

## **AGENDA**

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

**COUNCIL CHAMBERS**  
**CITY HALL**

**6:00 P.M. CLOSED SESSION**  
**7:00 P.M. REGULAR SESSION**

**APRIL 18TH, 2006**

#### **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 meeting held on April 10th, 2006.

#### **DEPUTATIONS**

##### **Redevelopment of Horton Street Market**

Mark Cosens, Downtown Development Board, will be in attendance to update the members on the progress of the rejuvenation project.

#### **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**

Municipality of Central Elgin - Notice of a Public Hearing for a Minor Variance - 133 St. George Street

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Notice was received from the Municipality of Central Elgin regarding a Public Hearing for a minor variance to permit a shed and stone wall and to recognize the existing location of a deck and basketball court at 133 St. George Street.

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

Move Ontario - Roads and Bridges Funding

Report ES 45-06 of the Manager of Engineering. Pages 7 to 14

Intersection of First Avenue and Edward Street

Intersection of Edward Street and Burwell Road

Intersection of Wellington Street and Highview Avenue

**NEW BUSINESS**

2005 City of St. Thomas Waste Diversion Rates

Report ES 46-06 of the Director, Environmental Services. Pages 15 to 18

Private Lane along CASO Lands - Queen Street to Metcalfe Street

Report ES 47-06 of the Director, Environmental Services. Pages 19 to 32

Hedges Court Subdivision Phase II - Wellington Street Extension between Phase I Limit and Centennial Avenue

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Report ES 48-06 of the Director, Environmental Services. Pages 33 to 40

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Contract Personnel

Report CC-23-06 of the City Clerk. Pages 41 to 43

Environmental Services Department Staffing Increase

Report ES 43-06 of the Manager of Operations & Compliance. Pages 44 to 61

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

Corporate Credit Cards

South Block Development Charges

Report TR-21-06 of the Director of Finance and City Treasurer. Page 62

Downtown Development Board - 2006 Budget

Report CC-20-06 of the City Clerk. Pages 63 + 64

Junior B Stars Hockey Club - 2006-2007 Facility Rental Permit**NEW BUSINESS**Legends Lease Agreement

Report TR-22-06 of the Corporate Services Officer. Pages 65 + 66

Municipal Election 2006

Report CC-21-06 of the City Clerk. Page 67

Summer Meeting Schedule

Report CC-22-06 of the City Clerk. Page 68

**BUSINESS CONCLUDED****COMMUNITY AND SOCIAL SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS****NEW BUSINESS**Valleyview Replacement - Monthly Report

Report VV-004-06 of the Administrator. Pages 69 + 70 Project Report attached.

**BUSINESS CONCLUDED****PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** - Chairman T. Shackelton**UNFINISHED BUSINESS**Captain Dennis A. Redman No.2 Fire StationRequest for "No Standing" Zone - Forest Park WalkwayIntersection of Redan Street and Woodworth Avenue**NEW BUSINESS**Police Services ReportRenewal of Dispatch Contracts

Report FD01-06 of the Fire Chief. Page 71

April 2006 Monthly Report - Captain Dennis A. Redman No. 2 Fire Station Pages 72 to 77

**BUSINESS CONCLUDED**

## **REPORTS PENDING**

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

FOREST AVENUE SIDEWALK - J. Dewancker

REDEVELOPMENT OF HORTON STREET MARKET - W. Day

ALMA COLLEGE - Management Board

SCHOOL AREA REVIEW PROCEDURES - FOR ELEMENTARY SCHOOL CHILDREN - 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 COMMUNICATIONS**

Railway Nostalgia Day - May 7th, 2006 and Railway Heritage Days - August 26th and 27th, 2006 - Proclamation

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A letter has been received from Elaine Catchpole, Secretary, Elgin County Railway Museum, requesting that Council proclaim May 7th, 2006 as "Railway Nostalgia Day" and August 26th and 27th, 2006 as "Railway Heritage Days" in the City of St. Thomas.

Volunteer Canada - National Volunteer Week - City Pins

A letter has been received from B. Hamilton, Planning Committee Member, Volunteer Canada, requesting 500-750 city pins for a celebration to be held on April 26th, 2006 for the volunteers of Elgin County during National Volunteer Week.

St. Thomas Psychiatric Hospital Volunteer Association - Name Change

A letter has been received from Virginia Ormond, President, St. Thomas Psychiatric Hospital Volunteer Association, requesting permission to use "St. Thomas" in its name change to Volunteer Association Regional Mental Health Care, St. Thomas. **Page 79**

**UNFINISHED BUSINESS**

"Solid Pension - Secure Future" - C.A.W. Local 1001

City of St. Thomas 125th Anniversary

Minimum Maintenance Standards for Heritage Properties

**NEW BUSINESS**

**BY-LAWS**

**First, Second and Third Reading**

1. A by-law to confirm the proceedings of the Council meeting held on the 18th day of April, 2006.
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, John Paul Dorscht and Can-Du Air Ltd. (Assignment of lease - St. Thomas Municipal Airport - Part 2, Reference Plan 11R-4001)
3. A by-law to establish development charges for the Corporation of the City of St. Thomas. (South Block Area)
4. A by-law to amend By-Law 50-88, being Zoning By-Law for the City of St. Thomas. (Removal of holding zone symbol - Blocks 10, 11, 12 & 13 & Part of Blocks 9 & 14, Plan 11M-110 - Doug. Tarry Limited & Walter Ostojic & Sons Limited - 34T-05506)
5. A by-law to remove certain lands from Part Lot Control (Lots 1-6 and 9-20, Plan 11M160 - Barrett Crescent - semi detached lots - H.J. Hayhoe Ltd.)

**PUBLIC NOTICE**

**NOTICES OF MOTION**

**CLOSED SESSION**

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

**OPEN SESSION**

**ADJOURNMENT**

**CLOSING PRAYER**

**CLOSING PRAYER**



Corporation of the

# City of St. Thomas

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Report No.

ES45-06

File No.

08-321

Directed to:

Chairman Marie Turvey and Members of the Environmental Services Committee

Date

April 11, 2006

Department:

Environmental Services

Attachment

Prepared By:

Brian Clement, Manager of Engineering

Report No. ES44-06

Subject:

**Project Recommendations for Move Ontario Roads and Bridges Funding**

## Recommendation:

It is recommended that:

1. Report No. ES45-06 be received for information, and
2. That Council approve the expenditure of \$1,412,434 from one-time grant monies already received under the Move Ontario funding initiative to implement the recommended list of municipal roads and bridges projects.

## Origin:

The City of St. Thomas received a one-time funding grant of \$1,412,434 on March 30, 2006 under the Move Ontario initiative for investment in municipal roads and bridges. The City is allowed to determine their own priorities for roads and bridges projects.

At the April 10, 2006 meeting, Council approved Report ES44-06 by the Director of Environmental Services outlining suggested categories of projects, and that a detailed cost summary of such candidate projects be prepared.

## Analysis:

The following projects are being recommended for implementation through the use of the subject funds made available to the City of St. Thomas.

1. Talbot Street/CASO Bridge (estimated cost \$600,000)  
Implement Option 1 rehabilitation of existing bridge from 2004 Class Environmental Assessment Study. Work included deck repairs and waterproofing, rehabilitation of all deteriorated/spalled concrete areas, abutment repairs and railing replacement. A consultant engineer will need to be hired to reconfirm study findings and prepare drawings/tender documents.
2. Bridge Study Update (estimated cost \$8,000)  
The City's bridge infrastructure information is located on a web-based server maintained by Engineered Management Systems. The proposed allocation for 2006 will update this information that will be used as a guide for future maintenance activities on the City's bridge infrastructure.
3. CP Rail Crossing on Talbot Street (estimated cost \$15,000)  
CP Rail will be releveling their crossing on Talbot between First and Burwell in 2006. This proposed allocation would fund the material cost of railseals to be installed along the tracks. These rubber flanges prolong the performance and life of the asphalt/track interface at railway crossings. CP Rail will pay for labour costs associated with this railseal installation.
4. Conversion of Traffic Signal Lights to Light Emitting Diodes (estimated cost \$149,500)  
The original request of \$200,000 for this project was reduced to \$50,500 in the 2006 Part Two capital budget approval. However this project is considered to be a very worthwhile initiative and the remaining funding is required, since LED lights create a very significant energy savings (8,000 kwh/intersection/year), they last up to 10 times longer and therefore create a cost savings of \$400/intersection/year and a significant reduction in maintenance costs.
5. Traffic Signal Controllers Replacement (estimated cost \$100,000)  
Replacement of six or seven aged and potentially unreliable traffic controllers is required, which includes installation by St. Thomas Energy Inc. Delcan recommended this work in the 1999 Signal Warrant and Optimization Review report prepared for the City. The priority locations are: Talbot at Hiawatha, Talbot at Manitoba, Wellington at Fairview, First at Elm, Elm at Fairview, Sunset at Fingal, and Talbot at Sunset/Wellington.
6. Road Resurfacing by Slurry Seal Application (estimated cost \$58,275)  
Slurry seal is a low cost paving and surface maintenance procedure, which should significantly extend the life of existing pavements. It corrects surface cracking, raveling, loss of matrix, and increases water and air permeability, as well as reducing slipperiness. It should provide an all-weather, long-lasting surface that offers skid resistance and improved handling characteristics for drivers.

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Two candidates are being recommended for this new City initiative due to considered suitability (subject to confirmation) of base pavement structure:

Talbot – First to Yarmouth (\$43,050)

Edward – Barrie to Gaylord (\$15,225)

7. Road Resurfacing by Pulverize and Pave Method (estimated cost \$481,659)

The City has used the pulverize and pave rehabilitation method in the last four years exclusively, as opposed to the shave and pave method, to extend the service life of existing roads. It offers an opportunity to improve the base pavement structure by using the existing materials on the site. It can defer more costly complete road reconstructions by adding 10 to 15 years of pavement life with minimal maintenance.

Four candidates are recommended:

Elm – Mandeville to Rapelje (\$222,268) including curb work

Elgin – Talbot to Wellington (\$155,726) including curb work

Princess – Centre to Wellington (\$106,512) including curb and sidewalk work

Princess – Wellington to Rosebery (\$72,276) including curb and sidewalk work

These four candidates are all rated red as deficient for roads, and are considered as significant in the City's transportation network. There are underground infrastructure needs on these road sections, however upgrading will be stalled, and not take place for at least 10 years.

It should be noted that further field investigations are required prior to tendering these candidates to check existing asphalt and granular depths, conducting surveys to determine the extent of curb, sidewalk, driveway, and boulevard reconstruction work required, as well as confirming grades to ensure positive roadway drainage.

The above-noted road resurfacing cost estimates have been developed using projected tender prices. The exact project listing and requirements will vary depending on actual tender results. Contractors are expected to be very busy satisfying all area municipalities for this grant program, which might drive up unit prices. Although the total \$556,782 of these four projects exceeds the remaining amount by \$75,123, the last project would be included in the tender as a Provisional item.

Three other road candidates, also rated red as deficient, at total estimated cost of \$107,470 can also be considered if tender prices are favorable, or if other categories experience reduced costs:

Hincks – Talbot to Centre (\$25,641)

Metcalf – Talbot to Centre (\$25,641)

Southwick – Talbot to Centre (\$56,188) including curb and sidewalk work



**FOR INFORMATION ONLY:**

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Roads rated as Deficient or Poor planned for improvement in next 5-year Capital Budget Program

These projects are considered as integrated meeting a number of above- and under-ground infrastructure needs within the right-of-way. Funding is assumed to be available from all reserves and any other programs, e.g. gas tax (with proof of sustainability).

<i>Street</i>	<i>From</i>	<i>To</i>
Manitoba	Kains	Barwick
Wellington	Elgin	Princess
Elgin	Wellington	Rosebery
Inkerman	Edward	Hwy 3
Oliver	College	Leila
College	Oliver	Ross
Myrtle	First	Ravine
First	Elm	Intersection
Edward	Burwell	Intersection
Talbot	Fairview	Centennial
Hiawatha	Scott	Owaissa
Jackson	Scott	northerly
Manor	Highview	Wellington
White	Mitchell	Elizabeth
Wellington	Stanley	Elgin
East Pearl	End	Elysian
Southwick	Wellington	Rosebery
Erie	Ross	Fourth
Chestnut	First	Third
Old Talbot	Sunset	Stanley
Alexandria	Talbot	Redan
Stanley	Sunset	Victoria
Queen	Centre	Wellington
S. Edgeware	Burwell	Harper
Hepburn	Elm	Gliddon
Arthur	Talbot	Redan
Redan	Inkerman	First
Chestnut	Ross	Churchill
Flora	Baldwin	Barwick
Fairview	Elm	Axford

Roads rated as Deficient or Poor planned for improvement as Road Resurfacing candidates in 2007 and in subsequent years, or as an Integrated Needs Project "beyond" 5-year Capital Budget Program

This partial list of road sections need further evaluation and decision-making for a number of reasons, which include:

The updated Water Needs and Financial Study to be completed in 2006.

The Elgin Street/Wellington Street Storm Water Drainage Area study to be completed in 2006 to determine trunk sewer locations and outlets to either Mill or Kettle Creeks.

Annual ratings for 2006 are conducted jointly by Operations and Engineering staff for existing condition of roads, curb/gutters, sidewalks, watermains, sanitary sewers, and storm sewers. This also involves CCTV of existing sewers, hydrant flushing and flow testing of existing watermains, and exercising of existing water valves.

The estimated costs of these road sections, just for resurfacing, including some curbs and sidewalks, and not addressing other needs is in the order of \$3,640,000.

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Street	From	To
Meehan	Elm	Churchill
Flex-O-Lite	S. Edgeware	Hwy 3
Forest	Fifth	First
Talbot	Stanley	St George
Elm	First	Holland
Burwell	Talbot	Edward
Woodworth	Talbot	Malakoff
Coyne	Churchill	Churchill
N/S Frances	Pullen	End
Gladstone	Elgin	Princes
Hemlock	Fifth	End
Hincks	Rosebery	Centre
Hughes	Kains	CNR
Inkerman	Talbot	CNR
Mondamin	Talbot	Scott
Pearl	Scott	End
Simcoe	First	Churchill
Brant	First	Churchill
Alma	Nolan	Hwy 3
Amelia	Moore	Ross
Churchill	Elmina	Coyne
Elysian	W Pearl	East
Ermatinger	Churchill	Montgomery
Fourth	Erie	Locust
Hiawatha	Curtis	North End
Elm	Mandeville	Pinafore Park
Locust	Ross	Fourth
Major	Sunset	Tracks
Mandeville	Hepburn	Wood
Meda	St Catherine	Hiawatha
Miller	Redan	CNR
Montgomery	Churchill	West End
Penwarden	Scott	Jessie
St Catherine	Eagle	North End
St George	Talbot	Curtis
Stanley	Centre	St Annes
Trafalgar	Nelson	Woodworth
Ukranian	Nelson	Woodworth
Weldon	Inkerman	Woodworth
White	Centre	Mitchell
Wolfe	Flora	Hughes

**Financial Considerations:**

Monies are immediately available from the Treasury Department to fund the projects listed in items 1 to 7, inclusive, to a combined total of \$1,412,434.

Respectfully Submitted,



Brian Clement, P. Eng., Manager of Engineering  
Environmental Services

Reviewed By:

Treasury

 Env Services

Planning

City Clerk

HR

Other



Corporation of the

# City of St. Thomas

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Report No.

ES44-06

File No.

08-332

Directed to:

Ald. Marie Turvey, Chair and Members of the Environmental Services Committee of Council

Date

April 4, 2006

Department:

Environmental Services

Prepared By:

John Dewancker, Director

## Attachment

- Notice of Payment by the Province of Ontario of a one-time funding for Roads and Bridges under the Ontario Move initiative
- Excerpt from Website referencing the initiative in the Ontario 2006 budget

Subject:

Move Ontario – Roads and Bridges Funding

## Recommendation:

- That the payment by the Province of Ontario of a one time investment of \$1,412,434 to the City of St. Thomas under the Move Ontario initiative be used to fund the municipal roads and bridge projects as outlined in report ES44-06.
- That a detailed cost summary of these municipal roads and bridge projects be prepared for report back and approval by City Council.

## Origin

On March 30, 2006, the City of St. Thomas received a one-time grant of \$1,412,434 under the Move Ontario initiative for City roads and bridges.

## Analysis

Upon review of the attached announcement and Notice of Payment by the Province and the preliminary understanding that the proposed funds need to be used by the benefitting Municipalities in the near future (1 year subject to confirmation) the following projects are being recommended for implementation through use of the funds that are being made available to the City under the Move Ontario initiative.

### 1. Talbot Street/CASO Bridge – Rehabilitation of the existing bridge

A Class Environmental Assessment Study project was completed during 2004. The following options were reviewed in detail as part of this study project

- i. Rehabilitation of the existing bridge
- ii. Removal of the bridge deck and replacement with an earth embankment and pedestrian walkway culvert.
- iii. Removal of the entire bridge and the lowering of the Talbot Street road profile on both bridge approaches to create a level crossing of Talbot Street at the CASO corridor.

As confirmed through the preparation of previous reports to City Council, to-date the implementation of option 2., as the preferred alternative, has been pursued by the City. The preference of this option has been based primarily on the opportunity to eliminate a bridge structure from the City's bridge inventory, thereby avoiding future bridge repair and maintenance costs. However, the approval by CN/CP, as owners of the CASO property, has not been forthcoming and also, the cost estimate of this option has risen significantly during the preparation of the final engineering design of this option.

As a result and to achieve a due diligence action on the part of the City, as owner of this deteriorating bridge structure, it is recommended that the implementation of option 1 noted above be pursued and that a component of the Move Ontario funds be allocated towards the rehabilitation of this bridge (deck repairs including waterproofing, rehabilitation of all deteriorated/spalled concrete areas, abutment repairs and railing replacement).

### 2. Road Resurfacing Projects

Report E23-06 provided Council with an overview of the current roadway resurfacing needs (27km of roads rated as deficient and 26km of roads rated as poor). As requested by Council, Environmental Services Staff is currently preparing a supplementary detailed list of road

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resurfacing projects for implementation in the near future, divided in the following 3 categories:

- i. Road resurfacing only
- ii. Road reconstruction integrated with other capital infrastructure needs
- iii. Road reconstruction integrated with other capital infrastructure needs, BUT at least 10 to 15 years away due to any restrictions, such as funding limitations or issues such as lack of a storm outlet. Therefore the road resurfacing project should proceed now due to the deficient roadway conditions.

The list of road resurfacing projects that will be recommended for implementation and funding under the Move Ontario initiative will be sourced from the above noted categories 1 and 3 projects.

3. Conversion of the City's traffic signal lights to LED (light emitting diodes)

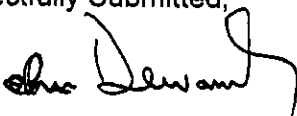
This project was included in the 2006 capital budget submission (Part 2). The original request of \$200,000 was reduced to \$67,000, however it would be very worthwhile to increase the currently approved funding amount, using this Provincial funding source, since the LED lights create a very significant energy savings (8,000 kwh/intersection/year), they last up to 10 times longer and therefore create a cost savings of \$400/intersection/year and a significant reduction in maintenance costs. The overall pay back period of this energy savings investment is in the order of 3.5 years

4. Replacement of aged and unreliable traffic controllers at signalized intersections

As reported previously, there continues to be a backlog of traffic controllers that need to be replaced to enhance system reliability. A portion of the Provincial funds would assist with the replacement of such controllers.

