

**AGENDA**

**THE FORTY-FIFTH 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 NOVEMBER 14TH, 2005**

**ROUTINE PROCEEDINGS AND GENERAL ORDERS OF THE DAY**

OPENING PRAYER

DISCLOSURES OF INTEREST

MINUTES

DEPUTATIONS

COMMITTEE OF THE WHOLE

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

PUBLIC NOTICE

NOTICES OF MOTION

ADJOURNMENT

CLOSING PRAYER

**THE LORD'S PRAYER**

Alderman D. Warden

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meetings held on November 7th, 2005.

**DEPUTATIONS**

**Redevelopment of Horton Street Market - Grant Request**

Mr. Mark Cosens, Chairman, Downtown Development Board, will be in attendance to discuss a grant request for the redevelopment of the Horton Street Market. **Page 6**

**Elmina Street and Oak Street Intersection**

Orland Hartford, 6 Dunkirk Drive, will be in attendance to discuss the intersection of Elmina Street and Oak Street. **Page 7**

**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**

**NEW BUSINESS**

Bush Line Emergency Roadworks - Sunset Drive to 75 Metres to the West

Report ES102-05 of the Manager of Operations & Compliance. Page 8

**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**

September 30, 2005 Current Budget Monitoring Report

Report TR 47-05 of the Director of Finance & City Treasurer. Pages 9 to 11

2006 Capital Budget - Part 1

Report and budget binder to follow.

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Canada-Ontario Affordable Housing Program

Report CR-05-18 of the Housing Administrator. Pages 12 + 13

Financial Impact of Social Housing Benchmarks

Report CR-05-19 of the Housing Administrator. Pages 14 to 16

**BUSINESS CONCLUDED**

**PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** - Chairman T. Shackelton

**UNFINISHED BUSINESS**Wellington Street and Stokes Road Intersection - Pedestrian Crossing

At Council's request, Report ES74-04 of the Supervisor of Roads & Transportation, is attached.  
**Pages 17 to 18**

**NEW BUSINESS**Tidy Lot By-Law - Notice

Report CC 47-05 of the Deputy City Clerk. **Pages 19 to 23**

**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

DRIVEWAY RECONSTRUCTION - MAPLE STREET - J. Dewancker

REVIEW OF CITY BUS ROUTES - J. Dewancker

FUTURE USE OF VALLEYVIEW PROPERTY - ELYSIAN STREET - E. Sebestyen

FOREST AVENUE SIDEWALK - J. Dewancker

COMMUNITY SAFETY ZONE REVIEW - D White

**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**

### **The Order of Ontario - Nominations**

A letter has been received from Joan Andrew, Secretary General to The Order of Ontario, requesting nominations for The Order of Ontario.

The deadline for nominations is January 12, 2006.

### **Pitch-In Canada Week - April 24-30, 2006**

A letter has been received from Valerie Thom, Pitch-In Ontario, encouraging membership in Pitch-in Canada at a cost of \$500.00. **Pages**

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### **Recognition of John Street - 2005 Year of the Veteran**

Mayor Kohler had previously put forward the following Notice of Motion.

Motion by Mayor Kohler:

THAT: The Council of the Corporation of the City of St. Thomas recognize John Street as "Veterans' Way" in honour of the year of the Veteran.

## **BY-LAWS**

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

1. A by-law to confirm the proceedings of the Council meeting held on the 14th day of November, 2005.
2. A by-law to authorize the Mayor and Clerk to execute and affix the seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and Benko Sewer Service. (2005 Annual Video Sewer Inspection - \$15,593.28)
3. A by-law to authorize the Mayor and Clerk to execute and affix the seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and 1123491 Ontario Inc. o/a United Contracting (London). (Sunset Drive, Chester Street to Elm Street Road Settlement Repair - \$101,155.66)

## **PUBLIC NOTICE**

### **Mutual Boundary Adjustment**

A reminder that a joint public open house will be held by the City of St. Thomas, the Municipality of Central Elgin and the County of Elgin from 5:00 p.m. to 6:45 p.m. on November 17, 2005 at the St. Thomas Community Centre, 2 Third Avenue, St. Thomas and a public meeting will follow at 7:00 p.m.

## **NOTICES OF MOTION**

### **CLOSED SESSION**

A resolution to close the meeting will be presented to deal with a proposed or pending acquisition or disposition of land.

**OPEN SESSION**

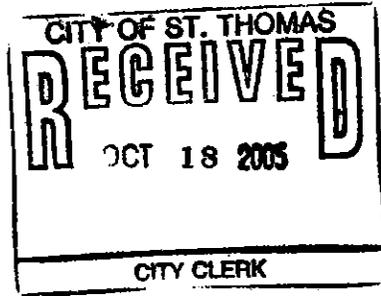
**ADJOURNMENT**

**CLOSING PRAYER**

545 Talbot Street, P.O. Box 520, St. Thomas, Ontario N5P 3V7 • Tel. 519-633-5248 • Fax 519-633-9019

Tuesday, October 18, 2005

Mayor and Members of Council  
545 Talbot Street, P.O. Box 520  
St. Thomas, Ontario  
N5P 3V7



Mayor and Members of Council,

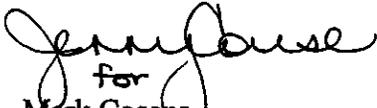
I would like to respectfully request the opportunity to appear before Council as a deputation regarding a capital request for the Horton Street Market.

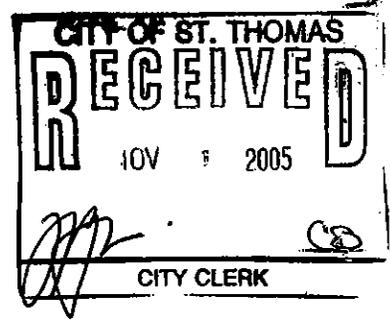
The Downtown Development Board has been working on a plan that would make the Market a great attraction in downtown St. Thomas. We will be meeting with Mr. Robert Chorney, the Executive Director of Farmer's Markets Ontario to discuss the possibilities for the market in the near future.

The Market property represents a piece of cultural heritage in Downtown St. Thomas. The market has been located on this site since the 1870's with the current set up dating from the early 20<sup>th</sup> century. Many other communities similar to ours have redeveloped their early market sites and have experienced success in attracting vendors and shoppers to their downtown.

We would like to create a long-term plan for the Horton Street Market, but first we propose to seek professional services to help us put together a plan and scope of work. We request the City of St. Thomas to commit funds of \$10,000 towards this first planning stage.

Submitted respectfully,

  
for  
Mark Cosens  
Chairman



6 Dunkirk Drive  
 St. Thomas, ON N5R 1R6

Mayor Kohler and Members of Council:

Deputation Request re: The hazardous intersection of Elmina and Oak Streets

In July of 2004, I purchased and moved into my home at 6 Dunkirk Drive which overlooks this intersection. From that time until October 15, two weeks ago, my wife and I have witnessed four rather serious accidents and many more near accidents at this intersection.

