

AGENDA

THE TWENTIETH MEETING OF THE ONE HUNDRED AND TWENTY-SIXTH COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS

**COUNCIL CHAMBERS
CITY HALL**

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

JUNE 5TH, 2006

ROUTINE PROCEEDINGS AND GENERAL ORDERS OF THE DAY

OPENING PRAYER

DISCLOSURES OF INTEREST

MINUTES

DEPUTATIONS

COMMITTEE OF THE WHOLE

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

PUBLIC NOTICE

NOTICES OF MOTION

ADJOURNMENT

CLOSING PRAYER

THE LORD'S PRAYER

Alderman T. Johnston

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on May 15th, 2006.

DEPUTATIONS

The Caring Cupboard - 4th Annual Curbside Food Drive - June 12th to 16th, 2006

Mr. James Miller, President, Board of Directors, The Caring Cupboard, will be in attendance to discuss the curbside food drive being held from June 12th to 16th, 2006.

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

Land Development - Part Lots 41 & 42 South of Bush Line

NEW BUSINESS

Proposed Zoning Bylaw Amendment - to add a "convenience store" as an additional permitted use - 1210 Talbot Street

Report PD-12-2006 of the Planner. Pages 7 & 8

Draft Plan of Subdivision File #34T-06501 - Dalewood Meadows Development Area - Block Development Plan - Inn Services Inc.

Report PD-13-2006 of the Planning Director. Pages 9 to 12

Zoning Bylaw Amendment Application File #34T-06501 - to permit a minimum 11 metre lot - Inn Services Inc.

Report PD-14-2006 of the Planner. Pages 13 & 14

Municipality of Central Elgin - Zoning By-Law Amendment - Erie Heights Properties Inc.

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to realign the zone boundaries and add a new special schedule which will identify and recommend the geotechnical setback line for buildings and structures at Part of Blocks 2,4,6,8 and 9, Plan 11M-123 and Lot 1, Block 48 and Part of Lot 2, Plan 11M-136.

Municipality of Central Elgin - Zoning By-Law Amendment - 6593 Bostwick Road

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to permit one single detached dwelling to be constructed on the subject property at 6593 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

Scott Street / East Alley Capital Project

Report ES70-06 of the Manager of Engineering. Pages 15 to 19

BUSINESS CONCLUDED

PERSONNEL AND LABOUR RELATIONS COMMITTEE - Chairman D. Warden

UNFINISHED BUSINESS**NEW BUSINESS****BUSINESS CONCLUDED**

FINANCE AND ADMINISTRATION COMMITTEE - Chairman C. Barwick

UNFINISHED BUSINESSCorporate Credit CardsJunior B Stars Hockey Club - 2006-2007 Facility Rental Permit

Report TR-29-06 of the Director of Finance and City Treasurer. Pages 20 to 27

NEW BUSINESSSt. Thomas Seniors' Centre - Operable Wall Partitions

Report TR-31-06 of the Director of Finance and City Treasurer. Page 28

St. Thomas Public Library Board - Library Accessibility Ramp

Report TR-32-06 of the Director of Finance and City Treasurer. Pages 29 & 30

2006 Property Tax Transition Ratios

Report TR-34-06 of the Director of Finance and City Treasurer. Pages 31 & 32

2006 Property Tax Capping for Multi-residential, Commercial and Industrial Classes

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

Procurement of Natural Gas

Report TR-35-06 of the Purchasing Agent. Page 34

BUSINESS CONCLUDED**COMMUNITY AND SOCIAL SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS**Parks Pavilion Renaming and Walk of FameEarly Learning Centre**NEW BUSINESS****BUSINESS CONCLUDED****PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** - Chairman T. Shackelton**UNFINISHED BUSINESS**Intersection of Redan Street and Woodworth AvenueIntersection of Manor Road and Chestnut StreetLeash Free Dog ParkIntersection of Chant Street and Lawrence Avenue**NEW BUSINESS**Seniors Picnic in the Park Free Transit Service for Seniors - July 12, 2006

Report ES69-06 of the Supervisor of Roads & Transportation. Pages 35 to 37

BUSINESS CONCLUDED**REPORTS PENDING**

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

ENVIRONMENTALLY SENSITIVE LAND USE - P. Keenan

DRIVEWAY RECONSTRUCTION - MAPLE STREET - J. Dewancker

REVIEW OF CITY BUS ROUTES - J. Dewancker

ALMA COLLEGE - Management Board

SCHOOL AREA REVIEW PROCEDURES - FOR ELEMENTARY SCHOOL CHILDREN - D. White

COUNCIL

Council will reconvene into regular session.

REPORT OF COMMITTEE OF THE WHOLE

Planning and Development Committee - Chairman H. Chapman

Environmental Services Committee - Chairman M. Turvey

Personnel and Labour Relations Committee - Chairman D. Warden

Finance and Administration Committee - Chairman C. Barwick

Community and Social Services Committee - Chairman B. Aarts

Protective Services and Transportation Committee - Chairman T. Shackelton

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

REPORTS OF COMMITTEES

Interim Report - Purchase Card Policy and Procedures Manual

Report TR 30-06 of the Chairman of Corporate Purchase Card Policy Review Committee. Pages 38 & 39

Policy and Procedures Manual attached.

PETITIONS AND COMMUNICATONS

Rotary International Youth Exchange Program - City Pins

A letter has been received from Amanda Howarth, Exchange Student, requesting 300 - 500 city pins to distribute while on a one year Rotary International Youth Exchange Program to Brazil.

Communities in Bloom Clean & Green - July 19th - 24th, 2006

A letter has been received from Ross Tucker, Chairman Communities in Bloom Committee, requesting that the Communities in Bloom Clean & Green Flag be flown at City Hall and various locations around the city from July 19th to 24th, 2006. Page 40

UNFINISHED BUSINESS

City of St. Thomas 125th Anniversary

Minimum Maintenance Standards for Heritage Properties

NEW BUSINESS

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 5th day of June, 2006.
2. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and the Municipality of Central Elgin. (Dispatch Services for Central Elgin Fire Department - Three-Year Agreement)
3. A by-law to establish Tax Ratios for the year 2006.
4. A by-law to provide for the adoption of the estimates for municipal purposes for 2006, the adoption of tax rates for municipal purposes for 2006 and further to provide for penalty and interest on payments of taxes in default.
5. A by-law to provide for the adoption of tax rates for education purposes for 2006 and further to provide for penalty and interest on payments of taxes in default.
6. A by-law to authorize maximum tax increases for certain Commercial, Industrial and Multi-Residential properties for the 2006 taxation year.
7. A by-law to provide for the adoption of the tax rates for the Business Improvement Area for 2005 and interest on payments of levies in default.
8. 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, the Board of Health of the Elgin-St. Thomas Health Unit, The Corporation of the Town of Aylmer, the Corporation of the City of St. Thomas, and Pestalto Environmental Products Inc. (West Nile Virus - 2006 Larvicide Program)
9. 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 Lois Kantor. (road widening Elm Street)
10. 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 2096869 Ontario Inc. (SPC 10-05 - 400 Highbury Avenue - Commercial Development)
11. 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 Thames Valley District School Board. (SPC 2-06 - 50 Wellington Street - Two Portables)

PUBLIC NOTICE

NOTICES OF MOTION

CLOSED SESSION

A resolution to close the meeting will be presented to deal with proposed or pending acquisition or disposition of lands by the municipality.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER



**The Corporation of the
City of St. Thomas -7-**

Report No.: PD-12-2006

File No.: ST2-05-06

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

Date: May 24th, 2006

Subject: Proposed Zoning Bylaw Amendment - to add a "convenience store" as an additional permitted use on lands known municipally as 1210 Talbot Street.

Department: Planning Department
Prepared by: J McCoomb - Planner

Attachments:
- Location Plan

RECOMMENDATION:

THAT: The application by Nimish Parel for a proposed site specific zoning by-law amendment be received; and,

THAT: Council authorize the preparation of a draft amendment to the City of St. Thomas Zoning By-law 50-88 to add "convenience store" as an additional permitted use on lands known municipally as 1210 Talbot Street;

AND THAT: A date for a public meeting be set in accordance with Ontario Regulation 199/96, as amended. (*Recommended Date: July 17, 2006 @ 5:00 p.m.*)

ANALYSIS:

Location:

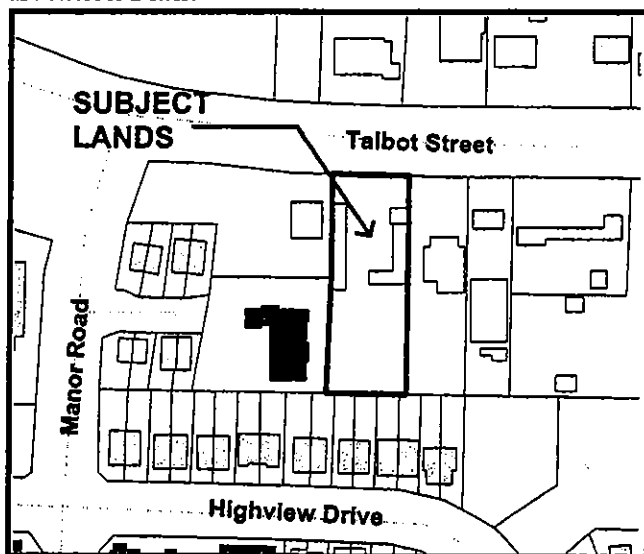
The subject lands are located on the south side of Talbot Street, east of Manor Road. The subject lands have a total site area of approximately 3,844m², and currently contain a motel with a restaurant. Surrounding uses include a used car dealership and automotive repair to the north, residential to the south, Tim Horton's to the west and a variety of commercial uses to the east. The location of the property is shown on the Location Plan.

