

AGENDA

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

COUNCIL CHAMBERS 6:00 P.M. CLOSED SESSION
CITY HALL 7:00 P.M. REGULAR SESSION NOVEMBER 20TH, 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 B. Aarts

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on October 16th, 2006.

PRESENTATION

Alderman B. Aarts will present to Council the Canadian Brownfield Award for the St. Thomas Timken Community Centre.

DEPUTATIONS

MedQuest 2006

Ms. Barb Murray and Mr. Bob Habkirk will be in attendance to present a final report regarding MedQuest 2006. **Pages 8 to 11**

Cowan Park - Restrooms and Pavilion

Mr. Stan Beleutz and Mr. Bill Horn will be in attendance to discuss the provision of restrooms and a pavilion at Cowan Park. **Pages 12 and 13**

66 Regent Street Encroachment onto City Property - Complaint

Ms. Paula Polland will be in attendance to discuss a complaint filed in January 2006 regarding an encroachment by 66 Regent Street onto City property. **Page 14**

Request for Proposal - Engineering Design of Emergency Standby Power at the Water Pollution Control Plant

A representative for Hydromantis, Inc. will be in attendance to discuss the request for proposal for Emergency Stand By Power Design at the St. Thomas Water Pollution Control Plant. **Page 15**

Police Services Report

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

COMMITTEE OF THE WHOLE

Council will resolve itself into Committee of the Whole to deal with the following business.

PLANNING AND DEVELOPMENT COMMITTEE - Chairman H. Chapman**UNFINISHED BUSINESS****NEW BUSINESS**St. Thomas Innovation Team

Report CC-53-06 of the City Clerk. **Page 16**

Attachment.Municipality of Central Elgin - Zoning By-Law Amendment - Intersection of Highbury Avenue and Ron McNeil Line

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to permit the erection of a billboard sign on the subject lands located on the northwest corner of the intersection of Highbury Avenue and Ron McNeil Line.

Municipality of Central Elgin - Zoning By-Law Amendment - 45515 Talbot Line

Notice of a public meeting concerning a proposed zoning by-law amendment has been received from the Municipality of Central Elgin to permit an apartment dwelling unit on the subject lands located at 45515 Talbot Line.

BUSINESS CONCLUDED**ENVIRONMENTAL SERVICES COMMITTEE** - Chairman M. Turvey**UNFINISHED BUSINESS**Intersection of First Avenue and Edward StreetIntersection of Edward Street and Burwell RoadRoad and Sidewalk Reserve Fund

Proposed Playground Development - Public/Private Partnership between the City of St. Thomas and Faith Baptist Church - Status Report

Green Lane Landfill Purchase by the City of Toronto - Status Report - Possible Waste Management Contract Extension

NEW BUSINESSPinafore Park Service Road Quotation AwardReport ES-120-06 of the Manager of Operations and Compliance. **Pages** 17 to 19Water Meter Replacement Program - Request for Proposal - Tender AwardReport ES-121-06 of the Manager of Operations and Compliance. **Page** 20Greenlane Environmental Group - Source Separation of RecyclablesReport ES-125-06 of the Director, Environmental Services. **Pages** 21 to 24Request for Proposal - Engineering Design of Emergency Standby Power at the Water Pollution Control PlantReport ES-126-06 of the Director, Environmental Services. **Pages** 25 to 32Release of a Municipal Interest of a Portion of a Closed Municipal Road at the Rear of the Property at 56 Sunset DriveReport ES-127-06 of the Director, Environmental Services. **Pages** 33 to 36Request for Proposal Award - No. R06-07-086 - Functional Design for the Woodworth Pumping StationReport ES-129-06 of the Manager of Operations and Compliance. **Pages** 37 to 39**BUSINESS CONCLUDED****PERSONNEL AND LABOUR RELATIONS COMMITTEE** - Chairman D. Warden**UNFINISHED BUSINESS****NEW BUSINESS****BUSINESS CONCLUDED****FINANCE AND ADMINISTRATION COMMITTEE** - Chairman C. Barwick**UNFINISHED BUSINESS**Cash Advances & Expenses Reimbursement ReportSt. Thomas Consolidated Courthouse Project - Police FacilitiesMayor and Council Expenses**NEW BUSINESS**Provincial Gas Tax Revenues - Letter of AgreementReport TR 62-06 of the Director of Finance and City Treasurer. **Pages** 40 to 43September 30, 2006 Current Budget Monitoring ReportReport TR 63-06 of the Director of Finance and City Treasurer. **Pages** 44 and 45

St. Thomas Elgin Public Art Centre - Grant Request

A letter has been received from David Bobier, Executive Director/Curator, St. Thomas-Elgin Public Art Centre, requesting that Council consider additional financial assistance for this year.

Page 46

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

Parks Pavilion Renaming

Walk of Fame

St. Thomas Community Centre - Cost Analysis for Events

NEW BUSINESS**BUSINESS CONCLUDED**

PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE - Chairman T. Shackelton

UNFINISHED BUSINESS

Intersection of Manor Road and Chestnut Street

Leash Free Dog Park

Intersection of Chant Street and Lawrence Avenue

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

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

Transit System and CASO Station

Mondamin Street and Curtis Street

Transit Facility Improvement Options

NEW BUSINESS

Tender Award - No. 08-320 - Wellington Street/Stokes Road - Intersection Traffic Signal with Audible Pedestrian Assistance and Associated Civil Works

Report ES-122-06 of the Supervisor of Roads and Transportation. Pages 47 and 48

St. Thomas Transit Services - Ridership Growth Strategy and Asset Management Plan - Review Committee Implementation Plan

Report ES-123-06 of the Supervisor of Roads and Transportation. Pages 49 to 55

Airport Use Quarterly Report - July 1st to September 30th, 2006

Report CC-54-06 of the Airport Superintendent. Pages 56 and 57

Extension of Hours - Paratransit Buses - December 14, 2006

A letter has been received from Vicki Snowsell, Activity Coordinator and Lila Briggs, Resident Council President, Caressant Care on Bonnie Place, requesting the service of two Paratransit buses for Thursday December 14th, 2006 from 6:30 p.m. to 8:30 p.m. and requesting similar service in the future. **Page 58**

BUSINESS CONCLUDED**REPORTS PENDING**

ENVIRONMENTALLY SENSITIVE LAND USE - P. Keenan

REVIEW OF CITY BUS ROUTES - J. Dewancker

ALMA COLLEGE - Management Board

ROAD RESURFACING PROGRAM - BUDGET FORECASTS - J. Dewancker

COUNCIL

Council will reconvene into regular session.

REPORT OF COMMITTEE OF THE WHOLE

Planning and Development Committee - Chairman H. Chapman

Environmental Services Committee - Chairman M. Turvey

Personnel and Labour Relations Committee - Chairman D. Warden

Finance and Administration Committee - Chairman C. Barwick

Community and Social Services Committee - Chairman B. Aarts

Protective Services and Transportation Committee - Chairman T. Shackelton

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

REPORTS OF COMMITTEES

The Ninth Report of the Site Plan Control Committee **Pages 59 and 60**

PETITIONS AND COMMUNICATONS

Canadian Union of Postal Workers - Resolution

A request has been received from Deborah Bourque, National President, Canadian Union of Postal Workers, to endorse a resolution that Canada Post not be required to act like a commercial enterprise. **Pages 61 and 62**

Ontario Good Roads Association and Rural Ontario Municipal Association - Combined Conference - February 25th to 28th, 2007

An invitation has been received from Ontario Good Roads Association and Rural Ontario Municipal Association to attend the OGRA/ROMA Combined Conference being held from February 25th to 28th, 2007 in Toronto.

The deadline for nominations for Long Service Awards is February 2nd, 2007.

Ontario Southwest Municipal Conference & Training Sessions - December 7th and 8th, 2006

An invitation has been received from the Ministry of Municipal Affairs and Housing and the Association of Municipalities of Ontario to attend training sessions December 7th, 2006 and to attend the Ontario Southwest Municipal Conference being held December 8th, 2006 in London.

UNFINISHED BUSINESS

Minimum Maintenance Standards for Heritage Properties

Canadian Championship - Acknowledgment Signage

NEW BUSINESS

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 20th day of November, 2006.
2. A by-law to amend By-Law 45-89, being the Traffic By-Law for the City of St. Thomas. (No Parking, north side of Mandeville Road from Hepburn Avenue to First Avenue)
3. A by-law to appoint Municipal Law Enforcement Officers. (St. Thomas-Elgin General Hospital - Fire Route)
4. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and Delcan Corporation. (\$59,448.40 including taxes - Intersection Capacity Analysis and Ten-Year Capital Improvement Plan Proposal)
5. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and Earth Tech Canada Inc. (\$100,609.90 including taxes - Southdale Line Trunk Watermain, Penhale Avenue to Sunset Drive - Engineering Design, Tender Preparation, Construction Inspection and Contract Administration)
6. A by-law to assume certain lands as part of the public highway. (Sauve Avenue, Galbraith Court, Harrington Crescent)
7. A by-law to assume certain lands as part of the public highway. (Southdale Line, Beechwood Circle, Hickory Lane)
8. A by-law to designate Waterworks Park, 2 South Edgeware Road, as a property of cultural heritage value or interest.
9. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and 1412651 Ontario Limited. (SPC 23-04 - 9 Princess Avenue - Consolidation of previous site plan agreements)
10. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Aboutown Transit Inc. (St. Thomas Transit Agreement and Terminal Building Lease Extension)
11. A By-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Walter Ostojic & Sons Ltd. (SPC 14-06 - 78 Steele Street - development of a 12 Unit Apartment Dwelling)

PUBLIC NOTICE

Water Rate By-Law and Sewage Service Rate By-law

A public meeting concerning a change to the water rate by-law and the sewage rate by-law will be held on December 18, 2006.

NOTICES OF MOTION**CLOSED SESSION**

A resolution to close the meeting will be presented to deal with a labour relations matter; a personal matter about an identifiable individual; and a proposed or pending acquisition of land.

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

Graves, Wendell

From: Bob Habkirk [bhabkirk@amtelecom.net]
Sent: Monday, July 31, 2006 3:36 AM
To: Sandra Heffren
Cc: Linda Veger; Mark McDonald; Paul Baldwin; Graves, Wendell; Day, Bill; Mayor Jeff Kohler; Lynn Buchner; Don Woolcott; Stephen Molnar; Barbara Murray
Subject: Medquest 2006 final report
Attachments: MedQuest 2006.doc

Good morning Ladies and Gentlemen

A sincere thank you to the three funding partners from both Mrs. Murray and myself for the financial support to make Medquest 2006 a success.

Both Mrs. Murray or I would be pleased to present this final report to your Councils at a suitable date you wish to designate on a Council day or evening at your earliest opportunity.

See attached report.

Thank you.

County of Elgin, City of St.Thomas, County of Oxford and all members of each respective Council

July 31, 2006

Dear Funding Partners:

Report on the Medquest 2006 Camp July 17 - 21, 2006

Elgin/StThomas/Oxford first Medquest Camp, sponsored by UWO and the Schulich School of Medicine along with the City of St. Thomas and the Counties of Elgin and Oxford, was a great success. As well we must mention the very generous contribution of Fanshawe College in donating their StThomas facility for the Camp and students.

Much planning was put into this wonderful opportunity for these funding partners to become involved.

We are extremely fortunate to have been offered the opportunity by Doctor Tom Lacroix, Assistant Dean of Medicine. Several video and personal presentations were made to discuss the benefits of this medical themed camp.

It didn't take much for everyone involved to understand that this is a great recruitment tool for future generations in the pursuit of a career in medicine as a health professional.

The first step in this Medquest 2006 project was to have the committed financial support from the City and County Councils.

A meeting was held last fall in the StThomas Elgin General Hospital with a wide variety of interested folks from the medical staff, representatives from the education system, interested citizens and a group of provider organizations.

From this meeting funding was sought after which High School Guidance Councilors at Parkside, Central Elgin, Arthur Voden, West Elgin, East Elgin and St. Joes were sent the information necessary to spark the interest of kids in grades 10 and 11, with science backgrounds having an interest in any medical field.

The invitation was extended to Tillsonburg's Glendale High School as there are students living in Elgin County attending there. Several of those Glendale students applied, however they resided in Oxford County.

A decision was made to share our camp with these students as well as to offer four First Nations students a space in the camp.

Three very organized and capable second Year Medical Students from UWO were chosen as our Medquest 2006 Camp Councilors. Paul Martin from Central Elgin, Rebecca Charbonneau from Chatham and Jessica Ratcliffe from Montreal did a fine job!

They also spent five weeks prior to the camp in summer electives throughout your local hospitals and in family practice sites while they planned the details of the camp.

One important component of the camp and perhaps the highlight of the week for some of those involved was the Mock Disaster held at the St. Thomas Municipal Airport on Wednesday July 19th thoughtful strategic planning went into this County wide disaster exercise.

Four meetings were held at the Airport and Dale Arndt Manager of the Air Port kindly offered his expertise and the venue for the exercise.

Representatives from Central Elgin Volunteer Fire Department who were the host and lead Department using the Yarmouth Station as the kick off point along with representatives and observers from many other services.

Aylmer Fire Department, City of St. Thomas Fire Department, Thames Valley EMS, St. Johns Ambulance, Elgin County OPP & media liaison representative, St. Thomas Elgin General Hospital, Elgin St. Thomas Health Unit, St. Thomas Police Services, Elgin County Emergency Planning Department, Red Cross, Victim Services, other observers and students from Fanshawe EMS Program all took part in the exercise. The disaster scenario was a helicopter had crashed into a school bus.

