

## **AGENDA**

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

**COUNCIL CHAMBERS    5:15 P.M. CLOSED SESSION**  
**CITY HALL            6:00 P.M. REGULAR SESSION    JULY 17TH, 2006**

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

OPENING PRAYER

DISCLOSURES OF INTEREST

MINUTES

DEPUTATIONS

COMMITTEE OF THE WHOLE

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

PUBLIC NOTICE

NOTICES OF MOTION

ADJOURNMENT

CLOSING PRAYER

#### **THE LORD'S PRAYER**

Alderman D. Warden

#### **DISCLOSURES OF INTEREST**

#### **MINUTES**

Confirmation of the minutes of the meetings held on June 19th and 26th, 2006.

#### **DEPUTATIONS**

##### **Police Services Report**

A representative of the St. Thomas Police Department will be in attendance to present the Police Services Report for the month of June 2006.

##### **St. Thomas Professional Fire Fighters Association - Resolution**

Warren Scott, President St. Thomas Professional Fire Fighters Association, will be in attendance to request that Council endorse a resolution from the City of Ottawa for a review of Ontario's Workplace Safety and Insurance Act. **Page 8**

**Material attached**

#### **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**

CIP Program - Holy Angels Church Façade Grant

Report CC-37-06 of the City Clerk. **Page 9**

Draft Plan of Subdivision File #34T-05507 - Orchard Park - Block Development Plan - Doug Tarry Limited

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Report PD-18-2006 of the Planning Director. **Pages 10 to 12**

Municipality of Central Elgin - Notice of the Passing of an Official Plan Amendment and Zoning By-Law Amendment - 4954 Sunset Road

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Notice was received from the Municipality of Central Elgin regarding the passing of an Official Plan Amendment and Zoning By-law No. 881 to permit the mini-storage use for the subject lands at 4954 Sunset Road.

Municipality of Central Elgin - Notice of the Passing of a Zoning By-Law Amendment - 6531 Bostwick Road

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Notice was received from the Municipality of Central Elgin regarding the passing of Zoning By-law No. 889 to permit one single detached dwelling as an interim permitted use, in addition to the growing of field crops at 6531 Bostwick Road.

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

Intersection of First Avenue and Edward Street

Intersection of Edward Street and Burwell Road

Road and Sidewalk Reserve Fund

**NEW BUSINESS**

By-Law for the Collection and Removal of Garbage and Refuse

Report CC-32-06 of the Deputy City Clerk. **Pages 13 & 14**

Environmental Services Departmental Health & Safety Procedures Manual

Report ES79-06 of the Compliance Coordinator. **Pages 15 & 16**  
**Manual attached.**

East Side Development Area (ESDA) - Sanitary Servicing Plan - Joint RFP for Consulting Services by the Municipality of Central Elgin and City of St. Thomas

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Report ES-81-06 of the Director, Environmental Services. **Pages 17 & 18**

Request for a Letter of Tolerance - 101 Kains Street

A letter has been received from Amy C. Dale, Solicitor, requesting a letter of tolerance for the property at 101 Kains Street. **Pages 19 to 22**

**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**Corporate Credit CardsInformation Technology and Internet Policy - Technology Resources - Acceptable Use Policy

Report TR 47-06 of the Director of Finance and City Treasurer. Pages 23 to 31

Cash Advances & Expenses Reimbursement Report**NEW BUSINESS**Federal Public Transit Funds - Municipal Funding Agreement

Report TR 42-06 of the Director of Finance and City Treasurer. Page 32

Interest Charges on Accounts Receivable

Report TR-44-06 of the Director of Finance and City Treasurer. Page 33

Rules and Guidelines for Allowable Business Expenses

Report TR 45-06 of the Director of Finance and City Treasurer. Pages 34 &amp; 35

Justice Building - Police Building Renovations

Report TR 46-06 of the Director of Finance and City Treasurer. Pages 36 &amp; 37

St. Thomas Consolidated Courthouse Project - Police Facilities

A letter has been received from Carole Watson, Chair, St. Thomas Police Services Board, requesting that Council continue financial planning for the next 4-5 years to facilitate renovations and retrofitting of the Justice Building. Pages 38 to 44

**BUSINESS CONCLUDED****COMMUNITY AND SOCIAL SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS**Parks Pavilion Renaming

Report TR-41-06 of the Manager of Culture and Recreation. Pages 45 &amp; 46

Walk of FameSt. Thomas Community Centre - Deficiency List

**NEW BUSINESS**

Canada - Ontario Affordable Housing Program - Delivery Plan

Report CR-06-06 of the Housing Administrator. Pages 47 to 54

Best Start Funding - Child Care Updated Service Plan

Report CR-06-09 of the Director, Ontario Works. Pages 55 to 62

Single-residential Property Tax Rate - Canada-Ontario Affordable Housing Program

Report CR-06-10 of the Housing Administrator. Pages 63 to 65

Ontario Works Report for the months of April, May and June 2006

Report CR-06-07 of the Director, Ontario Works. Pages 66 to 73

**BUSINESS CONCLUDED**

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

**UNFINISHED BUSINESS**

Intersection of Redan Street and Woodworth Avenue

Intersection of Manor Road and Chestnut Street

Leash Free Dog Park

Intersection of Chant Street and Lawrence Avenue

St. Thomas Transit Agreement and Terminal Building Lease Extension - I. Andersen

Report ES 80-06 of the Manager of Operations. Pages 74 to 98

**NEW BUSINESS**

St. Thomas Community Centre Accessibility Issues

Report TR 48-06 of the Manager of Facilities and Property. Page 99

Airport Quarterly Report - April 1st to June 30th, 2006

Report CC-35-06 of the Airport Superintendent. Pages 100 & 101

Canadian Owners and Pilots Association Flight 75 - Annual Fly-In - September 10th, 2006

Report CC-36-06 of the Airport Superintendent. Pages 102 & 103

Tender Award - No. 06-626 - Supply and Delivery of Three (3) Diesel Powered Community Transit Buses

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Report ES78-06 of the Supervisor of Roads & Transportation. Pages 104 & 105

Bus Services to 1063 Talbot Street and Shopping Complex near Elm Street and Wilson Avenue

A letter has been received from D. Durkin requesting city bus service to the stores at 1063 Talbot Street and a shopping complex near Elm Street and Wilson Avenue. Page 106

Request for Four-way Stop Signs - Intersection of White Street and Elizabeth Street

A letter has been received from Donald McCosh, 57.5 Elizabeth Street, requesting four-way stop signs at the intersection of White Street and Elizabeth Street. Page 107

**BUSINESS CONCLUDED**

**REPORTS PENDING**

ENVIRONMENTALLY SENSITIVE LAND USE - P. Keenan

REVIEW OF CITY BUS ROUTES - J. Dewancker

ALMA COLLEGE - Management Board

ROAD RESURFACING PROGRAM - BUDGET FORECASTS - 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**

Revisions to Purchase Card Policy and Procedures Manual

Report TR 43-06 of the Director of Finance and City Treasurer. Pages 108 to 114

The Sixth Report of the Site Plan Control Committee

**Report to follow.**

**PETITIONS AND COMMUNICATONS**

Voluntary Blackout Day Challenge - Sunday August 13th, 2006

A friendly challenge has been received from Mayor Michael Harding, City of Woodstock, to join Woodstock in reducing electricity consumption on Sunday August 13th, 2006. Page 115

The Township of Leeds and the Thousand Islands - Resolution

A request to endorse a resolution has been received from the Township of Leeds and the Thousand Islands to support the position that water must remain under public ownership and control.

### Capacity Review Committee Final Report

A copy of a resolution has been received from the County of Elgin supporting the Elgin-St. Thomas Board of Health's letter to Dr. Sheela Basrur, Chief Medical Officer of Health and Assistant Deputy Minister regarding the Final Report of the Capacity Review Committee.

### College of Physicians and Surgeons of Ontario - Doctor Shortages

A letter has been received from Drs. Dale Mercer and Rocco Gerace, College of Physicians and Surgeons of Ontario, outlining the actions taken by the college to increase the number of licensed physicians in Ontario. **Pages 116 to 118**

### Ontario Medal for Good Citizenship

A letter has been received from the Honourable Mike Colle, Minister, Ministry of Citizenship and Immigration, inviting nominations for the Ontario Medal for Good Citizenship. The deadline for nominations is August 4th, 2006.

### Card of Thanks

A card of thanks has been received from the family of Joanne Brooks thanking the Mayor and members of Council for their kind words and support during its recent bereavement.

### Card of Thanks

A card of thanks has been received from Beverly Wright, Chair, Day of Mourning Committee, thanking the Mayor and members of Council for proclaiming April 28, 2006 as the "Day of Mourning" and thanking those who attended the ceremony.

### Thank You Letter

A letter of thanks has been received from Bill Bynsdrorp, Elgin Area Scouts Canada, for city pins recently received from the Mayor's office.

## **UNFINISHED BUSINESS**

### City of St. Thomas 125th Anniversary

Report CC-39-06 of the City Clerk. **Pages 119 & 120**

### Minimum Maintenance Standards for Heritage Properties

## **NEW BUSINESS**

### Semi-Annual Attendance for Council for the period of January 1st, 2006 to June 30th, 2006

Report CC-34-06 of the Administrative Clerk. **Page 121**

### City of St. Thomas / County of Elgin 2006 Visioning Session

Report CC-38-06 of the City Clerk. **Pages 122 to 124**  
**Material attached.**

## **BY-LAWS**

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

1. A by-law to confirm the proceedings of the Council meeting held on the 17th day of July, 2006.
2. A by-law to authorize the Mayor and Treasurer to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and The Association of Municipalities of Ontario. (Federal Public Transit Funds)

3. A by-law to appoint a Municipal Law Enforcement Officer. (Amanda Graham)
4. A by-law to establish Salaries and Benefits for certain Non-Union employees of the City of St. Thomas.
5. A by-law to impose interest charges on unpaid accounts. (Accounts Receivable)
6. A by-law to establish and maintain a system for the collection, removal, and disposal of garbage, waste, and other refuse in the City of St. Thomas.
7. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and The Roman Catholic Diocese of London. (Community Improvement Plan Grant Acknowledgement and Agreement Form - Holy Angels Church - 502 Talbot Street)
8. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a Consent and Waiver of Notice-Application for First Registration registered as No. 455639 made by Doug. Tarry Limited. (Orchard Park Subdivision)

### **PUBLIC NOTICE**

### **NOTICES OF MOTION**

### **CLOSED SESSION**

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

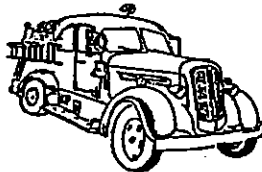
### **OPEN SESSION**

### **ADJOURNMENT**

### **CLOSING PRAYER**



St. Thomas Professional Firefighters  
Association



305-311 WELLINGTON STREET, ST. THOMAS, ONTARIO N5R 2T2

Thursday June 29, 2006

Mr. Wendell Graves, Clerk  
Corporation of the City of St. Thomas  
545 Talbot St.  
St. Thomas, ON  
N5P 1C3

**RE: REQUEST FOR DEPUTATION BEFORE COUNCIL ON JULY 17, 2006**

Dear Wendell,

The St. Thomas Professional Firefighters Association, Local 447 respectfully request the opportunity to make a presentation before St. Thomas City Council on Monday July 17<sup>th</sup>, 2006.

It is our sincere hope that the Council for the City of St. Thomas will mirror the actions taken by the City of Ottawa by making and endorsing a resolution of Council which calls on the Provincial Government to review Ontario's Workplace Safety and Insurance Act in order to ensure that firefighters and their families receive fair and timely compensation for illness or disease that is attributable to their work as firefighters; and that this motion be forwarded to the Association of Municipalities of Ontario and Federation of Canadian Municipalities.

Sincerely,

Warren Scott, President  
St. Thomas Professional Firefighters Association  
Local 447





Corporation of the

# City of St. Thomas

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Report No.  
CC-37-06

File No.

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

**Date**  
July 6, 2007

**Department:** City Clerks Department

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

**Attachment**

**Subject:** CIP Program – Holy Angels Church Façade Grant

## Recommendation:

THAT: Report CC-37-06 be received for information, and further,

THAT: Council enter into a Grant Acknowledgement Agreement for the project relating to Application 2005-028F, Holy Angels Church.

## Background

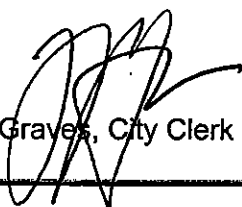
In 2005 a CIP Façade Project was approved for Holy Angels Church in the amount of \$10,000.

Work relating to the Façade Project included rebuilding of the buttress system, replacement of fractured stone and repointing of mortar joints.

The estimated value of work relating to the CIP Application was \$1,000,000.00

From information submitted to support the application it is evident that the actual work on the church has exceeded \$1million.

Respectfully,

  
W. Graves, City Clerk

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



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

Report No.: PD-18-2006

File No.: 34T-05507

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

**Date:** July 6<sup>th</sup>, 2006

**Subject:** Application by Doug. Tarry Limited, Draft Plan of Subdivision, File 34T-05507- Orchard  
Park - Block Development Plan.

**Department:** Planning Department  
**Prepared by:** P J C Keenan - Planning Director

**Attachments:**  
- draft plan (reduced)

**RECOMMENDATION:**

THAT: Report PD-18-2006 be received for information,

AND THAT: Council approve the Draft Plan of Subdivision File # 34T-05507 (Residential Plan of Subdivision) of lands owned by Doug. Tarry Limited which lands are legally described as Part of Lot 9, Concession 7, Geographic Township of Yarmouth, City of St. Thomas, County of Elgin, subject to the standard Municipal draft plan conditions including the requirement for the developer to enter into a subdivision agreement with the Corporation of the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters.

**ANALYSIS:**

**Proposal:**

Council, on September 6<sup>th</sup>, 2005, and on May 1<sup>st</sup>, 2006 approved in principle the the revised draft plan of Subdivision application submitted by Doug. Tarry Limited for the Orchard Park Block Development Plan. (Reports PD-34-2005 and PD-10-2006 respectively)

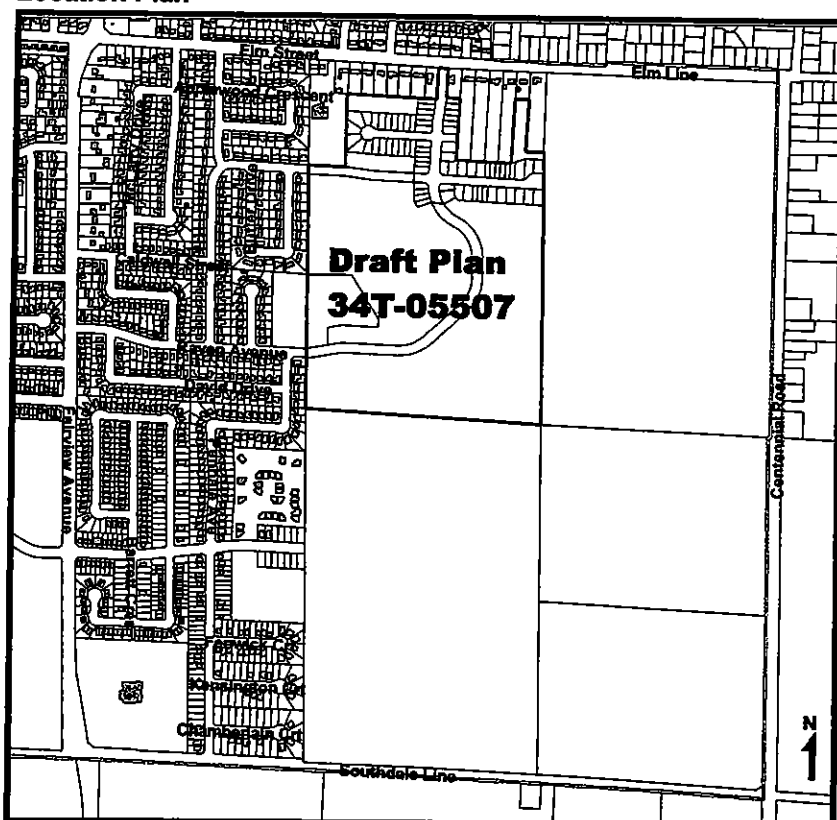
Located south of Elm Street, and east of Butler Drive (Applewood Subdivision), the lands comprise an area of approximately 34.07 hectares (84.18 acres). The first phase of development within the Block Plan consists of 72 lots for residential development comprised of 58 lots for single detached dwellings and 15 lots (30 units) for semi-detached dwellings and one block for a Storm Water management facility. Three new streets will be developed in the first phase. The balance of the lands within the proposed Block Plan consists of 4 Blocks (78,79,80 and 81) for future residential development, 2 Blocks (75&77) for future roads, and 1 Block (76) for park purposes located adjacent to Applewood Park. A reduced copy of the revised draft Plan is attached.

The location of the proposed subdivision and its relationship to the surrounding area is shown on the location plan.

Council's approval in principle was given subject to the following conditions:

- a final staff report following the review of comments/recommendations received from agencies and City departments upon completion of the circulation of the draft plan,
- confirmation by the Director, Environmental Services that there is sufficient uncommitted reserve treatment capacity in the sanitary sewerage system to service the proposed development;
- the developer entering a subdivision agreement satisfactory to the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters.

**Location Plan**



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**Draft Plan Circulation and Review:**

The external circulation of the draft plan of subdivision has now been completed and public meetings on the proposed Subdivision were held on October 3<sup>rd</sup>, 2005 and June 5<sup>th</sup>, 2006. Staff have completed their review of the proposed Subdivision and have reviewed the comments received from the public and other agencies.

Municipal staff, outside agencies and utilities have indicated their approval of the draft plan application and have identified their conditions to final approval to ensure development proceeds in accordance with their standards and approved Municipal standards. The comments received, where required, will be incorporated into the draft plan conditions and will provide the basis for the development of the subdivision agreement.

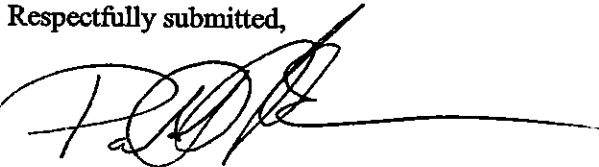
The Department of Environmental Services has confirmed that the proposed Draft Plan of Subdivision, meets municipal servicing standards and advises that pursuant to recommendation #2 of Report TR-34-97, the estimated sewage flows to be generated from the development of the lands can be treated by the City's Water Pollution Control Plant.

The Plan conforms to the Official Plan and the proposed lot layout complies with Zoning By-law 50-88.

**Conditional Approval:**

All of the conditions of approval in principle imposed by Council and the policies of the Corporation have been satisfactorily addressed through the draft Plan of Subdivision submission and circulation process. I am recommending draft plan approval of File # 34T-05507 subject to the standard municipal requirements and conditions and to the requirement for a subdivision development agreement with the Corporation respecting the provision of municipal services, financial, administrative and other related matters respecting the development of the lands.

Respectfully submitted,



P. J. C. Keenan  
Director of Planning

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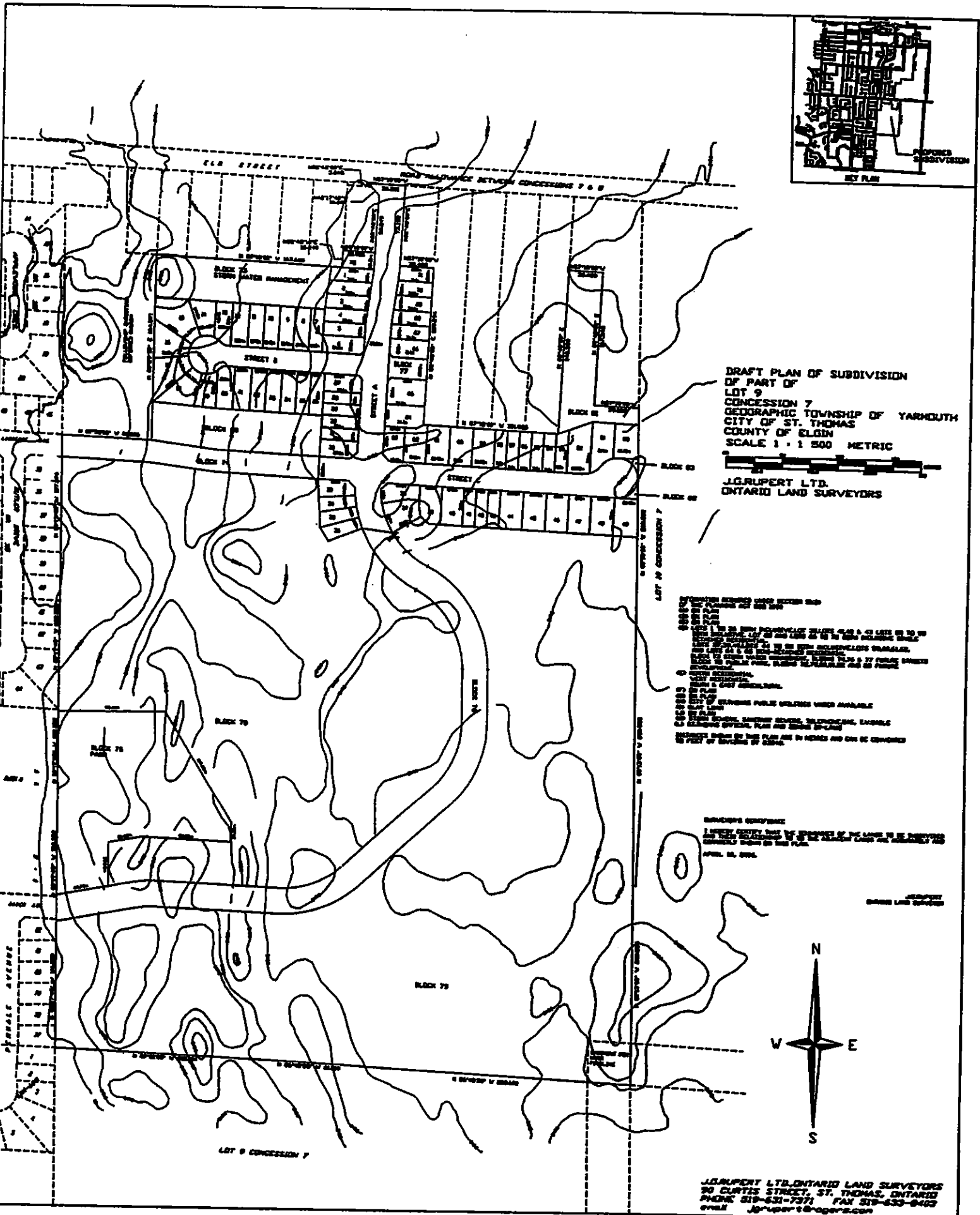
**Reviewed By:**

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


\_\_\_\_\_  
Treasury

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

\_\_\_\_\_  
Other



DRAFT PLAN OF SUBDIVISION  
OF PART OF  
LOT 9  
CONCESSION 7  
GEOGRAPHIC TOWNSHIP OF YARMOUTH  
CITY OF ST. THOMAS  
COUNTY OF ELGIN  
SCALE 1 : 1 500 METRIC



J. GRUPERT LTD.  
ONTARIO LAND SURVEYORS

1. INFORMATION REQUESTED UNDER SECTION 5403  
 2. DATE REQUESTED MAY 2008 2008  
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**SECURITY CONFIDENTIAL**

I HEREBY CERTIFY THAT THE MEMBERS OF THE LANCE TO BE SUBMITTED  
AND THEIR RELATIVES ARE OF THE ALLEGED LANCE AND NOTABLY AND  
GENERALLY KNOWN IN THE FIRM.

APRIL 25, 1966.

**J. ROBERT LTD. ONTARIO LAND SURVEYORS**  
90 CURTIS STREET, ST. THOMAS, ONTARIO  
PHONE 519-631-7371 FAX 519-633-8403  
email [jrobert@rogers.com](mailto:jrobert@rogers.com)



Corporation of the  
City of St. Thomas

-13-

Report No.

CC 32-06

File No.

Directed to:

Alderman M. Turvey and Members of the Environmental Services Committee

Date

June 7, 2006

Department:

Clerk's Department

Prepared By:

Richard Beachey, Deputy City Clerk

Attachments

- Report CC 13-06

Subject:

By-Law for the Collection and Removal of Garbage and Refuse

**Recommendation**

That report CC 32-06 in regards to the By-Law for the Collection and Removal of Garbage and Refuse be received for information; and

That the new garbage by-law and accompanying set fine schedule be adopted.

**Origin:**

Pursuant to Council direction from the meeting of February 20, 2006, the draft garbage by-law was provided to the City Solicitor for final preparation.

**Analysis**

The by-law is now in final form and is provided to Council for adoption. The amounts proposed for the set fine schedule are viewed as deterrence against bad behaviour and were derived from the tidy lot by-law.

**Financial Considerations:**

None that can be seen.

**Alternatives:**

The Committee may:

1. Proceed with the By-law.
2. Not proceed with the By-law.

Respectfully,

Richard Beachey, Deputy City Clerk  
City Clerk's Department

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



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

Report No.

CC 13-06

File No.

**Directed to:** Alderman M. Turvey and Members of the Environmental Services Committee

**Date**  
February 15, 2006

**Department:** Clerk's Department

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

**Attachments**  
- draft garbage by-law

**Subject:** By-Law for the Collection and Removal of Garbage and Refuse

**Recommendation**

That report CC 13-06 in regards to the By-Law for the Collection and Removal of Garbage and Refuse be received and;

That the updated garbage by-law be forwarded to the City Solicitor for approval.

**Origin:**

City By-law Enforcement Services has encountered problems with enforcing the current by-law, which dates from 1971. The current by-law has no stated statutory authority, no set fine, has English measurements and should be updated for this and to indicate the two bag limit and availability of bag tags.

**Analysis**

The public has become much more aware of the existence of this by-law which is intended, as a primary purpose, to address the improper disposal of waste on public property. It should be noted that this differs from the tidy lot by-law, which addresses waste on a private property. There is an interest by the public, where a violation has occurred to have these concerns addressed. A common violation is a rental property where a tenant has moved and placed furniture and other debris on a boulevard for pickup, which never occurs. While the current By-law does address this, as noted, it is unenforceable.

The updated by-law includes a statutory authority for the by-law, a set fine, has metric measurements, and has reference to the two bag limit and the availability of bag tags. The update also provides an authority to seek redress from the owner of the property from whence the waste originated either through recovery of cleanup costs and/or through charges.

In discussing the need to update this by-law, it was suggested that there be some reference to the recycling and composting services that have been brought into the City since the existing by-law was adopted. It is to be noted that this By-law is only intended to address an enforcement issue.

It is recognized that there are issues related to the current contract and with recycling and composting, and feel that these issues have to be addressed. However, given the scope of those discussions, a separate report is warranted.

**Financial Considerations:**

None that can be seen.

**Alternatives:**

The Committee may:

1. Proceed with the By-law.
2. Not proceed with the By-law.

Respectfully,

Richard Beachey, Deputy City Clerk  
City Clerk's Department

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

**City of St. Thomas**

-15-

**Report No.**

ES79-06

**File No.**

06-003-00

**Directed to:**

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

**Date**

July 10, 2006

**Department:**

Environmental Services

**Attachment**

**Prepared By:**

John Walker, Compliance Coordinator

Appendix A – ES  
Departmental H&S  
Procedure Manual

**Subject:**

**Environmental Services Departmental Health & Safety Procedures Manual**

**Recommendation:**

1. Report ES79-06 be received for information.
2. The attached Environmental Services Departmental Health and Safety Procedure Manual be received.
3. The Health and Safety Procedure Manual be circulated to all Environmental Services employees with the intent to enhance staff knowledge and how to safely perform various activities that are regulated under the Ontario Health and Safety Act.

**Origin:**

The Environmental Services staff performs various activities on a daily basis that need to be executed in a safe way and which are regulated under the Ontario Health and Safety Act (OHSA). While all staff has been trained in the safe execution of these activities, a further due diligence action on the part of the Corporation is to issue written procedures to all staff on how to safely perform these activities. The current City Health and Safety Manual currently provides a policy basis, however the procedural aspect of the manual needs to be more specific for ES departmental needs. Every member of the Environmental Services workforce needs to be aware of the Procedures and Guidelines as outlined in this manual.

**Analysis:**

This manual arose from the specific needs of Environmental Services Personnel, and is meant to complement the City's Health and Safety Policy and Procedures Manual with specific directions to staff on how to safely perform various activities and safely use various types of equipment.

It contains both Procedures or work instructions and Guidelines as to how to specifically complete a task.

The Procedures are regulated by legislation, for example – Confined Space Entry or Personal Protective Equipment.

The Guidelines are more centred around best practices. For example, how a worker can minimize the effect of Ultraviolet (UV) radiation from the sun or how to minimise exposure to West Nile Virus.

This document will augment the overall staff knowledge and training required to safely perform the work and will create another building block of our corporate goal to enhance staff's competency under the Occupational Health and Safety Act (OHSA), especially in high visibility tasks such as Trenching and Shoring, Traffic Control on Work Sites (Book 7 of the Ontario Traffic Manual), and Confined Space Entry.

It will also enhance the collective knowledge about the potential or actual danger to health and safety in the workplace, provide a uniform standard designed to minimize the frequency and severity of accidents and ensure that operational activities comply with applicable legislation (due diligence). To the same extent, one of the primary responsibilities of the employer in addition to ensuring that procedures are followed is to ensure that each staff member is competent under the OHSA. Competency in this regard means:

- Qualified by knowledge, training and experience to perform the work;
- Familiar with the OHSA Regulations as they apply to the type of work;
- And, knowledgeable about the potential or actual danger to health and safety in the workplace.