The subject lands may be legally described as Part of Lot 9, Concession 8, geographic Township of Yarmouth, now City of St. Thomas. They are described municipally as 1210 Talbot Street.

Proposal:

The applicant is proposing to convert the existing restaurant space located within the motel into a convenience store. According to the application, there are two buildings on the subject property containing motel rooms and the existing restaurant, which occupies an area of approximately 368 square feet at the front of the most easterly building on the site. The applicant advises that it is this floor area that is proposed to be converted into a convenience store.

Location Plan:



Official Plan Policies:

The subject lands are located within the Highway Commercial designation of the St. Thomas Official Plan, which means that the predominant use of land shall be for traditional highway commercial uses that cater to the needs of the traveling public. These uses include hotel /motel and variety store. In my opinion, the proposed convenience store use complies with the general intent of the Highway Commercial designation and may be considered without an amendment to the Plan.

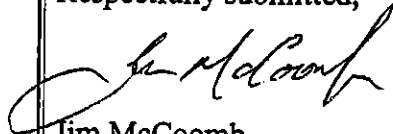
Zoning By-law:

The subject property is currently located within the Highway Commercial Zone (C7-8) of St. Thomas Zoning By-law 50-88. The C7 zone permits a variety of traditional highway commercial uses including a hotel and a restaurant. A site specific amendment to the Zoning By-law is required to permit the proposed convenience store as an additional permitted use on the subject lands.

Services:

The policies of the St. Thomas Official Plan require full municipal services for any new development proposed within the City. This policy is implemented through the regulations of the zoning by-law. Those regulations recognize that there is existing development on private services and permit those existing buildings and structures to be used for uses permitted in any particular use zone so long as the existing services to the building are adequate for the proposed use. Prior to final approval, confirmation should be obtained from the Department of Environmental Services of the adequacy of the existing services relative to the proposed use.

Respectfully submitted,



Jim McCoomb
Planner



Reviewed By:

Env. Services

Treasury

City Clerk

Other



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

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Report No.: PD-13-2006

File No.: 34T-06501

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

Date: May 30th, 2006

**Subject: Application by Inn Services Inc, Draft Plan of Subdivision, File 34T-06501 - Dalewood
Meadows Development Area - Block Development Plan.**

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

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

RECOMMENDATION:

THAT: The application by Inn Services Inc. for a proposed Draft Plan of Subdivision File No.: 34T-06501 be received; and,

THAT: Council approve in principle the proposed Draft Plan of Subdivision File # 34T-06507 (Residential Plan of Subdivision) of lands owned by Inn Services Inc. which lands may be legally described as part of Lot 6, Range 2, North of Edgeware Road and part of Lot 6, Concession 10 and part of the Road Allowance Between Concession 10 and Range 2, North of Edgeware Road, geographic Township of Yarmouth and all of Block 16, Registered Plan 11M-130 and all of Block 50, Registered Plan 11M-145 in the City of St. Thomas, County of Elgin and further that final approval be subject to:

- 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;
- a subdivision agreement satisfactory to the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other related matters.

AND THAT: A date for a public meeting be established in accordance with Ontario Regulations 196/96, as amended. (*Recommended Date: July 17th, 2006 @ 5:05 p.m.*)

ANALYSIS:

Proposal:

Inn Services Inc. has submitted an application for approval of a Block Development Plan for 34.376 hectares (84.94 acres) of land situated south of Ron McNeil Line and Sutherland Line and abutting the Dalewood Conservation Area on the west limit and ravines on the east and south limits of the lands. Referred to as the Dalewood Meadows subdivision the proposed draft plan of subdivision contains 117 lots for residential development comprised of 114 lots for single detached dwellings and 3 lots (6 units) for semi-detached dwellings. The balance of the plan is comprised of 4 Blocks (120, 121, 123, & 128) for future residential development, 2 Blocks (122 & 129) for future roadways, 1 Block (118) for the development of a neighbourhood park, 1 Block (119) for Storm Water Management and ravine, and 4 Blocks (124, 125, 126, & 127) for open space and conservation purposes.

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

The initial development of the Dalewood Meadows Block Plan will be confined to Phase 1 of the development which comprises the 117 residential lots, five new streets A, B, C, D and Pine Valley Drive and the Storm Water Management facility (Block 119) as shown on the attached copy of the Subdivision Plan.

Street access to Phase 1 will be from Ron McNeil Line. It is proposed to extend Pine Valley Drive northerly beyond the limits of the proposed plan to create a new intersection with Ron McNeil Line. Sutherland Line will be realigned to intersect with Pine Valley Drive. Development of the new intersection will be subject to the approval of the design by the County of Elgin.

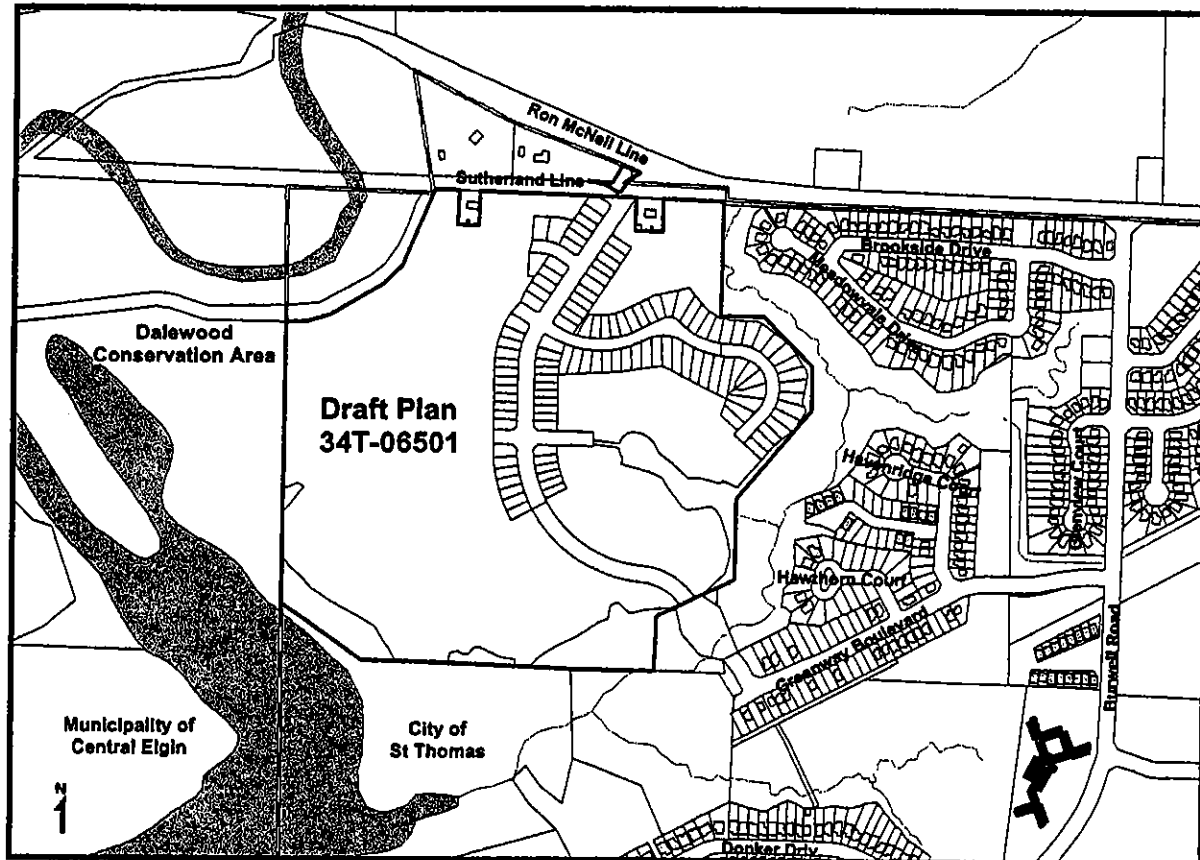
The development of the Blocks within the plan which are targeted for future residential development and future roads will be subject to the Subdivider submitting further applications for draft plan of subdivision approval to create new streets and lots within the blocks or to open Blocks proposed for future streets.

A reduced copy of the draft plan of subdivision is attached.

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The lands may be legally described part of Lot 6, Range 2, North of Edgeware Road and part of Lot 6, Concession 10 and part of the Road Allowance Between Concession 10 and Range 2, North of Edgeware Road, geographic Township of Yarmouth and all of Block 16, Registered Plan 11M-130 and all of Block 50, Registered Plan 11M-145 in the City of St. Thomas, County of Elgin.

Location Plan



Official Plan:

The subject property is designated for residential use in the City of St. Thomas Official Plan and is compatible with surrounding land uses. Certain blocks of land, comprised of ravines and valley lands, are designated Open Space and Conservation. The proposed draft plan of subdivision is permitted by the Official Plan subject to complying with the policies of the Official Plan (OPA #31- Dalewood Development Area).

Zoning By-law:

The lands proposed for residential development are located within the Third Residential (hR3A-1) Zone. The proposed residential lots are permitted by the Zoning By-Law. The remainder of the subject lands, outside of the proposed development area, adjacent to the ravines, are zoned Open Space (OS).

The lands are also subject to the standard holding zone requirements set out in Section 2.2 of Zoning By-law 50-88. The requirements of the holding zone must be met to the satisfaction of the Municipality and the holding symbol removed by way of amendment to the Zoning By-law prior to the development on the lands proceeding. The requirements of Section 2.2 of the Zoning By-law are normally satisfied through the subdivision approval process following the draft approval of the Plan.

