

AGENDA

THE THIRTY-THIRD 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 OCTOBER 10TH 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 M. Turvey

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on October 2nd, 2006.

DEPUTATIONS

Southgate Subdivision

Ms. Jennifer Waldron, 46 Riverbank Drive, will be in attendance to request that Council reconsider plans relating to a park in the Southgate subdivision, she will also present a petition from area residents.

Mr. Jim Russell, 440 Wellington Street, will be in attendance to present information to Council, on behalf of the residents, relating to a playground facility in the Southgate subdivision.

North America Railway Hall of Fame - 2006 Induction Ceremony

Ms. Diana Player, Special Events Coordinator North America Railway Hall of Fame, will be in attendance to discuss the upcoming 2006 Induction Ceremony.

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

Request to Rescind Site Plan Agreement SPC-5-04 - Offices/Retail Plaza - Southeast corner of Ron McNeil Line and Burwell Road - Inn Services

Report PD-27-2006 of the Planner. Pages 7 to 9

Municipality of Central Elgin - Notice of Application for Approval of Plan of Subdivision - File# 34T-06003 - Craigholme Estates Ltd.

Notice has been received from the Municipality of Central Elgin regarding a public hearing for an application made by Craigholme Estates Ltd. for approval of a draft plan of subdivision permitting the development of 49 lots for single-detached dwelling units located south of Ramona Lane and east of Kettle Creek Drive in the former village of Belmont.

Municipality of Central Elgin - Notice of the Passing of a Zoning By-Law Amendment - 42072 Sparta Line

Notice has been received from the Municipality of Central Elgin regarding the passing of Zoning By-law No. 910 to permit one single detached dwelling and accessory buildings and structures at 42072 Sparta Line.

Municipality of Central Elgin - Notice of the Passing of a Zoning By-Law Amendment - 46075 Fruit Ridge Line

Notice has been received from the Municipality of Central Elgin regarding the passing of Zoning By-law No. 911 to permit a bed and breakfast use as additional permitted use within the new residence at 46075 Fruit Ridge Line.

Municipality of Central Elgin - Notice of the Passing of a Zoning By-Law Amendment - 44583 Dexter Line

Notice has been received from the Municipality of Central Elgin regarding the passing of Zoning By-law No. 912 to permit the expansion of the existing rural home occupation use of selling and leasing ATV's at 44583 Dexter Line.

BUSINESS CONCLUDED

ENVIRONMENTAL SERVICES COMMITTEE - Chairman M. Turvey

UNFINISHED BUSINESS

Intersection of First Avenue and Edward Street

Intersection of Edward Street and Burwell Road

Road and Sidewalk Reserve Fund

Proposed Playground Development - Feasibility Analysis of Proposed Public/Private Partnership between City of St. Thomas and Faith Baptist Church

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

NEW BUSINESS

Request for Proposal Award - No. R06-08-315 The Design, Contract Documents, Contract Inspection & Administration for the Renovation of the Transit Terminal Building

Report ES111-06 of the Manager of Operations & Compliance. Pages 10 + 11

BUSINESS CONCLUDED

PERSONNEL AND LABOUR RELATIONS COMMITTEE - Chairman D. Warden

UNFINISHED BUSINESS**NEW BUSINESS**

Travel and Car Allowance Policy

Report HR-12-06 of the Director, Human Resources. Pages 12 to 19

BUSINESS CONCLUDED

FINANCE AND ADMINISTRATION COMMITTEE - Chairman C. Barwick

UNFINISHED BUSINESS

Cash Advances & Expenses Reimbursement Report

St. Thomas Consolidated Courthouse Project - Police Facilities

St. Thomas Community Centre - Railings for Events

Council Member Expenses

NEW BUSINESS

Road Intersection Construction - Phase I Development of Orchard Park Subdivision (Elm Street/Peach Tree Boulevard and Phase I Development of Dalewood Meadows Subdivision (Ron McNeil Line/Pine Valley Drive

Report ES109-06 of the Director, Environmental Services. Pages 20 to 26

BUSINESS CONCLUDED

COMMUNITY AND SOCIAL SERVICES COMMITTEE - Chairman B. Aarts

UNFINISHED BUSINESS

Parks Pavilion Renaming

Walk of Fame

St. Thomas Community Centre - Deficiency List

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

Intersection of Mandeville Road and Hepburn Avenue

Mondamin Street and Curtis Street

NEW BUSINESS

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

PETITIONS AND COMMUNICATONS

Memory Garden Pinafore Park - "Circle of Life" Art Feature Unveiling - October 22nd, 2006

A letter has been received from Mr. Don Beleutz and Mr. Maurice Beaudry, representatives Memory Garden Committee, inviting the Mayor, Council and Department Heads to the unveiling of the "Circle of Life" Art Feature at Pinafore Park on Sunday October 22nd, 2006 at 1:30 p.m.

Wings & Wheels Fundraiser - June 22nd, 23rd and 24th, 2007

A letter has been received from Col. Tom Lawson and Mr. Ed Holder, Directors Wings & Wheels, requesting Council's support for the Wings & Wheels Fundraiser to be held June 22nd, 23rd and 24th, 2007 at the St. Thomas Municipal Airport. **Pages 27 to 34**

Canadian Citizenship Week - Proclamation - October 16th to 22nd, 2006

A letter has been received from Mr. Monte Solberg, Minister of Citizenship and Immigration, requesting that Council proclaim the week of October 16th to 22nd, 2006 as "Canada's Citizenship Week" in the City of St. Thomas.

St. Thomas Community Centre Sculpture

A letter has been received from Mr. David Morris, 6 Prince Albert Street, requesting the opportunity to make a sculpture for the St. Thomas Community Centre.

Crossing Guard - Fifth Avenue & Myrtle Street

A letter has been received from Mr. Randy Walsh, Myrtle Street School Council Chair, requesting a crossing guard be placed at the Fifth Avenue and Myrtle Street intersection. **Page 35**

The Timken Foundation

A letter has been received from Mr. Al Riddell, President, The Maple Leaf Foundation, requesting that the St. Thomas Community Centre be named "The Timken Centre". **Page 36**

UNFINISHED BUSINESS

Minimum Maintenance Standards for Heritage Properties

Canadian Championship - Acknowledgment Signage

NEW BUSINESS

St. Thomas Community Centre

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

Alderman Aarts:

THAT: The St. Thomas Community Centre be renamed the "St. Thomas Timken Community Centre".

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 10th day of October, 2006.
2. A by-law to amend By-Law 50-88, being Zoning By-Law for the City of St. Thomas. (Permit day nursery and private school - Southeast Corner Burwell Road & Ron McNeil Line - Early Learning Centre)
3. A by-law to amend By-Law 50-88, being Zoning By-Law for the City of St. Thomas. (Permit convenience store as additional permitted use - 245 South Edgeware Road)
4. A by-law to repeal By-Law 91-2004, being a by-law to authorize the execution of a site plan agreement with Inn Services Inc. (SPC-5-04 - Offices/Retail Plaza - Southeast corner of Ron McNeil Line and Burwell Road)

PUBLIC NOTICE

NOTICES OF MOTION

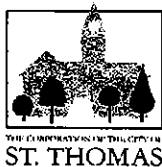
CLOSED SESSION

A resolution to close the meeting will be presented to deal with a labour relations matter.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER



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

Report No.: PD-27-2006

File No.: 2-10-06

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

Date: October 3rd, 2006

Subject: Request by Inn Services Inc. to Rescind a Site Plan Agreement for lands located at the southeast corner of Burwell Road and Ron McNeil Line.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:
- letter from Inn Services Inc.

RECOMMENDATION:

THAT: Report PD-27-2006 be received for information, and further;

THAT: By-law 91-2004, being a by-law to authorize the execution of a Site Plan Agreement with Inn Services Inc. be repealed, thereby rescinding Agreement No. 27-2004.

REPORT:


On October 2nd, 2006, Council held a public meeting with regards to a proposed zoning by-law amendment which would permit the Early Learning Centre to develop lands on the southeast corner of Burwell Road and Ron McNeil Line for the purposes of a day nursery facility and a private school. The by-law in support of this proposal has been placed on the October 10th, 2006 Council Agenda.

The subject lands to that proposed amendment were the same lands for which an application was made by Inn Services Inc. in 2003 for a zoning amendment to support commercial development in a vacant land condominium format. The commercial proposal by Inn Services Inc. was never developed, however a site plan was approved (SPC05-04) and a site plan agreement was executed between Inn Services Inc. and the City (Agreement No. 27-2004).

In order to facilitate the development of these lands for the Early Learning Centre proposal, Inn Services Inc. has requested that the site plan agreement for the proposed commercial development be rescinded (see attached letter). That agreement was authorized by Council through By-law 91-2004. A by-law to repeal By-law 91-2004 has been placed on the October 10th, 2006 Council Agenda.

The development of the subject lands for the day nursery and private school as proposed by the Early Learning Centre is also subject to site plan control. A new agreement with the Early Learning Centre will be required upon approval of their site plan by the Site Plan Committee.

