

## **AGENDA**

### **THE THIRTY-FOURTH 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 16TH, 2006**

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

OPENING PRAYER

DISCLOSURES OF INTEREST

MINUTES

DEPUTATIONS

COMMITTEE OF THE WHOLE

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

PUBLIC NOTICE

NOTICES OF MOTION

ADJOURNMENT

CLOSING PRAYER

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

Alderman D. Warden

#### **DISCLOSURES OF INTEREST**

#### **MINUTES**

Confirmation of the minutes of the meeting held on October 10th, 2006.

#### **DEPUTATIONS**

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

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

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

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

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**NEW BUSINESS**Proposal Award - No. R06-08-335 - Southdale Line Trunk Watermain (Penhale Avenue to Sunset Drive) - Engineering Design, Tender Preparation, Construction Inspection and Contract Administration

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Report ES112-06 of Manager of Engineering. Pages 7 &amp; 8

Winter Maintenance Program and Quality Standards - 2006/2007 Season

Report ES113-06 of the Supervisor of Roads &amp; Transportation. Pages 9 to 40

Watermain Replacement - Kettle Creek to New Street

Report ES115-06 of Manager, Engineering. Pages 41 &amp; 42

Transit Facility Improvement Options

Report ES117-06 of the Manager of Operations &amp; Compliance. Pages 43 to 46

**BUSINESS CONCLUDED****PERSONNEL AND LABOUR RELATIONS COMMITTEE** - Chairman D. Warden**UNFINISHED BUSINESS**End of Employment Procedures

Report HR14-06 of the Director, Human Resources. Pages 47 to 50

**NEW BUSINESS**Quarter Century Club

Report HR-13-06 of the Director, Human Resources. Page 51

**BUSINESS CONCLUDED****FINANCE AND ADMINISTRATION COMMITTEE** - Chairman C. Barwick**UNFINISHED BUSINESS**Cash Advances & Expenses Reimbursement Report

St. Thomas Consolidated Courthouse Project - Police FacilitiesMayor and Council Expenses

Report TR-61-06 of the Director of Finance and City Treasurer. Pages 52 & 53

St. Thomas Cemetery - Proactive Tree Maintenance Program

Report TR-60-06 of the Director of Finance and City Treasurer. Pages 54 & 55

**NEW BUSINESS****BUSINESS CONCLUDED****COMMUNITY AND SOCIAL SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS**Parks Pavilion RenamingWalk of FameSt. Thomas Community Centre - Deficiency List

Report TR 59-06 of the Manager of Facilities and Property. Pages 56 & 57

St. Thomas Community Centre - Cost Analysis for Events**NEW BUSINESS**Ontario Works Report for the months of July, August & September 2006

Report CR-06-13 of the Director Ontario Works. Pages 58 to 66

Affordable Housing Program Request for Proposals

Report CR06-15 of the Housing Administrator. Pages 67 & 68

Affordable Housing Program Administration Agreement, Rental and Supportive Component

Report CR06-16 of the Housing Administrator. Pages 69 & 70

**Attachment.****BUSINESS CONCLUDED****PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** - Chairman T. Shackelton**UNFINISHED BUSINESS**Intersection of Manor Road and Chestnut StreetLeash Free Dog ParkIntersection of Chant Street and Lawrence AvenueBus Services to 1063 Talbot Street and Shopping Complex near Elm Street and Wilson AvenueRequest 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**

No Parking Zone Signage Mandeville Road - Access for Emergency Services

Report ES114-06 of the Supervisor of Roads & Transportation. Pages 71 to 83

Parking and By-Law Enforcement on City Streets

A letter has been received from David Collins, 32 Oriole Lane St. Thomas, requesting Council discuss suggestions regarding parking and by-law enforcement on city streets. Page 84

### **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 Eighth Report of the Site Plan Control Committee

Report to follow.

### **PETITIONS AND COMMUNICATONS**

Heritage Community Recognition Program

A letter has been received from the Honourable Lincoln Alexander, Chairman, Ontario Heritage Trust, inviting Council to participate in the 2006 Heritage Community Recognition Program.

The deadline for nominations is December 6, 2006.

#### Young Heritage Leaders Program

A letter has been received from the Honourable Lincoln Alexander, Chairman, Ontario Heritage Trust, inviting Council to participate in the 2006 Young Heritage Leaders program.

The deadline for nominations is December 8, 2006.

#### Foster Family Week - October 15 - 21, 2006 - Proclamation

A letter has been received from Debbie Dawdy, Foster Home Recruiter, Family & Children's Services of St. Thomas/Elgin, requesting that Council proclaim the week of October 15th to 21st, 2006 as "Foster Family Week" in the City of St. Thomas.

### **UNFINISHED BUSINESS**

#### Minimum Maintenance Standards for Heritage Properties

#### Canadian Championship - Acknowledgment Signage

#### War Brides 60th Anniversary

A letter has been received from Cindy Bezaire, Secretary Special Events Committee, requesting Council acknowledge an afternoon tea being held at the Seniors' Centre on Sunday October 29th, 2006 in recognition of the War Brides 60th Anniversary.

### **NEW BUSINESS**

#### **BY-LAWS**

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

1. A by-law to confirm the proceedings of the Council meeting held on the 16th day of October, 2006.
2. 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. (\$75,200 plus gst - CASO/Talbot Street Rehabilitation Project)
3. 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 (\$15,370.00, including taxes - Traffic Signalization with Audible Pedestrian Assistance Wellington Street and Stokes Road Intersection)
4. 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 Whalls Farms Limited. (Lease of agricultural lands - St. Thomas Municipal Airport - 2007-08)
5. 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)
6. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and the Ministry of Municipal Affairs and Housing. (Canada-Ontario Affordable Housing Program, Rental and Supportive Component)
7. A by-law to amend By-Law 50-88, being the Zoning By-Law for the City of St. Thomas. (Removal of holding zone symbol - Subdivision File #34T-06501- Dalewood Meadows Phase I - Inn Services Inc.)

8. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Prespa Construction Ltd. (SPC 08-04 - 188 Sunset Drive - Commercial Plaza)

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 Prespa Construction Ltd. (SPC 07-04 - 115-117 Curtis Street - Commercial Plaza)

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 Springwater Developments. (SPC 12-06 - Block 36, Plan 11M-146 - Wyndfield South - vacant lot condominium development)

11. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Supermarine Aircraft Inc. (Two year lease - Main Hangar - St. Thomas Municipal Airport)

### **PUBLIC NOTICE**

### **NOTICES OF MOTION**

### **CLOSED SESSION**

A resolution to close the meeting will be presented to deal with a litigation or potential litigation matter affecting the municipality, a personal matter about an identifiable individual and a matter regarding a proposed or pending disposition of land by the municipality.

### **OPEN SESSION**

### **ADJOURNMENT**

### **CLOSING PRAYER**



Corporation of the

**City of St. Thomas**

Report No.

ES112-06

File No.

08-335

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

**Date**  
October 10, 2006

**Department:** Environmental Services

**Attachment**

**Prepared By:** Brian Clement, Manager of Engineering

**Subject:** **Proposal Award – RFP No. R06-08-335**  
**Southdale Line Trunk Watermain (Penhale Avenue to Sunset Drive)**  
**- Engineering Design, Tender Preparation, Construction Inspection and Contract Administration**

**Recommendation:**

That: Report No. ES112-06 is received for information;

That: Council accept the proposal submission of Earth Tech Canada Inc., in the amount of \$100,609.90 including GST, to complete the engineering design, tender preparation, construction inspection and contract administration for the Southdale Line Trunk Watermain project from Penhale Avenue to Sunset Drive;

That: Source of funding for the project is the 2006 Part Two Capital Budget as approved by City Council;

That: A by-law be prepared to authorize the execution of an Agreement between Earth Tech Canada Inc. and the City of St. Thomas.

**Origin:**

A 400mm trunk watermain and appurtenances along Southdale Line between Penhale Avenue and Sunset Drive is necessary to provide an adequate water supply between the east and west servicing areas within the South Block Development Area.

A Request for Proposal was issued to three area Consultants who pre-qualified through Expression of Interest submissions for the engineering design, tender preparation, construction inspection and contract administration for the Southdale Line Trunk Watermain project from Penhale Avenue to Sunset Drive.

The Request for Proposal closed at 2 p.m. on Tuesday, October 10, 2006.

**Analysis:**

The following is a breakdown of submitted proposal prices:

Bidder Number	Consultant	Total Price (including 6% GST)
1	Earth Tech Canada Inc.	\$100,609.90
2	Delcan Corporation	\$102,396.00
3	IBI GROUP	\$126,256.60

After the public opening, the proposals were checked for mandatory response requirements and calculation errors. A minor GST calculation was corrected on Earth Tech proposal. Purchasing and Environmental Services (Engineering and Operations) staff have reviewed and evaluated the proposals, and recommend award to Earth Tech.

Earth Tech is well known to the City of St. Thomas and has successfully completed a number of projects.

It is anticipated that the design of the project should be completed in fall 2006, and tendered during winter of 2006/2007, with construction to commence in spring 2007 as soon as practical. Once tenders have been called and received for the construction of the project, a subsequent report to Council will be issued recommending award to the successful Contractor.

A key design consideration includes a recommendation for trunk watermain installation on north side or south side (or combination of sides) of Southdale Line, supported by sound engineering practice and a costing analysis. This alignment decision should give due consideration to existing infrastructure/utility locations and future corridors, the inter-municipal boundary, the existing and ultimate road cross-section, water service provision to existing fronting residential properties, reconnection to existing developments, and new connections to planned developments, etc. A public information centre is required, and all appropriate approvals including MOE are to be obtained.

Financial Considerations:

The funding for design and construction of this project was approved in Part Two of the 2006 Capital Budget with a total allocation of \$1,100,200 from development charge and water reserves. The estimate was derived from the South Block Servicing Study Update and included 15% for engineering.

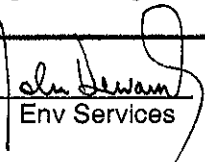
At that time, \$753,254.70 was collected in South Block Area development charges reserve and \$346,945.30 was required from City water reserve. The water reserve amount will be refunded as new subdivision projects contribute area DC to the reserve fund.

Respectfully Submitted,



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

Reviewed By:

  
Treasury  
Env Services

Planning

City Clerk

HR

Other





Corporation of the

# City of St. Thomas

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Report No.

ES113-06

File No.

Directed to:

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

Date  
October 9, 2006

Department:

Environmental Services

Attachment  
Winter Maintenance Program  
and Quality Standards  
2006/2007

Prepared By:

Dave White, Supervisor of Roads & Transportation

Subject:

Winter Maintenance Program and Quality Standards – 2006/2007 Season

## Recommendation:

It is recommended that:

1. Report No. ES113-06 be received for information; and further,
2. Council approve the 2006 / 2007 Winter Maintenance Program and associated 2006 / 2007 Quality Standards as described herein; and further,
3. Two Water/Wastewater permanent staff be temporarily transferred to the Roads staff complement for the express purpose of providing a consistent level of service for the sidewalk plow/salt program for the period from December 1, 2006 to March 31, 2007; and further,
4. One additional Lead Hand from each of the Roads and Water/Wastewater areas be temporarily assigned during the 2006/2007 winter maintenance period for the express purpose of providing Supervisor On-Call duties in rotation with the Two Permanent Lead Hands during the hours of 4:00 p.m. and 7:30 a.m. for the period from December 1, 2006 to March 31, 2007.

## Report:

### Origin

All levels of staff have been involved in the review of winter maintenance activities and formulated a plan of action for the 2006 / 2007 winter maintenance season for Council approval.

### Analysis

#### The Winter Maintenance Program Summary

The Winter Maintenance Program has been developed in accordance with the Municipal Act 2001 – Ontario regulation 239/02 Minimum Maintenance Standards for Municipal Highways and City Quality Standards. These standards dictate the frequency of patrols and the level of winter maintenance activity. Within the regulation, there are five levels of road maintenance depending on the type of roadway and the volume of traffic.

Historically, the City of St. Thomas' roads are assigned a priority of 1, 2 or 3. These priority ratings are based on the type of road and the activity along that road section and are correlated to the priority rankings as provided by the Municipal Act. The priority ranking dictates the level of service each road section receives. A priority 1 road shall be kept bare as soon as practical following a storm, a priority 2 roadway shall be centre bare and priority 3 roadways shall be snow packed.

Examples of Priority 1 roads include Highbury Avenue, Talbot Street, and Elm Street, etc. Priority 2 roads are all roads, other than Priority 1's with a transit route and/or a school, and include roads such as Highview Avenue, and Chestnut Street, etc. Priority 3 streets include all local residential streets.

As a result of the recent equipment purchases (plow/wing equipment) there will be a total of (3) Priority One snowplow routes, (11) Priority 2 & 3 snow plow routes, (5) sand routes and (5) salt routes serving the City of St-Thomas, in addition the Municipal parking lots are cleared within this program. Sidewalks also receive a priority ranking, either a one (1) or two (2). A Priority 1 Sidewalk is primarily along arterial streets and in school zones. Priority 2 sidewalks are all other sidewalks.

There are a number of routes that include unassumed road sections that have historically been plowed by Roads and Transportation staff. In addition to the requirement for permanent staff to run the program (from December 1, 2006 to March 31, 2007) there is a need for (4) hired contractors for snow

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plow routes and (2) hired contractors for parking lots in order to meet the City of St-Thomas Quality Standards.

Quotation No. 06-628 Snow Plowing – On Street and Off Street for the 2006 / 2007 Winter Season was advertised and closed on Tuesday August 22, 2006. Again this year there were very few bidders, two bidders, (representing five pieces of operated equipment) (3) for plow routes and (2) for parking lots were chosen to plow snow for the City this winter (as listed within the maintenance program under equipment and manpower).

Despite the fact that equipment and manpower has increased in the recent year there remains a need for one piece of major removal equipment. This is the result of the balance between available hired equipment and owned equipment at our disposal. In the interim, we will outfit our backhoe and use the existing one ton units to fill this void for the 2006/2007 year.

#### Pilot Programs

As a pilot program, we will be continuing an anti-icing measure by the proactive application of an anti-icing material to areas of roadways susceptible to icing such as bridges and hills. A small tank distribution system will be added to a City vehicle. This measure will reduce our response time and reduce the amount of salt required.

In addition, a Slurry Seal product was recently added to most bridge decks in the City that will also assist with anti-icing of those bridge decks. It is proven that a black asphalt surface will absorb the sun's rays and heat the road surface better than a grey asphalt surface.

Last winter season we substituted sand with salt on downtown Talbot Street sidewalks to improve this service level with great success, and as a result this program will continue.

Last season, the north parking lots were contracted leaving the south parking lots to be cleared by operations' staff and equipment. This season we have two operators/equipment under contract for plowing the north and south side parking lots. This will mean that operations' staff and equipment can be dedicated to on street clearing activities.

#### Staff Assignments

The City now has eleven staff on the Roads Operation crew and one foreman. One medium equipment operator increased this complement in 2006.

During the 2005/2006 winter maintenance period two Water/Wastewater staff were temporarily transferred to the Roads crew consistent level of service for the sidewalk plow/salt program for the period from December 1, 2006 to March 31, 2007. This worked so well, we suggest continuing it again for the period from December 1, 2006 to March 31, 2007.

Also during the 2005/2006 winter maintenance period two seasonal temporary staff were hired providing a consistent level of service for the transit stop/shelter clearing/cleaning program. This worked so well that we suggest continuing it again for the period from December 1, 2006 to March 31, 2007.

During any calendar year, four members of operations staff are designated as Supervisors On Call on a rotational list. It is made up of one Foreman and one Permanent Lead hand from each of the Water/Wastewater and Roads areas. The Supervisors On Call are called in as required to supervise any maintenance activity required of the operations yard staff, including the activities during the winter maintenance period. One disadvantage to this system is that when there are frequent winter events requiring the Foremen to work through the early morning hours, the two Foremen are not always available for their standard daytime shift. This results in reduced levels of daytime road patrol, coordination of standard operations maintenance activities by both Water/Wastewater and Roads staff, record keeping, staff assignments and slower response times managing other trouble telephone calls from the public.

As a pilot program for the 2006/2007 winter maintenance period, we are recommending that one additional Lead Hand from each of the Roads and Water/Wastewater areas be temporarily assigned for the express purpose of providing Supervisor On-Call duties in rotation with the Two Permanent Lead Hands during the hours of 4:00 p.m. and 7:30 a.m. for the period from December 1, 2006 to March 31, 2007. The minor additional costs to upgrade the existing staff during this period will not effect the operating budgets of the operations areas.

#### Quality Standards (attached)

The Winter Maintenance Program and Quality Standards document attached provides further detail on the following;

- Quality Standard for Snow and Ice Control

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- Quality Standard for Parking Lots, Snow Fence Erection and Removal and Assumed Public Laneways
  - Equipment and manpower
  - Patrols and call out procedures
  - Parking Regulations and By-laws
  - Hours of Work Information
  - Organization
  - Training of employees and contractors

### Financial Considerations

Approval of the recommendations within this report should have no impact on the 2006 operating budget and there is no anticipated increase to the 2007 budget; based on an average year of snow events.

### Alternatives

In order to comply with the Provincial Minimum Maintenance Standards, there are no alternatives suggested.

Respectfully,



Dave White – Supervisor of Roads and Transportation  
Environmental Services



Reviewed By:

Treasury

Env Services

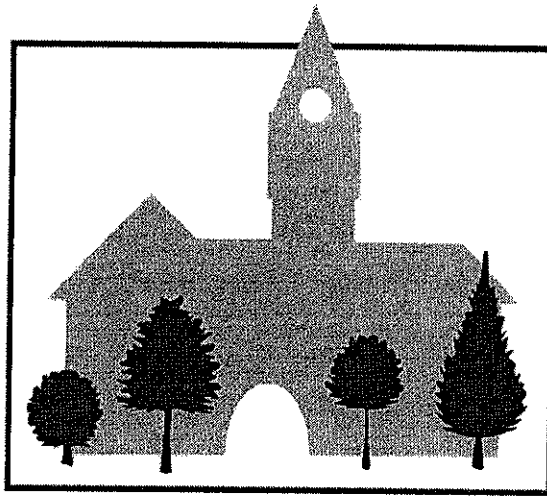
Planning

City Clerk

HR

Other

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THE CORPORATION OF THE CITY OF  
ST. THOMAS

# Winter Maintenance Program Overview & Quality Standards

## 2006 / 2007 Season

Environmental Services Department  
Operations Division

# Winter Maintenance Program & Quality Standards

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## Quality Standard for Snow & Ice Control -14-

The City of St-Thomas Quality Standard for Snow & Ice Control was last revised in 2005/2006. It has been used since to determine staff levels and operating budgets in the Roads and Transportation section. This Quality Standard meets or exceeds the Ontario Minimum Maintenance Standards as outlined in Regulation 239/02 of the Municipal Act. The attached update to the Quality Standard is provided for your approval (exhibit 1).

## Quality Standards for Parking Lots, Snow Fence Erection and Removal and Assumed Public Laneways

The City of St-Thomas Quality Standard for Parking Lots, Snow Fence Erection and Removal and Assumed Public Laneways were last revised in 2005/2006. The attached update to the 2005/2006 Quality Standard is provided for your approval (Exhibit 1).

## Equipment and Manpower

Roads Maintenance staff levels have increased by one Medium Equipment Operator to meet the increased demand of development. In the 2005 / 2006 winter maintenance program, two additional temporary staff were approved through Council and transferred for the express purpose of providing a consistent level of service for the sidewalk plow/salt program.

With Council approval, two staff will be transferred from the Water / Wastewater section for the duration of the winter maintenance period. The purpose of this transfer is to more efficiently utilize our staffing resources. Whenever possible, the two assigned staff will be operating the two sidewalk plows exclusively when that is required, although they will be called upon to undertake all the duties of the staff working in the Roads Section. As a result, the two assigned staff will be part of the roads on call rotation and will be in the rotation for the Night Patrol. For the period of the temporary transfer, the two assigned staff will not be in the rotation for overtime work in the Water & Wastewater Section.

In addition, two seasonal temporary staff were hired during the 2005/2006 winter maintenance program for the express purpose of providing a consistent level of service for bus shelter snow clearing/cleaning program. In order to maintain the level of service, we will be hiring the two staff for the 2006/2007 winter maintenance period.

As a pilot program for the 2006/2007 winter maintenance period, we are recommending that one additional Lead Hand from each of the Roads and Water/Wastewater areas be temporarily assigned for the express purpose of providing Supervisor On-Call duties in rotation with the Two Permanent Lead Hands during the hours of 4:00 p.m. and 7:30 a.m. for the period from December 1, 2006 to March 31, 2007. The minor additional costs to upgrade the existing staff during this period will not effect the operating budgets of the operations areas.

As a result of Council approval, an additional Dump Truck was purchased in 2006 with an expected delivery date of November 15, 2006. This vehicle will also be equipped with a plow/wing assembly similar to the vehicle replaced earlier in 2006. This will allow staff to provide a modified plow route system that is much more efficient than past delivery methods.

The City of St-Thomas immediately available manpower consists of;

- (8) Eight Medium Equipment Operators - Roads Maintenance
- (2) Two Heavy Equipment Operators - Roads Maintenance
- (2) One Permanent Lead Hands - (1) Roads Maintenance - (1) Water/Wastewater (when on call)
- (2) Two Temporary Lead Hands (if approved by Council) - (1) Roads Maintenance - (1) Water/Wastewater (when on call)
- (2) Two Water/Wastewater staff for sidewalk plows - Water/Wastewater

- (2) Two seasonal full time staff for transit shelter/bus stop clearing & cleaning

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The City of St-Thomas owned winter maintenance equipment consists of,

One-Ton Trucks (used for one snowplow route, cul de sacs and parking lots)

- #249, 1999 Ford one ton with one-way front plow 2-4m blade,
- #266, 1999 Ford one ton with one-way front plow 2-4m blade and small sander/salt spreader,
- #282, 2004 Ford one ton with a reversible plow 2-4m blade,
- #283, 2006 Ford one ton with a reversible plow 2-4m blade,
- #259, 2000 Ford one ton with a reversible plow 2-4 m blade (when required from Parks Department).

