

AGENDA

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

COUNCIL CHAMBERS 6:00 P.M. CLOSED SESSION
CITY HALL 7:00 P.M. REGULAR SESSION MARCH 7TH, 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 D. Warden

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meetings held on February 21st and February 28th, 2005.

DEPUTATIONS

2005 Budget

Warden Jim McIntyre, Mark McDonald, Larysa Andrusiak, Linda Veger, and representatives from Thames EMS will be in attendance.

Mr. Dave McAdams, President, St. Thomas-Elgin Tourist Association, will be in attendance.

Kathryn Collier, President, and Debra Seabrook-Page, Executive Director, St. Thomas Elgin Public Art Centre will be in attendance.

Representatives from the Downtown Development Board will be in attendance.

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**

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

Report PD-08-2005 of the Planning Director. Pages 6 & 7

Draft Plan of Subdivision File #34T-05501 - Doug Tarry Limited - Block 4 Development Area - Hagerman Crescent – 9 Lots for single detached dwellings

Report PD-09-2005 of the Planning Director. Pages 8 & 9

Application 34CDM-04505 for approval of Phase III of Elgin Standard Condominium Plan No. 16 Dalewood Glen Ltd. - 87 Donker Drive

Report PD-10-2005 of the Planning Director. Pages 10 & 11

Draft Plan of Subdivision File #34T-04507 - P. Kantor Construction Ltd. - Block 3 Development Area – 29 Lots for single detached dwellings.

Report PD-11-2005 of the Planning Director. Pages 12 to 24

BUSINESS CONCLUDED**ENVIRONMENTAL SERVICES COMMITTEE** – Chairman M. Turvey**UNFINISHED BUSINESS****NEW BUSINESS**

Third Avenue Watermain Replacement and Road Restoration (Wellington to Chester) – Tender Results

Report ES19-05 of the Manager of Engineering. Pages 25 & 26

Moore Street Reconstruction Tender Results

Report ES15-05 of the Manager of Engineering. Pages 27 & 28

BUSINESS CONCLUDED**PERSONNEL AND LABOUR RELATIONS COMMITTEE** – Chairman D. Warden**UNFINISHED BUSINESS****NEW BUSINESS**

Approval to Fill Vacancies Policy

Report HR-04-05 of the Director of Human Resources. Pages 29 & 30

Recruitment Policy

Report HR-03-05 of the Director of Human Resources. Pages 31 & 32

Christmas Shut Down Policy HR-03-08

Report HR-05-05 of the Director of Human Resources. Pages 33 & 34

BUSINESS CONCLUDED**FINANCE AND ADMINISTRATION COMMITTEE** – Chairman C. Barwick**UNFINISHED BUSINESS****NEW BUSINESS**159th Annual Aylmer Fair – Grant Request

A letter has been received from Devern Chmarney, Secretary-Manager Aylmer & East Elgin Agricultural Society, requesting a grant for 159th Annual Aylmer Fair. **Material attached.**

Animal Aide – Grant Request

A request has been received from Lois Jackson, Animal Aide, requesting a grant of \$10,000.00.

Material attached.

BUSINESS CONCLUDED**COMMUNITY AND SOCIAL SERVICES COMMITTEE** – Chairman B. Aarts**UNFINISHED BUSINESS**2005/06 Ice Rental Rates**NEW BUSINESS**Valleyview Replacement - Commercial Building Incentive Program

Report VV-005-05 of the Valleyview Administrator. **Page: 35**

BUSINESS CONCLUDED**PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** – Chairman T. Shackelton**UNFINISHED BUSINESS**Woodland Road “No Parking” Request**NEW BUSINESS**Lions Club Autofest – Classic Car Display on Talbot Street - 2005

Report ES18-05 of the Supervisor, Roads and Transportation. **Pages 36 to 40**

Iron Horse Festival- 2005

Report PW 16-05 of the Supervisor, Roads and Transportation. **Pages 41 to 44**

Left Turn Restrictions – First Pro Developments

Report ES17-05 of the Supervisor Roads and Transportation. **Pages 45 & 46**

Fire Department - Tanker Replacement

Report FD03-05 of the Fire Chief. **Pages 47 to 50**

BUSINESS CONCLUDED

REPORTS PENDING

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

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

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

ENVIRONMENTALLY SENSITIVE LAND USE – P. Keenan

SAFETY ISSUES AND INTERSECTION CONCERNS – M. Sture

POWER CENTRE TRAFFIC CONTROL – M. Sture

CIVIL MARRIAGES SOLEMNIZATION – W. Graves

GAS TAX FUNDING SPENDING PROGRAM – M. Sture

DRIVEWAY RECONSTRUCTION – MAPLE STREET - J. Dewancker

REVIEW OF CITY BUS ROUTES – J. Dewancker

PROCLAMATIONS – W. Graves

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

Wayside Dining Lounge, Talbotville - Request to Dump Wastewater

A letter has been received from Trudy Kanellis, Wayside Dining Lounge, Talbotville, requesting permission to dump wastewater at the City's facilities. Page 51

Tag Day – 741 Air Cadet Squadron

A letter has been received from G. Shaw, Captain, 741 Air Cadet Squadron, requesting a Tag Day on April 8th, 2005 and April 9th, 2005.

Youth Science Month – March 2005

A letter has been received from Heather Highet, Chair, Sci-Tech Ontario, requesting that the City of St. Thomas Council proclaim the month of March, 2005 as “Youth Science Month” in the City of St. Thomas.

UNFINISHED BUSINESS

NEW BUSINESS

St. Thomas Holding Inc. – Annual General Meeting Recommendations

A letter has been received from Brian Hollywood, CET President and CEO of St.. Thomas Holding Inc., requesting Council ratification of the resolutions addressed at the 4th Shareholder Annual General Meeting held on March 1st, 2005. *Pages 52 to 54*

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 9th day of March, 2005.
2. A by-law to authorize the Mayor and Clerk to sign the 2003 Long Term Care Facility Annual Report. (Valleyview Home for the Aged)
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 Her Majesty the Queen in Right of Canada as represented by the Minister of Natural Resources. (Valleyview Replacement - Commercial Building Incentive Program)
4. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and McDonald's Restaurants of Canada (SPC 10-02 - 955 Talbot Street)

PUBLIC NOTICE

NOTICES OF MOTION

CLOSED SESSION

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

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER



The Corporation of the City of St. Thomas -6-

Report No.: PD-08-2005

File No.: 34T-04510

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

Date: February 28th, 2005

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

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

Attachments:
- draft plan (reduced)

RECOMMENDATION:

That Council approve the Draft Plan of Subdivision File # 34T-04508 (Residential Plan of Subdivision) of lands owned by **Joe Ostojic & Son Ltd., Doug Tarry Limited and Faith Baptist Church**, which lands are legally described as Blocks 23, 25, 26, Registered Plan 11M-110; Part of Blocks 22, 24, 27, 29, Registered Plan 11M-110, and Part of Block 35, Registered Plan 11M-113, City of St. Thomas, County of Elgin, subject to the standard Municipal draft plan conditions including the requirement for the developer to enter into a subdivision agreement with the Corporation of the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters.

Council, on January 10th, 2005, approved in principle the application by Joe Ostojic & Son Ltd.; Doug Tarry Limited; and Faith Baptist Church for approval of a proposed draft Plan of Subdivision, File # 34T-04510, located in the south west quadrant of the Block 4 Development Area, east of Fairview Avenue and South of Southgate Parkway. (Report PD-01-2005)

The proposed Plan which is legally described as Blocks 23, 25, 26, Registered Plan 11M-110; Part of Blocks 22, 24, 27, 29, Registered Plan 11M-110, and Part of Block 35, Registered Plan 11M-113, City of St. Thomas, County of Elgin provides for the development of 20 lots for single-detached dwelling units, and 14 lots for the development of 28 semi-detached dwelling units a for a total of 48 dwelling units. A reduced copy of the draft Plan is attached.

The total development area encompassed by the plan is 2.586 hectares. Two new streets are proposed extending south from Southgate parkway.

The location of the proposed subdivision and its relationship to the surrounding area is shown on the location plan.

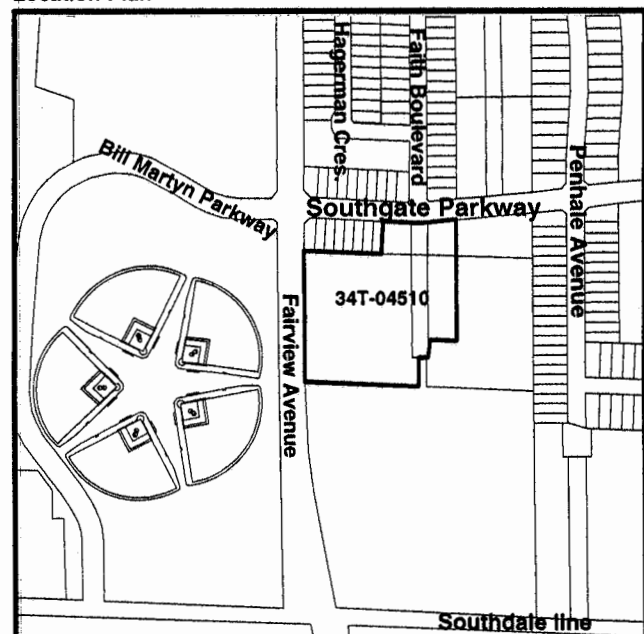
Council's approval in principle was given subject to the following conditions:

- 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;
- the developer entering a subdivision agreement satisfactory to the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters.

Draft Plan Circulation and Review:

The external circulation of the draft plan of subdivision has now been completed and a public meeting on the proposed subdivision was held on February 14th, 2005. Staff have completed their review of the proposed Subdivision and have reviewed the comments received from the public and other agencies.

Location Plan



Municipal staff, outside agencies and utilities have indicated their approval of the draft plan application and have identified their conditions to final approval to ensure development proceeds in accordance with their standards and approved Municipal standards. The comments received, where required, will be incorporated into the draft plan conditions and will provide the basis for the development of the subdivision agreement.

The Department of Environmental Services has confirmed that the proposed Draft Plan of Subdivision, meets municipal servicing standards and advises that pursuant to recommendation #2 of Report TR-34-97, the estimated sewage flows to be generated from the development of the lands can be treated by the City's Water Pollution Control Plant.

The plan conforms to the Official Plan and the proposed lot layout complies with Zoning By-law 50-88.

Conditional Approval:

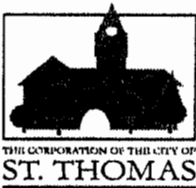
All of the conditions of approval in principle imposed by Council and the policies of the Corporation have been satisfactorily addressed through the draft Plan of Subdivision submission and circulation process. I am recommending draft plan approval of File # 34T-04510 subject to the standard municipal requirements and conditions and to the requirement for a subdivision development agreement with the Corporation respecting the provision of municipal services, financial, administrative and other related matters respecting the development of the lands.

Respectfully submitted,



P.J.C. Keenan
Director of Planning

Reviewed By: Env. Services Treasury City Clerk Other



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

Report No.: PD-09-2005

File No.: 34T-05501

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

Date: February 27th, 2005

Subject: Application by Doug Tarry Limited, Draft Plan of Subdivision, File 34T-05501, Block 4
Development Area - Hagerman Crescent - 9 Lots for single 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-05501 (Residential Plan of Subdivision) of lands owned by Doug Tarry Limited which lands are legally described as Blocks 24 & 26, Registered Plan 11M-143, Part of Block 38, Registered Plan 11M-113, and Part of Block 18, 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 of 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 *April 4th, 2005 @ 6:50 p.m.*

ANALYSIS:

Proposal:

Doug Tarry Limited has submitted an application for approval of a residential plan of subdivision within the Block 4 Development Area, located east of Fairview Avenue, and north of Southgate Parkway. The proposed plan is an infill development which encompasses an area of .472 hectares and provides for the development of 9 lots for single-detached dwelling units. No new streets are proposed by the plan. The lots will front onto the existing south leg of Hagerman Crescent. A reduced copy of the draft plan is attached.

The location of the proposed subdivision and its relationship to the surrounding residential area is shown on the location plan.

The lands are legally described as being Blocks 24 & 26, Registered Plan 11M-143, Part of Block 38, Registered Plan 11M-113, and Part of Block 18, Registered Plan 11M-110, City of St. Thomas, County of Elgin.

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

Location Plan



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holding zone requirements of Zoning By-law 50-88 which must be met to the satisfaction of the Municipality prior to the development proceeding.

Services:

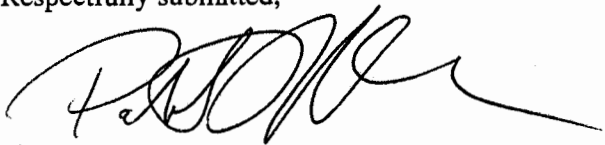
Full Municipal services are available on Hagerman Crescent. The design, development and the installation of services required for this development will be in accordance with Municipal standards and comply with the objectives and recommendations contained within the South Block Servicing Studies. A full 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

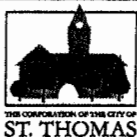
Reviewed By:

Env. Services

Treasury

City Clerk

Other



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

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Report No.: PD-10-2005

File No.: 34CDM-04505

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

Date: March 1, 2005

Subject: Application (34CDM-04505) by Dalewood Glen Ltd. for approval of Phase III of Elgin Standard Condominium Plan No. 16, a Phased Condominium Corporation, located at 87 Donker Drive pursuant to Section 9(3)(a) of the Condominium Act 1998.

