

AGENDA

THE THIRTEENTH 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 21ST, 2005

ROUTINE PROCEEDINGS AND GENERAL ORDERS OF THE DAY

OPENING PRAYER

DISCLOSURES OF INTEREST

MINUTES

DEPUTATIONS

COMMITTEE OF THE WHOLE

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

PUBLIC NOTICE

NOTICES OF MOTION

ADJOURNMENT

CLOSING PRAYER

THE LORD'S PRAYER

Alderman B. Aarts

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meetings held on March 14th, 2005.

DEPUTATIONS

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

BUSINESS CONCLUDED

ENVIRONMENTAL SERVICES COMMITTEE – Chairman M. Turvey

UNFINISHED BUSINESS

Wayside Dining Lounge, Talbotville - Request to Dump Wastewater

Report ES25-05 of the Director, Environmental Services. Pages 5 to 7

NEW BUSINESS

BUSINESS CONCLUDED

PERSONNEL AND LABOUR RELATIONS COMMITTEE – Chairman D. Warden

UNFINISHED BUSINESS

NEW BUSINESS

Ontario Works Intake Screening

Report CR-05-05 of the Director of Ontario Works. Pages 8 to 12
Attachment

Request for Staff - Child Care Supervisor

Report CR-05-04 of the Director of Ontario Works. Pages 13 to 19

BUSINESS CONCLUDED

FINANCE AND ADMINISTRATION COMMITTEE – Chairman C. Barwick

UNFINISHED BUSINESS

NEW BUSINESS

2005 Budget

BUSINESS CONCLUDED

COMMUNITY AND SOCIAL SERVICES COMMITTEE – Chairman B. Aarts

UNFINISHED BUSINESS

NEW BUSINESS

Monthly Report St. Thomas-Elgin Community Centre/ Twin Pad Arena Pages 20 to 24

BUSINESS CONCLUDED

PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE – Chairman T. Shackelton

UNFINISHED BUSINESS

NEW BUSINESS

Police Services Report

Bridge Repair

Report ES27-05 of the Supervisor of Roads and Transportation. Pages 25 & 26

BUSINESS CONCLUDED

REPORTS PENDING

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

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

ENVIRONMENTALLY SENSITIVE LAND USE – P. Keenan

SAFETY ISSUES AND INTERSECTION CONCERNS – M. Sture

POWER CENTRE TRAFFIC CONTROL – M. Sture

CIVIL MARRIAGES SOLEMNIZATION – W. Graves

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

Elgin's Family Fair

An invitation has been received from Christie Bubel, Elgin's Family Fair Planning Committee, to the Elgin's Family Fair being held on Saturday, April 9, 2005 from 9:00 a.m. at the St. Thomas Seniors' Centre.

UNFINISHED BUSINESS

Deputy Mayor Position

NEW BUSINESS

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 21st day of March, 2005.
2. A by-law to amend By-Law 50-88, being the Zoning By-Law for the City of St. Thomas.
(Youth Recreation Centre - 15 Hiawatha Street)

PUBLIC NOTICE

2005 Budget

Council will deal with the 2005 Budget on March 29, 2005.

NOTICES OF MOTION

CLOSED SESSION

A resolution to close the meeting will be presented to deal with a personal matter about an identifiable individual.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER



Corporation of the

City of St. Thomas

Report No.

ES25-05

File No.

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

Date
March 8, 2005

Department: Environmental Services

Prepared By: John Dewancker, Director

Attachment
- Letter request of February 14, 2005, by the Wayside Dining Lounge

Subject: Request by the Wayside Dining Lounge for Sewage Disposal at the City's Water Pollution Control Plant

Recommendation:

- That the request by the Talbotville Wayside Dining Lounge for the disposal of waste water at the City's Water Pollution Control Plant be denied.

Origin:

Attached letter of February 14, 2005, by the Talbotville Wayside Dining Lounge requesting City permission for the weekly disposal of 6,000 gallons of waste water at the City's Water Pollution Control Plant during a period of approximately 6 months until early September 2005, which coincides with the planned activation of an on-site sewage treatment facility at the dining lounge site.

Analysis:

In the past, the City of St. Thomas Water Pollution Control Plant (WPCP) has not accepted hauled sewage with the exception of the sewage generated by a very few number of holding tanks on properties within the City limits.

During 2003, the City's WPCP accepted sewage from the Elgin Manor Long Term Care facility, an institutional facility owned by the County of Elgin while repairs were being made on an emergency basis to their on site waste water treatment plant.

Environmental Services Staff has met internally in respect to this request and upon having extensively reviewed the issue, would prefer that the City limits any acceptance of hauled waste water to wastes that originate within the City, such to not establish a precedent for any private sources of hauled waste water generated by areas outside the City. Also, the WPCP infrastructure and treatment process is not equipped to receive regular loads of hauled sewage. Staff has contacted the owners of the Wayside Dining Lounge, Mr. and Mrs. Kanellis, and received the following additional information in respect to their request:

- the Municipality of Central Elgin has, until recently, received the hauled waste water from the Wayside Lounge at their Port Stanley sewage treatment plant, however the Municipality recently refused further loads as a result of capacity and operational problems, created by these waste water loads.
- An amendment to the MOE approval for the proposed on site waste water treatment facility at the Wayside Dining Lounge site is currently being made by MOE. As a result, the installation of the package sewage treatment plant at the site is pending the issuance of the formal MOE Certificate of Approval (expected within a months' time approximately).
- The City of St. Thomas at one time accepted hauled sewage from the Wayside Dining Lounge (approximate period of 1972 - 80) however, this practice was discontinued for all haulage generated by properties outside the City Limits from the early 80's on.