I am aware there has been some effort to reduce incidents and accidents. Ie. A huge mirror facing Oak Street, an overhead blinking light, and a sign. However, they have not been very effective in reducing or eliminating accidents.

In view of my concern for potential accident victims I have given this matter some serious thought and wish to bring my suggestions to City Council as I feel this may prompt some real action to improve the situation, and may avoid a fatal collision in the future.

As the existing warning signals stand, it is not a matter if another accident will happen but only a matter of 'WHEN'. Since I am only requesting a few minutes of your time to present my ideas, please allow me to make this deputation on behalf of my sincere concern for fellow citizens.

Very truly yours,

Orland Hartford  
 Telephone: 633-5594

<b>REFERRED TO</b>	
J. DEWANCKER	<input type="checkbox"/>
D. WHITE	<input type="checkbox"/>
FOR	
DISCUSSION	<input type="checkbox"/>
REPLY OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM M. KONEFAL	



- 8 -

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

**Report No.**

ES102-05

**File No.**

03-025-00

**Directed to:**

**Chairman Marie Turvey and Members of the Environmental Services Committee**

**Date**

November 7, 2005

**Department:**

Environmental Services

**Attachment**

**Prepared By:**

Ivar Andersen, Manager of Operations & Compliance

**Subject:**

**Bush Line Emergency Roadworks – Sunset Drive to 75 Metres to the West**

**Recommendation:**

It is recommended that:

1. Bush Line be reconstructed in 2005 from Sunset Drive to 75 metres to the west.
2. Streib Trucking Ltd. be retained to complete the work at an estimated cost of \$50,000 excluding GST but including a contingency allowance of \$2,500.
3. The source of funding for this roadwork be the surplus derived from the tax supported portion of the Balaclava Street project tendered in 2004 and completed in 2005.

**Origin:**

Recent extensive truck activity on Bush Line has resulted in a 75 metre section of the road deteriorating to a great extent. It is felt that, if the road is not reconstructed, extensive temporary repair work would have to be completed during the winter period on a weekly basis in order to maintain this section of road in a safe condition for the travelling public. Reconstructing the road now rather than after the winter period would save the substantial cost of completing these temporary repairs as well as leaving the road in a safer condition. If the work is to be completed in 2005, it is urgent that a decision to proceed is made now before the onset of winter weather conditions.

**Analysis:**

Green Lane Environmental Group has been hauling several hundred truck loads of clean fill material from their landfill site to private property located on the south side of Bush Line just to the west of Kettle Creek. Hauling of this fill material occurred throughout the summer months and ended in late October. During this period, the City kept the road in a safe condition with temporary repairs. The cost of these repairs was partially offset by a \$5,000 contribution towards this from Green Lane Environmental. A recent examination of the road indicates that it has very little structural capacity due to minimal road base having been placed when the original road was constructed. Several temporary road repairs have been completed by the City at this location over the year while the truck hauling was taking place. Initially, it was this department's intent to reconstruct this section of Bush Line in 2006, however, a recent inspection of the extensive nature of the road deterioration has prompted a reconsideration. As well, maintaining the road over the winter months would be difficult and expensive. The urgent nature of this request and the fact that most contractors are busy trying to complete work before winter has resulted in staff obtaining only two quotations.

It is staff's intention to include the placement of surface asphalt on this section of road in the Annual Road Resurfacing program contained in the draft 2006 capital budget. A nearby settled section of Bush Line located west of Kettle Creek is scheduled to be repaired in 2006.

**Financial Considerations:**

TCG Asphalt & Construction Inc. and Streib Trucking Ltd. were asked to submit a price for this reconstruction with the following result:

Streib Trucking Ltd.	\$47,500.00 + GST
TCG Asphalt & Construction Ltd.	\$51,339.60 + GST

The gross cost of the work to the City is estimated to be \$50,000 including a modest contingency allowance of \$2,500. The source of funding for the project is recommended to be a portion of the surplus derived from the tax supported portion of the Balaclava Street project tendered in 2004 and completed in 2005.

Respectfully Submitted,

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

**Reviewed By:**

Treasury

Env Services

Planning

City Clerk

HR

Other



- 9 -

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

Report No.

TR 47-05

File No.

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

**Date**  
November 8, 2005

**Department:** Treasury

**Attachment:**

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

Schedule A

**Subject:** **September 30, 2005 Current Budget Monitoring Report**

**Recommendation:**

It is recommended that Council approve the September 30, 2005 current budget monitoring report.

**Report:**

**Background**

At its meeting on August 16, 2004 Council resolved that Administration provide a June 30 and September 30 current budget monitoring report each year.

**Comments**

Pursuant to Council's direction, we have developed a Current Budget Monitoring Report using financial information as at September 30, 2005. The Report uses financial information and other knowledge available to staff as at the reporting date to project the operating surplus/deficit for the year.

**September 30, 2005 Current Budget Monitoring Report**

Attached Schedule "A" identifies projected operating surplus and deficit information by functional area for 2005. It is noted that functional areas not identified on the Schedule are projected to be in line with approved budget estimates. At this time we forecast a 2005 operating surplus of \$1.3 million. The following items are noteworthy.

- The City continues to realize the monetary benefits of a strong local economy as evidenced through our projected budget surpluses, particularly with respect supplementary property taxes.
- Under the terms of the Promissory Note with St. Thomas Energy Inc. the City will receive a full year of interest in 2005 totaling approximately \$559,000. Such revenue was provided for within our 2005 budget estimates. In addition to that amount we have received \$309,208 representing a payment towards prior years interest. The City will receive an additional \$309,208 this year, which would fully extinguish the prior years interest amount. As such, the full repayment of interest arrears during this fiscal year will result in an operating surplus of \$618,000.
- Progress payments related to the new Valleyview Home for the Aged and the Community Centre Complex construction projects have been incurred later than originally planned. As a result, the investment income and temporary borrowing cost budget items are in a surplus position. Furthermore, as a result of favorable tender results in the placement of long-term debt for the Community Centre Complex, we have realized a savings on projected debt servicing costs this year.
- Staff related costs in the Fire Department are projected to exceed the budget by \$169,000, primarily as a result of overtime costs made necessary by staff sick-time.
- Corporate workers compensation costs are projected to exceed budget estimates by \$130,000.

2006 Current Budget and Property Tax Impacts

We are presently forecasting a 2005 operating surplus of \$1.3 million. Prevailing legislation requires that any operating surplus or deficit be carried forward to the subsequent years operating budget. Council will recall that the 2005 budget was greatly assisted by the 2004 operating surplus of \$1,377,000. Accordingly, anything short of this in 2005 will be required to be absorbed in the 2006 budget and potentially result in an increase to the property tax levy. This and the following additional major items are expected to impact the 2006 budget and will challenge our ability to contain the growth of the municipal property tax in 2006.