Upon review by Council of the above suggested categories of projects which would benefit from the Provincial investment funds that are being made available under the Move Ontario initiative and subject to the receipt of any other suggested category of projects by the Members, the concurrence with the above noted outline of project types is respectfully requested. Upon receipt of Council's concurrence, an itemized list of the individual projects, including project locations and cost estimates will be prepared for approval at the Council meeting of April 18, 2006.

Respectfully Submitted,



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

Reviewed By:



Treasury

Env Services

Planning

City Clerk

HR

Other

**Roads and Bridges Funding**  
March 2006 Notice of Payment



**Ontario**

City of St Thomas

44101

*CC: J.D.  
rec'd MARCH 30/06*

<b>One-time Roads and Bridges Funding</b>	<b>\$1,412,434</b>
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**Note**

Under Move Ontario, the government is making an immediate, one-time investment of \$400 million to help municipalities primarily outside of the GTA - with emphasis on rural and northern communities - invest in municipal roads and bridges. Municipalities will determine their own roads and bridges priorities.

**Key Data Inputs**

Population	33,236
RSCM	0.0%

**Data Sources**

Population	2001 Census, Statistics Canada.
RSCM	The Rural and Small Community Measure represents the proportion of a municipality's population residing in areas classified by Statistics Canada as being rural or small communities.

The McGuinty government's third Budget continues to strengthen Ontario's economic advantage by strengthening its people and investing in their priorities.

### Highlights of the 2006 Budget include:

- Move Ontario — a new \$1.2 billion investment in transit, roads and bridges;
- No new taxes or tax increases;
- Investing an additional \$1.9 billion in health, including increasing the number of Family Health Teams and reducing wait times;
- \$30 million by 2008-09 to fund the purchase of insulin pumps and related supplies for about 6,500 children with Type 1 diabetes;
- \$7 million annually to enhance newborn screening and support the creation of a new screening facility at the Children's Hospital of Eastern Ontario;
- Expanding breast screening for women between ages 50 and 74;
- An additional \$218 million in 2006-07 to help at-risk youth and vulnerable adults and families;
- Ensuring more postsecondary students qualify for upfront grants by doubling the family income threshold for a family with two children to \$75,000;
- Covering the full cost of books for 138,000 students — 75 per cent of all student aid recipients;
- Increasing funding for school boards in 2006-07 by \$424 million to help support smaller JK to Grade 3 class sizes and higher literacy and math scores for Grades 3 and 6
- A projected interim deficit of \$1.4 billion for 2005-06, down 75 per cent from the \$5.5 billion inherited in 2003-04. The budget will be balanced in 2008-09 at the latest, or a year earlier if the reserve is not required.

### Move Ontario: Strengthening Ontario's Transportation Infrastructure

- Move Ontario, a new \$1.2 billion investment in transit, roads and bridges, including:
- \$400 million for municipal roads and bridges — primarily outside the GTA — with emphasis on rural and northern communities;
  - \$670 million to allow Toronto and York Region to extend the subway to the Vaughan Corporate Centre at Highway 7;
  - \$95 million to allow Brampton to make dedicated bus lanes available through the Brampton AcceleRide project;
  - \$65 million to allow Mississauga to develop the Mississauga Transitway, a separate bus right-of-way with 14 stations;
  - \$7 million for the planning of Phase II of VIVA Transit in York Region;
  - \$1 million towards an environmental assessment relating to the future of the Scarborough subway.

#### Other Investments Include:

- Improved border crossings — \$300 million in the Windsor Gateway and \$323 million in Niagara and Sarnia;
- A total of \$3.4 billion for highways in southern Ontario and \$1.8 billion for highways in northern Ontario.

### A Strong Economy

Almost 200,000 net new jobs have been created in Ontario since October 2003. The 2006 Budget builds on Ontario's economic strength through:

- The intention to eliminate the capital tax sooner — in 2010 — if the fiscal plan allows, starting with a proposed five per cent rate cut in 2007 — two years earlier than planned;
- Investing \$1.7 billion in research and commercialization over five years through the new Ministry of Research and Innovation;
- The \$6.2 billion Reaching Higher investment in postsecondary education;
- Creating a \$2.1 billion Jobs and Skills Renewal Strategy to expand services for the unemployed, underemployed, new Canadians, the working poor and social assistance recipients;
- Support for entertainment and cultural industries, including \$49 million in capital support for major cultural agencies, plus proposals to improve tax credits;
- Targeting investments to other key sectors, including forestry, mining and agriculture;
- Support for municipalities, through Move Ontario, plus \$2.4 billion in low-cost, long-term loans, \$300 million to support land ambulance services and more than \$1.4 billion in gas tax revenues over five years;
- The government's comprehensive energy plan, which provides for one of North America's most ambitious building programs for electricity generation, adding 11,000 megawatts of supply and conservation over the next five years;
- Support for manufacturing through the Ontario Automotive Investment Strategy and \$500 million through the Advanced Manufacturing Investment Strategy.



Corporation of the

# City of St. Thomas

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Report No.

ES 46-06

File No.

04-054-08

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

**Date**

April 10, 2006

**Department:** Environmental Services Department

**Prepared By:** John Dewancker, Director

**Attachments**

- Summary of 2005 amounts of mixed waste, recyclables and compostables

**Subject:** 2005 City of St. Thomas Waste Diversion Rates

## RECOMMENDATION

That the report ES46-06 on the 2005 solid waste management diversion rates be received for information.

## ORIGIN

The Green Lane Environmental group reports annually on the amounts of mixed waste and the amounts of recyclables and compostables collected within the municipality. A copy of the summary showing the 2005 amounts collected is attached herewith for the information of the Members.

## ANALYSIS

The attached table indicates that a total amount of 12,833.91 tonnes of waste materials were collected by the Green Lane Environmental Group during 2004. This amount is to be augmented by approximately 1,200 tonnes of organic materials (brush and compostables collected at the Transfer Station).

Of this above collected amount, 2,291.7 tonnes of material were recyclables and 2,911.20 tonnes were compostables. In order that diversion rates may be established, provision must be made for the additional organic material generated by the brush chipping operation at the Southwold transfer station (approximately 1,200 tonnes), and the collection by City Works Department of the larger amounts of leaves beyond 4 bags during the fall (approximately 100 tonnes). Finally, the residential waste to landfill amount of 7,631.01T includes approximately 458T of commercial waste, however the associated amount of commercially generated recyclable materials that are diverted from landfilling is not included in the attached summary. Therefore the following table provides a more accurate reflection of the residential waste diversion rates achieved by the City of St. Thomas.

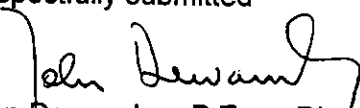
<u>Total Weight</u>	<u>Recyclables</u>	<u>Compostables (T)</u>	<u>Residual Waste to Landfill</u>
13,676 T	2,291.7 T 16.8%	4,211.2 T 30.8%	7,173.1 T 52.4%

The above diversion rates indicate that the City of St. Thomas is currently diverting approximately 47.6% of its total waste stream from landfill. This diversion rate continues to exceed the rate achieved by most municipalities in Ontario mainly as a result of the City's curbside compost collection program.

The City continues to look for improvements in the diversion rate of the recyclables and compostables, generated by the City's medium and high density residential housing component, since this component is known to only marginally contribute to the City's municipal diversion efforts. In this regard, Environmental Services Staff will, in the near future, evaluate the feasibility of implementing a multi-residential recycling by-law. AMRCO (The Association of Municipal Recycling Coordinators of Ontario) and WDO (Waste Diversion Ontario) have been contacted for assistance in this area.

Council previously received report PW15-03 which elaborated on the new Blue Box Plan and a Stewardship Ontario Submission to Waste Diversion Ontario. This revised waste diversion and funding model is currently in place and will enhance the diversion rate of all municipalities in the future.

Respectfully submitted

  
John Dewancker, P.Eng., Director  
Environmental Services

**Reviewed By:**

Treasury

Env Services

Planning

City Clerk

HR

Other

cc: R. McCaig, Green Lane Environmental Group

-16-

Month	Total Weight		Total Weight Tonnes	Recyclables (Tonnes)								Compostables from curbside	Residual Waste from curbside to Landfill
	Tonnes	Tonnes Recycled		Newsprint	Cardboard & Boxboard	Glass	Steel	Aluminum	#1 PETE Plastic	#2 HDPE Plastic			
											Tonnes		
January	756.95	144.45	56.80	30.59	22.25	13.69	5.14	9.13	6.85	22.31	590.19		
February	671.71	139.84	58.56	31.53	19.40	11.94	4.48	7.96	5.97	25.74	506.13		
March	824.46	164.35	68.15	36.70	23.21	14.28	5.36	9.52	7.14	51.86	608.25		
April	1,039.03	159.23	67.82	36.52	21.41	13.17	4.94	8.78	6.59	266.77	613.03		
May	1,216.20	169.72	69.79	37.58	24.32	14.96	5.61	9.98	7.48	405.98	640.50		
June	1,253.58	170.22	70.34	37.88	24.18	14.88	5.58	9.92	7.44	388.62	694.74		
July	1,036.20	152.75	61.45	33.09	22.70	13.97	5.24	9.31	6.99	241.72	641.73		
August	1,230.02	168.30	68.86	37.08	24.32	14.97	5.61	9.98	7.48	370.69	691.03		
September	1,083.04	173.94	74.61	40.17	23.07	14.20	5.32	9.47	7.10	299.49	609.61		
October	1,231.23	157.21	65.33	35.18	22.11	13.61	5.10	9.07	6.80	303.28	770.74		
November	1,231.13	173.31	74.77	40.26	22.73	13.99	5.25	9.32	6.99	384.62	673.20		
December	832.22	190.24	79.20	42.64	26.68	16.42	6.16	10.94	8.21	50.12	591.86		
YTD TOTAL	12,405.77	1,963.56	815.69	439.22	276.38	170.08	63.78	113.39	85.04	2,811.20	7,631.01		
St. Thomas Depot	428.14	328.14	22.96	12.36	7.61	278.00	1.75	3.12	2.34	100.00			
YTD TOTAL	12,833.91	2,291.70	838.65	451.58	283.99	448.08	65.53	116.51	87.38	2,911.20	7,631.01		

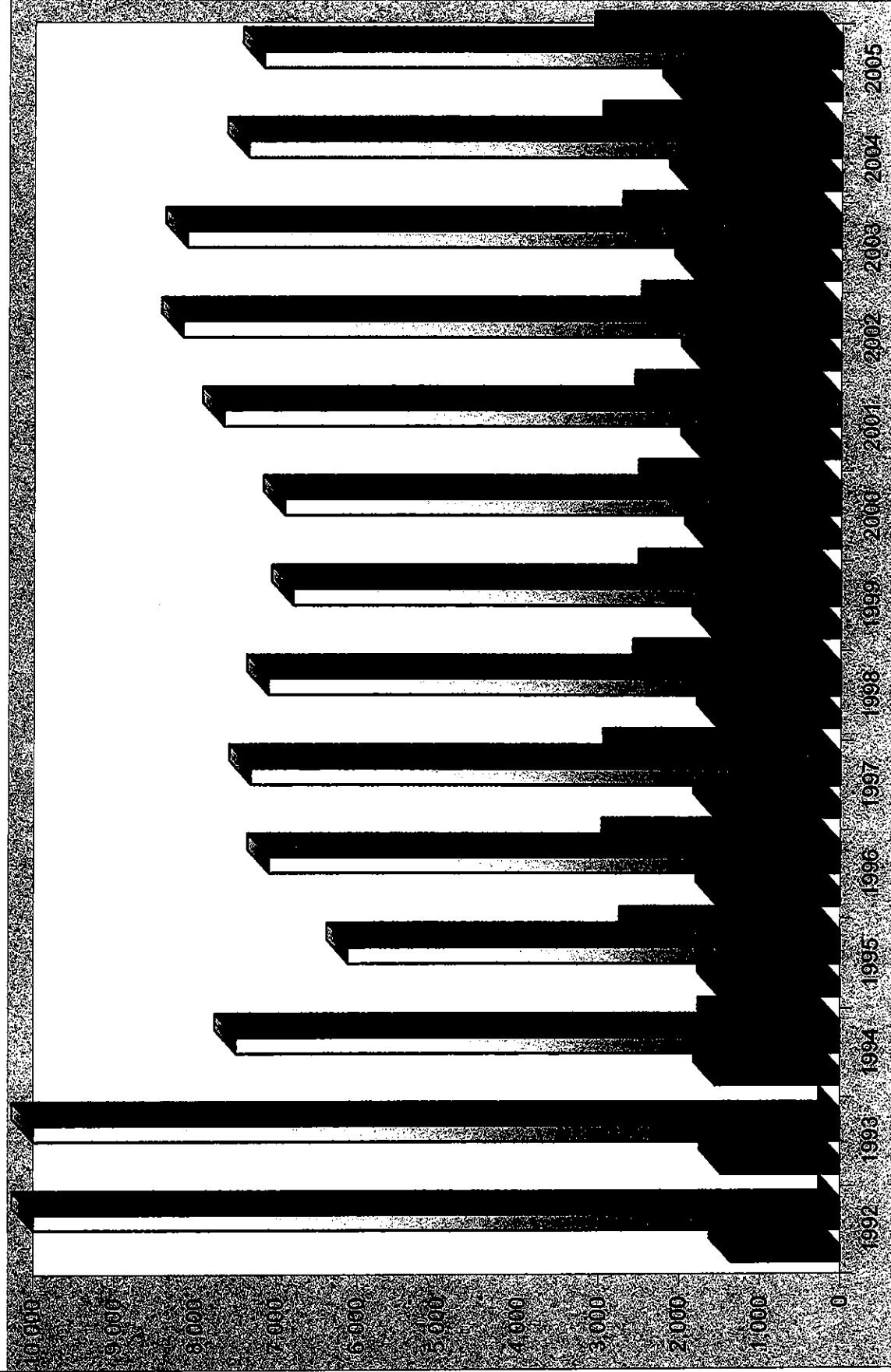
Note:

1. The residual waste to Landfill does not include, the street sweepings, or material trucked in from the St Thomas Sewage Plant .
2. Approximately (1,200 ) tonnes of Christmas trees, brush , nursery, pumpkins and back yard compost. are not included in the above table.
3. Appx: 300 tonnes of concrete received at the depot, diverted for roadbed material are not included in the above table.
4. The curbside residential waste to landfill includes approximately 6% commercial waste (458.00 tonnes). which is sublated from the waste on page 5, to show residential diversion.
5. The total residential waste sent to landfill is 7,173.15 tonnes.



City of St.Thomas - Three Stream Collection 2005

GREEN LANE ENVIRONMENTAL GROUP LIMITED PARTNERSHIP.



■ Recyclables (tonnes)    □ Residual Waste (tonnes)    ■ Compost (tonnes)

GREEN LANE ENVIRONMENTAL GROUP LTD.

City of St. Thomas - Three Stream Collection

MATERIALS SUMMARY FROM 1992 TO 2005.

Data	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Materials														
Recyclable's (tonnes)	1,362	1,480	1,554	1,502	1,529	1,562	1,526	1,581	1,676	1,725	1,721	1,807	1,881	1964
Compost (tonnes)	0	0	1,500	2,480	2,700	2,687	2,319	2,253	2,251	2,299	2,222	2,456	2,708	2811
Residual Waste (tonnes)	10,000	10,000	7,500	6,116	7,099	7,328	7,113	6,805	6,912	7,660	8,167	8,119	7,360	7173

Note: This chart does not include materials from the depot or estimated trees, brush, back yard compost ect.  
included on page 3. This is material picked from the residential curbside only.



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

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Report No.

ES47-06

File No.

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

**Date**  
April 11, 2006

**Department:** Environmental Services

**Prepared By:** John Dewancker, Director

**Attachment**

- Request of March 29, 2006 by the  
Elgin Counselling and Mediation Centre.
- Report ES 66-04

**Subject:** Private Lane along CASO Lands – Queen Street to Metcalfe Street

**Recommendation:**

That the renewed request by the Elgin Counselling and Mediation Centre at 19 Queen Street to the City of St. Thomas for drainage improvements along the private lane on the CASO property between Queen Street and Metcalfe Street be received as information.

**Origin:**

On April 4, 2006 Environmental Services Staff received a renewed request to effect drainage improvements along the private lane on the north side of the CASO property between Queen Street and Metcalfe Street.

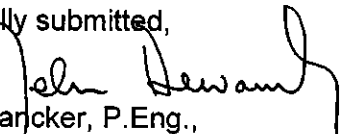
**Analysis:**

During 2004, the City of St. Thomas received a similar request as outlined in report ES 66-04, a copy of which is attached herewith.

At that time, it was resolved that the City of St. Thomas would undertake some minor regrading of the granular materials along this private laneway in order to eliminate a number of large depressions with standing water. It is recommended that a Council authorize a similar maintenance activity to be undertaken along this privately owned lane for which there is currently no public liability for non-repair.

As noted also in Report ES66-04 the City should not initiate regular maintenance activities within such property unless it is prepared to assume the responsibility and liability for the perpetual maintenance of such property and such assumption is confirmed by by-law in accordance with the provisions of the Municipal Act.

Respectfully submitted,

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

**Reviewed By:**

Treasury

Env Services

Planning

City Clerk

HR

Other

cc: Daphne Spence, Elgin Counselling and Mediation Centre

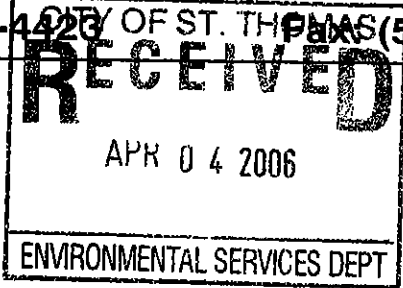


**ELGIN COUNSELLING & MEDIATION CENTRE**

website [www.mediationcentre.on.ca](http://www.mediationcentre.on.ca)  
e-mail [mediationcentre@sprint.ca](mailto:mediationcentre@sprint.ca)

19 Queen Street, St. Thomas, Ontario N5R 3H9

Phone: (519) 633-4423 FAX: (519) 633-3240



March 29, 2006

Mr. John Dewancker, P. Eng  
Director, Environmental Services and City Engineer  
The Corporation of the City of St. Thomas  
P. O. Box 520, City Hall Annex  
St. Thomas, Ontario  
N5P 3V7

Re: Right of Way between  
Metcalf Street on the West and  
Queen Street on the East

Dear Mr. Dewancker,

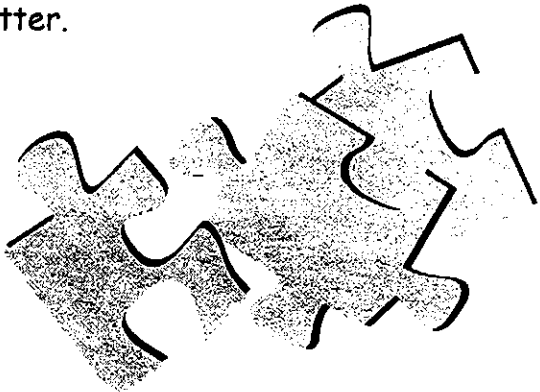
I am writing this letter to appeal to you to once again "initiate maintenance of the subject lane", as per Report No. ES66-04. I am very thankful that the City responded to my concerns in the summer of 2004 by making an attempt to address the problem of drainage, and I am hopeful that the City will once again see fit to address this problem.