The second less desirable option is to accept the waste water from the Wayside Dining Lounge as the Wayside Dining Lounge would only require City assistance for a period of approximately 6 months. However, should the request be granted, it should be subject to the following:


- the one time establishment of the waste water characteristics through sampling and testing for compliance with the City's Sewer Use by-law. The cost of this sampling and testing would be borne by the Wayside Dining Lounge.
- Wayside Dining Lounge paying a fee for the receipt and treatment of the waste water at the WPCP. The City does not have a fee schedule for this service, however, if considered, it should be in line with the fee schedule of any other area municipalities such as the City of London, which accepts hauled waste water at their facility.

It must be noted that other commercial businesses and residential development on private sewage services may in the future wish to also rely on the City's WPCP for the disposal of their waste water and therefore any permission would need to be limited to an agreed upon duration as well as a payment requirement as outlined above.

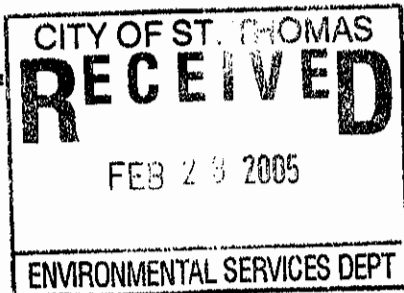
The following options are available to the City:

- Do not accept the hauled waste (recommended)
- Accept the hauled waste subject to the above noted conditions.

Respectfully Submitted,


John Dewancker, P.Eng
Director, Environmental Services

Reviewed By:
 Treasury Env Services Planning City Clerk HR Other



JD		
IA		
PI		
ML		
RT		
JF		
FILE		

REFERRED TO
J. DEWANCKER *mlc*

FOR
DIRECTION
REPORT OR COMMENT
INFORMATION

FROM *MLC* *Dir* *Meetings*

Special Catering Private Banquets



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Corporation of the
City of St. Thomas

Report No.

CR -05 - 05

File No.

OW -05 -05

Directed to:

Chairman Alderman D. Warden and
Members of St. Thomas City Council

Date

2005-03-07

Department:

Ontario Works

Attachment

Prepared By:

C. Hinatsu

(1) Streamlined Intake Plan
(2) Applications and
Inquiries summary

Subject:

Ontario Works Intake Screening

Recommendation:

That Council approve the hiring of an Intake Clerk within the Ontario Works Department effective immediately and further

That the Intake Clerk position be added to the current staff complement.

Report:

In December 2004, the Minister of Community and Social Services announced the move from a two-staged intake process to a one-step application. The change to a one-step application involves the dismantling of Intake Screening Units (ISU) throughout the Province and returning this function to Consolidated Municipal Service Managers (CMSM). The established date for the closure of the ISU serving the Southwest Region is June 16 2005 at which time the City of St. Thomas must be prepared to assume the intake screening function. This date may be moved ahead if the ISU encounters problems with service delivery .

The Ministry required a business plan on February 18 2005 to outline the City's ability to provide this service in a seamless and streamlined approach. A business plan (attached) was developed by staff and submitted for Ministry approval. In preparing the business plan for the transition and implementation of intake services, staff investigated several options to determine the most cost effective and efficient method of service delivery, ie. use of Caseworkers, use of Consolidated Verification Program (CVP) workers, use of Case Aids, and combinations of the options. The options were tested using simulation exercises that proved to be valuable, and led to the decision to proceed with the use of clerical staff, who would be trained in the use of the Service Delivery Model Technology (SDMT) and the Provincial Scheduling Tool. This option will require the addition of one new clerical position to accommodate the volume of calls and inquiries we expect to encounter. The past years data (attached) received from the ISU indicates the need to have a staff person dedicated to the intake function and will require backup from other clerical staff during vacation and other absences. There is a need to fill in the times when no intake or inquiries are being received and other tasks will be determined and assigned as appropriate and if time allows. According to the statistics from the ISU for 2004, the average number of intakes per month was 147.33 and the average number of inquiries totalled 78.9. The intake process is estimated to take twenty minutes from the start of the intake to completion including the scheduling of the appointment with the Caseworker, data entry of all pertinent information and providing a brief summary of the circumstances. However, each case is unique and the complicated cases will take much longer to complete.

The demands of the intake process and the requirement to maintain service continuity and efficiency requires a staff position dedicated to providing intake services as a component of the one-step application initiative. At this time staff are requesting that the Intake Clerk be hired immediately to allow for training to ensure a seamless transition of the change in intake procedures. The plan provides for a public awareness component and staff will be preparing notifications for the general public as well as agencies. In order to initiate the notifications, the staffing issue must be addressed or an alternate solution to intake delivery must be developed.

