

AGENDA

THE SEVENTH MEETING OF THE ONE HUNDRED AND TWENTY-FIFTH COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS

COUNCIL CHAMBERS 6:00 P.M. CLOSED SESSION
CITY HALL 7:00 P.M. REGULAR SESSION MARCH 6TH, 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 C. Barwick

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on February 20th, 2006.

DEPUTATIONS

Thames Valley Children's Centre - Grant Request

A letter has been received from Mr. Douglas Nicholson, Campaign Volunteer, advising that members of the Thames Valley Children's Centre Campaign Committee will be in attendance to make a presentation regarding the expansion and enhancement of the Centre.

Official Plan and Zoning By-Law Amendment - 48 Stanley Street

Mr. Laverne Kirkness, Kirkness Consulting Inc., will be in attendance to discuss a land use planning analysis for 48 Stanley Street.

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**

Official Plan and Zoning By-Law Amendment - Part Lots 14, 16 & 17, Plan 192 - 48 Stanley Street - Elgin Financial Corporation and The Electric Company

Report PD-04-2006 of the Planner. Pages **7 to 9**
Planning Analysis **Attached**

Zoning By-law Amendment - Removal of Holding Zone Symbol - Blocks 9, 10, 22 & 23, Registered Plan 11M-98 - Inn Services Inc.

Report PD-05-2006 of the Planner. Pages **10 & 11**

Municipality of Central Elgin - Zoning By-Law Amendment - 42009 McBain Line

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to reduce the lot coverage on the subject property from 40% to 15% at 42009 McBain Line.

Municipality of Central Elgin - Notice of the Passing of a Zoning By-Law Amendment - Part Lots 2 & 3 and Part of Road Allowance, Concession 2

Notice was received from the Municipality of Central Elgin regarding the passing of Zoning By-law No. 822 on February 13th, 2006 to permit the proposed new residential dwelling and to establish the limits of development on the lot at Part Lots 2 & 3 and Part of Road Allowance, Concession 2.

BUSINESS CONCLUDED**ENVIRONMENTAL SERVICES COMMITTEE** - Chairman M. Turvey**UNFINISHED BUSINESS**

Street Rebuilding and Resurfacing

Report ES23-06 of the Director, Environmental Services. Pages **12 & 13**
Roadway Condition Maps and Environmental Services 2006-2012 Capital Forecast **Attached**

NEW BUSINESS

Dennis Road Infrastructure Costs

Report ES06-06 of the Manager of Engineering. Pages **14 to 20**

Tender No. 06-601 - Valve Actuator with Trailer - Contract Award

Report ES18-06 of the Supervisor of Water and Wastewater. Page **21**

West Nile Virus - 2006 Larvicide Program

Report ES20-06 of the Manager of Operations and Compliance. Page **22**

Water Needs and Financial Study Update - Project Team Membership

Report ES24-06 of the Director, Environmental Services. Pages **23 to 28**

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****Kettle Creek Conservation Authority - 2006 Budget**

Notice has been received from Naomi Delaney, Financial Services Supervisor, Kettle Creek Conservation Authority, of the 2006 levy of the Authority and requesting payment of 2006 levy.

Pages 29 to 31

Corporate Credit Cards

Report TR 06-06 of the Director of Finance and City Treasurer. Pages 32 to 44

South Block Development Charges**NEW BUSINESS****2005 Audit**

Report TR 05-06 of the Director of Finance and City Treasurer. Pages 45 to 53

2006 Communities in Bloom International Competition - Grant Request

A letter has been received from Ross Tucker, Chairman, St. Thomas Communities in Bloom Committee, requesting a \$25,000.00 grant from the City in support of the 2006 Communities in Bloom International Competition. Page 54

Downtown Development Board - 2006 Budget

A letter has been received from Mark Cosens, Chairman, Downtown Development Board, requesting approval for a levy of \$116,000.

A copy of the Annual Report and Financial Statements and proposed 2006 budget are attached.

Expenses Incident to the Discharge of Duties as Members of Council

Report CC-16-06 of the City Clerk. Page 55

BUSINESS CONCLUDED**COMMUNITY AND SOCIAL SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS****NEW BUSINESS****Lions Park Capital Project**

Report TR 07-06 of the Director of Finance & City Treasurer. Pages 56 to 58

Tender Award - Window Treatments and Quilted Bedspreads for Valleyview Home for the Aged

Report VV-002-06 of the Purchasing Agent. Page 59

BUSINESS CONCLUDED

PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE - Chairman T. Shackelton

UNFINISHED BUSINESS

Elmina Street and Oak Street Intersection

Captain Dennis A. Redman No.2 Fire Station

Request for "No Standing" Zone - Forest Park Walkway

Intersection of Redan Street and Woodworth Avenue

NEW BUSINESS

School Area Review Procedures - For Elementary School Children

Report ES 22-06 of the Supervisor of Roads and Transportation. Pages 60 to 62

BUSINESS CONCLUDED**REPORTS PENDING**

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

ENVIRONMENTALLY SENSITIVE LAND USE - P. Keenan

DRIVEWAY RECONSTRUCTION - MAPLE STREET - J. Dewancker

REVIEW OF CITY BUS ROUTES - J. Dewancker

FOREST AVENUE SIDEWALK - J. Dewancker

YWCA - FREE ICE TIME FOR LOCAL SCHOOLS - D. Morgan

NO PARKING SIGNAGE - MILLER STREET - J. Dewancker

REDEVELOPMENT OF HORTON STREET MARKET - W. Day

ALMA COLLEGE - Management Board

COUNCIL

Council will reconvene into regular session.

REPORT OF COMMITTEE OF THE WHOLE

Planning and Development Committee - Chairman H. Chapman

Environmental Services Committee - Chairman M. Turvey

Personnel and Labour Relations Committee - Chairman D. Warden

Finance and Administration Committee - Chairman C. Barwick

Community and Social Services Committee - Chairman B. Aarts

Protective Services and Transportation Committee - Chairman T. Shackelton

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

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

Preserve National Child Care Program - Resolution

A copy of a resolution has been received from M. Toft, City Clerk, City of Toronto, indicating that the City of Toronto will work with federal and provincial governments preserve the national child care program. Pages 63 & 64

Youth Science Month - March 2006

A letter has been received from Dr. David M. Wardlaw, Chair, Sci-Tech Ontario, requesting that the City of St. Thomas Council proclaim the month of March 2006 as "Youth Science Month" in the City of St. Thomas.

St. Joseph's Catholic High School - 6th Annual Track and Field Meet - Request for City Pins

A letter has been received from Karyn Phillips, St. Joseph's Catholic High School, requesting 200 City Pins for the school's 6th Annual Track and Field Meet to be held on May 24th, 2006.

Invitation to Membership in Federation of Canadian Municipalities

An invitation has been received from James Knight, Chief Executive Officer, Federation of Canadian Municipalities, requesting that the City of St. Thomas become a member of the Federation. Pages 65 & 66

Union Gas - Operations Manager

A letter has been received from J. Wes Armstrong, Union Gas Ltd., introducing himself as the new Operations Manager for the London/Sarnia area.

16th Annual Elgin-St. Thomas Municipal Association Meeting and Banquet

Members are invited to attend the 16th Annual Elgin-St. Thomas Municipal Association meeting and banquet to be held on Wednesday, April 5th, 2006 at the St. Thomas Community Centre, St. Thomas. Tickets are \$25.00 per person and are available in the City Clerk's department until March 20th, 2006.

UNFINISHED BUSINESS

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

Request for Letter of Tolerance - Fence Encroachment onto Road Boulevard Area - 10 Pol Court

NEW BUSINESS

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 6th day of March, 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 St. Thomas Lions Club. (amending agreement - \$60,000 loan - Improvements at Lions Park)

PUBLIC NOTICE**NOTICES OF MOTION****CLOSED SESSION**

A resolution to close the meeting will be presented to deal with labour relations or employee negotiation matters and a matter protected under the Municipal Freedom of Information and Protection of Privacy Act.

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



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

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Report No.: PD-04-2006

File No.: 2-20-05; 3-02-05

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

Date: February 15th, 2006

Subject: Proposed Official Plan Amendment and Zoning By-law Amendment - Elgin Financial Corporation and The Eclectic Company - 48 Stanley Street, Part Lots 14, 16 & 17, Plan 192, City of St. Thomas.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:

- location plan
- planning report from Kirkness Consulting
- home occupation regulations from By-law 50-88

RECOMMENDATION:

- 4) That the application by Elgin Financial Corporation and The Eclectic Company for an amendment to the St. Thomas Official Plan and St. Thomas Zoning By-law 50-88 be received, and that direction be given to prepare a site specific draft amendment to the Official Plan and the Zoning By-law to permit an interior design business office and retail boutique on lands at 48 Stanley Street and legally described as Part Lots 14, 16 & 17, Plan 192, City of St. Thomas, County of Elgin.
- 5) That a date for a public meeting be set in accordance with Ontario Regulations 1998/96 and 199/96, as amended. (*Recommended Date: April 3rd, 2006 @ 6:45 p.m.*)

ANALYSIS:

Proposal:

Elgin Financial Corporation and The Eclectic Company have made application to amend the City of St. Thomas Official Plan and Zoning By-law 50-88 to permit an interior design business and retail boutique as additional permitted uses on lands legally described as Part Lots 14, 16 & 17, Plan 192. The subject property is located on the west side of Stanley Street, opposite the intersection with St. Anne's Place, as shown on the Location Plan.

Existing land uses immediately surrounding the subject property are open space (ravine) and park to the south and west, and residential to the northwest, north and east. The subject lands may be legally described as Part Lots 14, 16 & 17, Plan 192, and are known municipally as 48 Stanley Street, City of St. Thomas.

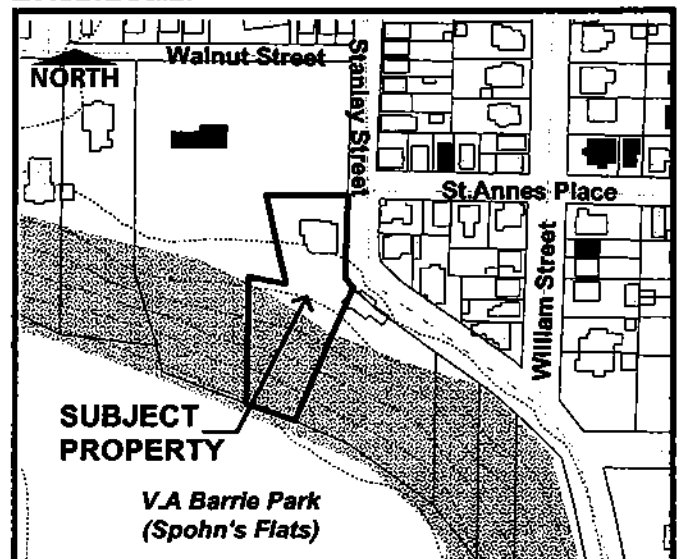
Official Plan Policies:

The subject property is located within the Residential designation of the Official Plan of the St. Thomas Planning Area. Section 5.1 contains the goals and policies guiding development within the Residential designation. Subsection 5.1.3 policies permit a full range of dwelling types including low, medium and high density residential uses, residential redevelopment and conversions, home occupations and institutional uses, subject to the policies of the Plan.

The ravine lands that bound the subject lands to the south are located within the Open Space and Conservation designation. The policies of the Open Space and Conservation designation restrict permitted uses to community and neighbourhood parks, low intensity public and private recreation areas, conservation areas, conservation uses and necessary public utilities/services.

The existing building in which the proposed uses would be facilitated is located within that portion of the property designated "Residential" in the Official Plan. In my opinion, the interior design business and

Location Plan:



retail boutique uses as proposed by these applications would require a site specific amendment to the Official Plan.

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Zoning By-law:

The subject property is located within the Fourth Residential Zone (R4) of the City of St. Thomas Zoning By-law 50-88. The R4 zone permits a full range of residential uses, as well as uses compatible with a residential area including a church, day nursery, private school, nursing home, home occupation, provincial group home, boarding house, rest home, residential care home, and accessory uses. In my opinion, a site specific amendment to the By-law is required in order to permit the interior design business and retail boutique uses, as proposed by these applications, as additional permitted uses on the subject lands.

Comments:

- The Eclectic Company has already established the interior design consulting and boutique uses on the subject property. The City did receive a complaint with respect to the use and has acted on that complaint.
- In response to the complaint, the applicants applied to the Committee of Adjustment (A27/05) for a permission under Subsection 45(2) of the Planning Act to permit a use that is similar to a use that existed at the time of passing of the by-law. The applicant's position was that the proposed commercial uses are similar to a previous use of the property as a law office. That application was denied by the Committee on the basis that there was no evidence submitted to support that the law office was a legal non-conforming use. That decision has been appealed to the Ontario Municipal Board by the applicants.
- The applicants have now submitted the subject applications in an attempt to bring the uses into compliance with the by-law.
- The applicants have submitted a Planning Report in support of the applications, prepared by Kirkness Consulting Inc. and dated January 2006. A copy of the Report was previously circulated to Council by the applicants and is also attached to this report.
- The applicant's planning consultant has characterized the proposed non-residential uses as similar to a Home Occupation, which is permitted by the current zoning and the Residential policies of the Official Plan. The principles behind The Eclectic Company do reside at the subject property. Staff concur that home occupations are a permitted use, and that an interior design consulting business or even sales could be permitted in accordance with the regulations for Home Occupations as per By-law 50-88 (see attached). However, there are differences between what those regulations will permit and the uses as proposed by the applicants:
 - ▶ The proposed use is for a retail boutique, with customers coming to the subject property for interior decorating advice and ideas. Furniture, decorations or giftware are found throughout the first and second storeys of the house. Subsections 4.2.8.3 and 4.2.8.4 of the Home Occupation regulations only permit selling of goods, wares or merchandise by telephone.
 - ▶ According to the Planning Report, the display of merchandise for the boutique function and the consulting business occupies approximately 2500 square feet (232m²), or approximately 66% of the floor area of the residence. Subsection 4.2.8.1 of the Home Occupation regulations limits the total floor area to be used as a home occupation to not exceed 15m² or 15% of the floor area, whichever is the lesser.
 - ▶ The proposed use features two signs, a "waterfall" awning sign with a face area of 24 square feet and an illuminated ground sign with a face area of approximately 2 square feet per side. Subsection 4.2.8.5 of the Home Occupation regulations prohibits any signs connected with the home occupation to be posted or displayed on the lot, or on or within any building or other structure on the lot.
- The Home Occupation policies and regulations were established to permit secondary uses by a resident, entirely within a dwelling unit or accessory structure, such that there is no physical evidence of the use on the property. The intent is to minimize any impact on the residential character of the neighbourhood or the passive enjoyment of the residential amenity of the area by other residents. A key land use principle for Council to consider in review of this proposal is that the property and the surrounding neighbourhood is first and foremost residential. What the applicants are requesting exceeds the standards established by the Official Plan and the By-law for Home Occupations.
- Staff have held discussions with, and have advised, the applicants and their consultant that there is no objection to the proposed design consulting business operating as a home occupation within the context of the standards established by the Official Plan and Zoning By-law. However, what is being requested through these applications is if Council is willing to consider exceeding those standards for this particular property. In considering this proposal, Council is advised that there may be impacts to the residential amenity of the area that may be difficult to control through site specific zoning regulations or site plan control. These impacts may include increased traffic, noise or lighting.
- The Planning Report also suggests that the proposed uses are in keeping with the recommendations of the Community Improvement Plan (CIP) for the "Jumbo Tourist Area". Respectfully, it is submitted that the evidence provided in that regard was taken from a handout to a workshop that led up to the development of the CIP. The CIP, as adopted by Council, and the City's Urban Design Study both recognize the potential for commercial uses supporting the tourist function of "Old St. Thomas", but

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more specifically in the area closer to the Jumbo memorial. Further, the CIP recommends that this only be considered after the completion of an area study to ensure that future development is consistent with the Goals of the Plan, and to guide public and/or private investment. With the exception of this proposal, there has been no other expressions of interest for new non-residential uses in the Old St. Thomas area. There is currently no direction or budget allocation to support the preparation of, and solicit public opinion with regards to, an area study.