This manual will be issued to all members of the Environmental Services Staff for their reference and understanding. After each employee has had sufficient time to review the manual, verification of the employee's knowledge and understanding of the manual will be recorded. A record of this statement will be kept in the personnel file of each employee.

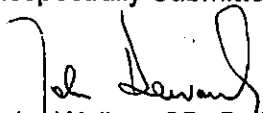
In the near future, it is hopeful that these documents can be accessed by all Environmental Services



staff via a departmental intranet website to minimize the environmental impact as a result of the large amount of paper copies that would be required.

These procedures have been reviewed with the Environmental Services Operations and Engineering Staff as well as the Human Resources department.

On an annual basis or as technical/legislative needs arise, these Health and Safety Procedures and Guidelines may be amended upon review by City Council and upon recommendation by the Director, Environmental Services and the Human Resources Director.

Respectfully Submitted,

  
For John Walker, CD, B.Sc., Compliance Coordinator  
Environmental Services

Reviewed By:		
Treasury	Env Services	HR
Planning	City Clerk	Other





Corporation of the

**City of St. Thomas**

-17-

Report No.

ES81-06

File No.

07-093

**Directed to:** Alderman Marie Turvey, Chair, and Members of the Environmental Services Committee of Council

**Date**  
**July 10, 2006**

**Department:** Environmental Services

**Attachment**

**Prepared By:** John Dewancker - Director

**Subject:** **East Side Development Area (ESDA) – Sanitary Servicing Plan. Joint RFP for Consulting Services by the Municipality of Central Elgin and the City of St. Thomas**

#### **Recommendation:**

THAT: Report ES81-06 be received as information; and further,

THAT: City Council authorize the East Side Sanitary Servicing Committee to participate in a joint municipal Request for Proposals for the provision of consulting services associated with the implementation of the Sanitary Servicing Plan for the East Side Development Area.

#### **Origin**

Following the establishment by the Councils of the Municipality of Central Elgin and the City of St. Thomas, of a Steering Committee to oversee the implementation of the Sanitary Servicing Plan for the East Side Development Area, on June 22/06 the East Side Servicing Committee met to discuss the implementation aspect of this joint Municipal Servicing Plan.

#### **Analysis**

The ESDA Sanitary Servicing Mast Plan, as amended, was adopted by the City of St. Thomas during the month of June.

At this time, the next step towards the implementation of this Sanitary Servicing Plan is to complete the detailed engineering design of the Sanitary Sewage Pumping Station and force main the construction of the new sanitary services and the upgrading of a number of existing sanitary sewer sections within the City of St. Thomas. Also, a financial analysis will need to be completed to determine how the cost of all ESDA sanitary sewer works will be apportioned between the Municipality of Central Elgin and the City of St. Thomas and to recommend the means by which each municipal share of this cost will be recovered through the establishment of an appropriate charge per property/unit within the Phase I sanitary drainage catchment of the East Side Development Area. These works will likely be initiated under sections 391 and 400 of the Municipal Act and O.R. 244/02.

As the design and the financial analysis of sewage works is multi disciplinary in nature, involving specialized engineering expertise including mechanical, electrical, geotechnical, civil etc. as well as specialized financial services, the Joint ESDA Servicing Committee recommends that a consulting firm be retained to complete this work and that a Request for Proposal be issued to select a consultant in this regard.

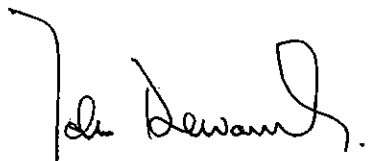
#### **Financial Considerations:**

The City's 2006 approved Capital Budget includes an allowance of \$100,000 for ESDA engineering design services. This allowance was budgeted in the absence of knowing the inter municipal as the initial City contribution towards engineering design works cost sharing arrangement between both municipal parties for all the capital works that will be required to service the East Side Development Area. On July 17, 2006, the Council for the Municipality of Central Elgin (MCE) will be receiving a report recommending that a MCE budget of \$100,000 also be created to fund the engineering design and financial analysis stage of this project.

Once the respective municipal apportionment of the costs of all ESDA Capital Works has been determined, an adjustment of the design budget for each municipality will be made to reflect such apportionment of cost.

At this time, a portion of the City's design budget of \$100,000 is being used for the engineering design of a gravity sanitary sewer system along Talbot Street, east of Manor Road over a distance of approximately 300m in accordance with the findings and recommendations of the amended ESDA Servicing Master Plan. Once the capital cost of this sewer has been determined as well as the source of funding for the construction of this new sewer extension, a budget amount for the installation of this sewer system will be included in the 2007 Capital Budget Submission.

Respectfully, Submitted



John Dewancker, P .Eng Director  
Environmental Services

cc. D. Leitch, L. Perrin, MCE

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Reviewed By:                                                                                      
                  Treasury    Env Services    Planning    City Clerk    HR    Other

# GUNN & ASSOCIATES

c/b Douglas George Gunn Professional Corporation

BARRISTERS, SOLICITORS & NOTARIES PUBLIC  
108 CENTRE STREET  
ST. THOMAS, ONTARIO  
CANADA  
N5R 2Z7

Telephone: 519-631-0700  
Facsimile: 519-631-1468  
E-Mail: [amydale@gunn.on.ca](mailto:amydale@gunn.on.ca)

OUR FILE NUMBER: 70683

June 29, 2006

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

## FACSIMILE TRANSMISSION

To Fax#: 519-631-2130  
# of Pages: 5  
Date: June 29, 2006  
Time 10:45 A.M.  
Operator LD

THIS MESSAGE IS INTENDED FOR THE USE OF THE ADDRESSEE AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL IN NATURE. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE DESTROY IT AND NOTIFY US IMMEDIATELY BY TELEPHONE.

ORIGINAL By Mail ☐ By Courier ☐ Not Sent X

**Attention:** Ivar Andersen, Manager of  
Operations and Compliance,  
Environmental Services

RE: HYNES sale to LAMOURE  
101 Kaines Street, St. Thomas, ON

I am acting for the owners of the property municipally known as 101 Kains Street, ST. Thomas, ON. My clients are selling the property and the sale is scheduled to close on July 7, 2006.

The property is located on the north west corner of Kains and Alma Streets. The prospective purchasers have obtained a building location survey which shows the steps from the front porch encroaching onto the road allowance for Kains Street by 1.3 feet. Attached is a strip copy of the new survey for your reference.

My clients purchased the property in 1997 and the stairs for both porches were in place at that time. They were also provided with a statutory declaration from the previous owner stating that there had not been any changes to the exterior of the building since at least January 1, 1968.

We request a Letter of Tolerance from the City in relation to this encroachment and further to your email dated June 28, 2006, we confirm that the City staff have no objection to our request.

We understand Council will be considering our request for a Letter of Tolerance and your recommendation on July 17, 2006 and look forward to hearing from you in this regard.

Yours truly,



Amy C. Dale

ACD:kl  
Enclosures

- 20 -



Brian Vaughan Surveying Limited

124 CENTRE STREET, ST. THOMAS, ON N5R 2Z9

G. BRIAN VAUGHAN, ONTARIO LAND SURVEYOR

TELEPHONE: (519) 631-6057  
FAX: (519) 631-8255

**SURVEYOR'S REAL PROPERTY REPORT  
PART 2) SURVEY REPORT**

June 14, 2006.

**DESCRIPTION OF LAND**

Part of Lot 10, West on Abna Street, Registered Plan 43 City of St. Thomas.  
Municipality known as 101 Kains Street. Part 1 Plan 11R-5147. P.L.N. 35177-0177.

**REGISTERED EASEMENTS AND/OR RIGHTS-OF-WAY**

There are no registered easements or rights of way affecting these lands.

**COMPLIANCE WITH MUNICIPAL ZONING BY-LAWS**

Not certified by this report.

**ADDITIONAL REMARKS**

The chainlink fence along the northerly and westerly limits is on line. The wood steps along the southerly limit extend 1.3 feet onto Kains Street.

This report is to be read in conjunction with Surveyor's Real Property Report Part 1) Plan of Survey, dated June 14, 2006.

OUR FILE 06-48

  
BRIAN VAUGHAN  
ONTARIO LAND SURVEYOR

TO: Wendall Graves, City Clerk

It is recommended that the standard letter of tolerance be granted for the above encroachment.

Yours truly,



Ivar Andersen  
Manager of Operations and Compliance



# SURVEYOR'S REAL PROPERTY REPORT

## PART 1 ) PLAN OF PART OF LOT 10

WEST ON ALMA STREET

REGISTERED PLAN 43

CITY OF ST THOMAS

COUNTY OF ELGIN

519) 631-5057  
619) 631-8255

0 10 20 30 FEET

SCALE 1" = 10'

DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE  
CONVERTED TO METRES BY MULTIPLYING BY 0.3048

### BRIAN VAUGHAN SURVEYING LIMITED

#### NOTES:

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE NORTHERLY LIMIT OF  
KANS STREET AS SHOWN ON REFERENCE PLAN 11R-5147, HAVING A BEARING  
OF N 89° 08' 30" W.

#### LEGEND:

■	- DENOTES	SURVEY MONUMENT FOUND
□	- DENOTES	SURVEY MONUMENT PLANTED
S.I.B.	- DENOTES	STANDARD IRON BAR
R.I.B.	- DENOTES	ROUND IRON BAR
I.B.	- DENOTES	SQUARE IRON BAR
INST.	- DENOTES	INSTRUMENT
WIT.	- DENOTES	WITNESS
REG.	- DENOTES	REGISTERED
MEAS.	- DENOTES	MEASURES
1355	- DENOTES	BRIAN VAUGHAN, O.L.S.
1130	- DENOTES	J.G. RUPERT, O.L.S.
741	- DENOTES	D.I. HOUGHTON, O.L.S.
SU	- DENOTES	SOURCE UNKNOWN
481	- DENOTES	F.A. BELL, O.L.S.

ASSOCIATION OF ONTARIO  
LAND SURVEYORS  
PLAN SUBMISSION FORM  
1590495



THIS PLAN IS NOT VALID  
UNLESS IT IS AN EMBOSSED  
ORIGINAL COPY  
ISSUED BY THE SURVEYOR  
In accordance with  
Regulation 1629, Section 29(3).

NOTE: THIS REPORT CAN BE UPDATED BY THIS OFFICE, HOWEVER  
NO ADDITIONAL PRINTS OF THIS ORIGINAL REPORT WILL BE ISSUED  
SUBSEQUENT TO THE DATE OF CERTIFICATION.

THIS REPORT WAS PREPARED FOR WAYNE LAMOURE  
AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR THE USE  
BY OTHER PARTIES

#### SURVEYOR'S

#### CERTIFICATE

##### I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH  
THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT  
AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 12th. DAY OF JUNE, 2006.

ST. THOMAS, ONT.,  
JUNE 14, 2006.

BRIAN VAUGHAN  
ONTARIO LAND SURVEYOR

**BRIAN VAUGHAN SURVEYING LIMITED**  
124 CENTRE STREET ST. THOMAS, ONT. N5R 2Z9  
PH. (519) 631-5057 FAX (519) 631-8255  
E-MAIL bvaughan@golden.net

FILE: 06-46



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

-23-

Report No.

TR 47-06

File No.

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

**Date**

July 7, 2006

**Department:** Treasury

**Attachment:**

Appendix "A"

Existing Policy

Appendix "B"

Recommended Policy

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

**Subject:** Technology Resources - Acceptable Use Policy

**Recommendation:**

In connection with report TR 47-06 it is recommended that Council approve the Administrative Policies and Directives for Acceptable Use of City Technology Resources.

**Report:**

**Background**

The City's existing Electronic Mail & Internet Use Policy (Appendix A) became effective on January 1, 2000 and has remained unchanged since that time.

**Comments**

At this time we believe that it is appropriate to update and revise the policy per attached Appendix B.

The Management Board and the City Solicitor have reviewed the recommended policy. We note that an Agreement Form is required to be acknowledged by all staff using the City's Technological Resources.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer

## **Electronic Mail & Internet Use Policy**

### **Effective January 1, 2000**

#### **Purpose of Policy**

1. To define the appropriate use of the City of St. Thomas' Electronic Mail System
2. To define the appropriate use of the City of St. Thomas' Internet System

The Electronic Mail System is a City owned system which is intended to facilitate internal business communications, therefore messages within the System are the expressed property of the City.

Employees using the Electronic Mail System are required to use care and discretion in the content of all electronic communications, adhering to the conditions of use and guidelines for usages as contained in this Policy.

The Internet System is a City owned system which is intended to facilitate the collection and dissemination of information relevant to City business.

Employees using the Internet System are required to abide by the conditions and guidelines of usage as contained in this Policy.

Any misuse of the Electronic Mail privileges or the Internet System may expose an employee to disciplinary action

#### **Definitions**

*"User" all persons authorized to access the Electronic Mail System or the Internet System.*

*"Internet" the global interconnection of data networks or bulletin board systems that commonly use the Internet protocol.*

*"Sensitive Information" personal, confidential or protected information whose release is unauthorized (i.e. information which is reasonably accepted or excluded from access under the Municipal Freedom of Information and Protection of Privacy Act.*

*"Inappropriate or offensive material" includes but is not limited to pornography, "adult sites", any site that promotes hateful or seditious activity, sites that provide information such as how to make explosives, promote illegal activity, or any material that contravenes the Ontario Human Rights Code.*

#### **Conditions of Use**

Electronic Mail and Internet Use is provided to employees to facilitate and enhance communications with the public, vendors, contractors, and other sources of information relative to City business and to provide interaction among Staff.



The E-mail System and any electronic transaction is the property of the City of St. Thomas. The employee has no privacy rights over any material within the e-mail system. The City maintains the right to access any employee's e-mail files if immediate access is required to ensure continued operation of the System: if the employee is out of the office for a lengthy period: if there is reasonable belief that Corporate Policy has been violated: or a legal investigation has been initiated.

No information should be distributed over the Internet which would not be distributed on the City's letterhead or logo, and no information should be viewed, copied or saved which is not related to City business.

E-mail and Internet usages must be able to survive public scrutiny and/or disclosure. Users must avoid accessing sites containing sensitive information or which might bring the City into disrepute, such as those which carry inappropriate or offensive material.

Minimal private use of the E-mail System will be allowed to the same degree that personal phone calls are permitted from time-to-time, when necessary. Private use will be subject to the City's policies and guidelines and must not detrimentally effect employee productivity, disrupt the system and/or harm the reputation of the City of St. Thomas.

No employee shall use e-mail to knowingly send or receive copyright protected material, games, pornographic or offensive materials in any format. Where such material is received it should be deleted from the System immediately.

Any programs, CDs or attachments including screen savers which are received or downloaded from external sources may contain viruses. While information from reliable sources may be accepted, users should use discretion and scan material for viruses from unknown suspect sources.

E-mail shall not be sent from another employee's PC unless the sender has logged on and is sending the e-mail under his or her own password. Passwords should remain confidential and never be shared.

Files or data belonging to other users may not be deleted or modified without the user's consent.

#### **Guidelines for Usages**

Employees are reminded that Electronic messaging is not a secure means of communication and should not be used for confidential information. The sender loses control of the information once a message is sent.

All e-mail is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

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Users should carefully consider the intended audience, tone, formality and format of all e-mail messages.

Sending large attachments (greater than 1 megabyte) to distribution lists should be avoided during regular business hours because of the impact on the network.

Any message received which is intended for another person should be returned to the sender and any copies of the misdirected message should be deleted after being returned. Any incorrectly addressed message should only be forwarded to the intended recipient if the identity of that recipient is known and certain.

Single topic messages should be created wherever possible to facilitate filing, retrieving and forwarding.

Employees may not use the Internet to order goods and services for personal use nor may they send "for profit" messages via the Internet.

Personal and business credit card information should never be entered on the Internet.

All Staff are encouraged to log off their PCs if they will be away from their desk for an extended period of time.

The City may monitor the use of the City networks and monitor selected network traffic at the request of a Department Head. Alleged inappropriate use of email or the Internet will be reviewed on a case by case basis and may lead to disciplinary action. Managers and supervisors will be responsible for taking disciplinary action when required.



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

**Administrative Policies and Directives  
For  
Acceptable Use of City Technology Resources**

**PURPOSE**

To establish an Acceptable Use Policy (AUP) that identifies and defines the appropriate use and responsibility requirements for the users of corporate desktop PCs, laptops, Personal Digital Assistants (PDAs), and related components, technologies and supporting software/hardware, and electronic systems. This policy applies to all corporate employees, including non-corporate and/or contractors.

**ADMINISTRATION**

**Overall Principles:**

1. All equipment and software programs, information and data installed or created on corporate equipment belongs to The Corporation of the City of St. Thomas (the "Corporation") unless an agreement to permit the storage of data is in place. This includes all programs, documents, spreadsheets, databases, and methods or techniques, etc. developed using corporate equipment and/or software, while employed by the Corporation.
2. Information or data cannot be copied to removable media (e.g. diskette, writeable CD) or downloaded electronically to another individual, agency, public or private corporation, for any purpose other than approved corporate business.
3. All electronic documents related to the Corporation, including e-mails that are created, received, and retained by an employee either electronically or on paper, and placed in a paper file, are considered under legislation to be "records" of the Corporation.
4. Equipment and software cannot be used for any activity for which an employee receives remuneration or "in-kind" service, or other personal benefits other than those received directly from the Corporation.
5. A User-Identification (UserId)/password must be confidential to each user and not be shared amongst users (except for authorized pre-arranged group UserIds). E-mail shall not be sent from another employee's PC unless the sender has logged on and is sending the e-mail under his or her own password.
6. Users are accountable for all activities that occur under their UserId/password. Users are responsible for immediately reporting any known or suspected compromise of their UserId/password. If an irregularity is suspected, the IT Network Administrator can examine logs to determine if unauthorized usage may be occurring. Users are required to log off their PCs if they will be away from their desk for an extended period of time.

7. Passwords:
  - Shall not be left where someone else can find it (e.g. taped to a PC, under a keyboard, etc).
  - All users will be required to change their passwords every 180 days.
  - Minimum password length of eight characters made up of a combination of alphabetical letters and numbers.
  - An account lockout occurs after 3 attempts and resets after 60 min.
8. Information, data, source code, and programs where applicable, for all networked computers are to be stored on the network server, rather than the local hard drive so that protection and backups are provided on a regular schedule.
9. Permanent corporate information is **not** to be stored on individual PCs, or any external storage medium without written permission from their Department Head.
10. The IT Network Administrator is responsible for backups and offsite storage of all data/software stored on network servers. In rare instances where information cannot be stored centrally, (e.g. computer is not on the network) supervisors are responsible for ensuring that backups are being done frequently, to adequately protect information not stored on networked computers.
11. Only software and/or hardware that has been purchased by, or approved by the Corporation, is to be used on the Corporation's computer equipment. All software on personal computers must be used in accordance with the license/copyright agreements for the specific software in use. Unless approved by the Treasurer and/or the IT Network Administrator for business applications, all computer software and/or hardware including games, shareware, palm pilots, freeware, screen savers, or any other products or applications are not to be used or installed on the Corporation's computer equipment, regardless of their source. Software and/or hardware is not to be added or removed from corporate equipment without prior written (or e-mail) approval from the IT Network Administrator.
12. The broadcast facilities found in electronic mail systems, may only be used with the approval of the manager responsible for the staff to which a message would be broadcast. This policy is intended to avoid disrupting staff with irrelevant or unapproved messages. For example: scheduling online meetings, radio broadcasts, view presentations or training seminars.
13. Staff should have no expectation of privacy associated with the information they store in or send through these systems. At any time and without prior notice, management reserves the right to examine, and analyze all computer network traffic, including e-mail, and Internet activity on all storage mediums.
14. Employee use of City electronic systems including but not limited to equipment, hardware, systems, data, programs, databases, internet resources or email resources (hereafter "electronic systems") is intended solely for activities which are necessarily incidental to the employment of the user. City electronic systems are not intended for personal use, and employees shall not have any expectation of privacy when using any City electronic system.
15. All confidential electronic communications shall be identified by the sender as confidential. The disclosure to a third party of any confidential electronic communication received by any City employee is strictly prohibited, except as authorized by the sender of the communication, the City, or except as otherwise required by law.

**Overall Principles: cont'd**

16. The City through its authorized personnel may access, monitor, review, copy or disclose any electronic communications made in any way at any time by any employee at the City's entire discretion. With the authorization of the City Treasurer and the Director of Human Resources, Management may access or monitor user activities, Internet usage, files, etc., including archived material of present and former employees, without the user's consent. All employees have a responsibility to report policy violations to their Department Heads.

**APPLICATION**

**Internet Resources**

**Conditions of Use:**

The Internet System is a City owned system, which is intended to facilitate the collection and dissemination of information relevant to City business. It provides employees and elected officials the necessary tools for research and system support issues relevant to the Corporation's business. The City Treasurer with the assistance of the IT Network Administrator shall manage the risks inherent to Internet and e-mail connectivity. Managers may request the IT Network Administrator to block public Internet access for specific employees and/or locations and resources. Corporately provided Internet access and e-mail are corporate resources, and are to be used for corporate business purposes. However, minimal personal use of systems is authorized within reasonable limits provided that such use does not violate any aspect of this policy or adversely affect an individual's performance of work duties and responsibilities or adversely impact work time; and provided the employee has their supervisor's approval. Employees are responsible for exercising good judgment regarding the reasonableness of personal use, however, under no condition is the Internet to be used to access sites that generally are viewed as inappropriate. User access is a privilege, not a right. The prime purpose of the Internet as provided to corporate employees is for corporate business. Please refer to Guidelines for Usage for further explanation.

**NOTE:** Users who use laptops to connect to the Internet at home will be required to have a personal firewall installed that prevents the unauthorized access of confidential data stored on their local drives.

**Guidelines for Usage:**

***Employees shall not knowingly:***

- a) Visit Internet sites that contain obscene, pornographic, hateful or otherwise objectionable content, without the expressed authorization of the City Treasurer for the purpose of work-related research. Should an employee require specific material from a blocked site, a request for such information should be made to the IT Network Administrator who will consult with the City Treasurer and arrange to provide a hard copy of the document if appropriate.
- b) Send or willingly receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person or group of persons, without the express authorization of the City Treasurer for the purpose of work-related research.

## Internet Usage: cont'd

- c) Access any internet site for the non-business purposes of, but not limited to, posting personal messages on Internet e-mail services (e.g. Hotmail.com, Yahoo.com, etc.) chat rooms, newsgroups' and messaging services (e.g. MSN Messenger). It is also unacceptable to access/receive streaming audio/video files, dating services, escort services, Internet gaming, gambling and other types of personal referral services for purposes unrelated to City business.
- d) Use continuous access technology such as "Push or Pull" common to many news services, or other Web sites that do not require user intervention to refresh information (e.g. PointCast, Audio, Music, Listservs, etc). This can seriously affect the performance of the Wide Area Network by wasting bandwidth.
- e) Use the Internet for illegal purposes or to order or sell goods and services for personal use, or gain or to gather information to support illegal activities.
- f) Distribute any information over the Internet, which would not be distributed on the City's letterhead or logo. No information should be viewed, copied, or saved which is not related to City business.
- g) Infringe copyright or other intellectual property rights of other people (i.e. reproducing and/or distributing copyrighted materials without proper authorization).
- h) Create a risk to the Electronic Infrastructure Assets.

Downloading of non-executable files for business use is permitted; these include reports, Adobe "PDF" files, spreadsheets, information flyers, etc. Employees must ensure the source is reliable, as viruses can be introduced to the system through spreadsheets and other documents. Executable software may not be downloaded without written authorization from the employee's manager. Such software, if approved, must be downloaded to a specific folder and checked for viruses before being executed. Each supervisor is responsible for his or her respective employees' use of the Internet. The applicable Department Head, City Treasurer and Director of Human Resources will co-ordinate any action as a result of abuse of Internet privileges.

## Electronic Mail Resources

### Conditions of Use:

The Corporation's electronic mail ("e-mail") system allows users to write, send and receive e-mail communications. Employees are reminded that Electronic messaging is not a secure means of communication and may not be appropriate to communicate confidential information. All electronic transactions are the property of the City of St. Thomas. Employees using the e-mail system are required to use care and discretion in the content and delivery of their electronic communications, as they have no privacy rights over any material within the system. If electronic mail (e-mail) is not required as a permanent record of the Corporation, it should be read and deleted from the system at the end of the working day upon which it is received.

## Electronic Mail Resources: cont'd

### Guidelines of Usage:

E-mail records are like any other records that are created to correspond with customers. As a result, professional business practices shall be adhered to in respect to the creation and content of e-mail records.

The following e-mail guidelines shall be adhered to:

- a) E-mail usage must be able to survive public scrutiny and/or disclosure, so only business-like language (complete sentences, business letter formats and correct spelling) will be acceptable.
- b) Do not express personal opinions about individuals or situations, unless it is a specific task or requirement as part of your position or job function.
- c) Any message or file sent via e-mail must have employee's name included. Users should create separate signature files for personal and official e-mail that is sent from government accounts. The text of the official signature must list name, job title, department and applicable telephone/fax numbers.
- d) If there is a need to include confidential information, mark your text as "confidential". For example, in a property file, if a price is suggested in an Offer of Purchase that the City might be making to an owner, the text shall be marked as "confidential"; text containing or commenting upon legal opinion or strategy shall be marked "confidential".
- e) In general, do not include any text or information that would not be suitable or could not be "made public", subject to the confidential issues referred to item (d) above. Ensure the correct e-mail address is used for the intended recipient(s) and ensure the subject line is filled out. Try to avoid using mass distribution lists for highly focused topics.
- f) No employee shall use e-mail to knowingly send or receive copyright protected material, games or offensive materials in any format. Where such material is received it should be deleted from the System immediately.
- g) Sending large attachments (greater than 1 megabyte) to distribution lists should be avoided during regular business hours because of the impact on the network. Note, it is unacceptable to send large files such as animated greetings cards, etc.

### MANAGEMENT OF USERS:

Departments are to notify the IT Network Administrator of all changes to be made to employees' UserIds. This includes disabling the person's access (temporarily or permanently), deleting the UserId, adding new users, changing access rights, advising of employee location changes, etc. Upon termination or transfer, all documentation, e-mail, programs, etc. are to be turned over to the employee's Division Head. No information is to be deleted or otherwise made inaccessible or non-functional regardless of storage medium. All information remains the property of the Corporation.

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Users are to surrender any documentation in their possession relating to the Corporation's hardware or software upon termination of their employment.

**MONITORING:** Reporting of abuses of this policy will be a function of IT Network Administrator as directed by the applicable Department Head, City Treasurer and Director of Human Resources. Monitoring and reporting of abuses of this policy will not distinguish between business and personal use.

**POLICY VIOLATION:** Any use of the City's technology resources that breaches this policy could result in disciplinary action deemed necessary in accordance with the Corporate Progressive Discipline Policy.

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The Corporation of the City of St. Thomas

## Acceptable Use of City Technology Resources – Agreement Form

*If you have any questions about the above policies, address them to Human Resources Division before signing the following agreement.*

I acknowledge that I have received a written copy of the Acceptable Use of City Technology Resources Policies for the Corporation of The City of St. Thomas. I understand the terms of this policy and agree to comply with them. I understand that any deliberate breach of these will be viewed seriously and could result in action being taken under the City's disciplinary procedures in accordance with the Progressive Discipline Policy.

I accept that all access to the Internet is recorded and may be monitored and that any 'irregularities' encountered in this process will be reported simultaneously to the City Treasurer and Human Resources Division, my manager, and the Department head for appropriate action.

I understand that if I inadvertently access any Internet site containing unsuitable material, I am required to report this matter as a security breach through the IT Network Administrator.

*Please complete the details on this form and return to Human Resources Division.*

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Service: \_\_\_\_\_ Department: \_\_\_\_\_

Work Tel. No: \_\_\_\_\_ Work Fax No.: \_\_\_\_\_

Login ID: \_\_\_\_\_ Server Name (if known): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

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Report No.

TR 42-06

File No.

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

**Date**  
June 27, 2006

**Department:** Treasury

**Attachment:**

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

**Subject:** **Federal Public Transit Funds – Municipal Funding Agreement**

**Recommendation:**

In connection with report TR 42-06 it is recommended that:

1. Council adopt a by-law authorizing the Mayor and Treasurer to execute the Municipal Funding Agreement with the Association of Municipalities of Ontario for the transfer of Federal Public Transit Funding to the City.
2. Council establish a Federal Public Transit Reserve.

**Report:**

**Background and Comments**

In 2005, the Federal government, Province of Ontario, Association of Municipalities of Ontario (AMO) and City of Toronto entered into an Agreement for the transfer of Federal Public Transit Funding. AMO will act as the transfer agent to all Ontario municipalities except for the City of Toronto. In its capacity as transfer agent, AMO is now in a position to distribute the 2005-2006 entitlements and is requiring duly executed Agreements pursuant to the program.

The Federal Public Transit Funding program has allocated \$78,915 to be paid to the City in each of the next two years. Eligible Public Transit Infrastructure projects include buses, transit stations, and system improvements that serve to enhance safety and security of operations.

Under the program, municipalities are required to file an Annual Expenditure Report in order to provide an accounting of all revenue transfers and expenditures incurred. An Audit Statement providing assurance that the terms of the Agreement have been adhered to and that the funds have been expended on eligible projects must accompany the Report. In addition, an Outcomes Report must ultimately be filed with AMO citing how expenditures made have contributed to the objectives of cleaner air and reduced greenhouse gas emissions.

We are recommending that the Agreement be executed at this time in order to allow the transfer of funds to occur. A separate Reserve is required to be established by the City to account for all associated revenues and expenditures.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer





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

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Report No.

TR 44-06

File No.

