	50% dead
J	NW	8	Burrows (3 Elysian)	Front Yard	Silver Maple	Remove	2005				X				30	crown limbs over 3 Elysian back yard
J	NW	110	Centre	on Metcalfe	Silver Maple	Remove	2005				X	X	X		48	large cavities (insp sh/apr)
J	NW	19	Curtis		Black Maple	Remove	2005				X				49	trimmed 2004 still dying
J	NW	41	Curtis	Front Yard	Silver Maple	Remove	2005				X	X	X		49	sunscaid/canoeing
C	NW	47	Curtis	Front Yard	Silver Maple	Remove	2005				X	X	X		49	poorly pruned, suckers, sunscaid, hydro cut
J	NW	93	Curtis	Front Yard	Norway Maple	Remove	2005				X	X	X		49	sunscaid/hydro cut
J	NW	51	East Street		Native Red Maple	Remove	2005				X	X			50	Decay
	NW	55	East Street		Silver Maple	Remove	2005				X	X			50	from 2004 list
J	NW	65	East Street	Corner on Elysian	Silver Maple	Remove	2005				X	X			50	Dead limbs, hazard (Jan 03)
J	NW	40	Hiawatha		Silver Maple	Remove	2005				X	X			50	Decay
J	NW	26	Hill		Ash	Remove	2005				X				50	dead (by path)
J	NW	41.5	John		Sugar Maple	Remove	2005				X	X			50	Canoeing
J	NW		John	Legion Parking Lot	Silver Maple	Remove	2005				X				50	dead
J	NW	56	Mondamin		Silver Maple	Remove	2005				X				50	Decay
J	NW	19	Owaissa	(68 Hiawatha)	2 Silver Maple	Remove two trees	2005				X	X			66	hollow
J	NW	44	Owaissa	Front Yard	Silver Maple	Remove	2005				X	X	X		66	(Feb 24/04)
J	NW	32	St. George		Silver Maple	Remove	2005				X	X			66	Decay
R	NW		St. George	West side betw, Elysian/Cora	Several Scrub Elm	Remove - Several	2005		X						66	hazard - several trees narrow road
J	NW		Station	Nth End	Elm	Remove	2005								50	dead
J	NW	911	Wellington Road	9783 opposite	Elm/Ash	Remove two trees	2005								98	dead

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Contractor Removals 2005

APPENDIX A

Address			KEY													
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	IN	RA	Comments
J	SE	57	Chestnut		Silver Maple	Remove	2005					X	X		66	Extensive Decay
J	SE	139	Chestnut		Silver Maple	Remove	2005					X	X		66	50% dead
J	SE	200	Chestnut	Apartment building	Poplar	Remove	2005					X	X	X	66	Decay, leaning, hydro damage
J	SE	18	Erie	Front yard	Silver Maple	Remove	2005					X	X		66	(Feb 27/04)
J	SE	33	Erie	On corner	Silver Maple	Remove	2005					X	X		66	Decay
J	SE	37	Erie	Front yard	Silver Maple	Remove	2005					X			66	Dying (June/04)
J	SE	91	Erie	Middle Tree	Silver Maple	Remove	2005					X		X	66	Sparse buds, hollow, (Insp. Sh Mar/04)
J	SE	90	Fifth Avenue	Side yd near drive @ Maple St	Silver Maple	Remove	2005					X	X		66	(feb/03) butchered topped
J	SE	9	Forest		Horse Chestnut	Remove	2005					X	X		99	Decay
J	SE	21	Forest		Silver Maple	Remove	2005					X	X		99	Decay
J	SE	25	Forest		Silver Maple	Remove	2005					X	X		99	Decay
J	SE	44	Forest	Bld	Silver Maple (hy)	Remove	2005					X			99	Dieback (jan/03)
J	SE	46	Forest		Silver Maple	Remove	2005					X	X		99	Hollow trunk (Jan/03)
C	SE	71	Forest	Bld	Sugar Maple	Remove	2005					X	X		99	Butchered/hydro
C	SE	73	Forest	Bld	Silver Maple	Remove	2005					X	X		99	Butchered/hydro
J	SE	74	Forest	Front yard	Silver Maple	Remove	2005					X	X		99	Caneoeing
C	SE	75	Forest	Bld	Sugar Maple	Remove	2005					X	X		99	Caneoeing butchered/hydro
J	SE	81	Forest		Silver Maple	Remove	2005					X	X		99	Caneoeing
J	SE	86	Forest	Bld West side nr. Road	Silver Maple	Remove	2005					X			99	Dead (Jan/03)
J	SE	110	Forest	bld	Silver Maple 2	Remove two tree	2005					X		X	99	Extensive Decay
J	SE	131	Forest		Silver Maple	Remove	2005					X	X		99	Caneoeing
J	SE	143	Forest		White Ash	Remove	2005					X	X		99	50% dead
J	SE	44	Fourth Avenue	South tree	Silver Maple	Remove	2005					X			66	(Feb/04)
J	SE	48	Fourth Avenue	Bld	Sugar Maple	Remove	2005					X			66	owner concerned, considerable dieback
J	SE	30	Locust Street		Silver Maple	Remove	2005					X			66	50% dead

