

## **AGENDA**

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

**COUNCIL CHAMBERS**

**CITY HALL**

**7:00 P.M. REGULAR SESSION**

**MAY 2ND, 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 M. Turvey

#### **DISCLOSURES OF INTEREST**

#### **MINUTES**

Confirmation of the minutes of the meeting held on April 18th, 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**

Proposed Heritage Designation of Pinafore Park

Report MHC-01-05 of the Chairman of the Municipal Heritage Committee. Pages

6 to 9

Plan of Pinafore Park attached.

Draft Plan of Subdivision File #34T-05501 - Block 4 Development Area - 9 lots for Single Detached Dwellings - Doug Tarry Ltd.

Report PD-22-2005 of the Planning Director. **Pages** 10 & 11

Zoning By-Law Amendment - Removal of Holding Zone Symbol - Block 38, Registered Plan 11M-144, and Part of Block 6 Registered Plan 11M-105 - Doug Tarry Limited

Report PD-21-2005 of the Planner. **Page** 12

Zoning By-Law Amendment - Add "clinic" as an additional permitted use within the Downtown Commercial Zones (C1, C2, C3)

Report PD-23-2005 of the Planner. **Page** 13

Municipality of Central Elgin - Proposed Zoning By-Law Amendment - 4683 Sunset Road

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to permit the proposed rural-residential use and to establish the limits of development on the lot at 4683 Sunset Road.

Municipality of Central Elgin - Proposed Zoning By-Law Amendment - 114 Cowan Line

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to permit the proposed new residential dwelling and to establish the limits of development on the lot at 114 Cowan Line.

#### **BUSINESS CONCLUDED**

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

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

Municipality of Central Elgin - Request for Connection to Municipal Water Supply

Report ES50-05 of the Manager of Operations and Compliance. **Pages** 14 to 16

Trails and Parks Master Plan - Consultant Selection

Report ES51-05 of the Director, Environmental Services. **Pages** 17 to 32

#### **BUSINESS CONCLUDED**

**PERSONNEL AND LABOUR RELATIONS COMMITTEE** - Chairman D. Warden

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

#### **BUSINESS CONCLUDED**

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

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

Development Charges - Charcomp Property - 105 Edward Street

Report TR 20-05 of the Director of Finance & City Treasurer. **Page** 33

**BUSINESS CONCLUDED****COMMUNITY AND SOCIAL SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS**Request for Staff - Child Care Supervisor**NEW BUSINESS****BUSINESS CONCLUDED****PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** - Chairman T. Shackelton**UNFINISHED BUSINESS**Speed Limits - Sandymount Hill Areas - Speed Zone**NEW BUSINESS**Fire Co-ordinator for Elgin County

Report FD05-05 of the Fire Chief. Page 34

**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. DewanckerESDA SERVICING MASTER PLAN AND CLASS ENVIRONMENTAL ASSESSMENT - J. DewanckerENVIRONMENTALLY SENSITIVE LAND USE - P. KeenanSAFETY ISSUES AND INTERSECTION CONCERNS - M. StureDRIVEWAY RECONSTRUCTION – MAPLE STREET - J. DewanckerREVIEW OF CITY BUS ROUTES - J. Dewancker**COUNCIL**

Council will reconvene into regular session.

**REPORT OF COMMITTEE OF THE WHOLE**Planning and Development Committee - Chairman H. ChapmanEnvironmental Services Committee - Chairman M. TurveyPersonnel and Labour Relations Committee - Chairman D. WardenFinance and Administration Committee - Chairman C. Barwick  
Community and Social Services Committee - Chairman B. AartsProtective 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**

#### **St. Joseph's Catholic High School - 5th Annual Track and Field Meet - Request for City Pins**

A letter has been received from Karyn Phillips, St. Joseph's Catholic High School, requesting 150 City Pins for the 5th Annual Track and Field Meet to be held on May 25th, 2005.

#### **St. Thomas REACT Inc. - Proclamation & Flag Raising - May 2005**

A letter has been received from Emily Thomas, Secretary, St. Thomas REACT Inc., requesting that Council proclaim the month of May 2005, as "REACT" month in the City of St. Thomas and that their flag be flown at City Hall for the week of May 1st to 7th, 2005.

#### **Child Find Ontario - Proclamation - May 2005**

A letter has been received from John Durant, Associate Executive Director, Child Find Ontario, requesting that Council proclaim the month of May 2005 as "Green Ribbon of Hope Month" and May 25th, 2005 as "National Missing Children's Day" in the City of St. Thomas.

#### **St. Thomas Block Parent Program Conference - Invitation to Banquet and Request for City Pins**

A letter has been received from Wendy Farmer and Bill Fehr, St. Thomas Block Parent Program, inviting the Mayor to attend a banquet being held on Thursday May 5th, 2005 at 6:00 p.m. and requesting 125 City Pins for the conference being held from May 4th to 6th, 2005 at the Stoneridge Inn.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### **McDonald's Restaurants - 955 Talbot Street - Pylon Sign - Relief from By-Law 8-60**

A letter has been received from McDonald's Restaurants of Canada Limited requesting relief from Section 2A(c) of By-Law 8-60, being a by-law to regulate the erection and maintenance of signs, canopies, rigid awnings, and other advertising devices which overhang highways to allow an area of 440 square feet.

#### **Elgin Area Primary Water Supply System - 2004 Compliance Report**

A copy of the Elgin Area Primary Water Supply System - 2004 Compliance Report is available in the City Clerk's Department.

## **BY-LAWS**

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

1. A by-law to confirm the proceedings of the Council meeting held on the 2nd day of May, 2005.
2. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and the Incorporated Synod of Huron Diocese. (SPC-25-04 - 81 Wellington Street - wheelchair accessible entrance at church)
3. A by-law to authorize a contract with Fer-Pal Construction Ltd. (Annual Watermain Rehabilitation - \$1,265,098.46)
4. A by-law to amend By-Law 50-88, being the Zoning By-Law for the City of St. Thomas. (Removal of holding zone provision - 289 and 295 Wellington Street - Transfer from Loblaws to

Home Hardware)

**PUBLIC NOTICE**

**Addition of Council (Alderman) Position**

A public meeting is scheduled for 6:45 p.m. on Monday, May 9, 2005 in accordance with the Municipal Act, for the addition of a new Council (Alderman) position.

**NOTICES OF MOTION**

**CLOSED SESSION**

A resolution to close the meeting will be presented to deal with a matter of potential litigation affecting the municipality and a personal matter about an identifiable individual.

**OPEN SESSION**

**ADJOURNMENT**

**CLOSING PRAYER**



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

Report No.

MHC-01-05

File No.

Directed to:

Chairman H. Chapman and Members of the Planning  
and Development Committee

Date

April 12<sup>th</sup>, 2005

Department:

Municipal Heritage Committee

Attachment

Prepared By:

Angus Walton, Chairman MHC

Subject:

Proposed Heritage Designation of Pinafore Park

**Recommendation:**

**That:** A Notice of intent to designate under the Ontario Heritage Act, be given regarding the parcel of land and buildings denoted as Pinafore Park owned by the Corporation of the City of St. Thomas.

**Origin:**

The Municipal Heritage Committee has initiated this proposal. THE MHC (formerly LACAC) have previously discussed this.

**Analysis:**

This proposed designation first appeared in 1998 but regulations for designation at the time required buildings set on defined individual properties. Changes in the Heritage Act now allow municipalities to designate social and or cultural landscapes and properties therein.

**Financial Consideration**

The approximate cost of the designation is \$500.00, including advertising and registration of the by-law documents and a suitable plaque.

MHC has allocated funds for the designation of this property.

**Alternatives:**

1. Pass a resolution stating Council's intent to designate.
2. Decline to pass a resolution stating Council's intent to designate.

Respectfully,

Angus Walton  
Chair  
Municipal Heritage Committee

## REASONS FOR DESIGNATION

### HISTORY

For more than 100 years, the area known as **Pinafore Park**, has been recognized as an outstanding example of a natural setting, perfect for social, cultural, civic and recreational events. The City of St. Thomas purchased the park area in 1903 and since then has been responsible for its development and maintenance.

In its early years, the Park area hosted various community events including many school and Sunday school picnics, golf and baseball games, bicycling, and shooting ranges. There was even a zoo at the park for some years until public opinion forced it to close. Sundays at the park were always busy days and continue to be so, at this time.