Description of Item	Predicted Annual Impact	Impact on Property Tax
Prior years surplus carry forward (\$1,377,000 vs. \$1,300,000)	\$77,000	0.2%
Valleyview long term debt servicing (net of projected Ministry of Health subsidy)	\$750,000	2.4%
Community Centre Complex long term debt servicing (incremental cost over 2005)	\$575,000	1.9%
Land Ambulance	\$375,000	1.2%
Provincial Unconditional Grant (phase-in of \$1.4 million reduction by 2009 offset by transition reserve)	\$350,000	1.1%
Reduced temporary borrowing costs and increased investment income due to permanent financing of Valleyview and the Community Centre Complex	(\$600,000)	(1.9%)

The above table does not include the impacts of wage and benefit increases or general inflationary price increases on the 2006 operating budget. We note that such costs will be somewhat mitigated by additional property tax revenues resulting from taxable assessment growth.

Conclusion

At this time we project a \$1.3 million operating surplus for 2005. The realization of this surplus will allow us to keep pace with the 2004 operating surplus that was available to us in setting 2005 property tax levels. Budget pressures identified for 2006 including debt servicing charges, land ambulance costs, impacts of negotiated contract settlements with all employee groups, and the phasing down of the Provincial unconditional grant will challenge our ability to contain property tax growth.

Respectfully submitted,



W. J. Day  
Director of Finance and City Treasurer

Schedule A  
September 30, 2005 Current Budget Monitoring Report

-11-

Department	Surplus (Deficit)	Description of Surplus (Deficit) Item
Corporate Services	(41,711)	CASO Lands - Due diligence review
	(18,000)	Community Centre Complex - Barrier free access doors
	(86,000)	Community Centre Complex - Additional items approved Sept 12, 2005
	21,000	Long term debt payments lower due to favourable tender results
	350,000	Increased investment income/reduced int exp due to timing of capital expenditures
	95,340	2004 Health Unit surplus
	618,000	Prior years interest on St Thomas Energy loan
	50,000	Increase in interest and penalty on property tax arrears
	20,000	Vacancy rebates lower than anticipated
	60,000	Property tax write offs lower than anticipated
Taxation	520,000	Supplementary Taxation Revenues
Mayors Office	(25,000)	Community Centre Complex - Grand Opening
City Property Mtce	(6,000)	Professional fees re Knights of Columbus Parking Lot - Joint Use Agreement
	7,000	Bell Tower Lease Revenue
Treasury Department	40,000	Increase in Bingo licensing fee revenues
Human Resources	(130,000)	WSIB claims
	(10,000)	Job evaluation review
	(25,000)	Legal fees
	(10,000)	Discretionary Advertising - position postings, increased vacancies
	10,000	Negotiations - settlements completed
Police Services	(23,000)	Radio Repeater Systems
Fire Department	(129,000)	Additional Overtime costs due to staff sick time
	(40,000)	Staffing costs related to retirements
Parking Enforcement	20,000	Increased revenue - Parking fines/Overnight Permit Fees
By-Law Enforcement	15,000	Overtime - less required than originally anticipated
Building and Plumbing	50,000	Increase in building permits fee revenues
Recreation	(11,000)	Shortfall in Northside ice rental & summer hockey school revenue
Parks	(10,000)	Tree removal costs caused by storm damage in July & September
Culture	(6,000)	St Thomas Elgin Public Art Centre - roof
Senior's Centre	(5,360)	Repair of sectional wall
Economic Development	(3,400)	Two signs for the Highbury Industrial Park
Environmental Services	(75,000)	Job Costing Recovery lower than anticipated
Airport	(36,000)	Shortfall in fuel sales, rental sales and miscellaneous revenues
Ontario Works	75,000	Reduced Income Maintenance expenditures
	50,000	Reduced Employment Program expenditures
	10,000	Reduced Child Care expenditures
Health Services	(12,000)	West Nile Virus Program
	(9,000)	Larviciding Program
<b>Total Surplus/(Deficit)</b>	<b>\$ 1,299,869</b>	
<b>Note:</b>		

Functional areas not shown in the above are projected to have no surplus or deficit for 2005.



-12-

The Corporation of the  
City of St. Thomas

Report No.: CR-05-18

File No.: OW-05-18

Directed to: Chairman Bill Aarts and Members of the  
Committee of the Whole (Community &  
Social Services)

Date: October 18, 2005

Subject: Canada-Ontario Affordable Housing Program

Department: St. Thomas – Elgin Ontario Works

Prepared By: Elizabeth Sebestyen, Housing Administrator

Recommendation:

That City Council grant approval for participation in the Canada-Ontario Affordable Housing Program for

- (a) the Wave 1 Capital component, Rental and Supportive, at an allocated amount of \$1.75 million (25 units), and
- (b) the Housing Allowance component at an allocated amount of \$270,00 (30 units)

and further, that City Council approve a request to the Ministry of Municipal Affairs and Housing for a total allocation of 150 units for the St. Thomas – Elgin Service Manager Area under the Wave 1 Capital component.

Background:

In April, the Province and the Federal Government signed a new affordable housing agreement which commits \$602-million (\$301-million from each level of government) to increase the supply of affordable housing in Ontario.

On August 31, 2005, additional program details were announced, including allocations to all 47 Service Manager areas. St. Thomas – Elgin received an allocation of 25 units or \$1.75-million (at an average of \$70,000 per unit of housing) under the Wave 1 Capital component toward the development of new affordable housing or renovations to convert existing buildings into affordable housing.

As well, under the Housing Allowance/ Rent Supplement component, St. Thomas – Elgin was allocated 30 units or \$270,000 to provide financial assistance for tenants residing with private landlords.

On September 20, 2005, the Province hosted an information session in London to provide Service Managers with more information on the Program. Full details and guidelines are expected within the next few weeks.

Expression of Interest

The Province had requested Service Managers to submit initial staff reports expressing interest in participating in the Program before October 31, 2005, to be followed by Council endorsement. Consequently, an Expression of Interest (EOI) was submitted by the Director of Ontario Works to the Ministry's Municipal Services Office in London on October 6, 2005. The purpose of this recommendation, therefore, is to request Council's endorsement of the City's participation in the Program.

After October 31, 2005, uncommitted funding may be reallocated by the Province for use in other areas.

In the EOI submitted on behalf of the City of St. Thomas, it was pointed out that there is a strong need for and interest in the development of affordable housing in St. Thomas and Elgin County. We are aware of one proposal, for example, for a 32-unit expansion to an existing seniors' facility in Dutton which alone would exceed the 25-unit allocation for this area. Therefore, our EOI specifically requested an increased allocation to a total of 150 units under Wave 1 Capital funding, in accordance with one of the recommendations in the Affordable Housing Strategy presented to Council last November.

Next Steps

The City will be expected to enter into an Administration Agreement with the Province to administer the Program, pending Council's approval of this recommendation and once re-allocations have been finalized by the Ministry.