Respectfully submitted,


Jim McCoomb
Planner

Reviewed By:

Env. Services

Treasury

City Clerk

Other



October 3, 2006

City of St. Thomas
P.O. Box 520
St. Thomas, Ontario
N5P 3V7

Inn Services Inc.
Box 113
Talbotville, Ontario
N0L 2K0
Ph. (519) 633-0691
Fax (519) 633-0652

Attn: Rita Murray

Re: Block One Plan 11M-98

Dear Rita:

Rezoning public meeting for this parcel of land on the southeast corner of Burwell Road and Ron McNeil Line took place on Oct 2/06. As there were no objections raised at the meeting we expect council to pass the by-law on Oct 10/06.

Enclosed is copy of document general registering the development agreement against this land.

I would assume that in conjunction with the passing of zoning by-law council will also have to rescind his agreement. Please schedule this also to occur at Oct 10/06 council meeting. As well as release of P.W. letter of credit #2003-29.

Yours truly,

Dick Greenway,
President of Inn Services Inc.

Cc: John Hogan
Pat Keenan



Document General

Do Process Software Ltd. • (416) 322-8111

SPC05-04

D

<div>FOR OFFICE USE ONLY</div> <div>E 7049210</div> <div>CERTIFICATE OF RECEIPT</div> <div>ELGIN (11) ST. THOMAS</div> <div>04 AUG 20 PM 1 12</div> <div>DEPUTY LAND REGISTRAR</div>	(1) Registry <input type="checkbox"/> Land Titles <input checked="" type="checkbox"/>	(2) Page 1 of 11 pages
	(3) Property Identifier(s) Block Property	Additional: See Schedule <input type="checkbox"/>
	(4) Nature of Document NOTICE OF AGREEMENT under Section 71 (Section 41(4) of the Planning Act)	
	(5) Consideration TWO Dollars \$ 2.00	
	(6) Description Parcel Plan 11M-98, Section 11M-98 being Block 1, Plan 11M-98 City of St. Thomas County of Elgin being all of the said Parcel.	
New Property Identifiers	Additional: See Schedule <input type="checkbox"/>	
Executions	Additional: See Schedule <input type="checkbox"/>	
	(7) This Document Contains: (a) Redescription New Easement Plan/Sketch <input checked="" type="checkbox"/> (b) Schedule for: Description <input type="checkbox"/> Additional Parties <input type="checkbox"/> Other <input checked="" type="checkbox"/>	

(8) This Document provides as follows:

The Land Registrar for the Land Titles Division of Elgin (No. 11)

I, ANDREW JOHN SANDERS, am the solicitor for the Corporation of the City of St. Thomas.

The Corporation of the City of St. Thomas has an unregistered estate, right, interest or equity in the land described in Box 6 above and hereby applies under Section 71 of the Land Titles Act for the entry of the Notice of Agreement in the register for the said Parcel.

Continued on Schedule ☐

(9) This Document relates to instrument number(s)

(10) Party(ies) (Set out Status or Interest)	Signature(s)	Date of Signature
Name(s)		Y M D
THE CORPORATION OF THE CITY OF ST. THOMAS		
by its solicitors	Per: <i>A. J. Sanders</i>	2004 10 8
Sanders, Cline	A. John Sanders	
(11) Address for Service	P. O. Box 520, City Hall, 545 Talbot Street, St. Thomas, Ontario N5P 3V7	

(12) Party(ies) (Set out Status or Interest)	Signature(s)	Date of Signature
Name(s)		Y M D
INN SERVICES INC.		
(13) Address for Service	P. O. Box 113, Talbotville, Ontario N0L 2K0	

(14) Municipal Address of Property	(15) Document Prepared by:	<div>FOR OFFICE USE ONLY</div> <table border="1"><thead><tr><th colspan="2">Fees and Tax</th></tr></thead><tbody><tr><td>Registration Fee</td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Total</td><td></td></tr></tbody></table>	Fees and Tax		Registration Fee						Total	
Fees and Tax												
Registration Fee												
Total												
	Sanders, Cline											
	P. O. Box 70											
	14 Southwick Street											
	ST. THOMAS, Ontario											
	N5P 3T5											



-10-

Corporation of the
City of St. Thomas

Report No.

ES111-06

File No.

08-315

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

Date
October 10, 2006

Department: Environmental Services

Attachment

Prepared By: Ivar Andersen, Manager of Operations & Compliance

Subject: **Request for Proposal Award – No. R06-08-315**
The Design, Contract Documents, Contract Inspection & Administration for the Renovation of the Transit Terminal Building

RECOMMENDATIONS

It is recommended that:

1. Report No. ES111-06 be received for information,
2. Council accept the proposal submission of SPH Engineering Inc. in the amount of \$21,640 plus GST for design, contract documents, inspection and contract administration for the Renovation of the Transit Terminal Building project,
3. The source of funding is the 2006 Capital budget (Provincial Gas Tax Allocation),
4. A by-law be prepared to authorize the execution of a Consulting Services agreement between SPH Engineering Inc. and the City of St. Thomas.

Origin

In 2005, Council, approved in principle, the Ridership Growth Strategy and Asset Management Plan for the transit system as prepared by IBI Group. Subsequently, an allocation of funding for the project was approved in the 2006 Capital Budget. As a result, a Request for Proposal, RFP, was issued to three pre-qualified area consultants to provide design, contract documents, inspection and contract administration for the Renovation of the Transit Terminal Building project.

The Request for Proposal closed at 2 p.m. on Thursday September 21, 2006.

Analysis

The following is a breakdown of submitted prices;

Bidder Number	Bidder	Proposal Cost Excluding GST
1	SPH Engineering Inc.	\$21,640.00
2	Donald F. Roughly & Associates Inc.	\$31,200.00
3	Thomas P. Rylett Limited	disqualified

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, SPH Engineering Inc. The proposal submitted by Thomas P. Rylett Limited, did not follow the pricing structure laid out in the RFP in that the firm submitted a cost of engineering for the project of 10% of the value of construction rather than a lump sum as required. This proposal was rejected as a result.

SPH Engineering Inc. has successfully completed a number of projects in St. Thomas. Recently, this firm represented the City on the Pinafore Park Services Building project which is now nearing completion and prior to that, this firm completed the renovation of the Public Works building.

It is anticipated that the design of the project will be completed in the fall and winter of 2006/2007 and that construction will take place in 2007. Once tenders have been called and received for the construction of the project, a further report to Council will be submitted recommending the successful contractor for the project, subject to Council approving an allocation in the 2007 Capital Budget for the construction of the project.

As directed by Council, SPH Engineering has been requested to provide additional estimates for the following additional work:

- a work plan for the design of the space required by the proposed transit functions, including ticket/pass sales, driver dispatch and paratransit bookings, to be provided at the old railway

station

-11-


- a work plan for the design requirements to retain the 2nd floor of the transit terminal building for the purpose of providing file storage space

A further report to Council will be submitted once these estimates have been obtained.

Financial Considerations:

In the 2006 Capital Budget, City Council allocated a total of \$75,000 for transit improvements funded by the City's Provincial Gas Tax allocation. This allocation includes \$25,000 for the design, contract documents, inspection and contract administration for the Renovation of the Transit Terminal Building project.

Respectfully,



Ivar Andersen, Manager of Operations & Construction
Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



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

-12-

Report No.: HR-12-06

File No.:

Directed to: Alderman Dave Warden and Members of the
Personnel & Labour Relations Committee

Date: October 3, 2006

Subject: TRAVEL AND CAR ALLOWANCE POLICY

Department: Human Resources

Attachment:

Prepared By: Graham Dart

Policy TR-05-11

Recommendation:

That Council approve Corporate Policy #TR-05-11 Travel and Car Allowance Policy as attached.

REPORT:

As part of the ongoing review of Corporate Policies it was identified that the Treasury Department policy on Travel and Car Allowance created inconsistencies in the eligibility for reimbursement of vehicle mileage expense when employees are required to use their own vehicle while conducting in-town City business.

The attached policy, as amended, creates a level playing field for all employees when they are required to use their personal vehicle for City business as well as providing adequate compensation for such.

Subject to questions, Council is requested to approve Policy TR-05-11 Travel and Car Allowance.

Respectfully submitted

Graham Dart, AMCT, CMM III
Director, Human Resources

Reviewed by:

Treasury

Env. Services

Planning

City Clerk

Valleyview

Fire



TREASURY POLICY AND PROCEDURES	SECTION:
	SUBJECT: TRAVEL AND CAR ALLOWANCE POLICY

Purpose To outline the reasonable expenses covered while a Council member or employee is conducting authorized City business, or representing the City at conferences, seminars or other such functions.

Policy Statement Council Members or Employees incurring reasonable expenses while on authorized City business shall have those expenses reimbursed as outlined in this policy and in accordance with Council approved "Rules and Guidelines for Allowable Business Expenses".

OUT OF TOWN TRAVEL Regularly scheduled conferences/courses/seminars/workshops, planned to be attended by Department Heads or subordinates each year, are to be included in the annual departmental budget.

Advances for conferences/courses/seminars/workshops must be requested on the proper claim form in time to meet the deadline for the normal processing of accounts payable cheques.

A detailed expense account is to be submitted to the applicable Department Head or to the City Treasurer in the case of Department Heads, on the proper authorized claim form (Appendix "A"), within five (5) days of returning from the conference, course, seminar or Workshop.