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

Attachments:
- condominium plan (reduced)

RECOMMENDATION:

That Council approve the Draft Plan of Subdivision File #34CDM-04505, being Phase III of Elgin Standard Condominium Plan No. 16 of lands owned by Dalewood Glen Ltd. which lands are legally described as Part of Block 64 Registered Plan 11M-60 in the City of St. Thomas, County of Elgin subject to the standard draft plan conditions including the requirement for the developer to enter into a subdivision agreement with the Corporation of the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters.

ANALYSIS:

Report

Dalewood Glen Ltd. has made application for approval of the third and final Phase of Elgin Standard Condominium Plan No. 16, a Phased Condominium Corporation, pursuant to the provisions of the new Condominium Act, 1998, Section 9(3)(a). Phase III which is the final phase of development on this site will add 6 attached units completing the 25 unit development. The 6 attached units in Phase III have been constructed.

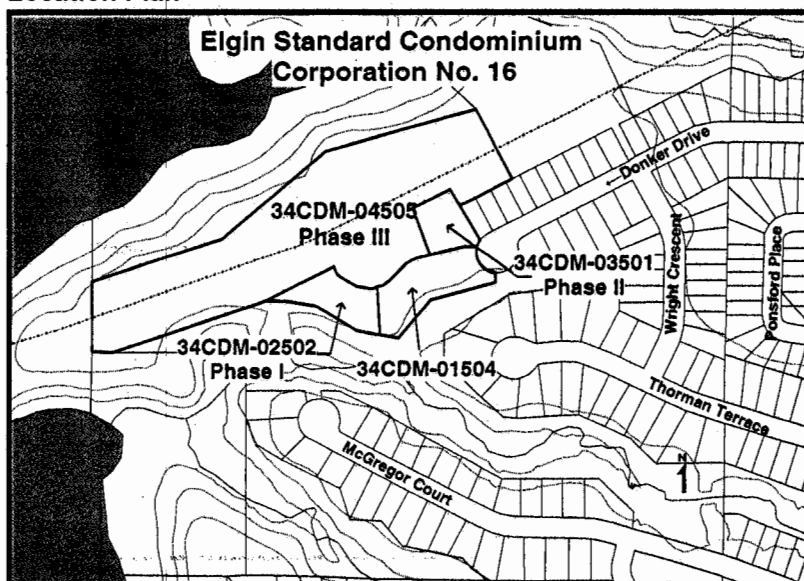
Located on the west end of the Donker Drive cul de sac the Condominium Corporation is known municipally as 87 Donker Drive. (See location Plan) The initial development consisting of 10 units was completed and registered as Elgin Standard Condominium Corporation No. 16 on May 8th, 2002, the first phase consisting of 5 units was registered as Elgin Standard Condominium Corporation No. 16 on January 20th, 2003. Phase II, consisting of 4 attached units was registered as Elgin Standard Condominium Corporation No. 16 on October 15th, 2003.

Prior to the owner registering a declaration and description to add Phase III to Elgin Standard Condominium Corporation No. 16, the Condominium Act requires that the applicant first obtain a Planning Act approval pursuant to the Subdivision requirements of Sections 51, 51.1 and 51.2. The Planning Act review process is similar to the

processing of a Plan of Subdivision for creating freehold lots however the provisions of the Act relating to the giving of Public Notice and Public meetings does not apply. Essentially in this type of condominium the units in the development are finished and usually occupied by prospective purchasers awaiting the registration of the Condominium. The Planning Act review process for a Condominium application is a safeguard to ensure that Municipal interests with respect to the installation of services, security for the same, compliance with zoning and site plan considerations have all been satisfied and the interests of the municipality and the ultimate purchaser are protected. The Planning Act approval process provides the Municipality with the authority to enforce compliance.

The interests of the Municipality relating to the completion of this phase of the development will be satisfied through a standard subdivision agreement. The principle consideration for approval of a phased project is to ensure that all necessary services to support each phase as an independent entity are either in place at the time

Location Plan



each phase of the Condominium Corporation is registered or alternatively there is a subdivision agreement in place with sufficient security posted by the developer to ensure the services and facilities required to support the phase will be completed at no expense to the Municipality or the Condominium owners.

This project has received site plan approval from the Municipality for the development of the entire site (25 units). It is zoned for the proposed use and all underground services required to service the entire project have been installed. The completion of above ground services (asphalt, sodding, landscaping etc) will occur with the completion of each phase. A development agreement will therefore be required as a condition of approval for the third phase to ensure all services and facilities for this phase are either completed or sufficient security is in place to ensure their completion. Agreements have been registered against all previous phases of development comprising Elgin Standard Condominium Corporation No. 16.

Staff are recommending that Phase III be approved subject to Dalewood Glen Ltd. entering into a subdivision agreement with the Municipality.

A brief description of the Phased Condominium Concept was provided to Council in Report PD-31-2001.

Respectfully submitted,


P.J.C. Keenan
Director of Planning

Reviewed By:
Administrator Env. Services Treasury City Clerk Other



Corporation of the
City of St. Thomas

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Report No.
PD-11-2005

File No.
34T-04507

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

Date
March 1st, 2005

Subject: Application by P. Kantor Construction Ltd., Draft Plan of Subdivision, File 34T-04507, Block 3 Development Area – 29 Lots for single detached dwellings

Department: Planning Department
Prepared By: P J C Keenan – Planning Director

- Attachment**
- Extracts and Minutes of December 13th, 2004 and January 10th, 2005
 - PD-56-2004
 - Resolution – Central Elgin

Recommendation:

That: Council receive report PD 11-2005, of the Planning Director, be received for information.

Report:

The purpose of this report is to provide background information on the status of the deferral of Draft Plan of Subdivision File 334T-04507.

On December 13th, 2004 Council, at their meeting, received a deputation from Mr. Darryl Kantor, President, P. Kantor Construction Limited, requesting Council's support of a Bailey Avenue road connection to the unopened portion of Bailey Avenue within the Municipality of Central Elgin as shown on his proposed Subdivision Plan File # 34T-04507. The proposed Subdivision is located east of Highview Drive and north of Lawton Street adjacent to the Municipal boundary with the Municipality of Central Elgin. Later in the agenda Council considered the recommendation for draft plan approval contained in Planning Report PD-56-2004. The recommendation included the requirement to redline the plan to facilitate the street access to Lois Avenue rather than Bailey Avenue. The requirement for a connection to Lois Avenue was made based on a resolution of a previous Council identifying Lois as the location for a future local road connection. Following discussion Council deferred the draft plan of Subdivision # 34T-04507 pending further information. Extracts from the Council Meeting Minutes and Council's resolution are attached.

On January 10th, 2005 Council received a further deputation from Mr. Kantor, requesting that Council reconsider the previous Council resolution supporting a Lois Avenue road connection and to pass a new resolution supporting a Bailey Avenue road connection as laid out on the draft plan of subdivision #34T-04507. Council reconsidered the previous Council's resolution and amended the resolution in support of a Bailey Avenue road connection. Extracts from the Council Meeting Minutes and Council's resolution are attached.

Mr. Kantor is anxious to proceed with his draft plan approval. To facilitate Mr. Kantor, I have requested that the Clerk place Planning Report PD-56-2004 on Council's March 7th, meeting for consideration. The recommendation for draft plan approval contained therein will require an amendment to recognize Council's resolution of January 10th, 2005. I would suggest that this can be accomplished by amending the recommendation within report PD-56-2004 by deleting the clause "and subject to redline changes to the draft plan to provide a single local road connection at Lois Avenue, and the reconfiguration of the lots on the draft plan." which follows the word "matters".

Following Council's decision to approve Bailey Avenue as the location for the local road connection I re-circulated this information to the Director, Environmental Services and to the Municipality of Central Elgin to afford them an opportunity to either revise their previous comments or provide new comments on the draft plan submission in light of Council's decision. At the time of writing this memorandum I have not received any further comments from the Director. I have received a Council resolution from Central Elgin, which I have attached for the information of Council. This resolution does not affect the recommendation for draft approval. A copy of Report PD-56-2004, and the resolution are attached.

Respectfully,


P.J. C. Keenan
Director of Planning

Reviewed By: _____

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**THE FIFTY-SIXTH MEETING OF THE ONE HUNDRED AND TWENTY-FOURTH
COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS**

**COUNCIL CHAMBERS
CITY HALL**

DECEMBER 13TH, 2004

6:00 p.m. The meeting convened with His Worship, Mayor J. Kohler, presiding.

ATTENDANCE

Members

Mayor J. Kohler
Alderman B. Aarts
C. Barwick
H. Chapman
T. Shackelton
M. Turvey
D. Warden

Officials

W. Graves, City Clerk
R. Beachey, Deputy City Clerk
J. Dewanker, Director of Environmental Services
P. Keenan, Director, Planning
W. Day, Director of Finance & City Treasurer
P. Hegler, Manager of Engineering
R. Tucker, Parks Manager
C. Hinatsu, Director of Ontario Works
R. Lyons, Fire Chief
R. Barber, Deputy Fire Chief
J. McCoomb, Planner

THE LORD'S PRAYER

CLOSED SESSION

The Closed Session was held in Committee Room #204 and the minutes are located at the end of the Regular Open Council Business.

DISCLOSURES OF INTEREST

NIL.

MINUTES

Motion by Alderman Warden – Turvey:

THAT: The minutes of the meeting held December 6th, 2004 be confirmed.

Carried.

DEPUTATIONS

Driveway Reconstruction Work on Maple Street

Ms. Sue Wadley was in attendance to request replacement of certain sections of her driveway at 23 Maple Street.

Bailey/Lois Connection

X Mr. Darryl Kantor, President, P. Kantor Construction Limited, was in attendance to request Council's support of a Bailey Avenue connection to the proposed cul-de-sac development, north of Lawton Street.

Elgin-St.Thomas Community Foundation

Ms. Elaine McGregor-Morris, Chairperson, Elgin-St.Thomas Community Foundation, was in attendance to introduce the newly formed Community Foundation to the Mayor and Members of Council.

Other Foundation members in attendance included Judy Monteith, Duncan Waterworth and Terry Carroll. It was also noted that Alderman Shackelton was a member of the foundation.

COMMITTEE OF THE WHOLE

CITY CLERK _____ CONFIRMED _____ MAYOR _____

Council resolved itself into Committee of the Whole.

PLANNING AND DEVELOPMENT COMMITTEE – Chairman H. Chapman

UNFINISHED BUSINESS

NEW BUSINESS

Draft Plan of Subdivision # 34T-04507 – P. Kantor Construction Ltd. - Block 3 Development Area – 29 Lots for Single Detached Dwellings – Appendix “A”

Motion by Alderman Shackelton – Turvey:

THAT: Report PD-55-2004, of the Planner, regarding proposed Draft Plan of Subdivision File #34T-04507 be received for information.

Carried.

Draft Plan of Subdivision # 34T-04507 – P. Kantor Construction Ltd. - Block 3 Development Area – 29 Lots for Single Detached Dwellings – Appendix “B”

Motion by Alderman Shackelton – Barwick:

THAT: Council approve the Draft Plan of Subdivision File #34T-04507 (Residential Plan of Subdivision) of lands owned by P. Kantor Construction Ltd. which lands are legally described as part of Block 29, Registered Plan 11M-67, City of St. Thomas, County of Elgin, subject to the standard draft plan conditions including the requirement of the developer to enter into a subdivision agreement with the Corporation of the City of St. Thomas with respect to the provision of municipal services, financial, administrative, and other related matters and subject to redline changes to the draft plan to provide a single local road connection at Lois Avenue, and the reconfiguration of the lots on the draft plan.

Prior to the motion being dealt with, a motion to defer was presented.

Motion by Alderman Shackelton – Barwick:

* THAT: The Draft Plan of Subdivision #34T-04507 be deferred pending further information.

Carried.

BUSINESS CONCLUDED

ENVIRONMENTAL SERVICES COMMITTEE – Chairman M. Turvey

UNFINISHED BUSINESS

NEW BUSINESS

Hazardous Wall on East Side of Waterworks Dam – Appendix “C”

Motion by Alderman Aarts – Mayor Kohler:

THAT: Report ES127-04, of the Parks Supervisor, be received for information.

Carried.

BUSINESS CONCLUDED

PROTECTIVE SERVICES & TRANSPORTATION COMMITTEE – Alderman M. Turvey chaired this portion of the meeting.

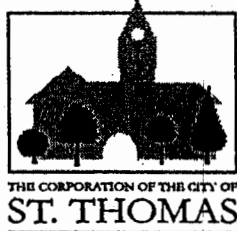
UNFINISHED BUSINESS

CITY CLERK _____ CONFIRMED _____ MAYOR

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DEC 16 2004

Jennifer Kirkness
Administrative Clerk



Office of the Clerk
P.O.Box 520, City Hall
St. Thomas, ON N5P 3V7
Telephone: (519) 631-1680
Fax: (519) 633-9019

December 16th, 2004

21 Falconbridge Court
St. Thomas, ON
N5R 6J2

Attention: Daryl Kantor

Re: Bailey/Lois Connection

Dear Mr. Kantor:

Please be advised that the Council of the Corporation of the City of St. Thomas passed the following resolution on December 13th, 2004:

"THAT: The Draft Plan of Subdivision #34T-04507 be deferred pending further information."

If you require any further information, please advise.

Sincerely,

Jennifer Kirkness
Administrative Clerk
p/c: P. Keenan, Director of Planning
J. Dewancker, Director Environmental Services

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

**COUNCIL CHAMBERS
CITY HALL**

-16-

JANARY 10TH, 2005

7:00 p.m. The meeting convened with His Worship, Mayor J. Kohler, presiding.