As you can imagine the problem with drainage continues and I anticipate another summer in which standing water will potentially create a health hazard. I look forward to hearing from your office in the next few weeks.

I appreciate your attention to this matter.

Sincerely,

*Daphne Spence*  
Daphne L. Spence, MSW, RSW  
Owner



PEOPLE SOLUTIONS.....PUTTING THE PIECES TOGETHER



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

**Date**  
June 1, 2004

**Department:** Environmental Services

**Attachment**

**Prepared By:** John Dewancker, Director

- Request of April 21 and May 19, 2004, by Ms. Daphne Spence of the Elgin Counselling and Mediation Centre.
- Assessment Property Map
- Excerpt of Trans Canada Trail Agreement with CN Rail
- Report PW 01-96 on St. Thomas Lanes

**Subject:** Private Lane along CASO Lands – Queen Street to Metcalfe Street

**Recommendation:**

That the request by the Elgin Counselling and Mediation Centre at 19 Queen Street to the City of St. Thomas for drainage improvements along the private lane on the CASO property between Queen Street and Metcalfe Street be received for information and direction.

**Origin:**

Attached copies of the requests of April 21 and May 19, 2004, by the Elgin Counselling and Mediation Centre at 19 Queen Street for drainage improvements to the existing lane on the south side of the property at 19 Queen Street.

**Analysis:**

The subject Lane way property is in the ownership of CN Rail. In conjunction with the construction of the Trans Canada Trail on CN Property, a 6' chainlink fence was built along the trail which separates the leased lands, for the purpose of the construction, maintenance and access provision to the Trans Canada Trail, from the balance of the retained CASO lands.

A copy of an excerpt of the lease agreement with CN Rail for the construction and use of the Trans Canada Trail is attached herewith for the information of the Members. The agreement requires that the Lessee (City) maintain the existing drainage pattern of the leased property and that it not make any alteration to the leased premises without the written consent of the Lessor (CN Rail).

The request by the Elgin Counselling and Mediation Centre is to the City of St. Thomas and for the City of St. Thomas to provide maintenance services along this corridor. A site visit by Environmental Services Staff indicates that such maintenance services would likely also involve drainage improvements of a capital nature, including the installation of catchbasin(s), storm sewer and properly draining pavement works. Any capital improvement works along this laneway would require a capital budget approval. Further, once the City of St. Thomas initiates maintenance works on a property, it also assumes the responsibility and liability for the perpetual maintenance of such property and such assumption is to be confirmed by by-law, in accordance with the provisions of the new Municipal Act (2003).

Any immediate municipal maintenance along this privately owned laneway would need to be limited to some minor regrading of the existing gravel/stone dust surface to fill in the depressions that have been created over time along this property.

Finally, it must also be noted that a number of similar properties exist on the north side of the CASO lands that are all owned by CN and which may over time require maintenance activities for laneway access purposes. These lands have been shown on the attached plan showing property ownership as supplied by the City's Assessment Roll.

Currently, There are 21 public lanes, which the City maintains and 55 lanes on either unopened City property (13) or private right-of-ways (42) which the City does not maintain. A copy of report PW 01-96 refers in this regard.


In Summary, upon review, City Council may either direct staff to:

1. Initiate maintenance of the subject lane. This would be subject to CN approval for any drainage alteration works.
2. Decline the responsibility of maintaining the private lane.

**FINANCIAL CONSIDERATIONS**

The cost of basic maintenance during any year would entail the occasional regrading of the property using a grader at a cost of approximately \$300. A capital improvement of the lane involving drainage structures and pavement would be in the order of \$50,000.

Respectfully submitted,

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

Reviewed By: Treasury Env Services Planning City Clerk HR Other

cc Daphne Spence, Elgin Counselling & Mediation Centre sent via mail KM

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# ELGIN COUNSELLING & MEDIATION CENTRE

website [www.mediationcentre.on.ca](http://www.mediationcentre.on.ca)  
e-mail [mediationcentre@sprint.ca](mailto:mediationcentre@sprint.ca)

19 Queen Street, St. Thomas, Ontario N5R 3H9

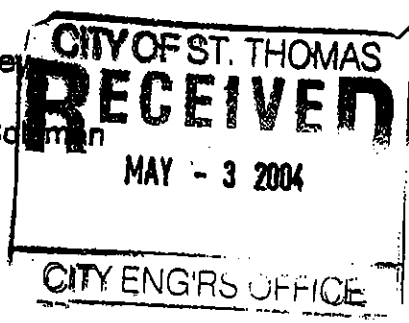
Phone: (519) 633-4423

Fax: (519) 633-3240

April 21, 2004

To: Alderperson Marie Turvey

From: Daphne Spence/John Coleman  
Owner  
19 Queen Street  
St. Thomas, Ontario  
N5R 3H9



To: John Coleman  
From: Marie T  
1-2130  
May 2/04  
2 copies

Re: Right of Way Adjacent to Property on South Side  
Also Parallel to Centre Street/CN Tracks/Trans Canada Trail

I am writing this letter as both my husband and myself have tried to reach you by telephone and have been unsuccessful. When I spoke with your husband last he indicated you were a pretty busy lady and it might be easiest to send you something in writing. I hope this letter finds you well.

John and I bought the property located at 19 Queen Street April 1, 2003. At that time there was a significant problem with standing water on the right of way, located on the south side of our property, as I have already indicated. Over the summer this water rarely drained from the right of way completely, leaving us concerned about the threat of a breeding ground for West Nile Virus, not to mention the potential public liability if someone should fall and hurt themselves. It should be noted that this right of way runs directly along side the Trans Canada Trail and often people leave the trail while they are walking, running, biking and or rollerblading. The threat of public safety is therefore twofold.

Naturally, because we were so concerned I initially contacted CN to learn that although they own the property in question it is being leased. CN directed me to make contact with City officials. When I contacted the City they informed me that the City is not responsible for maintaining this piece of property because it is being leased by the Trans Canada Trail. The City official with whom I spoke directed me to speak with you. In fact, my husband spoke with you over the telephone about this matter in the summer of 2003. At that time he had been told that you were going to get back to him and yet we did not hear from you.

Another summer approaches and the right of way is more under water than ever. This morning it was almost dry, although there was one very large stubborn puddle that seemed unwilling to yield to the warm temperatures.

## ENVIRONMENTAL SERVICES

JD		
IA		
PH		
MH		
MS		
RT		
JF		
FILE		

PEOPLE SOLUTIONS.....PUTTING THE PIECES TOGETHER

Tonight as I write this letter almost the entire right of way is under water following the rain. In fact, it is almost impossible to walk on the right of way without wading through a puddle. There is absolutely no drainage to speak of and it will be days now before this water subsides even a little.

I am anxious for this situation to be rectified before the threat of West Nile Virus becomes greater - I heard on the news the other night that we need to be vigilant, even this early in the year, in removing standing water from around our properties. I am uncertain as to what needs to be done to correct the issue of the standing water and I am as equally uncertain as to the party responsible for correcting the problem. We certainly do not own this property and therefore we are not responsible. The work needs to be done on the right of way immediately and we need your assistance. (It is interesting to note that the two homes located on the right of way have Centre Street addresses. Does this not place some responsibility on the City?)

I look forward to hearing from you within five business days of receiving this letter. In the event that I do not hear from you I will be filing an official complaint with the Public Health Unit. Thank you so much for your time and consideration of this matter.

Sincerely,

Daphne L. Spence

Daphne L. Spence

cc. Mayor Jeff Kohler  
Mr. Adam Carr, CNR/CASO  
Elgin-St. Thomas Public Health Unit



**ELGIN COUNSELLING & MEDIATION CENTRE  
THE ELGIN INSTITUTE FOR SOLUTIONS**

19 Queen Street, St. Thomas, Ontario N5R 3H9

phone (519) 633-4423

FAX (519) 633-3240

**TO: ALDERWOMAN  
MARIE TURVEY**

**FROM: DAPHNE SPENCE**

**COMPANY: ST. THOMAS CITY  
COUNCIL**

**DATE: MAY 19, 2004**

**FAX NUMBER: 631-2778**

**NO. OF PAGES: 2**

**PHONE NUMBER: 631-0936**

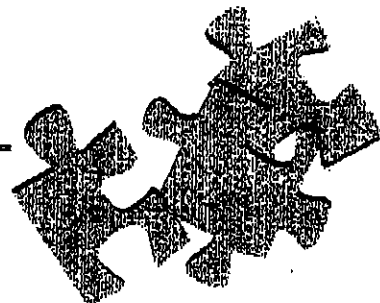
**NOTES**

1. This facsimile may contain privileged and confidential information and is intended for the named recipient only. If the reader is not the recipient, or the employee or agent responsible for delivering the message, any dissemination or copying of this information is prohibited. If you have received this fax in error, please notify Elgin Counselling & Mediation Centre immediately at 633-4423 and return the original to us.
2. If there are any problems during transmission, please contact us at 519-633-4423.

**Dear Alderwoman Turvey,**

Thank you for your phone messages and for responding so quickly to my facsimile. It has now been almost a month since I sent you the letter, however, and I am wondering what has happened since then. The water continues to be a problem and we are anxious to have the problem adequately addressed. There are now new puddles forming where people drive in an effort to avoid the larger puddles - meaning that the time and resources needed to repair the right of way will only continue to increase as time goes on! Both my husband and I realize that the "wheels" of government often turn slowly but in our opinion the fact that

**PEOPLE SOLUTIONS...PUTTING THE PIECES TOGETHER**





this water represents a public health hazard needs to hasten the process. I would appreciate knowing the steps that have been taken and what we can expect to happen next. Thank you for your time.

*Daphne Spence*  
Daphne Spence

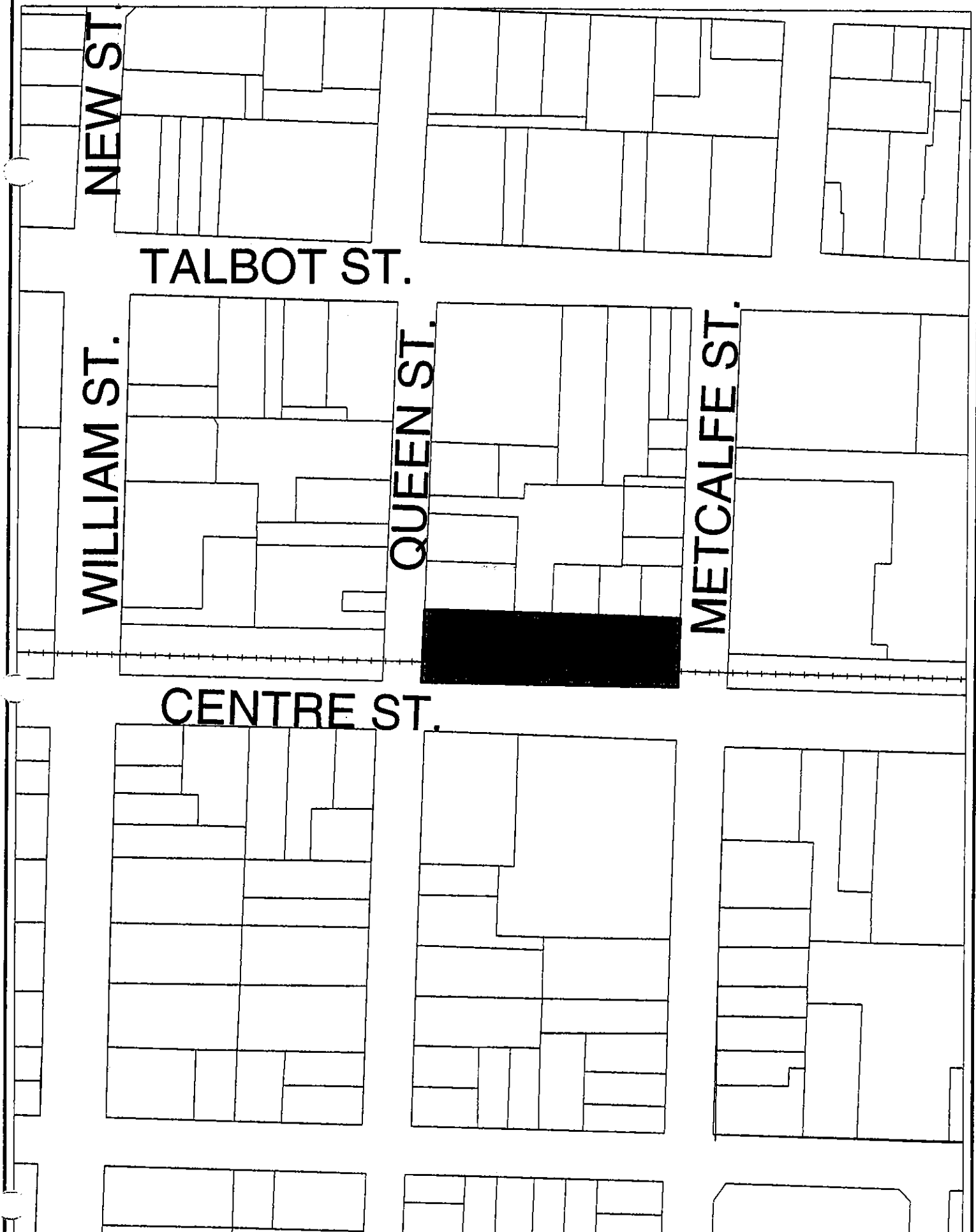
cc. Public Health Unit  
Mayor Jeff Kohler  
Adam Carr, CNR



# CITY OF ST THOMAS

## RAILWAY PROPERTY ON CENTRE STREET BETWEEN QUEEN STREET & METCALFE STREET

-26-



### LEGEND

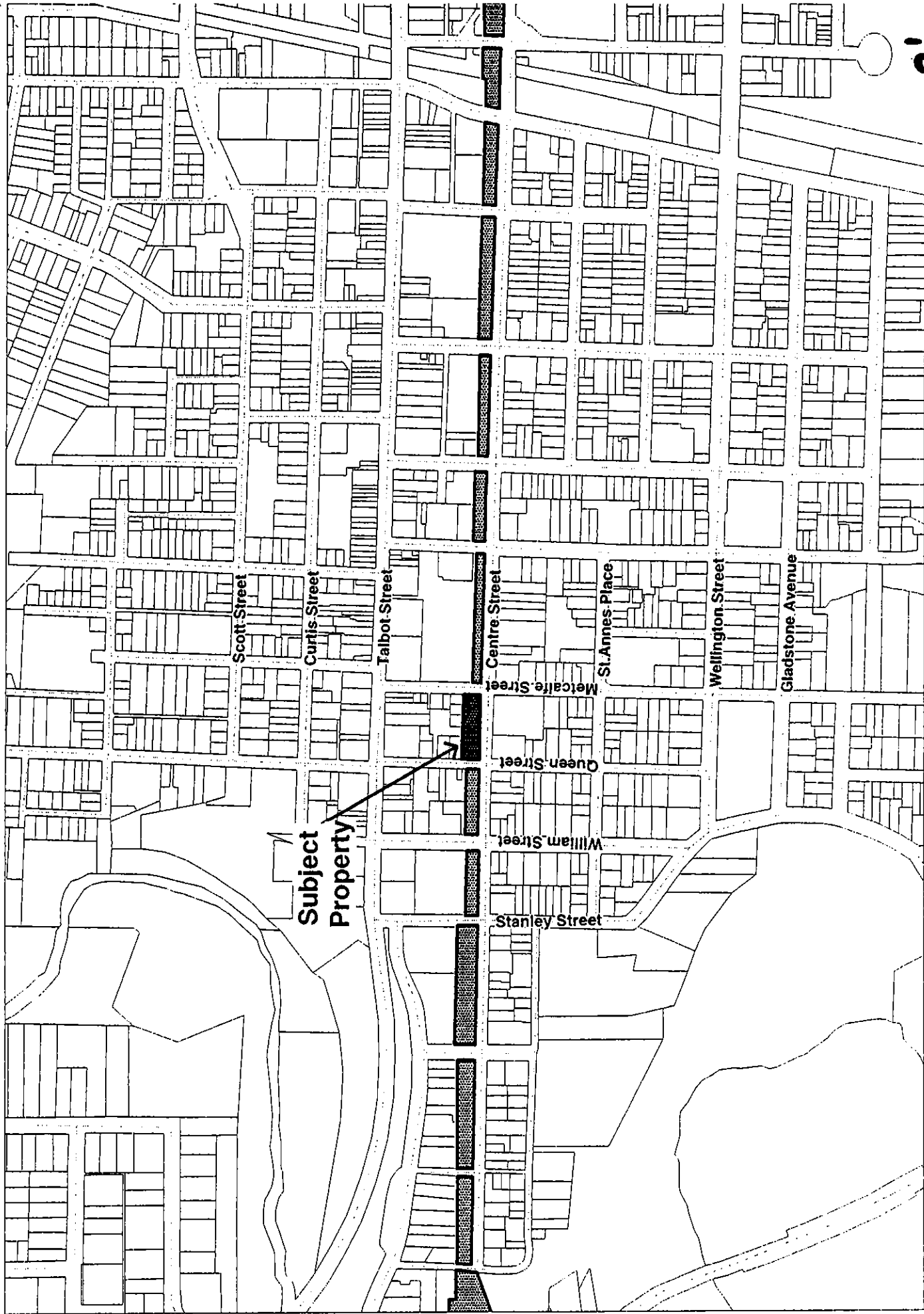
- ++++ Railway
- Property Under Review

### SCALE



Note: Property highlighted is CN / CP Canadian Southern Railway, CASO Subdivision

(June 1, 2004, DM)



accelerated rent") shall immediately become due and payable and the Lessor may re-enter and take possession of the leased premises.

-28-

20. The Lessor, may at all reasonable times enter upon the leased premises, to view the state of repair, conditions and use of the leased premises, or to perform any work or repair thereon. The Lessor shall be entitled to affix and retain on any part of the exterior of the leased premises notice that the premises are for rent or sale.
21. The Lessee covenants with the Lessor not to obstruct or interfere with the operation, maintenance and use of any railway track or with any works of the Lessor in the vicinity of the leased premises. In particular, and without restricting the generality of the foregoing, the Lessee will observe all applicable legislative or regulatory requirements covering vertical clearance from base of rail and horizontal clearance from gauge side of nearest rail.
- 21a. The Lessee shall maintain the existing drainage pattern of the leased premises and cause no alteration therein without prior written consent of the Lessor.
22. As required by the Lessor at its sole discretion, the Lessee shall, at its risk and expense,
  - a) ~~construct a 6' high chain link fence~~, and adequate signage, of a quality satisfactory to the Lessor, to separate the leased premises, or a portion thereof, from the Lessor's adjacent property, set back 15-20 feet to the outside of the centre line of the track, as shown on Schedule A, subject to adjustment in the field as directed by the Lessor. The Lessor reserves the right to direct the Lessee to remove or relocate fencing and other improvements at the sole cost and risk of the Lessee. The Lessee shall not allow hikers to use or occupy the leased premises until said fencing and signage has been installed to the satisfaction of the Lessor.
  - b) erect signs indicating the lessor's participation in the walkway. Signs to read "This pedestrian hiking trail exemplifies a co-operative spirit between Canadian National Railway Company, Canadian Pacific Railway, Canada Southern Railway (CASO) and the City of St. Thomas to make the CASO St. Thomas TransCanada Trail (or similar name approved in writing by the Lessor) a safe recreational environment" (having CN, CP and the City's logo at the bottom of the sign) at defined access points as indicated on Schedule A, subject to adjustment in the field as directed by the Lessor.
23. The Lessee will not cause any caveat(s) to be registered against the Lessor's Title in respect of the lease. In the event a caveat is registered, the Lessee will, upon the request of the Lessor, release or cause to be released such registration at its own expense.
24. The Lessee shall not bring upon the leased premises, without the written consent of the Lessor, any goods of an explosive, dangerous, toxic or inflammable nature or character, or goods which may by the Lessor for any reason be deemed objectionable, nor shall the leased premises be used in any way which the Lessor considers objectionable.
25. Time shall be of the essence of this Lease.
26. This Lease shall be construed pursuant to the laws of the Province in which the leased premises are situated, as well as any federal legislation that may be applicable.