Recommendation:

Upon review of the applications and supporting documentation, there appears to be two options available to Council:

1. Receive the applications as submitted and establish a public meeting date to solicit public review and comment on the proposed uses.
2. Deny the applications.

Given the existing standards for home occupations as established by the Official Plan and Zoning By-law, and in order to protect the residential amenity of the surrounding neighbourhood from impacts associated with the proposed commercial use, it is staff's recommendation, respectfully, that the applications be denied.

Respectfully submitted,


Jim McCoombe
Planner



Reviewed By:

Env. Services

Treasury

City Clerk

Other



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

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Report No.: PD-05-2006

File No.: 2-11-05

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

Date: February 27th, 2006

Subject: Application by Inn Services Inc. for an Amendment to Zoning Bylaw 50-88, to remove the Holding Zone symbol from Blocks 9, 10, 22 & 23, Registered Plan 11M-98, City of St. Thomas.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:

RECOMMENDATION:

THAT: The application by Inn Services Inc. for an amendment to the City of St. Thomas Zoning By-law 50-88 to remove the holding symbol from Blocks 9, 10, 22 & 23, Registered Plan 11M-98, City of St. Thomas, County of Elgin, be approved;

AND THAT: Direction be given to prepare the necessary amending by-law for Council approval and the notice of Council's intention to pass a by-law to remove the holding symbol be given pursuant to Ontario Regulation 199/96.

ANALYSIS:

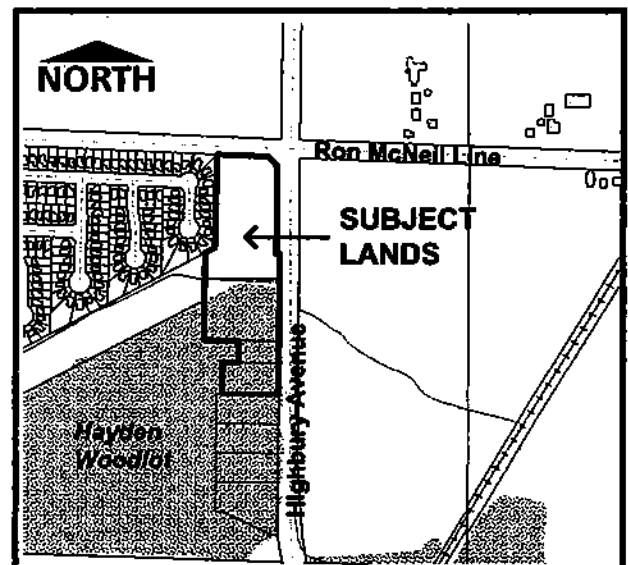
Inn Services Inc. has applied to have the holding zone symbol removed from Zoning By-law 50-88 for a portion of the Dalewood Crossings Block Plan (11M-98). The subject lands consist of four blocks (9, 10, 22 & 23) in the Plan and encompass an area of 39.623m² on the west side of Highbury Avenue, south of Ron McNeil Line. Access to the blocks is provided from Highbury Avenue (see Location Plan).

Blocks 9 & 10 are designated for Highway Commercial uses in the City of St. Thomas Official Plan, and are located within the Highway Commercial Zone- (hC7-19) of the City of St. Thomas Zoning By-law 50-88. Blocks 22 & 23 are designated for Industrial uses, and are located within the General Industrial Zone- (hM1-12). Future development of the Blocks will be required to conform to the Official Plan and comply with the Zoning for the property.

The lands are subject to the general holding provisions set out in Section 2.2 of By-law 50-88. The principle pre-development condition to be met for the removal of the holding zone is the execution of the subdivision agreement. The Subdivision agreement was executed between the applicant and the City on January 16th, 2000.

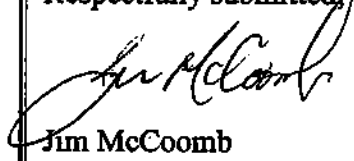
The lands are also subject to special holding provisions as set out in Subsections 18.5.19(e) and 20.5.12(b) of By-law 50-88. The pre-development condition to be met for the removal of the holding zone is the same for each subsection, and requires that additional environmental assessments be carried out in accordance with the recommendations of the Environmental Impact Study prepared for the Hayden Woodlot by Ecologistics Limited, to the satisfaction of the Kettle Creek Conservation Authority (KCCA) and the City. Such assessments have been conducted and supplementary work as requested by the KCCA is being completed at the direction of the developer this spring. The KCCA also requested the removal of a drainage tile stub that was installed into the westerly end of the Hayden Woodlot at the time of the construction of the new baseball diamond on Burwell Road. The Director of Environmental Services has agreed to arrange for the removal of the tile stub by the spring of 2006. Staff are therefore bringing forward the request to remove the holding symbol and recommending that notice of Council's intent to remove the holding symbol be given and the necessary by-law prepared. The by-law to remove the Holding Symbol will be placed on a future Council Agenda for approval.

Location Plan:



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

Respectfully submitted,



Jim McCoomb
Planner

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Reviewed By:

Env. Services

Treasury

City Clerk

Other



Corporation of the

City of St. Thomas

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Report No.

ES23-06

File No.

01-014-06

Directed to:

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

Date

February 27, 2006

Department:

Environmental Services

Attachment

Prepared By:

John Dewancker, Director

Booklet of the City of St. Thomas Roadway Condition Maps and Environmental Services 2006-2012 Capital Forecast

Subject:

Road Resurfacing Needs and Road Reconstruction program (Capital)

Recommendation:

- That the current City of St. Thomas roadway resurfacing needs and the capital forecast for road reconstruction during the period of 2006-2012 be received as information.

Origin:

At the Council meeting of February 13, 2006, Members requested that a complete list of proposed street rebuilding and street resurfacing projects be provided to the Committee. Also, the Committee asked that the anticipated years, in which these projects would be completed, be confirmed.

Analysis:

In order to provide a complete overview of the City's road needs, including the road resurfacing and road reconstruction needs, such information request has been consolidated in the attached booklet showing the City of St. Thomas Roadway Condition Maps which provide a visual assessment of the roadway resurfacing needs and which also includes the Roadway Reconstruction Forecast with the associated capital expenditure needs.

Road Resurfacing Projects:

The attached maps, showing the current condition of all city roadways, are based on an annual or periodic assessment of the roadways which essentially entails a condition rating of those road surface works and which is based on an easy-to-use system that was developed and implemented by Environmental Services Staff during the last six years. This information is readily available on the department's Infrastructure Management Information system, a Geographical Information System that is capable of creating thematic maps that link data with maps through the creation of various thematic map-tables.

This information is then used to assist in the selection of the priority roadway locations where road resurfacing funds should be allocated. Upon approval of the annual road resurfacing budget a list of locations is provided each year to Council for information and approval.

The road resurfacing projects are of a maintenance/rehabilitation nature as they extend the service life of existing roadways and therefore they are instrumental in the deferral of costly road reconstruction projects. Carrying out resurfacing at the proper time can add 10-15 years to the pavement life.

When considering the surface condition of existing roadways that are currently rated as deficient (rating of 4, red lined on the attached maps) then the following quantities of rehabilitative work apply to these roadways.

Road Surface	27km
Sidewalk	15km
Curb and Gutter	56km

Members will observe that more roadway areas in the older core of the City are rated deficient and that the newer development areas have roadway pavement that is generally considered as good to very good.

Also, it must be noted that the combined annual value of the road resurfacing and sidewalk replacement projects has been \$408,000 during recent years with the exception of one year during which this budget was reduced to \$250,000.

Road Reconstruction Needs:

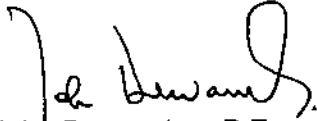
The attached Environmental Services Capital forecast for the period 2006-2012 was enclosed as an appendix to the 2006 Capital Budget submission. This forecast integrates road reconstruction needs with the water, sanitary sewer and storm sewer replacement/upgrade needs.

This list of projects identifies location and cost of each of the constituent components of the roadway infrastructure renewal projects and is a document that receives an ongoing periodic review as new

The last page of this forecast provides a summary of the total capital cost of each service for information and for financial planning purposes. -13-

Environmental Services staff will be available at the meeting of March 6, 2006, to answer any additional questions by the Members.

Respectfully submitted,



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

Reviewed By: Treasury Env Services Planning City Clerk HR Other



Corporation of the

City of St. Thomas

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Report No.

ES06-06

File No.

08-332

Directed to:

Chairman Marie Turvey and Members of the Environmental Services Committee

Date

January 31, 2006

Department:

Environmental Services

Attachment

Prepared By:

Brian Clement, Manager of Engineering

Detailed Breakdown of
Estimated Costs

Subject:

Dennis Road Infrastructure Costs

Recommendation:

It is recommended that:

1. Report No. ES06-06 be received for information; and,
2. The cost of design and construction of Dennis Road, and the associated servicing extensions and intersection improvements on Highbury Avenue, be considered for inclusion in the City of St. Thomas capital budget program; and,
3. The cost of this work be funded through the sale of serviced industrial lands and be financed through the use of City reserves.

Origin:

At the Council Meeting of November 14, 2005, Council directed the Environmental Services Department to present a report providing a detailed breakdown of estimated infrastructure costs for Dennis Road separating the road, water and sewer works.

Analysis:

BACKGROUND

A portion of the Dennis Farm was dedicated to create an Industrial Block for future growth within the northeast quadrant of the City of St. Thomas. The Dennis Road project was originally designed by Dillon Consulting Engineers, Planners, Environmental Scientists circa 1993, and servicing areas were subsequently modified somewhat by Cyril J. Demeyere Limited Consulting Engineers in 1999 for the Burwell Road extension.

Dennis Road is planned as an Urbanized Industrial Road (9.8m typical asphalt width) in a 23m road allowance from Burwell Road to Highbury Avenue (approximate 700m length) to provide a service corridor for internal and external lands, and as an access road to the industrial lots. Presently the sizing of the industrial lots fronting Dennis Road is considered to be flexible. However for the purposes of this cost estimate, 18 lots have been assumed.

Please note that this report deals only with the costs to construct Dennis Road infrastructure based on the original designs. The costs to service industrial lands south of Dennis Road to the Dalewood/Burwell Road Sewage Pumping Station and McGregor Court/Burwell Road Storm Water Management Pond.

PART 1 – DENNIS ROAD from BURWELL ROAD to HIGHBURY AVENUE

Sanitary Sewer:

A 375mm PVC sanitary sewer is proposed on Dennis Road. The drainage area for the sanitary sewer includes both Dennis Road and property east of Highbury Avenue. Consideration for the outlet of sewage from the 292.9 acres delineated in the 2006 Mutual Boundary Adjustment, or portion thereof, will need to be verified during detailed design.

The removal of the existing sanitary stub and drop structure, installation of a new drop structure, and connection to the existing maintenance hole in the middle of Burwell Road, and associated pavement restoration costs have been estimated. A 150mm service connection has been provided to each industrial lot.

Storm Sewer:

The original storm drainage area was used which conveys storm water into the proposed 1050mm Dennis Road storm sewer for outlet at Burwell Road. The modified design directs 1/3 of flow to an existing storm pipe stub on Burwell Road and 2/3 of flow to an existing ditch parallel to Burwell Road with off-site storm water management. A 375mm service connection has been assumed for each lot.

The size of the Dennis Road storm sewer and drainage ditches, and catch basin locations, will need to be verified during detailed design to ensure collection of minor system flows and positive drainage of major overland flows. The options of underground pipe storage and surcharge to surface outlet discharge, as well as diversion of more drainage to the existing storm water management pond will be investigated. On Site stormwater management may be required if the percentage of impervious area on

any site exceeds the percentage assumed during the design of the Dennis Road storm sewer.

Watermain:

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A 300mm PVC watermain is proposed on Dennis Road. The size will be confirmed with current water system modeling during detailed design based on anticipated industrial land uses. A connection to the existing 400mm watermain on west side of Burwell Road, vertical offset under existing 1050mm storm sewer, and associated pavement restoration costs have been included.

A hydrant spacing of 105m has been used to reflect the industrial land use for fire protection requirements. A 25mm service connection to each industrial lot has been assumed. The revision to a 150mm service main for fire protection will be determined during detailed design, but was not estimated at this time. Any conflicts with the storm sewer will require a watermain vertical offset.