ATTENDANCE

Members

Mayor J. Kohler
Alderman B. Aarts
C. Barwick
H. Chapman
T. Johnston
T. Shackelton
M. Turvey
D. Warden

Officials

W. Graves, City Clerk
W. Day, City Treasurer & Director of Finance
F. Lattanzio, Community Centres & Property Manager
D. Morgan, Culture & Recreation Manager
J. Dewancker, Environmental Services Director
I. Andersen, Manager Of Operations
P. Hegler, Manager Engineering
G. Dart, Director Human Resources
R. Lyons, Fire Chief
M. Carroll, Valleyview Administrator
J. McCoomb, Planner
R. Beachey, Deputy City Clerk

THE LORD'S PRAYER

CLOSED SESSION

The Closed Session was held in Committee Room #204 and the minutes are located at the end of Regular Open Council Business.

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by Alderman Turvey - Warden:

THAT: The minutes of the meetings held on December 20th, 2004 and January 3rd, 2005 be confirmed.

Carried.

DEPUTATIONS

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

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

COMMITTEE OF THE WHOLE

Council resolved itself into Committee of the Whole.

PLANNING AND DEVELOPMENT COMMITTEE – Chairman H. Chapman

UNFINISHED BUSINESS

NEW BUSINESS

CITY CLERK _____ CONFIRMED _____ MAYOR

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

Motion by Alderman Johnston – Shackelton:

THAT: The provisions of By-Law 110-82, being a by-law to Provide Rules Governing the Order and Proceedings of the Council of the Corporation of the City of St. Thomas, be suspended.

* Carried.

Motion by Alderman Aarts – Johnston:

THAT: Council amend and approve a change to the first sentence of Clause 11 of the June 29, 1998 Protective Services and Transportation Committee report which now reads:

That new subdivision development within the Block 3 Area provide for the inclusion of future local road connections to Coulter Ave., Bodkin Street and Lois Ave.

to read:

* That new subdivision development within the Block 3 Area provide for the inclusion of future local road connections to Coulter Ave., Bodkin Street and Bailey Ave.

Carried.

BUSINESS CONCLUDED

ENVIRONMENTAL SERVICES COMMITTEE – Chairman M. Turvey

UNFINISHED BUSINESS

NEW BUSINESS

Third Avenue Extension North of Wellington Street – Hydro Servicing – Appendix “C”

Motion by Alderman Shackelton - Chapman:

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

Motion Lost.

BUSINESS CONCLUDED

PERSONNEL & LABOUR RELATIONS COMMITTEE – Chairman D. Warden

UNFINISHED BUSINESS

NEW BUSINESS

BUSINESS CONCLUDED

FINANCE AND ADMINISTRATION COMMITTEE – Chairman C. Barwick

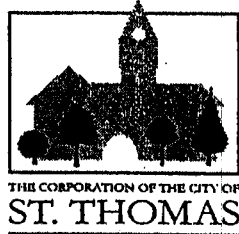
UNFINISHED BUSINESS

NEW BUSINESS

Seniors' Picnic 2005 – Grant Request

Motion by Alderman Turvey – Shackelton:

Jennifer Kirkness
Administrative Clerk



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Office of the Clerk
P.O.Box 520, City Hall
St. Thomas, ON N5P 3V7
Telephone: (519) 631-1680 x 4121
Fax: (519) 633-9019

January 13th, 2005

21 Falconridge Court
St. Thomas, ON
N5R 6J2

Attention: Darryl Kantor
President, P. Kantor Const. Ltd

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

Dear Mr. Kantor:

Please be advised that the Council of the Corporation of the City of St. Thomas passed the following resolution on January 13th, 2005:

“THAT: Council amend and approve a change to the first sentence of Clause 11 of the June 29, 1998 Protective Services and Transportation Committee report which now reads:

That new subdivision development within the Block 3 Area provide for the inclusion of future local road connections to Coulter Ave., Bodkin Street and Lois Ave.

to read:

That new subdivision development within the Block 3 Area provide for the inclusion of future local road connections to Coulter Ave., Bodkin Street and Bailey Ave.”

Sincerely,

Jennifer Kirkness
Administrative Clerk
p/c: P. Keenan, Planning Director

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Patrick J. C. Keenan
Director of Planning



All correspondence to be
addressed to:
St. Thomas Planning Department
City Hall Annex
2 Mondamin Street
St. Thomas, Ontario N5P 2T9
Telephone: (519) 633-2560
Fax: (519) 633-6581

Corporation of the City of St. Thomas

January 24th, 2005

Mem to: Mr. Don Leitch, Administrator, Municipality of Central Elgin
Mr. John Dewancker, Director, Environmental Services, City of St. Thomas

Re: Draft Plan of Subdivision
Legal Description: Part of Block 29, Registered Plan 11M-67, City of St. Thomas,
County of Elgin
Owner: P. Kantor Construction Ltd.
Applicant: J. G. Rupert Ltd.
Subdivision File No.: 34T-04507

Please be advised that Council deferred the report recommending draft Plan approval of the above noted subdivision, at the request of the developer, pending a deputation to Council on the Bailey Avenue/Lois Street road connection.

On January 13,th, 2005, Council reconsidered a previous resolution of Council and passed a new resolution conforming Bailey Avenue as the future local road connection for this subdivision. A copy of Council's resolution is attached.

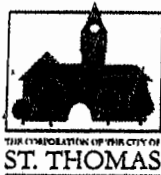
I anticipate that the report on draft approval will be considered by Council in February. If you wish to revise your previous comments on this subdivision plan, or provide additional comments in light of Council's resolution, please forward them to my Office by February 1st, 2005.

If you have any questions, please contact me.

Yours truly

P. J. C. Keenan
Director of Planning

PJCK:jp
Encls.



The Corporation of the
City of St. Thomas

-20-

Report No.: PD-56-2004

File No.: 34T-04507

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

Date: December 6th, 2004

Subject: Application by P. Kantor Construction Ltd., Draft Plan of Subdivision, File 34T-04507 - Block 3 Development Area - 29 lots for single detached dwellings

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

Attachments:

- redlined draft plan (reduced)
- map showing limits of Block 3 Development Area

RECOMMENDATION:

That Council approve the Draft Plan of Subdivision File # 34T-04507 (Residential Plan of Subdivision) of lands owned by **P. Kantor Construction Ltd.** which lands are legally described as part of Block 29, Registered Plan 11M-67, City of St. Thomas, County of Elgin, subject to the standard draft plan conditions including the requirement for the developer to enter into a subdivision agreement with the Corporation of the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters and subject to redline changes to the draft plan to provide a single local road connection at Lois Avenue, and the reconfiguration of the lots on the draft plan.

ANALYSIS:

Approval in Principle:

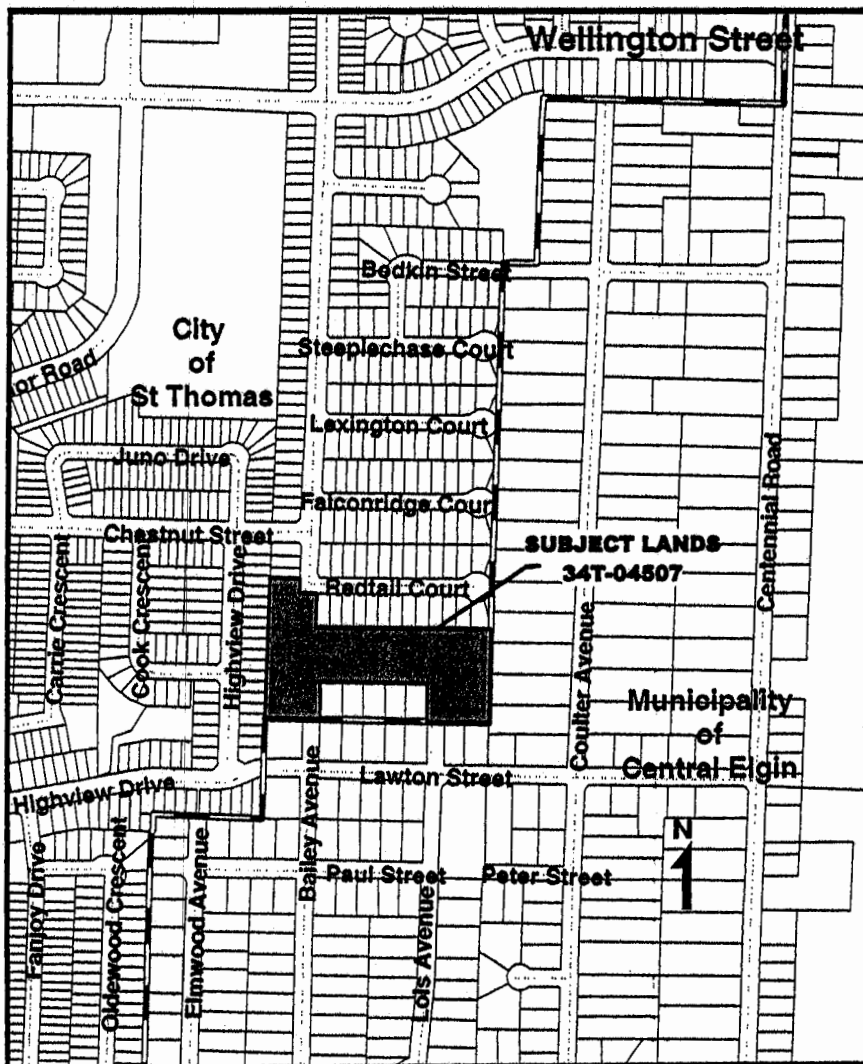
Council, on September 6th, 2004, approved in principle the application by P. Kantor Construction Ltd. for a proposed draft Plan of Subdivision, File # 34T-04507, located south of Chestnut Street and Redtail Court in the Block 3 Development Area (Report PD-45-2004). (see Location Plan)

Legally described as part of Block 29, Registered Plan 11M-67, City of St. Thomas, County of Elgin, the lands encompass an area of approximately 2.42 hectares (5.98 acres). The proposed Plan provides for the development of 29 lots for single detached residential dwellings, two blocks of land for future residential development and two blocks for street reserves. New streets within the plan include the extension of Bailey Avenue south of Highview Drive and a new street (cul-de-sac) running easterly from Bailey Avenue. (see attached draft Plan)

Council's approval in principle was given subject to the following conditions:

- a final staff report following the review of comments/recommendations received from agencies and City departments upon completion of the circulation of the draft plan,
- confirmation by the Director of Environmental Services

Location Plan



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that there is sufficient uncommitted reserve treatment capacity in the sanitary sewerage system to service the proposed development;

Draft Plan Circulation and Review:

The external circulation of the draft plan of subdivision has now been completed and a public meeting on the proposed subdivision was held on October 4th, 2004. Staff have completed their review of the proposed Subdivision and have reviewed the comments received from the public and other agencies. Municipal staff, outside agencies and utilities have indicated their approval of the draft plan application and have identified their conditions to final approval to ensure development proceeds in accordance with their standards and approved Municipal standards. The comments received, where required, will be incorporated into the draft plan conditions and will provide the basis for the development of the subdivision agreement.

The Department of Environmental Services has confirmed that the proposed Draft Plan of Subdivision, meets municipal servicing standards and advises that pursuant to recommendation #2 of Report TR-34-97, the estimated sewage flows to be generated from the development of the lands can be treated by the City's Water Pollution Control Plant.

The plan conforms to the Official Plan and the proposed lotting complies with Zoning By-law 50-88.

Local Street Connection

This plan completes the development of lands within the southerly portion of the Block 3 Development Area (see attached map) adjacent to the Municipality of Central Elgin and proposes the extension of Bailey Avenue in the City to connect with Bailey Avenue in Central Elgin. In my previous Report PD-45-2004, respecting approval in principle of this application, I noted that the City and the Municipality of Central Elgin had reached a previous agreement regarding the future planning of local road connections between the two municipalities within the Block 3 Development Area and that further information would be provided following the circulation and review of the draft plan.

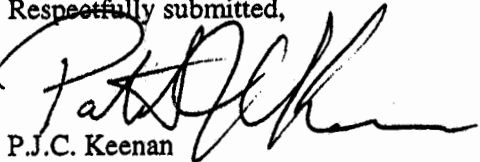
Staff report PD-55-2004 (Council Agenda - December 13th, 2004) provides further documentation for Council's information regarding the agreement on local road connections within the Block 3 Development Area. Based on the information contained in Report PD-55-2004 it is clear that the respective Councils of the day agreed by resolution that future local street connections would be planned for Coulter Avenue, Bodkin Street and Lois Avenue and that the connections would not be opened to traffic until they were all constructed. The future connections at Coulter Avenue and Bodkin Street have been secured through the approval of subdivision development in those areas. This proposed draft plan affords the opportunity to provide for the third local road connection between the City and the Municipality of Central Elgin in accordance with the previous agreement reached by both Municipalities. Copies of previous reports, resolutions and correspondence are attached to Report PD-55-2004.

The plan as submitted by the applicant shows a connection to Bailey Avenue. In accordance with the June 29th, 1998 resolution of Council to provide for local street connections at Coulter Avenue, Bodkin Street and Lois Avenue, I am recommending that the draft plan approval include red line changes to the plan to provide a single local street connection at Lois Avenue, and the reconfiguration of the draft plan as necessary to accommodate the same.