EFFECTIVE DATE:	SUPERCEDE DATE:
-----------------	-----------------

Policy No: TR-05-11	Section:
Page: 2 of 3	Subject: TRAVEL & CAR ALLOWANCE POLICY

Allowable reasonable expenses incurred will include:

- a) Detailed Receipts are required for all expenditures.
- b) Actual cost of meals up to \$60.00 per day.
- c) Accommodation charges at the conference/courses/ Seminar/workshop hotel/motel, on the basis of the conference/course/seminar/workshop rate or the government hotel rate for a single room.
- d) Conference/course/seminar/workshop registration fee.
- e) Reasonable gratuities.
- f) Travel by rail, air or automobile, at the lowest quoted cost.

In determining the cost of vehicle travel, mileage is to be based on 45¢ per kilometer.

Generally speaking, the use of a vehicle is to be restricted to points within a (242) kilometer radius of St. Thomas, or to points not readily accessible by rail or air transportation.

IN-TOWN TRAVEL

Vehicle mileage expense accounts relating to personal vehicle usage, are to be submitted to the applicable Department Head or the City Treasurer in the case of Department Heads, on the proper authorized monthly mileage form (Appendix "B") in the first week of each month, providing full details of the actual mileage traveled during the preceding month. Payment will be made at the current mileage rates on the first A/P cheque run after the claim is submitted.

When an employee proceeds on the City business directly from his/her residence, actual kilometers will be reimbursed for:

- a) residence to business site, or
- b) normal office to business site, whichever is the lesser.

EFFECTIVE DATE:	SUPERCEDE DATE:
-----------------	-----------------

Policy No: TR-05-11	Section: - 15 -
Page: 3 of 3	Subject: TRAVEL & CAR ALLOWANCE POLICY

In-Town Travel cont.

Reimbursement for in-city driving will be at 45¢ per kilometer
Note: All mileage rates will be reviewed annually.

Staff members receiving payments under the provision of this travel policy (reimbursement for use of personal vehicles for City business) are required to meet the following conditions, to be authorized to use personal vehicles on City business:

a) Hold a valid Ontario driver's license that is not under suspension

b) Not drive their vehicle on City business while under the influence of alcohol or illicit drugs or prescription drugs, if the prescription drugs might impair the employee's driving ability.

c) Maintain public liability and property damage insurance in the amount of at least \$1,000,000 and be able to produce proof of this insurance, if so requested by the City Treasurer

d) Maintain their vehicles in a reasonable state of repair, so as not to expose the City to any undue risk of claims, when the vehicle is being used for City business.

EFFECTIVE DATE:	SUPERCEDE DATE:
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CITY OF ST. THOMAS TRAVEL & EXPENSE CLAIM

Name: _____ Dept: _____

Purpose of Travel: _____

Destination: _____

Expense Details: (see back for allowable expenses)

Transportation: * Air Fare \$ _____
 * Train Fare \$ _____
 Automobile _____ km @ .40c \$ _____

Accommodation: * Single Room (Gov. Rate) \$ _____

Meals: * Actual cost up to \$60.00/day \$ _____

Registration: * Delegate \$ _____

 * Spouse \$ _____

Gratuities: (Other than meals) \$ _____

Entertainment & Other Exp. (Please explain below)

 * (_____)

 * (_____) \$ _____

TOTAL EXPENSES \$ _____

Travel Advance: Amount (deduct from total above) \$ _____

Due to the City _____ (Acct.# _____) \$ _____

Due to the Claimant _____ (Acct.# _____) \$ _____

(Are you claiming any costs or registration fees for any person who is not an employee of the City of St. Thomas (For explanation see reverse) _____ Yes _____ No.