Financial Considerations

The current system of intake requires a gross expenditure of \$90,000.00 per year with \$45,000.00 being the City's share. The new system of local intake will require \$36,600.00, which is the cost of the additional staff, on an annual basis with the City's share being \$18,300.00. This year, we will be required to share in the cost of operation of the ISU up to June 16 that we estimate to be \$40,000.00, the City's share being \$20,000.00. The cost of the new Intake Clerk position for the period June 16 to December 31 is expected to be \$19,800.00, the net cost being \$9,900.00. The total gross cost this year will be approximately \$59,800.00.

As noted in the business plan, there will be transitional funds provided by the Ministry of Community and Social Services to address our one time implementation costs. We have requested \$38,114.00, part of which is meant for the additional staff salary and benefits for this year. We have not received approval of this plan at this point in time but expect to be notified shortly.

In preparation of departmental 2005 budget, staff provided sufficient funds in the Intake Screening Unit account to cover this year's cost. Approval of the business plan and request for transition funds will mean there will be no cost to the City this year.
On an ongoing basis the delivery of intake services at the local level, will cost considerably less than the current method of centralized intake and will create net savings of approximately \$25,000.00 per year.

Respectfully,

E. Hubs

Reviewed By:

Treasury

Env Services

Planning

City Clerk

[Signature]
HR

Other

St. Thomas-Elgin Ontario Works

Applications and Inquiries 2004

	Monday		Tuesday		Wednesday		Thursday		Friday		Total inquires	Total Appl.
	Application	Inquiry	Application	Inquiry	Application	Inquiry	Application	Inquiry	Application	Inquiry		
January	57	26	37	18	36	21	31	17	28	16	98	189
February	41	22	32	14	26	15	25	19	21	20	90	145
March	48	24	38	35	50	21	34	8	22	16	104	192
April	27	30	25	34	30	35	36	44	19	24	167	137
May	29	13	33	10	30	12	27	13	20	16	64	139
June	44	19	36	17	17	11	20	10	21	9	66	138
July	29	10	27	10	25	10	19	10	19	8	48	119
August	24	11	40	11	27	9	22	8	17	14	53	130
September	33	18	34	13	33	15	27	17	23	15	78	150
October	30	11	29	18	28	8	23	10	32	8	55	142
November	47	19	50	17	36	13	34	12	31	16	77	198
December	22	14	22	10	17	7	14	7	14	9	47	89
Total	431	217	403	207	355	177	312	175	267	171	947	1768

Monday		Tuesday		Wednesday		Thursday		Friday	
Appl.	Inquiries	Appl.	Inquiries	Appl.	Inquiries	Appl.	Inquiries	Appl.	Inquiries
35.92	18.08	33.58	17.25	29.58	14.75	26.00	14.58	22.25	14.25

Av./mth

Average total inquiries per month 78.916667

Average total intake per month 147.33

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Department
Human Resources

Corporation of the City of St. Thomas

STAFFING JUSTIFICATION FORM

JOB TITLE: Intake Clerk

DEPARTMENT: Ontario Works SECTION: Income Maintenance

☒ Full Time ☐ Part Time ☐ Casual

☐ Existing position ☒ New Position ☐ Alternate position

☐ Funding provided in budget cost centre: G _____

☐ No funding budgeted ☐ Reappropriate form: G _____

Annual cost (Wages & Benefits) \$ 36,600.00

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

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

1. When was this position created? (Approximate if unknown)
New position 2005

2. What were the reasons for creating this position?

Provincial government decision to dissolve Intake Screening Units and mandate Service Managers to provide this function.

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

No

4. Was alternate assignment of duties examined?

☒ Yes ☐ No

If yes, where and why not appropriate?

Testing of other options, not requiring additional staff, did not prove to work due to increased time required to perform intake functions.

If no, why not?

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

Yes ☐ No ☒

If yes, by which position and for how long?

If no, why not?

All current staff have assigned duties which make it difficult to assume additional responsibilities. Intake screening is a permanent requirement of our operation and temporary staffing is not a viable option.

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

Same as above.

7. What are the consequences of not filling this vacancy?

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a. For a specified period of time?

b. Permanently?

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

[] Yes [X] No

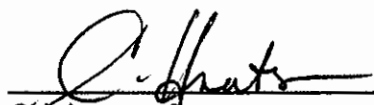
If yes, please elaborate


If no, why not?

The clerical position is the lowest classified position in the Ontario Works office.

9. Recommended action:

That the position of Intake Clerk be created in the Ontario Works office and added to the departments staff complement.


Originator of request


Department Head

Date

16/3/05
Date

HUMAN RESOURCES REVIEW

[X] Recommended for filling.

[] Not recommended for filling.

[] Further information/review required
(see comments)

COMMENTS:

 March 16/05

Director,
Human Resources

Date



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Corporation of the
City of St. Thomas

Report No.

CR-05-04

File No.

OW-05-04

Directed to: Chairman Alderman D. Warden and Members of St. Thomas City Council

Date
2005-03-08

Department: Ontario Works

Attachment

Prepared By: Kate Demare, Program Manager

Subject: Request for staff – Child Care Supervisor

Recommendation:

That Council approve the hiring of a Child Care Supervisor within the Ontario Works Department and further

That the Child Care Supervisor position be added to the current staff complement.