Dump Trucks (used on plow/salt/sand routes)

- #237, 1996 Freightliner five ton with combination water dump spreader, reversible front plow
- #258, 1998 International five ton with combination dump spreader, reversible front plow
- #265, 2000 International five ton with combination dump spreader, reversible front plow
- #286, 1999 International five ton with combination dump spreader, reversible plow 3m blade
- #238, 2006 Sterling 5 Ton, Viking Plow/Wing & Sander/Spreader
- #239, 2007 Sterling 5 Ton, Larochelle Plow/Wing & Sander/Spreader (arriving November 15, 2006)

Grader (used on wide streets)

- #260, 1976 John Deer Articulated (125hp)

Loaders (misc. use as detailed below)

- #253, 1989 Case 11/2 m bucket (used for loading salt in the yard)
- #251, 1999 Case Loader Backhoe with plow blade (as backup, used on dead ends and small streets)
- #224, 1997 Case Loader Backhoe (water division) (used for loading salt in the yard)

Tractors/ Hand Snow Blowers (used for sidewalk plowing, bus stops and spot clearing)

- #290, 1998 M.T. trackless with V-Plow (equipped with "trackem" GPS units)
- #310, 1999 M.T. trackless with V-Plow and Blower (equipped with "trackem" GPS units)
- Rental Skid steer to assist with bus shelter maintenance.
- #296, Two Hand Snow Blowers
- #255, 2004 Ford Crew Cab with power tailgate
- Rental Pickup if required.

\*NOTE: The trackless (sidewalk plow) vehicles will be equipped with "trackem" GPS units that provides electronic records of the sidewalk segments that have been plowed recording time/date/location of the trackless equipment.

Equipment & Operators Under Contract for the 2006 / 2007 Season (used as detailed below)

- 1 - Berdan Paving, Aylmer – 1986 GMC Truck/Blade (plow/salt/sand route)
- 2 - Berdan Paving, Aylmer – 1996 Volvo Track/Blade (plow/salt/sand route)
- 3 - Berdan Paving, Aylmer – **(tentatively filled, equipment to be determined)**
- 4 - **Not filled, no further bids**
- 5 - Brian Coutts, St. Thomas – Tractor/Blade (north side parking lots)
- 6 - Brian Coutts, St. Thomas – Tractor/Blade (south side parking lots)

\*NOTE: the above planned use of operators vehicles and equipment are subject to change due to staff and equipment availability.

## **Patrols and call out procedures**

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City of St-Thomas roads will be patrolled on a regular basis as required during the winter maintenance program. The Roads Call Out List will be utilized and patrols will be rotated through the list (carrying on from where it was left off last year). The patrol vehicles will be equipped with "trackem" GPS units that provides electronic records of the road segments that have been patrolled recording time/date/location of the patrol vehicle.

The Roads and Transportation Crew will be primary contacts for winter maintenance, and if a full crew cannot be obtained through the Roads Call Out List, the Water Call Out List will be utilized until the required personnel are obtained. If after exhausting this list and still a full compliment of crewmembers cannot be obtained, a call will go out to all other qualified employees of the local.

While calling the crewmember in rotation, the call out book is updated with the date, time of call, and the response of the crewmember. If there is no response on the phone a message is left (if answering machine is available) stating date, time and nature of call.

## **Parking Regulations and By-laws**

*The City of St-Thomas By-law No. 45-99 and the Highway Traffic Act contain regulations specifically related to the winter maintenance period.*

*The applicable excerpt (that is specifically related to the winter maintenance program) from;*

CITY OF ST. THOMAS  
BY-LAW NO. 45-89  
A BY-LAW TO REVISE AND CONSOLIDATE  
CERTAIN BY-LAWS REGULATING TRAFFIC  
AND THE PARKING OF MOTOR VEHICLES.

### **OVERNIGHT PARKING ON CITY STREETS**

24. (1) Notwithstanding any other provisions of this Part, no person shall park a vehicle or allow to stand a vehicle upon any part of any street in the City of St. Thomas between the hours of 3 o'clock a.m. and 5 o'clock a.m. from November 15th to March 15th of the following year. (B/L 99-95)
- (2) Section 24.(1) shall not apply to vehicles provided the owner of such vehicle has obtained an Overnight Parking Permit from the Director of Public Works and Engineering and has the same affixed to the left rear window of said vehicle. Such permit shall be issued upon payment of an annual fee of TWENTY-FIVE DOLLARS (\$25.00) for each such vehicle. (B/L 99-95)

**The applicable excerpt (that is specifically related to the winter maintenance program) from The Highway Traffic Act R.S.O. 1990, CHAPTER H.8;**

Vehicles interfering with traffic

(12) Despite the other provisions of this section, no person shall park or stand a vehicle on a highway in such a manner as to interfere with the movement of traffic or the clearing of snow from the highway. R.S.O. 1990, c. H.8, s. 170 (12).

Application of subs. (12), where by-law in force

(13) The provisions of subsection (12) with respect to parking or standing in such a manner as to interfere with the movement of traffic or with the clearing of snow from the highway do not apply to a portion of a highway in respect of which a municipal by-law prohibiting or regulating parking or standing



-17-

in such a manner as to interfere with traffic or with the clearing of snow from the highway, as the case may be, is in force. R.S.O. 1990, c. H.8, s. 170 (13).

#### Penalty

(14) Every person who contravenes this section is guilty of an offence and on conviction is liable to a fine of not less than \$20 and not more than \$100. R.S.O. 1990, c. H.8, s. 170 (14).

#### Powers of officer to remove vehicle

(15) A police officer, police cadet, municipal law enforcement officer or an officer appointed for the carrying out of the provisions of this Act, upon discovery of any vehicle parked or standing in contravention of subsection (12) or of a municipal by-law, may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the *Repair and Storage Liens Act*. R.S.O. 1990, c. H.8, s. 170 (15).

### **Hours of Work Information**

*The Collective agreement between The Corporation of the City of St-Thomas and Local 35, Canadian Union of Public Employees (as amended), The City of St-Thomas By-Law No. 102-2004 (as amended), and The Highway Traffic Act Reg. 4/93 shall apply for the winter maintenance period. All employees are required to monitor their hours of work and only accept shifts to accommodate the above agreement, By-law and Act.*

The Ministry of Labour has confirmed in writing that Municipal and Contract workers performing winter maintenance operations are exempt from the Employment Standards Act (ESA 2000) for hours of work as set out in Reg. 285/01.

The Ministry of Transportations' Ontario Regulation (O. Reg) 4/93 titled "Hours of Work Regulation" under the Highway Traffic Act will come into effect January 1, 2007. The following is a summary of key points that will affect municipalities regarding hours of work for drivers operating under the municipal C.V.O.R.

- For 2006, there is no minimum time that must be taken off duty on a daily basis. As of January 1, 2007 drivers must take a minimum of 10 hours off duty every day.
- The C.V.O.R. operator and driver must make sure that the driver has taken 24 consecutive hours off duty (both driving and non-driving duties) in the previous 14 days.
- The elapsed time between the off duty periods is a maximum of 16 hours.
- Drivers must take 24 consecutive hours off duty in every 15 day period.

### **Organization**

With the assistance of all levels of staff, the Supervisor of Roads and Transportation develops and administers the Winter Maintenance Program.

The Foreman of Roads Maintenance provides the direct Supervision of the Winter Maintenance Program with the following key responsibilities;

- Supervising the call out of necessary staff
- Setting up shifts to handle prolonged periods of activity
- Keeping track of status of staff and equipment with respect to C.V.O.R. requirements
- Preparing and disseminating "Storm Progress Report" information to the Supervisor
- Arrange for snow removal/sanding/salting equipment and crews when necessary
- Calling out required staff
- Instructing operators in their duties

- 18-
- Patrolling areas and reporting the road conditions
  - Ensure that operators complete their daily activity cards before going off duty
  - Complete salt use documentation forms

The Permanent Lead Hands and Temporary Lead Hands will;

- Calling out required staff for all Winter Maintenance events (with assistance from the Roads Maintenance Foreman when required)
- Patrol the road system on weekends and evenings and report back to the Roads Maintenance Foreman
- Be sure that the "trackem" GPS equipment is functioning properly
- Supervise maintenance crews as directed by the Roads Maintenance Foreman
- May be asked to operate equipment when necessary

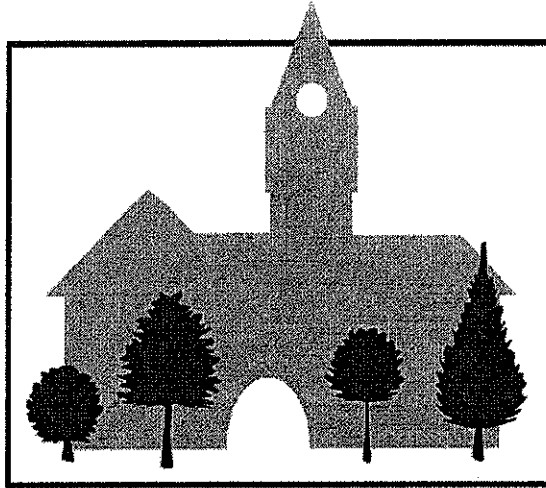
The Equipment Operators and any temporary transferred staff will;

- Patrol the road system on weeknights and report back to the Roads Maintenance Foreman
- Be sure that the "trackem" GPS equipment is functioning properly
- Be included within the on call list for the winter maintenance period
- Follow their assigned routes using their assigned vehicles
- Report to Road Maintenance Foreman when work is complete
- Inform the Roads Maintenance Foreman or the Operations Centre staff immediately in the event of any breakdown, delays or difficulties
- Complete all necessary reports
- Leave the two-way radio on in their vehicle at all times
- Report directly to the Roads Maintenance Foreman in the event that their personal Hours of Work have been exceeded.

## **Training of employees and contractors**

In November of 2006 there will be a Winter Maintenance Seminar arranged for all City of St-Thomas employees and any contractors hired to provide winter maintenance services. Two long time employees of the Ministry of Transportation (or equivalent service provider) will instruct the seminar and cover Equipment maintenance, Vehicle daily inspections, Record keeping, Salting and Sanding application rates with a question period.

# Exhibit 1



THE CORPORATION OF THE CITY OF  
**ST. THOMAS**

Winter Maintenance Program & Quality  
Standards

2006 / 2007 Season

Environmental Services Department  
Operations Division

CITY OF ST. THOMAS  
MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Page 1 of 15

QUALITY STANDARD FOR

**Snow and Ice Control**

OBJECTIVE

The major objectives for maintaining SNOW AND ICE CONTROL are:

- To meet or exceed Municipal Act Regulation 239/02
- To reduce the hazards of icy road conditions to motorists.
- To reduce economic losses to the community and industry caused by workers not being able to get to their jobs.
- To facilitate the handling of emergencies by fire and police officials.
- To maintain safe, possible school bus and public transit routes.

SUMMARY OF QUALITY STANDARD

The level-of-service of SNOW AND ICE CONTROL shall be in accordance with the following:

GENERAL

- All streets within the City of St. Thomas do not have to be maintained to the same winter maintenance level-of-service. The level of service given should vary in accordance with the role that a particular street plays in the total transportation network. In order to simplify the determination of what levels of service are reasonable on each particular street, all streets have been classified into the following three priority groups (Figure 1), and a level of service applied to each.
- Priority 1 Streets – Definition: Those streets that are intended to carry large volumes of traffic. These roads serve the major traffic flows between the principle areas of traffic generators and also connect to the county road network. Priority 1 street perform a secondary function of servicing adjacent properties; however, the amount of access permitted to these properties should not interfere with the primary function of these streets – that of moving traffic from on area to another. Included in this classification are major arterial streets, the hospital emergency route and designated hills/curves.

CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

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## QUALITY STANDARD FOR

### Snow and Ice Control

#### SUMMARY OF QUALITY STANDARD (CONTINUED)

##### GENERAL (continued)

- Priority 2 Streets – Definition: Those streets that provide both traffic service and land service. The traffic service is to collect traffic from Priority 1 streets and distribute to Priority 3 streets and County Road networks. Full access to adjacent properties is allowed. Included in this classification are minor arterial roads, major collector roads, designated minor collector and local roads, industrial streets and all bus routes.
- Priority 3 Streets – Definition: The main function of Priority 3 streets is to provide land access to all abutting properties. A Priority 3 street is not intended to carry large volumes of traffic, but primarily carries only traffic with an origin or destination along its length. Priority 3 streets are all remaining streets not include in a Priority 1 or 2 streets, including public lanes.

##### LEVEL-OF-SERVICES - Priority 1 Streets

- Surfaces shall be maintained as BARE as possible through the continued use of all assigned men, equipment and materials suited to the condition.
- Plowing will commence upon the accumulation of 5 cm along pre-determined and approved routes. The accumulation on Priority 1 road surfaces should not exceed 10 cm.
- Application rates for salting shall not exceed 225 kg per two lane km. If it is expected that the snowfall will exceed 5 cm., an initial application of salt shall be applied if required during the early stages of a storm. Additional applications of salt should not be applied until plowing has been completed. Designated hills and curves will be included under this priority rating. The frequency of coverage for salting Priority 1 streets shall be three hours if required.
- Application rates for sand shall not exceed 580 kg per 2 lane km as directed by the supervisor in charge. Sand shall be spread under the following guidelines:
  - a) Snow accumulation: 0 cm – 5 cm – only if freezing.  
Over 5 cm – initial application at early stages of storm.
  - b) Freezing rain

The frequency of coverage for sanding Priority 1 streets shall be 3 hours if required.

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QUALITY STANDARD FOR

Snow and Ice Control

SUMMARY OF QUALITY STANDARD (CONTINUED)

LEVEL-OF-SERVICE Priority 2 Streets

- Surfaces shall be maintained as CENTRE BARE on all Priority 2 streets through the use of assigned men, equipment and materials suited to the conditions.
- Plowing will commence only after Priority 1 streets have been completed to the criteria required. The accumulation of snow on Priority 3 surfaces should not exceed 15 cm. The accumulation of snow on Priority 2 road surfaces should not exceed 15 cm.
- Salting will commence on Priority 2 streets only if salting of Priority 1 streets is completed.

Application rates shall no exceed 225 kg per two lane km. If it is expected that the snowfall will exceed 5 cm., an initial application of salt shall be applied, if required, during the early stages of a storm. Additional applications of salt shall no be applied until plowing has been completed. All hills and curves not designated as Priority 1 shall be salted as Priority 2. The frequency of coverage for salting Priority 2 streets shall be 8 hours if required.

- Sand shall be applied to Priority 2 streets to the same level of service as Priority 1 streets.

LEVEL-OF-SERVICE – Priority 3 Streets

- Labour, equipment and materials shall not be expended on Priority 3 streets in an effort to achieve bare pavement conditions.
- Plowing will begin only after both Priority 1 and 2 streets have been completed or when equipment is available. The plowing will be restricted to maintain the road surface in a snow packed condition at the discretion of the supervisor.
- Sanding shall be done only after sanding on Priority 1 and 2 streets have been completed or when equipment is available.

Sanding of intersections, hills and dangerous curves shall generally be the only treatment given to Priority 3 streets. Continuous sanding of Priority 3 streets will be undertaken under extremely slippery conditions and only upon the approval by the Roads and Transportation Supervisor.

CITY OF ST. THOMAS  
MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
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QUALITY STANDARD FOR

**Snow and Ice Control**

SUMMARY OF QUALITY STANDARD (CONTINUED)

SNOW REMOVAL - Streets (Revised Jan 16, 2006)

- Snow will be removed (loaded and hauled away) from the streets in the snow removal areas when they have reached a maximum average snow height of 60cm (or two feet) high and up to three times annually so as to not interfere with traffic or parking (i.e., traffic and parking lanes shall not be used as permanent storage areas for windrowed snow). One snow removal will be completed as required during the December Holiday Shopping period on Talbot Street from Stanley Ave. to First Ave.. Additionally, there may be occasions when snow removal is required in other areas of the City and/or at intersections where snow has accumulated to such a degree as to impair visibility. These include but are not limited to some cul-de-sacs with limited snow storage capabilities.

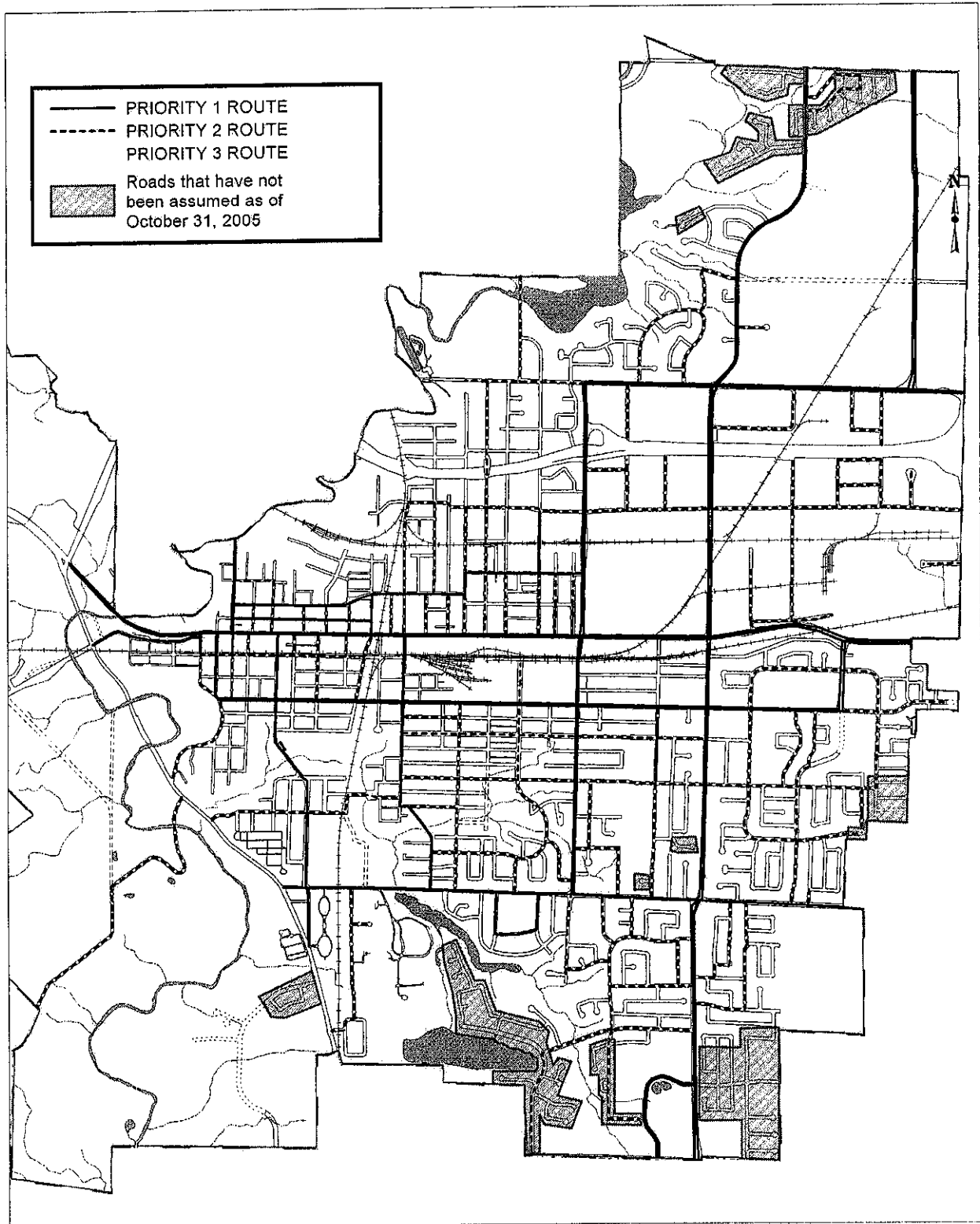
SIDEWALKS

- All sidewalks/walkways in the designated area (Figure 2) will be sanded to maintain the walks in a safe condition for pedestrian traffic. Spot sanding of all remaining sidewalks throughout the City will be undertaken under extreme slippery conditions and only upon the approval of the Supervisor of Roads and Transportation. Only approved routes will be followed.
- No salt shall be applied to sidewalks with the exception of walkways/bridges cleared by city forces and Talbot Street sidewalks from First Avenue to Stanley Street.
- Generally plowing will commence when the snow has accumulated to 15 cm and the weather forecast indicates that the storm is substantially over. The time that plowing commences may vary due to time of day and available manpower. Snow plowing of sidewalks shall be carried out on a priority basis (figure 3A, 3B, 3C, 3D). Snow plowing of sidewalks shall normally be carried out during regular working hours,
  - i) All arterial and designated school areas with sidewalks shall receive first priority. Snow accumulations shall not exceed 15 cm
  - ii) Upon completion of i) above, all other sidewalks shall be plowed upon available manpower/equipment and following designated routes.

CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

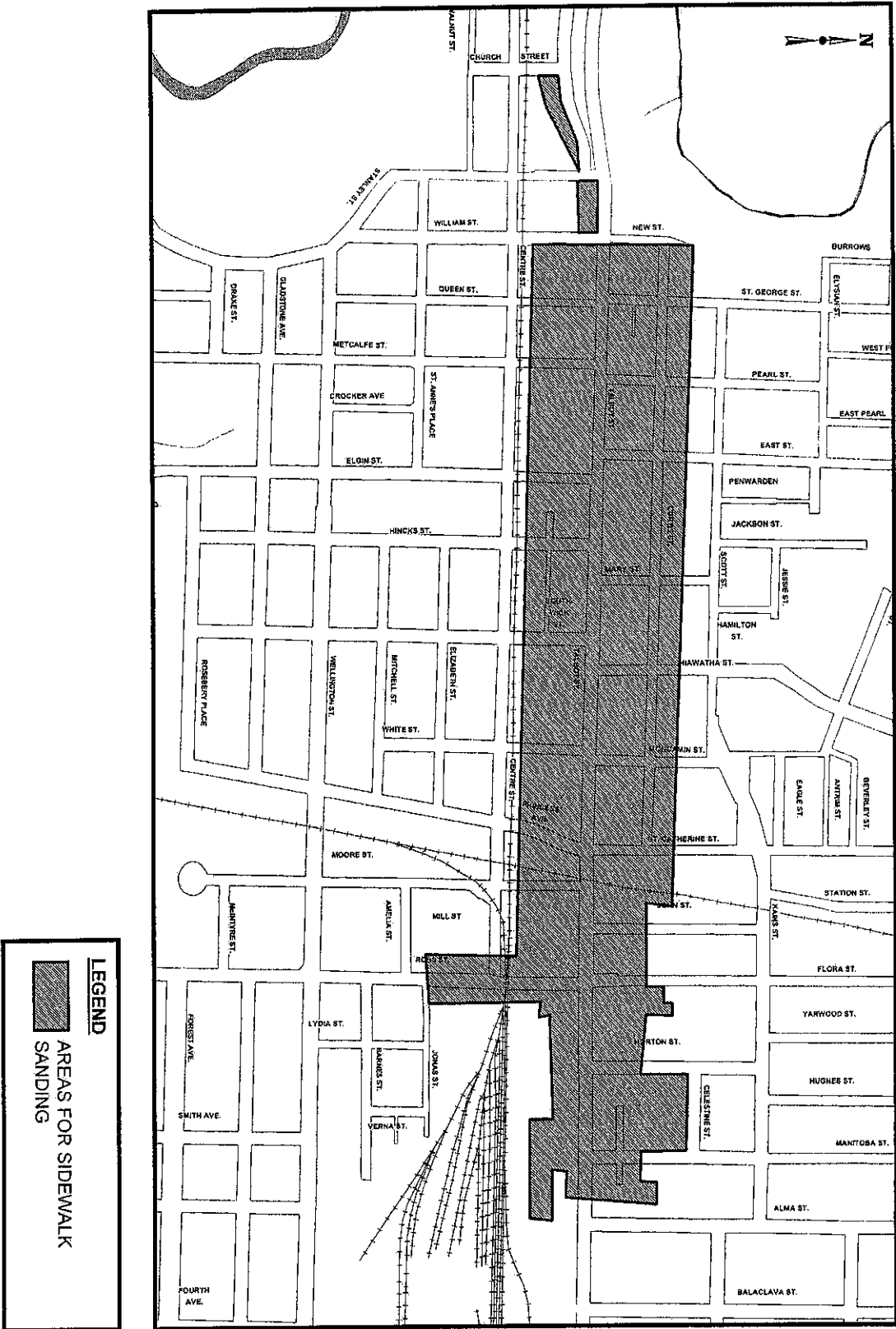
Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Figure 1





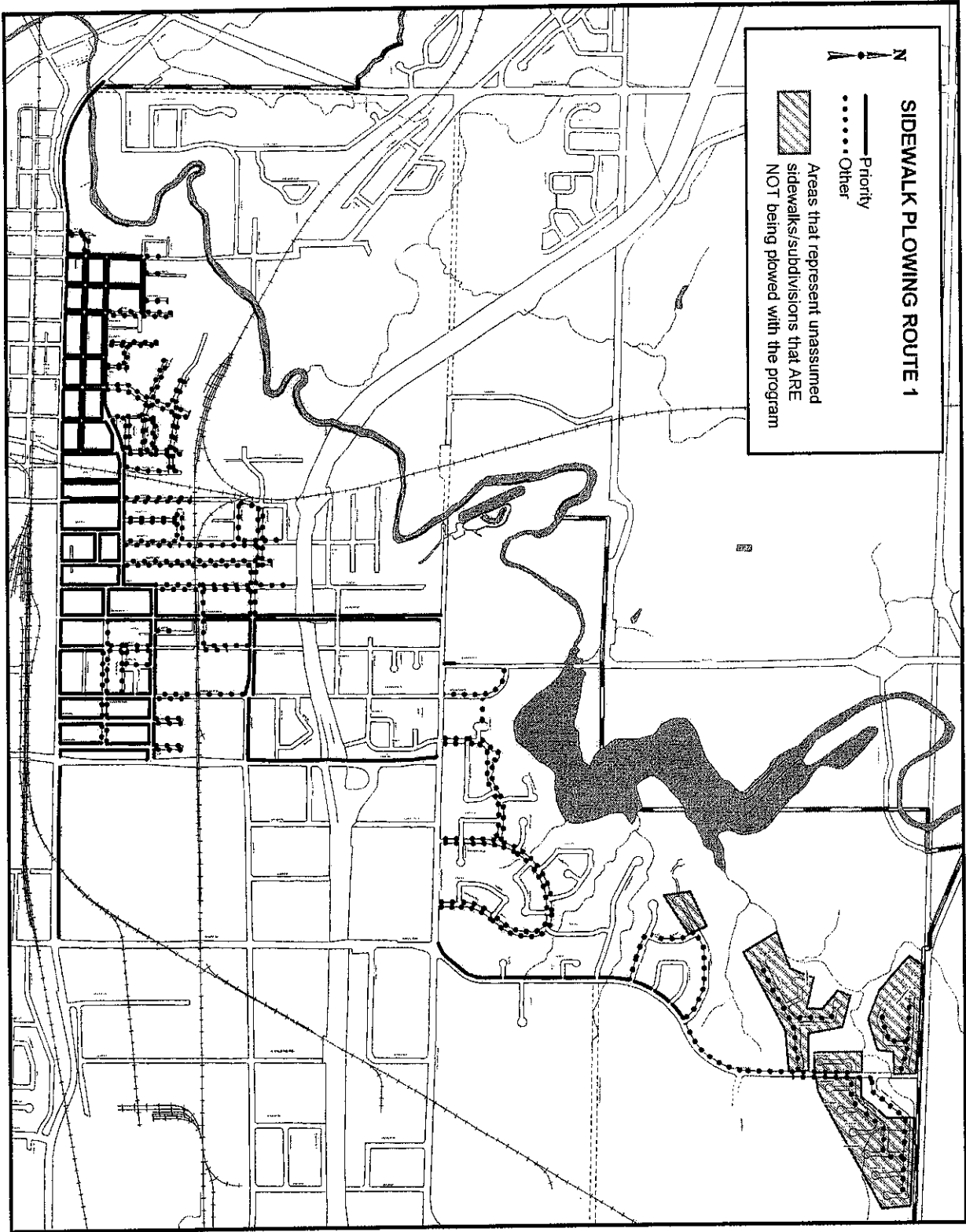
CITY OF ST. THOMAS  
MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Figure 2



CITY OF ST. THOMAS  
MAINTENANCE MANAGEMENT SYSTEM

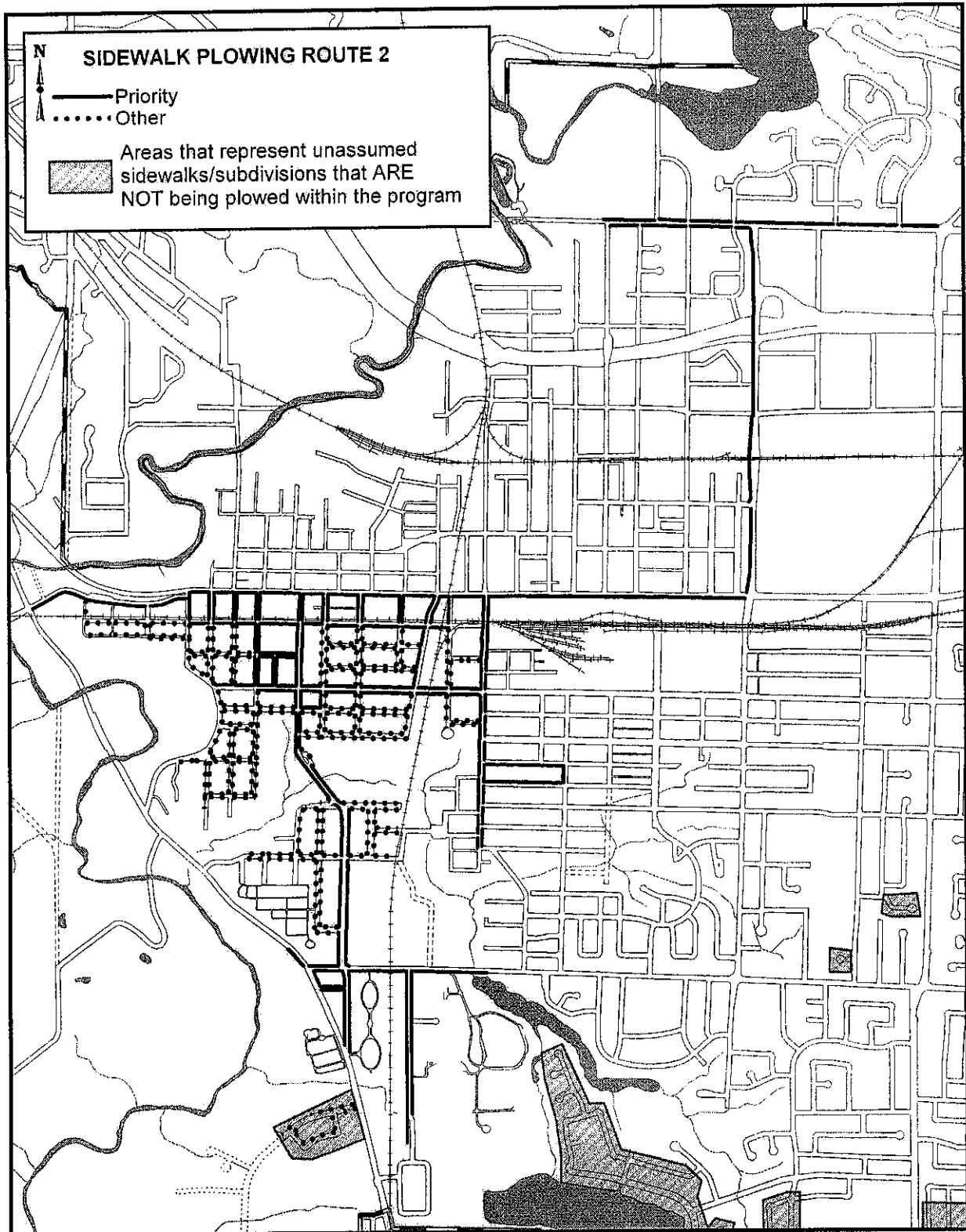
Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Figure 3A



CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

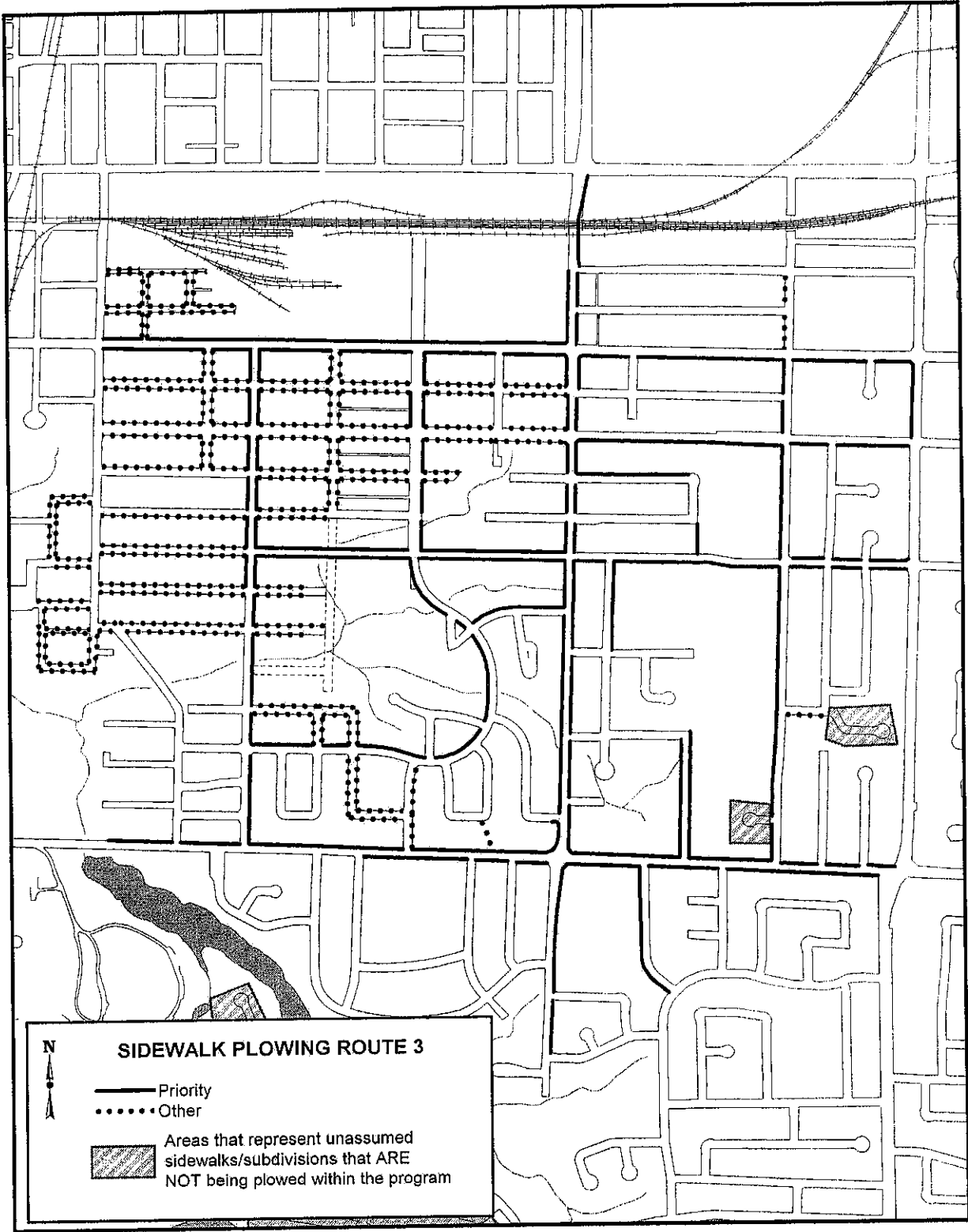
Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Figure 3B



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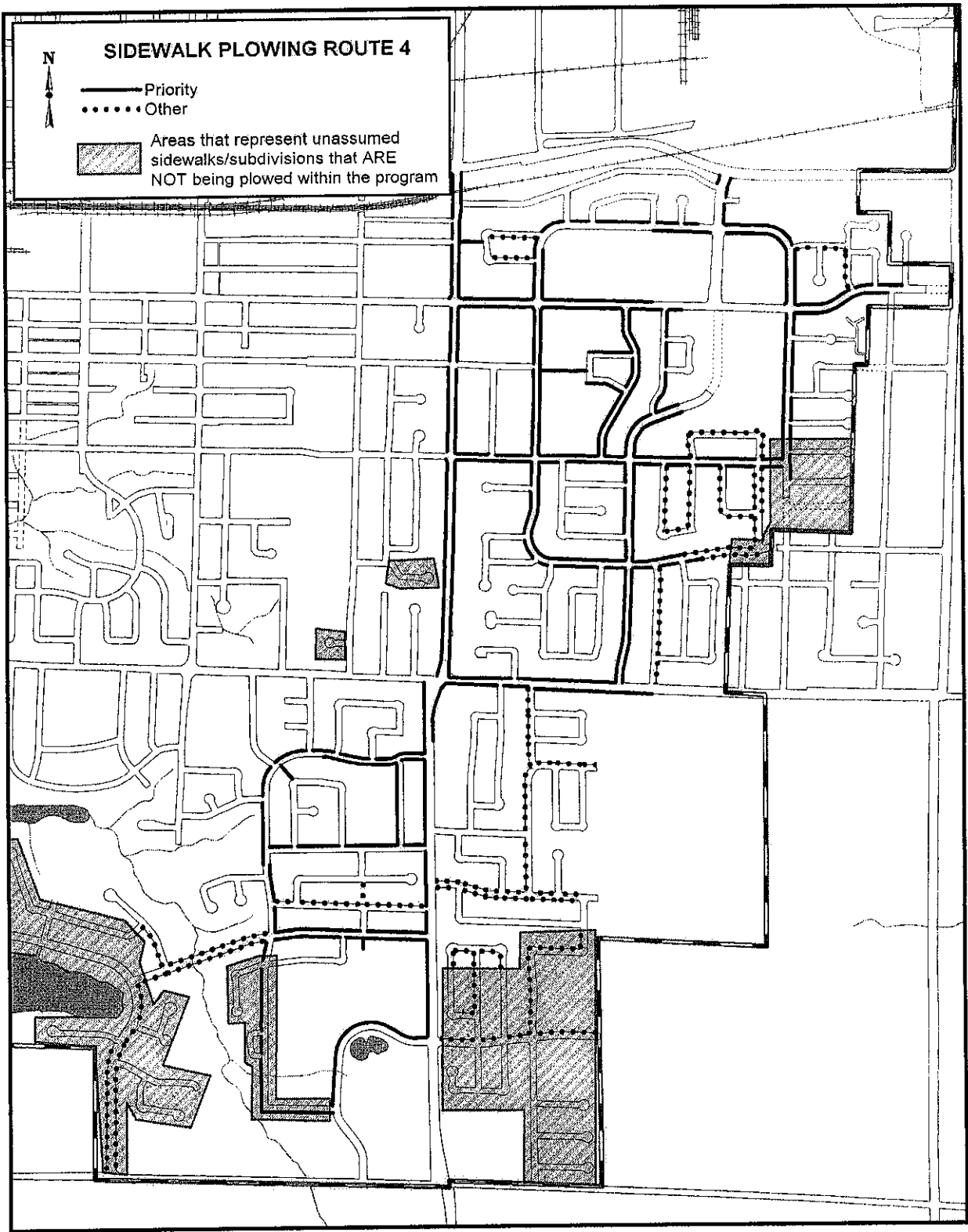
CITY OF ST. THOMAS  
MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Figure 3C



CITY OF ST. THOMAS  
MAINTENANCE MANAGEMENT SYSTEM

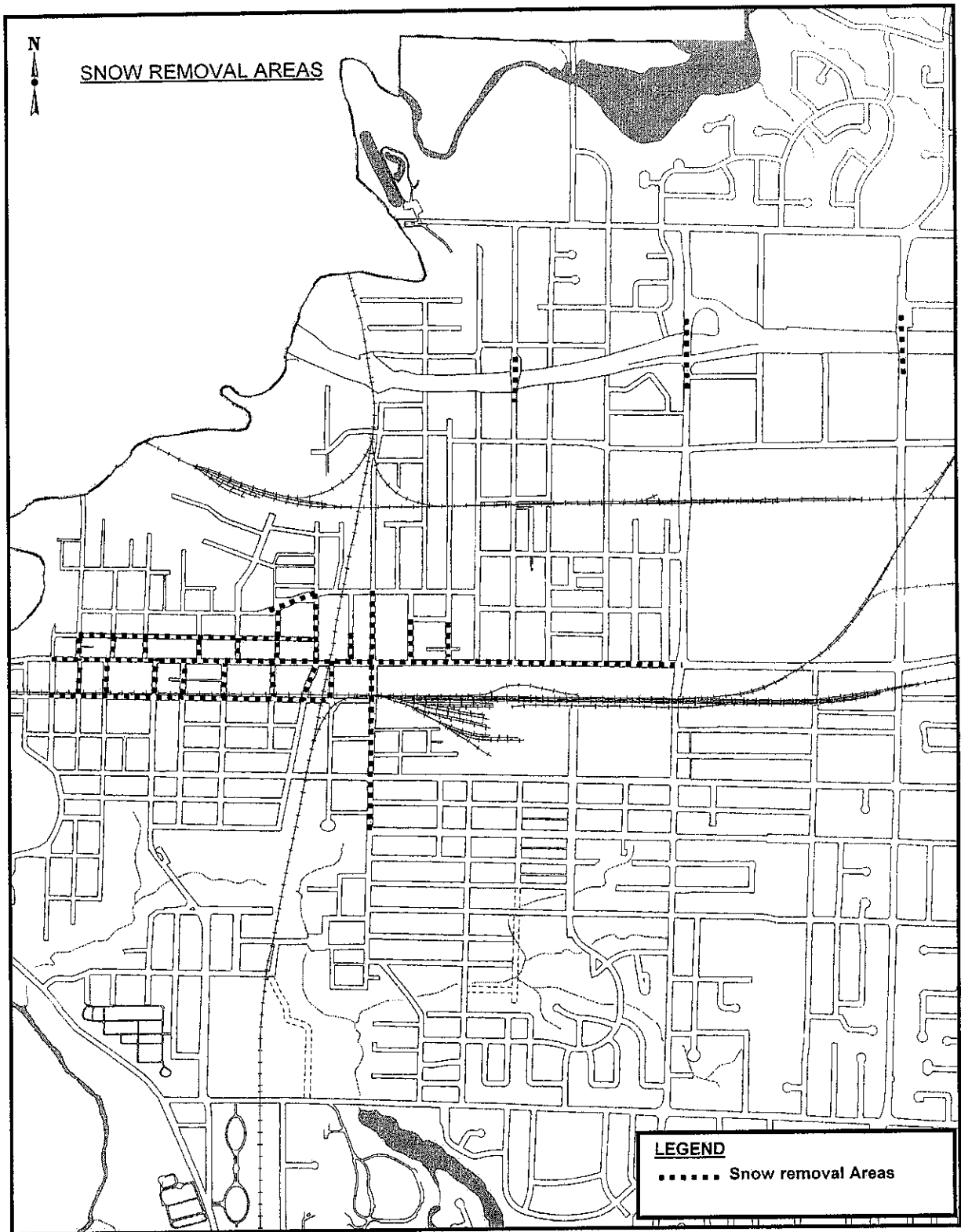
Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Figure 3D



CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Figure 4



CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
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## QUALITY STANDARD FOR

### Snow Fence Erection and Removal

#### OBJECTIVE

The major objectives for maintaining ERECTION OF SNOW FENCE is:

- To meet or exceed Municipal Act Regulation 239/02
- To trap snow and deposit it on the ground surface before it accumulates on the roadway.

#### SUMMARY OF QUALITY STANDARD

The level-of-service for SNOW FENCE ERECTION AND REMOVAL shall be in accordance with the following:

##### Snow Fence Erection

- Installation of snow fence shall be undertaken only where abnormal drifting occurs.
- Snow fence shall be erected in the month November.
- Property owners shall be contacted before entering private property to erect snow fence.
  - Snow fence can be erected on private property under the authority of Part II, Section 12(1) of the Snow Roads and Fences Act.
- New snow fence shall be located at least 40 metres from the edge of the traveled portion on the prevailing upwind side of the road.
- Posts shall be spaced evenly at approximately 3 metres apart in a straight line and at a uniform height to top of the posts.
  - Posts shall be driven a minimum of ½ metre into the ground.
- Fences shall be placed on the prevailing upwind side of the posts and fastened to the posts with three tie wires.
- Snow fence shall be erected so that the bottom of the wooden laths are from 5 cm to 15 cm above the ground.
- Fence shall be stretched tight enough to prevent excessive sag (not more than 5 cm).
- Posts shall be braced with guy wires and steel brace posts at the ends and at 50 metre intervals, as required.

CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
Eff. Date	Oct. 9/06	Pg 13 of 15

QUALITY STANDARD FOR

**Snow Fence Erection and Removal**

SUMMARY OF QUALITY STANDARD (CONTINUED)

Snow Fence Removal

- Snow fence shall be removed during the month of April.
- Snow fence shall be rolled up, fastened and returned to work yard.
- Repairs required to snow fence shall be made while fence is in place if possible.



CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
Division	Roads & Transportation	
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## QUALITY STANDARD FOR

### Parking Lots

#### OBJECTIVE

The major objectives for maintaining PARKING LOTS are:

- To meet or exceed Municipal Act Regulation 239/02
- To provide parking in an area free from defects for pedestrians and vehicles.