Once the Province has released more details and guidelines for the Capital component, we will host information sessions in St. Thomas, Aylmer, and West Lorne to publicize the Affordable Housing Program and to invite Expressions of Interest from the public to substantiate the level of interest.

This will be followed by a formal Request for Proposal call, allowing proponents enough time to prepare a proposal for funding. City staff will be involved in prioritizing and selecting proposals to be forwarded to the Province for funding.

Financial Implications

There is no cost to the City to grant approval for participation in the Affordable Housing Program.

In the future, for projects built in the City under the Program, the City will be expected to set property tax rates at or below the single-family residential rate or offer an equivalent contribution. Likewise, for proposals within Elgin County, those municipalities will be expected to offer single-family tax rates for projects built under the Affordable Housing Program.

Each proposal will be assessed on a project-by-project basis by the respective municipality in which it is being built. The municipality and proponent will negotiate financial concessions and will enter into a Municipal Housing Facility Agreement to outline terms and provisions.

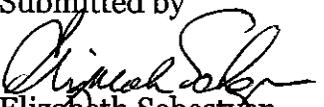
For both the Capital and Housing Allowance components, the Province is offering an administration fee to Service Managers to help pay for eligible activities related to the delivery, selection, and oversight of funded projects. Under the Housing Allowance program, Service Managers will receive \$15.60 per unit per month for the first 50 units and \$13.00 per unit per month for the balance. The Province has not yet released details on the amount of administration funding available under the Capital component.

We have engaged Development Consultant Neil Watson of London to assist with the delivery of the Affordable Housing Program in St. Thomas and Elgin. Mr. Watson has extensive experience in the social housing sector, and has worked with the City of London in the development of several new affordable housing projects over the past three years under the AHP Pilot Program. We will work within the limitations of administration funding available under the AHP for Mr. Watson's services.

Conclusion

We respectfully request Council's endorsement of our Expression of Interest in participating in the Canada-Ontario Affordable Housing Program. With strong interest from the community in the development of new affordable housing in St. Thomas and Elgin County, the City's participation in the Program will enable proponents to apply for funding assistance to help meet the demand for more affordable housing as identified in the Housing Needs Assessment and as recommended in the Affordable Housing Strategy.

Submitted by

  
Elizabeth Sebestyen  
Housing Administrator



Reviewed By:                                                                                                                                
Treasury                      Env Services                      Planning                      City Clerk                      HR                      Other



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

**-14-**

Report No.: CR-05-19

File No.: OW-05-19

**Directed to:** Chairman Bill Aarts and Members of  
the Committee of the Whole  
(Community & Social Services)

**Date:** October 27, 2005

**Subject:** Financial impact of Social Housing Benchmarks

**Department:** St. Thomas – Elgin Ontario Works

**Prepared By:** Elizabeth Sebestyen, Housing Administrator

**Recommendation:**

That this report on the financial impact of social housing benchmarks and the new funding formula be received and filed as information.

**Background:**

Under Section 103 of the Social Housing Reform Act, the City of St. Thomas is required to provide funding in accordance with prescribed funding formulas for certain social housing providers.

These funding formulas are applicable to housing projects managed by 10 of the 16 housing providers in the St. Thomas and Elgin Service Manager Area listed later in this report. There are no changes to the funding methods for the remaining housing providers, including public housing (Elgin and St. Thomas Housing Corporation), the federal unilateral housing providers, and the municipal non-profit provider.

The new funding formulas are based on benchmarked costs and revenues established by the Ministry of Municipal Affairs and Housing with the help of a Benchmarking Team consisting of Ministry staff, housing providers, housing advocacy groups, and Service Managers from across the province. This team developed and refined the methodology for the establishment of the cost and revenue benchmarks.

These new funding formulas were originally scheduled to take effect upon transfer of social housing to the municipal level in 2002. However, due to delays at the Ministry level, the first set of draft benchmarks was not issued to Service Managers for review until June 2004.

Final benchmarks were released by the Province to the City of St. Thomas at the end of June 2005 as part of Stage One of the benchmarking process which included 427 housing providers province-wide. In Stage Two, benchmarks were set on August 31, 2005 for the remaining 438 housing providers, most of which are in the larger urban areas of the GTA.

Over the past year, Service Managers had the opportunity to review the benchmark numbers with their housing providers to determine if the new level of funding is adequate to meet their needs. In St. Thomas and Elgin, the Housing Administrator met with all ten affected housing provider Boards or property managers.

The new funding formula will take effect at the start of each housing provider's 2006 fiscal year. Since the transfer of social housing on March 1, 2002, housing providers have been funded in accordance with the old pre-transfer funding formulas.

**Benchmarked costs and revenues:**

Benchmarked costs were established in the following five categories: Maintenance and Administration, Utilities, Insurance, Bad Debts, and Capital Reserve Allowances.

Maintenance and Administration benchmarks were based on a housing provider's actual average costs over a three-year period, inflated to 2006 levels. These inflated costs were then compared to a standardized range of costs per unit, established under the Province's methodology on the basis of geographic location, building structure, building age, clientele, and various other cost drivers. Benchmarked costs for housing providers whose costs fell below the range were increased to the low end of the range, while those providers whose costs exceeded the range saw their benchmarks decreased. The resulting benchmarks should give providers enough funding for maintenance and administration based on province-wide industry standards.

For hydro, fuel, and water costs, actual three-year average expenses were inflated to 2006 levels to establish the Utilities Benchmarks.

For insurance, the housing provider's most recent invoice was inflated to 2006 to establish the Insurance Benchmark. The Bad Debts Benchmarks was set as a percentage of market rent revenues. Capital Reserve Benchmarks were calculated on the basis of inflated current levels of contributions.

We are satisfied that a sound methodology has been used by the Ministry's Benchmarking Team to create cost benchmarks which estimate, as accurately as possible, operating cost projections for 2006.

For the revenue benchmarks, we determined that the Ministry-set market rents which were used to establish Market Rent Revenue Benchmarks were too low for our area. The funding formula is designed such that a lower Market Revenue Benchmark results in a higher subsidy entitlement for providers. We felt that if actual inflated costs are being used to establish Cost Benchmarks, actual or average market rents should also be used to establish Revenue Benchmarks in order to ensure that a realistic and adequate but not excessive subsidy will be paid.

As a result, we re-calculated the revenue benchmarks using actual current market rents or averages for comparable properties. All but one housing provider accepted our proposed increases to the revenue benchmarks. For that one provider, we submitted a Business Case to request the change, which was subsequently approved by the Ministry.

The funding formula provides both operating and rent-geared-to-income subsidies. Operating subsidies are paid on the basis of the benchmarked costs and revenues. RGI subsidies are the difference between the subsidized rent and the benchmarked market rent or the housing provider's actual rent, whichever is lower. As well, property taxes are funded in full by the City and are not benchmarked under the funding formulas.