Today, Pinafore Park is recognized as **the crown jewel** in the large park system within the City of St. Thomas. Its status as the crown jewel has been earned by countless years of meticulous maintenance and tender loving care. That care is evident as one wanders the park and realizes that many of the features enjoyed today are from the early days of the park.

Before the park was created, the area was known as the "**Mill Pond**" and had a varied history. The first land registry entry shows a grant by the Crown to the Baby family. It was a large grant of land along the north shore of Lake Erie, given to the Baby family that caused Col. Thomas Talbot to re-apply to the Crown in 1803, for another land grant in the townships of Dunwich and Aldborough, which eventually led to the formation of the Talbot Settlement.

In 1821, the land begins a varied journey that takes it from a wilderness ravine to an operating millpond that supported a growing community for more than 30 years. That journey sees the land or parts of it, owned by some very notable persons in the history of this city including Thomas and Benjamin Drake, Edmund Yarwood, Francis Ermatinger, Edward Horton, Freeman Ellison, Charles Roe, James H. Still, Colin Munroe, and James Bell.

Pinafore Park is also closely linked to the railway history of our city. In 1880, the millpond and its water rights were sold to the Canada Southern Railway to supply water for the steam engines housed at the shops on Wellington Street. In July 1898, the St. Thomas Street Railway marked its debut in the city with daylong celebrations at Pinafore Park. By 1902, with the Street Railway in financial trouble, James Bell purchased the area and held it for one year. He sold the land to the city of St. Thomas the following year for exactly the same amount (\$8,000) that he purchased the land for the year before.

There are many cultural and natural features listed later, which support the designation of this city owned property under the Ontario Heritage Act as "a significant and important part of the cultural and social landscape" of the City of St. Thomas.

1. Pinafore Park has been a **major site for social, cultural and outdoor** recreational events for more than 100 years. This park spans more than 3 centuries of this city's history, some of it is very colourful and at least one incident is very tragic.
2. Before the creation of the park, the area known as **the millpond** had been a working mill for years. The natural ravine area allowed for creation of the millpond by damming the hollow at the concession road on Elm Street. The foundation of the old mill can still be found on the western edge of the millpond known as Pinafore Lake. The lake covers almost 15 acres.
3. **The water rights** to Pinafore Lake were sold to the Canada Southern Railway to support the need for large amounts of water for the steam engines housed at the CASO shops on Wellington Street. Two large water funnels were installed at the northerly end of the pond to drain water into the Mill Creek pumping station and system that sent water through the pipelines to the shops. The break wall for the pumphouse can still be found along the edge of the lake. When the level of Elm Street was raised in 1950's new funnels were built, and it those that are visible today from Elm Street. In the 1950's the city purchased the rights to the water from the Michigan Central.
4. **The North Shelter**, located at the very north end of the park by the lake, had been the terminal for the St. Thomas Street Railway. It represents the heyday of Victorian "Sundays in the park", when the line looped out to the park and allowed everyone from across the city to access to the park by way of the street railway. The structure was moved from its original site, near the present day restrooms, to this position in 1926. The original course of the Street Railway can be traced along the east side of the present road to the intersection of the three current roads.

5. The park was the site of the **first golf course in the city**. The course lay to west of the front entrance and the middle road. The course was nine holes in length. This was the called "the sport of the elite" in the 1890's and was a major feature of the early days of the park. The course was frequented by many of our city's elite including Judge Charles Oakes Ermatinger and city treasurer S.O. Perry. The Pinafore Park course was one of the early courses in Southwestern Ontario, the London Hunt Club and others in Simcoe and Brantford being its counterparts. The course remained in operation until 1909 when it moved to Talbot Street.
6. **The Boat House** was located on the south shore of the lake, just to the west of the East Pavilion. Created in 1899, the boathouse stowed rowboats for rentals and excursions. The Canada Southern Railway employees had used the lake for their boating activities before the park opened. It may have been these employees who named the lake "Pinafore" after the Gilbert and Sullivan operetta of the same name. The boathouse closed in the early 1950's but the remains of the foundation can be pointed out today.

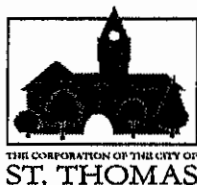
It was from this boathouse that the "**Swan boat disaster**" occurred on July 6, 1925. A combined Sunday school picnic of the Anglican churches in the city had brought countless families to the park to celebrate and enjoy the summer weather. As part of the day's activities, children and their parents took part in a water boat activity that included a ride on the paddle wheel propelled Swan Boat. At the time of the accident, 21 children and 3 adults were on the boat. A possible flooding of one of the smaller boats in the structure may have caused the children to panic and to stand up, causing the entire boat to capsize. Seven children and one woman perished in this accident, the second worse incident in the city's history.

7. **The East Pavilion**, located at the east end of the lake, was erected in 1898 by James Still, the owner of the Street Railway, as part of his effort to enlarge the scope of events at Pinafore Park. The building, which was constructed by J.M.Green, reflects the Victorian idea of an open-air structure. Built originally as a dance pavilion, at a cost of \$1,299.00 the East Pavilion is now largely used as a picnic shelter. It is the oldest structure still standing in the park. The original hardwood dance floor was replaced in 1968 and renovated again in 1987. The upper orchestra balcony had been removed during the 1920's. The low wooden railings form the "walls" of the building and are similar to the original railings that gave this structure its incredible open view to the lake and the park. The low roof of the pavilion is formed with four dormers, and along with the paint and trim used on the structure; give the building a very distinctive Victorian flavour.
8. **The West Pavilion** was built in 1917. Its creators were Neil Darrach, renowned city architect, and J.M. Green, city builder and contractor. This is one of the largest structures in the park and can be seen from most areas. Often referred to as the Main Pavilion, the upper floor of this two-storey structure was once home to summer dances and parties and was a very popular spot during the WWII and up to the late 1950's. The structure features a uniquely designed series of half moon arches and posts that support the weight of the building. The north half of the building was home for many years to ice cream and confections vendors. The building is now used as a picnic shelter, a place to hold large reunions and in late November and December hosts the annual Fantasy of Lights.
9. **The Centennial Cairn** just to the east and north of the West Pavilion was erected by the city in 1903 to celebrate the Centennial of the Talbot Settlement. The cairn holds 29 engraved stones that represent all the townships that formed the Talbot Settlement that stretched from the Long Point area to Windsor along Lake Erie. In 2003, the cairn was re-dedicated by members of the Talbot Bi-Centennial Committee, to the memories of the founder and pioneers of the settlement. A walkway and gardens were installed to commemorate the event.
10. **Emslie Field** is the home of St. Thomas' baseball history. Named after city native Robert Emslie, a pitcher for St. Thomas, London and Guelph baseball teams, who was best known for his 38 years of outstanding umpiring abilities in both the American and National Baseball Leagues. This is one of the longest continuously used baseball fields in Ontario.
11. **The Woodlot Pavilion**, located at the far south end of the park, was once the site of small overnight cottages for the "new motoring public" in the 1920-1930's. Established in the early 1920's by the Elgin Motor Club, the site could accommodate 30 people over-night. The area remained active until 1949, when motels took over the travel needs of the motorists. The Woodlot Pavilion is built on the foundation of the cookhouse for these cottages.
12. **The Canadian Jubilee Cairn** stands just north of the Emslie Field, near the far west gardens. It was installed in the Park, to represent the 60<sup>th</sup> Anniversary of Canada's Confederation in 1927. No celebrations occurred for the Golden Anniversary in 1917, as World War I caused the celebration to be forfeited. There is a time capsule buried here.



13. **The Wildlife Sanctuary and Aviary.** The sanctuary was started in the 1950's and has been home to many deer. The little dam at the north end of the pond (which is spring fed), allows for many species of water birds to live here. The area from the little dam to the lake was known as "turtle alley". There have been trumpeter swans at the park since 1912 when they were first introduced. Along with the deer, the swans are a special feature in the park for young and old alike. The aviary was established in 1977 and allows for close specimen watching of many different birds.
14. **The Fundamental Bench Mark** is the only one of its kind in Elgin County. It is located 60 feet south of the south limit of Elm Street and 25 feet east of the westerly limit of Pinafore Park. The bronze tablet (3 inches in diameter in the center on top of the monument shows the No. 1644 and the elevation above sea level of 774.779 feet is stamped on the rectangular bronze plate attached to east side thereof. In 1925, these benchmarks were placed in every major city and most larger towns in the Dominion of Canada. By 1939, 144 fundamental benchmarks had been established including this example.