#### SUMMARY OF QUALITY STANDARD

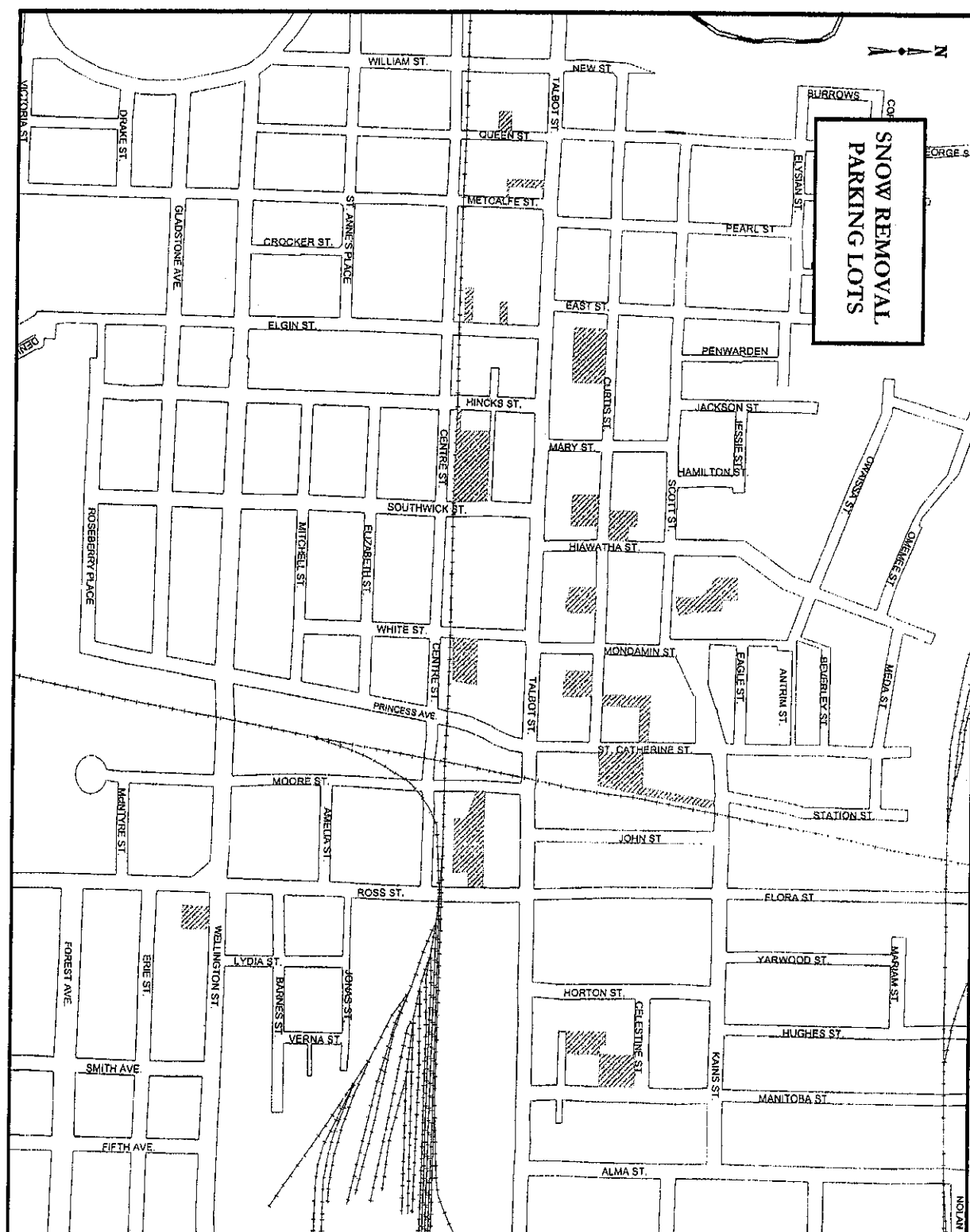
The level-of-service for PARKING LOTS shall be in accordance with the following:

- Bituminous surface shall generally be the same as that for bituminous road surfaces.
- Gravel surface shall be graded to provide an area free from defects. Ruts, depressions, pot holes etc. greater than 5 cm depth shall be scheduled for repair upon becoming aware of the defect.
- Manual cleanup of debris in the municipal parking lots shall be carried out three times per year (spring, mid-summer, fall)

#### Snow and Ice Control

Snow plowing for parking lots shall only commence upon accumulation of 10 cm of snow provided that manpower and equipment is available (Roads have priority over parking lots). Plowed snow shall be stockpiled within the parking lots, in areas which minimize the affects of storing snow in parking spaces. Snow removal shall be carried out when manpower and equipment become available.

Sanding of parking lots shall receive the same level of service as priority 3 streets.



CITY OF ST. THOMAS

MAINTENANCE MANAGEMENT SYSTEM

Department	ENVIRONMENTAL SERVICES	
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## QUALITY STANDARD FOR

### Assumed Public Laneways

#### OBJECTIVE

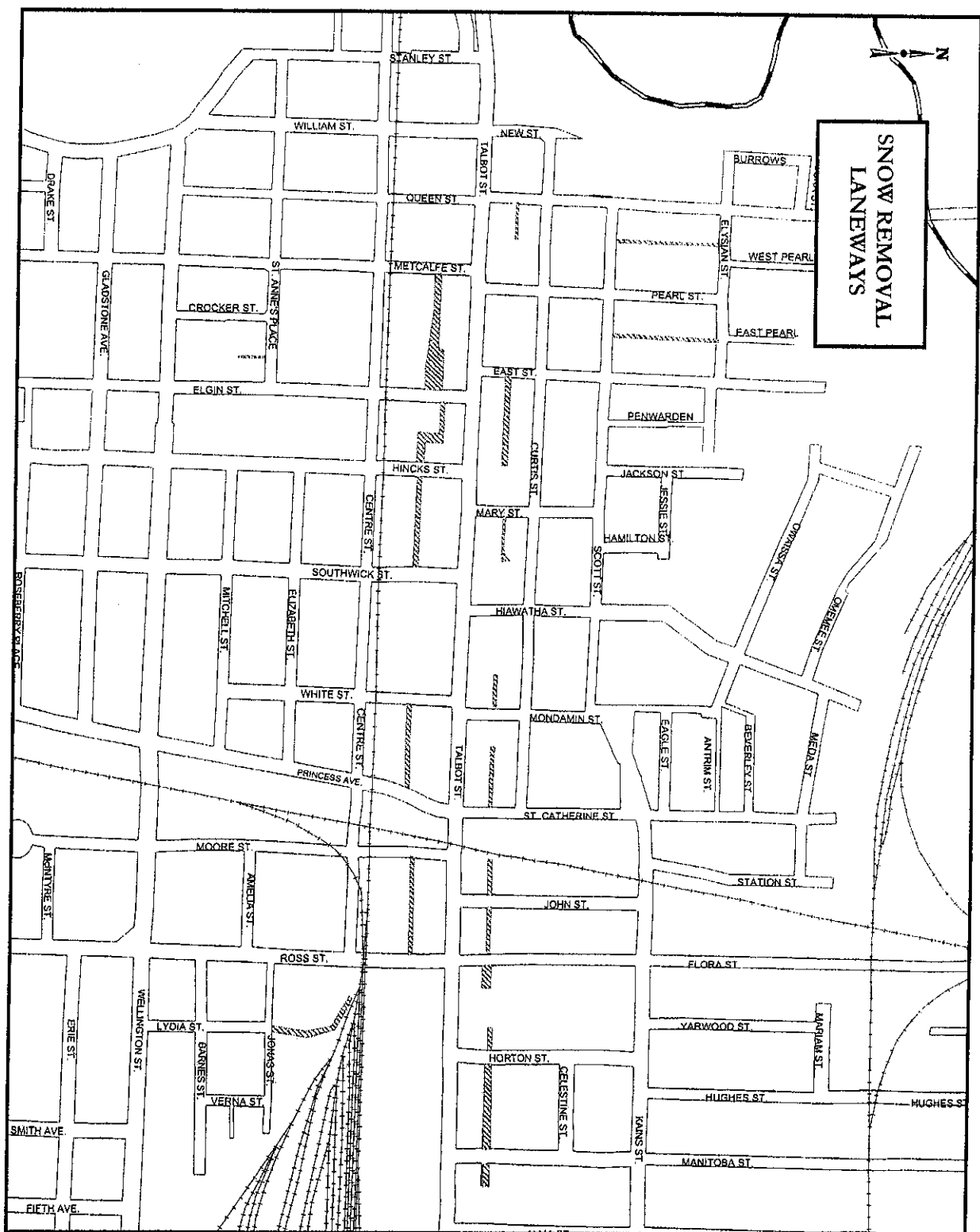
The major objectives for maintaining LANEWAYS are:

- To meet or exceed Municipal Act Regulation 239/02
- To provide access to parking lots and
- To provide access for service vehicles

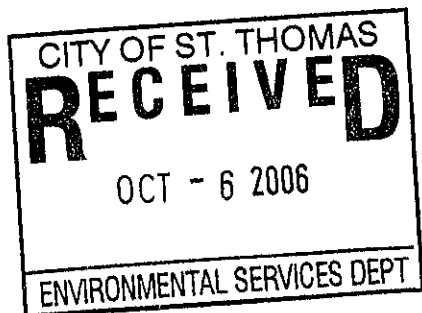
#### SUMMARY OF QUALITY STANDARD

The level-of-service for PUBLIC LANES shall be in accordance with the following:

- The level of service for laneways shall be similar to that of parking lots



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October 4, 2006

Municipality of St. Thomas  
545 Talbot Street P.O. Box 520  
St. Thomas, ON N5P 3V7  
Attn: Wendel Graves



⇒ Environmental  
Services Committee  
Oct 16 / 06

ENVIRONMENTAL SERVICES		
JD		
IA		
BC		
CF		
DW		
RT		
JF		
FILE		

Re: Lake Huron & Elgin Area Water Supply System – Connection/Development Charge Study


Dear Mr. Graves,

At the request of some of the region's municipalities in March 2005, each of the Joint Boards of Management of the Lake Huron and Elgin Area water systems had authorized staff to undertake a study to develop an area-wide connection charge ("Connection/Development Charge") which may be implemented by the benefiting municipalities of the regional water systems. At their respective meetings of June 15, 2006, each of the Joint Boards of Management received a preliminary report on the development of the Connection/Development Charge and authorized staff to coordinate a meeting with the financial and administrative representatives of each of the benefiting municipalities to review the details of the proposed charge.

The Lake Huron and Elgin Area Water Supply Systems will be hosting a workshop on **Tuesday October 17<sup>th</sup> between 10:00 a.m. and 2:00 p.m. at the Best Western Lamplighter Inn (591 Wellington Rd S, London)** to provide an overview of the Connection/Development Charge Study and review the details of the charge calculations. Financial and Administrative representatives of your municipality, as well as members of your Council, are welcome to attend this session.

Please RSVP to Lenore Attridge by Thursday October 12<sup>th</sup>:  
by telephone at 519.661.2500 ext. 2714  
by facsimile at 519.474.0451  
by email at [watersupply@london.ca](mailto:watersupply@london.ca)

Best Regards,

  
Andrew J. Henry, P.Eng.  
Manager of Regional Water Supply

REFERRED TO	
COUNCIL	
W-DAY	
J. DEWANCKER	✓
FOR	
DIRECTION	<input type="checkbox"/>
REPLY OR COMMENT	<input type="checkbox"/>
INFORMATION	<input checked="" type="checkbox"/>
FROM	MARIA KONEFAL

Elgin Area Primary Water Supply System  
Office 519.661.2500 ext. 2714  
Fax 519.474.0451  
[ahenry@london.ca](mailto:ahenry@london.ca)  
<http://watersupply.london.ca/>



ISO14001:2004

c/o The City of London  
Regional Water Supply Division  
29 Kilworth Park Drive  
RR#5 Komoka, Ontario  
N0L 1R0



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File No. E27 (2006)

**To:** Chair and Members  
Elgin Area Primary Water Supply System Joint Board of Management

**From:** Peter W. Steblin, P.Eng.  
Chief Administrative Officer

**Meeting Date:** June 15, 2006

**Subject:** Connection/Development Charge Study

#### RECOMMENDATION

That the following actions be taken regarding the development of a Connection/Development Charge for the Elgin Area Primary Water Supply System:

That the Joint Board of Management AUTHORIZE administration to coordinate a meeting with financial and administrative representatives of each of the benefiting municipalities to review the draft Connection/Development Charge; and,

That administration report back at a future joint meeting of the Elgin Area Primary Water Supply System Joint Board of Management with a final recommended Connection/Development Charge.

#### RELATED PREVIOUS REPORTS

- March 10, 2005 - Connection/Development Charge Study

#### BACKGROUND

At its meeting of March 10, 2005, the Board received a report from staff regarding the development of a common connection charge which may be implemented by the benefiting municipalities of the Elgin Area Primary Water Supply System, and resolved that:

- a) the Joint Board endorse the initiative to investigate and review the implementation of a common connection charge which may be considered for use by the benefiting municipalities;
- b) the Joint Board authorize staff to initiate a study for the development of a common connection charge to be funded from the Reserve Fund; and,
- c) staff report back to the Joint Board at a future meeting regarding the development and proposed implementation of a common connection charge.



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File No. E27 (2006)

Subsequent to this meeting and resolution of the Board, staff engaged the services of IBI Group (formerly Cumming Coburn Limited) to undertake a study and development of a charge which could be implemented by the benefiting municipalities. The charge could be implemented as not only a Development Charge for new construction, but a new connection charge (equivalent to a Development Charge) for existing establishments which abandon a private or communal water supply system in favour of a connection to the water distribution system supplied by the Elgin Area Primary Water Supply System. In this manner, each new connection which directly contributes to the future requirement for additional capacity of the regional water system would contribute to the future cost consistent with a "growth pays for growth" principle.

#### DISCUSSION

The study conducted by IBI Group reviewed anticipated growth-related capital projects the previous 2003 Master Water Plan study (Stantec) completed and adopted by the Board in 2004. The anticipated projects were:

- Backup Generator in 2006/2007 (approximately \$3 million)
  - Primary Transmission Main Twinning in 2008/2009 (approximately \$23 million)
  - Residue Management Plant in 2010 (approximately \$12 million)
  - Expansion of Water Treatment Plant in 2014 (approximately \$54 million)
- Benefiting service on Elgin & Huron PWSS's ?*

For some of these anticipated projects, a portion of the project not only benefited the future growth of the system, but also the existing capacity of the current system. Accordingly, the review by IBI also required an appropriate allocation of costs of the identified project between a growth component and a non-growth component.

Assuming a 30 year projection of funds, and using a "worst-case" system growth following the "low-growth" scenario of the Elgin Area Primary Water Supply System in accordance with the 2003 Master Water Plan, a Connection/Development Charge in the order of \$3,060/m<sup>3</sup> is anticipated. For comparative purposes, a Single Family Residential Unit is approximately equal to 1 m<sup>3</sup> of consumption per day, but would vary somewhat within each benefiting municipality in accordance with their respective estimated per capita consumption rate.

Initial analysis of the impact of implementing a Connection/Development Charge suggests that the unit rate of water charged to each benefiting municipality may stabilize at about \$0.35/m<sup>3</sup> by 2014, (assuming appropriate inflation and interest rates). The unit rate is stabilized because it is able to fund routine operating maintenance and renewal cost. Revenue from the Connection/Development Charges is used to cover capital cost of growth and related debt, if necessary. Without a Connection/Development Charge, growth costs will continue to drive the unit rate upwards, further increasing the cost to all existing customers.



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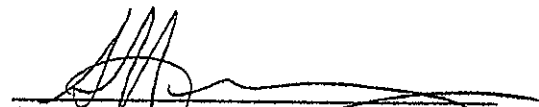
File No. E27 (2006)

### CONCLUSION

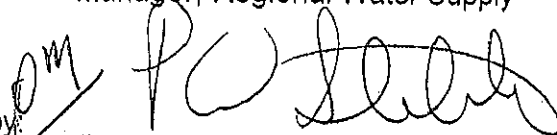
Since the proposed Connection/Development Charge would be potentially implemented by the benefiting municipalities, it is strongly recommended that staff conduct a workshop with financial and administrative representatives of the benefiting municipalities to review the details of the draft study, and discuss the potential implementation of a Connection/Development Charge.

Following the workshop, the study will be finalized and submitted at a future meeting of the Board for its consideration. At this time, it is not anticipated that the study will be completed in time for the 2007 Budget deliberations in October of this year.

Report Prepared by:

  
Andrew J. Henry, P.Eng.  
Manager, Regional Water Supply

Recommended by:

  
Peter W. Steblin, P.Eng.  
Chief Administrative Officer





Corporation of the

**City of St. Thomas**

**Report No.**

ES115-06

**File No.**

08-348

**Directed to:**

Chairman Marie Turvey and Members of the Environmental Services Committee

**Date**

October 10, 2006

**Department:**

Environmental Services

**Attachments**

**Prepared By:**

Brian Clement, Manager of Engineering

Water Distribution Map,  
Photograph of Existing  
Watermain Tuberculation

**Subject:**

**Watermain Replacement – Kettle Creek to New Street**

**Recommendation:**

That: Report No. ES115-06 be received for information, and further,

That: Approval to the Municipality of Central Elgin to undertake this watermain replacement as extra work to their contract in the amount of \$63,992 plus GST, be accepted, and further,

That: The source of funding required to complete this work be the water reserve surplus derived from the City's Annual Watermain Rehabilitation Contract 08-324 for 2006.

**Origin:**

The existing 150mm subject watermain connecting to the Lynhurst community in the Municipality of Central Elgin (see attached excerpt from water distribution map) is one of three mainline feeds to the area of which two come from the City of St. Thomas water system (the subject watermain from New Street and the St. George Street watermain). Central Elgin is currently undertaking a capital watermain replacement project on various streets in the Lynhurst community including the mainline feed from the intersection of Woodland Avenue and Crescent Avenue to the north side of the Kettle Creek crossing at the inter-municipal boundary.

A field examination was made on a section of cast iron pipe that was extricated from the existing 150mm watermain at the intersection of Woodland Avenue and Crescent Avenue by staff from Central Elgin, Dillon Consulting, and City Environmental Services Department. They all agreed that the pipe is in a deficient condition and requires replacement. Therefore the replacement of this section of the mainline feed on the City side of Kettle Creek through the ravine to New Street has been deemed a necessity to provide adequate flow for fire protection in the Lynhurst community and to improve water quality in St. Thomas. The excessive build up of tubercular can be observed on the attached photograph.

Tuberculation can result in poor water quality in the form of brown/orange (rust coloured) water being delivered to the City of St. Thomas water customers. In order to significantly reduce the number of poor water quality issues reported, the City of St. Thomas has been actively eliminating tubercular filled watermain by cement mortar relining or by complete watermain replacement through the capital budget annual programs or integrated projects, respectively.

The replacement of this subject section of watermain from Kettle Creek to New Street will serve two purposes by reducing poor water quality reports and by providing increased flow and volume of water delivered to the Lynhurst area, which will in turn provide sufficient fire flow protection.

**Analysis:**

The Contractor on site (Avertex) conducting the watermain replacement project for Central Elgin has provided preliminary cost estimates to replace the subject watermain that are significantly lower than the tendered price of cement mortar relining of the existing watermain. The existing watermain from the intersection of Woodland Avenue and Crescent Avenue that crosses Kettle Creek through the ravine and connects up to New Street will be abandoned. A new 150mm Hi-Density Polyethylene (HDPE) pipe will be directionally drilled and pulled in at a location marginally offset from the existing alignment.

The City will pay Central Elgin directly for the City portion of this watermain construction by Avertex, which is approximately 120m in length from New Street to the boundary. Dillon Consulting is providing Central Elgin with project management and contract administration services. Central Elgin will invoice the City with documentation of actual charges.

This installation will provide the City with a low maintenance watermain under Kettle Creek with a significantly longer life span than cement mortar relining and for a lower estimated cost.

The amount remaining in the City's 2006 capital account for Contract No. 08-324 (Cleaning and Cement Lining of Existing Watermain & Structural Relining of Existing Watermain) is approximately \$125,000 after project completion by the City Contractor (Ferpai) and City Operations Division charges.

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**Financial Considerations:**

The expenditures and proposed funding source for this watermain replacement are:

**Expenditures:**

Avertex - Construction Cost Estimate	\$60,000.00
Dillon Consulting - Contract Administration Costs	\$ 2,992.00
City - Inspection/Chlorination Costs	<u>\$ 1,000.00</u>
Total	\$63,992.00

**Funding:**

2006 Annual Watermain Replacement Contract Surplus	\$63,992.00
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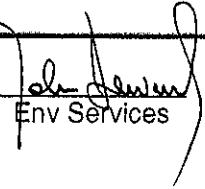
Respectfully Submitted,



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

Reviewed By:

Treasury

 Env Services

Planning

City Clerk

HR

Other



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

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Report No.

ES117-06

File No.

05-047-10

Directed to:

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

Date

October 16, 2006

Department:

Environmental Services

Attachment

SPH Engineering Letter  
Aboutown Transit Letter

Prepared By:

Ivar Andersen, Manager of Operations & Compliance

Subject:

Transit Facility Improvement Options

### RECOMMENDATIONS

It is recommended that report ES117-06 be received for information and direction.

#### Origin

In 2005, City Council approved in principle the Ridership Growth Strategy and Asset Management Plan for the St. Thomas Transit system. This plan included the design of the rehabilitation of the Transit Terminal building in 2006 and construction of this rehabilitation in 2007. Subsequently, on October 10, 2006, Council adopted report ES111-06 and approved the retention of SPH Engineering Inc. for this design work. At the same time, SPH Engineering Inc. was retained to give rough estimates for undertaking the following additional work:

- A work plan for the design and construction of the space requirements for ticket/pass sales, driver dispatch and paratransit bookings to be provided at the old railway station.
- A work plan for the design and construction requirements to retain the 2<sup>nd</sup> floor of the transit terminal building for the main purpose of providing file storage space.

#### Analysis

On October 5, 2006, staff met at the old railway station with SPH Engineering, old railway station representatives and Ald. Marie Turvey to determine what portion of the Old Railway Station would be available for transit use and to have an understanding of what the renovation requirements would be. On the same date, staff met at the Transit Terminal Building with SPH Engineering and Ald. Marie Turvey to review the requirements to retain the 2<sup>nd</sup> floor of this building.