Inn Services Inc. has also filed a concurrent zoning application (File No.: ST2-06-06, see Report No. PD-14-2006 on the June 5th, 2006 Council Agenda) to permit a minimum 11 metre frontage for Lots 69 - 76 and Lots 78 - 83 inclusive, within the 1st phase of development and for a block of lands immediately south of the aforementioned lots for development in a subsequent phase. The Zoning amendment will also establish top of bank and geotechnical requirements for a portion of the proposed development lands adjacent to the ravine on the east and south side of the lands; place Block 118, which contains the proposed storm water management facility, and lands adjacent to the ravines proposed for a future walking trail, in an Open Space and Park Zone (OS); and to place Block 118, which is the proposed neighbourhood park, into an Open Space and Park Zone. Planning Report PD-14-2006 contains additional information and the details on the proposed Zoning amendment.

Services:

The proposed subdivision will meet Municipal standards for full Municipal services. The design, development and the installation of services will be in accordance with the objectives and recommendations contained within approved servicing standards of the Municipality.

It is recommended that Council's final approval of this plan be subject to the Director, Environmental Services

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recommendations on servicing and his confirmation upon completing his review of the circulated draft plan, that there is sufficient uncommitted reserve treatment capacity within the sanitary sewerage system to service the proposed development.

Financial Considerations:

All costs associated with the development of the draft plan of subdivision are the ultimate responsibility of the Subdivider. The Subdivider will be required to pay the approved development fees and charges in addition to the full cost of the installation of municipal services, within the plan, in accordance with the standard practices and policies of the City as adopted by Council.

Respectfully submitted,



P.J.C. Keenan

Director of Planning

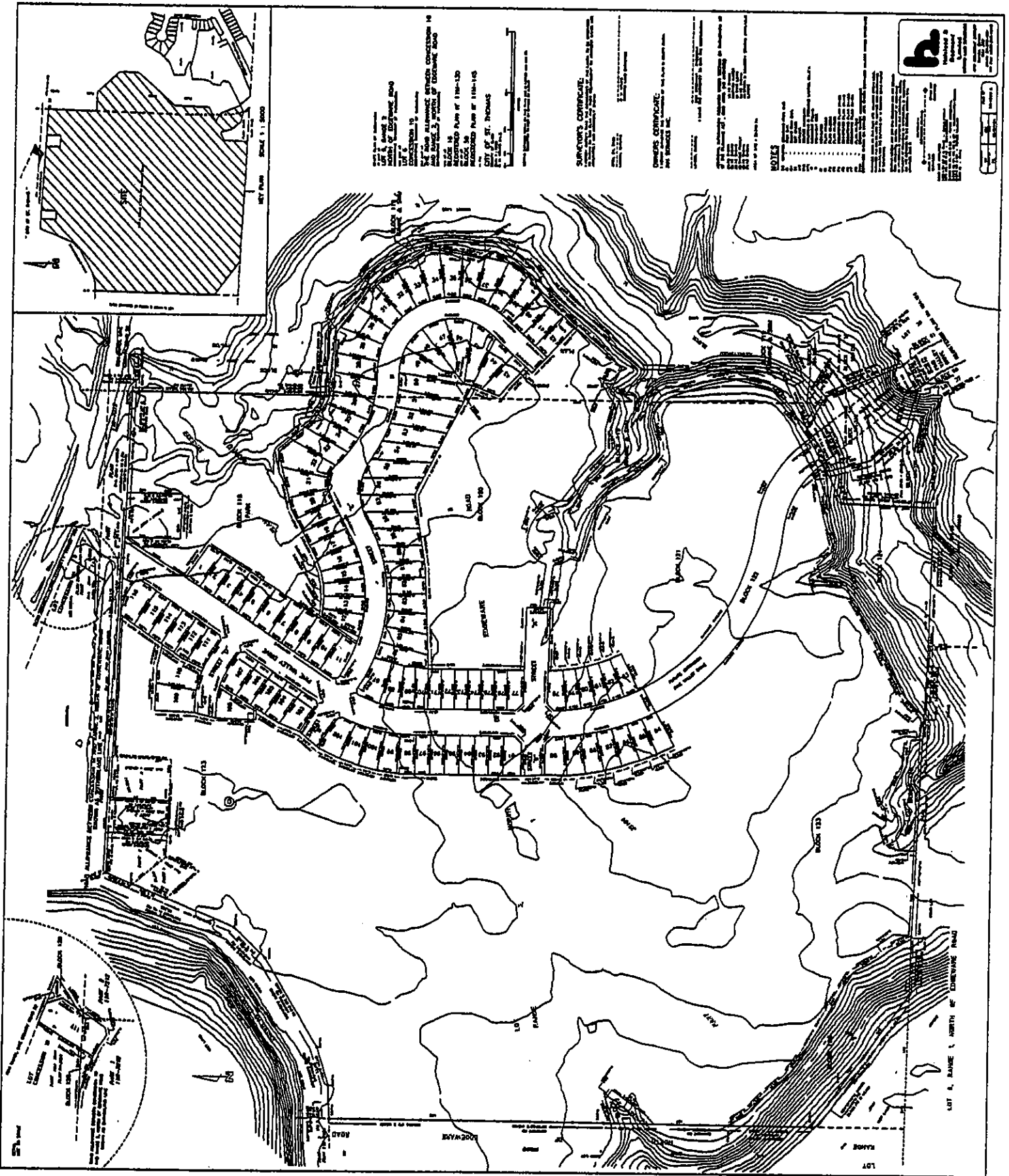
Reviewed By:

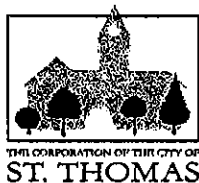
Env. Services

Treasury

City Clerk

Other





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

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Report No.: PD-14-2006

File No.: ST2-06-06

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

Date: May 26th, 2006

Subject: Zoning Bylaw Amendment Application - Inn Services Inc. - to permit a minimum 11 metre lot frontages on certain lands; to establish top of bank and structural setback limits for certain lands; and to place other lands within Open Space zones, all within Draft Plan of Subdivision File No.: 34T-06501, which may be legally described as Part of Lot 6, Range 2 North of Edgeware Road, Geographic Township of Yarmouth, all of Block 16, Registered Plan 11N-130 and all of Block 50, Registered Plan 11M-145, now in the City of St. Thomas, County of Elgin.

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

**Attachments:
- Location Plan**

RECOMMENDATION:

THAT: The application by Inn Services Inc. for an amendment to the St. Thomas Zoning By-law 50-88 be received, and

THAT: Direction be given to prepare a site specific draft amendment to the Zoning By-law to permit a minimum 11 metre lot frontage for certain lots and parts of future development blocks within the draft Plan of Subdivision File No. 34T-06501; to establish top of bank and structural setback limits for a portion of the proposed development lands; place certain lands identified for storm water management purposes and possible future hiking trails into an Open Space and Park zone; and to place a block within the draft plan proposed for future park into an Open Space and Park Zone, all on lands which may be legally described as Part of Lot 6, Range 2 North of Edgeware Road, Geographic Township of Yarmouth, all of Block 16, Registered Plan 11N-130 and all of Block 50, Registered Plan 11M-145, now in the City of St. Thomas, County of Elgin;

AND THAT: A date for a public meeting be set in accordance with Ontario Regulation 199/96, as amended. (*Recommended Date: July 17th, 2006 @ 5:05 p.m.*)

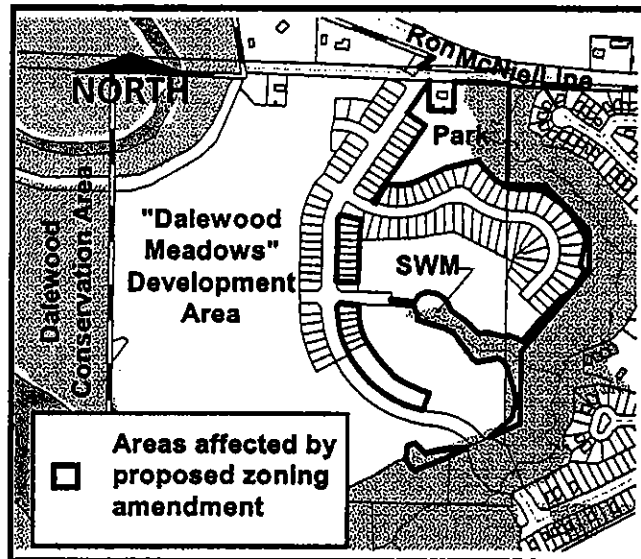
ANALYSIS:

Location:

Inn Services Inc. has made an application to amend City of St. Thomas Zoning By-Law 50-88. The lands subject to this application comprise essentially the easterly half of the land included within a proposed residential draft Plan of Subdivision (File No.: 34T-06501, see Report No. PD-13-2006 on the June 5th, 2006 Council Agenda). The subject property is currently vacant, and is located south of Ron McNeil Line and east of the Dalewood Conservation Area in what the developer is referring to as the Dalewood Meadows Development Area, as shown on the Location Plan.

The site may be legally described Part of Lot 6, Range 2 North of Edgeware Road, Geographic Township of Yarmouth, all of Block 16, Registered Plan 11N-130 and all of Block 50, Registered Plan 11M-145, now in the City of St. Thomas, County of Elgin.

Location Plan:



Proposal:

An application has been made to amend Zoning By-Law 50-88 to:

- permit a minimum 11 metre frontage for certain lots and parts of future development blocks within the draft Plan of Subdivision No. 34T-06501;
- establish top of bank and geotechnical setback requirements for a portion of the proposed development lands;
- place certain lands identified for storm water management purposes and possible future hiking trails into an Open Space and Park zone; and

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- place a block within the draft plan proposed for future park into an Open Space and Park zone.

Official Plan Policies: The subject property is designated for Residential and Open Space and Conservation use in the City of St. Thomas Official Plan. The proposed lots and other areas proposed for 11m frontages are located within that part designated Residential. The policies of the Plan for the Residential designation permit a variety of residential dwelling types.

