

## **AGENDA**

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

**COUNCIL CHAMBERS      6:00 P.M. CLOSED SESSION**  
**CITY HALL              7:00 P.M. REGULAR SESSION      JANUARY 16TH, 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 T. Shackelton

#### **DISCLOSURES OF INTEREST**

#### **MINUTES**

Confirmation of the minutes of the meetings held on December 19th, 2005 and January 9th, 2006.

#### **DEPUTATIONS**

##### **Heart and Stroke Foundation of Ontario**

Ms. Cheryl Curtis, Area Manager, Heart and Stroke Foundation of Ontario, will be in attendance to discuss Heart & Stroke in the St. Thomas/Elgin area.

##### **Med-Quest Camp for Kids**

Dr. Tom Lacroix will be in attendance to discuss a Med-Quest Camp for kids in St. Thomas for the summer of 2006.

##### **Talbot Teen Centre**

Libby Barrett-Futcher, Team Leader, and Laurie Benner, Talbot Teen Centre, will be in attendance to make a power point presentation regarding the Talbot Teen Centre and to discuss the Youth Action Alliance's activities regarding National Non Smoking Week.

## **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**

Zoning By-law Amendment - Removal of Holding Zone Symbol - Blocks 10 - 13, Part of Blocks 9 & 14, Plan 11M-110 - Doug Tarry Limited and Walter Ostojic & Sons Limited

Report PD-01-2006 of the Director of Planning. Page 8

Proposed Orthophotography Project

Report PD-02-2006 of the Planner. Pages 9 to 15

Alma College

Report CC-03-06 of the City Clerk. Pages 16 to 17

Municipality of Central Elgin - Zoning By-Law Amendment - 42636 Shorelea Line

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to permit continued rural-residential use of the retained lands, since any "existing" status of the original lot has been lost through the addition of lands at 42636 Shorelea Line.

#### **BUSINESS CONCLUDED**

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

#### **UNFINISHED BUSINESS**

Snow Removal

#### **NEW BUSINESS**

2006 Sewage Service Rate Change

Report ES 02-06 of the Manager of Operations & Compliance. Page 18

Change in Water Consumption Rate and Reaffirmation of the Other Fees and Charges for Water Supply as Contained in Existing By-law 44-2000

Report ES 03-06 of the Manager of Operations & Compliance. Pages 19 to 21

Communal Drinking Water Inspection

Report ES 04-06 of the Compliance Coordinator. Pages 22 to 23

Winter Maintenance Program and Quality Standards Amendment to the Quality Standards

Report ES 05-06 of the Supervisor of Roads & Transportation. Pages 24 to 27

Request for sign permit - Geerlinks Home Hardware Property at 7 First Avenue

Report ES 07-06 of the Director, Environmental Services. Pages 28 to 30

St. Thomas Municipal Airport Woodlot Management

Report ES 08-06 of the Director, Environmental Services. Pages 31 to 34

OGRA - City of St. Thomas Municipal Data Works Data Provision Agreement

Report ES 10-06 of the Director, Environmental Services. Page 35 to 39

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

OFSAA Girls Hockey 2006 - Grant Request

A letter has been received from Greg Westaway and Richard Mommersteeg, Co-Convenors, OFSAA Girls Hockey 2006, requesting support from the Corporation of the City of St. Thomas in the form of an operating grant for the OFSAA A/AA Girls Hockey Championship. Page 40

South Block Area Development Charges

Report TR-02-06 of the Director of Finance & City Treasurer. Page 41

Annual Tree Removal/Tree Trimming Report

Report ES 01-06 of the Parks Supervisor. Page 42  
Attachment provided.

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

2005 Aquatics Program Expenditures - Review

Report TR 06-01 of the Manager of Facilities and Property. Page 43

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

Elmina Street and Oak Street Intersection

Captain Dennis A. Redman No.2 Fire Station

Request for "No Standing" Zone - Forest Park Walkway

## **NEW BUSINESS**

January 2006 Monthly Report - Captain Dennis A. Redman No. 2 Fire Station Pages 44 to 47

Parking Ticket Cancellation Policy

Report CC 01-06 of The Deputy City Clerk. Pages 48 to 52

Sign By-law

Report CC 02-06 of the Deputy City Clerk. Pages 53 to 54

Snowbirds Aerial Demonstration - St. Thomas

Report CC-04-06 of the Airport Superintendent. Page 55

## **BUSINESS CONCLUDED**

## **REPORTS PENDING**

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

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

ENVIRONMENTALLY SENSITIVE LAND USE - P. Keenan

DRIVEWAY RECONSTRUCTION - MAPLE STREET - J. Dewancker

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

COMMUNITY SAFETY ZONE REVIEW - D. White

DENNIS ROAD INFRASTRUCTURE COSTS - J. Dewancker

## **COUNCIL**

Council will reconvene into regular session.

## **REPORT OF COMMITTEE OF THE WHOLE**

Planning and Development Committee - Chairman H. Chapman

Environmental Services Committee - Chairman M. Turvey

Personnel and Labour Relations Committee - Chairman D. Warden

Finance and Administration Committee - Chairman C. Barwick

Community and Social Services Committee - Chairman B. Aarts

Protective Services and Transportation Committee - Chairman T. Shackelton

A resolution stating that the recommendations, directions and actions of Council in Committee of the Whole as recorded in the minutes of this date be confirmed, ratified and adopted will be presented.

## REPORTS OF COMMITTEES

### PETITIONS AND COMMUNICATONS

#### Heart and Stroke Foundation of Ontario - Proclamation

A letter has been received from Roy W. Lyons, President, Heart and Stroke Foundation of Ontario requesting that February be declared "Heart Month in the City of St. Thomas"

#### 2006 Volunteer Awards - Ministry of Citizenship

A letter has been received from Mike Colle, Minister, Ministry of Citizenship, inviting participation in the following Ontario's volunteer recognition programs for 2006: The Ontario Volunteer Service Awards, The Outstanding Achievement Awards for Voluntarism in Ontario, and The Ontario Medal for Young Volunteers.

The deadline for nominations is February 10th, 2006.

#### AMO 2006 Annual Conference

Information has been received from the Association of Municipalities of Ontario regarding the 2006 Annual Conference being held in Toronto from August 13th to 16th, 2006. **Pages 56 + 57**

#### Fire Services Labour Relations Seminar

A letter has been received from Lee Grant, President, Ontario Association of Fire Chiefs regarding the Hicks Morley Labour Relations Seminar being held in Toronto from January 25th to 26th, 2006. **Page 58**

#### OSUM 2006 Annual Conference and Trade Show

A letter has been received from Neal Snutch, Councillor, Township of Ramara, regarding the 53rd Annual Conference and Trade Show being held in the Municipality of Leamington from May 3rd to May 5th, 2006. **Pages 59 + 60**

#### Crabby Joe's Tap & Grill

Application has been made to the Alcohol and Gaming Commission of Ontario by Crabby Joe's Tap & Grill for a liquor licence for its outdoor areas at 825 Talbot Street, St. Thomas. Council may make representation to the Board concerning the application.

#### Temporary Extension of Liquor Licence - Armouries

A letter has been received from David Simpson, 31CER Unit Canteen Manager, The 31 Combat Engineer Regiment, notifying Council of a request that has been made through the Alcohol and Gaming Commission of Ontario for a Temporary Extension to the Liquor Licence.

#### 2006 MPAC Assessment Values - Resolution Endorsement

A letter has been received from Brian W. Knott, City Solicitor/Clerk, City of Sarnia, requesting the support of Council's resolution regarding the 2006 MPAC Assessment Values. **Page 61**

#### Gas Tax Allocation - Resolution Endorsement

A letter has been received from Mary J. McCraig, Clerk, The Nation Municipality, requesting the support of Council's resolution regarding the Gas Tax Allocation. **Pages 62 + 63**

#### St. Thomas Energy Inc. and St. Thomas Energy Services Inc. - Appointments

A letter has been received from Brian Hollywood, President & C.E.O, St. Thomas Holding Inc. requesting Council support the appointments to the St. Thomas Energy Inc. and St. Thomas Energy Services Inc. Boards of Directors. **Pages 64 to 66**

### Bill 206 - OMERS Devolution Legislation

A letter has been received from Ernie Hardeman, MPP - Oxford, PC Municipal Affairs Critic, encouraging all municipalities to continue to express concern with the proposed OMERS devolution legislation.

### May 16, 2006 Census - Public Awareness Campaign

A letter has been received from Douglas Newson, Director Central Region Statistics Canada, requesting support for the May 16, 2006 census in the form of public awareness and the appointment of a person to act as a promoter for the census. Pages 67 + 68

### UNFINISHED BUSINESS

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

### NEW BUSINESS

#### Re-creation of Chief Administrative Officer Position

Alderman Warden had previously put forward the following Notice of Motion.

Motion by Alderman Warden:

THAT: Council authorize the immediate re-creation of a Chief Administrative Officer position, with costs being included in the 2006 operating budget.

#### Cancellation of January 23rd, 2006 Council Meeting

### BY-LAWS

#### First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 16th day of January, 2006.
2. A by-law to amend By-Law No. 207-2004, being a by-law for imposing a sewage service rate in the City of St. Thomas. (increase sanitary sewer and storm drainage rates)
3. A by-law to amend By-Law No. 44-2000, being a by-law to provide for the regulation of Water Supply in the City of St. Thomas. (increase water consumption rates)
4. A by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2006.
5. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Doug Tarry Limited and Walter Ostojic & Sons Limited. (Block 4 - Hagerman Crescent - 34T-05506 - 34 single detached dwellings)
6. A By-law to regulate the erection and maintenance of signs, canopies, rigid awnings and other advertising devices.

### PUBLIC NOTICE

#### Fees/Charges for Wastewater Services - Water and Sewage Service Rates

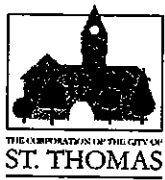
A public meeting will be held on January 16th, 2006 regarding a proposed by-law to increase sewage service rates and water rates.

### NOTICES OF MOTION

**CLOSED SESSION**

A resolution to close the meeting will be presented to deal with Municipal Freedom of Information and Protection of Privacy Act and personal matters about an identifiable individual.

**OPEN SESSION****ADJOURNMENT****CLOSING PRAYER**



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

**Report No.:** PD-01-2006

**File No.:** 2-01-06

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

**Date:** January 10<sup>th</sup>, 2006

**Subject:** Application by Doug. Tarry Limited and Walter Ostojic & Sons Limited for an Amendment to Zoning Bylaw 50-88, to remove the Holding Zone symbol from Blocks 10, 11, 12 & 13 and Part of Blocks 9 & 14, Registered Plan 11M-110, City of St. Thomas.

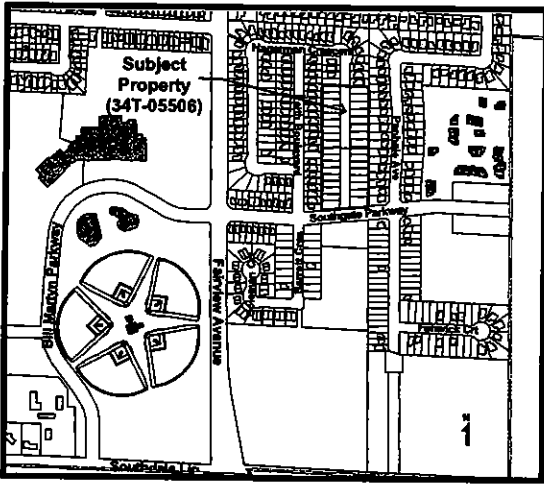
**Department:** Planning Department  
**Prepared by:** Patrick J C Keenan, Director of Planning

**Attachments:**

**RECOMMENDATION:**  
THAT: The application by Doug. Tarry Limited and Walter Ostojic & Sons Limited for an amendment to the City of St. Thomas Zoning By-law 50-88 to remove the holding symbol from Blocks 10, 11, 12 & 13 and Part of Blocks 9 & 14, Registered Plan 11M-110, City of St. Thomas, County of Elgin, be approved;  
  
AND THAT: Direction be given to prepare the necessary amending by-law for Council approval and the notice of Council's intention to pass a by-law to remove the holding symbol be given pursuant to Ontario Regulation 199/96.

**ANALYSIS:**  
Doug. Tarry Limited and Walter Ostojic & Sons Limited has applied to have the holding zone symbol removed from Zoning By-law 50-88 for a draft Plan of Subdivision within Block 4 Development Area - Subdivision File No.: 34T-05506. The draft approved plan encompasses 1.87 hectares of land north of Southgate Parkway, east of Faith Boulevard. The proposed plan will provide for the development of 34 lots for single-detached dwelling units. One new street is proposed which will complete the extension of the easterly leg of Hagerman Crescent south to its intersection with Southgate Parkway. (see Location Plan).

**Location Plan**



The subject property is designated for Residential use in the City of St. Thomas Official Plan and is located within the Third Residential Zone- (hR3A-2) of the City of St. Thomas Zoning By-law 50-88. The development conforms to the Official Plan and complies with the Zoning for the property.

The subdivision plan was draft approved with conditions on November 25<sup>th</sup>, 2005.

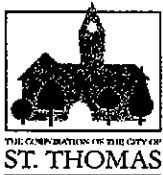
The lands are subject to the general holding provisions set out in Section 2.2 of By-law 50-88. The principle pre-development condition to be met for the removal of the holding zone is the execution of the subdivision agreement. Staff are bringing forward the request to remove the holding symbol and recommending that notice of Council's intent to remove the holding symbol be given and the necessary by-law prepared. The Subdivision agreement has been executed by the Subdividers and a bylaw authorizing the Mayor and Clerk to execute the same has been placed on the January 16<sup>th</sup>, 2006 Council agenda. The by-law to remove the Holding Symbol will be will be placed on a future Council Agenda for approval.

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

Respectfully submitted,  
  
Patrick J C Keenan  
Director of Planning

**Reviewed By:** \_\_\_\_\_  
Env. Services      Treasury      City Clerk      Other





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

**Report No.:** PD-02-2006

**File No.:** 2005 Orthophotography

**Directed to:** Mayor Jeff Kohler and Members of Council

**Date:** January 10<sup>th</sup>, 2006

**Subject:** Proposed Orthophotography Project

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

**Attachments:**  
- Report No. PD-39-2005  
- Partnership Agreement

**RECOMMENDATION:**

- 1) That Council support the selection of First Base Solutions Inc. as the preferred vendor for the provision of orthophotography as recommended by the Southwestern Ontario Partnership; and
- 2) That Council support the acquisition of the orthophotography for the St. Thomas area at an upset limit of \$192.21, inclusive of applicable taxes.

**Background:**

In 2005, the City of St. Thomas entered into a Partnership Agreement with both public and private organizations to explore obtaining new aerial orthophotography (see Report PD-39-2005 attached). The Partnership includes over 40 organizations and encompasses an area which takes in the whole of Southwestern Ontario. As reported to Council in PD-39-2005, Section 10.3 of the Partnership Agreement (also attached), requires that final approval of the costs for the orthophotography be obtained from the governing bodies of each Partner.

**Report:**

A Request for Proposal (RFP) for the supply orthophotography and related products was issued on behalf of the Partners by the County of Lambton, who has spearheaded this initiative. The result of the RFP process was that First Base Solutions, who submitted the lowest total cost at \$1,671,712.50, and met all other criteria of the RFP, was recommended to be the preferred vendor, subject to final contract negotiations and preparation of suitable agreements with all Partners. A standard agreement document is being prepared by the Ministry of Natural Resources on behalf of the Partnership.