#### Financial Impact:

To assess the financial impact of the new funding formulas, we have used the Ministry's Subsidy Impact Calculation Tool to determine the new subsidy entitlements of housing providers in 2006, then compared the totals to the amounts we would have paid to those providers in 2006 under the old funding formula, given normal inflationary increases. We used the same property tax cost, mortgage payments, and the same rent-geared-to-income (RGI)/market unit mix to ensure a valid comparison.

It should be noted that these estimated subsidy costs are for comparison purposes only. The actual subsidy entitlement in 2006 may vary, depending on actual property taxes in 2006, mortgage payments affected by mortgage renewals, and the actual number of RGI units.

The ten housing providers who are affected by the new funding formula are:

2006  
estimated  
subsidy -  
old funding  
formula

2006  
estimated  
subsidy -  
new funding  
formula

EFBC Non-Profit Housing Corp., St. Thomas (one portfolio which includes 3 projects)	\$ 884,720	\$ 866,497
Pinafore Station Housing Co-op, St. Thomas	\$ 271,046	\$ 293,666
Troy Village Housing Co-op, Aylmer	\$ 133,637	\$ 240,083
Menno Lodge, Aylmer (one portfolio which includes 2 projects)	\$ 440,886	\$ 436,161
Port Burwell Non-Profit Housing, Port Burwell	\$ 85,173	\$ 95,097
Port Burwell Family Residences, Port Burwell	\$ 271,954	\$ 265,461
Dutton & District Lions Non-Profit Housing, Dutton	\$ 101,502	\$ 110,194
Kiwanis Non-Profit Homes, Rodney	\$ 127,129	\$ 130,501
Elmview Estates Co-op, St. Thomas	\$ 351,614	\$ 312,066
Meadowdale Housing Co-op, St. Thomas	\$ 289,258	\$ 299,866
<b>TOTALS</b>	<b>\$ 2,956,919</b>	<b>\$ 3,049,592</b>

Therefore, with all variables (mortgage payments, property taxes, RGI/market mix) remaining the same, the City will be obliged to pay an estimated \$92,673 more in subsidies to social housing providers under the new benchmarks and funding formulas, beginning in the 2006 fiscal year.

All 47 Service Managers across the province are projecting increases, some substantial, to their social housing costs in 2006 as a result of the new benchmarks and funding formulas.

**Conclusions:**

We have carefully reviewed the benchmark numbers and have considered the methodology used to derive these numbers. As well, we have examined housing providers' actual costs over an eight-year period, based on audited Financial Statements, to review and compare spending patterns and financial requirements. Furthermore, we have made adjustments to the Market Rent Benchmarks to more accurately reflect the current actual situation in St. Thomas and Elgin. This adjustment serves to reduce the financial impact of the new funding formulas, and, in our opinion, still offers sufficient subsidies to providers.

We feel it is important to offer housing providers sufficient funding for RGI assistance and for the proper maintenance and management of their buildings, but not more funding than is required by industry standards. We are satisfied that the final benchmarks issued by the Ministry reflect a fair subsidy entitlement for all housing providers.

Housing providers have the opportunity to appeal these benchmarks to the Ministry by Business Case submissions if they feel the new level of funding is inadequate or unfair. Reviews are expected to start this fall. It is not known at this point if any of our housing providers plan to appeal the benchmarks.

Submitted by

  
Elizabeth Sebestyen  
Housing Administrator



Reviewed By: \_\_\_\_\_  
 Treasury      Env Services      Planning      City Clerk      HR      Other



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

-17-

Report No.  
ES74 -04  
File No.

<b>Directed to:</b>	Chairman Terry Shackelton and Members of the Protective Services and Transportation Committee	<b>Date</b> June 3, 2004
<b>Department:</b>	Environmental Services	<b>Attachment</b> Site Map
<b>Prepared By:</b>	Mark Sture, Supervisor of Roads and Transportation	
<b>Subject:</b>	<b>Traffic Control – Wellington Street and Stokes Road</b>	

**Recommendation:**

That:

1. Traffic Signal Control be installed at the intersection of Wellington Street and Stokes, subject to capital budget approval for the 2005 Capital Budget year; and,
2. That funds in the amount of \$120,000 be considered in the 2005 Capital Budget for these traffic signals.

**Report:**

**Origin**

In December 2003, Staff were directed to review the intersection of Wellington Street and Stokes Road, for the potential installation of some form of pedestrian crossing. Due to inclement weather and staffing issues this review has recently been completed.

**Analysis**

Wellington Street is an arterial roadway with two travel lanes and a left turn lane in each direction at the intersection with Stokes Road. Stokes Road is a minor collector connecting Wellington Street to Chestnut Street. The north leg of the intersection is the primary east driveway to Elgin Mall. The speed limit on both roadways is 50 km/h. Traffic on Stokes Road and the mall entrance is controlled by stop signs, while Wellington Street has free flow conditions.

Traffic and pedestrians were recorded travelling through the intersection for an eight-hour period on a mild, sunny day. The survey day could be considered to be a typical day when a large majority of potential pedestrians would be crossing Wellington Street. A total of 297 pedestrians crossed one of the four legs of the intersection with the majority crossing north-south over Wellington.

The results of the traffic collection were applied to the MTO warrants for traffic signal installation. From that, it was determined that traffic signals are warranted at this intersection. Without roadway improvements, the installation cost of signals is in the range of \$70,000 to \$120,000 depending on the complexity of the intersection. Recognizing the fiscal restraint the city is facing, staff is recommending that the signals be installed in 2005.

Although all-way stop control can often be used as an interim measure before traffic signals are installed it is not recommended in this case. Given the number of lanes on Wellington Street (5 in total), all-way stop control is not recommended as motorists in the inside lanes would not have a clear view of the intersection or the stop signs.

**Financial Considerations**

Traffic signals are in the range of \$70,000 to \$120,000 for the intersection and there are no funds identified in the 2004 Capital Budget for Traffic Signal Control at the Wellington Street and Stokes Road intersection.

**Alternatives**

Maintain Status Quo

Install All-way stop control as an interim measure until signals are installed in 2005.

Provide funding and install traffic signal control in 2004

Respectfully,

Mark Sture, Supervisor, Roads and Transportation  
Environmental Services

Reviewed By: \_\_\_\_\_  
 Treasury      Env Services      Planning      City Clerk      HR      Other