The lands proposed for storm water management, walking trails and park are within ravine lands that bound the subject lands to the east and are located within the Open Space and Conservation designation. The policies of the Open Space and Conservation designation permit parks, low intensity public and private recreation uses and necessary public utilities/services. They further provide that building setbacks will be imposed from the margins of the areas designated Open Space and Conservation in relation to the kind, extent and severity of the existing and potential hazards. The proposed zoning by-law amendment implements this policy by establishing top of bank and geotechnical setback requirements for the proposed development lands.

In my opinion, the changes proposed through this amendment application conform to the policies of the Official Plan, are compatible with surrounding land uses, and represent good planning.

Zoning By-law:

The lands subject to the zoning by-law amendment are located within the Third Residential Zone (hR3A-1) and the Open Space and Park zone (OS). The standard provisions for the R3A zone permit the proposed single detached dwellings based on a minimum lot frontage of 12 metres. An amendment to the by-law is required to:

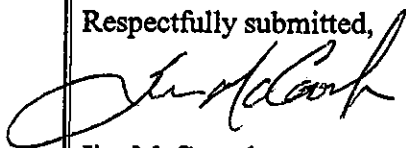
- permit a minimum 11 metre frontage for certain lots and parts of future development blocks within the draft Plan of Subdivision No. 34T-06501;
- establish top of bank and geotechnical setback requirements for a portion of the proposed development lands;
- place certain lands identified for storm water management purposes and possible future hiking trails into an Open Space and Park zone; and
- place a block within the draft plan proposed for future park into an Open Space and Park zone.

The lands are also subject to the standard holding zone requirements set out in Section 2.2 of Zoning By-law 50-88. The requirements of the holding zone must be to the satisfaction of the Municipality and the holding symbol removed by way of amendment to the Zoning By-law prior to the development on the lands proceeding. The requirements of Section 2.2 of the Zoning By-law are normally satisfied through the subdivision approval process.

Comments:

- The requested amendment to permit lots having a minimum lot frontage of 11 metres is subject to being in compliance with the Alternative Development Standards (ADS) Report endorsed by council. The 11 metre lot frontage standard is the minimum lot frontage endorsed by the Alternative Development Standards Report. The approval of 11 metre frontages requires the streetscape to be in compliance with the engineering and servicing standards as set out in the Alternative Development Standards Report.

Respectfully submitted,



Jim McCoomb
Planner



Reviewed By:

Env. Services

Treasury

City Clerk

Other



Corporation of the

City of St. Thomas

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Report No.

ES70-06

File No.

08-338

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

Date

May 30, 2006

Department: Environmental Services

Attachments

Prepared By: Brian Clement, Manager of Engineering

Key Plan and Preliminary Design Plans of Scott Street and East Alley

Subject: Scott Street/East Alley Capital Project

Recommendation:

It is recommended that:

1. The principles of the cost sharing arrangement negotiated between City staff and the Developer, Novi Construction Ltd., in conjunction with the proposed residential development of the property at 39-45 Pearl Street (former Memorial Hospital property) for SPC 04-06 be accepted.
2. That construction work on the East Alley from Scott Street to Elysian be undertaken in conjunction with previously approved work on Scott Street.
3. The source of the additional funding of \$183,758 required to complete work on Scott Street and the East Alley be funded by a \$105,108 drawdown from the Capital Reserve and a \$78,650 drawdown from the Sewer Reserve.

Origin:

On March 28, 2006, City Council approved the 2006 Part Two capital budget of \$185,000 for the Scott Street Storm Sewer project, including developer contribution of \$50,000.

This project was driven by development plans to revitalize the now vacant property that was previously occupied by the St. Thomas Memorial Hospital at the north-east corner of Scott Street and Pearl Street intersection. In order to develop this property, a storm sewer outlet is required to separate the local combined system. The developer is willing to pay the cost of the storm sewer installation on Scott Street from East Street that benefited the site development. The City intends to extend this storm sewer to Pearl Street to disconnect existing catchbasins connected to the existing sanitary sewer, as well as minor roadway improvements.

Two site plan control committee meetings were held to deal with application SPC 04-06 by Novi Construction Ltd. for the proposed development of a 23-unit apartment building at 39-45 Pearl Street. The application was approved subject to conditions set out in Council's Decision for Site Plan Control that was passed on May 1, 2006. One of the conditions was that access to site parking by way of East Alley was subject to a negotiated agreement between the City and the Developer respecting improvements to East Alley. Due to the concerns expressed by several local residents attending the site plan meetings regarding the condition of East Alley, it was decided that both roadway and drainage improvements were required along the East Alley extending north to Elysian Street. In addition, a complete reconstruction of Scott Street was decided, including sidewalk replacement, which creates a scope of project that goes beyond that which was originally anticipated. Also the intent of storm sewer design was modified to provide an area storm outlet for future capital sewer separation projects.

Analysis:

The results of the negotiated agreement with the applicant include:

For the Scott Street storm sewer installation, the developer shall pay the tendered amount plus GST for the supply and installation of a 525 mm storm sewer, manhole and appurtenances, pipe bedding and granular backfill to subgrade, installed from the existing storm stub west of East Street to the proposed storm manhole at East Alley.

For the East Alley storm sewer installation, the developer shall pay the tendered amount plus GST for the supply and installation of a 300 mm storm sewer and appurtenances, pipe bedding and granular backfill to subgrade, installed from the proposed storm manhole on Scott Street to the north property line of the developer's property (approximately 65m).

For the East Alley lane restoration, the developer shall pay 50% the tendered amount plus GST for the removal of existing lane materials, and the lane full depth pavement structure and gutter installation, based on ½ of the alley width from Scott Street to the north limit of developer's property line (approximately 65m).

The cost estimates presented below are based on current tendered asphalt/concrete prices from 2006 construction projects and direct quotations from municipal pipe suppliers. It should be noted that any material produced with oil or oil by-products have risen significantly in cost, for example, PVC pipe, asphalt, etc. In addition, fuel costs to operate machinery have increased.

To achieve economies of scale and minimize neighbourhood disruption, the East Alley storm sewer and lane restoration work from the north limit of the developer's property line to Elysian Street should be

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tendered and constructed at same time as East Alley work associated with the proposed development.

In summary this project: is a private/public partnership; is a vacant lot redevelopment to revitalize an existing neighbourhood, in conjunction with the future sale of former Valleyview property; satisfies intensification guidelines for Provincial planning regulations; is environmentally friendly due to the sewer separation by reducing potential combined sewer overflows, and also provides treatment plant cost savings; and results in a reconstructed roadway with new sidewalks on Scott Street between East and Pearl Streets, and in a reconstructed public lane.

Financial Considerations:

The breakdown of estimated shared costs to construct the following is:

	<u>City Share</u>	<u>Developer Share</u>
Scott Street (from East Street to Pearl Street)		
Storm Sewer	\$ 68,130	
Road Removal/Reconstruction	\$102,725	\$ 36,035
Sidewalk (both sides)	\$ 25,490	
Driveway/Boulevard Restoration	\$ 20,185	
East Alley (from Scott Street to Elysian Street)		
Storm Sewer	\$ 32,885	\$ 23,225
Sanitary MH Relocation	\$ 5,200	
Lane Removal/Reconstruction (Scott to 65m north)	\$ 9,815	\$ 9,815
Lane Removal/Reconstruction (65m north to Elysian)	\$ 33,475	
Sub-Total	\$297,905	\$ 69,075
7% GST	\$ 20,853	\$ 4,835
Total	\$318,758	\$ 73,910

The estimated costs include engineering, and contingency allowances of \$25,000 for Scott Street and \$11,000 for East Alley.

The proposed sources of funding for City share are:

2006 Capital Budget	
Tax	\$100,000
Sewer	\$ 35,000
Additional funding requirement of City share of costs	
Capital Reserve	\$105,108
Sewer Reserve	\$ 78,650
Total	\$318,758