This example sits 1 foot above ground. The visible portion sits atop a piece measuring 1 foot and 6 inches square. From the top, the monument tapers 6 feet below ground level to 2 feet square at its lowest depth. This concrete pylon rests on a 2-foot horizontal 6-foot base that in turn extends to a further 1 foot in depth. On top of the 6 foot base is a bronze tablet called a "sub-surface bench mark". This benchmark is protected by two vertically placed conjoined glazed sewer tiles, recessed into the base and sealed with an iron cap. The whole of the mass is strengthened further by steel reinforcing rods.



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

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Report No.: PD-22-2005

File No.: 34T-05501

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

**Date:** April 25<sup>th</sup>, 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:**

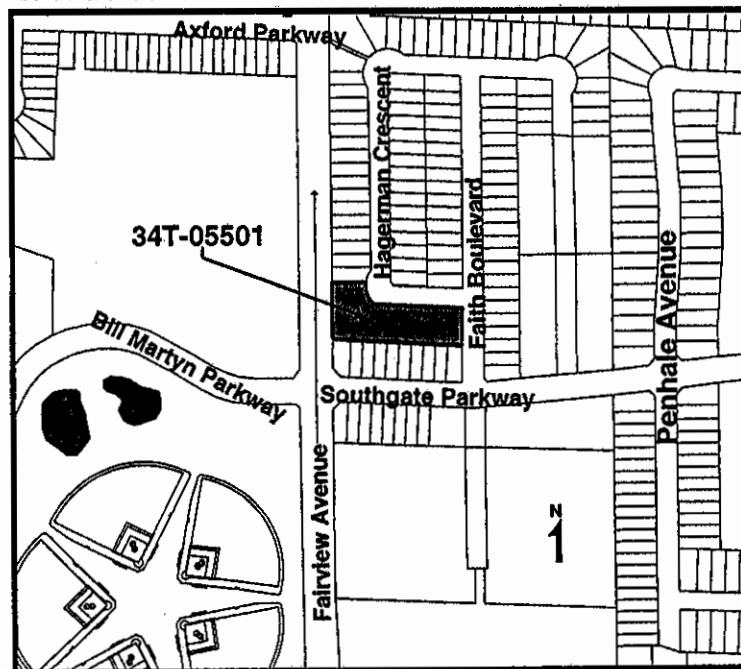
That Council approve the Draft Plan of Subdivision File # 34T-05501 (Residential Plan of Subdivision) of lands owned by **Doug Tarry Limited** which lands are legally described as Blocks 24 & 26, Registered Plan 11M-143, Part of Block 38, Registered Plan 11M-113, and Part of Block 18, Registered Plan 11M-110, City of St. Thomas, County of Elgin, 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.

The application by Doug Tarry Limited for approval of a proposed draft Plan of Subdivision, File # 34T-05501 was approved in principle by Council on March 7<sup>th</sup>, 2005. (Report PD-09-2005)

The lands encompasses an area of .472 hectares and are located on the south side of Hagerman Crescent east of Fairview Avenue, and north of Southgate Parkway. The proposed plan is an infill development which will provide 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 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. The location of the proposed subdivision and its relationship to the surrounding residential uses is shown on the location plan.

**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 April 4<sup>th</sup>, 2005. 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 approval as draft plan conditions and will provide the basis for the preparation of a subdivision agreement.

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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. Staff are recommending draft plan approval of File # 34T-05501 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.

Respectfully submitted,



P.J.C. Keenan  
Director of Planning

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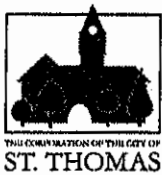
Reviewed By:

                      
Env. Services

                      
Treasury

                      
City Clerk

                      
Other



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

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Report No.: PD-21-2005

File No.: 2-07-05

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

Date: April 19, 2005

Subject: Application by Doug Tarry Limited for an Amendment to Zoning Bylaw 50-88, to remove the Holding Zone symbol from Block 38, Registered Plan 11M-144, and Part of Block 6, Registered Plan 11M-105, City of St. Thomas.

Department: Planning Department  
Prepared by: J. McCoomb - Planner

Attachments:

**RECOMMENDATION:**

That the application by Doug Tarry Limited for an amendment to the City of St. Thomas Zoning By-law 50-88 to remove the holding symbol from Block 38, Registered Plan 11M-144, and Part of Block 6, Registered Plan 11M-105, City of St. Thomas, be approved and further that direction be given to prepare the necessary amending by-law for Council approval and the notice of Council's intention to pass a by-law to remove the holding symbol be given pursuant to Ontario Regulation 199/96.

**ANALYSIS:**

Doug Tarry Limited has applied to have the holding zone symbol removed from Zoning By-law 50-88 for a draft Plan of Subdivision within the Lake Margaret Estates Development Area - Subdivision File No. 34T-04509. The draft approved plan encompasses an area of approximately 6.276 hectares (15.51 acres) and provides for the development of 41 lots for single-detached dwellings units, one block of land for stormwater management purposes, and one block for pedestrian walkway (see Location Plan).

The subject property is designated for Residential use in the City of St. Thomas Official Plan., and is located within the Third Residential Zone (hR3A-4) of the City of St. Thomas Zoning By-law 50-88. The development conforms to the Official Plan and complies with the Zoning for the property.

The subdivision plan was draft approved with conditions on March 11th, 2005, and revised after minor "red-line" changes on April 19<sup>th</sup>, 2005.

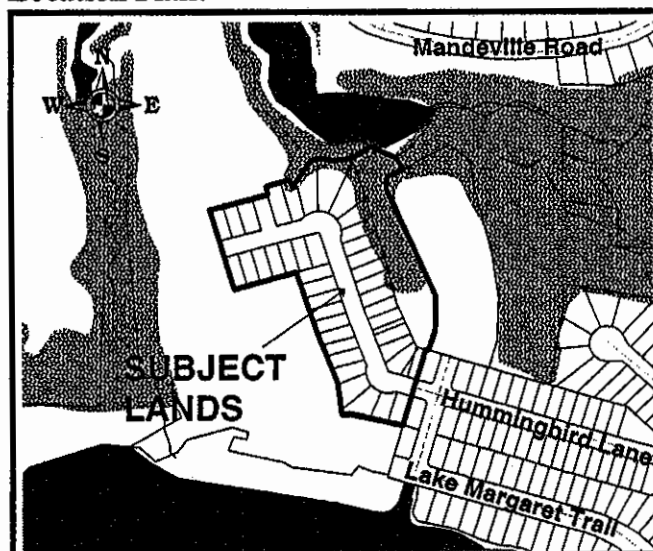
The lands are subject to the general holding provisions set out in Section 2.2 of By-law 50-88. The principle pre-development condition to be met for the removal of the holding zone is the execution of the subdivision agreement. Staff are bringing forward the request to remove the holding symbol and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

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

Respectfully submitted,

Jim McCoomb  
Planner

**Location Plan:**



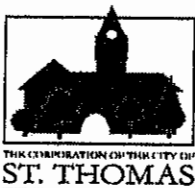
Reviewed By:

Env. Services

Treasury

City Clerk

Other



The Corporation of the  
City of St. Thomas

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Report No.: PD-23-2005

File No.: ST2-08-05

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

Date: April 26<sup>th</sup>, 2005

Subject: Proposed Zoning Bylaw Amendment - to add a "clinic" as an additional permitted use within the  
Downtown commercial zones (C1, C2, C3).

Department: Planning Department  
Prepared by: J McCoomb - Planner

Attachments:

**RECOMMENDATION:**

1. That Council authorize the preparation of a draft amendment to the City of St. Thomas Zoning By-law 50-88 to add "clinic" as an additional permitted use within the Downtown West (C1), Downtown Central (C2), and the Downtown East (C3) Commercial Zones.
2. That a date for a public meeting be set in accordance with Ontario Regulation 199/96, as amended.  
(Recommended Date: June 6<sup>th</sup>, 2005 @ 6:45 p.m.)