Roadwork:

The construction of a curbed roadway, sidewalk and street lighting on south side, and sodded boulevards has been estimated for Dennis Road. The pavement structure has been assumed to be an arterial road base with 450mm Granular B, 150mm Granular A, 85mm HL8 asphalt, and 40mm HL3 asphalt. A geotechnical report during detailed design is necessary to provide the actual recommendations and whether an increase is necessary for existing soil conditions and anticipated traffic loads and volumes.

The cost estimate does not include installation of the overhead hydro powerline and gas main, telephone and cable plant within the Dennis Road right-of-way. The contributions from the utility companies based on demand are unknown at this time, but a full recovery assumption was made.

A preliminary road profile has been established with surplus fill. The profile may be adjusted to reduce any surplus quantity during detailed design, however site grading will need to be confirmed and temporary storm inlets may be required to provide drainage outlets.

The overburden quantity from the sanitary sewer, storm sewer, watermain installations and any ditch cut sections will need to be calculated during detailed design. A decision will need to be made at that time whether this material will remain on-site, either stockpiled or if preliminary lot grading can be established. Costs have not been included for haulage and disposal off-site of excess material, or lot grading outside of road allowance.

PART 2 – SERVICING EXTENSIONS across Highbury Avenue

The extension of both the sanitary sewer and watermain to the east side of Highbury Avenue could be completed during the construction of Dennis Road.

Sanitary Sewer Extension:

The depth of the sanitary sewer on west side of Highbury Avenue is 7.5m, which is below the London Middlesex Secondary Supply Water System 1050mm watermain. An 8m length of 750mm inside diameter steel casing pipe was already installed to facilitate the future undercrossing of this utility.

The preferred option that has been costed involves "jacking and boring" an additional 18m of steel casing across Highbury Avenue. There would be minimal impact to traffic, as all work would occur without disturbing the existing roadway. A working easement may be required from the landowner on the east side of Highbury Avenue to install a maintenance hole. Other options that involved open cut excavation and increased costs due to pavement removal/restoration and traffic detours were excluded.

Watermain Extension:

The depth of the watermain is not significant and has been assumed to be directionally drilled. Again minimal impact to traffic will occur. A working easement may also be required to install a valve.

Storm Sewer Extension:

A storm sewer extension is not required. Localized storm sewers are required (catch basins) for the curbed intersection radii and are included in Part 1.

PART 3 – Highbury Avenue/Dennis Road Intersection Improvements

It is anticipated that Highbury Avenue will require a left turn lane for northbound traffic and a right turn taper for southbound traffic, both entering Dennis Road in order to accommodate through traffic. A traffic impact study during detailed design is required to confirm these needs and timing of implementation. Consultation with the CP Rail will be required due to vicinity of the tracks to roadway improvements.

The proposed location of Dennis Road at Highbury Avenue is in a section of existing road that has two curves and resultant superelevation. The three options to install a left turn on Highbury Avenue at Dennis Road (from Geometric Design Standards for Ontario Highways) are listed below:

- 16-
- (a) Left turn on right of centreline with by-pass lane
 - (b) Left turn on left side of centreline *(In cases where condition (a) and (c) cannot be met.)*
 - (c) Left turn in centre of centerline

The three options all would require property acquisition. Option (b) was selected for this cost estimate, as the property on the west side of Highbury Avenue is owned by the City of St. Thomas. However the left turn lane would be located on the left side of centerline and this is the last option to be considered for implementation in accordance with the referenced standards. This option would require all land to be acquired from the Dennis Farm property on the west side of Highbury Avenue.

Options (a) and (c) will be investigated during detailed design, if this intersection does not require improvements immediately due to traffic needs as a result of Dennis Road construction, and if land acquisition from the east side would be considered in the future.

Financial Considerations:

The breakdown of estimated costs to construct the following is:

Part 1 – Dennis Road from Burwell Road to Highbury Avenue	\$2,100,000
Sanitary Sewer = \$ 380,000	
Storm Sewer = \$ 620,000	
Watermain = \$ 350,000	
Roadwork = \$ 750,000	
Part 2 – Servicing Extensions across Highbury Avenue	\$ 80,000
Sanitary Sewer = \$55,000	
Watermain = \$25,000	
Part 3 – Highbury Avenue/Dennis Road Intersection Improvements	\$ 320,000

TOTAL = \$2,500,000*

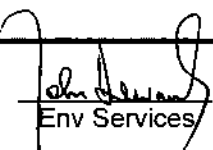
**Costs include engineering (design, inspection, geotechnical) and a contingency allowance.*

The proposed source of funding is through the sale of the industrial lands that will benefit from Dennis Road access and servicing.

This report was reviewed by the Management Board at the meeting on February 16, 2006.

Respectfully,


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

Reviewed By: Treasury  Env Services Planning City Clerk HR Other

**DENNIS ROAD INFRASTRUCTURE COSTS
REPORT No. ES06-06**

**DETAILED BREAKDOWN OF ESTIMATED COSTS
January 31, 2006**

Summary	Budget Submission
Part 1	
Dennis Road from Burwell Road to Highbury Avenue	\$2,100,000.00
Part 2	
Servicing Extensions across Highbury Avenue	\$80,000.00
Part 3	
Highbury Avenue / Dennis Road Intersection Improvements	\$320,000.00
Total	\$2,500,000.00

**Outstanding Items or Unknowns to be resolved during Detailed Design
(not included in above cost estimate summary)**

Part 1	Hydro Utility installation (if not recovered)	\$80,000.00
	Gas main installation (if not recovered)	\$75,000.00
	Telephone installation (assumed recovered)	
	Cable installation (assumed recovered)	
	Storage location of surplus material, lot grading or off-site disposal to be determined.	
	Roadbase is constructed to an arterial standard.	
	150mm watermain to building for fire protection requirement.	
Part 2	Scheduling of underground installation.	
	Future road restoration and detouring costs if extensions not implemented during Dennis Road construction.	
	Working easement acquisition & associated survey and legal work.	
Part 3	Traffic signals installation requirement.	\$150,000.00
	Highbury Avenue utility pole relocation costs for Options (a) and (c).	\$15,000.00
	Possible relocation of City of St. Thomas entrance sign.	
	Property acquisition & associated survey and legal work.	

Part 1 - Dennis Road from
Burwell Road to Highbury Avenue **18 -**

This estimate is for Dennis Road only and any additional roads and services are not included.

	Quantity	Unit	Unit Price	Total Price
Roadwork				
Strip & stockpile topsoil	16560	sq. m.	\$1.25	\$20,700.00
Road excavation	6661	cu. m.	\$5.00	\$33,305.00
Sub drains (both sides)	1440	lin. m.	\$21.00	\$30,240.00
Granular B (450mm depth)	9922	tonne	\$15.00	\$148,830.00
Granular A (150mm depth)	3583	tonne	\$15.00	\$53,745.00
Barrier curb (both sides)	1440	lin. m.	\$40.00	\$57,600.00
1.5m wide sidewalk (one side)	1080	sq. m.	\$40.00	\$43,200.00
Sod and topsoil	7560	sq. m.	\$7.00	\$52,920.00
HL 8 (85mm depth)	1473	tonne	\$70.00	\$103,110.00
HL 3 (40mm depth)	693	tonne	\$70.00	\$48,510.00
Street lighting on hydro poles	720	lin. m.	\$25.00	\$18,000.00
Sub-total Roadwork				\$610,160.00

Storm Sewers

MH's (1500mm)	8	each	\$4,500.00	\$36,000.00
1050mm sewer (concrete)	700	lin. m.	\$530.00	\$371,000.00
catch basins (single)	14	each	\$2,000.00	\$28,000.00
catch basin leads	140	lin. m.	\$200.00	\$28,000.00
975mm sewer (concrete)	14	lin. m.	\$350.00	\$4,900.00
375mm lot service (PVC)	18	each	\$2,000.00	\$36,000.00
Sub-total Storm Sewers				\$503,900.00

Sanitary Sewers

Connect 375mm to Burwell MH	1	each	\$10,000.00	\$10,000.00
MH's (1200mm)	7	each	\$3,600.00	\$25,200.00
MH's with safety landing	1	each	\$5,850.00	\$5,850.00
375mm sewer (PVC)	558	lin. m.	\$300.00	\$167,400.00
375mm sewer (PVC)	70	lin. m.	\$450.00	\$31,500.00
375mm sewer (PVC)	60	lin. m.	\$600.00	\$36,000.00
200mm sewer (PVC)	14	lin. m.	\$250.00	\$3,500.00
150mm lot service (PVC)	18	each	\$1,500.00	\$27,000.00
Sub-total Sanitary Sewers				\$306,450.00

Watermain

300mm (PVC)	720	lin. m.	\$300.00	\$216,000.00
Connections to existing watermain	2	each	\$2,000.00	\$4,000.00
Pressure test, swabbing, chlorination	1	lump sum	\$5,000.00	\$5,000.00
300mm valves	4	each	\$3,000.00	\$12,000.00
25mm lot service	18	each	\$1,500.00	\$27,000.00
hydrants (105m spacing)	6	each	\$4,500.00	\$27,000.00
Sub-total Watermain				\$291,000.00

Miscellaneous

Insurance	lump sum	\$1,000.00
Traffic Control	lump sum	\$5,000.00
Bonding	lump sum	\$4,000.00
Contingency		\$100,000.00
Design, Inspection, Geotechnical		\$140,000.00
Sub-total Miscellaneous		\$250,000.00

Account Breakdown

		Roadwork	Storm Sewers	Sanitary Sewers	Watermain
Summary					
Roadwork	\$610,160.00	\$610,160.00			
Storm Sewers	\$503,900.00		\$503,900.00		
Sanitary Sewers	\$306,450.00			\$306,450.00	
Watermain	\$291,000.00				\$291,000.00
Miscellaneous	\$250,000.00	\$89,250.00	\$73,500.00	\$44,750.00	\$42,500.00
Sub-total	\$1,961,510.00	\$699,410.00	\$577,400.00	\$351,200.00	\$333,500.00
7 % GST	\$137,305.70	\$48,958.70	\$40,418.00	\$24,584.00	\$23,345.00
Total	\$2,098,815.70	\$748,368.70	\$617,818.00	\$375,784.00	\$356,845.00
Submitted Budget Amount	\$2,100,000.00	\$750,000.00	\$620,000.00	\$380,000.00	\$350,000.00

Part 2 - Servicing Extensions across Highbury Avenue

-19-

This estimate is to install sanitary sewer by jack & bore construction and watermain by directional drilling across Highbury Avenue.

	Quantity	Unit	Unit Price	Total Price
Sanitary Sewer				
Sanitary MH with safety landing	1	each	\$6,900.00	\$6,900.00
Jack & Bore 750mm casing	22	lin. m.	\$1,000.00	\$22,000.00
375mm sewer (PVC)	30	lin. m.	\$200.00	\$6,000.00
Sub-total Sanitary Sewer				\$34,900.00
Watermain				
300mm (PVC) directional drilling	20	lin. m.	\$600.00	\$12,000.00
Connections to existing watermain	1	each	\$500.00	\$500.00
Pressure test, swabbing, chlorination	1	lump sum	\$1,000.00	\$1,000.00
300mm valves	1	each	\$3,000.00	\$3,000.00
Sub-total Watermain				\$16,500.00
Miscellaneous				
Insurance		lump sum		\$2,000.00
Traffic Control		lump sum		\$500.00
Bonding		lump sum		\$2,000.00
Contingency				\$10,000.00
Design, Inspection, Geotechnical				\$10,000.00
Sub-total Miscellaneous				\$24,500.00
Account Breakdown				
	Roadwork	Storm Sewer	Sanitary Sewer	Watermain
Sanitary Sewer			\$34,900.00	
Watermain				\$16,500.00
Miscellaneous	\$0.00	\$0.00	\$16,635.50	\$7,864.50
Sub total	\$0.00	\$0.00	\$51,535.50	\$24,364.50
7 % GST	\$0.00	\$0.00	\$3,607.49	\$1,705.52
Total	\$0.00	\$0.00	\$55,142.99	\$26,070.02
Submitted Budget Amount	\$80,000.00	\$0.00	\$55,000.00	\$25,000.00

Part 3 - Highbury Avenue / Dennis Road
Intersection Improvements

This estimate is provided for Option (b) the road widening on the west side of Highbury Avenue only.

	Quantity	Unit	Unit Price	Total Price	
<u>Roadwork</u>					
Sawcut asphalt	770	lin. m.	\$5.00	\$3,850.00	
Excavation	2302	cu. m.	\$10.00	\$23,020.00	
Stripping topsoil	7700	sq. m.	\$2.50	\$19,250.00	
Granular B (450mm depth)	4708	tonnes	\$12.00	\$56,496.00	
Granular A (150mm depth)	2101	tonnes	\$12.00	\$25,212.00	
HL 8 Asphalt	197	tonnes	\$70.00	\$13,790.00	
0.5m PPS	125	tonnes	\$70.00	\$8,750.00	
HL 8 (85mm depth)	93	tonnes	\$70.00	\$6,510.00	
HL 3 (40mm depth overlay)	140	tonnes	\$70.00	\$9,800.00	
Milling	770	sq. m.	\$5.00	\$3,850.00	
Pavement line markings	1155	lin. m.	\$20.00	\$23,100.00	
Traffic ducts	100	lin. m.	\$100.00	\$10,000.00	
Street lighting	385	lin. m.	\$15.00	\$5,775.00	
400mm culvert extensions	40	lin. m.	\$300.00	\$12,000.00	
Sub-total Roadwork				\$221,403.00	
<u>Miscellaneous</u>					
Insurance		lump sum		\$1,000.00	
Traffic Control		lump sum		\$5,000.00	
Bonding		lump sum		\$1,000.00	
Contingency				\$30,000.00	
Design, Inspection, Geotechnical				\$40,000.00	
Sub-total Miscellaneous				\$77,000.00	
Account Breakdown					
		Roadwork	Storm Sewer	Sanitary Sewer	Watermain
Summary					
Roadwork	\$221,403.00	\$221,403.00			
Storm Sewer			\$0.00		
Sanitary Sewer				\$0.00	
Watermain					\$0.00
Miscellaneous	\$77,000.00	\$77,000.00	\$0.00	\$0.00	\$0.00
Sub total	\$298,403.00	\$298,403.00	\$0.00	\$0.00	\$0.00
7 % gst	\$20,888.21	\$20,888.21	\$0.00	\$0.00	\$0.00
Total	\$319,291.21	\$319,291.21	\$0.00	\$0.00	\$0.00
Submitted Budget Amount					
	\$320,000.00	\$320,000.00	\$0.00	\$0.00	\$0.00



Corporation of the

City of St. Thomas

Report No.