**Cost to City of St. Thomas:**

Based upon the total cost as submitted by First Base Solutions, and the economies of scale achieved through cost sharing with the Partnership, the City's share of the cost of the orthophotography for the St. Thomas area is currently set at \$192.21, inclusive of all applicable taxes. The County of Lambton advises that there is a possibility of another agency entering the Partnership, which could further reduce that cost. The cost of the orthophotography can be covered under the Planning Department's accounts. The Partnership is seeking final approval of the costs from the governing bodies of each Partner in accordance with Section 10.3 of the Partnership Agreement. There will be a contract to be signed with First Base Solutions governing delivery of the product. A standard contract is being drafted by Land Information Ontario (LIO) and will be distributed for review by all Partners. A separate report will accompany the contract once it is ready, with recommendations regarding execution by the Mayor and Clerk.

Respectfully submitted,

  
J. McCoomb  
Planner

**Reviewed By:**

\_\_\_\_\_  
Env. Services

\_\_\_\_\_  
Treasury

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Other



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

**Report No.:** PD-39-2005

**File No.:** 2005 Orthophotography

**Directed to:** Mayor Jeff Kohler and Members of Council

**Date:** October 13<sup>th</sup>, 2005

**Subject:** Partnership Agreement for Proposed Orthophotography Project

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

**Attachments:**  
- Partnership Agreement for  
Orthophotography

**RECOMMENDATION:**

- 1) That Council authorize the Mayor and the Clerk to execute the attached Partnership Agreement for the Southwestern Ontario Orthophotography project; and
- 2) That staff be directed to bring the final cost estimates and municipal funding options for the completion of the orthophotography within the jurisdiction of the City of St. Thomas for Council's consideration once they are available.

**REPORT:**

The County of Lambton initiated a project earlier this year to solicit interest in conducting a joint orthophotography (aerial photography) project for interested government and non-government agencies in southwestern Ontario. The project has been widely received with a high degree of interest by many municipalities, provincial and federal ministries, and utility organizations. To date there are approximately 47 identified partners including many municipalities, the provincial Ministries of Natural Resources and Transportation, the Ontario Realty Corporation, four first nation organizations, Natural Resources Canada, Hydro One and Union Gas. A complete list of the identified partners is found in Section 3 of the attached partnership agreement.

The project organizers have solicited requests for proposals from aerial photography contractors and, based upon the tendered overall costs have selected a preferred contractor. Final costs for each participating partner organization is not yet known as the project organizers are seeking confirmation of interest through the attached agreement. Given the large number of partners and the economies of scale that this project can generate, it is anticipated that the final costs to the corporation will be very reasonable. However, in order to maintain status in this project, the municipality is being asked to enter into this partnership agreement.

**Financial Considerations:**

It is noted that signing the attached agreement does not bind the corporation into purchasing any photography. Clause 10.3 of the agreement recognizes that a Partner's commitment to participate is contingent upon final approval by its governing body (Council). Therefore, Council is not obligated to participate in the funding of the project until the final cost estimates are brought back and accepted by Council. Once the final cost estimates are received, staff will report back to Council with final cost estimates and recommended options for the municipal funding of the project.

Respectfully submitted,

  
J. McCoomb  
Planner



**Reviewed By:**

Env. Services

Treasury

City Clerk

Other

# -//-

# Partner agreement for Orthophotography

## 1 Purpose

This agreement is intended to outline the process by which the Partners will evaluate the Request For Proposal for Orthophotography, how costs will be allocated, and the responsibilities of the Partners.

## 2 Coordinating agency

The undersigned Partner agrees that the Corporation of the County of Lambton will coordinate the Request for Proposal process.

## 3 Partners

The undersigned Partner agrees that this agreement is between the Partners in the Request for Proposal for the Supply of Orthophotography and Associated Products. Partners may include, but are not limited to:

Aamjiwnaang First Nation  
Ausable-Bayfield Conservation Authority  
Bluewater Power  
BP Energy Canada  
Chippewas of Kettle and Stony Point  
City of Guelph  
City of Stratford  
City of St. Thomas  
County of Brant  
County of Bruce  
County of Essex  
County of Grey  
County of Haldimand  
County of Huron  
County of Lambton  
County of Middlesex  
County of Norfolk  
County of Oxford  
County of Perth  
County of Wellington  
Grand River Conservation Authority  
Grey Sauble Conservation Authority  
Hay Telecommunications  
Hydro One

Kettle Creek Conservation Authority  
Lambton College  
Lanxess  
Long Point Region Conservation Authority  
MaXess Networx  
Municipality of Central Elgin  
Municipality of Chatham-Kent  
Natural Resources Canada  
Norfolk Power Inc.  
Ontario Ministry of Natural Resources  
Ontario Ministry of Transportation  
Ontario Realty Corporation  
Regional Municipality of Waterloo  
Saugeen Valley Conservation Authority  
Six Nations of the Grand River Territory  
St. Clair Region Conservation Authority  
Town of Aylmer  
Town of St. Marys  
Municipality of Dutton-Dunwich  
Township of Malahide  
Municipality of Southwold  
Union Gas  
Walpole Island First Nation

4 Evaluation process

4.1 Distribution of proposals

The undersigned Partner agrees that the County of Lambton will distribute electronic copies of all proposals to the evaluation committee. The County will not provide paper copies. The County will provide electronic copies of proposals to other Partners upon request, except where Partners could gain a business advantage by reviewing the proposal of a current or potential competitor.

4.2 Use of Proposal Information

The undersigned Partner agrees that any information contained in any proposal received in response to the Request For Proposal will be used solely for the purpose of evaluation and will not be used for any other purpose or shared with any other individual or organization outside of the Partnership without specific permission from the evaluation committee.

4.3 Participation in evaluation process

The undersigned Partner agrees that the following Partners will serve as the evaluation committee. Any partner whose estimated contribution to the project exceeds 10% of the entire cost will be asked to join the committee, but there is no compulsion for such a partner to do so. These members are representatives of the:

- Ausable Bayfield Conservation Authority (non-governmental public sector)
- Bluewater Power (private sector)
- County of Lambton (municipality)
- HydroOne (private sector)
- Ministry of Transportation (provincial government)
- Municipality of Chatham-Kent (municipality)
- Ontario Realty Corporation (public sector)
- County of Oxford (municipality)
- County of Wellington (municipality)

Partners who do not have a seat at the evaluation table will be allowed to provide input/feedback through the representative they designate from the list above.

4.4 Contact with proponents

The undersigned Partner agrees that all Partners, whether members of the evaluation committee or not, must not contact proponents. All questions or concerns should be addressed through a member of the evaluation committee to Howard Lucas, Purchasing Coordinator, County of Lambton or directly to Mr. Lucas. This will allow proponents to provide consistent information to Mr. Lucas to be relayed to all Partners.

4.5 Evaluation of proposals

The evaluation committee will receive an electronic copy of each proposal. With this will be an Excel spreadsheet that lists all the selection criteria and asks partners to assign a whole number from 0 to 5 to each criterion as noted to the right.

Each partner will have a weight assigned to its

0	– meets no requirements
1	– meets some, may exceed some requirements
2	– meets all, may exceed some requirements
3	– meets all, exceeds some requirements
4	– meets all, exceeds most requirements
5	– exceeds all requirements

rating which is the percentage of the cost that that partner, or the sector that it represents, will pay for the option under consideration. Each partner's vote will be weighted by its percentage of the cost for that particular option, since it is possible that different costs in different areas may affect the relative distribution of costs.

The evaluation committee will agree upon a mathematical formula for the evaluation of the pricing component before opening any proposals, and will inform all Partners of this formula.

#### **4.6 Further investigation**

The undersigned Partner agrees that if the mathematical calculations yield a preferred vendor whose score exceeds the next highest score by less than 2%, or if any partner or group of partners bearing 10% or more of the cost of the leading proposal request, the partners present may request further information from one or more of the proponents. The entire evaluation committee may participate in this request for information, or it may designate an individual or a group of Partners to request such information. The format for these requests for further information could include, but not be limited to:

- Written questions
- Conference calls
- Site visits
- Oral questions
- Web fora
- Further presentations

### **5 Negotiations with preferred vendor**

The undersigned Partner agrees that once the evaluation committee has designated a preferred vendor, that committee may designate an individual Partner or a group of Partners to enter into negotiations to resolve any outstanding issues.

### **6 Cost allocation**

The undersigned Partner agrees that the costs of the deliverables will be allocated through the following process:

1. The number of square kilometers in each format (planning or engineering resolution) which each Partner requires within each upper or single tier municipality will be added to the requirements of all other Partners in that area.
2. The Partner's requirements will be calculated as a percentage of all Partners' requirements within that upper or single tier municipality.
3. That percentage will be applied to the total cost to determine the Partner's cost.
4. Costs from multiple upper or single tier municipalities will be totaled where a Partner requires deliverables from multiple areas.

The undersigned Partner agrees that it will be responsible for the cost of any specialized services it has requested. If other Partners require such services, they may share such costs through the same process listed above.

### **7 Ownership of deliverables**

The undersigned Partner agrees that it will have unrestricted use of the deliverables it has requested, and that it may distribute such deliverables to any wholly owned agency or department. The Partner may also provide the deliverables to any agent for use on the Partner's business. If the Partner is an upper tier municipality it may distribute the deliverables to its constituent lower tier municipalities for their use or the use of their agents. The Partner shall not have access to, use or distribute deliverables which has not requested and for which it has not paid.

The undersigned Partner agrees that it may enter into agreements with other partners that share the ownership of its deliverables to restrict their sale to organizations or individuals outside the partnership.

## 8 Expenses

The undersigned Partner agrees that in the course of the project there will be some expenses incurred to allow the project to proceed, and that the Partner will share in these costs. These expenses could include, but need not be limited to:

- 1 Advertising. The project has been advertised in the London Free Press, the Globe and in MERCS. If organizations require additional advertising in regional or specialized publications, they would be responsible for the cost of such advertisement.
- 2 Conference calls.
- 3 Meeting costs. While we will be using donated facilities as much as possible, we may have to incur some costs for rooms or for refreshments.
- 4 Travel costs on behalf of the entire group. Travel to and from meetings solely to represent the interests of one's own organization will not be eligible.
- 5 Outside legal advice.

The undersigned Partner agrees that for simplicity of operation, the County of Lambton will incur these costs and then bill them out. The costs will be allocated proportionate to the percentage of the total cost of the project to the individual partners. No invoices will be sent to partners incurring less than a \$30 share; these small sums will be allocated among those partners receiving an invoice.

## 9 Dispute resolution

While the partners will provide for representation and input from all project partners and because partners enjoy a high degree of autonomy, there is less likelihood of disagreements arising that might threaten the integrity of the project. However, in the event of any dispute or disagreement between the parties with respect to the interpretation of any provision of the project or the performance of the parties, upon the written request of either party, the designated representatives of each party will meet for the purpose of resolving such dispute or negotiating an adjustment or modification to such provision of the project. The designated representatives will discuss the problem and negotiate in good faith without the necessity of any formal proceeding relating thereto until they conclude in good faith that amicable resolution through continued discussions does not appear likely.

In the event that the designated representatives are unable to resolve any dispute or disagreement between the parties with respect to the interpretation of any provision of the project or the performance of the parties, all matters in difference in relation to the project shall be referred to their immediate supervisors for resolution. Should the supervisors be unable to resolve the issue, they may refer it up the supervisory chain to the Chief Executive Officers (or equivalent) of the organizations involved. Should the issue remain unresolved, the parties will engage the services of a mutually agreed-upon mediator.

## 10 Partner responsibilities

### 10.1 All partners

The undersigned Partner agrees that it is responsible for payment for its own requested deliverables and will make payment for the same in accordance with any agreement. Partners may not be held liable by other partners or the vendor for costs incurred at the instructions of other partners.

If the Partner is an upper or single tier municipality, it agrees to review the aerial photographs of its jurisdiction for completeness and compliance to the RFP's specifications. It agrees to report any discrepancies to the vendor, and to the Purchasing Agent of the County of Lambton.

The undersigned Partner agrees that the vendor may request that an upper or single tier municipality deliver a copy of the imagery to a paying partner, where that partner is wholly contained within that municipality. Vendors may also request that upper tier municipalities deliver copies of the imagery to their constituent municipalities.

### 10.3 Acceptance

The undersigned Partner agrees to abide by the recommendation of the committee that will evaluate the responses to the Request for Proposal. The Partner acknowledges that its commitment to participate is contingent upon approval by its governing body.

The Partner agrees to start the approval process for that governing body immediately upon receipt of notice from the evaluation committee of the selection of a vendor, and of the resulting price. The Partner agrees to provide an answer from the governing body no later than two months following the receipt of said notice.

## 11 Declaration

As a designated representatives of the Partner, we have read and agree with the processes described above. We have the authority to bind the Partner.

Executed this 18<sup>th</sup> day of  
October, 2005

**THE CORPORATION OF THE CITY OF  
ST. THOMAS**

~~Jeff Kohler, Mayor~~

Wendell Graves, City Clerk



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

Report No.  
CC-03-06

File No.

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

**Date**  
January 11, 2006

**Department:** City Clerks Department

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

**Attachment**  
Letter from Brian Worrad dated December 23, 2005.

**Subject:** Alma College

**Recommendation:**

THAT Council notify the Municipal Heritage Committee that a request has been made for a demolition permit for Alma College, and further;

THAT the Municipal Heritage Committee be requested to provide comment back to Council regarding this application by February 8, 2006.

**Background:**

On December 23, 2005 an application was submitted to the Environmental Services Department by, Brian Worrad, Menear Worrad, Barristers and Solicitors, acting on behalf of Alma Heritage Estates, requesting a permit to demolish the main 4 storey building on the Alma College property.

Within the correspondence received, it is suggested that should the municipality desire that the main building façade be maintained and developed for its heritage value, Alma Heritage Estates is prepared to transfer title to the municipality on mutually agreeable terms.

As you are aware, the Alma College Property is a designated heritage property.

Under the Ontario Heritage Act, within 90 days of receipt of an application Council must, after consultation with the Municipal Heritage Committee, either consent to the issuance of a permit, which could include conditions, or it can refuse the application.

For your information, depending upon the outcome of the process, the applicant retains the right to appeal Council's decision to the Ontario Municipal Board.

In order to be consistent with the Ontario Heritage Act, it is recommended that this matter be referred to the Municipal Heritage Committee for comment with a request that the Municipal Heritage Committee respond in writing back to Council by February 8, 2006 which would allow Council time to evaluate the information prior to making its decision.

Respectfully,

  
W. Graves, City Clerk

Reviewed By:

Treasury

  
Env Services

Planning

City Clerk

Comm Services

Other



-17-

# MENEAR WORRAD

& ASSOCIATES CITY OF ST. THOMAS

City of St. Thomas  
Received

JAN 02 2006

City Clerk's Dept.

December 23rd, 2005

**RECEIVED**

DEC 23 2005

ENVIRONMENTAL SERVICES DEPT

HAND DELIVERED

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

Barristers & Solicitors

[www.menearlaw.com](http://www.menearlaw.com)

100 Fullarton Street  
London ON N6A 1K1

t. (519) 672-7370

f. (519) 663-1165

Real Estate/Corporate

f. (519) 439-6535

Michael A. Menear  
Certified by the Law Society  
as a Specialist in Family Law

Brian K. Worrad

Karen E. MacDonald

Mary F. Portis

Gary A. Hoftzyer

William R. Poole Q.C.  
Counsel

John J. Eberhard Q.C.  
Consultant

Dear Sirs:

**RE: Alma College - 96 Moore Street, St. Thomas, Ontario**

Please be advised that I act for Alma Heritage Estates Corporation in connection with the development of the aforementioned property. My client has come to the realization over its years of dealing with the subject property that there exists a disconnect between the development of the subject site and the maintenance of a heritage easement across the main building facade. My client's attempt to make this property function for the benefit of the citizens of St. Thomas requires that the main building be taken down and the site prepared for development from the ground up.