**ANALYSIS:**

The City has received a number of inquiries over the past two to three years from doctors and other health practitioners wanting to locate in the Downtown section of the city. In almost every case, some form of planning approval has been recommended, either in the form of a zoning by-law amendment or a minor variance. The Downtown has historically been the location of a number of doctors offices. In the past, doctor's offices were normally included under the "business office" definition, which is a permitted use under the Downtown Commercial zones (C1, C2 and C3). However, the most current definition also states that a business office does not include any business defined or included within any other definition. Changing approaches to the delivery of medical services in the community, away from private practices and into a clinic type approach with consolidated specialized services, had led to the addition of a "clinic" definition to the by-law. Since a clinic is not listed as a permitted use in any of the Downtown Commercial zones, further planning approvals have been required.

The last time Council dealt with a zoning by-law amendment to permit a clinic in the Downtown was in 2002 for the property beside Shopper's Drug Mart at 414 Talbot Street. At that time, staff recommended that the minor inconsistency raised by the "business office" definition as it affects clinics be addressed at the time of the next by-law consolidation. However, given that this has become a somewhat ongoing issue staff are now recommending that Council initiate an amendment to add the clinic definition to the three Downtown Commercial zones. The intent of the amendment is to address the inconsistency created by the by-law definitions and clarify that offices for doctors and other health practitioners continue to be a use that is permitted in the Downtown.

**Official Plan Policies:**

The areas that are zoned C1, C2 and C3 generally coincide respectively with the Talbot West, Talbot Central and Talbot East commercial designations of the St. Thomas Official Plan. The policies of the Official Plan for the Talbot West and Talbot Central designations permit, among other things, office uses, subject to the policies of the Plan. The policies for the Talbot East designation do not specifically permit office use, but do cater to predominantly space extensive commercial uses, which could include a clinic. In my opinion, the inclusion of a "clinic" as an additional permitted use in the C1, C2 and C3 zones conforms to the policies of the Official Plan for the Talbot West, Talbot Central and Talbot East areas, and would comply with the intent of the Official Plan.

Respectfully submitted,

Jim McCoomb  
Planner

Reviewed By:

Env. Services

Treasury

City Clerk

Other



Corporation of the

# City of St. Thomas

Report No.

ES50-05

File No.

06-025

Directed to:

Chairman Marie Turvey and Members of the Environmental Services Committee

Date

April 25, 2005

Department:

Environmental Services

Prepared By:

Ivar Andersen, Manager of Operations and Compliance

Attachments

Central Elgin Letter  
Map of Area Involved

Subject:

Central Elgin Request for Connection to Municipal Water Supply

## RECOMMENDATION:

It is recommended that City Council permit the connection of properties located in Central Elgin along the south side of Southdale Line from Sunset Drive to Lake Margaret Trail to the City's water distribution system provided that the following conditions are complied with;

- All work is completed in accordance with City of St. Thomas construction standards
- The total cost of the work is undertaken and borne by the property owners
- City inspection charges for the water service installations is borne by the property owners
- The City receives the applicable 'water distribution' development charge as outlined in the Southside Development Charges By-law
- All permits and fees required for this work, including permits from the Municipality of Central Elgin, are obtained and paid for by the property owners involved
- The Municipality of Central Elgin provides the City of St. Thomas a minimum of one week notification prior to the start of construction
- The property owners agree to comply with the City's water by-law 44-2000, which includes the installation of a water meter and the payment of all applicable fees

## ORIGIN:

By letter dated April 14, 2004, submitted by Mr. Lloyd Perrin, Director of Physical Plant, the Municipality of Central Elgin has requested that the City of St. Thomas permit the connection of a number of residential properties located in Central Elgin on the south side of Southdale Line to an existing City watermain. The properties in question are located between Sunset Drive and Lake Margaret Trail. A copy of the letter as well as a map of the area in question is attached to this report.

## ANALYSIS:

The City has an existing suburban water agreement with the Township of Yarmouth, now the Municipality of Central Elgin, which outlines the terms and conditions under which the City provides water to portions of Central Elgin immediately adjacent to the City. This agreement is presently under re-negotiation by the parties. These properties, if allowed to connect, would be subject to the terms and conditions of the same agreement as other properties within Central Elgin that are presently connected to the City water distribution system. The water supply in this area is sufficient to carry the expected loading of these additional properties.

## FINANCIAL CONSIDERATIONS:

Costs of the water service connection construction would be borne by each individual property owner involved and no costs would be charged to the City of St. Thomas. The 'water distribution' development charge would be payable to the Municipality of Central Elgin and then remitted to the City of St. Thomas. The property owner would be responsible for all user charges as per the City's water by-law 44-2000

Respectfully submitted,

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

cc: Municipality of Central Elgin

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other





-15-

# The Corporation of the Municipality of Central Elgin

450 Sunset Drive, 1st Floor, St. Thomas, Ontario N5R 5V1

Ph. 519•631•4860 Fax 519•631•4036

BY MAIL AND BY FAX

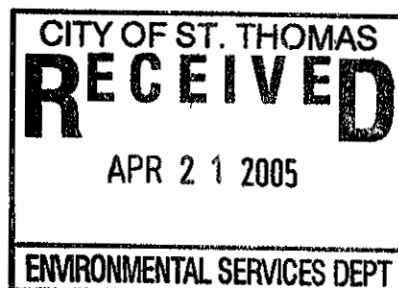
April 14, 2004

City of St. Thomas  
Box 520, City Hall  
ST. THOMAS, ON  
N5P 3V7

Attention: Mr. John Dewancker, P.Eng.

Dear Sir:

Re: Request for connection to municipal water supply,  
Southdale Line, Municipality of Central Elgin



ENVIRONMENTAL  
SERVICES

JD	
IA	✓
EH	
CE	
CS	
ET	
JF	
FILE	06-1025

The following shall serve as a formal request for permission for Central Elgin residents located along Southdale Line east of Sunset Drive to connect to the watermain which parallels the north edge of pavement of Southdale Line. There are a total of 18 properties in this area and addresses range from 42641 to 42853 Southdale Line. One of the properties, (42727) is currently experiencing water quality problems with their private well and have an immediate desire to connect to the municipal system.

As you are aware, the servicing of these properties were contemplated at the time of the passing of the Southside Development Charges bylaw. The municipality is in favour of the properties connecting to the municipal system subject to the following:

1. All work is completed in accordance with the City of St. Thomas and Central Elgin standards for the construction of municipal water services.
2. The total cost for the work is born by the landowner.
3. The landowner pays to the municipality the applicable 'water distribution' development charge as outlined in the Southside Development Charges bylaw. This cost will be remitted to the City of St. Thomas.
4. The landowner obtains a road occupancy permit from the County of Elgin allowing the work to be completed on the county road allowance.

Through discussions with Mr. Ivar Andersen earlier today, the city staff is suggesting that approval will be required from City of St. Thomas Council, and that the soonest this could be given would be on May 9, 2005. We hereby, respectfully request that this correspondence be forwarded to St. Thomas Council for the May 9<sup>th</sup>, 2005 meeting.

If you require any additional information, or have any questions, please feel free to contact the undersigned at (519) 631 4860 ext. 277.

Thanking you in advance for your anticipated cooperation in this matter.

