

AGENDA

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

COUNCIL CHAMBERS 5:00 P.M. CLOSED SESSION
CITY HALL 6:00 P.M. REGULAR SESSION JULY 18TH, 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 T. Shackelton

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on June 20th, 2005.

DEPUTATIONS

Aylmer Blues Senior AAA Hockey Club - Use of Memorial Arena

Mr. Tory Karlson, Aylmer Blues Senior AAA Hockey Club, will be in attendance to discuss the use of Memorial Arena by the Aylmer Blues Hockey Club. **Page 9**

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

Request for Street Naming - Draft Plan of Subdivision File#34T-05503 - West Side of Aldborough Avenue

A letter has been received from John Wiebe, Cyril J. Demeyere Limited, requesting that Street "A" in Draft Plan of Subdivision File #34T-05503 be named "Prespa Court". Pages 10 to 12

CIP Financial Incentive Applications: CIP Financial Incentive Program Loan Agreement

Report CC-27-05 of the Development Officer. Pages 13 & 14

Draft Plan of Subdivision File #34T-05505, Block 4 Development Area - 2 Lots for Single Detached Dwellings and 18 Lots for Semi-Detached Dwelling Units - Doug Tarry Limited and Novi Construction Ltd.

Report PD-29-2005 of the Director of Planning. Pages 15 to 17

Zoning By-law Amendment - Removal of Holding Zone Symbol - Block 18 and Part of Block 15, Plan 11M-130 and Part of Block 62, Plan 11M-60 - Inn Services Inc.

Report PD-30-2005 of the Director of Planning. Page 18

BUSINESS CONCLUDED

ENVIRONMENTAL SERVICES COMMITTEE - Chairman M. Turvey

UNFINISHED BUSINESS**NEW BUSINESS**

South Block Lands and Area of Dalewood - Updates to Servicing Plans in Support of Required Updates to Area Development Charges By-laws

Report PW 69-05 of the Director, Environmental Services. Pages 19 to 24

Request for Driveway Access to Bill Martyn Parkway - Kielstra Property, 43320 Southdale Line

Report PW 70-05 of the Director, Environmental Services. Pages 25 to 29

BUSINESS CONCLUDED

PERSONNEL AND LABOUR RELATIONS COMMITTEE - Chairman D. Warden

UNFINISHED BUSINESS**NEW BUSINESS**

Student Hiring Policy

Report HR-09-05 of the Director, Human Resources. Pages 30 to 37

2005 Summer Hiring Summary Report

Report HR-11-05 of the Employee Relations Coordinator. Pages 38 to 41

BUSINESS CONCLUDED

FINANCE AND ADMINISTRATION COMMITTEE - Chairman C. Barwick

UNFINISHED BUSINESS

NEW BUSINESS2004 Audited Financial Statements

Report TR 34-05 of the Director of Finance & City Treasurer. Pages 42 to 61

Request for Proposal Award - Architectural Services for the Design and Construction of Fire Department Substation No. 2

Report TR 35-05 of the Fire Chief and Purchasing Agent. Pages 62 to 63

2005 Sewer Lining and Spot Repair - Tender Award

Report PW 67-05 of the Manager of Operations & Compliance. Pages 64 to 65

BUSINESS CONCLUDED**COMMUNITY AND SOCIAL SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS**Request for Staff - Child Care SupervisorDouglas J. Tarry Sports Complex and Burwell Park**NEW BUSINESS**Valleyview Report (January - May 2005)

Report VV-010-05 of the Valleyview Administrator. Pages 66 to 67

Valleyview Replacement - Monthly Report

Report VV-008-05 of the Valleyview Administrator. Page 68 Project Report attached.

2005-06 Non-Ice Facility Rates at Memorial Arena and the St. Thomas-Elgin Community Centre Complex/Twin Pad Arena

Report TR-36-05 of the Manager of Culture and Recreation. Pages 69 to 74

2005/06 Fall - Winter Ice Facility Permit

Report TR-37-05 of the Manager of Culture and Recreation. Pages 75 to 78

Monthly Report St. Thomas-Elgin Community Centre Complex/Twin Pad Arena Pages 79 to 81**BUSINESS CONCLUDED****PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** - Chairman T. Shackelton**UNFINISHED BUSINESS**Speed Limits - Sandymount Hill Areas - Speed Zone - Sunset Drive, Major Line to Wellington Road - Posted Speed Issue

Report ES64-05 of the Supervisor of Roads & Transportation. Pages 82 to 83

Burwell Road - Request for Stop Signs - Burwell Road, South Edgeware Road to Ron McNeil Line - Traffic Speed Issue

Report ES65-05 of the Supervisor of Roads & Transportation. Pages 84 to 86

Manor Road and Chestnut Street - Four Way Stop**NEW BUSINESS**Police Services ReportAirport Use Quarterly Report - April 1st to June 30th, 2005

Report CC-24-05 of the Airport Superintendent. Pages 87 & 88

Lease of Airport Lands - St. Thomas Municipal Airport

Report CC-25-05 of the Airport Superintendent. Page 89

Canadian Owners and Pilots Association Flight 75 - Annual Fly In - September 11th, 2005

Report CC-28-05 of the Airport Superintendent. Pages 90 & 91

South Edgeware Road - Canadian Pacific Railway Crossing Rehabilitation

Report PW 68-05 of the Manager of Engineering. Page 92

Temporary Road Closures for Canadian Pacific Railway Road Crossing Rebuilds

Report PW 66-05 of the Manager of Operations & Compliance. Pages 93 to 95

Request for Traffic Control - Fairview Avenue, north of Southdale Line

A letter has been received from Dr. W.E. Coleman, Senior Pastor, Faith Baptist Church, requesting that the City introduce a number of traffic control measures along Fairview Avenue, north of Southdale Line. Page 96

BUSINESS CONCLUDED**REPORTS PENDING**

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 - D. White

DRIVEWAY RECONSTRUCTION - MAPLE STREET - J. Dewancker

REVIEW OF CITY BUS ROUTES - 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

PETITIONS AND COMMUNICATONS

Ontario Parks Association - 53rd Annual Educational Conference - July 19th to 21st, 2005

An invitation has been received from Bruce Hay, President, Ontario Parks Association, to the "Groundwork for Success" conference being held in Brampton from July 19th to 21st, 2005.

Pages 97 & 98

Elgin County Railway Museum - "Day Out With Thomas" - Proclamation - July 22nd to 24th and July 29th to 31st, 2005

A letter has been received from George Neate, President Elgin County Railway Museum, requesting that Council proclaim the weekends of July 22nd to 24th and July 29th to 31st, 2005 as "Day Out With Thomas" Days.

Bella Jack's Mexican Cantina - Temporary Patio Liquor License Extension - Iron Horse Festival

A letter has been received from Rob Fairfield requesting that Council provide a letter of no objection to the extension of the proposed extended liquor licensed area, for a temporary patio to be operated during the 2005 Iron Horse Festival. Pages 99 to 101

Northwestern Ontario Municipal Association - Forest Sector Competitiveness Report

A letter has been received from Michael Power, President, Northwestern Ontario Municipal Association, requesting support for the implementation of the Minister's Council on Forest Sector Competitiveness Report in its entirety. Pages 102 to 107

Ontario Medal for Good Citizenship

A letter has been received from the Honourable Dr. Marie Bountrogianni, Minister, Ministry of Citizenship and Immigration, inviting nominations for the Ontario Medal for Good Citizenship.

The deadline for nominations is August 5, 2005.

Accessibility Standards Advisory Council - Ontario

A letter has been received from the Honourable Dr. Marie Bountrogianni, Minister, Ministry of Citizenship and Immigration, inviting applications for positions on the new Accessibility Standards Advisory Council. Page 108

The deadline for applications is July 29, 2005 for Chair and Vice Chair and August 19, 2005 for council membership.

Senior Achievement Award - 2005

A letter has been received from The Honourable John Gerretson, Minister Responsible for Seniors, inviting nominations for the 2005 Senior Achievement Award.

The deadline for nominations is August 5, 2005.

St. Anne's Festival

A letter of thanks has been received from Father Rick Dales, Pastor, St. Anne's Church, for Council's co-operation during the 2005 St. Anne's Festival.

Card of Thanks

A card of thanks has been received from Alderman Johnston and family thanking the Mayor and members of Council for the plant arrangement, kind words and support during their recent bereavement.

UNFINISHED BUSINESS

Designation of Pinafore Park

No objections have been received to the proposed designation of Pinafore Park as a property of cultural heritage value or interest.

NEW BUSINESS

Semi-Annual Attendance for Council for the period of January 1st, 2005 to June 30th, 2005

Report CC-26-05 of the Administrative Clerk. Page **109**

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 18th day of July, 2005.
2. A by-law to designate Pinafore Park, 95 Elm Street, as a property of cultural heritage value or interest.
3. 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 Cosburn Giberson Landscape Architects. (Trails and Parks Master Plan)
4. A by-law to authorize the borrowing of money for the St. Thomas-Elgin Community Centre Complex/Twin Pad Arena. (\$8,000,000.00)
5. A by-law to appoint a Building Inspector and By-Law Officer. (Jamie Yolkowskie)
6. A by-law to appoint Alderman Bill Aarts as Acting Mayor from August 1st to 5th, 2005.
7. 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 Rogers Cable Communication Inc. (Installation and Provision of Cable Services - Valleyview Home - 350 Burwell Road)
8. A by-law to amend By-Law 50-88, being Zoning By-Law for the City of St. Thomas. (Reduction in minimum rear yard depth to 7 metres - Lots 8 to 11, File #34T-05503 - Prespa Sales and Rentals Ltd.)
9. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and SARP Sewer-matic Inc. (\$178,240.00, plus gst - 2005 Sewer Lining and Spot Repair)
10. 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 Prespa Sales and Rentals Limited. (West side of Aldborough Road - File #34T-05503 - 14 Lots for single detached dwelling units)

11. 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 Elgin Cooperative Services. (SPC 04-05 - 101 Edward Street – Rona - development of a lumber and material sales facility)

12. 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 715399 Ontario Limited. (SPC 08-05 - 1103-1105 Talbot Street - commercial development)

13. 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 Loblaw Properties Limited. (SPC 07-05 - 1063 Talbot Street - gas bar)

14. A by-law to amend By-Law 50-88, being Zoning By-Law for the City of St. Thomas. (Removal of holding zone provision – Block 24 & 26, Registered Plan 11M-143, Part of Block 38, Registered Plan 11M-113 and Part of Block 18, Plan 11M-110)

15. A by-law to amend By-Law 50-88, being Zoning By-Law for the City of St. Thomas. (Removal of holding zone provision - Block C, Registered Plan 284, Prespa Sales and Rentals Ltd.- 34T-05503)

16. 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 Jan Van Der Veen, (384 - 390 Talbot Street -\$40,000 loan – Community Improvement Plan)

17. A by-law to assume certain lands as part of the public highway. (Part 2 on Reference Plan 11R-2231 - South Edgeware Road)

18. A by-law to amend By-Law 45-89, being the Traffic By-Law for the City of St. Thomas. (Speed Limit - 70 km/hour - Sunset Drive between Major Line and Wellington Road)

PUBLIC NOTICE

NOTICES OF MOTION

Reduction of Council (Alderman) Position

A Notice of Motion has been received from Mayor Kohler to reduce the size of Council by one Aldermanic position.

CLOSED SESSION

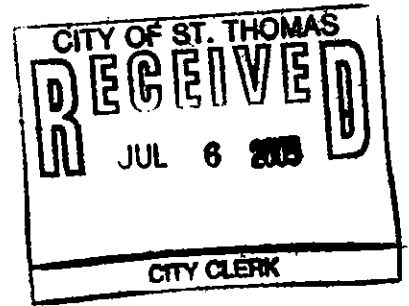
A resolution to close the meeting will be presented to deal with a matter regarding the proposed or pending acquisition or disposition of lands by the municipality; a matter regarding labour relations or employee negotiations; and a personal matter about an identifiable individual.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER

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AYLMER BLUES SENIOR AAA
HOCKEY CLUB

July 4, 2005

THE CORPORATION OF THE CITY OF ST. THOMAS
ATTN: Wendal Graves
City Clerk

Dear Wendal;

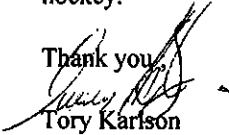
Thank you for speaking with me last week, as you know we are looking into the possibility of moving our hockey club to the City of St. Thomas. I understand that City council is meeting on July 18th. I would ask that if you could schedule us in for a deputation at that meeting we would greatly appreciate the opportunity to speak with council.

At the council meeting we would like to discuss the availability of the Memorial Arena, the dressing room, as well as a bit of information about the OHA league we play in and the exciting hockey entertainment it would bring to the City of St. Thomas.

Memorial Arena would be a great venue for our club with its ample parking, seating and locker room. Saturday night home games would be our first choice with a practice time on maybe a Wednesday night. We understand the city has a difficult job of scheduling all parties and of course we are open for any discussion that might assist you.

We are very hopeful that we might have the opportunity to bring a highly entertaining brand of hockey to St. Thomas, that will be an avenue for junior players in the city to continue playing competitive hockey.

Thank you,


Tory Karlson
864 Commissioners Rd. West
London, Ont. N6K 1C2
1-519-521-9327

CYRIL J. DEMEYERE, P. ENG.
PETER J. PENNER, P. ENG.
T. PAUL TUFF, P. ENG.
JOHN D. WIEBE, P. ENG.

e-mail: cjdleg@oxford.net
website: www.cjdleg.com

CYRIL J. DEMEYERE LIMITED
CONSULTING ENGINEERS

P.O. Box 606
261 BROADWAY
TILLSONBURG, ONTARIO
N4G 4J1
(519)688-1000
Fax (519)842-3235
Toll Free: 1-866-302-9886

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8 July 2005

0406

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

RE: PROPOSED SUBDIVISION WEST SIDE
OF ALDBOROUGH ROAD
(FORMERLY EARLY CHILDHOOD EDUCATION SITE)
CITY OF ST. THOMAS
CITY PLANNING FILE NO. 34T-05503

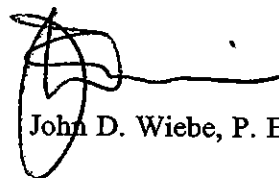
ATTENTION: MR. WENDELL GRAVES,
CITY CLERK

Dear Sir:

The purpose of this letter is to request on behalf of Frank Sherifi that Street 'A' as shown on the attached plan be named Prespa Court. The name Prespa comes from a special lake in Frank's homeland as noted on the following attachment from http://www.popovashapka.com/macedoniainfo/land/lakes_prespa.htm, which you could also access for further information. Note that the lake has historical and geographic significance, providing the junction for the countries of Greece, Albania and Macedonia. We trust you will look favourably upon Frank's request.

If there are any questions, please do not hesitate to contact this office.

Yours very truly,



John D. Wiebe, P. Eng.

JDW/sed

Enc.

c.c. Mr. John Dewancker, P. Eng., Director of Envir. Services & City Engineer, City of St. Thomas
Mr. Pat Keenan, Director of Planning, City of St. Thomas
Mr. Frank Sherifi, Prespa Homes
Mr. Don Ferguson, Gunn & Associates
Mr. Ward Houghton, O.L.S. Houghton & Company Ontario Land Surveyors Ltd.

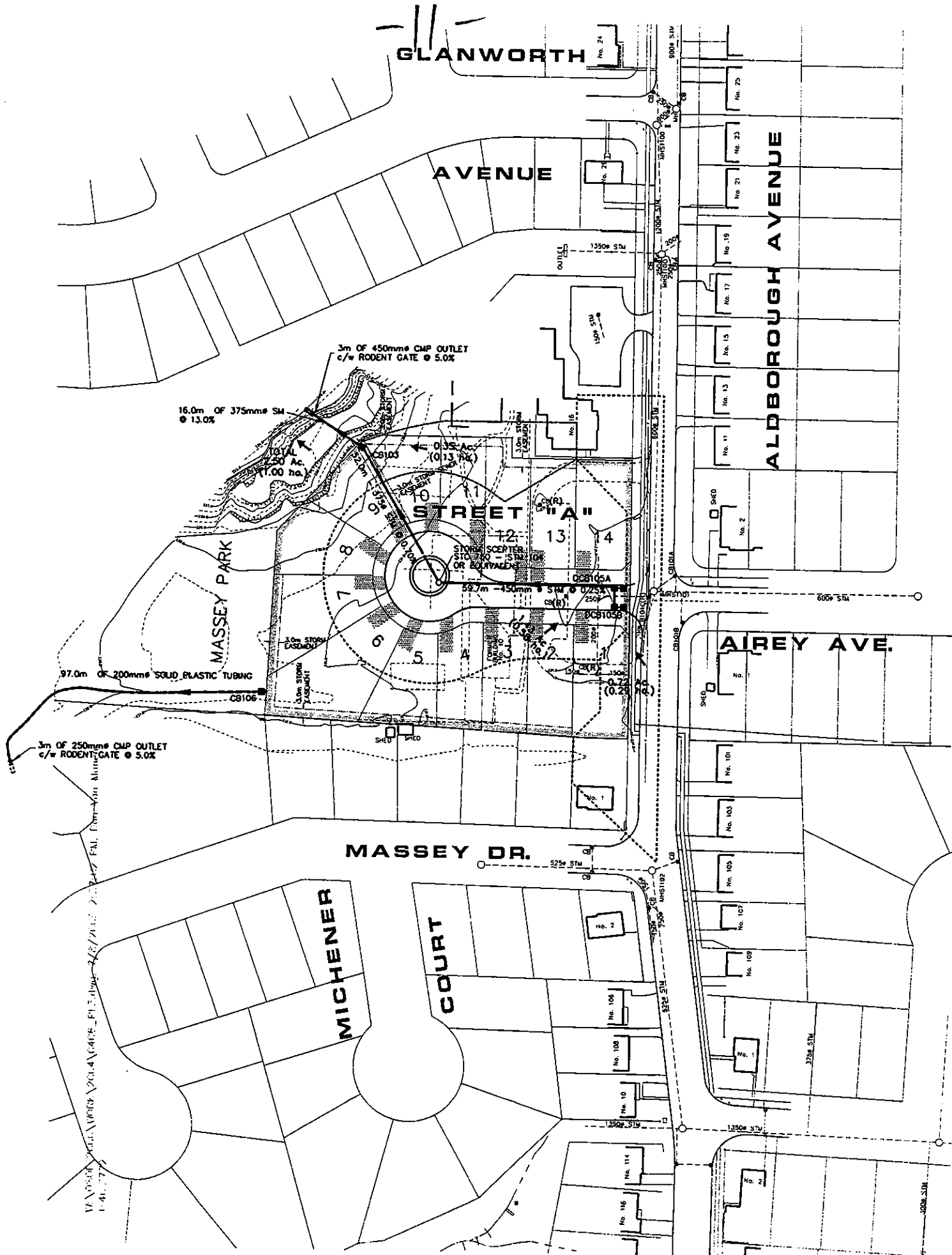
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THE PRESPA LAKE

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The Prespa is second largest lake in Macedonia. The lake is settled in the south-western part of the Republic of Macedonia and lies in the Prespa valley, between the Resen field and Baba, Suva Gora and Galičica mountain. South - eastern of the lake Golem Grad is the point that connect the Macedonian - Greek - Albanian border. The lake of Prespa covers an area of 274 sq km, of which 176,8 sq km are in Macedonia, 49,4 sq km are in Albania and 47,8 sq km are in Greece. It lies at an altitude of 853 above the sea level.



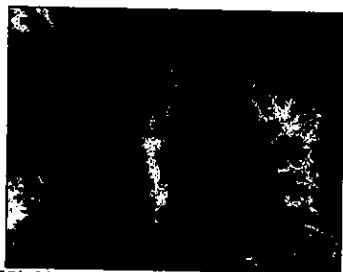
PRESPA - THE ISLAND GOLEM GRAD

The lake is contained from Golema Prespa and Mala Prespa and the second one Mala Prespa as a gulf, deeply enters in south-west between the Suva Gora and Galičica mountain. The length of the lake is 28,6 km and the width is 16,9 km. The approximate depth of the lake is 18,75 meters and the deepest point is at Golubino depression, 54 meters. On the bottom of the lake there are more depressions like, Nivička, Konjska and Stenjska. The coast of the western part of the lake is full of cliffs, while the eastern part is full of beautiful sand beaches. On the east coast there are many famous tourist places as Asamati, Krani, while on the western coast near the Oteševo village is the most beautiful hotel, on the shores of this lake, "Evropa". On the Albanian side of the lake, there are also 9 villages (of which 9 are populated by Macedonians), among which the famous, Pustec is on the shores of the lake. Also on the Greek side there are villages populated by Macedonians, but most of them are ruined due to the Macedonian Front (1916-1918).



THE ISLAND GOLEM GRAD IN PRESPA

There is one peninsula, Konjski, where the Konjsko village is settled and one island Golem Grad with its residents, the snakes. It is also known as the island of the snakes. Today it is abandoned by people. The island Golem Grad covers an 18 hectares area. Archaeological excavations undertaken on the island have shown that it was inhabited from Hellenistic to mediaeval times. Traces of the various historical periods can be found on the island, including two 14th century churches, St. Peter and St. Demetrius. The church of St. Peter was erected and fresco painted in the 14th century, in 1360, during the reign of tsar Voikašin. It is a single-nave construction in the vicinity of which there is a small two-floor inn, a witness of the monastery life, which took place in this region.



"Ohrid & Prespa Lakes from satellite view"

As part of Galičica National Park, its rare plant and animal life that have been preserved through the centuries, are strictly protected. Boat trips may be taken around the island, and escorted land trips are available under the auspices of the park authorities. The Prespa lake, most important water sources are, Golema Reka, Brajčinska Reka and Kranska and the Malo Prespa lake, that is 3 meters above the Golemo Prespa lake. So through the place Perovo the water from the Malo Prespa lake flows, in the Golemo Prespa lake. The water of the lake has its highest temperature in August, 24,3 degrees, while in the winter is the coldest and sometimes may freeze. The color of the water is variable yellow-green and heavenly blue.



There are 11 types of fish swimming in the waters of the Prespa lake, of which 82% are of types of carp. While the famous are carps and the Nivička small fish.



Corporation of the
City of St. Thomas

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Report No.

CC-27-05

File No.

N/A

Directed to:

Chairman Heather Chapman and Members of the
Planning Committee of Council

Date

July 5th, 2005

Department:

City Clerk Department

Attachments

Prepared By:

Aleksandra Pajak, Development Officer

N/A

Subject:

CIP Financial Incentive Applications: CIP Financial Incentive Program Loan Agreement

RECOMMENDATION:

1. That Report No. CC-27-05 be received by Council as information and further that the following be approved:
 - ☐ That Council enters into a Residential Loan Agreement for the CIP project relating to Application 2005-030: 349 Talbot Street.

REPORT

The following report provides information on CIP application No. **2005-030: 349 Talbot Street**, which is being prepared to receive loan funding under the CIP Residential Conversion, Rehabilitation and Intensification Program.

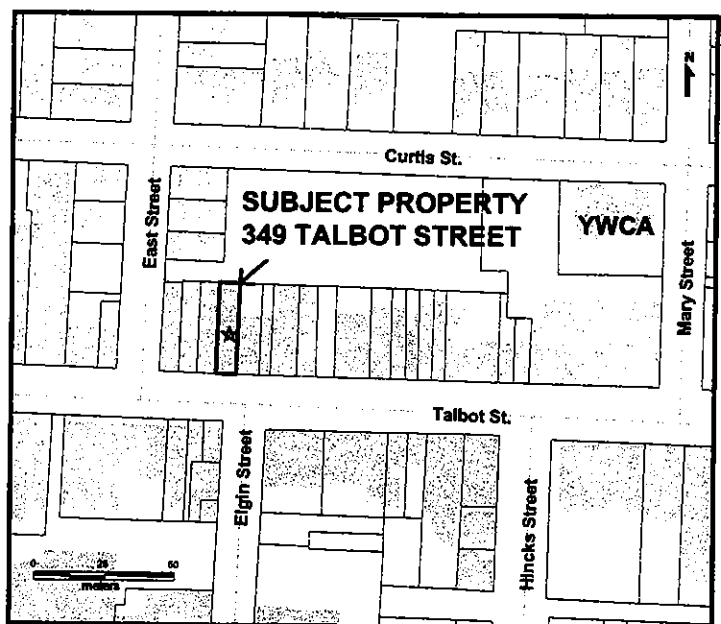
APPLICATION BACKGROUND (2005-030: 349 TALBOT STREET)

Key Map

The application for this property was submitted to the Planning Department on June 14th, 2005. It was further approved for CIP funding on June 20th, 2005 under the Residential Conversion, Intensification and Rehabilitation Program. The project is set to complete in June 2006.

LOCATION OF PROPERTY (REFER TO KEY MAP)

The building is located in the west end of Talbot Street and in the Downtown Area as established by the St. Thomas Community Improvement Plan (CIP). It is in the center of a group of three buildings that have similar architectural attributes such as ornate metal work, crown molding, roofline cornice, and brickwork.



SCOPE OF WORK

The proposed work for the residential improvements will focus around total rehabilitation of the upper floor, including Fire Code updates, which will create four modern apartment units. To realize these improvements the applicants have hired the services of a professional interior decorator in order to create an appealing living space.

Some examples of the proposed improvements are:

- ♦ New kitchen cupboards.
- ♦ New floor finishing (a combination of tile, carpet and laminate).
- ♦ New bathroom tubs, vanities, sinks, taps, lighting and fans.
- ♦ New windows and doors throughout the building.
- ♦ New drywall, and
- ♦ Paint.

SUMMARY OF LOAN AND GRANT FUNDING

Funding for the interest-free loan is to be provided from Account No. 11-1-01-9-0311-7092 under the Residential Conversion, Rehabilitation and Intensification Program. The grant portion will be decided upon and advanced upon successful completion of the proposed project.

➤ **Residential Conversion, Rehabilitation and Intensification Program**

- Loan for 4 units (\$4,500 maximum per unit)

\$18,000.00

LOAN AGREEMENT

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In accordance with the approved program requirements, the applicant is required to enter a Loan Agreement for loans to be issued under the Residential Conversion, Rehabilitation and Intensification Program.

Executed agreements have been received from the applicant and the necessary by-laws authorizing the Mayor and Clerk to execute the agreement on behalf of the Municipality have been placed on the July 18th, 2005 Council Agenda for approval by Council.

Respectfully,


Aleksandra (Ola) Pajak
Development Officer

Reviewed By:

Treasury

Env Services

Planning


City Clerk

HR

Other



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

Report No.: PD-29-2005

File No.: 34T-05505

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

Date: July 12th, 2005

Subject: Application by Doug. Tarry Limited and Novi Construction Ltd., Draft Plan of
Subdivision, File 34T-05505 - Block 4 Development Area - 2 lots for single detached
dwellings and 18 lots for semi-detached dwellings.