The campers were the victims and meticulously, each camper was in full make up for their particular injury. The Councilors provided each camper with an injury, or death, a day or two before the disaster to give them time to get into the role.

There was good local and area Media coverage which included the A Channel news, Rogers, St. Thomas T- J, Aylmer Express and the Port Stanley paper.

Victim Services provided a skilled debriefing session for each camper/victim and others involved as a part of the mock disaster reality theme.

The three Medquest Councilors Jessica, Paul and Rebecca hosted a fine B B Q immediately after the disaster, with Peter Charlton's Quality Meats donating hot dogs for everyone. Events of the day were of benefit to all members of our EMS services and the community in general.

A wrap up meeting is scheduled for August 29th to discuss the event, what went well and what as a planning group could be improved upon.

Many topics were brought to light for the campers, from undergrad opportunities and patient confidentiality, to casting and radiology. One of the mannequins used for demonstration was a pregnant mother and each Camper got to simulate a delivery.

There were two half day clinical placements arranged for each camper with the full cooperation of the hospitals in StThomas, Tillsonburg and with local Doctors.

The students were required too and did an essay, poem, song or overall project and filled out a detailed survey or 5. Speed interviews and exit interviews wrap up the session before the Graduation Ceremonies.

Acting Warden Sylvia Hofuis made a brief statement on behalf of Elgin County along with valuable personal insight as the wife of a Family Physician. The Warden of Oxford County made many favourable comments as well.

The Mayor of Tillsonburg Stephen Molnar was also in attendance along with many of the parents and siblings of the campers. Mayor Jeff Koehler had sent his greetings and also expressed his regrets at being unable to attend.

Scholarships and trophies were presented to three of the campers and other individual rewards and honourable mentions were announced.

Medquest 2006 was a wonderful experience for the Campers and for the three funding Communities.

Thanks to all of those who gave their time and expertise in making this Camp a great success.

Of course the financial aspects of this successful Medquest 2006 camp will be available to the funding partners, as Elgin County had taken on the task of invoice payment for those funding partners. Each partner will receive a copy when the invoices are all settled.

Thank you once again for the insightful cooperation and financial support for this project in providing and enhancing local opportunities for our youth to choose a career in medicine as a health professional.

Barb Murray

Bob Habkirk

Barb Murray Physician Recruiter
St. Thomas Elgin General Hospital
189 Elm Street
St. Thomas Ontario N5P 3W2
519-631-2030 ext. 2872

Aylmer and East Elgin
Health Recruitment
212 Sydenham Street East
Aylmer Ontario N5H 1L9
519-773-3034



Lynhurst/St. George Community Association

An association of residents in the Lynhurst/St. George Community

City of St. Thomas
545 Talbot St.
St. Thomas, ON

City of St. Thomas
OCT 13 2006
City Clerk's Dept.

October 13, 2006

Mayor Kohler and Council members:

The Lynhurst/St. George Community Association feel it is time to move forward with restroom facilities/pavilion at Cowan Park, better known as Phase III.

This letter is to ask The City of St. Thomas to move forward with reviewing the areas in Cowan Park for the best locate and design such a facility based on today's and projected usage. As we have in the past, the community association is willing to "over see" this development once the plans and specifications are completed by the City.

Likewise, we have ask the Municipality of Central Elgin to approve their support of this in principle and to share the cost, subject to final approval, once details and cost estimates are determined. It is another win-win situation for both municipalities.

This was part of the "Grand Plan" for Cowan dating back to 1996 - 97. At that time, a three-phased plan was proposed; Phase I, to provide playground area and equipment (some details showed this as Phase I & II); Phase II, to provide a hard surface for basketball/tennis/other; Phase III, to provide restrooms and a pavilion. Phases I & II have been completed. We all thank you for one of the best parks in this area. It is time to complete it!

Activity in Cowan Park continually increases with the use of the playground and hard surface. Soccer remains another major use of the park. While a "Port-a-Potty" type unit(s) is (are) provided, many look upon such units as unsanitary. Oddly enough, the youth will use the wooded area near by to relieve themselves.

Drawings were generated by the City of St. Thomas back in about 1996-97 showing Phase III, but to date these drawings have not been found. The facility would greatly improve the park for all who use it.

We ask that council approve this in principle as soon as possible so plans can be completed, costs can be finalized and plans made to implement the improvement in the summer of 2007.

Please advise when this will be on council's agenda so we can attend to answer questions, if any.

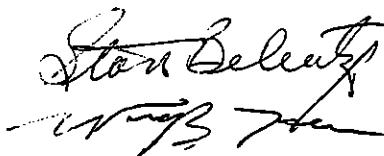
Thank you in advance for your consideration of the above.

Sincerely,

Lynhurst / St. George Community Association Executive

(Contacts: Stan Beleutz, 519-631-1646

Bill Horn, 519-631-8960)



Mr. Wendell Graves, City Clerk
545 Talbot St,
P.O. Box 520
St. Thomas, Ontario
N5P 3V7

Paula Polland
62 Regent St
St. Thomas, Ontario
N5R 2A2

City of St. Thomas
Regent St.

NOV 03 2006

City Clerk's Dept.

Re: Complaint at 66 Regent St. encroachment

November 3, 2006

Dear Mr. Graves:

I am requesting time to address Council regarding my complaint of January this year against Mrs. V. Ruyter's encroachment on City Property. Apparently it may be presented at the last Council Meeting of Nov. 20, 2006.

Please advise me of the procedure required on my part to participate. I may have other neighbors wishing to have their say as well. Thank you,

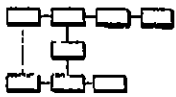
Sincerely



Paula Polland
519-631-8271

11/06/2006 MON 15:12 FAX 519 624 7224 Hydromantis Inc.

001/001



Hydromantis, Inc.

Consulting Engineers

420 Sheldon Drive
Cambridge, Ontario, Canada
N1T 2h9
Tel: (519) 624-7223
Fax: (519) 624-7224
E-mail: info@hydromantis.com
Web: www.hydromantis.com

November 6, 2006

PIN: 110-842

City of St. Thomas
Clerk's Department
P.O. Box 520
City Hall, 545 Talbot Street
St. Thomas, ON N5P 3V7

Via Fax: 519-633-9019
Original to follow by mail

City of St. Thomas
Receiver

NOV 06 2006

Attention: Mr. Wendell Graves
Purchasing Agent

City Clerk's Dept

Subject: Request to Act as Delegation at Council Meeting to Discuss City Proposal (R06-07-086) Emergency Stand By Power Design at the St. Thomas Water Pollution Control Plant

Dear Mr. Graves,

Hydromantis, Inc. requests the opportunity to present to council a short presentation concerning our submission to the above noted project. We understand that this proposal and its recommendation will be heard at the next council meeting on November 20, 2006. We received our unopened proposal for the above noted project back from the City on October 13, 2006, thus confirming the rejection of our submission and the City's acceptance of only one work plan and cost for the above noted project. Although, we acknowledge the City's reason for the rejection, we feel there was confusion with respect to the delivery of our proposal and that it would have been in the best interest of the City to accept our proposal. The City's terms indicate that "the contract will be awarded to the Bidder who, in the sole opinion of the City of St. Thomas provides the services that are suited and in the best interest of the City of St. Thomas". If this is the City's overriding goal, we respectfully suggest that strict adherence to the delivery time requirement despite mitigating factors, is not in the City's best interest. We were submitting for an engineering assignment and as such these are proposals and not tenders – we feel the City needs to have the flexibility in these assignments to ensure the best team, experience, approach and work is obtained.

Please consider our request, and contact me if you require additional background to this issue.

Sincerely,
Hydromantis, Inc.

Mike Newbigging, M.Eng., P.Eng.
President

Continued with respect to the delivery of the proposal...



Corporation of the

City of St. Thomas

16

Report No.
CC-53-06

File No.

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

Date
November 14, 2006

Department: City Clerks Department

Prepared By: Wendell Graves, City Clerk

Attachment
Innovation Team Report

Subject: **St. Thomas Innovation Team**

Recommendation:

THAT: Council receive the St. Thomas Innovation Team Report for information.

THAT: A letter of appreciation be sent to the Ministry of Agriculture, Food and Rural Affairs and to the Canadian Urban Institute for the resources they committed in the development of the Innovation Team project.

Background:

During this past year the City has been working with the Ministry of Agriculture, Food and Rural Affairs in the implementation of an Innovation Team which was designed to review the status of the CASO Station and develop recommendations for its reintroduction as an economic development stimulus within the commercial core area.

This project has been funded by the Province and has benefited by the valuable input of many local stakeholders.

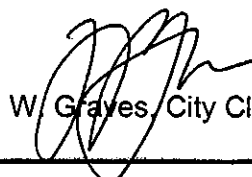
A requirement of the project was to produce a final report for the community.

Included in this final report is a number of recommendations which were developed through the Innovation Team's work.

At this point in time, it is recommendation that Council receive the report for information.

Further, in the establishment of Council Committees for the next term of Council, it will be recommended that a Steering Committee, including local stakeholders, be established to address the many recommendations.

Respectfully,


W. Graves, City Clerk

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



Corporation of the

City of St. Thomas

Report No.

ES120-06

File No.

08-288

Directed to: Chairman Marie Turvey, Chairman Environmental Services Committee

Date
November 20, 2006

Department: Environmental Services

Prepared By: Ivar Andersen, Manager of Operations and Compliance

Attachment
Report ES14-06

Subject: Pinafore Park Service Road Quotation Award

Recommendation:

1. Report ES120-06 be received for information.
2. That the quotation submitted by Tri-con Excavating Inc. in the amount of \$67,606.80 including GST be accepted
3. That a by-law be passed authorizing the City Clerk and Mayor to execute the contract.

Origin:

Earlier this year, Council approved Report ES82-06, attached. One of the recommendations of Report ES82-06 is that a quotation be called in 2006 for the grading and granular base installation for the service road and parking lot. The Pinafore Park Services Building renovations and addition as well as the storm sewer installation has now been essentially completed. Subsequently, a quotation for the grading and granular base installation was issued.

Analysis:

The Quotation closed on November 2 at 2:00 pm with 6 bidders submitting quotations as follows:

Number	Bidder	Proposal Cost Including GST
1	Tri-Con Excavating Inc.	\$67,606.80
2	Van Bree Drainage	\$67,611.04
3	Miracle Construction Ltd	\$69,833.65
4	Plantation Design Landscaping Ltd	\$74,420.48
5	TCG Asphalt & Construction Ltd	\$97,097.06
6	Streib Trucking Ltd.	Disqualified

The bid submitted by Plantation Design Landscaping had a minor arithmetical error that was automatically corrected by Environmental Services Department staff. The bid submitted by Streib Trucking Ltd. was disqualified in accordance with the provisions of the quotation documents since the contractor did not provide documentation indicating that he was able to obtain the necessary labour & material and performance bonding. It should be noted that, normally, under the Purchasing By-law, a quotation under \$75,000 is not required to be approved by Council, however, in this case, because of the anomaly with Streib's bid, Council approval is required.

Financial and Legal Considerations:

The quoted amount of \$67,606.80 including GST can be accommodated within the approved 2006 Capital Budget allocation for the Pinafore Park Services Building project. Note that the City will be eligible for a rebate equal to the GST amount of \$3,826.80 leaving a net cost of \$63,780.00

Respectfully Submitted,

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

Reviewed By:

Treasury Env Services - Planning City Clerk HR Other



Corporation of the
City of St. Thomas

Report No.

ES 14-06

File No.

08-288

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

Date

February 13, 2006

Department: Environmental Services

Attachment

Prepared By: Ivar Andersen, Manager of Operations & Compliance

- building layout plan
- site plan

Subject: Pinafore Park Services Building Contract Award

Recommendation:

It is recommended that:

1. The Tender by Aveiro Constructors Limited for design build services required for the renovation and addition to the Pinafore Park Services building at a contract price of \$462,301 (incl., GST) be accepted subject to the Committee of Adjustment approval of a minor variance to the zoning by-law.
2. That the schedule of other project related items including site servicing upgrades and associated expenditures as outlined in this report be approved.
3. That a by-law be prepared to authorize the execution of the design build contract.

Origin:

During 2005, the Environmental Services Department retained the services of SPH Engineering Inc., to develop a proposal to develop a design build tender for the renovation and addition to the Pinafore Park Service Building. Council previously approved a master plan for the City Parks Service Facilities completed by Dillon Consulting in 2004. This master plan included as a high priority the work to upgrade the Pinafore Park Service building.

Analysis:

This project will complete the renovation and addition to the Pinafore Park Service building as outlined in the master plan. Other facilities outlined in the master plan including a new entrance & parking facility, the replacement of the greenhouse, an addition to the garage building, demolition of a storage building, and a permanent building at Waterworks Park will be completed at a later date. This project, including site servicing, has been submitted to the Municipal Heritage Committee, Municipal Accessibility Committee, Site Plan Control Committee and will be submitted to the Committee of Adjustment for a minor variance early this month. The Municipal Heritage Committee has no objection to the proposal. The Municipal Accessibility Committee made some recommendations which will be incorporated into the project. The Site Plan Control Committee approved the project subject to the approval of the minor variance and subject to the project meeting City specifications. The minor variance sought for the project is not thought to be a major hurdle to overcome and approval by the Committee of Adjustment is expected. Once approval is received from the Committee of Adjustment, there is a 20-day appeal period in which the public can object. The recommendation to award the contract is subject to approval of the minor variance by the Committee of Adjustment and subject to no objections being received within the 20-day appeal period.