18-06

File No.

08-313-03

Directed to:

Chairman Marie Turvey and Members of the
Environmental Services Committee

Date

March 6, 2006

Department:

Environmental Services Department

Attachment

Prepared By:

Chuck Fiddy, Supervisor of Water and Wastewater

Subject:

Tender No. 06-601 - Valve Actuator with Trailer - Contract Award

Recommendation:

It is recommended that:

1. The tender submitted by Wachs Canada Ltd., for a Valve Actuator with Trailer for the purchase price of \$71,104.50 (including taxes) be accepted.
2. A by-law be prepared to authorize this tender award.

Origin:

In December of 2005, Council approved a capital budget of \$70,000 for the purchase of a Valve Actuator with Trailer to be incorporated in the 2006 Capital Budget.

Analysis:

A valve actuator is used to cycle and maintain the water distribution system valves. All valves in the system, totaling approximately 2,600, must be cycled or activated once annually. A record of this work must be documented to ensure compliance with normal industry standards. The Valve Actuator makes this task easier, safer and more efficient to accomplish. This machine does the actual valve operation and automatically documents the work by means of a microprocessor. The valve data is stored in the machine and this data can then be downloaded to a permanent database.

The tender, which was advertised in the London Free Press, the City's web site and through the Purchase Buyer's Association, closed on February 1, 2006. Three submissions were received as follows:

Wachs Canada Ltd.,	\$71,104.50
Evans Supply Ltd.,	No Bid
Brady Sales & Service Ltd.,	No Bid


Brady Sales & Service Ltd., indicated that their schedule would not permit them to bid on the supply. Evans Supply Ltd., indicated that the specification was "too tight" and refused to bid on the supply.

Two suppliers provided demonstrations to the City, Wachs Canada Ltd., and Evans Supply Ltd. The equipment demonstrated by Wachs Canada Ltd., was successful, however, the equipment demonstrated by Evans Supply Ltd., broke down during the demonstration. Staff has reviewed the submissions and are satisfied that the equipment proposed to be provided by Wachs Canada Ltd., meets all requirements as specified in the tender.

Financial Considerations:

The 2006 Capital Budget contains \$70,000.00 for the purchase of a Valve Actuator with Trailer. The tender recommended will cost \$71,104.50 including taxes, however, this amounts to \$66,776.40 after the GST rebate is taken into account.

Respectfully submitted


for Chuck Fiddy, Supervisor of Water and Wastewater
Environmental Services

Reviewed By:

Tresdry

Env Services

Planning

City Clerk

HR

Other



Corporation of the

City of St. Thomas

Report No.

ES20-06

File No.

04-097-00

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

Date

March 6, 2006

Department: Environmental Services

Attachments

Prepared By: Ivar Andersen, Manager of Operations and Compliance

Health Unit Letter

Subject: West Nile Virus – 2006 Larvicide Program

RECOMMENDATION

It is recommended that;

1. This report be approved and received as information by Council.
2. Council support and endorse the application for permits by the Elgin St. Thomas Health Unit for the application of pesticides within the West Nile Virus programs by sending a letter to that effect.
3. That staff, as requested by the Health Unit, be given the authority to retain the services of a pest control contractor through the Health Unit for mosquito control as required.

ORIGIN:

In 2005, the Elgin St. Thomas Health Unit, with the approval of the City of St. Thomas, retained a contractor to conduct a larvicide program within the City for the extermination of mosquitoes. This program was requested in order to reduce the risk of the proliferation of the West Nile Virus. The City continues to be identified "as a population of concern" because of "the size of the risk population along with the population density, warrants measures be taken to reduce the risk of the residents being exposed to the West Nile Virus".

For 2006, as per the attached letter, the Health Unit is again requesting that a larvicide program be implemented. As in 2005, the Health Unit is willing to facilitate the retention of a contractor who will work in Elgin County. Mosquito control work conducted by this contractor in St. Thomas will be charged to the City.

ANALYSIS:

Ontario Regulation 199/03 requires that the medical officer of health determine whether action is required by a municipality to decrease the risk of West Nile Virus based upon a risk assessment. Where the medical officer of health has determined that action is required, he or she may give notice to the municipality which must be complied with. The action required may include a number of things such as public awareness campaigns, larviciding and adulticiding.

The contractor retained in 2005 was Pestalto Environmental Products Ltd. Pestalto prepared a report entitled "Mosquito Abatement Program for Vector Reduction of West Nile Virus" documenting the 2005 larvicide program. This report is available on request in Environmental Services for members to peruse. Two larvicide applications were made in 2005 at a cost to St. Thomas of \$12,692 after a 55% recovery was made from the Ministry of Housing and Long Term Care.

FINANCIAL CONSIDERATIONS:

In 2006, it is expected that three applications of larvicide will be made at an estimated cost to St. Thomas of \$12,500, assuming a recovery of 65% from the Ministry of Health and Long Term Care. The Ministry is expected to increase this recovery amount to 75% in 2007 at which time a similar larvicide program will likely be requested. The Treasury Department will incorporate the estimated cost of the program, \$12,500, in the 2006 Operating budget.

The recovery application to the Ministry of Health and Long Term Care will be completed by the Health Unit and the City will only be invoiced the net amount.

Respectfully submitted,

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

cc: Elgin St. Thomas Health Unit.

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the
City of St. Thomas

Report No.

ES24-06

File No.

Directed to:

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

Date

February 27, 2006

Department:

Environmental Services

Attachment

Prepared By:

John Dewancker, Director

RFP for Water Needs and
Financial Study Update

Subject:

Water needs and Financial Study Update – Project Team Membership

Recommendation:

- That Council appoint one or more Members of Council to participate on the study team of the Water Needs and Financial Study Update.
- That the Municipality of Central Elgin and the Township of Southwold be contacted to confirm their membership on the project study team.

Origin:

The City's 2006 approved capital budget includes the Water Needs and Financial Study Update project. Terms of Reference included in the RFP for the preparation of the Study Update are attached herewith for the information of the Members.

Analysis:

The attached Request for Proposal call was issued on February 20, 2006, and six consulting firms were invited to submit a proposal by March 17, 2006. Upon review of the RFP, Members will note that the proposed rate study project will need to be completed by a multi disciplinary consulting team including a professional engineer and an economist to ensure study compliance with the current requirements of the Sustainable Water and Sewage Systems Act and the anticipated needs included in new proposed Provincial legislation that requires that each Water provider prepare a Financial Plan as one of a number of conditions under the proposed Provincial Licence/Accreditation model.

Consistent with the past practice followed during the initiation of similar study projects, the appointment of one or more Members of City Council on the Study Team to assist in the guiding and oversight of the project is respectfully requested.

Also, the water rate structure of the proposed water rate that is to be developed as part of this study project will comply with the outline of the rate structure included in the recently completed Suburban Water Agreement between the City of St. Thomas and the Municipality of Central Elgin. Therefore, it is recommended that the Municipality of Central Elgin be invited to appoint MCE membership on the project team. Since the area water distribution also supplies water to a minor extent to a Southwold Township area within the Lynhurst Primary Service area, this invitation should also be extended to the Township of Southwold.

Respectfully submitted,

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

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

Environmental Services Department

Water Needs and Financial Study Update

Request for Proposal

1. Introduction

During 2001, following the 2000 assumption by the City of St. Thomas of the water distribution service from the St. Thomas Public Utilities Commission, the City of St. Thomas completed a Water Needs and Financial Study. This study has guided the municipality during the last five years with the coordination and prioritization of various water works (capital and operating), and established a rate structure and water rate schedule to fund these works. In essence, during the last five years the delivery of the water distribution service has been funded through a financially self supporting rate and funding model, based on the principles of "user pay" and "full cost pricing". Currently, the water revenue is generated mainly by two sources: a metered rate and a fixed revenue portion or minimum monthly bill charge, based on the size of each water meter. Further, a number of fees and charges for various services apply, as shown in the Schedule of Rates and charges attached as Schedule "A" to the City's Water By-Law. (B/L 44-2000 as amended).

The above noted financial principles for the delivery of the water distribution services to the Community will continue to be maintained in the future by the City of St. Thomas. The proposed study update will also take into account recent legislative requirements under the Safe Drinking Water Act and the Sustainable Water and Sewage Systems Act. Further, the proposed rate structure to be devised as part of the preparation of the subject rate study update will need to comply with the funding mechanism for capital works as outlined by the January 13, 2006, City of St. Thomas – Municipality of Central Elgin (MCE) agreement for Suburban Water Supply to Central Elgin and the associated Memorandum of Understanding.

Finally, as part of this study project, a general review and an update of the accounting practices with regard to the delivery of the water distribution service will need to be undertaken.

2. Background

Water System Needs

2.1 Capital Needs

As part of the review and consolidation of the capital needs of the existing water distribution system, the following information will be made available to the consultant, selected to undertake the study project:

- a) Water Needs and Financial Study – May 2001 (CN Watson Associates in association with Earth Tech Canada Inc.)
- b) Electronic Map Table Showing the needs of the water distribution system and the watermain needs rating schedule.
- c) Maintenance history in electronic format of each watermain pipe.
- d) St. Thomas – Central Elgin agreement for Suburban Water Supply to Central Elgin.
- e) Summary of the Environmental Services' capital forecast 2006-2011 which integrates the Water distribution capital needs with the capital roads and sanitary and storm sewer needs.

The above information in b) and c) establishes existing system deficiencies and will be used to recommended priorities for the future capital renewal or rehabilitation of the existing water distribution system.

The consolidation of the water capital needs as part of this study project will focus on the areas with potential water quality problems, the replacement/optimization needs of the existing aging infrastructure and the areas of upgrade requirements of the existing system (undersized infrastructure to be upgraded). In this regard, maintenance and past occurrence records as well as system data on age, material and maintenance needs will be provided to assist in the establishment of the prioritized capital rehabilitation needs of the water system. This needs analysis will also include the funding needs for the continued use of rehabilitative technologies (trench less), and environmental programs such as the establishment and maintenance of an environmental management system, water conservation, water loss detection/repair and back flow prevention.

2.2 Operating Needs

Past and current operating costs for the annual operation of the water distribution system will also be provided to the consultant, selected to undertake the study project.

2.3 Suburban Water Distribution System

The total customer base of the water distribution system involves 12,940 customers, including 816 customers in the Municipality of Central Elgin and 60 customers in the Township of Southwold. In order that future capital works costs for each of the water distribution systems located within each municipality and which are supplied with water by the St. Thomas Water Distribution system, may be identified separately and be funded appropriately in accordance with the schedule of charges as outlined in the Suburban Water Agreement, the proposed development of the rates that will be applicable within each City/Suburban water distribution area will need to be in compliance with the funding principles of the Suburban Water Agreement.

3. Process

A Co-ordinating Committee made up of representatives from the City of St. Thomas, the Municipality of Central Elgin and the Township of Southwold will work with the Consultant to review study findings and recommendations and to provide direction or clarification where required. The Consultant shall meet with and advise the Co-ordinating Committee of the study's progress on an ongoing basis. The review is expected to be initiated immediately and carried out in a timely and expeditious manner.

4. Terms of Reference / Study Objectives

The preparation of this Water Needs and Financial Study Update must be considered within the new proposed provincial licence/accreditation model for Municipal Water Providers which requires that each Water Provider prepare a Financial Plan as one of a number of pre requisite conditions to receiving a Municipal Drinking Water License. In this regard, the preparation of this study update must address and meet the anticipated requirements of the Financial Plan.

The Water Needs and Financial Study Update must also meet the requirements of the Sustainable Water and Sewage Systems Act, 2002. This Act is not as yet in force but it is anticipated that it will be proclaimed in the near future. The essential components of this Act require each regulated entity in its capacity of Water Provider to prepare a **report on the full cost of services** and a **cost recovery plan**.

The **report on the full cost of water services** includes an inventory of and management plan for the infrastructure needs to provide the water services and must be prepared and be certified by a licensed professional engineer. The primary function of the engineer is to develop the water infrastructure needs analysis, and the associated cost estimates of the related infrastructure improvements.

As mentioned in the Act, the assessment of the full cost of providing the water services includes operating costs, renewal and replacement costs, source protection costs, financing costs and any other costs as may be specified by regulation.

Such report on the full cost will be of the water services used as the background report to the development of the rate analysis in the financial component (cost recovery plan) of the study update.

The **cost recovery plan** must confirm how the water provider will pay for the full cost of providing the water services and also provide for an implementation and financial management plan.

The following tasks will need to be completed as part of the preparation of the Water Needs and Financial Study Update.

- a) Identify all current and future water system costs to be recovered through the water rate including:
 - establish upgrade and renewal needs of the water distribution to be derived as outlined above. Allowances will be made for the continued use of rehab technologies and programs as mentioned also above. These allowances should be derived, using the recent programs and associated benchmark costs incurred by the City of St. Thomas in the initiation and maintenance of such programs.
 - identify all operating costs and related annual cost components such as maintenance costs, testing, engineering/administration, reading/billing/ collecting, etc..
 - project annual cost of bulk water purchase from the St. Thomas Area Secondary Water Supply System.
- b) Determine the appropriate value and remuneration of the reading, billing and collecting service.
- c) Prepare a 5-year plan to reflect the capital and operating needs of the system and project implementation plan. These needs will reflect a value engineering and long term life cycle approach to managing the City's water distribution infrastructure.
- d) Recommend a rate structure, water rate and rate schedule with supporting analysis based on needs, costs, environmental considerations, affordability and other appropriate criteria. The water rate setting work will follow established and generally industry accepted approaches (AWWA).
- e) Prepare an impact/sensitivity analysis to show the impact of the proposed rate(s) on typical bills paid by specific user groups for different volume levels; determine measures to mitigate significant impacts, if required.
- f) Compare recommended water rate(s) with rates in other (similar) communities in Ontario.
- g) Provide a rate implementation plan including:
 - a phase-in period, if appropriate
 - plans to address practical implementation issues
 - a customer relations plan.
- h) Hold a statutory Public Meeting in compliance with OR 244/02 section 12.