The Corporation of the  
City of St. Thomas

01-092  
-29-

Report No.:

PW-01-96

File No.:

Directed to: Chairman Joanne Brooks and Members of the  
Public Works and Engineering Committee

Date: December 28, 1995

Subject: St. Thomas Lanes

Department: Public Works and Engineering  
Prepared by: R. Brown, Deputy City Engineer

Attachments:  
Plan showing location of lanes

### RECOMMENDATION

That report 01-96 on the status of various lanes throughout the City be received for information.

### ORIGIN

Request from the Public Works and Engineering Committee on December 12, 1995, that the Public Works and Engineering Director report on the status of all lanes throughout the City.

### ANALYSIS

As originally reported, the status of all lanes throughout the City is based on a report prepared by W.C. Miller (former City Engineer) in 1958.

In summary there are twenty-one public lanes which the City maintains; thirteen unopened lanes which the City is not responsible for maintenance and an additional forty-two private rights-of-way which the City does not maintain. All of these are listed on the attached report and are shown on the City plan. Over the years several unopened lanes were assumed by the City for maintenance purposes and these are shown under public lanes category (c). The Public Works Committee may choose to assume one or a number of the unopened lanes. However, the cost to upgrade, maintain and assume all cost for public liability would be significant. There are no unopened lanes recommended for assumption by the City at this time.

Respectfully submitted

R Brown

John Brown

R. E. Brown P.Eng.,  
Deputy City Engineer

APPROVED BY:

City Administrator

January 8, 1958

Revised: March 1982

Revised: January 1996

CATEGORIESA. Public Lanes (Civic Liability for Non-Repair)

by registered plan and acceptance by City or  
by dedication and acceptance by City - See attached list.

B. Unopened Lanes

Shown on registered plans but never accepted by the City. May have been improved by interested owners. No civic liability for non-repair. No public monies expended on them with the intention of opening. See attached list.

C. Private Rights-of-Way

Exist officially in deeds only, giving certain interested persons rights of ingress and egress to neighbouring lands. All improvements by interested parties only. No public funds used. No civic liability for non-repair. See attached list.

List "C" may not be complete. It is difficult to make an inclusive list since many of these are not on public record and would involve a Registry Office search to locate with accuracy.

A. Public Lanes

## (a) Shown on plans and unopened. Public Liability for Non-Repair.

- |   |                                      |
|---|--------------------------------------|
| 1. Hospital Lane  | Paved by City                        |
| 2. Lane south of Talbot St  | Southwick Street westerly approx 20' |
| 3. White-Princess Lane  | Paved as a Local Improvement         |
| 4. Ross Street Lane (rear of Talbot St)                             | Paved as a Local Improvement         |
| 5. Market Lane (Horton to Manitoba)                                 | Paved as a Local Improvement         |
| 6. King Street  | Expenditure of Public Money          |
| 7. East 180' from Metcalfe Street<br>(Rear of Talbot St Properties) |                                      |

## (b) Not shown on plans but opened. Public Liability for Non-Repair

- |   |                              |
|---|------------------------------|
| 1. Chester Street Hill                            | Expenditure of Public Money  |
| 2. Miller Street Lane (to Balaclava)              | Paved as a Local Improvement |
| 3. Parking Lot Entrance East from<br>Moore Street |                              |

## (c) Improved and accepted by the City. Public Liability for Non-Repair

- |  |                                  |
|--|----------------------------------|
| 1. Fire Lane - Hinks to Elgin                                  |                                  |
| 2. City Hall - St. Catherine to 150' West of Mondamin Street   |                                  |
| 3. Easterly 200' from Mary Street (North of Talbot)            |                                  |
| 4. Lane north of Talbot - between John and Flora               |                                  |
| 5. Lane north of Talbot - east from East Street to Post Office |                                  |
| 6. Lane south of Talbot - between Metcalfe and Elgin           |                                  |
| 7. Scott - Elysian Street lane - West of Pearl                 |                                  |
| 8. East from Flora Street - Adjacent to Parkette               |                                  |
| 9. West 100' from Horton Street                                | Rear of Talbot Street Properties |
| 10. East 100' from Manitoba Street                             | Rear of Talbot Street Properties |
| 11. North 104' from Jonas Street                               | To #33 Ross Street               |

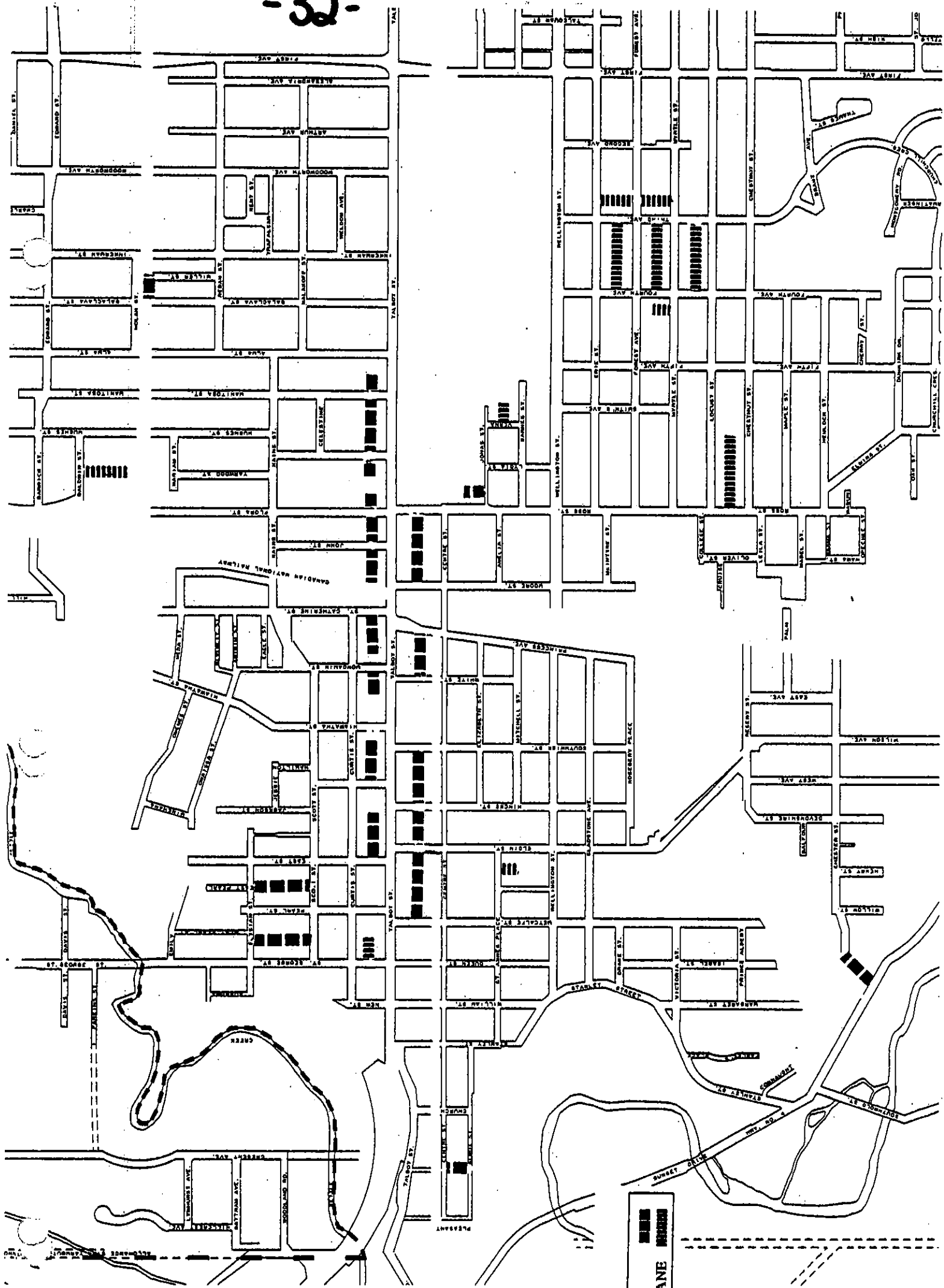
Shown on plans but no Public Liability for non-repair

- |                                     |  |
|-------------------------------------|--|
| 1. East from St. George Street      | South of Curtis Street                 |
| 2. South 122' from St. Anne's Place | To #56 St. Anne's Place                |
| 3. East 120' 6" from Verna Street   | Between Barnes and Jonas Streets       |
| 4. East 655' 6" from Ross Street    | Between Chestnut and Locust Streets    |
| 5. From Third to Fourth             | Between Erie and Forest                |
| 6. From Third to Fourth             | Between Forest and Myrtle              |
| 7. From Third to Fourth             | Between Myrtle and Locust              |
| 8. From Locust to Myrtle            | Rear of West Fourth Avenue             |
| 9. From Myrtle North 120'           | Rear of Fourth Ave (north half closed) |
| 10. South from Mandeville Road      | Opposite Wood Street                   |
| 11. Erie to Forest                  | Rear of East Third Avenue              |
| 12. Forest to Myrtle                | Rear of East Third Avenue              |
| 13. South from Baldwin              | To CNR-Norfolk and Western Railway     |

C. Private Rights-of-Way

Not on plans, no Public Liability for non-repair.

- |                                   |   |
|-----------------------------------|---|
| 1. South from Talbot Street       | Between # 20 and #28 Talbot Street              |
| 2. New to St. George Street       | Rear of Talbot Street Properties                |
| 3. West from New Street           | Rear of Talbot Street Properties                |
| 4. South from Curtis Street       | Rear of West Side of Pearl Street               |
| 5. Westerly Extension of #4 above |   |
| 6. South from Curtis Street       | To rear of #315 Talbot Street                   |
| 7. South from Curtis Street       | Adjacent to #64 Curtis Street                   |
| 8. South from Curtis Street       | Between #70 and #72 Curtis Street               |
| 9. North from Curtis Street       | Between #94 and #96 Curtis Street               |
| 10. East from Hiawatha Street     | North of Diana Sweets                           |
| 11. North from Curtis Street      | West of the Bowling Alley                       |
| 12. Cora Street                   |   |
| 13. North from Talbot Street      | West of #701 Talbot Street                      |
| 14. North from Talbot Street      | West of #711 Talbot Street                      |
| 15. East from Manitoba Street     | Between #47 and #49 Manitoba Street             |
| 16. Alma to Balacava Streets      | Rear of Talbot Street Properties                |
| 17. West from Queen Street        | Rear of Talbot Street Properties                |
| 18. West from Metcalfe Street     | Rear of Talbot Street Properties                |
| 19. East from Hincks Street       | Rear of Anderson's Limited                      |
| 20. East from Southwick Street    | Rear of Ingram Building (Kent Trust)            |
| 21. East from Princess Avenue     | Rear of Sander's Building                       |
| 22. West from Princess Avenue     | Rear of Imperial Bank                           |
| 23. South from Talbot Street      | East of Sutherland Press Building               |
| 24. South from Talbot Street      | East of Y.M.C.A                                 |
| 25. South from Talbot Street      | West of A & P to Pen-Central                    |
| 26. East from #29 above           | North of Penn-Central Station                   |
| 27. South from Talbot Street      | Opposite Balacava to Penn-Central Freight sheds |
| 28. North from Barnes Street      | Rear of East Ross Street Properties             |
| 29. South from Barnes Street      | Rear of East Ross Street Properties             |
| 30. North from Wellington Street  | Rear of East Ross Street Properties             |
| 31. South from Wellington Street  | Rear of East Ross Street Properties             |
| 32. Between Erie and Forest       | Rear of East Third Avenue Properties            |
| 33. Between Forest and Myrtle     | Rear of East Third Avenue Properties            |
| 34. East from #36 above           | Between Erie and Forest                         |
| 35. East from #37 above           | Between Forest and Myrtle                       |
| 36. Britton Drive                 |   |
| 37. North Omeme Street            |   |
| 38. Between Hiawatha and L&PS     | South of C.N.R. Norfolk & Western               |
| 39. South from Elm Street         | To Hospital Buildings                           |
| 40. East from Hepburn Avenue      | To Hospital                                     |
| 41. West from Wood Street         | To Hospital                                     |
| 42. Rear of Talbot Street         | Between items #4 & #5 under unopened lanes      |



LEGEND

PUBLIC LANE  
UNOPENED LANE





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

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Report No.  
ES 48-06

File No.

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

**Date**  
April 11, 2006

**Department:** Environmental Services

**Prepared By:** John Dewancker, Director

**Attachment**

- Plan showing Phase I and Phase II
- Excerpt of Hedges Court Phase I Subdivision Agreement (May 98) Clause 39
- Schedule of Letters of Credit for Phase I development
- E-message with respect to Letter of Credit Reduction
- City Letter of August 30, 2001

**Subject:** **Hedges Court Subdivision Phase II –  
Wellington Street Extension between Phase I Limit and Centennial Avenue**

**Recommendation:**

That the cost sharing arrangement and the associated development security requirements for the future construction of Wellington Street extension, between the east limit of the Hedges Court Phase I Subdivision Development and Centennial Avenue, as outlined in Report ES 48-06, be approved and be incorporated as a special condition in the subdivision agreement between the City of St. Thomas and the Developer of the Hedges Court Phase II Subdivision development.

**Origin:**

As part of the preparation of the draft subdivision agreement for the development and servicing of the Hedges Court Phase II Subdivision, and pursuant to Clause 39 of the Phase I Hedges Court Subdivision Agreement, a decision needs to be made in respect to the security requirement which the City must receive for the future construction of Wellington Street extension between the Phase I east limit of the subdivision development and Centennial Avenue.

**Analysis:**

Upon review of Clause 39 of the Phase I Hedges Court Subdivision Development, the Members will note that the Phase I agreement provides for the following requirements with respect to the timing and associated triggers of the construction of Wellington Street extension, upon receipt by the Developer of a written Notice by the City:

- (i) the registration of a plan of subdivision or the granting of a severance which requires the extension of hedges Court, or,
- (ii) the registration of a plan of subdivision or the granting of a severance which includes the whole or part of the lands know municipally as 125 and 133 Centennial Avenue (Assessment Roll Numbers 040-526-079 and 040-526-080), or
- (iii) the registration of a plan of subdivision or the granting of a severance within Plan 11M-67, or,
- (iv) the award of a contract for or which includes the construction of Centennial Avenue at the intersection of Centennial Avenue and Wellington Street, or,
- (v) the expiration of five (5) years from the date of this agreement.

Also, upon the City providing such Notice, the Developer must deliver to the City a letter of credit to cover the full amount of constructing Wellington Street extension (+15%) minus the initial letter of credit of \$77,500 which was posted with the City as part of the total security requirement for the Phase I Hedges Court subdivision.

Upon review of the scope of the Phase I security requirements, the Members will note that there were 2 letters of credits provided: 1. for the Phase I subdivision servicing works and 2. for the Wellington Street extension to be built to a two-lane road cross section (\$77,500). Further, during the completion of the Phase I Hedges Court Subdivision development, the subdivision servicing security requirement was reduced to reflect the amount of services completed in compliance with normal practice, however at one point in time the reduction of the security requirement for the subdivision development was interpreted to include the security requirement for Wellington Street extension. This resulted in the need for the Developer to reinstate the security requirement for Wellington Street extension as confirmed in the letter of August 30, 2001 by the City Administrator (copy attached). Since then, the Developer of the Phase I subdivision is no larger in business and this letter of credit was not reinstated.

In view of the above, and in order that the City of St. Thomas may include the appropriate condition in its subdivision agreement with the developer of the Phase II Hedges Court Subdivision, the following is being recommended in respect to the security requirement for the future construction of Wellington Street extension:

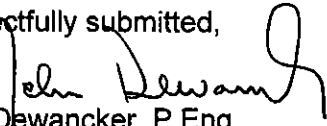
- Retention by the City of the current phase I letter of credit in the amount of \$23,500.

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The balance of the security required for the future construction of Wellington Street to be posted with the City of St. Thomas at the time of development of the lands known municipally as 125 and 133 Centennial Avenue and as a condition to the City lifting of the existing .3m reserves along the future serviced frontage of both properties.

It is recommended that the first special condition above, with respect to the payment of the cost of the future servicing of Wellington Street extension be incorporated into the subdivision agreement between the City of St. Thomas and the Developer of the Hedges Court Phase II subdivision.

Environmental Services Staff will be pleased to answer any questions in respect to this matter by the Members at the Council meeting of April 18, 2005.

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

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Reviewed By:                                                                                                                                                  
                    Treasury            Env Services            Planning            City Clerk            HR            Other

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Municipality of  
Central Elgin

1 Foot  
Reserve

1 Foot  
Reserve

125  
Centennial Ave

133  
Centennial Ave

Phase 2  
Hedges Crt

Hedges Crt

Phase 1  
Hedges Crt

Centennial Ave

Bodkin Street

Coulter Avenue

Talbot Street

Rosethorn Court

Rodney Crescent

Wellington Street

Sifton Drive

Lyford Court

Highview Drive

Windemere Place

City of  
St Thomas

N  
1



A.38 that the Developer agrees to dedicate to the City, Block 19 which shall be used to form part of the Wellington Street road allowance.

**WELLINGTON STREET EXTENSION TO CENTENNIAL AVENUE**

Except of  
Hedges Court  
Phase I Subd.  
Agreement  
May 30/98

A.39(a) that the Developer agrees to forthwith commence and within sixty (60) days to complete the construction of a six (6) metre wide temporary roadway, hereinafter called "the Wellington Street Extension - Phase I", consisting of granular surface, seeded swales, culverts, etc., in accordance with the requirements of and the design approved by the Director, within the proposed extension of Wellington Street, from the westerly limit of Lot 7 within the Plan to the easterly limit of Wellington Street where it meets Centennial Avenue. The Wellington Street Extension - Phase I is to be used primarily for construction vehicles, emergency vehicles and as an emergency roadway to/from the subdivision. The Developer shall also install and maintain two (2) breakaway barriers of a design approved by the Director at the westerly limit of Lot 7 and the easterly limit of Wellington Street.

A.39 (b) that the Developer agrees to construct a two (2) lane urban collector cross section road, hereinafter called "the Wellington Street Extension - Phase II" within the proposed extension of Wellington Street, from the westerly limit of Lot 7 to the easterly limit of Wellington Street, in accordance with the requirements and design approved by the Director within sixty (60) days of written notice from the Director, which may be given at any time following:

⇒ (i) the registration of a plan of subdivision or the granting of a severance which requires the extension of Hedges Court, or,

⇒ (ii) the registration of a plan of subdivision or the granting of a severance which includes the whole or part of the lands known municipally as 125 and 133 Centennial Avenue (Assessment Roll Numbers 040-526-079 and 040-526-080), or

(iii) the registration of a plan of subdivision or the granting of a severance within Plan 11M-67, or,

⇒ (iv) the award of a contract for or which includes the construction of Centennial Avenue at the intersection of Centennial Avenue and Wellington Street, or,

⇒ (v) the expiration of five (5) years from the date of this agreement.