Tenders were opened on January 19, 2006 and seven bidders made submissions as follows:

	Submitted Bid	Corrected Bid
Aveiro Constructors Inc.	\$462,301.00	no change
Norlon Builders Inc.	\$488,401.00	\$488,401.29
HIRA Inc.	\$533,074.00	\$529,904.70
Reid & Deleye	\$538,668.00	no change
SDI Builders Ltd.	\$587,611.53	\$589,361.53
Agri-Urban	\$590,405.00	\$590,398.38
The Cobrell Company	\$619,073.00	\$619,072.74

Five of the bids contained arithmetical errors which were automatically corrected by staff. Once the proposal submissions were checked for mandatory requirements and errors, a committee consisting of staff from Environmental Services, Facilities and Property, Purchasing and the Consultant reviewed and evaluated the proposal submissions.

Based on the scoring outcome the committee recommended the low bidder, Aveiro Constructors Inc. be awarded the contract. The City's consultant, SPH Engineering Inc., has had experience with this contractor and believes that the work can be completed as specified within the budgeted amount.

Members of Council may recall that this design-build tender format was successfully applied previously during 2000 for the building renovation and addition to the Public Works Service Centre at 100 Burwell Road.

Financial Considerations:

Following is a summary of the expenditures of the project along with the proposed sources of funding;

Expenditure*

Contract	\$434,642
SPH Engineering Inc (Design & Inspection)	\$25,000
STEI (electrical servicing)	\$30,320
Waterworks trailer**	\$10,000
Fuel Tanks & Other Related Appurtenances	\$17,000
Total Expenditures	\$516,962

Funding

2005 Capital Budget	\$363,000
2006 Capital Budget	\$397,000
Total Available Funding	\$760,000

Total funding available for remaining work*** \$243,038

The scope of the remaining work includes site servicing, grading, storm drainage, roadway and parking lot improvements in compliance with the approved site plan submission. A further report will be submitted to Council when this work is to be awarded.

The contract amount includes a contingency allowance of \$39,512.91.

* The expenditure amounts do not include GST since this is rebated to the City.

** A trailer has been purchased to temporarily house workers and material at Waterworks Park during the winter period.

*** As noted, once this project is completed, there is still significant site servicing work to be completed. The remaining funding will be used to complete at least a portion of this work as outlined in the master plan. It is anticipated that a tender to complete the site servicing work, including storm sewers and parking lot, will be called later in the year with construction to start upon completion of the service building.

Respectfully Submitted,



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

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

City of St. Thomas

20

Report No.

ES121-06

File No.

08-323

Directed to: Chairman Marie Turvey, Chairman Environmental Services Committee

Date
November 20, 2006

Department: Environmental Services

Prepared By: Ivar Andersen, Manager of Operations and Compliance

Attachment

Subject: Water Meter Replacement Program – Request for Proposal – Tender Award

Recommendation:

1. Report ES121-06 be received for information.
2. That the request for proposal submitted by Canadian Water Services Ltd., for the replacement of water meters in the total amount of \$107,500 plus GST, be accepted.
3. That a by-law be passed authorizing the City Clerk and Mayor to execute the contract.

Origin:

In the 2006 Capital Budget, Council approved an allocation of \$165,000 to undertake a water meter replacement program. The project involves the replacement of approximately 800 water meters located throughout the City.

Analysis:

A Request for Proposal was issued by the City in September of 2006 with a closing date of October 17, 2006. Two bidders responded as follows:

Number	Bidder	Proposal Cost Excluding GST
1	Canadian Water Services Ltd.	\$107,500.00
2	Neptune Technology Group Ltd.	\$148,300.00

An Environmental Services Department committee undertook an evaluation of both proposals in accordance with the proposal documents. This committee determined that the proposal submitted by Canadian Water Services Ltd. scored the highest and as a result, recommend that this firm be awarded the contract. Both tenders were checked for errors and omissions and both were found to be in order with all the requested documentation.

Financial and Legal Considerations:

The tendered amount of \$107,500 plus GST can be accommodated within the approved 2006 Capital Budget allocation of \$165,000.

Respectfully Submitted,


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

Reviewed By:


Treasury


Env Services

Planning

City Clerk

HR

Other



Corporation of the
City of St. Thomas

21

Report No.

ES125-06

File No.

04-054-03

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

Date
November 13, 2006

Department: Environmental Services

- Green Lane Environmental Group Zero Defects
Policy in the Recycling Program
- Communication regarding required source
separation of Recyclables

Prepared by: John Dewancker, Director

Subject: **Green Lane Environmental Group – Source Separation of Recyclables**

Recommendation:

- That report ES125-06 respecting the enhanced separation at source of the Blue Box recyclables requested by the Green Lane Environmental Group Limited Partnership be received as information.
- That Report ES125-06 be circulated to the Green Lane Environmental Group as information.

Origin:

During the week of November 6-10, 2006, a number of concerns regarding the City's collection program of recyclable materials were received by the Environmental Services Staff and Members of City Council. The concerns raised by the public involved the non-collection of the content of a number of blue boxes in the City by the Green Lane Environmental Group, the City's waste collection contractor.

Analysis:

Following receipt of the concerns, Environmental Services staff made an enquiry regarding this matter with the Green Lane Environmental Group.

At the request of the City, on November 9, 2006, the Green Lane Environmental Group Limited Partnership released it's zero defects policy in the Recycling Program which was followed by a further communication to the Public regarding the need to source separate all recyclables.

A copy of this release and associated communication on the operating procedure for the collection of recyclables is attached herewith for the information of the Members.

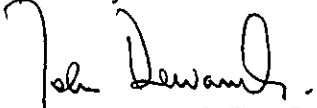
It must be noted that the Ontario Regulation 101/09 requires that each Class I Blue Box recycling program includes the mandatory collection by each municipality with a population over 5000 of the following categories of recyclables as well as the collection of at least two categories of supplementary waste as outlined in Schedule 1 to the Regulation.

Mandatory Items in Blue Box Recycling Program	Supplementary Wastes for Blue Box Recycling
Aluminum food or beverage cans Glass bottles and jars Newsprint Polyethylene bottles for food/beverages Steel food or beverage cans	Aluminum foil Boxboard and paper board Cardboard (corrugated) Polystyrene food/beverage containers Fine paper Magazines Paper cups and Plates Plastic film Rigid plastic containers HDPE bottles Polystyrene containers Telephone directories Textiles Polycoat paperboard containers

Since glass bottles and jars are a mandatory component of the Class I program, the second last line in the November 9th release by the Green Lane Environmental Group should be omitted from the release.

The City's Environmental Services Staff is actively pursuing the establishment of written operational procedures and quality standards for each of the functional areas of operation (water, waste water, roads, parks, transit, engineering, building inspections, by-law enforcement etc.) and supports a similar approach in the delivery of the operational services that are being delivered to the Public under contract. Also, the distribution of these operational standards to the public upon approval by City Council, needs to be accomplished via the use of established channels of communication (Notices in local newspapers and individually to any non-compliant residents).

Respectfully submitted



John Dewancker, P.Eng Director
Environmental Services

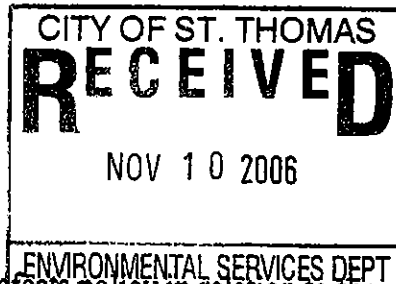
Reviewed By: Treasury Env Services Planning City Clerk HR Other

cc: R. McCaig, President, Green Lane Environmental Group Limited Partnership

Nov. 9. 2006 11:48AM 519 652 9447

No.7869 P. 1

For immediate release November 9, 2006

**Zero Defects Policy in Recycling Program**

Green Lane Environmental has adopted a zero defects policy in relation to the pickup and operation of its successful recycling program. Touted as one of the best programs in Ontario in 1997 Green Lane was awarded the Silver Prize for all of Ontario in its recycling program which has consistently diverted as much as 60% of the residential waste stream from landfill.

Recently however with the introduction and enforcement of the 2-bag limit per household of garbage – recycling truck drivers have noticed an increasing amount of ‘residuals’ in the blue boxes. Residuals are those items that are not recyclable or, if so, are so badly contaminated with other wastes that they are in effect garbage. The problem at the recycling plant has become so bad recently that several loads of recycled material were rejected as garbage and have had to be reloaded and landfilled.

Therefore effective immediately a blue box zero defects policy has become effective.

This policy in the blue box program is best achieved in the following manner.

Place all clean plastic containers with the numbers 1 or 2 on the bottom in the blue box – remember all liquor bottles are returnable for cash effective Jan 1/07 at your local brewers’ retail outlet. Clean cans of every description with paper labels removed should also go in the blue box including all beverage cans and bottles.

News papers should be bundled and tied with twine or put in a paper bag along with mixed papers, magazines and all other non contaminated papers and placed in the blue box for pick up.

Boxboard including the paper board containers that breakfast cereal etc. comes in should be unfolded, flattened, bundled and tied with twine and placed in or beside the blue box for pick up.

Corrugated cartons should be unfolded, flattened and tied with twine in manageable bundles not greater than 18” X 18” and placed beside the blue box for pickup.

PS – There is currently no sale for glass containers and they should be put out with the garbage until markets develop.

Green Lane Environmental appreciates the efforts of those, the majority of people, who make a concerted effort to conserve and recycle.



Bob McCaig
Green Lane Environmental Group Limited Partnership
519-631-7970

-30-

ENVIRONMENTAL SERVICES		
JD		
IA		
BC		
CF		
DW		
RT		
JF		
FILE	04-	054-03

RECYCLING STARTS IN THE HOME! ALL MATERIALS MUST BE SOURCE SEPARATED!

Please do NOT put recyclable material in clear, blue or other colour plastic bags. Material contained in plastic bags will be rejected.

- Co-mingled material (all tin and pop cans, clear glass bottles and jars and plastic containers with the  or  recycling symbol on the bottom) must be placed inside your blue box.
- Newsprint must be bundled neatly in manageable bundles TIED with twine or placed in a brown paper bag and placed beside or on top of your blue box.
- Boxboard (cereal boxes, tissue boxes etc.) must be bundled neatly in manageable bundles and TIED with twine and placed beside or on top of your blue box.
- Corrugated cardboard must be flattened. It must not be larger than 18" x 18". Corrugated cardboard must also be bundled and TIED with twine and placed beside or on top of your blue box.

Rec'd Nov 10/06
12:15 p.m.

**25**

Corporation of the

City of St. Thomas**Report No.**

ES126-06

File No.

04-054-03

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

November 13, 2006

Department:

Environmental Services

Prepared by:

John Dewancker, Director

- Letter of October 13, 2006, by Hydromantis Consulting Engineers
- E-messages of October 5 and October 4 between City Purchasing Agent and Hydromantis Consulting Engineers.
- Faxed message and request of October 4, 2006, by Hydromantis to Purchasing Agent
- Letter of October 4, 2006, by Purolator to Hydromantis and Purolator tracking details following reception of the proposal on September 28/06 by Purolator.

Subject:**Request for Proposal – Engineering Design of Emergency Standby Power at the Water Pollution Control Plant****Recommendation:**

- That the submission of the sole proposal for engineering design services for emergency stand-by power at the Water Pollution Control Plant be rejected.
- That the preparation of a functional design with a cost estimate for the provision of stand-by power at the Water Pollution Control Plant be addressed by the impending update of the Water Pollution Control Plant Wastewater Management Master Plan.

Origin:

Following the November 8, 2005, Capital Budget approval to initiate the engineering design of standby power provision at the Water Pollution Control Plant, a request for expressions of interest (EOI) to consulting engineers was issued on May 31, 2006.

A request for proposals (RFP) was issued on August 30, 2006, to the companies (2) which expressed an interest in this project and which were qualified to complete this design project, Hydromantis Consulting Engineers and MVA Engineering Group.

Analysis:

The initial deadline for the submission of the proposals, included in the RFP, was September 22, 2006. As a result of the issuance by the City of three (3) addenda to the RFP between August 30 and September 22 (September 7, 20, 25), as a result of the need to provide additional information to the consulting engineers in response to their request for same, the deadline for the submission of the proposals by each company was extended to October 2, 2006.

On October 2, 2006, one proposal by the MVA Engineering Group was opened by the Purchasing Agent, however, the proposal by Hydromantis Consulting Engineers was received by the Treasury Staff (Chris Andersen) on October 3, 2006, at 12:47 pm. This proposal by Hydromantis Consulting was subsequently rejected in accordance with the applicable provision of the City's purchasing by-law and returned unopened to the company in spite of the fact that the sealed proposal was known to have left the Cambridge based Consulting Engineering firm via the Purolator Courier Service on September 28 at 3:23pm, 4 days prior to the due date of the proposal submission. The rejection by the City of the proposal was not recommended by the Environmental Services management staff (Director, Environmental Services, and Manager of Operations) particularly, as staff believe that the provision of more than one workplan and cost for this project would be of significant benefit during the evaluation stage of both proposals and also since the original intent of having a deadline for the proposal submission continued to be met (a deadline prevents any firm from having a time advantage during the proposal preparation stage as well as the introduction of any amendments to any proposal after the submission time). A copy of the letter of October 13, 2006, by Hydromantis Consulting Engineers is attached herewith for the information of the Members).