5. Proposal Content

The Consultant is invited to submit a proposal which describes in detail the approach, project tasks and study schedule which will be adopted to implement the requirements outlined in the study terms of reference. The proposal shall provide information related to the following areas:

a) Work Program

The proposal must include a detailed work plan that describes the following:

- ii. outline of expected study report
- iii. the approach and steps to be followed in undertaking the review ; and a description of the tasks that will need to be completed to prepare the study,
- iv. the time schedule associated with each of the steps. The expected duration of the project is 4 months with a project completion of late June 2006.
- v. the resources that will be provided and/or required for each of the steps,
- vi. the information that will be required in order to undertake the review
- vii. the number of anticipated public meetings and attendances before the Finance and Administration Committee of City Council and the Councils of the Municipality of Central Elgin and the Township of Southwold and fees and expenses for any additional attendances. The Public Meeting to establish the water rate projection analysis and proposed rate schedule affecting all water customers, including the Suburban water customers will be held as a joint meeting.

b) Organization of the Study Team.

The proposal must identify the individuals who will make up the Team that will be undertaking the review and provide the following information.

- ii. qualifications and the project related experience of the Project Manager and key staff,
- iii. source of required expertise,
- iv. tasks to be undertaken and estimated time requirement.

c) Fees and Expenses

The proposal must include a cost estimate with a breakdown of the amount of the fees and associated expenses to undertake the work as set out in the work plan. A schedule of estimated costs by task divided into:

- i. Professional Services
- ii. Technical Services
- iii. Meeting Expenses
- iv. Other Expenses

d) References

In addition to identifying the experience of the Consulting Team, a list of references and individuals who may be contacted to discuss previous relevant projects is to be provided (minimum three projects).

e) Other

The proposal can identify any other relevant information or issues related to the project.

6. Evaluation Proposals

Proposals received will be evaluated with consideration given to the following factors among others:

- ii. comprehensiveness/quality of the proposal and work plan submission
- iii. relevance and effectiveness of the work plan,
- iv. qualifications and experience of the Consultant,
- v. fees and associated expenses.
- vi. references.

The evaluation process may result in the identification of a short-list of consulting teams who could be requested to meet with the project co-ordinating team to discuss the project in further detail. Upon confirmation of the project assignment, a written agreement outlining the project and associated details will be entered into.

The City reserves the right to reject any of all proposals or to accept other than the lowest priced proposal.

7. Submission of Proposal

Proposals are to be received no later than February 24, 2006
Nine copies of the proposal are to be provided.

Please direct proposals to: Mr. John Dewancker, P. Eng.
Director, Environmental Services & City Engineer
City of St. Thomas
P.O. Box 520
St. Thomas, ON N5P 3V7

Any clarification or further information can be obtained by contacting Mr. John Dewancker at, (519) 631-1680 ext. 4165., or at jdewancker@city.st-thomas.on.ca.



44015 Ferguson Line
St. Thomas, ON
N5P 3T3

Tel: 519-631-1270
Fax: 519-631-5026

Member
Municipalities:

Central Elgin
City of London
City of St. Thomas
Middlesex Centre
Thames Centre
Malahide Township
Southwold Township



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BY REGISTERED MAIL

February 23, 2006

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

FEB 23 2006

Dear Mr. Graves:

Subject: Notice of Confirmation - 2006 Levy to KCCA

In accordance with provisions of the Conservation Authorities Act, R.S.O., 1999, and regulations made governing the approval of Conservation Authority levies, notice is hereby given to all member municipalities of the approval of the attached 2006 levies of the Kettle Creek Conservation Authority.

The 2006 budget and levy approval took place during the February 22, 2006 Annual Meeting of the Kettle Creek Conservation Authority.

You are hereby informed that the Conservation Authorities Act provides for individual municipal appeal of Conservation Authority levy apportionment to the Mining and Lands Commissioner. Appeals must be made in writing and forwarded by registered mail within thirty days after the municipality receives notice of the levy apportioned.

In order to reduce our borrowing costs, we would appreciate your provision of one-half of your Year 2006 levy allocation by March 15, 2006 and the balance by April 30, 2006. Please find enclosed an invoice to that effect.

Council is encouraged to communicate their questions and position regarding all levies to their representatives. Questions on any matter are also welcomed by the undersigned. Thank you for your support of the efforts of the Kettle Creek Conservation Authority.

Yours truly,

Naomi Delaney

Naomi Delaney, CGA
Financial Services Supervisor

Encl.

REFERRED TO	
W. DAY	MPA
T. JOHNSON	
FOR	
DIRECTION	<input checked="" type="checkbox"/>
REPORT OR COMMENT	<input type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM M. KONEFAL	

KETTLE CREEK CONSERVATION AUTHORITY
Year 2006 Municipal Levies

Municipality	Modified Current Value Assessment	Percentage of Municipality In Watershed	*MVCA in Watershed	Percentage Levy	Year 2006 Matched Levy	Year 2006 Non-Matched Levy	Year 2006 Special Levy **	Year 2006 Total Levy	Year 2005 Total Levy	Difference 2005/2006
Central Egin	\$938,498,549.00	60	\$563,099,129	7.59	\$17,846.33	\$17,082.82	\$5,086.24	\$40,015.39	\$35,000.36	\$5,015.03
Middlesex Centre	\$1,520,769,936.00	7	\$106,453,896	1.43	\$3,373.85	\$3,229.51	\$494.22	\$7,097.58	\$6,162.19	\$945.39
London	\$27,554,506,885.00	15	\$4,133,176,033	55.71	\$130,992.94	\$125,388.74	\$494.22	\$256,875.90	\$222,000.00	\$34,875.90
Thames Centre	\$1,133,912,765.00	8	\$90,713,021	1.22	\$2,874.97	\$2,751.97	\$494.22	\$6,121.17	\$5,324.44	\$796.73
Malahide	\$639,642,320.00	8	\$51,163,386	0.69	\$1,621.52	\$1,552.15	\$494.22	\$3,667.90	\$3,238.68	\$429.22
Southwold	\$454,877,647.00	78	\$364,648,487	4.78	\$11,239.89	\$10,769.02	\$3,698.49	\$25,697.40	\$22,424.31	\$3,273.09
St Thomas	\$2,207,717,033.00	96	\$2,119,408,352	28.57	\$67,170.50	\$64,296.79	\$21,961.83	\$153,429.12	\$133,929.63	\$19,499.49
Total	\$ 34,449,625,035.00		\$7,418,662,303	100.00	\$235,120.00	\$225,061.00	\$32,723.45	\$492,904.46	\$428,069.61	\$64,834.84

* Footnote:

2004 CVA modified used for apportionment estimates for the year 2006; Year 2004 CVA required as per Regulation. Apportionment changes will create levy changes.

**Footnote:

Levy partially supports the costs of operating the provincially mandated responsibilities of municipal plan input and review. Province moved to greatly reduce grants in 1996
This levy is calculated based on past, existing and anticipated program activity. The municipality has the option of recovering the levy through application fees.

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KETTLE CREEK CONSERVATION AUTHORITY

R.R. # 8

ST. THOMAS, ONTARIO N5P 3T3

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Number: IN000000100
Page: 1
Date: 2/23/2006

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

Ship To:

Reference - P.O. #	Customer No.	Terms	GST Registration Number
	S0001	Due on receipt	10756 5806

Description/Comments			Amount
First Half of 2006 Levy			76,714.56
<div style="display: flex; justify-content: space-between;"> <div> <u>Due Date</u> 2/23/2006 </div> <div> <u>Amount Due</u> 76,714.56 </div> <div> <u>Disc. Date</u> </div> <div> <u>Disc. Amount</u> 0.00 </div> </div>			

Remit To:

Kettle Creek Conservation Authority
44015 Ferguson Line R.R.#8
St. Thomas, ON N5P 3T3

Subtotal before taxes	76,714.56
Total taxes	0.00
Total amount	76,714.56
Payment received	0.00
Discount taken	0.00
Amount due	76,714.56

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Corporation of the
City of St. Thomas

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Report No.

TR 06-06

File No.

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

Date
February 17, 2006

Department: Treasury

Prepared By: William J. Day, City Treasurer

Attachment:
Appendix A
Report TR-56-01
Appendix B
Policy and Procedures
Manual
Appendix C
Purchase Card Agreement
Appendix D
Listing of Cardholders

Subject: Purchase Cards

Recommendation:

It is recommended that Council approve the Purchase Card Policy and Procedures Manual effective March 2006 as presented in Report TR 06-06.

Report:

Background

In 2001 Council approved the implementation of a Visa Purchase Card System (see Appendix A). At that time it was reported that twenty-nine employees had been issued cards, it being noted that ten staff had previously been issued Corporate credit cards.

Comments

The VISA 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

Purchase card expenditures total approximately \$350,000 per year, representing less than one-half of one percent of the City's annual expenditure budget.

The existing Visa Purchase Card - Policy and Procedures manual is attached as Appendix B. 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. The statement would then be forwarded to the Treasury Department for processing.

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Department Head purchase card statements, authorized by the Department Head should be forwarded to the City Treasurer for authorization and processing. 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. Similar to the recommended approvals process for Department Heads, the Mayor's Purchase card activity could also be authorized by the City Treasurer. Alternatively, Council may wish to review and approve the Mayors expenses.

The Purchase Card Agreement to be signed by each cardholder and kept on file in the Treasury Department is attached as Appendix C. Clause number 5 in the agreement states:

"the Purchase Card is issued in my name. I understand I am personally responsible for all charges made to my purchase card whether made by me personally or my designate."

In certain situations, in order to limit the issuance of purchase cards, a Cardholder will incur expenditures via a staff member "designate". Examples of such use would include office supplies and seminar registrations. It is important to re-iterate that in these instances, the cardholder is responsible for all charges.

There are presently 46 cardholders in the system per Appendix D. This represents an increase of 17 cardholders from 2001. Cardholders are added to the system based on Departmental approval.

Conclusion

We believe that the use of the purchase card system results in significant economies and efficiencies in our organization. Accordingly we recommend the continued use of the purchase card system.

Pursuant to the above comments we believe that the "Approvals" section of the Policy and Procedures manual be revised to read as follows:

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

- a. Approval of the Department Head is required for the Visa statement 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 Treasurer is required for the Visa statement of the Mayor"

Management Board have reviewed our Report and concur with our recommendations.

Respectfully submitted,



W. J. Day
Director of Finance and City Treasurer



The Corporation of the
City of St. Thomas

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Report Number: TR - 56 - 01

File Number:

Directed to: Mayor Peter Ostojic and Members of the Committee
of the Whole (Finance and Administration)

Date: November 19, 2001

Subject: Purchase Card Use

Department: Treasury - Purchasing Section
Prepared by: Carol Ewaskiw, Purchasing Agent

Attachments:
Policy & Procedures Manual

RECOMMENDATION

THAT Report TR - 56 - 01 be received as information, in response to Council's request regarding the use of Purchase cards by city staff.

BACKGROUND

Earlier this year Council approved the implementation of a Visa Purchase Card System. As noted in Report TR - 16-01 of April 2/2001, the Purchase Card system we proposed, and is now in place, is no different from those in widespread use for over five years by more than 780 organizations and corporations, including municipalities, some of which are noted below:

- City of Brampton (1996)
- City of Cambridge
- City of Guelph
- City of Hamilton (1997)
- City of Kitchener
- City of London (1996-97)
- City of Niagara Falls (1997)
- City of Nepean
- City of Oshawa (1997)
- City of Woodstock (1999)
- Regional Municipality of Halton
- Regional Municipality of Peel (1997)
- Upper Grand District School Board
- All branches of the Ontario Government
- Town of Lindsay (1997-98)
- Town of Markham (1995-96)
- Town of Milton (1998)
- Town of Oakville
- Town of Richmond Hill
- St. Thomas Housing Authority
- Thames Valley District School Board
- University of Western Ontario (1996-97)
- St. Clair College
- London Transit
- District School Board of Niagara
- Human Resources Development Canada

ANALYSIS

Visa Purchase cards have been issued to a total of twenty-nine (29) employees. The purchase card system has replaced the ten City staff Corporate credit cards previously in use, for a net gain of nineteen (19) cards. In all cases, cards issued to employees, as well as the established individual transaction limits, were approved by their Department Head. As cards are allocated, Treasury staff thoroughly review the Policy and Procedures Manual (copy attached) with each employee. All employees are required to sign the Visa card as well as a copy of the Purchase Card Agreement (Appendix "B" of the Policy Manual), which includes the following clause: *"The Purchase card is issued in my name. I understand I am personally responsible for all charges made to my purchase card whether made by me personally or my designate."*

The purchase card system affords us a level of accountability and security not previously experienced by the Corporation. All Purchase Card transactions provide the name, and the visa card number of the individual who purchased the item. Savings are realized in staff time not having to track down lost or unidentified invoices. Previous purchasing practices included some employees charging purchases direct to the City, a practice that, until Purchase cards, lent itself to all kinds of concerns, in addition to searching for lost invoices and the identity of purchasers to properly charge accounts.

The security over the use of Purchase cards is the same as it is for personal credit cards. Lost or stolen cards must be reported immediately to the Visa Card Customer Service Centre. It is also staff's intention to amend the Policy and Procedures Manual to specifically ask cardholders to notify the Purchasing Agent in the event a card is lost or stolen.

The overall global movement toward the electronic transfer of funds significantly reduces costs as well as risk. The Visa Purchase card payment is one automatic monthly electronic bank debit for all expenditures charged against Visa cards during the past thirty-day period. The savings realized by not issuing cheques (printing, handling, and mailing) is significant. Security is increased through the reduced need to fund and handle tedious petty cash systems. Cost savings are also indirectly realized when the risks associated with using cheques (such as the situation recently experienced) are diminished.

The Purchase card monthly statement provides the Department Head, Supervisor and the card user with a summary/ overview of all transactions for the previous month. This, in turn, provides a clearer picture of all expenditures rather than the daily task of trying to keep a mental tally of various small invoices.

CONFIRMED po

CHIEF CLERK

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-2-

The conversion to this method of acquiring goods has been relatively smooth and staff, for the most part, have accepted the purchase card. The use of the cards is increasing as staff become more familiar and comfortable with the system. Treasury staff are, and have been, available to review any concerns or issues staff may encounter when utilizing the Purchase card.