Report:

The Child Care field has become the focus at both the Federal and Provincial level and the dollars committed to this program will have significant impacts on the demands of our staff. It is because of this increasing attention to child care that staff believe a greater understanding of the new initiatives being introduced is necessary. To meet the obligation to allow child care providers access to the funds allocated to municipalities from the Province, an increasing amount of staff time is required to properly analyze and assess the needs within the community. This report will attempt to outline the initiatives staff have been working on and the program recently announced which will have a major impact on future direction of child care in St. Thomas and Elgin County.

The Minister of Children and Youth Services, Dr. Marie Bountrogianni, announced in November 2004, the development of a comprehensive strategy for all children and youth in Ontario to have the best opportunity to succeed and reach their full potential. This strategy is about supporting children so that they can learn and grow, be successful in school, and ultimately, be successful in the workforce and society. This new initiative proposed by the government is called Best Start.

The Best Start strategy is based on a vision of improved access to high quality early learning and care programs, which support parents in their role and helps to make the transition to school smooth, seamless and successful. Ultimately, this strategy will result in improved outcomes for children and families.

The implementation of this strategy will take 10+ years and will be accomplished in phases. Phase1, to be accomplished over the next 4-5 years has two key components:

- A major expansion of child care for children enrolled in Junior and Senior Kindergarten across the province during the non-school hours;
- Three demonstration projects that will fast forward the 10+ year vision.

In addition the province is investing additional funds in the Healthy Babies Healthy Children and in the Preschool Speech and Language and Infant Hearing programs.

What is Best Start?

Vision:

Children in Ontario will be ready and eager to achieve success in school by the time they start Grade 1.

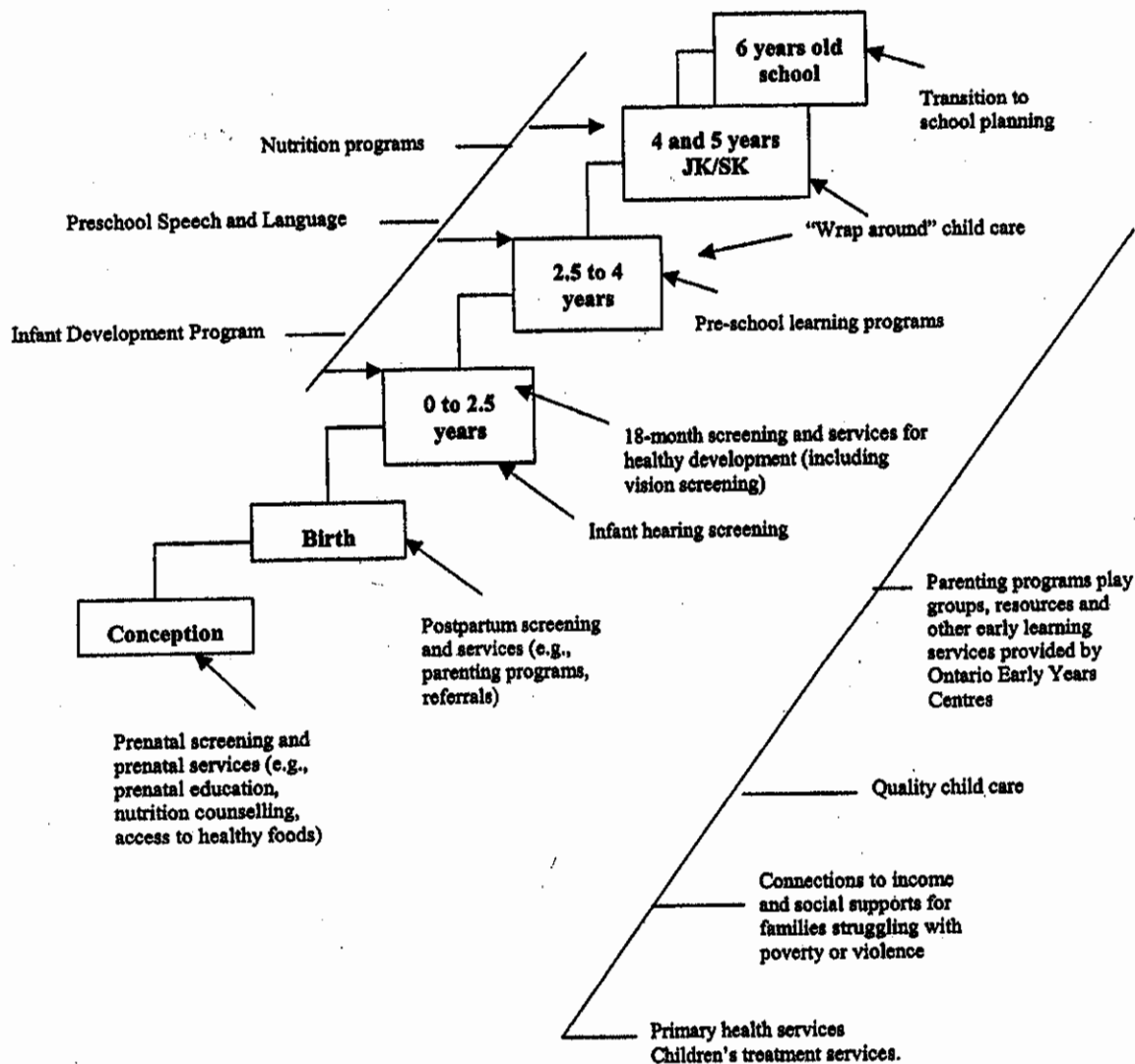
Goal:

To help every child in Ontario realize his or her potential by providing access to a continuum of early learning and child care services.