It must be noted that the time element in this proposal submission is not a critical element for this design project and also, there is a significant difference between a professional consulting services project that is assigned through a request for a proposal and a construction project that is awarded through a tender call. In regards to this latter comment, Staff believe that a review of the City's current purchasing by-law would be beneficial particularly since a number of new principles for the selection and purchase of consulting engineering services are currently being advocated by both government and the consulting services industry. (Qualifications Based Selection of the firm that provides a workplan that represents the best value to the municipality).

In view of the fact that the City only has one proposal for this project and also in view of the controversial circumstances around the purchasing aspect for this project, staff recommend that the consulting services work for this project not be assigned to anyone and that the City reject the sole proposal by MVA Engineering.

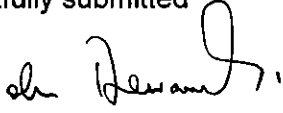
In order to still achieve progress with the implementation of standby power at the sewage treatment plant it is further recommended that the pre-design stage of this project be addressed in the WPCP Wastewater Management Master Plan Study Update (which is yet to be initiated) by way of the preparation of a functional design report, including the preparation of an all inclusive project cost estimate. Upon completion of the WPCP Master Plan Study Update, the final design stage and the construction stage including the inspection/contract administration cost of the stand-by power project can then be included in a capital budget submission at a later date. A two-stage process would have been needed in any event since the scope of the subject project is for design services only.

The City Solicitor has been requested to provide an opinion in respect to 2 questions by staff in regards to this matter.

1. Legality of the RFP clause that states: "The city reserves the right to reject any response to this Request For Proposal which it deems to be in its own interest or to reject all responses."
2. Is a proposal "late" where it is proven that the date of mailing was before the due date of the actual delivery of the proposal?

This opinion will be available at the meeting of November 20, 2006. The recommendations of this report were reviewed with the City Treasurer and he has concurred with them.

Respectfully submitted



John Dewancker, P.Eng Director
Environmental Services

Reviewed By:

 Treasury

Env Services

Planning

City Clerk

HR

Other

From: Mike Newbigging [mailto:mike.newbigging@hydromantis.com]
Sent: Friday, October 13, 2006 5:19 PM
To: Hoogstra, Mike
Cc: Dewanker, John; Chris Mroczek
Subject: Rejection of Proposal for RFP R06-07-086

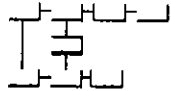
27

Mike,

As we received our proposal back today for the project noted above, we felt we needed to present our case for this issue and our feeling that mitigating factors should have been considered. Please see the attached letter that outlines our position in this matter. Either way we look forward to future opportunities and hope that our persistence in this matter will not reflect badly on any future proposals.

Regards Mike

Mike Newbigging, P.Eng. M.Eng.
President
Hydromantis, Inc.
519-624-7223 ext 15



Hydromantis, Inc.
Consulting Engineers

420 Sheldon Drive
Cambridge, Ontario, Canada
N1T 2h9
Tel: (519) 624-7223
Fax: (519) 624-7224
E-mail: info@hydromantis.com
Web: www.hydromantis.com

October 13, 2006

PIN: 110-842

City of St. Thomas
Purchasing Department – First Floor
(Treasury Department Counter)
P.O. Box 520
City Hall, 545 Talbot Street
St. Thomas, ON N5P 3V7

Attention: Mr. Mike Hoogstra
Purchasing Agent

Subject: **Request for Proposals (R06-07-086) Emergency Stand By Power
Design at the St. Thomas Water Pollution Control Plant – Proposal
Rejection**

Dear Mr. Hoogstra,

Hydromantis, Inc. received our unopened proposal for the above noted project today October 13, 2006, thus confirming the rejection of our submission and the City's acceptance of only one work plan and cost for the above noted project. Although, we acknowledge the City's reason for the rejection, we continue to feel there is confusion with respect to the delivery and that it is in the best interest of the City to accept our proposal. The City's terms indicate that "the contract will be awarded to the Bidder who, in the sole opinion of the City of St. Thomas provides the services that are suited and in the best interest of the City of St. Thomas". If this is the City's overriding goal, we respectfully suggest that strict adherence to the delivery time despite mitigating factors, would not appear to be in the City's best interest.

On the delivery issue we would like to re-iterate the issues and the inconsistencies, and state for the record:

- Our proposal left our office in Cambridge at 3:23 pm Thursday September 28, 2006, a full working day ahead of the Monday October 2, 2005 2 pm deadline.
- Purolator's tracking details indicates five (5) delivery attempts were made on September 29 and October 2. A letter from Purolator dated October 4, 2006 indicates they tried to deliver the package on September 29 but were unable to complete the delivery without a department name.
- Our Request for Qualifications submission for the City was sent on June 22, 2006 and was successfully delivered on-time using the exact same address and courier.
- The City has indicated that Purolator did not attempt to deliver the package, that the department name requirement is a requirement developed by Purolator and not the City, and that the City were aware of this problem.

Mr. Mike Hoogstra
Purchasing Agent – City of St. Thomas

If the City was aware of this issue with Purolator and did not correct it or inform potential bidders for work in the City, is the City not partially accountable? You have indicated to us that about half of your submissions are received by courier. If the City was aware of a potential problem with Purolator, we feel that the City should have made the bidders aware of it.

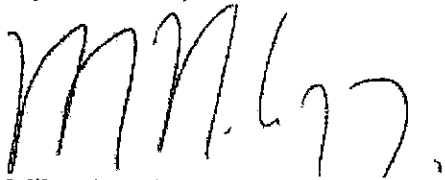
In brief, it is our understanding that the City requires proposals to be time sensitive to ensure fairness and allow adequate time for the City's review. In terms of fairness, it is expected that this is important to ensure no consultant can have additional time or obtain any inside information concerning other submissions. It should be clear from the courier tracking that Hydromantis could not have benefited from the late delivery as the proposal was sealed two days prior to the deadline. Obviously the late delivery gives City staff less review time, but we suggest that in this case one day should be viewed against the benefit of having two work plans and proposals to review for this important and costly work for the City. This is important not only because of the cost of the engineering, but the impact that good engineering work will have on the total project cost. We feel it is not in the City's best interest to rigidly enforce the delivery time in light of only two short-listed consulting firms being invited to submit detailed work plans and that a fair evaluation of these work plans should be important to the City.

Lastly, we would like to point out to the City the effort we have undertaken to develop the proposal work plan, schedule and cost estimate. We invested 109 hours of engineering time into this proposal preparation. At standard charge out rates, this is \$11,000 of our effort that was wasted due to the delivery confusion and your unwillingness to consider what we believe is in the City's best interest.

With this letter we would also like to state that we will reserve our right to pursue this matter with your City Council to express our dissatisfaction with the process and our potential appeal of our rejection.

Overall this letter should not be taken as a reflection of our desire to undertake quality engineering work for the City. We have conducted good engineering work for the City in the past and would appreciate the continued opportunity to do work with the City in the future. We do appreciate your looking into the matter on our behalf but we would respectfully state that we do not agree with your final outcome.

Sincerely,
Hydromantis, Inc.



Mike Newbigging, M.Eng., P.Eng.
President

cc. Mr. John Dewancker, Director of Environmental Services and City Engineer

Dewancker, John

From: Hoogstra, Mike
Sent: Thursday, October 05, 2006 3:23 PM
To: 'Mike Newbigging'
Cc: Chris Mroczek; Dewancker, John; Day, Bill; Andersen, Ivar
Subject: RE: RFP No. R06-07-086 - Emergency Stand By Power at the St Thomas WPCP - Hydromantis Late Bid
Attachments: Hydromantis Purolator Info 2.pdf

Mike Newbigging:

Further to your faxed letter dated October 4 and the Purolator letter dated October 4 (attached), I have spoken to Sarah Crothers at Purolator regarding the confusion. I indicated to Sarah that no delivery attempt was made on Friday, September 29 at 10:19 and I have confirmed this with staff at both receiving counters on the first floor. The package was never brought into the building by Purolator. The driver automatically returned the package to the shipping facility requesting a department name. I mentioned to Sarah that we will accept any parcel without a department name and the driver can ask any staff member for assistance if a department name is absent. It is the driver who took it upon himself not to deliver the package because it did not have a department name. I would like to point out that there is no field on the bill of lading for both the individuals name and department so when Purolator indicated that we imposed this requirement it is false, the driver imposed this requirement and failed to deliver your proposal package. As I indicated before, your package was addressed with my name and would have been signed for, if it was brought into the building. The package was not brought into the building until October 3/06 @ 12:47 pm.

I have asked Sarah at Purolator to contact your office to explain this as well.

When a bidder chooses to use a third party to deliver time sensitive packages, the responsibility rests with the bidder. The City's purchasing policy clearly states "Tenders, Proposals or Expression/Letters of Interest received later than the predetermined time will not be accepted by the City, and are to be returned unopened. The RFP document further states "Delivery of Proposals by a courier service shall be the responsibility of the Bidder and will be rejected if the envelope/package is delivered to a location other than which is stated in the document and the envelope/package fails to be delivered to the Purchasing Department prior to the closing date and time."

I too am upset with Purolator and I will be writing a letter of complaint, however the purchasing bylaw is clear. I trust this clears up any confusion regarding this situation. Please contact me should you have any questions.

Regards,
Mike Hoogstra

Mike Hoogstra
Purchasing Agent
City of St. Thomas
P: 519-631-1680 Ext. 4112
F: 519-633-9019
www.city.st-thomas.on.ca

From: Mike Newbigging [mailto:newbigging@hydromantis.com]
Sent: Wednesday, October 04, 2006 11:51 AM
To: Hoogstra, Mike
Cc: Chris Mroczek

11/10/2006

Mike,

30

Further to our discussion this morning and my voice message, we have been following the issue concerning our proposal submission to the City with Purolator. Below is a copy of the delivery schedule and the attempts made by Purolator to delivery our proposal. You can view the official version on their website at <http://www.purolator.com/>

From our discussions with Purolator they are indicating that they attempted to delivery the package numerous times since we sent it on September 28, including twice on Sept 29 (two working days early) and three times on October 2 (Monday). Purolator is indicating to us that they were unable to get someone at the City to sign for the package. Could you please check with your reception as to whether this was the case and if needed we will get additional information Purolator. You indicated that half the proposals sent to you are couriered and therefore the City does accept proposals this way. Also we do apologize for not following up this delivery which is our practise, but given we had couriered proposals successfully to you in the past and we sent it two days early we had no reason to expect a problem.

As you can see the courier had our proposal since Sept 28 and it has been sealed since, and although we regret the late delivery, given Purolator's attempts to delivery our proposal we would request the City's reconsideration in receiving it.

Regards Mike

TRACKING DETAILS

PIN: 320276053776

Total Pieces: 1

Package Details:

TAXES

545 TALBOT ST.

Scan Date Scan Time Status Comment

2006/10/03 12:47 Delivered to CHRIS at RECEPTION of TAXES 545 TALBOT ST.

2006/10/03 08:40 On vehicle for delivery

2006/10/03 01:28 Shipment In Transit

2006/10/02 15:53 Address Correction Required

2006/10/02 10:21 Address Correction Required

2006/10/02 06:37 Address Correction Required

2006/09/29 17:27 Address Correction Required

2006/09/29 10:19 Address Correction Required

2006/09/29 08:32 On vehicle for delivery

2006/09/29 03:24 Shipment In Transit

2006/09/28 15:23 Received at Reception from APRIL STRAUSS of HYDRO MANTIS 420 SHELDON DR CAMBRIDGE ON

TRACKING DETAILS

PIN 320276053776

Status Delivered to CHRIS at RECEPTION of TAXES 545 TALBOT ST.

Date/Time 2006-10-03 12:47:00

Depot LONDON, ON

Tracking Phone # 1 888 SHIP-123 or 1-888-744-7123

To Company TAXES

Address 545 TALBOT ST.

Delivery Location RECEPTION

Delivery Recipient CHRIS

Delivery Signature

Mike Newbigging, P.Eng. M.Eng.

President

Hydromantis, Inc.

519-624-7223 ext 15

FAX

**HYDROMANTIS, INC.**

420 Sheldon Drive
Suite 201
Cambridge, Ontario, Canada
N1T 2H9

Date: Oct. 4, 2006

P.I.N. 110-842

No. of pages incl. cover: 2

Original to follow: Yes No ✓

TO: Purchasing Dept
City of St. Thomas

ATTENTION: Mr. Mike Hoogstra

Phone: 519-631-1680 ext 4112

Fax: 519-633-9019

☐ URGENT

FROM: Mr. Mike Newbigging

Ext. 15

Phone: (519) 624-7223

Fax: (519) 624-7224

E-mail: @hydromantis.com

REMARKS:

Re: Proposal Submission for Emergency Stand-By Power Design at the St. Thomas WPCP (R06-07-086)

Mike,

I appreciate your help in assisting us in getting to the bottom of this issue. We understand it was our responsibility to get the proposal to you by the due date and time, and we understand that you received it a day late.