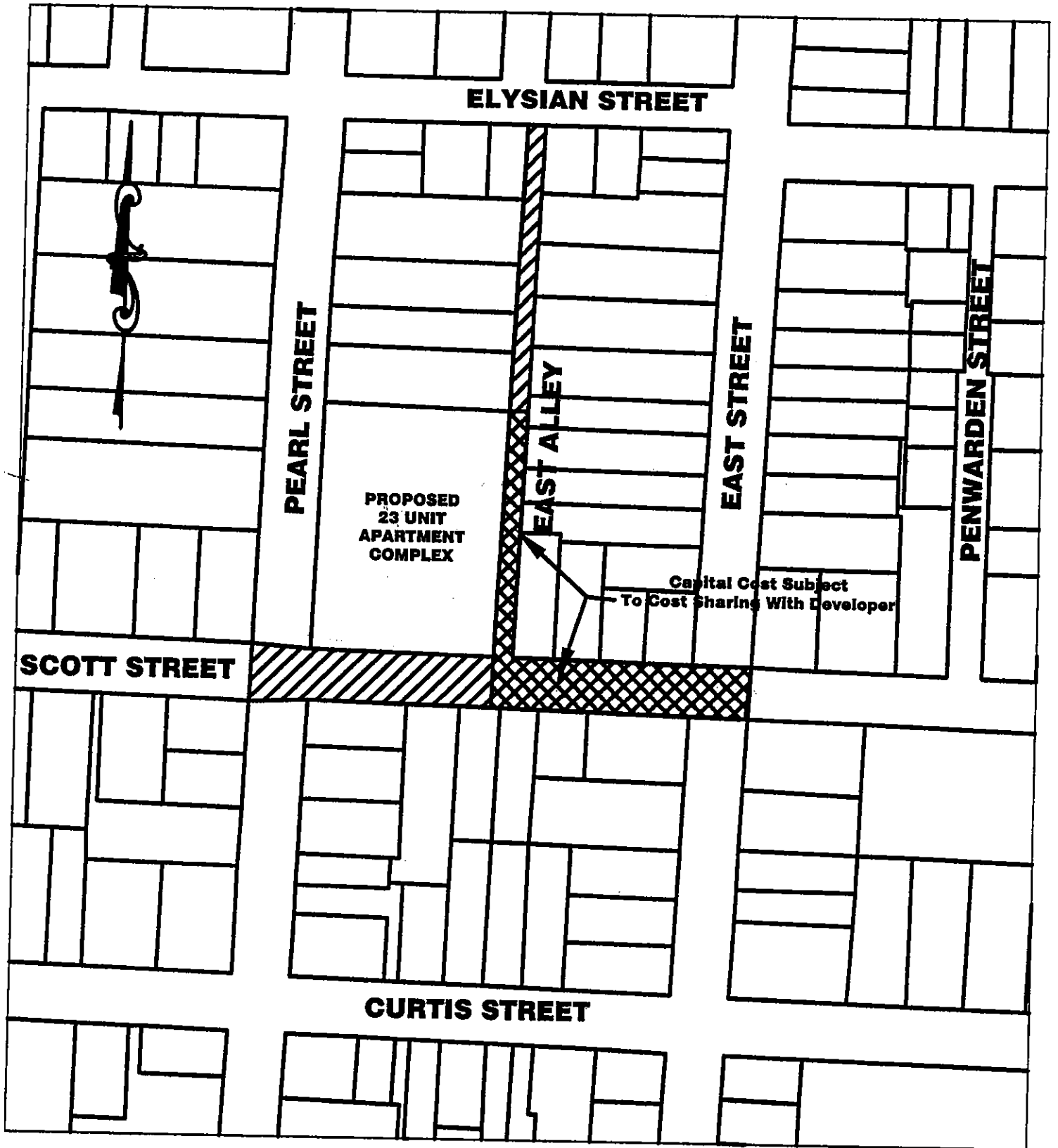
The Capital budget approval of the City share of cost for the reconstruction of Scott Street only is in the amount of \$135,000. The addition of the East Alley work, new sidewalks on Scott Street, the need to compensate for recently increased unit prices for the supply of construction materials and contingencies will require that the City share of the construction budget for this project be augmented by \$183,758

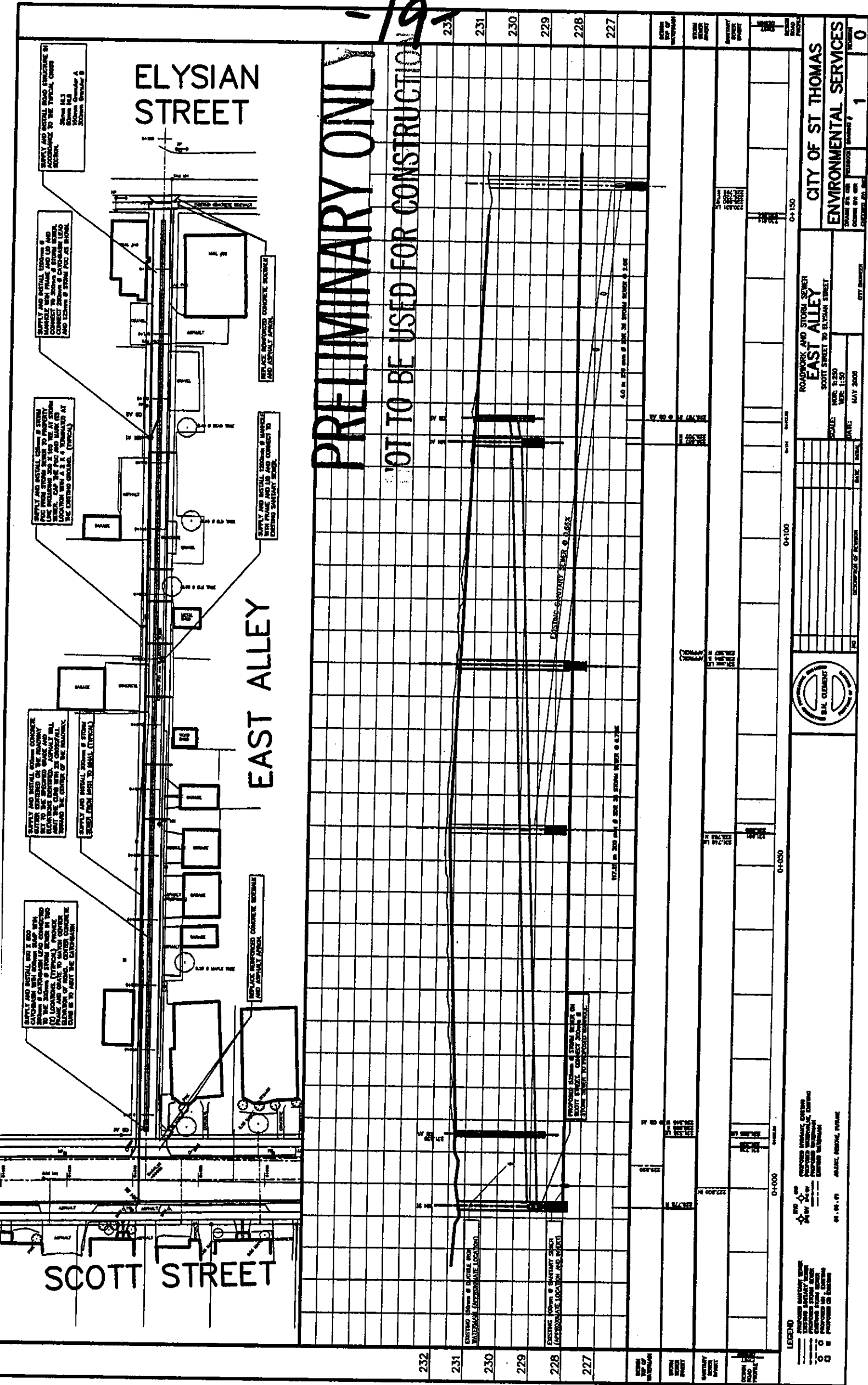
Respectfully Submitted,


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

Reviewed By:  Treasury  Env Services Planning City Clerk HR Other

cc: N. Ostojic - Novi Construction Ltd.







Corporation of the
City of St. Thomas

-20-

Report No.

TR 29-06

File No.

Date

May 10, 2006

Directed to:

Chairman Cliff Barwick and Members of the Finance
& Administration Committee

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

Department: Treasury

Attachments:

Appendix "A"

Recommended 2006-2007 Ice
Facility Rental Permit

Appendix "B"

Recommended 2006-2007 Non-
Ice Facility Rental Permit

Appendix "C"

Recommended 2006-2007 Facility
Advertising Permit

Prepared By: William J. Day, City Treasurer

Subject: Junior B Stars Hockey Club – 2006-2007 Permits

Recommendation:

In connection with report TR 29-06 it is recommended that:

1. Council authorize administration to issue the 2006-2007 Ice Facility Rental Permit (Appendix A) to the St. Thomas Junior B Stars Hockey Club.
2. Council authorize administration to issue the 2006-2007 Non-Ice Facility Rental Permit (Appendix B) to the St. Thomas Junior B Stars Hockey Club.
3. Council authorize administration to issue the 2006-2007 Facility Advertising Permit (Appendix C) to the St. Thomas Junior B Stars Hockey Club.

Report:

Background:

The St. Thomas Junior B Stars Hockey Club (Club) currently operate their program at the Community Centre Complex. At its April 10, 2006 meeting Council agreed that Alderman Aarts and the Director of Finance & City Treasurer should meet with the Club to review the rental agreement.

Comments:

Alderman Aarts and City staff have met with the Club on two separate occasions in the past month. Immediately it was established that the Club wishes to continue to rent ice facilities and non-ice facilities (dressing room and storage room) for their 2006-2007 season. In addition, the Club is interested in retaining advertising rights at the Community Complex.

The recommended ice facilities permit (Appendix "A") provides for essentially the same support to the Club as has been provided in the past and includes the following notable changes:

- The clause in the existing agreement referencing the sharing of gate receipts is recommended for deletion. The existing permit references both "gate receipts" and "gate profits" and has been a source of contention. Regardless of which is used, this concept is problematic in that the number is not verifiable and therefore subject to possible manipulation.
- The Club will pay the adult rate for game time rentals and the St. Thomas Stars rate (as previously approved by Council) for practice time rentals. Based on a 24 game season this amendment will result in approximately \$1,500 of additional revenues for the City annually.

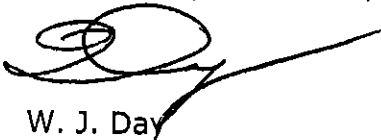
- The recommended permit states that interest will be charged on outstanding account balances.

The non-ice facility rental permit covers both the Club's use of storage facilities and the dressing room at the Community Complex. All terms of the recommended permit (Appendix "B") remain essentially the same, it being noted that the rates have been increased by approximately 3 percent in recognition of inflationary cost increases.

The recommended Facility Advertising permit (Appendix "C") includes the application of an inflationary increase to the annual fee amount. In addition, the recommended permit includes a provision for further negotiation of locations in Rink "A" subject to the confirmation of final commitments made by the Community Complex Fundraising Campaign. Currently the Club is allowed exclusive rights to sell advertising space in Rink "A" at the Community Complex on rink boards, stair risers and on-ice locations.

Staff is pleased to respond to any questions that members may have.

Respectfully submitted,



W. J. Day
Director of Finance and City Treasurer

APPENDIX "A" - 22 -
THE CORPORATION OF THE CITY OF ST. THOMAS
2006-07 FACILITY PERMIT

*This Permit is issued to **St. Thomas Junior B Stars Hockey Club**
Group Name
for the use of the ice facilities
of Memorial Arena and the St. Thomas Community Complex.*

This permit is conditional upon full compliance of the permit-holder with all permit terms.