The construction of the Wellington Street Extension - Phase II shall be completed within ninety (90) days of the delivery of the notice from the Director.

A.39(c) that the Developer shall, upon the execution of this Agreement, deliver to the City Administrator, an irrevocable standby commercial letter of credit for \$77,500.00 from a Chartered Bank, in a form and amount satisfactory to the City Administrator, providing for the completion of Wellington Street Extension - Phase II, including final pavement, storm sewers, curbs, gutters, turning lanes, etc.

A.39(d) upon the Director giving notice pursuant to A.39(b), the Developer shall deliver to the City Administrator a letter of credit in accordance with A.39(c) except that the amount of the letter of credit shall be for the sum of the following:

- (i) the total cost of completing Wellington Street Extension - Phase II less \$77,500.00;
- (ii) 15% of the total cost in (i) above.
- (iii) such further amount as the City Administrator may, in his discretion, require as security for the faithful performance of all of the obligations of the Developer to complete Wellington Street Extension - Phase II.

A.39(e) the Developer and the City agree that the amount of the letter of credit delivered to the City for the Wellington Street Extension - Phase II, may be reduced from time to time to an amount which, in the opinion of the City Administrator, is adequate to secure the faithful performance of the remaining obligations of the Developer. No reduction shall be made until the Developer has first filed with the City Administrator a progress certificate from its Consulting Engineer as to the reasonable cost of the services installed or constructed prior to the date of the certificate.

In determining if a reduction is to be made, the City Administrator may have regard for the following:

- (i) any progress certificate filed and approved by the Director,
- (ii) any reductions already made,
- (iii) any draws on the letter by the City Corporation,

A.39(f) notwithstanding (e) above, the amount of all letters of credit provided by the Developer in respect of the Wellington Street Extension - Phase II, shall not be reduced as provided in (e) above to less than five (5) per cent of the total cost as determined by the Director of all of such services, or \$10,000.00, whichever is greater.

A.39(g) when all of the obligations of the Developer to complete Wellington Street Extension - Phase II have been fulfilled in the opinion of the City Administrator, the City Corporation shall deliver any outstanding letters of credit to the Developer.

A.39(h) that the provisions of A.5, A.6 and A.13 shall apply to the Wellington Street Extension - Phase I and the Wellington Street Extension - Phase II as if the said Extensions were included in the services lettered "a" to "t" in subsection A.1(a).

#### **WINTERS DRAIN REPORT**

A.40 that the Developer agrees to revise and submit the municipal drain report for the Winter's Drain prior to the registration of the Plan, in a manner satisfactory to the City of St. Thomas (the Director) and the Municipality of Central Elgin.

Jim

**Contract Sales**  
**Cash in Lieu of Letter of Credit**  
**Under Agreement Registered as #32504 June 24, 1998**

690-0071

A.23(a)	239,900.00
A.39©	<u>77,500.00</u>
19-Jun-98	317,400.00
5-Aug-98	(184,558.00)
18-May-99	<u>(62,612.00)</u>
	70,230.00
Oct-00	<u>(46,730.00)</u>
	<u><u>23,500.00</u></u>

521-3211

Smith, Tracy

From: Hegler, Peter  
Sent: Wednesday, October 04, 2000 3:19 PM  
To: Main, Roy  
Cc: Dewanker, John; Smith, Tracy  
Subject: Letter of Credit Reduction - Centennial Park Subdivision

File No: 09-104-01

Roy

Mr. Jim McCaffery of Contract Sales contacted me regarding a reduction in the security for the above noted subdivision.

We have inspected the construction and have completed a deficiency list today and there are only minor deficiencies. Based on the amount of work yet to be completed and the minor outstanding deficiencies, it is my opinion that there are sufficient funds in the amount of security recommended below to cover this work.

On this basis, it is recommended that the amount of the security be reduced to \$23,500.

I trust that the above information is satisfactory; however, if you have any questions, please give me a call.

Peter Hegler  
Manager, Engineering & Transportation

PH  
I agree with this

N. ROY MAIN  
City Administrator



Department of Administrative Services  
P.O. Box 520, City Hall  
St. Thomas, Ontario N5P 3V7  
Telephone (519) 631-1680  
Fax (519) 633-9019

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

August 30, 2001

Mr. Jim McCaffery, President  
Contract Sales (St. Thomas) Inc.  
P.O. Box 586  
ST. THOMAS, ON  
N5P 4B1

Dear Mr. McCaffery:

Based on your recent inquiry, we have undertaken a complete review of your subdivision agreement between Contract Sales (St. Thomas) Inc., the City of St. Thomas and the Public Utilities Commission dated May 30, 1998.

The City of St. Thomas is currently holding \$23,500.00 cash against your original Letter of Credit of \$239,900 as per Section A. 23(a) of the subdivision agreement.

Section A.39(c) of the agreement states that the Developer must submit security in the amount of \$77,500.00 providing for the completion of the Wellington Street Extension - Phase II. This amount was submitted to the City but returned to you in error. Please resubmit \$77,500.00 to the City of St. Thomas in the form of cash or a Letter of Credit as soon as possible.

In addition, a total of \$20,348.53 has been reimbursed to you by the City for development charges as per Section B.6 of the subdivision agreement. As the conditions in Section B.6 for reimbursement have not yet been met, this reimbursement has also been made in error. In order to replenish the development charges account please submit a cash payment in the amount of \$20,348.53 at your earliest convenience.

For further information, please do not hesitate to call myself at 631-1680 extension 130 or Mr. Ron Cutway, City Treasurer, at extension 101.

Sincerely,

A handwritten signature in black ink, appearing to read "Roy Main", written over a large, stylized flourish.

Roy Main  
City Administrator

cc: R. Cutway, Treasurer  
J. Dewanker, Director of Environmental Services  
P. Hegler, Manager, Engineering & Transportation





Corporation of the

**City of St. Thomas**

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Report No.  
CC-23-06

File No.

**Directed to:** Chairman D. Warden and Members of the Personnel Committee

**Date**  
April 10, 2006

**Department:** City Clerks Department

**Attachment**

**Prepared By:** Wendell Graves, City Clerk

**Subject:** Contract Personnel

**Recommendation:**

THAT: Report CC-23-06 be received for information, and further,

THAT: Council authorize the hiring of a contract position for the Clerks Department as provided for in the 2006 Budget.

**Background:**

During the past two years a contract employee has been retained principally for the implementation of the Community Improvement Program.

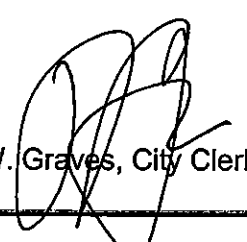
While this function continues to be important, the position has been reviewed and realigned to provide the following core functions:

1. Assistance with the process of the Community Improvement Program
2. Assistance in the advancement of the document management program
3. Assistance in processing information, particularly the voters list, in preparation for the 2006 municipal election.

Funding for this position has been allocated within the 2006 budget.

Attached please find the position justification documentation.

Respectfully,

  
W. Graves, City Clerk


Reviewed By. \_\_\_\_\_

Treasury

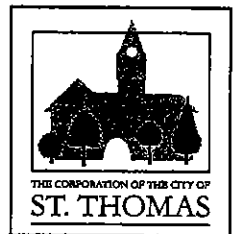
Env Services

Planning

City Clerk

  
Human Resources

Other



**STAFFING JUSTIFICATION FORM**

JOB TITLE: Contract Resource Assistant

DEPARTMENT: Clerks SECTION: \_\_\_\_\_

☒ Full Time      ☐ Part Time      ☐ Casual

☐ Existing position      ☐ New Position      ☒ Alternate position / Contract

☒ Funding provided in budget cost centre: G 11-2-01-3-0000-4060

☐ No funding budgeted      ☐ Reappropriate form: G \_\_\_\_\_

Annual cost (Wages & Benefits) \$ 46,500.00

Current year cost impact (Wages & Benefits) \$ 31,500.00

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

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

Initially this position was created to manage the implementation of the Community Improvement Program in 2003.

2. What were the reasons for creating this position?

While the Community Improvement Program continues to exist, the original contract position has been realigned to include additional job functions including assistance with the 2006 municipal election and electronic document management.

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

No

4. Was alternate assignment of duties examined?

☒ Yes      ☐ No

If yes, where and why not appropriate?

The existing work distribution within the Department is at capacity and the required preparations for the municipal election is very important. Further, it is important to maintain the work that has begun under the former contract position of the Community Improvement Program as this program continues to be a success.

If no, why not?

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

Yes ☐ No ☒

If yes, by which position and for how long?

If no, why not?

It should be noted that this is a contract position for the year 2006.

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

This position reflects a reorganization of a contract position to broaden the work assignments and meet specific 20006 needs within the Clerk's Department.

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

- a. For a specified period of time?

The position will be very important in 2006 to undertake the related tasks.

- b. Permanently?**

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

☐ Yes ☐ No

**This position is a contract position for the balance of 2006.**

If yes, please elaborate

If no, why not?

- 9. Recommended action:**

That this position be fill as soon as possible.

Originator of request

Department Head

Date \_\_\_\_\_

Date \_\_\_\_\_

## HUMAN RESOURCES REVIEW

- ☒ **Recommended for filling.**
- ☐ **Not recommended for filling.**
- ☐ **Further information/review required  
(see comments)**

**COMMENTS:**

Graham Davis April 11/06

**Director,  
Human Resources**

Date 



Corporation of the

# City of St. Thomas

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Report No.

ES 43-06

File No.

Directed to:

Alderman Dave Warden, Chair and Members of the  
Personnel and Labour Relations Committee of Council

Date

April 10, 2006

Department:

Environmental Services

Attachment

Report ES12-06

Report ES11-06

Staff Justification Forms

Job Descriptions

Prepared By:

Ivar Andersen, Manager of Operations & Compliance

Subject:

Environmental Services Department Staffing Increase

## Recommendation:

It is recommended that:

1. Council receive report ES43-06 relating to increasing staffing within the Operations Division of the Environmental Services Department.
2. Council approve the hiring of one full time staff member for the Road Operations section, a Medium Equipment Operator, and one full time staff member for the Transportation Operations section, a Transportation Technician for the department noting that both positions are included in the recently approved 2006 Operating Budget.

## Origin:

On March 28, 2006 Council approved the 2006 Operating Budget. This budget includes two new full time staff for the Environmental Services Department. Both new staff will be assigned in the Operations Division, one in the Road Operations Section and one in the Transportation Operations Section.

## Analysis:

In February, 2006, Council approved reports ES11-06 and ES12-06, attached. These reports detail the reasoning behind the need for these two additional staff.

The Roads Section requires an additional Medium Equipment Operator, mainly to operate an additional snowplow that will be acquired before the 2006/2007 winter maintenance season. As noted in report ES12-06, these additional resources will allow the City to reduce its reliance on contracted plow units. Presently, the City is having difficulty retaining qualified contractor plow units at a reasonable cost. Last winter, one contractor defaulted on his obligations resulting in the City having to undertake extraordinary measures in order to provide the necessary level of service. During the spring, summer and fall seasons, the additional operator will be utilized to offset various vacancies created by vacations, sick time and time off in lieu of overtime. As well, in recent years the City's infrastructure has grown significantly. This growth requires that more resources are required to maintain our roads to an acceptable standard. Attached is a copy of the existing job description.

As recommended in the recently completed St. Thomas Transit – Ridership Growth Strategy and Asset Management Plan, an additional Transportation Technician is required. Report ES11-06 adopted the recommendations of this transit plan. The Transportation Technician will be utilized to assist with the implementation of the recommendations contained in the transit plan as well as assist with various traffic and transportation issues as required. As there is a significant traffic engineering and transit assistance function in this position, the Transportation Technician will be working out of the City Hall annex building where all other engineering work, studies, computer aided drafting, contracts and documents are being prepared (subject to the availability of needed space). Attached is a copy of the job description proposed for this position.

## Financial Considerations:

The recently approved 2006 Operating budget includes \$28,200 in the Roads Operation program. This will fund the cost of an additional Equipment Operator for 6 months starting July 1, 2006. The full cost of the position for 2007 will be \$56,400.

The Operating Budget also includes \$36,000 in the Transit Operations program. This will fund the cost of an additional Transportation Technician for 7 months starting June 1, 2006. The full cost of the position for 2007 will be \$62,000. Note that the Transportation Technician cost will be offset by the Provincial Gas Tax subsidy for the full amount in 2006.

Respectfully Submitted,

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

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

**City of St. Thomas**

**-45-**

Report No.

ES12-06

File No.

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

**Date**  
**February 6, 2006**

**Department:** Environmental Services

**Attachment**

**Prepared By:** Dave White, Supervisor of Roads & Transportation

**Subject:** 2005/2006 Winter Maintenance Program  
Consistency of Plowing & Snow Removal on Level 3 Streets & Cul-de-sacs  
2006/2007 Winter Maintenance Program  
New Equipment and Additional Equipment Operator

**Recommendation:**

It is recommended that:

1. The following report be received for information; and,
2. Based on the existing approved Quality Standards (Level of service for Priority 3 streets) that all level 3 streets including cul-de-sacs be plowed with a single pass to the curb and the remaining road surface in cul-de-sac bulbs be plowed to the centre as soon as possible thereafter; and,
3. The snow that is plowed to the centre of cul-de-sac bulbs be removed when resources are available based on the existing Level of service for Priority 1, 2 & 3 streets; and,
4. As a result of reducing numbers of bidders for contracted snow removal, the high cost of available contractors and the legislated requirement for Minimum Maintenance Standards for snow removal and the City of St-Thomas approved quality standards; the purchase of an additional truck and snow plow with wing be considered for the 2006/2007 Winter Maintenance period at an estimated cost of \$200,000.00 to be included for approval in the 2006 part 2 capital budget submission.
5. The hire of an additional Permanent Equipment Operator be considered in the City 2006 operating budget (ES Roads Operating Budget) at an estimated cost of \$56,400, noting that the increase for 2006 would be \$28,200.

**Report:**

**Origin**

At its meeting of January 16, 2006 Council, by consensus of the Members, directed that the Environmental Services Department prepare a report regarding snow removal within new subdivision areas, particularly the local roads such as cul-de-sac and crescent roads. The emphasis of this report is on the methods of clearing snow from cul-de-sac bulbs.

**Analysis**

The 2005/2006 Winter Maintenance period got off to a rocky start. Up until November 30 2005 (the program began December 1) three contractors were confirmed to provide service for the December 1, 2005 to March 31, 2006 program as follows;

**Equipment & Operators Under Contract for the 2005 / 2006 Season (used as detailed below)**

- ~~Artisan Landscaping Ltd., London – Tractor/Blade (plow route)~~ **Defaulted in November**
- ~~Artisan Landscaping Ltd., London – Tractor/Blade (plow route)~~ **Defaulted in November**
- Berdan Paving, Aylmer – 1986 GMC Truck/Blade (plow route)
- Berdan Paving, Aylmer – 1996 Volvo Track/Blade (plow route)
- Brian Coutts, St. Thomas – Tractor/Blade (north side parking lots)

As reported earlier to Council, on November 30, 2005 Artisan Landscaping provided a letter to staff indicating that they would not be providing service and effectively defaulting on their contract. With this default, two of the eleven plow routes needed to be covered by existing resources. The month of December had an unusual amount of snow events but Operations staff, in spite of the contract default and a defective grader managed to keep up with the demand. Staff was able to secure an additional contractor late in December that covers one of the two plow routes (Albert Gamble) using a grader unit, which leaves one route to be covered by existing resources. The current contractor list is as follows;

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- Albert Gamble – 1 Grader (plow route) **added in December.**
- **NO CONTRACTOR** – using existing resources.
- Berdan Paving, Aylmer – 1986 GMC Truck/Blade (plow route)
- Berdan Paving, Aylmer – 1996 Volvo Track/Blade (plow route)
- Brian Coutts, St. Thomas – Tractor/Blade (north side parking lots)

In order to provide additional equipment for the 2005/2006 Winter Maintenance period (retaining the replacement vehicle until the end of March 2006) Council approved a plan to purchase a replacement snowplow unit as soon as possible. It was intended that this unit (expected to be received in the near future) would provide Operations staff with additional options for the short-term efficiency of the current program. However, this does not address the long-term requirement for additional staff and equipment as a substitute for low bidder turnout and high bidder costs.

The replacement plow unit does not permanently add equipment to the fleet as the old unit will be auctioned at the end of March.

#### Method of Snow Plowing & Removal on Cul-de-sacs

All eleven plow routes and available resources have been reviewed and we have developed a consistent short-term method of snow plowing on cul-de-sacs using the existing resources. This method does not change the approved Quality Standards at this time. Each of the eleven routes has a dedicated different piece of equipment, with an inherent limitation with respect to snow plowing. Level three priority streets should have a consistent level of service that cannot always be achieved on streets ending in a cul-de-sac. In many cul-de-sacs there is more pavement surface, which can result in more snow being pushed to the curb. Also, many cul-de-sacs have limited snow storage with reduced frontages. The City of London for example, provides a similar service on their cul-de-sac streets and does not routinely remove the snow from the centre of the road at the bulb end.

In order to address this concern, we propose to provide a method of snow plowing that will provide a consistent level of service on Level three streets. When plowing the bulb end of a cul-de-sac, the equipment dedicated to that street/area will plow one pass of snow to the curb. At the first available opportunity a smaller piece of equipment will move the remaining snow to the middle of the cul-de-sac so as to provide access to residents and emergency vehicles. This process may (at times) delay the plowing of snow from the bulb of the cul-de-sac, but the resident will receive less snow on the municipal property in front of their homes.

If this method proves to be satisfactory, the wording of the appropriate Quality Standards will be revised at a later date.

#### Additional Snow Removal Equipment

In recent years, it has become increasingly difficult for area municipalities and particularly the City of St-Thomas to find qualified contractors willing to bid on our winter maintenance needs. In addition, everyone is faced with higher contractor rates, in part as a result of the cost for obtaining liability insurance naming the municipality as co-insured.

In order to offset the reality of the market and protect the risk to the City of St-Thomas, it is proposed that an additional snowplow with wing and sand/salt/prewetting equipment be purchased. This unit will be identical to the replacement unit presently being acquired and will allow our operators to move more snow off the major streets in St. Thomas utilizing the plow wing with one pass. These two vehicles will assist in a re-design of the plow routes for the 2006/2007 winter maintenance period and will free up smaller City plows to clear cul-de-sac bulbs.

Also, the acquisition of an additional plow unit will also somewhat reduce the City's reliance on hired contractor trucks during the summer months.

#### Additional Permanent Equipment Operator

The operations staff has many years experience and are long standing employees providing a high quality of work and an experienced workforce. To offset time off in lieu of overtime pay, vacation time, and in order to fulfil the hours of work legislation and meet the winter maintenance quality standards, it is proposed that an additional Heavy Equipment Operator be hired. This staff member will be qualified to drive the additional snow removal equipment and achieve the removal of one contractor route from the eleven plow routes.