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

Attachments:
- draft plan (reduced)

RECOMMENDATION:

- 1) That Council approve in principle the proposed Draft Plan of Subdivision File # 34T-05505 (Residential Plan of Subdivision) of lands owned by Doug. Tarry Limited and Novi Construction Ltd. which lands are legally described as part of Blocks 22 & 27, Registered Plan 11M-110, 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, Environmental Services that there is sufficient uncommitted reserve treatment capacity in the sanitary sewerage system to service the proposed development;
 - 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 *September 6th, 2005 @ 6:45 p.m.*

ANALYSIS:

Proposal:

Doug. Tarry Limited and Novi Construction Ltd. has submitted an application for approval of a 20 lot residential plan of subdivision (34T-05505) south of Southgate Parkway, west of Penhale Avenue within the Block 4 Development Area. (see location plan) The proposed Plan encompasses 1.82 hectares of land which will provide for the development of 2 lots for single-detached dwellings units and 18 lots for semi-detached dwelling units. One new street is proposed which will be an extension of the eastern leg of Barrett Crescent.

A copy of the draft plan is attached.

The lands are legally described as being Block 22 & 27, Registered Plan 11M-110, City of St. Thomas, County of Elgin. The location of the proposed subdivision and its relationship to the surrounding area is shown on the location plan.

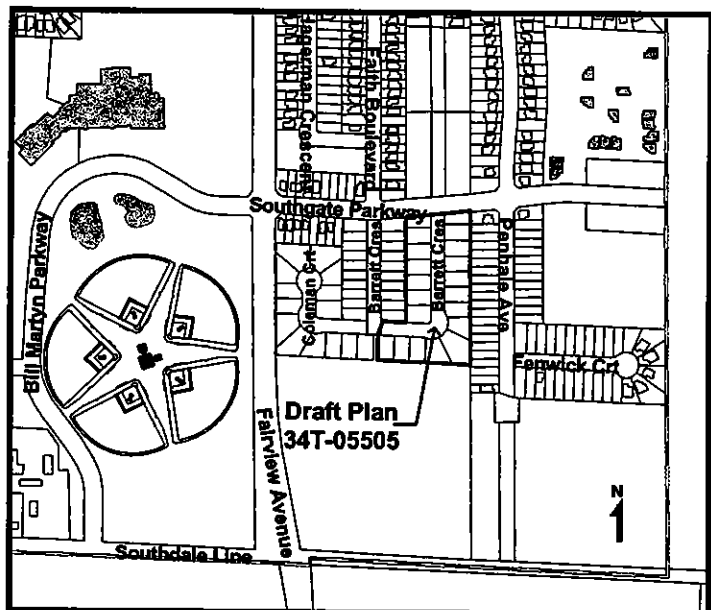
Official Plan:

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.

Location Plan



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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:

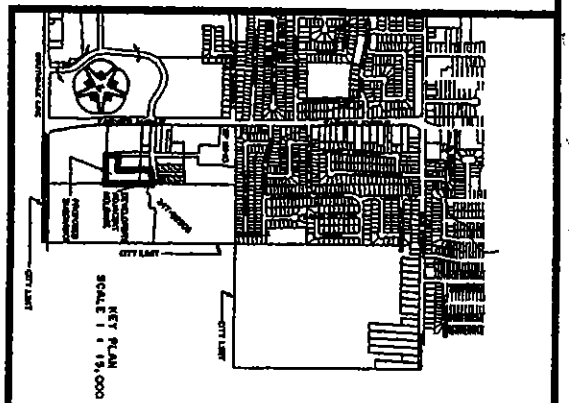
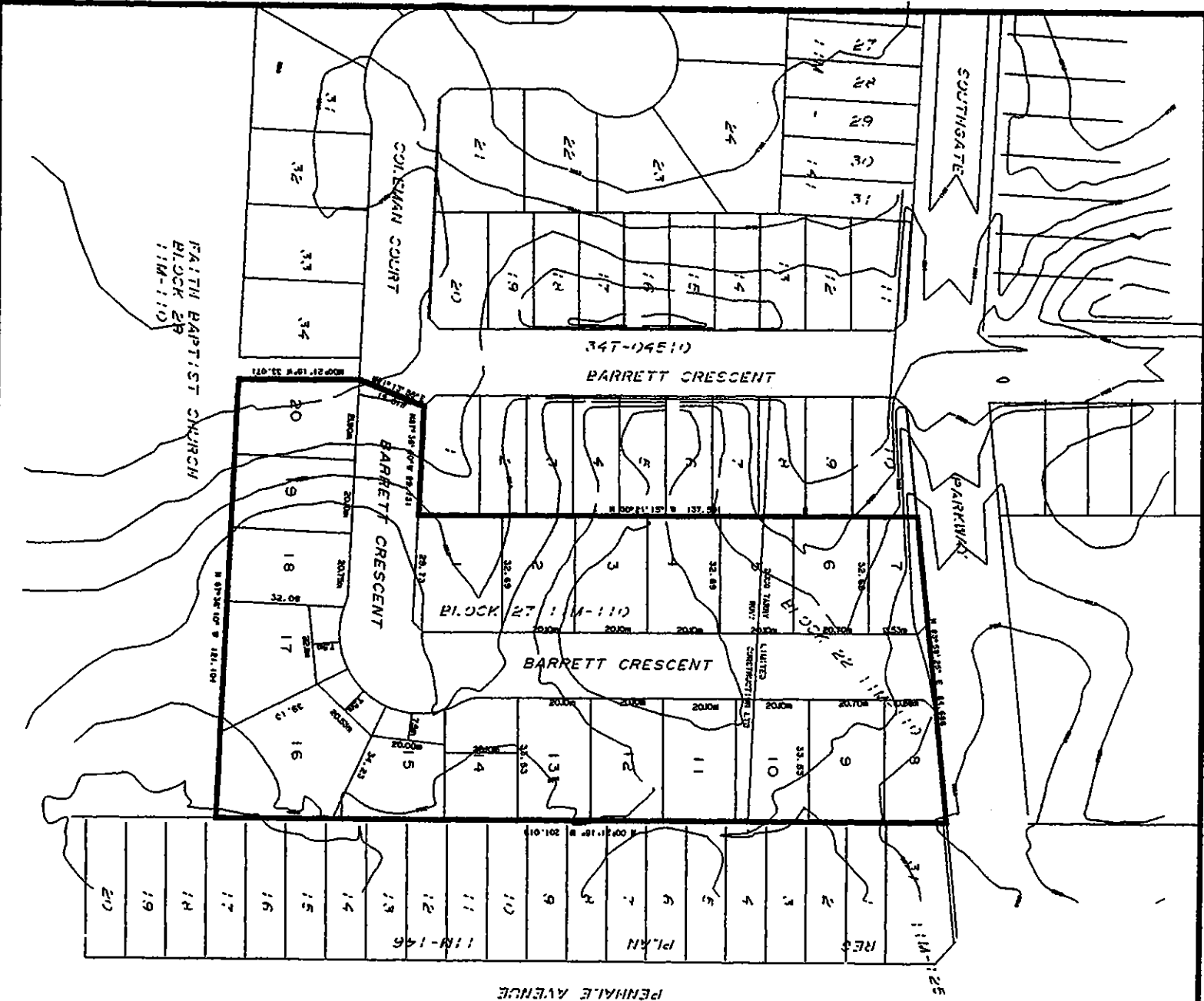
Env. Services

Treasury

City Clerk

Other

PD 29-2005



DRAFT PLAN OF SUBDIVISION
OF PARTS OF
BLOCKS 22 & 27
REGISTERED PLAN 11M-110
CITY OF ST. THOMAS
COUNTY OF ELGIN
SCALE 1 : 750
METRIC

J. G. RUPERT LTD.
ONTARIO LAND SURVEYORS

- INFORMATION REQUIRED UNDER SECTION 31(1)(7)
(A) THE PLANNING ACT AND 1850 (AS AMENDED)
(B) ON PLAN
(C) ON PLAN
(D) LOT 1 & 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 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2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118,



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

-18-

Report No.: PD-30-2005

File No.: 2-12-05

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

Date: July 11th, 2005

Subject: Application by Inn Services Inc. for an Amendment to Zoning Bylaw 50-88, to remove the Holding Zone symbol from Block 18 and part of Block 15, Registered Plan 11M -130 and part of Block 62, Registered Plan 11M-60, City of St. Thomas.

Department: Planning Department
Prepared by: Patrick J C Keenan, Director of Planning

Attachments:

RECOMMENDATION:

That the application by Inn Services Inc. for an amendment to the City of St. Thomas Zoning By-law 50-88 to remove the holding symbol from Block 18 and part of Block 15, Registered Plan 11M -130 and part of Block 62, Registered Plan 11M-60, City of St. Thomas, County of Elgin, be approved and further that direction be given to prepare the necessary amending by-law for Council approval and the notice of Council's intention to pass a by-law to remove the holding symbol be given pursuant to Ontario Regulation 199/96.

ANALYSIS:

Inn Services Inc. has applied to have the holding zone symbol removed from Zoning By-law 50-88 for a draft Plan of Subdivision within the Dalewood Landing Development Area - Subdivision File No. 34T-05504(Phase V) . The draft approved plan encompasses an area of approximately 4.133 hectares and is located east of Burwell Road and south of Glenview Court. The proposed plan will provide for the development of 56 lots for single-detached dwelling units, one open space Block (57), two Blocks (58 & 59) for future development and one block for a street reserve (Block 60). Three new streets are proposed by the plan. One street will extend Greenway Boulevard westerly, one street is a cul de sac which will run north and west from Greenway Boulevard and one street will run north of Greenway Boulevard. (see Location Plan).

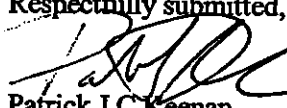
The subject property is designated for Residential use in the City of St. Thomas Official Plan and is located within the Third Residential Zone- (hR3A-1) of the City of St. Thomas Zoning By-law 50-88. The development conforms to the Official Plan and complies with the Zoning for the property.

The subdivision plan was draft approved with redline revisions and conditions on July 5th, 2005.

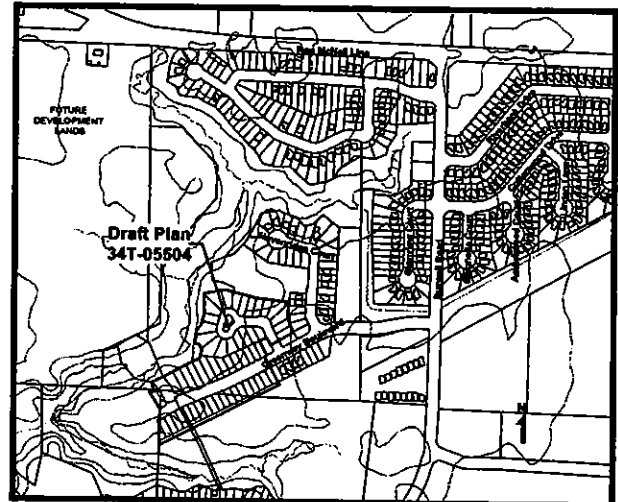
The lands are subject to the general holding provisions set out in Section 2.2 of By-law 50-88. The principle pre-development condition to be met for the removal of the holding zone is the execution of the subdivision agreement. Staff are bringing forward the request to remove the holding symbol and recommending that notice of Council's intent to remove the holding symbol be given and the necessary by-law prepared concurrent with the process of finalizing the subdivision agreement. The by-law will be placed on a future Council Agenda for consideration following the execution of the subdivision agreement by the developer.

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 of the lands affected 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.

Respectfully submitted,


Patrick J C Keenan
Director of Planning

Location Plan



Reviewed By:

Env. Services

Treasury

City Clerk

Other



Corporation of the

City of St. Thomas

- 19 -

Report No.

PW 69-05

File No.

07-025-05

Directed to: Chairman Marie Turvey and Members of the Environmental Services Committee of Council

Date
July 11, 2005

Department: Environmental Services

Attachment

Prepared By: John Dewancker, Director

Excerpt of Proposal by
CCL/IBI

Subject: **South Block Lands and Area of Dalewood**
Updates to Servicing Plans in support of required updates to Area Development Charges By-laws

Recommendation:

- That the firm of C.J. Demeyere Consulting Engineers be retained to prepare an update of the 1999 Servicing Master Plan for the Lands of Dalewood at an upset cost of \$4,000 to be funded by the Lands of Dalewood Area Development Charges Reserve Fund
- That the firm of Cumming Cockburn/IBI Group Consulting Engineers be retained to prepare an update of the 1997 South Block Servicing and Utility Plan for the South block Development Area at an upset cost of \$20,195 to be funded by the South Block Area Development Charges Reserve Fund.
- That the firm C.N. Watson & Associates be retained to prepare the necessary DC calculations and by-laws at an upset cost of \$20,000.00 to be funded by the respective area DC Reserve Funds.

Origin:

The City's Area, Development Charges By-law for the Lands of Dalewood Area has expired as of April 17, 2005. Similarly, the City's and Municipality of Central Elgin Area Development Charge By-laws for the South Block Area are about to expire during the month of July and the month of December respectively.

Study reports, which were previously required as support documents for the Development Charges calculations for both Development Areas, will need to be updated as well at this time.

Analysis:

In order that the required updates to the area servicing master plans may be initiated, Environmental Services staff has issued requests for a letter proposal to the consulting engineering firms which were retained previously to undertake the original servicing plans. This is consistent with past practice and results in cost efficiencies during the project initiation and overall project undertaking, since familiarity with the study areas and planning process will avoid duplication of effort in this regard.

The firm of C.J. Demeyere Consulting Engineers previously prepared the servicing master plan for the Lands of Dalewood Area. This area is bound by the north, west and east limit of the City of St. Thomas and the north Edgeware road allowance and has been developed to a significant extent during the last seven years. The balance of the currently undeveloped portion of this area mainly includes the former Verhoef farm lands located in the north west quadrant of this area and which will become a new residential neighbourhood development (Dalewood Meadows Block Subdivision Plan) in the future. A cost estimate of \$4,000 has been provided by C.J. Demeyere Consulting Engineers to complete the study update of this servicing master plan.

The 1997 South Block Servicing and Utility Plan provides a Servicing Master Plan for a geographical much larger area in the south quadrant of the City of St. Thomas and extending between Kettle Creek and the east and south limit of the City. Also, the South block Area has in the recent past provided development opportunities to a significant number of different developers of land, located both within the City limits and within the adjoining Municipality of Central Elgin such as Lake Margaret Estates, Mill Creek Subdivisions, South Gate Village (Block 4), Wynfield Subdivisions, Shaw Valley Country Club Block Plan of Subdivision and the Kemsley Investments Group. The firm of Cumming Cockburn/IBI Group was requested to provide a letter proposal to complete the study update to the South Block Servicing and Utility Plan and a copy of their proposal is appended with this report for the information and review by the Members. It must be noted that the workscope of this assignment is more extensive and has also expanded somewhat to include a Storm Sewer area DC charge for the Shaw Valley Subdivision lands, as well as an expanded Sewage Service area in the Municipality of Central Elgin. A cost estimate of \$20,195 has been provided to undertake this project and it is anticipated that this study update project will be completed by the end of September.

In order that certain legal arrangements in respect to the front end financing of a new sewage pumping station in Phase 2 of the Shaw Valley Country Club Subdivision may be concluded in the near future between the Developer and the City, City Staff is currently considering an extension to the current South Block Area DC by-law until the appropriate study work, including an update of the area DC charges affecting four distinct areas within the South Block Area, have been concluded. A further Staff

report or by-law approval request may be submitted in the future to City Council in this regard.

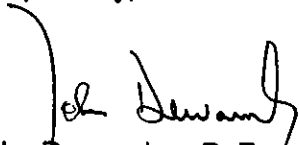
-20-

Financial Considerations:

The cost of the updates of the above noted master plans in the respective amounts of \$4,000 and \$20,195, will be borne by the respective Area Development Charge Reserve Funds and be included in the Area DC charge calculation for both areas.

Additional consulting work will be required to be completed by C.N. Watson in order to put the necessary charges and by-laws in place. The projected budget of such work is estimated at \$20,000. and will be funded also by the applicable Development Charges Reserve Funds.

Respectfully,



John Dewancker, P. Eng., Director,
Environmental Services



Bill Day,
Treasurer

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



June 22, 2005
M:\PLP584 St Thomas South Blockcover-ltr.doc

John Dewancker, P.Eng.
Director, Environmental Services &
City Engineer

The Corporation of the City
of St. Thomas
P.O. Box 520
City Hall Annex
ST. THOMAS, ON N5P 3V7

SOUTH BLOCK AREA SERVICING PLAN UPDATE

Dear Mr. Dewancker:

CCL/IBI appreciates the opportunity to submit this proposal for the above-noted project. Our proposal outlines the scope of work, understanding of the project, procedures and methodology, study team, schedule, fees and relevant experience.

We trust the attached material will meet with your approval. Should you have any questions or require further information please contact the undersigned.

We look forward to the opportunity of once again working with the City of St. Thomas should we be successful in being awarded this assignment.

Yours truly,

CCL / IBI GROUP



Joe Heyninck, P.Eng.
Managing Principal

Encl.

1. OVERVIEW

In 1997, D.S. Lea Associates completed the South Block Servicing and Utility Plan which provided a 20 year comprehensive servicing plan for new growth areas in the South Block area within the City of St. Thomas. The plan provided the servicing framework for new municipal services including water, sanitary sewerage, and electrical distribution for the subject area. An important component of the South Block Study at that time, was the development of a detailed costs and implementation schedule which was used by developers, utilities and the municipality in the planning, scheduling and cost recovery for future servicing works.

Over the past eight years, a number of the planned works have been implemented however there have been a number of modifications and adjustments made to the overall plan through the implementation stage. The City of St. Thomas would now like to initiate an update study to:

- Summarize the works that have been implemented over the past eight years and compile available cost data;
- Review the original study servicing plans; identify changes to the service areas and servicing infrastructure implications;
- Update servicing costs based on recent construction experience and required changes to servicing;
- Provide a summary background document which will serve as the basis for development charges calculations (to be completed by others).

Although not completed in the original study, the current undertaking is also to include a review and update of stormwater management costs and benefiting area; and a review of major roadworks / intersection improvements within the South Block Area.

Mr. Greig Garland, currently with the CCL/IBI London office, was the project manager for the 1997 Study and is well familiar with the nature and scope of the required study update. His knowledge and familiarity of the study area and plan process will avoid duplication of effort resulting in cost efficiency in the initiation and overall undertaking of the proposed update study.

The tasks associated with addressing the above objectives are identified in detail in the following Work Program

2. PROPOSED WORK PROGRAM

TASK 1-1: PROJECT INITIATION MEETING

Upon confirmation of the assignment, a project initiation meeting will be scheduled with representatives from the St. Thomas Environmental Services Department to confirm the work plan and schedule, and to obtain required background information necessary to update the plan.

Where necessary, any mutually agreed upon changes to the project work plan and/or schedule will be made.

It is anticipated the Environmental Services staff will be able to provide drawings illustrating recent South Block servicing works, related historical costs, and identify any changes to the new development area boundary.

TASK 1-2: REVIEW OF EXISTING SERVICING PLANS

With the information provided by the City, CCL/IBI will identify and map new growth areas and determined what infrastructural changes are required to accommodate these areas. The analysis will include a review of sanitary sewerage collection systems and water distribution networks. It is anticipated that should additional modelling be required to confirm water distribution element sizing, CCL/IBI will work with municipal staff who will complete any hydraulic network analysis modelling.

Input on electrical servicing update and costs will be sought from the St. Thomas Energy Services.

TASK 1-3: UPDATE OF ANTICIPATED COSTS

The existing unit costs for sanitary sewerage and water works will be updated to reflect current construction costs and compared to an indexed cost update based on the original tables in the South Block Study. The update cost will build on actual costs for projects tendered in the St. Thomas area over the past 5 years.

Once all the servicing changes have been identified, new implementation tables will be developed based on the framework established in the original study. Individual projects will be tied to benefiting service area and costs.

Project ID	Description	Cost	Trigger	Timing	Service Area	Growth Portion
------------	-------------	------	---------	--------	--------------	----------------

Based on discussions with the City, costs for identified Stormwater Management Projects and major roadworks/intersection improvements may also be included in the Tables.

TASK 1-4: COMPARITIVE ANALYSIS OF PROPOSED AND COMPLETED WORKS

CCL/IBI will prepare a summary table of completed South Block servicing projects with a brief description of the project, date of completion, original estimated costs and final costs.

The table will provide a mechanism to quickly analyze project costs relative to the previous planned costs, and will point to the adequacy of existing cost recovery measures.

TASK 1-5: PREPARE SUMMARY DOCUMENT

A summary document will be prepared compiling background information, tables and revised servicing area figures. It is anticipated that a suitable base plan will be provided by the municipality for illustrating service areas and general reporting purposes.

MEETINGS:

It is anticipated that there will be at least four project meetings:

- Project Initiation upon start-up;
- Meeting with municipal staff to review completed work at the 90% completion stage;
- Meeting with developer stakeholders early September;
- Attendance at DC meeting to be chaired by C.N. Watson.

3. STUDY TEAM

CUMMING COCKBURN LIMITED

305 OXFORD STREET WEST, SUITE 203, LONDON ON N6H 1T3

JOE HEYNINCK, P.ENG., Managing Principal...As Project Manager, Mr. Heyninck will be responsible for ensuring that the overall project objectives, schedule and reporting requirements are met through the appropriate assignment of resources required. Mr. Heyninck has over thirty (30) years experience in the municipal consulting field and has completed numerous area servicing and background studies for development charge purposes. Specifically Mr. Heyninck managed the Talbot Community Plan Servicing background study, Skyway Industrial Park preliminary servicing studies and background studies for Middlesex Centre Development Charges in association with CN Watson. Through these projects, Mr. Heyninck has demonstrated an ability to present detailed servicing and cost sharing calculations in a clear and concise format suitable for presentation to stakeholders.

GARY CURTIS, C.E.T. Eng. Senior Design Technologist...Mr. Curtis will be responsible for the undertaking of the review of municipal servicing in the area including the evaluation of the adequacy of existing systems, the development of servicing alternatives and compiling cost estimates.

Mr. Curtis has over twenty-one (21) years experience in the municipal consulting field and is a C.A.D. specialist within the firm.

Curriculum vitae for the above team members are included in Appendix "A".

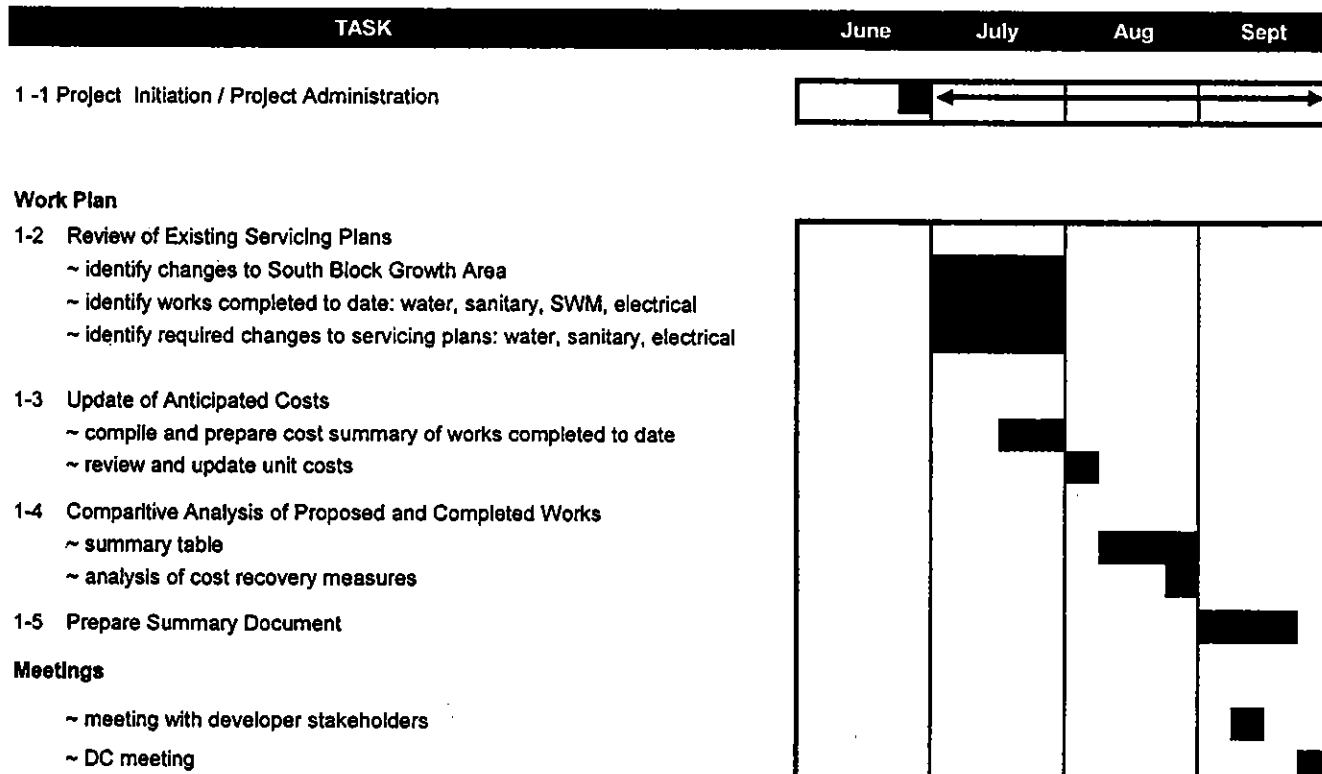
4. PROJECT SCHEDULE

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Cumming Cockburn Limited would be prepared to commence work immediately upon award of the project. As such, a project initiation meeting would be scheduled within one weeks of notification of the award of the project. The work program would follow the schedule outlined in Figure 1. This schedule is tentative and final details would be reviewed with the City at the project initiation meeting.

South Block Area Servicing Plan - Update

FIGURE 1
Schedule



5. STUDY COSTS

Engineering services will be billed on a time basis to an upset cost limit. A breakdown of these costs by tasks is provided in Table 1. The fee breakdown presented in Table 1, combined with the description of the tasks in Section 2, provide an indication of the level of effort anticipated. No additional work will be undertaken without prior authorization and approval from the City.

South Block Area Servicing Plan - Update

Table 1
Work Program and Costs

TASK	CCL/IBI - Hours				Cost/Task
	JAH	GC	Tech I	Tech II	
	\$160	\$95	\$55	\$45	
1- 1 Project Initiation / Project Administration	4.0	0.0	0.0	0.0	\$640
1-2 Review of Existing Servicing Plans					
~ identify changes to South Block Growth Area	1.0	4.0	0.0	0.0	\$600
~ identify works completed to date: water, sanitary, SWM, electrical	2.0	0.0	16.0	0.0	\$1,100
~ identify required changes to servicing plans: water, sanitary, electrical	2.0	36.0	24.0	0.0	\$2,400
1-3 Update of Anticipated Costs					
~ compile and prepare cost summary of works completed to date	2.0	21.0	0.0	0.0	\$1,300
~ review and update unit costs	2.0	8.0	0.0	0.0	\$600
1-4 Comparative Analysis of Proposed and Completed Works					
~ summary table	2.0	8.0	0.0	4.0	\$1,000
~ analysis of cost recovery measures	4.0	4.0	0.0	0.0	\$1,000
1-5 Prepare Summary Document	12.0	8.0	16.0	16.0	\$2,400
Meetings	12.0	4.0	0.0	0.0	\$1,000
Sub-Total Hours:	43.0	93.0	56.0	20.0	
Labour Costs :	\$6,880	\$8,835	\$3,080	\$900	
Disbursements:					
Total : *					\$12,695

Legend

JAH - J. Heyninck

GC - G. Curtis

* excluding GST



Corporation of the

City of St. Thomas

Report No.