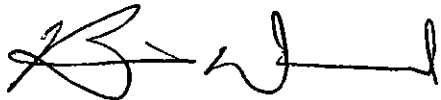
It is for these reasons that my client has no alternative but to submit an Application for Demolition Permit and request that the same be issued by the municipality forthwith in order that this site may once again be developed for the benefit of St. Thomas. Should the municipality desire that the main building facade on the subject property be maintained and developed for its heritage value, our client is prepared to transfer title to the municipality on mutually agreeable terms.

Thanking you in advance for your consideration in this regard, I remain,

Yours very truly,

**MENEAR WORRAD & ASSOCIATES**

Per:



Brian K. Worrad

BKW/ld

G:\CORPORATE\Clients\Squires\Alma Heritage Estates Corporation\Ltr to St. Thomas - December 15th, 2005.doc



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

-18-

Report No.  
ES03-06 ES03-06

File No.  
07-034-02

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

**Date**  
January 16, 2006

**Department:** Environmental Services

**Prepared By:** Ivar Andersen, Manager of Operations & Compliance

**Attachment**

**Subject:** 2006 Sewage Service Rate Change

**Recommendation:**

It is recommended that:

1. The sewage service rate changes as outlined in report ES03-06 be adopted for implementation.
2. Council pass a by-law amending the rates in bylaw 207-204, a bylaw for imposing a sewage service rate, in accordance with report ES03-06, effective February 1, 2006

**Origin:**

A notice was given at the December 5, 2005 Council meeting that Council would consider increasing the sewer service rate at the January 16, 2006 Council meeting. This notice was given in accordance with Ontario Regulation 244/02 of the Municipal Act which requires that at least one public meeting be held and that a minimum of 21 days notice be given prior to the meeting.

**Analysis:**

On November 8, 2004, City Council approved report ES123-04 that included the recommendations contained in the Sewage Service Rate Study completed by C.N. Watson and Associates. At this same meeting, Council also approved bylaw 207-204, a bylaw for imposing a sewage service rate. Clause 5 (5) of this bylaw indicates that "Rates for the period 2006-2012 to be adjusted annually by the quarterly Statistics Canada Non Residential Building Construction Index for the period ending September 30. This index, as confirmed by the Treasury Department, has been calculated to have increased by 4.78% from September 30, 2004 to September 30, 2005.

Following are the proposed new sewage service rates that includes the index percentage increase, effective February 1, 2006, compared to the existing 2006 bylaw rates:

	Existing Bylaw 2006 Rate	Proposed 2006 Rate
<b><u>Sanitary Sewer Rates</u></b>		
Residential	\$1.15/cu.m	\$1.20/cu.m
Commercial	\$0.36/cu.m	\$0.38/cu.m
Industrial	\$0.87/cu.m	\$0.91/cu.m
<b><u>Storm Drainage Rates</u></b>		
Residential	\$5.57/unit/month	\$5.84/unit/month
Industrial/Commercial	\$76.89/ha/month	\$80.57/ha/month

Respectfully submitted,

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

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

cc MCE, Southwold Twp, STEI



Corporation of the

# City of St. Thomas

-19-

Report No.

ES 03-06

File No.

06-010

Directed to:

Marie Turvey, Chair, and Members of the Environmental Services Committee

Date

January 16, 2006

Department:

Environmental Services

Attachment

Prepared By:

Ivar Andersen, Manager of Operations and Compliance

Joint Board of Management  
Notice of Water Rate  
Increase

Subject:

Change in Water Consumption Rate and Reaffirmation of the Other Fees and Charges for Water Supply as Contained in Existing By-law 44-2000

## Recommendation:

That a by-law be introduced setting the new Water Consumption Rate at \$0.7265 per cubic meter and reaffirming the other fees and charges in relation to the water supply system as per existing by-law 44-2000 with the new consumption rate coming into effect on February 1, 2006.

## Background:

On October 13, 2005, as per the attached notice dated December 16, 2005, the Joint Board of Management for the Elgin Area Primary Water Supply System approved its 2006 rate for water. The Joint Board approved a water rate increase of 4% for 2006 that changes the present primary supply water rate from \$0.3377 to \$0.3512 per cubic meter. This is the rate at which the Primary Board sells water to the various municipalities and secondary systems including the City of St. Thomas and the St. Thomas Area Secondary Water Supply System.

The City of St. Thomas is supplied water directly from the Elgin Area Primary Water Supply System through the Albert Roberts Pumping Station (Tyke Rd.) and indirectly from the Primary System through the Elgin-Middlesex Pumping Station which is part of the St. Thomas Area Secondary Water Supply System. Since the Secondary System has now added a supply rate per cubic metre of its own, a Blended Supply Rate combining the Primary Rate and the Secondary Rate taking relative flows into account, has to be calculated to ensure that an equitable Consumption Rate for the entire City is obtained. In the last 2 years, 71.58% of the flows came directly from the Primary System with the balance, 28.42%, being supplied by the Secondary System.

Using these flow rates, the Blended Supply Rate can be calculated as follows:

	2006	Flow %	Revised Rate
Primary Rate (Albert Roberts PS)*	\$0.3512	71.58%	\$0.2514
Secondary Rate (E.M. PS)*	\$0.4997	28.42%	\$0.1420
<b>2006 Blended Supply Rate</b>			<b>\$0.3934</b>

\*Note that these supply rates include the 4% Primary Board rate increase.

Based on the 2005 St. Thomas distribution rate of \$0.6508 less the 2005 Primary rate of \$0.3377, the St. Thomas Operating rate is \$0.3131. The total St. Thomas Water Consumption Rate can then be calculated as follows:

2006 Blended Supply Rate	\$0.3934
Operating Rate	\$0.3131
Needs Study Increase	\$0.0200
<b>2006 Water Consumption Rate</b>	<b>\$0.7265</b>

The Needs Study increase of \$0.02 per cubic meter is the recommended increase for 2006 contained in the *Water Needs and Financial Study* of the City's water system completed by C. N. Watson Ltd. in 2001 and subsequently approved by Council. The Needs Study increase is an allowance for the completion of various capital projects on the water system. At this time, no increase due to operational concerns is proposed.

Ontario Regulation 244/02 under the Municipal Act, states that all water fees must be established by By-law and that the By-law expires on December 31 of the year following the year in which the By-law was passed. As well, before passing a By-law imposing a fee, the regulation requires that the City hold at least one public meeting and ensure a minimum of 21 days notice of the public meeting.



Accordingly, a public notice was issued at the Council meeting held on December 5, 2005 indicating that the water rate, fees and charges contained in By-law 44-2000 will be considered at the Council meeting to be held on January 16, 2006. This By-law will allow the City to charge the recommended water consumption rate and continue to charge the other existing fees contained in the By-law.

Respectfully,



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

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Reviewed By:  Treasury     Env Services    Planning    City Clerk    HR    Other

cc St. Thomas Energy Incorporated  
Township of Southwold  
Municipality of Central Elgin

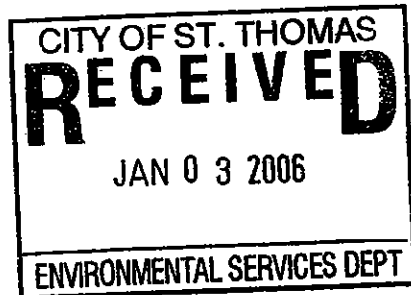


# Elgin Area

Primary Water Supply System

December 16, 2005

The City of St. Thomas  
P.O. Box 520  
St. Thomas, ON  
N5P 2V7



Re: Notice of Water Rate Increase

The Joint Board of Management for the Elgin Area Water Supply System approved a 4.0% rate increase for all municipalities at the Joint Board meeting held on October 13, 2005. The new rate will be in effect on January 1, 2006. The rate changes from \$0.3377 to \$0.3512 for all municipalities.

Enclosed for your information are copies of the approved 2006 Budget and the resolution approving the water rate increase.

If you require further assistance, please call me at 661-2500 ext.5274.

Thank you,

Rick Brown  
Financial Manager  
Elgin Area Water Supply System

RB/br



Corporation of the

**City of St. Thomas**

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Report No.

ES04-06

File No.

06-100-00

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

**Date**  
January 16, 2006

**Department:** Environmental Services

**Prepared By:** John Walker, Compliance Coordinator

**Attachment**  
Appendix 'A'

**Subject:** Communal Drinking Water Inspection Report dated December 21, 2005.

**Recommendation:**

It is recommended that;

1. Report ES04-06 be received by Council as information noting that Ministry of the Environment Communal Drinking Water Inspection Report indicates that the St. Thomas Distribution System complies with all provincial regulatory requirements
2. The 'Recommended Actions' section of the Ministry of the Environment Communal Drinking Water Inspection Report as submitted in Appendix 'A', attached, be acted upon as noted in report ES04-06
3. That a copy of the Ministry of the Environment Communal Drinking Water Inspection Report and Report No. ES04-06 be sent to the City's receiving systmes, Municipality of Central Elgin and Township of Southwold

**Origin:**

On December 21, 2005 the City received our annual "Communal Drinking Water Inspection Report" resulting from the Ministry of the Environment's inspection of November 3, 2005. The report and its findings stem from the *Safe Drinking Water Act* and associated regulations. The report outlines non-compliance, if any, actions required to bring our system into compliance, if any, and recommendations to address best practice issues.

**Analysis:**

The report compiled by the inspecting officer, Mr. Jim Miller, found no non-compliance with regulatory requirements, and no actions required. However, there were a number of recommended best-practice actions. These are listed in Appendix "A", attached, and recommendations are based on these actions.

Following are the actions the City will be undertaking as a result of the report recommendations noted in Appendix 'A':

1. No recommendation. This is currently being done.
2. No recommendation. This is currently in development and confirmation stages.
3. A spill response equipment trailer containing all necessary supplies and equipment to properly control a spill should then be purchased.
4. No recommendation. This is currently being done.
5. Not applicable – repeat of Number 3.
6. No recommendation. This is currently being done.
7. No recommendation. This best-practice issue is tied in with the Secondary System and various options are being looked into at this time.
8. No recommendation. This is currently being done.

A full copy of the report is available for review in the Environmental Services Department.

**Financial Considerations:**

The solution for item #3 shown in Appendix 'A', the acquisition of a spill response equipment trailer, is estimated to cost \$5000 excluding GST. This amount will be included in the 2006 Operating Budget. No other immediate substantial costs associated with implementing the recommendations are anticipated at this time.

Respectfully Submitted,

  
John Walker, Compliance Coordinator  
Environmental Services



c.c.  
Municipality of Central Elgin  
Township of Southwold

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

**RECOMMENDED ACTIONS****-23-**

This section provides a summary of recommended actions to address best practice issues identified on the previous page. Owners and operators should develop an awareness of these practices and take measures to implement them so that all drinking water systems continuously improve their processes. In the interest of continuous improvement, we provide the following suggestions:

- 1 It is recommended that the owner be aware that if a drinking water system is connected to and receives drinking water from another drinking water system, that the owner of the donor system must provide a copy of the annual report to the receiving system by February 28 of each year.
- 2 It is recommended that the owner continue to update contingency plans. Training regarding emergency planning and procedures should be provided to the employees of the municipality.
- 3 It is recommended that the owner/operator evaluate their procedures for emergency spill response and corrective remedial action. Such an evaluation will identify the types of equipment and materials needed to help properly control a spill in the event of an emergency. The spill clean up material and equipment should be stored at a location that is readily accessible by all trained staff.
- 4 It is recommended that the owner/operating authority be aware that Ontario Regulation 170/03 is under review and further amendments are forth coming. Also, Ontario Regulation 128/04 (Certification of Drinking Water Systems Operators and Water Quality Analysts Regulation) has been filed which affects the training and certification requirements of systems and Operators in Ontario. It is the operating authority's responsibility to ensure compliance with these regulations and awareness of any resulting impacts.
- 5 It is recommended that the owner/operator evaluate their procedures for emergency spill response and corrective remedial action. The evaluation would identify the types of equipment and materials needed to help properly control a spill in the event of an emergency. The spill clean up material and equipment should be stored at a location that is readily accessible by all trained staff.
- 6 It was recommended at the time of inspection that the operating authority evaluate their sampling program and ensure samples collected are representative of the distribution system and that sampling points are assessed to include areas of likely contamination.
- 7 It is recommended that the owner evaluate all air relief chambers and valve piping to ensure that the open end of the air relief pipe is not located in an area subject to flooding. The open end of an air relief pipe should be extended to at least one foot above grade. A downward facing elbow provided with a vermin proof screen should also be used.
- 8 It is recommended that all recommended actions be evaluated for efficiency, effectiveness and appropriateness of use in the water supply and that documented findings be kept for future reference.



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

Report No.

ES05-06

File No.

03-031-00

Directed to:

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

Date  
January 16, 2006

Department:

Environmental Services

**Attachment**  
Approved Snow Removal  
Areas - Winter Maintenance  
Program and Quality  
Standards 2005/2006

Prepared By:

Dave White, Supervisor of Roads & Transportation

Subject:

**Winter Maintenance Program and Quality Standards – Amendment to the Quality Standards**

**Recommendation:**

It is recommended that:

1. The following report ES05-06 be received for information; and,
2. The Winter Maintenance Program and Quality Standards be revised to include a maximum average snow height allowance of 60cm (or two feet) for all existing snow removal areas; such level of service amendment to be applicable during the month of December only,
3. The estimated frequency of clearing the existing snow removal areas be increased to three removals per season as required and at the discretion of operations staff, taking weather conditions and resources into account; and,
4. That an additional \$10,000 be allocated in the 2006 winter maintenance operating budget to provide for one additional snow removal operation per season at the discretion of operations staff with emphasis on conducting one snow removal operation prior to the Christmas shopping period.

**Origin**

At the meeting of December 19, 2005 Council requested the Environmental Services Staff to review the current winter maintenance policies and consider revising the standards to reflect that snow would be removed in the downtown area when it reaches 60 cm (two feet) high rather than the current benchmark of three feet with particular focus on snow removal during the period close to the major shopping time at Christmas.

**Analysis**

***Quality Standard for Snow Removal (Current)***

In any given typical year, there may be a requirement to remove the snow from the snow removal areas that are indicated in the approved Quality Standards (*approved snow removal area map is attached*). The operating budget allows for such removal operation where the snow reaches a maximum height of 1m (three feet). In no case, does the requirement to remove snow take precedence over the mandatory required level of service for the clearing of snow from any City street within the priority 1, 2, or 3 streets and is limited by the available manpower and equipment.

The Quality Standard currently reads;

*Snow will be removed from streets (loaded and hauled away) only in designated snow removal areas where the accumulation of windrowed snow is great enough so as to interfere with traffic or parking (i.e., traffic and parking lanes shall not be used as permanent storage areas for windrowed snow). Additionally, there may be occasions when snow removal is required in other areas of the City and/or at intersections where snow has accumulated to such a degree as to impair visibility. These include but are not limited to some cul-de-sacs with limited snow storage capabilities.*

Historically, any snow removal operation that occurs during the winter maintenance program involves the hauling of snow to our current storage facility on Palm Street. Members of Council are aware of an ongoing concern with respect to the use of this temporary disposal site.



The downtown core area has typically been cleared one or two times per winter maintenance season by operations staff and equipment, and each of those operations typically involves;

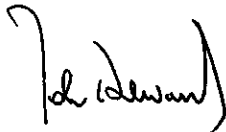
- a clear window of opportunity whereby the maximum driving time of staff, as determined by provincial legislation, has not been reached and will not be required for a snow clearing event in the foreseeable future,
- 48 hours notice given to union staff for a temporary shift change as required by the collective agreement,
- a night time operation of typically four to five days (depending on actual accumulation/volume)
- intermittent road section closures for traffic safety
- 9 operations staff operating City owned equipment (2 trackless sidewalk plows with blowers, 1 grader, 5 dump trucks and one Supervisor) – at times, contracted equipment may be used
- remove snow from the edge of pavement
- move snow to the centre of the road
- load / haul from centre of road
- sand / salt as required
- a total approximate cost of \$10,000 for the operation (manpower, equipment, materials etc.)