Financial Considerations

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For a typical four month winter maintenance period;

	Item	Item Cost	Total Cost
Average Contractor	Plow equipment and operator	\$25,000.	\$25,000.
Operations equipment	Plow equipment (lifecycle costs)	\$ 8,000.	
Operations staff	Heavy equipment operator	\$15,000.	
Operations total		\$23,000	\$23,000
Difference in projected cost			- \$ 2,000

There is very little expected difference in cost between the contracting of a plow and operator and using operations staff and owned equipment for the winter maintenance period. The cost of contracted snow plowing varies in availability and cost based on the market. The bonus is the equipment and operator can be used and charged to other required roads maintenance activities year-round, assisting in the coverage of vacation periods.

Alternatives

In order to comply with the Provincial Minimum Maintenance Standards, there are no alternatives suggested.

Respectfully,



Dave White – Supervisor of Roads and Transportation  
Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

**City of St. Thomas**

- 48 -

Report No.

ES11-06

File No.

07-046-01

05-083-00

**Directed to:** Alderman Terry Shackelton, Chair and Members of the Protective Services and Transportation Committee

**Date**

February 6, 2006

**Department:** Environmental Services Department

**Attachment**

**Prepared By:** Dave White, Supervisor of Roads & Transportation

#1 - Copy of the Minutes from the December 12, 2005 Municipal Accessibility Advisory Committee meeting,  
#2 - Deferred report ES105-05

**Subject:** St. Thomas Transit -- Ridership Growth Strategy and Asset Management Plan

### **RECOMMENDATIONS**

It is recommended that:

1. The December 12, 2005 minutes of the Municipal Accessibility Advisory Committee be received for information; and,
2. Report ES105-05 previously deferred from the December 5, 2005 Council meeting be received for information; and,
3. The eight recommendations within report ES105-05 be adopted by Council in principle pending information gathered from the public consultation process; and,
4. That the comments of the Municipal Accessibility Advisory Committee be considered as part of the upcoming stakeholder input session.

### **BACKGROUND**

At its' meeting of December 5, 2005 Council passed the following motion, THAT: The Transit Ridership Growth and Asset Management Plan be deferred to the Municipal Accessibility Advisory Committee for comment prior to adoption by Council.

At its' meeting of December 12, 2005 the Municipal Accessibility Advisory Committee received copies of the final IBI report, the IBI presentation that went to Council, report ES105-05 that went to Council and a summary of the accessibility features of the plan. All information was presented to the Committee and the minutes of the meeting are attached for your information.

At its' meeting of January 19, 2006 the Municipal Accessibility Advisory Committee approved the minutes of the December 12, 2005 meeting and made the motion that this report (and the deferred report ES105-05) go forward to Council for approval in principle.

### **ANALYSIS**

#### **Comments of the Municipal Accessibility Advisory Committee (MAAC);**

- Any new specialized transit buses must accommodate scooters and be ODA compliant.
- Switch to low floor buses for conventional service because of the ODA Act.
- There should be no disruption of conventional transit schedules to accommodate scooters
- Suggest more Paratransit service instead of accommodation on conventional transit.
- Increase Paratransit hours of service.
- Increase ticket sales locations for all transit service.
- Explore having monthly Paratransit passes available.
- Concern of Health and Safety with the driver's seat being left open for tie down of passengers.
- The MAAC to be a part of the bus purchase process.
- Provide larger wording on bus signs for visually impaired.
- Reduce bus shelter advertising signs for better visibility and safety in shelters.
- Accessible shelters for major areas like the transfer station and major drop offs.
- Explore having an accessible taxis cab service standard (license requirement) in St. Thomas.

All of the above comments will be taken into account during the public consultation process.

### **ALTERNATIVES**

There are no alternatives presented at this time.



FINANCIAL IMPLICATIONS

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There are no further implications as a result of the Municipal Accessibility Advisory Committee comments.

Respectfully submitted



Dave White, Supervisor of Roads and Transportation  
Environmental Services



Reviewed By: Treasury John J. [Signature] Env Services Planning City Clerk HR Other

# ST. THOMAS MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEE MEETING

December 12, 2005

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## Minutes

**Location:** St. Thomas Seniors' Centre

**Time:** 2pm

**Committee:** Ed McLachlan, Leslie Buchanan-Cairns, Alderman Terry Shackelton, Cathy Topping, Peter Yurek, Ken Lizzotte, Michelle Sylvester, Marilyn Stacey, Claire Jackson

**Staff Members:** John Dewancker, Ivar Andersen, Dave White, Kate Morreau

The meeting commenced at 2:06pm

Ed introduced the Members to staff.

### **1. Minutes**

Motion to adopt the minutes of July 23<sup>rd</sup> by Leslie seconded by Cathy. CARRIED

Motion to adopt the minutes of October 27<sup>th</sup> by Leslie seconded by Marilyn. CARRIED

### **2. Business Arising from the Minutes**

None

### **3. Old Business**

#### **2005 Action Plan**

Ed circulated a copy of the Action Plan to members which was submitted to the December 5 meeting of Council and deferred

### **4. New Business**

Dave White addressed members with regards to the Transit Ridership Growth and Asset Management Plan. He gave members the following documents:

1. The final report
2. The presentation that went to Council
3. A copy of the report that went to Council
4. A summary of accessibility features included in the plan

Dave reviewed the presentation that went to Council with members. He stated that the report represents a five-year strategy for increasing transit ridership and managing of all transit assets. It outlines the availability of the Gas Tax funding as a supplementary source of revenue, which would provide the City the opportunity to enhance the Transit/Paratransit service.

Dave explained the types of buses being recommended for purchase, additional bus shelters, increasing from four routes to five routes, increasing hours of service. When future buses are purchased they will be accessible. Members were concerned about how this would affect bus schedules, as drivers would be expected to tie down wheelchairs and scooters. It was determined that people with wheelchairs were more likely to use the convenience of the door-to-door Paratransit service.

The following are questions/comments/concerns by members.

Ed - Will new buses accommodate scooters and what tie down system will be used?

Peter - page 13 - what were they proposing with regards to adoption of parking policies that are consistent with the cost to use transit? Dave explained this would encourage the use of public transit.

Claire - accommodation of scooters and wheelchairs on the regular transit system will disrupt schedule and not practical.

Marilyn - if regular transit becomes less reliable people will not use.

Claire - they should be looking at adding more Paratransit buses instead.

Marilyn – Paratransit hours of service need to be increased so we can go out like normal people. Dave stated the intention is to increase the hours of operation for both systems.

Cathy - St. Thomas is second city with the largest senior population, so Paratransit is the way to go.

Leslie – We should be looking at more Paratransit and less regular transit.

Michelle – If going to purchase buses, should switch to low floor buses because of the ODA Act.

Cathy – is the terminal actually used by people? Dave said that it is the only location where the public can buy tickets.

Marilyn – Drug stores should sell the tickets like they do in London.

Terry – Business owners were not receptive when we first investigated this option.

Cathy – Elgin Mall already said they would at no cost.

Terry – Terry recommended Elgin Mall submit a letter offering that service.

Claire – how about the senior centre selling tickets.

**Dave continued to review the presentation document with members:**

Michelle – what about making monthly Paratransit passes available?

Peter – what is the capacity of transit system?

Dave – we are at capacity during peak times, and a 10<sup>th</sup> of capacity at off peak times.

Ivar – that is why the recommendation to go to larger buses seating 30 passengers instead of 20 is more practical.

**Dave read the summary of accessibility features of the plan:**

Cathy – I have a problem with the transfers – increased transfer time from anywhere between 15 to 45 minutes if the drivers are having to tie down wheelchairs and scooters.

Dave – Any change recommended would need to keep service functioning. The plan can not go forward if it is not going to work, therefore it needs to be looked at further.

Leslie – While driver is tying down passengers I have a Health and Safety concern with the driver's seat being left open.

Michelle – with today's tie-downs it does not take much time.

Cathy – Depends on how many though.

Michelle – new buses usually only accommodate two wheelchairs.

Ed – Would the drivers be trained to use bus tie downs?

Dave – yes they would have to be.

**Dave continued to read recommendations:**

Michelle – will the committee be given the option to be a part of the bus purchase process?

Dave – the committee can be part of that process.

Gathy-Claire – are we part of a regional committee?

Terry – no we are separate, although there is nothing to say we cannot merge with another municipality.

Gathy-Claire – there is a lot of knowledge out there.

Dave – we belong to two groups OCTA and CUDA – staff are involved with those groups.

**Dave continued to read the recommendations:**

Michelle – Do the light duty buses accommodate scooters?

Terry – we know they can wheelchairs but will have to check into scooters.

Ivar – smaller buses cost less to buy and run.

**Cathy left the meeting at 3.15pm**

Dave told members that the report was a summary of accessibility issues, and that members can add any feedback through the Committee to staff.

It was recommended that comments be brought to Council for the January meeting.

Michelle – I would like to have bus signs larger for visually impaired. Michelle said she could get the standard from the CNIB.

Michelle – Accessible bus shelters require larger curb cuts – doors need to be wider.

Leslie – I would like to see bus shelter advertising signs reduced so you can see through the glass because kids like to hang out in them as they cannot be seen.

Claire – we cannot have all bus shelters accessible. Paratransit goes door-to-door therefore should be utilized more.

Michelle – Major areas like the transfer station and major drop offs should have accessible shelters.

Claire – the City should look into having an accessible taxis cab service.

Motion to adjourn the meeting by Leslie, seconded by Michelle. CARRIED.

**5. Next Meeting**

Next meeting January 19 2005.

**6. Adjournment**

The meeting adjourned at 3.35pm.



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

**Date**  
December 5, 2005

**Department:** Environmental Services Department

**Prepared By:** Dave White, Supervisor of Roads & Transportation

**Attachments**  
Ridership Growth Strategy  
and Asset Management  
Plan

**Subject:** St. Thomas Transit – Ridership Growth Strategy and Asset Management Plan

### RECOMMENDATION

It is recommended that:

1. City Council adopt the Ridership Growth Strategy and Asset Management Plan document in principle; and,
2. The Ridership Growth Strategy and Asset Management Plan document be submitted to the Ministry of Transportation Ontario in accordance with the requirements of the Provinces' Gas Tax funding agreement; and,
3. The City hold consultations with transit users and the general public with regard to the proposed new route structure of five routes, route extensions and service levels as described in section 4.1 and conceptually illustrated in Exhibit 6 of the report for the purposes of receiving stakeholder input and finalizing the new route structure and services; and,
4. Following receipt of stakeholder input, the City finalize the new routes, route structure and services and present the recommended service plan to City Council for approval; and,
5. The City proceed with the implementation of the Ridership Growth Strategy and Asset Management Plan including the Immediate Term – 2006 service changes described in section 4.1.2, the purchase of (9) replacement and (1) expansion buses beginning in 2006 and in 2007, 2009 and 2010 as described in Exhibit 7, the purchase of (24) additional bus shelters and bus stop signs and the improvement of winter maintenance at bus stops as described in section 5.3, the hiring of a Transportation Technician as described in section 6, and the construction of the improvements to the Talbot Street terminal building as summarized in Exhibit 9 and Appendix C; and,
6. The Short Term Plan – 2007 to 2010 detailed in section 4.1.3 of the Ridership Growth Strategy service plan be implemented in the Spring of 2007 following the delivery of the required expansion bus for the service plan; and,
7. The recommended Marketing and Education Plan detailed in section 7 and related annual budget be approved and implemented; and,
8. The City's development, subdivision planning, parking and transportation policies be reviewed to give higher priority to the needs of the transit system with the overall objective of increasing transit use.

### Report:

#### **Origin**

In the fall of 2004, the Province of Ontario announced a gas tax funding for transit program for Ontario Municipalities. City of St-Thomas Council endorsed the program and an agreement was subsequently reached between the City of St. Thomas and the Ministry of Transportation in November of 2004.

It is projected that the City of St. Thomas will receive the following allocation of gas tax funding from the Province for expansion and improvement of its' transit services;

Fiscal 2004 / 2005	\$212,890
Fiscal 2005 / 2006	\$319,335
Fiscal 2006 / 2007	\$425,780

As a condition of the receipt of the gas tax funding, the Province requires each Municipality to develop a Ridership Growth Strategy and Asset Management Plan to guide the sound investment of these new funding resources. The overall objective of the Province is to improve the environment and "quality of life" by increasing transit use. This plan is to be submitted by March 31, 2006.

The I.B.I. Group - Ridership Growth Strategy and Asset Management Plan presents a 5-year strategy for increasing transit ridership as well as a plan for managing the City's public transit assets. It provides the City with important management tools to guide the operation and improvement of its public transit services over the next 5 years. These plans respond to the Province's requirement that Municipalities prepare "ridership growth strategy and asset management" plans as a condition of receipt of the 2 cent per litre Gas Tax announced in the fall of 2004.

Within the Ridership Growth Strategy and Asset Management Plan there are several sections including:

- Needs and Opportunities – A review of the current system
- Ridership Growth Strategy – A suggested service plan and accessibility options
- Asset Management Plan – A plan for vehicles, terminal, shelters, bus stops and equipment
- Management Plan – Performance measures and asset management
- Marketing and Education Plan – Suggestions for improvement
- Transit Supportive Policies – Details of policy suggestions
- Financial Plan – A five year ridership growth and ten year asset management plan
- Recommendations – Eight recommendations

Mr. Chris Prentice from I.B.I. Group will provide an overview of the report in presentation style to the Transportation and Protective Services Committee, and will be available along with Environmental Services staff to answer any questions regarding the plan.

#### Alternatives

The gas tax funding is intended to be a partnership between the Municipality and the Ministry of Transportation to enhance ridership growth for the City of St-Thomas. In order to utilize the funds, an investment by the Municipality is required, and therefore there are no alternatives presented at this time.

#### Financial Implications

This is a summary of the five-year annual implications of the Ridership Growth Strategy and Asset Management Plan on overall City of St-Thomas budgets:

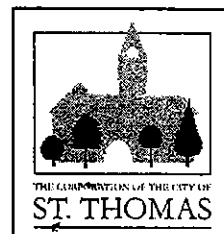
	Year of Operation				
	2006	2007	2008	2009	2010
Net Municipal Cost	\$0	\$1,188,568	\$0	\$230,300	\$218,400
Provincial Funding	\$504,240	\$829,212	\$378,180	\$612,880	\$539,780
Total Cost	\$504,240	\$2,017,780	\$378,180	\$843,180	\$758,180

The full report on the Transit Ridership Growth and Asset Management Plan was provided to the City Treasurer on November 28, 2005, for information and financial planning purposes. The above schedule of costs does not affect the 2006 City tax rate as the only source of capital funding will be through the Provincial Gas Tax revenue. At the time of this report, the Treasurer was not available to co-sign the report but will be available at the meeting of December 5, 2005, to provide any financial comments on the Plan.

Respectfully submitted

  
Dave White, Supervisor of Roads and Transportation  
Environmental Services

Reviewed By: Treasury Env Services Planning City Clerk HR Other



**STAFFING JUSTIFICATION FORM**

JOB TITLE: Medium Equipment Operator

DEPARTMENT: Environmental Services SECTION: Roads Operations

☒ Full Time      ☐ Part Time      ☐ Casual

☐ Existing position      ☒ New Position      ☐ Alternate position

☒ Funding provided in budget cost centre: G 51-2-01-0001-3010

☐ No funding budgeted      ☐ Reappropriate form: G

Annual cost (Wages & Benefits) \$ \$56,400

Current year cost impact (Wages & Benefits) \$ 28,200

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

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

Date of original creation unknown.

2. What were the reasons for creating this position?

Position created to operate equipment and power tools while carrying out Maintenance activities in the upkeep of the City's road infrastructure including winter maintenance, roadway repairs and street sweeping.

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

Provincial legislation indicates that sufficient resources must be available to maintain the Minimum Road Maintenance standards. As well, maintaining City maintenance standards is a requirement of the City.

4. Was alternate assignment of duties examined?

☒ Yes      ☐ No

If yes, where and why not appropriate?

The City does use some contracted services for winter maintenance, however, in recent years, the City has had difficulties obtaining qualified snow plow contractors. This difficulty appears to be caused by the high insurance costs charged to contractors involved with plowing City streets. Last winter, one contractor, who had recently been awarded a City contract, refused to honour the obligations of his contract. As a result, the City's winter maintenance program was compromised. Adding an additional staff as well as acquiring an additional plow will lessen the City's reliance on contracted resources in this area.

If no, why not?

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

Yes      ☐ No      ☒

If yes, by which position and for how long?

If no, why not?

For 2006, the City will be acquiring an additional snow plow as approved in the Operating Budget. The additional staff will operate this plow. All other existing staff are now utilized for other activities and functions. A permanent position is required year round to address vacancies created by vacations, time off in lieu and sick time. As well, City growth requires that more resources be utilized to maintain maintenance standards.

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

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None

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

a. For a specified period of time?

The position is urgently required for the 2006/2007 winter season, however, it is proposed that the position be added July 1, 2006 to allow familiarization with the infrastructure and training on the equipment. Not filling the position at this time could compromise safety of the individual and could lead to damage claims.

b. Permanently?

Maintenance activities on roads would be compromised, particularly during the winter months. The City would likely not be able to meet Minimum Road Maintenance Standards.

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

[ ] Yes [X] No

If yes, please elaborate

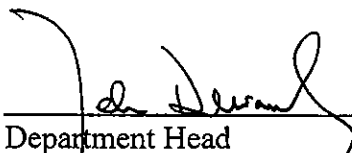
If no, why not?

This position falls under the jurisdiction of the CUPE Local 35 collective agreement and the level of pay is governed by this agreement.

9. Recommended action:

That, effective July 1, 2006, the City hire an additional Medium Equipment Operator.

  
Originator of request

  
Department Head

April 11/06  
Date

April 11 2006  
Date


#### HUMAN RESOURCES REVIEW

[X] Recommended for filling.

[ ] Not recommended for filling.

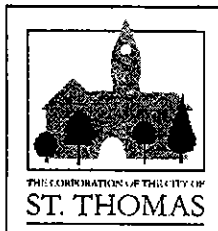
[ ] Further information/review required  
(see comments)

#### COMMENTS:

 April 11/06  
Director, Human Resources Date



**STAFFING JUSTIFICATION FORM**



JOB TITLE: Transportation Technician

DEPARTMENT: Environmental Services SECTION: Transit Operations

☒ Full Time      ☐ Part Time      ☐ Casual

☐ Existing position      ☒ New Position      ☐ Alternate position

☒ Funding provided in budget cost centre: G 52-2-01-1-0000-3010

☐ No funding budgeted      ☐ Reappropriate form: G \_\_\_\_\_

Annual cost (Wages & Benefits) \$ 62,000

Current year cost impact (Wages & Benefits) \$ 36,000

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

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

New position to be created now as approved by Council.

2. What were the reasons for creating this position?

Creation of position recommended in the recently adopted St. Thomas Transit Ridership Growth Strategy and Asset Management Plan.

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

No.

4. Was alternate assignment of duties examined?

☐ Yes      ☒ No

If yes, where and why not appropriate?

If no, why not?

New duties as recommended in the transit study require completion of ongoing work. As well, this position will also handle transportation/traffic issues which may reduce requirement for summer casual employment.

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

Yes ☐ No ☒

If yes, by which position and for how long?

If no, why not?

Work load is not temporary but is ongoing and require a full time position to complete.

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

None

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

- a. For a specified period of time?

Transit plan will not be implemented in timely fashion.

- b. Permanently?