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

**Date**

July 7, 2006

**Department:** Treasury

**Attachment:**

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

**Subject:** Interest Charges on Accounts Receivable

**Recommendation:**

In connection with report TR 44-06 and as authorized under Section 396 of the Ontario Municipal Act it is recommended that:

1. Council authorize the City Treasurer to give notice to the public that the City of St. Thomas intends to commence charging interest at a rate of one and one-quarter percent (1¼%) per month on all outstanding accounts with the City if not paid within thirty (30) days.
2. Council execute a by-law to authorize interest charges to be applied to unpaid accounts.

**Report:**

**Background**

At the present time administration has no authority to charge interest on outstanding accounts receivable.

**Comments**

Section 396 of the Ontario Municipal Act provides authority for a municipality to charge interest on accounts that are due and unpaid.

Council is aware that penalty and interest charges are applied to overdue property tax accounts at a rate of one and one-quarter percent (1¼%) per month.

In order to encourage prompt payment of outstanding account receivable accounts it is deemed important to invoke a monthly interest charge. We believe that such charge should be equivalent to that applied to overdue property tax account balances. Accordingly we are recommending that a one and one-quarter percent (1¼%) per month interest rate charge be applied to all accounts that remain unpaid after 30 days.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer



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

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Report No.

TR 45-06

File No.

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

**Date**

July 4, 2006

**Department:** Treasury

**Attachment:**

**Appendix A**  
Rules and Guidelines

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

**Subject:** **Rules and Guidelines for Allowable Business Expenses**

**Recommendation:**

In connection with report TR 45-06 it is recommended that Council:

1. Approve Rules and Guidelines for Allowable Business Expenses as detailed in attached Appendix "A".
2. Direct administration to communicate such Rules and Guidelines to the St. Thomas Police Services Board, St. Thomas Public Library Board and Economic Development Corporation and that each be encouraged to consider adopting these rules and guidelines for the sake of consistency and standardization.

**Report:**

**Background**

At its June 20, 2006 meeting, the Corporate Purchase Card Review identified a number of allowable business expense items for the purpose of providing direction to Members of Council and staff that may potentially incur such types of expenses in the course of conducting City business.

The items identified by the Committee were supplemented with items added by Treasury staff. Comments from Members of our Management Board were also solicited.

**Comments**

Recommended Rules and Guidelines for Allowable Business Expenses are attached as Appendix "A".

Generally, expenses must be actual, reasonable and necessary in the performance of official City business. Care should always be exercised in order to minimize costs and in all cases, expenses must be supported by detailed receipts. The Rules and Guidelines as recommended are intended to supplement those in place in other existing corporate policies such as the Travel and Car Allowance Policy.

For the sake of consistency and standardization it is recommended that the St. Thomas Police Services Board, St. Thomas Public Library Board and Economic Development Corporation be encouraged to consider adopting these rules and guidelines.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer

# APPENDIX "A" - 35 -

## **The Corporation of the City of St. Thomas Rules and Guidelines for Allowable Business Expenses (see Notes)**

Expenses incurred for the purpose of conducting City business will be paid or otherwise reimbursed by the Corporation. Generally, expenses must be actual, reasonable and necessary in the performance of official City business. Care shall always be exercised in order to minimize costs and all expenses must be supported by detailed receipts.

The following is intended to provide both elected officials and staff with rules and guidelines associated with allowable business expenses:

1. The City will not pay for nor reimburse staff for expenses incurred in relation to the purchase and consumption of alcoholic beverages. Members of Council along with staff of the St. Thomas Economic Development Corporation (EDC) are excluded from this provision, however are expected to exercise good judgment with respect to purchase/consumption.
2. Business lunch and dinner expenses for Department Heads, Members of City Council and EDC staff and their guests are allowable business expenses. In all cases, the expense will be supported by a written description of the purpose of the meeting and a listing of those in attendance.
3. Tips and gratuities will be reimbursed to a maximum of 15 percent of the amount of the purchase.
4. In-room movies are not an allowable business expense.
5. Staff and Members of Council will be reimbursed for all telephone calls that are directly related to City business. Personal telephone call or internet use charges incurred by staff or Members of Council shall be paid for or reimbursed to a maximum of 5 minutes per day when such individual is required to be out of town overnight while conducting City business.
6. Cellular phone expenses paid or reimbursed are to be supported by the associated itemized phone call listings.

### Note 1

In all cases, expenses are to be supported by detailed cash register receipts.

### Note 2

The Rules and Guidelines included in this document are to supplement those in place in other existing Corporate policies such as the Travel and Car Allowance Policy.

### Note 3

It is recommended that the St. Thomas Police Services Board, St. Thomas Public Library Board and EDC be encouraged to consider adopting these rules and guidelines for the sake of consistency and standardization.

July 7, 2006



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

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Report No.

TR 46-06

File No.

**Directed to:**

Chairman Cliff Barwick and Members of the Finance & Administration Committee

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

**Date**

July 7, 2006

**Department:** Treasury

**Attachment:**

June 29<sup>th</sup> Letter from  
Chief of Police

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

**Subject:** Justice Building - Police Building Renovations

**Recommendation:**

In connection with Report TR 46-06 it is recommended that:

1. Council authorize a \$5,000 expenditure for the purpose of facilitating alterations to the Justice Building in order to renovate the front business office for Police Services.
2. The City Treasurer be authorized to include the cost associated with the alterations, estimated at approximately \$5,000, within the \$20,000 Justice Building renovation project as approved in Part 2 of the 2006 Capital Budget.

**Background and Comments:**

Within Part 2 of the 2006 Capital Budget, Council approved Project 21-2 for renovations to the Justice Building in relation to the female officers locker room. The approved budget for this work was \$20,000. The project has now been completed at a cost of \$14,000.

On June 29<sup>th</sup>, 2006 I received a copy of the attached letter from the Chief of Police. As outlined in the letter, the Police Service identifies a pressing need to renovate the front business office to create a private office for the Civilian Administrator.

Council is aware of the pressing space needs for Police Services at the Justice Building. Until the government addresses the issue of Courts in St. Thomas, the ultimate resolution of Police Services space needs will not be possible.

Staff have met with Police Services and concur with the request for additional renovation work at this time. It is recommended that Council approve the requested expenditure and that it be accommodated within the previously approved project for Justice Building renovations as sufficient funding remains.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer

Address all correspondence to:

WILLIAM S. LYNCH  
Chief of Police



Justice Building  
30 St. Catharine Street  
St. Thomas, Ontario N5P 2V8  
Telephone (519) 631-1224  
Fax (519) 633-9028  
[www.stps.on.ca](http://www.stps.on.ca)

June 29, 2006

TO: Mayor Jeff Kohler  
Members of St. Thomas City Council

FROM: Chief B. Lynch

**SUBJECT: Funding for Renovation to Police Business Office**

As a result of an identified need for more direct supervision of the civilian office staff and the lack of adequate available office space, the Police Service needs to renovate the front business office to create a private office for the Civilian Administrator.

Council will recall the approval of Project Number 21-2 in the 2006 Capital Budget, providing for renovations to the female officers locker room. The project is complete and will be significantly below the \$20,000 approved budget estimate.

I respectfully request City Council's approval to proceed with the necessary renovation work in the front business office. The cost of this renovation work is estimated at \$4,461.90.

Thank you for your consideration.

B. Lynch  
Chief of Police

***Proudly Serving our Community Since 1852***

Address all correspondence to:

WILLIAM S. LYNCH  
Chief of Police



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Justice Building  
30 St. Catharine Street  
St. Thomas, Ontario N5P 2V8  
Telephone (519) 631-1224  
Fax (519) 633-9028  
www.stps.on.ca

June 23, 2006

City of St. Thomas  
Received

JUL 04 2006

TO: Mayor Jeff Kohler  
Members of St. Thomas City Council

City Clerk's Dept.

FROM: St. Thomas Police Services Board  
Chair, Carole Watson

**SUBJECT: Courthouse Project – Police Facilities**

Please find enclosed a copy of correspondence received by the St. Thomas Police Services Board at our June 22<sup>nd</sup> meeting regarding the St. Thomas Consolidated Courthouse Project. A letter from Attorney General Michael Bryant dated May 30, 2006; a fax from Colin Pritchard, Regional Accommodations Coordinator, and the Facility Planning Study from the June 14<sup>th</sup> meeting are included for your information. As this correspondence indicates, a courthouse will be developed for our community within the next 4 – 5 years.

As Council is aware, the St. Thomas Police Service has an urgent need for additional space and by 2010, this need will be critical. It is our understanding that it is the City's intention to pursue the renovation of the Justice Building to address the space needs of the Police Service once the Courts have vacated their present space.

On behalf of the St. Thomas Police Services Board, I encourage St. Thomas City Council to continue their present financial planning for the next 4-5 years to be in a position to fund the necessary renovations and retrofitting of the entire Justice Building for police purposes.

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Thank you for your consideration of our request and look forward to working together to address the future needs of our Police Service.

Carole A. Watson  
Chair, St. Thomas Police Services Board

Attorney General  
McMurtry-Scott Building  
720 Bay Street  
11th Floor  
Toronto ON M5G 2K1  
Tel: 416 326-4000  
Fax: 416 326-4016

Procureur général  
Édifce McMurtry-Scott  
720, rue Bay  
11<sup>e</sup> étage  
Toronto ON M5G 2K1  
Tél. : 416 326-4000  
Télec. : 416 326-4016

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Ontario

MAY 30 2006

Our Reference #: M06-00840

Mr. William S. Lynch  
Chief of Police  
City of St. Thomas Police Service  
30 St. Catharine Street  
Justice Building  
St. Thomas, ON  
N5P 2V8

Dear Chief Lynch:

Thank you for your letter regarding the St. Thomas Consolidated Courthouse Project. I am aware that you have also directed a copy of your letter to the Honourable David Caplan, Minister of Public Infrastructure Renewal, in addition to the persons identified in your letter.

My Ministry has recognized St. Thomas as an area with urgent facility needs and is therefore proceeding with the consolidated courthouse project. On June 28, 2005, Mr. Steve Peters, MPP announced our government's plans to build a new courthouse in St. Thomas that will provide more modern, efficient and accessible justice services for area residents. We look forward to proceeding with the planning and development of this and all of our priority projects in a timely manner.

My ministry is responsible for developing the plan for the future courthouse building. This phase of the project is underway. On April 6, 2006, we released a Request for Proposals to identify and hire a consultant to develop the plan for the St. Thomas project. The work of the consultant will begin later this spring.

Because stakeholder input is important to us, throughout the development of the courthouse plan we will consult with those stakeholders who use the courthouse to deliver justice services. The courthouse users who deliver justice services are typically the judiciary, crowns, staff, the law association, police, legal aid and staff of the Victim Witness Assistance Program. Our consultations will allow us to identify the needs and priorities of courthouse users and to incorporate this information into our design and planning. By summer 2006 these consultations will be scheduled in your community.

A second phase of the project will include the identification of the location for the consolidated courthouse. For comments on this aspect of the project, I will direct you to your response from the Honourable David Caplan, Minister of Public Infrastructure Renewal.

My Ministry looks forward to proceeding with plans for a consolidated courthouse in St. Thomas. The Ministry will continue to work with all involved parties on innovative approaches to provide modern, secure and accessible courts.

Thank you for your support for improved justice services in St. Thomas.

Yours truly,

A handwritten signature in dark ink, appearing to read "M. J. Bryant".

Michael Bryant  
Attorney General

- c. The Honourable Dalton McGuinty, Premier of Ontario  
The Honourable David Caplan, Minister of Public Infrastructure Renewal

Pritchard, Colin (JUS)

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Please note the following communication from Len Griffiths, Director of Court Operations, West Region. I will be assisting Ron Taylor, Manager of Court Operations - St. Thomas, on this project and ask that you contact me directly regarding confirmation of attendees or if you require further information.

Thank you,  
Colin Pritchard  
Regional Accommodations Co-ordinator  
West Region  
Tel. 519-355-2200 Ext 2582  
Cel. 519-350-1304

-----  
-----  
Stakeholders, St. Thomas and Elgin County.

Further to my earlier communication as to the successful consultant firm selected to undertake the facility programming phase of the St. Thomas Consolidated Courthouse Project (TaylorHazell Architects Ltd.), I am pleased to advise that we are now ready to commence our comprehensive interactive efforts on this crucial first phase. In this regard, I would appreciate it if you could identify who will be your prime contact at the local level, with whom we would need to interact through this information gathering first phase.

We are proposing to have a St Thomas Consolidated Courthouse Project kick-off meeting with all of the justice stakeholders from 4:00pm to 6:00pm on Wednesday, June 14, 2006 in the Police Boardroom at the Justice Building in St Thomas (please enter from the Curtis Street entrance and you will be directed to the boardroom). Sandwiches and refreshments will be provided. This kick-off meeting is intended to provide you with a general overview of the intended activities in this phase of the St Thomas Consolidated Courthouse Project and our needed participation from your end.

Can you also please confirm that you and/or your local representative are able to attend the June 14th kick-off meeting. I apologize for the short notice but we are attempting to expedite matters in recognition that we are entering the summer vacation months.

Best Regards,

Len Griffiths  
Director of Court Operations



## ST. THOMAS CONSOLIDATED COURTHOUSE FACILITY PLANNING STUDY

Meeting:  
June 14, 2006 at 4:00 –6:00 pm  
Ontario Court of Justice  
30 St. Catherine Street  
St. Thomas, Ontario

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### INTRODUCTIONS

#### OVERALL PROJECT METHODOLOGY

MAG requires the consolidation of the courts that now exist at the 1850s courthouse, and the shared Ontario Court of Justice (a 1960s building shared with the police) at 30 St. Catherine Street. The current complement of courtrooms does not satisfy the needs of the current or future needs within the area. An analysis of the existing facilities, their program and plans for expansion based on need will be conducted by a multi disciplinary group of planning, architectural and engineering consultants within a six month period ending in October 2006. The team of specialists includes a prime consultant architect and facility programmer; there are also engineering specialists and cost consultants, planners, and financial analyst who will contribute to the final document.

The consultant team headed by project manager and lead consultant Jill Taylor, OAA, will work closely with the Ministerial Planning Committee throughout the process to ensure the input of key stakeholders and managed consultation with all team members. There is a project Team comprised of Roman Kobylinski, Ontario Realty Corporation (ORC), Judy Steenbruggen of MAG and Jill Taylor who report to the Ministerial Planning Committee on this project every three weeks. Program Consultant, Geraldine Phillet, will be an integral part of the day-to-day workings of the project and the designer of the facility program.

The purpose of our study is to prepare a facility program that can be taken to the implementation phase in the coming years. The projections must be suitable to a twenty-five year (2031) horizon.

The subject areas of the study include:

- Existing building and program review
- Review of previous studies by all
- Review of forecasting data from 2003, and updating of data through a review of current use figures, and interviews with key stakeholders
- Review of program requirements through interviews with the stakeholders
- Synthesis of interview results
- Preparation of facilities program by Geraldine Phillet, describing in detail functional and spatial requirements for the new courthouse
- Review of MAG Architectural Design Standards, OBC and local requirements / incorporation of findings into report recommendations and into annotated schematic plans keyed to the facility plan
- Preparation of planning and policy context report
- Locational analysis in the St. Thomas area
- Preparation of blocking and stacking plans following the models set by the facilities program
- Preparation of Cost Estimate

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St. Thomas Consolidated Courthouse

Refer to Study

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## PROGRAMMING METHOD

Acting as planning consultant for this assignment Ms. Phillet will provide forecasting and programming services in order to develop a comprehensive facilities program for the St. Thomas Consolidated Courthouse:

- leading interactive sessions with the User/Stakeholder Group,
- conducting tours of existing facilities and completing user interviews as required for both forecasting and programming,
- developing projections of caseloads and coordinating this work with the project team's demographic consultant,
- translating court times for proceedings, for all categories, into judicial hearing room numbers, types and sizes for the proposed consolidation,
- sizing of all building support spaces to match scale of judicial hearing rooms for the proposed consolidation,
- preparing summary and final reports including forecasting and programming conclusions.

As noted above, key to developing the programming and forecasting projections are the stakeholders / user group interviews. These will be carefully organized to include relevant stakeholders to ensure that all aspects of courthouse functions are addressed. The facilities program will be the result of interpolating the current on-site facilities and shortcomings, staff requirements and current judicial requirements against forecasted caseload projections.

### Current Caseload Requirements

This work will involve confirming current caseload requirements against the number of courtrooms, motions rooms, hearing rooms and conference settlement rooms currently required or needed for each court function, including family, civil and criminal courts, for the Ontario Court of Justice and for the Superior Court of Justice.

### Caseload Projections

Projection of caseload volumes will take into account regional demographic trends, political and enforcement initiatives, as well as legislation such as those dealing with young offenders. Accounting for population growth for all age groups and the projected impact of these groups on the courts will be carefully incorporated into the projections.

### Projections for Judicial Facilities Requirements

Several factors are involved in determining the number of projected courtrooms, motions rooms, hearing rooms and conference settlement rooms. These include forecasting of caseloads, types and of caseloads, anticipated durations for cases, probability of cases being brought to trial and staffing projections particularly judges and justices of the peace. Input from the Judiciary will be required, and interviews held to determine the judicial requirements and opinions on projections.

Our draft facilities program will be reviewed by the Ministerial Planning Committee to ensure that we have understood the information that we have gathered; once this presentation has been made, we will reassemble the Stakeholder group to present our draft for further comment.

### Basic Premises

Our study begins with assumptions that were generated from a forecast and facilities program provided to MAG in 2003. That report, including a high level draft facilities program generated by our programmer with IBI worked on the basis of providing 10 judicial hearing rooms (courtrooms, motions rooms and conference settlement rooms). Our work will include reviewing that assumption. The number of judicial hearing rooms that are established will be the basic building block of the facility, but represents less than

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20% of the final area of the building: the rest is comprised of staff spaces, judicial spaces, public spaces, technical and support spaces, etc.

We know that caseloads and programs have changed since 2003: one of the first things we will do is meet with key members of the administration of the courthouse to define those changes. We are meeting on June 16 in London to accomplish that task, before we begin our interviews with the users and stakeholders. After that meeting, we will be sending out a memo to the proposed list of interviewees listing possible dates for interviews, and the topics that we will be discussing.

#### **Schedule for Stakeholder Consultation/Interviews and Information Gathering**

We know how busy the summer is, and that our time is restricted for gathering information. We have a mandate to complete our study draft by the end of September and are therefore trying to get the interviews off to a good start. We propose to hold interviews,

- items
- in the week of June 26
  - in the week of July 3 or
  - in the week of July 10.

We are trying to keep the interviews to a total of three days, at which time we can schedule two back-to-back days, and one single day (or three back to back days). There will be quite a bit of co ordination in this regard, and we will co ordinate through Ron Taylor and Colin Pritchard to see when you are available. It is very important that we get the interviews done, so that we can feed your information back into the process of facility programming.

#### **End Product**

This really is a functional program-based report; it is an approved project and the programming report is the first stage in the design process for the consolidated courthouse. It will describe the programmatic, budget, engineering and architectural requirements in relation to Architectural Design Standards, and will relate the adjacencies of elements together. This is the document that will, once accepted, be signed off by the MAG as the precursor to the development of site requirements and a building design by architects and engineers at the next stage of implementation.

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No.



**ST. THOMAS POLICE SERVICES BOARD**

**Meeting of:**

**JUNE 22, 2006**

**Location:**

**Justice Building, St. Thomas, Ontario**

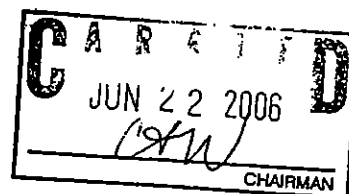
**Resolution Moved by:**

Jeff Kohler

**Seconded by:**

Don Cann

THAT: The correspondence from Michael Bryant, Attorney General, dated May 30, 2006 and the fax from Colin Pritchard dated June 6, 2006 and the Facility Planning Study dated June 14, 2006 be moved to the Regular Session; and further that these materials be forwarded to St. Thomas City Council.





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

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Report No.

TR-41-06

File No.

90-16

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

**Date**  
June 16, 2006

**Department:** Recreation Services

**Attachments**

**Prepared By:** Dianne Morgan, Manager of Culture and Recreation

**Subject:** Renaming of Park Pavilions

**Recommendation**

*That City Council accept Report TR-41-06, entitled "Renaming of Park Pavilions,"*

*AND THAT: the following suggested name changes be accepted:*

**Pinafore Park**

<b>Current Name</b>	<b>Recommendation</b>
North Shelter	The Street Railway Pavilion
South Shelter	The Boat House Pavilion
West Pavilion	The Dance Pavilion
East Pavilion	The Fairground Pavilion
Woodlot Shelter	The Woodlot Shelter (no need for change)

**Waterworks Park**

<b>Current Name</b>	<b>Recommendation</b>
North Shelter	The Lily Pond Pavilion
South Shelter	Hubert's Grove Pavilion

**Report**

In the summer of 2003, Reports CS-25-03 and CS-30-03 were presented to City Council recommending the renaming of the 5 picnic pavilions/shelters located at Pinafore Park and the 2 shelters at Waterworks Park. As explained in these reports, the pavilions are currently unimaginatively named, based simply on their respective locations within each park, as shown below:

**Pinafore Park**

North Shelter  
South Shelter  
East Pavilion (with 2 sections, North and South)  
West Pavilion (with 3 sections, East, Centre, and West)  
Woodlot Shelter

**Waterworks Park**

North Shelter  
South Shelter

The topic of renaming the pavilions was subsequently deferred indefinitely by the Council of the day.

On November 15, 2005, City Council discussed the possibility of renaming one of the Pinafore Park pavilions, based on a request from a community member.

City Council then named a committee to review the idea of renaming the pavilions and to determine a list of recommendations for Council's consideration. In addition, this committee was asked to consider the concept of creating a "Walk of Fame" or "Wall of Fame" to honour prominent St. Thomas citizens. The members of this committee are:

Alderman Heather Chapman  
Alderman Bill Aarts  
Alderman Marie Turvey  
Alderman Terry Shackelton  
Dianne Morgan, Manager of Culture and Recreation

The committee met on November 29, 2005 and quickly determined that the two issues should be dealt with separately, as they are uniquely different with varied requirements. To date, the committee has dealt with pavilion naming ideas only. It was agreed another meeting would be called discuss the Walk/Wall of Fame.

After a brief discussion, the members agreed that the best approach would be to name the pavilions for historical themes or events pertinent to the development of the parks throughout history, rather than named after a specific person.

Alderman Turvey had done previous research with the assistance of Steve Peters and the Municipal Heritage Committee, which she presented to the members for their consideration. It is intended that the details contained in this information would be incorporated into a commemorative plaque to be installed at each pavilion in the future.

After a careful review of the historical research and thorough discussion among the members, the following suggestions were agreed upon:

**Pinafore Park**

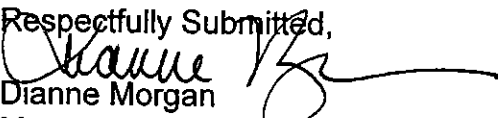
Current Name	Recommendation	Reason
North Shelter	The Street Railway Pavilion	-built by the Street Railway as a terminal and was subsequently moved in 1926 from its original location (near the permanent washroom building) to its present site
South Shelter	The Boat House Pavilion	-named for the Pinafore Boat Club House that first opened in 1899 and was the home of the Arline (Railway) Rowing Club
West Pavilion	The Dance Pavilion	-the second level of this pavilion was built as a dance hall and was a very popular destination during WWII and the 1950s (note: once called the "Main Pavilion")
East Pavilion	The Fairground Pavilion	- this is the oldest structure in the park, is thought to have been located on the former agricultural fairground site then moved to the Park in 1898
Woodlot Shelter	The Woodlot Shelter	-no need for change--located beside the Carolinian woodlot at the park's south end



**Waterworks Park**

Current Name	Recommendation	Reason
North Shelter	The Lily Pond Pavilion	-named for the trademark feature of Waterworks Park -- the lily ponds were created in 1932 by excavating the then-swampy "Poney Ponds"
South Shelter	Hubert's Grove Pavilion	-the original name of the 10.5 acres of additional land purchased by the City in 1890 to help form Waterworks Park, to remain in use solely as a public park

As there would be cost considerations for the installation of new signs and the subsequent addition of historical descriptions on the pavilions, the Parks Supervisor has reviewed this report and will submit to Council the necessary budget implications for the 2007 Operating Budget.

Staff would be pleased to answer any questions on this matter.

Respectfully Submitted,  
  
Dianne Morgan  
Manager of Culture and Recreation  
Recreation Services

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



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

**Report No.: CR-06-06**

**File No.: OW-06-06**

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

**Date:** June 15, 2006

**Subject:** Housing Delivery Plan

**Attachment 1 – Housing  
Delivery Plan**

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

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

**Recommendation:**

That Council receives Report CR-06-06 relating to a Housing Delivery Plan, and

That Council grants approval of the Housing Delivery Plan for St. Thomas and Elgin County (Attachment 1).

**Background:**

Before entering into an Administration Agreement with the Province to deliver the Canada-Ontario Affordable Housing Program (Rental & Supportive and Home Ownership components), all Service Managers are required to develop and adopt a Council-approved Housing Delivery Plan (HDP).

The purpose of the HDP is to provide a statement of intentions for the delivery of the various components of the Canada-Ontario Affordable Housing Program. The three components applicable to the St. Thomas – Elgin area are the Housing Allowance Program, the Rental and Supportive (capital) Program, and the Home Ownership Program.

The St. Thomas – Elgin Housing Delivery Plan, included with this report as Attachment 1, outlines the manner in which Ontario Works housing staff intends to deliver the three components of the Affordable Housing Program locally.

**Funding available**

The St. Thomas – Elgin Service Manager Area is eligible for the following total funding:

<u>Component</u>	<u>Total # of units</u>	<u># of supportive units</u>	<u>Maximum funding</u>
1. Housing Allowance Program	30	3	\$270,000
2. Rental & Supportive (capital)	50	10	\$ 3.5-million
3. Home Ownership	24	N/A	\$189,000

For the Housing Allowance Program, funding will be flowed to the City in quarterly instalments, based on staff's submitted Take-Up Plan.

For the Rental & Supportive component, funding will be flowed directly to the City for distribution to eligible proponents with approved projects or agreements.

For the Home Ownership component, funding will be flowed to the City once a Homeownership Revolving Fund has been established and key milestones have been met.

**Administration fees available**

The Province will provide administration fees to Service Managers to offset the costs of delivering the Affordable Housing Program including soliciting and selecting eligible housing projects and monitoring the projects through the 20-year affordability payment period.

For the Housing Allowance Program, one-third of administration fees (\$9,360) were paid to the City in April 2006 upon execution of the Housing Allowance Program Administration Agreement with the Province. The balance of fees will be paid as units are delivered in

accordance with the Take-Up Plan.

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For the Rental and Supportive component, Service Managers will be paid at least one-third of the administration fee upon signing the Administration Agreement with the Province. The balance of fees will be paid incrementally as project proponents sign Contribution Agreements, based on the value of the provincial and federal contributions to each project.

For the Home Ownership component, the base fee will be paid when the Administration Agreement is signed with the Province. The 1.3% additional admin fees, available for areas with more than 50 units, will be paid as units are delivered.

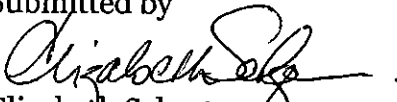
<u>Component</u>	<u>Total admin. fees available</u>
1. Housing Allowance	\$ 28,080 (\$15.60/unit/month)
2. Rental and Supportive	\$ 75,000 (base)
3. Home Ownership	\$ 25,000 (base)
1.3% of balance above 50 units	\$ 15,554

### Conclusions

Federal and provincial funding available under the Canada-Ontario Affordable Housing Program will provide opportunities for implementing some of the recommendations in the Affordable Housing Strategy, most importantly, the provision of more affordable housing in St. Thomas and Elgin County. A number of excellent proposals for new rental housing developments, received in the Expression of Interest call in March 2006, will be eligible to apply for the Rental & Supportive Program funding.

The attached Housing Delivery Plan was submitted to the Ministry before the June 30, 2006 deadline as a staff report, subject to final endorsement by City Council. At this time, therefore, staff respectfully requests Council's approval of this Housing Delivery Plan, outlining plans for the delivery of the Canada-Ontario Affordable Housing Program.

Submitted by

  
Elizabeth Sebestyen  
Housing Administrator

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other 



St. Thomas – Elgin Service Manager Area  
**Housing Delivery Plan**  
June 2006

The purpose of this Housing Delivery Plan is to describe the City of St. Thomas' intentions for the delivery of the Canada-Ontario Affordable Housing Program. The components include:

1. the Housing Allowance Program
2. the Rental and Supportive Program (capital)
3. the Home Ownership Program

1. **Housing Allowance Program**

Background

Under this component, housing allowances averaging \$150 per unit are paid directly to participating landlords to reduce rents for low-income tenants. A signed Administration Agreement dated March 27, 2006 between the Province (the Ministry of Municipal Affairs and Housing) and the City of St. Thomas is in place. Total allocated Program funding is \$270,000. Administration funding of \$28,080 is available, with one-third paid upon signing of the Agreement and the balance based on actual take-up.

Delivery

Previously, the Ministry had approved the City's Take-Up Plan for delivery of the 30 units including 3 designated as supportive units for victims of domestic violence. The Take-Up Plan indicates delivery of the Program is expected to begin in the fall of 2006, with all units fully taken up by the end of 2007. The Program ends in 2012.

The Program will be advertised in St. Thomas and Elgin County newspapers in July or August 2006. As well, information will be sent to the regional Property Managers' Association and other relevant organizations to advertise the Program. Agreements between the City and landlords will be signed, and a list of participating landlords and building locations will be circulated to support staff working with the target groups mentioned below. Alternately, clients from these target groups may identify interested landlords to housing staff for follow-up.

Ministry Housing Allowance Guidelines will be followed with regard to Household Income Limits and maximum monthly unit rent levels. Additional details such as the method for annual income testing, other local rules, forms and procedures will be finalized over the course of the summer. Relevant information will be made available to the public on the City website prior to the anticipated initial take-up of the Program this fall.