Other areas within the City of St-Thomas where snow storage is a problem will typically only get snow removal during those periods of time where snow events are not occurring and at the discretion of operations staff while balancing other mandatory required activities. Also, this activity cannot be completed during a snow event, or between snow events where manpower have reached (or may reach) their maximum driving time. In all subdivision areas, snow will be plowed to the curb as much as possible following the approved Quality Standards for the particular level of service.

**Financial Considerations:**

The 2006 winter maintenance operating budget be allocated an additional \$20,000 for an estimated two additional snow clearing operations.

Respectfully,



For Dave White – Supervisor of Roads and Transportation  
Environmental Services

Reviewed By:

Treasury



Env Services

Planning

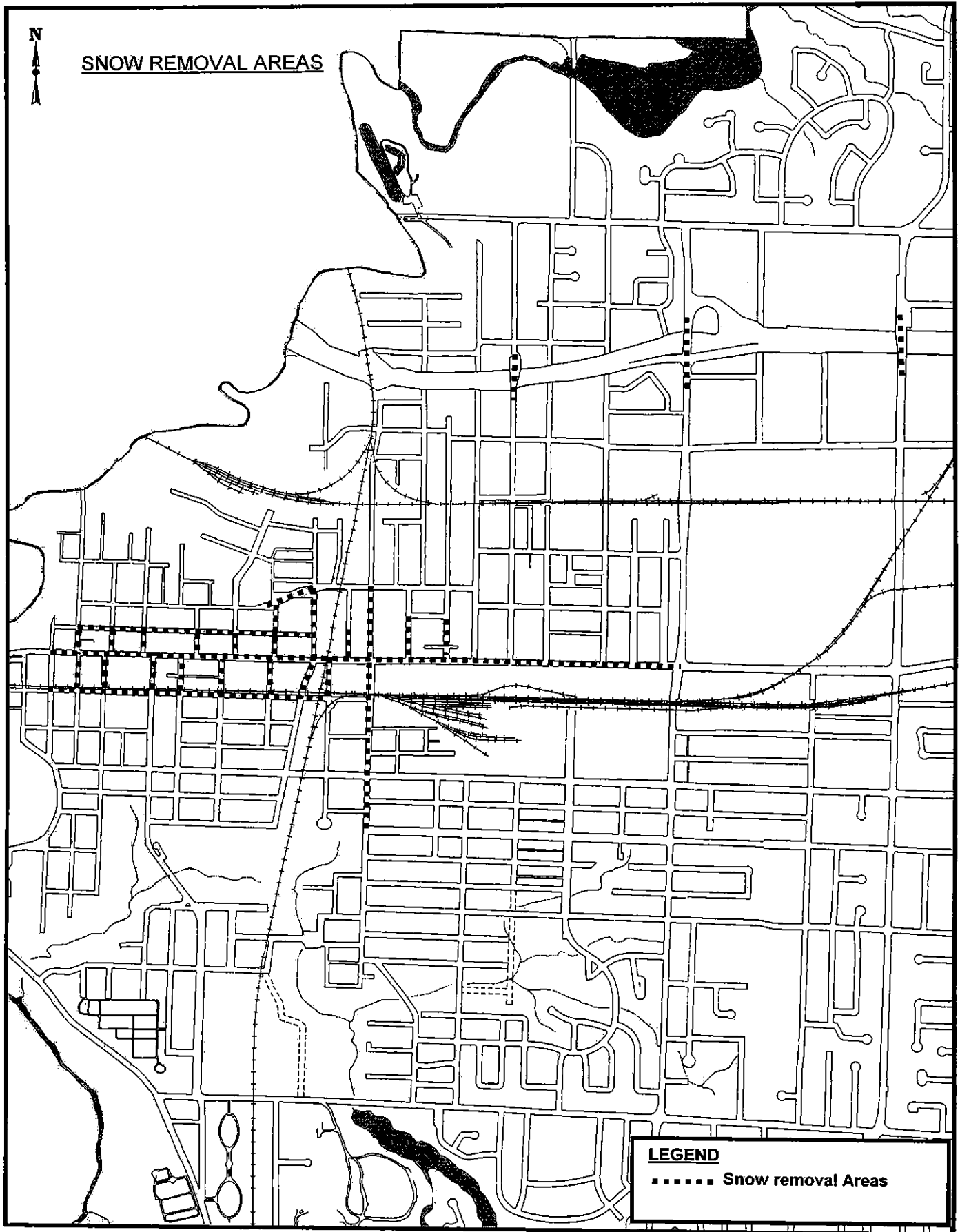
City Clerk

HR

Other

-26-  
Exhibit 1

**Taken from the approved Quality Standards**  
Indicating the only areas that may regularly receive snow removal



CITY OF ST. THOMAS  
MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Jan 16/05	Page 4 of 15

QUALITY STANDARD FOR

Snow and Ice Control

SUMMARY OF QUALITY STANDARD (CONTINUED)

LEVEL-OF-SERVICE – Priority 3 Streets (continued)

- No salt shall be applied to Priority 2 streets

SNOW REMOVAL - Streets (Revised Jan 16, 2006)

- During the period of December of each year snow will be removed (loaded and hauled away) from the streets within the approved snow removal areas when they have reached a maximum average snow height of 60cm (or two feet) high. This will be completed if required prior to the Christmas shopping season at the discretion of operations staff so as to not interfere with traffic or parking. Additionally, there may be occasions when snow removal is required in other areas of the City and/or at intersections where snow has accumulated to such a degree as to impair visibility. These include but are not limited to some cul-de-sacs with limited snow storage capabilities.
- During the period of January to March of each year, the snow removal criterion requires that the average snow bank height be a minimum of one metre.

SIDEWALKS

- All sidewalks/walkways in the designated area (Figure 2) will be sanded to maintain the walks in a safe condition for pedestrian traffic. Spot sanding of all remaining sidewalks throughout the City will be undertaken under extreme slippery conditions and only upon the approval of the Supervisor of Roads and Transportation. Only approved routes will be followed.
- No salt shall be applied to sidewalks with the exception of walkways/bridges cleared by city forces and Talbot Street sidewalks from First Avenue to Stanley Street.
- Generally plowing will commence when the snow has accumulated to 15 cm and the weather forecast indicates that the storm is substantially over. The time that plowing commences may vary due to time of day and available manpower. Snow plowing of sidewalks shall be carried out on a priority basis (figure 3A, 3B, 3C, 3D). Snow plowing of sidewalks shall normally be carried out during regular working hours,
  - i) All arterial and designated school areas with sidewalks shall receive first priority. Snow accumulations shall not exceed 15 cm
  - ii) Upon completion of i) above, all other sidewalks shall be plowed upon available manpower/equipment and following designated routes.



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

-28-

Report No.

ES07-06

File No.

7 First Avenue

Directed to:

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

Date

January 10, 2006

Department:

Environmental Services

Attachment

Application for sign permit  
by Pride Signs on behalf of  
Geerlinks Home Hardware

Prepared By:

John Dewancker, Director

Subject:

Request for sign permit – Geerlinks Home Hardware Property at 7 First Avenue

**Recommendation:**

That the request by Geerlinks Home Hardware to install a sign with a surface area of 25.15m<sup>2</sup> on the property at 7 First Avenue be approved subject to the conditions outlined in report ES07-06.

**Origin**

Attached request by Pride Signs on behalf of Geerlinks Home Hardware for City of St. Thomas approval to install a commercial sign on the property at 7 First Avenue.

**Analysis**

Further the submission of report CC02-06, which recommends an amendment to the City's sign by-law to include a new clause 3.2.2 (iv) that provides for the possibility to permit a sign area to exceed 9.29 sq meters (100 sq. ft), subject to the recommendation/approval by Staff/Council conditions, the following is being recommended in respect to the above noted submission:

**Geerlinks Home Hardware Sign**

The proposed sign area is 25.15m<sup>2</sup> (270.676 sq ft) which exceeds the maximum area (9.29 sq m) allowed by the sign by-law.

Upon review, and as the current Home Hardware site has been significantly expanded recently to include the former Zehrs food store property, it is recommended that the area of the proposed sign be approved.

One further comment in regards to this application, pertains to the zoning set back requirement of this sign structure, relative to the property line. The current C5-20 zone on this property requires a 6m setback of any structure from the site property line. Therefore, should the applicant require that the large sign be installed within this six meter zone, a further application to the Committee of Adjustment for a minor variance to the zoning by-law may be required. Therefore the issuance of the sign permit is subject to the applicant providing a site plan showing the location of the sign. Also, a building permit will need to be issued for the installation of this sign.

Respectfully,

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

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

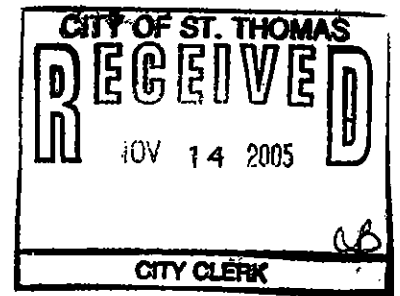
Other

cc: H. Geerlinks, Geerlinks Home Hardware  
I. Cerelli, Pride Signs

-27-



TEL: 519.220.0505 FAX: 519.220.0606 WWW.PRIDESIGNS.COM



November 8, 2005

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

Dear Mr. Graves:

**RE: Geerlinks Home Hardware – 7 First Avenue, St. Thomas, ON**

Please accept this letter as notice of our client's intent to seek relief from your Sign By-Law (8-60), Section 2A. (c): "The maximum combined area of any sign or signs mounted or affixed to any pedestal shall not exceed 100 square feet on each side".

As you can see, the proposed pylon sign (drawing attached) will incorporate a section identifying the Home Hardware Building Centre, a section identifying Home Furniture and a Read-O-Graph portion for special advertising. The total sign area for the proposed sign is 270.676 sq.ft. As such, we exceed the area limitations by 170.676 sq.ft.

The proposed size is necessary to adequately identify the two separate entities within the one location, not all Home Hardware Stores have the Home Furniture within the store limits. It is important that both businesses are represented on the pylon to ensure they will be a profitable business within the City of St. Thomas.

They are complying with the entitlement of one pylon per business as stated in the by-law, allowing the increased area will then result in one pylon versus an application for two in order to give the same representation to each business.

Our client is excited about its new location and looks forward to contributing to the continued success of the St. Thomas Community.

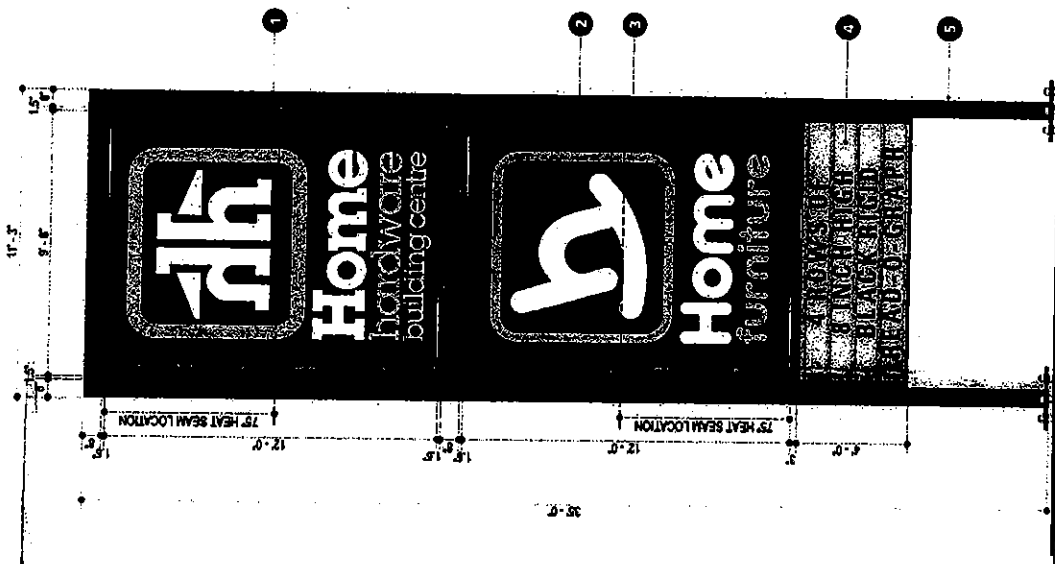
Please advise of when this item will be presented to the Council and thank you for your consideration.

Sincerely,

Isabella Cerelli  
Permit Specialist

Attachment

D/S ILLUMINATED PYLON SIGN  
SCALE: NTS



DRAWING NO.  
**#050635**

☐ P.O. #  
☐ VINYL COLOURS OPEN

- MATERIAL SPECIFICATIONS**  
SCALE: NTS
1. BREAK FORMED ALUMINUM FILLER AND FRAME FITS COVER FRAME PAINTED GREY PMS #425  
• RED FLEX (COOLEY WHITE #662) LIGHT RED) FACE WITH ENVOCADED GRAPHICS AND TRANSLUCENT VINYL GRAPHICS COLOURS:  
• LOGO TO HAVE A WHITE IMAGE ON A RED BACKGROUND WITH A YELLOW 3M #830-015 OUTLINE AND A BLACK 3M #830-22 DROP SHADOW APPLIED OVER TOP OF RED BACKGROUND  
• "HOME" TO BE ENVOCADED WHITE WITH A BLACK 3M #830-22 DROP SHADOW APPLIED OVER TOP OF RED  
• "HARDWARE BUILDING CENTRE" TO BE YELLOW 3M #830-015 WITH A BLACK 3M #830-22 DROP SHADOW APPLIED OVER TOP OF RED  
• BACKGROUND TO BE COOLEY WHITE #662 LIGHT RED FLEX FACE
  2. BREAK FORMED ALUMINUM FILLER AND FRAME FITS COVER FRAME PAINTED GREY PMS #425  
• RED FLEX (COOLEY WHITE #662) LIGHT RED) FACE WITH ENVOCADED GRAPHICS AND TRANSLUCENT VINYL GRAPHICS COLOURS:  
• LOGO TO HAVE A WHITE IMAGE ON A RED BACKGROUND WITH A YELLOW 3M #830-015 OUTLINE AND A BLACK 3M #830-22 DROP SHADOW APPLIED OVER TOP OF RED BACKGROUND  
• "HOME" TO BE ENVOCADED WHITE WITH A BLACK 3M #830-22 DROP SHADOW APPLIED OVER TOP OF RED  
• "FURNITURE" TO BE YELLOW 3M #830-015 WITH A BLACK 3M #830-22 DROP SHADOW APPLIED OVER TOP OF RED  
• BACKGROUND TO BE COOLEY WHITE #662 LIGHT RED FLEX FACE
  3. ALUMINUM CONSTRUCTED REVEALS PAINTED GREY PMS #425
  4. BREAK FORMED ALUMINUM FILLER AND FRAME FITS COVER FRAME PAINTED GREY PMS #425  
• 3/16" CLEAR ACRYLIC FACE WITH YELLOW 3M #830-015 APPLIED TO THE SURFACE / WHITE DIFFUSER  
• 3/16" CLEAR LED PROTECTIVE COVER / LOGOING DRAW LATCHES MOUNTED ON BOTTOM OF SIGN BOX AND PAINTED GREY PMS #425  
• 8" HIGH READ-O-GRAPH LETTERS / STANDARD QUANTITY SUPPLIED
  5. 6" x 12" U.S.S. POLES AND BASE PLATES PAINTED GREY PMS #425

- ☐ VECTOR ARTWORK REQUIRED.
- ☐ DIGITAL IMAGE FOR PRINTING REQUIRED.
- ☐ FINAL COLOUR SPECIFICATIONS REQUIRED.
- ☒ SITE CHECK REQUIRED.
- ☒ PRELIMINARY ARTWORK
- ☐ APPROVED FOR PRODUCTION

**PRIDE SIGNS**   

STORE #17243  
ST. THOMAS, ONTARIO



SALES: DOUG EAGLES  
DESIGNED BY: T. DODGE  
DATE: SEPTEMBER 18, 2005

REVISION DATES:  
SEPTEMBER 25, 2005  
OCTOBER 12, 2005  
J. ELLIOTT  
T. DODGE

CLIENT APPROVAL



- 31 -

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

Report No.