I hereby certify that the expenses being claimed by me above, have been incurred on Municipal or Council approved business, and that the funds for these expenses are included in the current budget, or have been approved by the City Administrator, or are recoverable from another source outside of any City Budget.

~~~~~ **IMPORTANT:** If you are claiming any costs or registration fees for any person, who is not a City employee, see reverse for the explanation of rules under Canada's Income Tax Act. If you are claiming costs or fees for any person who is not a City employee, please forward 1 copy of this form to the Human Resources Department.

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

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

April 10, 2002



**Allowable expenses incurred will include:**

- (a) Receipts are required for all expenditures, with the exception of mileage
- (b) Actual cost of meals up to \$60.00 per day.
- (c) Accommodation charges, at the conference/course/seminar/workshop hotel/motel, on the basis of the conference/course/seminar/workshop rate of the government hotel rate for a single room.
- (d) Conference/course/seminar/workshop registration fee.
- (e) Reasonable gratuities.
- (f) Travel by rail, air or automobile, at the lowest quoted cost.

In determining the cost of vehicle travel, mileage is to be based on 35c per kilometer.

Generally speaking, the use of a vehicle is to be restricted to points within a 242-kilometer radius of St. Thomas, or to points not readily accessible by rail or air transportation.

- (g) Reasonable entertainment expenses will be considered, but must be outlined in detail and approved by the City Administrator, before any payment will be processed for these items.
- (g) Under section 6(1)(b) of the Income Tax Act and subject to the limitations set out in the City policy on allowable expenses, a portion of your costs are considered to be a taxable benefit, should any person who is not a city employee attend any conference, seminar or workshop with you.

April 10, 2002

Mileage Claim Form for the Month of

-18-

| Date        | Travel Details | Kms |
|-------------|----------------|-----|
| 1           |                |     |
| 2           |                |     |
| 3           |                |     |
| 4           |                |     |
| 5           |                |     |
| 6           |                |     |
| 7           |                |     |
| 8           |                |     |
| 9           |                |     |
| 10          |                |     |
| 11          |                |     |
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| 23          |                |     |
| 24          |                |     |
| 25          |                |     |
| 26          |                |     |
| 27          |                |     |
| 28          |                |     |
| 29          |                |     |
| 30          |                |     |
| 31          |                |     |
| Total Kms = |                |     |

|       |                      |   |          |
|-------|----------------------|---|----------|
| _____ | Kms @ .40/Km         | = | \$ _____ |
|       | Other Travel Charges | = | \$ _____ |
|       | <b>TOTAL CLAIM</b>   | = | \$ _____ |

### MONTHLY MILEAGE CLAIM SUMMARY

\$ \_\_\_\_\_ to account \_\_\_\_\_

\$ \_\_\_\_\_ to account \_\_\_\_\_

\$ \_\_\_\_\_ to account \_\_\_\_\_

\$ \_\_\_\_\_ to account \_\_\_\_\_

I certify that the information on this form is true and correctly represents the kilometres driven in connection with Municipal business only.

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

Department Head Approval \_\_\_\_\_



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

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Report No.  
ES109-06

File No.

07-025-04,09-183, 09-185

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

**Date**  
September 26, 2006

**Department:** Environmental Services

- Plans (Elm Street/Peach Tree Boulevard, Ron McNeil Line/Pine Valley Drive)
- Estimates
- August 21/06 minutes RE: Development Charges

**Prepared by:** John Dewancker, Director

**Subject:** Road Intersection Construction in conjunction with the Phase I development of the Orchard Park Subdivision (Elm Street/Peach Tree Boulevard) and the Phase I development of the Dalewood Meadows Subdivision (Ron McNeil Line/Pine Valley Drive)

**Recommendation:**

- That report ES109-06 be received as information
- That the construction of the proposed road intersection of Peach Tree Boulevard and Elm Street including the associated reconstruction of Elm Street between Neal Avenue and Peach Tree Boulevard be approved, required in conjunction with the Phase I development of the Orchard Park Subdivision, and be included in the City's approved capital program in the estimated amount of \$380,000.
- That the construction of the proposed road intersection of Pine Valley Drive and Ron McNeil Line, required in conjunction with the Phase I development of the Dalewood Meadows Subdivision, be approved and be included in the City's 2006 approved capital program in the estimated amount of \$400,000.
- That the sources of funding for the cost of these road intersection construction projects be the City Wide Development Charges Reserve Fund, Capital Projects Reserve and unbudgeted capital levy to be identified in the September 30, 2006 budget monitoring report per the sources of funding table presented in the body of this Report.

**Origin:**

- The Phase I development of the Orchard Park Subdivision by the Tarry Group will require that a new road intersection be created along Elm Street at Peach Tree Boulevard, a new major collector road that will collect the internal traffic that will be generated by the proposed new neighbourhood subdivision development and which will also connect in the future to Raven Avenue within the adjoining Applewood Subdivision.
- Similarly, the Phase I development of the Dalewood Meadows Subdivision on the former Verhoef lands by Inn Services Inc., will require that a new road intersection be created along Ron McNeil Line at Pine Valley Drive, a new major collector road that will collect the internal traffic that will be generated by this proposed new neighbourhood subdivision development and which will also connect in the future to Greenway Boulevard within the adjoining Dalewood Landing Subdivision.
- A plan showing both intersection locations is attached herewith for the information of the Members.
- The subdivision agreements for both Phase I developments require that the Subdivider construct these intersections. The cost of the construction of these intersections is included in the City-wide development charges by-law as well as in the City-wide Development Charges Reserve Fund.
- The purpose of this report is to obtain Council approval to create a capital account for each of these intersection construction projects, such that the payment for these works, which are external to each subdivision development, may be made upon these intersection works being completed by each Subdivider respectively. The proposed works need to be initiated immediately either as an engineering design project or as a construction project in conjunction with the imminent servicing of the first phases of the subject new neighbourhood developments. (Orchard Park, Dalewood Meadows).

**Analysis:**

**Peach Tree Boulevard/Elm Street**

At the August 21, 2006 meeting of Council, the inclusion of this new road intersection project in the schedule of projects, included in the Development Charge Background Study, was approved. A budget of \$150,000 was allocated for the construction of this intersection.

-21-

In addition, this intersection construction project should be complemented by the re-construction of a short section of Elm Street (approximately 100m) between Neal Avenue and Peach Tree Boulevard, in order to create the continuity of a reconstructed arterial roadway environment of Elm Street between these two road intersections and also to permit the easterly extension of a number of underground and aboveground services (sanitary sewers, looping of electrical service, trunk telephone line etc) along this portion of Elm Street. The cost of this roadwork is estimated at \$150,000 and is also included in the Development Charge Background Study.

As mentioned above, this road and intersection construction work should be undertaken in conjunction with the construction of a new sanitary sewer extension easterly from Neal Avenue. Consistent with City policy, the installation of this sanitary sewer extension on Elm Street between Neal Avenue and the new Peach Tree Boulevard intersection would need to be initiated either as a Local Improvement project or under Sections 391/400 of the Municipal Act and Ontario Regulation OR244/02.

The cost of the sanitary sewer work would therefore be recovered from the benefiting property owners on Elm Street. A further report by Environmental Services Engineering Staff will be submitted to Council to initiate this concurrent sewer extension project.

Finally, the proposed road intersection improvement works on Elm Street may require that a 3m road widening be acquired on both sides of Elm Street at the proposed intersection and/or along the subject road section.

#### **Ron McNeil Line/Pine Valley Drive Intersection**

The creation of a new road intersection at Ron McNeil Line (County of Elgin arterial road with a posted speed limit of 80km/hr) and Pine Valley Drive, a new major collector road within the Dalewood Meadows Block Plan of Subdivision will require that additional road widening and taper work be undertaken along Ron McNeil Line to create a properly operating road intersection and a safe roadway environment.

The construction cost of this road intersection including engineering and excluding contingencies is \$356,000.

#### **FINANCIAL CONSIDERATIONS:**

The total cost of above noted road intersection construction projects is estimated at \$380,000 (Elm Street/Peach Tree Boulevard) and \$400,000 (Ron McNeil Line/Pine Valley Drive) respectively. Neither of the two projects was included in the 2006 Capital Budget since the planning, design and cost estimating phase of these development has been undertaken subsequent to 2006 Capital Budget approval. Ideally these requests for project initiation and funding would be referred to the 2007 Capital Budget – Part 1 for Council consideration at that time. The introduction and approval of individual capital projects outside of the normal budgeting and priority setting process is dangerous and not normally recommended. \*

If Council deems it essential that both projects be initiated immediately and in advance of the 2007 Capital Budget – Part 1 process, we would recommend the following sources of funding:

##### **Elm Street/Peach Tree Boulevard sources of funding**

|                                                                                 |           |
|---------------------------------------------------------------------------------|-----------|
| Development charges – Roads                                                     | \$126,500 |
| Development charges – intersection improvements                                 | \$97,500  |
| Capital Projects Reserve                                                        | \$100,000 |
| Unbudgeted Capital Levy to be included in September 30 budget monitoring report | \$56,000  |
| Total Project funding                                                           | \$380,000 |

##### **Ron McNeil Line/Pine Valley Drive sources of funding**

|                                                                                 |           |
|---------------------------------------------------------------------------------|-----------|
| Development charges – intersection improvements                                 | \$260,000 |
| Capital Projects Reserve                                                        | \$100,000 |
| Unbudgeted Capital Levy to be included in September 30 budget monitoring report | \$40,000  |
| Total Project funding                                                           | \$400,000 |

Furthermore, should Council approve the initiation of the projects at this time, it is recommended that a capital project account for each of these development driven projects be created and that these project accounts be funded with these respective amounts out of the appropriate service envelopes of the City Wide Development Charges Reserve Fund and allocation of the above noted complementary sources of funding required to pay for the non-residential share of the cost of these Development Charges funded works.

Respectfully submitted

  
John Dewanker, P.Eng Director  
Environmental Services

Reviewed By:

  
Treasurer

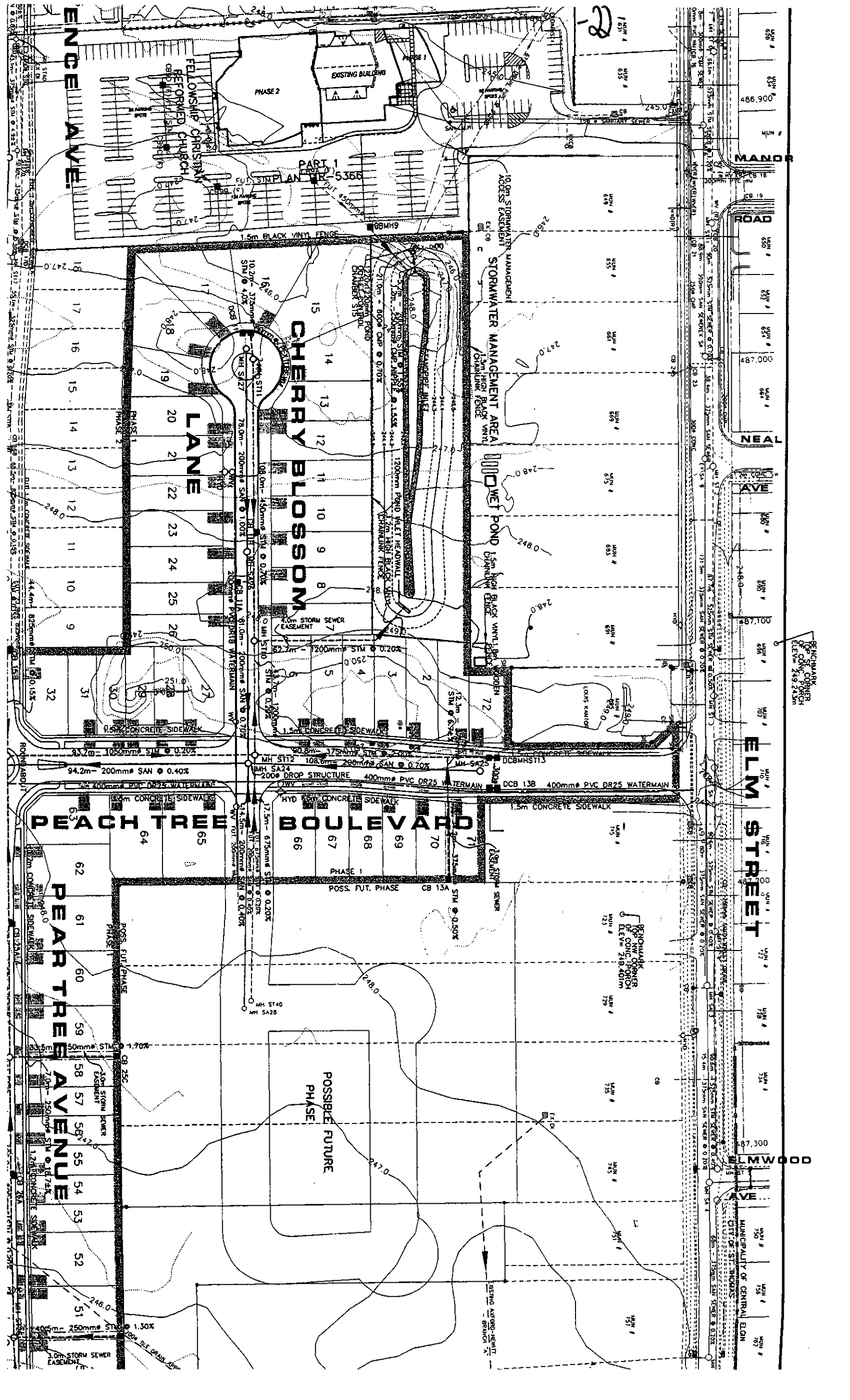
Env Services

Planning

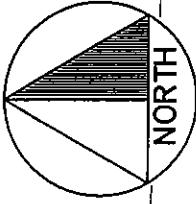
City Clerk

HR

Other



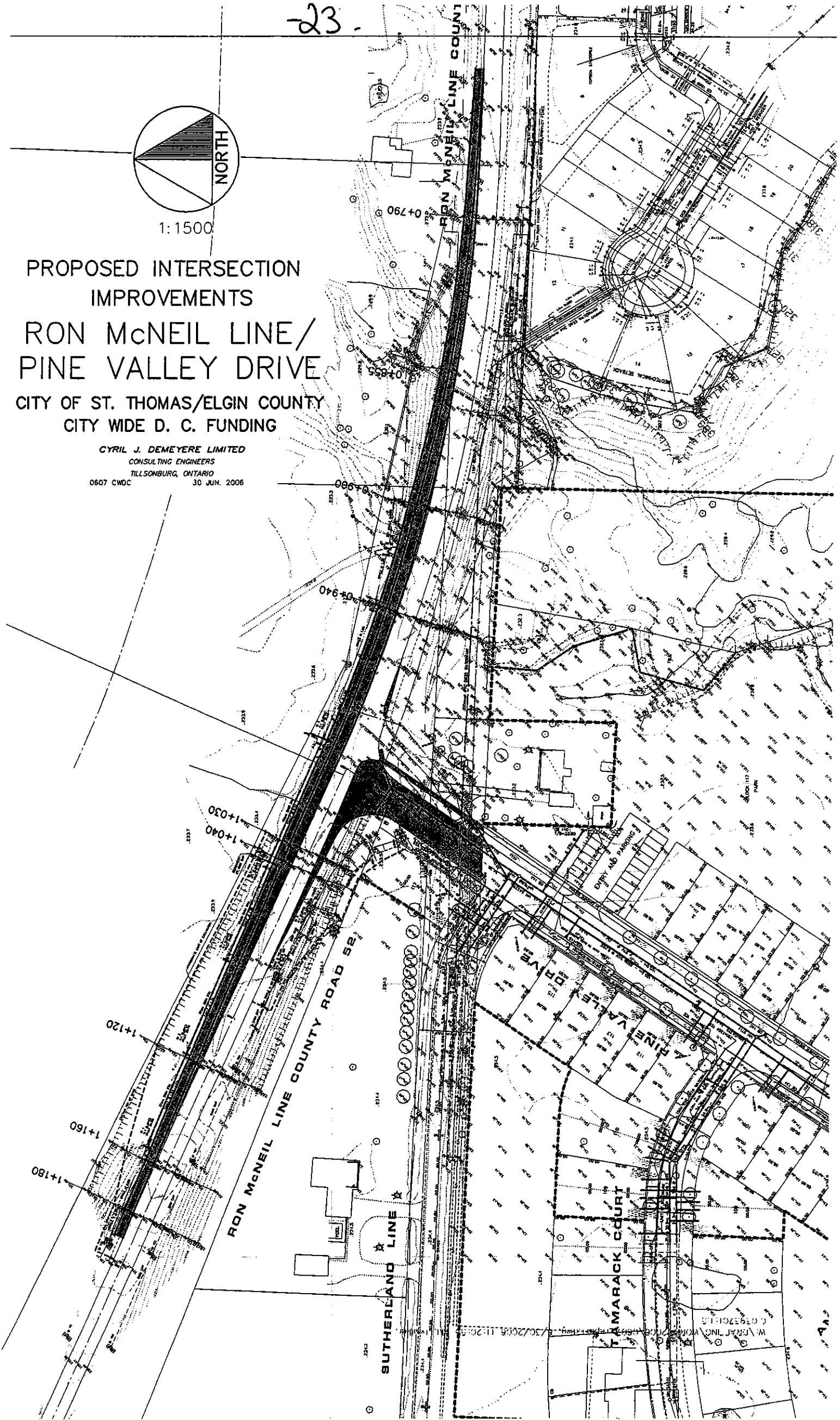
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PROPOSED INTERSECTION  
IMPROVEMENTS  
RON McNEIL LINE/  
PINE VALLEY DRIVE  
CITY OF ST. THOMAS/ELGIN COUNTY  
CITY WIDE D. C. FUNDING

CYRIL J. DEMEYERE LIMITED  
CONSULTING ENGINEERS  
TILLSONBURG, ONTARIO  
0607 CWOC 30 JUN. 2006

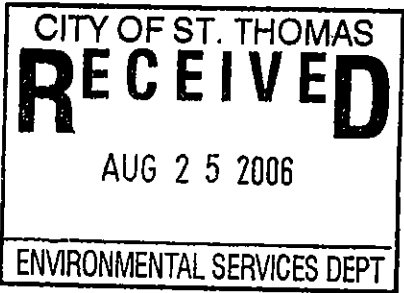


CITY OF ST. THOMAS

EXTRACT FROM THE COUNCIL MINUTES OF:

AUGUST 21ST, 2006

To: J. Dewancker, Director Environmental Services  
W. Day, Director of Finance and City Treasurer  
T. Johnson, Accounting Manager  
P. Keenan, Director, Planning



Re: Development Charges

THAT: Council approve the inclusion of the following intersection improvement and signalization projects in the capital project listing set out on page 5-49 of the Development Charge Background Study dated March 2005:

| Project Description                                          | Estimated Cost   |
|--------------------------------------------------------------|------------------|
| Southdale Line and Sunset Drive                              | \$100,000        |
| Railway Signalization on Southdale Line West of Sunset Drive | \$100,000        |
| Ron McNeil Line and Pine Valley Drive                        | \$350,000        |
| Elm Street and orchard Park                                  | \$150,000        |
| Burwell Road and Ron McNeil Line                             | <u>\$100,000</u> |
| Total                                                        | \$800,000        |

AND THAT: Council approve the deletion of the following intersection improvement and signalization projects from the capital project listing set out on page 5-49 of the Development Charge Background Study dated March 2005:

| Project Description        | Estimated Cost   |
|----------------------------|------------------|
| Fairview Ave at Southdale  | \$300,000        |
| Elm Street at Fairview Ave | <u>\$500,000</u> |
| Total                      | \$800,000        |

Carried.

| ENVIRONMENTAL SERVICES |           |
|------------------------|-----------|
| JD                     |           |
| IA                     |           |
| BC                     |           |
| CF                     |           |
| EW                     |           |
| RT                     |           |
| JF                     |           |
|                        |           |
|                        |           |
| FILE                   | 07-025-04 |

\_\_\_\_\_  
Administrative Clerk



INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

ST. THOMAS  
SERVICE: ROADS AND RELATED  
SERVICE CATEGORY: Roads

| Pri.<br>No                                  | Increased Service Needs<br>Attributable to<br>Anticipated Development<br>2004 - 2023 | Timing<br>(Year) | Gross<br>Capital<br>Cost<br>Estimate | Post<br>2023<br>Benefit | Net<br>Capital<br>Cost | Less:                                        |                                                                                    | Subtotal  | Other (e.g.<br>10% Statutory<br>Deduction) | Potential DC Recoverable Cost |                             |                                 |  |
|---------------------------------------------|--------------------------------------------------------------------------------------|------------------|--------------------------------------|-------------------------|------------------------|----------------------------------------------|------------------------------------------------------------------------------------|-----------|--------------------------------------------|-------------------------------|-----------------------------|---------------------------------|--|
|                                             |                                                                                      |                  |                                      |                         |                        | Benefit to<br>Existing<br>Development<br>(1) | Grants, Subsidies and<br>Other Contributions<br>Attributable to New<br>Development |           |                                            | Total                         | Residential<br>Share<br>64% | Non-Residential<br>Share<br>36% |  |
|                                             |                                                                                      |                  |                                      |                         |                        |                                              |                                                                                    |           |                                            |                               |                             |                                 |  |
| Road Improvements                           |                                                                                      |                  |                                      |                         |                        |                                              |                                                                                    |           |                                            |                               |                             |                                 |  |
| 1                                           | First Ave. (Talbot to Wellington)                                                    | *                | 750,000                              | 405,000                 | 345,000                | 157,500                                      | 37,500                                                                             | 150,000   | -                                          | 150,000                       | 96,385                      | 53,615                          |  |
| 2                                           | First Ave. Underpass                                                                 | *                | 500,000                              | 270,000                 | 230,000                | 105,000                                      | 25,000                                                                             | 100,000   | -                                          | 100,000                       | 64,267                      | 35,733                          |  |
| 3                                           | Talbot St. (Inkerman to Rose/Fiore)                                                  | *                | 1,500,000                            | 659,800                 | 840,100                | 90,100                                       | 75,000                                                                             | 876,000   | -                                          | 875,000                       | 433,732                     | 241,268                         |  |
| 4                                           | Wellington St. (Fifth to Ross)                                                       | *                | 800,000                              | 711,000                 | 189,000                | 54,000                                       | 45,000                                                                             | 90,000    | -                                          | 90,000                        | 57,831                      | 32,169                          |  |
| 5                                           | Highbury (Edgeware to Ron McNeil)                                                    | *                | 2,850,000                            | 258,400                 | 2,593,600              | 313,800                                      | 142,500                                                                            | 2,137,500 | -                                          | 2,137,500                     | 1,373,488                   | 764,014                         |  |
| 6                                           | Edgeware (Burwell to Highbury)                                                       | *                | 1,850,000                            | 148,400                 | 1,501,800              | 181,800                                      | 82,500                                                                             | 1,237,500 | -                                          | 1,237,500                     | 795,176                     | 442,324                         |  |