Yours Truly,

Lloyd J. Perrin,  
Director of Physical Services

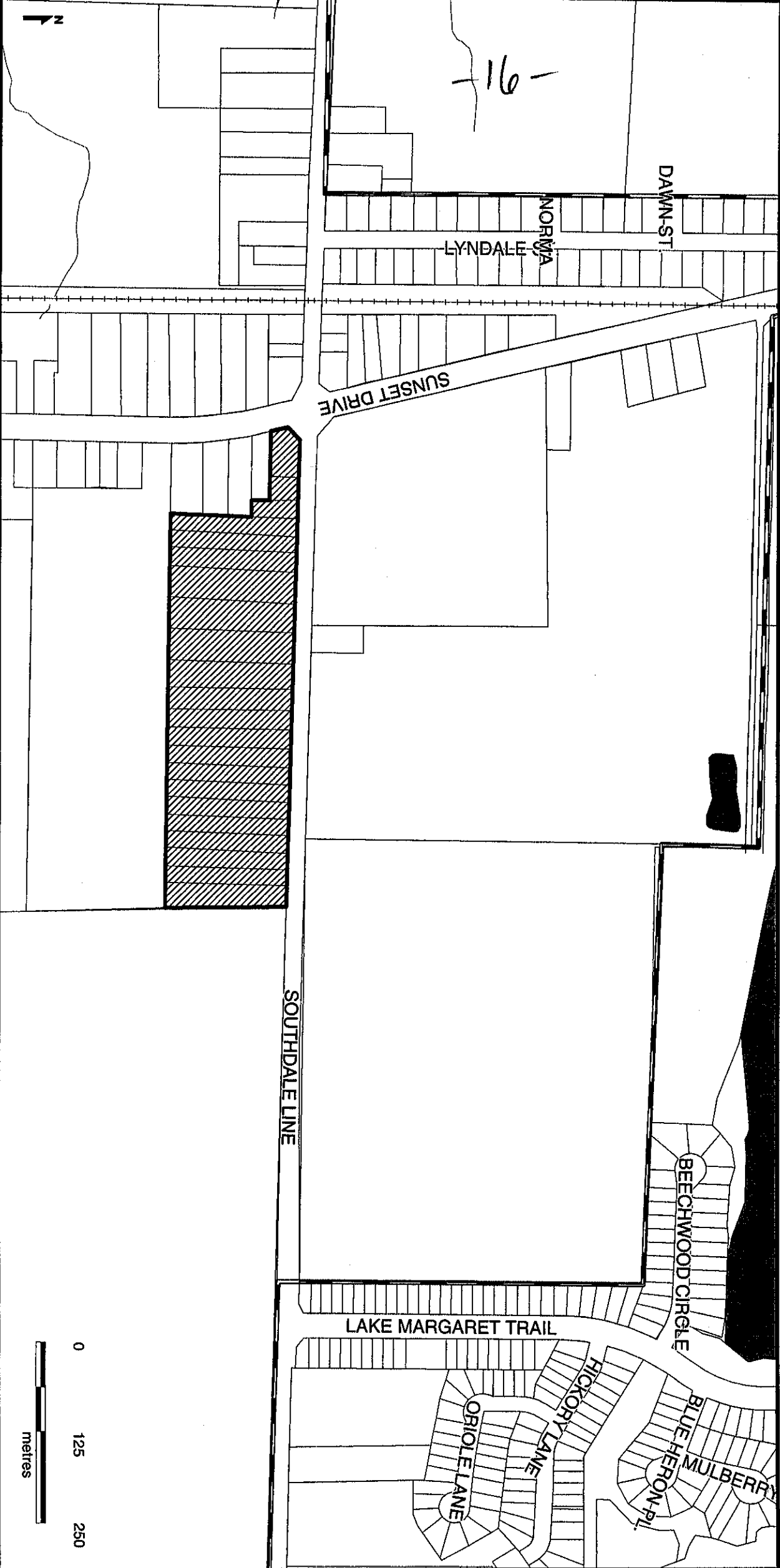
Cc: File Southdale Line Watermain  
Mrs. Leslie Powers  
Mr. Donald N. Leitch, CAO  
Mr. Paul Barletta, Water Superintendent.

Central Elgin Request for Connection to Municipal Water Supply  
Southdale Line - Sunset Drive to Lake Margaret Trail

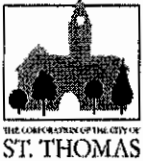
April 22, 2005



City of St. Thomas municipal boundary  
Properties potentially to connect







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

Report No.

ES51-05

File No.

07-069

Directed to:

Chairman Marie Turvey and Members of the Environmental Services Committee

Date

April 26, 2005

Department:

Environmental Services

Attachments

Excerpt of Proposal by  
Cosburn Giberson  
Landscape Architects

Prepared By:

John Dewancker, Director

Subject:

Trails and Parks Master Plan – Consultant Selection

**RECOMMENDATION:**

- That the firm of Cosburn Giberson Landscape Architect in association with the firm of Monteith and Brown Planning Consultants be retained to complete the Trails and Parks Master Plan for the City of St. Thomas at a total cost of \$49,190 (excluding GST).
- That the City enter into a consulting services agreement with Cosburn Giberson Landscape Architects and that the Mayor and Clerk be authorized to sign the agreement

**ORIGIN:**

The City's 2005 approved capital budget includes the preparation of the Trails and Parks Master Plan. This study project will guide the community with the establishment of a trails system and parks within new development areas. Terms of reference for this project can be made available to the members, if required.

**ANALYSIS:**

Seven consulting firms with experience in the planning and development of trails and parks were invited to submit a proposal in response to the City's RFP. The following firms submitted a proposal in response to the City's request:

CCL/IBI Consulting  
Cosburn Giberson/Monteith and Brown  
Envision  
Stantec/Marshall Macklin Monaghan

On April 20, 2005, the City's project team consisting of Alderman Marie Turvey, Will Hayhoe, Home Builders' Association representative, and Environmental Services Staff (Ivar Andersen, Ross Tucker, Catharine Spratley, John Dewancker) reviewed the proposals. Upon conducting an extensive evaluation of all important aspects associated with the preparation of this master plan, the project team recommends that the firm of Cosburn Giberson Landscape Architects in association with the firm of Monteith and Brown Planning Consultants be selected to complete the City's Trails and Parks Master Plan. A copy of the work plan, study outline, background information on the expertise and experience of the consulting team, project cost estimate and time schedule is attached herewith for the information of the members.

It must be noted that the study project is multi disciplinary in nature as it combines planning needs with engineering and landscaping considerations, property matters and information technology requirements. Also the firm of Monteith-Brown planning Consultants successfully completed the 2002 Parks and Recreation Master Plan for the Municipality of Central Elgin and has a good understanding of the study area.

**FINANCIAL CONSIDERATIONS:**

The estimated cost of \$49,190 + GST submitted by the Consulting Team to complete the study project is within the approved project budget of \$50,000. The costs submitted by the other firms are in the same cost range, which varies between \$45,495 and \$49,587.

Respectfully submitted,

John Dewancker, P.Eng.  
Director, Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

**COSBURN  
GIBERSON** | LANDSCAPE  
ARCHITECTS

April 4, 2005

**CITY OF ST. THOMAS**  
P.O Box 520, City Hall Annex  
545 Talbot Street  
St. Thomas, ON, N5P 3V7

Attention: Mr. John Dewancker, P. Eng.

Dear Mr. Dewancker

**Re: Request for Proposal No. 05-075**  
**Trails and Parks Master Plan**  
**City of St. Thomas**  
**Our File No.: 1962**

We are please to submit seven (7) copies of our proposal for consulting services in connection with the abovementioned project. One of the copies is marked original copy which includes the original response form.

Cosburn Giberson Landscape Architects together with Monteith and Brown Planning Consultants will bring to the project extensive experience in Trailway and Parks Master Planning. Our team has been assembled to provide the City of St. Thomas with the range of skills necessary to complete the study and to fulfill the ideals of community recreations. The project will be directed by Brian Giberson, Principal of Cosburn Giberson Landscape Architects in association with Todd Brown, Principal of Monteith & Brown Planning Consultants.

We are encouraged by the City of St. Thomas's involvement with the 2004-2005 Communities in Action initiative by the Ontario Ministry of Tourism and Recreation. The Trails and Parks Master Plan will provide a significant opportunity for the residents of St. Thomas.

Thank you for the opportunity to make this submission and we look forward to your response.

Yours truly,  
**Cosburn Giberson Landscape Architects**



Brian J. Giberson, O.A.L.A., C.S.L.A.  
Principal

BJG: sc

## 1.0 UNDERSTANDING

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### 1.1 Purpose

A Trails and Parks Master Plan will provide a significant opportunity for the residents of St. Thomas. The study responds to objectives identified in the 1997 Leisure Plan update. As defined in the Terms of Reference the study will progress and involve continual consultation with City staff and Developer representatives. Public meetings will be organized to present the plan and receive comment from the public, agencies and developers. A realistic and aggressive project schedule will ensure that the City's desired completion date is attained.

The Trails and Parks Master Plan will serve as an important document to coordinate trailways within the City's Open Space system. The Plan is expected to promote outdoor recreation, protect and enhance existing natural features, express excellence in design, provide structure and cohesion to the community, and possess a strong sense of purpose.