Target Groups

Housing staff will provide the list of participating landlords to Ontario Works supervisory staff for distribution to caseworkers. Highest-need Ontario Works clients paying full market rents above the shelter allowance will receive top priority.

For the three units designated for victims of domestic violence, housing staff will co-ordinate delivery with the two support agencies serving the area - Violence Against Women, Services Elgin County and St. Thomas Elgin Second Stage Housing. Agency staff will be responsible for the selection of eligible households for referral to the Housing Allowance participating landlords.

Information about the Housing Allowance Program will also be communicated to the Ontario Disability Support Program (ODSP) office in St. Thomas for client referral.

In the event of any unit vacancies remaining after the targeted client groups have been notified, applicants for subsidized housing from the bottom of the Central Waiting List will be notified.

#### Exit Strategy

If not already on the Central Waiting List, Housing Allowance tenants will be encouraged to apply for subsidized housing through the Co-ordinated Access Centre to secure permanent affordable housing before the end of the Housing Allowance Program in 2012.

## **2. Rental and Supportive Program**

#### Background

Council for the City of St. Thomas received the St. Thomas and Elgin County Housing Demand and Supply Analysis and the St. Thomas and Elgin County Housing Strategy in November 2004. These reports resulted from an affordable housing needs assessment completed by consultants Christine Pacini and Linda Lapointe during 2004.

The Housing Strategy included 43 recommendations. The City was advised to request 150 units under the Canada-Ontario Affordable Housing Program to meet the identified need for more affordable housing for targeted high-need populations including seniors, low-income households, individuals requiring transitional housing, individuals with physical disabilities and mental illness, and Mennonite families in the east end of the county.

In June 2005, City Council approved a Municipal Housing Facilities By-law to enable municipal contributions for the development of new affordable housing. The adoption of this by-law was one of the recommendations in the Strategy.

#### Social Housing Advisory Committee

A committee was formed in May 2005 to investigate methods of implementing the recommendations in the Strategy. The committee meets bi-monthly and includes representatives from various local support agencies, CMHC, the social housing sector, the City's planning department, and the real estate sector. The formation of a community-based advisory committee was another of the recommendations of the Strategy.

#### Housing Development Consultant engaged

In the fall of 2005, Neil Watson of London, was engaged to assist with the delivery of the Affordable Housing Program. Mr. Watson's consulting fees will be paid out of the administration funding available under the Program.

#### Allocations

In the fall of 2005, the Ministry of Municipal Affairs and Housing announced province-wide allocations of units and funding under the Rental and Supportive component of the Canada-Ontario Affordable Housing Program. The St. Thomas – Elgin area received an allocation of 25 units or \$1.75-million for the construction of new affordable housing or renovations to convert existing buildings into affordable housing.

On November 14, 2005, Council granted approval to participate in the Canada-Ontario Affordable Housing Program, and, at the same time, requested an additional allocation of 150 units in accordance with the 2004 Housing Strategy recommendation.

In April 2006, notice was received from the Ministry that an additional allocation of 25 units had been allocated to this area. Total allocation is now 50 units or \$3.5-million.

Of the 50 units, the City is required to commit 20% for the provision of supportive housing. Staff awaits confirmation from the Ministry on the breakdown of the types of supportive units, but it is anticipated that six units will be allocated for mental health

supports and four for victims of domestic violence. Support service arrangements with the corresponding Ministries of Health and Long-Term Care and Community and Social Services have yet to be finalized. Staff will co-ordinate the provision of designated supportive units with local support service agencies.

#### Expression of Interest call

In January and early February 2006, three public meetings were held to publicize the Rental and Supportive Program and to solicit expressions of interest from the public in the development of new affordable housing.

Twelve proposals were received by the March 3, 2006 deadline for a total of 276 proposed units in St. Thomas and Elgin County.

#### Program Guidelines released

The Ministry provided Program Guidelines to Service Managers on May 1, 2006. Under the Guidelines, Council approval of a Housing Delivery Plan is required prior to entering into an Administration Agreement with the Province. Once an Agreement is in place, the City will be able to go forward with a formal Request for Proposal call to distribute the funding.

#### Request for Proposals

Five of the twelve proponents who submitted Expressions of Interest will be invited to submit a proposal for funding under the Rental and Supportive Program. It is expected an RFP call will be issued in August or September 2006. These five proponents have well-developed project proposals in place and would likely be prepared to move forward with construction of new affordable housing within the next year.

The other EOI proponents were advised to consider applying for seed funding through CMHC to further develop their proposals and possibly consider applying in the future if additional funding becomes available.

In the event that an existing social housing provider wishes to submit a project proposal, housing staff will work with the proponent to ensure there is compliance with the consent processes outlined in the *Social Housing Reform Act*.

A six-week turnaround is anticipated for the RFP, with a report to Council expected in December 2006 requesting Council approval of staff's recommendations for proposals for funding under the Rental and Supportive Program. Thereafter, the proposals will be forwarded to the Ministry of Municipal Affairs & Housing for final approval. It is anticipated that Contribution Agreements will be in place between the City and successful proponents by the spring of 2007.

#### Criteria for funding

Funding may be applied toward construction costs for the development of new affordable housing or the rehabilitation of existing buildings for affordable housing including acquisition of land and buildings. Condominium registrations and life lease proposals will not be considered for funding.

Eligible development costs also include architectural, legal fees, engineering fees, project management fees, development charges, building permit fees, parkland development fees, connect fees, and interest charges.

Preliminary criteria have been established for proposals under the RFP, and will be more fully developed over the coming weeks.

Primarily, staff will consider and weigh the following qualities of proposals received:

- (a) submission of a Business Plan to demonstrate the ongoing viability and cost effectiveness of the proposal, including a financial forecast
- (b) municipal property taxes set at the single-residential rate over the 20-year affordability period
- (c) the provision of other municipal contributions and incentives
- (d) the proposed level of affordable rents (based on a maximum of 80% of the CMHC average market rents for the area – rents will include utilities)
- (e) experience and qualifications of the proponent to develop and manage an affordable rental housing project
- (f) appropriateness of the property location for the intended market
- (g) the quality of the proposed building design
- (h) the range of energy efficiencies incorporated into the project
- (i) the effectiveness of the proposal in meeting the needs identified in the St. Thomas and Elgin County Needs Assessment
- (j) the speed of delivery
- (k) compliance with local and provincial planning and zoning requirements
- (l) the number of specific supportive units (mental health or victims of domestic violence) the proponent is willing to accommodate
- (m) the ability of the proponent to obtain CMHC mortgage insurance for the project
- (n) the size of the units (no larger than maximums permitted under Program Guidelines)
- (o) tenant selection procedures to ensure units are occupied by tenants with incoming incomes below the Provincial Household Income Limits as follows: bachelor units \$19,000, one-bedroom units \$24,500, two-bedroom units \$29,500, three-bedroom units \$34,500, and four-bedroom units \$44,500.
- (p) a mandatory 10% equity contribution for private proponents

The five proponents will be invited to an information session with housing staff as soon as the RFP call is initiated to ensure full understanding of the City's expectations for proposal submissions.

#### Municipal contributions

Municipalities are required to set property taxes for the rental and supportive housing projects at the single residential rate for the duration of the 20-year agreement.

Housing staff will provide a report to City of St. Thomas Council to notify Council of this Program requirement for single residential property tax rates. Further, staff will encourage Council to consider other financial incentives for proponents on a case-by-case basis at Council's discretion.

Over the course of the summer, staff will communicate Program requirements to councils in those municipalities in Elgin County in which projects are being developed, and staff will encourage those councils to consider offering additional incentives to promote the development of new affordable housing in their areas.

#### Funding

An average combined federal and provincial contribution of \$70,000 per unit is available under the Rental & Supportive component. Total federal/provincial funding allocated to the City of St. Thomas is \$3,500,000 which includes federal funding of \$1,330,000 and provincial funding of \$2,170,000.

Federal funding is equal to 38% of the total funding amount of any project and is provided as a forgivable capital loan that is available during the development and construction phase of the project. Federal funding is available once the City of St. Thomas has signed a Contribution Agreement with project proponents.

Provincial funding of 62% of the total federal-provincial contribution to a funded unit is available, or \$43,400 for a unit receiving the average combined federal and provincial contribution of \$70,000 per unit.

Provincial funding is flowed as a 20-year affordability payment and is used to service and discharge the portion of the proponent's mortgage which is equal to the provincial contribution. The 20-year affordability payment is the province's per unit capital contribution to a unit funded under the AHP plus the cost of borrowing those funds by the proponent over a 20-year amortization period. Interest costs accrued during the construction phase may be rolled into the final takeout financing up to the approved provincial per unit funding. Interest rates are to be the lower of the actual rate or the CMHC ceiling interest rate, and will be the actual rate when the proponent refinances the project under the Ontario Mortgage and Housing Initiative (OMHI).

The 20-year affordability payment for each project is flowed to the City of St. Thomas for monthly payments to the proponent. The first affordability payment is made upon occupancy, at the interest adjustment date. This is normally the date of the project's first payment toward long-term financing.

The City of St. Thomas will be required to report annually to the Province to demonstrate each project's compliance with program parameters such as sustained affordable rent levels and target populations.

### 3. **Home Ownership Program**

#### **Background**

This component is intended to ease the demand for rental housing by assisting renter households with the purchase of their own affordable homes. In addition, the Program is expected to free up social housing rental stock to ease the demand on the subsidized housing waiting lists. Another objective of the Program is to provide low and moderate-income households with an opportunity to move up the socio-economic ladder through homeownership.

#### **Allocation**

The St. Thomas – Elgin Area has been allocated 24 units under this component. Total financial assistance available is \$189,000, or \$7,875 per unit (home). This is a revolving fund over a minimum 15-year period which will require ongoing monitoring and administration.

#### **Delivery**

As it is anticipated that the delivery of the Home Ownership Program may create excess administrative work, housing staff is exploring the possibility of linking with the City of London on the delivery of this component, with the condition that the allocated 24 units are offered to prospective new homeowners in St. Thomas or Elgin County. Staff will continue to work with City of London housing staff to further develop this partnership.

The City of London intends to issue an Expression of Interest in January 2007 to seek a third party to deliver the Program. Proponents will be invited to outline proposed delivery requirements such as household targeting, household selection, determining income levels and initial screening, establishing market home values, and a strategy for the take-up and delivery of the units.

#### **Target Groups and Market Home Values**

Ministry Guidelines (Appendix B) will be used to establish maximum affordable housing prices and household incomes, as follows:

Maximum Household Income limit:	\$ 53,700
Maximum Affordable House Prices	\$178,500

Maximum Contribution per unit                      \$ 9,000

**Timelines**

June 2006	Submit Housing Delivery Plan to Ministry (staff report)
July 2006	Submit Housing Delivery Plan for Council approval Receive Ministry approval of Housing Delivery Plan
July/August 2006	Finalize Request for Proposals document for Rental & Supportive Finalize local procedures for Housing Allowance Program delivery Finalize Home Ownership delivery plans Submit AHP Administration Agreement for Council approval Meet with local support service providers re: supportive units
September 2006	Issue Request for Proposals for Rental & Supportive Program Invite proponents to information session Begin to take-up Housing Allowance units
November 2006	Evaluate RFP submissions
December 2006	Recommend projects for funding for Council's approval Submit multi-year forecast on funding commitments to Province
January 2007	Submit Council-approved R & S projects to Province Issue joint EOI with London for Home Ownership (tentative)
April 2007	Contribution Agreements in place

**Funding Flow projections**

**Estimated Federal and Provincial funding flow – Rental & Supportive Program**

	2006	2007	2008	2009 plus
1 <sup>st</sup> quarter			276,000	2,170,000
2 <sup>nd</sup> quarter			276,000	
3 <sup>rd</sup> quarter	25,000*	276,000	276,000	
4 <sup>th</sup> quarter		276,000		

\* Up-front administration fees upon signing of the Administration Agreement

Assuming that the per-unit federal capital contribution of 38% is \$26,600 for a unit receiving the average combined federal and provincial contribution of \$70,000 per unit, the above chart outlines the proposed fiscal timetable for the release of funds for approved affordable housing projects for St. Thomas and Elgin County. Total administration fees paid under the Program are included. Provincial funding is estimated to begin in 2009 at the mortgage Interest Adjustment Date.

**Estimated Funding Flow – Home Ownership Program**

	2006	2007	2008	2009 plus
1 <sup>st</sup> quarter			51,139	
2 <sup>nd</sup> quarter			51,137	
3 <sup>rd</sup> quarter	25,000*	51,139		
4 <sup>th</sup> quarter		51,139		

\* Up-front administration fees upon signing of the Administration Agreement

**Estimated funding flow projections – Housing Allowance Program**

As per the submitted and approved Take-Up Plan (March 2006).



Corporation of the

# City of St. Thomas

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Report No.

CR-06-09

File No.

OW-06-09

Directed to:

Chairman Bill Aarts and Members of the  
Community & Social Services Committee

Date

June 26, 2006

Department:

St. Thomas-Elgin Ontario Works

Attachment

Prepared By:

Sandra Datars Bere, Director

One (1)

Subject:

Best Start / Child Care Updated Service Plan

## Recommendation:

THAT: Report CR-06-09 be received for information.

THAT: Council endorse the Child Care Service Plan updated as presented.

## Background:

In April 2006, the Ministry of Children and Youth Services (MCYS) identified 2006/2007 fiscal funding allocations to Municipal Service Managers under the Best Start Initiative. At that time, Service Managers were requested to provide an update to Child Care Service Plans that had been submitted earlier this year.

Further to information received and reviewed by the Community and Social Services Committee on June 19, 2006 (Report CR-06-05), St. Thomas-Elgin Ontario works has revised its Child Care Service Plan, a copy of which is attached to this report for information.

The report was provided to the Ministry at the end of May, as a staff report, pending endorsement by Council.

Ontario Works staff members are available to address any questions members might have relating to this report and the update Service Plan.

Respectfully,

Sandra Datars Bere

Director, Ontario Works and Social Housing

Reviewed  
By:

Treasury

Env Services

Planning

City Clerk

HR

OW &  
SH

## OVERVIEW:

Best Start was originally established as a comprehensive child care plan that would span over a period of ten years and be introduced in two phases. Phase One was projected to be three years in duration with a purpose of creating new child care spaces. Phase Two was slated to be up to seven years in duration with the purpose of creating neighbourhood early learning and child care hubs that would provide integrated services and supports for families with young children. In Phase One, St. Thomas-Elgin (Service Manager) was required to create 165 child care spaces and receive \$7.9 million to do so. The Ministry of Children and Youth Services (MCYS) Implementation Planning Guidelines clearly stipulated that these spaces were required to be created in elementary schools using the "Schools First" policy.

In January 2006, our organization, in conjunction with our consultant and the community Best Start Implementation Committee completed and submitted to the Ministry of Children and Youth Services the following reports:

- St Thomas-Elgin Best Start Transition Plan
- Child Care Service Plan 2005-2008
- St. Thomas-Elgin Best Start Phase 1 Integrated Implementation Plan

After the federal election in late January 2006, MCYS advised municipalities of a reduction in available funding to support the program as well as a corresponding reduction in the number of child care spaces to be developed. St. Thomas-Elgin is now required to create sixteen (16) new childcare spaces for fiscal 2006-07 (down from original total for all years of 165).

Total operating funding has correspondingly been reduced from \$5.8 million for the years 2006 to 2008, to \$208,473 for each fiscal year until 2008. The total for 2006/07 to 2007/08 is \$416,946. Commitments and spaces to be developed for fiscal 2008-09 and 2009-10 have not yet been confirmed by MCYS. For fiscal 06/07, the allocation of \$208,473 is allocated into three sections: \$119,949 for program funding, \$60,284 for wage improvement and \$28,239 for planning.

MCYS has directed municipalities including St. Thomas-Elgin to complete an Update to the Child Care Service Plan (Update for 2006-07 Best Start Funding). The following pages provide the update and identify how the 2006-2007 allocation of \$208,473 will be used to develop and sustain the sixteen (16) new child care spaces.

In addition to fiscal operating funding, in December 2005 MCYS allocated an unconditional grant, totally \$2.1 million in funding to St. Thomas – Elgin to



support the development of childcare spaces. While the municipality will need to demonstrate to MCYS how the funding has been spent, there are no stringent stipulations on the use of the funding and consideration can be given to using flexibly to address childcare issues (capital developing, operating) as the municipality sees fit. This report also identifies commitments made with this funding as well as recommended future planning process.

#### **Fiscal 2006-2007 Plan:**

#### **PART A:**

The Best Start Transition Plan, and the Child Care Service Plan will be used, as the basis for the new Best Start Plan as they contain valuable needs assessment information.

#### **1. Priorities**

The identified priorities are as follows:

- Expand infant – toddler spaces within City of St Thomas
- Expand childcare spaces within the County of Elgin
- Support and promote quality child care and training opportunities
- Strengthen services for children requiring special needs services
- Continue to address barriers to transportation that impede access to child care

#### **2. Consultation**

To support and assist in the development of the St-Thomas-Elgin Best Start Transition Plan, this municipality formed a Community Best Start Implementation Committee. Comprised of key community stakeholders, the committee worked with the consultant and municipal staff to develop the Best Start plan that was submitted to MCYS in January 2006. It is the intention of the municipality to ensure on-going community consultation on Best Start implementation and this committee will be used in the future to assist in the development of further service recommendations.

This municipality also had representation at the Best Start Steering Committee (Oxford, Elgin, London-Middlesex) and it was at this committee where consultation with the Regional French Language Best Start Network took place. Currently we do not have French language schools in the county.

### 3. Funding Processes

#### Funding Allocation and child care spaces for 2006-07

<b><u>2006/07 Total Best Start Allocation:</u></b>	<b><u>\$208,473</u></b>
2006/07 Program Funding:	\$119,949
2006/07 Wage Improvement:	\$60,284
2006/07 Planning:	\$28,239

Best Start Spaces: 16

#### **Best Start spaces for 2006-07**

16 new Best Start spaces have been allocated by MCYS for the budget year 2006 and the above funding table indicates the amount allotted to St. Thomas-Elgin to sustain these spaces. As of May 31, 2006, this municipality has achieved its 2006-07 target with child care spaces being developed in our community as follows:

- 6 new infant spaces in Dutton
- 10 new Before and After care spaces in Belmont

#### **Future expansion of Child Care spaces:**

This municipality has been advised by two child care centres within the county that they will need to relocate to different premises within the next two years. Both centres have indicated that their relocation plans also include plans to expand service and childcare spaces. To date, this municipality has received and reviewed a proposal from the Early Learning Centre (Southwold) and anticipates receipt of another proposal from the Forest Ave Child Care Centre (St.Thomas).

The Early Learning Centre initiated a capital project in September 2005, prior to the announcement of the Best Start funding and any community plan. The agency is developing a new childcare centre to be located in Southwold and is anticipating construction will begin in late spring of 2006.

The expansion of spaces for those proposed projects is expected to equal approximately 100 to 112 new childcare spaces for children aged 0 to 6 year of

age. With the expansions completed, the largest concentration of new spaces will be in Southwold Township and the second largest concentration in St. Thomas. Both centres will include Infant spaces in the planning of their new facilities. Of the estimated 100-112 new childcare spaces at least 30 spaces are determined to be Infant spaces. Our Transition Plan of October 2005 identified a clear and pressing need for infant and toddler spaces. When infant spaces are increased, the other age groups also increase as the children grow, and move into the toddler, preschooler and school aged spaces.

As a result, there may be opportunities to add additional units during this fiscal period (2006/2007). The municipality will work with key stakeholders including child care providers and school boards to develop a comprehensive plan

#### **Allocation of 2006/2007 Funding – Fee and Wage Subsidy**

##### **Fee Subsidy for 2006 – 2007 : Allocation - \$119,949**

Fee subsidy will be used to purchase service for the 16 new spaces that have been identified as Best Start spaces. Of the 16 spaces, 6 are Infant Spaces and 10 are before and after school care spaces.

**Total projected costs:                      \$89,949**

Any surplus from vacant / unfilled spaces as well as the unspent Fee Subsidy surplus identified above will be used to cover the cost of Purchase of Service for a portion of the 20 new infant spaces that will be brought on later this year. This strategy will ensure that all the Fee Subsidy will be spent by the end of the year.

#### **Strengthen Service to Families for Children requiring Special Needs Services:**

In March 2006, the municipality's Special Needs Resourcing was reassigned to Merrymount's All Kid's Belong program. Their services began on May 1, 2006. To facilitate the transition, meetings were held with Child Care Centre Directors, Home Childcare Agencies, Nursery Schools, Recreation Program staff and the former provider, Elgin Association of Community Living. Visits have been made to all childcare facilities in the county, to introduce the two new Special Needs Resource Consultants to staff and families.

The municipality will continue to monitor and support this program and will evaluate the effectiveness of this new service in September 2006. Once the

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evaluation has been completed, we will identify any outstanding gaps and needs in the community and if necessary include additional services, specific to those needs.

To address support for SNR, we have included a .5 FTE and \$30,000

**Projected Costs: \$30,000**

**Wage Improvements for 2006 – 2007: Allocation: \$60,284**

Wage Improve has been allocated to approximately 103 FTE positions across our existing Child Care System.

**Addressing transportation Issues that impede access to childcare:**

There is one Childcare facility within the community that is currently providing transportation service to families. Robin's Nest is a for-profit child care centre that operates two vans within the city of St Thomas. A small number of child care centres make use of local taxi services to transport the children to and from the centres. The majority of this service is used for children who attend half-day kindergarten programs. Transportation needs will most likely increase as child care spaces increase. Presently, funding from the National Child Benefit Supplement (NCBS) is used to support a transportation fund that can be accessed by all child care organizations however, funding for this program is not secure and is available on a year-to-year basis. The municipality will continue to advocate for additional and on-going funding to ensure continued provision of this service.

**Francophone and Aboriginal communities:**

Elgin has a small Francophone population – less than one tenth of one percent, and is not designated as a French language community and there is no French language school in Elgin County. First nation aboriginal communities border Elgin County and since the number of aboriginal persons total less than 1% of the population, there may not be a need for specialized services in these areas. Notwithstanding, the municipality will strive to ensure that all perspectives are included in planning and implementation processes.

**Supporting and promoting quality childcare and training opportunities:**

**1. Training**

Staff training for employees of child care facilities is one issue that is identified in every service plan completed by this municipality and this is no exception.

Best Start funding will be used to offer training for the Triple P Positive Parenting Program and Quality Child Care Raising the Bar program.

The Triple P Positive Parenting Program sessions for Special Needs Resource consultant staff and child care staff for the prevention and treatment of behavior problems in children. This training will increase the level of skills and knowledge in this area. Behavior issues were identified as increasing and a concern in our Child Care Service Plan.

We are proposing to send representatives from each child care organization and two Special Needs Resourcing Consultants to train in Triple P. This unique, multi-level model of family intervention for the prevention and treatment of behavior problems in children will be offered in our area. The course is called the Primary Care Triple P Provider Training Course (Level) and the cost is \$17,250.00 for a maximum of 20 participants. Training of this caliber would facilitate a coordinated effort between the centres, the resource consultant and the parents to reduce behavioral issues in the child care centres. This training also raises the level of quality of service in each child care centre.

Raising the Bar on Quality in Child Care is a recognized program used throughout Ontario to assist child care centres conduct a comprehensive self assessment review process on all aspects of operating a child care centre and providing a high quality of service. Currently it is a voluntary process.

Projected costs associated with training include:

Raising the Bar \$25 binders x 12 centres	\$300
Training of staff associated with Raising the Bar, 1-day session,	\$500
Training for directors on survey results specific to management	\$1000
Staffing backfill to allow child care staff training opportunities	\$3950
Triple P Provider training, 3 day session	\$17,250
Total	\$23,000

Best Start Planning	\$5239
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<b>Total Projected Costs:</b>	<b>\$28,239</b>
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The 2006 – 07 planning allocation for \$28,239 will be applied towards training. The balance (\$5239 ) will be applied toward any costs associated with planning and the Best Start Implementation and Planning committee.

### Supporting Quality of Service

We will continue supporting the "Quality Child Care Project". Four of our child Care Centres participated in the 2005 first annual Raising the Bar on Quality program. There has been an excellent response from our Child Care

community, and a significant step toward having all of the childcare centres participate. This excellent program assists child care centres in identifying quality measures they have in place and it helps them work towards improvement in all areas of early learning and child care.

Addressing the training needs of our child Care community continues to be an ongoing process and this will continue in conjunction with the Elgin Childcare Advisory Committee and Ontario Early Years Center (OEYC) program. Training on the Early Childhood Environmental Rating Scale, (ECERS) was well attending by the Child Care agencies. Currently the Elgin Childcare Advisory Committee is developing a survey for feedback from Centre Directors focusing on their specific training concerns.

#### **FUTURE FINANCIAL PRESSURE THAT WILL HAVE AN ADVERSE EFFECT ON THE CHILD CARE SYSTEM IN ELGIN**

Best Start was a major political push to create a universal child care system. St. Thomas-Elgin was required to create 165 spaces in a three-year period using the "Schools First" policy and the \$7.9 million in allocated funding. Although the Best Start Implementation Committee worked diligently for eight months prior to the Federal election we were not far enough into the process to create spaces in schools when the reality of a Federal election became eminent. It was at this time that we chose to wait until the election results and the future path relating to child care became clearer. In order to be fiscally responsible our department could not support forward movement of a program without knowledge of the sustainability and funding allocation for this program.

With reductions in funding, after the election, the "Schools First" policy was relaxed, so that service managers could focus and sustaining and supporting the remaining spaces. We entered into talks with the child care organizations to create the allotted spaces. As a result of our communication with these organizations, we have two child care facilities that will be in the process of relocating and expanding within a two-year span. The initial number of expansion of spaces could climb as high as 100-112. One facility is expected to commence construction by late spring 2006 and the other by early spring 2007. The initial operating allotment attached to Best Start funding would have been sufficient to sustain this major undertaking however, our municipality has been allocated only \$208,473.00 each year for the next four years to be used as operating funding.

Clearly this proposed expansion cannot be fiscally sustained due to the reduction in the operating budget allocation therefore, Ontario Works will be requesting from the Ministry of Children and Youth Services an increase to our

Best Start allocation in the next budget year. The ministry has already indicated they may not be able to assist our municipality with the request, however we will continue to request a more realistic Best Start funding allocation for our county.

**TOTAL 2005-06 ALLOCATION: \$2.1 MILLION UNCONDITIONAL GRANT**

#### **ALLOCATION SPENT AS OF MAY 31, 2006**

Viability Grant to Dutton Co-Operative	40,000.00
Cost of Administration	7,533.32
Consultation Fees for 3 service plans	31,642.00
<b>TOTAL</b>	<b>79,175.32</b>



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

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**Report No.: CR-06-10**

**File No.: OW-06-10**

**Directed to:**

**Chairman Bill Aarts and Members of  
the Committee of the Whole  
(Community & Social Services)  
and  
Chairman Cliff Barwick and Members  
of the Finance and Administration  
Committee**

**Date: June 21, 2006**

**Subject:**

**Single-residential property tax rate  
for projects funded under the  
Affordable Housing Program**

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

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

**Recommendation:**

That Report CR-06-10 be received relating to a recommendation for a single-residential property tax rate for projects funded under the Canada-Ontario Affordable Housing Program, and

THAT Council grants approval to implement the single-residential property tax rate for all rental housing developments in the City of St. Thomas funded under the Canada-Ontario Affordable Housing Program, Rental and Supportive component, over the twenty-year affordability period, and

THAT staff be directed to prepare a by-law for Council's consideration to implement this recommendation.

**Background:**

Final Guidelines were received on May 1, 2006 for the capital component (the Rental & Supportive Program) of the Canada-Ontario Affordable Housing Program.

Under this Program, the City of St. Thomas, as Service Manager for the St. Thomas – Elgin Area, has received an allocation of 50 units, or \$3.5-million, towards the development of new affordable rental housing or the renovation of existing buildings into affordable rental housing.

In preparation for the start of this funding initiative, housing staff hosted three public information sessions earlier this year to solicit expressions of interest from the community for the development of new affordable housing.

Of the twelve project ideas received, five proponents will be invited to submit proposals under a formal Request for Proposals (RFP) call. These five proponents were deemed to have the most well-developed proposals for which construction could begin within the next year. The remaining eligible proponents were encouraged to apply for CMHC Seed Funding to further develop their plans. Those proponents may be eligible to apply for funding in the future, if available.

**Steps still required**

Before the RFP call is issued, a number of requirements must be met, including:

1. Council approval of a Housing Delivery Plan (submitted in a separate report on this Council meeting agenda)
2. Ministry of Municipal Affairs and Housing approval of the Housing Delivery Plan
3. the signing of an Administration Agreement between the City and the Province outlining the roles and responsibilities of both parties

It is anticipated the City will be prepared to move forward with the RFP this fall.

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Once a Selection Committee has reviewed the RFP proposals received, the Committee's recommendations for Program funding will be brought to Council for final approval. Council's recommendations will then be submitted to the Ministry for provincial approval of AHP funding.

### **Requirements under the Program**

Program Guidelines specify that the Service Manager must ensure property taxes for Rental and Supportive projects are set at an effective rate equivalent to or lower than the single-residential rate for the area for the duration of the 20-year affordability period. As a result, this requirement for single-residential property tax rates will be established as a criterion for funding under the RFP.

Therefore, when project proposals from the City of St. Thomas or Elgin County are being considered for funding, only those proposals within municipalities which have established a single-residential property tax rate for AHP projects within their jurisdiction will be eligible for AHP funding.

Municipalities in which projects proposals are located must independently implement the decision to offer single-residential property tax rates for AHP projects within their jurisdiction. Staff will communicate Program requirements to municipal councils in the County to encourage those councils to comply with AHP guidelines.