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Contractor Removals 2005

APPENDIX A

Address			KEY														
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	I	N	RA	Comments
J	SE	137/9	Locust Street	Front Yard	Maple	Remove	2005					X	X	X		66	Dying , from 2004 list
J	SE	92	Locust Street	Front Yard	Silver Maple	Remove	2005					X				66	Dying (been trimmed)
J	SE	42	Maple		Silver Maple	Remove	2005					X		X		66	Dying
J	SE	43	Maple		Sugar Maple	Remove	2005					X	X			66	Decay
J	SE	66	Maple	Front Yard	Sugar Maple	Remove	2005					X				66	50% dead
J	SE	27	Montgomery		Fl. Crab	Remove	2005					X				60	Dead
J	SE	42	Myrtle	Front Yard	Silver Maple	Remove	2005					X	X			66	From 2004 List
J	SE	110	Myrtle		Silver Maple	Remove	2005					X	X			66	Canoeing
J	SE	124	Myrtle		Silver Maple	Remove	2005					X	X			66	Canoeing
J/R	SE	7	Second	Front Yard	Silver Maple	Remove	2005					X				66	Shedding bark declining
J	SE	280	Wellington Street	Front Yard	Hy. Maple	Remove	2005					X	X			82	Hollow limbs dead crown HD wires Jan/03
R	SE	45	White Street	Sth side walkway	Mt. Ash	Remove	2005					X	X	X		66	Diseased, topped
J	SSE	39	Mary Street East	Front Yard	Silver Maple	Remove	2005					X	X	X		66	Cavities, punky HD
J	SSE	72	Sinclair	Front Yard	Spruce	Remove	2005					X	X			66	Dead
C	SSE	9	Steele Street	Front Yard	2 Blue Spruce	Remove two tree	2005					X	X			66	Severe hydro cut overgrown, 2 trees
C	SSE	351	Wellington	behind on Park Avenue	Silver Maple	Remove	2005					X				82	roots severed construction 2003
J	SSE	353	Wellington	Side yard	Silver Maple	Remove 5 trees	2005					X					5 trees
J	SW	(2)	Ada	Opposite	Silver Maple	Remove	2005					X	X	X		66	tip dying sparse bud, Apr/04
J	SW		Bush Line	On Hill	9 White Ash	Remove 9 trees	2005									66	Dead
J	SW	8	Centre	Opposite	Elm	Remove	2005									33	Dead
J	SW	12	Centre	Opposite	3 Elm	Remove 3 trees	2005									33	Dead
J	SW	16	Centre	Opposite	5 Elm	Remove 5 trees	2005									33	Dead
J	SW	60	Centre		Silver Maple	Remove	2005					X	X			48	From 2004 list