However, we continue to be getting a different version from Purolator concerning the requirement for a department name for deliveries in the City. They continue to indicate that the department requirement was imposed on them by the City and that they tried to deliver the package on Friday Sept 29, 2006 at around 10 am. This is documented in the letter they have provided to us which I have attached. You indicated in your email of today, that the City would accept all parcels regardless of whether the department was shown, and that everyone at City Hall is aware of your name. Hence there is some confusion here. The scan of the package you sent to us would seem to indicate that Purolator contacted the City after this first attempt and were wrongly given your location as the Treasury department. We do not know if this caused the package to remain undelivered on the due date of Oct 2. Purolator indicates they tried again to deliver around 10 am on the due date.

Given this continued confusion surrounding the ability of proposal to be delivered by the due date, and the understanding that our proposal was sealed well before the due date, we would request that you reconsider and accept our proposal for this project (i.e. No. R06-07-086).

Regards
Hydromantis, Inc.

Mike Newbigging, P.Eng.
President

32



October 4, 2006

Hydro Mantis
420 Sheldon Dr.
Cambridge, ON
N1T 2H9

Attention: Monica

Dear Monica:

On behalf of Purolator Courier Ltd., please accept my sincere apology for the circumstances experienced by you with respect to bill of lading number, "320276053776", and the level of service received recently from Purolator Courier Ltd.

Our records indicate that Purolator received the above-mentioned shipment on September 28, 2006. The expected delivery date was September 29, 2006. A delivery attempt was made on September 29, 2006 at 10:19 a.m., but as per request from the City of St. Thomas, we were unable to complete the delivery without a department name.

Once again, please accept my apology.

Yours Truly,

Sarah Crothers
Solutions Specialist
Purolator Courier Ltd.

TRACKING DETAILS

[CLOSE](#)

PIN: 320276053776
Total Pieces: 1

E-Mail Info to:

Your Name:

Your E-Mail Address:

Package Details:
TAXES
545 TALBOT ST.

[SEND](#)

Scan Date	Scan Time	Status	Comment
2006/10/03	12:47	Delivered to CHRIS at RECEPTION of TAXES 545 TALBOT ST.	
2006/10/03	08:40	On vehicle for delivery	
2006/10/03	01:28	Shipment In Transit	
2006/10/02	15:53	Address Correction Required	
2006/10/02	10:21	Address Correction Required	
2006/10/02	06:37	Address Correction Required	
2006/09/29	17:27	Address Correction Required	
2006/09/29	10:19	Address Correction Required	
2006/09/29	08:32	On vehicle for delivery	
2006/09/29	03:24	Shipment In Transit	
2006/09/28	15:23	Received at Reception from APRIL STRAUSS of HYDRO MANTIS 420 SHELDON DR CAMBRIDGE ON	

[Click here for delivery signature](#)



Corporation of the

City of St. Thomas

33

Report No.

ES127-06

File No.

56 Sunset Drive

Directed to:

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

Date

November 14, 2006

Department:

Environmental Services Department

Attachment

Letter of October 31, 2006
by JMC Lawyers

Prepared By:

John Dewancker, Director

Subject:

Release of municipal interest of portion of a closed municipal road at the rear of the
property at 56 Sunset Drive

Recommendation:

That the City of St. Thomas release any municipal interest in a portion of the property located at 56 Sunset Drive and situated within a closed road allowance at the rear of the property.

Origin:

Attached request by JMC Lawyers for the release of a municipal interest in a part of the property at 56 Sunset Drive which previously was encumbered by a municipal road right-of-way.

Analysis

Staff has researched the subject interest through the review of the assessment roll and have discovered a trapezoidal parcel of land located at the rear of the property at 56 Sunset Drive (Roll # 030-220-027) which is located within an old municipal road right-of-way, a portion of which was previously located within the municipality of Central Elgin and the balance of which is located within the Township of Southwold. Based on the information provided by JMC Lawyers, it would appear that any interest which the municipality (Yarmouth Township, Township of Southwold now the City of St. Thomas) may have had by virtue of this subject parcel being located within an old municipal road allowance that was closed through the adoption of a by-law (unregistered), such interest can be released by the City of St. Thomas.

It is recommended that this release be confirmed by the City of St. Thomas and be communicated with JMC Lawyers.

Respectfully,

John Dewancker, P.Eng., Director
Environmental Services

Reviewed By:

Treasury

Env Services

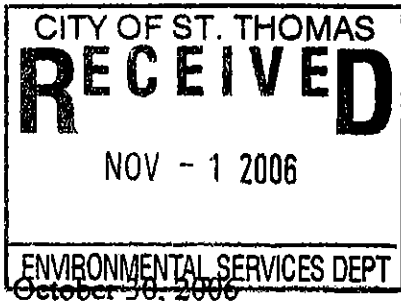
Planning

City Clerk

HR

Other

34



JD		
IA		
BC		
CF		
DW		City of St. Thomas Received
RT		NOV 01 2006
JF		
		City Clerk's Dept.
FILE		

JMC
Lawyers
PROFESSIONAL CORPORATION
Trade Mark Agent
Commissioner
Notary Public
Geologist
Lawyer

By fax

City of St. Thomas
545 Talbot St.
St. Thomas, ON
N5P 3V7

Attention: Mr. W. Graves, City Clerk

Dear Sirs:

Re: Property owned by Clara June Cooper
56 Sunset Drive, St. Thomas
Our File No.: 06-1235

We act for Clara "June" Cooper. We are enclosing herein a photocopy of the abstract of title for the above-noted property. The property description near the top of the page lists a s/t (subject to) interest of the municipality; St. Thomas. This interest refers to an unregistered bylaw 1364 which unregistered bylaw in turn concerns the closing of the municipal road, a portion of which is now included in these lands and premises.

You may recall we had this same situation on another client's property, of 48 Sunset Drive, earlier this year. You provided us with a certified resolution from the City releasing any municipal interest in a portion of the property located at the municipal address and situated within a closed road allowance, which we then registered on the title to the client's property.

Kindly advise this writer if you will be able to assist us with the proper processing of a document once again in the most expeditious and least costly manner.

Yours very truly,
JMC Lawyers Professional Corporation

[Signature]

Peter Lucas for Jed Chinneck
JMC:ds

REFERRED TO	
J. DEWANCKER <i>mm</i>	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	
FROM GEORGE PAC	

37 Ridout Street South, London, ON N6C 3W7 Fax: (519) 432-4811 Tel: (519) 679-6777
✓ 24 Hincks Street, St. Thomas, ON N5R 3N6 Fax: (519) 633-5211 Tel: (519) 633-6214
871 Dundas Street, Woodstock, ON N4S 1G8 Fax: (519) 421-0805 Tel: (519) 421-1230

35228-0094 (LT)

PAGE 1 OF 1
PREPARED FOR dspionev01
ON 2006/10/25 AT 09:54:12

PROPERTY DESCRIPTION:

PT LT 45 CON STRE SOUTHWOLD; PT RDAL BTN TWP SOUTHWOLD & YARMOUTH; PT LT 2 PL 192 ST. THOMAS (CLOSED BY UNREGISTERED BYLAW #1364) AS IN E165434; S/T
& T/W E165434; S/T INTEREST OF THE MUNICIPALITY; ST. THOMAS

PROPERTY REMARKS:

ESTATE/QUALIFIER:
FEE SIMPLE
LT CONVERSION QUALIFIED

RECENTLY:
FIRST CONVERSION FROM BOOK

PIN CREATION DATE:
2005/09/26

OWNERS' NAMES
COOPER, CLARA JUNE

CAPACITY SHARE
BENO

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHRD
** PRINTOUT	INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE: 2005/09/23 **					
**SUBJECT,	ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:					
**	SUBSECTION 4(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES					
**	AND ESCHEATS OR FORFEITURE TO THE CROWN.					
**	THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF					
**	IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY					
**	CONVENTION.					
**	ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.					
**DATE OF CONVERSION TO	LAND TITLES: 2005/09/26 **					
STN/3861	1958/06/10	TRANSFER	\$3,500		COOPER, CLARA JUNE COOPER, JOHN CARSON	C
E165434	1973/06/25	QUIT CLAIM TRANSFER	\$1		COOPER, CLARA JUNE	C

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.



Corporation of the

City of St. Thomas

37

Report No.

ES129-06

File No.

07-086

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

Date
November 20, 2006

Department: Environmental Services

Attachment

Prepared By: Ivar Andersen, Manager of Operations & Compliance

Addendum #2 to City, RFP

Subject: Request for Proposal Award – No. R06-07-086
Functional Design for the Woodworth Pumping Station

Recommendations:

It is recommended that:

1. Report No. ES129-06 be received for information,
2. Council accept the proposal submission of Stantec Consulting in the amount of \$25,300 plus GST for Functional Design for the Woodworth Pumping Station,
3. A by-law be prepared to authorize the execution of a Consulting Services agreement between Stantec Consulting. and the City of St. Thomas.

Origin

A Request for Proposal, RFP, was issued to three pre-qualified consultants in September of 2006 to complete a functional design for the Woodworth Pumping Station. This pumping station is experiencing frequent overflows during certain rainfall events and is in need of an upgrade to accommodate these flows appropriately. Also, the internal piping and external forcemain is in need of rehabilitation.

The Request for Proposal closed on Tuesday, September 19, 2006.

Analysis

The following is a breakdown of submitted prices;

Bidder Number	Bidder	Proposal Cost Excluding GST
1	Stantec Consulting	\$25,300.00
2	Hydromantis Inc.	\$135,304.00
3	XCG Consultants Ltd.	Did not submit

After the public opening, the proposals were checked for mandatory response requirements and calculation errors. Purchasing and Environmental Services staff has reviewed the proposals and recommend award to the low bidder, Stantec Consulting. XCG Consultants Ltd. were pre-qualified to respond to the RFP by successfully completing a submission to an earlier Expression of Interest issued by the City. This firm indicated that it would not respond to the RFP for a number of reasons including the fact that they felt that they would not be cost competitive with other larger consultants.

Council will note the very unusual and significant difference in the fee submitted by Stantec and Hydromantis. This can be explained by the fact the during the RFP process a second addendum was issued (copy attached) by the City to confirm that the approved capital budget for the engineering portion of this project is \$197,000. This information contained in this addendum was dated and therefore was no longer accurate since, subsequent to receiving the 2005 capital budget approval for this project, the Environmental Services Department had opted to initiate this pumping station upgrade through the preparation of a function design report first.

Further, the original capital budget approval was issued for a portion of the actual upgrade work in the station and did not include any combined sewer overflow control work at the station. As a result, there was an amendment to the scope of the upgrade work after the capital budget approval which was not explained to the consulting firms when the budget for the preparation of the functional design work was confirmed with them.

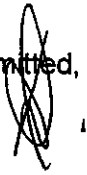
Finally, between 1991 and 2004, Consulting Engineers who previously submitted proposals to the City's Environmental Services Department were asked to provide a workplan that maximizes engineering value to the City for a given budget amount. A similar concept is just now being promoted by the National Guide to Sustainable Municipal Infrastructure prepared by NRC-FCM which advocates

Stantec Consulting is well known to City staff, having successfully completed a number of engineering projects in and around the City.

Financial Considerations:

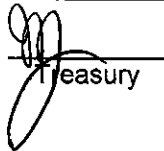
The cost of \$25,300 will be funded by the 2005 approved capital budget for this project, (\$177,000). Upon establishment of the functional design cost of the total project, an additional funding request will be made to Council as part of a future capital budget submission.

Respectfully Submitted,



For Ivar Andersen, Manager of Operations & Construction
Environmental Services

Reviewed By:



Treasury

Env Services

Planning

City Clerk

HR

Other

**CORPORATION OF THE CITY OF ST. THOMAS
REQUEST FOR PROPOSAL NO. R06-08-310
WOODWORTH AREA SEWAGE PUMPING STATION - FUNCTIONAL DESIGN STUDY**

ADDENDUM NO. 2

Bidders shall insert and state on the Form of Proposal - Price Bid Form, in the space provided, any addenda (s) received by them during the Request For Proposal period.

The following information is in response to a question submitted.

1. Clause 2.18 "Proposal Price and Budget" makes reference that the City has established a budget for this project. It would be most useful to know what the budget is for this project, so that we could tailor our proposal accordingly. Otherwise, we risk over-scoping or under-scoping the project.

Answer:

The City has an approved capital budget of \$197,000 for the engineering portion of this project. Once a total project cost estimate has been established, additional funding will be requested for construction.

NOTE:

Please acknowledge receipt as soon as possible, by fax: 519-633-9019 or by e-mail: mhoogstra@city.st-thomas.on.ca to indicate that you have received this document.

I, the undersigned acknowledge receipt of this addendum:

*confirmed via
e-mail*

Name: _____

Company: _____

Signature: _____



40
Corporation of the
City of St. Thomas

Report No.

TR 62-06

File No.

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

Date

November 3, 2006

Department: Treasury

Attachment:

Prepared By: William J. Day, City Treasurer

Letter of Agreement

Subject: **Provincial Gas Tax Revenues – Letter of Agreement**

Recommendation:

It is recommended that pursuant to report TR 62-06 Council adopt a by-law authorizing the Mayor and Treasurer to execute a Letter of Agreement with the Province of Ontario for the transfer of Provincial gas tax revenues to the City.

Report:

Background

Commencing in October 2004, the province provided 1 cent per litre of gas tax funds to municipalities operating public transit systems. The following year the province provided 1.5 cents per litre. The province intends to provide 2 cents per litre of gas tax funds to municipalities commencing in October 2006.