Conditional Approval:

All of the conditions of approval in principle imposed by Council and the policies of the Corporation have been satisfactorily addressed through the draft Plan of Subdivision submission and circulation process. Staff are recommending draft plan approval of File # 34T-04507 subject to the standard draft plan conditions and the requirement for a subdivision development agreement with the Corporation respecting the provision of municipal services, financial, administrative and other related matters and subject to the recommended red line amendments to the draft plan noted above.

Respectfully submitted,


P.J.C. Keenan
Director of Planning

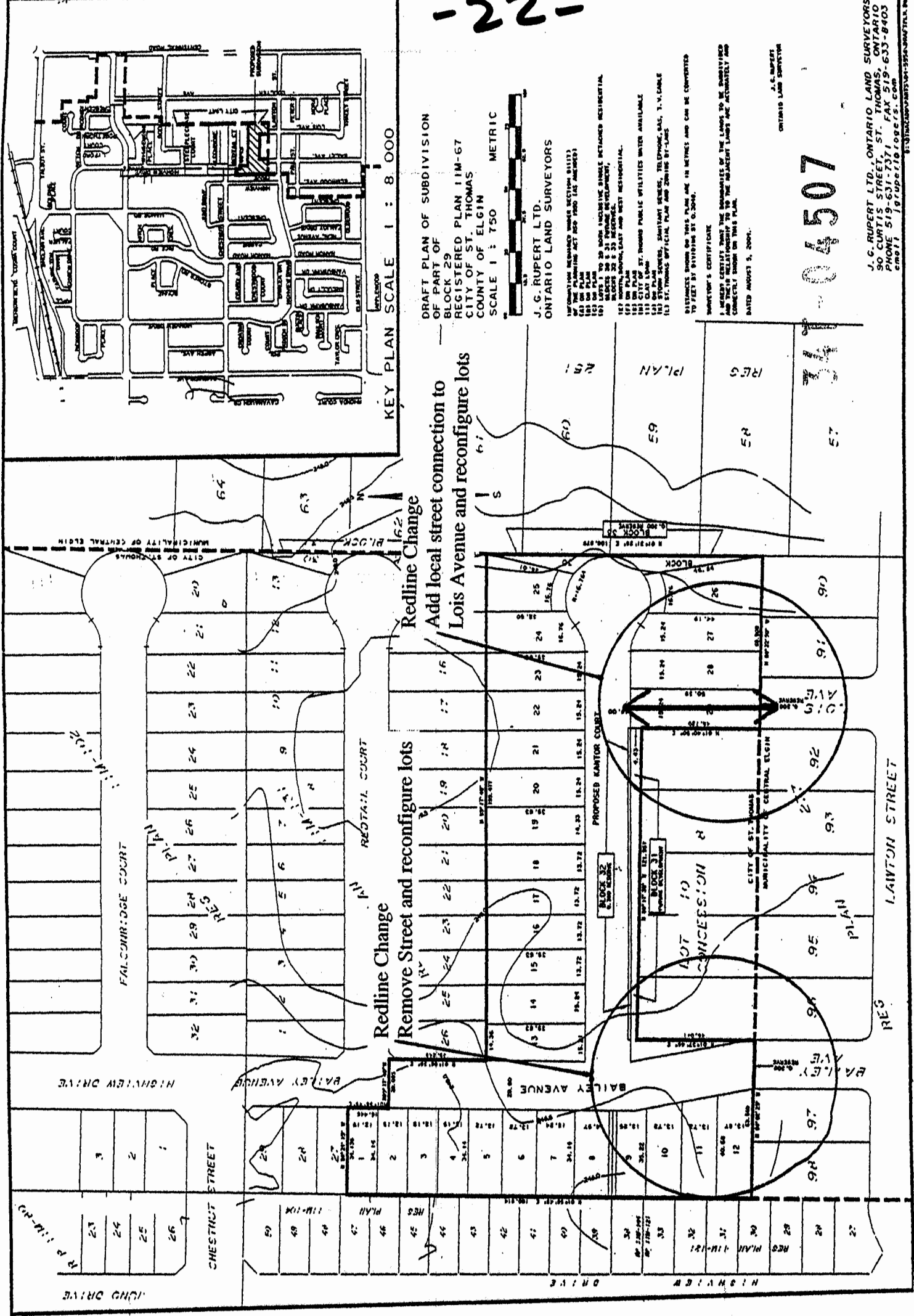
Reviewed By:

Env. Services

Treasury

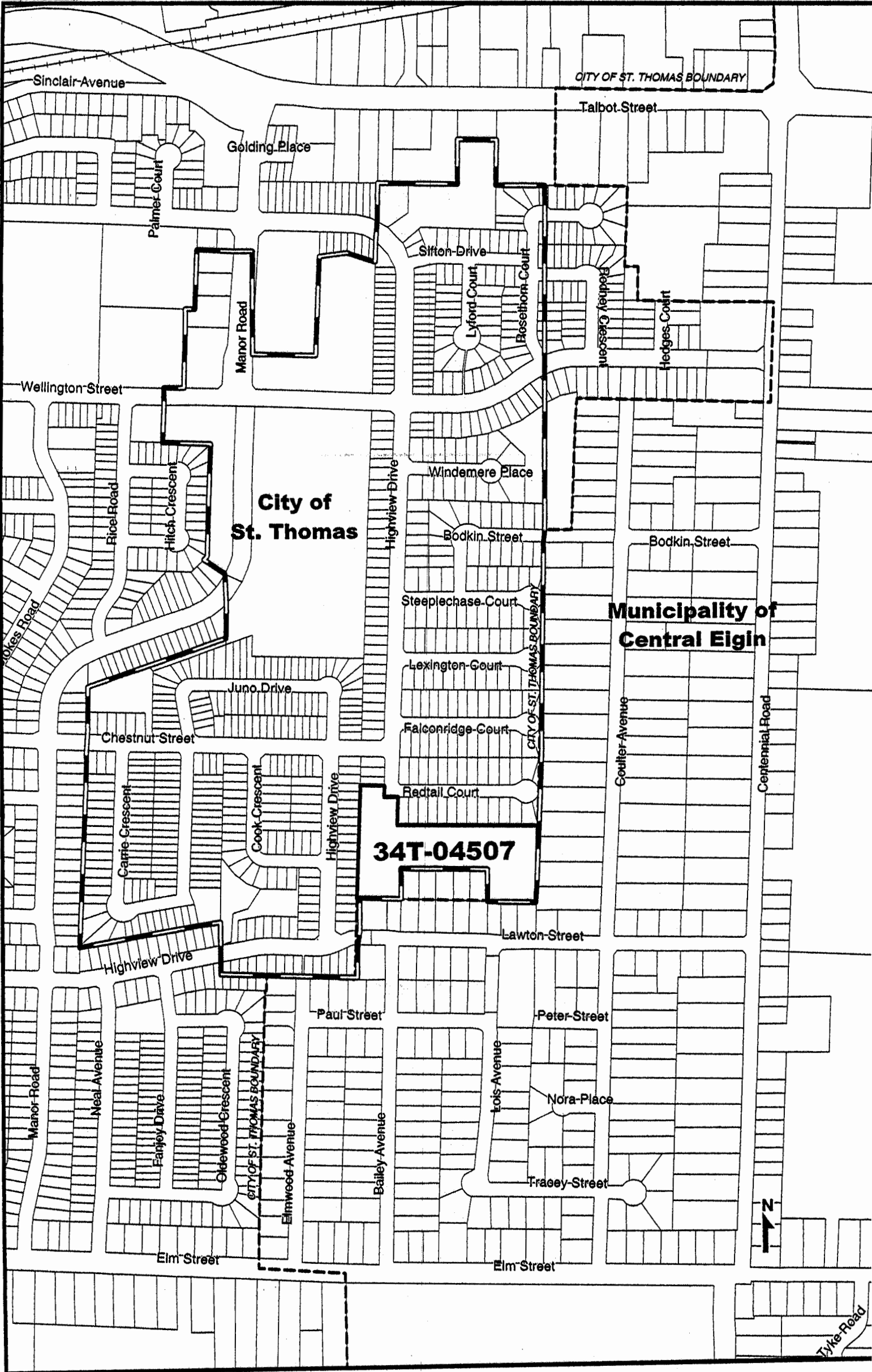
City Clerk

Other



J. G. RUPERT LTD., ONTARIO LAND SURVEYORS
90 CURTIS STREET, ST. THOMAS, ONTARIO
PHONE 519-631-7311, FAX 519-633-8403
EMAIL: jgr@jgrs.com

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The Corporation of the Municipality of Central Elgin

February 28th, 2005

Resolution _____

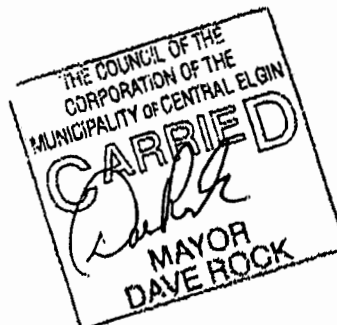
Moved: _____

Seconded: _____

THAT: Council authorize staff to commence the procedures to close:

- The Bailey Avenue road allowance between Lawton Street and the Municipal/City boundary;
- The Lois Avenue road allowance between Lawton Street and the Municipal/City boundary;

and confirming the direction of Council by resolution passed June 15, 1998 to commence the procedures to close the portion of the Lois Street road allowance between Lawton Street and Paul Street which now constitutes part of Eastwood Park, as per Report CAO.13.05, prepared by Chief Administrative Officer Donald N. Leitch.





Corporation of the

City of St. Thomas

-25-

Report No.

ES19-05

File No.

08-298

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

Date
Feb 28, 2005

Department: Environmental Services

Attachment

Prepared By: Peter Hegler, Manager of Engineering

Subject: Third Avenue Watermain Replacement and Road Restoration (Wellington to Chester)
- Tender Results

RECOMMENDATIONS:

- That the tender submitted by Pacheco Construction in the amount of \$ 302,505.48 be accepted; and,
- That the project budget be augmented by \$50,000 and that such additional amount be funded by the water reserve, and
- That the Contractor be authorized to proceed with the contract; and,
- That the Mayor and Clerk be authorized to sign the agreement.

BACKGROUND:

The Water Needs and Financial Study has identified the 100 mm watermain for replacement due to inadequate fire protection and age of the watermain. A new 150 mm PVC watermain that will satisfy fire protection and water quality requirements will be installed.

An open house Public Information Centre (PIC) was held on Wednesday, January 26, 2004 at City Hall. One (1) property owner attended the Public Information meeting. No significant concerns were submitted at the PIC; however, staff will address any concerns raised by the residents during the post tender phase of the construction project.

ANALYSIS:

Tenders were called during the second week of January and the tender period closed on Tuesday February 22, 2005. A total of 8 bidders picked up documents and 6 submitted bids. The Tenders were checked for errors and omissions and the bids were corrected where necessary. The submissions were in order complete with the requested documentation (deposits, Insurance, WSIB, etc.). The corrected bid results are as follows:

BIDDER	TENDERED PRICE
Pacheco Construction	\$ 302,505.48
Birnam Excavating Ltd.	\$ 311,463.71
Euro-Ex Construction	\$ 315,737.59
969774 Ontario Limited	\$ 317,184.62
Terra Infrastructure Limited	\$ 359,900.00
Omega Contracting Limited	\$ 362,260.27

The London based firm of Pacheco Construction has not worked for the City of St. Thomas in the past, however, the company has satisfactorily performed similar watermain projects in other communities in the past.

FINANCIAL CONSIDERATIONS:

The City's approved 2004 capital budget includes an amount of \$273,000 for this project. The estimated total costs for engineering/inspection is an additional \$20,000, which would result in a shortfall of \$49,505.48. The GST rebate will be \$19,790.08. It is recommended that the project budget be augmented by \$50,000 to cover the shortfall and any additional work incidental to the project and required to complete the project.

PROJECT PHASE	BUDGET AMOUNT	BID AMOUNT	INSPECTION	DEFICIT
Water Rate	\$273,000.00	\$ 302,505.48	\$ 20,000.00	(\$ 49,505.48)
Additional Funding	\$ 29,715.40			\$ 29,715.40
GST Rebate	\$ 19,790.08			\$ 19,790.08
TOTAL	\$322,505.48	\$ 302,505.48	\$ 20,000.00	\$ 0.00

The above figures do include a \$15,000 contingency; however, it is recommended that this amount be left in the tender for unforeseen items.

Respectfully Submitted:



Peter Hegler, Manager of Engineering
Environmental Services

Reviewed By:


Treasury


Env Services

Planning

City Clerk

HR

Other



Corporation of the

City of St. Thomas

-27-

Report No.

ES15-05

File No.

08-241

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

Department: Environmental Services

Prepared By: Peter Hegler, Manager of Engineering

Subject: Moore Street Reconstruction Tender Results

Date

Feb21, 2005

Attachment

RECOMMENDATIONS:

- That the tender as submitted by Terra Infrastructure in the amount of \$ 532,000.00 be accepted; and,
- That the Contractor be authorized to proceed with the contract; and,
- That the Mayor and Clerk be authorized to sign the agreement.

BACKGROUND:

The Moore Street watermain originally had a 450 mm diameter watermain loop made from thin German steel that fed most of the south part of the City. This particular loop extended east along Centre Street from Moore St. to Mill St., then south to Amelia St., then west to Moore St. and numerous leaks and repairs were observed when the storm sewer was installed along Moore Street between Amelia Street and Wellington Ave. in 2001. As a result of these leaks and breaks, the watermain loop was shut down.