Attached are the estimates provided by SPH Engineering for the design and construction costs and an estimate provided by Aboutown Transit, the City's transit operator, for operating at both the Old Railway Station and the Transit Terminal Building. The following table summarizes these costs:


	Design Cost	Construction Cost	Total Capital Cost	Operating Cost/Saving per Year*
Retain & Renovate 2 <sup>nd</sup> Floor of Terminal Building	\$22,000	\$300,000	\$322,000	(\$2,256) – provided by Treasury
Renovate Portion of Old Railway Station for Transit	\$19,800	\$250,000	\$369,800	\$187,200 (based on 40 hrs per week at \$90/hr)

\* NOTE: These estimates do not include utility costs such as electricity, gas and telephone.

#### Financial Considerations:

The Ridership Growth Strategy and Asset Management Plan had proposed to allocate a total of \$375,000 for the renovation of the Transit Terminal Building and the source of this funding was recommended to be the Provincial Gas Tax. At this time, no savings are anticipated for the design and construction of the renovation of the Transit Terminal Building as originally proposed. An additional source of funding would have to be found to finance either retaining the 2<sup>nd</sup> floor of the Transit Terminal Building or utilizing a portion of the Old Railway Station. Retaining and renovating the 2<sup>nd</sup> floor would need a capital expenditure estimated to be \$322,000 and would provide an annual saving of \$2,256. Using the Old Railway Station for transit office functions would need an estimated capital expenditure of \$369,800 and add an annual operational cost of approximately \$187,000 to the transit operating budget, not including utility costs such as electricity, gas and telephone.

Respectfully,

  
Ivar Andersen, Manager of Operations & Construction  
Environmental Services

Reviewed By:

  
Treasury

  
Env Services

Planning

City Clerk

HR

Other

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**SPH ENGINEERING INC**  
Real World Engineering Solutions

1-65 Springbank Avenue North,  
Woodstock, Ontario N4S 8V8

October 10, 2006

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

**Attention: Mr. I. Andersen, P. Eng.,  
Environmental Services Department,  
St. Thomas City Hall**

**Re: Request for Revised Proposal  
St. Thomas Transit Garage and Train Station  
Job 6102**

Dear Mr. Andersen,

As requested, I have prepared estimated costs for both design fees and construction costs for the two projects listed below:

**1. Renovation of the Transit Terminal Building**

The scope of this project has been revised to include provision for repairing and renovation to the existing second floor of the existing building. I have based this estimate on the site meeting held October 5, 2006 and on the earlier reports prepared by PBHCL Consulting Limited on the condition of the building. The following items are included.

- **Design Fees:**
  - It is estimated that the additional design fees required to prepare design and tender documentation is approximately \$22,000 plus GST. This includes structural design for the new roof structure, renovations to the existing residence for possible use, design of second floor wall repairs, design of new building finishes and heating and cooling systems.
- **Construction Costs:**
  - Additional construction costs for the work involved to renovate and repair the building second floor are estimated to be approximately \$300,000 plus applicable taxes.



SPH Engineering Inc.

2. Renovation of a portion of the existing Train Station Building:

The scope of this project includes renovation of approximately 2000 square feet of the existing train station building to include an office for transit personnel, a transit ticket sales outlet, a waiting room and washrooms. This renovation also includes provision for renovation to and installation of building plumbing and heating and cooling systems. The following items are included.

- Design Fees:
  - It is estimated that the design fees required to prepare design and tender documentation for this renovation is approximately \$19,800 plus GST. This includes preparation of floor plans, design of new interior finishes and heating and cooling systems.
- Construction Costs:
  - Construction costs for the work involved to renovate and repair the portion of the train station building are estimated to be approximately \$250,000 plus applicable taxes.
- SPH Engineering Inc. has partnered with Integrated Engineering to provide mechanical and electrical design services for this project.
- SPH Engineering Inc. is qualified under the requirements of the Building Code Statute Law Act, 2002, Bill 124. The design professionals are qualified for Small Buildings, Large Buildings and Structural Design. Our mechanical sub-consultants, Integrated Engineering, are also qualified under Bill 124 for Building Services and Plumbing.
- Hourly rates for staff are:
  - Engineer \$120/hour
  - Senior Designer \$75/hour
  - Designer \$60/hour
- Disbursements are invoiced at our cost.

SPH Engineering Inc. is an engineering company formed by engineers and support staff who have over 60 years of combined experience in site design, building design, site servicing design, storm water management, municipal approval processes and construction. Our projects have included municipal office and service buildings, institutional buildings, industrial buildings and commercial buildings. SPH

Engineering is located in Woodstock, Ontario with the 401 highway system conveniently nearby.

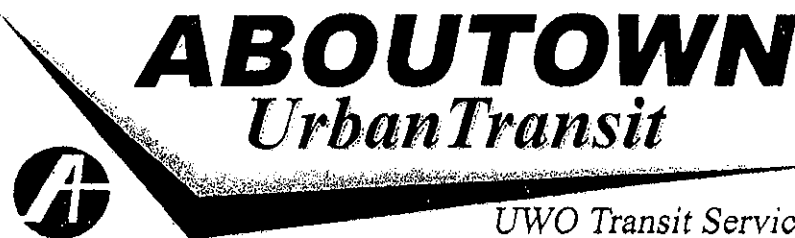
I am available at your convenience to review this proposal. I thank you for the opportunity to present this proposal to you and look forward to working with you on this project. Our standard terms as submitted with our original proposal apply to this revision.

Yours truly,



Paul Harris, P. Eng.,  
SPH Engineering Inc.

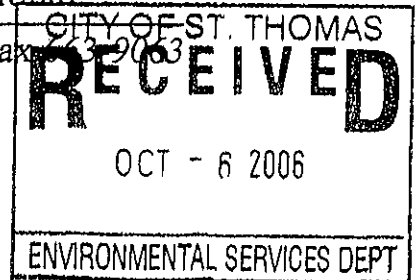
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UWO Transit Service  
St Thomas Transit Services  
CKtransit Chatham Conventional

P.O. Box 2033, London, On, N6A 5J4 (519) 663-2222 Fax (519) 663-2063

The City of St. Thomas  
P.O. Box 520  
City Hall Annex  
St. Thomas Ontario  
N5P 3V7



Attention: Mr. Ivar Andersen, Manager of Operations and Compliance

Dear Ivar: Re: Your file 05-047-01 & 08-315-01

Pursuant to your request that we consider the feasibility of operating the office portion of our operation at the CASO railway station; it does not appear that the increase in costs would add any value to the overall transit service. A few things to be considered are the costs of leasehold improvements, ongoing rent and utilities, additional staff costs and the fact that very little new revenue will be generated by the facility. In order to service the new facility with a Transit Bus, we will have to alter the existing Talbot Street run which is already stretched for time. The dispatcher looks after counter sales, telephone enquiries and dispatch at our existing facility. The Depot Coordinator's responsibilities include staff supervision, telephone inquiries, liaison with the city and other ISO related activities. The Depot Coordinator cannot be left alone in the building from a Health and Safety point of view and dispatch works well with the Dispatcher having face-to-face contact with the drivers as they come on and off duty. Furthermore, the ability to respond to buses that breakdown during service and or drivers who become ill is jeopardized by separating the Depot Coordinator and Dispatcher. Both are familiar with the Paratransit and Transit Runs and either could deliver a replacement vehicle as the need arises. Accounting and other office functions are handled out our Head Office facility.

From an operational point of view the split of dispatch from the driver pool at the existing facility is likely to result in an overall reduction in Quality of Service by increasing the probability of service failures and limit our ability to initiate immediate action in response to unscheduled situations. The increase of staff levels required for the new facility will be approximately \$90.00 per operating hour. The further costs of the second facility itself as well as the split staffing result in an overall higher cost per ride to the City with no additional transit passengers carried. As always, we wish to assist the City in any manner we can.

If we can be of any further assistance in this matter, please do not hesitate to contact me. In the event that our attendance before council would assist in the analysis of the proposal, we would be pleased to do so.

Yours truly,

James T. Donnelly, President  
Abouttown Transit Inc.

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

**Report No.: HR-14-06**

**File No.:**

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

**Date: October 11, 2006**

**Subject: END OF EMPLOYMENT PROCEDURES**

**Department: Human Resources**

**Attachment:**

**Prepared By: Graham Dart**

**Recommendation:**

That Council receive Report HR-14-06 for information purposes.

**REPORT:**

At the meeting of October 10, 2006, Council gave direction to the Director of Human Resources to report back on the existence of a policy regarding the retrieval of City owned property when an employee's employment ends. After review of our Human Resources Policies and Procedures Manual, I determined that there is not one specific policy addressing this issue. There is in fact, two (2) policies, HR-06-03 – Corporate Identification Cards (attached) and HR-08-10 – Final Pay Release (attached) that make reference to the return of City property at the end of an employee's employment.

According to these policies, it is the department's responsibility to ensure the return of all City property.

Currently all Human Resources policies are under review by the Management Board. Once the review is complete, all policies will be presented to Council for approval.

Respectfully submitted

Graham Dart, AMCT, CMM III  
Director, Human Resources

Reviewed by:

Treasury

Env. Services

Planning

City Clerk

Valleyview

Fire

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The Corporation of the  
City of St. Thomas

Policy No: HR-06-03

Page: 1 of 1

**HUMAN RESOURCES  
POLICY AND PROCEDURES  
MANUAL**

**SECTION:**  
**RULES, REGULATIONS & DISCIPLINE**

**SUBJECT: CORPORATE  
IDENTIFICATION CARDS**

**Purpose:** To verify that those seeking entry to a premise are in fact employees of the Corporation.

**Policy Statement:** All employees, directed by Human Resources, of the Corporation, who may have cause to enter private dwellings or business premises on Corporation business and those requiring proof of employment, shall be issued a Corporate identification card.

**Procedure:** Upon hire all full time staff will be given directions on who to contact for their Employee Identification Cards. It will be the responsibility of the Departments to notify Human Resources if any part time or temporary employees require identification due to the nature of their duties.

**Identification Cards** The Human Resources Department will then forward the name and position title of the employee requiring an I.D. The said employee will be responsible for contacting the Environmental Services Department to arrange to have his/her identification card processed.

**Presentation of I.D. Cards** Every employee, who is requested to do so, will present his identification card to anyone who is in charge of a private dwelling or business premise.

**Termination of Employment** When an employee with an identification card terminates employment with the Corporation, the identification card shall be returned to his Supervisor who shall advise Human Resources through the terminating Status Form (see Termination of Employment HR-08-10). All final pays will be withheld if cards are not returned upon termination.

**Loss of Card** If an employee loses his identification card, he shall advise his Department Head in writing, and the Department Head shall make arrangements with the Human Resources Department for a replacement card.

EFFECTIVE DATE:  
JUNE 19, 2003

SUPERCEDES:  
JANUARY 1, 2000



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The Corporation of the  
City of St. Thomas

Policy No: HR-08-10

Page: 1 of 2

**HUMAN RESOURCES  
POLICY AND PROCEDURES  
MANUAL**

**SECTION:**  
TERMINATION OF EMPLOYMENT

**SUBJECT:**  
FINAL PAY RELEASE

**Purpose:** To ensure that when any employee terminates employment with the Corporation, that all monies, goods and services owing to the Corporation by the employee are paid, produced or returned to the Corporation prior to the release of final pay cheques.

**Policy Statement:** It is the responsibility of each department to ensure that all monies, goods and services owing to the Corporation are reimbursed prior to the release of the employee's final pay cheque.

**Procedure:**

**Department to Identify** If an employee owes to the Corporation, monies, goods or services, the originating department must indicate that one or more of these commodities is owing and also indicate that the final paycheque may not be released.

The Department must identify the commodity owing the Corporation in the "Remarks" section of the Status Form.

When determining if monies, goods or services are owing, Departments should consider:

**Checklist**

- (a) Travel advances (check Treasurer's Department)
- (b) Keys (check Departmental control list)
- (c) Parking permits/tags
- (d) Identification cards
- (e) Custodial Petty Cash (as per Departmental procedures)
- (f) Manuals (check Departmental control list)
- (g) Office equipment (check Departmental control list)
- (h) Other departmental equipment (check Departmental control list)
- (i) Tools (check Departmental control list)
- (j) Any other monies, goods or service items (check all pertinent Departmental control methods).

EFFECTIVE DATE:  
JANUARY 1, 2000

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Policy No:	HR-08-10	Section:	TERMINATION OF EMPLOYMENT
Page:	2 of 2	Subject:	FINAL PAY RELEASE

*If a terminating employee does not owe any of these commodities to the Corporation, the originating Department will indicate that the final pay cheque may be released.*

*Responsibility*

*IT IS THE RESPONSIBILITY OF THE ORIGINATING DEPARTMENT TO MAKE THIS DETERMINATION AND TO ADVISE THE HUMAN RESOURCES DEPARTMENT.*

*Release of Final Pay*

*If, between the time a Department advises the Human Resources Department to "HOLD" an employee's cheque, said employee pays, produces or returns the outstanding money, goods or services, the originating Department must formally advise the Human Resources Department that it is permissible to release the final paycheque.*

EFFECTIVE DATE: JANUARY 1, 2000
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**The Corporation of the  
City of St. Thomas**

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Report No.: HR-13-06

File No.:

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

**Date:** October 10, 2006

**Subject:** QUARTER CENTURY CLUB

**Department:** Human Resources

Attachment:

**Prepared By:** Graham Dart

**Recommendation:**

That Council expand the recognition of an employee's long service, through the "Quarter Century Club", to include those employees who work other than full-time who have been employed for twenty-five years and to those other than full-time employees who retire.

**REPORT:**

Currently, only full-time employees are recognized for their long service and retirement. This is done annually through the presentation of a gold watch to those employees with twenty-five (25) years of service and a mantle clock to those employees who have retired during the current year. This is done at a formal banquet hosted by City Council.

The City of St. Thomas employs individuals who work other than full-time hours, namely at Valleyview Home, the Public Library, Police Services and Crossing Guards. There are employees in these groups who have or will have been employed for twenty-five years.

Estimations show that there would be one (1) or two (2) part-time employees per year over the next few years who would either attain twenty-five years or retire.

As a result of this, the budget for this program would increase annually but not by a significant amount.

Subject to questions, Council is requested to approve the recommendation in this report.

Respectfully submitted

Graham Dart, AMCT, CMM III  
Director, Human Resources

Reviewed by:

Treasury

Env. Services

Planning

City Clerk

Valleyview

Fire



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

**Report No.**

TR 61-06

**File No.**

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

**Date**  
October 11, 2006

**Department:** Treasury

**Attachment:**

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

Expense Detail

**Subject:** **Mayor and Council Expenses**

**Recommendation:**

It is recommended that Report TR 61-06 regarding expenditures incurred and charged to the Miscellaneous Expenses account as contained within the Mayor and Council section of the budget be received for information.

**Report:**

At its September 5, 2006 meeting, Council requested that the Director of Finance and City Treasurer provide a report detailing expenses of Council members and the Mayor's expenses incurred this year.

Council was provided with expense information for the Mayor and Council members for the period from January 1, 2006 through August 31, 2006 at their October 2, 2006 meeting.

Expenditures incurred and charged to Miscellaneous Expenses (Account number 11-2-01-1-0000-5010) are itemized in the attached schedule. We note that expenditures incurred to date totalling \$5,729.64 compare favourably to the annual budget allocation of \$15,000.

Respectfully submitted,

William J. Day  
Director of Finance and City Treasurer

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Mayor's Account-Misc. Expenses  
11-2-01-1-0000-5010

<u>Date</u>	<u>Vendor</u>	<u>Description</u>		
			0.00	
Apr 14/06	Air Canada	Japan Flight	1,474.95	1,474.95
May 1/06	Ross Tucker	Mayor's Clean Up Day BBQ Supplies	71.41	1,546.36
May 4/06	St. Thomas Canvas & Awning	Mayor's Clean Up Day BBQ Tent Rental	297.00	1,843.36
May 8/06	City of St. Thomas	Community Centre Floor Rental-Police Emergency Day	1,019.15	2,862.51
May 14/06	Jap Airline	Japan Railway Pass	281.00	3,143.51
May 14/06	Dollar Giant	Clean Up Day-Balloons	20.52	3,164.03
May 14/06	RCSS	Clean Up Day- Supplies	22.88	3,186.91
May 30/06	Al Jewell Signs	Clean UP Day-Banner	668.52	3,855.43
Jun 14/06	Shinagawa Prince Hotel	Japan-Meal	42.98	3,898.41
Jun 14/06	Le Maridien Pacific	Japan-Lodging	832.18	4,730.59
Jun 15/06	Maxwell's	Camera Batteries	3.78	4,734.37
Jul 14/06	Toronto Airport	Parking-Japan Trip	14.32	4,748.69
Jul 14/06	Montana's	Food after Japan Flight	27.05	4,775.74
Jul 14/06	Uesuteinnagoyakiyatsusu	Japan-Lodging	291.25	5,066.99
Jul 14/06	The Westin Miyako	Japan-Lodging	213.04	5,280.03
Aug 14/06	Pasto's	Meal with Mayor of Southwold	36.61	5,316.64
Sep 22/06	Wayside Dining	35 Plates-CIB Thank you Lunch	413.00	5,729.64



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

**Report No.**

TR 60-06

**File No.**

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

**Date**

**October 11, 2006**

**Department:** Treasury

**Attachments:**

Approved Capital  
Project Detail Sheet

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

**Subject:** **St. Thomas Cemetery – Proactive Tree Maintenance Program**

**Recommendation:**

In connection with Report TR 60-06 it is recommended that:

1. Council authorize a \$7,500 expenditure to fund the proactive tree maintenance program undertaken in 2006 at the St. Thomas Cemetery.
2. The City Treasurer be authorized to include this item as an unbudgeted expenditure in the September 30, 2006 budget monitoring report.

**Background and Comments:**

In Part 1 of the 2006 Capital Budget, Council approved a \$70,000 Columbarium project as requested by the St. Thomas Cemetery Company (see attached).

Also referenced within the project detail sheet was an amount of \$7,500 associated with a proactive tree maintenance program to be funded by the Cemetery as denoted under the Grants/Donation section of the project detail sheet. Unfortunately the Cemetery Board was under the impression that the City was providing a grant for them to undertake the work. The program has been completed for 2006 at a cost of \$7,500. The Cemetery Board does not have the financial resources to pay the service provider.

It is recommended that Council approve the payment of this item and that it be identified as an unbudgeted expenditure in the September 30, 2006 budget monitoring report.

Respectfully submitted,

W. J. Day  
Director of Finance and City Treasurer

## CAPITAL PROJECT FOR 2006

Project Name:

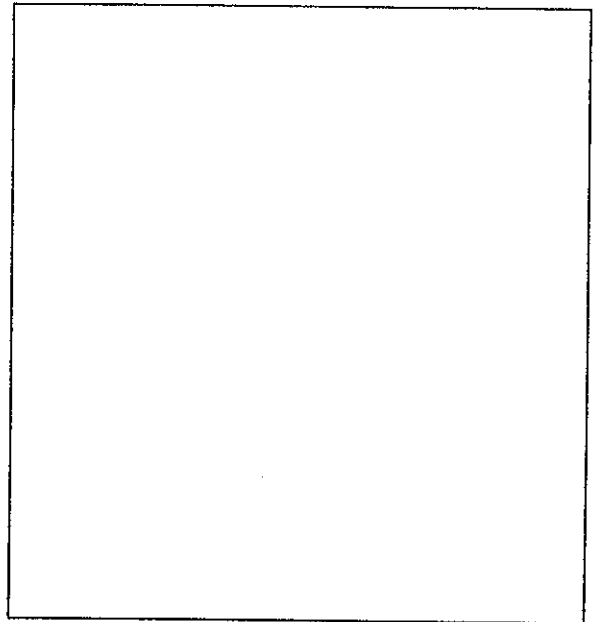
2006 Columbarium – Phase One

Department:

St. Thomas Cemetery Company

Estimated Gross Cost:

\$77,500



Funding Sources:

SITE MAP IF REQUIRED

Tax Funded	Previously Approved	Grants/ Donations	D.C. Reserve	Water Reserve	San. Reserve	Stm. Reserve
\$70,000		\$7,500				

### PROJECT DESCRIPTION:

\$70,000

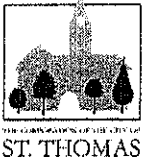
To install the foundations and cement work for the Columbarium Project which includes three Classic Twin Peak Columbarium.

Based on projected revenues, a 7 to 10 year payback is anticipated. Accordingly, commencing in 2007 the City will reduce the operating grant by \$7,000.

\$7,500

Proactive Tree Maintenance Program – this is to have all the trees at West Ave trimmed and assessed, removals and a replacement program completed.

DEPARTMENT RATING: A1    A2    A3    B1    B2    B3    C1    C2    C3



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

Report No.

TR 59-06

File No.

90-16

**Directed to:**

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

**Date**

**October 10, 2006**

**Department:**

Treasury – Facilities and Property

**Attachment**

**Prepared By:**

C. Frank Lattanzio, Manager of Facilities and Property

Deficiency Report

**Subject:**

St. Thomas Community Centre – one year deficiency list

**Recommendation:**

That Council receive Report number TR 59-06 as information.

**Report:**

At the City Council meeting of September 18, 2006, Council requested the deficiency list for the St. Thomas Community Centre.

In November 2005 the City and Norlon agreed to a hold back of \$55,640. This represented the value of the work still deficient in the building at that time.

On August 23, 2006 Jeremy Valeriote and Adrian VanGorp of Norlon along with City Staff conducted a tour of the Community Centre to update the list. The attached 'Deficiency Report – 1 Year Warranty Final Review' was the result of the tour. The one-year warranty expired on the 16<sup>th</sup> of September, 2006. All items have now been adequately addressed. Accordingly we are now in a position to release the holdback.

Respectfully submitted,

C. Frank Lattanzio, Manager of Facilities and Property

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



DEFICIENCY REPORT - 1 YEAR WARRANTY FINAL REVIEW

Job: St. Thomas- Elgin Community Centre  
2 Third Avenue - St. Thomas

Job #: 02-125/ 04-125

Date: August 23, 2006

Location	Description	Action By	Status	Comments
MPR to Arena Lobby	Double doors to MPR from Arena lobby and single door to MPR seating from Arena vestibule - operator control to be modified not to open from Arena side when doors are locked	Pro-Able	completed	
MPR South Vestibule	VCT flooring to be removed at cracked tiles, new tiles installed with expansion joint installed as required	Classic Touch	completed	
MPR West Vestibule	VCT flooring (3 cracked tiles) to be removed and replaced at aluminum interior vestibule doors	Classic Touch	completed	
Main Lobby Roof	Roof leaks at (3) locations	Aviero Constructors	completed	
Main Lobby Stair	tighten stainless handrail (south end)	Norlon	completed	
Main Lobby Mezzanine	Remove & replace cracked ceramic tiles, install expansion joints as required	Classic Touch	completed	
Rink A & B	Ballasts require replacement, Arcon to provide spare ballasts as confirmed by City of St. Thomas	Arcon	completed	
Rink A - Running Track	Replace ballasts to (5) running track lights	Arcon	completed	
Overhead Doors	Install overhead door remotes	Arcon	completed	
Womens Washroom off main lobby	Install additional 2x4 light fixture to south-east corner	Arcon	completed	
Rink A	Repair/ caulk concrete cracks	Abbey	completed	
Rink B	Adjust/ loosen west end protective netting	Norlon	completed	
Rink B	Adjust north-west double rink gate	Norlon	completed	
South Sprinkler Room	Repair leaking sprinkler valve	Western Fire	completed	



Corporation of the

# City of St. Thomas

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Report No.