### **Projects within the City of St. Thomas**

City of St. Thomas Council is entitled to make the decision to offer single-residential property tax rates to projects selected for funding within the City boundaries. Without this commitment from Council, any project proposals located in the City will be disqualified from this AHP funding competition. Of the five proponents who will be invited to submit proposals under the RFP, three have projects located within the City and two have projects in the County.

Therefore, this request for Council's consideration of a single-residential property tax rate is made to Council, not as the Service Manager on behalf of the entire Service Manager Area, but as one municipality from which project proposals will be submitted.

To ensure that a portion of the 50 new units of affordable rental housing will be built in the City of St. Thomas, staff hereby requests Council's approval of this recommendation for the establishment of a single-residential property tax rate for AHP-funded projects within the City over the 20-year affordability period.

### **Financial Considerations**

The net benefits to the City of participating in the Affordable Housing Program are:

1. the creation of permanent new assessment and tax bases resulting from the construction of new rental housing, and
2. the benefits to the community of an increased supply of affordable rental housing.

It is questionable whether such new rental housing would be created in the absence of these Affordable Housing Program funding incentives, given that there has been virtually no new purpose-built rental housing development in the City in the past decade.

### **Additional financial incentives**

The 2004 St. Thomas and Elgin County Affordable Housing Needs Assessment and Affordable Housing Strategy recommended municipalities consider offering additional financial incentives to encourage the development of new affordable rental housing.

Currently, a number of financial incentives, including grants and loans, already exist under the St. Thomas Community Improvement Plan. If eligible, AHP proponents will be encouraged to apply for these existing programs.

Staff encourages Council to consider allowing additional financial incentives, over and above the mandatory single-residential tax rate, to AHP proponents on a case-by-case basis, and to multi-residential housing developers in general, to stimulate the development of new rental housing in the City.

The Municipal Capital Facilities By-law passed in June 2005 now provides Council with the authorization to offer such incentives to both private and non-profit housing proponents.




Incentives could include waiving development charges or application fees or any other benefit deemed appropriate. Any such additional incentives would be specified in a Municipal Housing Facility Agreement between the City and the proponent, outlining conditions for specific financial benefits conveyed in exchange for affordable housing development.

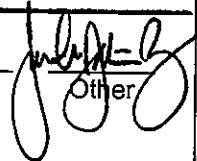
**Conclusions**

There is an identified need for more rental housing in the City. Several proponents have come forward with proposals for new affordable housing projects in the City. To enable AHP developments to proceed in St. Thomas, staff respectfully requests Council's approval of this recommendation to implement a single-residential property tax rate for rental projects built in the City under the Canada-Ontario Affordable Housing Program.

Submitted by

  
Elizabeth Sebestyen  
Housing Administrator

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Reviewed By:   Treasury   Env Services   Planning   City Clerk   HR   Other 



Corporation of the

**City of St. Thomas**

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**Report No.**

CR-06-07

**File No.**

OW-06-07

**Directed to:**

Chairman Bill Aarts and Members of  
Community & Social Services Committee

**Date**

**July 10, 2006**

**Department:**

Ontario Works

**Attachment(s)**

**Prepared By:**

Sandra Datars Bere, Director Ontario Works

(1)

**Subject:**

**Report for the months of April, May and June, 2006**

**Recommendation:**

That the report CR-06-07 of the Director of Ontario Works for the months of April, May and June 2006 be received and filed.

**Analysis:**

The second quarter of 2006 continued to be an active one within the Ontario Works and Housing Department. The following is an overview of the activities in each of the department's program areas.

**Income Maintenance:**

During this quarter, caseload levels have remained generally constant and similar to monthly levels attained during the first quarter of 2006. In comparison to the second quarter of 2005, the average monthly caseload (average over the 3 months) is 805 cases, down slightly from 822 cases during the second quarter of 2005.

The Ministry of Community and Social Services has made a number of revisions to the Ontario Works program during this quarter which has resulted in revised legislation, some procedural changes as well as changes in the Social Delivery Model Technology (SDMT). There were, concurrently, a number of staff changes, and three new hires (1 permanent, 2 contract temporary), to address backfill issues created by maternity leaves and two staff transferring to our Employment division. New Income Maintenance staff will receive comprehensive training in quarter three (July 2006). While this has been a period of some transition with changes in staff and some core operational procedures, staff have adjusted extremely well and have been both supportive of and instrumental in making the transition successful.

In addition to the provision of social assistance to eligible individuals, the Income Maintenance division continues to deliver the Homelessness Initiative, the Energy Emergency Fund and Rent Bank. These programs are designed to assist the working poor and avoid homeless situation and have been well utilized by the citizens in our community.

The Income Maintenance staff participated in a day's training session regarding "Non Violent Crisis Intervention" this past April. Staff training is always well received; the staff is always interested in improving their skills and improved skills adds value to the organization.

**Employment:**

The Ministry of Community and Social Services (MCSS) is in the process of changing the focus of the Employment Program. The Employment program that once was funded on a performance based model is now funded on an outcome based model. The challenge for our employment team will be to find innovative ways to increase participant earnings and eventually see participants successfully exit assistance. The employment team has a number of new and creative ideas and is eager to be participating in this new program. St. Thomas-Elgin Ontario Works partnered with the local Ontario Disability Support Program (ODSP) office to develop a Joint Implementation Plan to provide employment service for non - disabled employable adult members on ODSP. It is anticipated that this will increase the number of clients requiring employment assistance by approximately 148 clients over a two-year period.

In the attempt to increase the earnings potential through training, we have recently entered into a partnership agreement with the Adult Learning Centre to refer and fund clients who participate in two cooperative education programs; the Personal Support Worker Program and the Hairdressing Program. Both programs provide on-the-job training with local agencies that employ Personal Support Workers and Hairdressers. The Ontario Works office and staff at the Adult Learning Centre will work together to ensure that mutual clients will be fully supported and successful in their programs.

Employment, like Income Maintenance continues to experience changes in programming and shifting staff. The division is currently in the process of backfilling and expects to be up to full complement by the end of July. Two of the current Employment Resource Workers recently attended "Coaching for Employment" training and it is our intent to enroll all of the new Employment Resource Workers in the same course, based on availability. 2006/2007 will be a challenging time for staff in the Employment Division.

On a sadder note, Ontario Works staff still continues to struggle with the loss of a co-worker and friend who passed away suddenly in May 2006. The untimely passing of one of our staff has had a significant impact on our office but staff have demonstrated commitment to both his memory as well as our on-going work responsibilities. The department intends to create a formal memorial for this staff member later this year.

### **Child Care:**

The Best Start Budget for 2006-2007 has been submitted to the Ministry of Children and Youth Services (MCYS) for 16 Best Start spaces. Of the 16 new Best Start spaces, funding for six new infant spaces was allocated to the Dutton Cooperative Child Care and ten spaces to Next to Mom in Belmont.

In March 2006, the Ministry made significant revisions to the reporting requirements for Child Care, including Best Start. Many of the revisions are not compatible with the current data base system (OCCMS) and require manual tracking. In the new child care system 60 statistical elements require monitoring. The Ministry is working to resolve the inability of the current data base system (OCCMS) to collect all the data elements that Consolidated Municipal Service Managers (CMSM's) are required to report however, to meet funding requirements staff are inventing new and creative ways to track statistics manually.

The current database system, the Ontario Child Care Management System, (OCCMS) is switching from the Windows version to a Web-based format. This means child care providers report attendance/billing directly through the computer, instead of manually. Staff continues to assist child care providers throughout this process

In May of 2006, the Ministry revised the Wage Subsidy Guidelines. The Wage Subsidy program was introduced in 1987, the wage subsidy program provides funding to service providers to improve the salaries and benefits of child care workers to enhance staff stability and to make licensed child care more affordable for all parents. Under Best Start, program funding has been extended to provide wage improvements to staff positions in both new and expanded programs. It is our intent to complete wage subsidy recalculation in the fall of 2006. Recalculations may result in redistribution of wage subsidy funding which is based on changes in full time staffing requirements in the child care centres. Further clarification regarding the new Wage Subsidy Guidelines training will be provided by the Ministry of Children and Youth Services (MCYS) July 2006.

Summer is a busy time for staff. Recreation and camp programs are busy, as school-aged children switch from full time school programs to full time summer care. Currently, there is no waiting list for fee-subsidized spaces, however infant care and non-traditional hours of care are in demand and difficult to find. There have been situations where clients could not be matched with available care but our department continues to work with child care organizations to reduce these situations.

Regular meetings and involvement with Child Care Centre Directors, provides timely feedback on issues and concerns within the child care community. Staff continues to support the "Quality Child Care Project". Four of the Child Care Centres participated in the 2005 first annual Raising the Bar on Quality program. This was an excellent response from the child care community and a significant step towards having all of the child care providers participate. This program assists child care centres in identifying quality measures in their centre.

It is the intention of this department to reactivate the Best Start Implementation Committee as of September 2006. The purpose of the committee is to bring community partners together to engage in Best Start planning in accordance with the terms of reference.

## **Social Housing:**

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### **Expression of Interest call**

Twelve project proposals were received by the March 3, 2006 deadline for Expressions of Interest (EOI) in new affordable housing developments in St. Thomas and Elgin County. The twelve proposals represent a total of 276 units of new housing.

Staff used this strong show of interest to lobby the Province for additional unit and funding under the Canada-Ontario Affordable Housing Program. As a result, the allocation for the St. Thomas – Elgin area has been doubled to 50 units or \$3.5-million in funding.

### **Canada-Ontario Affordable Housing Program update**

Guidelines for the capital component (the Rental & Supportive Program) were released by the Ministry of Municipal Affairs and Housing on May 1, 2006. Staff attended a Ministry information session in London on May 26, 2006.

All Service Managers across the Province are required to submit Council-approved Housing Delivery Plans (HDP) by June 30, 2006. The Plan for the St. Thomas – Elgin Area was submitted to the Province as a staff report in June, and is included on the agenda of this Council meeting for Council's endorsement.

After the Province has approved the HDP, the City and the Province will enter into an Administration Agreement outlining the roles and responsibilities of each party in the delivery of the Canada-Ontario Affordable Housing Program.

Once the Agreement is in place, staff will move forward with a formal Request for Proposals (RFP) call for the Rental & Supportive component. The EOI proponents with the most well developed project plans will be invited to submit proposals under the RFP, possibly in September.

The projects recommended for funding as the result of the RFP will be brought to Council, possibly in December 2006, for Council's approval.

### **Transitional and Housing Support Program**


A Referral Protocol was signed among local support agencies for victims of family violence and Ontario Works in March, effective April 1, 2006. Social housing providers and the Co-ordinated Access Centre (for applicants) are participants to the Protocol.

The Protocol deals with the process for referrals by social housing providers and the Access Centre to services offered by two Transitional and Housing Support (THSP) workers serving residents in St. Thomas and Elgin County. One THSP worker is employed at Violence Against Women Services Elgin, and the second works at St. Thomas Elgin Second Stage Housing. The THSP workers help abused women connect with community supports and find and maintain housing.

### **Condominium conversion study**

Due to concerns about the potential loss of rental housing stock in the City, staff will work with consultant Linda Lapointe to review the current Official Plan policy on condominium conversions and recommend revisions for Council's consideration. This study will dovetail with Ms. Lapointe's work with the Planning Department on the Official Plan Review. The cost of the study, estimated at about \$9,000, will be paid out of the balance (about \$15,000) of Social Housing Restructuring Funds received in 2002 to cover costs of taking on the new social housing business. Housing and Planning Dept. Staff are collaborating on this study. It is felt that a wider range of criteria should be established to consider applications for the conversion of rental buildings to condominium tenure, in order to permit staff to assess the effect any conversion might have on an overall balanced supply of housing for the community.

Respectfully,

  
\_\_\_\_\_  
Sandra Datars Bere, Director

/ss  
Reviewed By:

Treasury

Env. Serv

Planning

City Clerk

HR

OW & Housing

CR-06-07 OW-06-07

Ontario Works - Income Maintenance	09-Jun-06 06-Jul-06						Unencumbered Balance
	January	February	March	April	May	June Current Month	
OW Allowances	438,421.19	464,452.78	451,026.01	435,533.33	443,144.22	387,268.13	3,180,154.34
ODSP Allowances	266,301.21	261,982.51	251,839.78	253,851.40	248,026.42	259,410.50	1,708,588.18
Tara Hall	21,112.45	16,285.34	19,253.59	15,727.32	16,298.71	17,160.00	199,536.59
Mandatory Benefits	2,979.37	3,018.07	8,625.96	5,434.60	5,686.46	3,636.20	38,619.34
Discretionary Benefits	3,891.12	6,232.07	11,480.08	6,366.01	3,237.96	4,422.99	56,369.77
Homemakers	1,110.76	801.24		1,010.65	956.02	0.00	11,121.33
ODSP Benefits	85,338.05	82,876.72	90,990.34	89,682.12	89,381.89	90,498.00	441,232.88
OW Administration	77,212.09	125,510.21	105,878.17	172,502.62	125,350.85	106,221.70	756,358.36
ODSP Administration	59,200.97	58,860.24	60,528.60	58,979.46	59,083.94	58,970.64	349,386.15
Direct Operating Expenses	9,520.83	10,351.02	12,406.20	8,584.54	16,899.20	9,448.89	177,030.32
Intake Screening Unit/ Intake Transition							0.00
Homelessness/Energy Bank	5,179.67	7,048.93	6,294.39	5,650.64	9,532.65	5,226.76	38,494.96
N.C.B.S.	17,518.83	17,306.59	17,152.59	17,478.32	17,010.55	17,016.86	126,516.26
City Administration Overhead				42,861.68	10,715.42	10,715.42	64,292.48
<b>Total Income Maintenance:</b>	<b>987,786.54</b>	<b>1,054,715.72</b>	<b>1,035,475.71</b>	<b>1,113,662.69</b>	<b>1,045,324.29</b>	<b>969,996.09</b>	<b>7,147,700.96</b>
<b>Less Recoveries:</b>	<b>-4,078.80</b>	<b>1,809.51</b>	<b>2,373.56</b>	<b>25,563.20</b>	<b>19,021.92</b>	<b>-7,223.86</b>	<b>162,534.47</b>
<b>Net Income Maintenance:</b>	<b>991,865.34</b>	<b>1,052,906.21</b>	<b>1,033,102.15</b>	<b>1,088,099.49</b>	<b>1,026,302.37</b>	<b>977,219.95</b>	<b>6,985,166.49</b>

Ontario Works - Employment	January	February	March	April	May	June Current Month	Year to Date	2006 Budget	Unencumbered Balance
Employment Supports Expenses	7,703.51	10,957.37	9,391.77	9,854.88	7,661.17	5,340.32	50,909.02	112,000.00	61,090.98
Community Participation Expenses	1,315.35	1,623.20	2,249.16	1,661.71	1,482.60	1,898.99	10,231.01	21,050.00	10,818.99
L.E.A.P.	218.89	127.00	196.20	112.00	327.80	56.00	1,037.89	8,700.00	7,662.11
Administration	29,716.90	40,963.86	35,923.60	52,547.65	38,186.93	33,747.04	231,085.98	559,004.00	327,918.02
Direct Operating Expenses	5,163.05	5,782.05	6,085.51	4,466.17	9,318.85	5,295.53	36,111.16	89,931.00	53,819.84
CP Innovation	3,382.42	2,979.35	3,606.75		2,906.31	3,301.00	16,175.83	27,950.00	11,774.17
City Administration Overhead				14,213.32	3,553.33	3,553.33	21,319.98	42,640.00	21,320.02
<b>Total Employment:</b>	<b>47,500.12</b>	<b>62,432.83</b>	<b>57,452.99</b>	<b>82,855.73</b>	<b>63,436.99</b>	<b>53,192.21</b>	<b>366,870.87</b>	<b>861,275.00</b>	<b>494,404.13</b>

STATS Number of Participants	Quarterly Average - 1st QTR	Quarterly Average - 2nd QTR	Quarterly Average - 3rd QTR	Quarterly Average - 4th QTR	Year to Date Average
Level One - Job Ready Employment Search	372	363			368
Level Two - Employment Placement, Community Placement < 30 hours and Basic Education	238	222			230
Level Three - Employment Placement with Incentives, Community Placement > 30 hours and Self Employment,	93	92			93

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Ontario Works - Childcare	09-Jun-06					06-Jul-06				
	January	February	March	April	May	June Current Month	Year to Date	2006Budget	Unencumbered Balance	% Used
Wage Subsidy	71,056.43	71,056.93	71,056.93	71,056.93	71,056.93	71,056.93	426,341.08	853,000.00	426,658.92	49.98%
Special Needs Resourcing	24,095.00	21,750.00	21,750.00	17,141.00	38,376.00	23,417.00	146,529.00	381,039.00	234,510.00	38.46%
Resource Centres	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	15,720.00	31,440.00	15,720.00	50.00%
Fee Subsidy	60,146.60	52,953.25	65,761.71	54,929.37	69,704.21	69,704.21	373,199.35	985,446.00	612,246.65	37.87%
Ontario Works	25,051.15	24,842.82	26,602.39	24,239.67	26,504.97	27,545.77	154,786.77	243,625.00	88,838.23	63.53%
Pay Equity	6,133.00	6,126.00	6,126.00	6,126.00	4,567.00	4,567.00	33,645.00	73,518.00	39,873.00	45.76%
ELCC Initiatives Stabilization Wage Subsidy	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	11,016.00	24,000.00	12,984.00	45.90%
ELCC Initiatives Stabilization Special Needs Subsidy							0.00	54,550.00	54,550.00	0.00%
ELCC Initiatives Stabilization Fee Subsidy	4,787.00	4,279.00	4,934.50	3,704.00	3,370.00	3,370.00	24,444.50	56,000.00	31,555.50	43.65%
ELCC Initiatives Administration	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	20,109.48	40,219.00	20,109.52	50.00%
ELCC Initiatives H & S Minor Capital							0.00		0.00	#DIV/0!
ELCC Initiatives Preschool Wage Subsidy	5,138.00	5,138.00	4,976.00	4,972.00	4,972.00	4,972.00	30,168.00	60,000.00	29,832.00	50.28%
ELCC Initiatives Preschool Special Needs Subsidy							0.00	93,578.00	93,578.00	0.00%
ELCC Preschool Fee Subsidy	9,234.16	8,279.48	10,656.70	9,571.30	11,979.50	11,979.50	61,700.64	120,000.00	58,299.36	51.42%
Best Start Capital Funding								950,000.00	950,000.00	0.00%
Best Start Operating Funding Expense		40,000.00			50,000.00		90,000.00	988,700.00	898,700.00	9.10%
Best Start Admin/ Implementation	1,991.79	11,169.27	1,883.33	1,883.33	1,883.33	1,883.33	20,694.38	139,052.00	118,357.62	14.88%
Administration	8,659.35	16,004.85	12,437.67	23,259.03	15,692.02	15,389.68	91,442.80	192,556.00	101,113.20	47.49%
Direct Operating Expenses	699.93	1,282.66	6,399.92	-3,336.31	1,124.79	643.67	6,814.66	14,724.00	7,909.34	46.28%
City Administration Overhead				5,233.32	1,308.33	1,308.33	7,849.98	15,700.00	7,850.02	50.00%
Total Childcare	224,799.99	270,689.84	240,392.93	226,587.22	308,346.66	243,645.00	1,514,461.64	5,317,147.00	3,802,685.36	28.48%

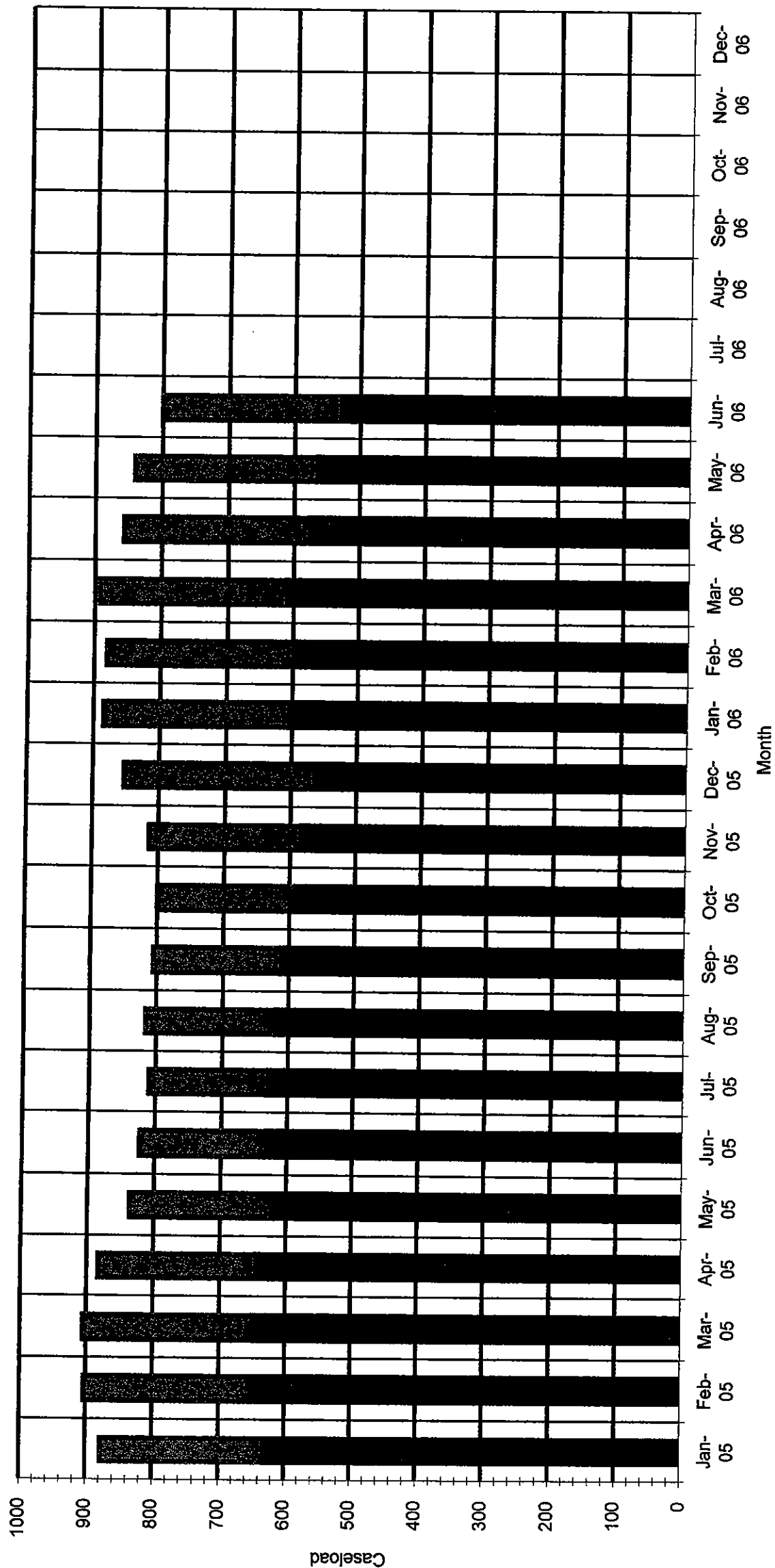
Ontario Works - Social Housing	January	February	March	April	May	June Current Month	Year to Date	2006Budget	Unencumbered Balance	% Used
Direct Operating Expense	889.03	1,300.72	7,671.25	676.66	4,370.91	1,129.96	16,038.53	44,254.00	28,215.47	36.24%
Administration	7,640.18	11,655.92	10,078.61	15,314.13	11,974.99	11,831.98	68,495.81	147,834.00	79,338.19	46.33%
Non Profit Housing Subsidy Paid	254,589.00	250,947.00	238,811.00	236,883.00	239,687.00	253,384.00	1,474,301.00	3,055,000.00	1,580,699.00	48.26%
Federal Non Profit Housing Subsidy Paid	13,228.78	11,216.98	11,216.98	11,216.98	11,216.98	11,216.98	69,313.68	159,000.00	89,686.32	43.59%
Elgin St Thomas Housing Corp Subsidy Paid	144,149.00	65,224.00	65,224.00	65,224.00	65,224.00	65,224.00	470,269.00	1,317,698.00	847,429.00	35.69%
Rent Supplement Subsidy OCHAP	4,192.00	4,192.00	3,968.50	4,096.50	4,503.00	4,593.00	25,545.00	50,500.00	24,955.00	50.58%
Rent Supplement Subsidy Strong Communities	17,467.50	17,224.00	18,353.50	18,056.00	17,319.00	19,221.00	107,641.00	256,370.00	148,729.00	41.99%
Rent Bank Initiative	2,918.00	1,875.00	2,000.00	1,850.00	6,050.00	3,211.95	17,904.95	30,267.00	12,362.05	59.16%
Housing Allowance Program							0.00	6,500.00	6,500.00	0.00%
City Administration Overhead Allocation				16,743.00	4,185.75	4,185.75	25,114.50	50,229.00	25,114.50	50.00%
Total Social Housing	445,073.49	363,635.62	357,323.84	370,060.27	364,531.63	373,998.62	2,274,623.47	5,117,652.00	2,843,028.53	44.45%

All Programs	January	February	March	April	May	June Current Month	Year to Date	2006Budget	Unencumbered Balance	% Used
Grand Total	1,709,238.94	1,749,664.50	1,688,271.91	1,767,602.71	1,762,617.65	1,648,055.78	10,325,451.49	24,450,736.00	14,125,284.51	42.23%

OW								Ontario Works		
ODSP								Ontario Disability Support Program		
PNA								Personal Needs Allowance		
NCBS								National Child Benefit Supplement		
LEAP								Learning, Earning and Parenting		
ELCC								Early Learning Child Care Initiatives		
SDMT								Service Delivery Model Technology		
SHC								Social Housing Corporation		



Ontario Works Caseload Trend 2005 - 2006



County  
City



Corporation of the

# City of St. Thomas

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Report No.

ES80-06

File No.

05-047-04

Directed to:

Chairman, Terry Shackleton, and Members of the Protective Services and Transportation Committee

Date

July 17, 2006

Department:

Environmental Services

Attachment

Prepared By:

Ivar Andersen, Manager of Operations & Compliance

Draft St. Thomas Transit Agreement

Subject:

St. Thomas Transit Agreement Extension

## Recommendation:

It is recommended that:

1. Report ES80-06 be received for information.
2. Council accept the revised St. Thomas Transit Agreement extending the agreement with Aboutown Transit Incorporated to December 31, 2011 as contained in Report ES80-06, noting that this agreement also contains the St. Thomas Terminal lease as a schedule to the transit agreement.
3. A by-law be prepared to authorize the Mayor and City Clerk to execute the agreement.

## Origin:

The St. Thomas Transit Agreement and the Terminal Building Lease Agreement with Aboutown Transit Inc. both expire on December 31, 2006 after a five-year term.

## Analysis:

Council approved report Esxx-06 on May 1, 2006 which gave staff the authority to meet with Aboutown and undertake negotiations to extend the contract for a further five years as allowed by the agreement. Subsequently, staff met with Aboutown officials to negotiate the terms of a revised agreement which would extend the agreement to December 31, 2011.

Following is a listing of the main revisions proposed to be made to the existing agreement which have been agreed to by staff and Aboutown;

- Clause 2 e) – some building requirements have been deleted since the transit Terminal Lease is now appended to the agreement.
- Clause 2 o) – CVOR requirements have been clarified with the operator being responsible for the transit CVOR requirements.
- Clause 2 w) iv) – completion of documentation, Schedule J, is now required to substantiate additional/replacement buses.
- Clause 2 ad) – clause added to append Transit Terminal lease, Schedule K, to Transit Agreement. As well, this clause clarifies hours of operation of the transit terminal building.
- Clause 3 o) – clarifies City's insurance responsibility for City owned vehicles.
- Clause 3 p) – clarifies how fuel costs will be paid.
- Clause 3 q) – outlines commission payment for bus tickets and passes.
- Clause 4 h) – altered to allow for 12 month notice in the event of termination.
- Schedule A – reference to Dominion Day has been changed to Canada Day.
- Schedule C – vehicle fleet has been revised to reflect the current fleet.
- Schedule F – changed to reflect current fare structure.
- Schedule H – the payment rates have been altered to reflect, for the most part, consumer price index.
- Schedule I – changed to include all buses in the fleet, not just paratransit vehicles.
- Schedule J – added documentation for additional/replacement buses.
- Schedule K – Transit Terminal Lease – lease is \$1.00 per month in 2007 because of anticipated disruption caused by reconstruction activities. Lease increases to \$1,000 per month in 2008 and \$1,000 per month plus an incremental increase equivalent to the Consumer Price Index for 2009, 2010 and 2011. The City has also agreed to heat the garage with an efficient system and install insulated garage doors as part of the proposed terminal building renovations.

The City's legal advisor, John Sanders, has vetted the proposed agreement and suggested some administrative changes which have been included in the draft.

Mr. Jim Donnelly, President and C.E.O. of Aboutown Transportation Ltd., will be in attendance should the members require additional information.

**Financial Considerations:**

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In general, as noted in Schedule H, the additional costs of the agreement are tied to the consumer price index. The 2007 combined contract cost for regular transit and paratransit services is \$959,073.10. Fuel costs will reflect actual costs billed to Aboutown. It was agreed that the terminal lease for 2007 should be reduced to \$1.00 per month because of the City's tentative plan to rehabilitate the building in 2007 as indicated in the Ridership Growth and Asset Management Study. For 2008 to 2011, the lease will be \$1,000 per month with annual increases tied to the consumer price index.

Future operating budgets will be drafted to reflect the costs of this agreement.

Respectfully Submitted,



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

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Reviewed By: Treasury Env Services Planning City Clerk HR Other

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THIS AGREEMENT made in triplicate this \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006

BETWEEN

The Corporation of the City of St. Thomas  
hereinafter call the "City"

OF THE FIRST PART

-AND-

Aboutown Transit Inc.,  
hereinafter called the "Operator"

OF THE SECOND PART

Whereas the City desires to provide a public transportation system for the residents of the City of St. Thomas within certain areas and on certain highways situated in the City of St. Thomas.