Timely and expeditious implementation of the transit plan will be jeopardized. Level of service of transit system may be compromised.

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

[ ] Yes [X] No

If yes, please elaborate

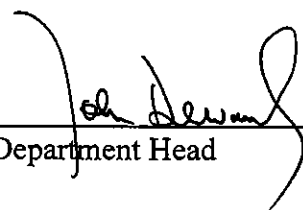
If no, why not?

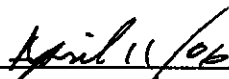
This position falls under the jurisdiction of the CUPE Local 841 collective agreement and the level of pay is governed by this agreement.

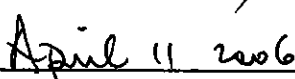
9. Recommended action:

That, effective June 1, 2006, the City hire a Transportation Technician.

  
Originator of request

  
Department Head

  
Date

  
Date


#### HUMAN RESOURCES REVIEW

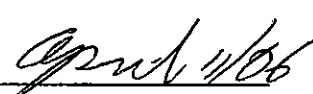
☒ Recommended for filling.

[ ] Not recommended for filling.

[ ] Further information/review required  
(see comments)

#### COMMENTS:

  
Director,  
Human Resources

  
Date



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## POSITION DESCRIPTION Human Resources Department

**POSITION TITLE:** Transportation Technician

**UNION AFFILIATION:** CUPE 841

**DEPARTMENT:** Environmental Services Operations

**SALARY GROUP:**

**SECTION:** Roads & Transportation

**GENERAL SUPERVISOR:** Supervisor of Roads and Transportation

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### POSITION SUMMARY:

Under the general supervision of the Supervisor of Roads and Transportation, conducts surveys, collects data, updates and summarizes data & maintenance standards, provides recommendations through the preparation of internal reports, responds to transportation inquiries based on approved maintenance standards and prepares plans relating to Transportation programs & projects. Assists in the administration with Transportation Programs such as: Conventional and Specialized Transit system, traffic volume data collection, traffic signal and streetlight maintenance, traffic signal system monitoring and timing revisions, adult crossing guard programs, parking permit programs, vehicle maintenance & CVOR programs, and other associated programs as required.

### MAJOR TASKS:

- 1) Inspects transportation construction sites, verifies compliance with approved standards, verifies quantities of materials delivered or removed, ensuring general compliance with specifications and standard work practices and referring questionable matters to senior staff. Communicates between contractors, consulting engineers, City staff and the public. Assists in preparation and participation with open house information sessions.
- 2) Generally oversees transit operations and ensures contract operator compliance with the City contract and requirements.
- 3) Assists with the development and maintenance of an advertising strategy for transit operations.
- 4) Assists with the development and implementation of transit studies as required.
- 5) Collects and updates data related to the operation of Transportation programs and maintains traffic signal timing database.
- 6) Conducts surveys and studies for traffic and transit and assists in the preparation of surveys and studies for other Civic operations.
- 7) Prepares preliminary designs, cost estimates and reports for transportation and various elements of the road system.
- 8) Prepares preliminary working drawings, maps and graphs utilizing computer aided drafting/design and manual techniques.

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**POSITION TITLE:** Transportation Technician

**PAGE 2 OF 2**

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### MAJOR TASKS – Cont'd

- 9) Prepares preliminary tenders and contract documents, reviews relevant specification sheets from files, printing various plans, collating and binding copies.
- 10) Completes reports pertaining to transportation projects, including, but not limited to, quality and quantity of materials used, adherence to specifications and established schedules and payment certificates.
- 11) Maintains effective communications with the public on transportation projects. Ensures that all requests from the public are reviewed and dealt with in a timely manner. Must exhibit diplomacy

- 12) Participates in research for Departmental studies. Undertakes data reduction for input into the infrastructure Management system.
- 13) Maintains files and records and assists with the preparation of reports as required.
- 14) Provides technical direction and guidance to Junior Technicians and students.
- 15) Operates a City vehicle when required.
- 16) Performs such other related duties as may be assigned.

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**QUALIFICATIONS:** Minimum two (2) year Post Secondary School Diploma in Civil Engineering Technology together with five (5) years experience in a transportation engineering related fields. Must have or be eligible to obtain a C.E.T. designation from OACETT. Must be certified International Municipal Signal Association (IMSA) Level 1 & 2 traffic signal or equivalent. Must be proficient with Ministry of Transportation Standards and Traffic Engineering Manuals and preferably have Level 2 Auto Cad Training or equivalent (1 - 2 years) experience with the operation of a Computer Aided Drafting System (AutoCAD) and use of Microsoft Office products and Transportation Engineering Analysis Software and Modelling Programs.

**CONDITIONS OF EMPLOYMENT** - May be required to work outside and beyond the normal hours of work. The use of a privately owned vehicle may be required.

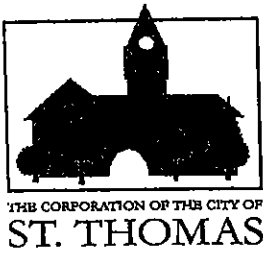
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**PREPARED BY:** Dave White

**APPROVED BY:** Graham Dart

**EFFECTIVE DATE:** April 10, 2006

**SUPERSEDE...ATE:** New



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## POSITION DESCRIPTION Human Resources Department

**POSITION TITLE:** Equipment Operator - Medium -Group IV **UNION AFFILIATION:** CUPE 35

**DEPARTMENT:** Environmental Services

**SALARY GROUP:**

**SECTION:** Public Works

**GENERAL SUPERVISOR:** Public Works Foremen

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**POSITION SUMMARY:**

Under the general supervision of the Public Works Foremen, operates equipment and power tools all while carrying out Maintenance activities in the upkeep of the City's road infrastructure.

**MAJOR TASKS:**

- 1) Proficiency in the methods and operations of winter control equipment including equipment such as snowplows, spreaders, loaders, trackless.
- 2) Proficiency in road construction methods and procedures such as asphalt laying, placing & compaction of road bases etc.
- 3) Proficiency in forming and finishing concrete products such as sidewalks, curbs, approaches, bridge decks.
- 4) Must be able to react to and contain industrial/vehicle spills within the road allowance and waterways. Also included is the pickup and disposition of dead animals.
- 5) Must have a thorough knowledge of proper traffic control and procedures.
- 6) Works in close proximity to heavy equipment, traffic and in adverse conditions.
- 7) Must be capable of performing minor repairs to equipment. This to include the installation of attachments (plows, brooms) to equipment.
- 8) Responsible for the operation of all of the street cleaning equipment and this to include the street sweeper and trackless with broom.
- 9) Is proficient in the use of hand & power tools, operates light & heavy trucks, loaders, compressors, line painting, and street signing.
- 10) Will participate in and partake in all Health & Safety requirements as deemed necessary by the Corporation in the carrying out of duties as well as any legislated training/certification required to carry out activities within the position classification.

---

**QUALIFICATIONS:** Minimum Secondary School Graduation Diploma together with demonstrated experience and proficiency in the operation of equipment. Must possess a valid "D" license with "Z" endorsement. Must have physical capability to carry out duties with the position classification.

**CONDITIONS OF EMPLOYMENT -** Required to work outside and beyond the normal hours of work.

---

**PREPARED BY:** B. Long

**APPROVED BY:** Connie Morrison

**EFFECTIVE DATE:** December 2, 1999

**SUPERSEDES DATE:** April 3, 1998



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

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**Report No.**

TR 21-06

**File No.**

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

**Date**

April 7, 2006

**Department:** Treasury

**Attachment:**

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

Background Study  
(previously  
distributed)

**Subject: South Block Area Development Charges**

**Recommendation:**

In connection with Report TR 21-06, it is recommended that:

- 1) Council approve the capital project listing set out in Table 4-3 of the Area-Specific Development Charge Background Study (as amended), dated April 5, 2006, subject to annual review during the capital budget process.
- 2) the Area-Specific Development Charge Background Study (as amended), dated April 5, 2006, be received and approved.
- 3) Council confirm no further public meeting is required.
- 4) Council enact a by-law, adopting the recommended rates and policies provided within the Area-Specific Development Charges Background Study (as amended) dated April 5, 2006.

**Report:**

**Background**

Council enacted the new five-year City-wide Development Charge By-law on March 29, 2005. In addition to the City-wide development charges that apply to the entire City, lands developed within the South Block are subject to area development charges for the recovery of the growth related portion of local water, wastewater and roadwork. We are now in a position to recommend South Block Area-Specific Development Charges for a 5-year period commencing immediately.

**Comments**

The Development Charges Act requires that a development charge background study be completed and adopted by Council before passing a development charge by-law. The attached South Block Area-Specific Development Charge Background Study has been completed and fulfils all requirements under the Act. The Public Meeting as required under section 12 of the Act was held on Monday, April 3, 2006 at 5:00 pm.

**Conclusion**

All requirements regarding the enactment of the by-law have been satisfied. Accordingly, it is recommended that a by-law be passed.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer



Corporation of the

# City of St. Thomas

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Report No.  
CC-20-06

File No.

**Directed to:** Chairman C. Barwick and Members of the Finance and Administration Committee

**Date**  
**April 5, 2006**

**Department:** City Clerks Department

**Prepared By:** Wendell Graves, City Clerk

**Attachment**  
Memo Dated April 5, 2006

**Subject:** **Downtown Development Board**

## Recommendation:

THAT: Report CC-20-06 be received for information, and further,

THAT: Council approve the 2006 budget of the Downtown Development Board as submitted.

## Background:

On March 16, 2006 a meeting was arranged with the Ministry of Municipal Affairs, members of the Downtown Development Board and concerned members of the Downtown Development Board area.

The intent of the meeting was to receive an overview from MMAH regarding the Municipal Act as it relates to BIA (DDB) matters and in particular membership issues, annual meetings and the adoption of annual budgets.

Information presented at the meeting included the following:

Membership includes all stakeholders who are responsible for the payment of a BIA (DDB) levy which could include individuals who pay a portion of the levy through their lease arrangements with their landlord. It was concluded that it is the responsibility of the Municipal Clerk to validate those who are eligible members of a BIA (DDB) area.

It was also discussed that the Municipal Act states that a BIA (DDB) Board shall hold an annual meeting to "discuss" its proposed annual budget with its membership. The Municipal Act however, does not require that the entire membership vote on the budget. It is a further requirement that the BIA (DDB) Board submit its proposed budget to the municipal council for its approval.

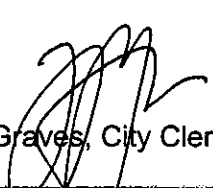
The local BIA (DDB) may however include in its own by-laws provisions for the general membership to vote on the annual budget at its annual meeting. Currently this provision is not included within the existing DDB By-law.

At the conclusion of the meeting the following outcomes were arrived at:

1. The City Clerk will work with the DDB to develop a complete list of individuals who are eligible members of the Downtown Development Board area.
2. The City Clerk will work with the DDB to take make revisions to its existing By-law to incorporate rights of the general membership in selecting Board members and privileges of the membership to vote on the general budget at the annual meeting.
3. The development of the membership list and the proposed amendments to the DDB By-law will be complete by early summer.

Finally, a general consensus arose that if these measures were taken, there was agreement that the 2006 DDB Budget as presented should be recommended for approved by Council.

Respectfully,

  
W. Graves, City Clerk

Reviewed By:

  
Tresury

Env Services

Planning

City Clerk

Comm Services

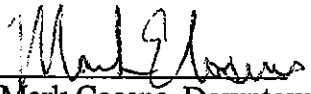
Other


April 5, 2006

**DOWNTOWN DEVELOPMENT BOARD DISCUSSION WITH MINISTRY OF  
MUNICIPAL AFFAIRS AND HOUSING – MARCH 16, 2006**

The following information highlights the action items as a result of the meeting on March 16th.

1. That the City Clerk will work with the DDB to develop a complete list of individuals who are eligible members of the Downtown Development Board area.
2. That the City Clerk will work with the DDB to make revisions to its existing By-law to incorporate rights of the general membership in the selection of Board Members and privileges of the general membership to vote on the annual budget at the annual meeting.
3. That the action items be completed in time for the selection of the 2007 Board and the approvals for the 2007 budget.
4. A general consensus was reached that the 2006 DDB Budget should be approved as submitted to Council.

  
Mark Cosens, Downtown Development Board

*Approved by Grant Hughson*  
*April 5<sup>th</sup> / 2006*  
Grant Hughson 

  
*APRIL 11.06*  
Bernie Sheridan





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

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Report No.

TR-22-06

File No.

<b>Directed to:</b>	Chairman C. Barwick and Members of Finance and Administration Committee	<b>Date</b>
<b>Department:</b>	Treasury Department	<b>Attachment</b>  Site Plan
<b>Prepared By:</b>	Rita J. Murray, Corporate Services Officer	
<b>Subject:</b>	Legends Lease Agreement	

**Recommendation:**

In connection with Report TR-22-06 it is recommended that Council authorize the execution of a agreement with 1412651 Ontario Limited (Legends Tavern) for lease of 0.742 acres of City owned land for a one year term with a over holding clause allowing for the tenant to continue to occupy the lands without a further written agreement. The lands leased from the City of St. Thomas are described as Parts 4, 5, 6 and 7 on 11R-3679.

**Background:**

The Ministry of Transportation transferred ownership of lands known as the "Talbot Spur Lands" (former CNR Rail lands) to the City of St. Thomas on March 31<sup>st</sup>, 2003. The existing lease between the Ministry of Transportation and Legends Tavern and adjacent Princess Avenue strip mall was assigned to the City of St. Thomas upon closing of the sale transaction.

The property transferred from MTO to the City is adjacent to 9 Princess Ave and has been used for parking and a patio associated with Legends Tavern. Last year it came to the attention of staff that the lease had expired and the property was now under the ownership of 1412651 Ontario Limited. In cooperation with City Staff and the owner of 9 Princess Avenue all overdue rents have been paid and a new lease has been prepared.

The attached site plan shows lands and buildings owned by 1412651 Ontario Limited. Parts 4, 5, 6 and 7 are owned by the City of St. Thomas.

**Financial Considerations**

The term of the lease is for one year with an over holding clause allowing for the tenant to continue to occupy the Lands without further written agreement in the following year(s). Total rent for 2006 is \$6,217.80 to be increased after the first year of the term and thereafter. Each increase shall be the percentage by which the Consumer Price Index for Canada has increased over the previous year.

Either party named in the lease may terminate this Lease at any time after the effective date by giving not less than one hundred and eighty days prior notice in writing to the other party.

Respectfully,

Rita J. Murray, AMCT  
Corporate Services Officer

Reviewed By:

Treasury

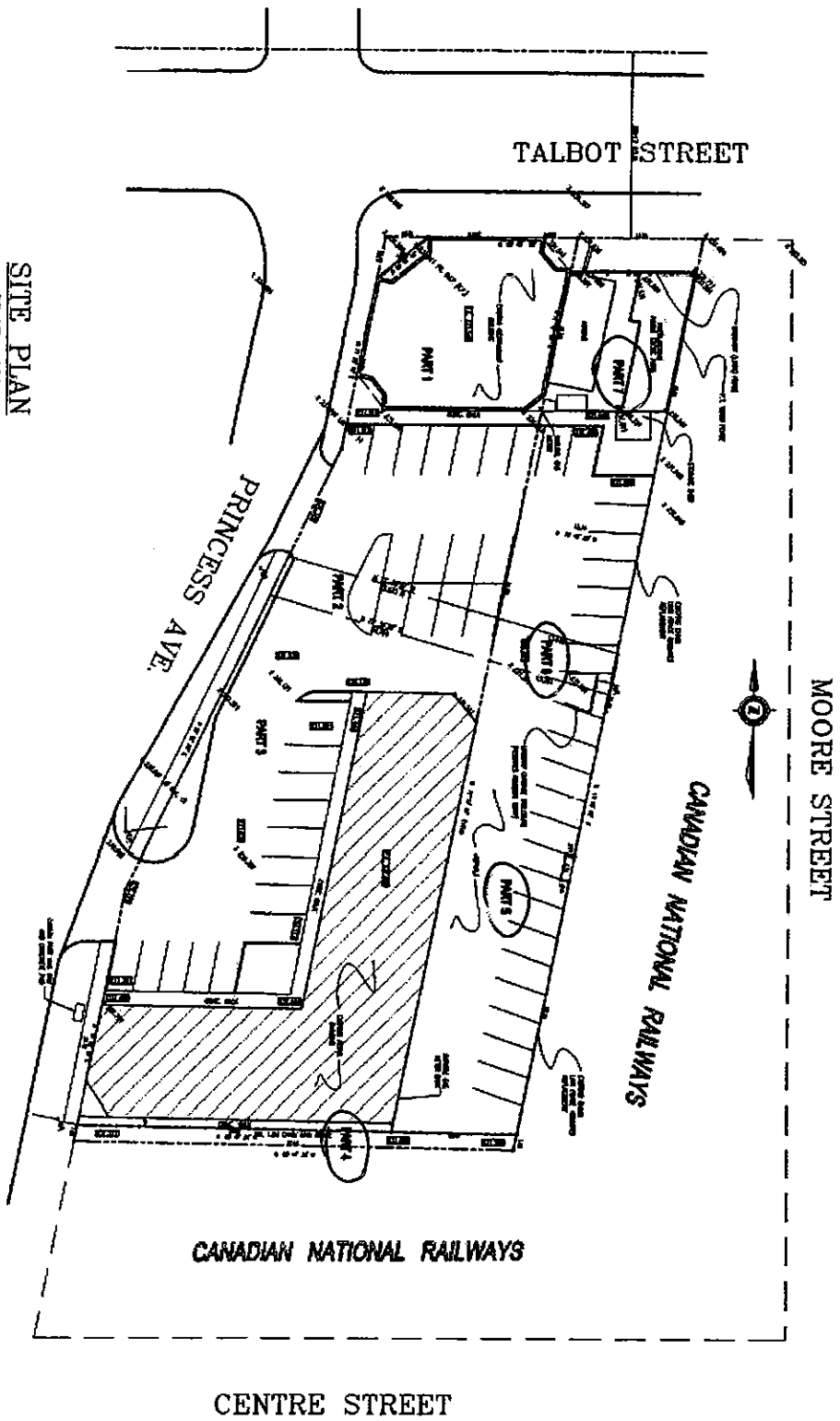
Env Services

Planning

City Clerk

HR

Other



**SITE PLAN**  
**SCALE 1:250**

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\* **SECRET**  
 DENOTES DURING  
 Ongoing REACTION  
**SECRET** DENOTES DURING  
 CRISIS  
 AFTER REACTIONS ARE IN  
 LETTERS

CONSTRUCTION COST GROWTH AND  
VARY ALL, DRAINING AND  
RECOVER ANY SUSCEPT TO  
THIS FIRM BECOMES PROGRESSING  
WITH THE WORK

THESE DRAWINGS ARE NOT TO BE USED FOR EVALUATING PERFORMANCE, NOR IS IT TO BE COPIED OR REPRODUCED IN WHOLE OR IN PART FOR OTHER THAN THE INTENDED PARTY WITHOUT THE WRITTEN CONSENT OF THOMAS P. AYRES LIMITED. CONSULTING ENGINEERS 15 AINSWORTH AVENUE ST. THOMAS, ONTARIO CANADA.