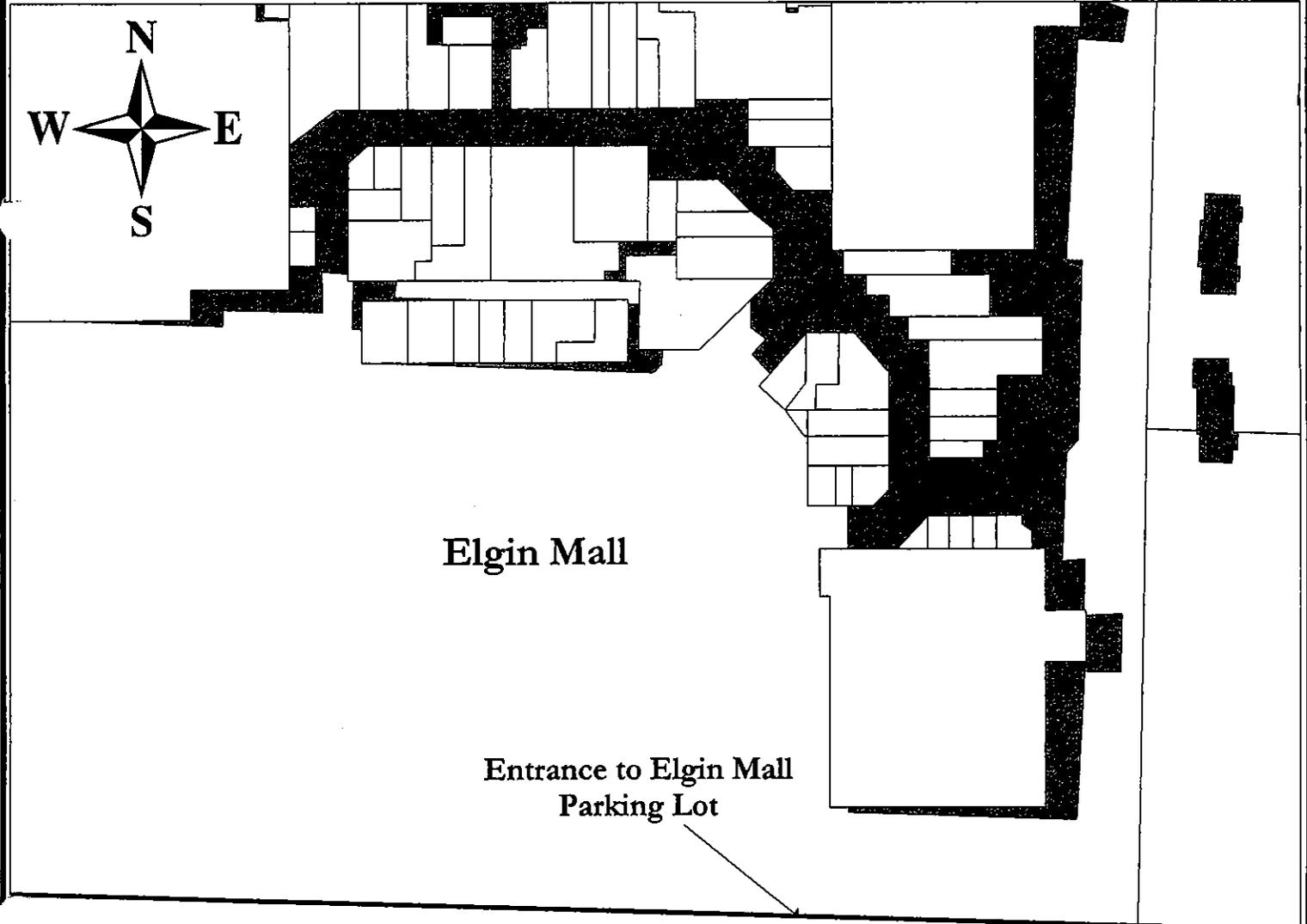
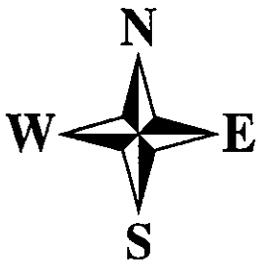


# CITY OF ST THOMAS

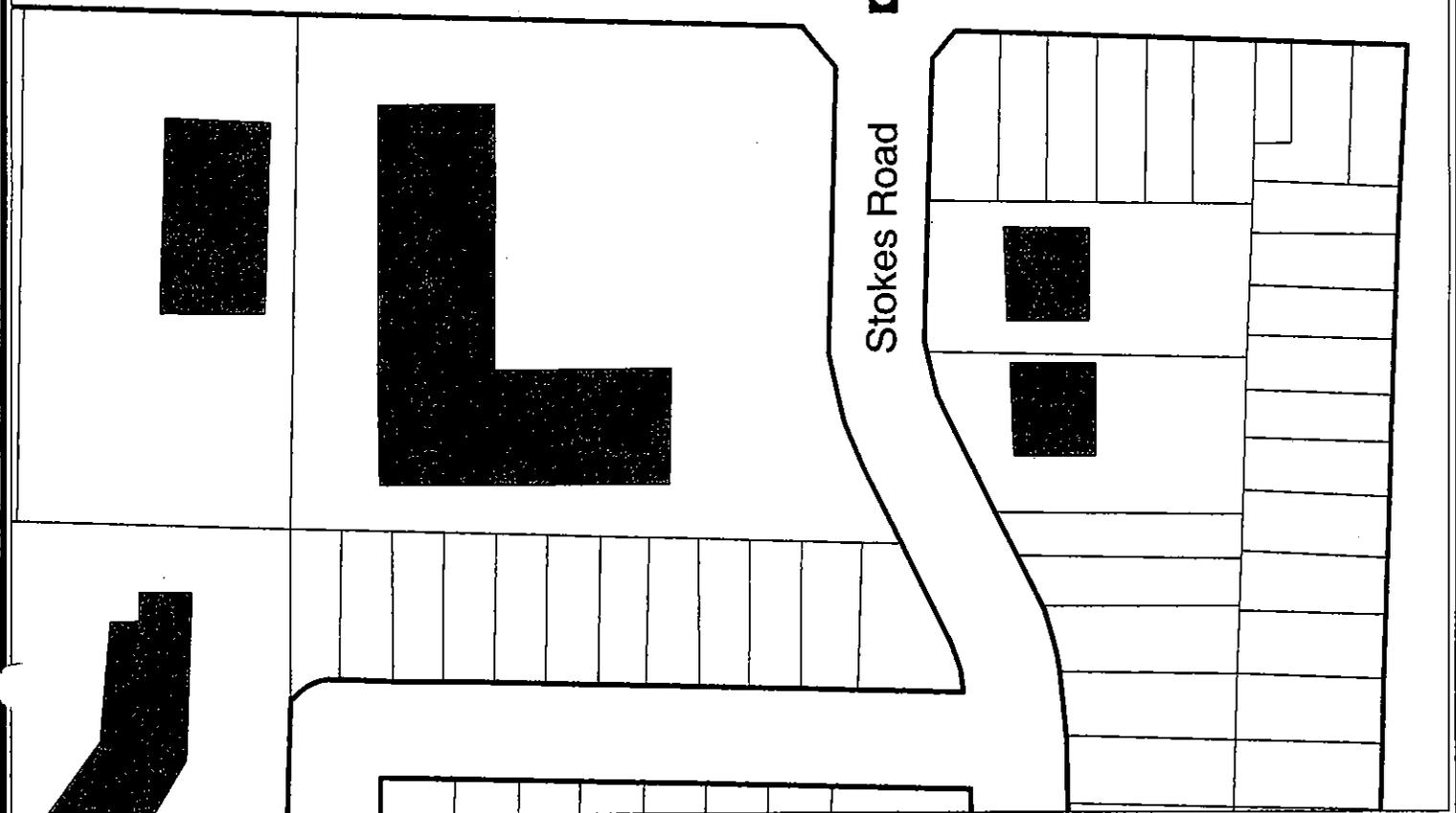


## WELLINGTON STREET & STOKES ROAD

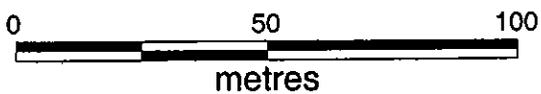
-18-



Wellington Street



SCALE



LEGEND



Intersection Under Review



Corporation of the  
City of St. Thomas

Report No.