The Moore Street Reconstruction involves new 300 mm diameter PVC watermain including boring under the Talbot Spur siding tracks at Centre Street, extending the sanitary sewer northerly along Moore Street, north of Amelia over a distance of 56m towards Centre Street and reconstruction of the road, curbs and sidewalks with minor improvements to the storm sewer system. The replacement of this section of watermain was identified in the City's 2001 Water Needs and Financial Study. The design for the project was approved in the 2003 budget and the construction budget was approved in 2004.

An open house Public Information Centre (PIC) was held on Wednesday, February 18, 2004 at City Hall. Twenty-three (23) registered attendees attended the Public Information meeting. Concerns included a new sanitary sewer location, tree locations, daily access during construction, replacement of railway tracks, requests for Amelia St. to be included, questions in respect to the phasing of works along Moore Street plus several positive comments about the proposed street reconstruction were received. Staff will also address any requests or concerns raised by the residents during the post tender phase of construction.

FINANCIAL CONSIDERATIONS:

Tenders were called the second week of January and it closed on Tuesday February 15, 2005. A total of 12 bidders picked up documents and 8 submitted bids. The Tenders were checked for errors and omissions and the bids were corrected where necessary. The submissions were in order complete with the requested documentation (deposits, Insurance, WSIB, etc.). The corrected bid results are as follows:

BIDDER	SUBMITTED TENDERED PRICE	CORRECTED TENDERED PRICE
Terra Infrastructure	\$ 532,000.00	
J-AAR Construction Ltd.	\$ 548,940.76	
969774 Ontario Limited	\$ 565,815.20	
Miracle Construction	\$ 570,332.53	
Birnam Contracting	\$ 574,120.18	\$ 574,120.18
L82 Construction	\$588,761.69	\$ 589,847.74
Omega Contracting Limited	\$588,913.02	\$ 588,827.42
Euro X 2008422 Ont. Ltd.	\$634,282.89	\$ 558,526.89
United Contracting	\$645,021.68	\$ 645,409.02
LT Inc.	\$945,588.96	\$ 839,208.49

The approved amount from the 2004 budget IS \$635,000 and the budget versus bid amount for each phase is summarized below. The estimated total costs for engineering/inspection contract administration and hydro relocation is an additional \$70,000 and is prorated between each phase as shown.

PROJECT PHASE	BUDGET AMOUNT	BID AMOUNT	INSPECTION/HYDRO/ INCIDENTAL WORK	SURPLUS/ DEFICIT
Water Rate	\$ 320,000	\$ 278,951.11	\$31,458.00	\$ 9,590.89
Sewer Rate	\$ 199,000	\$ 166,984.25	\$18,834.00	\$ 13,181.75
Roads (Tax Rate)	\$ 116,000	\$ 86,064.64	\$19,708.00	\$ 10,227.36
TOTAL	\$ 635,000	\$ 532,000.00	\$70,000.00	\$ 33,000.00

The above figures include a \$ 50,000 contingency for unforeseen items and 7% GST. The cost of road reconstruction in areas that will be disturbed by excavations for watermain and sewers have been allocated to those respective funding areas.

RECOMMENDATIONS:

Based on the above information, the total bid of \$ 532,000.00, augmented by the estimated inspection and pole relocation costs of \$70,000 remains less than the budget amount. It is recommended that the Contract be awarded to Terra Infrastructure Limited in the amount of \$ 532,000.00 and the Contractor be authorized to proceed with the work.

Respectfully Submitted



For Peter Hegler
Manager of Engineering

Reviewed By.

Treasury

Env Services

Planning

City Clerk

HR

Other



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

-29-

Report No.: HR-04-05

File No.:

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

Date: February 22, 2005

Subject: APPROVAL TO FILL VACANCIES POLICY

Department: Human Resources

**Attachment: Policy #HR-02-03,
Approval to Fill Vacancies**

Prepared By: Graham Dart

Recommendation:

That Council approve Corporate Policy #HR-02-03, Approval to Fill Vacancies as attached.

REPORT:

The attached policy outlines the required level of authorization required to fill position vacancies within the approved complement.

This policy also ensures consistency in the approval process and represents Council direction and current practice in the organization.

This policy was reviewed by and received concurrence from the Management Board at their February 17, 2005 meeting.

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:

HIRING

SUBJECT:

APPROVAL TO FILL VACANCIES

Purpose:

To outline the level of approval required to initiate recruitment of vacancies within the approved employee complement.

Policy Statement:

Requests to fill all vacancies in the existing complement of all departments, must receive written approval from the appropriate authority as outlined in this policy.

***Procedure:
Written Request***

When it has been determined that a vacancy in the approved employee complement exists within a department, written request, on the appropriate form must be submitted to the appropriate body/individual for written authorization as outlined in the policy.

*Department Heads – Council
All Others – Director of H.R.*

***Recruitment
Advertising***

Once authorization has been received to fill a vacancy, recruitment advertisements/postings shall be as per policy HR-02-12.

Council Information

On a quarterly basis, Council shall be informed of all recruitment activities within the organization.

EFFECTIVE DATE:

SUPERCEDES:

JANUARY 1, 2000



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

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Report No.: HR-03-05

File No.:

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

Date: February 4, 2005

Subject: RECRUITMENT POLICY

Department: Human Resources

Prepared By: Graham Dart

**Attachment: Policy # HR-02-12 -
Recruitment Process**

Recommendation:

That Council approve Corporate Policy #HR-02-12, Recruitment Process as attached.

REPORT:

In the past, the placement of advertisements for the filling of vacancies within the City of St. Thomas has been varied and ranges from internal only, external only, a combination of both or even no advertisement, just appointment of an individual. It is in the Corporation's best interest to have the best individual available in a position. In order for this to be achieved, an open competition is required. Policy #HR-02-12 provides for this.

With the approval of the above noted policy, further policies outlining the recruitment process will be provided.

Management Board reviewed this policy at their February 3, 2005 meeting and are in concurrence.

Respectfully submitted

Graham Dart, AMCT, CMM III
Director, Human Resources

Reviewed by:

Treasury

Env. Services

Planning

City Clerk

Valleyview

Fire



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

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Policy No:

HR-02-12

Page:

1 of 1

**Human Resources
Policy and Procedures
Manual**

**Section: RECRUITMENT, SELECTION
& HIRING**

Subject: RECRUITMENT PROCESS

Purpose:

To provide and ensure a consistent Corporate approach when recruiting to fill a vacant approved position.

Policy Statement:

When it becomes necessary for the Corporation to recruit for a replacement of a vacant position, advertisement for such vacancies shall be as follows:

***Non** – Unionized Positions – Internal & External Simultaneously*

***Unionized Positions** – as per the respective Collective Agreement.*

Applications for full time positions will only be accepted by the Human Resources Department when the vacancy is advertised/posted. Applications for other than full time positions will be accepted anytime.

Procedure:

Once a vacancy has been approved for recruitment (as per Policy #HR-02-03) Human Resources will prepare the appropriate posting/advertisement and ensure proper placement, internally, in newspaper, with applicable association/group and on the City's web site.

**Posting/Advertisement
Content:**

All vacant position postings/advertisements will contain the following information as a minimum:

- Position title and the reporting department*
- general summary of duties/responsibilities*
- qualifications required*
- rate of pay*
- recruitment closing date and time*

Length of Posting

Position postings shall be posted for a minimum of five (5) days (excluding Saturday, Sunday & Public Holidays) or as required by the respective Collective Agreement.

Advertisements in newspapers shall be on the day with the greatest readership.

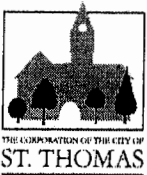
Employee Applications

When all factors considered (education, experience, skill, ability, interview etc.) are equal, existing employee applicants will be given preference for the vacancy.

EFFECTIVE DATE:

SUPERCEDES DATE:

JANUARY 1, 2000



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

-33-

Report No.: HR-05-05

File No.:

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

Date: February 24, 2005

Subject: POLICY # HR-03-08 CHRISTMAS SHUT-DOWN

Department: Human Resources

Prepared By: Graham Dart

Attachment: Policy #HR-03-08,
Christmas Shut-Down

Recommendation:

That Council approve Policy #HR-03-08, Christmas Shut-Down.

REPORT:

At the July 19, 2004 meeting, Council approved the closure of Administrative Offices between Christmas and New Year's on a trial basis for 2004 only.

At that time, Council was informed that a follow-up report would be provided early in 2005 with feedback of the effect/impact of the closure.

Feedback from Department Heads and employees indicate that there were very few problems as a result of the closures. In fact there was positive feedback in regards to the time off and questions as to what was happening for 2005.

Another indication that the public was not impacted by the closure is that there were no complaints received. This, in part, is attributed to the extensive communication and advertising plans put into place to inform the public of the closure.

Based on the above, it is being requested that the policy permitting the closure each year be approved. With the approval of the policy, communication and advertising plans will be implemented informing the public and staff of the closures.

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: HOURS OF WORK & ABSENTEEISM
	SUBJECT: CHRISTMAS SHUT-DOWN

Purpose: To permit the closure of The Corporation of the City of St. Thomas' Departments during the period between Christmas Day and New Years Day.

Policy Statement: During normal working conditions, all municipal departments, where possible, may be closed when otherwise opened, during the period between Christmas Day and New Years Day.

Procedure: Time required by employees to conform with the Christmas Shut-down policy, shall be taken as annual leave, accumulated time(where applicable) or without pay. The actual days of closure, from one year to the next, shall be determined by consultation with Council, Department Head and employee groups.

Emergency Situation The Council and/or Department Head may at any time override the Christmas Shut-down policy in extreme or emergency situations, to return municipal employees back to work.

Essential Services At no time will departments who administer essential services to the citizens of St. Thomas, shut-down during this period of time.

EFFECTIVE DATE:	SUPERCEDES:
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Corporation of the
City of St. Thomas

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Report No.

VV-005-05

File No.

Directed to:

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

Date

March 7, 2005

Department:

Valleyview

Attachment

Prepared By:

M. Carroll, Valleyview Administrator

Subject:

Valleyview Replacement-Commercial Building Incentive Program

Recommendation:

That report VV-005-05 outlining the results of the Commercial Building Incentive Program application be received and filed as information.

Background:

The Natural Resources Department of Canada offers a program called the "Commercial Building Incentive Program." (CBIP) This program offers a financial incentive for the incorporation of energy efficient features in new commercial/institutional building designs. The objective of this incentive is to encourage energy-efficient design practices and to bring about lasting changes in the Canadian building design and construction industry. A financial incentive of up to \$60,000 can be awarded to building owners whose designs meet CBIP requirements. An eligible building design must demonstrate a reduction in energy use by at least 25% when compared to the requirements of its particular class of building. The duration of the program will be from April 1, 1998, to March 31, 2007.

Analysis

The Valleyview Replacement Committee was briefed on the merits of this program and a decision was made to undertake the application process. A detailed analysis of the new design was started by a consultant who specializes in building energy efficient design. As a result Valleyview will receive the maximum incentive from the Federal Government. Valleyview incurred expenditures of \$14,000 in order to meet the guidelines of the application process and the detailed study. As a result \$46,000 will be applied to The Valleyview Replacement Capital Account. It was determined that the new design is 37.2% more efficient the standard building in its category and this will result in operational savings throughout the life of the building.

A bylaw will be presented this evening authorizing the Mayor and Clerk to sign the agreement.

Respectfully,

M. Carroll
Valleyview Administrator

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

City of St. Thomas

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Report No.

ES18 -05

File No.

05-063-06

Directed to:	Alderman Terry Shackelton and Members of Protective Services Committee	Date	March 1, 2005
Department:	Environmental Services Department	Attachment	Special Events Permit Application (as amended)
Prepared By:	Mark Sture, Supervisor, Roads & Transportation		
Subject:	<u>Lions Club Autofest – Classic Car Display on Talbot Street – 2005</u>		

RECOMMENDATIONS

It is recommended THAT:

1. Council declare the Lions Club Autofest as a Community Festival, and;
2. Talbot Street be closed between Ross Street and Alma Street from 6:00 p.m., to 11:00 p.m. on Saturday, June 18, 2005

AND THAT the Lions Club Autofest Committee be permitted to hold the Autofest Car Show on the closed portion of Talbot Street, providing that all the concerns of the Fire Dept., Environmental Services Dept, Police Services, Treasury Dept., and the St. Thomas – Elgin Health Unit as outlined in this report are addressed.

BACKGROUND

Cindy Slaght, Chairperson – Lions Club Autofest Committee appeared before the Special Events Committee to request the closure of Talbot Street for the 2005 Lions Club Auto Fest. For the past seven (7) years, on Father's Day weekend, the Lions Club has hosted a classic car show in Pinafore Park. Weather permitting it has always been a successful event. Residents from across the Province attend the show and enjoy the setting in Pinafore Park, with its abundance of shade, vendors and music. Attendees to the show often spend the weekend in St. Thomas, taking in the many sights and patronize the local businesses.

Last year, after a number of years of unsanctioned motorcades on Talbot Street, the Lions Club was granted a street closure of Talbot Street to host a static display of cars. The unofficial motorcade attracted people not only wanting to show off their car, but also a small element that wanted to spin their tires (burn outs) in an apparent display of "power". These "burn-outs" are in contravention of noise provisions in the City's By-laws and the Highway Traffic Act, additionally, they also create a dangerous situation, wherein the heat generated by a spinning wheel can cause the tire to fail and the stresses placed on the vehicle can cause mechanical failure. Both tire failure and mechanical failure can cause debris to fly off the vehicle potentially hitting a crowd member. "Burn-outs" also damage the pavement by burning the asphalt, creating weak spots in the surface layer of our roadways.