CR-06-13

File No.

OW-06-13

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

**Date**  
**October 2, 2006**

**Department:** Ontario Works

**Attachment(s)**

**Prepared By:** Sandra Datars Bere, Director Ontario Works

(2)

**Subject:** Report for the months of July, August & September, 2006

## **Recommendation:**

That the report CR-06-13 of the Director of Ontario Works for the months of July, August and September 2006 be received and filed.

## **Analysis:**

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

## **Income Maintenance:**

Our department continues to effectively meet the challenge of delivering social assistance to eligible individuals and families within our community. The caseload over the past quarter has stayed constant. There have been a number of staff leave on maternity leave and therefore we are seeing some new faces in the Income Maintenance division. The position of Senior Social Service Worker is in place and training has been completed, this position is a definite asset to the Income Maintenance portion of the program as it allows the Supervisor to attend to administration duties and focus on staff development and capacity building.

This department continues to deliver the Homelessness Initiative, the Energy Emergency Fund and Rent Bank. These programs, designed to assist the working poor to avoid homeless situations have been well used by the citizens of our community. In addition to this, the Income Maintenance division is working closely with the Social Housing division to implement the Housing Allowance/Rent Supplement Program. This program is designed to assist Social Assistance recipients with making rental costs more affordable. The contact for this program is the Senior Social Service Worker.

## **Employment:**

Our department's emphasis on supporting individuals in finding meaningful employment continues to meet with great success.

Our Employment Team has worked in collaboration with a company called Product Quality Team (PQT). This is a company based out of Toronto that has job contracts in local industries for Junior Quality Inspector Positions. As of this date eighteen of our clients have been offered positions.

In addition, a partnership with the Adult Learning Centre in the Personal Support Worker Program and Hairdressing Program continues. It is expected that a number of our clients will graduate in early 2007, with skills that will assist them in gaining employment opportunities.

We continue to work closely with the local Ontario Disability Support Program (ODSP) office to implement the Joint Implementation Program (JIP) for non-care giving spouses and dependent adults who are participating in our employment programs. We are meeting all Ministry targets in this initiative.

In June 2006 the Ministry of Community and Social Services announced a new program, the Employment Innovations Fund, aimed at engaging employers in creating and expanding job opportunities for people receiving financial assistance. Ontario Works in conjunction with two local employment partners prepared and submitted proposals and are presently awaiting a decision on funding approvals.

**Child Care:**

Summer recreation program spaces filled quickly. Ontario Works Child Care staff worked diligently with the YMCA program staff to ensure accessible affordable programs. Full day child care programs in the City were also in demand this summer. Infant and toddler spaces and programs with transportation are running at near full capacity. The county childcare programs have open spaces in all age groups. Currently Ontario Works does not have a waiting list for fee-subsidy spaces.

The Best Start program is moving forward with the expansion of childcare spaces. The Early Learning Centre project moved forward with their required approvals and building plans. The Best Start Implementation Committee is meeting on October 18 to review the Best Start Phase One Implementation projects to date. Phase one implementation goals will be revised as several outcomes have been met.

The Data collection process continues to be tracked manually as well as through the OCCMS system. New forms and processes have been created for staff and providers to meet reporting requirements. Training has begun for staff who are in the process of switching from windows to web-based version of the data base OCCMS. Training for staff continues into October.

Child Care Centre Directors met with Ontario Works staff in September to review a number of issues including, wage subsidy calculations, wage improvement funds, special needs resourcing services and review, serious occurrences and staff training. Training for Childcare Centre staff is scheduled for November 2006.

**Social Housing:**

**Canada-Ontario Affordable Housing Program update**

Staff awaits receipt of the Administration Agreement from the Province for the delivery of the Rental & Supportive (capital) component of the Canada-Ontario Affordable Housing Program. The Agreement will be brought to Council for approval and signatures, after which staff will proceed with a Request for Proposals call for the development of new affordable housing in St. Thomas and Elgin County.

**Request for additional funding**

A request has been made to the Ministry of Municipal Affairs and Housing for funding for an additional 61 units under Wave 2 of the Rental and Supportive Program. Allocation of Wave 2 funding by the Ministry is expected this fall.

**Housing Allowance Program**

Two private landlords in St. Thomas have signed agreements to date for 13 apartments under the Housing Allowance Program, one component of the Canada-Ontario Affordable Housing Program. Priority is being given to Ontario Works clients for these subsidized units. A total of 30 units were allocated to the St. Thomas – Elgin area under this 5-year program.

**Residential Tenancies Act**

The *Residential Tenancies Act 2006* to replace the *Tenant Protection Act* received Royal Assent on June 22, 2006. The Ministry of Municipal Affairs and Housing is now undertaking consultations to finalize regulations. Draft regulations were circulated to social housing staff across the Province for input. It is expected the new Act will be proclaimed in early 2007. This new legislation will result in some significant changes to the way social housing providers conduct their business.

Respectfully,

  
Sandra Datar's Bere, Director

/ss

Reviewed By:

Treasury

Env. Serv

Planning

City Clerk

HR

OW & Housing

## **Ontario Works and Social Housing – Service Quick Facts**

### **Role of Department:**

- The Ontario Works Department acts as the Service Manager for Income Maintenance (Ontario Works/Social Assistance), Employment, Child Care and Social Housing for the City of St. Thomas and the County of Elgin (including all municipalities within the county)

### **Programs Delivered and Administered by Department:**

#### *Income Maintenance / Social Assistance / Employment Assistance*

- The Ontario Works Program provides income and employment assistance for people and families who are in temporary financial need to over **1,780** people across the county.
- As of September 30, 2006:
  - Current Caseload – **787** which includes single persons as well as Heads of Families
  - Dependents – **993** children/dependents also benefit from OW funding

#### *Social Housing*

- The department monitors/administers over **1,370** social housing units in St. Thomas and throughout the county, representing a significant number of families and individuals served.
- As of September 30, 2006, the department monitors:
  - **1,290** social housing units under the Social Housing Reform Act, including **512** units with the Local Housing Corporation
  - **14** units under the Housing Allowance Program and
  - Agreements are in place for an additional **66** units under the Strong Communities Rent Supplement Program.

#### *Child Care*

- The department acts as the Service Manager for Child Care services throughout the community and monitors **9 child care centres** and **2 co-operative nursery schools** in **six** municipalities across the county
- As of September 30, 2006, the department monitors over **925** spaces:
  - **864** licenced child care spaces
  - **61** nursery school spaces

# Attachment Two (2)

CR-06-13 OW-06-13

Income Maintenance	09-Jun-06					06-Jul-06					05-Oct-06					2006 Budget	Unencumbered Balance	% Used
	January	February	March	April	May	June	July	August	September	Year to Date								
OW Allowances	438,421.19	464,452.78	451,026.01	435,533.33	443,144.22	380,255.37	384,423.38	431,903.03	401,572.17	3,830,731.48				5,800,000.00	1,969,268.52	66.05%		
ODSP Allowances	266,301.21	261,982.51	251,839.78	253,851.40	248,026.42	259,410.50	267,695.35	257,325.11	271,859.24	2,338,291.52				3,250,000.00	911,708.48	71.95%		
Tara Hall	21,112.45	16,285.34	19,253.59	15,727.32	16,298.71	17,160.00	21,021.37	18,635.31	16,405.27	161,899.36				305,374.00	143,474.64	53.02%		
Mandatory Benefits	2,979.37	3,018.07	8,625.96	5,434.60	5,686.46	3,636.20	6,111.60	6,286.20	1,432.86	43,211.32				68,000.00	24,788.68	63.55%		
Discretionary Benefits	3,891.12	6,232.07	11,480.08	6,366.01	3,237.96	4,422.99	2,226.99	3,962.84	7,389.85	49,209.91				92,000.00	42,790.09	53.49%		
Homemakers	1,110.76	801.24		1,010.65	956.02		1,939.36	864.97		6,683.00				15,000.00	8,317.00	44.55%		
ODSP Benefits	85,338.05	82,876.72	90,990.34	89,682.12	89,381.89	90,498.00	86,727.12	97,179.15	88,351.07	801,024.46				970,000.00	168,975.54	82.58%		
OW Administration	77,212.09	125,510.21	105,878.17	172,003.52	125,350.85	106,221.70	128,828.44	114,709.63	171,881.16	1,127,595.77				1,469,034.00	341,438.23	76.76%		
ODSP Administration	59,200.97	58,850.24	60,528.60	58,979.46	59,083.94	58,970.64	59,206.74	59,201.62	59,051.86	533,074.07				705,000.00	171,925.93	75.61%		
Direct Operating Expenses	9,520.83	10,351.02	12,406.20	9,083.64	16,899.20	9,448.89	14,784.31	12,004.61	10,550.41	105,049.11				244,241.00	139,191.89	43.01%		
Intake Screening Unit/ Intake Transition										0.00					0.00	#DIV/0!		
Homelessness/Energy Bank	5,179.67	7,048.93	6,294.39	5,650.64	9,532.65	5,226.76	5,866.64	15,699.91	7,623.60	68,123.19				77,428.00	9,304.81	87.98%		
N.C.B.S.	17,518.83	17,306.59	17,152.59	17,478.32	17,010.55	17,016.86	22,755.95	17,335.86	16,374.38	159,949.93				230,000.00	70,050.07	69.54%		
City Administration Overhead				42,861.68	10,715.42	10,715.42	10,715.42	10,715.42	10,715.42	96,438.78				128,585.00	32,146.22	75.00%		
Total Income Maintenance:	987,786.54	1,054,715.72	1,035,475.71	1,113,662.69	1,045,324.29	962,983.33	1,012,302.67	1,045,823.66	1,063,207.29	9,321,281.90				13,354,662.00	4,033,380.10	69.80%		
Less Recoveries:	-4,078.80	1,809.51	2,373.56	25,563.20	19,021.92	-14,236.62	4,974.86	-0.10	449.04	35,876.57				200,000.00	164,123.43	17.94%		
Net Income Maintenance:	991,865.34	1,052,906.21	1,033,102.15	1,088,099.49	1,026,302.37	977,219.95	1,007,327.81	1,045,823.76	1,062,758.25	9,285,405.33				13,154,662.00	3,869,256.67	70.59%		

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Employment	January	February	March	April	May	June	July	August	September	Year to Date	2006 Budget	Unencumbered Balance	% Used
Employment Supports Expenses	7,703.51	10,957.37	9,391.77	9,854.88	7,661.17	5,340.32	10,987.83	10,091.08	10,422.80	82,410.73	112,000.00	29,589.27	73.58%
Community Participation Expenses	1,315.35	1,623.20	2,249.16	1,661.71	1,482.60	1,898.99	891.00	1,050.00	560.25	12,732.26	21,050.00	8,317.74	60.49%
L.E.A.P.	218.89	127.00	196.20	112.00	327.80	56.00	150.00	64.00	1,334.00	2,585.89	8,700.00	6,114.11	29.72%
Administration	29,716.90	40,963.86	35,923.60	52,547.65	38,186.93	33,747.04	36,229.44	29,091.59	39,046.49	335,453.50	559,004.00	223,550.50	60.01%
Direct Operating Expenses	5,163.05	5,782.05	6,085.51	4,466.17	9,318.85	5,295.53	5,684.16	5,956.42	5,417.14	53,168.88	89,931.00	36,762.12	59.12%
CP Innovation	3,382.42	2,979.35	3,606.75		2,906.31	3,301.00	3,807.98	6,343.20	100.74	26,427.75	27,950.00	1,522.25	94.55%
City Administration Overhead				14,213.32	3,553.33	3,553.33	3,553.33	3,553.33	3,553.33	31,979.97	42,640.00	10,660.03	75.00%
Total Employment:	47,500.12	62,432.83	57,452.99	82,855.73	63,436.99	53,192.21	61,303.74	56,149.62	60,434.75	544,758.98	861,275.00	316,516.02	63.25%

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

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Childcare	09-Jun-06					06-Jul-06					06-Oct-05					Unencumbered Balance	2006 Budget	% Used
	January	February	March	April	May	June	July	August	September	Year to Date	September	August	July	June	May			
Wage Subsidy	71,056.43	71,056.93	71,056.93	71,056.93	71,056.93	71,056.93	71,056.93	71,056.93	71,056.93	639,511.87	71,056.93	71,056.93	71,056.93	71,056.93	71,056.93	213,488.13	853,000.00	74.97%
Special Needs Resourcing	24,095.00	21,750.00	21,750.00	17,141.00	38,376.00	23,417.00	23,417.00	29,462.72	23,417.00	222,825.72	23,417.00	29,462.72	23,417.00	23,417.00	23,417.00	158,213.28	381,039.00	58.48%
Resource Centres	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	23,580.00	2,620.00	2,620.00	2,620.00	2,620.00	2,620.00	7,860.00	31,440.00	75.00%
Fee Subsidy	60,146.60	52,953.25	65,761.71	54,929.37	69,704.21	63,876.61	84,689.74	86,738.81	63,876.61	602,676.91	63,876.61	86,738.81	84,689.74	63,876.61	63,876.61	382,769.09	985,446.00	61.16%
Ontario Works	25,051.15	24,842.82	26,602.39	24,239.67	26,504.97	25,572.77	22,832.76	25,128.60	23,120.30	223,895.43	23,120.30	25,128.60	22,832.76	25,572.77	26,504.97	19,729.57	243,625.00	91.90%
Pay Equity	6,133.00	6,126.00	6,126.00	6,126.00	4,567.00	4,567.00	4,567.00	4,567.00	4,567.00	47,346.00	4,567.00	4,567.00	4,567.00	4,567.00	4,567.00	26,172.00	73,518.00	64.40%
ELCC Initiatives Stabilization Wage Subsidy	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	16,524.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	7,476.00	24,000.00	68.85%
ELCC Initiatives Stabilization Special Needs Subsidy										0.00						54,550.00	54,550.00	0.00%
ELCC Initiatives Stabilization Fee Subsidy	4,787.00	4,279.00	4,934.50	3,704.00	3,370.00	3,407.00	4,162.00	5,489.45	3,407.00	37,539.95	3,407.00	5,489.45	4,162.00	3,407.00	3,407.00	18,460.05	56,000.00	67.04%
ELCC Initiatives Administration	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	30,164.22	3,351.58	3,351.58	3,351.58	3,351.58	3,351.58	10,054.78	40,219.00	75.00%
ELCC Initiatives H & S Minor Capital										0.00						0.00		#DIV/0!
ELCC Initiatives Preschool Wage Subsidy	5,138.00	5,138.00	4,976.00	4,972.00	4,972.00	4,972.00	4,972.00	4,972.00	4,972.00	45,084.00	4,972.00	4,972.00	4,972.00	4,972.00	4,972.00	14,916.00	60,000.00	75.14%
ELCC Initiatives Preschool Special Needs Subsidy										0.00						93,578.00	93,578.00	0.00%
ELCC Preschool Fee Subsidy	9,234.16	8,279.48	10,656.70	9,571.30	11,979.50	11,519.80	9,352.90	11,274.90	11,519.80	93,388.54	11,519.80	11,274.90	9,352.90	11,519.80	11,519.80	26,611.46	120,000.00	77.82%
Best Start Capital Funding										0.00						950,000.00	950,000.00	0.00%
Best Start Operating Funding Expense		40,000.00			50,000.00			5,525.98	5,525.98	101,051.96	5,525.98	5,525.98				887,648.04	988,700.00	10.22%
Best Start Admin/ Implementation	1,991.79	11,169.27	1,883.33	1,883.33	1,883.33	1,883.33	1,883.33	1,883.33	1,848.33	26,309.37	1,848.33	1,883.33	1,883.33	1,883.33	1,848.33	112,742.63	139,052.00	18.92%
Administration	8,659.35	16,004.85	12,437.87	23,259.03	15,692.02	15,389.68	19,782.83	13,881.46	22,730.38	147,837.47	22,730.38	13,881.46	19,782.83	15,389.68	15,692.02	44,718.53	192,556.00	76.78%
Direct Operating Expenses	699.93	1,282.66	6,399.92	-3,336.31	1,124.79	643.67	712.47	713.90	658.45	8,899.48	658.45	713.90	712.47	643.67	1,124.79	5,824.52	14,724.00	60.44%
City Administration Overhead				5,233.32	1,308.33	1,308.33	1,308.33	1,308.33	1,308.33	11,774.97	1,308.33	1,308.33	1,308.33	1,308.33	1,308.33	3,925.03	15,700.00	75.00%
Total Childcare	224,799.99	270,689.84	240,392.93	226,587.22	308,346.66	235,421.70	256,544.87	269,810.99	245,815.69	2,278,409.89	245,815.69	269,810.99	256,544.87	235,421.70	308,346.66	3,038,737.11	5,317,147.00	42.85%

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Social Housing	January	February	March	April	May	June	July	August	September	Year to Date	2006 Budget	Unencumbered Balance	% Used
Direct Operating Expense	889.03	1,300.72	7,671.25	676.66	4,370.91	1,129.96	959.42	3,138.07	772.98	20,909.00	44,254.00	23,345.00	47.25%
Administration	7,640.18	11,655.92	10,078.61	15,314.13	11,974.99	11,831.98	14,958.49	10,027.50	14,530.95	108,012.75	147,834.00	39,821.25	73.06%
Non Profit Housing Subsidy Paid	254,589.00	250,947.00	238,811.00	236,883.00	239,687.00	253,384.00	233,682.00	226,244.75	223,374.84	2,157,602.59	3,055,000.00	897,397.41	70.63%
Federal Non Profit Housing Subsidy Paid	13,228.78	11,216.98	11,216.98	11,216.98	11,216.98	11,216.98	11,216.98	11,216.98	11,216.98	102,964.62	159,000.00	56,035.38	64.76%
Elgin St Thomas Housing Corp Subsidy Paid	144,149.00	65,224.00	65,224.00	65,224.00	65,224.00	65,224.00	65,224.00	65,224.00	65,224.00	665,941.00	1,317,698.00	651,757.00	50.54%
Rent Supplement Subsidy OCHAP	4,192.00	4,192.00	3,968.50	4,096.50	4,503.00	4,593.00	4,593.00	4,266.00	3,921.00	38,325.00	50,500.00	12,175.00	75.89%
Rent Supplement Subsidy Strong Communities	17,467.50	17,224.00	18,353.50	18,056.00	17,319.00	19,221.00	18,588.00	19,232.00	19,639.00	165,100.00	256,370.00	91,270.00	64.40%
Rent Bank Initiative	2,918.00	1,875.00	2,000.00	1,850.00	6,050.00	3,211.95	3,348.03	2,215.55	2,320.00	25,788.53	30,267.00	4,478.47	85.20%
Housing Allowance Program								1,341.03	1,110.00	2,451.03	6,500.00	4,048.97	37.71%
City Administration Overhead Allocation				16,743.00	4,185.75	4,185.75	4,185.75	4,185.75	4,185.75	37,671.75	50,229.00	12,557.25	75.00%
Total Social Housing	445,073.49	363,635.62	357,323.84	370,060.27	364,531.63	373,998.62	356,755.67	347,091.63	346,295.50	3,324,766.27	5,117,652.00	1,792,885.73	64.97%

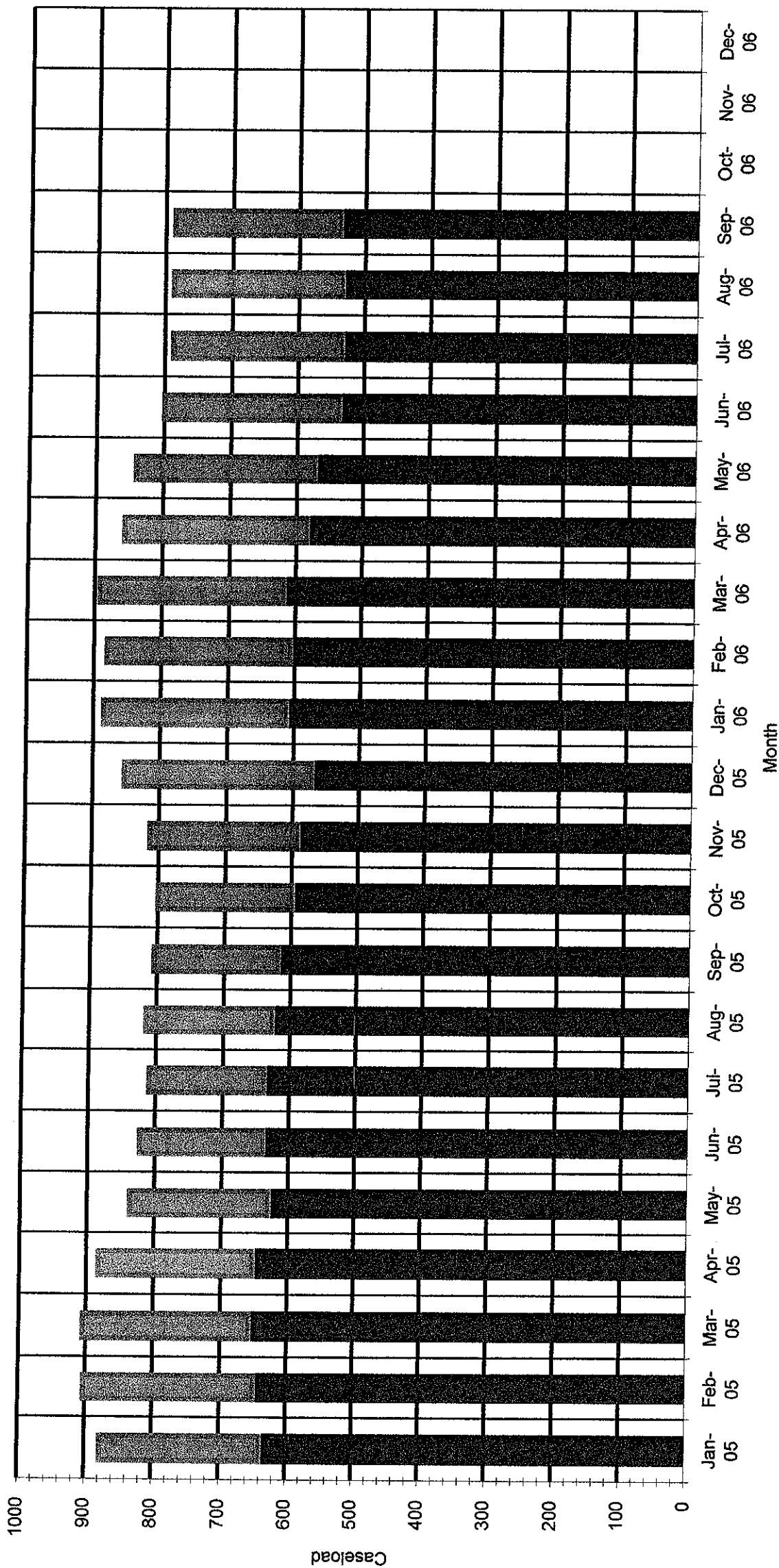
All Programs	January	February	March	April	May	June	July	August	September	Year to Date	2006 Budget	Unencumbered Balance	% Used
Grand Total	1,709,238.94	1,749,664.50	1,688,271.91	1,767,602.71	1,762,617.65	1,639,832.48	1,681,932.09	1,718,876.00	1,726,146.42	15,444,182.70	24,450,736.00	9,006,553.30	63.16%