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Contractor Removals 2005

APPENDIX A

Address			KEY														
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	I	N	RA	Comments
J	SW	110	Centre	on Metcalfe	Silver Maple	Remove	2005					X	X	X		48	Extensive decay
J	SW		Centre/Church		Silver Maple	Remove	2005					X	X			33	Extensive decay
J	SW		Devonshire	at Ravine	Manitoba Maple	Remove	2005									88	Heavy lean over road
J	SW	(2)	Drake	2nd tree across from 91 Stanley	Silver Maple	Remove	2005									66	Following lightning strike July 12/04
J	SW	4	Elizabeth	on Hincks	Silver Maple	Remove	2005							X		50	Hollow limbs, decay deadwood, Apr 04
R/J	SW		Elm	N/E corner at Sunset	4 Man. Maple	Remove all trees (4)	2005				X					66	visibility 4 trees multi-stem
J	SW	58	Gladstone	Front Yard	Sugar Maple	Remove	2005				X	X				66	Jan 22/03
J	SW	59	Gladstone	Tenant Jean Carr 633-4037	Silver Maple	Remove	2005				X		X			66	Deadwood, cavity proceeding into main trunk April 04
J	SW	61	Gladstone	Front Yard	Silver Maple	Remove	2005				X	X	X			66	Deadwood, limb over road, decay Apr04
J	SW	40	Hincks		Sugar Maple	Remove	2005				X	X				66	Extensive die-back
J	SW	54	Hincks		Silver Maple	Remove	2005				X	X				66	Dead
J	SW	5	Margaret	Front Yard	Silver Maple	Remove	2005				X	X	X			50	Hollow limbs, large amount decay
J	SW	19	Margaret	Front Yard (North Tree)	Silver Maple	Remove	2005				X					50	Declining
J	SW	29	Margaret	by driveway	Silver Maple	Remove	2005				X					50	Decay
J	SW	29	Margaret	on Prince Albert	Silver Maple	Remove	2005				X					50	Hollow
J	SW	3	Oliver		Silver Maple	Remove	2005				X	X				66	Decay (Aug/04)
J	SW	3	Oliver	Behind at Ravine	Ash	Several Trees de	2005									66	leaning to house Aug 19/04
J	SW	26	Princess	Front yard	Silver Maple	Remove	2005				X					66	Jan 20/03
J	SW	30	Princess	Front yard	Sugar Maple	Remove	2005				X	X				66	Structural defects extensive decay HD
J	SW	55	Queen	Front Yard	Silver Maple	Remove	2005				X	X	X			40	Pruned Feb 04 state of decline
J	SW	4	Rosebery	2nd tree to west front yard	Silver Maple	Remove	2005				X						(Feb 27/04)
J	SW	8	Rosebery	Front Yard	Silver Maple	Remove	2005				X	X				66	hollow, housedrop
J	SW	50	Rosebery	Front Yard, tree to west	Sugar Maple	Remove	2005				X	X				66	hollow
J	SW	63	Rosebery	Front Yard	Sugar Maple	Remove	2005				X	X				66	Feb 27/04
J	SW	911	Southdale	42294	Norway Spruce	Remove	2005				X					66	Dead

Contractor Removals 2005

APPENDIX A

Address			KEY													
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	IN	RA	Comments
J	SW	911	Southdale	42346	Norway Spruce	Remove	2005					X			66	Dead
J	SW	911	Southdale	42488	2 Norway Spruce	Remove two tree	2005					X			66	Dead
J	SW	14	Spruce	Front yard	Silver Maple	Remove	2005					X	X		50	50% dead, house drop
J	SW	128	Stanley		White Ash	Remove	2005					X			33	
J	SW		Stanley/Drake	on corner	Silver Maple	Remove	2005					X			66	Decay
J	SW	72	Sunset	Front Yard	Norway Spruce	Remove	2005					X				Dead
J	SW	105	Sunset	Front Yard	Black Maple	Remove	2005					X	X			Decay
J	SW		Sunset	at Talbotville Gore Just past Stanley beside Condos	Silver Maple	Remove	2005					X				Decay
R/J	SW		Sunset-East side		Dead	Remove	2005								0	East side dead

CODES

ID	
J	John Abel - Contractor Removals
C	Catharine Spratley - Parks Foreman
R	Ross Tucker - Parks Supervisor
W	Roy Orchard/Mike Davies - Works Dept.
P	Peter's Landscaping London - Contractor Plant