To make Ontario an international leader in achieving the social, intellectual, economic and physical potential of all its children.

Scope:

To create a comprehensive system of services that support children from birth through the transition into school. Services and supports will be provided at specific ages and stages of young children's lives.



Implementation Planning for Phase 1 will consist of the following tasks at both the community and provincial levels.

At the Community level:

Build Best Start Networks based on existing planning bodies

1. Develop transition plan to increase licensed child care spaces and subsidies in 2005/06 for children in JK and SK.
2. Develop a Phase 1 Implementation Plan

Note: ministry funding to assist CMSMs in the planning of Best Start will be at 100% provincial dollars.

At the Provincial level:

1. Establish a panel to develop an early learning program for Ontario
2. Establish a panel on quality and human resources to assess the province's human resource capacity to expand the system rapidly.
3. Establish a College of Early Childhood Educators to support quality improvement in the child care system, including setting out the qualifications and standards for professionals working in the early learning and child care environment.
4. Develop the policies, practices and reporting requirements to fund expanded "wrap-around" child care services, including building new spaces, and establishing a sliding scale income test approach to fee subsidies.
5. Enhance funding for Healthy Babies Healthy Children, Preschool Speech and Language, and Infant Hearing programs.

6. Establish an expert panel to make recommendations to the ministry about: strategies to promote a consistent province-wide developmental assessment for every child at 18 months of age.
7. Select three demonstration communities to implement the full Best Start vision.
8. Implement a strategy to use the Early Development Instrument (EDI) to measure progress and results from the Best Start initiatives

Time Frame for Implementation of Phase 1:

<u>Deliverable</u>	<u>Due Date</u>
1. Best Start network (terms of reference/membership)	April 2005
2. Transition plan to use existing vacant child care spaces to increase the number of child care spaces for families with children in JK and SK, and identify any capital planning requirements for renovations to accommodate additional spaces for 2005/06	June 2005
3. Full implementation plan that outlines the community's vision for Best Start and its proposed multi-year roll out	Dec 2005
4. Plan to implement wrap around child care for children in JK/SK including total number of child care spaces to be added, number of new spaces that require subsidy, sites for the new spaces, and capital plan for any renovations/new building required for the new spaces for 2006/07 onward. This would essentially be developed by CMSM's in their role as child care service system manager and integrated into the Best Start plan.	Dec 2005
5. Integrate into Best Start planning the enhanced early identification and intervention programs (i.e., Healthy Babies Healthy Children, Preschool Speech and Language, Infant Hearing Screening)	Dec 2005

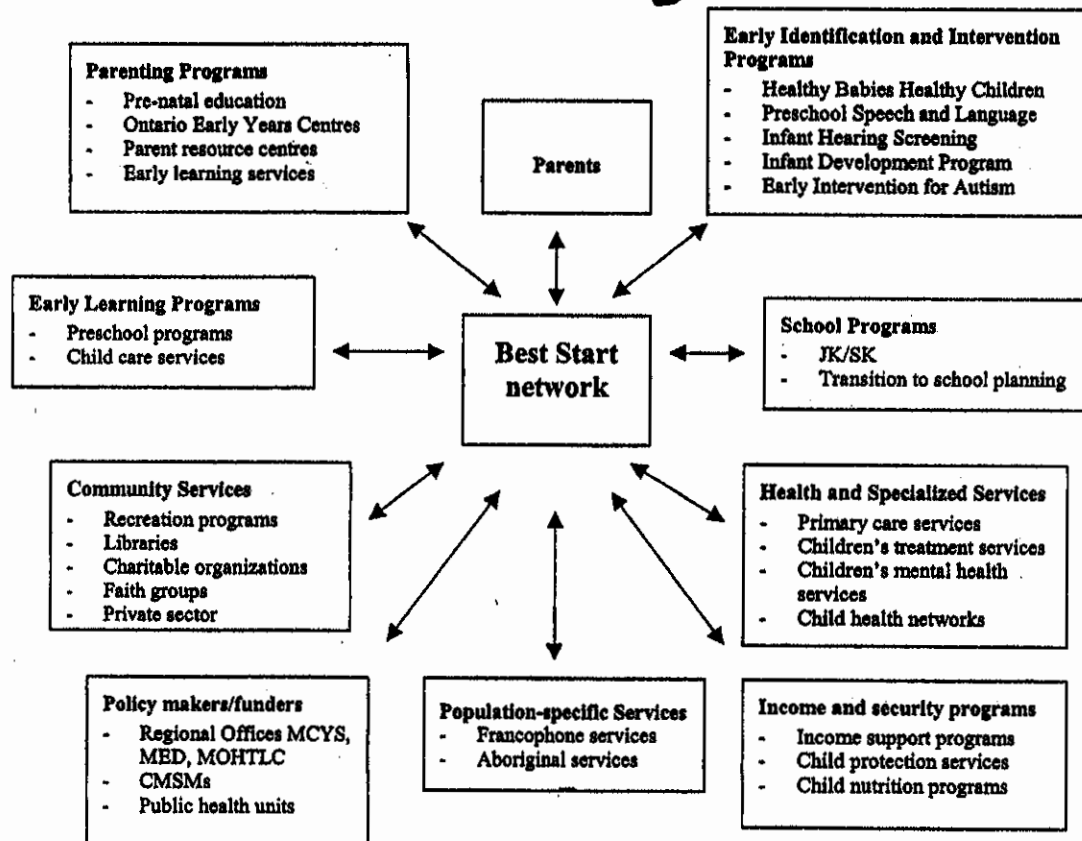
It would be an understatement to say that the ministry's expectations for CMSM's to complete the tasks stated above within the allotted time frame is a very ambitious undertaking especially for the smaller municipalities where staff are working at capacity.