### 1.2 Approach and Requirement

Cosburn Giberson Landscape Architects (CGLA) takes pride in developing positive working relationships with our clients and stakeholders. While we are commissioned because we are experts in our field, we believe that the best product is achieved through partnerships. Our design solutions are reflective of our beliefs and values, and of all the participants in the design process.

With all our projects, we emphasize cost benefits and financial implications at every phase. CGLA are experts in conceptualization, design development and implementation. The majority of our projects are constructed. This enables us to provide budget estimates which reflect current market values.

To move the project forward the following project development process shall be achieved in a timely and efficient manner:

- Obtain all relevant information, base plan, data collection, detailed analysis of site context and existing natural systems.
- Prepare schematic design options and review with City staff.
- Consultation with public and all relevant parties; synthesis of information obtained through this consultation process.
- Determination of parks needs in future planning areas.
- Assess opportunities and constraints for all existing and future trail developments.
- Preparation of a photographic record.
- Design a trailway hierarchy, standards and design guidelines.
- Account for trailway options and present feasibility issues.
- Provide constant dialogue with City staff.

## 1.0 UNDERSTANDING

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### 1.3 Philosophy & Objectives



- Prepare an implementation schedule and cost estimate.
- Recommendations to incorporate the study's findings into new planning areas.

Based on our understanding of the project issues and objectives, the following represents CGLA's design philosophy and approach;

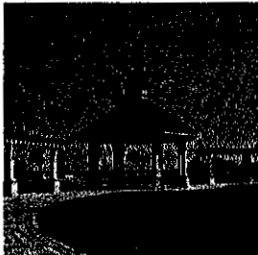
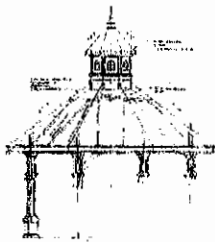
- Create meaningful public amenity, that has a clear structure, high quality in character and possesses a strong sense of purpose.
- Sustainable approach to design to ensure the projects environmental sensitivity and integrity, and long term viability in regard to operations and maintenance.
- Clear understanding of the natural features and systems to determine the best opportunities for trailway integration.
- Public safety as a priority, incorporating the principles of Crime Prevention through Environmental Design (CPTED).
- Consider the diversity, integration and interdependence of the various trail features and functions in order to maximize the health and quality of the plan as a whole.
- Accommodate and balance the relationship between opposites such as active/passive uses, pedestrian/vehicular movement and development/preservation areas.
- Ensure that the various trails and parks areas are distinctive and legible.
- Provide for clear, safe and universally accessible linkages to school, neighbourhood, woodlot and internal facilities.
- Importance of vistas and establishing a series of pedestrian landmarks that will help with way-finding and contribute to making the experience memorable and interesting.

Proof of our philosophy and approach is evident in completed assignments.

The Town of Oakville presented CGLA the Overall Design Excellence Award for Sixteen Mile Creek Heritage Trail. The jurors said *"The development and presence of the Sixteen Mile Creek Trailway provides a unique, and rich tapestry within the urban fabric of Oakville, the GTA and Ontario. It recounts the history of Oakville and underscores the power of Nature. The plan connects people to the undercurrents."*

## 1.0 UNDERSTANDING

### 1.4 Design Excellence



With CGLA's 25 year history in park and recreation design we have obtained a wealth of knowledge and expertise regarding community input, synchronization of a common vision with City staff and other relevant parties as well as programmatic knowledge of user requirements and construction techniques.

We focus on creating memorable and meaningful projects that are highly functional, aesthetically pleasing and work on a multitude of layers. We have demonstrated that we can take good ideas beyond the drafting table and into reality without any degradation of quality in the process.

Our designs aim to satisfy facility requirements, provide safe and logical linkages, environmental compatibility and enhancement, and aim to enrich the human spirit. The breadth of experience and our firm's design focus have lead us to win a number of awards and professional recognitions. Some of our recent awards include:

- 16 Mile Creek Heritage Trail, Oakville - **Award of Excellence**
- Greensborough Town Square - **Design Excellence Award**
- Nordlingen Park, Berczy Village - **Design Excellence Award**
- Berczy Village Entrance Features - **Design Excellence Award**
- Benjamin Vaughan Complex - **Design Merit Award**
- Westmount Community Oakville - **Award of Distinction**
- Milliken Mills Recreation Complex - **Environmental Design Award**
- Swan Lake Village Community - **Design Excellence Award**
- Bishops Cross Park - **Design Excellence Award**
- Milliken Mills Secondary School - **Award of Merit**

Our Firm is teamed with Monteith & Brown Planning Consultants (MBPC). This firm has a very strong background and reputation as seen by the following:

*"Outstanding Planning Project of the Year"* for the Recreation and Parks Master Plan we completed for the Town of Amherst, New York (population 116,000).

In 1993, they were nominated for the *"Outstanding Business Achievement Award"* presented by the London Chamber of Commerce. MBPC have also been recognized for our achievements through articles published in the London Free Press, Ontario Planning Journal, London Business Monthly Magazine, and The Business Advocate.

## 2.0 THE CONSULTING TEAM

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### 2.1 Confidence: from concept to completion

Cosburn Giberson Landscape Architects and Monteith and Brown Planning Consultants have the required qualifications and experience, with numerous examples of successful similar projects to fully carry out to completion and on schedule the study for St. Thomas Trails and Park Master Plan.

### 2.2 Team Organization

**Brian Giberson** will provide the overall co-ordination between each study team member to ensure their components mesh in a timely manner. **Todd Brown** will be responsible as primary contact with Monteith & Brown. The Town project coordinator will be encouraged to interact with any study team member as necessary. All administrative functions such as invoicing and scheduling will be coordinated through Brian Giberson at Cosburn Giberson Landscape Architects.

### 2.3 Our Team

In order to provide the full range of skills and knowledge to complete the study we have assembled two consulting firms both of which have completed numerous assignments both public and private for more than twenty-five years. The firms together have successfully completed joint venture projects.

**Cosburn Giberson Landscape Architects** bring experience in the field of trailways & parks master planning and implementation.

**Monteith and Brown Planning Consultants** bring experience in the field of recreation studies, project facilitation and Parks Master Planning.

### 2.4 Cosburn Giberson Landscape Architects

Cosburn Giberson Landscape Architects a Markham based firm have provided consulting services to private and public sector clients since 1979 and are a recognized consulting firm offering partner level expertise in pre-design, design, and implementation phases of a project.

The firm is managed by partners Bruce Cosburn and Brian Giberson. The firm is composed with a mix of junior, intermediate and senior professionals all with long standing employment at CGLA. The range of expertise and individual interests permits the firm to offer a wide range of services.

The scope of assignments range from site planning submissions for a single client to large (1,000 acre) community plans for landowners groups where we are team members with planners, urban designers & engineers.

## 2.0 THE CONSULTING TEAM

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**Brian Giberson** will provide overall co-ordination, direction and supervision of the project. He will be involved in all aspects of the study and will attend all key meetings. Brian brings to the study extensive experience in the field of Parks & Recreation Master Plans, and Trailway Design. Brian has led numerous projects for the past 25 years at CGLA. Recently he has been involved in the preparation of 3 major Community Design plans; Berczy Village, Greensborough and Cornell all of which involved Parks and Open Space Master Plans and Trailways.

**Mike Dartizio**, a senior landscape architect will be responsible for background data collection and analysis, field work, park planning, trailway standards, trailway design, cost analysis and draft report preparation. He will also be responsible for day to day contact with City staff. During the past 10 years with CGLA he has been involved with Community Design Plans, Parks & Open Space Master Plans and Trailway Design. Mike is involved in all aspects of project development including preliminary design, design development, detailing, specifications and supervision.

**Stephanie Fraser**, an intermediate landscape architect has been with CGLA for four years. She will be responsible for assisting with background data, field work, analysis, trailway planning, mapping and graphics. Since joining CGLA Stephanie has completed her internship working directly with Brian Giberson.