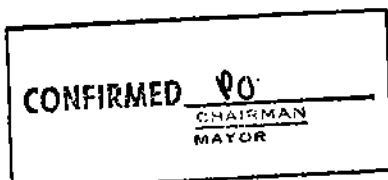
We would be happy to address any questions or concerns Members may have.

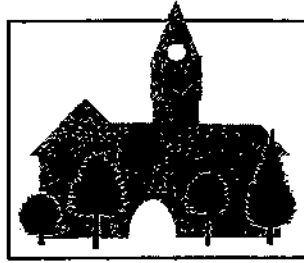
Respectfully submitted,

Carol Ewaskiw *Lamar DeLuze*
hdt

Carol Ewaskiw
Purchasing Agent

APPROVED BY:
[Signature]
City Administrator





THE CORPORATION OF THE CITY OF
ST. THOMAS

VISA PURCHASE CARD

POLICY AND PROCEDURES MANUAL

Card Holder: _____

Effective – July 2001

**CORPORATION OF THE CITY OF ST. THOMAS
PURCHASE CARD GUIDELINES**

PURPOSE

The purpose of the CIBC 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**

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 or his designate.

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 transfer
5094	Precious stones/metal/jewelry
5309	Duty Free
6010,	Fin Inst/Man Cash (Over the Counter Cash)
6011	Fin Inst/Auto Cash (ATM cash advance)
6211	Securities Broker
6760	Savings Bonds
7995	Betting/Track/Casino/Lotto

**CORPORATION OF THE CITY OF ST. THOMAS
PURCHASE CARD GUIDELINES**

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 a card, or willful disregard of policy or procedures, which result in fraud, collusion, or a loss of money. Misuse of the card may result in disciplinary action.

No cardholder may accept cash or a cheque from a vendor who is making a refund pertaining to a transaction previously charged to a 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 (on a separate sheet) all transactions related to the statement
3. attach all receipts, credit notes, etc. related to the purchases listed on the statement.
4. reconcile statement within one week of receipt.
5. have Visa purchase card statements approved as described (*see "Approvals"*) before submission to Accounts Payable for processing.

**CORPORATION OF THE CITY OF ST. THOMAS
PURCHASE CARD GUIDELINES**

AUDIT

Statements are subject to review and audit. Please retain all packing slips, 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

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.

CARDHOLDER AGREEMENT

The Card Co-ordinator 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 Co-ordinator for safekeeping.
3. The Card Co-ordinator 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:

1. The appropriate supervisor is responsible for collecting the card and returning it to the Central Card Co-ordinator.

**CORPORATION OF THE CITY OF ST. THOMAS
PURCHASE CARD GUIDELINES**

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 Co-ordinator 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 Co-ordinator with details.
4. The Card Co-ordinator will work with the vendor or CIBC to resolve the issue

LOST OR STOLEN CARDS

The cardholder must notify the 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 be their own personal credit card

KEY CONTACTS

CIBC Customer Service

1-800-652-3888

- account balance up date
- 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

c:purch/card7/31/01 (10:a)



PURCHASING CARD
INDIVIDUAL CARDHOLDER APPLICATION FORM

APPENDIX "A"

Company ID Number

-42-

Customer Information
(as it will appear
on card) Fill in at the 'X'

If any information is missing or illegible, the form will be returned to the Company Card Coordinator for completion. There will be a delay in processing application form(s).

Cardholder Name (maximum 19 characters)

X

Company Name (maximum 19 characters)

CITY OF ST. THOMAS

Company Address (maximum 30 characters)

545 Talbot Street - P.O. Box 520

City

Province

Postal Code

St. Thomas

ON

N5P 3V7

Telephone Number

Fax Number

Email Address

X

X

X

Date of Birth (optional)

Employee SIN (optional)

Mother's Maiden Name (for security purposes)

X

Monthly Credit Limit

5,000.00

Language Indicator

☐

English

or

☐

French

Reporting Information

Single Purchase Limit

Number of Transactions (monthly / weekly)

500.00

N/A

Maximum Number of Daily Transactions (if applicable)

Maximum Number of Monthly Transactions (if applicable)

Total not over \$500.00

N/A

Merchant Category Code Restrictions
(per attached)

Inclusion

☐

Exclusion

☐

Company Default

☐

No MCC Restrictions

☐

Reporting Unit Name (Department)

Reporting Unit Number (00 and first three digits of your department Account Number)

0

0

X

X

X

Report Name (up to 7 Levels)

N/A

Cost Centre Number of Employee (if applicable) (maximum 22 characters)

N/A

Employee ID Number (if applicable) (maximum 21 characters)

Authorization
(Mandatory)

Cardholder Name

Telephone Number

X

X

Date

Signature

X

Company Card Coordinator Name

Telephone Number

Carol Ewaskiw

631-1680 x 112

Date

Signature

**CITY OF ST. THOMAS
PURCHASE CARD AGREEMENT**

**ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS
OF HOLDERS OF PURCHASE CARDS**

This document outlines the responsibilities I have as a holder of the City of St. Thomas Purchase Card. My signature indicates the following: a) I have read and understand the Purchase Card Policy & Procedures Manual, and all appendices, and agree to adhere to the policy and procedures established for the program; and b) I have received the City of St. Thomas Purchase Card issued in my name.

1. The purchase card is intended to facilitate the purchase and payment of low dollar value materials and services required to conduct business. I cannot use the card for personal purposes or for specific exclusions as noted in the Purchase Card Policy and Procedures manual.
2. Unauthorized use of the card can be considered misappropriation of funds. This could result in i) immediate and irrevocable forfeiture of the card and/or ii) any disciplinary action which City Administration may deem necessary.
3. I understand that the card must be surrendered upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as reorganization.
4. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify the Card Issuer and the Card Co-ordinator immediately.
5. The Purchase Card is issued in my name. I understand I am personally responsible for all charges made to my purchase card whether made by me personally or my designate.
6. I understand that the City is responsible for payment and I am required to comply with internal control procedures designed to protect the organization's assets. This may include being asked to produce the credit card records for audit purposes.
7. I understand that I will receive a Cardholder monthly statement that will report all activity during the last cycle. I will resolve any discrepancies by either contacting the Card Issuer, the supplier, or the Card Co-ordinator as appropriate. I understand that I will be required to obtain a copy of the cash register receipt and/or packing slip, reconcile them with the monthly statement, and retain them for audit purposes.
8. I understand that all charges will be billed directly to and paid directly by the City. I understand that the Card Issuer cannot accept payment from me directly.
9. I understand that the charges made against my card are recorded against the appropriate General Ledger lines and corresponding budget as specified by the Treasurer/Director of Finance or his/her designate. I agree to charge only those purchases consistent with the type of materials and services authorized by the City of St. Thomas.
10. Under no circumstances will the Purchase card be used to circumvent City purchasing policies and restrictions.
11. I agree that the card is a privilege and not a right of employment, and I will surrender the card immediately upon my retirement, termination, or at the specific request of my Department Head. I understand that the use of the Card after privileges are withdrawn is prohibited.

Employee Signature: _____ Date: _____

Employee Name: _____ Card #: _____

(Please Print CLEARLY)

W/staffpcard 01/16/04

APPENDIX "D"
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Visa Purchase Card

	Department	Position
1	Clerks	City Clerk
2	Clerks	Deputy City Clerk
3	Clerks	Airport Superintendent
4	Clerks	Municipal Bylaw Enforcement Officer
5	Economic Development Corp.	Economic Development Officer
6	Economic Development Corp.	Administrative Assistant
7	Environmental Services	Manager of Operations & Compliance
8	Environmental Services	Manager of Engineering & Transportation
9	Environmental Services	Director
10	Environmental Services	Parks Foreman
11	Environmental Services	Parks Supervisor
12	Environmental Services	Wastewater Inspector
13	Environmental Services	Roads & Traffic Foreman
14	Environmental Services	Roads & Traffic Lead Hand
15	Environmental Services	Roads & Transportation Supervisor
16	Environmental Services	Water & Wastewater Supervisor
17	Environmental Services	Senior Mechanic
18	Environmental Services	Water/Sewer Foreman
19	Fire Department	Fire Chief
20	Fire Department	Deputy Fire Chief
21	Fire Department	Fire Prevention Officer
22	Fire Department	Fire Inspector
23	Human Resources	Director
24	Human Resources	Safety & Disability Manager
25	Library	Chief Librarian
26	Mayors Office	Mayor
27	Mayors Office	Assistant to the Mayor
28	Ontario Works	Director
29	Ontario Works	Program Manager
30	Ontario Works	Housing Administrator
31	Planning	Director
32	Police	Administrator
33	Police	Criminal Investigations
34	Police	Criminal Investigations
35	Treasury	City Treasurer
36	Treasury	Accounting Manager
37	Treasury	IT Network Administrator
38	Treasury	Purchasing Agent
39	Treasury	Building Maintenance Supervisor
40	Treasury	Building Maintenance Supervisor
41	Treasury	Manager of Facilities and Property
42	Treasury	Chief Operator (Arenas)
43	Treasury	Manager of Culture and Recreation
44	Valleyview	Administrator
45	Valleyview	Maintenance
46	Valleyview	Environmental Supervisor



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Corporation of the
City of St. Thomas

Report No.

TR 05-06

File No.

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

Date
February 23, 2006

Department: Treasury

Attachments:
Appendix A
Auditor Independence Letter
Appendix B
Audit Planning Letter
Appendix C
Audit Engagement Letter

Prepared By: William J. Day, City Treasurer

Subject: 2005 Audit

Recommendation:

It is recommended that Council receive for information purposes the communications as presented in Report TR 05-06 in connection with the external audit of the 2005 financial statements for the City.

Report:

In connection with the audit of the City's 2005 financial statements, our external auditors, Graham Scott Enns, Chartered Accountants are obligated to communicate certain information in respect of matters of independence and their responsibilities as external auditors.

Attached Appendix "A" is a communication from our auditor describing matters of independence. The letter provides assurance to the City that they satisfy the requirements for independence pursuant to the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of December 31, 2005.

Attached Appendix "B" constitutes the audit planning letter. The letter describes the audit process including commentary on responsibilities, audit procedures, audit materiality and audit procedures.

Attached Appendix "C" is the annual engagement letter. The letter speaks to auditor and management roles and audit fees for 2005.

Mr. Robert Foster from Graham Scott Enns, Chartered Accountants will be in attendance to address Council on these matters.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer

February 15, 2006

The Audit Committee/The City of St Thomas Council
The Corporation of the City of St. Thomas
545 Talbot Street
St. Thomas, Ontario
N5P 3V7

Dear Audit Committee/Council Members:

We have been engaged to audit the consolidated financial statements of The Corporation of the City of St. Thomas for the year ending December 31, 2005.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Municipality and ourselves that, in our professional judgement, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider relevant rules and related interpretations prescribed by the Institute of Chartered Accountants of Ontario and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the review engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 5, 2005, the date of our last letter.

We are not aware of any relationships between the Municipality and ourselves that, in our professional judgement, may reasonably be thought to bear on our independence, that have occurred for the year ended December 31, 2005.

The total fees charged to the Municipality for audit services were \$19,825 plus GST, for Ontario Works reconciliations were \$5,000 plus GST and for review of reasonableness of charitable donation were \$1,500 plus GST for the period from January 1, 2005 to December 31, 2005.

GAAS requires that we confirm our independence to the shareholders in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario. Accordingly, we hereby confirm that we are independent with respect to the Municipality within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of December 31, 2005.

This report is intended solely for the use of the shareholders and others within the Municipality and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter at our upcoming meeting.

Yours very truly,

GRAHAM • SCOTT • ENNS



Robert Foster C A

February 15, 2006

The Audit Committee/The City of St Thomas Council
 The Corporation Of The City Of St. Thomas
 545 Talbot Street
 St. Thomas, Ontario
 N5P 3V7

To the Audit Committee/Council Members

We have been engaged to audit the consolidated financial statements of The Corporation of the City of St. Thomas for the year ending, December 31, 2005. Canadian generally accepted standards for audit engagements require that we communicate the following information with you in relation to your audit.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

Our Responsibility as Auditors

As stated in the engagement letter dated February 15, 2006, our responsibility as auditors of your organization is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with Canadian generally accepted accounting principles.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the consolidated financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our audit, we will obtain a sufficient understanding of the business and the internal control structure of the The Corporation of the City of St. Thomas to plan the audit. This will include management's assessment of:

- The risk that the consolidated financial statements may be materially misstated as a result of fraud and error; and,
- The internal controls put in place by management to address such risks.

Audit Committee Members' Responsibilities

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The audit committee's role is to act in an objective, independent capacity as a liaison between the auditors, management and the board of directors, to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The audit committee's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditors as necessary and prior to release and approval of consolidated financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditors with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditors any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the consolidated financial statements or auditor's report;
- Providing guidance and direction to the auditors on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditors with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls;
- Reviewing the draft consolidated financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same to be passed to directors for approval; and

Audit Approach

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of The Corporation of the City of St. Thomas is to assess the risks of material misstatement in the consolidated financial statements and then respond by designing audit procedures.

Illegal Acts, Fraud, Intentional Misstatements and Errors

Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian generally accepted auditing standards (GAAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the consolidated financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the audit committee.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or audit committee members become aware of circumstances under which the Municipality may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

Related Party Transactions

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During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, directors and their immediate family members and companies with which these individuals have an economic interest.

We will ensure that all related party transactions that were identified during the audit have been represented by management to have been disclosed in the notes to consolidated financial statements, recorded in accordance with Canadian generally accepted accounting principles (GAAP), and have been reviewed with you. All gains and losses occurring as a result of transactions with related parties have been recorded in accordance with the recommendations of Section 3840 of the Canadian Institute of Chartered Accountants (CICA) Handbook. Management has advised that no other related party transactions have occurred that have not been disclosed to us. The audit committee is required to advise us if they are aware of or suspect any other related party transactions have occurred which have not been disclosed in the consolidated financial statements.

Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the consolidated financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Based on our knowledge of the organization's business and our past experience, we have identified the following areas that have a potentially higher risk of a material misstatement.

Due to the reliance of the Municipality on third party confirmation of year-end expenditures (Land ambulance and Health Unit), certain liabilities listed on the balance sheet may be understated/overstated based on managements estimate at the time of audit.