Building Best Start Networks

Communities across the province led by CMSMs are being directed to build Best Start Networks. This will involve the following steps.

1. Bring together community partners
2. Provide an overview of Best Start
3. Develop Terms of Reference
4. Identify Mechanisms to build partnership with parents
5. Establish clear accountability
6. Describe the Best Start network

The services/organization that should be part of the Best Start network are listed in the diagram below.



The Ministry of Children and Youth Services has mandated that all CMSMs take the lead to bring together all the services/organization listed above. Best Start program funding will flow down from the provinces to the CMSM's and then flow to the appropriate organizations based on the future service plan created by each network. The responsibility to keep the program progressing will rest with the CMSMs.

The foundation was set for the new Best Start program on December 1, 2004 when the province exempted RESPs/RRSPs as liquid assets under the child care needs testing. This move allowed more families, who in the past could not qualify for child care subsidies due to assets in excess, now being able to qualify for child care subsidies and increase the number of child care spaces in use.

The ministry then introduced the Early Learning Child Care (ELCC) funding to further increase the number of available child care spaces in each community. St. Thomas-Elgin Ontario Works was required to bring on 24 additional spaces by January 1, 2005. The ELCC funding is to be used to stabilize the 24 additional spaces. The funds allocated to municipalities are critical to the child care community and allow operators to expand facilities and make other minor capital improvements to allow for greater access to parents in need of child care. The distribution of the funds rests with the municipality and staff are spending increased amount of time reviewing options to get the greatest benefit from the dollars we have available.

The combination of all of the new programs has, and continues to place increased demands on staff to meet unrealistic timeframes and deadlines. The past three months have brought to light the lack of sufficient staff resources to adequately address the issues facing us. Staff have reviewed the workload created by the change in direction we are mandated to follow and the role municipalities are required to take. Given that we are required to take a lead role in establishing the child care network as envisioned by the Province, an additional staff position is required. At present, the Child Care division within the Ontario Works Department consists of two Child Care Assessment workers, who's main function is the processing and follow-up of applications for subsidized child care and a Supervisor, who also supervises a portion of the Income Maintenance and Employment staff. The increased attention to the child care field and expectations placed on municipalities as service managers, there is a need expand our ability to have greater involvement in the community child care network. A supervisory position would provide us with the ability to take the lead role in establishing the Best Start initiative and provide a more "hands on" approach to child care management. The next five to ten years will require a more strategic approach to effectively leverage funds and meet the pressures of the providers, parents and the community as a whole. The additional staff position will require a re-organization within the department and staff are confident that it will prove to be a more effective model.

Financial Consideration:

A review of available funds for the Child Care Supervisor position indicates that there will be no cost to the municipality this year. The following is a breakdown of revenue sources that can be applied to the salary and benefits on an annual basis;

Early Learning and Child Care (ELCC) administration	\$15,675.00
National Child Benefit Supplement (NCBS) administration	\$23,000.00

The salary range will be \$48,632.00 to \$60,809.00, and benefits will be \$12,542.00 to \$15,683.00. Staff anticipate the new position to be effective June 6 2005, therefore, only seven months salary and benefits will be required this year and there is sufficient funds to cover these costs. In future years the ELCC and NCBS administration dollars will be applied to the position leaving minimal cost to the City and County.

Respectfully,

 for K. Demaree.

Reviewed By:

Treasury

Env Services

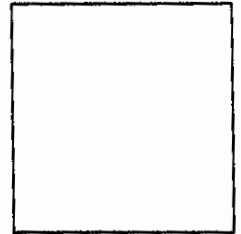
Planning

City Clerk


HR

Other

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Department
Human Resources

Corporation of the City of St. Thomas

STAFFING JUSTIFICATION FORM

JOB TITLE: Child Care Supervisor

DEPARTMENT: Ontario Works SECTION: Child Care

☒ Full Time ☐ Part Time ☐ Casual

☐ Existing position ☒ New Position ☐ Alternate position

☐ Funding provided in budget cost centre: G _____

☐ No funding budgeted ☐ Reappropriate form: G _____

Annual cost (Wages & Benefits) \$ 61,174.00

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

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

1. When was this position created? (Approximate if unknown)
New position 2005-03-15

2. What were the reasons for creating this position?
The reasons are outlined in report

3. Are there Legislative or contractual obligations covering the staffing of this position?
No

4. Was alternate assignment of duties examined?
☒ Yes ☐ No
If yes, where and why not appropriate?
The new initiatives

If no, why not?