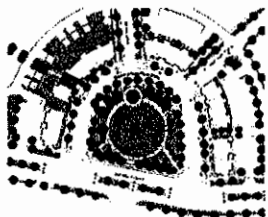
### 2.5 References

1. Municipality: Town of Markham  
Contact: Ms. Linda Irvine, Manager  
Parks and Open Space Planning,  
Development Services Department  
Telephone: 905-477-7000 (x2120)  
Fax: 905-479-7768
2. Municipality: Town of Oakville  
Contact: Mr. Chris Mark, Director of Parks and Open  
Space  
Telephone: 905-845-6601  
Fax: 905-338-4188
3. Municipality: Town of Ajax  
Contact: Mr. Bruce Johnson, Manager of  
Design Services  
Planning & Development Department  
Telephone: 905-619-2529 x 208  
Fax: 905-686-0360

## 2.0 THE CONSULTING TEAM

### 2.6 Relevant Experience

#### 2.6.1 Community Design Plans



#### **Cornell Community, Town of Markham**

In 2004 we completed a Parks and Open Space Master Plan for Markham's "New Urbanism" signature project. The Plan was completed in collaboration with a land developer group, agencies, and Town staff. Cornell focuses on providing green space within a five minute walk of each home.

#### **Greensborough Community, Town of Markham**

Our firm was part of the design team for this new community in Markham's Urban Expansion area. A road pattern radiates from Town Centre Park emphasising connectivity in the neighbourhoods. We were responsible for the Parks Master Plan, Amenity Guidelines and trailway connections to the Rouge River system.

#### **Berczy Village Community, Town of Markham**

In 1996 CGLA completed a comprehensive Park and Open Space Master Plan for the 400ha community. A feature of the plan is the central 27ha community park. The park's edges are unobstructed and open to public access. A primary & secondary trail system define various park functions and connects to perimeter neighbourhoods.

#### 2.6.2 Trailways



CGLA has completed numerous studies, feasibility reports, and detail design for trailway projects. The majority of these assignments involved extensive field work, site analysis, conceptual development, option analysis, master planning, detail design, and public consultation.

Examples are as follows:

1. Orillia Rails to Trails Project, 1992.
2. Town of Markham Trailway Project, 1996 - 1999.
3. Twickenham Park Heritage Trail, 1998.
4. Duffins Valley Creek Trailway, Town of Ajax, 2003.
5. 16 Mile Creek Heritage Trail, Town of Oakville, 2003.
6. Trans Canada Pipeline Sections, Town of Oakville, (on going).
7. Trans Canada Pipeline, Town of Milton (work in progress).
8. Clear Creek Heights Trailway Boardwalk, Town of Oakville (work in progress).
9. Frenchman Bay Park and Waterfront Trail, Town of Pickering, 2004.



## 2.0 THE CONSULTING TEAM

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### 2.7 Monteith and Brown Planning Consultants

**Monteith Brown Planning Consultants (MBPC)** is a multi-disciplinary consulting firm specializing in recreation and park planning, land use planning, project management, and public consultation. We offer a broad range of planning consulting services to all levels of government, including urban and rural municipalities, as well as not-for-profit organizations and senior government agencies.

We are a highly respected and award-winning firm, providing outstanding recreation and leisure planning services including:

- Parks and Recreation Master Plans
- Facility Provision Standards Development
- Recreation Facility Needs Assessments & Feasibility Studies
- Recreational Service Delivery Analysis
- Park and Open Space Design
- Library Planning and Needs Assessment
- GIS Mapping and Graphics Production
- Public Participation and Consultation
- Public Opinion Surveys and Analysis
- Demographics and Leisure Trend Analysis
- Project Management

Since 1977, MBPC has built an impressive reputation for excellence in consulting and for our forward-thinking approach to each project. As a multi-faceted consulting firm continually challenged by diverse planning projects, Monteith Brown Planning Consultants has been viewed as a leader in the preparation of effective and pragmatic master plans and feasibility studies. Over the past 28 years, MBPC has prepared nearly 130 recreation studies, including 36 recreation master plans and 91 feasibility studies and needs assessments for over seventy municipalities and organizations throughout North America.

## 2.0 THE CONSULTING TEAM

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We have completed significant recreation projects for both urban and rural municipalities ranging in population from 7,000 (Town of Aylmer) to 2.5 million (City of Toronto). We do not believe in a cookie-cutter approach to parks planning - what works for one community may not work for another. For this reason, it is critical that the foundational elements of St. Thomas' Master Plan include demographics, trends analysis, and public consultation. Our experience in a range of environments will be a definite asset to this Project.

Our parks and recreation projects include extensive research, in-depth analysis, and public input to ensure that the projects respond accurately to the true needs and priorities of each community. Each study calls upon the firm's expertise in demographics, population and park usage projections, trends and market research, provision standards, and the projection of parkland requirements.

Our skills are not only in research. We have a clear understanding of how to conduct successful public participation programs and how to get the public involved. Our firm provides a full range of consultation techniques and we have the capability to obtain the desired community input. We are frequently retained by municipalities and other consultants to undertake the public consultation portion of sensitive projects, including groundwater studies for Walkerton and Oxford County.

Monteith Brown Planning Consultants is also involved in every aspect of land use planning, including Official Plan and Zoning By-law preparation and land development. It is our belief that our background as urban land use planners has been an essential ingredient to our success in the field of recreational planning. For example, failure to integrate recreational planning into the development process can lead to parkland dedication that is inappropriately located or that may not meet the true recreational needs of the community.

Monteith Brown Planning Consultants' professional staff are members of the Canadian Institute of Planners. The following is a brief profile of the professionals who will be assigned to the project.

### 2.7.1 Staff Commitment

#### **Todd Brown, Principal Planner & Vice-President**

Todd has extensive experience in both recreation and land use planning. He has been involved in the preparation of numerous recreational needs and feasibility studies for outdoor sports fields,

### 3.0 STUDY REPORT OUTLINE

#### 3.1 Study Tasks

#### STAGE 1

##### 1.1 Initial Meeting Core Team

- review overall organization, timing and responsibilities
- confirm future key meeting dates
- define data & information sources
- preliminary discussion of possible major issues
- city tour by auto/walking

##### 1.2 Review of Existing Data

- collect and review data which will impact the study and its findings:
  - ⇒ City Electronic Mapping
  - ⇒ Existing Park and Open Space Inventory
  - ⇒ Existing Trail Mapping
  - ⇒ Public Open Space Mapping
  - ⇒ St. Thomas Official Plan Policies and Amendment No. 42
  - ⇒ Secondary/Draft Plan Applications
  - ⇒ Natural Features Study (if any)
  - ⇒ Leisure Master Plan Update
  - ⇒ Transportation Plan
  - ⇒ Aerial Photographs
  - ⇒ Traffic Calming Plan
  - ⇒ Prepare Base Plan



**Trans Canada  
Trail**



**Lake Margaret  
Trail**

##### 1.3 Assess Future Development

- analyze and make recommendations for parkland in future development areas
- specify, park size, location and purpose
- incorporate connectivity principles



**Historic Vision**

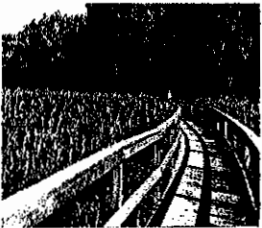
##### 1.4 Assess Existing and Future Trails

- examine all City owned lands to determine potential benefit to the study
- define and categorize all City land typologies
- review and catalogue all existing trails
- prepare a comprehensive digital photographic record and reference text.
- examine all public spaces inclusive of parks, ravines, woodlots, stormwater channels/drainage facilities, road

### 3.0 STUDY REPORT OUTLINE

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- right of ways, railways and utility corridors
- synthesize and document all findings in a summary report



**The Plan will  
include a variety  
of trail typologies**

#### **STAGE 2**

##### **2.1 Trail Standards**

- confirm and discuss existing trail standards
- report field work findings
- design a hierarchy of standards for walking and cycling
- review study progress with client & solicit feedback
- prepare written/graphic design guidelines for trail types

##### **2.2 Preliminary Plan and Options**

- based on analysis, present opportunities and constraints.
- prepare a preliminary plan which maximizes land availability
- include options with a discussion of benefits or drawbacks
- integrate trailway typologies, linkages, parks, and open space
- illustrate graphic cross-sections where appropriate
- prepare character sketches
- prepare a preliminary cost estimate
- present plan to client & receive feedback
- make revisions and resubmit

##### **2.3 Implementation Strategy & Costing**

- prepare cost estimates on a unit price schedule
- prepare an implementation schedule/strategy
- review proposals with client to determine priorities and budget allocation
- separation of growth related versus non-growth costs for trail development

##### **2.4 Public Presentation Preliminary Trails and Parks Plan**

- prepare written/graphic display panels for use at one or two public information centers.
- solicit input from the public, agencies, developers
- assess input and discuss with client
- make revisions to plan, obtain approval

### 3.0 STUDY REPORT OUTLINE

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#### STAGE 3

##### 3.1 Final Study Report

- prepare final report and mapping (30 copies) consisting of appropriate sections:
  - ⇒ INTRODUCTION
  - ⇒ INVENTORY AND ANALYSIS
  - ⇒ PHOTOGRAPHIC JOURNAL
  - ⇒ TRAILWAY STANDARDS
  - ⇒ DESIGN GUIDELINES
  - ⇒ TTAILS AND PARKS MASTER PLAN
  - ⇒ FINDINGS AND RECOMMENDATIONS
  - ⇒ IMPLEMENTAION STRATEGY
  - ⇒ BUDGET SUMMARY
- all drawings, enlargements, sections, and sketches will be high quality and user friendly.