KEY	
M	Marked
C	Confirmed
S	Signed
ST	Stump
W	Wires
IN	Inspection Sheet
RA	Road Allowance





Contractor Trim 2005										APPENDIX B									
		Address																	
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	I	N	RA	Comments		
R	NE		Talbot	Hartz Mt	Honey Locust	Trim 4 trees	2005									66 4 trees			
J	NE	15	Trafalgar		Norway Maple	Trim	2005										Clear House		
J	NE	19	Wolfe		Silver Maple	Trim	2005									66	Deadwood		
J	NE	16	Woodworth		Silver Maple	Trim 2 trees	2005									66			
J	NE	23	Woodworth		Sugar Maple	Trim 2 trees	2005									66			
J	NE	37	Woodworth		Sugar Maple	Trim	2005									66			
J	NW		Barwick		Silver Maple	Deadwood	2005									50	hollow limb over road		
J	NW	24	Curtis		Silver Maple	Trim	2005									49	clear house		
J	NW	40	Curtis		Silver Maple	Trim	2005									49	large limb over house		
J	NW	26	Hill		Walnut	Trim 2 trees	2005										deadwood, 2 trees		
J	NW	15	Pearl		Silver Maple	Trim	2005												
J	NW	54	St. Catharine		Norway Maple	Trim	2005									50	clear house		
J	NW	56	St. Catharine		Silver Maple	Trim	2005									50	clear house		
R	NW		St. Catharine	Justice Building	London Plane	Trim 4 trees	2005									50 4 trees			
J	SE	16	Barnes		Silver Maple	Trim	2005									25	hollow limbs		
J	SE	12	Chestnut		Honey Locust	Trim	2005									66	over sidewalk		
J	SE	40	Chestnut		Silver Maple	Trim	2005									66	remove back limb		
J	SE	48	Chestnut		Sugar Maple	Trim	2005									66	clear house		
J	SE	129	Elm		Native Maple	Trim	2005									66	remove limb growing toward house		
J	SE	158	Fifth		Sugar Maple	Trim	2005									66	Deadwood		
J	SE	174	Fifth		White Ash	Trim	2005									66	Deadwood		
J	SE	1	Forest		Silver Maple	Trim	2005									99	Deadwood		
J	SE	39	Forest		Silver Maple	Trim	2005									99			
J	SE	45	Forest		Silver Maple	Trim	2005									99	split limb (June /04)		
J	SE	102	Forest	on fourth	Silver Maple	Trim	2005									99	clear house		

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Contractor Trim 2005

Address			APPENDIX B													
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	IN	RA	Comments
J	SE	103	Forest	side yard	Native Maple	Trim 2 trees	2005									clear house
J	SE	46	Fourth		Sugar Maple	Trim 2 trees	2005								66	deadwood, 2 trees
J	SE	15	Hemlock		Silver Maple	Trim	2005								66	
J	SE	17	Hemlock		Catalpa	Trim	2005								66	Deadwood
J	SE	31	Hemlock		Silver Maple	Trim 2 Trees	2005								66	2 trees
J	SE	47	Hemlock		Sugar Maple	Trim	2005								66	deadwood
J	SE		Jonas	at parking to park	Maple	Trim	2005								25	deadwood
J	SE	6	Locust		Silver Maple	Trim	2005								66	deadwood
J	SE	91	Locust		Norway Maple	Trim	2005								66	deadwood
J	SE	9	Mandeville	Front yard	Linden	Trim	2005								66	(cabled?) low limbs deadwood
J	SE	11	Mandeville	Stn treet	Linden	Trim	2005								66	low limbs, deadwood
J	SE	13	Mandeville	Front yard	Linden	Trim	2005								66	low limbs, deadwood
J	SE	15	Mandeville	Front yard	Linden	Trim	2005								66	low limbs, deadwood
J	SE	19	Mandeville	Front yard	Linden	Trim	2005								66	low limbs, deadwood
J	SE	21	Mandeville	Front yard	Linden	Trim	2005								66	low limbs, deadwood
J	SE	23	Mandeville	Front yard	Linden	Trim	2005					X			66	low limbs, deadwood
J	SE	27	Mandeville	Front yard	Linden	Trim	2005								66	low limbs, deadwood
J	SE	87	Mandeville	Front yard	Linden	Trim	2005					X			66	low limbs, deadwood
J	SE	95	Mandeville	Front yard	Linden	Trim	2005								66	low limbs, deadwood
J	SE	38	Maple		Silver Maple	Trim	2005								66	
J	SE	13	Second		Silver Maple	Trim	2005								66	deadwood
J	SE	12	Simcoe		White Ash	Trim	2005									deadwood
J	SE	174	Wellington		Sugar Maple	Trim	2005									deadwood
J	SE	264	Wellington		Sugar Maple	Trim 3 trees	2005									deadwood
J	SSE	63	Aldborough		Silver Maple	Trim	2005								66	balance clear house clean-up buttcuts