A municipality receiving dedicated gas tax funds must ensure that all funds received are used exclusively towards the provision of public transportation service. Starting in 2006, gas tax revenues are to support increased municipal public transportation expenditures and are not to reduce or replace current levels of municipal public transportation funding.

Comments

Transfers received and projected under the Provincial Gas Tax distribution program are:

Year	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009 and thereafter
Amount	\$212,890	\$319,108	\$432,711	\$432,711	\$432,711

In order to initiate the flow of provincial gas tax funds to the City for 2006 - 2007, we are required to sign the attached "Letter of Agreement" with the province. Accordingly we will require the execution of a by-law authorizing the Mayor and Treasurer to enter into such an agreement.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer

**Ministry of
Transportation**

Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto Ontario
M7A 1Z8
416 327-9200
www.mto.gov.on.ca

**Ministère des
Transports**

Bureau du ministre

Édifice Ferguson, 3^e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416 327-9200
www.mto.gov.on.ca

**OCT 25 2006**

His Worship Jeff Kohler
Mayor
The City of St Thomas
P.O. Box 520, 545 Talbot Street
St. Thomas, Ontario
N5P 3V7

Dear Mayor Kohler:

RE: Letter of Agreement between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (the "Ministry") and the The City of St Thomas (the "Municipality") Related to Funding Provided by the Province of Ontario (the "Province") to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program (this "Letter of Agreement")

This Letter of Agreement sets out the terms and conditions for the use of dedicated gas tax funds by municipalities for public transportation.

As the Province desires to increase public transportation ridership to support the development of strong communities, the Ministry has created the Dedicated Gas Tax Funds for Public Transportation Program (the "program") under which two (2) cents of the existing provincial gas tax will be provided to municipalities for public transportation expenditures.

Any funding to the Municipality by the Ministry will be provided in accordance with the terms and conditions set out in this Letter of Agreement and the Dedicated Gas Tax Funds for Public Transportation Program – 2006/2007 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which have been reviewed and are understood by the Municipality and are hereby incorporated by reference, the Ministry and the Municipality covenant and agree as follows:

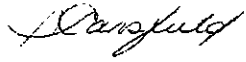
..../2

1. To support increased public transportation ridership in the Municipality, and in recognition of the Municipality's need for predictable and sustainable funding to support investments in the renewal and expansion of public transportation systems, the Ministry agrees to provide funding to the Municipality under the program in the amount of \$432,711 in accordance with and subject to the terms set out in this Letter of Agreement and the guidelines and requirements, with \$108,178 payable on receipt of this signed letter of agreement and related authorizing municipal by-law, and quarterly payments thereafter beginning in December, 2006.
2. Despite Section 1, the Municipality understands and agrees that any amount payable under this Letter of Agreement may be subject, in the Minister's opinion, to adjustment to reflect final gas tax receipts and any other adjustments as set out in the guidelines and requirements.
3. If the Municipality is involved with other municipalities in jointly providing public transportation services, and the other municipalities have agreed to the Municipality collecting the dedicated gas tax funds on their behalf, the Municipality agrees that it shall provide, in compliance with the requirements set out in the guidelines and requirements, the applicable by-law and legal agreement to the Ministry prior to the payment of any dedicated gas tax funds by the Ministry under this Letter of Agreement.
4. The Municipality agrees that the funds received under this Letter of Agreement are to be deposited by the Municipality in a dedicated gas tax funds reserve account, and are to be used only in accordance with the guidelines and requirements.
5. The Municipality agrees that it will adhere to the reporting and accountability measures set out in the guidelines and requirements, and shall provide all requested documents to the Ministry.
6. The Municipality understands and agrees that the funding provided under this Letter of Agreement represents the full extent of the Ministry's and Province's financial contribution under this Program and that no additional funds will be provided by either the Ministry or the Province for such purposes to the Municipality for the years 2006/2007.
7. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please secure the required signatures for the four enclosed copies of this Letter of Agreement and return two fully signed copies to the Transit Policy and Programs Office, 2nd Floor, Building B, 1201 Wilson Avenue, Downsview, ON, M3M 1J8 for the Ministry records.

Once the Ministry has received the signed copies together with a copy of the authorizing municipal by-law, the Ministry will make arrangements for the payment of the dedicated provincial gas tax funds to the Municipality.

Sincerely,



Donna Cansfield
Minister of Transportation

I have read and understand the terms of this Letter of Agreement, as set out above, and by signing below I am signifying the Municipality's consent to be bound by these terms.

The Corporation of the The City of St Thomas

Per: _____ Date: _____
Mayor

Per: _____ Date: _____
Chief Financial Officer/Treasurer



Corporation of the
City of St. Thomas

44

Report No.

TR 63-06

File No.

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

Date
November 10, 2006

Department: Treasury

Prepared By: William J. Day, City Treasurer

Attachment:

Schedule A

Subject: September 30, 2006 Current Budget Monitoring Report

Recommendation:

In connection with Report TR 63-06, it is recommended that Council approve the September 30, 2006 current budget monitoring report.

Report:

Background

At its August 16, 2004 meeting, Council directed Administration to provide a June 30 and September 30 current budget monitoring report each year.

Pursuant to Council's direction, we have developed a current budget monitoring report using financial information as at September 30, 2006. The Report uses financial information and other knowledge available to staff as at the reporting date to project the operating surplus/deficit for the year.

September 30, 2006 Current Budget Monitoring Report

Attached Schedule "A" identifies projected operating surplus and deficit information by functional area for 2006. It is noted that functional areas not identified on the Schedule are projected to be in line with approved budget estimates. At this time we forecast a 2006 operating surplus of \$1,295,678. The following items are noteworthy.

- The City continues to realize the monetary benefits of a strong local economy as evidenced through a projected budget surplus for net supplementary property taxation revenues.
- The timing of Provincial revenue transfers and capital project cash flow, coupled with higher investment interest rates will result in a surplus in investment income earned this year.
- Land Ambulance costs will be lower than budgeted due to an increased commitment by the Province to fund the service commencing this year.

2007 Current Budget and Property Tax Impacts

We are presently forecasting a 2006 operating surplus of \$1,295,678. Prevailing legislation requires that any operating surplus or deficit be carried forward to the subsequent years operating budget. Council will recall that the 2006 budget was greatly assisted by the 2005 operating surplus of \$2,168,000. Accordingly, anything short of this in 2006 will be required to be absorbed in the 2007 budget and potentially result in an increase to the property tax levy.

Conclusion

We presently project a \$1,295,678 operating surplus for 2006. This represents our final formal report to Council on operating budget performance this year.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer

Schedule A

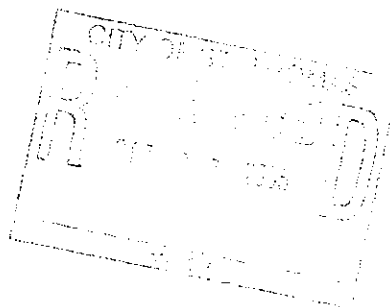
September 30, 2006 Current Budget Monitoring Report

Department	Surplus (Deficit)	Description of Surplus (Deficit) Item
Corporate Services	600,000	Increased investment income due to higher interest rates and improved cash flow re timing of Provincial revenue transfers and capital expenditures
	50,000	Interest and Penalty on Tax Arrears
	63,000	2005 Health Unit surplus
	(10,900)	Former Valleyview - Environmental site assessment
	(30,000)	Former Valleyview - Utilities and maintenance costs
	(56,000)	Unbudgeted capital expenditure - Elm Street/Peach Tree Boulevard
	(40,000)	Unbudgeted capital expenditure - Ron McNeil Line/Pine Valley Drive
	55,000	Property Tax Capping adjustments lower than budgeted
Taxation	400,000	Increased Supplementary Taxation Revenues net of Taxation Reductions
Elections	(7,500)	Cost increases for voter tabulators/unconfirmed Can. Citizens/staff wages
Mayor & Council	(10,000)	City's 125th anniversary celebration
Mayor's Office/Management Board	20,000	Staff cost savings
Treasury Department	40,000	Increased Bingo Revenues
	5,000	Increased Tax Certificate Fees
Police Services	(60,000)	Overtime/legal fees/office furniture and fuel costs
	(36,500)	Replacement of cruiser
Justice Building	20,000	Utility cost savings
Fire Department	(35,000)	Additional overtime cost partially offset by full time wage savings
Provincial Offences Act	20,000	Increase in Provincial Offenses Act Revenues
Building and Plumbing	60,000	Increased Building, Plumbing, Sewer, Sign permit revenues
Memorial Arena	-	Increased overtime (\$30,000) offset by other staff cost savings (\$30,000)
	30,000	Utility cost savings
Community Centre Complex	(5,800)	Safety rails
	(60,000)	Increased overtime (\$70,000) partially offset by other staff costs (\$10,000)
Library	20,000	Staff cost savings due to retirements and late hiring of part time staff
Culture	(5,000)	Horton Street Market Manager
Seniors Centre	(5,122)	North movable wall partition
Airport	50,000	Additional revenue realized from rental of runway
Health Services	202,000	Land Ambulance cost reduced due to increase in Provincial funding
	(7,500)	St Thomas Cemetery - proactive tree maintenance program
Sanitation	30,000	Increase in Waste Diversion Ontario Blue Box Recycling subsidy
Total Surplus/(Deficit)	1,295,678	
Note:		
Functional areas not shown in the above are projected to have no surplus or deficit for 2006.		

October 23, 2006

46

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



Dear Mayor Kohler and Members of the Council;

The St. Thomas-Elgin Public Art Centre has been the primary cultural centre for St. Thomas since 1969.

Over these 37 years the Centre has made substantial contributions to the quality and enrichment of life in St. Thomas and Elgin County through art exhibitions, educational programming, special events, lectures, seminars, arts advocacy and community partnerships. In addition, the Art Centre, is guardian of a permanent collection of approximately 850 works of art dating from the 1800's to the current day. This collection is an invaluable visual heritage and features the work of significant local, regional, and national artists.

Over the past few months we have launched an ambitious program that has already realized additional income and a very significant rise in overall attendance of 60-65%. This is a clear indication that we are experiencing community support and demands for culture and the arts that is unprecedented in our history. However, with the increase of programming comes additional increase in costs, time and energy. We have a deep commitment to continue to respond to this trend and to address the need for greater opportunities in the community to enjoy and appreciate the arts.

However, with the untimely cessation of Bingo funds half way through the current year and the loss of our Nevada placement we are in the situation of running a deficit budget. Normally, through these venues we would have realized approximately 20% of our total operating budget. With the loss of these funds the percentage raised will be cut to 10%. This represents an operating deficit of \$20,000 for the current year. On behalf of the Board of Directors, I am submitting a request to Council to acknowledge our unprecedented commitment to the enrichment of our community, to recognize our financial shortfall and to consider additional financial assistance to support the completion of our ambitious program.

Please know that I am available if any further information or discussion is considered necessary.

Sincerely,

David Bobier
David Bobier
Executive Director/ Curator

REFERRED TO	
W. DAY	10/23/06
T. JOHNSON	10/23/06
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
RECOMMENDATION	<input type="checkbox"/>
FROM: M. KENNEDY	



Corporation of the

City of St. Thomas

47

Report No.

ES122-06

File No.

08-320

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

Date
November 20, 2006

Department: Environmental Services

Attachment

Prepared By: Dave White - Supervisor of Roads & Transportation

Subject: **Tender Award – No. 08-320**
Wellington Street/Stokes Road - Intersection Traffic Signal with Audible Pedestrian Assistance and Associated Civil Works

Recommendation:

THAT: Report ES122-06 be received for information; and further,

THAT: Council accept the tender submitted by Erie Thames Services Corporation in the amount of \$166,686.06 (including taxes); and further,

THAT: Council approve the sources of funding for this work as shown in report ES122-06 noting that surplus Move Ontario funding, \$55,100, and that \$20,000 of unbudgeted capital levy to be identified in the September 30, 2006 budget monitoring report, is required to supplement the existing 2006 Capital Budget of \$125,000.

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

Origin

At the meeting of May 15, 2006 Council received report ES63-06 and carried the following;

THAT: A full intersection traffic control signal be installed at the intersection of Wellington Street and Stokes Road; and further,

THAT: The traffic control signal include provision for hearing and sight impaired; and further,

THAT: A sidewalk be constructed at the entrance of Elgin Mall.

At the meeting of September 11, 2006 Council received report ES07-06 and carried the following;

THAT: Council accept the proposal submission of Delcan Corporation in the amount of \$15,370.00, including taxes, for Project Design, Contract Preparation, Project Inspection and administration of Capital Project 08-320 – The installation of Traffic Control Signalization with Audible Pedestrian Assistance at the intersection of Wellington Street and Stokes Road; and further,

THAT: The source of funding is the 2006 Capital Budget, Part 1, as approved by City Council; and further,

THAT: A by-law be prepared to authorize this proposal award; and further,

THAT: Delcan Corporation go forward with proposal contract preparation and staff return with a report to Council for approval of the successful bidder for tendered construction works for this project.

Analysis

A tender for the required works for Wellington Street/Stokes Road Intersection Traffic Signal with Audible Pedestrian Assistance closed on November 8, 2006 at 2:00 p.m.

It should be noted that in order to provide for a safe vehicle/pedestrian operation, the final recommended intersection design had to include Civil works on private property (Elgin Mall – Riocan Properties). With the approval of Riocan Properties Management staff, the removal of the existing traffic island, additional curbs for appropriate traffic control and additional sidewalk features were required. As well, the City is in the process of acquiring easement rights on Elgin Mall Property for a portion of the traffic light installation. The final design is attached for the information of the members.