##### 3.2 Planning Documents

- recommendations concerning appropriate planning documents for new residential development

##### 3.2 Meetings

At the initial core team meeting the meeting schedule will be finalized. Our proposal provides for a minimum of one meeting per month led by Brian Giberson, and informal meetings necessary while staff are on-site, and attendance at Council and the Public Information Centre.

Monteith & Brown are expected to attend four meetings to deal with organizational, planning, and facilitation matters.

Refer to 4.2 study schedule for task duration and key meeting dates.

#### 4.0 SCHEDULE & COSTS

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- 4.1  
Intent** Our proposed study team is prepared to complete all tasks as prescribed by the terms of reference within the defined time period. Any adjustments may be discussed at the City's convenience.
- 4.2  
Start Date** We are prepared to start work on the assignment within 10 days of being awarded the contract.
- 4.3  
Professional Fees** Table 4.1 indicates study tasks described in the study outline and total fees and disbursements.
- 4.4  
Schedule** Table 4.2 indicates study tasks and timelines from May 2005 to September 2005.
- 4.5  
Deliverables** As required we will submit 30 high quality bound study reports.
- All products will be also conveyed electronically by Adobe Acrobat 7.0 Professional.
- PowerPoint presentation available if required.
- Public Information presentation panels to be high quality combination of maps, plans, photos, sketches, and text.

**City of St. Thomas  
Trails and Parks Master Plan**

**Table 4.1 STUDY TASKS & FEES**

<b>STUDY TASKS</b>		<b>Cosburn Giberson Landscape Architects</b>			<b>Monteith &amp; Brown Planning Consultants</b>		
		<b>B. Giberson</b>	<b>M. Dartizio</b>	<b>S. Fraser</b>	<b>T. Brown</b>	<b>S. Langlois</b>	<b>Totals</b>
Per Diem Rate		\$1,000.00	\$600.00	\$440.00	\$1,000.00	\$600.00	
<b>Stage 1</b>							
1.1	Initial Meetings	1	1		0.5		2.5
1.2	Review Existing Data	1	3	1	0.5	1	6.5
1.3	Assessment of Future Development Areas	2	3	3	1	1	10
1.4	Assessment of Existing & Future Trailways	2	5	5		0.5	12.5
<b>Stage 2</b>							
2.1	2.1 Develop Trail Standards	1	2	3			6
2.2	Preliminary Plans & Options	2	5	8	1	1.5	17.5
2.3	Implementation Strategy & Costing	0.5	2	2			4.5
2.4	Public Information Presentations	1		1			2
<b>Stage 3</b>							
3.1	Final Plan/Report	3	3	3	0.5	0.5	10
3.2	Planning Documents & Integration	0.5			0.5	0.5	1.5
<b>Total Days</b>							
		<b>14</b>	<b>24</b>	<b>26</b>	<b>4</b>	<b>5</b>	<b>73</b>
<b>Total Fees</b>							
		<b>\$14,000.00</b>	<b>\$14,400.00</b>	<b>\$11,440.00</b>	<b>\$4,000.00</b>	<b>\$3,000.00</b>	<b>\$46,840.00</b>

**Disbursement Budget**

Travel	\$600.00
Photo Inventory Report	\$200.00
Draft Final Report	\$200.00
Final Report (30 copies)	\$800.00
Courier	\$150.00
Presentation Panels	\$400.00
<b>Total Disbursements</b>	<b>\$2,350.00</b>

Total Fees \$46,840.00  
Total Disbursements \$2,350.00  
**TOTAL STUDY COST \$49,190.00 + G.S.T.**

City of St. Thomas  
Trails and Parks Master Plan

Table 4.2 Study Schedule

Study Tasks	April 2005	May 2005	June 2005	July 2005	August 2005	September 2005	October 2005
<b>STAGE 1</b> 1.1 Initial Meetings 1.2 Review Existing Data 1.3 Assessment of Future Development Areas 1.4 Assessment of Existing and Future Trailways							
<b>STAGE 2</b> 2.1 Develop Trail Standards 2.2 Preliminary Plans and Options 2.3 Implementation Strategy and Costing 2.4 Public Information Presentations							
<b>STAGE 3</b> 3.1 Final Plan and Study Report Preparation 3.2 Planning Documents							
*refer to 3.0 Study Report Outline for a description of all tasks							

Project: 1962schedule  
Date: Wed 30/03/05

Task Duration



Meeting/Presentation





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

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Report No.

TR 20-05

File No.

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

**Date**  
**April 26, 2005**

**Department:** Treasury

**Attachment:**  
none

**Prepared By:** William J. Day, City Treasurer

**Subject:** Development Charges – Charcomp Property – 105 Edward Street

**Recommendation:**

It is recommended that Council confirm the development charges associated with the Charcomp property.

**Background:**

At its April 18<sup>th</sup> meeting, Council requested that I investigate the calculation of the development charge associated with the development of the Charcomp property (Salvation Army building) located at 105 Edward Street.

**Comments:**

The developer of the property applied for a building permit on Thursday March 31, 2005. The application was processed by our Chief Building Official and the building permit was issued on April 7, 2005. All applicable fees and charges were paid in full at that time.

The development charge paid on this development was \$27,677 based on the size of the development and the applicable rate for commercial development of \$37.24 per square meter.

Council will recall that By-Law No. 49-2005 to revise City-wide development charges was recently passed pursuant to the requirements of the Development Charges Act. The By-Law was passed by Council on March 29, 2005 and came into force on April 1, 2005. The passing of the By-Law established the commercial development charge rate of \$37.24 per square meter of gross floor area representing a significant increase over the rate under the old By-Law of \$17.07. As such the increased development charge on this development compared to the charge that would have been levied under the previous By-Law was \$14,990.57.

Pertaining to this matter, By-Law 49-2005 is clear. Section 12. (1) states:

"Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted under the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies."

A Council decision to discount/refund the development charge for this development would be problematic. Firstly, the amount of the discount/refund would need to be funded by the City from the general tax base and paid into the Development Charges Fund in order to protect the financial viability of the Fund. Secondly the City would be vulnerable to future matters of this nature whereby it would become more difficult to ensure the collection of our charges in light of such a "discounting" precedent.

**Conclusion:**

It is recommended that the fees and charges associated with the Charcomp property be confirmed; it being noted that the developer paid such amounts on April 7, 2005.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer



Corporation of the

**City of St. Thomas**

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Report No.

FD05-05

File No.

**Directed to:**

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

**Date**

**April 26, 2005**

**Department:**

Fire Department

**Attachment**

**Prepared By:**

Fire Chief Roy Lyons

**Subject:**

**Fire Co-ordinator for Elgin County**

**Recommendation:**

"THAT: St. Thomas Council concur with the appointment, by the Fire Marshall's Office, on May 1, 2005, of Chief Robert Barber as Fire Co-ordinator for Elgin County.

**History:**

The Fire Protection and Prevention Act, 1997 states in Part II, section 7, that "the Fire Marshall may appoint fire co-ordinators for such areas as may be designated in the appointment". In this case Elgin County.

St. Thomas has had the Chief appointed since the inception of Fire Co-ordinators and it is a privilege to accept such appointments. Mr. Barry McKinnon from the Office of the Fire Marshal has recommended the appointment as Fire Co-ordinator, to the new St. Thomas Fire Chief Robert Barber, effective May 1, 2005.

Respectfully,

Roy W. Lyons  
Fire Chief