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Contractor Trim 2005										APPENDIX B									
Address																			
ID	Area	#	Street	Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	W	I	N	RA	Comments			
C	SSE	41	Axford	Front	Bur Oak	Trim deadwood	2005									hit by lightning			
C	SSE	158	Fairview Avenue	front yard	Elm	Trim 2 trees	2005					X				2 trees			
J	SSE	72	Park		Silver Maple	Trim 2 trees	2005								66	2 trees			
J	SSE		Ross	North of McIntyre	Walnut	Trim 2 trees	2005									over road			
J	SSE	10	Sindair		Sugar Maple	Trim 4 trees	2005									deadwood 5th tree on removal list			
C	SSE	62	Steele		Silver Maple	Trim 2 trees	2005								66	two trees			
R	SSE	338	Wellington	front	Ash	Trim	2005								82	limb over house (July 04)			
J	SW	(4)	Ada	opposite	Silver Maple	Trim 2 trees	2005									deadwood, 2 trees			
J	SW	6	Cedar		Silver Maple	Trim	2005								50	over road			
J	SW	9	Cedar		Silver Maple	Trim	2005								50	deadwood,			
J	SW	(62)	Centre	opposite	Silver Maple	Trim	2005									deadwood			
J	SW	71	Chester		Sugar Maple	Trim	2005									deadwood			
J	SW	85	Chester		Silver Maple	Trim 2 trees	2005									Clear house, 2 trees			
J	SW	9	Drake		Silver Maple	Trim	2005								66	lighten hollow limbs			
J	SW	11	Drake		Silver Maple	Trim	2005								66	lighten hollow limbs			
J	SW	67	Gladstone		Silver Maple	Trim	2005								66	deadwood, clear house			
J	SW	69	Gladstone		Silver Maple	Trim	2005								66	deadwood, clear house			
J	SW	28	Hincks		Sugar Maple	Trim	2005								66	deadwood			
J	SW	36	Hincks		Sugar Maple	Trim	2005								66	deadwood			
J	SW	100	Hincks	Side yard	Sugar Maple	Trim	2005					X				deadwood clear house etc (by driveway)			
J	SW	8	Leila		Silver Maple	Trim 2 trees	2005								66	2 trees			
J	SW	10	Mabel		Sugar Maple	Trim	2005								66	lighten deadwood			
J	SW	73	Metcalfe		Silver Maple	Trim	2005								50	deadwood			
J	SW	114	Metcalfe		Silver Maple	Trim	2005								50	deadwood			