5. Can position be covered by other existing staff or by use of temporary staff?
Yes ☐ No ☒
If yes, by which position and for how long?

If no, why not?

The position is currently being covered by a Supervisor who also is responsible for a portion of Income Maintenance and Employment. The additional workload created by new Provincial initiatives in Child Care will make the current arrangement difficult to maintain service level standards.

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

Staff do not anticipate any further changes that would make this position redundant.

7. What are the consequences of not filling this vacancy?

a. For a specified period of time?

Consultants may need to engaged to complete business plans and provide community consultations.

b. Permanently?

Increased workload on current Supervisors and Program Manager.

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

[] Yes [X] No

If yes, please elaborate

If no, why not?

This is a supervisory position and should be classified with other supervisors.

9. Recommended action:

That a Child Care Supervisor position be created in the Ontario Works Department and add to the staff complement of the department.


Originator of request


Department Head

Date

Date

16/3/05

HUMAN RESOURCES REVIEW

☒ Recommended for filling.

[] Not recommended for filling.

[] Further information/review required
(see comments)

COMMENTS:

 March 16/05

Director,
Human Resources

Date



MEMORANDUM

To: FRANK LATTANZIO,
Manager of Community Centres and Property

From: LUCAS SMITH,
Project Manager

For Info of: FILE 81280-6

Doc. No.: 81280-3096

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

Date: March 10, 2005

FEBRUARY 2005 MONTHLY REPORT

1.1 Project Summary

The Building Permit was issued.

Construction during February was limited due to weather. Concrete foundation construction continued on the remaining interior walls which were approximately 95% completed. Installation of the masonry walls continued inside the building and the vomitory walls were started. Limited roof decking was installed. The conventional steel was completed at the main entrances. Mechanical and electrical rough-in continued. Only minor work was performed on Third Avenue and the Parking Lot areas. Additional concrete and rubble was uncovered and relocated.

The dasherboard supplier and colours for various building components were selected. Designs and quotes for revisions to the dressing rooms and for the addition of a private box(es) were developed.

Cost saving measures in the furniture, fixtures and equipment were identified and adopted. The potential for additional costs in the exterior work and loss of potential savings were also identified and reflected in the updated cost log.

Regular construction, design and project management meeting were held in addition to meetings to confirm design and construction elements.

1.2 Meetings

Date	Description
February 4, 2005	On-Site Meeting with Utility to Locate Poles
February 8, 2005	Construction Meeting

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February 18, 2005	Meeting with Health Unit
February 21, 2005	City Contract Review Meeting
February 21, 2005	City Council Meeting
February 22, 2005	Construction, Design and Project Management Meetings #10

1.3 Budget

Anticipated project expenditures remain within the project budget of \$11,998,289 which was approved on December 19, 2004. At the end of February 2005, project funds were 97% committed and approximately 45% expended.

A contingency reserve of \$130,000 for the Third Avenue and parking lot work is included in the budget. To-date, approximately \$92,000 of the contingency is either committed or anticipated to address the removal of impacted soils along services lines and various smaller overruns. This level of commitment is conservative and reflected in the Cost Control Log.

It was identified by Norlon Builders that the cost savings carried in the budget for rework of Third Avenue lighting and deletion of equipment in the multi-purpose room may not be realized. Discussions were ongoing at the end of February. The Cost Control Log reflects the most conservative estimates.

The list of changes to-date which may include cost implications were reviewed and confirmed with the contractor. These will be formally recorded as Change Order(s) once the contract is signed. These items are included in the Cost Control Log.

1.4 Schedule

The September 2005 opening date remains unchanged based on information provided by the design build contractor. The contractor noted that weather had delayed work approximately 16 days but no formal application for extension was received.

It was decided to hold the regular design and project management meetings on a monthly basis during the winter season due to lower levels of activity. Construction meetings continued on a bi-weekly basis.

1.5 Design Issues

Colour schemes were selected for the elevator, washroom partitions, seats and the running track floor. The main vinyl tile was revised to a lighter grey.

Designs and associated costing for revisions to the large dressing rooms and the private viewing rooms were received and reviewed. The dressing rooms will be constructed without revision. The private viewing rooms may proceed based on fundraising. These boxes will not be exclusive but offer opportunity for naming commitments.

The pavement structure design was reviewed in light of the geogrid and existing granular from trenches and the building fill. It was proposed that certain pavement structure may be reduced, resulting in a savings. The City Engineering Department reviewed the proposed changes.

1.6 Procurement

Final details of the contract documents were reviewed, revisions were proposed, and comments were sent to Norlon Builders. Norlon is to resubmit the documents for final review by the City and presentation to Council in March 2005.

A review of the dasherboard system and options was performed by the City. Athletica was the selected supplier which resulted in a cost savings.

The type of phone system connection between the community centre and City Hall remained an issue.

Budget pricing for City supplied items continued. Cost reductions were identified in the furniture and equipment areas that resulted in savings of approximately \$118,000.

The fifth progress payment was made to Norlon Builders for January 2004. The majority of the work performed was the building structure and masonry in addition to Third Avenue site work.