CC 47-05

File No.

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

**Date**  
November 7, 2005

**Department:** Clerk's Department

**Attachments**  
- sample letter of compliance  
- amendment to tidy lot by-law  
- opinion letter of John Sanders

**Prepared By:** Richard Beachey, Deputy City Clerk

**Subject:** Tidy Lot By-law – Notice

**Recommendation**

That report CC 47-05 in regards to the tidy by-law be received and;

That the tidy lot by-law be amended to provide for a notice period of three working days.

**Analysis**

This past summer City staff undertook a number of tidy lot by-law property cuts on a proactive basis. This proactive approach, as demonstrated by the attached sample compliance letter, was undertaken this year because of the failure by property owners in years past to follow up an initial cut with ongoing maintenance. Of course, this lack of follow up by the owners resulted in numerous additional complaints and a frustration by the residents.

As a result of a review of the City's demand for compliance, which stemmed from concerns of violating property owners, it was determined that the City is required to issue a Notice of Violation each time a violation occurs, even if there had been a previous violation of the same type on the same property. As a result, a new approach is required in an attempt to meet the residents concerns. Previously, the City provided two weeks notice of violation in the form of a letter of compliance. With a legal requirement that notice be provided each time the potential for remedial City action exists, the notice period is proposed to be shortened to three working days, and if required to be mailed for an out of City owner, an additional five days.

While notice is shortened to the extent possible, it is believed that this will still result in frustration by residents, because there will still be some time in which a violation is outstanding.

An alternative to City cleanup is to issue tickets and /or court summons to the violating owner, but this results in the violation still outstanding, and the residents needs for a tidy lot are not met.

**Financial Considerations:**

None that can be seen.

**Alternatives:**

The Committee may:

1. Adopt the amendment.
2. Adopt the amendment with ticket issuance.
3. Issue tickets and/or summons.
4. Keep the current status quo.

Respectfully,

Richard Beachey, Deputy City Clerk  
City Clerk's Department

Reviewed By: \_\_\_\_\_  
Treasury      Env Services      ~1~Planning      City Clerk      HR      Other

**Sanders, Cline -20-****Barristers and Solicitors**

ROBERT P. CLINE, B.A., LL.B.  
A. JOHN SANDERS, LL.B.  
DAVID R. S. PENTZ, B.A., LL.B.  
KATHERINE E. ORKIN, B.A.(HONS.) LL.B.  
KAREN M. WILLIAMS, B.A., LL.B.

EDGAR C. SANDERS, K.C. (1873-1957)  
E. FRANK S. SANDERS, Q.C. (1913-2002)

POSTAL BOX 70  
14 SOUTHWICK STREET  
ST. THOMAS, ONTARIO  
CANADA N5P 3Y5

TELEPHONE (519) 633-0800  
FACSIMILE (519) 633-9259  
E-MAIL: JOHNSANDERS@SANDLAWYERS.CA

October 13, 2005

SENT BY FAX: 633-9019

FILE NO:

Corporation of the City of St. Thomas  
P. O. Box 520, City Hall  
545 Talbot Street  
St. Thomas, ON N5P 3V7

ATTENTION: Wendell Graves, City Clerk

Dear Mr. Graves:

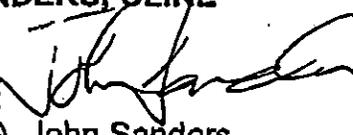
**RE: Enforcement of Lot Maintenance By-Law # 6-94**

This will confirm our recent conversation and my advice to you that in the absence of an invitation or consent of the property owner, entry onto private property by City employees to carry out work under the By-Law requires a specific written notice for each occasion. According to Section 431 of the *Municipal Act* 2001, where a power of entry is exercised for this purpose a municipality shall "provide reasonable notice of the proposed entry to the occupier of the land."

To ensure that the notification is explicit and to justify the City's related right to a lien for the maintenance or repair costs, (and to collect same as if the expense were taxes), it is advisable that each notification be in the form of an Order to Comply giving particulars of the required work and setting a time for compliance with the terms of the Order or for an appeal of the order, as well as a warning that the City may carry out the repair or clearance at the owner's expense.

These requirements are met by the format of the Order to Comply normally used by St. Thomas by-law enforcement officers. A new Order to Comply should be issued and served whenever a further entry onto a property is proposed. An example of this would be issuance of a new Order to Comply each time it becomes necessary to propose entering a property to cut grass which has re-grown to a height greater than 6 inches contrary to By-Law 6-94.

Yours faithfully,

**SANDERS, CLINE**Per: 

A. John Sanders

AJS:hl

TOTAL P.01

**CITY OF ST. THOMAS**

**BY-LAW NO.     -2005**

A by-law to amend By-law No. 6-94, being a by-law to provide for maintaining land in a clean and clear condition / Tidy Lot By-Law / Lot maintenance By-law

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS FOLLOWS:

1. That By-law No. 6-94, being a by-law to provide for maintaining land in a clean and clear condition / Tidy Lot By-Law / Lot maintenance By-law be amended by deleting Section 6.1 and substituting the following in it's place.

“6.1 When any lands and/or structures are not maintained pursuant to the requirements of this By-law the Director or designate person shall send Notice to the property Owner at the address shown on the last revised assessment roll or to the last known address. Such notice, in the form of an Order to Comply, shall detail the violation and allow the owner three working days of notice from time of receipt to correct the violation. Such notice shall be deemed received, if delivered other than by hand, five days after the date of the notice. A new notice shall be issued and served for each violation and further violations, even if of the same nature, shall require a new notice.”

3. This by-law shall come into force on the day of passing.

READ a First and Second time this 14th day of November, 2005.

READ a Third time and Finally passed this 14th day of November, 2005.

---

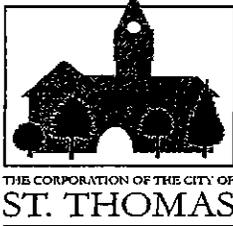
Wendell Graves, City Clerk

---

Jeff Kohler, Mayor

Wendell Graves  
City Clerk

Richard J. Beachey, B.A.  
Deputy City Clerk



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

545 Talbot Street • P.O Box 520 • City Hall • St. Thomas • Ontario N5P 3V7

**REGISTERED MAIL AND HAND DELIVERED**

June , 2005

To whom it may concern:

RE: City of St. Thomas - Notice of Violation - Lot Maintenance By-law 6-94

Please take notice that the property at \_\_\_\_\_, vacant lot, St. Thomas, \_\_\_\_\_, does not conform with the Lot Maintenance Standards prescribed in the City of St. Thomas Lot Maintenance By-law 6-94, passed by the City Council pursuant to Section 210, paragraph 80 of the Municipal Act R.S.O. 1990. The following infractions to the By-law were found to exist on the property during an exterior yard inspection held on June , 2005.