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Contractor Trim 2005					APPENDIX B												
ID	Area	#	Address		Location	Tree Species	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	IN	RA	Comments
				Street													
C	SW	57	Mitchell		On White Street	Sugar Maple	Trim	2005								50 Fr. House, drive	
J	SW	40	Moore			Silver Maple	Trim	2005								50 clear house	
J	SW	24	Oak			Silver Maple	Trim	2005								50 deadwood	
J	SW	38	Queen			Sugar Maple	Trim	2005								40 hollow limbs	
J	SW	54	Regent			Silver Maple	Trim	2005								80 deadwood	
J	SW	80	Regent			Silver Maple	Trim	2005								80 deadwood	
J	SW	7	Rosebery		Front yard	Horse Chestnut	Trim	2005								66 deadwood clear house etc	
J	SW	10	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	18	Rosebery		Front yard	Birch	Trim	2005								66 deadwood clear house etc	
J	SW	18	Rosebery		Front yard	Horse Chestnut	Trim 2 trees	2005								66 (2 Horse chestnut) deadwood clear hse	
J	SW	28	Rosebery		Front yard	Sugar Maple	Trim 2 trees	2005								66 deadwood clear house etc	
J	SW	29	Rosebery		Front yard	Silver Maple	Trim	2005								66 deadwood clear house etc	
J	SW	31	Rosebery		Front yard	Silver Maple	Trim 2 trees	2005								66 deadwood clear house etc	
J	SW	34	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	39	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	42	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	46	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	48	Rosebery		Front yard	Oak	Trim	2005								66 deadwood clear house etc	
J	SW	53	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	54	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	57	Rosebery		Front yard	Sugar Maple	Trim	2005								66 deadwood clear house etc	
J	SW	65	Rosebery		Front yard	Catalpa	Trim	2005								66 deadwood clear house etc	
J	SW	67	Southwick			Catalpa	Trim	2005								66 deadwood	
J	SW		Southwick		at church sth of centre	Sugar Maple	Trim	2005								66 deadwood	
C	SW	45	Stanley		at St. Annes	Honey Locust	Trim	2005								33 clear house (Aug/04)	

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Contractor Trim 2005 - Road Edge Clearing

APPENDIX C

ID	Area	Address		Location	Description of Work	Date Scheduled	Date Completed	M	C	S	St	W	P	IN	RA	Comments
		#	Street													
R	NW		Barwick Road	CN Easement	trim all	2005										keep road clear
R	NW		St. Geroge Street	at near Athletic Park entry	Trim all	2005										50 visibility
R	SE		Chestnut Street	between Fifth and Third	Trim all	2005										66 visibility
R	SE		Elmina St	at ravine bottom of hill	both sides, trim all	2005										55 visibility
R	SE		Fifth Ave	between Dunkirk/Hemlock	both sides, trim all	2005										66 visibility
R	SE		First Ave	at Kiwanis Homes	west side, trim all	2005										66 visibility
R	SE		First Ave South	between Thompson/Glanworth	west side, trim all	2005										66 visibility
R	SE		Leila St	Oliver to Palm	Trim all	2005										66 visibility
R	SE		Palm Street	at Ravine	Nth side, trim all	2005										66 visibility
R	SE		Third Ave	between Chestnut/Locust	at ravine, trim all	2005										99 visibility
R	SE		Victor Dr	Chester to Palm	Trim all	2005										66 visibility
R	SW		Centre St	at Pleasant Street	NE corner follow tracks	2005										33 visibility
R	SW		Elm Street	East of Pinafore	Nth/Sth sides, trim all	2005										66 visibility
R	SW		Jumbo Monument	along bank to West End Park	Nth side, trim all	2005										66 visibility
R	SW		Jumbo Monument	along bank west to Sunset Dr	Nth side, trim all	2005										66 visibility
R	SW		Stanley St	Wellington St to Sunset Drive	Trim all, west side top of bank	2005										33 visibility
R	SW		Sunset Drive	From Elm St N. to top of Sandy Mount Hill	both sides, trim all	2005										visibility
R	SW		Wilson Avenue	end of Rosebery Place	trim all	2005										50 visibility
R	NE		Dalewood Drive	from Woodworth to Dam (West) side	trim all	2005										visibility

CODES

ID	
J	Contractor Remove John Abel
P	Contractor Plant Peter's Landscaping London
C	Parks Foreman Catherine Spratley
R	Parks Supervisor Ross Tucker
W	Works Dept. Roy Orchard/Mike Davies

KEY	
M	Marked
C	Confirm
S	Signed
St	Stump
W	Wires
P	Planted
R	Replace
RA	Road Allowance