Last year's street closure proved very popular with residents of St. Thomas as they were able to see the cars up close. This year the Lions Club will be organizing the form up of cars at Pinafore Park and will have an organised motorcade from Pinafore Park, up Wilson Avenue and Elgin Street to Talbot Street. The parade will end at Ross Street where cars will then park on the roadway forming a static display.

1. Drivers are to register their vehicle in order to participate in the Saturday evening show. Registration is to occur at Pinafore Park.
2. Upon registering, drivers are presented with a "goody bag" containing coupons and prizes donated by local businesses. Vehicles are to travel to Talbot and Ross Street from Pinafore Park along the parade route. No escorts will be provided as drivers are expected to abide by the Highway Traffic Act and all municipal traffic regulations. Vehicles are to be angle parked on both sides of Talbot Street; parking spaces will commence at Ross Street and proceed east to Alma Street.
3. Entertainment will be provided in the downtown area. Demonstrations and displays may also be located in the downtown area. Participants will be encouraged to utilize the local restaurants and businesses.
4. When the event is over, drivers may leave just as they would at any other "cruise" night, i.e., Saturday nights at TSC, or Thursday nights at A & W Restaurant.

The Autofest Committee has indicated that they will not be providing "beer" or food tents. Participants to this event will be encouraged to use the local restaurants. Musical entertainment will be provided by local businesses, e.g., Burty Bob's and the Ale House offered to host events in 2004.

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As with 2004, the intent of this request is to provide a safe and successful event for participants and the general public.

A copy of the Special Events Permit Application and the Motion from the Special Events Committee is attached.

The Autofest Committee will be contacting REACT or a similar organization to provide assistance during the Saturday night event.

The Committee will ensure that adequate fire lanes are made available to meet the St. Thomas Fire Departments requirements and that all fire safety measures which may also be required.

STAFF CONCERNS

1. Fire Department.

- a. Provide 6 m fire lanes through the road closure to service Fire, Police and Emergency Vehicles.
- b. Keep the area around all fire hydrants (3m radius) clear to provide access to the fire hydrants.

2. St. Thomas Police Services.

- a. In general the St. Thomas Police Service are in support of this effort.
- b. The Autofest Committee is responsible for providing their own security for the event including the road closure area. Private security, such as Iron Rail Security, may also be required to provide additional security measures.
- c. The Lions Club members should staff the main access barriers to better control entry by participants.
- d. That the organizers not promote drinking and driving during an event of this type. The St. Thomas Police Service would be opposed to the granting of permission by Council and/or a special occasions permit, to host a "Beer Tent" in relation to this event.
- e. The provisions of the City's Noise By-law will be enforced
- f. Supervision is required for youth and children's activities including skate boarding, roller blading, etc. including the use of the proper recommended safety equipment
- g. Provide copies of all promotional material provided to the participants to aid the Police Services in answering any questions that they may receive during the event
- h. Provide the names and phone numbers for a 24-hour contact person who may be contacted if there are problems during the event
- i. The static (parked) display should be limited to the south side of Talbot Street, thereby maintaining the north side of the street for emergency services access.
- j. That the Lions Club provide frequent updates with respect to the number of participants and vehicles registered for this event, to allow enough lead time for adequate staffing (police personnel) to be arranged.
- k. The St. Thomas Police Service would be receptive and supportive of the Lion's Club proposal of a road closure along Talbot Street from Ross Street to Alma Street, for the purpose of a static display of nostalgic automobiles during the stated date and times.
- l. That the St. Thomas Police Service concurs with the recommendation of the Environmental Services Dept. to restrict the road closure area from Ross Street, east to Alma Street to reduce the opportunity for "burnouts", keeping in mind that public safety remains the prime concern with an event of this nature.

3. Environmental Services Department.

- a. Provide sufficient displays to ensure that there is ample activity throughout the entire road closure area
- b. Provide the names and phone numbers where a full-time event coordinator can be reached to deal with complaints received by the City
- c. Restrict the closure to the area between Ross Street and Alma Street. This will allow full access to the convenience restaurants on the east end of Talbot Street. It will also prevent the likelihood of a traffic tie up at the intersection of First Avenue and Talbot Street.
- d. Stakes for tents will not be permitted. Provide ample water barrels or concrete blocks to adequately support these tents and rides.
- e. Trees and streetscape furniture are not to be used by the Committee or event participants
- f. The hydro supply to the decorative trees will not be used
- g. Hydro cables will not be permitted to cross the roadway
- h. All Ontario Electrical Safety permits and inspections will be the responsibility of the Committee
- i. Provide adequate volunteers to man the barricades for emergency vehicles
- j. Parks division will provide garbage cans
- k. Detour signing and erection of barricades for the road closure of Talbot Street including side streets will be done by the City's Works Department
- l. The removal of the barricades on Talbot Street from Ross Street to Alma Street including those located on the side streets from the road closure area will be removed by

the Autofest Committee when the event concludes on Saturday night and stacked neatly at the side of the road.

- m. The City of St. Thomas Works Department will pick up the barricades during normal hours of work on the following Monday
- n. The City of St. Thomas Works Department will remove the detour signs during normal hours of work on the following Monday
- o. City transit buses will be permitted through the display area. Transit service currently ends at 6:45 p.m. If detouring of transit is required, the buses must be routed around the road closure areas to provide as near a normal service as possible
- p. Autofest advertising will include alternate bus routes and stops
- q. Autofest Committee to clean-up all garbage and material within the closed road area at the termination of the event.

4. Health Unit

- a. Provide ample notice to the Health Unit
- b. Keep pets and animals out of and away from any and all food booths and food preparation areas
- c. Provide ample washrooms and wash stations

Hydro and Water

The Autofest Committee has not requested the use of hydro and water facilities. If required, the committee will need to obtain any and all Ontario Electrical Safety permits and inspections, any approvals required by the St. Thomas Energy and will pay all costs for these services.

The conditions identified by staff are similar to those imposed on the Iron Horse Festival during their requested closure of Talbot Street.

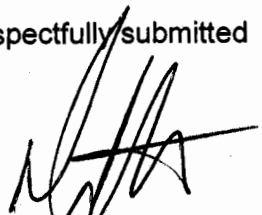
ALTERNATIVES

- 1. Decline the request of the Autofest Committee as outlined in their request to the Special Events Committee.
- 2. Grant the request of the Autofest Committee for the Talbot Street Road closure to celebrate the Autofest Saturday night Classic Car Display

FINANCIAL CONSIDERATIONS

- 1. The Autofest Committee will pay costs associated with hydro and water use related to the festival operations.
- 2. The cost of erecting the detour routes and barricades for the road closure and the provision of garbage cans is included the Environmental Services Operating Budget for special events.

Respectfully submitted



Mark Sture, Supervisor of Roads and Transportation
Environmental Services



Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

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CORPORATION OF THE CITY OF ST. THOMAS
SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO CITY HALL

PROCESS REQUIRED TO HOLD A SPECIAL EVENT

Apply in writing to City of St. Thomas. Outline the event type and contacts.
Outline support and revenues. Submit location and site map
Give date and times. Be aware of and adhere to all due dates.
Outline how event benefits St. Thomas.
Meet with Special Events Committee to review request.

NOTE: EVEN IF YOUR EVENT IS HELD ANNUALLY, AN APPLICATION MUST BE COMPLETED AND COMMUNICATION WITH THE SPECIAL EVENTS COMMITTEE (A MINIMUM OF TWO MONTHS PRIOR TO THE EVENT), IS REQUIRED.

Application Requirements (Please Print)

Event Name: Autofest Nostalgia Night
Date(s): June 18 2005
Starting Time: 4:45 Finishing Time: 5:30
Location: Pineapple Park
Organizing group: Trans Club of St. Thomas
Contact Name: Cindy Slaght
Address: 637 Highway 100 Postal Code: A1S 5E7
Phone: 632-7563
Sponsorship commitments (include alcohol):
Expected attendance: 300-350

Are You Requesting Your Event as a Community festival? Yes ☐ No ☐

Are you anticipating road closures or any other changes that would affect regular traffic flow? Yes ☐
No ☐

If yes, what and where?

yes Roskt to Inkerman St will be closed event.
a parade of antique cars to parade
onto Talbot St. to start off Nostalgia Night to be held
on Talbot St.

If the Event is a Parade/Run/Walk/Pass Through Sporting Event:

Route:

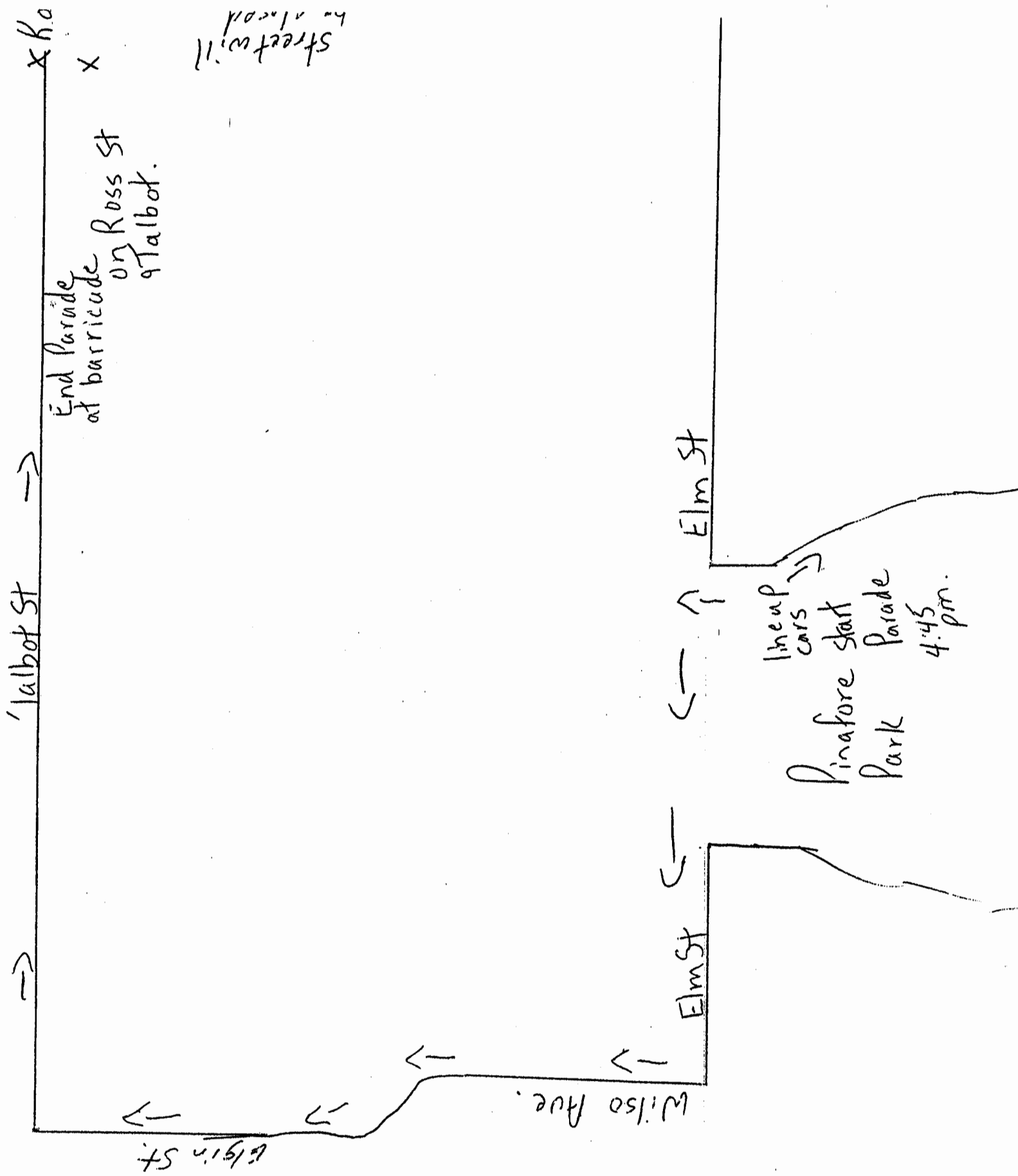
Number of Persons in the Event: _____
Number of Vehicles: 300-350 Number of Bands in the Event: _____
Approx. Length of Event: 30-45 min. Number of Tractor Trailers: _____
Number of Animals in the Event: _____

Comments on General Information:

This parade will
start at Pineapple Park. Car make formation at
the park - west on Elm St to Wilson Ave
north on Wilson Ave to Elgin St. and east on
Talbot St to closed area where they will be
angle parked

Submit with the application a location or site map for the event.

Proof of insurance is required in an amount designated by the City of St. Thomas, wherein the City of St. Thomas is named as a co-insured





Corporation of the

City of St. Thomas

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Report No.

PW 16-05

File No.

05-062-07

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

Date
March 1, 2005

Department: Environmental Services Department

Attachment

Prepared By: Mark Sture, Supervisor, Roads & Transportation

Subject: Iron Horse Festival - 2005

RECOMMENDATIONS

It is recommended THAT:

1. Council declare the Iron Horse Festival as a Community Festival
2. Talbot Street be closed from 5:00 p.m., on Wednesday, August 24, 2005, to 12:00 midnight, Sunday, August 28, 2005, from St. Catharine Street to Elgin Street, and;
3. White Street be closed from 8:00 a.m., Wednesday, August 24, 2005 to 12:00 midnight Sunday, August 28, 2005 from Talbot Street to Centre Street, and;
4. Mondamin Street, be closed from 8:00 a.m., Wednesday, August 24, 2005 to 12:00 midnight Sunday, August 28, 2005 from Talbot Street to Curtis Street, and;
5. One half of Hepburn Parking Lot be closed from 12:00 noon, Tuesday August 23 to 12:00 midnight, Sunday August 28, 2005, and;
6. The White Street Parking Lot be closed from 5:00 p.m., Tuesday August 23, 2005 to 12:00 midnight Sunday, August 28, 2005 for a portion of the midway, and;
7. Talbot Street, between Elgin Street and St. George Street/Queen Street be closed on Friday August 26, 2005 from 6:00 p.m. to 10:00 p.m.