And Whereas the Operator has agreed to provide such a transportation system for the City,

And Whereas the City and Operator have agreed to the terms and conditions of the operation of the system.

NOW THEREFORE, the parties in consideration of the premises hereby agree one with the other as follows:

1. Subject to the terms of the Agreement, the City grants to the Operator the right to maintain and operate transportation services except as hereinafter provided, in the City of St. Thomas for the conveyance of passengers in the areas defined by the Municipal Council for a term of five (5) years, commencing on the 1<sup>st</sup> day of January, 2007, and ending on the 31<sup>st</sup> day of December 2011.
2. **The Operator Shall:**
  - a) Provide and maintain at its expense, a modern and efficient transportation system in accordance with the route structure for conventional transit shown in Schedule "A" and with the specifications for conventional transit and transit for the disabled as outlined in Schedule "B".
  - b) Operate the transportation system on all days except Sunday and holidays, between the hours as shown in Schedule "B" or any day appointed by proclamation of the Mayor of the Corporation of the City of St. Thomas as a public holiday. The Operator may be required to operate the transit service on any of the days excluded above, provided the City gives thirty days notice. Payment for this special service will be at normal rate (Schedule "H").
  - c) Adhere to the routes and timetable as contained in Schedule "A" and "B".
  - d) Operate the vehicles in accordance with the law, including the provisions of the Highway Traffic Act and regulations thereunder and such by-laws as the City may pass.
  - e) Operate and maintain the fleet of City owned vehicles which are described in Schedule "C". These vehicles shall be licensed by the City and used by the Operator to provide the transportation services and no other vehicle shall be used without written permission from the City except as described in Section 2 (w) of this Agreement. The Operator shall not use the City owned vehicles other than to provide the services as specified in this Agreement or as otherwise specified by the City.

The Operator shall be responsible for all routine maintenance functions and associated costs for the transit vehicles and other equipment used in the transit services and this is to include but is not limited to costs incurred for labour and materials to carry out such maintenance operations as oil and oil filter changes, lubrications, replacement and servicing of all filters, tire repairs, brake lining

replacements and adjustments, topping up of cooling, heating and air conditioning fluids, replacement of headlights, clearance and interior lighting, service calls etc.

The City will pay the repair and/or replacement costs on engines, transmission, chassis repairs, etc., to the transit vehicles. The Operator agrees that the cost of these repairs, parts, materials and services provided to the transit vehicles by any of its operations shall be no more than the greater of its costs of the repairs, parts, materials and services provided or that charged by the Operator to its other operations for similar repairs, materials or services. Where an estimated repair or replacement cost is to exceed \$5,000.00 the Operator shall require the approval of the City of St. Thomas Director, Environmental Services or designate prior to proceeding with the repair or replacement.

The Operator shall ensure that scheduling of inspections, servicing or routine maintenance during the normal hours of system operation does not interfere with the scheduled service to passengers. Further, vehicles must be repaired promptly and returned to service as soon as possible.

The maintenance staff must include at least one (1) Class A mechanic with diesel and coach endorsement.

The Operator is responsible to have available any regularly used parts and equipment required to readily service, maintain or repair the vehicles.

- f) Have each bus display a visible sign or marker in the appropriate location(s) on each bus, indicating the route on which it is operating at any particular time. Such signs or markers to be designed and provided by the City.

The Operator shall ensure that all back up or Operator owned vehicles have a marker displaying the route designation when the vehicle is in service.

- g) Maintain all buses to peak efficiency in accordance with the manufacturer's recommendations for service, including any supplements or service letters issued by the manufacturer during the term of Agreement, and the requirements of the City as outlined in Schedule "E." Records must be kept to the satisfaction of the City of all mileage, road calls, maintenance and service for each individual vehicle. The Operator shall provide a Certificate of Mechanical Fitness for each vehicle used in the service, prior to commencing the service and annually thereafter. The Operator shall use only top grade fuel, oils, grease, fluids, etc., as specified by the vehicle manufacturer.

The Operator shall supply the City, on a regular monthly basis, the maintenance work and mileage of each bus in written reports.

- h) Keep all vehicles clean and sanitary, inside and out, as outlined in Schedule "I" and maintain adequate heat and light inside the vehicles during operations. The vehicle interior shall be warm at the start of service. The Operator shall repair all scratches, dents, etc., promptly and to the satisfaction of the City.
- i) Ensure that each passenger deposits in the farebox the cash fare as set forth in Schedule "F". **Under no circumstances shall the vehicle operator deposit the fare for the passenger. The City reserves the right to change the fare structure at any time.**
- j) Keep proper accounting and operating records and provide monthly reports to the City by the 10<sup>th</sup> of the following month indicating the bus hours operated during the report month. In addition, the Operator shall keep such other records as may reasonably be required by the City from time to time and assist the City in providing the reporting requirements of various Transit Associations, Provincial or Federal Government agencies, or similar bodies. The books of the Operator must be open to City audit, as they relate to this transportation service.
- k) Indemnify and save harmless the City from loss, damage, expense and all suits, claims, proceedings, causes of action and demands arising by reason of or connected in any way with the Operator's operation or maintenance of the transit system vehicles.
- l) As further security for such indemnity, in the case of Operator owned vehicles, carry public liability and property damage insurance with an insurer satisfactory to the City, in an amount not less than five million (\$5,000,000.00) dollars (Road Hazard) as well as one million (\$1,000,000.00) dollars per person and five million

(\$5,000,000.00) dollars for loss or damage resulting from bodily injury to or death of two or more persons in any one accident (Passenger Hazard). Accident benefit coverage is also mandatory. The insurance shall name the City as additional named insured with the Operator shown by endorsement and shall be only terminated on thirty (30) days written notice to the City by the insurer and the Operator shall ensure that the City is provided with a certified copy of a new policy of insurance forthwith.

Proof of new or renewed insurance shall be filed with the City thirty (30) days before termination of the existing insurance. In the case of City owned vehicles the City will provide public liability and property damage insurance but the Operator will be responsible for the claims and damages within the deductible limit of five thousand (\$5,000.00) dollars if the operators driver is shown to be at fault.

- m) The Operator shall be required to produce a letter of good standing from the Workplace Safety and Insurance Board at the start of the Agreement and from time to time as may be required by the City.
- n) Provide passenger counts on a sample basis and cooperate with the in such surveys as the City may see fit to perform. Analysis of the surveys will be carried out by the City.
- o) Provide drivers in good mental and physical health and possessing a valid Driver's License as required by the provincial legislation and regulations **appropriate to the vehicle being driven**. Drivers shall be alert and well rested at all times while operating the vehicle. The Operator may be required to provide copies of drivers abstracts **and company CVOR** to the City from time to time. **The operation of the City owned transit vehicles identified on Schedule "C" are the responsibility of the Operator. Although the vehicles and plates are registered to the Corporation of the City of St. Thomas, the Operator, Aboutown Transit Inc, CVOR 070-467-947 is responsible for the operation of the transit system including the vehicles and drivers.**
- p) Provide sufficient drivers trained in the operation of the vehicles and related equipment and familiar with routes, schedules and fare system to operate the system safely and efficiently. Each driver shall have an accurate time piece visible to him while operating the vehicle to assist in schedule adherence. In addition, drivers must be polite and well groomed at all times and must not eat, drink or smoke while inside the vehicles at any time.
- q) Provide at the Operator's expense, a uniform, consisting of a jacket, shirt and pants approved by the City, and ensure that they be worn by the vehicle operator while on duty, except that jackets will not be required at such times of the year as local temperatures would mean discomfort to the vehicle operator.
- r) Provide a lost and found service for the transit system and turn over any unclaimed articles to the City at the end of each month.
- s) Discipline any vehicle operator or other employee found to be knowingly in breach of the terms and conditions of this Agreement or in breach of the law or the subject of consistent passenger complaints. The nature of the discipline shall be governed by the severity of the problem and determined by discussions between the Operator and the City provided that should the Operator and City be unable to reach agreement, as to the nature of discipline, the City shall so determine.
- t) Distribute at its place of business to the general public and distribute or display on the transit vehicles such printed information or advertising as the City may see fit to provide. Only information or advertising approved by the City may be distributed or displayed on the transit vehicles.
- u) Provide from time to time, as the City may request, additional special service using the City's vehicles, if available, or the Operator's vehicle(s) provided that such services does not interfere with or jeopardize the regular transit service. The cost of such special service will be negotiated at the time of each request provided such services does not fall within the terms and conditions of Section 4 (b) and the cost shall be based on the Agreement rates plus additional costs incurred by the Operator in providing the service, subject to audit by the City.
- v) Provide to the City at the time of signing of the Agreement, an irrevocable Letter of Credit or Bond in the amount of one hundred, fifty thousand (\$150,000.00) dollars, and renew the Letter of Credit or Bond annually.

The new Letter of Credit or Bond shall be submitted to the City at least five (5) banking days prior to the expiration of the existing Letter of Credit or Bond. Failure to do so will constitute default in the performance of the obligations of the Operator pursuant to which the City may draw on the Letter of Credit or Bond. In the last year of the Agreement the term of the Letter of Credit or Bond must extend one (1) month beyond the termination date of the Agreement.

- w) In the event that one or more of the City's vehicles is out of service and the need arises for additional vehicle(s) to provide and maintain regular transit service, the Operator shall have available and immediately supply replacement vehicle(s) of size, type and condition satisfactory to the City, subject to the following conditions:
- i) If inspection of the out-of-service vehicle's maintenance records by the City indicates that the vehicle was not properly maintained under the terms and conditions of this Agreement, which include performing routine maintenance and servicing in off-peak hours, the keeping of proper and complete maintenance records and maintaining an adequate spare parts inventory, then the Operator shall supply at the rate for City owned vehicles (Schedule "H"), a suitable alternate vehicle, approved by the City, until such time as the City owned vehicle is returned to service.
  - ii) If inspection of the vehicle's maintenance records by the City indicates no fault on the part of the Operator, the City will pay the Operator at the rate for Operator owned vehicles (Schedule "H") the cost of supplying an approved vehicle. The Operator shall estimate the required time to complete the necessary repairs if the City owned vehicles will be out of service for more than two (2) days and prove to the satisfaction of the City that there is reasonable and just cause of further delay, it shall provide an approved vehicle at the rate for Operator owned vehicles.
  - iii) In the case of accidental loss of or damage to the City owned vehicles, the City will pay the Operator at the rate for Operator owned vehicles (Schedule "H") the cost of providing sufficient approved vehicles for a period not to exceed six (6) days unless the delay is beyond the control of the operator.
  - iv) **On a monthly basis, the Operator shall complete and submit documentation as per Schedule "J" which substantiates the reason for using an Operator owned bus, authorization, dates, times, cost, etc... noting that the City is already paying a base rate for the basic service assuming the use of City owned buses and that a REPLACEMENT Operator owned bus is only to be invoiced at the difference in rates between Operator owned units and City owned units. The invoicing for ADDITIONAL Operator owned units should be at the rates shown in Schedule "H".**

In all cases, the Operator will ensure that all repairs to the City owned vehicles are performed promptly and the City reserves the right to examine the nature and quality of the repairs performed on its vehicles. All parts used shall be of a type and quality satisfactory to the vehicle manufacturer and/or the City. The Operator shall ensure that scheduling of inspections, servicing or routine maintenance during the normal hours of system operation does not interfere with the scheduled service to passengers. Further, vehicles must be repaired promptly and returned to service as soon as possible.

- x) Report all accidents or situations involving vehicle collisions, passenger injuries, etc., promptly to police, insurance agent and the City. A written report will be made by the driver using the form shown in Schedule "G" or as otherwise approved by the City. Blank forms will be carried on the buses at all times and all drivers must be trained in their use.
- y) Name a local representative(s) responsible for the Transportation System. The individual(s) shall be accessible to the City during the normal operating hours of the system and shall have the authority to make decisions relating to the terms and conditions of the Agreement.
- z) Pay all expenses associated or connected with the operating and maintaining of the transit system except as specifically excluded by this Agreement. These expenses include but are not limited to: keeping, maintaining and operating the buses; salaries; wages and fringe benefits of all staff; insurance; taxes; rents;

obligations pursuant to Workplace Safety and Insurance Board; etc.,

- aa) The Operator shall supply, hand out and collect the City's standard transfer when operating the service, including the recording by route passengers that board each vehicle, each day, by each fare class, as directed by the City.
- ab) Count and keep daily records of the fare and ticket sales receipts and deposit each previous day's fare and ticket sales revenue into designated bank accounts as directed by the Corporation.
- ac) Provide at the Operators expense a telephone information line and the services of a dispatcher, one-half hour before start of service to one-half hour after the end of the service day, who will receive reservations from clients and schedule and dispatch vehicles to accommodate the client's needs on a priority basis. The dispatcher will also provide transit and Paratransit information and answer questions or concerns from the general public. Questions and concerns from the public shall be properly recorded as to time, date, transit coach number, route and nature of concern or question together with the complainant's name, address and telephone number and action taken. A copy shall be forwarded to the City on the next working day after receiving the complaint.
- ad) **Enter into an agreement with the City to lease the City owned transit terminal building known as 614 Talbot Street as per Schedule "K". This terminal building is to be used for the City transit operations or such other Aboutown Transportation businesses that would not be detrimental to the City Transit Operations as determined by the City. As a general practice, the terminal building is to be manned by the Operator and open to the public for answering transit enquiries, distribution of transit information and the sale of bus tickets and bus passes during the hours of 9:00 am to 5:00 pm, Monday to Saturday.**

3. **The City Shall:**

- a) Pay the Operator at the rate set forth in Schedule "H" within thirty (30) days of receiving from the Operator a copy of the preceding month's operating records, setting out the hours operated with City owned and Operator owned vehicles certified by an Officer of the Operator. One-twelfth (1/12) of the annual calculated amount in Schedule "H" shall be paid by the first day of each month for the preceding month.
- b) Establish bus service routes which are detailed in Schedule "A" or as may be modified from time to time and provide checkpoint times for such routes.
- c) Establish the eligibility of users for Paratransit and provide the Operator with a list of eligible users of the service which will be updated as new applicants are registered.
- d) Erect and maintain such bus stops as the City may see fit and designate at the City's discretion, areas in which passengers are permitted to hail the buses.
- e) Erect and maintain bus shelters as the City may see fit.
- f) Establish the days, hours, and frequency of operation, as well as the number of route operational buses required as set forth in Schedule "B" and as may be modified from time to time. Advice from the Operator will be sought concerning all changes in services
- g) Establish the type of fare system and rates of fares, which are to be deposited directly in the farebox by the passenger, and in no event, by the bus driver. The fare rates are set forth in Schedule "F". The City may determine any categories of passengers (e.g., postmen) who are permitted to use the system without paying a fare and upon notification the Operator will permit these passengers to ride the buses without depositing a fare.
- h) Forthwith upon receipt of each day's fare revenues by the designated City official, count such fares and keep records thereof.
- i) Provide for such advertising and publicity as the City may see fit, at the City's expense.
- j) Pay all vehicle licensing fees for City owned vehicles and for passenger identity



cards, passes, tickets, advertising and promotions.

- k) Be responsible for monitoring the transportation system and analyzing the data supplied by the Operator or obtained through surveys.
- l) Appoint the Director, Environmental Services and City Engineer, or his designate, as the City's representative in the normal daily operation of the transportation system and be responsible for maintaining records to be kept by the City, vehicle inspection, maintenance inspection and any other duties as the City may see fit to specify.
- m) In order to have an effective service, the City may, through a duly authorized representative, inspect the buses, the operation of the same, the inventory of spare parts, the maintenance facilities and the maintenance procedures as it may from time to time require.
- n) To the extent that the City has jurisdiction, it will endeavour to prohibit car parking at bus stops and enforce such prohibition; notify the Operator of impending construction projects or other factors which may necessitate a temporary detour from the routes; keep roads and streets in reasonable repair and clear ice and snow promptly; cut tree limbs and remove any obstructions to vehicles or driver's vision.
- o) **Provide public liability insurance for all City owned vehicles used by the Operator.**
- p) **Pay fuel costs over and above the rate shown in Schedule "H" as substantiated by the Operator.**
- q) **Pay the Operator a commission of 3% of the value of all ticket sales and bus pass sales made at the terminal building as substantiated by the Operator, noting that the sale of tickets and bus passes is not exclusive to the Operator.**

4. **The City and Operator shall:**

Since service to the citizens is of paramount importance to both the City and the Operator, the parties agree that:

- a) They shall use their best endeavour to provide a good efficient transit service for the citizens of the City of St. Thomas.
- b) The City may require the Operator to provide transportation services on extensions of existing routes, on one or more new routes, for extended hours of operation, or at an increased service frequency, from time to time, on an experimental basis for a period not less than one (1) month and not exceeding six (6) months and upon receiving thirty (30) days prior notice from the City, the Operator shall provide such service in accordance with availability of equipment, as requested by the City at the rate for buses as defined in Schedule "H". Fifteen (15) days or more prior to the termination of the experimental period, the City shall:
  - i. give notice to the Operator to discontinue the experimental service after fifteen (15) days; or
  - ii. give notice to the Operator to continue such bus service for such period of time as the City shall decide.

The Operator shall comply with notices received from the City.

- c) Should the City determine that the bus service should be reduced, the City shall give the Operator thirty (30) days notice of its intentions to do so. The provisions of Section 4 (d) shall apply if the projected reduction in total annual vehicle hours exceeds 20%.
- d) It is recognized by the City that a certain portion of the Operator's costs are fixed and that the agreed rate contained in Schedule "I" reflects these costs. Should the City request under Section 4 (b) of this Agreement an increase in service resulting in a projected increase in total annual vehicle hours in excess of 20%, the City shall have the right after the experimental period mentioned in Section 4 (b) and not to exceed six (6) months, to request the Operator to revise the rate charge. On the other hand, should the City request a reduction in service resulting in a projected reduction in total annual vehicle hours in excess of 20% under Section 4 (c) of this

Agreement, the Operator shall have the right to submit a revised cost. The City reserves the right to verify any cost changes, upwards or downwards through its auditor. In measuring the allowance of total annual vehicle hours for changes in service, the increases or reductions in hours resulting from service changes will be accumulated over the term of the Agreement.

- e) The Operator shall deliver, each day, before noon, local time to a designated City representative, the locked fare box vaults containing the previous day's receipts and pick up the empty vaults from the previous day. In the case of Saturday operation, it will be necessary for the operator to pick up the vaults before the City offices close on Friday. This is necessary to monitor Friday and Saturday ridership. In all cases, an empty vault shall be placed in each transit coach at the beginning of each day's operation.

Security of the fare boxes and vaults shall be the responsibility of the Operator. The driver shall ensure that the vault is secure in the fare box before entering service and shall not at any time carry the key on his or her person while operating the vehicle. As a vehicle comes out of service, the vault shall be removed by a representative of the Operator and stored in a secure area of the Operator's place of business.

- f) Each vehicle will be supplied by the City with a farebox, which provides for a money vault of a type commonly used in transit systems. The farebox shall be permanently mounted in the vehicle and an empty vault will be secured in the farebox for the start of each day's operation. Under no circumstances shall a driver have access to the vault while operating the vehicle.

In the event of loss of or damage to one or more fareboxes and/or vaults while under its control, the operator shall be responsible for the cost of replacing the lost or damaged farebox and/or vaults and in addition, to reimburse the City of any lost revenue. The amount of revenue lost shall be considered as the highest amount of revenue collected to date for that day of the week on that route as indicated in the record of receipts as maintained by the City.

- g) The Director, Environmental Services and City Engineer shall, in all cases decide every question which may arise relative to the performance of this Agreement and his decision shall be final and binding. The Director shall within a reasonable time, render a decision on any claims and questions by the Operator which may arise relative to the performance of the work or the interpretation of this Agreement. Any claims and questions shall be submitted by the Operator to the Director in written form. The Operator shall immediately implement any directives issued by the Director of Environmental Services.

Regardless of the nature of any claims or questions which are awaiting decision by the Director, Environmental Services and City Engineer, the Operator shall in all cases, operate the Transit System in accordance with the conditions of this agreement or as directed by the Director of Environmental Services.

- h) The City has the right, notwithstanding the termination date of this Agreement, to cancel this agreement for any reason by giving the Operator twelve (12) months notice of its intention to cancel. The City shall not be liable for costs or damages of any kind caused to the Operator by such cancellation.
- i) In the event that the Operator is unable to provide special service under the conditions of Section 2 (b), 2 (u) or 4 (b), or should the Operator be unable to provide regular transit service and/or vehicle maintenance for any reason, the City has the right to have access to its vehicles and to operate and/or maintain the City owned vehicles at the City's expense until such time as the Operator is able to resume its duties. In either case, the City agrees that the vehicles will be operated and/or maintained by competent and properly licensed individuals.
- j) Both parties agree that the City shall receive all revenues collected by the Transit System from all sources, including passenger revenue, advertising, Agreement services, etc.
- k) As the cost per vehicle hour is the basis for payment to the Operator, the hours accumulated in one day may be calculated from the bus schedules. However, there will be no payment to the operator except for hours actually operated in revenue producing service. There will be no allowance for trips missed or for hours accumulated on other than scheduled routes (e.g., no allowance for road calls, and no allowance for hours travelled to and from storage). Changes in vehicle hours

resulting from any prior service changes shall also be calculated from the bus schedules.

- l) The Operator shall notify the City promptly verbally and in writing of any missed trips, road calls, detours, changes in the routes or extraordinary delays caused by any abnormal or emergency factors.
- m) The Operator agrees to have the City owned vehicles used to provide the service as much as possible. The inspection, servicing, scheduled and routine vehicle maintenance shall be performed during off peak or after hours of the system's operation and all repairs to City owned vehicles carried out promptly.
- n) Upon termination of this Agreement, the Operator shall turn over to the City its vehicles in a repaired, serviced and maintained condition, subject to normal wear and tear over the period of this Agreement. At termination, a Certificate of Mechanical Fitness for each City owned vehicle must be obtained by the Operator.
- o) If the Operator wishes an extension to this Agreement for a further five-year term, it shall give written notice to such effect to the City prior to June 1<sup>st</sup> 2011. Provided that the Operator is not in default of this agreement, the Operator and the City may negotiate an extension to this agreement subject to similar terms and conditions as the present agreement.
- p) At the termination date of this Agreement, if a new agreement has not been executed, this Agreement will continue on a monthly basis until a new Agreement is signed or until cancelled on thirty (30) days notice by either party.
- q) The Operator is excused from his obligation under this Agreement during any period in which the Operator is prevented from providing transit service by fire, legal strike, riot, Act of God or other circumstances beyond the control of the Operator.
- r) The City may cancel this Agreement on seven (7) days written notice if the Operator fails to operate the transit services on six (6) consecutive days, excluding Sundays and holidays for any reason except due to fire, legal strike, riot, Act of God or any other circumstances beyond the control of the Operator.
- s) The Operator will maintain a local telephone line which is staffed during all hours of system operation and which can be used to receive information requests and complaints from the City or the public. The Operator will also monitor the two-way radio system provided by the City during all hours of system operation. The City will also provide a local telephone information line for the receipt of information requests and complaints.
- t) If during the term of this Agreement, the City acquires one or more vehicles to supplement or increase the transit service, the Operator agrees to operate and maintain the additional vehicle(s) as required by the City. The rate for the additional vehicles will be the current rate for the City owned vehicles, any increase or reduction in this rate to be negotiated after verification by audit or actual maintenance and operating costs of the Operator.
- u) The Operator shall notify the City promptly of extraordinary delays caused by any abnormal or emergency factors.
- v) The Operator agrees that the same vehicle operators will be regularly assigned to the system to ensure familiarity, system continuity and allow passenger recognition. Should it be necessary to replace one or more drivers, the Operator shall ensure that the new driver(s) has adequate training and experience with the vehicles and specialized equipment and is fully knowledgeable concerning the City's road network, schedules and fare structures.
- w) Each vehicle shall display a distinctive sign or marker as approved by the City indicated that the service is being operated for the City by the Operator.
- x) The vehicles used regularly for the service shall have an exterior paint scheme and logo as approved by the City.
- y) Each vehicle used in the service shall be radio equipped and capable of radio dispatch within the service area.

5. This Agreement is subject in all respects to the provisions of the Municipal Act.

6. This Agreement is subject in all respects to the provisions of the Public Transportation and Highway Improvement Act.
7. Should the Operator fail to comply within a reasonable time with any directives issued by the City under the terms of this Agreement, the City shall have the right to terminate this Agreement on the grounds of breach of the Agreement by the Operator and draw upon the Letter of Credit in its possession. Funds so received shall be considered as liquidated damages in the hands of the City.
8. Any notice required to be given or served on any party under the provision of this Agreement shall be in writing and shall be delivered personally or by prepaid registered post. In the case of the City addressed to the City Clerk, 545 Talbot Street, PO Box 520 St. Thomas ON N5P 3V7. In the case of the Operator, addressed to the President and CEO, Aboutown Transit Inc., 1 Bathurst Street, PO Box 2033, London ON N6A 5J4. Service of notification shall be effective from the date of personal delivery or on the next following business day after posting of the registered letter.
9. Because the personal integrity of the Operator is a significant factor in this Agreement, the Operator shall not sublet, sub Agreement or assign any of the work on this agreement or change its effective corporate control without the written consent of the City previously obtained. Subject to this, the agreement shall enure to the benefit of and be binding upon the parties, their respective successors and assigns.

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IN WITNESS WHEREOF, the parties have affixed their Corporate Seals duly attested by their authorized officers in that behalf.

THE CORPORATION OF THE CITY OF ST. THOMAS

\_\_\_\_\_  
Mayor

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

ABOUTOWN TRANSIT INC

\_\_\_\_\_  
James T. Donnelly, President

**LIST OF SCHEDULES**

Schedule "A"	Conventional Transit Route Maps
Schedule "B"	Days and Hours of Operation
Schedule "C"	Vehicle Fleet for Transit Service
Schedule "D"	Bus Preventative Maintenance and Repair Record
Schedule "E"	Vehicle Manufacturer's Recommended Servicing with City Requirements
Schedule "F"	Fare Structure
Schedule "G"	Accident or Injury Report Form
Schedule "H"	Payment Rates for Operator
Schedule "I"	Interior and Exterior Cleaning of Buses
Schedule "J"	Daily Bus Assignment Form
Schedule "K"	Transit Terminal Building Lease

SCHEDULE "A"

CONVENTIONAL TRANSIT ROUTE MAPS

Route 1	Northside
Route 2	Elgin Mall
Route 3	Talbot
Route 4	Hospital

PARATRANSIT MINIMUM SERVICE LEVELS

- a) No individual passenger will be in a vehicle more than 30 minutes on a one-way trip.
- b) Scheduling will be arranged in such a way that no individual will arrive at their destination more than 30 minutes before the rider's desired arrival time
- c) The total time from pickup to desired arrival shall not exceed 30 minutes. Similarly the total time from desired pick up to drop at home shall not exceed 30 minutes.
- d) No vehicle shall be required to wait longer than five minutes to pick up a passenger after the scheduled pick up time.

SCHEDULE "B"

DAYS OF OPERATION

All year with the exception of Sundays and Holidays. Holidays are defined as New Year's Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

OPERATING TIMES

The Operator shall operate St. Thomas Transit Service with four (4) buses on half hour routes Monday to Friday, between the hours of 7.15am to 6.45pm and on Saturday 9.15am to 6.45pm and as may be amended by the Corporation from time to time.

The Operator shall operate St. Thomas Paratransit Service as a door-to-door service for registered City residents with two (2) buses Monday to Friday between the hours of 7.15am to 6.45pm with last booking at 6.15pm and one (1) bus Saturday between the hours of 9.15am to 6.45pm with last booking at 6.15pm and as may be amended by the Corporation from time to time.

The Operator shall adhere to the routes and timetables as contained in the Schedules to this agreement. The Compliance limits shall be 0-5 minutes late, 80% of the time. In order to assist the Operator in satisfying the compliance limits the City shall provide check point times at one or more major points along each route. Should timetable compliance in the opinion of the Operator be consistently difficult or unsafe to maintain, the Operator shall promptly notify the City in writing specifying the problem area.

The City may from time to time assess the compliance of the Operator with the timetables and shall notify the operator of deficiencies, which it considers substantial. If after discussion with the Operator, the City considers the Operator to be exceeding the compliance limits specified above without just cause (such as extreme weather conditions or interference from construction) it may, as it's option give notice of breach of contract in the manner set forth in this Agreement.



**SCHEDULE "C"**

Vehicle Fleet for Transit Service  
The City's bus fleet consists of (10) vehicles operating on diesel fuel. Eight (8) conventional transit buses and two (2) special purpose Paratransit vehicles.