In addition, a number of capital project overlap the year-end period, due to the timeliness of contractor billings and related hold-back, there is risk capital expenditures of one period many not be reflected in liabilities and capital expenses until the following period.

Materiality

Materiality in an audit is used to:

- Guide planning decisions on the nature and extent of our audit procedures;
- Assess the sufficiency of the audit evidence gathered; and
- Evaluate any misstatements found during our audit.

Materiality is defined as:

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances. For municipal entities materiality is set between 0.5% and 1% of total revenues.

We plan to use a materiality of \$400,000. The materiality for last year's audit was \$450,000.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and The Corporation of the City of St. Thomas.

Yours truly,

GRAHAM • SCOTT • ENNS



Robert Foster, C.A.
Partner

ACKNOWLEDGED:

Name and Title

Date

February 15, 2006

Mr. William Day, C.A. Treasurer
 The Corporation of the City of St. Thomas
 545 Talbot Street
 St. Thomas, Ontario
 N5P 3V7

Dear Mr. Day:

This letter will confirm the terms of engagement covering our audit of the consolidated financial statements of The Corporation of the City of St. Thomas for its fiscal year ending December 31, 2005.

Our Role as Auditors

As auditors of your organization, our objective is to express an opinion on whether the consolidated financial statements present fairly, in all material respects, the consolidated financial position, results of operations and cash flows of the organization in accordance with Canadian generally accepted accounting principles.

At the conclusion of our audit, we will submit a report directed to the council containing our opinion on the consolidated financial statements. If it appears for any reason that we will not be in a position to render an unqualified opinion on the consolidated financial statements, we will discuss this with you. It is possible that because of unexpected circumstances, we may determine that we cannot render a report or complete the engagement. If, in our professional judgment, the circumstances require, we may seek legal advice as to whether we should resign from the engagement prior to completion.

Our audit will be made in accordance with Canadian generally accepted auditing standards and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. We will plan and perform audit procedures to obtain reasonable assurance whether the consolidated financial statements are free of material misstatement. This will include examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation.

An audit is not designed to express an opinion as to whether the systems of internal control established by management have been properly designed or have been operating effectively. However, we will obtain sufficient understanding of those internal controls that impact on the collection, recording and processing of financial data for us to plan our audit procedures. In some instances, we may perform tests on the operation of certain internal controls as a means of obtaining audit evidence about an account balance or class of transactions.

Because an audit is conducted primarily to enable us to express an opinion on the consolidated financial statements, it is not specifically designed to identify all errors and fraud, illegal or possibly illegal acts, significant weaknesses in internal control or other irregularities. In addition, because of the limitations inherent in the audit process, it cannot necessarily be expected to detect all such misstatements. Should any significant errors or irregularities be discovered as a result of our examination, they will be reported to the appropriate level of management, as well as to the council members.

During the course of our audit, consolidated financial statement misstatements may be identified, either through our audit procedures or through communication with your employees. We will bring these misstatements to your attention as proposed adjustments. Management is responsible for recording such adjustments in the consolidated financial statements, or concluding that the effects of the unrecorded adjustments are, both individually and in the aggregate, immaterial to the consolidated financial statements taken as a whole. Any conclusion not to record proposed adjustments must be confirmed to us in writing as part of the representation letter to be provided at the end of our audit. At the conclusion of our audit, we will communicate to the council members all such unrecorded adjustments.

We will ask that your personnel, to the extent possible, prepare various schedules and analyses, and make various invoices and other documents available to our staff. This assistance will facilitate our work and minimize our costs to you.

As part of our services, we will also submit to you a memorandum containing any suggestions for improvement of existing systems of internal control, accounting policies and procedures and other related matters which come to our attention during the course of our work.

The working papers prepared in conjunction with our audit are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

Personal Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- We will hold all personal information in compliance with our Privacy Statement.

File Inspections

In accordance with professional regulations (and by Firm policy), our client files must periodically be reviewed by practice inspectors, and by other Firm personnel to ensure that we are adhering to professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

Role of Management and Those with Oversight

The preparation of the consolidated financial statements in accordance with Canadian generally accepted auditing principles is the responsibility of management. This responsibility includes the maintenance of adequate accounting records and internal controls, prevention and detection of fraud and errors, safeguarding of assets, selection and application of suitable accounting policies and appropriate disclosure of financial information in the consolidated financial statements.

Management and staff will make available to us whatever records, documents, analyses and other information we request in connection with the efficient conduct of our audit.

At the conclusion of the audit, management will confirm in writing the representations made to us in connection with the audit.

It is the responsibility of those with oversight (i.e., the board of directors) to ensure that policies are in place for effective corporate governance, and to ensure that all unusual and material transactions during the year are properly approved.

Use and Distribution of our Report

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The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of The Corporation of the City of St. Thomas and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements and we accept no responsibility for their use by any third party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

If reproduction or publication of our report is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Other Terms of Engagement

In addition to the audit services referred to above, we will, as allowed by the Rules of Professional Conduct, prepare your Financial Information Return and other special reports as required. Management will provide the information necessary to complete these returns/reports and will file them with the appropriate authorities on a timely basis.

Indemnity Provisions

Your municipality hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm and its partners, agents or employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- The breach by your municipality, or its directors, officers, agents or employees, of any of the covenants made by your municipality herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the consolidated financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm; and
- The services performed by us pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of our firm. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your municipality.

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your municipality of its obligations.

Fees at Regular Billing Rates

Our professional fees will be based on our audit proposal plus applicable GST and are due when rendered. Fees for any additional services will be established separately.

Costs of Responding to Government Inspection, etc.

If with respect to this audit engagement or related services, we are required by government regulation, subpoena, or other legal process to produce our working papers, or to respond to information requests, we will bill the time incurred based on our regular rates plus direct out-of-pocket expenses and applicable GST.

The terms of engagement as outlined above will continue in effect from year to year unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

Audit Procedures

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In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

Test of Controls

We will perform tests of controls in the following areas:

Control risk will be assessed at moderate for the revenue cycle, purchase cycle and payroll cycle; therefore, a combined approach of test of controls and substantive testing will be applied in all areas.

Tests of Details

We will perform tests of details in the following areas:

Purchases and related payables -- a random selection of 30 disbursements will be agreed to the invoice, scanned for authorization and traced to the G/L. A search for unrecorded items will be performed by reviewing all invoices received by the City subsequent to year end for proper fiscal allocation.

Sales and related receivables -- a random selection of 20 tax accounts and 20 miscellaneous receipts will be confirmed and deposits will be reviewed for subsequent receipts.

Payroll and related payables -- 30 employees will be selected from the Ceridian journals and recorded details will be agreed to source documents including wage contracts and time sheets

Substantive Analytical Procedures

We will perform substantive analytical procedures in the following areas:

Purchases and related payables -- comparison to prior and reasonableness analysis will be performed on selected expense items

Sales and related receivables -- tax revenue reasonableness will be performed given MPAC assessed rates and approved tax rates

Payroll and related payables -- wage reasonableness analysis

Use of Specialists

None

Other Matters

Our year end audit work is to be carried out at the end of February 2006. A moderate amount of substantive work will be performed in the statement of revenues and expenditures. However, more extensive substantive procedures will be applied to the consolidated statement of financial position with a focus on accounts receivable, accounts payable and accrued liabilities.

This communication is prepared solely for the information of the audit committee and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours truly,

GRAHAM • SCOTT • ENNS



Robert Foster, C.A.
Partner

FEB 27 2006

February 23, 2006

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

Dear Mayor Kohler and Members of Council:

Thank you very much for supporting our request to participate in the 2006 Communities In Bloom International Competition. The Committee has been working diligently to plan exciting events to show case our beautiful City plus celebrate the City's 125 Year of Incorporation.

The Committee would like to respectfully request the same level of funding for 2006 as we received in 2005. The Committee has determined to spend as much of the \$25,000 right here in St. Thomas.

As mentioned in our last letter, as a Committee, we feel that this year's Communities In Bloom competition will be our last and we will use what we have learned both nationally and internationally to create a new program called, "Clean & Green".

Sincerely,

Ross Tucker

Ross Tucker

Chairman, St. Thomas Communities In Bloom Committee

REFERRED TO	
W. DAY	MR
T. JOHNSON	
FOR	
DISPATCH	<input type="checkbox"/>
RE COMMENT	<input checked="" type="checkbox"/>
INDEX	<input type="checkbox"/>
FROM M. KONEFAL	



Corporation of the

City of St. Thomas

-55-

Report No.

CC-16-06

File No.

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

Date
February 28, 2006

Department: City Clerks Department

Attachment

Prepared By: Wendell Graves, City Clerk

Subject: Expenses Incident to the Discharge of Duties as Members of Council

Recommendation:

THAT: Council authorize that the provisions of Section 283 of the Municipal Act relating to expenses of council members in the discharge of their duties, continue to apply to this council and its local boards and further,

THAT: One-third of the remuneration paid to the elected members of council and their local boards be considered as expenses incident to the discharge of their duties and members of council or local boards.

Background:

Section 283 2(b) of the Municipal Act provides that, in the opinion of Council, expenses can be identified as a reasonable estimate of actual expenses that would be incurred. In the past, Councils have identified that one-third of the remuneration paid to elected officials and their local boards be considered as expenses.

Also contained within the Municipal Act, Section 283 (7) is the requirement for a Council to review and confirm the application of this provision at least once during its term of office.

While this section of the Municipal Act has been enacted by prior Councils, to date, it has not been reviewed by this Council.

In essence, this is a housekeeping matter required by the Municipal Act.

Respectfully,


W. Graves, City Clerk

Reviewed By:


Treasury

Env Services

Planning

City Clerk

Comm Services

Other



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Corporation of the
City of St. Thomas

Report No.

TR 07-06

File No.

Directed to:

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

Date

February 24, 2006

Department:

Treasury

Attachments

Amending
Agreement

Prepared By:

William J. Day

Subject:

Lions Park Capital Project

Recommendations:

In connection with Report TR 07-06 it is recommended that:

1. Council authorize the execution of an Amending Agreement with the Lions Club of St. Thomas for a 5-year interest-free loan of \$60,000 to facilitate capital improvements in Lions Park; it being noted that the total project cost is estimated at \$120,000.
2. Council authorize administration to prepare a joint City/ Lions Club application to the Trillium Foundation for funding; it being noted that any funding secured would be utilized to enhance the planned capital improvements at the Lions Park.

Background:

In the 2005 Capital Budget – Part 1 Council approved the Lions Club pavilion project. The approved project was estimated to cost \$120,000. By agreement, the Lions Club committed to fund \$60,000 of the amount, \$15,000 up-front and the balance over a period of 5-years. The City contribution to the project will be funded from the Parkland Reserve Fund.

Comments:

The City proceeded to tender the work in the fall of 2005. Although we received interest from 7 bidders, the low bid was \$166,631. Inclusion of architectural fees, etc. would result in a cost of approximately \$200,000 to complete the pavilion project.

Staff have met with representatives from the Lions Club to discuss the situation. Although we are not prepared to proceed with the pavilion project at Lions Park, we have concluded that the scope of the project should be changed to allow for some much needed capital improvements. The financial components of the original agreement would remain.

In order to move forward we have developed an Amending Agreement. The Lions Club has signed the Agreement. At this time we are requesting that Council authorize the Mayor and Clerk to execute the Amending Agreement on behalf of the City.

It is our intention to apply for funding from the Trillium Foundation. A joint application will be made with the Lions Club for financial assistance. In our view, any financial assistance received from the Trillium Foundation should be used to supplement the planned capital improvements to the Park

Respectfully submitted,

William J. Day
Director of Finance and City Treasurer

THIS AMENDING AGREEMENT made as of the 15th day of December, 2005

BETWEEN

THE ST. THOMAS LIONS CLUB

hereinafter called the Party

OF THE FIRST PART

AND:

THE CORPORATION OF THE CITY OF ST. THOMAS

hereinafter called the Party

OF THE SECOND PART

WHEREAS on 31 January 2005, the Parties executed an Agreement (the Agreement) whereby both Parties would contribute to improvement of the public park known as Lions Park (southwest corner of Baldwin and Hughes Streets) in the City of St. Thomas by construction of a park pavilion facility;

AND WHEREAS plans for improvement of the Lions Park improvements have been revised and the Parties wish to amend the said Agreement;

NOW THEREFORE the Parties have mutually agreed that the Agreement, which is attached hereto as Schedule "A" to this Amending Agreement; shall hereby be amended as follows:

1. All references to the "pavilion" shall be deleted and replaced with the word "improvements" which shall be inserted in each case instead of the word "pavilion".
2. Paragraph number 3 of the Agreement shall be amended by deleting the second sentence thereof, "The Lions shall have exclusive use of the storage room area of the facility" and replacing same by inserting as the second sentence of said paragraph number 3 the following sentence:

"The improvements to be built, installed or performed to enhance the park facility under this Agreement shall include the structures, equipment and works listed in Schedule B attached to this Amending Agreement."

In all other respects the Agreement of 31 January 2005 is confirmed and shall remain in full force and effect including all provisions thereof, subject only to the above stated specific amendments.

IN WITNESS WHEREOF the parties hereto have executed this Amending Agreement.

THE ST. THOMAS LIONS CLUB

Name: CHARLES WEST

Title: PAST PRESIDENT

Name: _____

Title: _____

THE CORPORATION OF THE CITY OF ST. THOMAS, by

(Seal)

Jeff Kohler, Mayor

Wendell Graves, City Clerk

Schedule "B"

The following Lion's Park playground proposal will include:

- Off street parking
- Accessible path
- Picnic shelter
- Extended lighting
- Benches
- Signage
- Landscape
- Climbing area
- Basketball court
- Tot lot structure
- Senior structure
 - Swings
 - Slides
 - Climbers
 - Creative play events
 - Ground level events
 - Roofs
 - Play panels
 - Theme
 - Wood carpet safety surface



Corporation of the
City of St. Thomas

Report No.

VV-002-06

File No.

T06-605

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

Date
February 24, 2006

Department: Valleyview

Attachments:

Prepared By: M. Carroll, Valleyview Administrator
Mike Hoogstra, Purchasing Agent

None

Subject: Tender Award - Window Treatments and Quilted Bedspreads for
Valleyview Home for the Aged

Recommendation:

It is recommended that Council accept the Tender submitted by Waterloo Bedding Co. in the amount of \$86,007.83 (including taxes) for Window Treatments and Quilted Bedspreads for Valleyview Home for the Aged.