Item	By-law Section	Particulars of the Non-Conformity
1.	3.7	For the purpose of Subsection 3.1 "cleaned up and cleared up" includes the removal of weeds and/or grass more than 15 cm. in height.  All yards to be cut regularly at least bi-weekly

We respectfully request that the above-noted violations of the By-law be removed and cleared up prior to **June , 2005**. Representations with respect to this matter may be made to the undersigned during the next two weeks, if you require any further clarification of the By-law or assistance in defining the maintenance work that is to be undertaken on your property. Failure to comply with this request may result in the issue of a fine under the Provincial Offences Act (\$100.00) and/or a cleanup of the property at your expense.

In addition we require regular cuts of this property, as this presents a health hazard for allergies. Failure to perform regular cuts on at least a bi-weekly basis will result in the City clearing the property at the expense of the owner.

We thank you for your co-operation in this matter. Please contact the undersigned at if you have questions on the above.

Yours very truly

By-law Enforcement Officer



-24-

# Thanks for Pitching-In!

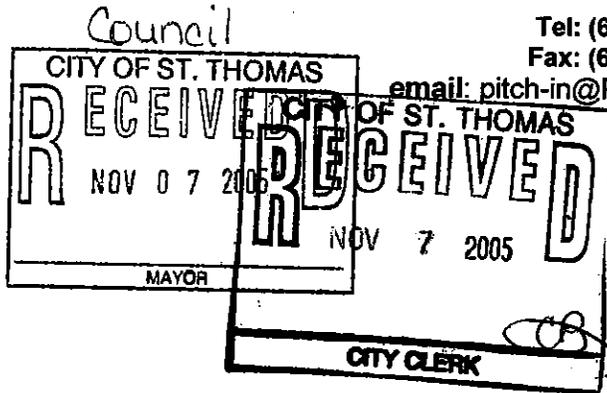
## 2006 PITCH-IN CANADA Week, April 24 - 30

**PITCH-IN ONTARIO**  
 c/o National Office, PITCH-IN CANADA  
 Box 45011, Ocean Park PO  
 White Rock, B.C., V4A 9L1  
**Website:** [www.PITCH-IN.ca](http://www.PITCH-IN.ca)

**Tel:** (604) 290-0498  
**Fax:** (604) 535-4653  
**email:** [pitch-in@PITCH-IN.ca](mailto:pitch-in@PITCH-IN.ca)

October, 2005

Head and Members of Council  
 City of St. Thomas  
 Box 520, City Hall, 545 Talbot St.  
 St. Thomas ON N5P 3V7



Dear Head and Members of Council:

**Litter, garbage, clean-ups** – grassroots issues and perhaps not the most critical but often the most important to many of your residents who walk the streets of your community every day.

**We motivate volunteers in your community to get involved** in litter clean-ups of streets, ravines, alleys, business districts and parks and to promote reduce, reuse, and recycling. We provide them with free materials, including garbage/recycling bags, posters and other educational materials.

**Enclosed is a two-page summary of the 2005 PITCH-IN WEEK campaign in Ontario** - highlighting 2,808 projects and the work of 312,115 volunteers in 274 communities!

**Who pays for PITCH-IN Week and our other community programs?** We rely on Foundations and local governments for member support. Every dollar is valuable to us – any and all are welcome! - we have a very limited budget! See reverse for our membership fees for which you receive:

- **Guaranteed free materials** for local volunteers, including garbage / recycling bags
- **Priority access** to PITCH-IN WEEK materials by your volunteers who apply by March 31, 2006
- **An 80% reduction in cost** to become a *National Partner in Civic Pride*
- **A listing** on PITCH-IN CANADA's very popular website
- **A 10% reduction on any other materials** – such as PITCH-IN decals for litter containers, etc...

**Please help us to continue helping the volunteers in your community!** They count on the many free materials they receive from us for PITCH-IN Week and throughout the year.

**Are you interested in keeping toxic cell phones out of your landfill?** Contact us and we'll be pleased to provide you with information about The National Cell Phone Collection Program.

**And remember to put 2006 PITCH-IN Week on your municipal calendar - April 24 – 30!**

Sincerely

Valene Thom  
**PITCH-IN ONTARIO**

**PS We have also enclosed information and a questionnaire pertaining to commercial food and beverage litter and its impact in your community. We welcome your thoughts!**

**The Cost of Membership in PITCH-IN**

-25-

The cost of membership is dependent on your community's population. *That makes it fair for all and enables even the smallest villages or hamlets to become a member.*

Population of your Community	Amount of Membership
- 500	\$ 95
501 - 1,000	\$ 125
1,001 - 2,000	\$ 175
2,001 - 3,500	\$ 225
3,501 - 5,000	\$ 275
5,001 - 10,000	\$ 325
10,001 - 25,000	\$ 425
25,001 - 50,000	\$ 500
50,001 - 100,000	\$ 750
100,001 - 250,000	\$1,000
250,001 - 500,000	\$1,250
500,000+	Upon request

**During PITCH-IN Week and at other times during the year Members receive:**

- **Priority and Guaranteed Free Materials** for local volunteers, including garbage / recycling bags for PITCH-IN Week as long as volunteers register by March 31, 2006
- **e-Updates on our programs and free access to our Program Staff** to help plan local programs
- **An 80% reduction in cost** to become a *National Partner in Civic Pride*
- **A listing of your community's name and link to your web site** on PITCH-IN CANADA's very popular website
- **A 10% reduction on any other materials** – such as PITCH-IN decals for litter containers, etc...

**MEMBER APPLICATION**

Name of Community.....

Mailing Address.....

City/Town/Village .....Province/Territory.....

Postal Code.....Telephone ( )..... Fax ( ).....

Contact Person..... Title.....

Email ..... Community's Website www. ....

Population ..... taken from (year) .....census

Amount of Membership Fee Enclosed (see chart for applicable rate) \$.....

**We need an invoice**, our Purchase Order Number is ..... (please attach PO)

**Send this Application to:**

PITCH-IN CANADA, National Office, Box 45011, Ocean Park PO, WHITE ROCK, BC, V4A 9L1

**REMINDER:** please complete the Municipal Questionnaire which came with this letter – we need your input on the extent and make-up of litter/waste in your community and who should be involved in helping to combat the problems and costs associated with this issue. Your opinion is critical to our research! We will share findings with appropriate agencies and with you via our website. Members will receive detailed information by e-Update..