PW 70-05

File No.

Directed to: Chairman Marie Turvey and Members of the Environmental Services Committee of Council

Date
July 11, 2005

Department: Environmental Services

Attachment

Prepared By: John Dewancker, Director

1. Letter request of June 30/05 by C.J. Demeyere Consulting Engineers on behalf of Mr. Kielstra
2. Entrance location plan
3. Area property fabric on arial photographs background

Subject: Request for Driveway Access to Bill Martyn Parkway
Kielstra Property at Southdale Line

Recommendation:

That the request by Mr. Henry Kielstra, owner of the property at 43320 Southdale Line, for permission to construct a driveway entrance off Bill Martyn Parkway be approved subject to the conditions as outlined in report ES70-05.

Origin:

Attached letter request of June 30, 2005, by C.J. Demeyere Consulting Engineers on behalf of Mr. Henry Kielstra, owner of the property at 43320 Southdale Line for City approval to construct a driveway from the rear of the property to Bill Martyn Parkway, as shown on the attached drawing.

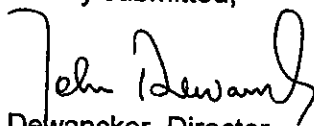
Analysis:

The proposed driveway from the north east corner of the property, owned by Mr. Kielstra (formerly Dhinsa) onto Bill Martyn Parkway, would need to cross City owned property which is not a municipal road right-of-way, as shown on the attached plans. As a result, the north-east corner of the property does not front onto a municipal road. Also, the previous property owner (Mr. Dhinsa) previously submitted a draft plan of subdivision for this property and subject to the availability of a sanitary sewer extension along Bill Martyn Parkway, and the fulfilment of any other planning requirements, a residential plan of subdivision, including a cul-de-sac road off Bill Martyn Parkway, could possibly be accommodated by the subject property in the future.

In view of the above considerations, it is recommended that the request by Mr. Kielstra to construct an entrance from the north east corner of his property onto Bill Martyn Parkway be granted, subject to the following conditions:

- The engineering design of the Driveway entrance including culvert crossing of the ditch on Bill Martyn Parkway and the installation of a wooden gate that is consistent with the existing privacy fence along the property line to be approved by the City's Environmental Services Department.
- The cost of all required works be borne by the property owner.
- The City maintains the right to use the municipally owned lands that are being encumbered by the proposed driveway entrance, if such use is needed by the City in the future.
- The proposed driveway entrance will be removed and the entrance area will be restored to original conditions if a plan of subdivision including a new municipal road access onto Bill Martyn Parkway, is planned and implemented in the future.

Respectfully submitted,


John Dewancker, Director
Environmental Services

Reviewed By:

Treasury

Env Services

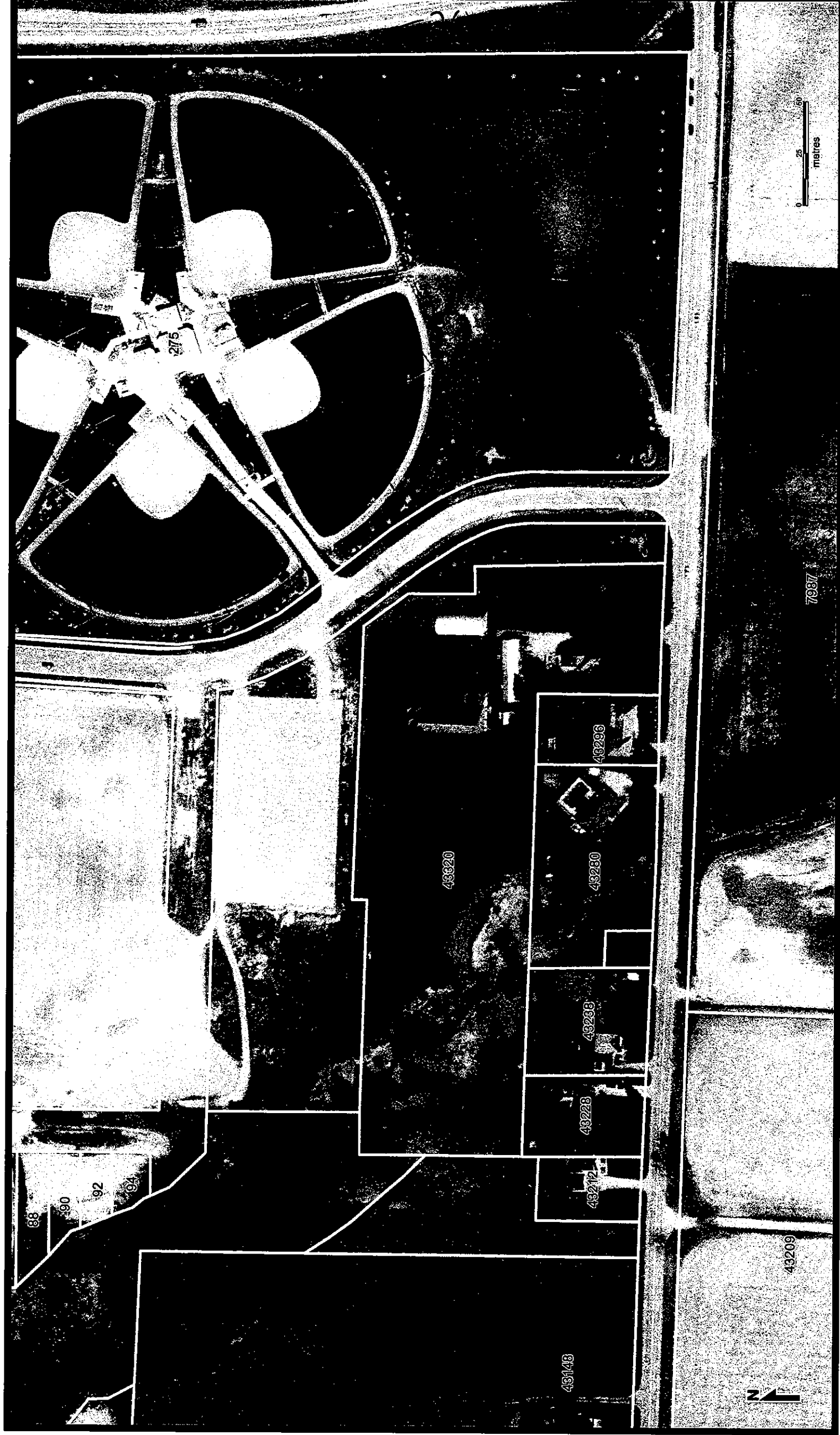
Planning

City Clerk

HR

Other

cc: H. Kielstra, 43320 Southdale Line
J. Wiebe, C.J. Demeyere Consulting Engineers



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metres

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-27-

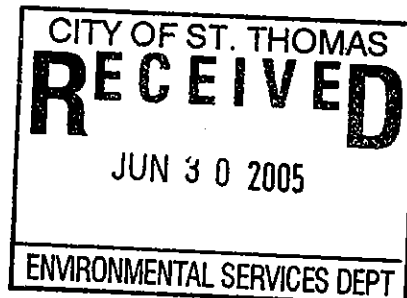
CYRIL J. DEMEYERE, P. ENG.
PETER J. PENNER, P. ENG.
T. PAUL TUFF, P. ENG.
JOHN D. WIEBE, P. ENG.

e-mail: cjdleag@oxford.net
website: www.cjdleag.com

CYRIL J. DEMEYERE LIMITED
CONSULTING ENGINEERS

P.O. Box 606
261 BROADWAY
TILLSONBURG, ONTARIO
N4G 4J1
(519)688-1000
Fax (519)842-3235
Toll Free: 1-866-302-9886

30 June 2005



0213

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

RE: KIELSTRA PROPERTY (FORMERLY DHINSA)
SOUTHDALE LINE AND BILL MARTYN PARKWAY
CITY OF ST. THOMAS

ATTENTION: MR. JOHN DEWANCKER, P. ENG.,
DIRECTOR OF ENVIRONMENT SERVICES & CITY ENGINEER

Dear Sir:

Please accept this as a request to construct an entrance to the Kielstra property from Bill Martyn Parkway as shown on the enclosed. This entrance is required by Mr. Henry Kielstra for a more direct access to the buildings and shop located on the north side of his property. This would prevent having to pass by the residence on Southdale Line. A plan of the entire Kielstra lands is also enclosed.

The entrance will be 5.5 m wide consisting of 50 mm HL 3 on 300 mm of Granular 'A'. Excavation will be required to ensure a uniform grade. It is recommended that the driveway grade conforms to the future curb cut grade, being 20 mm above existing edge of pavement at 3.2 m beyond existing edge of pavement, thereby providing a good tie-in if this driveway remains in service after Bill Martyn Parkway is reconstructed.

This entrance will be gated as shown on the attached to suit the existing privacy fence standard. It is understood that this entrance will be abandoned in the future when the municipal road allowance is constructed, also as shown on the enclosed.

If there are any questions, please do not hesitate to contact this office.

Yours very truly,

John D. Wiebe, P. Eng.

JDW/ked

Encl. to all

c.c. Mr. Henry Kielstra (FAX 631-9838)

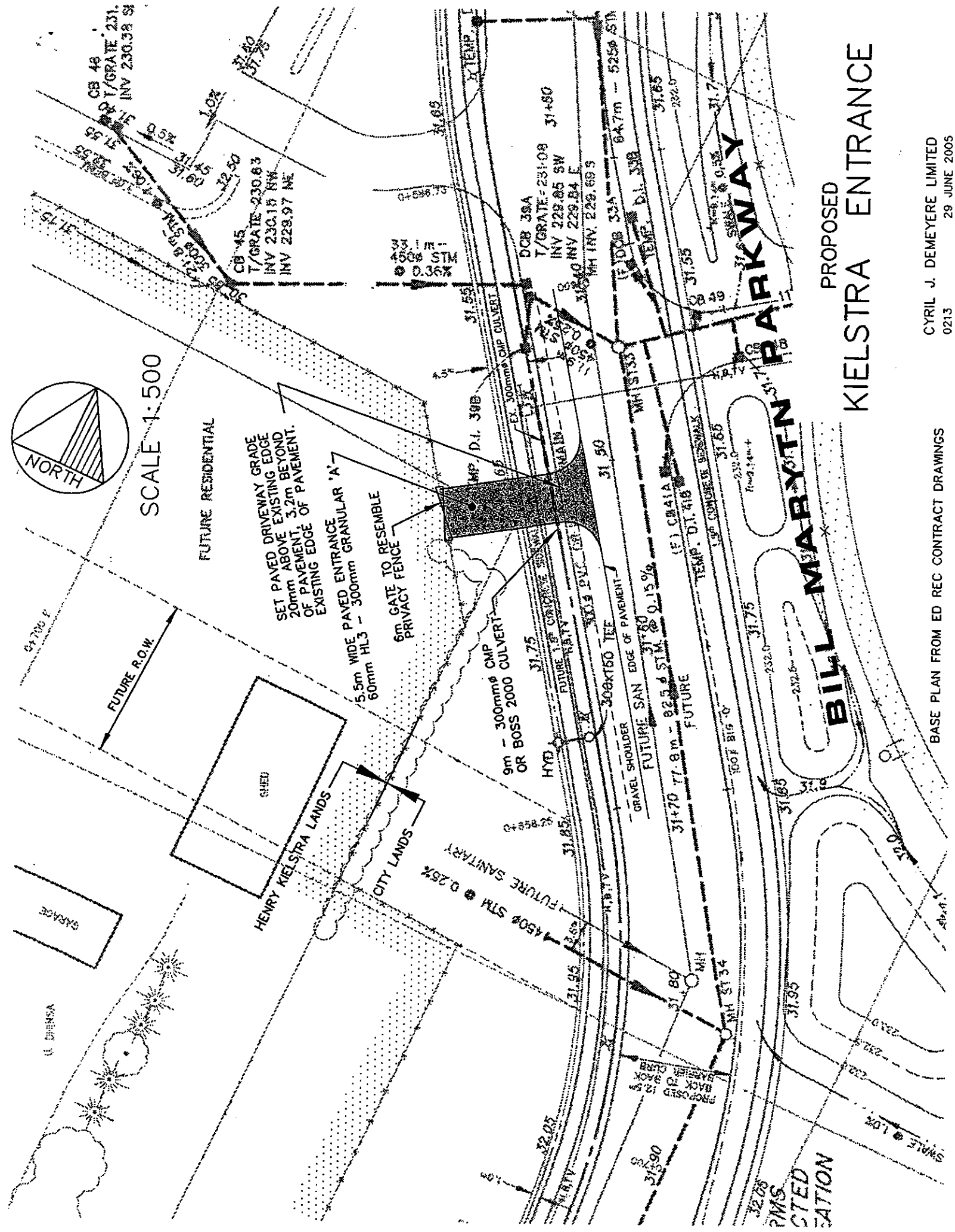
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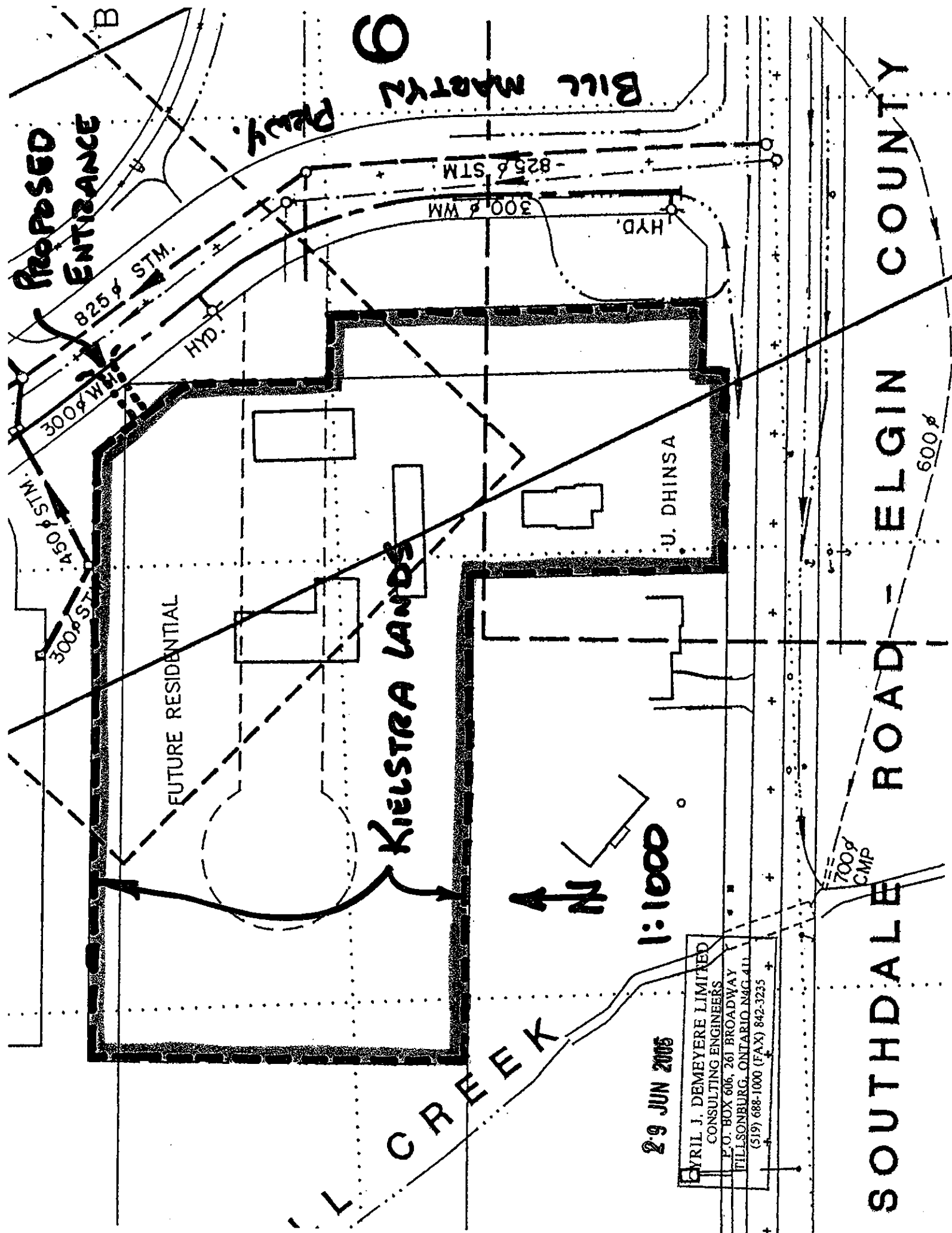
☐ Mail

☒ Deliver

☐ Courier

☐ e-mail







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

-30-

Report No.: HR-09-05

File No.:

Directed to: Alderman Dave Warden and Members of the
Personnel & Labour Relations Committee

Date: June 22, 2005

Subject: STUDENT HIRING POLICY

Department: Human Resources

Prepared By: Graham Dart

Attachment: Jan. 1, 2000 Policy

Recommendation:

Council approve the revised policy #HR-02-14 on Student Hiring.

Background:

Each summer from May to September, the Corporation of the City of St. Thomas hires approximately 62 students to perform various tasks throughout the City.

In accordance with the McCarthy Tetrault Report and Council's direction, the January 1, 2000 policy was reviewed. In addition, a review of the hiring practices over the past few years was conducted.

Both these reviews revealed that there has been inconsistencies in the application of the policy and that there exists, each year, pressure, real or perceived, to hire a specific student. Changes to the policy especially, the lottery draw, will reduce, if not eliminate any pressure.

This policy, once approved will be communicated to all existing students and will be incorporated in the hiring information available to students for the 2006 recruitment.

Council is requested to approve Policy #HR-02-14.

Respectfully submitted

Graham Dart, AMCT, CMM III
Director, Human Resources

Reviewed by:

Treasury

Env. Services

Planning

City Clerk

Valleyview

Fire



HUMAN RESOURCES POLICY AND PROCEDURES MANUAL	SECTION: RECRUITMENT, SELECTION & HIRING
	SUBJECT: STUDENT HIRING

Purpose: To establish a system of hiring summer students for City Departments.

- Definitions:**
- For the purpose of this policy, *qualified student applicants* are interpreted to mean those who are hired between the end of one school year and the start of the next school year, attended *the previous school year full time* and will be *returning full time* to the next school term, or students on a post secondary co-operative placement from a recognized co-operative studies program.
 - For the purpose of this policy, *closely related* shall be interpreted to mean mother, father, wife, husband, son, daughter, brother, sister, grandparent and grandchild and includes "step" and "common-law" relationships.

Policy Statement: The Corporation shall accept applications for student (summer) employment from all qualified student applicants during a pre-determined period not to exceed March 31 of each year.

Procedure: The Human Resources Department shall receive and retain applications for summer employment from qualified students.

Departments may only select their approved summer staffing needs from the applications on file in the Human Resources Department.

No applications will be processed where a tentative employee is offered employment and then advised to attend the Human Resources Department to complete an application.

EFFECTIVE DATE:	SUPERCEDES: JANUARY 1, 2000
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Policy No:	HR-02-14
Page:	2 of 3
Section:	RECRUITMENT, SELECTION & HIRING
Subject:	STUDENT HIRING

Selection Criteria:

A. Students who were employed by the Corporation during the previous years' summer program will be offered summer employment provided they are recommended for rehire on the performance Appraisal.

B. The Corporation shall only hire one (1) student per immediate family, unless family members are the only one's possessing the necessary qualifications. (eg. Lifeguard, Engineering, etc.)

C. Once the selection of students as in "A" above is completed and there exists vacancies, new, qualified applicants will be interviewed. Those selected as acceptable for employment will be placed in a General Student Lottery Draw. Students whose names are drawn will be offered employment. Names will continue to be drawn until all vacancies are filled.

All summer students shall have an evaluation of their work performance completed at the end of their work term each year by their immediate supervisor.

It shall be the practice of the Corporation to, wherever possible, hire students whose home residence is within the Corporate limits of the City of St. Thomas.

**Offer of
Employment:**

Departments shall make written recommendations (form SS-1) to hire to the Human Resources Department. Only the Human Resources Department may make job offers and advise employees to attend for documentation.

Tentative employees must possess the necessary qualifications for the position(s) they are being considered for.

EFFECTIVE DATE:	SUPERCEDES: JANUARY 1, 2000
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Policy No:	HR-02-14
Page:	3 of 3
Section:	RECRUITMENT, SELECTION & HIRING
Subject:	STUDENT HIRING

Relationships:

Requisitioning departments must indicate all personal (family) or social (teams, clubs, etc.) relationships that exist between the employee(s) being recommended and the supervisor making the recommendation. Failure to disclose such relationships shall be cause to negate the hiring of an employee.

No successful student applicant is permitted to be closely related to any person in the employ of the same section of a department of the Corporation.

Advertising:

Any advertisement for student hiring must be approved by and placed through the Human Resources Department.

***Proof of
Student Status:***

The hiring department must verify at the interview that the student is eligible in accordance with this policy definition of a qualified student. The Human Resources Department may ask for proof of attendance and/or proof of returning to school.

Exceptions:

Any exceptions to this policy must be specifically approved by the Director of Human Resources.

Exclusions:

This policy shall not apply to students given unpaid job placement experience for course credits through recognized co-operative education programs.

EFFECTIVE DATE:	SUPERCEDES: JANUARY 1, 2000
-----------------	--------------------------------

RECOMMENDATION TO HIRE

STUDENT NAME: _____

DEPARTMENT: _____ SECTION: _____

SUPERVISOR: _____

POSITION: _____

START: _____ FINISH: _____

HOURS OF WORK: _____

RETURNING STUDENT YES ☐ NO ☐

PERFORMANCE APPRAISAL ON FILE: YES ☐ NO ☐

CLOSELY RELATED: _____

SPECIAL CONSIDERATIONS:

AUTHORIZING SIGNATURES:

SUPERVISOR

DIRECTOR

HUMAN RESOURCES

DATE



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HUMAN RESOURCES POLICY AND PROCEDURES MANUAL	SECTION: RECRUITMENT, SELECTION & HIRING
	SUBJECT: STUDENT HIRING

Purpose: To establish a system of hiring summer students for City Departments.

- Definitions:**
1. For the purpose of this policy, *qualified student applicants* are interpreted to mean those who are hired between the end of one school year and the start of the next school year, (i.e. in the case of University students, April - September), who *completed the previous school year* and will be *returning* to the next school term, or students on a post secondary co-operative placement from a recognized co-operative studies program.
 2. For the purpose of this policy, *closely related* shall be interpreted to mean mother, father, wife, husband, son, daughter, brother, sister, grandparent and grandchild and includes "step" and "common-law" relationships.

Policy Statement: The Corporation shall accept applications for student (summer) employment from all qualified student applicants.

Procedure: The Human Resources Department shall receive and retain applications for summer employment from qualified students.

Departments may only select their summer staffing needs from the applications on file in the Human Resources Department.

No applications will be processed where a tentative employee is offered employment and then advised to attend the Human Resources Department to complete an application.

EFFECTIVE DATE: JANUARY 1, 2000

Policy No:	HR-02-14
Page:	2 of 3
Section:	RECRUITMENT, SELECTION & HIRING
Subject:	STUDENT HIRING

**Offer of
Employment:**

Departments shall only make recommendations to hire to the Human Resources Department. Only the Human Resources Department may make job offers and advise employees to attend for documentation.

Tentative employees must possess the necessary qualifications for the position(s) they are being considered for.

Relationships:

Requisitioning departments must indicate all personal (family) or social (teams, clubs, etc.) relationships that exist between the employee(s) being recommended and the supervisor making the recommendation. Failure to disclose such relationships shall be cause to negate the hiring of an employee.

No successful student applicant is permitted to be closely related to any person in the employ of the same section of a department of the Corporation.

**Relationship
Limits:**

The Human Resources Department shall ensure that the total percentage of student employments related to members of City Council or regular City staff does not exceed twenty percent (20%) in any year.

Advertising:

Any advertisement for student hiring must be approved by and placed through the Human Resources Department.

Residency:

It shall be the practice of the Corporation to, wherever possible, hire students whose home residence is within the Corporate limits of the City of St. Thomas. Any student, eligible for recall, who does not meet this requirement, may be rehired with the approval of the Director, Human Resources.

EFFECTIVE DATE: JANUARY 1, 2000
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Policy No:	HR-02-14
Page:	3 of 3
Section:	RECRUITMENT, SELECTION & HIRING
Subject:	STUDENT HIRING

***Proof of
Student Status:***

The hiring department must verify at the interview that the student is eligible in accordance with this policy definition of a qualified student. The Human Resources Department may ask for proof of attendance and/or proof of returning to school.

Non-Students:

Students who have graduated and/or who are not returning to school are presumed to be looking for full-time employment, and therefore do not qualify for summer employment with the Corporation.

Recalls:

Students who qualify in accordance with the definition who have a satisfactory work record with the City may be "recalled" in subsequent years while they remain qualified prior to the engagement of new hires.

New Students:

If after all qualified recalls are made, there exists additional student staffing requirements, the department requiring staff may, so long as sufficient budget appropriations exist, commence the hiring process in accordance with this policy.

Exceptions:

Any exceptions to this policy must be specifically approved by either the City Administrator or the Director, Human Resources.

Exclusions:

This policy shall not apply to students given unpaid job placement experience for course credits through recognized co-operative education programs.

EFFECTIVE DATE:

JANUARY 1, 2000



The Corporation of the
City of St. Thomas

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Report No.: HR-11-05

File No.:

Directed to: Alderman Dave Warden and Members of the
Personnel & Labour Relations Committee

Date: July 11th, 2005

Subject: 2005 SUMMER HIRING SUMMARY REPORT

Department: Human Resources

Prepared By: Ginny Chapman

Attachment:

Recommendation:

That Report HR-11-05 summarizing the 2005 Summer Student/Temporary Hiring be received and filed as information.

REPORT:

The City's Summer Hiring Policy restricts the hiring of students related to members of City Council or City Staff so that they do not exceed 20% of the students hired in any year.

The City has hired a total of 64 students for this summer.

The 2005 aggregate total of related students hired is 14%. In 2004, this total was 18.4%.

I would be pleased to answer any questions the members may have.