| 7                                           | Elm St. (Manor to E. City Limits)                                                    | *                | 525,000                              | 73,500                  | 451,500                | 31,500                                       | 26,250                                                                             | 303,750   | -                                          | 303,750                       | 253,011                     | 140,739                         |  |
| 8                                           | Manor Rd. (Highview to Wellington)                                                   | *                | 225,000                              | 31,500                  | 193,500                | 13,500                                       | 11,250                                                                             | 188,750   | -                                          | 188,750                       | 108,433                     | 60,317                          |  |
| 9                                           | Southdale (Highway 4 to 550m West)                                                   | *                | 825,000                              | 115,500                 | 709,500                | 49,500                                       | 41,250                                                                             | 618,750   | -                                          | 618,750                       | 397,588                     | 221,162                         |  |
| Intersection Improvements and Signalization |                                                                                      |                  |                                      |                         |                        |                                              |                                                                                    |           |                                            |                               |                             |                                 |  |
| 10                                          | Fairview Ave. at Southdale                                                           | *                | 300,000                              | -                       | 300,000                | 33,000                                       | -                                                                                  | 267,000   | -                                          | 267,000                       | 171,585                     | 95,435                          |  |
| 11                                          | Wellington St. at Manor Rd.                                                          | *                | 130,000                              | -                       | 130,000                | 14,300                                       | -                                                                                  | 115,700   | -                                          | 116,700                       | 74,345                      | 41,355                          |  |
| 12                                          | Wellington St. at Centennial                                                         | *                | 200,000                              | -                       | 200,000                | 22,000                                       | -                                                                                  | 178,000   | -                                          | 178,000                       | 114,377                     | 63,623                          |  |
| 13                                          | Sunset Dr. at Glenwood                                                               | *                | 300,000                              | -                       | 300,000                | 33,000                                       | -                                                                                  | 267,000   | -                                          | 267,000                       | 171,585                     | 95,435                          |  |
| 14                                          | Burwell Rd. at Ron McNeil Line                                                       | *                | 200,000                              | -                       | 200,000                | 22,000                                       | -                                                                                  | 178,000   | -                                          | 178,000                       | 114,377                     | 63,623                          |  |
| 15                                          | Elm St. at First Ave.                                                                | *                | 300,000                              | -                       | 300,000                | 33,000                                       | -                                                                                  | 267,000   | -                                          | 267,000                       | 171,585                     | 95,435                          |  |
| 16                                          | Elm St. at Fairview Ave.                                                             | *                | 500,000                              | -                       | 500,000                | 55,000                                       | -                                                                                  | 445,000   | -                                          | 445,000                       | 285,942                     | 159,058                         |  |
| 17                                          | Third Ave. at Wellington St.                                                         | *                | 200,000                              | -                       | 200,000                | 22,000                                       | -                                                                                  | 178,000   | -                                          | 178,000                       | 114,377                     | 63,623                          |  |
| Total                                       |                                                                                      |                  | 11,855,000                           | 2,671,200               | 9,183,800              | 1,230,800                                    | 488,250                                                                            | 7,466,950 | -                                          | 7,466,950                     | 4,798,013                   | 2,668,937                       |  |

1 Existing benefit deduction includes 2003 year-end reserve fund balance of \$33,627

\* Approximately 25% to be spent within the first 5 years

RON McNEIL LINE IMPROVEMENTS AT PINE VALLEY DRIVECITY OF ST. THOMAS, ELGIN COUNTYESTIMATED CONSTRUCTION COSTSREMOVALS INCL. OFF-SITE DISPOSAL

|                                                          |            |          |
|----------------------------------------------------------|------------|----------|
| Corrugated metal pipe - 200 m @ \$25                     | \$ 5,000   |          |
| Existing ditch inlets - 6 @ \$250                        | 1,500      |          |
| Sawcut and remove asphalt curb - 550 m @ \$10            | 5,500      |          |
| Asphalt at Sutherland Line - 425 m <sup>2</sup> @ \$2.50 | 1,065      |          |
| Relocate existing trees                                  | 1,000      |          |
| Miscellaneous                                            | <u>935</u> |          |
|                                                          | \$15,000   | \$15,000 |

STORM DRAINAGE

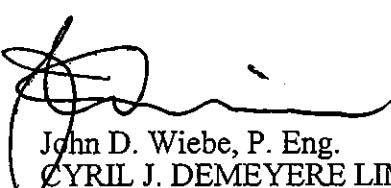
|                                                          |            |        |
|----------------------------------------------------------|------------|--------|
| 41 m of 375 mm ø @ \$120                                 | \$4,920    |        |
| 93 m of 250 mm ø @ \$100                                 | 9,300      |        |
| 86 m of 200 mm ø @ \$80                                  | 6,880      |        |
| 1200 ø manhole - 1 @ \$3,500                             | 3,500      |        |
| Single catchbasins - 2 @ \$1,400                         | 2,800      |        |
| Single ditch inlets - 6 @ \$2,200                        | 13,200     |        |
| Form and pour slopes on existing ditch inlet - 1 @ \$250 | 250        |        |
| Reconnect existing tiles - 5 @ \$500                     | 2,500      |        |
| Replace driveway culvert - 10 m @ \$100                  | 1,000      |        |
| Miscellaneous                                            | <u>650</u> |        |
|                                                          | \$45,000   | 45,000 |

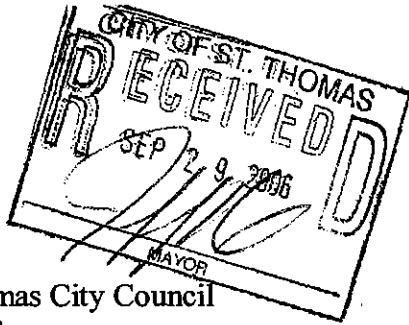
ROADWORK

|                                                                               |              |                  |
|-------------------------------------------------------------------------------|--------------|------------------|
| Excavation and grading incl. topsoil stripping - 3,750 m <sup>3</sup> @ \$10  | \$37,500     |                  |
| French drains - 100 m @ \$35                                                  | 3,500        |                  |
| Granular 'B' - 1350 m <sup>3</sup> @ \$30                                     | 40,500       |                  |
| Granular 'A' - 1150 m <sup>3</sup> @ \$35                                     | 40,250       |                  |
| Adjust manholes and catchbasins                                               | 650          |                  |
| Barrier curb - 120 m @ \$33                                                   | 3,960        |                  |
| 1.5 m wide sidewalk - 75 m <sup>2</sup> @ \$36                                | 2,700        |                  |
| Fine grading                                                                  | 3,000        |                  |
| Base HL8 - 340 tonnes @ \$90                                                  | 30,600       |                  |
| Milling to lap joints - 550 m @ \$8.50                                        | 4,675        |                  |
| Surface HL3 - 510 tonnes @ \$80                                               | 40,800       |                  |
| Topsoil and seed - 4700 m <sup>2</sup> @ \$4                                  | 18,800       |                  |
| Erosion control                                                               | 2,000        |                  |
| Relocate Sutherland driveway                                                  | 9,000        |                  |