Two bids were received and the total prices before taxes are as follows;

Bidder Number	Bidder	Total Tender (before taxes)
1	Erie Thames Services Corporation	\$166,686.06
2	Pachecos Contractors Limited	\$223,777.77

After the public opening the tenders were checked for mandatory response requirements and calculation errors.

Expected Project Timing:

The project will be started as soon as possible after contract award. The work should be completed in December depending on weather conditions and parts availability.

Financial Considerations:

The following represents the proposed expenditures and funding sources for this project (all costs shown including taxes).

Expenses

Delcan Corporation (project administration)	\$ 15,370.00
Erie Thames Services Corporation (signal and civil work)	\$166,730.00
Ontario Land Surveyor (for registration of easement)	\$ 3,000.00
Traffic Signal Controller (ordered in advance)	\$ 15,000.00
Total funding required for project 08-320	\$200,100.00

Sources of Funding

2006 Capital Budget Allocation	\$125,000.00
2006 Move Ontario – CP Crossing – project cancelled	\$ 15,000.00
2006 Move Ontario – Road Resurfacing - surplus	\$ 30,000.00
2006 Move Ontario - Slurry Seal - surplus	\$ 10,100.00
Unbudgeted Capital Levy	\$ 20,000.00
Total sources of funding	\$200,100.00

Respectfully,



for Dave White – Supervisor of Roads and Transportation
Environmental Services

Reviewed By:


Treasury


Env Services

Planning

City Clerk

HR

Other



Corporation of the

City of St. Thomas

49

Report No.

ES123-06

File No.

07-046-01

05-083-00

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

Date
November 20, 2006

Department: Environmental Services

Attachment
Letter from the YWCA
Letter from MADD
Letter from Thumbs Up

Prepared By: Dave White - Supervisor of Roads & Transportation

Subject: **St. Thomas Transit Services
Ridership Growth Strategy and Asset Management Plan
Review Committee Implementation Plan**

Recommendation:

THAT: Report ES123-06 be received for information, and further,

THAT: Council endorse the Ridership Growth and Asset Management Plan Review Committee Implementation Plan for 2007 and 2008 as contained in report ES123-06.

Origin

At the meeting of February 6, 2006 Council carried the motions approving the November 2005 I.B.I. Ridership Growth and Asset Management Plan in principal.

At the meeting of June 12, 2006 Council carried the motions approving the formation of The Ridership Growth and Asset Management Plan Review Committee.

At the meeting of August 21, 2006 Council carried the motions approving the Mission Statement of the Ridership Growth and Asset Management Plan Review Committee and the meeting schedules.

*"To review the Ridership Growth & Asset Management Plan
along with related transit issues, to arrive at a consensus on the issues
while preparing an acceptable implementation plan for City Council".*

We thank the following members of the Committee for their input and support during this process;

- Alderman Terry Shackelton, representing Council,
- Claire Jackson, The City Accessibility Advisory Committee representative,
- Nila Roberts-Neef and Jim Witowski, Current Aboutown driver/representatives,
- John Gill, Aboutown Transit Management staff,
- Betty Maciejowski, City Treasury Department,
- Sandra Datars Bere, representing Ontario Works,
- Scott Taylor, representing The Thumbs Up group,
- Mary Cosyns, representing Elgin Association for Community Living,
- Sue Huber, Elgin St. Thomas Health Unit,
- Sharon Lechner (Alt. Terry Carroll), representing The United Way,
- Representing the transit customers; Floyd Donald, Margaret Donald, Faith Clark, Cathy Topping, Joyce Hutton, Violet Van Tassel
- Representing Environmental Services Staff, John Dewancker, Ivar Andersen and Dave White.

Analysis

As a result of the above motions of Council, a total of four Ridership Growth and Asset Management Plan Review Committee meetings were held on September 6th, 13th and 20th and October 17th. In addition, a Public Information Centre was held on October 4th to gather input from the Public. During this same time period, the transit ridership was invited to contribute to a ridership survey and invited to the Public Information Centre.

During the first three meetings of the Committee, the Ridership Growth and Asset Management Plan was reviewed in detail. In general, by the fourth meeting it was found that while most of the recommendations were desirable, the timing of some components of the plan was found to be too aggressive. The key conclusion that was arrived at by the Committee was that while increased service levels were desirable in the long term (and by some of the ridership), needed Capital improvements should be completed as a top priority for the short term.

The Ridership Surveys were summarized for the Committee as follows;

High Priorities affecting the operational aspect of both services, from the 89 surveys received;

1. Evening Service to 10:00 p.m. Monday to Saturday
2. Morning Service from 6:15 a.m. Monday to Saturday
3. Sunday Service
4. Additional Route for Conventional and additional bus for Paratransit service
5. New buses and infrastructure

The following chart illustrates the current transit fleet, the status of the fleet, and the planned replacement schedule through 2011. Upon approval of this schedule by Council it will be forwarded to the Ministry of Transportation for assessment of transit renewal funding. As you can see, the replacement of two 30' low floor buses and one Cutaway bus, and the purchase of one new Cutaway bus by the end of 2008 will bring our transit fleet up to date for our current system requirements and a potential five route system if desired (an 11 bus fleet is the minimum). Two replacement Cutaway buses will be required in 2011.

System Use	Model Yr	Description	Status	Planned Replacement Interval (to be submitted to MTO for funding)				
				2007	2008	2009	2010	2011
Conventional	1997	30' Champion	Out of Service	Replace				
Conventional	1997	30' Champion	In Service		Replace			
Conventional	1998	Ford Cutaway	In Service	Replace				
Conventional	2003	Ford Cutaway/Lift	In Service					Replace
Conventional	2003	Ford Cutaway/Lift	In Service					Replace
Conventional	2004	Ford Cutaway/Lift	In Service					
Conventional	2005	Ford Cutaway/Lift	In Service					
Paratransit	2006	Ford/Glaval Cutaway/Lift	In Service					
Paratransit	2006	Ford/Glaval Cutaway/Lift	In Service					
Paratransit	2006	Ford/Glaval Cutaway/Lift	In Service					
Conventional	2008	Cutaway/Lift	New Service		New			

The Current Transit Funding Balance Report – As of December 31, 2006

In order to put the funding streams in perspective, it was important for the Committee to review the projected balance as of December 31, 2006. The approved items in the summary of planned expenditures during the period 2005-2006-2007 are;

- 2004 New Years Eve service
- IBI Study, November 2005 Ridership Growth and Asset Management Plan
- A portion of the purchase of four replacement buses (one in 2005, three in 2006 all currently in service)
- A portion of the transit operating costs of administration (Technician) which will be totally covered by operating budget in the 2007 submission
- Upgraded snow removal program at bus stops/shelters in operating costs
- HOLDING New and replacement shelters as soon as accessibility standards are published
- HOLDING Upgrading existing shelters and bus stop signs as soon as accessibility standards are published
- Downtown Transit Terminal Design and Construction in 2007
- Additional fare equipment

In summary, the 2006 Funding Balance Report (provided by Treasury Dept.) is as follows;

Provincial Transit Gas Tax funding received (2004-2006)	\$638,670.00
AMO Funding received (2005-2006)	\$ 78,915.00
<u>Approximate Interest received</u>	<u>\$ 4,987.10</u>
TOTAL FUNDS RECEIVED	\$722,572.10

<u>TOTAL Approved Spending (2005-2006-2007), details noted above</u>	<u>\$471,933.40</u>
---	----------------------------

<u>PROJECTED FUNDING BALANCE AT DECEMBER 31, 2006</u>	<u>\$250,638.70</u>
--	----------------------------

The 2007 Implementation Plan

In order to develop a plan that follows the Mission Statement, there were a number of issues that were reviewed coming from the Ridership Growth Plan, Public Input and the Municipal Accessibility Advisory Committee. The consensus of the Committee is as follows;

General Policy Related Issues

- Address requests for reduced ticket prices from all areas (Y.W.C.A. and School Boards) by offering the monthly pass rather than further reduced fares as it was felt that the fares are already heavily subsidized by the general public and are effectively reduced through monthly passes
- Address requests for FREE ANNUAL SPECIAL SERVICES such as New Years Eve service (M.A.D.D. request), by making this an annual service for the full Conventional/Paratransit systems from 7:00 p.m. to 2:00 a.m. (four buses on conventional routes, one bus for Paratransit reservations, and Fantasy of Lights service (Thumbs Up Group request) by making this an annual event for four evenings in December (to be determined), and Seniors Picnic bus service by making this an annual event for the full conventional system with two special buses going into Pinafore Park from 9:00 a.m. to 3:00 p.m. (all estimated at an additional \$10,000/yr in the operating budget)
- Remove the Paratransit registration fee (estimated at a reduction in revenue of \$7,000/yr in the operating budget)
- Do not use "Through Routing" concept on existing routes
- Maintain the existing level of service for shelters
- Defer any implementation of increased level of service with respect to routes until pilot studies recommended in the 2008 implementation plan have been completed and analysed.
- Maintain our existing transit marketing strategy and transit identification
- Maintain our existing services to within the City limits
- Downtown transit terminal hours reflect the new contract whereby staff will be present on Saturdays
- Do not consider additional service by regular transit to the doors of WalMart mall due to time constraints and pedestrian/vehicle safety issues. A door-to-door service for disabled riders is provided by the Paratransit component of the City's Transit service.
- Maintain the current criteria for Paratransit service
- Accommodate scooters on specialized service if they can be transferred safely to a fixed seat

For Implementation During 2007

- Follow through with the first priority of the Ridership Growth and Asset Management Plan whereby Rolling Stock (buses), Downtown Transit Terminal Improvements, Bus Shelters and Bus Stop Signs and are completed first (funds for bus shelters and signs are already allocated).
- Tender for two replacement buses, (1) diesel powered low floor fully accessible bus and (1) diesel cutaway accessible bus (estimated at \$500,000.00 from the Transit Gas Tax Reserve)
- Complete the Downtown Transfer Terminal Improvements (originally estimated at \$325,000 but now estimated at \$400,000 from the Transit Gas Tax Reserve)
- Introduce "One Fare for All" ticket sales strategy and introduce a fare schedule change for both transit systems effective July 1, 2007 (estimated at net \$0. effect on the operating budget);

All Riders \$2.50 cash each ride for either service
All Riders \$2.00 each advance ticket for either service
All riders \$60.00 monthly pass for either service
Children 5 and under ride free with a parent/guardian

- Leave the fixed route service along Edward Street to Barrie Boulevard until it is proven that an Express Run could handle the demand.
- Work on Tweaking the existing four routes for schedule adherence
- Develop a fifth route that operates as an Express/Commercial route, and get stakeholder input with future implementation
- Consider reversing the south end loop on Route 4 if required
- Remove any existing shelters that are not being utilized
- Move any existing shelters as a result of route changes
- Install new and replacement shelters once the Provincial Transit Accessibility Standard is developed
- Once routing has been finalized, replace existing bus stop signs with double sided and larger graphics for visually impaired
- Service to future developments will be addressed upon conducting an ongoing analysis and as road access to new developments is created
- Consider smaller cutaway buses as a result of their reliability
- Explore having monthly Paratransit passes available (addressed with above)
- The Municipal Accessibility Advisory Committee be part of bus selection process
- Advise Aboutown of approved service level increases for 2008 (planning ahead for staffing etc.)

The 2007 Funding Report (estimated based on above initiatives)

PROJECTED BALANCE AT DECEMBER 31, 2006	\$250,638.70
Expected Provincial Transit Gas Tax funding for 2007	\$425,780.00
AMO Transit Funding Estimated for 2007	\$ 78,915.00
Ontario Transit Vehicle Replacement Program Estimated for 2007	\$125,000.00

TOTAL FUNDING BALANCE

52

\$880,333.70

TOTAL Implementation Plan Spending (2007)

\$900,000.00

PROJECTED FUNDING BALANCE AT DECEMBER 31, 2007

(\$19,666.30)

(With no service level increase from Gas Tax Reserve account)

(All efforts will be made to keep the reserve out of a deficit status)

For Future Implementation - 2008 and Beyond

- Once the Capital improvements have been successfully completed, the next priority would be operational improvements such as extended hours and additional routes or service
- Tender for two replacement buses, (1) diesel powered low floor fully accessible bus and (1) diesel cutaway accessible bus (estimated at \$500,000.00 from the Transit Gas Tax Reserve)
- Consider more Paratransit service instead of accommodation on conventional transit
- Consider increasing Paratransit/Conventional hours of service

The 2008 Funding Report (estimated based on above initiatives)

PROJECTED BALANCE AT DECEMBER 31, 2007

(\$19,666.30)

Expected Provincial Transit Gas Tax funding for 2008

\$425,780.00

AMO Transit Funding Estimated for 2008

\$ 78,915.00

Ontario Transit Vehicle Replacement Program Estimated for 2007

\$125,000.00

TOTAL FUNDING BALANCE

\$610,028.70

TOTAL Capital Implementation Plan Spending (buses) (2008)

\$500,000.00

PROJECTED FUNDING BALANCE AT DECEMBER 31, 2008

\$110,028.70

(With no service level increase from Gas Tax Reserve account)

Estimated Costs of Service Level Increase Options in 2008;

It is suggested that any service level increases be tested for a six-month period and where the service is financially viable by meeting the existing revenue/cost ratios during the six-month trial, the test would be considered a success and the program would be recommended to continue.