Prepared by

Ginny Chapman
Employee Relations Coordinator

Respectfully submitted

Graham Dart, AMCT, CMM III
Director, Human Resources

SUMMER STUDENTS2005

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<u>NAME</u>	<u>DEPARTMENT</u>	<u>STARTDATE</u>	<u>NEW/RETURNING</u>
Greg Balsden	Pollution Control	May 2/05	Returning
Luke Gilarski	Env. Services	May 2/05	NEW
Michael Lattanzio	Env. Services	Apr 25/05	NEW
Shady Osman	Env. Services	Apr. 25/05	NEW
Brett Thorner	Env. Services	Apr. 25/05	NEW
Adam Wissink	Env. Services	Apr. 25/05	NEW
Justine Adams	Parks Dept.	May 2/05	NEW
Dan Arppe	Parks Dept.	May 2/05	Returning
Megan Barber	Parks Dept.	May 2/05	Returning
Alice Bowsher	Parks Dept.	May 2/05	Returning/Quit May 05
Adam Chamberlain	Parks Dept.	May 2/05	NEW
Greg Eggleston	Parks Dept.	May 2/05	NEW
Jolene Head	Parks Dept.	May 2/05 – June/05	Returning/Quit
David Hobbs	Parks Dept.	May 2/05	Returning
Eric Lemon	Parks Dept.	May 2/05	Returning
Breanne Lindsay	Parks Dept.	May 2/05	NEW
Eric Lockwood	Parks Dept.	May 2/05	Returning
Brittney MacDonald	Parks Dept.	May 2/05	NEW
Tim MacKay	Parks Dept.	May 2/05	NEW
Ryan McCaffery	Parks Dept.	May 2/05	NEW
Dennis Mungar	Parks Dept.	May 2/05	NEW
Courtney Newell	Parks Dept.	May 2/05	Returning
Erik Nielsen	Parks Dept.	May 2/05	NEW
Greg Parrack	Parks Dept.	May 2/05	Returning
Greg Shackelton	Parks Dept.	May 9/05	Returning
Jen Smorowski	Parks Dept.	May 2/05	NEW
Laura Snowsell	Parks Dept.	May 2/05	Returning
Courtney Sturgeon	Parks Dept.	May 2/05	Returning
Michelle Terry	Parks Dept.	May 2/05	Returning
Nicole Versteeg	Parks Dept.	May 2/05	NEW
Nathan Wilcox	Parks Dept.	May 2/05	NEW
Anne Withenshaw	Parks Dept.	May 9/05	NEW
Jacob Beaton	Parks Dept.	June 22/05	Returning
Brad West	Parks Dept.	June 29/05	NEW
Ali Hughson	Parks Dept.	July 12, 2005	NEW
Clayton Morgan	Works/Water	May 2/05	Returning
Kevin Lynch	Works/Water	May 2/05	Returning
Mike Robertson	Works	May 2/05	NEW
Michael Russell	Works	May 9/05	Returning
Mark Voakes	Works	May 2/05	NEW
Jason Bod	Treasury/Property	May 2/05	Returning

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Sareen Tucker	V.V.	June 8/05	Returning
Nicole Cousins	V.V.	June 8/05	Returning
Amanda Vanderkooy	V.V.	June 8/05	Returning
Brooke Wiggin	V.V.	June 8/05	NEW
Judy Penner	V.V.	June 8/05	Returning
Rachel Smith	V.V.	June 27/05	NEW
Hollie Bezaire	V.V.	July 4, 2005	NEW
Jeff Valks	Pools	June 1/05	Returning
Kristi Metcalf	Pools	June 16/05	Returning
Ashley Park	Pools	June 10/05	Returning
Steve McColman	Pools	June 10/05	Returning
Kyleigh Schraeder	Pools	June 10/05	Returning
Sarah Patterson	Pools	June 10/05	Returning
Scott McLean	Pools	June 10/05	Returning
Miranda Ross	Pools	June 10/05	Returning
Amy Hackney	Pools	June 10/05	Returning
Shelby Warden	Pools	June 10/05	Returning
Riley Shackelton	Pools	June 10/05	Returning
Evie Spearman	Pools	June 10/05	NEW
Lara Ripley	Pools	June 10/05	NEW
Jesse Pakkala	Pools	June 10/05	NEW
Christine Bond	Pools	June 10/05	NEW

The following students have parents working for the City of St. Thomas.

Courtney Sturgeon	Sharon Sturgeon	Ontario Works
Greg Shackelton	Gene Shackelton	Community Services
Megan Barber	Bob Barber	Fire
Tim MacKay	Gerdy MacKay	Treasury
Clayton Morgan	Catharine Spratley	Parks
Shelby Warden	Alderman Dave Warden	Council
Riley Shackelton	Gene Shackelton	Arenas
Hollie Bezaire	Cindy Bezaire	Clerks

PERCENTAGE BREAKDOWN

	2005 Actual	2005 Accumulative Actual	2004 Accumulative	2004 Accumulative Actual
Parks	4/28 – 14.2%	4/28 - 14.2%	9/26 – 34.6	9/26 – 34.6
Environmental Services	1/5 – 20%	5/33 – 15.1%	0/7 - 0%	9/33 - 27.2%
Works	1/5 = 20%	6/38 – 15.7%	1/5 – 20%	10/38 – 26.3%
P.C.P.	0/2 – 0%	6/40 – 15%	0/1 – 0%	10/39 – 25.6%
Arena	--	--	0/1 – 0%	10/40 – 255%
Pools	2/15 – 13.3%	8/55 – 14.5%	2/17 – 0%	12/57 – 21%
V.V.	1/7 – 14.2%	9/62 – 14.5%	0/6 – 0%	12/63 – 19%
Property Mgmt.	0/1 – 0%	9/63 – 14.2%	0/1 – 0%	12/64 – 18.7%
Planning	0/1 – 0%	9/64 – 14%	0/1 – 0%	12/65 – 18.4%



Corporation of the

City of St. Thomas

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Report No.

TR 34-05

File No.

Directed to: Chairman Cliff Barwick and Members of the Finance & Administration Committee

Date

July 6, 2005

Department: Treasury

Attachment:

Prepared By: William J. Day, City Treasurer

2004 Financial Statements

Subject: **2004 Audited Financial Statements**

Recommendation:

It is recommended that:

Council approve the 2004 audited Financial Statements.

Report:

Attached please find the audited Financial Statements for the Corporation of the City of St. Thomas for the year 2004. These Financial Statements have been prepared in accordance with prescribed government reporting requirements and have been audited by Graham Scott Enns.

It should be noted that Administration has previously reported to Council the highlights of the 2004 year end as part of the 2005 Operating Budget presentation. Such highlights included the 2004 surplus from operations, Reserve and Reserve Fund balances and our Long Term Debt obligations as at December 31, 2004.

We have also attached two letters from the auditor for Council's information. The letters speak to requirements established by the Canadian Institute of Chartered Accountants for auditors to inform their clients on matters respecting independence and audit risk.

Staff and our auditor, Mr. Robert Foster are pleased to respond to any questions.

Respectfully submitted,

William J. Day
Director of Finance and City Treasurer

THE CORPORATION OF THE CITY OF ST. THOMAS

Consolidated Financial Statements

December 31, 2004

THE CORPORATION OF THE CITY OF ST. THOMAS

Consolidated Financial Statements

Year Ended December 31, 2004

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William A. Graham*
John M. Scott*
Alan R. Enns*
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450 Sunset Drive, St. Thomas, ON N5R 5V1

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AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the City of St. Thomas

We have audited the consolidated balance sheet of **The Corporation of the City of St. Thomas** as at December 31, 2004 and the consolidated statement of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of St. Thomas as at December 31, 2004 and the results of its operations and changes in financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

St. Thomas, Ontario

February 28, 2005

Graham Scott Enns
CHARTERED ACCOUNTANTS

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THE CORPORATION OF THE CITY OF ST. THOMAS

Consolidated Statement of Financial Position
December 31, 2004

	2004	2003
	<u>\$</u>	<u>\$</u>
ASSETS		
Financial Assets		
Cash and short term deposits	15,433,945	15,131,018
Loan receivable (Note 2)	7,714,426	7,714,426
Taxes receivable	1,917,656	1,637,318
Accounts receivable (Note 15)	4,946,803	4,044,774
Other current assets	692,100	988,991
Investment in St. Thomas Holding Inc. (Note 10)	<u>13,258,776</u>	<u>12,963,282</u>
Total	<u>43,963,706</u>	<u>42,479,809</u>
LIABILITIES		
Deferred revenue (Note 12)	5,656,689	3,519,943
Accounts payable and accrued liabilities	8,463,360	6,160,136
Employee benefits and other liabilities (Note 8)	3,851,971	3,997,976
Net long-term liabilities (Note 5)	<u>4,592,591</u>	<u>6,250,833</u>
	<u>22,564,611</u>	<u>19,928,888</u>
TOTAL NET ASSETS	<u>21,399,095</u>	<u>22,550,921</u>
 MUNICIPAL POSITION		
FUND BALANCES		
Current fund (Note 6)	1,990,188	(542,994)
Capital fund (See schedule page 14)	232,975	6,922,189
Reserves (See schedule page 15)	5,051,842	4,122,453
Reserve funds (See schedule page 15)	934,794	829,374
St. Thomas Holding Inc. net investment	<u>20,973,202</u>	<u>20,677,708</u>
	29,183,001	32,008,730
AMOUNTS TO BE RECOVERED		
From reserves and reserve funds on hand (Note 8)	(668,305)	(517,059)
From future revenues	<u>(7,115,601)</u>	<u>(8,940,750)</u>
TOTAL MUNICIPAL POSITION	<u>21,399,095</u>	<u>22,550,921</u>

The accompanying notes are an integral part of these financial statements

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THE CORPORATION OF THE CITY OF ST. THOMAS

Consolidated Statement of Financial Activities

Year Ended December 31, 2004

	2004	2003
	\$	\$
REVENUES		
Property taxation	29,689,622	26,813,443
Taxation from other governments	217,388	192,059
User charges and other revenues (Note 7)	17,502,498	16,317,384
Government grants	27,690,683	27,341,815
Contribution from developers	214,084	973,630
Investment income	1,575,133	514,235
Penalties and interest on taxes	369,867	377,789
St. Thomas Holding Inc. net income	<u>295,494</u>	<u>1,140,062</u>
Total Revenues	<u>77,554,769</u>	<u>73,670,417</u>
EXPENDITURES		
Current		
General government	3,208,115	3,859,559
Protection to persons and property	12,174,065	10,852,717
Transportation services	3,987,091	4,046,460
Environmental services	8,289,694	7,042,634
Health services	3,561,078	3,141,553
Social and family services	23,359,589	22,559,538
Social housing	5,990,329	6,757,500
Recreation and cultural services	3,758,133	3,402,527
Planning and development	<u>931,508</u>	<u>884,187</u>
Total current expenditures	<u>65,259,602</u>	<u>62,546,675</u>
Capital		
General government	362,861	725,664
Protection to persons and property	502,457	160,953
Transportation services	1,938,073	2,860,060
Environmental services	2,705,540	3,250,934
Social and family services	2,872,159	272,612
Social housing	311,447	321,801
Recreation and cultural services	4,716,520	677,752
Planning and development	<u>53,597</u>	<u>230,188</u>
Total capital expenditures	<u>13,462,654</u>	<u>8,499,964</u>
Total Expenditures	<u>78,722,256</u>	<u>71,046,639</u>
NET REVENUES/(EXPENDITURES)	(1,167,487)	2,623,778
Less: Debt principal repayment	<u>(1,658,242)</u>	<u>(1,862,305)</u>
CHANGE IN FUND BALANCES	<u>(2,825,729)</u>	<u>761,473</u>

The accompanying notes are an integral part of these financial statements.

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THE CORPORATION OF THE CITY OF ST. THOMAS

Consolidated Statement of Changes in Financial Position
Year Ended December 31, 2004

	2004 <u>\$</u>	2003 <u>\$</u>
OPERATIONS		
Net revenues	(1,167,487)	2,623,778
Uses:		
Increase in taxes receivable	(280,338)	-
Increase in accounts receivable	(902,029)	-
Increase in other current assets	-	(262,434)
Decrease in accounts payable and accrued liabilities	-	(1,448,726)
Decrease in employee benefits and other liabilities	<u>(201,863)</u>	<u>(54,000)</u>
	<u>(1,384,230)</u>	<u>(1,765,160)</u>
Sources:		
Decrease in taxes receivable	-	376,674
Decrease in accounts receivable	-	5,601,522
Decrease in other current assets	296,891	-
Increase in accounts payable and accrued liabilities	2,374,743	-
Increase in deferred revenue - obligatory reserve funds	<u>2,136,746</u>	<u>846,937</u>
	<u>4,808,380</u>	<u>6,825,133</u>
Net change in cash from operations	<u>2,256,663</u>	<u>7,683,751</u>
INVESTING		
(Increase) in investment in St. Thomas Holding Inc. (Note 10)	<u>(295,494)</u>	<u>(1,140,062)</u>
Net change in cash from investing	<u>(295,494)</u>	<u>(1,140,062)</u>
FINANCING		
Long-term debt principal repayment	<u>(1,658,242)</u>	<u>(1,862,305)</u>
Net change in cash from financing	<u>(1,658,242)</u>	<u>(1,862,305)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	302,927	4,681,384
OPENING CASH AND CASH EQUIVALENTS	<u>15,131,018</u>	<u>10,449,634</u>
CLOSING CASH AND CASH EQUIVALENTS	<u>15,433,945</u>	<u>15,131,018</u>

The accompanying notes are an integral part of these financial statements

THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements Year Ended December 31, 2004

The City of St. Thomas is a municipality in the Province of Ontario. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, the Municipal Affairs Act and related legislation.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Corporation of the City of St. Thomas are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the City are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and fund balances of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the City and which are 100% owned or controlled by the City. These financial statements include:

The St. Thomas Public Library Board
St. Thomas Economic Development Corporation
Board of Management for the St. Thomas Downtown Improvement Area
Elgin and St. Thomas Housing Corporation

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

The Elgin-St. Thomas Health Unit, Elgin Area Primary Water Board and Elgin Area Secondary Water Board have been consolidated on a proportionate basis. The Elgin-St. Thomas Health Unit is proportionately consolidated based on the Municipalities share of contributions which amount to 41%. The Elgin Area Primary Water Board and Elgin Area Secondary Water Board are proportionately consolidated based upon the water flow used by our Municipality in proportion to the entire flows provided by the joint boards. This amounts to 30.92% and 53.57% respectively.

The investment in St. Thomas Holding Inc. is accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for government business enterprises. Under the modified equity basis, the business enterprise's accounting principles are not adjusted to conform with those of the City, and inter-organizational transactions and balances are not eliminated.

THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements
Year Ended December 31, 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from these estimates.

Accrual Accounting

Sources of financing and expenditures are reported on the accrual basis of accounting with the exception of principal charges on long-term liabilities which are charged against operations in the periods in which they are paid.

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and creation of legal obligation to pay.

Capital Assets

Expenditures made on capital assets are reported as capital expenditures on the statement of financial activities in the period incurred.

Reserves and Reserve Funds

Certain amounts, as approved by City Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved by City Council.

Government Transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Deferred Revenue

Deferred revenues represent user charges and fees and development charges which have been collected but for which the related services or expenditures have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services or expenditures are performed.

THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements Year Ended December 31, 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Accounting

Funds within the consolidated financial statements consist of current, capital and reserve funds. Transfers between funds are recorded as adjustments to the appropriate municipal fund balance.

Trust funds and their related operations administered by the city are not included in these financial statements but are reported on separately on the Trust Funds Statement of Continuity and Balance Sheet.

2. LOAN RECEIVABLE

The loan arose on Nov. 7, 2000 as a result of restructuring of the St. Thomas Public Utilities Commission under Bill 35. The loan is receivable from St. Thomas Energy Inc., is interest only, payable semi-annual at 7.25% and is due December 2010. Interest of \$1,199,296 was received on this loan in 2004.

3. OPERATION OF SCHOOL BOARDS

During 2004 the amounts billed and remitted are summarized below:

	2004	2003
	\$	\$
Property taxation	11,489,234	11,617,559
Share of payments in lieu of taxes	<u>2,670</u>	<u>2,355</u>
Amounts requisitioned	<u>11,491,904</u>	<u>11,619,914</u>

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances of these financial statements.

4. TRUST FUNDS

Trust funds administered by the City amounting to \$99,913 (2003 - \$82,850) are presented in a separate financial statement of trust fund balances and operations. As such balances are held in trust by the City for the benefit of others, they are not presented as part of the City's financial position or financial activities.

THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements
Year Ended December 31, 2004

5. NET LONG-TERM LIABILITIES

- a) The balance of net long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:

	2004 \$	2003 \$
Long-term liabilities incurred by the municipality and outstanding at the end of the year amount to	1,834,483	3,110,933
Long-term liabilities assumed by the city	<u>2,758,108</u>	<u>3,139,900</u>
Total long-term liabilities at the end of the year	<u>4,592,591</u>	<u>6,250,833</u>

Principal repayments are summarized as follows:

Recoverable From	2005 \$	2006 \$	2007 \$	2008 \$	2009 \$	Beyond \$	Total \$
General tax revenue	443,187	457,917	173,640	37,713	-	-	1,112,457
User charges	<u>435,042</u>	<u>421,741</u>	<u>267,253</u>	<u>184,820</u>	<u>166,470</u>	<u>2,004,808</u>	<u>3,480,134</u>
	<u>878,229</u>	<u>879,658</u>	<u>440,893</u>	<u>222,533</u>	<u>166,470</u>	<u>2,004,808</u>	<u>4,592,591</u>

- b) All long-term liabilities issued on or before December 31, 1992 have received approval of the Ontario Municipal Board. Long-term liabilities issued after January 1, 1993 have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing

- c) Interest expense on long-term liabilities in 2004 amounted to \$401,556 (2003 - \$511,337).

6. CURRENT FUND BALANCES AT THE END OF THE YEAR

The city's fund balances are comprised of the following:

	2004 \$	2003 \$
For general reduction of taxation and user charges:		
General Operations	1,377,132	(775,900)
Sewer Operations	(122,555)	26,240
Water Operations	604,823	76,697
Elgin and St. Thomas Housing Corporation	-	-
Elgin-St. Thomas Health Unit	102,674	106,581
Elgin Area Secondary Water Board	-	-
Downtown Development Board (BIA)	<u>28,114</u>	<u>23,388</u>
	<u>1,990,188</u>	<u>(542,994)</u>

THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements Year Ended December 31, 2004

7. USER CHARGES AND OTHER REVENUES

The largest components of user charges and other revenues are water rates \$5,284,922 (2003 - \$5,163,715), sewer rates \$4,440,499 (2003 - \$4,468,811), Valleyview resident fees of \$2,230,693 (2003 - \$2,126,139) and Geared-to-income housing rental fees of \$1,629,707 (2003 - 1,613,101).

8. EMPLOYEE BENEFITS AND OTHER LIABILITIES

The city provides certain employee benefits which will require funding in future periods. Under the sick-leave benefit plan, unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the city's employment. With respect to responsibilities under provisions of the Workplace Safety and Insurance Board Act, the city has elected to be treated as a Schedule 2 employer and remits payments to the WSIB as required to fund disability payments. An estimate of future liabilities has been completed and forms the basis for the estimated liability reported in these financial statements.

	2004	2003
	\$	\$
Future payments required to WSIB	1,782,004	1,704,035
Accumulated sick leave benefit plan entitlements	1,338,348	1,277,118
Post employment benefits	660,000	791,000
Other liabilities	<u>71,619</u>	<u>225,823</u>
	<u>3,851,971</u>	<u>3,997,976</u>

The estimated aggregate amount of future liability payments for accumulated sick leave benefit plan entitlements in each of the next five years is as follows:

	\$
2005	320,016
2006	24,906
2007	47,704
2008	61,767
2009 and beyond	883,955

The city currently has \$668,305 (2002 - \$517,059) set aside in reserves and reserve funds to fund these future liabilities.

9. PENSION AGREEMENTS

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of approximately 391 members of its staff. The Plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2004 was \$1,292,941 (2003 - \$397,035).

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THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements
Year Ended December 31, 2004

10. INVESTMENT IN ST. THOMAS HOLDING INC.

The City of St. Thomas owns 100% of St. Thomas Holding Inc. which in turn owns 100% of St. Thomas Energy Inc. and St. Thomas Energy Services Inc. As business enterprises of the City of St. Thomas, they are accounted for on a Modified Equity basis in these financial statements. The Corporations are the electricity distribution utilities for the city's residents. The following table provides condensed supplementary financial information for the Corporation for the year ended December 31:

	2004	2003
Financial Position:	<u>\$</u>	<u>\$</u>
Current assets	10,005,959	8,872,262
Capital assets	18,696,575	18,648,239
Deferred charges and other assets	<u>552,775</u>	<u>713,317</u>
Total assets	<u>29,255,309</u>	<u>28,233,818</u>
Current liabilities	6,758,355	5,844,095
Other long-term liabilities	<u>9,238,178</u>	<u>9,426,441</u>
Total Liabilities	<u>15,996,533</u>	<u>15,270,536</u>
Net Assets	<u>13,258,776</u>	<u>12,963,282</u>
Results of operations:		
Revenues	30,402,326	31,179,464
Operating expenses	<u>29,325,818</u>	<u>30,039,402</u>
Net income (loss)	<u>1,076,508</u>	<u>1,140,062</u>

11. BUDGET FIGURES

The Council of the City of St. Thomas completes separate budget reviews for its operating and capital funds each year. The approved operating budget for 2004 has been reflected on the Schedule of Current Fund Activities, in addition, the budgets of all consolidated organizations have been included in the budget numbers presented. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from reserve and reserve funds and by the application of applicable grants or other funds available to apply to capital projects. As many capital projects are carried out over one or more years, the annualized budget information on the Schedule of Capital Operations represents the budget portion of expenditures in the current year only.

THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements Year Ended December 31, 2004

12. DEFERRED REVENUE

A requirement of the PSAB recommendations is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the City are summarized below:

	2004 \$	2003 \$
Development Charges	5,015,372	3,011,585
Parkland	162,378	58,153
Parking	533	521
Other	<u>478,406</u>	<u>449,684</u>
	<u>5,656,689</u>	<u>3,519,943</u>

13. CONTINGENT LIABILITIES

As at December 31, 2004 certain legal actions are pending against the municipality. An estimate of any contingency cannot be made since the outcome of these matters is indeterminate at this time.

14. SOCIAL HOUSING ADMINISTRATION

On July 26, 2002 the Ministry of Municipal Affairs and Housing issued a letter of direction for the treatment of the debentures relating to the properties transferred to the Local Housing Corporations on January 1, 2001. As these debentures were unsecured and could not be transferred by the Province to the Local Housing Corporation or the Service Manager, the Ministry's position is not to treat these debentures as a liability of the Local Housing Corporation. Further, the Ministry will fund these debenture payments from Federal social housing funds. The outstanding debentures related to the housing corporation will continue to be disclosed in the notes to the financial statements as well as any debenture payments made on behalf of the corporation by the Ministry. As at December 31, 2004 the outstanding debentures totalled \$5,377,175 (2003, \$5,564,789) and \$539,514 in Ministry funding was applied to the debenture payment of \$539,514 paid in the year.

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THE CORPORATION OF THE CITY OF ST. THOMAS

Notes to the Consolidated Financial Statements
Year Ended December 31, 2004

15. RELATED PARTY TRANSACTIONS

During the year, the Municipality had business transactions with St. Thomas Energy Services Inc. (the Municipality's subsidiary). The Municipality has contracted St. Thomas Energy Services Inc. to provide billing and collection services for water and sewer user charges.

The particulars of these transactions and balances owing to the Municipality for the years ended December 31, was as follows:

	2004	2003
	<u>\$</u>	<u>\$</u>
Transactions during the year:		
Purchase of services	<u>369,110</u>	<u>380,572</u>
Balances at end of year:		
Amounts due from St. Thomas Energy Services Inc	<u>1,485,461</u>	<u>1,509,820</u>

The above amount is included in accounts receivable on the balance sheet. In addition to the above transactions the City received interest payments totaling \$1,199,296 from St. Thomas Energy Inc. on its note receivable as disclosed in Note 2.

16. SUPPLEMENTARY INFORMATION:

	2004	2003
	<u>\$</u>	<u>\$</u>
Current fund expenditures by object:		
Salaries, wages and employees benefits	27,789,900	25,865,472
Long-term debt interest expense	401,556	511,337
Materials	4,691,727	4,152,016
Contracted services	15,703,081	15,218,784
Rents and financial expenses	1,171,412	584,373
Transfer to others	<u>14,757,410</u>	<u>16,214,693</u>
	<u>64,515,086</u>	<u>62,546,675</u>

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THE CORPORATION OF THE CITY OF ST. THOMAS

Consolidated Schedule of Current Fund Operations Year Ended December 31, 2004

	Unaudited Budget 2004 \$	Actual 2004 \$	Actual 2003 \$
REVENUES			
Property taxation	29,335,558	29,689,622	26,813,443
Taxation from other governments	171,397	217,388	192,059
User charges and other revenues (Note 8)	17,336,766	17,251,930	16,289,437
Government grants	26,572,926	27,594,707	26,933,693
Contribution from developers	10,000	10,000	10,000
Investment income	1,522,000	1,557,438	425,565
Penalties and interest on taxes	300,000	369,867	377,789
Total Revenues	<u>75,248,647</u>	<u>76,690,952</u>	<u>71,041,986</u>
EXPENDITURES			
General government	3,335,432	3,208,115	3,859,559
Protection to persons and property	12,058,453	12,174,065	10,852,717
Transportation services	3,802,295	3,987,091	4,046,460
Environmental services	8,057,136	8,289,694	7,042,634
Health service	3,604,374	3,561,078	3,141,553
Social and family services	23,830,451	23,359,589	22,559,538
Social housing	6,769,372	5,990,329	6,757,500
Recreation and cultural services	3,756,620	3,758,133	3,402,527
Planning and development	816,803	931,508	884,187
Total Expenditures	<u>66,030,936</u>	<u>65,259,602</u>	<u>62,546,675</u>
NET REVENUES	<u>9,217,711</u>	<u>11,431,350</u>	<u>8,495,311</u>
FINANCING AND TRANSFERS			
Transfers to reserves and reserve funds	(6,742,367)	(6,938,750)	(8,878,889)
Transfers to capital fund	(302,400)	(301,176)	(29,779)
Debt principal repayment	<u>(1,629,950)</u>	<u>(1,658,242)</u>	<u>(1,862,305)</u>
Net financing and transfers	<u>(8,674,717)</u>	<u>(8,898,168)</u>	<u>(10,770,973)</u>
CHANGE IN CURRENT FUND BALANCE	542,994	2,533,182	(2,275,662)
OPENING CURRENT FUND BALANCE	<u>(542,994)</u>	<u>(542,994)</u>	<u>1,732,668</u>
CLOSING CURRENT FUND BALANCE	<u>-</u>	<u>1,990,188</u>	<u>(542,994)</u>

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THE CORPORATION OF THE CITY OF ST. THOMAS

Consolidated Schedule of Capital Fund Operations
Year Ended December 31, 2004

	Unaudited Budget 2004 \$	Actual 2004 \$	Actual 2003 \$
REVENUES			
Government grants	30,000	95,976	408,122
Contribution from developers	-	65,000	829,069
Investment income	-	-	70,958
User charges and other revenues	-	250,568	27,947
Total Revenues	30,000	411,544	1,336,096
EXPENDITURES			
General government	297,400	362,861	725,664
Protection to persons and property	118,885	502,457	160,953
Transportation services	1,704,000	1,938,073	2,860,060
Environmental services	3,518,400	2,705,540	3,250,934
Social and family services	56,000	2,872,159	272,612
Social housing	302,400	311,447	321,801
Recreation and cultural services	145,455	4,716,520	677,752
Planning and development	20,000	53,597	230,188
Total Expenditures	6,162,540	13,462,654	8,499,964
NET EXPENDITURES	(6,132,540)	(13,051,110)	(7,163,868)
FINANCING AND TRANSFERS			
Transfers from reserves and reserve funds	5,830,140	6,060,720	8,650,575
Transfers from operating fund	302,400	301,176	29,779
Net financing and transfers	6,132,540	6,361,896	8,680,354
CHANGE IN CAPITAL FUND BALANCE	-	(6,689,214)	1,516,486
OPENING CAPITAL FUND BALANCE	6,922,189	6,922,189	5,405,703
CLOSING CAPITAL FUND BALANCE	6,922,189	232,975	6,922,189

THE CORPORATION OF THE CITY OF ST. THOMAS

**Consolidated Schedule of Reserves and Reserve Funds
Year Ended December 31, 2004**

	2004	2003
	\$	\$
REVENUES		
Contribution from developers	139,084	134,561
Investment income	17,695	17,712
Net revenues	156,779	152,273
FINANCING AND TRANSFERS		
Transfers to capital fund	(6,060,720)	(8,650,575)
Transfer from current fund	6,938,750	8,878,889
Net transfers	878,030	228,314
CHANGE IN RESERVE AND RESERVE FUND BALANCES	1,034,809	380,587
OPENING RESERVE AND RESERVE FUND BALANCE	4,951,827	4,571,240
CLOSING RESERVE AND RESERVE FUND BALANCE	5,986,636	4,951,827
ANALYZED AS FOLLOWS:		
Reserves set aside for specific purposes by Council:		
- for working capital and contingencies	4,261,660	3,821,491
- for human resource issues	606,469	456,469
- for acquisition of capital assets		
general operations	469,140	410,707
sewer operations	104,820	(920,571)
water operations	(390,247)	354,357
Total reserves	5,051,842	4,122,453
Reserve funds set aside for specific purposes by Council and Joint Boards:		
- general operations	7,728	7,728
- water operations	865,230	761,056
- for human resource issues	61,836	60,590
Total reserve funds	934,794	829,374
TOTAL RESERVES AND RESERVE FUNDS	5,986,636	4,951,827

January 5, 2005

The Audit Committee/City of St Thomas Council
The Corporation of the City of St. Thomas
545 Talbot Street
St. Thomas, Ontario
N5P 3V7

Dear Audit Committee/Council Members:

We have been engaged to audit the financial statements of The Corporation of the City of St. Thomas for the year ending December 31, 2004.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Municipality and ourselves that, in our professional judgement, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider relevant rules and related interpretations prescribed by the Institute of Chartered Accountants of Ontario and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the review engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since March 18, 2004, the date of our last letter.