ES08-06

File No.

**Directed to:**

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

**Date**

January 10, 2006

**Department:**

Environmental Services

**Attachment**

- Letter of November 17, 2006 from the Catfish Creek Conservation Authority
- Plan of the St. Thomas Airport and Woodlot
- Memorandum by the Airport Superintendent

**Prepared By:**

John Dewancker, Director

**Subject:**

**St. Thomas Municipal Airport Woodlot Management**

**Recommendation:**

That the responsibility for the management and the maintenance of the existing woodlot at the St. Thomas Municipal Airport property remain with the City of St. Thomas (Environmental Services – Parks Division)

**Origin**

At the December 5, 2005 meeting, Council requested that staff review the request by the Catfish Creek Conservation Authority to manage the existing woodlot at the Municipal Airport.

**Analysis**

Upon review by the City's Environmental Services Staff and Airport Staff, it is recommended that the management and maintenance responsibility for the woodlot on the airport property remain with the City of St. Thomas. The Environmental Services' Parks staff intent in respect to the management and maintenance of the Woodlot is to continue to adopt a conservation approach that preserves the natural and ecological features and functions of the Woodlot area(s). This means that the maintenance of the woodlot would continue to include an annual field review of any trees that create a hazard along the limits or along the access road of the Woodlot and to remove these hazards in a timely way.

The natural features and the significance of the Woodlot have not as yet been assessed, however, this study work can be initiated in the future with the intent to prepare a more comprehensive plan that is based on a woodlot assessment that addresses among other issues: existing vegetation, wildlife, hydrology, soils, land use and adjacent land use.

Further, to a recent conversation with Mr. Arndt, Airport Superintendent, the following matters will also need attention and which have been mentioned in the attached memorandum by the Airport Superintendent: fencing and liability.

Respectfully,

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

**Reviewed By:**

Treasury

Env Services

Planning

City Clerk

HR

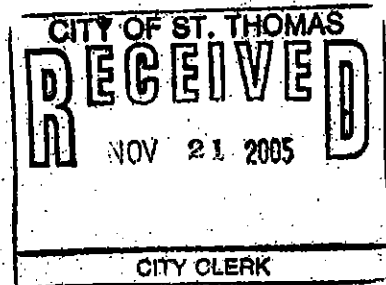
Other



## CATFISH CREEK CONSERVATION AUTHORITY

*Mission Statement: "To communicate and deliver resource management services and programs in order to achieve social and ecological harmony for the watershed"*

November 17, 2005



Mr. Wendell Graves, City Clerk  
City of St. Thomas  
P.O. Box 520, City Hall  
St. Thomas, ON N5P 3V7

Dear Sir:


The Catfish Creek Conservation Authority is pleased to announce that its former Municipal Woodlot Management Program has been rekindled and is now available for the municipalities within the watershed to once again take advantage of this professional forest stewardship service.

A copy of the current Municipal Woodlot Management Policy and Procedures and a sample Agreement are enclosed for Council's review and consideration.

Forest management activities available through this service would prove beneficial to a woodlot currently owned by your municipality located at the St. Thomas Airport. This same woodlot was under Agreement with the CCCA in the mid 1980s.

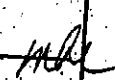

We look forward to receiving Council's decision with regard to their future participation in this program.

Yours truly,

  
Mr. Kim Smale,  
General Manager/Secretary-Treasurer

KS/sm  
Enclosures

cc Marie Turvey, CCCA Member

REFERRED TO	
J. DEWANCKER 	
D. ARNOT	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM 	



8079 Springwater Road, R.R. 5, Aylmer, Ont. N5H 2R4 (519) 773-9037

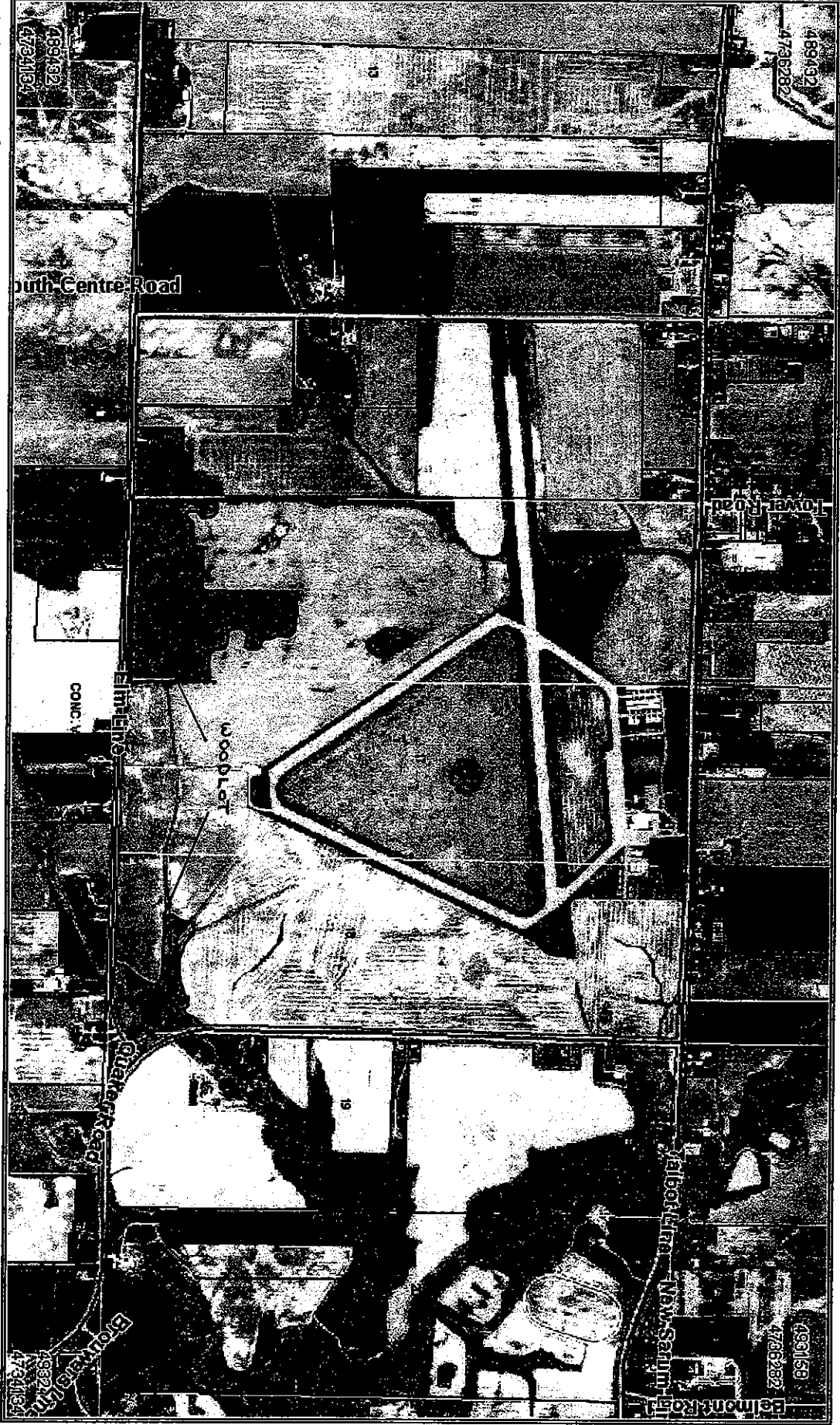
Fax: (519) 765-1489

E-mail: [admin@catfishcreek.ca](mailto:admin@catfishcreek.ca)

Website: [www.catfishcreek.ca](http://www.catfishcreek.ca)



Map of St. Thomas Airport and Woodlot Lot



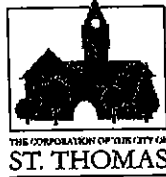
Corporation of the City of St. Thomas



0 0.4 0.9  
Kilometers  
Map Created on 1/10/2006

-34-  
Name: Dale B. Arndt  
Title: Airport Superintendent

Clerk's Department



Tel: (519) 631-1680 Ext.#  
Fax: (519) 633-9019  
[email@city.st-thomas.on.ca](mailto:email@city.st-thomas.on.ca)

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

## **MEMORANDUM**

**TO:** John Dewancker; Wendell Graves  
**DATE:** January 10, 2006  
**SUBJECT:** Catfish Creek Woodlot Management- City of St-Thomas Airport

---

The woodlot areas at St-Thomas airport property are air-side and identified in the Airport Operations Manual as being an area requiring authorization by the airport authority to have access or escorted and or supervised by the Airport Superintendent or authorized agent of the Airport Superintendent.

This will place additional time constraints on staff – we currently only have one staff member on site at a time.

To designate area as ground side an extensive re-fence would be require approx \$40- \$60, 000.

The area has been under a program of natural reclamation and requires minimal investment.

Fencing is inspected periodically for tree fall and damage.

Very little time and investment is required in regards to woodlots at the airport-by-airport staff and management. In our new climate of supervisor liability for third party contractors I would not recommend the proposed management plan for woodlots located on the City of St-Thomas Airport property.

Respectfully submitted,

Dale B. Arndt



Corporation of the

# City of St. Thomas

- 35

Report No.

ES10-06

File No.

Directed to:

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

Date

January 10, 2006

Department:

Environmental Services

Prepared by:

John Dewancker, Director

**Attachment**

- Ontario Good Roads Association - Municipal Data Works Data Provision Agreement

Subject:

OGRA – City of St. Thomas Municipal Data Works Data Provision Agreement

**Recommendation:**

- That the Municipal Dataworks Data Provision agreement between the City of St. Thomas and OGRA be approved,
- That a by-law be prepared to authorize the execution of the agreement.

**Origin**

One of the City's goals is to provide its citizens with well-maintained roads, sewers, watermain and parks. To do this, the City must have detailed information on all the components of its infrastructure ranging from the water quality of its water system, the size of a sewer pipe to the road condition of each road section and the location and amenities of each park. The Environmental Services Infrastructure Management System provides this type of information electronically by combining data with a Geographical Information System (GIS) technology that links the data with maps (map tables). Currently the City's road data is in an open data standard called Municipal Infrastructure Data Standard (MIDS) and our sanitary and storm sewer data is in the process of being converted to this standard, with our water data proposed to be converted in the very near future.

The Ontario Good Roads Association (OGRA) is offering an asset management system based on MIDS called Municipal Dataworks. This asset management system allows municipalities to inventory their road and bridge assets and then use the data to assist in the development of capital forecasts, planning maintenance budgets and supporting funding decisions. This tool will also become a data repository to be shared with upper levels of government so they can get a clear picture of all municipalities in Ontario, together with their capital funding needs and to allow them to assess the needed level of capital funding required by any neglected assets.

Since the inception of the City's Information Management System during 1998, staff has been diligently collecting data on numerous assets to the point where the massive amounts of information will become unmanageable using the current system. As well, on an annual basis, senior levels of government also survey municipalities to get a clear picture of their asset and funding requirements.

At this time, OGRA would like to expand Municipal Dataworks to include sewer and water inventories already included in MIDS. The City of St. Thomas already has its sewer data in the MIDS format and therefore it is an excellent candidate to become the first municipality to integrate their sewer data into Municipal Dataworks, giving the City of St. Thomas an excellent tool to improve further its capital and operating budgets and giving the City a much needed system to better manage its growing asset data.

In view of the above advancement, that the OGRA Municipal Data Works warehousing tool will provide, it is recommended that the City of St. Thomas enter into the OGRA Municipal Data Works Data Provision Agreement.

**Financial Considerations**

There is no cost associated with the transfer of the City's asset management data to OGRA. The City's Environmental Services staff has opted to also purchase the associated software and CD at a cost of \$5,000 which can be accommodated by the Environmental Services Operating Budget for asset management and inventory information work which is divided between the road budget and the water and the sewer reserves.

Respectfully,

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

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



**ONTARIO  
GOOD ROADS  
ASSOCIATION**

6355 KENNEDY RD., UNIT 2  
MISSISSAUGA, ONTARIO  
L5T 2L5  
TELEPHONE 905-795-2555  
FAX 905-795-2660

**Municipal DataWorks Data Provision Agreement**

Municipal DataWorks (MDW) is an infrastructure asset repository owned and managed by the Ontario Good Roads Association (OGRA) on behalf of its members. OGRA has developed this new membership service because

- OGRA believes it is important to know the extent and condition of municipal infrastructure in Ontario.
- OGRA believes that municipalities will be in a stronger position to access infrastructure funding from other levels of government if municipalities have data on their infrastructure.
- OGRA believes that eligibility for infrastructure funding from other levels of government may depend on a municipality's demonstrated capacity to manage its assets.
- OGRA wishes to provide a tool to facilitate compliance with the new PSAB requirements that all fixed assets be included on municipal balance sheets.

MDW will consist of an infrastructure asset data repository and four application modules: roads inspection, bridge inspection, capital investment planning and asset valuation. It is located at <http://www.ogra.org/mdw>.

Municipalities wishing to gain access to the MDW (including the four application modules) must complete the following Agreement. Upon submission of its data, the municipality will be given access to the roads inspection, bridge inspection, capital planning and the asset valuation modules.

**Terms and Conditions**

**1. The Municipality**

- 1.1 agrees to transfer its data on the extent of its municipal infrastructure to MDW within one month of execution of this Agreement, and to add data on new infrastructure by September 30<sup>th</sup> each year.

- 1.2 agrees to transfer all available data on the condition of its municipal infrastructure at the time the extent data is transferred to MDW, and to provide any updated condition data by September 30<sup>th</sup> each year.
- 1.3 agrees to use one of the following three options for the provision of its data to MDW:
  - using the data migration tools available through the MDW website (some technical knowledge required)
  - providing the data by CD or email to OGRA directly (for which a data conversion cost may be applied)
  - through the direct entry of data into MDW by municipal staff or the municipality's service provider.
- 1.4 agrees to appoint a "profile administrator" who will be responsible for adding and deleting users from the municipality's "account". The profile administrator will be the primary municipal official that the OGRA staff will deal with regarding changes to the municipality's account for this Agreement. Users may be municipal staff, service providers and others as determined by the municipality. Access will be for "READ ONLY" and "EDIT/ADD/DELETE".
- 1.5 acknowledges that other organizations as determined by OGRA will view or use the data in the MDW on an aggregate basis.
- 1.6 acknowledges that use of the three application modules will be permitted only if the data referred to in 1.1 and 1.2 is provided.
- 1.7 agrees that its access to and use of MDW is governed by the terms and conditions of this Agreement and that any use to the contrary may result in termination of this Agreement.
- 1.8 may export its asset data from MDW for use with in-house or proprietary software. If this occurs, the municipality will transfer the updated data to MDW upon completion of the work.

## **2. Ontario Good Roads Association**

- 2.1 agrees to appoint an "account administrator" who should be contacted by the municipality for any matters pertaining to the municipality's account.
- 2.1 will ensure confidentiality of the data by providing website security such that only the municipality's profile administrator can give access to its data.
- 2.3 may from time to time make improvements to the MDW.

- 2.4 will provide use of MDW to all municipalities at no cost in the calendar year 2005. In 2006 and beyond, OGRA may charge a user fee to recover costs associated with hosting and transferring the data. A user fee may also be applicable for the capital planning and asset valuation application modules. Should user fees be introduced in future years, each municipality will have the opportunity to amend its Agreement with OGRA to include the fee(s), or to terminate its Agreement with OGRA.
- 2.5 will prepare an 'Annual Report' of the overall condition and extent of Ontario's municipal infrastructure using the aggregate municipal data in MDW. OGRA will share the report with municipalities and may use this report for representation of the municipalities' needs with respect to funding in dialogue with federal and provincial governments or agencies.
- 3. Joint**
- 3.1 This Agreement is binding for any improvements OGRA may make to the data repository. Changes to application modules or addition of new application modules may be subject to new terms and conditions.
- 3.2. OGRA and the municipality acknowledge that the information available through the MDW (aggregate level) is provided "as is" and no guarantee is expressed or implied regarding the quality of the data or the currency of the data.
- 3.3 The term of this Agreement is five years. Either the municipality or OGRA may terminate the Agreement with 60 days written notice. The Agreement may be amended by mutual consent at any time.