The bus year, engine and approximate odometer readings as of June 10, 2006, are as follows:

YEAR	UNIT #	MAKE	MODEL	ENGINE	TRANSMISSION	ODOMETER READING
1990	9001*	Orion	II	Ford Diesel	Allison	161,610
1997	9701*	Champion	Solo	300hp Cummings Diesel	Cummings	253,422
1997	9702	Champion	Solo	300hp Cummings Diesel	Cummings	227,929
1997	9703**	Ford	B350	7.3 Litre Ford Diesel	E40D	269,483
1997	9704**	Ford	B350	7.3 Litre Ford Diesel	E40D	261,466
1998	9801	Ford	B350	7.3 Litre Ford Diesel	E40D	308,829
2003	0301	Ford	B350	7.3 Litre Ford Diesel	4R100	196,544
2003	0302	Ford	B350	7.3 Litre Ford Diesel	4R100	187,488
2004	0401	Ford	B350	7.3 Litre Ford Diesel	4R100	107,277
2005	0501	Ford	B350	7.3 Litre Ford Diesel	4R100	10,988

\* Currently out of service

\*\* Paratransit buses

SCHEDULE "D"

BUS PREVENTATIVE MAINTENANCE AND REPAIR RECORD

BUS # \_\_\_\_\_

DATE	MILEAGE	WORK ORDER #	DESCRIPTION OF WORK	LABOUR	MATERIAL	SIGNATURE

SCHEDULE "E"

VEHICLE MANUFACTURER'S RECOMMENDED SERVICING WITH CITY REQUIREMENTS

ROUTINE MAINTENANCE CARD

Vehicle No: This card must remain with the vehicle

	VEHICLE MILEAGE	DATE INSPECTION PERFORMED	PERFORMED BY
2,000 Mile Inspection			
4,000 Mile Inspection			
2,000 Mile Inspection			
8,000 Mile Inspection			
2,000 Mile Inspection			
12,000 Mile Inspection			
2,000 Mile Inspection			
4,000 Mile Inspection			
2,000 Mile Inspection			
8,000 Mile Inspection			
2,000 Mile Inspection			
24,000 Mile Inspection			

SCHEDULE "F"

ST. THOMAS TRANSIT FARE STRUCTURE

	Exact Cash	Tickets	Monthly Pass
Adults	\$2.00	10/\$17.50	\$64.00
Students	\$2.00	10/\$15.00	\$56.00
Children	\$1.50	10/\$12.50	\$40.00
Seniors	\$2.00	10/\$15.00	\$50.00

ST. THOMAS PARATRANSIT FARE STRUCTURE

	Exact Cash	Tickets
Adults	\$2.50	8/\$20.00
Children	\$2.50	8/\$20.00
Seniors	\$2.50	8/\$20.00

The Corporation reserves the right to change the fare structure from time to time during the term of the agreement.

Maximum of three children under the age of five per adult ride free of charge when accompanied by an adult.

A student is a passenger who presents a valid student's card to the bus driver.

A senior is a passenger who is 65 years of age or older.

Any student who fails to present a valid student's card shall be required to pay a full adult fare.

Under no circumstances shall the bus driver deposit the fare for the passenger.

The bus driver shall not be required to make change.

Transfers are only given on request at the time a fare is paid. Transfers can only be used to complete a one-way trip.

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SCHEDULE 'G'

ACCIDENT OR INJURY REPORT

Date of Occurrence: \_\_\_\_\_ Weather: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Owner: \_\_\_\_\_ Insurer: \_\_\_\_\_ Policy #: \_\_\_\_\_

Other vehicles involved: Make: \_\_\_\_\_ Licence No.: \_\_\_\_\_

Make: \_\_\_\_\_ Licence No.: \_\_\_\_\_

Make: \_\_\_\_\_ Licence No.: \_\_\_\_\_

Police Investigated: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Officer: \_\_\_\_\_

Property Damage Involved: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Badge #: \_\_\_\_\_

Personal Injury Involved: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name of Person(s)	Injured	Address(es)	Details

Driver's Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Diver's Name

Driver's Signature

\_\_\_\_\_

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**Schedule "H"**

**PAYMENT RATES FOR OPERATOR**

**SECTION A. ST. THOMAS TRANSIT (Conventional Transit)**

The total payment to supply all necessary facilities, labour, equipment and materials for the years as follows:

Year	Hrly Rate	Hours	Total	GST	Total Payment
2007	\$51.00	13614	\$694,314.00	\$48,601.98	\$742,915.98
2008		13614			
2009		13530			
2010		13622			
2011		13576			

For the years 2008, 2009, 2010 and 2011, the hourly rate will be the rate established for the previous year plus an increment equal to the annual consumer price index for Canada as published by Statistics Canada for the one year period ending in November the year before.

The total annual payment shall be paid in twelve (12) equal monthly payments.

The cost to operate a city owned vehicle and an operator owned vehicle per hour is as follows:

Year	City Owned Vehicles	Operator Owned Vehicles
2007	\$51.00	\$71.00

For the years 2008, 2009, 2010 and 2011, the hourly rate will be the rate established for the previous year plus an increment equal to the annual consumer price index for Canada as published by Statistics Canada for the one year period ending in November the year before.

**SECTION B. ST. THOMAS PARATRANSIT (Transit for the Disabled)**

The total payment to supply all necessary facilities, labour, equipment and materials for the years as follows:

Year	Hrly Rate	Hours	Total	GST	Total Payment
2007	\$32.00	6313	\$202,016.00	\$14,141.12	\$216,157.12
2008		6313			
2009		6281			
2010		6327			
2011		6304			

For the years 2008, 2009, 2010 and 2011, the hourly rate will be the rate established for the previous year plus an increment equal to the annual consumer price index for Canada as published by Statistics Canada for the one year period ending in November the year before.

The total annual payment shall be paid in twelve (12) equal monthly payments.

The cost to operate a City owned vehicle and an Operator owned vehicle per hour is as follows:

Year	City Owned Vehicles	Operator Owned Vehicles
2007	\$32.00	\$47.00

For the years 2008, 2009, 2010 and 2011, the hourly rate will be the rate established for the previous year plus an increment equal to the annual consumer price index for Canada as published by Statistics Canada for the one year period ending in November the year before.

**CONTRACTOR'S GST REGISTRATION NUMBER:**

**These figures are based on anticipated annual operating hours and are to be used for the purpose of tender document evaluation only.**

**The contractor is required to complete the following information:**

**Current fuel cost per litre: \$0.522**

**Paratransit Driver's hourly wage:**

**Transit Driver's hourly wage:**

**Mechanic's hourly wage:**

SCHEDULE "I"

INTERIOR AND EXTERIOR CLEANING OF PARATRANSIT VEHICLES

The following items shall be part of the regular maintenance program

1. Wash vehicle exterior daily if required and not less than every second day in winter, every third day in summer.
2. (a) Sweep and clean vehicle interior daily  
(b) Windows to be cleaned daily or as reasonably required
3. (a) Wash vehicle interior weekly  
(b) the vehicle to be thoroughly hand cleaned and sanitized monthly.
4. Inspect interior for damage daily.
5. Replace damaged seat cushions or seat liners immediately.
6. Replace burned out lights immediately.
7. Inspect vehicle at start of each shift and report and repair damage or deficiency noted immediately.

Schedule "J"

This spreadsheet form is to be completed and emailed to the Roads and Transportation Supervisor on a daily basis. An electronic copy will be supplied.

JULY																		
(Example) DAILY BUS ASSIGNMENT, SERVICE RECORD AND RENTAL FORM																		
		Standard Bus Assignments (from 10 City owned vehicles)										Bus Rentals (Aboutown Vehicles)						
Day	Date	9001	9701	9702	9801	0301	0302	0401	0501	9703	9704	Bus Type	Code	Hrs.	Code	Bus Type	Code	Hrs.
Saturday	1	50	50															
Sunday	2																	
Monday	3	50	50															
Tuesday	4	50	50															
Wednesday	5	50	50															
Thursday	6	50	50															
Friday	7	50	50															
Saturday	8	50	50															
Sunday	9																	
Monday	10	50	50															
Tuesday	11	50	50															
Wednesday	12	50	50															
Thursday	13	50	50															
Friday	14	50	50															
Saturday	15	50	50															
Sunday	16																	
Monday	17	50	50															
Tuesday	18	50	50															
Wednesday	19	50	50															
Thursday	20	50	50															
Friday	21	50	50															
Saturday	22	50	50															
Sunday	23																	
Monday	24	50	50															
Tuesday	25	50	50															
Wednesday	26	50	50															
Thursday	27	50	50															
Friday	28	50	50															
Saturday	29	50	50															
Sunday	30																	
Monday	31	50	50															
End of Month Odometer Reading		k		x														

Legend of Bus Assignment Codes	
Code	Description of Service
1	Route 1 Conventional
2	Route 2 Conventional
3	Route 3 Conventional
4	Route 4 Conventional
10	Conventional bus rental for school runs (show hours)
11	Conventional bus rental in addition to four routes (show hours)
12	Conventional rental for replacement only (show hours)
20	Paratransit 1st City Bus
21	Paratransit 2nd City Bus
30	Paratransit rental in addition to city buses (show hours)
32	Paratransit rental for replacement only (show hours)
40	Spare City Bus / In Service
50	Spare City Bus / Out of Service
60	Being Repaired (show hours)



SCHEDULE "K"

AGREEMENT TO LEASE

BETWEEN	Corporation of the City of St. Thomas (hereinafter called the "Landlord")
AND	Aboutown Transit Inc., (hereinafter called the "Tenant")
	THE LANDLORD AND THE TENANT HEREBY AGREE to enter into a lease agreement containing the following terms and conditions.
PREMISES	1. The demised premises consist of the entire building and land, known municipally as 614 Talbot Street in St. Thomas, Ontario.
USE	2. The Premises shall be used by the Tenant for the following purpose: Transportation Terminal. The Landlord covenants that to the best of its knowledge, there are no lawful restrictions that prohibit the Tenant's use as described.
TERM	3. The Lease shall be initial Term of five(5) years commencing on the 1 <sup>st</sup> day of <b>January, 2007</b> and terminating on the 31 <sup>st</sup> day of <b>December, 2011</b> .
RENEWAL	4. Provided the Tenant has not been in default of any of the covenants contained within the Lease, the Tenant shall be entitled to renew the Lease for an additional term of 5 years. In no event shall the Rental be less than that of the initial Term.
RENTAL	5. <b>For 2007</b> , the Tenant shall pay, in advance, an annual rent in the amount of \$1.00. This rate is in consideration of disruption which may occur due to construction complaints by the landlord. For 2008, the Tenant shall pay, in advance, in equal and consecutive monthly installments on the first day of each month, a <b>FIXED</b> rent of \$12,000 per annum plus applicable Goods and Services Tax for each installment. For 2009, the annual rent (payable monthly in like manner) shall be increased by an increment equal to the annual Consumer Price Index for Canada published by Statistics Canada for the one year period ending in November the year before, plus applicable Goods and Services Tax. For each subsequent year of the Term, the rent shall likewise be further increased over the preceding year by the Consumer Price Index.
TENANTS COST	6. The Tenant shall pay all property taxes on the premises and its own telephone services, and cost to insure the premises for a minimum of \$5,000,000 public liability per incident stating that the Landlord is named as a co-insured and for the building contents.
UTILITIES	7. The Tenant shall pay its own separately metered utilities. The Tenant shall arrange with the appropriate authorities for final readings and the connection of the utilities in the Tenant's name.
REPAIRS	8. The Landlord shall deliver the Premises to the Tenant in good state of repair and cleanliness. The Tenant shall maintain the whole of the demised Premises in good order and shall make all needed repairs with due diligence, save only for reasonable wear and tear and such repairs which are specifically designated as being the responsibility of the Landlord, namely the roof, foundation and outside walls. It is agreed that in the renovated structure, the bus storage area will be heated by an efficient heating system and will have properly insulated garage doors.
SIGNAGE	9. The Tenant, at its own expense, may erect Signage, subject to the Landlord's approval, which approval shall not be unreasonably withheld.
ASSIGNMENT	10. The Tenant shall not sublet, assign, or transfer its interest in the Agreement or subsequent Lease, without securing the Landlord's prior written approval which approval shall not be unreasonably withheld.
BINDING	11. The Tenant acknowledges having inspected the property prior to

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AGREEMENT	executing this Agreement, and agrees that there are not representations or warranties or conditions in any way relating to the subject matter of this Agreement, whether expressed or implied, except those set forth herein, and that it understands that upon the execution of the Agreement by all parties hereto, this shall be a binding lease agreement of the Premises.
TIME OF THE ESSENCE	12. Time shall, in all respects, be of the essence, providing that the time for doing or completing of any matter provide for, may be extended or abridged by an agreement in writing executed by the parties hereto.
TENANT'S WORK	13. The Tenant shall not proceed with any work within or affecting the Premises, as provided for herein without the Landlord's prior written approval which approval shall not be unreasonably withheld. The Tenant agrees to complete all work necessary to prepare the Premise for the Tenant's use at it's own expense, save and except for those items described as Landlord's Work.
FACSMILE	14. The Landlord and Tenant acknowledge that documents may be transmitted by facsimile machine and that the original copies will follow and that facsimile copies shall be deemed to be original copies and shall be binding on all parties.
RIGHT OF REFUSAL	15. The Tenant shall have a 30 day first right of refusal if an offer to purchase is made by a third party. In the event that the City designates this property as surplus, the Tenant shall have the first right during the 60 days following such designation to negotiate an agreement to purchase the premises.
RIGHT TO ENTER	16. The Landlord may at any time enter on the premises for the purpose of taking possession of its transit vehicles in the event that the Tenant can not provide transit services.

This lease shall:

- a: not take effect until the St. Thomas Transit Service Agreement between the parties bearing the same date takes effect,
- b: terminate on the termination of such agreement between the parties.

THE TENANT HEREBY ACCEPTS THE TERMS AND CONDITIONS OF THIS AGREEMENT:

Executed at London, Ontario

Aboutown Transit Inc.,

Per \_\_\_\_\_

Tenant (Authorized Official)

THE LANDLORD HEREBY EXCEPTS THE TERMS AND CONDITIONS OF THIS AGREEMENT

Signed and Sealed

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



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

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Report No.

TR 48 - 06

File No.

90-16

**Directed to:**

Chairman Bill Aarts and Members of the Community and Social Services Committee

**Date**

**July 7, 2006**

**Department:**

Treasury – Facilities and Property

**Attachment**

**Prepared By:**

C. Frank Lattanzio, Manager of Facilities and Property

**Subject:**

**Community Centre Accessibility Issues**

**Recommendation:**

That: Council receive Report TR 48-06 relating to Community Centre accessibility issues as information.

**Report:**

In September 2005, the monthly meeting for the Accessibility Committee was held at the Community Centre. Staff took the opportunity to request feedback from the committee. As part of that meeting the members toured the new facility and identified eighteen items of concern. Over the last six-month period the following eleven items have been addressed:

- Yellow circles around automatic door push buttons (done).
- Activate the push button to multipurpose room door (done).
- Yellow visibility stripe on all glass doors (done).
- Lower the paper towel dispensers (done).
- Lower the soap dispensers (done).
- Readjust the grab bars in H/C washrooms (done).
- Readjust grab bars in lower lobby washrooms (done).
- Install sanitary dispensers (done).
- Parking lot curbs in accessible areas to be painted yellow (done).
- Lower tilt mirrors in H/C dressing rooms (done)
- Lower clothes hooks in H/C dressing rooms (done).

The last seven items below meet the minimum requirements of the Ontario Building Code and are not the responsibility of the building contractor, namely Norlon Builders. Therefore any changes would be the financial responsibility of the City.

- The size of the elevator is not large enough to accommodate power wheelchairs comfortably.
- Concrete steps should have the same profiles throughout the building.
- Public washrooms have large slab mirrors but not tilt mirrors.
- Concession and General Office counters are too high.
- Washroom counters too low for power wheelchairs.
- Manual self-closing doors are too stiff.
- Washroom H/C stalls not large enough for people in power wheel chairs.

The Department communicates on a regular basis with the Accessibility Committee through the Chairman, Ed McLaughlan. Small operational items are addressed as they arise. Issues of a capital nature are addressed separately at budget time.

Respectfully submitted,

C. Frank Lattanzio, Manager of Facilities and Property



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

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Report No.

CC-35-06

File No.

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

**Department:** City Clerk's

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

**Subject:** Airport Use Quarterly Report - April 1st to June 30th, 2006

**Date**  
July 5th, 2006

**Attachment**

**Recommendation**

THAT: The Airport Use Quarterly Report for April 1st to June 30th, 2006 be received and filed for information.

**2nd Quarter Review**

Corporate traffic was up 14% compared to the same quarter in 2005.

Aviation (100LL) fuel sales were up 16% over the same quarter in 2005.

Jet A sales were up 322% over the same quarter in 2005.

Aviation sales are in pace for 2006 budget forecasted sales. Jet A sales are considerably higher due to the Snowbirds' visit in May.

**Sterling Trucks**

The St. Thomas Municipal Airport has entered into a short-term lease for one of the Airport's three runways for the purpose of storing tractor-trailers for parts delivery to the Sterling Truck plant. As of the date of this report lease revenue to the City of St. Thomas totals \$64,000.

**Med-Quest**

In association with all emergency agencies in Aylmer/St. Thomas/Central Elgin, a mock disaster scenario is to be held at the St. Thomas Municipal Airport.

**Corporate Flights**

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2006	24	60			
2005	32	52	75	32	191
2004	20	42	83	24	169
2003	26	38	79	25	168
2002	21	51	60	25	157

**Aviation Fuel Sales (in litres)**

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2006	16,484	53,066			
2005	16,360	45,641	77,266	21,300	160,567
2004	17,500	41,515	73,770	18,465	151,250
2003	20,970	57,946	65,321	26,061	170,298
2002	21,908	55,166	94,137	25,118	196,329

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Turbo Fuel Sales (in litres)

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2006	7,699	32,870			
2005	6,680	7,797	17,134	18,200	49,811
2004	4,200	8,652	28,360	13,493	54,705
2003	5,912	7,359	17,356	16,823	37,450
2002	3,072	7,351	15,122	15,982	41,527

Respectfully submitted,



Dale Arndt,  
Airport Superintendent

Reviewed By:

Treasury

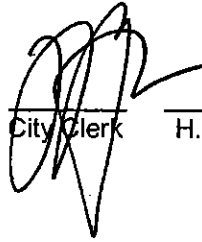
Env Services

Planning

City Clerk

H.R.

Other





Corporation of the  
City of St. Thomas

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Report No.  
CC-36-06

File No.

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

**Date**  
2006-07-05

**Department:** City Clerk's

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

**Attachment**

- letter

**Subject:** Canadian Owners and Pilots Association Flight 75 - Annual Fly-In - September 10th, 2006

**Recommendation:**

That: We authorize the use of the St. Thomas Municipal Airport by St. Thomas Flightline, for its annual fly-in and drive-in breakfast on Sunday, September 10th, 2006.

1. Application be filed with the special events committee.
2. All arrangements are to be confirmed with the Special events committee and the Airport Superintendent.
3. The City of St. Thomas shall not assume any liability for any claim of damages, loss of income, or injury of any nature whatsoever arising out of the use of the St. Thomas Municipal Airport for the purpose stated.
4. A certificate of public liability and property damage insurance with covering limit of \$5,000,000. be provided by St. Thomas Flightline, certifying that the City of St. Thomas has been named as an additional insured for this event only, to be submitted to the City Clerk prior to the start of the event.
5. St. Thomas Flightline, to be responsible for the provisions of temporary toilet facilities one of which must be wheel chair accessible, restoration of grassed area, control of participants and compliance with the general requirements of the Airport Superintendent.

**Origin:** Letter from St. Thomas Flightline.

**Analysis:**

St. Thomas Flightline has held a Fly-In and Drive-In Breakfast at the St. Thomas Municipal Airport for many years.

This year's plans include a display of historical automobiles, a display by the Ontario Provincial Police, and musical entertainment and the Avro Lancaster bomber.

St. Thomas Flightline has always fulfilled its obligations relating to temporary toilet facilities, restoration of grassed area, and control of participants.

To date, the event has been very popular and has never seen any complaints either from the Municipality of Central Elgin or members of the general public.

Respectfully submitted,

Dale B. Arndt  
Airport Superintendent

**Reviewed By:**

Treasury

Env  
Services

Planning

City  
Clerk

Comm  
Services

Other

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City of St. Thomas  
Received

JUL 04 2006

*St. Thomas Flightline*

City Clerk's Dept.



**CANADIAN OWNERS AND PILOTS ASSOCIATION**

*C.O.P.A. Flight 75*

June, 27, 2006,

Mayor & Council of the City of St. Thomas

C.O.P.A. Flight 75 once again is requesting approval by council to hold their annual Fly-In, Drive - In Breakfast at our community airport on the first Sunday after labour day, that being Sept 10<sup>th</sup> 2006

C.O.P.A Flight 75 will provide a liability insurance rider in the amount of five million dollars, showing the City of St. Thomas as an insured party for the duration of the event.

We undertake to provide temporary sanitation systems as required.

The local chapter of the Historical Automobile Society of Canada will be providing a display of their excellent automobiles.

The St. Thomas Lions club will have a classic car on hand for which they will be selling tickets for their annual fund raising raffle.

The Ontario Provincial Police will be providing their 'rollover' seat belt safety demonstration.

The Canadian Warplane Heritage Museum has confirmed a fly-in and static display by their Avro Lancaster world war two bomber.

The Canadian Harvard Association has confirmed that they too will be on hand.

In view of the confirmed exhibitors and other anticipated special aircraft we estimate that attendance will be in the 1500 person range subject to weather.

COPA Flight 75 has contributed \$200.00 towards the passport incentive program designed to increase use of southwestern Ontario airports in 2004 and 2005 and will do so again this year. Additionally approximately four hundred dollars was contributed to provide food and beverages for the volunteer staff at the Recent Snowbird Community Centre fund raising event.

COPA flight 75, as part of the ongoing E.A.A. Young Eagles program has provided free introductory plane rides to over a thirteen hundred local youth between ages 8 & 17, with 97 youth attending the 2006 event June 10<sup>th</sup>.

All proceeds will ultimately be spent by C.O.P.A Flight 75 on activities and facility improvements at our community airport.

Flight Captain (President)

Flight Navigator (Secretary)

Roger Easton

Ian Basson

REFERRED TO	
D. Arndt	ca
E. REPORT/COMMENT	<input type="checkbox"/>
INFORMATION	<input checked="" type="checkbox"/>
FROM	<input type="checkbox"/>
C. Byare	



Corporation of the

# City of St. Thomas

-104-

Report No.

ES78-06

File No.

08-314-01/02/03

Directed to:

Alderman Terry Shackelton, and Members of the Transportation and Protective Services Committee

Date

July 17, 2006

Department:

Environmental Services

Attachment

MTO Letter

Prepared By:

Dave White - Supervisor of Roads & Transportation

Subject:

Tender Award – No. 06-626

Supply and delivery of three (3) Diesel Powered Community Transit Buses

## Recommendation:

THAT: Report ES78-06 be received for information; and further,

THAT: Council accept the tender submitted by Overland Custom Coach Inc. in the amount of \$264,626.88 (including taxes) for the purchase of three 2006 GLAVAL UNIVERSAL diesel powered community transit buses; and further,

THAT: Council accept the additional options submitted by Overland Custom Coach Inc. for the total amount of \$19,106.10 (including taxes) for the purchase of Air Ride Suspension for each of the three buses; and further,

THAT: Council approve the source of funding for this purchase as noted in report ES78-06, noting that the funding is contained in the 2006 capital budget, part 1.

THAT: A by-law be prepared to authorize this tender award.

## Origin

At the meeting of November 8, 2005 Council approved the purchase of three replacement community transit buses for the St. Thomas Paratransit Service during the 2006 Part 1 Capital Budget submission. At that time, the funding plan for the three buses was a total estimated cost of \$300,000 with 2/3 or \$200,000 coming from the existing City's Provincial Gas Tax reserve account and 1/3 or \$100,000 coming from the 2006 Ontario Transit Vehicle Program.

## Analysis

### The Funding Stream

On March 24, 2006 the following statement was made Public regarding the Provincial budget with respect to the Ontario Transit Vehicle Program;

*"...the government is moving forward with a new, predictable, multi-year municipal bus replacement program. This program will start in 2007 and replaces the existing Ontario Transit Vehicle Program, which will end today. To ensure existing demands are satisfied until the new program is up and running, the Province is providing \$114 million to those municipalities that have placed orders for new buses or bus refurbishments."*

As part of the \$114 million dollar provision, a letter attached was sent to Mayor Kohler and the City of St. Thomas on March 29, 2006 confirming the 1/3 funding payment of \$99,900 toward the purchase of three replacement buses in 2006.

### The Tender Results

A tender for the supply and delivery of three diesel powered community transit buses was issued on June 7, 2006 and closed on June 29, 2006 at 2:00 p.m. It was requested that bidders provide a flexible floor plan so that the three buses could be primarily used for the Paratransit Service (6 ambulatory seats and four wheelchair/scooter stations with the required flip seats), but be easily converted to the Conventional Service (19 seats consisting of 12 forward facing, 7 side facing and 1 wheelchair/scooter position with the required flip seats) should they be required at any time.

Five bids were received from four different providers. It was not known at the time of preparing the tender that the wheelchair lifts and tie downs for the wheelchair stations were tax exempt. Not all bidders had consistently indicated this fact on their bids, so it was agreed the fairest price comparison would be done on the total tender cost before taxes and trade allowances.



The total prices before taxes are as follows;

-105-

Bidder Number	Bidder	Total Tender (before taxes)
1	Overland Custom Coach Inc (Option 1)	\$222,390
<b>Recommended 2</b>	<b>Overland Custom Coach Inc (Option 2)</b>	<b>\$232,800</b>
3	MacNab Bus Sales	\$235,800
4	City View Bus Sales Ltd.	\$236,742
5	Pearson Bus Sales Ltd.	\$250,200

After the public opening the tenders were checked for mandatory response requirements and calculation errors. It should also be noted that all other bids (Bidder #3, #4 & #5) included an additional step into the bus which would require all ambulatory riders to manoeuvre the additional step every time they board and exit from the buses. Needless to say, those bids were not considered further. Purchasing and Operations staff has reviewed the bid responses and recommend the tender be awarded to the Option 2 bid from Overland Custom Coach Inc. Unlike the Option 1 bid, the Option 2 bid from Overland Custom Coach Inc. included buses that have been rated with a 7 year / 200,000 mile Altoona rating along with a 5 year / 100,000 mile limited warranty.

In addition to the mandatory requirements within the tender, all providers were asked to provide prices for any recommended options to be considered. One of those items was the AIR RIDE feature, which has not been considered on previous tenders and was not bid by all bidders. It has been reported that the air ride feature can prolong the useful life of this style of bus while (more importantly) giving Paratransit riders a more stable ride without negatively affecting the maintenance costs. The total additional cost for this recommended feature on all three buses is \$19,106.10 (including taxes).

**Financial Considerations:**

Following are the proposed expenditures and funding sources for the purchase of these 3 buses, noting that all funding is provided by the province and that the funding was previously approved by Council by the adoption of part 1 of the 2006 Capital Budget;

**Expenditures (less GST):**

Overland Custom Coach (option 2)	\$249,775.00
Air Ride Suspension	\$18,000.00
Vehicle Striping	\$3,000.00
Total	\$270,775.00

**Funding:**

2006 OTVP (as per letter)	\$99,900.00
2006 Ontario Gas Tax Funding	\$170,875.00
Total	\$270,775.00

Respectfully,



for Dave White – Supervisor of Roads and Transportation  
Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

-106-

DONALD W.T.DURKIN  
208- 62 PARKSIDE DRIVE  
ST THOMAS ONT N5R-3T9

2 JUNE 06

Alderman Terry Shackleton  
Chairman Transport Services

City of St. Thomas  
Received  
JUN 19 2006  
City Clerk's Dept.

**Bus Services Serving Wal Mart Mall**

Dear Ald Shackleton

I have a concern for my fellow Senior Citizens regarding City Bus service in this area. Not so much the service but the situation of the bus stop as it affects Seniors, Disabled and Infirm riders using the service.

As you know I am mobile, independent and self efficient but when I see the problems that riders have, the distance they must walk from the bus stop to the stores and to return to the bus loaded with purchases especially during Winter is a problem that has to be addressed. Yet Elgin Mall is serviced by city buses traversing the property setting riders down adjacent to the Mall Entrance.

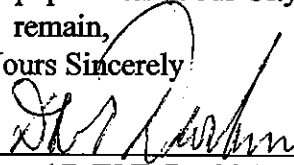
My question is:- "Why can't the same be done on the Wal Mart Area?" This problem should be addressed for a further reason,

The south west corner of the City has no shopping complex within easy distance. Yet there is a large population residing here. For example. Parkside Drive has Seven Apartment Blocks each with 24 Units plus a large number of single homes, many occupied by the elderly with no means of transportation. With the closing of the large Zehrs Store it leaves only IGA on Centre St West, and Price Chopper and Giant Tiger. These are the only stores to serve the whole south side of the city! Yet Council can consider a proposed high rise monstrosity at the entrance to Pinafore Park which I sincerely urge you personally not to support.

Better? Why not plan and promote a large complex on the vacant rail property on the North side of Elm St to Wilson Ave.? Think big, include a variety of stores, food outlets, Restaurants and Recreation Facilities. As a centre theme a Port Stanley Rail Terminal with Plazas and Gardens. In my opinion it will enhance and upgrade this part of the City, for the enjoyment and pleasure of all..... **All this coupled with Pinafore Park could become the show place of St Thomas.**

Alderman Terry I would appreciate your consideration of these suggestions not only for the benefit of the elderly and infirm but for the whole population of our City and Elgin County.

I remain,  
Yours Sincerely

  
\_\_\_\_\_  
( D.W.T. Durkin )  
(519 631 2661)

June 20, 2006

Donald McCosh  
57.5 Elizabeth St  
St. Thomas ON  
N5R 2X3

Mayor Jeff Kohler  
City Hall  
545 Talbot St  
St. Thomas ON  
N5P 3V7

Dear Mr. Kohler:

Re: Request to Install Four-Way Stop Signs in Residential Area

I wish to petition City Council to replace the yield signs currently in place at the intersection of White & Elizabeth Streets with stop signs (four-way). The City should consider replacing all of the existing yield signs with stop signs—drivers don't respect yield signs.

For some reason drivers do not recognize yield signs & regularly go right through them without slowing down. I have witnessed several collisions & many near misses at this intersection over the past twenty years. This neighbourhood was at one time populated by older residents but now has turned over in favour of young couples with young children. My wife & I have raised our daughter here & are currently raising a seven year old grandson who attends Wellington Street School. He has many friends on this street who are constantly playing on or near the street. I regularly play baseball or catch with him on the street.