We are not aware of any relationships between the City and ourselves that, in our professional judgement, may reasonably be thought to bear on our independence, that have occurred for the year ended December 31, 2004.

GAAS requires that we confirm our independence to the shareholders in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario. Accordingly, we hereby confirm that we are independent with respect to the City within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of January 3, 2005.

This report is intended solely for the use of council and should not be used for any other purposes.

Yours very truly,

GRAHAM • SCOTT • ENNS



John M. Scott, C.A.
Partner

-60-



William A. Graham*
John M. Scott*
Alan R. Enns*
Michael S. Stover*
Robert B. Foster*
Betty A. Gropp
James G. Frederick

Phone: (519) 633-0700 Fax: (519) 633-7009
*Practicing through a Professional Corporation

450 Sunset Drive, St. Thomas, ON N5R 5V1
www.grahamscottenns.com

February 28, 2005

The Audit Committee/City Council Members
The Corporation of the City of St. Thomas
545 Talbot Street
St. Thomas, Ontario
N5P 3V7

Dear Audit Committee/Council Members:

The Canadian Institute of Chartered Accountants (CICA) has put in place various documentation requirements to ensure the Audit Committee or Board of Directors has a clear understanding of the level of responsibility an auditor assumes as part of an audit engagement. The following paragraphs have been extracted from Section 5135 of the CICA Handbook to help further clarify this point.

An audit conducted in accordance with Canadian generally accepted auditing standards is designed to provide reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. The assurance an auditor provides concerning misstatements arising from fraud is of necessity lower than the assurance provided concerning those arising from error. The fact that an audit is carried out may act as a deterrent, but the auditor is not and cannot be held responsible for the prevention of fraud and error.

An auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected. Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements of the financial statements will not be detected, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. An audit does not guarantee all material misstatements will be detected because of such factors as the use of judgment, the use of testing, the inherent limitations of internal control and the fact that much of the evidence available to the auditor is persuasive rather than conclusive in nature. For these reasons, the auditor is able to obtain only reasonable assurance that material misstatements in the financial statements will be detected.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve sophisticated and carefully organized schemes designed to conceal it, such as forgery, deliberate failure to record transactions, or intentional misrepresentations being made to the auditor. Such attempts at concealment may be even more difficult to detect when accompanied by collusion. Collusion may cause the auditor to believe that evidence is persuasive when it is, in fact, false. The auditor's ability to detect a fraud depends on factors such as the skillfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those involved. Audit procedures that are effective for detecting an error may be ineffective for detecting fraud.

The likelihood of the auditor not detecting a material misstatement resulting from management fraud is

1.

greater than for employee fraud, because those charged with governance and management are often in a position that assumes their integrity and enables them to override the formally established control procedures. Certain levels of management may be in a position to override internal controls designed to prevent similar frauds by other employees (for example, by directing subordinates to record transactions incorrectly or to conceal them). Given its position of authority within an entity, management has the ability to either direct employees to do something or solicit their help to assist management in carrying out a fraud, with or without the employees' knowledge.

An audit performed in accordance with generally accepted auditing standards rarely contemplates authentication of documentation, nor are auditors trained as, or expected to be, experts in such authentication.

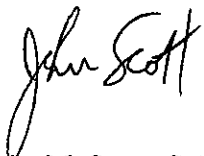
The auditor's opinion on the financial statements is based on the concept of obtaining reasonable assurance; hence, in an audit, the auditor does not guarantee that material misstatements, whether from fraud or error, will be detected. Therefore, the subsequent discovery of a material misstatement of the financial statements resulting from fraud or error does not, in and of itself, indicate:

- a) a failure to obtain reasonable assurance;
- b) inadequate planning, performance or judgment;
- c) the absence of professional competence and due care; or
- d) a failure to comply with generally accepted auditing standards.

It is the intension of both the CICA and our audit firm to ensure all parties involved in the preparation of financial statements are aware of their responsibilities in detecting and preventing fraud and error in an audit of financial statements to ensure the credibility and reputation of all involved is maintained at its highest level.

Yours very truly,

GRAHAM SCOTT ENNS



John M. Scott, C.A.
Partner



Corporation of the

City of St. Thomas

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Report No.

TR 35-05

File No.

Directed to:

Chairman Terry Shackelton and Members of the
Protective Services and Transportation CommitteeChairman Cliff Barwick and Members of the Finance
& Administration Committee

Date

June 28, 2005

Department:

Fire Department and Treasury (Purchasing Section)

Prepared By:

Fire Chief Bob Barber
Mike Hoogstra, Purchasing Agent

Attachments:

None

Subject:

Request for Proposal Award – Architectural Services for the Design and
Construction of Fire Station No. 2**Recommendation:**

It is recommended that City Council authorize the Mayor and Clerk to execute an agreement with Murphy and Murphy Architect Inc. for the design, preparation of construction tender documents and project management services for the new Fire Sub station (No. 2) to be located on Burwell Road.

Background:

On May 5, 2005 City Council accepted Report No. FD06-05 which recommended the approval of the Fire Department's Action Plan for the construction of a new Fire Sub station with a total budget as indicated below:

	Proposed Cost
1. 2 bay single depth, 6500 sq. ft building	900,000.00 (GST recovered)
2. Fit up costs (vehicle exhaust system, generator, furniture and fixtures)	120,000.00
3. Architectural Costs	75,000.00
4. Site acquisition (EDC commission) costs	6,300.00
5. Site servicing costs (geological testing & survey, building permit and water and sewer connection)	10,000.00
Total:	1,111,300.00
Plus 7% contingency:	77,791.00
Total Cost:	1,189,091.00

Listed in the report as item a.2 was the hiring of an Architect and the construction tender process. A notice of Request for Proposals (RFP) was advertised in the Saturday June 4 editions of the St. Thomas Times-Journal and the London Free Press. The notice was also advertised on the City's web site. The RFP document requested that interested firms submit a price for their services and submit details about their firm which would include but not be limited to experience, qualifications and references.

Eight firms requested a bidders package from Purchasing. The Proposal closing deadline was Tuesday, June 21 at 12:00 noon. Prior to the deadline, four Architectural firms submitted Proposals which were opened in public. No bidders attended the public opening.

The pricing detailed below provides Architectural services, including the design fee, structural and site engineering consulting services, mechanical and electrical consultants, a landscape design consultant, a cost consultant and estimated disbursements.

Marsh Katsios Architects	\$ 69,000.00*
Spriet Associates	\$ 84,500.00*
Murphy and Murphy Architect	\$ 87,000.00
SJMA Architects	\$103,500.00

* Marsh Katsios Architect and Spriet Associates did not submit a price for a cost consultant and an estimated cost was added to arrive at the bid price indicated above.

Once the Proposal submissions were checked for mandatory requirements and errors, a committee consisting of Fire Chief Bob Barber, Alderman Terry Shackelton, Manager of Facilities and Property Frank Lattanzio and Purchasing Agent Mike Hoogstra reviewed and

evaluated the four Proposal submissions. Each firm was scored using a point system based on a pre-determined scoring sheet. For Members' information, points were awarded based on experience, qualifications, the Architects' understanding of the project, the Architects' fees and their approach to cost control and timelines. References for each Architectural firm were checked by Purchasing using a scorecard and questionnaire.

Based on the final scoring numbers, the committee is recommending the Architectural firm of Murphy and Murphy Architects Inc. This Architectural firm has extensive fire station experience, excellent references and has recently completed fire station projects for the City of London. The committee is aware that the proposed fee of \$87,000 exceeds the original budget amount of \$75,000 for this stage of the project. However, savings in the fit up costs have been realized already and will cover the difference.

The project will be processed through the Site Plan Committee for approval. The Architect and staff will make a presentation to Council for approval of the drawings before the construction tender is issued.

Prior to execution of the agreement, Staff will request copies of valid WSIB and Liability Insurance coverage documents in the amount of two million dollars, as well as Professional Liability Insurance coverage in the amount of one million dollars from the Architect to be incorporated into the agreement.

Staff are pleased to answer any questions Members may have.

Respectfully submitted,

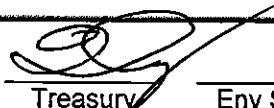


Bob Barber
Fire Chief



Mike Hoogstra
Purchasing Agent

Reviewed By:



Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

City of St. Thomas

Report No.

PW 67-05

File No.

08-305

Directed to: Chairman, Cliff Barwick, and Members of the Finance and Administration Committee

Date
July 8, 2005

Department: Environmental Services

Prepared By: Ivar Andersen, Manager of Operations & Compliance

Attachment
Map of Sewer Repair Locations

Subject: 2005 Sewer Lining and Spot Repair – Tender Award

Recommendation:

It is recommended that:

1. The tender submitted by SARP Sewer-matic Inc. in the amount of \$178,240, excluding GST, for the construction of the 2005 Sewer Lining and Spot Repair Program be accepted
2. The City Clerk and Mayor be authorized to execute the contract.
3. The contractor be authorized to proceed with the work.

Origin:

In December 2004, City Council approved the capital budget of \$200,000 for the 2005 Sewer Lining and Spot Repair Program. The work involves full length lining and spot repairs of various sewers throughout the City, see attached map, using trenchless technology. With this technology, no excavation of the roads is required to complete the work.

Analysis:

Tenders for the 2005 Sewer Lining and Spot Repair Program were closed on July 5, 2005 and opened in public on the same date. The original tender includes provisional items to line three additional sewer lengths, however, because of funding constraints, these have been omitted from the tenders and the tenders adjusted accordingly. Three bidders submitted tenders as follows:

Bidder	Tender Price	Adjusted Tender Price
SARP Sewer-matic Inc.	\$231,560	\$178,240
Insituform Technologies Limited	\$278,238	\$227,090
Capital Commercial Pipe Services Ltd.	\$292,245	\$240,255

All prices noted do not include GST since this is rebated fully to the City. No errors or omissions were found in the tenders submitted.

Financial Considerations:

The total capital budget approved for the 2005 Sewer Lining and Spot Repair Program is \$200,000. The total cost of the project, including City related expenses of approximately \$2,000 and the recommended tender of \$178,240, is less than the budget amount, therefore, it is recommended that the City award the contract to the lowest tenderer, SARP Sewer-matic Inc. and that the contractor be authorized to proceed with construction.

It must be noted that the cost of rehabilitation of the existing sanitary sewer on Sunset Drive is included in the current Area Development Charge calculation for the South Block (\$120,000.) The tendered cost for the rehabilitation works required by the Sunset Drive Sanitary Sewer is \$105,200. The amount that has accumulated in the funding envelope for waste water projects in the South Block Area DC Reserve fund is \$92,782.71. However, ES and Treasury staff recommend that this reserve fund amount be left intact as it will be needed by an area Developer for use as a cash payment towards the construction cost of a new sewage pumping station that also is included in the same Area DC reserve fund envelope.

Respectfully Submitted,

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

Reviewed By:

Treasury

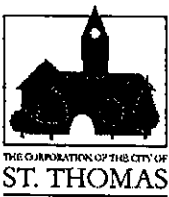
Env Services

Planning

City Clerk

HR

Other



CITY OF ST. THOMAS - 65 - Sewer Repair Locations

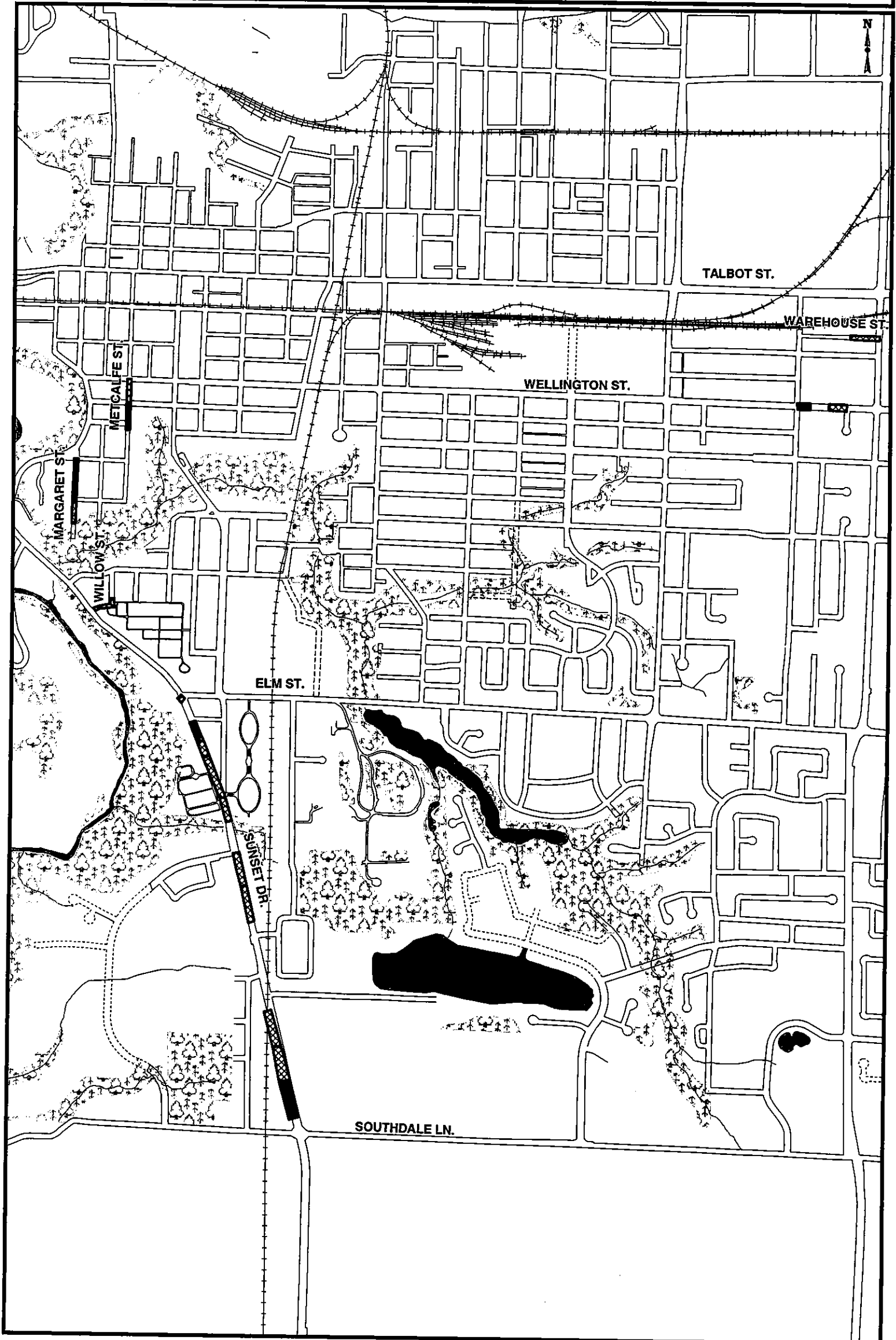
LEGEND



Spot Repairs



Full Length Relining





Corporation of the
City of St. Thomas

-660-

Report No.

VV-010-05

File No.

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

Date
July 18, 2005

Department: Valleyview

Attachment

Prepared By: Michael Carroll, Valleyview Administrator

Subject: Valleyview Report (January-May 2005)

Recommendation:

"THAT: The operational report of the Valleyview Administrator be received and filed as information.

Admissions - Discharges:

Total Admissions year to Date	Males-10, Females-22
Total Discharges year to Date	Males-13, Females-21
Current Vacancies	Males-01, Females-00
Residents on Respite Care	Males-00, Females-01

Resident Days:

Estimated Resident Days to May 31	=	20,536
Actual Resident Days to May 31	=	20,052
Unused Resident Days as of May 31	=	484

Meals On Wheels: A total of **5528 meals** were delivered to seniors in St. Thomas during the months of January-May. On average this is 53 meals per weekday.

Adult Day Program: **744** client days from January-May.

Administration Report

1. Staff Replacement

With the retirement of some key individuals, Valleyview has had an active recruitment period. Valleyview is happy to have the following people in these positions:

Director of Nursing	Joyce Gonyou
Assistant Director of Nursing	Melissa Billard
Environmental Supervisor	Mark Minor
CQI Coordinator	Michele Pegg

2. Family Council

The Family Council is up and running and making a positive contribution to our Valleyview community. Our Volunteer coordinator is the staff liaison to the Council and membership is open to all families of Valleyview residents. A copy of their constitution will be distributed to Members for your information.

3. Valleyview Bathing Program

Valleyview is now offering residents the choice of two baths a week as per the new compliance standards from the Ministry of Health and Long Term Care.

4. Compliance Report

Valleyview had its annual compliance inspection on April 17-19, 2005. This three-day inspection indicated that Valleyview had no unmet standards or criteria. Staff are very pleased with this report.

5. **Local Health Integration Networks (LHIN)**

Staff are monitoring the evolving situation with respect to LHIN's. Valleyview as a health care provider will come under the responsibility of this network but the extent is not yet fully known. The new CEO's have been announced and several board members are in place.

6. **Minister Responsible for Seniors**

Jim Bradley has been appointed the new Minister responsible for seniors. He takes over from John Gerretsen. Mr Gerretsen was a strong advocate in that position. His involvement in the municipal Home in Kingston gave him a unique perspective with respect to long-term care.

7. **Smoking in Long Term Care Homes**

The new Smoke-Free Ontario Act passed third reading on June 8th and now becomes law. It prohibits smoking in all workplaces and enclosed public places in Ontario by May 31, 2006. It provides, however, exemptions for all LTC homes, retirement homes and supportive housing residences that are funded or administered through the Ministry of Health and Long-Term Care or the Ministry of Community and Social Services. In all these settings, smoking has to be in rooms that have been designated as a controlled smoking area. Residents using these rooms must be able to smoke without assistance from an employee. Smoking in the room is limited to residents of the residential facility only. The room must be an enclosed space that is fitted with proper ventilation in compliance with the regulations, is identified as a controlled smoking area by means of prescribed signs, displayed in the prescribed manner and meets any other prescribed requirements.

Respectfully,



Michael Carroll
Valleyview

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



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Corporation of the
City of St. Thomas

Report No.

VV-008-05

File No.

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

Date

July 18, 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 May 31st 2005 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. Enclosed is the regular monthly 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 a revised substantial completion scheduled for January 6th, 2006. 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 April 30th expenditures have totaled \$6,578,091. As per the contract \$509,427 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 monitor the progress of the project. The committee has reviewed the mock-up room at the new Home. The committee will be asked to approve the furniture purchases by September 2005. The committee is also reviewing naming opportunities for different rooms within the facility.

4. *Project Management/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. Cm2r staff are also involved in ongoing issues associated with the project.

5. *Occupancy Plan*

The Replacement committee has started developing the occupancy plan for the new Home. This is a huge project which will consume the senior management team as well as other key staff at Valleyview for the next six months. The first phase is revising every policy and procedure so they are applicable to the new Home. The second phase is to develop the moving plan for residents and furnishings. The third phase will be to develop staffing patterns for the new facility as well as how to operate and staff two facilities for a three day period. The forth phase will involve developing a new fire and emergency procedures plan, and resident and staff orientation manuals. The fifth phase will be the development of a five-day orientation plan for all staff at the new facility.

Staff 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

-69-

Report No.

TR-36-05

File No.

90-16

Directed to:

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

Date

July 6, 2005

Department:

Recreation Services

Attachment

Prepared
By:

Dianne Morgan, Manager of Culture and Recreation

1. Chart of Proposed Rates
2. Other Municipal Non-Ice Rates

Subject:

2005/06 Non-Ice Facility Rates at Memorial Arena and
the St. Thomas Community Complex

Recommendation

THAT: Recreation Services Report TR-36-05 entitled "2005/06 Non-Ice Facility Rates at Memorial Arena and the St. Thomas Community Complex" be received,

and THAT: City Council approve the proposed 2005/06 non-ice fee structure for Memorial Arena and the new Community Centre (attached), effective September 1, 2005,

and THAT: that all recreation facility fees be reviewed on an annual basis with an associated report presented to Council in November of each year. Outdoor fees (ball diamonds, soccer fields, picnic pavilions, outdoor programs etc.) to be in effect as of January 1 of the following year, and indoor fees (ice and non-ice facilities and indoor programs, etc.) to be in effect as of September 1 of the following year.

Report

Background

In March of this year, Members approved the ice fee structure for Memorial Arena and the St. Thomas Community Complex. The time has come to create a range of fees applicable to non-ice facilities at the new complex, and to consider a revision of rates at Memorial Arena. As with the ice fees, Staff feels it is important to establish identical or comparable non-ice rates where possible at both facilities, to avoid competition between the two locations and to help ensure their optimum use.

Note that the rates for the use of non-ice amenities at Memorial Arena have remained relatively unchanged since 1995-1996. Increasing the fees for this existing facility is certainly due, and to be done in concert with the launch of the new arena rates will provide a seamless and uncomplicated fee structure for our customers.

Rate Comparison

For the Members' reference, a list of non-ice rates at other municipal arenas has been attached to this report. Because the facilities at each arena on this list differ, it can be difficult to compare prices from place to place. However, Staff is confident that the new proposed rates are appropriate for the amenities we will provide.

Proposed Increase

Using the current rates at Memorial Arena as the base, Staff is recommending a 5% increase for those facilities common to both arenas, e.g., Auditorium/Multi-Purpose Room, Main Floors (no ice), Peter J. Lynch Room/Mezzanine.

Capital Contribution

In March 2005, Members authorized the establishment of a capital maintenance reserve for the arenas. The approved \$5-per-hour fee on ice time will fund this reserve. Since the non-ice rates vary greatly depending on the amenity, Staff recommends applying a percentage to the fees that will also fund the capital maintenance reserve. The suggested level for 2005-06 is 5% and has been added to the proposed base fee, as shown on the attached list.

New Fees

-70-


The St. Thomas Community Complex has prompted the decision by Staff to suggest applying reasonable fees to amenities that were previously provided free of charge. Examples are: equipment storage facilities, meeting rooms, and organizational offices. Access to the walking/running track at the new facility is recommended to be by annual membership, rather than a daily drop-in rate.

Annual Review of Fees

Staff is suggesting that all recreation facility fees be reviewed on an annual basis with an associated report presented to Council in November of each year. Outdoor fees (ball diamonds, soccer fields, picnic pavilions, outdoor programs, etc.) would be in effect as of January 1 of the following year, and indoor fees (ice and non-ice facilities and indoor programs, etc.) would be in effect as of September 1 of the following year. This will be helpful for organizations in establishing their registration fees for their upcoming seasons.

Staff would be pleased to answer any questions Members may have on this matter.

Respectfully submitted,


Dianne Morgan
Manager of Culture and Recreation
Recreation Services

Reviewed By: 

Treasury

Env Services

Planning

City Clerk

HR

Other

St. Thomas Recreation Services

NON-ICE FACILITY RATES 2005-2006 page 1

(GST applicable) Effective September 1, 2005

MEMORIAL CENTRE	Capacity	Current Fee	5% increase	5% capital contribution
Main Floor				
Licensed Event		750.00	per day	\$37.50
Unlicensed Event		50.00	per hour	\$2.50
Auditorium				
Licensed Event	275 people	420.00	per day	\$21.00
Unlicensed Event	320 people	44.00	per hour	\$2.20
Regular Programs		n/a	n/a	\$1.15
(i.e., daily, weekly, monthly)				
Peter J. Lynch Room				
Licensed Event	75 people	\$150.00	per day	\$7.50
Unlicensed Event	87 people	\$25.00	per hour	\$1.25
Organizational meetings		\$0.00	n/a	\$0.50
Regular Programs		n/a	n/a	\$0.65
(i.e., daily, weekly, monthly)				

COMMUNITY COMPLEX

Main Floor				
Licensed Event				includes capital contribution
Unlicensed Event				
Multi-Purpose Room				
Licensed Event	400 people			\$21.00
Unlicensed Event	600 people			\$2.20
Regular/Sports Programs				\$1.15
(i.e., daily, weekly, monthly)				
Use of stage				\$1.25
Mezzanine (upper level)				
Licensed Event	150 people			\$7.50
Unlicensed Event	250 people			\$1.25
Regular Programs				\$0.65
(i.e., daily, weekly, monthly)				

-71-

St. Thomas Recreation Services

NON-ICE FACILITY RATES 2005-2006 page 2

(GST applicable) Effective September 1, 2005

COMMUNITY COMPLEX

Running/Walking Track (upper level)

Annual Membership

Group Event

BOTH FACILITIES

Equipment Storage

Meeting Rooms

Organizational Office

Proposed Price	per person	per hour
\$27.50		
\$13.75		
\$27.50	per month	per month
	(x 12 months)	(x 12 months)
\$10.50	per meeting	
\$27.50	per month	per month
	(x 12 months)	(x 12 months)

includes capital contribution

\$1.25

\$0.65

\$1.25

\$0.50

\$1.25

NON-ICE FEES FROM OTHER MUNICIPALITIES page 1

Municipality	facility	function	capacity	fee	GST included
Sarnia	meeting rooms (3 rooms)	meetings	30 to 80	(evenings) \$28 to \$54.50 (daytime) \$23 to \$45	per event per event
		all-day meetings		Fri to Sun \$56 to \$129 Mon to Thurs \$54 to \$106	per event per event
	event hall	licenced function unlicenced function meeting	200	\$375 \$258.00 \$88.00	per event per event per event
	arena floor			adults \$69.50 minor \$52.12	per hour
Aylmer	meeting rooms	meetings		hourly daily	plus GST
	event hall	licenced	600	\$34.13	per hour
		non-profit/charity		\$102.38	per event
		youth dance		\$546.00	per event
		2-day event		\$382.20	per event
		3-day event		\$327.60	per event
	blue line room	4+ days		\$819.00	per event
		New Year's Eve		\$1,023.75	per event
				\$382.20	per day
				\$682.50	per event
	arena floor		178	5+ hours \$204.75 < 5 hours \$34.13	per event per hour
	arena floor			< 5 hours	\$1,365.00 per day \$54.60 per hour
	storage		May 1 to April 30	\$34.13	per month
	office		May 1 to April 30	\$34.13	per month



Corporation of the

City of St. Thomas

-75-

Report No.