2006-07 Permit Terms:

1. Facility Permit – this permit will be the only document issued to confirm all terms in this matter
2. Any arrangements for non-ice facilities will be the subject of a separate permit
3. Ice Facility Permit duration: September 1, 2006 to July 31, 2007
4. Additional ice requirements, cancellations, and revisions must be requested in writing (email is accepted) and approved by the Manager of Culture and Recreation, and will be the subject of a separate permit
5. **The City reserves the right to shorten the permit-holder's season, alter hours, or change facility assignment, as determined by program/facility requirements**
6. Council-approved Permit Fees:
 - a) To August 31, 2006: \$115.00 + GST per hour (all ice activity)
 - b) Effective September 1, 2006: Practices: **\$121.00 + GST per hour**
Games: **\$142.00 + GST per hour**
7. Ice use is based on a "50-minute" hour, with ice flood during the subsequent 10 minutes
8. When deemed necessary by facilities staff, any supplementary ice repair due to the permit-holder's use will be performed during an extended maintenance period to ensure a safe ice surface, with a corresponding reduction in the minutes of ice use within the permit-holder's hour.
9. The current permit fee shall include the use of dressing room(s), score clock, sound system (if requested), and two hockey nets if required
10. Pre-season deposit equal to the two months' fees, based on standard weekly hours, shall be due August 1, 2006. Amount: **\$ 9,720.00 plus GST**
11. Any balance owing for those months and the fees for the remaining months of the season will be invoiced by the City
12. Base number of regular weekly hours contained in this permit: (see attached list)
13. Any reduction in regular Fall/Winter season requirements shall be submitted in writing by the permit-holder no later than: **August 1, 2006**
14. All/any changes to the confirmed regular weekly hours related to this permit must be received by the Manager of Culture and Recreation **in writing** (fax and emails are acceptable)
15. **Ice Cancellations:** the permit-holder may return ice to the City by providing one week's written notice of the date(s) in question (emails are accepted)
16. The permit-holder **will not be** responsible for payment for ice cancellations due to inclement weather or facility-related shutdown. In the event of any such shutdown cancellation, waiver of the hourly fee shall be the full extent of the City's liability and the permit holder acknowledges that the City shall not be liable for any consequential losses or other damages whatsoever arising from the cancellation.

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THE CORPORATION OF THE CITY OF ST. THOMAS
2006-07 FACILITY PERMIT

*This Permit is issued to **St. Thomas Junior B Stars Hockey Club**
Group Name
for the use of the ice facilities
of Memorial Arena and the St. Thomas Community Complex.*

17. The permit-holder may be offered additional ice times when available, at additional fees based on the current rate (see clause 6)
18. The permit-holder acknowledges receiving from the City the list of all unavailable dates for the upcoming season, if any, by July 31, 2006
19. The permit-holder acknowledges that the City has sole responsibility for booking the ice facilities and related facilities
20. The permit-holder does not have the right to assign this permit or the permit holder's allocated ice time, nor to authorize the use of ice facilities and related facilities by any other group
21. The Junior B Stars will provide the City with a financial statement at the end of Clubs fiscal year (May 31)
22. **Consumption of alcoholic beverages on the premises of the ice facilities is strictly prohibited.**
23. The permit-holder throughout the duration of this permit will maintain liability insurance coverage in the amount of \$2 million, naming the City as an additional insured, and will provide proof of such coverage upon signing this permit and at any time upon request
24. Continued use of ice facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing
25. Interest on the outstanding account balance will be charged. Such interest will be calculated at a rate of one-and-one-quarter percent (1.25%) per month and added to the account balance. Payments are due and payable within 30 days of invoice issuance.
26. This permit is subject to revocation at any time by the City for failure to comply with any of the above conditions
27. Until the City receives further written notice of revised contact information, all notices (including notice of revocation) and communications from the City regarding matters covered by this permit will be properly served on the permit-holder if forwarded or delivered to the following authorized contact person

address	postal code	telephone fax	cell
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As an authorized signing officer for the _____
Group Name

I acknowledge and accept all of the preceding terms and conditions.

Signed and accepted by _____
Signature Title

Group Name Date

APPENDIX "B" -24-
THE CORPORATION OF THE CITY OF ST. THOMAS
2006-07 FACILITY PERMIT

This Permit is issued to The St. Thomas Junior B Stars Hockey Club
Group Name
for the use of DRESSING ROOM and RELATED FACILITIES
at the St. Thomas Community Complex.

This permit is conditional upon full compliance of the permit-holder with all permit terms.

2006-07 Permit Terms:

1. Facility Permit – this permit will be the only document issued to confirm all terms in this matter
2. The subjects of this permit are:
 - a) the Dressing Room located in the southeast corner of the St. Thomas Community Complex, and adjoining areas, numbered 123, 124, 125, 126, 126a, and 129, and an upper level office, numbered 218, all as indicated on the floor plan of the St. Thomas Community Complex
 - b) Storage Room #130, as shown on the building plan of the arena.
3. The permit-holder will also be provided access during home games to:
 - a) the front ticket booth
 - b) the front lobby area for the purpose of selling 50-50 tickets, programs, etc.
 - c) the upper corner storage area (room 205) for the purpose of selling Stars-related souvenirs and promotional items only, and
 - d) the sound and media booth for recording, broadcasting, public address announcements, and related purposes
4. Facility Permit duration: August 1, 2006 to July 31, 2007
5. It is the intent that this permit will be automatically renewed annually on August 1 until such time that the permit-holder determines the room is no longer required
6. Advance written notice of 30 days to the Manager of Culture and Recreation is required to terminate this permit
7. Permit Fees are:
 - a) \$155.00 + GST per month in relation to 2a)
 - b) \$ 28.50 + GST per month in relation to 2b)
8. Fee is subject to annual review and Council-approved increases
9. Pre-season deposit of \$392.70 (2 months + GST) is due August 1, 2006
10. Remaining fees will be invoiced monthly by the City
11. The current permit fee shall include the use of the listed rooms and lighting only
12. Requested constructional changes to rooms 123, 124, 125, 126, 126a, 129, 130, 205, and 218 are at the permit-holder's expense and must be received in writing (emails are accepted). All requests are subject to advance written approval by the Manager of Community Centres and Property
13. The permit-holder does not have the right to assign this permit to any other group
14. The City, in consultation with the Club, may on occasion have use of the designated dressing room, to accommodate other functions at the St. Thomas Community Complex

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THE CORPORATION OF THE CITY OF ST. THOMAS
2006-07 FACILITY PERMIT

*This Permit is issued to **The St. Thomas Junior B Stars Hockey Club**
Group Name
for the use of DRESSING ROOM and RELATED FACILITIES
at the St. Thomas Community Complex.*

15. Consumption/storage of alcoholic beverages in the facilities named in this permit is strictly prohibited
16. The St. Thomas Community Complex is a non-smoking facility (By-Law 89-2004)
17. The permit-holder acknowledges that the City is not responsible for any damage, loss, or theft associated with the contents of the permit-holder's assigned rooms
18. Any alterations of any kind to the assigned rooms must be approved in advance by the Manager of Community Centres and Property
19. The City staff/employees may, at any time, inspect the rooms assigned to the permit-holder to ensure they are being maintained to the satisfaction of the City
20. Continued use of the facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing
21. The City reserves the right to shorten the permit-holder's term, alter hours, or change facility assignment, as determined by program/facility requirements
22. This permit is subject to revocation at any time by the City for failure to comply with any of the above conditions
23. Until the City receives further written notice of revised contact information, all notices (including notice of revocation) and communications from the City regarding matters covered by this permit will be properly served on the permit-holder if forwarded or delivered to the following authorized contact person

_____	_____	_____	_____
address	postal code	telephone fax	cell

As an authorized signing officer for the _____
Group Name

I acknowledge and accept all of the preceding terms and conditions.

Signed and accepted by _____
Signature Title

Group Name Date

APPENDIX "C" -26-
THE CORPORATION OF THE CITY OF ST. THOMAS
2006-07 FACILITY ADVERTISING PERMIT

This Permit is issued to The Junior B Stars Hockey Club
Group Name
for Facility Advertising at the St. Thomas Community Complex.

This permit is conditional upon full compliance of the permit-holder with all permit terms.

2006-07 Permit Terms:

1. Facility Advertising Permit – this permit will be the only document issued to confirm all terms in this matter
2. The permit-holder will have exclusive rights to sell advertising space in "Rink A" of the St. Community Complex in the following locations only:
 - a) rink boards,
 - b) stair risers, and
 - c) on-ice locations
3. Other facility advertising may be available, pending the confirmation of final commitments made by the St. Thomas Community Centre Capital Fundraising Campaign, and will be subject to approval of the City
4. Permit duration: August 1, 2006 to July 31, 2007 (note: access may be affected by a delayed opening of the new facility)
5. It is the intent that this permit will be automatically renewed annually on September 1 until such time that the permit-holder or the City determines the named exclusive rights will no longer be assigned to the permit-holder
6. Advance written notice of 30 days to the Manager of Culture and Recreation is required to terminate this permit
7. Permit Fee: \$2,060 + GST per year, payable October 1, or 5% of facility cash advertising sales, whichever is greater
8. Fee is subject to annual review and increases
9. A detailed accounting of facility cash advertising sales will be provided to the City in connection with the provision of the Clubs annual financial statements (May 31)
10. The permit-holder does not have the right to assign this permit or any part thereof to any other group
11. The permit-holder will be responsible for the installation of all advertising boards and logos, etc. to the City's standards
12. The Club shall be permitted access, at all reasonable times, to the St. Thomas Community Complex for the purpose of installing, removing, or maintenance of advertising panels
13. The permit-holder will ensure the advertising panels remain in good condition, securely fastened and safe from risk of accident of injury to persons or property to the satisfaction of the City
14. All advertising shall be in good taste and conform with standards approved by the Advertising Council of Canada and be subject to the approval of the City

-27-

THE CORPORATION OF THE CITY OF ST. THOMAS
2006-07 FACILITY ADVERTISING PERMIT

*This Permit is issued to The Junior B Stars Hockey Club
Group Name
for Facility Advertising at the St. Thomas Community Complex.*

15. The City reserves the right to permit any organization utilizing the St. Thomas Community Complex the opportunity to decorate the facility in whatever fashion deemed necessary by the organizing group, in concert with the City. Said decoration may, at times, result in advertising space being covered or obscured from the view of spectators
16. **Consumption/storage of alcoholic beverages in the facilities named in this permit is strictly prohibited**
17. **The St. Thomas Community Complex is a non-smoking facility (By-Law 89-2004)**
18. The permit-holder acknowledges that the City is not responsible for any damage, loss, or theft associated with facility advertising
19. Continued advertising rights named in this permit are dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing
20. This permit is subject to revocation at any time by the City for failure to comply with any of the above conditions
21. Until the City receives further written notice of revised contact information, all notices (including notice of revocation) and communications from the City regarding matters covered by this permit will be properly served on the permit- holder if forwarded or delivered to the following authorized contact person

address	postal code	telephone fax	cell
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As an authorized signing officer for the _____
Group Name

I acknowledge and accept all of the preceding terms and conditions.