**RYLETT  
ENGINEERING**  
15 HARRISON AVE. ST THOMAS  
ONTARIO CANADA  
(416) 467-1000 Fax (416) 467-1001

**LEGENDS  
TAVERN**

4 PRINCESS AVE.  
ST. THOMAS

## SITE PLAN

DATE	03/24/06	DWG
DRAWN	BOS	S101
CHECK	TTT	NOV 2008.018



Corporation of the

# City of St. Thomas

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Report No.  
CC-21-06

File No.

**Directed to:** Chairman C. Barwick and Members of the Finance and Administration Committee

Date  
April 10, 2006

**Department:** City Clerks Department

Attachment

**Prepared By:** Wendell Graves, City Clerk

**Subject:** Municipal Election 2006

## Recommendation:

THAT: Report CC-21-06 be received for information.

## Background:

As you are aware, 2006 is a municipal election year.

During the course of the next several months, information will be provided to Council regarding this event.

At this point in time, I simply want to highlight the following key dates:

**May 17, 2006:** Last date a By-Law can be passed in order to place a **question on the ballot:**

**September 29, 2006:** **Nomination Day:** last date for filing Nomination papers  
Nomination papers are available through the Clerk's office.

**November 13, 2006:** **Election Day**

Respectfully,

  
W. Graves, City Clerk

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



Corporation of the

**City of St. Thomas**

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Report No.  
CC-22-06

File No.

**Directed to:** Chairman C. Barwick and Members of the Finance and Administration Committee

Date  
**April 10, 2006**

**Department:** City Clerks Department

Attachment

**Prepared By:** Wendell Graves, City Clerk

**Subject:** Summer Meeting Schedule

**Recommendation:**

THAT: Report CC-22-06 be received, and further,

THAT: The following dates be established as regular Council Meetings during the summer:

July 10, 2006

August 14, 2006

**Background:**

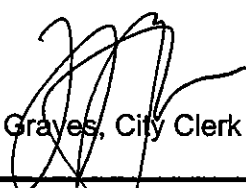
Annually, the practice of Council has been to establish a summer schedule for its meetings reflecting 1 meeting per month.

Council's procedural By-law Section 5.2 provides the authority for Council to hold one meeting per month during July and August provided the dates are approved by resolution.

Establishing the dates at this time will allow administration the ability to coordinate the timing of reports that will be coming to Council and also allow for the planning of summer vacation time.

Further, in addition to these meetings, the Mayor has the ability to call a special meeting at any time should the need arise.

Respectfully,

  
W. Graves, City Clerk

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



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

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Report No.

VV-004-06

File No.

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

**Date**

April 17, 2006

**Department:** Valleyview

**Attachment**

**Prepared By:** M. Carroll, Valleyview Administrator

Project Report

**Subject:** Valleyview Replacement-Monthly Report

**Recommendation:**

That the Valleyview Replacement report for the month ending March 31<sup>st</sup>, 2005 be received and filed as information.

**Background:**

Construction of the replacement facility for Valleyview started in August 2004 with the awarding of the construction contract to D. Grant and Sons, General Contractor. Enclosed is the regular monthly report from cm2r project management Inc. Below is a short summary of some of the items which are contained in the report as well as on-going replacement issues.

**Progress Report:**

1. *Schedule*

The move date is confirmed as April 24<sup>th</sup>, 2006. Please see section 4 of the report for additional information.

2. *Budget*

The total project budget is \$17,972,909. As of March 31<sup>st</sup> expenditures have totaled \$15,329,617. On April 7<sup>th</sup>, 2006 the holdback to the general contractor in the amount of \$1,448,010 was paid. The project is meeting budget projections. Please see section 2 of the report for additional information.

3. *Ministry Review*

In order to move residents into the new building, the Ministry of Health and Long Term Care has to issue its approval for such a move. The Ministry inspection team, consisting of five individuals will be at the new site on April 12<sup>th</sup> and 13<sup>th</sup>. The review is a very comprehensive process, as all areas and systems within the building are assessed.

4. *Moving Day*

The following is a brief overview of how residents will be moved to their new Home:

- Breakfast will be provided to residents at the old site as usual.
- Residents will move according to resident home area to which they are moving.
- Residents will be asked to be at the front lobby at a certain time. Assistance will be provided as required. Food and drink will be available and all equipment will be checked.
- The Assistant Director of Nursing, to ensure his or her wellness for travel, will assess each resident.
- The residents will enter the appropriate bus. At any given time three buses will be available. Each bus will have a registered staff assigned to monitor the residents.
- Each resident will check in at the front lobby. The Director of Nursing and Medical Director will assess each resident.
- Once checked in, a volunteer or family member will escort each resident to his or her room. There will be volunteers to assist staff in helping the residents familiarize themselves to their new surroundings.
- The transporting of residents should be complete by 4:00 PM. Residents will then enjoy a welcome dinner in their new dining rooms.

5. *Furniture/Equipment Delivery*

Furniture and equipment is being delivered on a regular basis. The majority of items will be at the new site for the April 24<sup>th</sup> move. Furniture and equipment from the old Valleyview will be moved on April 22, 2006. All resident furniture and equipment will be moved on April 23<sup>rd</sup>. The dishwasher and washing machine will be moved on April 22<sup>nd</sup>.

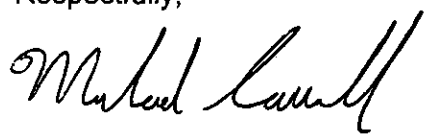
6. Staff

Staff are continuing their orientation sessions at the new Home. As well as general orientation, staff have been trained in fire procedures, nurse call communications and building security systems. Staff are also on site daily stocking the building with supplies and cleaning in anticipation of our April 24<sup>th</sup> move.

7. Tours

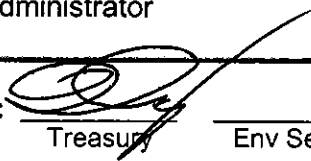
There is great interest in viewing our new Home. Staff are starting to accommodate this request and are offering tours to different groups associated with the Home. On Tuesday April 18 a family night is scheduled for the families of the residents. This will be an opportunity for them to view the Home and see where their loved one is now going to live.

Respectfully,



M. Carroll  
Valleyview Administrator

---

Reviewed By:  Treasury    Env Services    Planning    City Clerk    HR    Other



Corporation of the

# City of St. Thomas

-71-

Report No.

FD01-06

File No.

Directed to:

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

Date

April 12, 2006

Department:

Fire Department

Attachment

Prepared By:

Fire Chief Bob Barber

Subject:

Renewal of Dispatch Contracts

## Recommendation:

"THAT: The Corporation of the City of St. Thomas renew all contracts for dispatch services for Elgin County Fire Departments for a further three (3) years, on their anniversary dates, with increases of 5% per year of their current contract fees.

## Report:

The St. Thomas Fire Department has been providing dispatch services to all of the Fire Departments locate within Elgin County since 1997. We maintain close contact with all of these Departments. This has greatly enhanced dispatching and Mutual Aid responses in the County.

<u>Municipality</u>	<u>Current rates</u>	<u>1<sup>st</sup> increase rate 2006/07</u>	<u>Renewal due date</u>
Central Elgin	\$ 23,347.56	\$ 25,533.83	due May 2006
West Elgin	\$ 11,707.20	\$ 12,380.19	due October 2006
Dutton/Dunwich	\$ 6,858.00	\$ 7,499.97	due October 2006
Southwold	\$ 7,720.72	\$ 8,252.26	due December 2006
Malahide	\$ 13,827.82	\$ 14,441.06	due February 2007
Bayham	\$ 11,143.16	\$ 12,075.80	due March 2007
Aylmer	\$ 13,147.12	\$ 13,147.12	due June 2007
Totals	\$ 87,751.56	\$ 94,251.12	

The current contract costs are calculated at \$4.76 per household for each Municipality. The new contract will be increased by 5% in the 1<sup>st</sup> year (\$4.99). 5% in the 2<sup>nd</sup> year (\$5.24) and 5% in the 3<sup>rd</sup> year (\$5.50) per household, plus the annual Municipal household count, as identified by the Regional Assessment Office.

Respectfully,

Bob Barber  
Fire Chief

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



**April 2006 Monthly Report  
St. Thomas Fire Station No.2**

To: R. Barber, Fire Chief  
City of St. Thomas  
545 Talbot Street  
St. Thomas, ON  
N5P 3V7

Project: Dennis A. Redman  
No. 2 St. Thomas Fire Station  
235 Burwell Road  
St. Thomas, Ontario  
N5P 4J7

Date: March 31, 2006

Report No: 4

Pages: MMA 3 pages

**April 2006 Monthly Report**

**4.1 Project Summary**

The Grand Opening has not yet been scheduled.

Site meetings are at 1:00pm scheduled bi-weekly on Thursdays.

**4.2 Meetings**

Date	Description
October 19, 2005	Recommended Site Meeting
November 2, 2005	Tender Closing (part 1)
November 3, 2005	Tender Closing (part 2) – Tender Opening
November 4, 2005	Tender Review
November 14, 2005	City Council Meeting (Approval)
November 15, 2005	Contract Award
November 24, 2005	Post Bid Meeting
November 28, 2005	Final Permit Approval – Construction Begins
December 5, 2005	Finish Hardware Review with Owner
December 5, 2005	Site Meeting – General Construction Review
December 22, 2005	Site Meeting – General Construction Review
January 5, 2006	Site Meeting – General Construction Review
January 19, 2006	Site Meeting – General Construction Review
February 2, 2006	Site Meeting – General Construction Review
February 16, 2006	Site Meeting – General Construction Review
March 2, 2006	Site Meeting – General Construction Review
March 16, 2006	Site Meeting – General Construction Review
March 30, 2006	Site Meeting – General Construction Review



04/11/2006

09:27

MURPHY & MURPHY

NU. 305

P02

#### 4.3 Budget

The project remains under budget at this time.

#### 4.4 Schedule

Substantial Performance of the Project is scheduled for June 1, 2006. The Substantial performance date of June 1, 2005 is dependant on the conditions of the winter weather. The schedule will be updated once the building is water tight and concrete slab on grade are placed. (Draft schedule attached)

Lost days due to unseasonably inclement weather are 11 days according to the Contractor.

#### 4.5 Design Issues

Update Mar. 31, 2006: Decision will need to be made as to when/if Separate prices are to be engaged. Priority Separate prices to be engaged are the Sidewalk (#1) and Concrete Curbs (#2). Contractor will need to be notified as soon as possible if any Separate prices to be engaged in order to coordinate mobilization of sub-trades.

#### 4.6 Procurement

Update Mar. 31, 2006: The Fourth Progress Payment will be made to Graceview Enterprises Inc. for March 2006. The majority of the work performed was roof work, concrete, masonry and structural steel.

Update Mar. 31, 2006: To date there have been 9 Change Orders processed; refer to attached Change Order Summary for details. The Architect is waiting for quotations from the General Contractor on remaining Contemplated Change Orders. Refer to attached Change Order Summary (3 pages).

#### 4.7 Construction Progress

Photos are being taken at every Site Meeting and periodically in between to monitor and record progress of Construction. Photos will be turned over to Owner at Project Completion.

##### **March 30, 2006:**

Work continues to complete building envelope. Sloped metal roofing will be completed in the next week. Block masonry is 90% complete. Painting of interior block walls is continuing. Ductwork is 60% complete and electrical rough-in is nearly 80% complete. Shipment and placement for Make-up Air unit in Apparatus Bay is scheduled for next week. Mechanical & Electrical rough-ins to proceed in Apparatus Bay. Aluminum window frames are installed followed by glazing next week. Air barrier and cavity wall insulation continues in preparation for brick veneer later next week. Transformer vault to be placed next week enabling duct bank installation to follow.

#### 4.8 Issues and Risk Management

Site Testing and inspections by Technicians and Engineers are being preformed as required.

##### **March 30, 2006:**

Additional costs will be incurred to change the original watermain connection from directional drill to 'open road cut' as directed by the City of St. Thomas Waterworks Division due to interference between new watermain and existing storm sewer elevations. The new work will require that a separate pipe 'fitting' be installed in order for the new watermain to the new building to traverse the existing sanitary, excavation and fill, repairs to the existing roadway, concrete curb and sidewalk. The Architect's Site Servicing Engineer is investigating the required work required as well as costs to be incurred.

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NO. 305 P03

4.9 March Priorities:

Continue to process and review Shop Drawings by Contractor/ Consultant.

Continue with installation of interior mechanical ductwork and plumbing & electrical services.

Structural Steel to be fabricated and installed in Apparatus Bay – installation of steel roof deck and sloped metal roofing almost completed, as part of the focus toward completing the building enclosure.

Windows currently being installed; frames are installed, glazing to follow.

Cavity wall installation to begin first week in April; exterior architectural block and brick.

Painting to continue on interior walls.

Interior framing to commence for gypsum board bulkheads and ceilings.

Copies to: Bob Barber  
Mike Hoogstra

St. Thomas Fire Department  
St. Thomas Purchasing Dept.

631-0215  
633-9019

MURPHY & MURPHY ARCHITECT INC.

  
Bob Miller - Project Coordinator

PTA #1	Scope of Work Description	CO	CO	Amount	7% GST	Including GST	MMA	STFD	Design
No.	Item	No.	Item	Approved	7% GST	Including GST	Remarks	Decision	Change by
Post	1 Back flow preventer - clarification	4	1.1	\$0.00	\$0.00	\$0.00	CLARIFICATION		MMA
Tender	2 Revise Isolation Valve from 50mm to 150mm	4	1.1	\$1,236.40	\$86.55	\$1,322.95			MMA
Addendum	3&4 Extra heat detection devices	4	1.2	\$431.20	\$30.18	\$461.38			MMA
	1.3 PTA 1R2 - Revise 150mm water service from PTA #1 (Refer to Item #2 above)	4	1.3	(\$780.37)	(\$54.63)	(\$835.00)			
	Contractor mark-up @ 10%			\$88.72	(\$54.63)	\$34.09			
PTA #1 Sub.				\$975.95	\$68.32	\$1,044.27		Approved	
CCO	Item Scope of Work Description	CO	Item	Approved	7% GST	Including GST	Remarks	Decision	Change by
1	1.1 Nederman Vehicle Exhaust Extraction - Release of Cash Allowance			\$0.00	\$0.00	\$0.00	CASH ALLOWANCE		MMA
	2.1 Communication Equipment - Release of Cash Allowance			\$0.00	\$0.00	\$0.00	CASH ALLOWANCE		MMA
	3.1 Co-ordination of Power Supply - Release of Cash Allowance			\$0.00	\$0.00	\$0.00	CASH ALLOWANCE		MMA
1 Subtotal				\$0.00	\$0.00	\$0.00			
2	1.1 Delete Wilkinson Water Box and replace with manhole	1	1	(\$25,000.00)	(\$1,750.00)	(\$26,750.00)			CITY/SPH
	1.2 Provide 150mm tppap stone around orifice pipe in storm detention pond	1	2	\$950.00	\$66.50	\$1,016.50			CITY/SPH
	2.1 Building Permit approval conditions from City of St. Thomas.	1	-	\$0.00	\$0.00	\$0.00	SITE INSTRUCTION		CITY
2 Subtotal				(\$24,050.00)	(\$1,683.50)	(\$25,733.50)		Approved	
3	1.1 Locate 2 'C4' structural columns on Gridline '5' at Gridline 'I' West of Gridline 'L'			\$0.00	\$0.00	\$0.00	RFI		MMA
	1.2 Supply & install gypsunboard surrounds for 'C4' columns			\$0.00	\$0.00	\$0.00			MMA
	2.1 Revise 'L2' lintels above knock-out panels at rear of Apparatus Bay			\$0.00	\$0.00	\$0.00			MMA
	2.2 Revise knock-out panel extent of construction regarding stucco assembly			\$0.00	\$0.00	\$0.00			MMA
	3.1 Site Service - Site Entrances			\$0.00	\$0.00	\$0.00			SPH
	3.2 Site Service - Sidewalk at Entrance grade revisions			\$0.00	\$0.00	\$0.00			SPH
	4 Structural Testing - Release of Cash Allowance			\$0.00	\$0.00	\$0.00	CASH ALLOWANCE		MMA
	5 Relocate Intercom outside of Vestibule to inside Vestibule			\$0.00	\$0.00	\$0.00			MMA
	6.1 Revisions to tickets - auto flush to manual flush			\$0.00	\$0.00	\$0.00			NA
	6.2 Revisions to urinal - auto flush to manual flush			\$0.00	\$0.00	\$0.00			NA
3 Subtotal				\$0.00	\$0.00	\$0.00			
4	1.1 Door Finish Hardware - Release of Cash Allowance	6	1	\$0.00	\$0.00	\$0.00	CASH ALLOWANCE		MMA
	2.1 Revise finish on door #102-1 from PL-3 (laminated) to PT-4 (paint)	6	2	\$0.00	\$0.00	\$0.00	SITE INSTRUCTION		MMA
	2.2 Revise swing on door #104-1 from RHR to RH	6	2	\$0.00	\$0.00	\$0.00	SITE INSTRUCTION		MMA
	2.3 Revise swing on door #106-1 from RHR to LHR	6	2	\$0.00	\$0.00	\$0.00	SITE INSTRUCTION		MMA
	2.4 Revise size of glass in doors #113-1, 113-2, 115-1 to be 127mm x 508mm	6	2	(\$103.00)	(\$7.21)	(\$110.21)			MMA
4 Subtotal				(\$103.00)	(\$7.21)	(\$110.21)		Approved	



[illegible]

	Total	GST	Total Inc. GST
TOTAL CHANGE ORDERS TO DATE	(\$4,888.43)	(\$342.19)	(\$5,230.62)
CONSTRUCTION CONTINGENCY	\$40,000.00	\$2,800.00	\$42,800.00
BALANCE CONSTRUCTION CONTINGENCY	\$44,888.43	\$3,142.19	\$48,030.62
ORIGINAL CONTRACT AMOUNT	\$1,608,000.00	\$112,560.00	\$1,720,560.00
REVISED CONTRACT AMOUNT	\$1,603,111.57	\$112,217.81	\$1,715,329.38

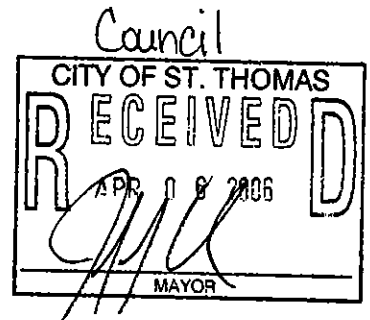
APR 10 2006

**ST. THOMAS PSYCHIATRIC HOSPITAL  
VOLUNTEER ASSOCIATION**

*operating as*

**VOLUNTEER ASSOCIATION at  
REGIONAL MENTAL HEALTH CARE, ST. THOMAS**

**467 Sunset Dr., P.O. Box 2004  
St. Thomas, ON N5P 3V9**



April 8, 2006

Mayor Jeff Kohler & Members of Council  
City of St. Thomas  
545 Talbot St., P.O. Box 520  
St. Thomas, ON N5P 3V7

Mayor Kohler & Members of Council:

At present the official, registered name of our Association is St. Thomas Psychiatric Hospital Volunteer Association (operating as the Volunteer Association at Regional Mental Health Care, St. Thomas). With permission from St. Joseph's Health Care, London, we propose to change our name to Volunteer Association Regional Mental Health Care, St. Thomas.

We respectfully request permission from the Municipality of St. Thomas to use "St. Thomas" in our new name.

We look forward to hearing from you at your earliest convenience.

Yours truly,

  
Virginia Ormond, President