The following persons will receive communication concerning this Agreement:

**The Municipality**

Name of Signatory  
Position  
Mailing Address  
  
Telephone  
Fax  
email

**Ontario Good Roads Association**

Joe Tiernay (or his designate)  
Executive Director  
Unit 2, 6355 Kennedy Road  
Mississauga, Ontario. L5T 2L5  
905-795-2555  
905-795-2660  
joe@ogra.org

The following individuals bind the parties to this Agreement:

The Municipality

Ontario Good Roads Association

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Joe Tiernay  
Executive Director, OGRA

Date:

Date:

*OGRA Use Only*

	Setup and Testing	Profile Administrator
Municipality		
Users		

Convenors - 40 -

Richard Mommersteeg  
(519) 631-2392 ext. 226

Greg Westaway  
(519) 631-2392 ext. 252

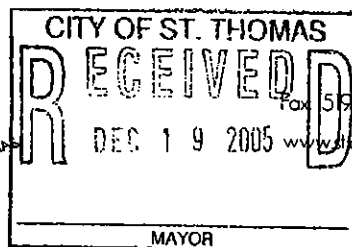
City of St. Thomas  
Received

DEC 20 2005

City Clerk's Dept.

**OFSAA A/AA**  
**HOCKEY**  
**CHAMPIONSHIP**

ST. JOSEPH'S CATHOLIC HIGH SCHOOL - ST. THOMAS



Council

Dear Jeff:

Thanks so much for your initial involvement with our task of hosting the OFSAA A/AA Girls Hockey Championship. Your smiling face on the front page of the TJ Sports has definitely helped us in making the community aware of this major event! Your commitment to the building of our new complex, and your support of all minor athletics in our community assures us that you are fully behind our endeavor!

As with any major event, we will incur certain operating expenses. Our expenses have been broken down in the following manner:

- Ice rental-\$4,500
- Referees-\$2,200
- Program and Advertisement-\$2,200
- Volunteer/Committee Members-\$2,200
- Awards-\$1,000
- Guest Speaker-\$400
- Banquet Prize Table/Decorations-\$800
- Administrative Fees-\$500
- Coaches Meeting-\$400
- First Aid-\$300
- Hospitality Room-\$100
- Website Fees-\$150

These expenses add up to \$14,750 that we must generate to break even. Each OFSAA team will pay a \$600 entry fee. This will generate revenue of \$9,600. As you can see, we must fundraise an additional \$5,150 to cover our expenses.

Our initial fundraising campaign is off to a great start as the business and organizations of our community have shown generous support. We are extending an invitation to the City of St. Thomas to become a major sponsor for this event. A contribution of \$1000 would be a significant aid in allowing us to put on a first class championship! A strong partnership between us will ensure a long lasting positive impression of our city, and lead to other teams coming to our city for tournaments!

Jeff, we thank you for your support of our event and we are confident that you will continue to aid us in this major endeavor! We look forward to hearing from you in the near future!

Sincerely Yours,

*Greg Westaway*

Greg Westaway  
Richard Mommersteeg  
Co-Convenors  
OFSAA Girls Hockey 2006



St. Joseph's Catholic High School

100 Bill Martyn Pkwy

<b>REFERRED TO</b>	
W. DAY	
T. JOHNSON	
<b>FOR</b>	
DIRECTION	<input type="checkbox"/>
REMARKS COMMENT	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
FROM M. KONEFAL	

St. Thomas, Ontario N5R 6A7





Corporation of the

# City of St. Thomas

Report No.

TR 02-06

File No.

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

**Date**

January 10, 2006

**Department:** Treasury

**Attachment:**

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

**Subject:** South Block Area Development Charges

## Recommendation:

It is recommended that Council approve the timetable as presented in Report TR 02-06 for the enactment of a new by-law to establish development charges for the South Block area.

## Report:

### Background

On September 6, 2005, Council enacted By-law number 120-2005 relative to development charges for the South Block development area. At that time it was recommended that the prevailing fees remain unchanged due to the significant analysis remaining to be done in order to establish proper fee levels in this development area. Staff have been working over the last few months with the consultants and development community to establish projects and related costs in order to establish appropriate development charges. A Draft Background Study will be completed and Public Meeting process will now be initiated leading to the adoption of a new 5-year By-law.

### Comments

The Development Charges Act requires that certain steps be undertaken in connection with the adoption of a development charge by-law. We have developed the following timetable leading to the adoption of a new By-law.

Engineering consultant to circulate costing data to financial consultant, staff and developers	January 6
Financial consultant to circulate Draft Background Study to staff and developers	January 23
Meeting with developers to review Draft Background Study	January 26 - 27
Notice of Public Meeting	January 28
Background Study available for public consumption	February 6
Public Meeting	February 20
Passage of By-Law	February 20
Notice of By-Law passage and appeal deadline	February 25
Appeal Deadline	April 2
Area DC Pamphlet available for distribution	April 22

## Conclusion

Compliance with the above noted timetable will fulfil requirements regarding the enactment of the new by-law for South Block Area Development Charges. Accordingly, it is recommended that the timetable be approved.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer



- 42 -  
Corporation of the

# City of St. Thomas

Report No.

ES 01-06

File No.

Directed to: Cliff Barwick, Chair, and Members of the Finance and Administration Committee

Date

January 2, 2006

Department: Environmental Services – Parks Division

**Attachment**

- Appendix A – contractor tree removal list
- Appendix B – contractor trim list
- Appendix C – Roads Section tree removal list

Prepared By: Ross Tucker, Parks Supervisor

Subject: Annual Tree Removal/Tree Trimming Report

**Recommendation:**

- That in the absence of an approved 2006 Operating Budget an allocation of \$90,000 for the cost of tree trimming and removal be approved by Council.

**Origin:**

Each year, the Environmental Services Department – Parks Section presents a report to Council for the removal and trimming of trees along the municipal right of ways and in parkland areas. For 2005/2006 this work has been and will be accomplished by our contractor, The Abel Tree Expert Company who has the equipment and certification to remove and trim the size and scope of trees identified.

**Analysis:**

A list of trees to be removed and trimmed in 2006 is attached. Our Contractor, The Abel Tree Expert Company has worked for the City for the past 14 years.

This is the second year of a two-year agreement with the company.

Tree removal (\$330.00 per tree) and tree stumping (\$110.00 per tree) will be costing \$55,000 in 2006 for 125 tree removals. Tree trimming (approximately 300 hours at \$112.00 per hour) will cost \$35,000 for 2006.


Council should note that in 2005, 151 trees were removed, 218 trees were replanted on City streets by the Park's division and approximately 250 trees were planted in new subdivisions by developers.

There is also a list of 24 smaller trees (attached for approval) that the Roads Section will be removing on City Streets. This staff will also be removing a number of hazardous trees along roadside ravines for the Parks Section.

**Financial Consideration:**

This \$90,000 expenditure will be included in the Parks Section's Annual Operating Budget for 2006. This is the same amount as was allocated in the 2006 budget. It is hoped that the 2007 contact tree removal and trimming allocation can be substantially reduced as the present list of trees we are monitoring for removal in 2007 is down substantially over 2006.

Respectfully,

  
Ross Tucker  
Parks Supervisor  
Environmental Services – Parks Division

Reviewed By:

  
Treasury

  
Env Services

Planning

City Clerk

HR

Other



-43 -

Corporation of the  
City of St. Thomas

Report No.

TR 06 - 01

File No.

90-16

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

**Date**  
January 10, 2006

**Department:** Treasury – Facilities and Property

**Attachment**

**Prepared By:** C. Frank Lattanzio, Manager of Facilities and Property

**Subject:** 2005 Aquatics Program Expenditures - Review

**Recommendation:**

THAT: Council receive Report ----- entitled 2005 Aquatics Program Expenditures – Review

**Origin:**

At the December 19, 2005 Council meeting Dianne Morgan, Manager of Culture and Recreation submitted report No. TR-54-05. Council Members requested clarification of the second last paragraph in the report reading as follows:

"There were unforeseen additional maintenance expenditures in the amount of \$1,600 due to a water chemistry problem incorrectly diagnosed by the pool water test company. Supplementary supplies and chemicals were required to rectify the situation, resulting in the additional expenses incurred."

**Report:**

Due to the unusually hot weather conditions this past summer the pool operation consumed more chemicals than normal. As per usual a large invoice is submitted at the end of the season sometime in September and this past year that invoice totalled \$1,600.

However in August we had a water chemistry problem that was incorrectly diagnosed by the pool water test company. Following advice of the company we added a clarifying agent that was not needed and the company charged us for the full amount some \$200. The Department met with a company representative to appeal the cost of the extra chemicals that had been recommended and used but had been ineffectual. He agreed that an adjustment was appropriate and split the difference in the cost of the clarifying agent. The invoice was reissued with that adjustment. All this delayed the authorization and payment of that final invoice.

The issue of the misdiagnosis and the delay in payment caused some confusion within the Department. However the final invoice of \$1,600 was expected. Of the \$1,600 some \$100 was the City's portion of the additional clarifying agent.

Staff would be pleased to answer any questions Members of Council may have.

Respectfully,

C. Frank Lattanzio, Manager of Facilities and Property

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

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: January 9, 2006

Report No: 1

Pages: MMA 3 pages

### January 2006 Monthly Report

#### 1.1 Project Summary

The Ribbon Cutting Ceremony has not yet been scheduled. The Grand Opening has not yet been scheduled.

The property transfer was completed by the Corporation of the City of St. Thomas.

Construction began approximately December 1, 2005. Site Fencing is in place. Site signage is in place. The trees and organic materials (grass, soils, etc.) have been removed from the site. Excavation for the Parking areas and Building has commenced. The footings and foundation walls have been completed.

Regular Site meetings are held at the Site (235 Burwell Road) starting Thursday December 8, 2005 and continue to be held every 2 weeks at 10:00am.

#### 1.2 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

#### 1.3 Budget

The project is under budget at this time due to the deletion of the Wilkinson Water Box from the storm water retention pond.

---

1.4 Schedule

Substantial Performance of the Project is scheduled for June 1, 2006. The original Tender date for Substantial Performance was scheduled for May 15, 2006 which was revised due to delay in award of Contract resulting from the original low Tender price being withdrawn because of calculating errors, the delay in receiving the Building Permit and the time required for Council to secure additional funding for the project. 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)

1.5 Design Issues

Issues arising during Construction discussed in Site Meetings include deletion of Wilkinson Waterbox , minor volume of soils removal for an area of footings for the foundation during excavations and other minor issues.

1.6 Procurement

The First Progress Payment was made to Graceview Enterprises Inc. for December 2005. The majority of work performed was site work and concrete work for footing and foundations.

1.7 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.

As of December 8, 2005:

Site Fencing, utility locates, site stripping, partial granular placement to parking areas and building has been completed. Temporary hydro and phone line installation is underway. Reinforcing bars have been delivered to site. Excavation and footing placement along Gridline 6 & L has commenced. Insulated blankets are being placed to protect foundation and concrete from cold temperatures. Cash Allowances have been released for purchase order of various Cash Allowance items (Nederman Vehicle Exhaust, Communication Equipment, Finish Hardware, and Structural Testing).

As of December 22, 2005:

Concrete foundation to be 80% complete this week. Forming continuing along Grid 2 & A/B. Frost protection continues via use of insulated blankets. Existing well decommissioning is to be completed within the next 2 weeks. Block masonry to commence 1<sup>st</sup> week in January, 2006. Gas Service application has been completed for installation in 4-6 weeks.

As of January 5, 2006:

Concrete foundations are 100% complete. Back filling around foundation and footings completed. Masonry is on site and set to start. The old well has been decommissioned. Site servicing continues with the sanitary sewer line and water line being laid and the site services contractor is starting excavating and grading for the storm water system.

1.8 Issues and Risk Management

Unusually cold temperatures and extensive frost has slowed the concrete forming progress by several days.

Additional excavation was required during stripping and footing excavation along gridline 6 as witnessed by Atkinson, Davies (Structural Testing). A review of the soils report is required to determine the volume of materials.

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

1.9 January Priorities

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

Continue with masonry work for concrete block walls.

Continue with site servicing.

Copies to:	Bob Barber	St. Thomas Fire Department	631-0215
	Paul Harris	SPH Engineering Inc.	539-5775
	Dir Cela	NA Engineering Inc.	432-1313
	Jim Foster	St. Thomas Building Dept.	631-2130
	Mike Hoogstra	St. Thomas Purchasing Dept.	633-9019

MURPHY & MURPHY ARCHITECT INC.

  
Bob Miller - Project Coordinator

**December 12, 2005**

## CONSTRUCTION SCHEDULE

**Project:** CAPTAIN DENNIS A REDMAN NO2 FIRE STATION  
**Architect:** MURPHY & MURPHY ARCHITECTS INC.

Week starting	November 2003					December					January 2004					February					March					April					May					June				
	7	14	21	28		5	12	19	26		2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29	5	12								
Exc & BACKFILL																																								
WALKS / PAVEMENT																																								
SOD / SEED																																								
CONCRETE																																								
MASONRY																																								
PRECAST CONCRETE																																								
STRUCT STEEL																																								
STEEL DECK																																								
MISC STEEL																																								
ROUGH WOOD																																								
MILLWORK																																								
EPDM ROOF																																								
SLOPED ROOF																																								
H/M DOORS/RAMES																																								
WOOD DOORS																																								
OVERHEAD DOORS																																								
ALUM WINDOWS																																								
STUCCO																																								
DRYWL / ACOUSTIC																																								
FLOORING																																								
PAINTING																																								
SPECIALTIES & FURNISHINGS																																								
MECHANICAL																																								
ELECTRICAL																																								
WEEK ENDING	7	14	21	28		5	12	19	26		2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29	5	12								
Building Permit																																								
California / New York																																								
Total Completion																																								



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

**Report No.**

CC 01-06

**File No.**

**Directed to:** Chairman T. Shackleton and Members of the Protective Services and Transportation Committee

**Date**

January 9, 2006

**Department:** City Clerks Office

**Attachment**

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

- Parking Ticket Cancellation Policy

**Subject:** Parking Ticket Cancellation Policy

**Recommendation:**

That the attached policy, Parking Ticket Cancellation Policy, replace the existing Parking Ticket Cancellation Policy as the policy established for cancelling parking tickets, other then those issued by Police, in the City of St. Thomas.

**Origin:**

Since December of 2005, three violations have been presented for cancellation by people in vehicles parked in a handicapped zone who have failed to display the handicapped permit as required on the permit. The violators have had the permit, but have failed to display it as required.

**Analysis:**

While these violations are permitted to be cancelled under the previous policy, such policy is discriminatory because other parking violations are not cancelled as a result of failure to display a permit. In order to bring equal treatment to the policy, it is suggested that violations (\$75.00) issued to vehicles parked in a handicapped zone, be cancelled upon the payment of a \$25.00 processing charge. This charge is equal to what any other violator would receive for not displaying their permit. The cancellation would only occur when the person requesting it provides proof of permit issued to them and the pays the charge.

Cancellation could still occur where a person is eligible for and has applied for a handicapped permit, but has not yet received it. The proof, being an application signed by a physician, would be required in this instance.