Signed and accepted by _____
Signature Title

_____ Date
Group Name



Corporation of the
City of St. Thomas

-28-

Report No.

TR 31-06

File No.

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

Date

May 24, 2006

Department: Treasury

Attachment:

None

Prepared By: William J. Day, City Treasurer

Subject: St. Thomas Senior Centre – Operable Wall Partitions

Recommendation:

In connection with Report TR 31-06 it is recommended that Council authorize an expenditure of \$5,122 for the north movable wall partition at the St. Thomas Seniors' Centre; it being noted that this unbudgeted expenditure will be identified as such in the June 30, 2006 Current Budget Monitoring Report.

Comments:

The operable wall in the auditorium at the St. Thomas Seniors' Centre failed during the week of May 15th. Emergency repairs were completed immediately. Permanent repairs will be completed by the end of May at a cost of \$5,122.

Under the terms of the Agreement between the City and the Centre, and as previously determined by Council, the cost of this work would be the City's responsibility.

We note that the Centre is presently undertaking preventative maintenance work on one of the other doors at a cost of \$2,013. In accordance with the Agreement, the cost of this work is the responsibility of, and is being funded by the Centre.

Council will recall that the 2006 Capital Budget included funding for a Building Condition Assessment Study for the Seniors' Centre. The completion of the Study this summer will allow us to proactively plan and budget for future capital expenditures required to properly maintain the building.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer



Corporation of the
City of St. Thomas

-29-

Report No.

TR 32-06

File No.

Directed to:

Chairman Cliff Barwick and Members of the Finance & Administration Committee

Date

May 24, 2006

Department:

Treasury

Attachment:

Appendix "A"
Letter from Library
Board Chair

Prepared By:

William J. Day, City Treasurer

Subject:

St. Thomas Public Library Board – Library Accessibility Ramp

Recommendation:

In connection with Report TR 32-06 it is recommended that Council:

1. Authorize a \$17,400 increase in the City's commitment to the Access Remediation project previously approved in the 2005 Capital Budget
2. Authorize a \$17,400 drawdown from the Capital Reserve as a source of funding for such expenditure

Comments:

In the 2005 Capital Budget, Council approved \$20,000 in support of access remediation at the St. Thomas Public Library.

As described in the attached letter from the Board Chair (Appendix "A"), the cost estimate of the accessibility ramp to facilitate disabled access to the building has increased to \$45,000. The Board is requesting that Council increase its support of the project by \$17,400.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer



May 17, 2006

Mr. William Day
Director of Finance/City Treasurer
City of St. Thomas
P.O. Box 520, City Hall
St. Thomas, Ontario N5P 3V7

Re: Library Accessibility Ramp

Dear Mr. Day:

The St. Thomas Public Library Board respectfully requests additional funding for the library to install an accessibility ramp to facilitate disabled access to the building. The project was put forward in 2004 for the 2005 capital budget cycle. It was approved as Project # 31-4-01-9-0514, in the amount of \$20,000.

Following discussions with Paul Harris, our consulting engineer, it became apparent that the project was more complex than originally anticipated. The cost estimate increased to \$45,000, leaving a shortfall of \$25,000. The library has \$7,600 available, (\$3,600 from the Trust Fund and \$4,000 from development charges) that can be applied to the cost reducing the additional required amount to \$17,400.

The accessibility issue has been raised by the St. Thomas Municipal Accessibility Advisory Committee and has been an ongoing matter of concern for the disabled. The Board would appreciate your assistance in facilitating this project.

Yours sincerely,

Greg Grondin, Chair
St. Thomas Public Library Board



Corporation of the
City of St. Thomas

-31-

Report No.

TR 34-06

File No.

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

Date

May 29, 2006

Department: Treasury

Attachment:

Appendix "A"

Letter from the Ministry of Finance

Prepared By: William J. Day, City Treasurer

Subject: 2006 Property Tax Transition Ratios

Recommendation:

In connection with report TR 34-06, it is recommended that Council adopt a by-law to establish tax ratios for the year 2006.

Background:

On March 28th, 2006 it was resolved that:

"Council request the Minister of Finance to prescribe a new set of revenue neutral transition ratios for the City of St. Thomas for 2006 pursuant to Section 308 of the Ontario Municipal Act".

Comments:

On May 25, 2006 we received the attached correspondence from the Ministry of Finance approving our request.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer

Ministry of Finance
Provincial-Local
Finance Division
10th Floor
777 Bay Street
Toronto ON M5G 2C8
Tel (416) 327-9592
Fax (416) 314-3853

Ministère des Finances
Division des relations provinciales-
municipales en matière de finances
10^e étage
777 rue Bay
Toronto ON M5G 2C8
Télé. (416) 327-9592
Téléc. (416) 314-3853



May 25, 2006

Dear Treasurer/Clerk-Treasurer,

I am pleased to advise you that the Minister of Finance has approved the 2006 property tax transition ratios that were requested by your municipality.



Municipal transition ratios are prescribed under Ontario Regulation 385/98 of the *Municipal Act, 2001* as amended by Ontario Regulation 234/06 (copy attached). Municipal transition ratio setting by-laws should reference Ontario Regulation 385/98 as amended.

Should you have any questions or require further information, please feel free to contact me at (416) 327-9592.

Sincerely,

Allan Doheny
Director, Property Tax Analysis & Municipal Funding Policy Branch
Provincial Local Finance Division
Ontario Ministry of Finance

Attachment



Corporation of the
City of St. Thomas

-33-

Report No.

TR 33-06

File No.

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

Date

May 29, 2006

Department: Treasury

Attachment:

none

Prepared By: William J. Day, City Treasurer

Subject: 2006 Property Tax Capping for Multi-residential, Commercial and Industrial classes

Recommendation:

In connection with report TR 33-06, it is recommended that Council:

1. Enact a by-law pursuant to Section 329.1 of the Municipal Act to increase the property tax cap on multi-residential, commercial and industrial classes from 5% to 10%
2. Remove the tax cap on properties where the amount of the cap is \$250 or less.

Background:

In 1998 the property tax system in Ontario was overhauled for the purpose of more closely relating property values to property tax responsibility. The changes were to result in a system that was more equitable, transparent and easier to understand. In theory, taxpayers could simply apply the current value assessment placed on the property and multiply it by the applicable tax rate to arrive at their property tax responsibility.

Upon implementation of property tax reform it was deemed by the Province that resultant tax shifts in the multi-residential, commercial and industrial (capped) tax classes were too dramatic. As a result the Province prescribed capping legislation which generally limited assessment related tax increases to 10% in 1998 and 5% per year thereafter.

Comments:

As a result of tax capping legislation, some property owners in the multi-residential, commercial and industrial (capped) tax classes are not paying their "fair" share of property taxation each year. Due to tax class revenue neutrality requirements, other property taxpayers within the same capped tax class are effectively "overpaying" in order to make up for the revenue shortfall caused by the application of tax capping restrictions.

Commencing in 2005 new options became available to allow municipalities to move properties to full current value assessment tax responsibility more quickly. Commencing in 2005 municipalities were allowed to increase the tax cap limitation from 5% to 10%. Furthermore the new legislation allowed for a municipality to bring any property to full current value responsibility where the capped amount is less than \$250. The City adopted these options in 2005 and property tax bills were calculated accordingly.

In 2006 the same options are available to municipalities. It is our recommendation that Council adopt the same tax capping options for this taxation year.

The decision to increase the tax cap to 10% does not result in more money for the City. It will simply move the tax burden more quickly from those properties that are overpaying to those that are not paying enough.

Conclusion:

In order to move properties towards full current value assessment tax responsibility more quickly, we recommend that Council increase the tax cap limitation from 5% to 10%, and remove the tax cap on properties where the cap is \$250 or less.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer



Corporation of the
City of St. Thomas

- 34 -

Report No.
TR 35-06

File No.

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

Date
May 30, 2006

Department: Treasury (Purchasing Section)

Attachments:

Prepared By: Mike Hoogstra, Purchasing Agent

None

Subject: Procurement of Natural Gas

Recommendation:

THAT: Council receive Report No. TR 35-06.

THAT: Council authorize the City Treasurer to enter into a forward price contract for the purchase of natural gas through Comsatec Inc. for a three year period, it being noted that the forward contracting of natural gas has resulted in significant savings over the last three years.

THAT: The City Treasurer and Purchasing Agent report back to Council regarding the actual forward price contracted for information.