Option 1)

A six-month test (July 1, 2008 to December 31, 2008) of the 5th Route - Express Commercial concept and additional Paratransit bus (estimated at \$140,000 including expected revenue).

Option 2)

A six-month test (July 1, 2008 to December 31, 2008) of the extended Evening Service Hours to 9:45 p.m. for both Conventional and Paratransit Services (estimated at \$120,000 including expected revenue).

Option 3)

A six-month test (July 1, 2008 to December 31, 2008) of extended Morning Service Hours from 6:15 a.m. for both Conventional and Paratransit Services (estimated at \$40,000 including expected revenue).

Financial Considerations:

The cost of operational changes recommended for 2007 (Free annual services and Paratransit registration fee) total \$17,000 and will be addressed during the 2007 operating budget approval process.

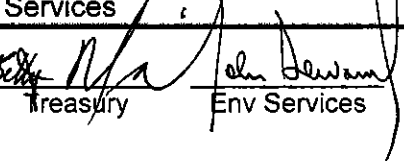
The financial planning component of this report, which provides the planned expenditures for transit service during the next two-years and relates those expenditures to the expected funding that will be made available from various government sources has been reviewed by the Treasury Staff.

Respectfully,



Dave White – Supervisor of Roads and Transportation
Environmental Services

Reviewed By:



Treasury

Env Services

Planning

City Clerk

HR

Other



ST. THOMAS CHAPTER
 P.O. Box 23016, 417 Wellington Street, St. Thomas, Ontario, Canada N5R 6A3 Telephone: (519) 637-3333
 E-mail: maddstthomas1@rogers.com

October 2, 2006
 Mr. David White
 City of St. Thomas Environmental Services
 P.O. Box 520
 St. Thomas, Ontario
 N5P 3V7

Dear Mr. White:

MADD St. Thomas was formed in 1999 by a group of concerned citizens committed to stopping impaired driving and supporting victims of this senseless crime. Every day, on average, 4 Canadians are killed and 192 Canadians are injured on our roadways due to alcohol related crashes. Traditionally there is a higher incidence of impaired driving crashes during the holiday season.

In 2004 free bus service was provided in St. Thomas on New Year's Eve. This service was well utilized and feedback from our residents was positive. I believe that council shares our commitment to keep our community a safe place to live and on behalf of MADD St. Thomas I urge Mayor Kohler and St. Thomas City Council to renew their support of this service.

Sincerely,

Kathy Gilchrist
 President



July 26, 2006

Honourable Mayor Jeff Kohler and City Council Members
545 Talbot St.
St. Thomas, Ontario
N5P 3V6

Dear Mr. Mayor and Council Members,

Please accept this letter as a request to continue our arrangement to purchase children's bus tickets at a reduced rate for the YWCA Summer Camp.

We currently have approximately 35-45 children per week attending camp. As a not-for-profit organization, it is our goal to offer services to families regardless of their ability to pay. Many of our clients are families living below the poverty line, facing multiple barriers, and whose children truly deserve and need an opportunity to attend camp and public swim.

The children who attend the camp take the city bus both ways, four days a week to go to the Jaycees Pool. We pay the admission price to the City of St. Thomas for each child to attend the public swim. We are currently out of bus tickets and it has been our practice to contact the city to purchase tickets in bulk at a reduced rate. However, this year the current staff, who would have been unfamiliar with this practice, are requesting an official letter to confirm this previous approval.

We apologize for this short notice, but we are asking for your cooperation in approving that this reduced rate of \$.50 per child's ticket continues. The difference in cost makes the determination as to our ability to consistently take the children to the public swim. For many of our children it will be the only chance they may have to attend the outdoor pool.

At this time we need to purchase a minimum of 1,000 tickets for the balance of the summer as soon as possible. We would ask for you to continue to honour our long-standing pricing of \$.50 per ticket.

If you have any questions at all or require clarification, please don't hesitate to call. You may speak to Marla Champion or Betty Barnhardt.

Thank you for your time and consideration,

Marla Champion
Executive Director
YWCA St. Thomas Elgin
519-631-9800



55

Handwritten initials and a large number 12.

Thumbs Up!
ACCESS AND AWARENESS COMMITTEE
ST. THOMAS - ELGIN

November 23, 2005

Mr. David White
P. O. Box 520, City Hall,
545 Talbot St.,
St. Thomas, Ontario
N5P 3V7

Dear Mr. White,

At our last meeting, we held an avid discussion about the transportation provided by the city and the lack of transportation to the Fantasy of Lights display. Hearing that the Fantasy of lights may disband due to lack of volunteers, what we have to say maybe a moot point for the 2006 year but is critical to this year, 2005.

Firstly, we would like to commend the city on its Paratransit system. We think it is one of the best in Ontario. We know that it is a costly operation to run, but we feel that it and the transit buses should some how access the Fantasy of Lights during the month of December as a special program for the local citizens of St. Thomas.

Couldn't the bus route that runs near the park go through the park after 5:00 PM?
Couldn't a special run be advertised for Paratransit passengers and the results used to decide if a special tour could run on a designated night? Why couldn't the regular bus, that is free on New Year's Eve., make a tour of the park on the New Year's Eve run?
All of the above suggestions came out of our discussions.

Awaiting your reply,

Handwritten signature of Stan Taylor
Stan Taylor
Chair
St. Thomas Access and Awareness Committee

Cc City Council



Corporation of the

City of St. Thomas

56

Report No.

CC-54-06

File No.

Directed to:

Chairman T. Shackelton and Members of
Committee of the Whole (Protective Services and
Transportation)

Date

Nov 14, 2006

Department:

City Clerk's

Attachment

Prepared By:

Dale Arndt, Airport Superintendent

Subject:

Airport Use Quarterly Report - July 1st to September 30th, 2006

Recommendation:

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

3rd Quarter Review:

Corporate traffic was up 38 % compared to the same quarter in 2005.

Aviation (100LL) fuel sales were down 19% over the same quarter in 2005. Sales in September, generally healthy, poor weather has made flight training difficult which has had a negative impact to our volume of 100ll sales.

Jet A sales were up 38 % over the same quarter in 2005. Jet A sales did well the 3rd quarter of 2006. Lots of corporate use Therm-O-Disc, Timken, Sterling, Gorman- Rupp, Red Tail customers, Search and rescue and helicopter traffic.

We have seen more of the larger corporate aircraft 60,000kg - 75,000kg range Challengers, Gulf Streams and C130 Hercules.

Aviation sales are in pace for budget 2006 forecasted sales.

Our reduced customs service continued to be a significant obstacle in delivering the service our corporate and charter operators require.

Corporate Flights

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2006	24	60	120		
2005	32	52	75	32	191
2004	20	42	83	24	169
2003	26	38	79	25	168
2002	21	51	60	25	157

Aviation Fuel Sales (in litres)

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2006	16,484	53,066	62,556		
2005	16,360	45,641	77,266	21,300	160,567
2004	17,500	41,515	73,770	18,465	151,250
2003	20,970	57,946	65,321	26,061	170,298
2002	21,908	55,166	94,137	25,118	196,329

Turbo Fuel Sales (in litres)

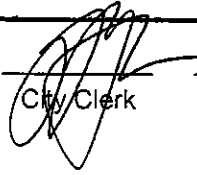
	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2006	7,699	32,870	27,400		
2005	6,680	7,797	17,134	18,200	49,811
2004	4,200	8,652	28,360	13,493	54,705
2003	5,912	7,359	17,356	16,823	37,450
2002	3,072	7,351	15,122	15,982	41,527

Respectfully submitted,



Dale Arndt,
Airport Superintendent

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





October 30, 2006

Dear City Council Members:

The residents of Caressant Care on Bonnie Place would like to book two Paratransit buses to view the Fantasy of Lights. We have booked Paratransit buses for approximately the last 6 years. The residents enjoy this outing immensely. The date we would like is Thursday, December 14th from 6:30 - 8:30 p.m. (this would include loading time). We would also like to ask if the Paratransit would consider offering a few nights to take seniors to the Fantasy of Lights in the future. This is a service that was offered a few years back and was well appreciated. Would you please notify us after the next City Council meeting on November 20th.

Thanks,

Vicki Snowsell
Vicki Snowsell
Activity Coordinator
519-633-6493

Lila Briggs
Resident Council President

Lila Briggs

REFERRED TO	
<i>J. DEWANCKER</i>	<i>AKK</i>
<i>D. WHITE</i>	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM <i>M. KONEFAI</i>	

Caressant Care on Bonnie Place
15 Bonnie Place, St. Thomas, ON, N5R 5T8
Phone: 519-633-6493 Fax: 519-633-4247

THE NINTH REPORT OF THE SITE PLAN CONTROL COMMITTEE

November 7th, 2006

Mayor Jeff Kohler
and Members of City Council
St. Thomas, Ontario

Your Site Plan Control Committee recommends as follows:

1. That we approve the application of Walter Ostojic & Sons Limited for the proposed development of a 12-unit Apartment Building, to be located on lands that may be described as Plan 80, Block 6, Pt Lts 3, 4, 10 & 11, and Pt 1, 11R7424, City of St. Thomas, County of Elgin, subject to the following conditions:
 1. Compliance shall be made with all applicable regulations,
 2. Development of the site shall be in accordance with the final approved site - landscaping plan and servicing - grading plan,
 3. The final approved plans (amended as directed by the said Site Plan Committee) shall be filed with the Secretary of the Committee,
 4. That an agreement shall be entered into by the owner with the municipality in respect of the provision of all municipal requirements. The final approved plans shall be appended to the agreement and the agreement shall be registered on the title of the property,
 5. The following requirements shall be shown or noted on the approved plan(s) and/or incorporated into the agreement referred to above:
 - (a) parking and loading spaces shall be provided in accordance with the City of St. Thomas Zoning By-Law 50-88,
 - (b) the installation of portable signs shall not be permitted on this site,
 - (c) fencing shall be constructed as shown on the approved plans, and
 - (d) cash in lieu at a rate of 5% of the value of the land shall be paid to the City Corporation pursuant to Section 42(6) of the Planning Act, R.S.O. 1998, as amended.
2. That we approve the application of the St. Thomas Public Library for the proposed redevelopment of a barrier free access ramp, to be located on the lands known municipally as 153 Curtis Street, City of St. Thomas, County of Elgin, subject to the following conditions:
 1. Compliance shall be made with all applicable regulations,
 2. Development of the site shall be in accordance with the final approved site plans, such plans are subject to the review and approval of the Director, Environmental Services,
 3. The final as-constructed drawings (amended as directed by the said Site Plan Committee) shall be filed with the Secretary of the Committee,
 4. Council be provided with a cost estimate for the removal of the existing ramp and replacement of stairs for consideration as part of the Capital Budget Review, and
 5. The assignment of two disabled parking spaces in the South West corner of the Justice Building parking lot.
3. That the committee recommends the following with respect to Site Plan Application SPC 10-05:
 1. The applicant be required to submit a full set of revised plans incorporating the approved changes. The revised plans are subject to the review and approval of staff,
 2. Compliance shall be made with all applicable regulations,
 3. The agreement shall be amended in accordance with the revised plans and registered on title, and
 4. The inclusion of a handicap operated door to the entrance of Tim Horton's.

4. That the recommendations, directions and actions of the Site Plan Control Committee as set out in the minutes dated November 7th, 2006 be confirmed, ratified, and adopted.

All of which is respectfully submitted,

Mayor Jeff Kohler,
Chairman
Site Plan Control Committee
/jek

CANADA POST: A PUBLIC CORPORATION

WHEREAS Canada Post is a Crown corporation that is mandated by law to provide basic customary postal service while operating on a financially self-sustaining basis.

WHEREAS Crown corporations like Canada Post have both public and commercial activities, but are distinct from commercial enterprises in that they are designed to serve the public interest, not maximize profit.

WHEREAS the federal government has asked Canada Post to act like a commercial enterprise that generates commercial profits and dividends.

WHEREAS Canada Post has responded by stating that it is a commercial enterprise with a business mandate and that it must focus on its major customers.

WHEREAS millions of dollars that people pay in postage are now directed towards providing Canada Post with commercial profits (\$199 million in 2005) and the federal government with lucrative dividends (\$59 million in 2005) instead of being used to improve public postal service.

WHEREAS the goal of commercial profits and dividends is at odds with the corporation's legislative mandate to provide public postal service and its public policy objective, as a Crown corporation, to serve the public interest.

BE IT RESOLVED THAT (NAME OF ORGANIZATION OR MUNICIPALITY) write to Lawrence Cannon, the Minister Responsible for Canada Post and request that the federal government:

1. Change the financial and policy framework it uses to set targets for Canada Post so that the corporation does not have to provide commercial profits and dividends.
2. Instruct Canada Post to act like a public service, not a commercial enterprise, by using more of its profits on public postal services, including maintaining and expanding home mail delivery in rural and urban areas.

MAILING INFORMATION

Please send your letter and resolution to: The Honourable Lawrence Cannon, Minister Responsible for Canada Post, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, K1A 0N5.

Please send copies of your letter and resolution to:

1. Deborah Bourque, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
2. Your member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge).
3. Moya Greene, President of Canada Post, 2701 Riverside Drive, Ottawa, Ontario, K1A 0B1

FOR FURTHER INFORMATION

Contact George Floresco, 3rd National Vice President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3, (613) 236-7230 (extension 7900)