| Line painting                                                                 | 6,000        |                  |
| Signage                                                                       | 3,000        |                  |
| Lower gasmain at southwest corner (provisional)                               | 2,000        |                  |
| Miscellaneous                                                                 | <u>1,065</u> |                  |
|                                                                               | \$250,000    | <u>250,000</u>   |
| Sub-Total                                                                     |              | \$310,000        |
| City and Consulting Engineering including Supervision (15%)                   |              | <u>46,500</u>    |
| TOTAL ESTIMATED COST FOR RON McNEIL LINE<br>IMPROVEMENTS AT PINE VALLEY DRIVE |              | <u>\$356,500</u> |

The foregoing costs exclude:

- sanitary sewer and watermain
- legal and survey costs
- property acquisition
- boundary adjustment
- GST

  
John D. Wiebe, P. Eng.  
CYRIL J. DEMEYERE LIMITED  
CONSULTING ENGINEERS  
TILLSONBURG, ONTARIO.



-27-



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

A Non-Profit Fundraiser Supporting:  
St. John Ambulance  
Jesse's Journey  
The Air Force Association of Canada - 427 4th Ave  
The Air Cadet League of Canada

Dear Members of St. Thomas City Council:

We are seeking your approval to hold a fund-raising event called "Wings & Wheels" at the St. Thomas Municipal Airport June 22, 23 & 24, 2007.

For decades Southern Ontario has been renowned as a centre for aviation excellence - as an aviation-training centre for its role in the Commonwealth Air Training Plan during WWII to some of the best-attended and most spectacular air shows in the world.

In addition, Southern Ontario is famous for its automobile manufacturing facilities and its on-going love affair with the great classic cars of the 20<sup>th</sup> and 21<sup>st</sup> centuries.

We propose to combine these two passions in a show called "Wings & Wheels", exhibiting the beauty and grace of some of the world's most spectacular aircraft, including the world's best military team - the Canadian Forces "Snowbirds"- with a selection of elite classic cars and Canadian Forces military vehicles showcased at the St. Thomas Municipal Airport.

Combine the draw of an air show with the exploding Car Cruisin' and Classic Car show scene and, add in the support of Canadians for our Armed Forces and you have got something really spectacular for St. Thomas and region.

Not only will spectators see an impressive air show, but also will experience some of the most exciting aircraft and classic cars and military vehicles up close and personal, parked side-by-side.

We bring to this project a host of organizers determined to put on a safe, family-friendly show to make St Thomas proud.

Of course, our motivation is to raise funds for our primary charity, St John Ambulance (St. Thomas and London Branches) and our secondary charities, Jesse's Journey, The Air Cadet League of Canada and The RCAF Associations. We are non-profit, and all of our funds after expenses will be donated to the above charities.

A financial contribution from your Council is **not** required.

The majority of fuel sales will be the domain of the St-Thomas municipal airport .The criteria for aircraft that will base at the airport will be coordinated with the airport Superintendent.

We have an experienced and enthusiastic team of individuals who have come together to make this happen:

- ^ The idea was originated by Tom Lawson, Honorary Colonel of 22 London Service Battalion, a component of 31 Brigade. Also Tom is Chair of the Senate of Honorary Snowbirds and President and CEO of Empire Aviation. The Lawson name is known throughout Canada for philanthropy and public service.
- ^ Ed Holder, President of Stevenson and Hunt Insurance. Ed Holder's resume for public service would occupy three more pages here. Sufficient to say that many, many fundraising ventures in recent years in London and area would not have been successful were it not for the dedication of Ed Holder. Both gentlemen play a prominent role with St John Ambulance. They will jointly hold the title "Director-Wings & Wheels".
- ^ Peter Garland, a broadcaster known through out this area was recruited to serve as Executive Director. Peter served as an air show director for ten years and is a former 12 -year member of the RCAF. Peter is the President of the Board at Jesse's Journey, The Foundation for Gene and Cell Therapy.
- ^ Gerry Vanderhoek, Regional Manager for Air Canada Jazz , is our military aircraft coordinator. Gerry has acted in this role for many previous air shows and currently volunteers with the Halifax Air Show in that capacity.
- ^ Don Hunter, a classic car show organizer and owner of the Husky Travel Centre on the 401 east is our "Wheels" coordinator, responsible for the display of some of the world's most fascinating automobiles.
- ^ Col. Rick Phillips is our military "wheels" coordinator who will be succeeded by Col. Kevin Doyle. They are the out-going and incoming Chiefs of Staff of 31 Brigade, London. They will coordinate the display of Canadian Forces military vehicles, classic and 21<sup>st</sup> century. They will also arrange for a Canadian Forces Recruiting display to be on-site.
- ^ Brian Reynolds, Executive Director St John Ambulance is our business manager.
- ^ Deborah McGee, Treasurer with St. John Ambulance will act as treasurer.

In addition, and most importantly, we are fortunate to have a host of enthusiastic and experienced air show/car show volunteers from previous London and St. Thomas shows from which to draw to help organize every facet of a successful Wings & Wheels Show.

Some of the sponsors who have enthusiastically endorsed the Wings & Wheels concept include Diamond Aircraft, Shell Canada, and the Ontario Lottery and Gaming Corporation (Slots at Western Fair).

Sponsorships are being sought and a descriptive sponsorship package is included here for your examination.

We are enthusiastic about the St Thomas Airport as our site because:

- The aviation history associated this area -specifically, RCAF Detachment St. Thomas, and its history as part of the British Commonwealth Air Training Plan
- The site itself with ample parking and spectator viewing areas
- The proximity to major arteries providing for an efficient traffic flow in and out
- The close location to downtown St Thomas and its variety of restaurants and other venues
- The lack of 'commercial flight' show - interruption. (e.g. In London, the air shows came to a complete halt while commercial aircraft landed or took off. This makes for a very long air show - not "family-friendly" on a sunny, hot day.)
- Note: the relatively shorter runway at St. Thomas Airport is no problem for Wings & Wheels as those participating flying aircraft needing a longer runway will stage out of London. The Snowbirds will land and be base at St Thomas Municipal Airport for the duration of the show.

Our Operations Plan will cover every aspect: safety, security, traffic, parking, admissions, concessions, emergency procedures, fire, police and EMS Services and more. As stated above, volunteers experienced in the various components will follow this plan meticulously. We will be meeting with Mr. Arndt and local area Fire, Police and EMS services committee to discuss their involvement.

The Ops Plan will be re-vamped to suit the needs and requirements of St Thomas Municipal Airport. This will be done with the guidance of Mr. Dale Arndt and his Snowbirds Show (May 2006) Committee. We want to involve and make use of the expertise of the St. Thomas Snowbird Show Committee.

We will be fully insured through Marsh Canada for \$20,000,000. The Corporation of the City of St-Thomas and the Municipality of Central Elgin will be named as an additional insured and any other relevant community participant will be included.

We are budgeting for an anticipated crowd of 20,000 over the run of the show. We expect that there is a good chance we would exceed this, weather permitting of course. Our plan involves a preview 'Hour of Power' on the Friday evening so that eager fans can catch some arriving aircraft and cars, followed by the complete Saturday and Sunday shows encompassing a 9 a.m. gate opening, a 1-3pm air show and car viewing all day. The gates would close at 5 p.m. each day.

The food concessions, beer tent operators and souvenir vendors will pay an up-front fee to our charities. Ample restroom facilities will be provided. Our volunteer Air Cadet Squadrons will complete thorough clean-up sweeps of the grounds.

Through extensive consultation and planning with local experts we will formulate an efficient traffic control system. Traffic, admission and parking volunteers will be numerous, drawn from local Air Cadet Squadrons, volunteers from our other charities, augmented and supervised by Wings & Wheels committee members.

A comprehensive media budget has been set aside for marketing and promotion. These events have proven in the past to be of great interest to the media, generating far more publicity than is actually purchased. We believe that you can be assured of excellent media coverage for St. Thomas and Elgin County leading up to this show.

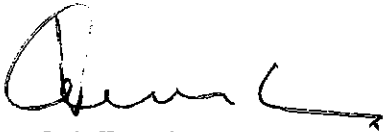
It is hoped that Corus Radio London - CFPL AM980, FM96, The Hawk and Fresh FM will come on board as one of the major media sponsors.

We feel that the tourism and exposure opportunities for St. Thomas and Elgin County are extraordinary, and will be holding meetings with Elgin and St Thomas Tourism representatives to see how we can best co-promote this great event.

We believe we have a great team prepared to bring a major event to St. Thomas and Elgin County for a number of great causes and we look forward towards making this a great cooperative venture here in Southwestern Ontario.

Included is a completed application to the special events Committee.

We respectfully ask for your support.



Col. Tom Lawson  
Director  
Wings & Wheels



Ed Holder  
Director  
Wings & Wheels



ST. THOMAS

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

## SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO CITY HALL - LICENSING DEPARTMENT  
The Organization must meet the requirements of the Special Events Policy & Procedure Manual

### PROCESS REQUIRED TO HOLD A SPECIAL EVENT

Apply in writing to the City of St. Thomas  
Outline support and revenues  
Give date and times  
Outline how the event benefits St. Thomas

Outline the event type and contacts  
Submit location, site map and insurance information  
Meet with Special Events Committee to review request  
Be aware of and adhere to all due dates