Background:

For the last three years the City has contracted for natural gas as part of the Elgin Middlesex Oxford Purchasing Cooperative. Currently the City is in the last year of a three-year contract with Comsatec Inc., which sets the rate at 21 cents per cubic metre through to October 31, 2006. This contract allows for a three-year extension to the existing contract at current rates. During the last three years the forward contracting of natural gas has resulted in significant savings compared to contracting at market rates.

Comsatec Inc. provides consulting advice regarding the contracting of natural gas and purchases natural gas on the open market on behalf of its clients and buying groups. At the last Purchasing Cooperative meeting, Comsatec presented details regarding the new contract to the members. Comsatec is currently advising us to lock in prices for up to three years to avoid potential fluctuations that may be similar to market conditions experienced in 2005. The advantage to purchasing all our contracted volumes at a fixed price gives us security for budgeting. No matter what happens to the market we will always know the cost of our contracted quantity.

Natural gas prices are currently in the range of 34 to 36 cents per cubic metre, approximately 65% higher than the current contracted rate which expires in October 2006. Unfortunately, these increases will affect next years operating budget, however, if prices continue to rise as forecasted, the City would benefit again from the locked in rates.

Staff are available to answer any questions members may have.

Respectfully submitted,

Mike Hoogstra
Purchasing Agent

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the
City of St. Thomas

- 35 -

Report No.
ES69-06

File No.
05-063-00

Directed to: Alderman Terry Shackelton and Members of the Protective Services Committee

Date
June 5, 2006

Department: Environmental Services Department

Prepared By: Dave White, Supervisor of Roads & Transportation

Attachment
Letter from Ken Verrell dated May 10, 2006.

Subject: Seniors Picnic in the Park, Free Transit Service to Seniors – Wednesday July 12 2006

Recommendation:

It is recommended that:

1. The City of St. Thomas endorse and support the Seniors in the Park event to be held on Wednesday July 12, 2006 from 9:30 a.m. to 3:30 p.m.; and,
2. St. Thomas transit provide free St. Thomas transit service to seniors on Wednesday July 12, 2006 from 9:30 a.m. to 3:30 p.m., on both the Conventional service' Route 4 (Hospital), and on the Paratransit service by residents calling and reserving their trip.

Report:

Origin

Mr. K. Verrell, Chairperson of the Seniors Picnic in the Park Committee for Elgin County (West and Central), has submitted a written request (attached) that the City provide one-day free transit service to seniors going to and from Pinafore Park. The event will be held on Wednesday July 12, 2006 from 9:30 a.m. to 3:30 p.m.

Analysis

This event has been held on an annual basis since 1999. Free transit service, conventional and Paratransit, has been provided by the City each year to support the seniors event. Providing the service within the park with the Conventional transit buses can not be provided without disrupting the timing of the routes. Therefore it is recommended that the Paratransit bus provide the service to and from the park. To book that transportation on the Paratransit bus, residents should call Aboutown Transit at 631-2731. Arrangements will be made to ensure that seniors who do not have a regular Paratransit pass but wish to be dropped off in the park can take advantage of this service.

Final details regarding extra bus requirements will be worked out once Aboutown knows how many Paratransit rides have been booked, likely the week before the event.

Financial Considerations

The cost to provide this service free of charge to seniors for the one day of this event is estimated to be less than \$1,000. This cost can be accommodated within the existing budget.

Respectfully submitted


Dave White, Supervisor of Roads and Transportation
Environmental Services

Reviewed By:  Treasury Env Services Planning City Clerk HR Other

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2006 SENIORS PICNIC IN THE PARK

May 10th, 2006

David White,
Manager of Transportation,
City of St. Thomas

Dear Mr. White,

The 8th. Annual "Seniors' Picnic in the Park" will be held on Wednesday, July 12th. 2006, from 9:30 am. - 3:30 pm. At Pinafore Park.

This special event, sponsored by the City of St. Thomas and the County of Elgin is to celebrate the contributions seniors have made to this community by providing a day to enjoy local entertainment, interactive displays, food and fun. In the past we have welcomed over 1000 seniors.

I would like to respectfully ask that the city provide the same transportation arrangements as we had last year which was to provide free transportation via Paratransit and for seniors on the regular Elm Street bus. (Please see proposed flyer wording attached)

Thanks in advance.



Ken Verrell,
Chair of Seniors' Picnic in the Park
(519) 631-0335

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DAVE WHITE

PICNIC

COM OF PROPOSED
WORKING FOR YOUR
APPROVAL.

ROB LUSHER
631-6375



Seniors Picnic in the Park

Young at Heart



July 12, 2006

9:30 a.m. - 3:30 p.m.

Pinafore Park, St. Thomas

Food Available

All Day Entertainment, Door Prizes and FUN!!!

For more information, please call the VON office at
637-6408 or 1-800-201-0909.

* To book your free city transportation on Paratransit,
please call 631-2731. Free transportation on regular
bus route (Elm Street) will also be available.
Seniors' card must be shown to driver. *

FREE ADMISSION

PICNIC

PROPOSED COM



Corporation of the
City of St. Thomas

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Report No.
TR 30-06

File No.

Directed to: Mayor Kohler and Members of City Council

Date
May 16, 2006

Department: Corporate Purchase Card Policy Review Committee

Prepared By: Chairman Cliff Barwick

Attachment:
Appendix "A"
Policy and Procedures
Manual

Subject: Interim Report

Recommendation:

In connection with Report TR 30-06 it is recommended that Council:

1. Approve the Purchase Card Policy and Procedures Manual effective June 2006.
2. Direct 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.

Report:

Background

At its April 10, 2006 meeting, Council established a Committee consisting of myself, 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 April 25 and May 16 and at this time we are in a position to file an interim report with several recommendations for Council's consideration.

Comments

The Committee is recommending several changes to the existing Purchase Card Policy and Procedures Manual. For ease of reference we have highlighted all recommended revisions.

The most significant revision recommended relates to monthly Visa statement approvals. Due to the elimination of the City Administrator position it is necessary for the "Approvals" section of the Policy and Procedures manual to be revised. The existing policy states:

"Employees monthly Visa statements will be subject to approval as follows:

- a. Approval of Department Head is required for the Visa statement of employees
- b. Approval of the City Administrator is required for the Visa statements of Department Heads
- c. Approval of the Mayor is required for the Visa statement of the City Administrator
- d. Approval of the City Administrator is required for the Visa statement of the Mayor"

We believe that, where possible, the individual approving the statement should be in a position of authority over the cardholder. Accordingly, the Department Head should continue to authorize the statement for cardholders in his/her Department. Although it is recognized that Department Heads do not report to the Treasurer, we believe that in the absence of a Chief Administrative Officer, the Treasurer is the most logical position to authorize such expenditures.

The Mayor is responsible for the Mayor and Council budget as approved annually by Council as part of the budget setting process. The Committee approved the Mayors recommendation that Council review and approve the Mayors Visa Statement.

The purchase card system allows for the blocking of specific merchant category codes on individual cards in order to limit the types of purchases that can be made using the card. The system also allows for the establishment of monthly limits and single purchase limits for individual cardholders. We believe that it is appropriate for Department Heads to review the existing codes and limits for each cardholder within their department with a view to increasing the number of blocked merchant category codes and reducing the monthly and single purchase limits presently in place. In addition, we would recommend that each Department Head review the number of cardholders in their Department with a view to reducing the number of cards in use.

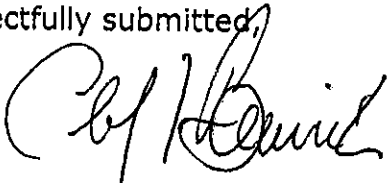
Our review of purchase card transactions for the years 2003, 2004 and 2005 reveal a large number of restaurant charges. We believe that in order to reduce the number of charges of this nature, the "food" merchant category code should be blocked. Once blocked, the cardholder will no longer be able to charge purchases made at restaurants, bars, grocery stores, etc. to the card. In the future, such charges will need to be incurred by the individual and claimed back for reimbursement from the City.

Finally, the Committee acknowledges that the Purchase card system has been in use at the City for approximately 5-years. The system provides for:

- A cost effective method of purchasing small dollar value goods and services
- A reduced need for petty cash systems, time consuming and costly cheque requisitions and cheque processing
- Simplified processing and administration whereby one payment of the full monthly balance for all cardholders is made
- A detailed transaction record for cardholders and authorizing officer providing employee name, card number, date and location of purchase and amount

The Committee recommends that Council confirm the ongoing use of the Purchase Card in accordance with the recommended policy and that the use of the card for City expenses be voluntary.

Respectfully submitted,



Chairman Cliff Barwick



May 25, 2006

City of St. Thomas
Received

MAY 25 2006

City Clerk's Dept.

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

Dear Mayor Kohler and Members of Council,

The 2006 Communities In Bloom Committee has been planning various events for the judges visit at the end of the July.

We respectfully request that the St. Thomas Communities Bloom Clean & Green Flag be flown at City Hall from Wednesday, July 19th until Monday, July 24, 2006. We would like to incorporate the flag raising into the judges visit to City Hall.

In addition to City Hall, the Committee would like to request that the St. Thomas Communities Bloom Clean & Green Flag be flown at the following locations during the week of July 17, 2006.

Canron Parkette
Jumbo Parkette
St. Thomas Community Centre
Valleyview Home for the Aged
Fire Department

Police Station
Doug Tarry Complex
Pinafore Park
Works Department
Pollution Control Plant

Thank you for your consideration.

Sincerely,

Ross Tucker
Chairman, St. Thomas Communities In Bloom Committee

ST. THOMAS COMMUNITIES IN BLOOM COMMITTEE

c/o City of St. Thomas
P.O. Box 520, City Hall, St. Thomas, Ontario N5P 3V7
519.631.1680. ext. 4135