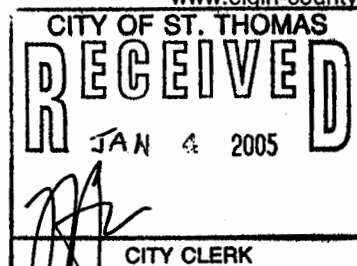
MARK G. McDONALD  
CHIEF ADMINISTRATIVE OFFICER

(Mrs.) SANDRA J. HEFFREN  
MANAGER OF ADMINISTRATIVE  
SERVICES



'Since 1852'

450 SUNSET DRIVE  
ST. THOMAS, ONTARIO  
N5R 5V1  
PHONE (519) 631-1460  
FAX (519) 633-7661  
www.elgin-county.on.ca



December 21, 2004

Mr. Cliff Nordal  
President & Chief Executive Officer  
St. Joseph's Health Care London  
268 Grosvenor St., P.O. Box 5777  
LONDON, Ontario  
N6A 4V2

Dear Mr. Nordal:

The Council of the Corporation of the County of Elgin, at its meeting held on December 16, 2004, adopted the following recommendation in response to your letter regarding the relocation of the Concurrent Disorders Program:

"THAT Elgin County Council strongly objects to the further removal of health services from Elgin County to London and requests an update on the status of the promised Forensics Unit on the Campus; and further,

THAT information be provided on the number of patients being served, the number of employees still employed and the planned utilization of the current facility now and in the future; and,

THAT this resolution be forwarded to the M.P.P., the City of St. Thomas and Lower Tier Municipalities in the County of Elgin for their support.

- Carried.

(signed) Warden James McIntyre"

Elgin County Council looks forward to your response to this matter.

Yours truly,

Sandra J. Heffren (Mrs.),  
Manager of Administrative Services.

cc Hon. Steve Peters, M.P.P., Elgin-Middlesex-London  
City of St. Thomas  
Lower-Tier Municipalities – County of Elgin



MARK G. McDONALD  
CHIEF ADMINISTRATIVE OFFICER

(Mrs.) SANDRA J. HEFFREN  
MANAGER OF ADMINISTRATIVE  
SERVICES

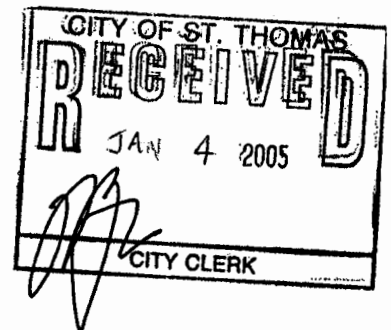


'Since 1852'

450 SUNSET DRIVE  
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PHONE (519) 631-1460  
FAX (519) 633-7661  
www.elgin-county.on.ca

December 21, 2004

Honourable George Smitherman  
Minister of Health and Long-Term Care  
80 Grosvenor St., 11<sup>th</sup> Floor  
Hepburn Block  
TORONTO, Ontario, M7A 2C4



Dear Minister:

The Council of the Corporation of the County of Elgin, at its meeting held on December 16, 2004, adopted the following recommendation:

"THAT the Council for the County of Elgin request that the Ministry of Health address the funding shortfall to the Municipalities of Ontario for the provision of Land Ambulance services; and,

THAT the Ministry of Health recognize the need to increase the funding to meet the continuing increase of costs for the provision of services; and,

THAT this resolution be forwarded to Steve Peters, M.P.P. and A.M.O., for their support of this issue.

- Carried.

(signed) Warden James McIntyre"

The Council for the County of Elgin continues to be very concerned about the lack of response to our many requests for proper funding of the land ambulance service. The taxpayers of our municipality and those of the City of St. Thomas will be asked once again to absorb the bulk of the costs of this downloaded service. We estimate the Provincial share to be 37% of the actual costs in 2005.

We look forward to hearing from you with a response to our concerns.

Yours truly,

Sandra J. Heffren (Mrs.),  
Manager of Administrative Services.

cc Hon. Steve Peters, M.P.P., Elgin-Middlesex-London  
Association of Municipalities of Ontario  
City of St. Thomas