AND THAT the Iron Horse Festival Committee be permitted to hold the Iron Horse Festival on the closed portion of Talbot Street, White Street, Mondamin Street and the Hepburn and White Street Parking Lots providing that all the concerns of the Fire Dept., Environmental Services Dept, Police Services, Treasury Dept. (Recreational Services Section), and the St. Thomas – Elgin Health Unit as outlined in this report are addressed.

BACKGROUND

The Iron Horse Festival is held during the fourth week of August in each year. Mr. Paul Corriveau, Chairperson – Iron Horse Festival Committee appeared before the Special Events Committee to request similar considerations for the 2005 event as in 2004. A copy of the Special Events Permit Application and the Motion from the Special Events Committee is attached.

In spite of the rain, the 2004 Iron Horse Festival was well received in the downtown core with no unusual or unexpected troubles. Staff expressed praise with the organization and conduct of the festival.

The Downtown Development Board and the Iron Horse Festival Committee are requesting the closure of Talbot Street and the use of White Street and Mondamin Street and the Hepburn and White Parking Lots from August 24, up to and including August 28, 2004 to celebrate the Iron Horse Festival. This request is similar in nature as the 2003 and 2004 requests for street and parking lot closures.

The Festival Committee are requesting the following:

1. **TALBOT STREET ROAD CLOSURE:** The Committee is asking to return the Iron Horse Festival to the road closed portions of
 - a. Talbot Street from St. Catharine Street/Princess Avenue to Elgin Street,
 - b. White Street from Talbot Street to Centre Street, and;
 - c. Mondamin Street from Talbot Street to Curtis Streetto allow for on street Midway Rides, Food Booths, Rib Cooking Booths and Displays by local businesses, merchants and various service clubs and church groups. On site security will be provided.

In addition, the Iron Horse Festival Committee is requesting that Talbot Street from Elgin Street to St. George Street be closed on the Friday evening to permit a classic car show being coordinated by the Lion's Club of St. Thomas. This event was approved in 2004 and except for a communication error which resulted in the road barricades not being removed efficiently, the classic car show was well received.

2. **WHITE STREET PARKING LOT:** The Committee is requesting the use of the White Street Parking Lot from 5:00 p.m., Tuesday, August 23, 2004 to 12:00 midnight Sunday, August 28,

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2005 for a portion of the midway. This is an extension in the time request to permit midway operators to erect the midway rides in an unhurried fashion.

3. **MIDWAY LOCATION:** The Midway this year will be utilizing the Talbot Street road closure from St. Catharine Street to Mondamin Street, White Street from Talbot Street to Centre Street (parking lot entrances on the north side of the railway tracks to remain open).
4. **HEPBURN PARKING LOT.** The Committee would like the use of about one-half of the Hepburn Parking Lot from 5:00 p.m. on Wednesday August 24 to 12:00 midnight on Sunday August 28, 2005 to provide live entertainment beer garden and other activities. On site security will be provided.

In 2004 the City granted the use of one half of the Hepburn lot for periods of Thursday and Friday, and the whole lot for the Saturday and Sunday. In past years there has been logistical conflict between the Event organizers and the City's Parks Section in setting up the bleachers and fencing. To allow the Parks Section the ability to deliver and set up the donated equipment, the parking lot should be closed from noon on Tuesday as opposed to Wednesday afternoon.

5. **RIBFEST.** In the road closed area of Talbot Street from Southwick Street to Hincks Street, the Iron Horse Festival Committee will be setting up the Ribfest cooking booths as in 2003 and 2004. The Committee is requesting the use of the Fire Hydrant at the corner Talbot and Mary Street.
6. The Committee requests permission to have a licenced refreshment serving area located in the food court on Hincks Street to provide a seating and refreshment area for the food booths. On site security will be provided. The Committee will meet the requirements of the Liquor Control Board and the Elgin St. Thomas Health Unit.
7. **WASHROOMS AND GARBAGE DISPOSAL:** In an effort to provide the public with portable washrooms, washing areas and garbage facilities, the Committee is requesting permission for the placement of portable washrooms and wash stations at the rear of Hepburn Park, on Hincks Street, and in Greens Parkette, the same as in previous years and the placing of large garbage bins on various streets as required and approved by city staff as in past years. The Committee is also requesting the use of the sanitary sewer manhole located at the intersection of Talbot and Mary Street for the dumping of grey water from the Rib Cook-off.
8. **HYDRO PERMITS:** The Iron Horse Festival Committee has been made aware and responsible for obtaining all Ontario Electrical Safety permits and inspections as may be required for the Rib Festival Cook-off, the operation of the Midway, events on the Talbot Street road closure areas and for events held in the Municipal Parking Lots and Parkettes.
9. **FIRE LANES:** The Committee will ensure that adequate fire lanes are made available to meet the St. Thomas Fire Departments requirements and that all fire safety measures which may also be required are met as in past years.
10. **Miscellaneous material** (to be provided by the Parks Department) requested by the Festival Committee include:
 - a. 100 picnic tables,
 - b. 50 garbage containers
 - c. 20 benches,
 - d. 8 bleachers,
 - e. Portable Fencing.

STAFF CONCERNS

1. **Fire Department.**
 - a. Provide 6 m fire lanes through the road closure to service Fire, Police and Emergency Vehicles.
 - b. Provide proper fire fighting equipment and fire safety measures by all participants in the Iron Horse Festival.
 - c. The Fire Department will visit each food service booth, rib cook booth and other displays to ensure that all fire safety regulations are met.
 - d. Provide a complete site plan of the Iron Horse Festival
 - e. Provide a separate site plan for the beer tent and refreshment areas.
 - f. Keep the area around all fire hydrants (3m radius) clear to provide access to the fire hydrants.

These conditions were in place in 2003 and 2004 and no concerns were noted.

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2. St. Thomas Police Services.

- a. The Iron Horse Festival Committee is responsible for providing their own security for the event including the midway areas, road closure area, parking lots, parkettes and other areas where the event will take place.
- b. Alcoholic beverages are to be served in plastic containers, no glass containers or glass bottles shall be used
- c. The provisions of the City's Noise By-law will be enforced
- d. Supervision is required for youth and children's activities including skate boarding, roller blading, etc. including the use of the proper recommended safety equipment
- e. Provide copies of all promotional material provided to the participants to aid the Police Services in answering any questions that they may receive during the event
- f. Provide the names and phone numbers for a 24-hour contact person who may be contacted if there are problems during the event
- g. Provide proper fencing for the beer garden and refreshment area in accordance with the LCBO regulations

These conditions were in place in 2003 and 2004 and no concerns were noted.

3. Facilities

- a. The Iron Horse Festival Committee attend a meeting with the facility staff to review hydro and water needs from city hall
- b. The Iron Horse Festival Committee will pay all hydro and water costs for the event
- c. Hydro will be provided for the Mondamin Street Stage from City Hall

4. Environmental Services Department.

- a. Provide sufficient displays to ensure that there is ample activity throughout the entire road closure area
- b. Provide the names and phone numbers where a full-time event coordinator can be reached to deal with complaints received by the City
- c. Stakes for tents and amusement rides will not be permitted. Provide ample water barrels or concrete blocks to adequately support these tents and rides.
- d. Trees and streetscape furniture are not to be used by the Committee or event participants
- e. The hydro supply to the decorative trees will not be used
- f. All hydro cables running along the ground are to be ramped to reduce trip hazards to pedestrians
- g. All Ontario Electrical Safety permits and inspections will be the responsibility of the Committee
- h. Provide adequate volunteers to man the barricades for emergency vehicles
- i. Iron horse is not to disrupt the watering of the hanging flower baskets
- j. Parks department will provide benches, picnic tables and garbage cans
- k. Detour signing and erection of barricades for the road closure of Talbot Street including side streets will be done by the City's Works Department
- l. The removal of the barricades on Talbot Street from St. Catharine Street to Elgin Street including those located on the side streets from the road closure area will be removed by the Iron Horse Festival Committee when the event concludes on Sunday night and stacked neatly at the side of the road.
- m. All barricades to be removed or erected outside of normal working hours of operation of the City's Roads Operations for the closure of the parking lots will be done by the Iron Horse Festival Committee
- n. The City of St. Thomas Works Department will pick up the barricades during normal hours of work on the following Monday
- o. The City of St. Thomas Works Department will remove the detour signs during normal hours of work on the following Monday
- p. City transit buses will be routed around the road closure areas to provide as near a normal service as possible
- q. Iron Horse advertising will include alternate bus routes and stops
- r. The closure of Talbot Street in front of the terminal will severely alter and hamper the operation of St. Thomas Transit and Paratransit
- s. Vehicles which normally park in the White Street Parking Lot will be provided with alternative parking in the Upper St. Catherine's and Scott St. Parking Lot.

These conditions were in place for 2003 and 2004 and no concerns were noted. The Festival area was vacated on time and left in a clean condition.

5. Health Unit

- a. Provide ample notice to the Health Unit prior to food booth inspections
- b. Keep pets and animals out of and away from food booths and food preparation areas
- c. Provide ample washrooms and wash stations
- d. The health unit will provide requirements for food vendors to Iron horse for distribution to food vendors.

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These conditions were in place in 2003 and 2004. The Health Unit educated vendors for changes that were included in 2004. The Health Unit has also notified the Festival organizers that if they identify food vendors that are known to have not registered with the Health Unit, even those vendors on the peripheral exterior of the Festival area, they are to notify the Health Unit.

Licensed Food Courts (Beer Gardens)

If a hotel or licensed establishment wishes to have an on-street beer garden during the road closure, the owner of that establishment must make a separate request to Council for permission to operate a beer garden or licensed food court area in the road closure area. When the requests are received, staff will review each request and report to the Council at that time. All requests for on-street beer gardens or licensed food court areas must be accompanied with a letter of approval from the Iron Horse Festival Committee prior to receiving Council Approval.

Hydro and Water

The Iron Horse Festival Committee has requested the use of hydro and water facilities located in Hepburn Park, Greens Parkette, City Hall and the fire hydrant at Mary and Talbot St. The committee has used these facilities in the past and is in agreement to obtain any and all Ontario Electrical Safety permits and inspections, any approvals required by the St. Thomas Energy and will pay all costs for these services.

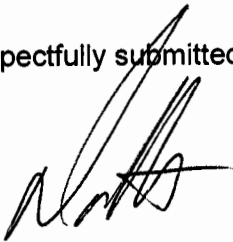
ALTERNATIVES

1. Decline the requests of the Iron Horse Festival as outlined in their request to the Special Events Committee.
2. Grant the request of the Iron Horse Festival Committee for the Talbot Street Road closure and the use of the White and Hepburn Street Parking Lots to celebrate the Iron Horse Festival.

FINANCIAL CONSIDERATIONS

1. The Iron Horse Festival Committee will pay costs associated with hydro and water use related to the festival operations.
2. The cost of erecting the detour routes and barricades for the road closure is included the Environmental Services Operating Budget (Roads and Transportation) for special events
3. The cost for providing picnic tables, garbage cans benches, etc. is included in the Environmental Services Operating budget (Parks) for special events.

Respectfully submitted



Mark Sture, Supervisor of Roads and Transportation
Environmental Services



Reviewed By: Treasury Env Services Planning City Clerk HR Other



Corporation of the
City of St. Thomas

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Report No.

ES17-05

File No.

Directed to: Alderman Terry Shackelton and Members of
Protective Services Committee

Date
March 1, 2005

Department: Environmental Services Department

Prepared By: Mark Sture, Supervisor, Roads & Transportation

Attachment
- First Pro Developments
Site Plan

Subject: Left Turn Restrictions – First Pro Developments

RECOMMENDATION

1. That the Traffic By-Law 45-89 be amended to restrict left turns to and from First Avenue at the right-in right out driveway immediately north of Redan Street, and to restrict left turns to and from Talbot Street at the right-in right-out driveway immediately east of the primary First Pro Development driveway.

REPORT

Origin

In the planning and execution of site plan agreements for the development of the First Pro development site (WalMart/Canadian Tire/etc) two right-in right-out driveways were designed and constructed. One of these driveways was onto First Avenue immediately north of Redan Street, the second was onto Talbot Street immediately east of the primary development access driveway.

Analysis

The First Pro development site has been constructed on lands surrounding Canadian Timkin and was the location of the former St. Thomas Executive Golf Course. In the design and planning stages, the site had two full movement access driveways and two right-in right-out driveways. One of each of these driveways was on to First Avenue and onto Talbot Street. Traffic signal control has been constructed at the full movement driveways.

The right-in right-out driveways have been designed to make left turns difficult, however, due to a lack of signage, motorists regularly turn left into and out of the site at the two right-in right-out driveways. This movement is inherently dangerous, as the driveways were not intended for this movement, although no collisions have been reported to date at either of these locations.

Staff have checked the site plan drawings and with First Pro Developments and the intent always has been to post "No Left Turn" signs at the two driveways. Upon approval of this report, staff will install the appropriate signs. Without the signs and covering by-law, a left turn restriction cannot be enforced at this location.