TR-37-05

File No.

90-16

Directed to:	Chairman Bill Aarts and Members of the Community and Social Services Committee	Date July 7, 2005
Department:	Recreation Services	Attachment Draft Fall-Winter Ice Facility Permit
Prepared By:	Dianne Morgan, Manager of Culture and Recreation	
Subject:	2005/06 Fall-Winter Ice Facility Permit	

Recommendation

THAT: Recreation Services Report TR-37-05 entitled "2005/06 Fall-Winter Ice Facility Permit" be received,

and THAT: City Council approve the Draft 2005/06 Fall-Winter Ice Facility Permit, attached.

Report

Background

In the past, Recreation Services produced detailed and lengthy contracts for the regular ice needs and special events/tournaments of the larger ice organizations. Smaller groups and individual teams received permits rather than contracts. In 2003, the use of permits for all customers was favoured over the more complicated contract format. Each ice group was provided a permit that confirmed their seasonal use of the facility from September 1 to March 31. Groups giving less than one week's notice for the cancellation of ice time were subject to paying the associated hourly rate unless the time was subsequently rebooked by the Department. In March of this year, Staff began the process of formulating an appropriate document for the booking of ice time for the 2005-06 Fall-Winter season.

Permit vs Contract

In determining the best approach for the confirmation of ice time in the 2005-06 season at the St. Thomas Community Complex and Memorial Arena, Staff consulted City Solicitor John Sanders. Mr. Sanders was provided with sample copies of a rental contract and a rental permit for comparison purposes and was asked to determine the most advisable approach for assigning recreation facility use.

In his response, Mr. Sanders explained that the permit is the preferred document and would be his recommendation to the Department. Quoting Mr. Sanders, the permit holder receives permission "and can only enjoy the privileges described in the permit for so long as the permit remains in good standing. Failure to comply with any of the payment requirements or conditions stated in the permit will lead to the permit holders losing their privileges." In comparison, a contract "usually evidences a bargain between two parties enjoying certain defined rights," and "as long as there is substantial compliance with the contractual terms, the contractor's rights of use cannot be disturbed." In conclusion, "the issuance of a permit is an appropriate method of defining the limited privileges being granted while maintaining greater control and supervisory authority on the part of the permit issuer."

It was suggested in Report TR-11-05 presented to Council March 3, 2005 that all groups using 4.5 or more standard weekly hours of ice time would be subject to a "contract." As advised by Mr. Sanders, this will now be referred to as a "permit."

Permit Terms

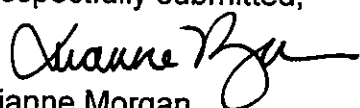
Staff reviewed permits and agreements from other municipalities to help in creating a comprehensive version for St. Thomas. Mr. Sanders received a copy of the first draft and was asked to suggest revisions where advisable. The resulting version is attached for the Members' review and consideration.

The attached permit will be applicable for the Fall-Winter season only. Any Spring-Summer bookings will be the subject of a separate permit.

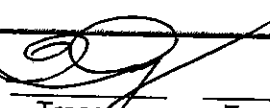
Permit Distribution to Ice Groups

Following Council approval, all groups using a minimum of 4.5 regular ice hours per week will be sent their permits by the end of July to solidify their commitment for 2005-06. Recreation Services will ask for all signed permits and proof of insurance documents to be returned by the ice groups no later than August 15, 2005. This will allow access to assigned ice time effective September 1, 2005.

Staff would be pleased to answer any questions Members may have on this matter.

Respectfully submitted,


Dianne Morgan
Manager of Culture and Recreation
Recreation Services

Reviewed By:						
	Treasury	Env Services	Planning	City Clerk	HR	Other

THE CORPORATION OF THE CITY OF ST. THOMAS
2005-06 FACILITY PERMIT

This Permit is issued to -77- for the use the ice facilities
Group Name
of Memorial Arena and the St. Thomas Community Complex.

This permit is conditional upon full compliance of the permit-holder with all permit terms.

2005-06 Permit Terms (DRAFT-- FOR DISCUSSION):

1. Facility Permit – this permit will be the only document issued to confirm all terms in this matter
2. Any arrangements for non-ice facilities will be the subject of a separate permit
3. Ice Facility Permit duration: September 1, 2005 to March 31, 2006
4. Additional ice requirements beyond March 31, 2006 must be requested in writing and approved by the Manager of Culture and Recreation, and will be the subject of a separate permit
5. **The City reserves the right to shorten the permit-holder's season, alter hours, or change facility assignment, as determined by program/facility requirements**
6. Council-approved Permit Fee: *hourly rate* + GST
7. Ice use is based on a "50-minute" hour, with ice flood during the subsequent 10 minutes
8. When deemed necessary by facilities staff, any supplementary ice repair due to the permit-holder's use will be performed during an extended maintenance period to ensure a safe ice surface, with a corresponding reduction in the minutes of ice use within the permit-holder's hour.
9. The current permit fee shall include the use of dressing room(s), score clock, sound system (if requested), and two hockey nets if required
10. Pre-season deposit equal to the first and last months' fees shall be due at the time of signing this permit. Amount: \$_____
11. Any balance owing for those months and the fees for the remaining months of the season will be invoiced by the City
12. Base number of regular weekly hours contained in this permit: _____
13. Any reduction in regular Fall/Winter season requirements shall be submitted in writing by the permit-holder no later than: **August 15, 2005**
14. All/any changes to the confirmed regular weekly hours related to this permit must be received by the Manager of Culture and Recreation **in writing** (fax and emails are acceptable)
15. **Ice Cancellations:** After September 1, 2005, the permit-holder may return ice to the City by providing one week's written notice of the date(s) in question, but will be responsible for the fees associated with any cancelled ice time that is not rebooked by the City

THE CORPORATION OF THE CITY OF ST. THOMAS
2005-06 FACILITY PERMIT

This Permit is issued to -78- for the use the ice facilities
Group Name
of Memorial Arena and the St. Thomas Community Complex.

16. The permit-holder will not be responsible for payment for ice cancellations due to inclement weather or facility-related shutdown. In the event of any such shutdown cancellation, waiver of the hourly fee shall be the full extent of the City's liability and the permit holder acknowledges that the City shall not be liable for any consequential losses or other damages whatsoever arising from the cancellation.
17. The permit-holder may be offered additional ice times when available, at additional fees
18. The permit-holder acknowledges receiving from the City the list of all unavailable dates for the upcoming season, if any, by July 31, 2005
19. The permit-holder acknowledges that the City has sole responsibility for booking the ice facilities and related facilities
20. The permit-holder does not have the right to assign this permit or the permit holder's allocated ice time, nor to authorize the use of ice facilities and related facilities by any other group
21. **Consumption of alcoholic beverages on the premises of the ice facilities is strictly prohibited.**
22. The permit-holder throughout the duration of this permit will maintain liability insurance coverage in the amount of \$2 million, naming the City as an additional insured, and will provide proof of such coverage upon signing this permit and at any time upon request
23. Continued use of ice facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing
24. This permit is subject to revocation at any time by the City for failure to comply any of the above conditions
25. Until the City receives further written notice of revised contact information, all notices (including notice of revocation) and communications from the City regarding matters covered by this permit will be properly served on the permit- holder if forwarded or delivered to the following authorized contact person

address postal code telephone fax cell

As an authorized signing officer for the _____,
Group Name

I acknowledge and accept all of the preceding terms and conditions.

Signed and accepted by _____
Signature Title

Group Name Date

MEMORANDUM

To: FRANK LATTANZIO,
Manager of Community Centres and Property

For Info of: FILE 81280-6

From: LUCAS SMITH,
Project Manager

Doc. No.: 81280-3138

Subject: June 2005 Monthly Report
St. Thomas – Elgin Community Centre

Date: July 11, 2005

JUNE 2005 MONTHLY REPORT

1.1 Project Summary

Discussions were held with the current property manager regarding reimbursement for costs associated with removal of concrete and services.

Arrangements for transfer of the property were ongoing.

Construction during June progressed well. Block masonry and brick veneer installation were substantially completed. Installation of steel stairs, steel stud partitions and drywall were ongoing. Door hardware and curtain walls were procured. Measurements for the seating and rink boards were performed. Slabs on grade were completed. Installation of slab refrigeration systems started for Rink A. Rink B was readied for the concrete slab pour. Mechanical and electrical work continued.

The focus for substantial performance remains September 1, 2005 with ice in both slabs. Official opening is planned for mid September.

City activities progressed. The concession contract was awarded.

Regular construction, project management and City staff meetings were held.

1.2 Meetings

Date	Description
June 3, 2005	Cost Recovery for Concrete Removal and Services
June 7, 2005	On-Site Construction Meeting
June 20, 2005	City Council Meeting
June 21, 2005	Pre-Pour Meeting for Rink Slab B
June 21, 2005	Meeting with Property Owner
June 21, 2005	Construction, Project Management and Staff Meetings

1.3 Budget

Anticipated project expenditures remain within the project budget of \$11,998,289 approved on December 19, 2004. At the end of June 2005, project funds were 99% committed and approximately 77% expended.

A summary of direct and related costs for concrete removal was prepared and presented to the property owner. Discussions were ongoing related to clarification and responsibility for costs.

It was determined that brine filters were required in the refrigeration system. The cost of approximately \$3,000 may be absorbed by the supplier based on a longer term maintenance agreement.

The design-builder reported that it is not able to perform the initial screening necessary for the CBIP grant currently estimated at a \$10,000 credit. The reduced amount was carried in the budget forecast and offset by a minor reduction in the office furniture allocation.

A contingency reserve of \$130,000 for the Third Avenue and parking lot work is included in the budget. The full contingency remains fully committed.

The list of changes to-date was recorded and resulted in a small credit. These items are currently included in the Cost Control Log.

1.4 Schedule

The contractor remains committed to substantially performing the contract by September 1. The City will book events or rentals until September 16. Progress continues according to the detail schedule provided by Norlon Builders. The critical paths run through the risk slabs and ice. The slab pours remain on track for July 5 and 19. Improved information will become available as the work proceeds.

1.5 Design Issues

The final design meeting was held in March 2005. Issues arising at the construction and project meetings included additional parking spaces and spare parts.

1.6 Procurement

Contracts for the Pro Shop and Concessions were awarded. Quotes for the scoreboards closed in June.

The eleventh progress payment was made to Norlon Builders for May 2005. The majority of the work performed was for concrete slabs, building partitions and the mechanical, electrical and refrigeration systems.

1.7 Construction Progress

Excavation and installation of granular "B" was completed previously. The final leveling course and asphalt will proceed once most of the exterior building work is completed.

Preparation for the main rinks slabs was performed. Sand, insulation, refrigeration lines and headers were installed ready for the concrete pour on July 5. A pre-pour meeting was held on June 21 with the City, Norlon, the concrete sub-trade, Lafarge and MHPM. Preparation for Rink A slab commenced with the slab pour scheduled for July 19.

Interior masonry walls and front facades face brick were completed. Installation of steel stud dividing walls commenced. Painting of the overhead structural steel was ongoing.

Door hardware was received and curtain wall fabrication was ongoing.

Electrical work proceeded including conduit, conductor runs and terminations at various locations. Conduit for the information services was installed under Norlon Builders.

Mechanical installation continued including plumbing supply and drains, HVAC ducting and refrigeration equipment.

1.8 Issues and Risk Management

A list of items was developed at the last City / Staff meeting on June 21. Items requiring completion include:

- Identification of a Spare Parts Inventory
- Fire Alarm and Sprinkler Verifications
- IT and Phones
- Security System
- Opening Day Activities
- Personnel Training
- South Parking Stalls
- Requirements for Occupancy
- City Insurance
- Cleaning
- Move Management
- Concession and Pro-Shop Set-up
- Maintenance Manuals
- As-Built Drawings

The total cost for additional concrete was provided to the property owner. The total value of additional direct and related costs, including services to the west property, was approximately \$93,000. Exceptions were fencing around the rubble pile and water service rough-in which will be billed by the contractor directly. Initial discussions with

the property owner identified several contentious items which were under discussion at month end.

The final values of Granular "B" were under review to confirm prior purchases. The final base course and asphalt quantities carry less risk due to better defined scopes.

The estimated expenditures remain at the total project budget. The only remaining funds available to respond to cost increases are in the furniture, fixture and equipment budget. If adopted, these reductions could impact operations of the facility.

The additional fees for testing and inspection were adopted to allow for complete inspection during construction.

The final element of the environmental process is a Certificate of Prohibition following completion of the property agreement.

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 applications for progress payment.

MHPM monitored the construction progress with regular site visits and the City provided a daily, on-site presence. Site testing and inspections by technicians and engineers was performed as required.

1.9 Next Month's Priorities

Commence granular "A" and preparation for asphalt.

Install remaining partitions and commence finishes.

Install and commence curing of A and B rinks slabs.

Install Rink "B" boards

Commence ceramic tile flooring.

Complete painting of structural steel.

Complete installation of the elevator.

Complete rough-in of refrigeration, mechanical and electrical services and commence finishing installations.



Corporation of the

City of St. Thomas

Report No.

ES64-05

File No.

Directed to:

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

Date

June 27, 2005

Department:

Environmental Services Department

Attachment

Prepared By:

Dave White - Supervisor of Roads and Transportation

Subject:

Sunset Drive, Major Line to Wellington Road – Posted Speed Issue

Recommendation:

Staff recommend that:

1. The traffic by-law 45-89 be amended to permit a posted speed zone of 70 km/h on Sunset Drive between Major Line and Wellington Road.
2. Staff review the operating speed on Sunset Drive between Major Line and Wellington Road during the spring of 2006.

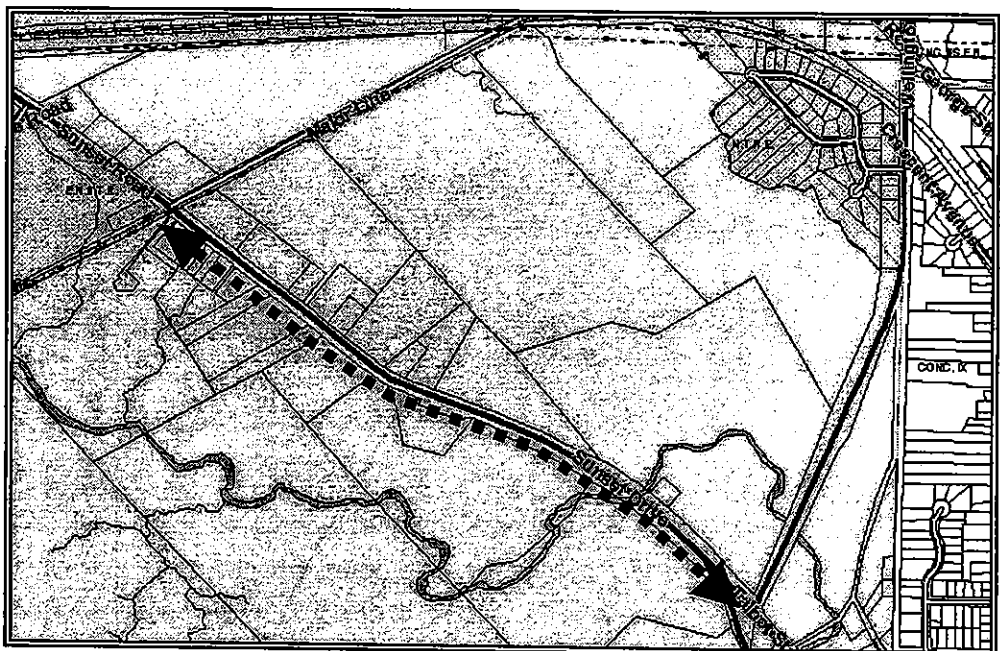
Report:

Origin

On March 7th Council requested that ES Staff review the speed limits on Sunset Drive between Major Line and Wellington Road.

Analysis

At the northern City limits, Sunset Drive is a two-lane rural arterial roadway that widens to four lanes prior to the intersection of Wellington Road. For the most part it is a rural road with very few access points. North of Major line to the north City limits, the posted speed is 80 km/h and south of Major Line to the south City limits the speed limit is 60 km/h. Traffic volumes on Sunset Drive range from 8,000 to 10,500 depending on the section.



Speed Limit

When establishing a speed limit, the prevailing vehicle speed is an important factor. If speed zoning is to be effective, speed limits must be generally consistent with the speeds that motorists believe to be safe and reasonable. Spot speed studies should be conducted to determine average, median, and 85th percentile speed. The criteria most generally used to determine the specific maximum speed limit from speed studies is the 85th percentile speed. The 85th percentile speed is the speed at which 85% of motorists are travelling at or under.

As noted above, the current speed limit of Sunset Drive between Major Line and Wellington Road is 60 km/h and is posted. Staff conducted a speed study on Sunset Drive on May 11, 2005. The speed of vehicles passing the survey site (midway between Major Line and Wellington Road) was recorded utilizing radar detection. The highest speed recorded was 84 km/h and the lowest speed was 34 km/h with an average travel speed of 72 km/h. The 85th percentile speed was recorded as 75 km/h.

There is another method/best practice of establishing appropriate speed limits on City roads, which was adopted by London City Council on March 29, 2004. In summary, the guideline gives consideration to the vehicle volume, the land use, the geometric design, lane width, continuity of speed limits, uniformity with like roads, etc. Applying the guideline to Sunset Drive between Major Line and Wellington Road would arrive at a recommended 70 km/h posted speed.

Based on an 85th percentile speed and area best practices, and given that the area is rural in nature

with very few residential driveways, an appropriate speed limit for Sunset Drive between Major Line and Wellington Road is 70 km/h. Sunset Drive would then have a graduated speed limit as follows:

- Northerly City Limits to Major Line, 80 km/h, -83 -
- Major Line to Wellington Road, 70 km/h,
- South of Wellington Road, 60 km/h

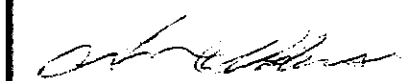
Financial Considerations

None

Alternatives

- Accept the report recommendations.
- Keep the posted speed at 60 km/h.
- Implement a different speed for this roadway

Respectfully,


Dave White, C. Tech - Supervisor of Roads and Transportation
Environmental Services

Reviewed By:						
	Treasury	Env Services	Planning	City Clerk	HR	Other



Corporation of the

City of St. Thomas

Report No.

ES65-05

File No.

Directed to: Chairman Terry Shackelton and Members of the Protective Services and Transportation Committee

Date
June 27, 2005

Department: Environmental Services Department

Prepared By: Dave White - Supervisor of Roads and Transportation

Attachment
e-mail request by
Mr and Mrs Myall

Subject: Burwell Road, South Edgeware Road to Ron McNeil Line – Traffic Speed Issue

Recommendation:

It is recommend that:

1. Burwell Road remain a through (arterial) highway at the intersections of Donker Drive and McGregor Court and;
2. The traffic by-law 45-89 be amended to permit a posted speed zone of 60 km/h on Burwell Road between South Edgeware Road and Ron McNeil Line.

Report:

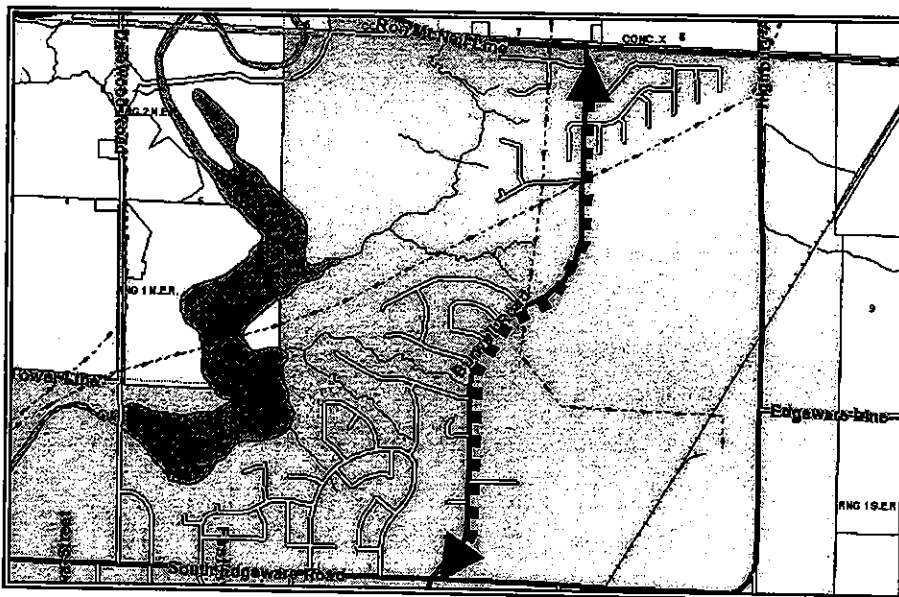
Origin

At the May 16th Council meeting, Members requested that staff prepare a report to address the concerns raised by Mr and Mrs Myall at 3 Ponsford Place. (Copy attached).

Analysis

Through an area resident and council, staff received an email requesting that vehicle speeding be addressed by installing All-Way Stop conditions at the intersections of Burwell Road with Donker Drive and Burwell Road with McGregor Court. Staff has reviewed the request and offer the following report.

Burwell Road is an integral three lane north-south arterial road within the City of St-Thomas road system. The primary function is to efficiently move vehicles linking South Edgeware Road and Ron McNeil Line and act as a primary collector for adjoining subdivisions. It is expected that this three lane arterial road with minimal access have a design capacity of 18,000 – 20,000 vehicles per day. Recent data collection reveals that Burwell Road is at approximately 20% of its intended capacity or approximately 4,000 vehicles per day. Through the entire road section (from South Edgeware Road to Ron McNeil Line) the road is three lanes wide and has a posted speed limit of 50 km/h. The centre lane acts as a left turn lane for the areas that have access and for the side streets. Finally, it must be noted that during the early 1990's planning of the Lands of Dalewood development area, Burwell Road extension has been planned as a backlotted arterial road with a minimum number of direct driveways onto this arterial road, such to minimize the future potential for conflict between the through traffic on Burwell Road and any exit movements generated by the surrounding subdivision developments.



All-Way Stop Justification

The Ontario Traffic Manual (OTM) Book 5 is the traffic INDUSTRY STANDARD and BEST PRACTICE for determining the justification for regulatory signs such as an All-Way Stop Condition. One of the guiding principal states that All-Way Stop controls should not be used as a speed control device or as a means of deterring the movement of through traffic in a residential area. It is also common practice in the traffic industry that Stop signs should not be recommended for road sections that may require a speed control measure, but should only be used where additional right-of-way control is required.

Speed Limit

-85-

When establishing a speed limit the prevailing vehicle speed is an important factor. If speed zoning is to be effective, speed limits must be generally consistent with the speeds that motorists believe to be safe and reasonable. Spot speed studies should be conducted to determine average, median, and 85th percentile speed. The criteria most generally used to determine the specific maximum speed limit from speed studies is the 85th percentile speed. The 85th percentile speed is the speed at which 85% of motorists are travelling at or under.

As noted above, the current speed limit of Burwell Road between South Edgeware Road and Ron McNeil Line is 50 km/h and is posted. Staff conducted speed studies on Burwell Road on June 23, 2005. The speed of vehicles passing the survey sites (Burwell Road near McGregor Court and Donker Drive) was recorded utilizing radar detection. The highest speed recorded was 78 km/h and the lowest speed was 44 km/h with an average travel speed of 56 km/h. The 85th percentile speed was recorded as 60 km/h.

Traffic Calming

The implementation of traffic calming measures are generally not recommended along arterial roads as these measures are counter active to the transmission of larger volumes of traffic. A future consideration of a pedestrian activated mid block traffic signal in the vicinity of the Burwell Road park may however merit consideration as the Lands of Dalewood Subdivision are nearing completion.

There is another method/best practice of establishing appropriate speed limits on City roads, which was adopted by London City Council on March 29, 2004. In summary, the guideline gives consideration to the vehicle volume, the land use, the geometric design, lane width, continuity of speed limits, uniformity with like roads, etc. Applying the guideline to Burwell Road between South Edgeware Road and Ron McNeil Line would arrive at a recommended 70 km/h posted speed.

In conclusion, based on an 85th percentile speed and area best practices, and given that the roadway has very few residential driveways, an appropriate speed limit for Burwell Road between South Edgeware Road and Ron McNeil Line is 60 km/h.

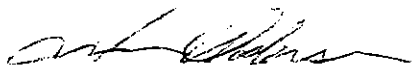
Financial Considerations

None

Alternatives

- Accept the report recommendations.
- Keep the posted speed at 50 km/h and request that the City of St. Thomas Police Service provide strict and frequent enforcement.
- Implement a different speed for this roadway

Respectfully,



Dave White, C. Tech - Supervisor of Roads and Transportation
Environmental Services

Reviewed By:

Treasury

John Dewar
Env Services

Planning

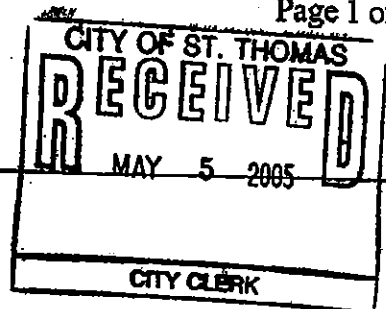
City Clerk

HR

Other

Brad

ATTN. WENDELL GRAVES



From: "Brad" <brad034@sympatico.ca>
 To: <wgraves@city.st-thomas.on.ca>
 Sent: Wednesday, May 04, 2005 4:04 PM
 Subject: Three-way stop signs on Burwell Road

-86-

To city council : We have lived on Ponsford Place for 3 years and have found the flow of traffic on Burwell Road to be increasingly dangerous. To see vehicles traveling well over the posted 50 km/hr speed limit is becoming a regular occurrence as well as vehicles using the center turn lane as a passing lane. In our own observations we have found that northbound traffic on Highbury Avenue will use Burwell Road as a shortcut to Southedgeware Road when in fact there is no time saved using Burwell Road in this way. Just today on my way home I witnessed a car passing a school bus going north on Burwell and as I was in the left hand turn lane for Ponsford Place two cars going northbound over the speed limit were using the turn lane to shorten the radius of the curve. I should also add that this was at 2:50 p.m.(shift change) All this is becoming a daily issue in our neighborhood. We have a son in grade 6 and many of our neighbors have small children not to mention the children that live on Donker Drive and in the town house complex at Burwell and Southedgeware Roads. It is alarming to think what might happen someday with the excessive speed and traffic. I am not laying blame on the commuting traffic to the cities factories on this problem, there are many in the neighborhood that are at fault as well. Would this issue therefore justify three-way stop signs being installed to slow down the flow of traffic and stop the vehicles using Burwell Road as a "shortcut". If a stop sign was installed at Donker Drive & Burwell Road and another at McGregor & Burwell Road in my opinion would greatly benefit the community. I hope council can discuss this in an upcoming meeting.