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

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# Ontario Works Caseload Trend 2005 - 2006



County  
City

-65-

month	Caseload	City	County	Proof	Annual Caseload	Annual Avg Caseload	% Prior year
Jan-04	931	677	254	0			
Feb-04	931	673	258	0			
Mar-04	947	685	262	0			
Apr-04	937	670	267	0			
May-04	909	662	247	0			
Jun-04	867	645	222	0			
Jul-04	846	623	223	0			
Aug-04	845	636	209	0			
Sep-04	815	613	202	0			
Oct-04	785	594	191	0			
Nov-04	812	603	209	0			
Dec-04	834	614	220	0	10459	872	93.69%
Jan-05	878	639	239	0			
Feb-05	903	649	254	0			
Mar-05	905	657	248	0	895		
Apr-05	883	652	231	0			
May-05	837	629	208	0			
Jun-05	823	638	185	0	872		
Jul-05	810	637	173	0			
Aug-05	816	626	190	0			
Sep-05	805	618	187	0	851		
Oct-05	800	598	202	0			
Nov-05	814	591	223	0			
Dec-05	853	571	282	0	844	844	96.83%
Jan-06	885	611	274	0			
Feb-06	881	606	275	0			
Mar-06	893	617	276	0	886		
Apr-06	857	583	274	0			
May-06	841	572	269	0			
Jun-06	800	536	264	0	860		
Jul-06	788	533	255	0			
Aug-06	788	533	255	0			
Sep-06	787	537	250	0	836		
Oct-06				0			
Nov-06				0			
Dec-06				0			
	836						
	9						
		CY Avg					
		# Months					
	844	YTD Avg 2005					
	872	YTD Avg 2004					
	930	YTD Avg 2003					
	1052	YTD Avg 2002					
	93.69%	Percentage Of previous caseload					



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

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**Report No.: CR-06-15**

**File No.: OW-06-15**

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

**Date: October 6, 2006**

**Subject:** Affordable Housing Program  
Request for Proposals

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

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

**Recommendation:**

That Council receives Report CR-06-15 relating to the Affordable Housing Program Request for Proposals, and

That Council authorizes the Housing Administrator to initiate the Request for Proposals process under the Canada-Ontario Affordable Housing Program, Rental and Supportive component.

**Background:**

St. Thomas and Elgin County have been allocated 50 units (\$3,500,000) under the Canada-Ontario Affordable Housing Program for the construction of new affordable housing or renovations to convert existing buildings into affordable housing.

Housing staff has short-listed five of the twelve project proposals received in an Expression of Interest (EOI) call in March 2006. These five proposals had the most well developed plans in place, met the criteria under the EOI, and most closely fit the affordable housing needs of the area.

Staff had submitted a Housing Delivery Plan to the Ministry of Municipal Affairs and Housing in June 2006. This Plan, which describes staff's intentions for the delivery of the Canada-Ontario Affordable Housing Program, received Council endorsement on July 17, 2006 (CR-06-06). The Ministry subsequently approved the Plan. Approval of the Plan was a pre-requisite to entering into an Administration Agreement for local delivery of the Rental and Supportive Program.

At the time, the Ministry's timelines indicated that an Administration Agreement between the Province and participating Service Managers was imminent. However, to date, staff awaits receipt of the Administration Agreement from the Ministry. Staff has received reassurances from Ministry staff that the City can expect receipt of the Agreement soon.

**Request for Proposals**

Staff has been reluctant to proceed with a formal RFP until a signed Administration Agreement is in place. However, because of the tight timelines for delivery of this Program set by the Province and because this is the final Council meeting until late November, staff seeks authorization from Council to proceed immediately with a Request for Proposals for funding under the Canada-Ontario Affordable Housing Program, Rental & Supportive component.

Staff is prepared to courier the RFP packages to proponents on October 17, 2006. The five short-listed proponents will be invited to submit full project proposals by the closing date of December 5, 2006, after which a Selection Committee will review the submissions and recommend projects for funding. A report requesting Council's approval of these recommendations will be brought to the first Council meeting in January 2007.

No funding commitments will be made to any proponents until Council has approved entering into an Administration Agreement with the Province and until Council and the Province have approved the recommended projects. Contribution Agreements for funding commitments will be entered into between each proponent and the City at that point.

**Additional units requested**

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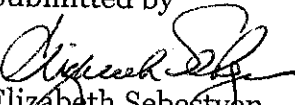
In September, staff requested an additional allocation of 61 units under Wave 2 to meet the potential funding requirements of the five short-listed project proposals which represent a total of 111 units of housing. The Province will announce a decision on the allocation of Wave 2 funding this fall.

Related to this request for additional units, two Ministry representatives from the London Municipal Services Office will visit St. Thomas and Elgin County on Thursday, October 19, 2006 to tour the five proposed sites.

**Conclusions**

Staff is concerned that any further delays in issuing the RFP may be detrimental to the success of the Program. Council's authority to proceed with the final selection process immediately, in anticipation of a signed Administration Agreement in the near future, is respectfully requested at this time.

Submitted by

  
Elizabeth Sebestyen  
Housing Administrator

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

 J.B.  
Other



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

**Report No.: CR-06-16**

**File No.: OW-06-16**

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

**Date: October 11, 2006**

**Subject:** Affordable Housing Program  
Administration Agreement, Rental  
and Supportive component

**Attachment 1:**  
Administration Agreement

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

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

**Recommendation:**

THAT Council receives Report CR-06-16 relating to the Affordable Housing Program Administration Agreement, and

THAT Council approves entering into an agreement with the Minister of Municipal Affairs and Housing for the purpose of establishing the City of St. Thomas' obligations for the administration of the Canada-Ontario Affordable Housing Program, Rental and Supportive component and the Minister's obligation to provide funding to the City, and further;

THAT a by-law be passed authorizing the Mayor and Clerk to sign three copies of the Service Manager Administration Agreement, Canada-Ontario New Affordable Housing Program (2003), Rental and Supportive Component, Service Manager Funding Delivery (Attachment 1).

**Update to Report CR-06-15:**

This Administration Agreement was received by courier from the Ministry of Municipal Affairs and Housing late on Tuesday, October 10, 2006, after Report CR-06-15 had already been submitted as an agenda item for this evening's Council meeting.

The Province has requested receipt of three copies of the signed agreement by November 1, 2006. As this is the last Council meeting before November 1, this report was added to the agenda package as a late and urgent item. Staff is concerned that late submission of the signed Agreement to the Ministry may hamper efforts to secure additional funding under Wave 2 of the Program.

As of the writing of this report, City Solicitor John Sanders is reviewing the Agreement. Staff will convey his assessment of the Agreement to Council at the Council meeting.

**Background:**

Currently under Wave 1, the St. Thomas and Elgin County area has been allocated 50 units (\$3,500,000) under the Canada-Ontario Affordable Housing Program for the construction of new affordable housing or renovations to convert existing buildings into affordable housing.

A request for 61 additional units under Wave 2 was sent to the Ministry in September.

This Administration Agreement serves to consolidate the partnership of the Province and the City of St. Thomas in the delivery of affordable housing projects under the Canada-Ontario Affordable Housing Program (AHP). The agreement articulates the respective roles and responsibilities as well as legal and contractual obligations in the delivery of the AHP in St. Thomas and Elgin County.

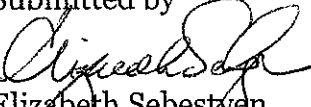
**Request for Proposals**

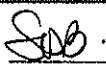
Housing staff has short-listed five of the twelve project proposals received in an Expression of Interest (EOI) call in March 2006. Staff is prepared to proceed with a Request for Proposals immediately.

Conclusions

- 70 -

Staff respectfully requests Council’s approval of this recommendation to enter into an Administration Agreement for the local delivery of the Affordable Housing Program, Rental and Supportive Component.

Submitted by  
  
Elizabeth Sebestyen  
Housing Administrator

Reviewed By: Treasury   Env Services   Planning   City Clerk   HR    Other



Corporation of the

# City of St. Thomas

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Report No.

ES114-06

File No.

05-014-06

Directed to:

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

Date

October 16, 2006

Department:

Environmental Services Department

Attachment

Prepared By:

Dave White - Supervisor of Roads and Transportation

#1 Report ES35-05 Possible Parking Restrictions

Subject:

No Parking Zone Signage Mandeville Road - Access for Emergency Services

## Recommendation:

It is recommended that:

1. Report No. ES114-06 be received for information; and,
2. The traffic by-law 45-89 Schedule II (No Parking Zones) be amended as to implement a No Parking Anytime restriction on the North side of Mandeville Road from Hepburn Avenue to First Avenue.

## Origin

At it's meeting of October 2, 2006 the following resolution was passed by Council:

The members, by consensus, directed staff to review parking issues restricting the street, at the end of Hepburn Avenue.

This report provides a follow up on this resolution.

## Analysis

### Existing Conditions

**Mandeville Road** was constructed to Minor Local Road standards, with a pavement width that is less than 9.9m wide. Therefore this road section could be provided with a parking restriction on one side to accommodate the minimum required fire route width of 5.94m. Mandeville Road is classified as a Local Street in schedule B of the official plan, which carries approximately 300 vehicles per day (2001) and provides property access and a link from Elm Street to the residential subdivision to the south. Being a two lane Local Street, Mandeville Road has the design capacity of approximately 6,000 vehicles per day, and therefore is operating at 5% of its' design capacity.

In addition to insufficient road width (Fire Route requirement), a number of other factors are considered when determining which side of the road would get the restriction. It is preferable that at least two of the following conditions are in place;

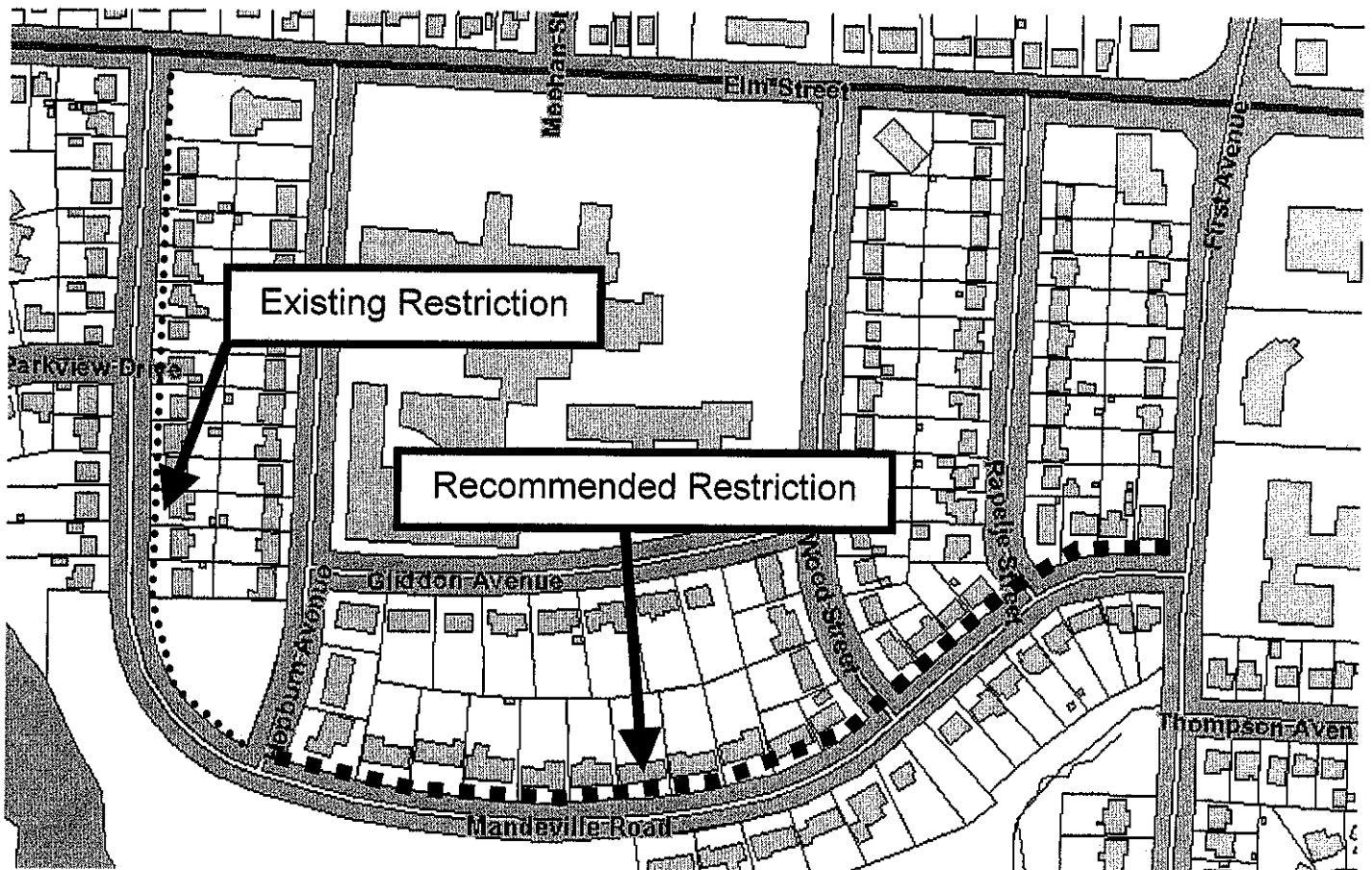
1. the side with the existing fire hydrants would get the restriction so that emergency service is not hampered wherever possible,
2. the side with more street access would get the restriction so that sight distance for vehicles entering the road would be increased,
3. the inside of a horizontal curve would get the restriction so that sight distance for vehicles traveling the road would be increased,
4. the side with the existing partial restriction would get the restriction to provide a consistent approach,
5. the side with existing hydro/streetlight poles would get the restriction so that sign installation and maintenance is at a minimum,
6. a higher level of winter maintenance service can be achieved if the parking restriction is in place.

Applying the five conditions to Mandeville Road, the following restriction is recommended;

- North side of Mandeville Road from Hepburn Avenue to First Avenue.. – Complies with Conditions 1, 2, 3, 4 & 6.

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Therefore, as a result of this analysis it is recommended that a No Parking Anytime restriction be implemented on the North side of Mandeville Road from Hepburn Avenue to First Avenue, illustrated below.



#### Financial Considerations

Costs associated with the installation of "no parking" signs are contained in the 2006 Operating Budget.

#### Alternatives

Impose the parking restrictions as indicated in this report.

Do not impose the parking restrictions.

Respectfully,

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

Reviewed By: Treasury Env Services Planning City Clerk HR Other





Corporation of the

# City of St. Thomas

-73-

Report No.

ES35 -05

File No.

Directed to:

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

Date

March 28, 2005

Department:

Environmental Services

Attachment

- map showing City roadway system
- excerpts of Fire Code and Ontario Building Code
- City Roadway cross section

Prepared By:

John Dewancker, Director

Subject:

St. Thomas Local Road System – Possible Parking Restrictions.

## Recommendation:

- That Report ES 35-05 be received as information.
- That the Ontario Fire Code and Building Code requirement for emergency vehicles along the city's local standards roadway system be applied on a site specific and as needed basis.

## Origin:

At the March 14, 2005, meeting of the Protective Services and Transportation Committee, Members requested that a report be prepared to review the implications of a section of the Ontario Fire Code in respect to any required additional parking restrictions along City's roadway system. This section of the Fire Code/Building Code requires that all routes for fire emergency vehicles be minimum 6m (19.5 ft.) wide unless it can be shown that a lesser width is satisfactory.

## Analysis:

Upon review, any roadway with a pavement width less than 9.9m (32.5 ft. = 6.5' + 19.5' = 6.5'), which allows two vehicles, each 2m (6.5') wide to be parked on either side of the road while creating the minimum required fire route width of 5.94 (19.5ft), would need to have a parking restriction on one side.

The current City of St. Thomas, engineering standards for urban roads indicate the following pavement width for each category of roads.

	Pavement width
Minor Local Road	7.0 m
Local Road	8.3 m
Modified Collector Road	9.3 m
Minor Collector Road	9.8 m
Major Collector Road	11.3 m
Arterial Road	14.0 m

In view of the above, in order to strictly adhere to the above fire and building code requirements, all local streets in the City would need to include a parking restriction on one side of each street. A map showing the extent of the City's local roadway system is attached herewith for the information of the Members. It must be noted however, that the width of a large fire engine is not more than 3m (10 ft.) and that the subject Building Code width requirement for emergency vehicles of 6m (19.5 ft.) therefore includes a vehicle clearance requirement of 2.9m (9.5 ft.). This clearance requirement is mainly for fire vehicle deployment purposes in front of a building and to a lesser extent for transportation purposes. This may also be the reason why municipalities have not adopted a universally applicable policy to restrict parking on one side of all local roads, but instead have applied this code requirement on a site specific and as needed basis.

In essence, the following three options remain available for implementation:

- Adopt a no parking restriction on one side of all roads with a pavement width of less than 9.9m.
- Apply the fire code requirement for access for emergency vehicles on a site specific and as needed basis (recommended).
- Do not require the city-wide adoption of a 6m wide (19.5 ft.) emergency vehicle path in conjunction with on street parking.

Financial Considerations

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The attached map showing the City's local roadway system provides for a total length of local roads of 143km. Implementation of option #3 (parking restriction on one side of all local streets) would require a capital expenditure in excess of \$150,000 for installation of no parking signs. In addition, extensive Public input would be required to establish a no parking zone or a semi-monthly alternating no parking zone (similar to Toronto policy) on all City local streets.

Staff will be pleased to answer any further questions by Council at the meeting of April 4, 2004.

Respectfully Submitted,



John Dewancker, P.Eng  
Director, Environmental Services

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Reviewed By:                                                                                                                                                

                    Treasury                      Env Services                      Planning                      City Clerk                      HR                      Other

Except from Ontario  
FIRE CODE

2.4.4.2.

Portable  
extinguishers

Portable  
extinguishers  
for flaming  
meals and  
drinks

Devices  
having open  
flames

2.4.4.2.(1) Flaming meals or drinks shall not be served in Group 'B' Division 2 occupancies.

(2) Flaming meals or drinks shall be ignited only at the location of serving in places of public assembly.

(3) A 1A: 5BC or higher rated portable extinguisher, conforming to the requirements of Part 6, shall be available where refueling of *appliances* and containers used for flaming meals or drinks takes place.

(4) Refueling of *appliances* shall not be carried out in the dining area.

2.4.4.3. A 1A: 5BC or higher rated portable extinguisher, conforming to the requirements of Part 6, shall be located on the serving cart or table where flaming meals and drinks are being served.

2.4.4.4. Devices having open flames shall be securely supported in noncombustible holders and located or protected so as to prevent accidental contact of the flame with combustible materials.

Subsection 2.4.5. Use of Hazardous Materials

2.4.5.1. *Flammable liquids* shall not be used for cleaning purposes except where the cleaning is an essential part of a process.

2.4.5.2. Flammable gases shall not be used to inflate balloons.

Subsection 2.4.6. Electrical Hazards

Electrical  
wiring

2.4.6.1. Temporary electrical wiring shall not be used where it presents a fire hazard.

SECTION 2.5 FIRE DEPARTMENT ACCESS TO BUILDINGS

Subsection 2.5.1. General

Application



2.5.1.1. This Section applies to fire access routes and access panels or windows provided to facilitate access for fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.

Maintaining  
access free of  
obstructions

2.5.1.2.(1) Fire access routes and access panels or windows provided to facilitate access for fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.

Fire  
department  
connections

(2) *Fire department* sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.

Maintenance

2.5.1.3. Fire access routes shall be maintained so as to be immediately ready for use at all times by *fire department* vehicles.

Signs

2.5.1.4. *Approved* signs shall be displayed to indicate fire access routes.

SECTION 2.6 SERVICE EQUIPMENT

Subsection 2.6.1. Heating, Ventilating and Air-Conditioning

Defective  
equipment

2.6.1.1. *Defective appliances* in a *building* shall be removed, repaired or replaced when the defective *appliances* create a hazardous condition.

are located, these *major occupancies* need not be considered as *major occupancies* for the purposes of this Subsection, provided they are not classified as Group F, Division 1 or 2 occupancies.

(2) A helicopter landing area on the roof of a *building* need not be considered a *major occupancy* for purposes of Subsection 3.2.2. where such landing area is not more than 10% of the area of the roof.

### 3.2.2.9. Crawl Spaces

(1) For the purposes of Articles 3.2.1.4. and 3.2.1.5., a crawl space shall be considered as a *basement* if it is

- (a) more than 1 800 mm (5 ft 11 in) high between the lowest part of the floor assembly and the ground or other surface below,
- (b) used for any *occupancy*,
- (c) used for the passage of *flue pipes*, or
- (d) used as a *plenum* in *combustible construction*.

(2) A floor assembly immediately above a crawl space is not required to be constructed as a *fire separation* and is not required to have a *fire-resistance rating* provided the crawl space is not required to be considered as a *basement* by Sentence (1).

### 3.2.2.10. Streets

(1) Every *building* shall face a *street* located in conformance with the requirements of Articles 3.2.5.5. and 3.2.5.6. for access routes.

(2) For the purposes of Subsections 3.2.2. and 3.2.5. an access route conforming to Subsection 3.2.5. is permitted to be considered as a *street*.

(3) A *building* is considered to face 2 *streets* provided not less than 50% of the *building* perimeter is located within 15 m (49 ft 3 in) of the *street* or *streets*.