Financial Impacts

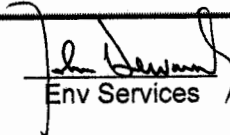
First Pro has agreed to pay the costs associated with the initial installation of the signs.

Respectfully submitted


Mark Sture, Supervisor of Roads and Transportation
Environmental Services

Reviewed By:

Treasury


Env Services

Planning

City Clerk

HR

Other

SD-63

SITE STATISTICS	
TOTAL SITE AREA :	2,111,079 SF = 48,460+ ACRES
FULLY DEVELOPABLE AREA :	1,121,75 SF = 25,75 ACRES
UNDEVELOPABLE AREA :	41,428 SF = 0.951 ACRES
UNPAVED UNDESICLAPPED BUFFER:	1,957,476 SF = 44,934+ ACRES
NET SITE AREA:	368,116 SF
BUILDING AREA :	368,116 SF
PARKING REQUIRED :	2,135 CARS (5.50/1000 SF)
PARKING PROVIDED :	2,464 CARS (6.35/1000 SF)
PARCEL A	
PARCEL AREA :	470,203 SF (10.79 ACRES)
BUILDING AREA :	N/A, 745 SF
PARKING REQUIRED :	108,745 SF
PARKING PROVIDED :	641 CARS (6.00/1000 SF)
	741 CARS (6.94/1000 SF)
PARCEL C	
PARCEL AREA :	455,575 SF (10.458 ACRES)
BUILDING AREA :	97,220 SF
PARKING REQUIRED :	535 CARS (5.50/1000 SF)
PARKING PROVIDED :	666 CARS (6.85/1000 SF)
PARCEL E	
PARCEL AREA :	292,133 SF (6.708 ACRES)
BUILDING AREA :	
PARKING REQUIRED :	72,032 SF
AFTER EXPANSION:	
PARKING REQUIRED :	397 CARS (5.50/1000 SF)
PARKING PROVIDED :	368 CARS (5.11/1000 SF)

CONCEPT PLAN

COMMERCIAL DEVELOPMENT
TALBOT ST. & FIRST AVE.
ST. THOMAS, ONTARIO
FIRST PROFESSIONAL MANAGEMENT

Petroff
Partnership
Associates

	9806	99144
	99144	99-63



Corporation of the

City of St. Thomas

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Report No.

FD03-05

File No.

Directed to:

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

Date

March 1, 2005

Department:

Fire Department

Attachment

Prepared By:

Fire Chief Roy Lyons

Subject:

Fire Department - Tanker Replacement

Recommendation:

"THAT: The Fire Department order from E-One Canada, a 2005/2006 Tradition Tanker at a cost of \$182,999.00, plus GST.

Analysis:

The Fire Department has had a request for a tanker replacement in Capital Budget for the past several years. Although it has not been a top priority item it was recognized as a replacement for our 1976 Tanker.

The priority for this unit's replacement has now moved it to a top item as our old unit has been taken out of service due to mechanical problems.

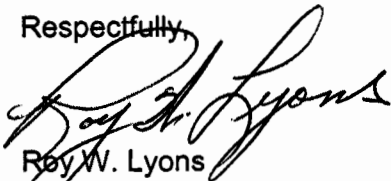
This unit from E-One has a price lower than first budgeted, due to the lower exchange rates. The exchange rate would be set when an order is signed, and they have 7 months for delivery of this vehicle.

Options:

Option 1 – is to replace the old tanker with a new E-One Tanker as recommended.

Option 2 – is to purchase a used tanker available from Dobson Mechanical, Corunna, Ontario. This unit would have a 1997 GMC chassis, a 1500-gallon tank, N.F.P.A. lighting and a 250 gpm pump. The old tanker would be traded in for this unit and they would use the tank in the construction. Cost for this tanker would be \$46,500, plus GST and delivery would be approximately 4 months

Respectfully,


Roy W. Lyons
Fire Chief

Reviewed By:

Treasury

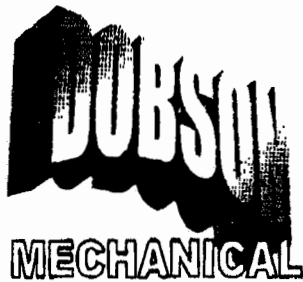
Env Services

Planning

City Clerk

HR

Other



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689 LaSalle Line
Corunna, Ontario
N0N 1G0
519-337-6953
519-337-6538(fax)

Fire Apparatus Repair and Services

St. Thomas Fire Dept.
St. Thomas, Ont.
1-519-631-0210

Attention: Fire Chief Roy Lyons

Fire Truck Tanker Proposal:

Fire Truck Specifications

Chassis:

- 1997 GMC 8500 Top Kick 97000km
- 250hp 3126 Cat Engine
- Allison World Automatic Transmission
- Air brakes
- New brakes and drums
- New tires
- E-Tested

Tank:

- Reconfigured tank approximately 1500 gallons
- Rebuilt discharge shoot
- 2.5" rear intake
- 4" rear Storkz intake

Emergency Lighting:

- Refurbished light bar
- New strobe lighting~front,side, rear (lower)
- New rear facing rotating lights
- Rear facing 12 volt scene light (backup)
- All lighting to meet NFPA standards

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Pump System:

- PTO powered Hale pump(refurbished)
- 250gpm
- Pump and roll capabilities
- Side mount pump panel

Truck price with pump and refurbished tank from trade in	\$48,000.00
Trade in (old tanker)	Value (\$1500.00)
Total truck price less trade in	\$46,500.00

Fire Chief or Representative _____	Date _____
Mayor or Representative _____	Date _____
David Dobson _____	Date _____

* 6 month COMPLETE WARRANTY
* PAINTED RED TO MATCH OUR TRUCKS.
* APPROX 4 MONTH DELIVERY.



6430 Golden West Avenue
Red Deer, Alberta T4P 1A6

Southwestern Ontario Sales Office
11 Glendon Court
1-866-896-3588
e-mail rgamble@e-one.com

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February 2, 2005

Fire Chief Roy Lyons
City Of St. Thomas
Fire Department
305 Wellington Street
St. Thomas, Ontario
519-631-0210

Re: Proposed Tanker

E-One Canada is pleased to propose to you the following:

One new 2005/2006 E-One Tradition Tanker equipped with the following. All extruded aluminum tanker body assembled on a new Freightliner M-2 106 chassis with 300 HP and Allison EVS 3000 transmission. Tanker features include a 500 US GPM pump (420 Imperial 2000 litres) PTO driven, a 1800 US gallon water tank (1500 Imperial 7000 litres) Stainless steel dump valve, elbow and 36" extension chute.

The unit described above shall be built in Ocala Florida and can be delivered to St. Thomas in just 210 days from date of order. Full specifications are available upon request.

This unit is very competitive priced and comes with full exclusive E-One warranties.

Price on Tanker FOB St. Thomas Ont.	\$ 182,999.00 ✓
GST 7%	<u>12,809.93</u>
	\$ 195,808.93

* Above prices are subject to fluctuations in exchange rates and are based on today's rate of .8080.

As an option the vehicle pricing can be made in US dollars which prices can be set for 60 days. Please contact me for US dollar pricing.

If you have any questions please do not hesitate to call me at 1-866-896-3588.

Sincerely

Rick Gamble
E-One Canada CC Ken Potter

The World's Finest Firefighting & Rescue Apparatus



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Wayside Dining Lounge

Hwy. 3 & 4 Box # 3 Talbotville, Ontario N0L 2K0
Telephone (519) 633-0360

February 14, 2005

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

Attn: His Worship Mayor Jeff Kohler

Dear Jeff,

We were talking with Warden Jim McIntyre with regards to our wastewater problem and he suggested that we give you a call and see if you are in a position to help us out for approx. 6 month period.

As you may well know we currently have a holding tank for our wastewater and we have to pump it out on a regular basis, approximately 2 / 3000 gallon loads a week and is carried to London for dumping.

Currently we have approval from the Ministry of Environment for a wastewater treatment facility and we are in the process of putting it together, according to our timetable we expect to have it operational sometime in late August or early September 2005.

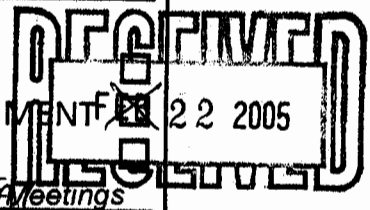
Our question to you is whether the City of St. Thomas could allow us to do the dumping of our wastewater in the City's facilities for a nominal fee. Please note this is a holding tank waste not a septic tank waste.

We would like to thank for taking the time to look in to this matter, should you need any additional information please let us know.

Sincerely

Trudy Kanellis
Trudy Kanellis

REFERRED TO
J. DEWANCKER <i>ml</i>
FOR
DIRECTION
REPORT OR COMMENT
INFORMATION
FROM <i>McIntyre</i> <i>ml</i>



Special Catering Private Banquets ~~Weddings~~ ~~Corporate Meetings~~

Graves, Wendell

From: Brian Hollywood [bhollywood@sttenergy.com]
Sent: Wednesday, March 02, 2005 11:01 AM
To: wgraves@city.st-thomas.on.ca
Cc: Jeff Kohler (E-mail); John Lavery (E-mail)
Subject: SHAREHOLDER RESOLUTIONS

Importance: High
Sensitivity: Confidential



APPROVED
RESOLUTIONS March 1

Wendell:

Attached please find a copy of the APPROVED RESOLUTIONS, as adopted at last night's Shareholder Meeting. These now need to be ratified by Council in Open Session. There has been an addition couple of items added to the Resolution dealing with the partnership issue, that will make the resolution different from what I circulated yesterday.

I am assuming that these can be ratified at the March 7, 2005 Council session, but let me know if that's not the case.

As a result of this meeting, a Media Release is being prepared for release later this morning. I will forward a copy for your information. I understand that the Mayor will be ensuring that Council members get the document, once released.

Feel free to call if you have any questions,
Regards,
Brian

<<APPROVED RESOLUTIONS March 1, 2005 AGM.pdf>>



Shareholder Annual General Meeting

March 1, 2005

APPROVED RESOLUTIONS

A) March 29, 2004 Shareholder AGM Minutes:

" That the minutes of the Annual General Shareholders Meeting held March 29, 2004 be confirmed as correct as printed. "

Moved by: Terry Shackelton

Seconded by: Bill Aarts

CARRIED

B) 2004 Audited Financial Statements for S.T.H.I.:

"That the audited financial statements for St. Thomas Holding Inc. to December 31, 2004, as prepared by Graham Scott Enns, Chartered Accountants, dated February 11, 2005 are received."

Moved by: Jeff Kohler

Seconded by: Tom Johnston

CARRIED

C) Resolutions in Lieu of Meetings:

"That the audited financial statements for St. Thomas Energy Services Inc. to December 31, 2004, as prepared by Graham Scott Enns, Chartered Accountants, are received as having formed the Consolidated Financial Statements for St. Thomas Holding Inc., dated February 11, 2005."

Moved by: Terry Shackelton

Seconded by: Marie Turvey

CARRIED

"That the audited financial statements for St. Thomas Energy Inc. to December 31, 2004, as prepared by Graham Scott Enns, Chartered Accountants, are received as having formed the Consolidated Financial Statements for St. Thomas Holding Inc., dated February 11, 2005."

Moved by: Dave Warden

Seconded by: Bill Aarts

CARRIED

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APPROVED March 1, 2005 Shareholder RESOLUTIONS (Continued)

D) S.T.H.I. Partnership Opportunity:

WHEREAS the City of St. Thomas adopted By-Law No. 22-2001, as the Shareholder Directives of St. Thomas Holding Inc., on February 5, 2001,

AND WHEREAS Clause 5.2 of By-Law 22-2001 stipulates matters requiring Shareholder approval, more specifically detailed as follows:

"q) incorporate any Subsidiary;

u) enter into any partnership, joint venture, arrangement or alliance for the sharing of profits with any Person;"

AND WHEREAS St. Thomas Holding Inc. has investigated certain partnership opportunities with other local distribution entities, which when analyzed recognize significant financial and operational benefits to the Company and Shareholder,

AND WHEREAS this contemplated partnership will require the creation of an Incorporated Entity, partially owned by St. Thomas Holding Inc.,

NOW THEREFORE, THE SHAREHOLDER OF ST. THOMAS HOLDING INC. (The City of St. Thomas) APPROVES AS FOLLOWS:

- 1. That St. Thomas Holding Inc. is granted approval, as contemplated in City of St. Thomas By-Law 22-2001, Clause 5.2, to negotiate and enter into a partnership agreement with Erie Thames Power Corporation and Essex Power Corporation. This partnership arrangement will result in the creation of a jointly owned Incorporated Company for the purposes of delivering shared Asset Management and other services for the three entities.*
- 2. THAT the shares of this new corporation be held by St. Thomas Holding Inc., to the benefit of the Shareholder.*
- 3. THAT the Shareholders direct that a dispute resolution process be part of the partnership agreements.*
- 4. THAT the Shareholders direct that an exit protocol be part of the partnership agreements.*

Moved by: Bill Aarts

Seconded by: Cliff Barwick

CARRIED UNANIMOUSLY

E) Appointment of Auditors for 2005:

"That the firm of Graham, Scott, Enns, Chartered Accountants be appointed as Auditors for the 2005 business year."

Moved by: Terry Shackelton

Seconded by: Heather Chapman

CARRIED

F) Termination of Meeting:

"In that the formal business of this 4th Annual General Meeting of the Shareholder has been completed, that this meeting now be terminated at 8:15 p.m."

Moved by: Tom Johnston

Seconded by: Bill Aarts

CARRIED