1.7 Construction Progress

The building permit was awarded to Norlon Builders by the City of St. Thomas.

Remaining foundations within the building were installed as weather permitted. This work is now approximately 95% completed. Interior masonry walls were ongoing including various rooms around the perimeter of the facility.

Limited roofing work was performed over the larger Rink "A" and only minor wall cladding was installed along the east and north walls.

The sewer and water mains continued.

Structural steel around the front entrances was installed.

Design of prefabricated pre-cast panels started. Shop drawings for various mechanical and electrical equipment were submitted and reviewed by the City.

Additional buried concrete in the north-west corner of the property was removed.

1.8 Issues and Risk Management

City staff, MHPM and the City solicitor again reviewed the contract documents and submitted comments to Norlon Builders. It is anticipated that a resubmission and approval to award the contract will be received in March.

The overage for additional excavation of impacted soils and services was estimated at \$92,000. This will be absorbed by the contingency allowance but if additional quantities and the resulting costs exceed the contingency reserve then the budget would be at risk.

Details of potential costs relating to excavation and backfilling of impacted soils around services were developed. Services include hydro poles, trees, the water main, parking lot bases and the hydro service trench. These were under review and may be mitigated.

Bonding which reflected the project progress was quoted by Norlon Builders. The bonds were for 25% Performance and 25% Labour and Material which resulted in a savings. The City will purchase these bonds / insurance through Norlon Builders.

Buried concrete was discovered. These materials were moved to the west side of the property and protected according to the Risk Management Plan. Allocation of cost for this work is governed under the agreement between the City and the property owner.

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

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

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

1.9 Next Month's Priorities

Receive approval to award the contract to Norlon Builders.

Receive direction on viewing boxes

Define potential cost overages and savings

Complete Rink "A" roof.

Continue installation of interior masonry walls.

Continue installation of the Third Avenue and parking lot services as weather permits.

Complete all concrete foundations as weather permits.

Continue rough-in or mechanical and electrical services.

Commence installation of pre-fabricated hollow-core slabs.

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SUMMARY OF CONTRACT DOCUMENTS

For Presentation to Council on March 21, 2005

Between: Norlon Builders London Limited and The City of St. Thomas

Effective Date: June 17, 2004

Contents:

1. Canadian Construction Document Council (CCDC), Standard Construction Document #14, 1975: design-build stipulated price contract
2. Contract Cost Summary
3. Construction Schedule
4. Supplementary Conditions to CCDC Document #14
5. June 17, 2004 Letter of Intent
6. Building Excavation / Engineered Fill Information
7. Third Avenue Extension and Site Services (Parking Lot) Information
8. Supplementary Contract Information
 - 8.1 Minutes of Meetings
 - 8.2 Request for Proposal, May 2002
 - 8.3 Correspondence
9. Contract Drawings



Corporation of the

City of St. Thomas

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Report No.

ES27-05

File No.

Directed to:

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

Date
March 21, 2005

Department:

Environmental Services

Attachment
Site Map

Prepared By:

Mark Sture, Supervisor of Roads and Transportation

Subject:

Bridge Repair

Recommendation:

1. Staff recommend that the following be received for information.

Report:

Origin

The wooden deck of the Dalewood Drive bridge over the mouth of the Dalewood Reservoir is in need of replacement. Staff propose to complete this work in April subject to operating budget approval.

Analysis

The Dalewood Drive bridge over the mouth of the Dalewood Reservoir is a temporary Bailey bridge. It is constructed of a steel frame with a wooden deck. Staff are planning on the replacement of this bridge in 2007/2008 with a permanent structure.

In late fall, Staff noticed that the wooden surface of the deck was becoming extremely soft in parts. As such we are planning a maintenance replacement of the deck surface. The wooden deck has been coated with a layer of asphalt type material. The asphalt type surface will not be replaced as this contributes to premature wear of the wooden deck (moisture is trapped inside the wood). Motorists travelling over the new deck will notice that it will be a little bumpier and noisier. Staff are in the process of acquiring approvals from the Kettle Creek Conservation Authority and the Ministry of Oceans and Fisheries to work above the water.

In order to complete this work it is necessary to close Dalewood Drive for a period of two weeks. Subject to Council approval of the Operating Budget the closure is planned for April 11, 2005, to April 24, 2005. The roadway will be opened as soon as the repairs are complete. Notification of the closures will be posted in the St. Thomas Times Journal and the Elgin County Market.

Alternatives

None

Financial Implications

This project has been contemplated and budgeted for in the 2005 Operating Budget.

Respectfully Submitted,

Mark Sture, Supervisor, Roads and Transportation
Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

CITY OF ST. THOMAS

Temporary Closure of Dalewood Bridge



Woodlot

Creek/Stream

Lake/River

City of St. Thomas

Municipal Boundary



THE CORPORATION OF THE CITY OF
ST. THOMAS

Prepared and produced by the City of St. Thomas Environmental Services Department, March 15, 2005. Base Map provided by the Central Elgin Planning Office. Reproduction in whole or in part of this map is strictly prohibited unless express written permission is granted by the City of St. Thomas Environmental Services Department. (CJSH)

Area of Construction

DALEWOOD DRIVE

H.C.R.

NO

metres

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