Tim H. H.
 5 Ponsford Place
 687-2002

5/5/2005

REFERRED TO	
<u>John Dewarcker</u>	
<u>Supervisor, Roads & Transportation</u>	
DIRECTOR	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM <u>C. BEZAKI</u>	

MBL
Transportation



Corporation of the

City of St. Thomas

Report No.

CC-24-05

File No.

Directed to:

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

Date

July 8th, 2005

Department:

City Clerk's

Attachment

Prepared By:

Dale Arndt, Airport Superintendent

Subject:

Airport Use Quarterly Report – April 1st to June 30th, 2005

Recommendation:

THAT: The Airport Use Quarterly Report for April 1st to June 30th, 2005 be received and filed for information.

2nd Quarter Review:

Corporate traffic was up 20 % compared to the same quarter in 2004. Traffic is up 39% compared to the first quarter of 2005.

Aviation (100LL) fuel sales were up 10 % over the same quarter in 2004. Sales were up 64% compared to the first quarter of 2005.

Jet A sales were down 9.2 % over the same quarter in 2004. Jet A sales are up 14.4% compared to the first quarter of 2005.

Relative to sales in Jet A compared to yearly mid point the airport is up 4.9% for 2005 compared to 2004.

Corporate Flights

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2005	32	52			
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)

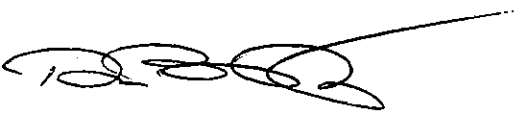
	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2005	16,360	45,641			
2004	17,500	41,515	73,770	18,465	151,250
2003	20,970	57,946	65,321	26,061	170,298
2002	21,908	55,166	94,137	25,118	196,329
2001	27,080	68,387	54,337	46,241	196,045
2000	24,040	61,778	57,238	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

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Turbo Fuel Sales (in litres)

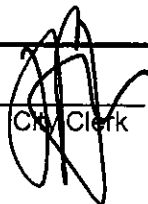
	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2005	6,680	7,797			
2004	4,200	8,652	28,360	13,493	54,705
2003	5,912	7,359	17,356	16,823	37,450
2002	3,072	7,351	15,122	15,982	41,527
2001	5,846	7,069	5,437	16,825	35,177
2000	22,374	13,333	15,230	21,104	72,041
1999	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

Respectfully submitted,



Dale Arndt,
Airport Superintendent

Reviewed By: Treasury Env Services Planning City Clerk Comm Services Other





Corporation of the
City of St. Thomas

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Report No.

CC-25-05

File No.

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

Date

July 6, 2005

Department: City Clerk's

Attachment

Prepared By: Dale Arndt, Airport Superintendent

Subject: Lease of Airport Lands - St. Thomas Municipal Airport

Recommendation:

That Council concur with the assignment of lease of airport lands (Part 6, Reference Plan 11R-1602) at the St. Thomas Municipal Airport from Penhale Farms Limited to Mr. Robert J. Gowman.

Origin:

Request from Mr. Ken Kelliher, Penhale Farms Limited, to transfer his small lot hangar to Mr. Robert J. Gowman, 69 Pondview Crescent, Dorchester, Ontario, N0L 1G2.

Analysis:

Mr. Ken Kelliher wishes to transfer the hangar to Mr. Robert J. Gowman.

Similar requests have been made by individuals wishing to assign their lease of airport lands. The initial term of this lease is 20 years computed from the 31st day of December 2003. (Approximately 18 years remain)

All accounts have been reconciled by Mr. Kelliher including all maintenance deficiencies associated with the hangar.

Mr. Gowman has been a good customer of the St-Thomas airport for many years. I agree with the proposed transfer of this lease.

Existing Policy:

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

Financial Consideration:

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

Respectfully submitted,

Dale Arndt,
Airport Superintendent

Reviewed By:

Treasury

Env. Services

Planning

City Clerk

H.R.

Other



Corporation of the
City of St. Thomas

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Report No.

CC-28-05

File No.

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

Date

6 July 2005

Department: City Clerk's

Attachment

Prepared By: Dale B. Arndt, Airport Superintendent

- letter

Subject: Canadian Owners and Pilots Association Flight 75 - Annual Fly-In - September 11th, 2005

Recommendation:

That: We authorize the use of the St. Thomas Municipal Airport by St. Thomas Flightline, for its annual fly-in and drive-in breakfast on Sunday, September 11th, 2005.

1. All arrangements are to be confirmed with the Airport Superintendent.
2. The City of St. Thomas shall not assume any liability for any claim of damages, loss of income, or injury of any nature whatsoever arising out of the use of the St. Thomas Municipal Airport for the purpose stated.
3. A certificate of public liability and property damage insurance with covering limit of \$5,000,000. provided by St. Thomas Flightline, certifying that the City of St. Thomas has been named as an additional insured for this event only, to be submitted to the City Clerk prior to the start of the event.
4. St. Thomas Flightline, to be responsible for the provisions of temporary toilet facilities, restoration of grassed area, control of participants and compliance with the general requirements of the Airport Superintendent.
5. St. Thomas Flightline, to be responsible for all costs associated with the fly in-breakfast flight and any other expenses incurred in providing ground support for the demonstration.

Origin: Letter from St. Thomas Flightline.

Analysis:

St. Thomas Flightline has held a Fly-In and Drive-In Breakfast at the St. Thomas Municipal Airport for many years.

This year's plans include a display of historical automobiles, a display by the Ontario Provincial Police, and musical entertainment.

St. Thomas Flightline has always fulfilled its obligations relating to temporary toilet facilities, restoration of grassed area, and control of participants.

To date, the event has been very popular and has never seen any complaints either from the Municipality of Central Elgin or members of the general public.

Respectfully submitted,

Dale B. Arndt
Airport Superintendent

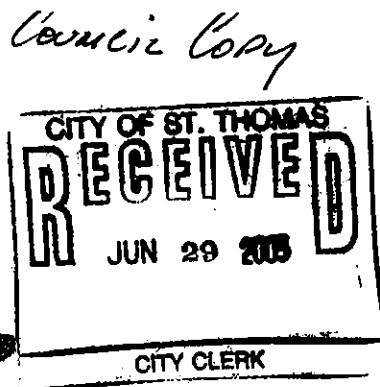
Reviewed By: Treasury Env Services Planning City Clerk Comm Services Other

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St. Thomas Flightline



CANADIAN OWNERS AND PILOTS ASSOCIATION

C.O.P.A. Flight 75



June 9, 2005,

Mayor & Council of the City of St. Thomas

C.O.P.A. Flight 75 once again is requesting approval by council to hold their annual Fly-In ,Drive – In Breakfast at our community airport on the first Sunday after labour day, that being Sunday Sept 11th 2005

C.O.P.A Flight 75 will as usual provide a liability insurance rider in the amount of five million dollars ,showing the City of St. Thomas as an insured party for the duration of the event.

We also undertake to provide temporary sanitation systems as required .

The local chapter of the Historical Automobile Society of Canada will be providing a display of their excellent automobiles .

The Ontario Provincial Police will be providing a display at their discretion.

The Elgin RCR have been approached to provide a display of their choosing ,and at this time has not been confirmed.

Subject to weather we again estimate attendance to be from 350 to 800 persons.

COPA Flight 75 has contributed \$200.00 towards the passport incentive program designed to increase use of southwestern Ontario airports in 2004 and will do so again this year.

COPA flight 75 ,as part of the E.A.A. Young Eagles program has provide free introductory plane rides to well over a thousand local youth between ages 8 & 17. With 193 youth attending the 2004 event

All proceeds will ultimately be spent by C.O.P.A Flight 75 on facility improvements at our community airport.

Submitted for your approval by C.O.P.A Flight 75

Flight Captain (President)

Flight Navigator (Secretary. Treasurer)

Roger Easton

Gary Wilcox



Corporation of the

City of St. Thomas

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Report No.

PW 68-05

File No.

08-243

Directed to:

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

Date

July 8, 2005

Department:

Environmental Services

Attachment

Prepared By:

Brian Clement, Manager of Engineering

N/A

Subject:

South Edgeware Road - Canadian Pacific Railway Crossing Rehabilitation

Recommendation:

That Council approve an expenditure estimated at \$6,000 to purchase rubber flanges to accommodate the future widening of South Edgeware Road at the Canadian Pacific Railway crossing.

Origin:

City staff have met previously, and again on June 30, 2005, with a representative of CP Rail to discuss co-operation and coordination of the railway crossing upgrade on South Edgeware Road proposed by CP Rail for the summer of 2005.

Analysis:

CP Rail is normally responsible for any track works required for at-grade crossings, and the City is responsible for any road works required. However, it is proposed to have rubber flanges installed for the rails, instead of traditional timber ties, to prolong the performance and life of the asphalt/track interface at the crossing.

The City's long-term plan is to widen South Edgeware Road from Burwell Road to Harper Road with a proposed cross-section that includes four lanes, curbs, boulevards and sidewalk. Therefore arrangements will be made with CP Rail to acquire the rubber flanges for the full length required for consistency with the continuous rail installation. Only the rubber flanges required for the existing road section (36') will be installed now and the remainder (52') will be placed in storage at the Works Yard to accommodate the future road widening.

CP Rail has agreed to install the rubber flanges at no cost to the City both now and for the future widening. However, the City will have to pay the material cost of the rubber flanges, which is approximately \$50 per track foot.

The crossing work is scheduled for September 20-21, 2005. It is anticipated that the rehabilitation time by CP Rail should be minimized by use of these rubber flanges as well.

Financial Considerations:

The design account #2003-17 for South Edgeware Road has sufficient funds available to charge the purchase cost of the rubber flanges required to address the future widening at the CP Rail crossing.

At the crossing, the City will be responsible for repaving the road approaches and the provision of traffic control, which can be accommodated in the existing operations budget. A separate report detailing the temporary road closures required for rehabilitation of this crossing will be submitted by the Manager of Operations & Compliance.

Respectfully,

For  Brian Clement, P.Eng., Manager of Engineering
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.

PW 66-05

File No.

05-035-01

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

Date
July 5, 2005

Department: Environmental Services

Prepared By: Ivar Andersen, Manager of Operations & Compliance

Subject: Temporary Road Closures For Canadian Pacific Railway Road Crossing Rebuilds

Attachment
Map of Detours

Recommendation:

It is recommended that:

1. The temporary road closures of South Edgeware Road, Harwill Road to Progress Drive, Edward Street, Burwell Road to Gaylord Road and Burwell Road, Talbot Street to Edward Street be approved at these locations to permit Canadian Pacific Railway, in conjunction with the City of St. Thomas, to rehabilitate the CP railway road crossings.
2. The proposed detours as shown on the attached map be approved and be in effect for the duration of the subject railway road crossing works.

Origin:

On June 30, 2005, staff met with representatives of the Canadian Pacific Railway at which time the railway requested the City's co-operation in rehabilitating the CP crossings of South Edgeware Road, Edward Street and Burwell Road.

Analysis:

Normally, at railway/road intersections, the railway is responsible for any track work required and the City is responsible for any roadwork required. For these rail crossings, the City, in addition to the roadworks, is proposing to have rubber flanges installed along the rails to increase the longevity of the road at the tracks. CP has agreed to install these rubber flanges at no cost to the City, however, the City will have to pay the material cost which is approximately \$50 per foot per track crossing. As well, CP has agreed to pay the City costs for repaving the track crossings on Edward Street and on Burwell Road including traffic control. The City's long term plan is to widen South Edgeware Road at the CP crossing, therefore arrangements will be made to acquire the rubber flange for the full crossing. At this time, only the rubber flange required for the existing cross-section will be installed and the remainder placed in storage to accommodate the future road widening.

Generally, advance signage (three weeks) will be installed at all (3) rail crossings so that drivers will be aware of the upcoming closures. Following are the proposed detours for each crossing involved and the scheduled timing:

South Edgeware Street crossing - Sept. 20-21, 2005

- Complete closure (ROAD CLOSED) at the at grade crossing between Harwill Rd and Progress Dr
- Partial closure (LOCAL TRAFFIC ONLY) on South Edgeware at Burwell and Highbury
- Detour routes on Burwell/Ron McNeil Line & Edward/Centennial/Highbury

Burwell Street crossing - Sept. 22-23, 2005

- Complete closure (ROAD CLOSED) at the at grade crossing between Talbot St and Edward St
- Partial closure (LOCAL TRAFFIC ONLY) on Burwell Rd at Talbot St and Edward St
- Detour routes on Talbot St/First Av/Edward Av

Edward Street crossing - Sept. 25-26, 2005

- Complete closure (ROAD CLOSED) at the at grade crossing between Burwell Rd and Gaylord Rd
- Partial closure (LOCAL TRAFFIC ONLY) on Edward St at Burwell Rd and Centennial Av
- Detour routes on Burwell/South Edgeware/Centennial Av

The Economic Development Corporation has been advised of the proposed temporary road closures and will be contacting the adjacent industries to advise them and their staff. Note that these are the scheduled times for the closures and that weather conditions and other situations beyond CP or City control may change the exact timing of the actual temporary road closings.

Financial Considerations:

Canadian Pacific Railways has agreed to pay for all the costs associated with the crossings at Edward Street and at Burwell Road with the exception of the material cost of the rubber flanges. The rubber flanges for these two crossings are estimated to cost approximately \$5,900 which can be accommodated in the existing operations budget.

At the South Edgeware Road/CP Rail crossing, the City will be responsible for repaving the road approaches and traffic control. This will be accommodated in the existing operations budget. A separate report detailing the source of financing for the rubber flange required for this crossing will be submitted by the Manager of Engineering.

Respectfully,



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

Reviewed By: Treasury Env Services Planning City Clerk HR Other

LEGEND



South Edgeware Road Crossing
Closed Sept. 20-21, 2005



Burwell Road crossing
Closed Sept. 22-23, 2005



Edward Street crossing
Closed Sept. 25-26, 2005

----- Edward Street Detour Route

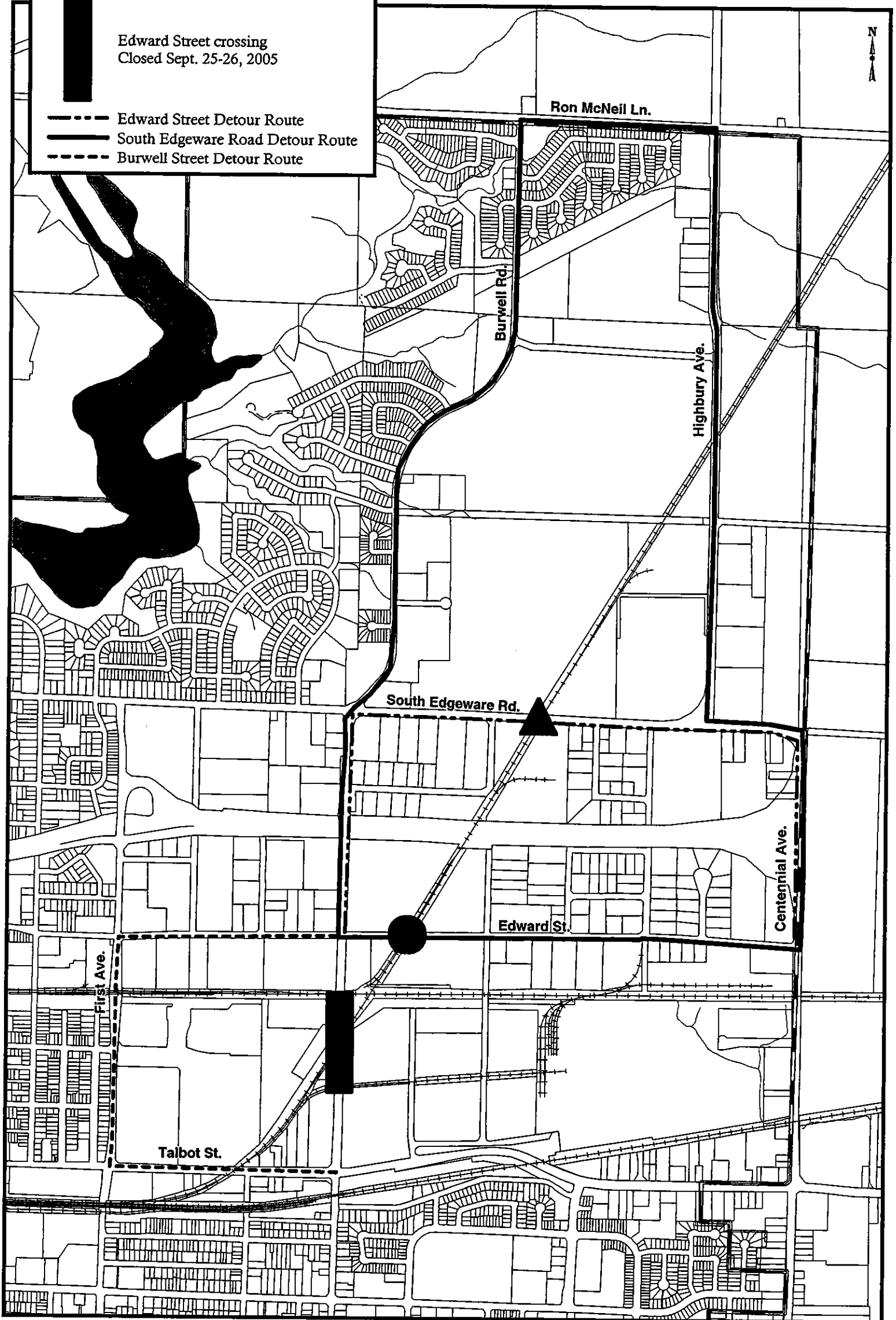
===== South Edgeware Road Detour Route

----- Burwell Street Detour Route

CITY OF ST. THOMAS

**-95- Expected Road Closures
& Detour Routes**

0 250 500
metres





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A Church For Our Community

345 Fairview Avenue, St. Thomas, Ontario N5R 6M7 519-633-0976 fax 519-633-6848
e-mail: office@path2faith.com web site: www.path2faith.com

City of St. Thomas
Mr. Wendall Graves
545 Talbot Street
St. Thomas, Ontario

July 3rd, 2005

SENT BY FAX (633-9019) & REGULAR MAIL

Dear Mr. Graves,

RE: Request for Review of Safety Concerns for Fairview Avenue

Thank you for your assistance in guiding us towards the right parties in assessing our new location and the impact of traffic safety on our church and school.

As of June 26th, 2005, we began church services with over 300 cars entering and exiting from our Fairview Avenue entrance. When summer is over we expect that number to increase. Beginning in September, 2005, our private school, Faith Academy, will begin its operation with approximately 150 students plus staff. We believe that some of our students will walk to school and will be crossing Fairview Avenue at various points between Southdale Line and points north.

With these considerations, I would request the City review the various options for improving safety for our congregation and student body, in particular the following potential items:

- Posted speed limits reduced
- Designation as a Community Safety Zone with requisite signage
- Traffic light at Southdale and Fairview Avenue

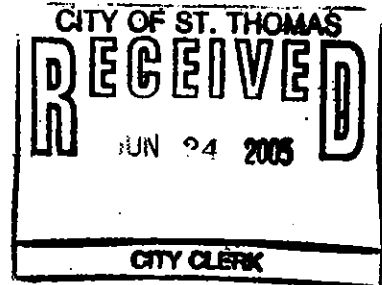
For your information we are proceeding with the approved Master Plan to assist in this process by installing additional parking and one of the Southdale Line entrances. Thank you for your consideration of these matters. If I can be of further assistance, please advise.

Sincerely,

Dr. W. E. (Bill) Coleman
Senior Pastor



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Dear Municipal Councillor

The City of Brampton is proud to be hosting the Ontario Parks Association's 53rd annual Educational Conference "Groundwork for Success" July 19 – 21, 2005. This conference will be a participative, educational conference focusing on teambuilding, employee motivation and partnerships.

In addition to our excellent keynote speakers, Stanley Cup winning coach Tom Watt and best selling author Jim Clemmer, the conference will present two sessions that will be of particular importance to elected officials.

On Wednesday July 20 from 1:30 – 3:00 pm Professor Len Ritter, Executive Director of the Canadian Network of Toxicology Centres will host an interactive forum on Pesticide Risk Assessment in your community. Professor Ritter is a leading authority on evaluation of the risks associated with pesticide use. During the development of the City of Brampton's Pesticide Use Policy, Professor Ritter appeared before City Council and presented credible, unbiased information which allowed city council to make informed decisions for the Brampton community.

The City of Brampton has also established a 10-year partnership with Sheridan Nurseries to provide a guaranteed supply of quality, trees and shrubs to reforest Brampton's valleys, watercourses and also to provide a guaranteed source of caliper trees for streets and parks.

On Thursday July 21 from 10:45am – 12:00 noon there will be a detailed presentation about this successful alliance. Our educational committee has reserved a limited number of seats for this session at the low cost of \$25 for members of municipal councils. Registration will be available on a first come first serve basis. Attached is a registration form that provides details on each program. Please join us in Brampton for this outstanding conference.

Yours truly

Bruce Hay
President

Ontario Parks Association
PO Box 7 · 7856 5th Line South · RR 4 · Milton · Ontario · L9T 2X8
Phone: 905-864-6182 · Toll Free: 1-866-560-7783 · Fax: 905-864-6184 · Email: opa@opassoc.on.ca · Website: www.opassoc.on.ca
Please note our New Address and Contact Numbers



ONTARIO PARKS ASSOCIATION
Protecting Tomorrow Today®

53rd Annual Ontario Parks Association Educational Conference & Tradeshow
July 19th to 21st, 2005 - Holiday Inn Select – Brampton, ON

MUNICIPAL COUCILLOR REGISTRATION FORM

Name: _____ Municipality: _____
Address: _____
Telephone Number: _____ Fax Number: _____
E-mail Address: _____

Pesticide Forum with Professor Len Ritter

Dr. Len Ritter, Executive Director of the Canadian Network of Toxicology Centres
Professor and Associate Chair of the Department of Environmental Biology at the University Guelph

A leading authority on the risks of pesticide use, Dr. Ritter will conduct a factual, interactive forum on pesticide use and the legitimate concerns that accompanies them. Also the re-registration of 2,4-D will be highlighted. Delegates will gain a practical understanding of pesticide risk assessment that separates fact from fiction.

Private/Public Partnerships - Contract Growing for Municipalities

The City of Brampton has partnered and established a 10-year relationship with Sheridan Nurseries Limited for a guaranteed supply of "made to order" trees and shrubs. This plant material will serve to reforest our valleylands and watercourses. As part of Brampton's "Flower City Strategy" learn from beginning to end the value of such a program, how to begin the process, determine your needs, provide council support, keep the plants thriving and create a positive relationship with your Nurseryman.

Options: (please check one)		Price
Option A: Pesticide Risk Assessment Forum – Professor Len Ritter (1:30 to 3:00 p.m.)	<input type="checkbox"/>	\$25
Option B: Private and Public Partnerships – Contract Tree and Shrub Growing (10:45 a.m. to Noon)	<input type="checkbox"/>	\$25
Option C: Private and Public Partnerships – Contract Tree and Shrub Growing & Lunch (10:45 a.m. to Noon Session and Noon to 1:30 p.m. Past Presidents Lunch)	<input type="checkbox"/>	\$50
SUBTOTAL		
ADD 7% GST (# 122713563RT)		
TOTAL FEE BEING REMITTED		

Payment Information

Cheque Enclosed ☐ - Please make cheques payable to the City of Brampton
Credit Card: AMEX ☐ MasterCard ☐ Visa ☐ Cardholder Name: _____
Card #: _____ Expiry Date: _____ Cardholder Signature: _____

Mail or fax your registration form to the City of Brampton, OPA Conference,
24 Queen Street East, 4TH Floor, Brampton, ON L6V 1A3 Fax # 905-874-2396

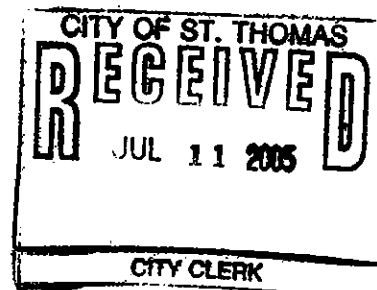
REGISTRATION DEADLINE IS JUNE 28, 2005



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City of St. Thomas
Municipal Clerk
P.O Box 520 City Hall
St. Thomas, Ontario
N5P 3A7
(519) 631 2130

July 11th 2005



Attention: Wendell Graves

**RE: REQUEST FOR LETTER STATING NO OBJECTION TO BELLA JACK'S
MEXICAN CANTINA TEMPORARY PATIO. (LIC # 805641)
437 TALBOT STREET, ST. THOMAS (519) 637 6247**

Bella Jack's has applied for a Temporary Extension of its Liquor License during the Iron Horse Festival to accommodate a 20-ft by 20-ft outdoor patio during the closing of Talbot Street. The Chairman of the Iron Horse Festival has accepted our proposal. We propose to operate the outside patio directly in front of our establishment during the following hours:

Thursday	August 25 th 2005	11:30am – 12:00am
Friday	August 26 th 2005	11:30am – 12:00am
Saturday	August 27 th 2005	11:30am – 12:00am
Sunday	August 28 th 2005	11:30am – 12:00am

In order to obtain this license we require a letter from the Municipal Clerk stating that there is "No Objection" to the extension of your proposed extended licensed area. We enjoyed participating in the Iron Horse Festival 2004 and your co-operation would be greatly appreciated.