For some perverse reason drivers use White Street as a "shortcut" to bypass the intersection at Princess & Centre Streets. Why any driver would want to speed down a residential street & run the risk of hitting parked cars or children at play in order to save 2-3 seconds is beyond me. Please force drivers to use main thoroughfares & leave residential areas to local traffic—install four way stop signs.

I recently drove down Malakoff Street & noticed the number of stop signs at every intersection. Bravo. This is a residential area & should not be used by drivers as a shortcut to avoid the traffic lights on Talbot Street.

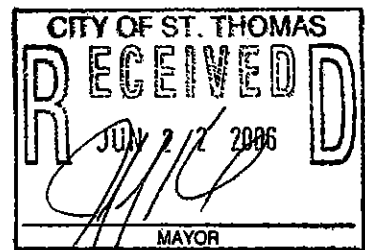
Traffic traveling through residential areas should be reduced & the speed of these vehicles should be similarly reduced at all costs. The installation of stop signs appears to be the simplest & most effective solution.

I would appreciate it if City Council would address this matter as soon as possible.

Yours truly



Donald McCosh



City of St. Thomas  
Receiver

JUN 22 2006

City Clerk's Dept.

REFERRED TO	
J. Dewarcker	
D. White	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM C. Bézard	



Corporation of the  
City of St. Thomas

-108-

Report No.

TR 43-06

File No.

**Directed to:**

Mayor Kohler and Members of City Council

**Date**

July 4, 2006

**Department:**

Corporate Purchase Card Policy Review Committee

**Attachment:**

**Prepared By:**

William J. Day, City Treasurer

**Appendix "A"**

Policy and Procedures  
Manual

**Subject:**

**Revisions to Purchase Card Policy and Procedures Manual**

**Recommendation:**

In connection with Report TR 43-06 it is recommended that Council approve the Purchase Card Policy and Procedures Manual effective July 2006.

**Report:**

**Background**

At its April 10, 2006 meeting, Council established a Committee consisting of Alderman Barwick (Chairman), Alderman Johnston, Alderman Warden and Mayor Kohler to review the purchase card policy and bring back a report to Council with recommendations establishing proper parameters to be followed by all purchase cardholders.

The Committee has met on three occasions, April 25, May 16 and June 20, and is scheduled to meet again on July 18<sup>th</sup>.

At its June 5, 2006 meeting, City Council resolved the following pursuant to the Committee's recommendations as contained within their Interim Report:

1. The Purchase Card Policy and Procedures Manual effective June 2006 be approved.
2. Department Heads to review the number of Purchase Cardholders within their Department with a view towards reducing the number of cards in use; and further that Department Heads review merchant category codes, monthly limits and single purchase limits for all cardholders within their respective Departments.
3. Direct that the "Food" merchant category code be blocked on all purchase cards effective July 1, 2006.
4. Confirm that the use of Purchase Cards is considered to be a voluntary method of purchasing goods or services for City business.

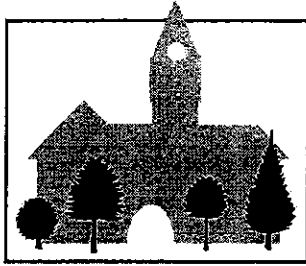
**Comments**

At its June 20, 2006 meeting the Committee acknowledged that any disciplinary measures to be taken on account of misuse by staff employed by the Police Services Board would be rendered by the Police Chief and/or the Board. In addition, the Committee resolved that meals expenses would constitute an acceptable item for purchase card usage for the Mayor, Department Heads and EDC staff.

These two recommended changes have been highlighted in the attached Purchase Card Policy and Procedures Manual.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer



THE CORPORATION OF THE CITY OF  
ST. THOMAS

## VISA PURCHASE CARD

## POLICY AND PROCEDURES MANUAL

Cardholder: \_\_\_\_\_

Effective – July 2001  
Revised – July 2006

**CORPORATION OF THE CITY OF ST. THOMAS  
PURCHASE CARD GUIDELINES**

- 110 -

**PURPOSE**

The purpose of the Visa Purchasing Card Program is designed to establish an efficient, cost-effective method for the purchase and payment of small dollar transactions. Low value purchases consume a disproportionate amount of finance, purchasing and administrative resources.

Implementation of the purchase card program as the mechanism for acquiring low dollar purchases will diminish the need for petty cash funds.

It is not intended to avoid or bypass appropriate purchasing or payment procedures as stipulated in the Purchasing By-Law No. 53-2001.

**GENERAL – TERMS AND CONDITIONS**

The Visa Purchase Card may be used at any vendor who accepts Visa throughout the world. The card can be used for both in-store purchases as well as for mail/fax/phone orders.

Although the card is issued in your name, it is the property of the Corporation of the City of St. Thomas and is **to be used only for City purchases**. The card is **NOT** for personal use. You are responsible for the security of your card and the transactions made with the card.

A card not used in compliance with the guidelines established for this program will result in the loss of card privileges and any other consequences as deemed appropriate by City Administration. Card usage may be audited and/or rescinded at any time.

There is no cost to the users, either for the card or for authorized transactions made using the card.

**CONTROL FEATURES**

The following control features are built into the program:

- dollar limits per transaction for individual cardholders
- a monthly credit limit for individual cardholders
- restrictions on authorized merchant categories (types)

Each card's limits are set to fit the need of the individual employee.

**CORPORATION OF THE CITY OF ST. THOMAS  
PURCHASE CARD GUIDELINES**

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**LIMITS**

All purchases must be made within the limits set for that card. Orders are not to be split in order to avoid card limits. Monthly credit limits are set at \$5,000.00. Additional monetary limits must be approved by the City Treasurer.

**Examples of when the Visa Purchase Card MAY be used:** (following the limits listed above)

- registrations (courses, hotels, etc.)
- stationery supplies
- photocopy/toner supplies
- janitorial supplies
- memberships
- subscriptions/books etc.

The cardholder may make purchases by quoting the purchase card number to vendors. This may be done by facsimile, telephone or in person.

**Examples of when the Visa Purchase Card MAY NOT be used:**

The following items, identified by Merchant Category and description are excluded from the purchase card program. They represent areas that would never be considered appropriate within the context of corporate purchases.

Merchant Category Code	Description
4815	Phone long distance charges
4829	Wire transfers / Money orders
5094	Precious stones/metals/watches/jewelry
5309	Duty Free Stores
6010	Fin. Institutions – (Over the counter cash)
6011	Fin. Institutions – (ATM cash advances)
6211	Security Brokers and Dealers
6760	Savings Bonds
7995	Betting/Track/Casino/Lotteries
5309 – 5921 inclusive (except Mayor, Department Heads and EDC staff)	Food (including grocery stores, bakeries, caterers, restaurants and bars)

**CORPORATION OF THE CITY OF ST. THOMAS  
PURCHASE CARD GUIDELINES**

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**CARDHOLDER RESPONSIBILITIES**

The cardholder is responsible for the custody, control and use of the Visa Purchase Card.

The cardholder is authorized to act on the Corporation's business only. The Corporation will not be responsible for the payment of purchases made by employees on their own behalf.

**Personal Purchases are STRICTLY PROHIBITED.**

The cardholder is responsible for ensuring that the budget funds are available to meet the terms of payment of the monthly statement and for ensuring that all transactions will be cleared prior to year-end closure of accounts.

The cardholder is responsible and accountable for selection of the supplier, product/service, specification, quality, quantities, price negotiation, freight charges, delivery requirements, ordering, expediting, amendments, returns, etc.

The cardholder is responsible for ensuring the accuracy of the shipments and must ensure that the shipment matches the order or sales slip. The cardholder will communicate to the vendor any discrepancies and arrange for the return of any goods ordered or shipped in error, found to be defective, requiring repair or replacement, etc.

Cardholders will be held liable for any misuse of the card or willful disregard of policy or procedures, which result in fraud, collusion or loss of money. Misuse of the card may result in disciplinary action in accordance with the Corporate Progressive Discipline Policy. **Misuse of the card by staff or the Police Services Board may result in disciplinary action as deemed appropriate by the Chief of Police and/or the Board.**

No cardholder may accept cash or a cheque from a vendor who is making a refund pertaining to a transaction previously charged to the purchase card. The vendor in all cases must issue a credit to the purchase card.

**RECONCILIATION OF STATEMENT**

For reconciliation purposes, each cardholder or appointed reconciler will be:

1. responsible for reviewing all transactions charged to his/her Purchase Card;
2. list and code all transactions related to the statement on the VISA Purchase Card Summary;
3. attach all itemized cash register receipts, credit notes, etc. related to the purchases listed on the statement; cardholders will be required to reimburse the Corporation for any expenses that are not supported by a detailed receipt;
4. reconcile the statement within one week of receipt;
5. sign, and have the Visa Purchase Card Summary approved as described (see "Approvals") before submission to Accounts Payable for processing.



**CORPORATION OF THE CITY OF ST. THOMAS  
PURCHASE CARD GUIDELINES**

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**NOTE:** The Visa Purchase Card Summary is available on the intranet under "City Hall Forms"

**AUDIT**

Statements are subject to review and audit. Please retain all packing slips, itemized cash register receipts, credit card slips, etc. with your Visa statement. If the receipt/packing slip does not include a description of the purchase, add a handwritten description on the receipt/packing slip.

**APPROVALS**

Employee's monthly Visa statements will be subject to approval as follows:

- a) Approval of the Department Head is required for the Visa statements of employees
- b) Approval of the City Treasurer is required for the Visa statements of Department Heads
- c) Approval of the City Clerk is required for the Visa statement of the City Treasurer
- d) Approval of the City Council is required for the Visa statement of the Mayor

**CARDHOLDER AGREEMENT**

The Card Coordinator will inform each cardholder, in writing, of the Cardholder's responsibilities and restrictions regarding the use of the purchase card, by providing the cardholder with a copy of this manual. The cardholder shall agree to the responsibilities and restrictions by signing the Purchase Card Agreement (see Appendix "B").

**EMPLOYEES TEMPORARILY ON LEAVE**

The following steps are to be taken if an employee is on an extended leave of absence or otherwise away from his/her regular place of employment for an extended period of time:

- 1. The appropriate Supervisor is responsible for collecting the card.
- 2. The Supervisor delivers the card to the Card Coordinator for safekeeping.
- 3. The Card Coordinator returns the card to the employee upon their return to work.

**TRANSFERRED OR TERMINATED EMPLOYEES**

If an employee is transferred to another department or terminates their employment with the Corporation the appropriate Supervisor is responsible for collecting the card and returning it to the Card Coordinator.

**CORPORATION OF THE CITY OF ST. THOMAS  
PURCHASE CARD GUIDELINES**

-114-

**CARD RENEWAL**

Each purchase card is issued for a period of two years starting with the month in which the card is issued. Cards will be automatically renewed unless the Card Coordinator advises the cardholder otherwise.

**DISPUTE PROCESS**

The following steps are to be taken for all transactions in dispute:

1. The cardholder contacts the supplier directly.
2. The supplier reviews the information and either demonstrates the charge is legitimate, credits the account or continues the dispute.
3. If the dispute continues, the cardholder contacts the Card Coordinator with details.
4. The Card Coordinator will work with the vendor or CIBC to resolve the issue.

**LOST OR STOLEN CARDS**

The cardholder must notify **CIBC** at **1-800-652-3888** **immediately** of a lost or stolen card. The card will be cancelled and a replacement card will be issued within two business days. Until the card is reported lost or stolen, charges made on the card will be the responsibility of the employee to whom it has been issued. Employees should protect this card as they would their own personal credit card.

**KEY CONTACTS**

**CIBC Customer Service**

**1-800-652-3888**

- account balance update
- account status
- transaction inquiries
- problem resolution on any purchase
- report lost or stolen cards

**Card Coordinator – Mike Hoogstra**

**631-1680 ext. 4112**

**mhoogstra@city.st-thomas.on.ca**

- any other assistance required or,
- notification of a supplier not set up to accept Visa

**From:** Michael Harding [mailto:mayor@city.woodstock.on.ca]  
**Sent:** Friday, June 23, 2006 12:03 PM  
**To:** Mayor Jeff Kohler  
**Subject:** Woodstock: Mayor's Blackout Day challenge

-115-

ATTN: Mr. Jeff Kohler  
City of St. Thomas

**Join Mayor's Blackout Day challenge Sunday, August 13th, 2006.**

On August 14, 2003, a massive Power System failure caused electrical outages in large portions of the northeastern United States and Canada, and some areas were without power for as long as three days. With economic development and population growth challenging our electricity supply, it is of vital importance that consumers see themselves as stakeholders and active participants in managing the Power Supply.

Last year, the Woodstock Environmental Advisory Committee (WEAC) and Woodstock Hydro challenged our City to participate in a Voluntary Blackout Day on the anniversary of the 2003 Blackout. Residents and businesses were asked to prepare for emergency situations like power outages, to "unplug" and reduce their power consumption, even spend time socializing with family and friends, to raise awareness of how integral our power supply is to daily life, and how fragile it can be. The result: a **4% reduction in energy usage and almost a 5% reduction in the peak demand for the day was achieved.**

At its meeting on June 15, 2006, Woodstock's City Council unanimously passed this resolution:

*Whereas if all municipalities in the Province of Ontario were to achieve a 4% reduction, Ontario would collectively reduce the provincial demand by 845 MegaWatts and 17,000 MegaWatt-hours, or the equivalent of powering 680,000 homes for a day;*

---

*Be it resolved that the Woodstock City Council extends a friendly challenge to all municipalities in the Province of Ontario, to join Woodstock and surpass a reduction of 4% electricity consumption within their respective communities on Sunday, August 13th, 2006.*

The Electricity System Operator (IESO) will assist participating municipalities in monitoring electrical usage and determining energy savings. Contact your electrical utility.

With last year's success setting the benchmark, Woodstock is now issuing this challenge to all of Ontario to join in this year's event on Sunday, August 13, 2006, and help us all exceed a 4% reduction in energy consumption, province-wide!

Let us know if your city will take up this challenge. No matter what the size of your community, we all will learn an important lesson. Prove to us that anyone can conserve.

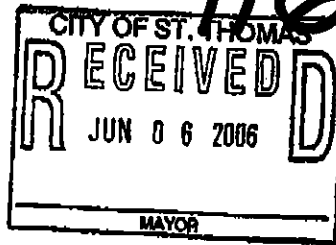
**Mayor Michael Harding**  
City of Woodstock  
Phone (510) 539-2382, x 811  
Fax (519) 538-3275  
E-mail [mayor@city.woodstock.on.ca](mailto:mayor@city.woodstock.on.ca)

**Technical Information:**

**Jay Heaman**  
Manager of Regulatory & Customer Affairs  
Woodstock Hydro Services Inc  
Tel: (519) 537-7172, x 255  
Email: [jheaman@woodstockhydro.com](mailto:jheaman@woodstockhydro.com)

80 COLLEGE STREET, TORONTO, CANADA M5G 2E2

June 1, 2006



JUN 19 2006

THE City Clerk's Dept.  
**COLLEGE  
OF  
PHYSICIANS  
AND  
SURGEONS  
OF  
ONTARIO**

FAX: (416) 961-3330  
TOLL FREE: (800) 268-7096  
TEL: (416) 967-2600

Jeff Kohler\*\*\*

Mayor

City of St. Thomas

Box 520, City Hall, 545 Talbot St.

St. Thomas, ON N5P 3V7

Dear Mayor:

A number of municipal councils throughout Ontario have recently passed resolutions regarding improving access to family physicians in Ontario. We would like to take this opportunity to provide you and your fellow Council members with an overview of the actions that the College of Physicians and Surgeons of Ontario has been taking to increase the number of licensed physicians in Ontario, as well as convey our 2005 registration statistics.

The core function of the College is to regulate the medical profession in the public interest. This includes ensuring that anyone who receives a license to practise medicine in Ontario has the skills and training to do so safely and effectively. We issue certificates of registration to doctors to allow them to practise medicine, monitor and maintain standards of practice through peer assessment and remediation, investigate complaints against doctors on behalf of the public, and discipline doctors who are guilty of professional misconduct or incompetence.

One of our top priorities for the last few years has been to find creative ways to address the lack of physicians in this province. Past initiatives have included the publication of *Tackling the Doctor Shortage*, a discussion paper providing recommendations directed to government and all stakeholders, including the College, that were designed to increase access to physicians. A copy of the paper is available at: [www.cpso.on.ca/Info\\_physicians/physres.htm](http://www.cpso.on.ca/Info_physicians/physres.htm). Our initiatives have included working with Ontario's Ministry of Health and Long-Term Care, the Government of Canada and other partners to develop new pathways for foreign-trained physicians to become licensed to practice medicine in Ontario.

As a result, we have had a number of recent successes as illustrated by our 2005 registration statistics. For example, 2005 marked the second year in a row that the College granted more medical licenses to International Medical Graduates (IMGs) than Ontario medical school graduates. This includes 1,082 certificates issued to IMGs, graduating from 91 different countries. Also, the total number of certificates issued in 2005 was the highest annual total in 20 years. A copy of our 2005 registration statistics is enclosed.

However, we recognize that more work must be done. Our 2004 and preliminary 2005 annual member survey results clearly demonstrate that much greater action and attention by government and other health stakeholders is immediately required to ensure patient access to medical care. The number of general practitioners accepting new patients dropped from 39% in 2000 to 16.5% in 2004. We believe that this percentage has decreased even further in 2005.

To increase the number of physicians in Ontario, we continue to advocate for the government to increase enrolment at Ontario's medical schools and post-graduate training positions. While the government has moved forward on these initiatives, we would like these spots to be further increased to address the future growing health care needs of our population.

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June 1, 2006 – Page two

We are also pleased that in 2006, the government allowed IMGs to apply for residency positions in Ontario during their final year of medical school. This included Canadian/Ontarian residents who were studying abroad. We are requesting that this policy is repeated in 2007.

In addition, the launch of *IMG-Ontario*, which provides access to professional practice in Ontario for IMGs who meet the Ontario regulatory requirements, has been a great success. We are requesting that the government continue to support this initiative.

Furthermore, we are pleased of the government's recently announced new health human resources strategy, *HealthForceOntario*. The strategy includes a commitment to repatriate physicians from Ontario who have left to work in other jurisdictions within North America. We are supportive of this direction and look forward to learning more about the specifics of the plan.

Other initiatives that we have been advocating to the provincial government include the creation of a health human resources planning body and the consideration of potential collaborative care models.

We look forward to continuing to working with government and other stakeholders to address these challenges. Moreover, we at the College recognize the important contributions many municipalities are making towards finding creative solutions that meet the unique needs of their communities. We also encourage you to work with government, as we are, to improve patient access to physicians.

On a final note, we are aware that your constituents may contact you to discuss being unable to find a doctor. The College's Doctor Search Service may be able to help. In fact, the College is the only organization in the province that offers this service for members of the public. Doctor Search can be accessed by telephoning (416) 967-2626 or 1-800-268-7096 ext. 626, or by visiting [www.cpsso.on.ca](http://www.cpsso.on.ca).

We would greatly appreciate it if you would share this information with your colleagues in your municipal council. We hope this information is helpful.

Sincerely,

Dale Mercer, MD, FRCSC  
President

Rocco Gerace, MD  
Registrar

- c. Hon. George Smitherman, Minister of Health and Long-Term Care  
Brad Sinclair, Chief of Staff to the Minister  
Abid Malik, Senior Policy Advisor to the Minister  
Dr. Joshua Tepper, ADM, Health Human Resource Strategy Division  
Pat Vanini, Executive Director, Association of Municipalities of Ontario

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# NEWS RELEASE

## College issues most licenses in two decades

### For immediate release

**February 1, 2006** – The number of certificates of registration (medical licenses) issued in 2005 by the College of Physicians and Surgeons of Ontario (CPSO) was the highest number in 20 years. In addition, for the past two years, a greater number of licenses were granted to international medical graduates (IMGs) than Ontario graduates.

"Last year, 39% of licenses were issued to IMGs, compared to only 27% in 1995. Further, IMGs continue to represent 25% of the total CPSO membership," said College President Dr. Dale Mercer. The CPSO also issued certificates to IMGs who received their medical education from 91 different countries.

"Ontario is beginning to reap the rewards of new CPSO registration policies and programs introduced to increase physician resources," said Mercer. Since 2002, 523 applicants have been issued practice certificates under these new policies and programs. "We are working from the premise that all solutions must maintain our existing standards of registration," said Mercer.

"The College is dedicated to doing our part to increase the supply of physicians and challenges others, most particularly the government of Ontario, to do the same. Continuing to reduce barriers to the recruitment, registration, training, and education of doctors in this province is one of our top priorities," said Mercer.

The College believes that even more action needs to be taken and recommends that the government of Ontario, in its upcoming budget, should:

- Increase domestic capacity further by significantly increasing enrolment at Ontario medical schools;
- Allow Canadian residents studying at international medical schools to apply for residency positions in their final year of medical school;
- Continue to provide the necessary financial support to ensure that every IMG can be fairly assessed, and if eligible, provided with training;
- Market Ontario as a great place for health professionals to work and encourage Ontario physicians practising elsewhere to return;
- Create a health human resources planning body.

"Fully 10% of the CPSO membership is practising outside of Ontario," said Mercer. The College encourages the government to establish a goal of sustainability of physician human resources as it transforms the health system in Ontario. For more information, see Physician Resource Initiatives on the College website, [www.cpsso.on.ca](http://www.cpsso.on.ca), under What's New.

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#### Media Inquiries:

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Corporation of the

**City of St. Thomas**

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Report No.

CC-39-06

File No.

**Directed to:** Mayor J. Kohler and Members of City Council

Date

July 11, 2006

**Department:** City Clerks Department

Attachment

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

**Subject:** 125th Anniversary Celebrations

**Recommendation:**

THAT: Report CC-39-06 relating to the City's 125th Anniversary Celebrations be received for information.

**Background:**

The purpose of this report is to inform Council about the progress being made in the preparation of an event aimed to celebrate the City's 125th Anniversary.

The Coordinating Committee, including representation from the DDB and the CASO Station, have been meeting and are in the process of solidifying the following arrangements:

**Event date:** Saturday, September 16, 2006

**Location :** The event will be held in the east parking lot of St. Thomas Collision Centre, 700 Talbot (former Talbot Ford) extending over to the CASO Station.

It is planned that a tent would be placed on the site as the focal point for entertainment.

**Entertainment:** The Committee is arranging for a roster of local talent that can provide entertainment during the event. Once the roster of talent has been arranged, the actual timing of the event will be defined.

**Community Displays:** An advertisement will be placed in the newspaper inviting community groups to set-up displays in the event area.

Included in the community displays would be representation of emergency services.

**Official Ceremony:** An Official Ceremony will be scheduled during the event in order for officials to bring greetings and for the cutting of a birthday cake.

**Food Concessions:** The Committee will be contacting local service clubs to arrange for food concessions for the event.

**Licensed Area:** The Committee will be contacting local service clubs to arrange for a licensed area and it would be the service club's responsibility to make all arrangements for the licensed area.

**Commerative Newspaper Insert**

As part of the celebrations a commerative newspaper insert will be develop and included for circulation during the week of the birthday event. Households who do not receive the newspaper would have a copy delivered the same week through the Times Journal Extra Delivery. In total there would be a City circulation of approximately 14,000.

**Financial Consideration:**

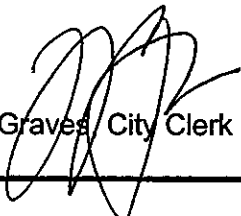
The Committee is working within the established \$10,000 budget for the event.

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**Special Events Committee**

When the event details are finalized, an application will be submitted to the Special Events Committee for approval.

Respectfully,

  
W. Graves City Clerk

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other





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

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Report No.

CC-34-06

File No.

Directed to: Mayor J. Kohler and Members of Council

Date  
July 3rd, 2006

Department: City Clerk

Attachment

Prepared By: Cindy Bezaire, Administrative Clerk

Subject: Semi-Annual Attendance for the 126th Council and Committee of the Whole for the Period of January 1st, 2006 to June 30th, 2006

**Recommendation:**

THAT: Report CC-34-06 regarding the Semi-Annual Attendance for Council and Committee of the Whole for the period of January 1st, 2006 to June 30th, 2006, be received and filed for information.

**Origin:**

Semi-annual reports on attendance at City Council meetings are provided for information.

**Analysis:**

Semi-annual attendance for Council and Committee of the Whole regarding the number of meetings held and the number of meetings attended by Council members.

	Mtgs Held	Mtgs Att
Mayor J. Kohler Council	23	23
Alderman B. Aarts Council	23	22
Alderman C. Barwick Council	23	22
Alderman H. Chapman Council	23	23
Alderman T. Johnston Council	23	21
Alderman T. Shackelton Council	23	23
Alderman M. Turvey Council	23	22
Alderman D. Warden Council	23	22

\* Budget and Finance Committee - 1 meeting held March 28th, 2006 - included in total \*

Respectfully,

Cindy Bezaire  
Administrative Clerk

Reviewed By: \_\_\_\_\_

Treasury

Env. Services

Planning

City Clerk

H.R.

Other



Corporation of the

**City of St. Thomas**

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Report No.

CC-38-06

File No.

**Directed to:** Mayor J. Kohler and Members of City Council

Date

July 10, 2006

**Department:** City Clerks Department

Attachment

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

Visioning Exercise  
Summary Notes

Visioning Exercise  
Moving Forward Report  
June 26, 2006

**Subject:** City of St. Thomas / County of Elgin 2006 Visioning Session

**Recommendation:**

THAT: Report CC-38-06 be received for information, and further,

THAT: Council receive the Summary Notes from the Visioning Exercise held on April 28, 2006, and further,

THAT: Council receive the Report entitled "2006 Visioning Exercise -- Moving Forward" dated June 26, 2006 and adopt the recommendations contained within the report.

**Background:**

As Council is aware a joint visioning exercise was held on April 28, 2006 between the City and the County.

Attached for your information is a copy of the Summary Notes from the event.

In addition, a report detailing action items and recommendations is attached.

County Council will be receiving this same information at its meeting on July 11, 2006.

Respectfully,

  
W. Graves, City Clerk

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other

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FROM: Visioning Exercise Planning Committee

DATE: June 26, 2006

SUBJECT: 2006 Visioning Exercise- Moving Forward

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**Introduction:**

The Visioning Exercise held on April 28<sup>th</sup>, 2006 at the East Elgin Community Complex was by all accounts a resounding success. Opportunities, challenges and visions for the future were shared by numerous participants and a consensus was reached on priorities for further consideration. A complete accounting of the day is contained in the attached summary notes prepared by the facilitator, the Randolph Group.

Three priority action items were identified in terms of outcomes from the session. This report recommends the adoption of these items and suggests a way to move forward with the recommendations.

**Discussion:**

Three priority action items are contained on page thirteen of the summary notes. Specifically, the items are listed as follows:

- 1) Undertake a Strategic Master Plan for Tourism
- 2) Undertake a Regional Economic Development Strategy
- 3) County/City Liaison Committee to take a leadership role in moving things forward.

The planning review committee, consisting of Mayor Kohler, Warden Baldwin, Helen LeFrank, Wendell Graves and Mark McDonald, has reviewed the summary notes and action items with a view to recommending ways to proceed.

**Action Item #1 - Undertake a Strategic Master Plan for Tourism**

The St. Thomas-Elgin Tourist Association is planning to embark on a "Premier Ranked Tourism Destination Study" designed to develop a data base of tourism services, products and infrastructure for Elgin and St. Thomas. If funding for the application is successful, then the Association will partner with Norfolk and Haldimand to complete the study at no cost to the municipalities. In order to learn more about the program, the visioning planning committee makes the following recommendation:

**Recommendation #1**

That the County and the City's liaison committee invite a representative of the Ministry of Tourism and the St. Thomas/Elgin Tourist Association to make a presentation to a joint meeting of the two councils (Liaison Committee) in the Fall of 2006 to learn more about the project and specifically how the study dovetails with the identified need for a Tourism Master Plan.

**Action Item #2 - Undertake a Regional Economic Development Strategy**

The County of Elgin has recently established an Economic Development initiative with the hiring of a Manager, Economic Development on July 4<sup>th</sup>,

2006. One of the pressing responsibilities of said position is to launch an economic development Master Plan for the County.

**Recommendation #2**

That the City's General Manager of the St. Thomas Economic Development Corporation, the General Manager of the Elgin Community Futures Development Corporation and the County's Manager of Economic Development be requested to explore the pros and cons of undertaking a Regional Economic Development Strategy and report back to the Liaison Committee.

**Action Item #3 - County/City Liaison Committee to take a leadership role in moving things forward from the visioning exercise.**

It is suggested that this committee meet twice yearly to discuss matters of mutual interest with the County hosting one meeting and the City hosting the other, perhaps in the Spring and the Fall according to dates predetermined and on an annual basis.

**Recommendation #3**

That the County/City Liaison Committee meet on September 28<sup>th</sup>, 2006 at 5 p.m. to discuss matters of mutual interest including establishing a formal meeting schedule and to hear a presentation from the Ministry of Tourism and the St. Thomas/Elgin Tourist Association on the Premier Ranked Tourist Destination Study.

**Conclusion:**

A number of priority action items were developed at the Visioning Exercise for the City of St. Thomas and the County of Elgin. This report suggests ways of maintaining the momentum from the gathering in the form of three recommendations.

**Recommendation:**

THAT the Summary Notes from the Visioning Exercise held on April 28<sup>th</sup>, 2006 be received and filed; and,

THAT the report entitled "2006 Visioning Exercise- Moving Forward" dated June 26<sup>th</sup>, 2006 be adopted included the recommendations contained therein.

ALL of which is respectfully submitted,

Visioning Exercise Planning Committee Members:

Mayor Jeff Kohler,  
Warden Paul Baldwin,  
Helen LeFrank,  
Wendell Graves,  
Mark G. McDonald.