NOTE: EVEN IF YOUR EVENT IS HELD ANNUALLY, AN APPLICATION MUST BE COMPLETED AND  
COMMUNICATED WITH THE SPECIAL EVENTS COMMITTEE.  
(A MINIMUM OF TWELVE (12) WEEKS NOTICE PRIOR TO THE EVENT IS REQUIRED)

#### Application Requirements (Please Print)

Event Name: WINGS & WHEELS  
Date(s): JUNE 22, 23, 24 2007 Start Time: JUNE 22 5-8 PM End Time: 5 PM  
Location(s): ST THOMAS MUNICIPAL AIRPORT  
Organizing Group: WINGS & WHEELS COMMITTEE, ST JOHN AMBULANCE  
Contact Name: PETER GARLAND  
Address: 581 WILLOWDALE AVE, LONDON ON Postal Code: N5X 1J2  
Phone Number: 519 439 9868 Cell Phone Number: 519 868 0901  
Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Sponsorship commitments (include alcohol): DIAMOND AIRCRAFT, ONTARIO LOTTERY & G.C.,  
Expected Attendance: 20,000 EMPIRE AVIATION, SHELL CANADA  
Will Alcohol be consumed at this Event? Yes ☒ No ☐

If Yes, you must review and meet the requirements of the City's Alcohol Policy.

Are you requesting your event as a Community Festival? Yes ☐ No ☒

Are you anticipating road closures or any other changes that would affect regular traffic flow? Yes ☒ No ☐

If yes, what and where? PARTIAL CLOSURE OF QUAKER RD - CENTRAL ELGIN.  
EXPECTED VOLUME OF TRAFFIC WOULD AFFECT REGULAR  
TRAFFIC FLOW ON THE MAIN ROADS LEADING TO ST. THOMAS AIRPORT.  
ON JUNE 23 & 24. PARTICULARLY STUDIES WITH LOCAL  
OFFICIALS WILL DETERMINE HOW TRAFFIC WILL BE CONTROLLED  
EFFICIENTLY.

If the event is a Parade/Run/Walk/Pass Through Sporting Event:

Route: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of persons in the Event: \_\_\_\_\_ Number of Bands in the Event: \_\_\_\_\_  
Number of Vehicles: \_\_\_\_\_ Number of Tractor Trailers: \_\_\_\_\_  
Approximate Length of Event: \_\_\_\_\_ Number of Animals in the Event: \_\_\_\_\_

Detailed Event Information and Comments: (List all Activities)

"WINGS & WHEELS" WILL BE A COMBINATION AIR SHOW -  
CAR SHOW. WE ARE EXPECTING APPROXIMATELY 20 HIGH-PERFORMANCE  
AIRCRAFT PLUS "THE SNOWBENDS" AND 100 CLASSIC AUTOMOBILES  
ON DISPLAY.

Submit with the application a location or site map for the event.

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### Insurance:

**Proof of insurance is required in the amount designated by the City of St. Thomas, wherein the City of St. Thomas is named as co-insured. A copy of the required insurance MUST be submitted with this application.**

The provision of a completed and signed Statement of Indemnification is required.

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Do you require Municipal Support:

Labour: Yes ☒ No ☐ Hydro: Yes ☐ No ☒ Water: Yes ☒ No ☐  
Barricades: Yes ☒ No ☐ Traffic Control: Yes ☐ No ☒  
No Parking Signs: Yes ☒ No ☐ Detour Signing: Yes ☒ No ☐  
Other: \_\_\_\_\_

Has the St. Thomas Fire Department been contacted in regards to this event?

Yes ☐ No ☒

Has the St. Thomas Police Service been contacted in regards to this event?

Yes ☐ No ☒

Has the Elgin-St. Thomas Health Unit been contacted in regards to this event?

Yes ☐ No ☒

WE ARE IN THE PROCESS OF ARRANGING MEETINGS.

**NOTE: THERE MAY BE A CHARGE IF BARRICADES AND OTHER EQUIPMENT OR CITY STAFF TIME ARE REQUIRED.**

### Volunteers:

Will you have trained in traffic control volunteers?

Yes ☒ No ☐

If yes, how many? 50

Will you have volunteer security services?

Yes ☒ No ☐

If yes, how many? 50

Other types of volunteers: ADMISSIONS, PARKING, AIRCRAFT GROUND SUPPORT,

If yes, how many? 200

SHOW PARK OPERATIONS, SECURITY & SAFETY

Please refer to sections of the City of St. Thomas Special Events Policy and Procedure Manual that are relevant to your event. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the involved services. Early and thorough preparation when approaching the Special Events Committee and other needed services will help ensure a well planned and well run event.

Good Luck with your event!

### Contacts:

- Environmental Services – Roads & Transportation 631-0368 Ext. 32
- Environmental Services – Parks 631-9990
- Licensing Department 631-1680 Ext. 4112 Fax: 633-9019
- Fire Department – Fire Prevention Officer 631-0210
- Police Service 631-1224 Ext. 113
- Recreation Services 633-7112
- Elgin-St. Thomas Health Unit – Inspections Department 631-9900

PETER GARLAND

(Print name of Individual completing this form)

Chief/Deputy Chief of Police

P. Garland

(Signature of Individual completing this form)

Supervisor of Roads & Transportation

Sept 23 / 2006

Date of Application

Licensing Officer

| Distribution (Office Use Only)                                     |                                                                        |                                              |
|--------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------|
| <input checked="" type="checkbox"/> Applicant                      | <input type="checkbox"/> Fire Department                               | <input type="checkbox"/> Recreation          |
| <input type="checkbox"/> Special Events Secretary                  | <input type="checkbox"/> Police Service                                | <input type="checkbox"/> Tourist Association |
| <input type="checkbox"/> DDB                                       | <input type="checkbox"/> Licensing Department                          | <input type="checkbox"/> Property            |
| <input type="checkbox"/> Mayors Office                             | <input type="checkbox"/> Environmental Services - Parks                | <input type="checkbox"/> Insurance Received? |
| <input checked="" type="checkbox"/> Elgin-St. Thomas EMS (via fax) | <input type="checkbox"/> Environmental Services - Roads/Transportation |                                              |
| <input type="checkbox"/> Health Unit (via fax)                     | <input type="checkbox"/> Chamber of Commerce (via fax)                 |                                              |



September 18, 2006

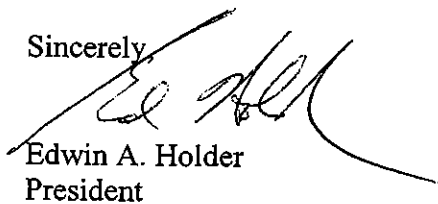
To the attention of St. Thomas City Council and Elgin County Council

Re: Wings & Wheels

Insurance is an important part of the successful operation of our planned Wings & Wheels Program in June 2007. We are applying for a \$20 million liability policy through Marsh Canada's aviation insurance program. Before confirmation of the policy, we require details of committed performers and acts. Once this has been received, we will complete our application of insurance and provide proof of insurance to you.

We thank you for your thoughtful attention and interest to Wings & Wheels.

Sincerely,



Edwin A. Holder  
President

Wellington Square, 400 - 250 York Street, London, ON N6A 6K2

TEL: 519.646.5800 | TOLL FREE: 800.265.5956 | FAX LINES: Commercial: 519.646.5812 Personal: 519.646.5814 Employee Benefits: 519.646.5815



London • Toronto • Waterloo • Cambridge

...an  Partner

## **Wings & Wheels Main Operations Committee**

**Ed Holder President**

**W: 519 963 3501 C: 519 661 9997 F: 519 963 1023**

**edwin.holder@sthunt.com**

**Tom Lawson Vice President**

**W: 519 455 3020 C: 519 319 9927 F: 902 484 3222**

**tomlawson@sympatico.ca**

**Peter Garland - Executive Director**

**W/H : 519 439 9868 C: 519 868 0901 F: 519 858 1728**

**petergarland@wwdc.com**

**Deb McGee -( St John Ambulance Treasurer)- Treasurer**

**W: 519 432 1352 F: 519 432 8586**

**dmcgee@bellnet.ca**

**Gerry Vanderhoek (Manager- Air Canada Jazz) -Aircraft Coordinator**

**W: 519 659 9964 C: 519 671 7039 F: 519 453 0051**

**Gerry.vanderhoek@flyjazz.ca**

**Don Hunter- (Owner London Husky-401E)- Wheels Coordinator**

**W: 519 644 0200 C: F: 519 644 1232**

**dhunter@explorenet.com**

**Jim Graham- (Try Recycling)- Aircraft Ground Support**

**W: 519 457 1566**

**Jim.graham@tryrecycling.com**

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**Welsh, Heather / Debbie McKinley**

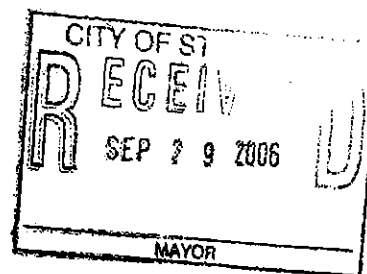
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**From:** Randy Walsh [randy\_walsh@rogers.com]  
**Sent:** Friday, September 29, 2006 12:14 AM  
**To:** Welsh, Heather / Debbie McKinley  
**Subject:** Crossing Guard at 5th & Myrtle

Let me take a moment to introduce myself . My name is Randy Walsh , The new School Council Chair at Myrtle Street School . I am sending this email because i am concerned for the safety of our children at the intersection of Fifth and Myrtle . Right now they are being supervised by children at the school crossing . I do however understand that they are trained in that area , but the fact still remains that they are children . There is an adult crossing guard on Ross which is great , but that does not help at the area in which i am referring to . The problem i for see with having children do it is this , many times we as adults will panic in an unforeseen dangerous situation , so how can we place the responsibility on an 11 or 12 year old child to take care of smaller children . I understand that there are parents who walk their children to school , me being one of them , but not all do so i think we should step up to the plate and realize what we are asking of these kids that are only in the 5Th and 6Th grade themselves..

I do understand that we have a budget to follow, but i am also a firm believer in not putting a price tag on safety , especially our children's . I do hope that you can make the right decision on this matter , and i am looking forward to your prompt response. Children learn by example , And who better to teach them about safety then adults.

Randy Walsh  
School Council Chair  
Myrtle Street School  
randy\_walsh@rogers.com  
Phone#519-637-7383



9/29/2006



**THE MAPLE LEAF FOUNDATION**

1055 TALBOT STREET  
ST. THOMAS, ONTARIO  
N5P 1G5

October 4, 2006

OCT 04 2006

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

Dear Council Members:

A special meeting of the members of The Maple Leaf Foundation was held on October 3, 2006 to discuss the naming of the community centre. Our board was pleased to learn that City Council is now in a position to recognize the foundation's many contributions on behalf of the entire community.

The members reviewed the meeting minutes and notes of previous discussions regarding the manner in which the Timken name might best be put forward to recognize the financial support that the foundation has provided to the community. They want to ensure that the chosen name appropriately reflects the integrity and the heritage of the Timken Foundation of Canton, our parent organization.

The Maple Leaf Foundation is therefore advising that if Council wishes to move forward to name the centre in recognition of our legacy commitment, that it be named "The Timken Centre."

Sincerely,

A handwritten signature in black ink, which appears to read "Al Riddell".

Al Riddell  
President

cc: Maple Leaf Board Members  
Wendell Graves, City Clerk ✓