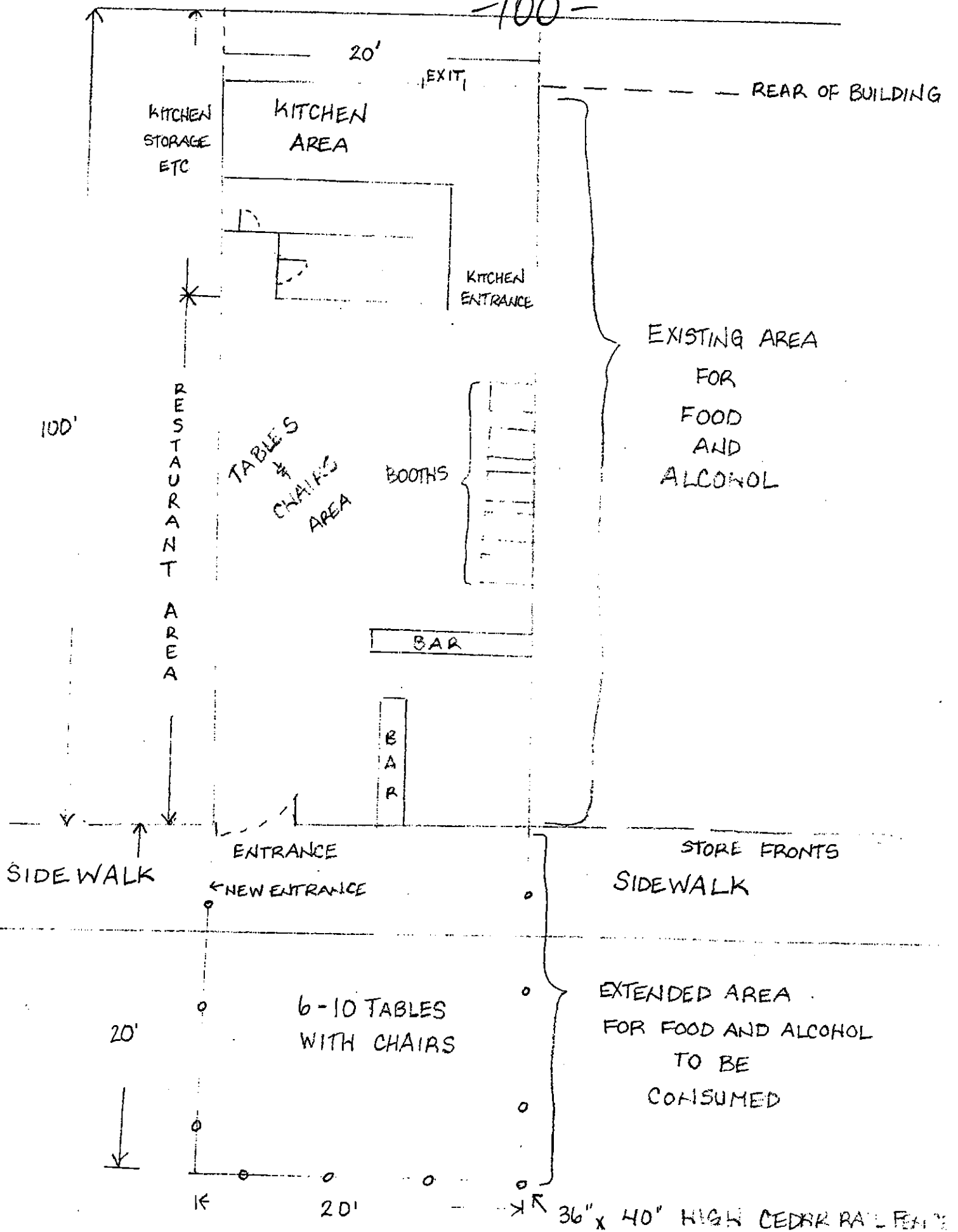
Yours truly,

Robert Fairfield

BELLA JACK'S MEXICAN CANTINA

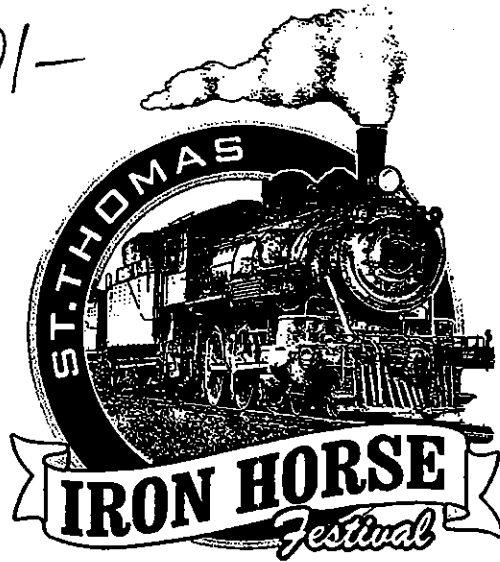
437 TALBOT ST

-100-



-101-

Rob Fairfeild
Owner
Bella Jack's Mexican Cantina
437 Talbot Street
St. Thomas, ON
N5P 1C1



Friday, June 20, 2005

Dear Mr. Fairfeild:

Greetings from the 11th annual Iron Horse Festival! We look forward to having your Talbot Street business involved in the festival this year.

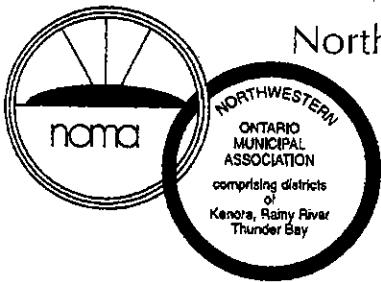
The Iron Horse Festival has accepted your proposed plan to have an outdoor patio set up on Talbot Street on the street area in front of your store as per your diagram. We look forward to seeing you at this year's festival! We also ask that you have a barrier free accessibility for the sidewalk. The Iron Horse Festival asks that you name the Iron Horse Festival of St. Thomas on your insurance policy to ensure that we are all covered.

The Festival asks that noise levels of your live entertainment at your establishment respect the times of performances on the Iron Horse Festival stage and do not interfere with this. We also ask that you provide the coordinator with a line up for your entertainment. We also ask that any outdoor signage support Molson – who is the official supplier for the festival.

The Iron Horse Festival is a not for profit organization that relies on the support of the community and great people for its existence. Any donation to the efforts of the festival would be greatly appreciated.

Regards,

Paul Corriveau
President
Iron Horse Festival of St. Thomas
AK



Northwestern Ontario Municipal Association

Kenora, Rainy River and Thunder Bay Districts

c/o 161 East Brock Street
Thunder Bay, ON P7E 4H1
Tel. (807) 626-0155 / Cell. (807) 628-6396
Fax (807) 626-8163
E-mail: ktaniwa@tbaytel.net

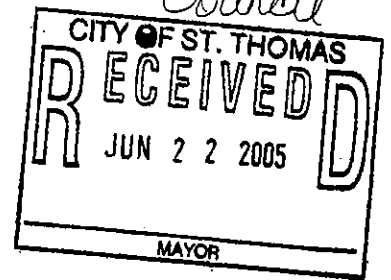
PRESIDENT

Michael Power

-102- EXECUTIVE DIRECTOR

Ken Taniwa

Mayor Jeff Kohler
City of St. Thomas
Box 520, City Hall, 545 Talbot St.
St. Thomas, ON N5P 3V7



Your Worship, Members of Council;

The Forest Industry in Ontario is in crisis and we need your help; otherwise we will all lose!

The Forest Sector is, in every sense, an Ontario industry. The economic importance of forestry to northern communities is well known. Less well known is the sizeable economic contribution the forest industry makes to communities throughout southern Ontario²¹, and to the entire provincial economy.

The economic impacts of the forestry sector extend well beyond the mills which process wood fibre into lumber, paper and other manufactured products. Southern Ontario companies provide equipment, supplies and services utilised throughout all aspects of the production process from management and planning services, to harvesting, right through to the processing of end products.

All of Ontario's forest companies and processing facilities are deeply integrated into the provincial (and southern) Ontario economy through the numerous businesses that provide equipment, supplies and services to the industry. 332 businesses located in 75 southern Ontario communities provide equipment and services to the pulp and paper sector, and nearly 100 businesses in 68 southern communities are directly involved, providing equipment and services to the forestry and wood products sectors.

Nearly 200 communities in southern Ontario have a stake in the economic viability of Ontario's forest sector, and your community is one of them!

²¹ Southern Ontario refers to the Ministry of Natural Resources Southern Region, which is generally considered the area south of Parry Sound. A map depicting this area is attached.

We have identified through our research that the following companies in your area are directly linked to a sustainable forest industry:

Gorman-Rupp Of Canada Limited
Steve Radkovsky & Sons Inc.

Pulp and Paper Supplies
Sawmill

Several issues have converged to threaten the viability of Ontario's forest sector.

The Ontario forest sector has the unfortunate distinction of operating in one of the highest cost jurisdictions in the world.

- In many cases the costs associated with accessing and delivering wood to mills are prohibitive.
- Moreover, the extremely high costs of energy for industrial consumers pose huge challenges for even the most efficient processing facilities.
- Despite several important legal victories, there is every indication the softwood lumber dispute will continue into the foreseeable future, further inhibiting access to Ontario's primary market for sawn lumber.

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- Every cent the Canadian dollar raises is estimated to cost the Ontario forest industry approximately \$150 million annually. All of which must be viewed against the backdrop of increasing competition from many low cost jurisdictions throughout the world.

There are at least 12 forest industry mills identified as being at risk of closure in Ontario with five of them designated as high risk. The cost to Ontario of failing to address the issues affecting the viability of the forest industry will be staggering.

Should the 12 at-risk mills close, the impact on employment will be devastating to northern Ontario communities that will lose 25,000 direct and indirect jobs. **The ripple effect in southern Ontario will eliminate another 13,000 indirect jobs.**

The loss of these facilities represents nearly \$1 billion in lost tax revenues for all three levels of government, with federal revenues dropping \$550 million, provincial revenues \$340 million and **municipal \$75 million.**

But we didn't just write to you to lament the crisis we are in but to share with you an opportunity to make sure the forest industry survives.

The answers to challenges facing the Ontario forest sector are contained within the Minister's Council on Forest Sector Competitiveness Report that was released by Minister Ramsey on Monday, June 13.


The Minister's Council on Forest Sector Competitiveness was established to provide a set of recommendations that will act as a road map for the government Ontario and the Ministry of Natural Resources in particular, for the development of strategies to address the current challenges both immediately and over the long term. The production of the report was a collaborative effort between individuals representing the forest industry, labour, First Nations, the environmental community, municipalities, and also included independent experts.

The formation of the Minister's Council is explicit recognition on the part of government that change is needed to ensure the viability of the industry. The report identifies the root causes of the industry's decline in Ontario and recommends a multi-pronged strategy to assist the province's forestry sector in regaining its competitive footing.

Implementation of the report will require further cooperation between provincial ministries including the Ministries of Natural Resources, Northern Development and Mines, Finance, Transportation, Economic Development and Trade and others, as well as assistance from the federal government.

When the Minister released the report on June 13 he announced his government's preliminary response.

To say that we are not pleased is an understatement! With the Forest Industry in the unenviable position of operating in one of the highest cost jurisdictions in the world, loan guarantees offered by the Province will do nothing to re-establish a climate which encourages - not discourages - investment. In fact, the Minister's announcement deals more with long-term solutions than it does with the immediate and severe crisis.

 We are asking you to partner with us in helping the Ontario Government to invest in the future of all of our communities by immediately implementing the Minister's Council on Forest Sector Competitiveness Report in its entirety, and in the manner in which it was outlined by the Minister's Council.

Please contact the Premier, Members of his cabinet and your Member of the Legislative Assembly to make them aware of how important the forest industry is to your community and why it is doubly important that they implement the Council's report. We would also appreciate it if you could make the broader community aware of this crisis and its importance to the economy of your city.

Together we can make a difference!

Yours truly



Michael Power
President
Mayor of Greenstone

Attachments: The Forest Sector and Southern Ontario
Ministry of Natural Resources Southern Region Map

The Forest Sector and Southern Ontario

An Overview of Forest-Dependent Economic Activity in Southern Ontario Communities

Introduction

The Forest Sector is, in every sense, an Ontario industry. The economic importance of forestry to northern communities is well known. Less well known is the sizeable economic contribution the forest industry makes to communities throughout southern Ontario¹, and to the entire provincial economy.

The economic impacts of the forestry sector extend well beyond the mills which process wood fibre into lumber, paper and other manufactured products. Southern Ontario companies provide equipment, supplies and services utilised throughout all aspects of the production process from management and planning services, to harvesting, right through to the processing of end products.

Nearly 200 communities in southern Ontario have a stake in the economic viability of Ontario's forest sector. Among the communities most affected by forestry are:

- Mississauga
- Toronto
- Burlington
- Oakville
- Scarborough
- Markham
- Ottawa
- Brampton
- Brantford

Economic Footprint of the Forest Products Sector in Ontario

- ❖ \$19 billion in total sales
- ❖ \$8.5 billion contribution to the balance of trade
(second only to the automotive sector)
- ❖ \$ 4.8 billion salaries and benefits to direct employees
- ❖ Average salary is \$68,000 a year
- ❖ 85,000 directly employed
- ❖ 190,000 indirectly employed
- ❖ Taxes of \$2.3 billion a year paid
 - \$1.3 billion federal
 - \$800 million provincial
 - \$160 million municipal
- ❖ \$240 million annual average in stumpage fees paid to the people of Ontario

¹ Southern Ontario refers to the Ministry of Natural Resources Southern Region, which is generally considered the area south of Parry Sound. A map depicting this area is contained in the appendix.

For a full copy of the report please go to:

http://www.mnr.gov.on.ca/mnr/forests/industry/woodsupply/ministers_council/forestsector_report.pdf

The Forest Sector in Southern Ontario

A significant amount of the wood harvested throughout Ontario is processed at mills in southern Ontario. Nearly 200 manufacturers of forest products, ranging from small logging operations to large pulp and paper and value added industries, operate in southern Ontario. Processing facilities, or mills, located throughout southern Ontario include:

- over 100 sawmills;
- 22 mills producing pulp and paper products; and,
- over 50 mills producing other types value-added wood products.

These mills are located in 107 different communities, 30 of those communities are supported by two or more facilities with certain communities having a significant number of processing facilities (Table 1).

Table 1: Southern Ontario communities with the greatest number of processing facilities

City (District)	Processing Facilities
Pembroke (Pembroke) – 11 mills	2 Large Sawmills; 3 Medium Sawmills; 2 Small Sawmills; 1 Veneer mill 1 Lumber Re-mfg/ Engineered Wood Products mill 1 Planing mill 1 Pulp, Paper, Paperboard mill
Toronto (Aurora) – 4 mills	1 Lumber Re-mfg/ Engineered Wood Products mills 3 Pulp, Paper, Paperboard mills
Eganville (Pembroke) – 4 mills	1 Large Sawmill; 2 Medium Sawmill; 1 Small Sawmill
Killaloe (Pembroke) – 4 mills	1 Large Sawmill; 1 Medium Sawmill; 1 Small Sawmill 1 Woodchipper/ merchandising facility
Mississauga (Aurora) – 4 mills	2 Lumber Re-mfg/ Engineered Wood Products mills 1 Pulp, Paper, Paperboard mill; 1 Small Sawmill
Palmer Rapids (Pembroke) – 4 mills	3 Medium Sawmills Woodchipper/ merchandising facility
Renfrew (Pembroke) – 4 mills	4 Small Sawmills
Bancroft (Bancroft) – 3 mills	1 Medium Sawmill; 1 Small Sawmill 1 Woodchipper/ merchandising facility
Bowmanville (Aurora) – 3 mills	1 Lumber Re-mfg/ Engineered Wood Products mill 2 Small Sawmills
Huntsville (Parry Sound) – 3 mills	1 Pulp, paper and paperboard 1 Large Sawmill; 1 Medium Sawmill
Lanark (Kemptonville) – 3 mills	3 Medium Sawmills

NOTE: Large sawmills process >50,000m³ annually, medium sawmills 5,000-50,000m³, small sawmills <5,000m³; where information on production capacity was unavailable a small sawmills was assumed.

All of Ontario's forest companies and processing facilities are deeply integrated in the provincial economy through the numerous businesses that provide equipment, supplies and services to the industry. 332 businesses located in 75 southern Ontario communities provide equipment and services to the pulp and paper sector, and nearly 100 businesses in 68 southern communities are directly involved, providing equipment and services to the forestry and wood products sectors. The following tables present the communities with the greatest number of businesses providing equipment and services to the pulp and paper sectors, as well as to the forestry and wood products sectors.

Table 2: Ten southern Ontario communities with the greatest number of business establishments supplying equipment and supplies to the pulp and paper sector

City (District)
Mississauga (Aurora) – 70 establishments
Toronto (Aurora) – 34 establishments
Burlington (Aurora) – 28 establishments
Oakville (Aurora) – 17 establishments
Scarborough (Aurora) – 16 establishments
Markham (Aurora) – 13 establishments
Ottawa (Kemptonville) – 9 establishments
Brampton (Aurora) – 9 establishments
Brantford (Guelph) – 9 establishments
Cambridge (Guelph) – 8 establishments

Table 3: Southern Ontario communities supported by two or more business establishments providing equipment and services to the forestry and wood products sectors

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City (District)
Mississauga (Aurora) – 5 establishments
Pembroke (Pembroke) – 3 establishments
Peterborough (Peterborough) – 3 establishments
Toronto (Aurora) – 3 establishments
Bancroft (Bancroft) – 2 establishments
Barrie (Aurora) – 2 establishments
Bolton (Aurora) – 2 establishments
Brampton (Aurora) – 2 establishments
Burlington (Aurora) – 2 establishments
Concord (Aurora) – 2 establishments
Delhi (Aylmer) – 2 establishments
London (Aylmer) – 2 establishments
Orillia (Midhurst) – 2 establishments

While it is difficult to quantify the exact impact processing facilities and their companies have on southern Ontario, figures from a small cross section of the forest sector provide great insight into how important the forest sector is to several southern Ontario communities and the province as a whole.

For example, just one forest products company alone, operating in Ontario purchases over \$600 million worth of goods and services within the Province of Ontario every year. Of that total, almost \$330 million worth is purchased from southern Ontario vendors.

Were this company to cease operations, the loss in economic activity for many of Ontario's more prominent communities would be enormous:

- Toronto would lose a whopping \$201 million in business a year;
- Burlington would take a \$17.2 million hit;
- Mississauga \$15 million;
- Brampton \$6 million;
- Ottawa \$3.4 million; and,
- Oakville \$3.2 million.

In another cost scenario the closure of a single paper mill operation would cost the southern Ontario economy over \$54 million a year in lost business with major impacts on the cities of:

- Toronto \$24 million plus;
- Mississauga over \$17 million a year;
- Burlington \$4 million;
- Hamilton \$3 million;
- Ottawa \$2 million;
- Chatham \$2 million;
- Stoney Creek \$1.5 million;
- Cambridge \$1 million.

A single wood product manufacturer closing its doors would result in the loss of two southern Ontario offices, over 30 executive, IT and support jobs paying at an average salary of \$90,000 a year, as well as numerous consulting and advocacy contracts. The \$10 million a year loss in economic activity would be felt primarily in the Toronto area.

These figures provide a conservative picture of the economic activity associated with just three of Ontario's forest sector companies. These numbers do not include purchases from Ontario suppliers where an invoice is paid to that supplier's head office in another province. Therefore, the information presented above underestimates the amount of economic activity generated by the forest sector in southern Ontario.

Status of Ontario's Forest Sector

Several issues have converged to threaten the viability of Ontario's forest sector. The Ontario forest sector has the unfortunate distinction of operating in one of the highest cost jurisdictions in the world; in many cases the costs associated with accessing and delivering wood to mills are prohibitive. Moreover, the extremely high costs of energy for industrial consumers pose huge challenges for even the most efficient processing facilities.

Despite several important legal victories, there is every indication the softwood lumber dispute will continue into the foreseeable future, further inhibiting access to Ontario's primary market for sawn lumber. Every cent the Canadian dollar raises is estimated to cost the Ontario forest industry approximately \$150 million annually. All of which must be viewed against the backdrop of increasing competition from many low cost jurisdictions throughout the world.

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There are at least 12 forest industry mills identified as being at risk of closure in Ontario and five designated as high risk. As the figures indicate, the cost to Ontario of failing to address the issues affecting the viability of the forest industry will be staggering.

Entire communities in the north will be severely impacted with economic recovery next to impossible. The cost scenario for the southern Ontario economy is every bit as ominous. Within the financial impact lies the social upheaval that accompanies widespread job loss and economic uncertainty.

Should the 12 at-risk mills close, the impact on employment will be devastating to northern Ontario communities that will lose 25,000 direct and indirect jobs. The ripple effect in southern Ontario will eliminate another 13,000 indirect jobs.

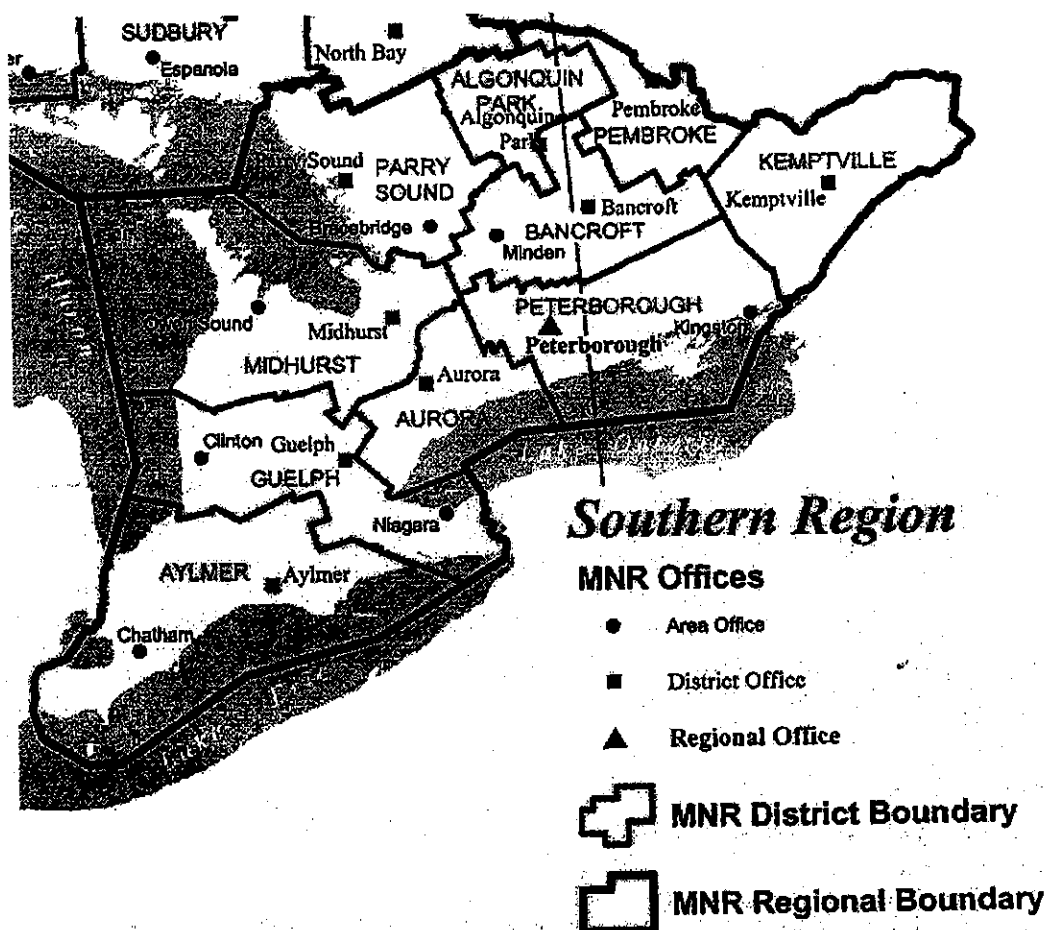
The loss of these facilities represents nearly \$1 billion in lost tax revenues for all three levels of government, with federal revenues dropping \$550 million, provincial revenues \$340 million and municipal \$75 million.

Action Needed

The answers to challenges facing the Ontario forest sector are contained within the Minister's Council on Forest Sector Competitiveness Report. The Minister's Council on Forest Sector Competitiveness was established to provide a set of recommendations that will act as a road map for the government Ontario and the Ministry of Natural Resources in particular, for the development of strategies to address the current challenges both immediately and over the long term. The formation of the Minister's Council is explicit recognition on the part of government that change is needed to ensure the viability of the industry. The report identifies the root causes of the industry's decline in Ontario and recommends a multi-pronged strategy to assist the province's forestry sector in regaining its competitive footing.

The Minister of Natural Resources has recently been presented with the final report, which has not yet been made public. The production of the report was a collaborative effort between individuals representing the forest industry, labour, First Nations, the environmental community, municipalities, and also included independent experts. Implementation of the report will require further cooperation between provincial ministries including the Ministries of Natural Resources, Northern Development and Mines, Finance, Transportation, Economic Development and Trade and others, as well as assistance from the federal government.

Appendix – Ministry of Natural Resources Southern Region

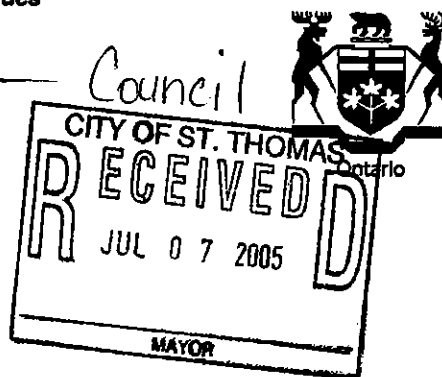


**Ministry of Citizenship
and Immigration**

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Toronto ON M7A 2R9
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**Ministère des Affaires civiques
et de l'immigration**

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Toronto ON M7A 2R9
Tél.: (416) 325-6200
Télééc.: (416) 325-6195



June 27, 2005

Dear Friends:

The McGuinty government is moving forward to improve accessibility in Ontario. We are now launching the recruitment process for the new Accessibility Standards Advisory Council under the Accessibility for Ontarians with Disabilities Act, 2005.

The new law is strong and effective, and makes Ontario one of the world leaders in improving accessibility for people with disabilities.

Under the act, meaningful, realistic standards will be developed collaboratively by standards development committees, made up of members of the disability community, public and private sector representatives and government to address the full range of disabilities.

The Accessibility Standards Advisory Council will advise me on progress made on standards development, public information programs and other matters. Membership of the council will be drawn from the broader public and private sectors. The majority of council members will be people with disabilities.

The effectiveness of this council will greatly depend on input from organizations such as yours, and our recruitment process provides an opportunity for your organization to have a voice in the implementation of this new legislation.

Those interested in applying for chair and vice-chair of the Accessibility Standards Advisory Council can submit an application to the Public Appointments Secretariat by July 29, 2005. The deadline for members' applications is August 19, 2005. Please see the Public Appointments Secretariat website at <http://www.pas.gov.on.ca/scripts/en/advertPositions.asp>

Additional information and application packages in alternate formats are available by calling 1-888-520-5828 or toll-free TTY 1-888-335-6611.

Your support in reaching out to members of your organization or sector who may be interested in applying for these positions would be appreciated. I have included an article on the new legislation and the recruitment process that can be posted on your website or published in your newsletter. I am also including an Overview of the Roles and Responsibilities of the Accessibility Standards Advisory Council, which describes the mandate and roles of the council.

I am confident that together we will create an accessible Ontario, where our quality of life is enriched by the inclusion of all, and our economy benefits from the contribution of all.

Sincerely,

Dr. Marie Bountrogianni
Minister



Corporation of the
City of St. Thomas

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Report No.

CC-26 -05

File No.

Directed to: Mayor J. Kohler and Members of Council

Date
July 3rd, 2005

Department: City Clerk

Attachment

Prepared By: Cindy Bezaire, Administrative Clerk

Subject: Semi-Annual Attendance for the 125th Council and Committee of the Whole for the Period of January 1st, 2005 to June 30th, 2005

Recommendation:

THAT: Report CC-26-05 regarding the Semi-Annual Attendance for Council and Committee of the Whole for the period of January 1st, 2005 to June 30th, 2005, 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	28	28
Alderman B. Aarts Council	28	26
Alderman C. Barwick Council	28	28
Alderman H. Chapman Council	28	28
Alderman T. Johnston Council	28	25
Alderman T. Shackelton Council	28	25
Alderman M. Turvey Council	28	28
Alderman D. Warden Council	28	27

Special Meeting - Smoking By-Law held February 28, 2005 - included in totals above.

Special Meeting - Development Charges held March 21, 2005 - included in totals above.

Respectfully,

Cindy Bezaire
Administrative Clerk

Reviewed By: _____

Treasury

Env. Services

Planning

City Clerk

H.R.

Other