**Alternatives:**

The Committee may:

1. Not adopt the Policy, as attached
2. Adopt the Policy as attached.

Respectfully submitted,

Richard Beachey  
Deputy City Clerk

---

**Reviewed By:** Treasury Env Services Planning City Clerk HR Other





CITY OF ST. THOMAS

PARKING TICKET CANCELLATION POLICY

**A. General**

1. The First Appearances Parking Officer has authority to cancel Parking Infraction Notices for reasons listed under "Cancellation Guidelines".
2. All cancellations initiated by the First Appearance Officer must be reviewed by the Deputy City Clerk or Police Services Officer in charge.
3. All requests for cancellation must be submitted to the First Appearance Parking Officer attached to a pre-numbered complaint report for proper control. Complainant must complete this form.
4. All complaints will be routed through the First Appearance Parking Officer for appropriate investigation and disposition as follows:
  - a) Receives complaint report from all sources and reviews form for completeness and complaint for follow up distribution.
  - b) If investigation is required:
    - i) For Parking Control Officer forward to By-law Officer III
    - ii) for meter complaints, forward to By-law Officer III
    - iii) For Police Services forward to Officer in Charge
  - c) All written complaints will be forwarded to the Deputy City Clerk for investigation and response.
5. Upon completion of investigation, complaint forms will be returned to the Treasurer's Department for processing any payments, canceling where directed and filing.
6. All cancellations will be identified on the appropriate document, by a cancellation # as noted under "Cancellation Guidelines".
7. All cancelled tickets will be audited as deemed appropriate by the Deputy City Clerk.

CITY OF ST. THOMAS

PARKING TICKET CANCELLATION POLICY

**B. CANCELLATION GUIDELINES**

1. Officer Error – Prima Facia evidence is incorrect or missing including: unclear writing, 15 days not given, not signed, incorrect dates, a.m., and p.m., missing, spelling errors, offences not identified, corrections not initialed, printed set fine and written set fine differ.
2. Out of Province
3. Hospital Emergency – where driver is alone or where patient can not be left alone.
4. Faulty Parking Meter or Pay'n Display meter receipt provided by the driver.
5. Loading/Unloading Restricted Area – ie:, loading zones, no parking zones, if proof of activity is provided.
6. Disabled Person Parking – i.e., designated space or parking meter if an application for a permit is signed by a physician, where no permit is visible.
7. Overnight Infractions – if proof is submitted for driveway repairs or treatment, and construction zone.
8. Inadequate Signing – if confirmed by Supervisor during investigation.  
Note: Follow-up report must be submitted to the Works Department or Traffic Co-ordinator.
9. Motor Vehicle Breakdown – with service receipt.
10. City Vehicle – or City employee while on duty away from their regular place of work, who parked in a meter or limited zone if approved in writing by department head or designate.
11. Police Department – cancellation if approved by First Appearance Parking Officer (Officer in Charge).
12. M.T.O. – mismatched owner information stickers.

**CITY OF ST. THOMAS**

**PARKING TICKET CANCELLATION POLICY**

**B. Cancellation Guidelines – cont'd**

**13. Do Not Cancel List**

- a) Vehicle stopped in rush hour route.
- b) Vehicle parked in bus stop.
- c) Vehicle stopped in no stopping zone.
- d) Vehicle on boulevard.
- e) Vehicle blocking sidewalk
- f) Fire Route
- g) Possession of proper permit but failure to display.
- h) City staff who have parked without the proper permit displayed  
(per memo from John Dewancker September 14, 1999)

**C. Investigation Procedure**

- 1.
  - a) Written complaint completed by driver on a Complaint Report.
  - b) Call-in complaints – staff complete the Complaint report.
- 2. Copy of Infraction Notices is attached to Complaint report, the report is numbered, recorded and forwarded for investigation.
- 3. The Investigator Reviews:
  - a) Complaint Report
  - b) Infraction Notice
- 4. Complaint report is reviewed with the First Appearance Parking Officer.
- 5. First appearance Parking Officer obtains statement from officer
- 6. Complainant is notified of results of complaint by the First Appearance Parking Officer, who completes the appropriate follow-up action and filing.
- 7. The Deputy City Clerk, reviews all complaints of an unusual nature and advises the City Clerk when necessary.
- 8. **Points to Consider When Considering Cancellations**
  - a) An infraction of the by-law has, in the eyes of the officer, taken place.

**CITY OF ST. THOMAS**

**PARKING TICKET CANCELLATION POLICY**

**C. Investigation Procedure – cont'd**

- b) The guiding principle for cancellation is rigidly fair treatment for any requester. It is forbidden, both on a legal basis under the Ontario Human Rights code, and as a matter of policy to treat any requester differently from another regardless of their status.
- c) The issuing officer was at the scene and is fully trained in the process of issuing tickets.
- d) The officer does have the opportunity to speak directly to driver at the time of the offence with limited authority to “VOID” a ticket.
- e) Restricted and prohibited parking areas were well signed. Signs provide sufficient warning to a driver to obey the signs.
- f) The complainant will, in most cases, present circumstances to the office that are quite different than what actually occurred as reported by the officer.
- g) Possession of a proper permit, but failure to display is not a valid reason for cancellation.
- h) Request to cancel for failure to display a handicapped permit. A cancellation of an offence issued for parking in a handicapped space may be made upon proof of permit issued in the name of the requester, and the payment of a \$25.00 processing charge for failure to display such permit.
- i) Complainants are not under oath to tell the truth.
- j) Complainants have the option to plead not guilty and request a trial if they feel unjustly charged.
- k) Always check the current status of the Infraction Notice before final action.
- l) Response to complaint should be within five working days.



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

**Report No.**

CC 02-06

**File No.**

**Directed to:**

Alderman T. Shackelton and Members of the Protective Services and Transportation Committee

**Date**

January 10, 2006

**Department:**

Clerk's Department

**Attachments**

**Prepared By:**

Richard Beachey, Deputy City Clerk

**Subject:**

Sign By-law

**Recommendation**

That report CC 02-06 in regards to the new sign by-law be received and;

That the new sign by-law be adopted.

**Analysis**

A new sign by-law has been under development for some time. In late 2003 when a revised by-law was presented to council, concerns were raised, specifically relating to temporary signs. At the time, sign by-laws from other municipalities were submitted and reviewed. The proposed by-law now before Council is a result of work undertaken, firstly, by the committee formed to develop the by-law and secondly, by the writer from 2003 to present. The new by-law reflects comments received from the Director of Planning and Director, Environmental Services.

Changes from the previous draft provided include:

1. A comprehensive inclusion of the existing sign and canopy by-law 8-60.
2. A recognition of the special status of retractable canopies in the Downtown Development Board Area. This recognition allows the use of retractable canopies, with certain limits, in this area. Except for this, all other canopies and awnings which may overhang a street are not permitted.
3. Pedestal signs are limited in size and to one per property, however, upon written request to the Director, with a subsequent recommendation, an exemption may be made with Council approval.

This draft by-law has been amended to take into consideration the last comments that were provided in an attempt to meet any concerns about it.

The Management Board has reviewed the content in this by-law and has agreed to its adoption.

**Financial Considerations:**

None that can be seen.

**Alternatives:**

The Committee may:

1. Adopt the draft by-law.
2. Revise the draft by-law.
3. Keep the current status quo.

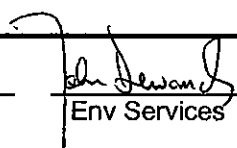
Respectfully,



Richard Beachey, Deputy City Clerk  
City Clerk's Department

Reviewed By:

Treasury

  
Env Services

Planning

  
City Clerk

HR

Other



-55-

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

Report No.

CC-04-06

File No.

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

**Date**  
2006-01-10

**Department:** Clerks Department

**Prepared By:** Dale B. Arndt, Airport Superintendent

**Subject:** Snowbirds Aerial Demonstration- St-Thomas

**Recommendation:**

THAT: Report CC-04-06, Snowbirds Aerial Demonstration, be received, and further;

THAT: Staff be directed continue to organize the event, to be held May 24, 2006, at the St. Thomas Municipal Airport, in cooperation with the St. Thomas Community Centre Capital campaign Committee.

**Report:**

As a result of Airport Management requesting a performance of the 431- Air Demonstration Squadron (Canadian Snowbirds) Snowbirds Commanding Officer Major I. McLean has confirmed their availability to perform for the City of St-Thomas and area on Wednesday, May 24<sup>th</sup> -2006 with a show performance at 6:30pm.

This project will involve a great deal of planning and coordination. It is anticipated that it would be a cooperative project with the St. Thomas Community Centre Capital Campaign Committee to raise funds for the St. Thomas Community Centre.

While staff will work with the St. Thomas Community Centre Capital Fundraising Committee to organize this event, it is anticipated that the approximate \$10,000 in costs to undertake the event will be accommodated through sponsorships and gate receipts. The net profits would be directed to the St. Thomas Community Complex.

It is anticipated that the Airport Superintendent would manage site-specific technical and operational items. The Community Centre Capital Fundraising Committee would manage aspects of promotion, hosting the Snowbirds and planning for this to be a fund raising event.

At this early stage in the process, the intent of this report is to identify the event to Council and to seek direction to continue to move forward with its planning. Subsequent reports will be provided to Council as further details are developed.

**Financial Consideration:**

The goal of this event is to cover the majority of costs through sponsorship prior to the event. All net profits of the event are to go to the St. Thomas Community Centre.

Respectfully,

Dale B. Arndt  
Airport superintendent

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

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Announcing AMO's 107th

ANNUAL CONFERENCE

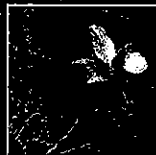
August 13-16 2006

Ottawa Congress Centre & Westin Hotel

Ottawa, Ontario

Join your colleagues from across the province  
for Ontario's premier and largest municipal  
conference and trade show.

Please see reverse for details.



## CREATING A NEW MUNICIPAL LANDSCAPE A REPORT

As Ontario prepares for  
municipal and provincial elections,  
this year's AMO CONFERENCE  
will provide a reality check  
on the prospects of  
creating a new landscape  
for Ontario municipalities.

*A Work  
in Progress*



Announcing AMO's 107th Annual Conference

# CREATING A NEW MUNICIPAL LANDSCAPE A REPORT

August 13-16 2006 • Ottawa Congress Centre & Westin Hotel • Ottawa, Ontario

Discover what the future holds for Ontario municipalities and how we can best work together to make our communities quality places to live, work and play.

- Are Ontario municipalities on track to becoming respected, fiscally sustainable and empowered?
- Will the Ontario Government create a planning process to end its annual diversion of \$3 billion in municipal property tax revenue to fund Provincial programs and services at the expense of core municipal responsibilities? And if not, how will it spare Ontario communities from a second decade of deferred investment and lost opportunity?
- Will municipalities benefit from a new and empowering Municipal Act?
- Will OMB reform and land-use planning changes strengthen the role of municipalities in the shaping of their communities?
- Will Ontario's new water management policies sink or swim?
- Will Federal and Provincial housing programs deliver shelter, hope, dignity and opportunity for our residents?
- Will we see a viable integrated waste management strategy for Ontario?
- Will Ontario's economy benefit from strong forestry, farming and automotive sectors?
- How will we fuel our communities and at what cost?
- And what can Ontario Municipalities expect from the newly elected Federal Government?

## OPENING WELCOME RECEPTION

Join other conference Delegates on the 13th at the Welcome Reception to be held in The Canadian War Museum. Watch for information about our opening reception and tour arrangements. This new, must-see national museum presents Canada's rich military past, explains how it has shaped our country and introduces us to those who have sacrificed greatly at home and on far off battlefields for the sake of us all.

Other conference events will unfold over the upcoming weeks, so keep an eye out for future AMO Conference updates.

## CONFERENCE REGISTRATION

REGISTERING FOR THE AMO ANNUAL  
CONFERENCE IS NOW EASIER THAN EVER!

A special registration rate of \$540 is being offered this year to AMO members.

Delegates now have the choice of registering on-line or via mail/fax. Information on how to register on-line will be sent out to all members in the New Year, and registration forms will be made available on the AMO website.

## HOTEL ACCOMMODATIONS

Delegate rooms have been blocked  
at the following hotels:

• **The Westin Ottawa**  
(the Conference Hotel)  
613-560-7000

• **Fairmont Chateau Laurier**  
613-241-7700

• **Les Suites**  
1-800-267-1989

To book a room you can either call the hotel direct, or for The Westin Ottawa, register on-line through the AMO website.

For information on hotel rates, on-line registration (both hotel and conference), and other important information, visit us on-line at [www.amo.on.ca](http://www.amo.on.ca) and look under "Events - AMO Annual Conference, 2006, hotels."





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Association  
of  
Fire Chiefs  
2005-2006**

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DEPUTY CHIEF C. ROSS TUSTIN  
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[crosstustin@townofbwg.com](mailto:crosstustin@townofbwg.com)

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City of St. Thomas  
Received

DEC 19 2005

City Clerk's Dept.

Dear Municipal Official:

**Re: Fire Services Labour Relations Seminar January 25 & 26, 2006**

We invite you to register for the highly regarded O AFC - Hicks Morley Labour Relations Seminar which is being held on January 25 & 26, 2006 at the Renaissance Hotel (the Rogers Centre or Skydome hotel) in downtown Toronto.

The Ontario Association of Fire Chiefs recognizes that the cost and operation of your local fire department is greatly impacted by provincial legislation and decisions made outside your municipality. In order to meet the municipal financial and management challenges Administrators, human resource practitioners and Chief Fire Officers need to participate together in this seminar to better understand legislative changes, the recent trends in emergency services bargaining and the current issues that are impacting fire departments.

The O AFC has collaborated with a team of legal experts from Hicks Morley to create a comprehensive seminar that will have items of interest to all fire departments. You will hear from numerous lawyers, a provincial arbitrator, Fire Chiefs, and a variety of other speakers who will provide you with insight, up to date knowledge and guidance into a wide range of fire service labour relations issues. An overview of the agenda is attached.

Also note that the highly popular "Ask the Lawyer" session will be held on the afternoon of the first day. Ross Dunsmore, John Saunders and their team of legal experts from Hicks Morley will be available to answer any of your questions on labour relations issues.

Municipal Officials who participated in our previous **Labour Relations Seminar** evaluated it as **excellent**. They stated that it was the **best seminar** that they had been to in years and that they came away with lots of valuable practical information.

For more information check the O AFC web site [www.oafc.on.ca](http://www.oafc.on.ca) or call the office at 905-426-9865.

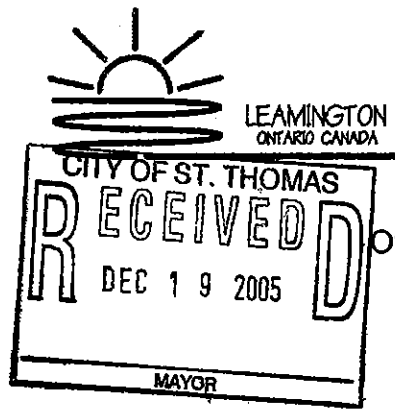
To register for this informative seminar please complete the attached registration form and send it to the O AFC office.

Yours truly,

Lee Grant,  
O AFC President

REFERRED TO	
To register for this informative seminar please complete the attached registration form and send it to the O AFC office.	
R. BARBER - MN	
DIRECTOR	<input type="checkbox"/>
REPRESENTATIVE	<input type="checkbox"/>
INFORMANT	<input checked="" type="checkbox"/>

O AFC BOARD OFFICE 335 Bay St. West, Suite 208, Ajax, Ont. L1S 6M2  
Tel: 905-426-9865 or 1-800-774-6651 Fax 905-426-3032 E-mail: [administration@oafc.on.ca](mailto:administration@oafc.on.ca)



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**Ontario Small Urban Municipalities (OSUM)**  
Office of the Annual Conference and Trade Show Coordinator  
Stratford City Hall  
1 Wellington Street, P.O. Box 818  
Stratford, Ontario N5A 6W1  
519-271-0250 ext. 241  
(Home Office) 519-393-5788  
(Fax) 519-393-5218  
[Ted.b@quadro.net](mailto:Ted.b@quadro.net) and/or [lwolfe@townofstmarys.com](mailto:lwolfe@townofstmarys.com)

December 6, 2005

Dear Municipal Official:

**Re: OSUM 2006 Annual Conference and Trade Show**

This letter is your first invitation to attend our 53<sup>rd</sup> Annual Conference and Trade Show to be held in the Municipality of Leamington from May 3<sup>rd</sup> – May 5<sup>th</sup>, 2006. The conference and trade show will be held in the impressive Leamington Kinsmen Recreation Complex and this year's conference theme is "*Investing in Diversity*".