Background:

As part of the Valleyview Home for the Aged replacement project, Newcombe Design Associates Inc. issued a tender on the City's behalf for the fabrication, supply, delivery and installation of Window Treatments and Quilted Bedspreads. The Tender was advertised in the St. Thomas Times Journal on Saturday, February 4, 2006 and was also posted on the City's website.

Six bidders requested a tender package during the bidding process. The Tender closed on Friday, February 17, 2006 at 2:00 p.m. and all bids received were immediately opened in committee room 204. Three bids were received from the following companies:

	<u>Tender Amount</u>	<u>Corrected Amount</u>
Waterloo Bedding Co.	\$ 85,801.85	\$ 86,007.83
1382956 Ontario Inc o/a DAR	\$102,112.78	\$102,550.31
Stevens Sales and Marketing	\$124,083.22	

The Tenders were checked for minor calculation errors and the corrected amounts are listed above. The City's Interior Design Consultant, Newcombe Design Associates Inc., has reviewed the bid responses and recommended the contract be awarded to the low bidder, Waterloo Bedding Co. in the amount of \$86,007.83.

Fabrication, delivery and installation of the window coverings and quilted bedspreads will begin once approval is received.

Staff are available to answer any questions members may have.

Respectfully submitted,

Michael Carroll
Administrator

Mike Hoogstra
Purchasing Agent

Reviewed By:

Treasurer

Env Services

Planning

City Clerk

HR

Other



Corporation of the

City of St. Thomas

Report No.

ES22-06

File No.

05-014-00

Directed to:

Alderman Terry Shackelton, Chair and Members of the Protective Services Committee of Council

Date

March 6, 2006

Department:

Environmental Services Department

Attachment

Prepared By:

Dave White - Supervisor of Roads and Transportation

#1 - The legislative authority and the 2006 approved school crossing guard guidelines.

Subject:

School Area Review Procedures – For Elementary School Children

Recommendation:

It is recommended that:

1. This report be received for information; and,
2. Council approve the recommended School Area Review Procedures included in this report; and,
3. A report be brought back to Council in the fall of 2006 with recommendations following the completion of the School Area Reviews.

Report:

Origin

At it's meeting of October 3, 2005 report ES87-05 was addressed and it was recommended by Council:

THAT: The traffic control along Fairview Avenue, north of Southdale Line remain unchanged at this time; and,

THAT: Additional Community Safety Zones not be implemented in the City of St. Thomas until the effectiveness of the program is reviewed; and,

THAT: The Environmental Services Department and the City of St. Thomas Police Service review the effectiveness of the Ontario Community Safety Zone Program, and consider all options for the City of St. Thomas by making a joint recommendation to Council.

In addition, at the closed session of Council held on October 17, 2005 report ES90-05 was addressed and it was recommended by Council:

THAT: Report ES90-05 relating to the Crossing Guard Program be postponed to allow the Environmental Services Department the ability to provide further information to Council.

This report provides a follow up to both recommendations.

Analysis

This report provides a consistent method of reviewing existing School areas and the selection of required traffic devices including, but not limited to, Community Safety Zones and School Crossing locations based on available information.

In order to develop a safe environment that promotes elementary students walking safely to school and to provide a consistent application of available devices, it is advisable to establish a School Area Review Procedure. This report will consolidate a procedure for a consistent application of traffic control for the City of St. Thomas. Attachment #1 contains information on the legislative authority and the 2006 approved school crossing guard guidelines.

Recommended – 2006 School Area Review Procedures

STEP (1) Information gathering

The following information will be gathered and mapped;

- Area traffic control devices and associated signs
- Sidewalks
- Elementary school locations
- Adult crossing guard locations and procedures

- Safety patroller locations and procedures - 61 -
- Obsolete & other painted or signed crossings
- School zone and walking student information from the London District Catholic and Thames Valley District School Boards
- School bell times from area Schools
- Community Safety Zone locations along with historical information on compliance
- Any new legislation that may assist along with other community experience
- Related collision information from Police services

STEP (2) Determine safe route network from information gathered.

- Use the information collected in step one to determine the safest road section for students
- Link these road sections to/from schools
- Map all the information as safe routes to school

STEP (3) Establish required crossing points

Recommend the safest, most cost effective and efficient means of control utilizing any existing control such as;

- Full traffic signal
- Pedestrian traffic signal
- Stop controlled intersection
- Safety patrol post
- Adult guard location

STEP (4) School crossing review

Where recommended (and only after consideration of step 3), complete a School crossing review for each recommended location based on the latest version of the OTC/MTO School Crossing Review. Involve the adult crossing guards, the schools, the Police service and the area public in the review of the recommended crossing locations.

The Ontario Traffic Conference, the Ministry of Transportation and a Municipal review committee has completed an update to the 1992 School Crossing Review report, which will be used as a guide for determining what may be justified within this School crossing review.

STEP (5) Required traffic control

Recommend any required traffic control, device, sidewalk, community safety zone, adult guard or safety patrol location to Council for budget approval.

STEP (6) Public education

Once approved, provide Education to the Public, School Boards and Schools with respect to the results of the plan, timing of any changes and implementation of the changes.

STEP (7) Ongoing review

Review on an as required basis (if base information changes).

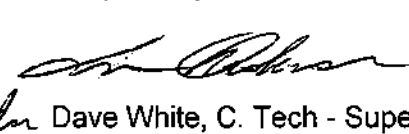
Financial Considerations

At the present time, resources identified in the 2006-operating budget will complete the information gathered for this program.

Alternatives

- None provided at this time.

Respectfully,


for Dave White, C. Tech - Supervisor of Roads and Transportation
Environmental Services

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

The Legislative Authority for School Crossings and Guards

In Ontario, the Highway Traffic Act section 176 set out the rules of the road including the operation of school crossings and school crossing guards. The section is copied below as it appears as of the date of this report.

School crossings

176. (1) In this section,

“school crossing guard” means a person sixteen years of age or older who is directing the movement of persons across a highway and who is,

- (a) employed by a municipality, or
- (b) employed by a corporation under contract with a municipality to provide the services of a school crossing guard. R.S.O. 1990, c. H.8, s. 176 (1); 2005, c. 14, s. 1 (1).

School crossing guard shall display sign

(2) A school crossing guard about to direct persons across a highway with a speed limit not in excess of 60 kilometres per hour shall, prior to entering the roadway, display a school crossing stop sign in an upright position so that it is visible to vehicular traffic approaching from each direction. R.S.O. 1990, c. H.8, s. 176 (2); 2005, c. 14, s. 1 (2).

Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (2) is repealed by the Statutes of Ontario, 2005, chapter 26, Schedule A, subsection 29 (1) and the following substituted:

School crossing guard shall display sign

(2) A school crossing guard about to direct persons across a highway with a speed limit not in excess of 60 kilometres per hour shall, prior to entering the roadway, display a school crossing stop sign in an upright position so that it is visible to vehicles approaching from each direction and shall continue to so display the school crossing stop sign until all persons, including the school crossing guard, have cleared the roadway. 2005, c. 26, Sched. A, s. 29 (1).

See: 2005, c. 26, Sched. A, ss. 29 (1), 34 (2).

Vehicles approaching sign

(3) Where a school crossing stop sign is displayed as provided in subsection (2), the driver of any vehicle or street car approaching the stop sign shall stop before reaching the crossing. R.S.O. 1990, c. H.8, s. 176 (3).

Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (3) is repealed by the Statutes of Ontario, 2005, chapter 26, Schedule A, subsection 29 (1) and the following substituted:

Vehicles approaching guard displaying sign

(3) Where a school crossing guard displays a school crossing stop sign as provided in subsection (2), the driver of any vehicle or street car approaching the school crossing guard shall stop before reaching the crossing and shall remain stopped until all persons, including the school crossing guard, have cleared the half of the roadway upon which the vehicle or street car is travelling and it is safe to proceed. 2005, c. 26, Sched. A, s. 29 (1).

See: 2005, c. 26, Sched. A, ss. 29 (1), 34 (2).

Display of school crossing stop sign

(4) A school crossing guard shall not display on a highway a school crossing stop sign under any circumstances other than those set out in subsection (2). R.S.O. 1990, c. H.8, s. 176 (4).

Idem

(5) No person other than a school crossing guard shall display on a highway a school crossing stop sign. R.S.O. 1990, c. H.8, s. 176 (5).

Note: On a day to be named by proclamation of the Lieutenant Governor, section 176 is amended by the Statutes of Ontario, 2005, chapter 26, Schedule A, subsection 29 (2) by adding the following subsection:

Offence

(5.1) Every person who contravenes subsection (3) is guilty of an offence and on conviction is liable to a fine of not less than \$150 and not more than \$500. 2005, c. 26, Sched. A, s. 29 (2).

The Approved School Crossing Guard Guidelines & Justifications

The Ontario Traffic Conference and the Ministry of Transportation completed a 1992 School Crossing Review report. A 2006 School Crossing Guard Guide that contains all the required information to Municipalities to conduct a school crossing review has now superseded this. An official copy of the guide has been ordered and will be used for future justifications.

Ref: 2006-03-J(2)

February 17, 2006

ALL MUNICIPALITIES IN ONTARIO:

FEB 2 : 2006

City Council on February 14, 2006, adopted, without amendment, the following Motion:

J(2) Request to Federal and Provincial Governments to Preserve the National Child Care Program – Protect High Quality Accessible Child Care in Toronto
Moved by Councillor Davis, seconded by Mayor Miller

“WHEREAS Toronto City Council endorsed the following six-point action plan for building a national Early Learning and Child Care program at its meeting on November 30, December 1 and 2, 2004:

- (i) moving from the current user pay and subsidy system to publicly funded programs, as in Quebec and other OECD countries;
- (ii) introducing standards that guarantee quality, universally accessible, developmental, inclusive programming like the *Canada Health Act*, the principles of child care needs to be enshrined in legislation;
- (iii) maintaining existing federal commitments (Canada Social Transfer, Early Childhood Development Initiative and Multilateral Framework Agreement funding);
- (iv) dedicating a separate adequate designated funding stream for a new, long-term federal transfer to provinces and territories;
- (v) agreeing that all expansion takes place through public and/or not for profit delivery; existing for-profit programs may be grand-parented; and
- (vi) including provincial and territorial accountability, tied to five-year plans that include goals and objectives, timelines and targets, review and evaluation as they build new Early Learning and Child Care (ELCC) systems; and

WHEREAS the City of Toronto received \$46 million for child care in 2005 and will receive \$80 million in 2006 from the federal Early Learning and Child Care funding, which will add 2,275 new child care spaces in Toronto; and

...2/

WHEREAS under the existing federal program, the City of Toronto would have received an additional \$236 million over the life of the five-year program and added a total of 5,855 licensed and subsidized child care spaces in the City of Toronto; and

WHEREAS the cancellation of the federal Early Learning and Child Care program by the new Conservative Government puts the City of Toronto's child care system and those new spaces in jeopardy; and

WHEREAS the lost funding will leave many children in the City of Toronto without quality accessible child care; and

WHEREAS the Conservative Government's proposed child care income support for families is a valid policy goal but is not a substitute for public investment in high quality early learning and child care programs; and

WHEREAS less than \$100.00 a month, after taxes, comes nowhere close to covering the cost of high quality child care, and tax credits for employers will not create sustainable, equitable child care programs; and

WHEREAS without a national child care program, there will be no choice in child care for parents;

NOW THEREFORE BE IT RESOLVED THAT Mayor Miller, on behalf of Council and the residents of the City of Toronto, work with the federal and provincial governments to preserve the national child care program and the Ontario federal-provincial child care agreement;

AND BE IT FURTHER RESOLVED THAT the City of Toronto work with families, child care programs, and child care advocacy groups to ensure that the federal government fulfils its five-year funding commitment to build a national early learning and child care system in Toronto and Canada;

AND BE IT FURTHER RESOLVED THAT this motion be circulated to the other municipalities in Ontario."



for City Clerk

M. Toft/cd

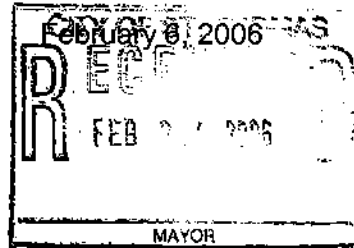
Sent to: Mayor David Miller
All Municipalities in Ontario

c. General Manager, Children's Services

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FEB 24 2006

City Clerk's Post



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

Invitation to Join FCM

Dear Mr. Main:

Canada's cities and communities have made great strides as the result of the strong, united voice through FCM.

Years of hard work have resulted in financial benefits for every Canadian city, town, village, rural municipality and county. The GST rebate, the gas tax transfer, the Green Municipal Funds and the Municipal and Rural Infrastructure Fund are making significant resources available to every municipality.

FCM must ensure that the new Government is made aware of the contribution of local communities to Canada's social and economic strength and of their pressing needs. We must work together for a better future.

Every new member adds to our voice and our ability to get things done. The membership fee is a tiny fraction of the benefits received year after year.

We append a fact sheet, a resolution for consideration by your council and a fee invoice.

I look forward to welcoming your municipality as a member.

Yours sincerely,

James Knight
Chief Executive Officer

JK:ap
Encl.



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Federation of Canadian Municipalities

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Date	2006-01-17
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Mr. Roy Main
City Administrator
City of St. Thomas
P.O. Box 520
545 Talbot Street
St. Thomas ON N5P 3V7

Item	Description	Amount	Total
1	Membership for 2006-2007 -Membership Fee for April 1/06 to March 31/07 Base fee \$100 + fee population of 33236 @ 11.3¢ per capita. Please note that population figures are taken from the Statistics Canada 2001 Census. Cotisation 2006-2007 -Frais de cotisation pour la période du 1 ^{er} avril 2006 au 31 mars 2007 Taux de base de 100 \$ + les frais selon votre population de 33236 au taux de 11,3¢ par habitant. Veuillez noter que les chiffres de population ont été tirés du Recensement de 2001 de Statistique Canada.	3855.67	3855.67

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federation@fcm.ca
Web site/site Web : www.fcm.ca

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See you there!

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GST (5%)	
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69th Congrès annuel et
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Du 2 au 5 juin, 2006
Montréal, Québec
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