Our Conference Planning Committee, headed by our Vice-Chair Councillor Chuck Ward of Brighton, has planned many worthwhile and interesting workshops and sessions designed to suit everyone's interest. These workshops have been planned in conjunction with AMO, FCM and others.

Some of the session titles include:

- Energy-Source-Conservation
- Integrated Community Sustainability Planning
- Emergency Planning and Public Health
- Revitalizing your Community

A guest speaker will open the conference and a keynote speaker, Dave Phillips, renowned Senior Climatologist with Environment Canada will close the conference with his presentation on *How Climate Effects Municipal Life and Tourism*. There will also be various breakfast and luncheon speakers.

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You are cordially invited to attend a Sponsors' and Exhibitors' appreciation night on Tuesday, May 2<sup>nd</sup> 2006 from 8:00 p.m. – 12:00 a.m. This will include complimentary food and beverages courtesy of the Municipality of Leamington and local businesses. There will also be plenty of early bird events on Wednesday, May 3<sup>rd</sup> arranged by the Municipality of Leamington including, of course, a golf outing (details to follow).

This year, Leamington has arranged for an exciting Companion Program featuring opportunities to visit and explore the beauty of Leamington and Essex County. Details to follow as they become available.

As always, the program may be changed depending on the availability of the Premier, Prime Minister or other significant persons. Please find enclosed a Registration Form and information on local accommodations.

If you would like further information about our exciting conference, please call our Annual Conference and Trade Show Coordinator Ted Blowes in Stratford at 519-393-5877 (residence) or 519-271-0250 ext. 241 at Stratford City Hall, or by e-mail at [ted.b@quadro.net](mailto:ted.b@quadro.net) and/or [lwolfe@townofstmarys.com](mailto:lwolfe@townofstmarys.com). You may also contact Rochelle Emery-Luckett, Leamington Conference Coordinator at 519-326-5761 ext. 206 or [rluckett@leamington.ca](mailto:rluckett@leamington.ca).

Make plans now to attend what promises to be our best OSUM Conference ever!

Most sincerely,



Neal Snutch, Councillor  
Township of Ramara  
Chair of OSUM

/enclosures

**CITY OF SARNIA**

City Clerk's Department

Telephone: (519) 332-0330

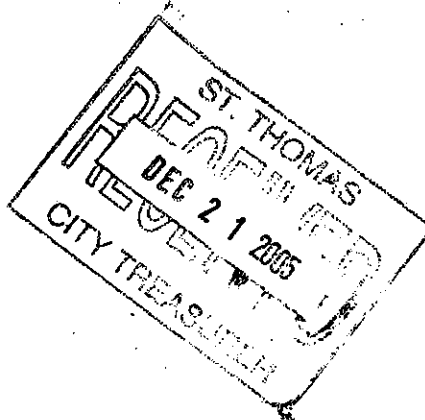
Fax: (519) 332-3995

E-mail: [clerks@city.sarnia.on.ca](mailto:clerks@city.sarnia.on.ca)



255 North Christina Street  
P.O. Box 3018  
Sarnia, ON  
N7T 7N2

December 2<sup>nd</sup>, 2005



To Whom It May Concern:

**Re: 2006 MPAC Assessment Values**

Sarnia City Council, at its meeting held on November 21<sup>st</sup>, 2005, considered the above matter and the following resolution was adopted:

***THAT the City of Sarnia request that the Minister of Finance and Minister of Municipal Affairs and Housing defer the 2006 MPAC assessment values until the Ombudsman's investigation into the MPAC process of Property Assessment has been completed, and***

***FURTHER be it resolved that the 2004 Assessment values remain in place until the Ombudsmen's report and its recommendations has been reported to the Public, and***

***THAT this resolution be circulated to the Members of AMO and the City of Toronto, seeking their support, and that a copy of this resolution be sent to the Honourable Mr. Gerretson.***

Your support of Council's resolution would be appreciated.

Yours truly,

Brian W. Knott  
City Solicitor/Clerk

/po

cc. Hon. Mr. Gerretson  
D. Anderson

**Résolution/Resolution no 621-2005**

Proposée par:/Moved by: Marcel Legault  
Appuyée par:/Seconded by: Yvon Bourgeois

**RÉPARTITION- TAXE SUR  
L'ESSENCE**

Attendu qu'en approuvant l'affectation de la taxe sur l'essence aux municipalités, le gouvernement fédéral exprimait que les fonds de la taxe sur l'essence seraient dirigés à des infrastructures municipales écologiquement viables, telles que le transport en commun, les systèmes d'eau et d'eaux usées, les systèmes énergétiques communautaires, la gestion des déchets solides, l'amélioration des chemins et des ponts ainsi que les activités de renforcement des capacités;

Et Attendu que ces fonds ont été affectés aux municipalités sur la base de la population;

Et Attendu que le but énoncé, en partie, est basé sur un aspect de distance plutôt que de stricte population;

Et Attendu qu'il y a des divergences d'opinion en ce qui a trait à la répartition selon la population plutôt que le kilométrage de chemin;

Et Attendu que cette façon d'attribuer les fonds est au bénéfice des municipalités qui ont une plus grande population et un moindre kilométrage (villes et villages) plutôt qu'aux municipalités rurales avec une plus grande superficie et plus de kilomètres mais avec une population moins dense;

**GAS TAX ALLOCATION**

Whereas, in approving the allocation of the gas tax to municipalities, the Federal Government articulated that "Funds from the gas tax will be directed at environmentally sustainable municipal infrastructure, such as public transit, water and wastewater systems, community energy systems, solid waste management, rehabilitation of roads and bridges and capacity building";

And Whereas this funding has been allocated to municipalities on a per capita basis;

And Whereas part of the enunciated purpose relates to distance rather than mere size of population;

And Whereas there have been differing opinions that the allocation should have been distributed based on lane kilometres of highways and not on a per capita basis;

And Whereas, those municipalities having more population than lane kilometres of highways (cities and towns) receive greater benefit of this funding than rural municipalities which have more land area and lane kilometres of highways and less dense populations;

Therefore, be it resolved that the Council of the Corporation of The Nation

Qu'il soit résolu que le Conseil de la Corporation de la municipalité de La Nation demande au gouvernement fédéral de réviser la méthode de répartition de la taxe sur l'essence existante et de plutôt établir une formule de répartition juste et équitable comme suit:

50% du montant calculé sera basé sur le nombre de kilomètres par municipalité; et  
50% du montant calculé sera basé sur la population de la municipalité.

Qu'il soit aussi résolu que cette résolution soit envoyée, pour appuie, à toutes les municipalités de l'Ontario, à l'Association des municipalités de l'Ontario, au Très Honorable Paul Martin, Premier Ministre du Canada, à l'Honorable John Godfrey, ministre d'État (Infrastructure & collectivités) gouvernement du Canada, à l'Honorable Dalton McGuinty, Premier Ministre de l'Ontario, à l'Honorable John Gerretsen, ministre des Affaires municipales et du Logement, à l'Honorable Don Boudria, député fédéral pour Glengarry- Prescott-Russell ainsi qu'à Jean-Marc Lalonde, député provincial pour Glengarry-Prescott-Russell.

Adoptée

Municipality petition the Federal Government to review the existing method of distributing the gas tax and establish a fair and equitable formula for the distribution of the gas tax rebate as follows:

50% of the amount shall be calculated based on the number of lane kilometres of highways per municipality; and  
50% of the amount shall be calculated on a per capita basis per municipality.

Be it further resolved that this resolution be circulated to all municipalities for support, to the Association of Municipalities of Ontario, to the Right Honourable Paul Martin, Prime Minister of Canada, the Honourable John Godfrey, Minister of State (Infrastructure and Communities) Government of Canada, the Honourable Dalton McGuinty, Premier of Ontario, the Honourable John Gerretsen, Minister of Municipal Affairs and Housing, the Honourable Don Boudria, MP Glengarry-Prescott-Russell and Jean-Marc Lalonde, MPP Glengarry-Prescott-Russell.

Carried



135 Edward Street, St. Thomas, Ontario N5P 4A8 Tel: 1-519-631-4211 Fax: 1-519-631-5193

January 9, 2006

The Corporation of the City of St. Thomas  
P.O. Box 520, City Hall,  
St. Thomas, Ontario  
N5P 3V7

**Attention: Mayor Jeff Kohler**

Dear Mayor Kohler,

**Re: Affiliate Board Appointments**

The City of St. Thomas By-Law 22-2001 outlines the Shareholder Directives regarding the operations of St. Thomas Holding Inc. and its Affiliated Companies. Under *Article 4.2 - Board of Directors of Any Subsidiary*, The Board of St. Thomas Holding Inc "will elect or appoint the directors of any Subsidiary, subject to the approval of the Shareholder".

At a Special Meeting of St. Thomas Holding Inc. (S.T.H.I.), held on January 6<sup>th</sup>, 2006, the Board considered the vacancies on St. Thomas Energy Services Inc. and St. Thomas Energy Inc., both of which are subsidiary companies of S.T.H.I. A number of Regulatory matters have come to impact these appointments and following full discussion, the Board of Directors of St. Thomas Holding Inc. presents the following for ratification by the Shareholder:

**a) St. Thomas Energy Services Inc. (S.T.E.S.I.):**

That the following individuals be appointed to the Board of Directors for the terms identified:

- Mr. Bruce Smith to December 31, 2007
- Mr. John Lavery to December 31, 2007

Two existing appointments, Paul Smith (Dec. 31, 2006) and Orland Hartford (Dec. 31, 2006) have been previously approved by the Shareholder.

These appointments will result in the Board of St. Thomas Energy Services Inc. being identical to the Board of St. Thomas Holding Inc.





**b) St. Thomas Energy Inc. (S.T.E.I.)**

That the following individuals be appointed to the Board of Directors for the terms identified:

- Mr. Joseph Starcevic to December 31, 2007
- Mr. James Herbert to December 31, 2007
- Mr. Paul Smith to December 31, 2006

Two existing appointments, Kit Brown (Dec. 31, 2006) and Hugh Shields (Dec. 31, 2006) have been previously approved by the Shareholder.

These appointments leave one seat vacant on the Board of S.T.E.I., but the Board of St. Thomas Holding Inc. felt this was appropriate given current issues. In the event that this vacancy is filled at a later date, further Shareholder approval would be requested, at that time.

In order to satisfy quorum requirements for scheduled Board meetings in January, Shareholder approval is requested at your earliest convenience.

If I can be of any assistance or if further clarification is required, feel free to call.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B O', with a horizontal line underneath.

Brian Hollywood, C.E.T.,  
President & C.E.O.

Copies: John Lavery, S.T.H.I. Chair  
Wendall Graves, City Clerk

Board Composition (DRAFT) - January 9, 2006

St. Thomas Holding Inc.
John Lavery - Dec. 31, 2007 - Chair
Bruce Smith - Dec. 31, 2007 - Vice
Jeff Kohler - ELECTION 2006
Terry Shackleton - ELECTION 2006
Paul Smith - Dec. 31, 2006
Orland Hartford - Dec. 31, 2006

St. Thomas Energy Services Inc.
Orland Hartford - Dec. 31, 2006 - Chair
Paul Smith - Dec. 31, 2006 - Vice
Jeff Kohler - ELECTION 2006
Terry Shackleton - ELECTION 2006
Bruce Smith - Dec. 31, 2007
John Lavery - Dec. 31, 2007

St. Thomas Energy Inc.
Hugh Shields - Dec. 31, 2006 - Chair
Kir Brown - Dec. 31, 2006 - Vice
Paul Smith - Dec. 31, 2006
WAGANI
James Herbert - Dec. 31, 2007
Joseph Starcavage - Dec. 31, 2007

LEGEND

COUNCIL APPOINTMENTS

STH APPOINTMENTS
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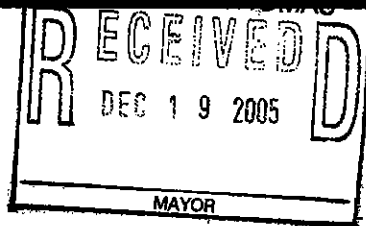
www.census2006.ca

P.O. Box 2006  
Station Q  
Toronto, ON  
M4T 1M0

www.recensement2006.ca

Clerk's

# CENSUS · RECENSEMENT



December 9, 2005

Mr Jeff Kohler  
City of St. Thomas  
PO Box 520  
545 Talbot Street  
St Thomas, ON N5P 3V7

Dear Mr Kohler:

The next Census of Canada will take place on May 16, 2006. The Census of Population and the concurrent Census of Agriculture are the largest surveys conducted in Canada. They provide a detailed statistical picture of Canada and its population at a single point of time.

As you may already be aware, a number of federal-provincial laws, including the *Canada-Ontario Federal-Provincial Fiscal Arrangements Act*, the *Old Age Security Act* and the *War Veterans Allowance Act* are dependent on census information. In addition, census data are important as the provincial government uses them to develop programs in order to better serve the changing demographics of Ontario. Finally, Census data are essential for producing the population estimates used to allocate transfer payments from the federal government to the provincial/territorial governments.

Municipal offices serve as a vital link to the residents of your community. Statistics Canada is seeking your support by assisting us inform your constituents about the importance of the upcoming Census.

Census data are vital to all municipalities for:

- Planning public services such as health care, transportation, fire and police protection, subsidized housing, education, day care and employment and training programs
- Developing policies relating to growth management, parks, economic development, and municipal infrastructure
- Determining municipal boundary, annexation, amalgamation and electoral areas
- Planning future developments.

It is important for all residents in your community to know that:

- The next Census will take place on May 16, 2006
- Individual Census information is kept strictly confidential. All answers on census questionnaires are used in aggregate form only – names, addresses and



Statistics  
Canada

Statistique  
Canada

Canada

telephone numbers of individuals are not entered on the census database during the processing phase.

- By law, each household must provide the information requested in the census and by the same law, Statistics Canada must protect the confidentiality of the personal information provided by respondents.

There are several ways your municipality can help us promote the 2006 Census.

Your municipality may wish to consider:

- Co-developing communications strategies with Statistics Canada to promote the census message to your residents. May we suggest:
  - Sending census promotion materials in regular municipality communications, i.e. inclusion of mailers in utility bills;
  - Highlight Census Day, May 16, 2006, in calendars that the municipality distributes, i.e. recreation and recycling/garbage pick-up;
  - Message and link to census website on the municipalities' website.
- Promoting the census to community residents through municipal departments, particularly those agencies with extensive public contacts (i.e. parks and recreation and library services);
- Providing public space for census posters and displays in municipal buildings, recreation facilities and other public space;
- Making use of a Mayor's/Reeve's proclamation and/or municipal council resolution (which Statistics Canada would provide) declaring Census day.

Widely promoting the census to your municipality will help us to succeed. Our success is your success. A high coverage rate will allow us to produce accurate data that will be useful to you.

At this point, I would ask if you could appoint a contact person from your office with whom we could work on this initiative. Please have them contact Mr. Fulvio Martinez, Public Communications Officer, at (416) 952-3108, [fulvio.martinez@statcan.ca](mailto:fulvio.martinez@statcan.ca).

Thank you in advance for your support of the 2006 Census. We look forward to delivering the most accurate census possible!

Sincerely,



Douglas Newson  
Director, Central Region

Aussi disponible en français

ONT-COML-138E