(4) A *building* is considered to face 3 *streets* provided not less than 75% of the *building* perimeter is located within 15 m (49 ft 3 in) of the *street* or *streets*.

(5) Enclosed spaces, tunnels, bridges and similar structures, even though used for vehicular or pedestrian traffic, are not considered as *streets* for the purpose of this Part.

### 3.2.2.11. Exterior Balconies

(1) An exterior balcony shall be constructed in

accordance with the type of construction required by Articles 3.2.2.20. to 3.2.2.83., as applicable to the *occupancy* classification of the *building*.

### 3.2.2.12. Exterior Passageways

(1) An elevated exterior passageway used as part of a *means of egress* shall conform to the requirements of Articles 3.2.2.20. to 3.2.2.83. for *mezzanines*.

### 3.2.2.13. Occupancy on Roof

(1) A portion of a roof that supports an *occupancy* shall be constructed in conformance with the *fire separation* requirements of Articles 3.2.2.20. to 3.2.2.83. for floor assemblies.

### 3.2.2.14. Roof-Top Enclosures

(1) A roof-top enclosure for elevator machinery or for a *service room* shall be constructed in accordance with the type of construction required by Articles 3.2.2.20. to 3.2.2.83.

(2) A roof-top enclosure for elevator machinery or for a *service room*, not more than one *storey* high, is not required to have a *fire-resistance rating*.

(3) A roof-top enclosure for a stairway shall be constructed in accordance with the type of construction required by Articles 3.2.2.20. to 3.2.2.83.

(4) A roof-top enclosure for a stairway need not have a *fire-resistance rating* nor be constructed as a *fire separation*.

### 3.2.2.15. Storeys below Ground

(1) If a *building* is erected entirely below the adjoining finished ground level and does not extend more than one *storey* below that ground level, the minimum precautions against fire spread and collapse shall be the same as are required for *basements* under a building of 1 *storey* in *building height* having the same *occupancy* and *building area*.

(2) If any portion of a *building* is erected entirely below the adjoining finished ground level and extends more than one *storey* below that ground level, the following minimum precautions against fire spread and collapse shall be taken:

- (a) except as permitted by Sentence (3), the *basements* shall be *sprinklered*,
- (b) a floor assembly below the ground level shall be constructed as a *fire separation* with a *fire-resistance rating* not less than

### 3.2.4.22.

## Ontario Building Code 1997

parts of the *building*, except that this requirement does not apply to elevator cars. (See Appendix A.)

(2) The voice communication system referred to in Sentence (1) shall include provision for silencing the *alarm signal* in a single stage fire alarm system when voice messages are being transmitted, but only after the *alarm signal* has sounded initially for not less than

- (a) 30 s in Group B, Division 2 or 3 *major occupancy*, and
- (b) 60 s in all other *occupancies*

(3) The voice communication system referred to in Sentence (1) shall include provision for silencing the *alert signal* and the *alarm signal* in a 2 stage fire alarm system when voice messages are being transmitted, but only after the *alert signal* has sounded initially for not less than

- (a) 30 s in Group B, Division 2 or 3 *major occupancy*, or
- (b) 60 s for all other *occupancies*.

(4) The voice communication system referred to in Clause (1)(b) shall be designed so that voice instructions can be transmitted selectively to any zone or zones while maintaining an *alert signal* or *alarm signal* to other zones in the *building*.

(5) The 2-way communication system referred to in Clause (1)(a) shall be installed so that emergency telephones are located in each *floor area* near *exit* stair shafts.

### 3.2.5. Provisions for Fire Fighting

(See A-3, Fire Fighting Assumptions, in Appendix A.)

#### 3.2.5.1. Access to Above Grade Storeys

(1) Except for *storeys* below the *first storey*, direct access for fire fighting shall be provided from the outdoors to every *storey* that is not *sprinklered* and whose floor level is less than 25 m (82 ft) above *grade*, by at least one unobstructed window or access panel for each 15 m (49 ft 3 in) of wall in each wall required to face a *street* by Subsection 2.

(2) An opening for access required by Sentence (1) shall

- (a) have a sill no higher than 900 mm (2 ft 11 in) above the inside floor, and
- (b) be not less than 1 100 mm (3 ft 7 in) high by not less than

- (i) 550 mm (21 $\frac{1}{2}$  in) wide for a *building* not designed for the storage or use of dangerous goods, or

- (ii) 750 mm (2 ft 6 in) wide for a *building* designed for the storage or use of dangerous goods.

(3) Access panels above the *first storey* shall be readily openable from both inside and outside, or the opening shall be glazed with plain glass.

#### 3.2.5.2. Access to Basements

(1) Direct access from at least one *street* shall be provided from the outdoors to each *basement*

- (a) that is not *sprinklered*, and
- (b) that has horizontal dimension more than 25 m (82 ft).

(2) The access required by Sentence (1) is permitted to be provided by

- (a) doors, windows or other means that provide an opening not less than 1 100 mm (3 ft 7 in) high and 550 mm (21 $\frac{1}{2}$  in) wide, with a sill no higher than 900 mm (2 ft 11 in) above the inside floor, or
- (b) an interior stairway immediately accessible from the outdoors.

#### 3.2.5.3. Roof Access

(1) On a *building* more than 3 *storeys* in *building height* where the slope of the roof is less than 1 in 4, all main roof areas shall be provided with direct access from the *floor areas* immediately below, either by

- (a) a stairway, or
- (b) a hatch not less than 550 mm (21 $\frac{1}{2}$  in) by 900 (2 ft 11 in) mm with a fixed ladder.

(2) Clearance and access around roof signs or other obstructions shall provide

- (a) a passage not less than 900 mm (2 ft 11 in) wide by 1 800 mm (5 ft 11 in) high, clear of all obstructions except for necessary horizontal supports not more than 600 mm (23 $\frac{1}{2}$  in) above the roof surface,
  - (i) around every roof sign, and
  - (ii) through every roof sign at locations not more than 15 m (49 ft 3 in) apart, and
- (b) a clearance of not less than 1 200 mm (3 ft 11 in) between any portion of a roof sign and any opening in the exterior wall face or roof of the *building* in which it is erected.

#### 3.2.5.4. Access Routes

(1) A *building* which is more than 3 *storeys* in *building height* or more than 600 m<sup>2</sup> (6,460 m<sup>2</sup>) in *building area* shall

be provided with access routes for fire department vehicles

- (a) to the principal entrance, and
- (b) to each *building* face having access openings for fire fighting as required by Articles 3.2.5.1. and 3.2.5.2.

(See Appendix A.)

### 3.2.5.5. Location of Access Routes

(1) Access routes required by Article 3.2.5.4. shall be located so that the principal entrance and every access opening required by Articles 3.2.5.1. and 3.2.5.2. are located not less than 3 m (9 ft 10 in) and not more than 15 m (49 ft 3 in) from the closest portion of the access route required for fire department use, measured horizontally from the face of the *building*.

- (2) Access routes shall be provided to a *building* so that
  - (a) for a *building* provided with a fire department connection, a fire department pumper vehicle can be located adjacent to the hydrants referred to in Article 3.2.5.16.,
  - (b) for a *building* not provided with a fire department connection, a fire department pumper vehicle can be located so that the length of the access route from a hydrant to the vehicle plus the unobstructed path of travel for the fire fighter from the vehicle to the *building* is not more than 90 m (295 ft 3 in), and
  - (c) the unobstructed path of travel for the fire fighter from the vehicle to the *building* is not more than 45 m (147 ft 8 in).

(3) The unobstructed path of travel for the fire fighter required by Sentence (2) from the vehicle to the *building* shall be measured from the vehicle to the fire department connection provided for the *building*, except that if no fire department connection is provided, the path of travel shall be measured to the principal entrance of the *building*.

(4) If a portion of a *building* is completely cut off from the remainder of the *building* so that there is no access to the remainder of the *building*, the access routes required by Sentence (2) shall be located so that the unobstructed path of travel from the vehicle to one entrance of each portion of the *building* is not more than 45 m (147 ft 8 in).

### 3.2.5.6. Access Route Design

- (1) A portion of a roadway or yard provided as a required access route for fire department use shall
  - (a) have a clear width not less than 6 m (19 ft 8 in), unless it can be shown that lesser widths are satisfactory,
  - (b) have a centreline radius not less than 12 m (39 ft 4

- in),
  - (c) have an overhead clearance not less than 5 m (16 ft 5 in),
  - (d) have a change of gradient not more than 1 in 12.5 over a minimum distance of 15 m (49 ft 3 in),
  - (e) be designed to support the expected loads imposed by fire fighting equipment and be surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions,
  - (f) have turnaround facilities for any dead-end portion of the access route more than 90 m (295 ft 3 in) long, and
  - (g) be connected with a public thoroughfare.
- (See Appendix A.)

### 3.2.5.7. Water Supply

- (1) An adequate water supply for fire fighting shall be provided for every *building*. (See Appendix A.)
- (2) Hydrants shall be located within 90 m (295 ft 3 in) horizontally of any portion of a *building* perimeter which is required to face a *street* in Subsection 3.2.2.

3.2.5.8. Reserved.

3.2.5.9. Reserved

3.2.5.10. Reserved.

3.2.5.11. Reserved.

3.2.5.12. Reserved.

### 3.2.5.13. Automatic Sprinkler Systems

(1) Except as permitted by Sentences (2), (3) and (4), an automatic sprinkler system shall be designed, constructed, installed and tested in conformance with NFPA 13, "Standard for the Installation of Sprinkler Systems". (See Appendix A.)

(2) Instead of the requirements of Sentence (1), NFPA 13R, "Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height", is permitted to be used for the design, construction, installation and testing of an automatic sprinkler system installed in a *building* of *residential occupancy* that is not more than 4 storeys in *building height*.

(3) Instead of the requirements of Sentence (1), NFPA 13D, "Standard for the Installation of Sprinkler Systems in

[illegible]

URBAN MINOR LOCAL  
ROAD CROSS-SECTION

**CITY OF ST THOMAS**  
**ENVIRONMENTAL SERVICES DEPARTMENT**  
**Engineering and Transportation Division**

**DRAWN BY: RVR**  
**CHECKED BY:**

DATE: SEPTEMBER 1998

*Don Williams*  
CITY ENGINEER

METRIC | M-1

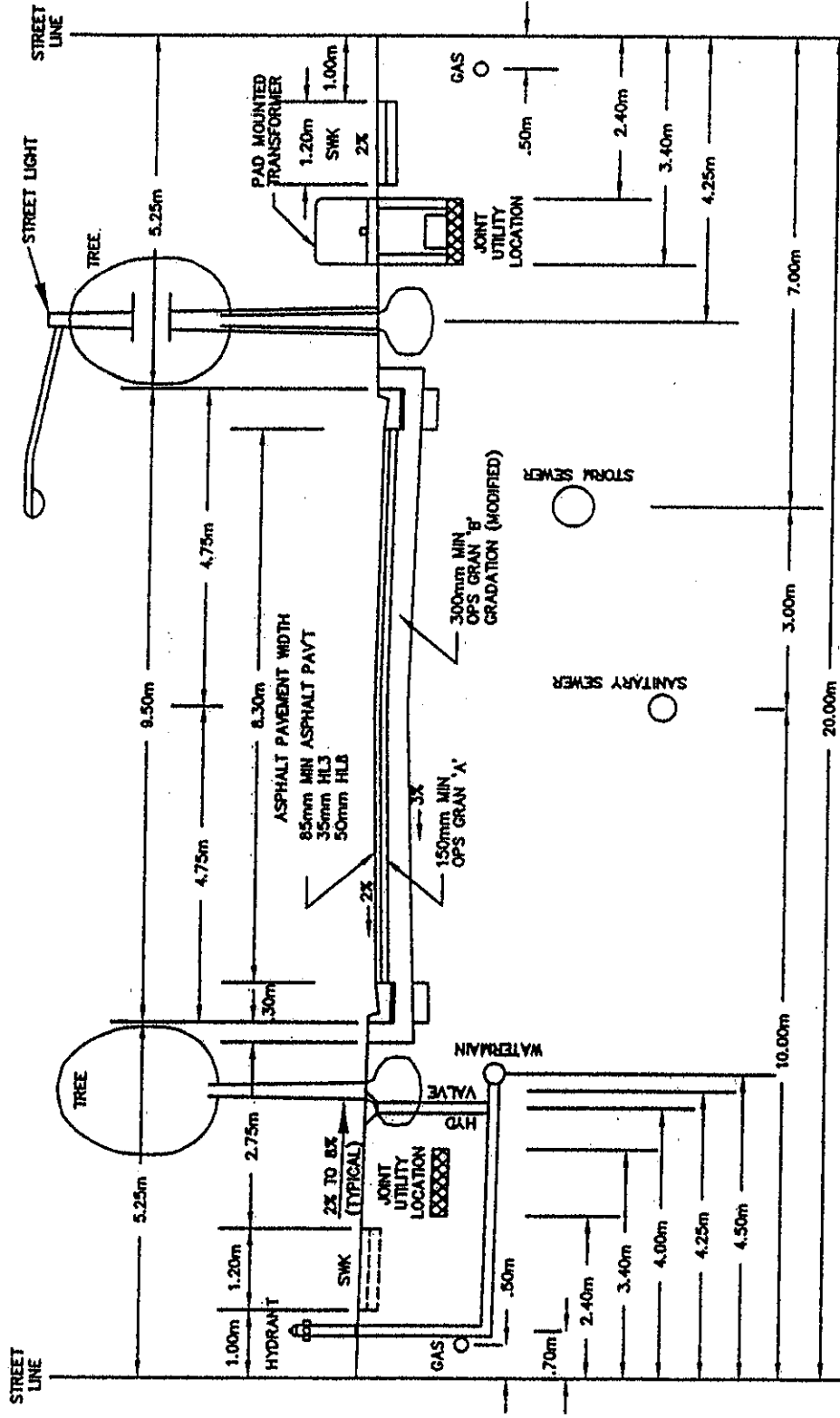
172

### NOTES:

- 1) STREET LIGHTS, SIDEWALK, PRIMARY CABLES AND TRANSFORMERS TO BE ON OPPOSITE SIDE OF WATERMAIN.
- 2) FOR NEW SUBDIVISIONS, SIDEWALK IS TO BE ON ONE SIDE OF THE ROAD IF THE ROAD IS A CRESCENT ROAD OR A CUL-DE-SAC WITH A WALKWAY.
- 3) DURING SIDEWALK CONSTRUCTION, THE SIDEWALK FORMS ON THE JOINT UTILITY SIDE ARE TO BE HELD BY MEANS OTHER THAN STEEL STAKES.
- 4) NEW DESIGN IS TO INCORPORATE ROLL-OVER STYLE CURB AND GUTTER.

[illegible]

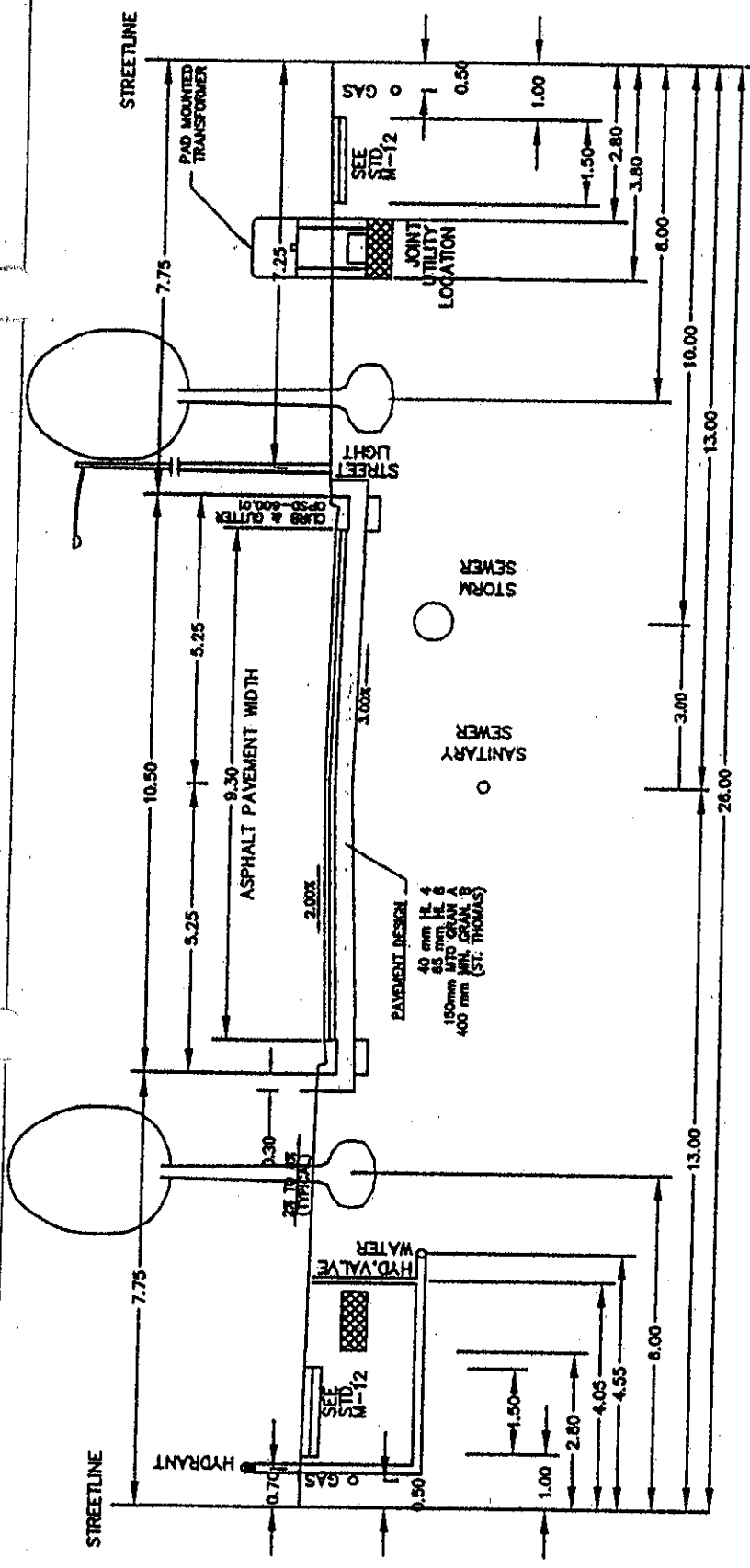
-80-



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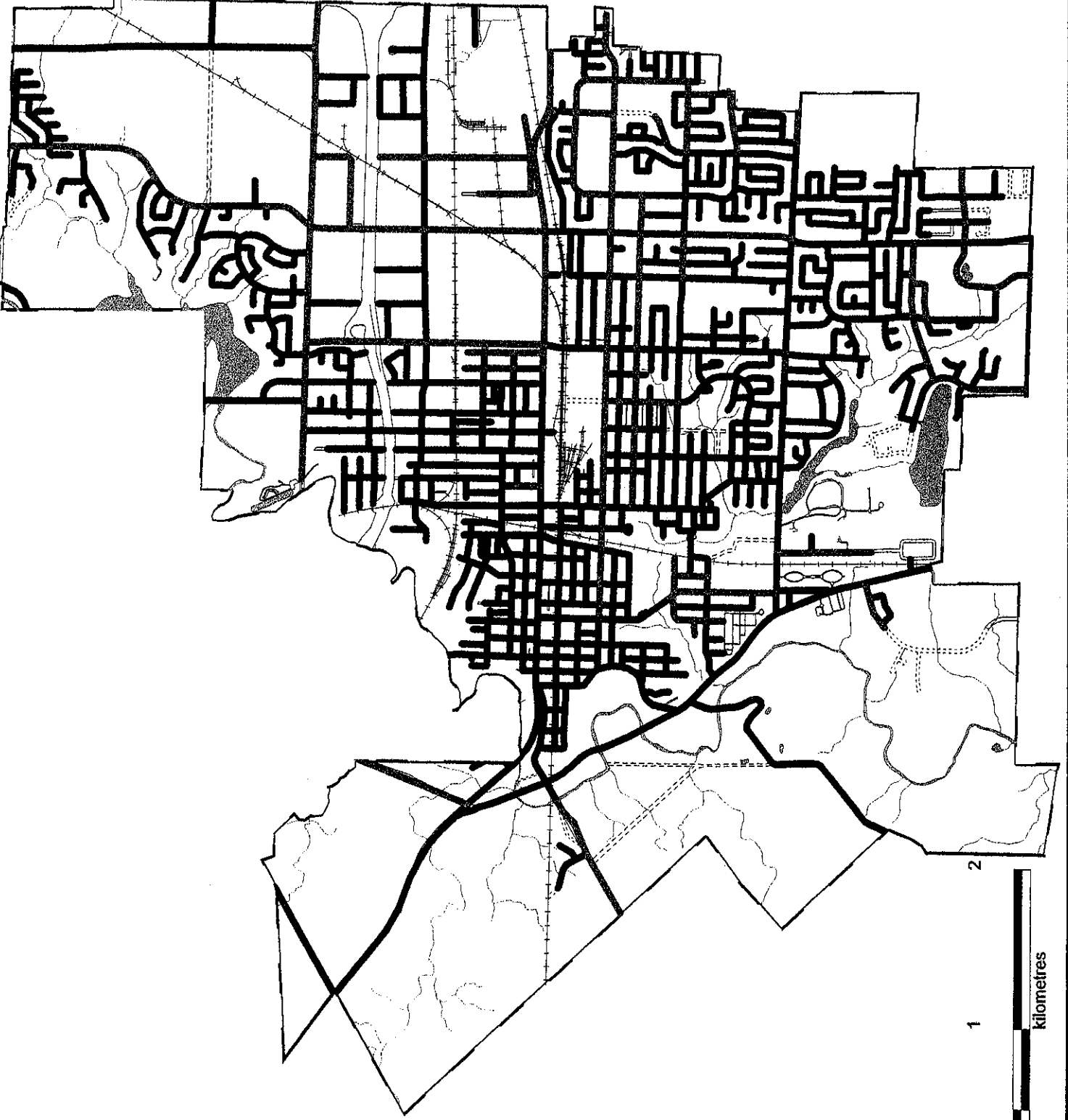




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  - 2) FOR NEW SUBDIVISIONS, SIDEWALK IS TO BE ON BOTH SIDES OF THE ROAD.
  - 3) DURING SIDEWALK CONSTRUCTION, THE SIDEWALK FORMS ON THE JOINT UTILITY SIDE ARE TO BE HELD BY MEANS OTHER THAN STEEL STAKES.
  - 4) LOTS FRONTING ONTO THE ROAD ARE TO HAVE A MINIMUM LOT FRONTAGE OF 15 METRES.
  - 5) ALL ENTRANCES OFF STREET TO BE DOUBLE DRIVEWAYS WITH MINIMUM WIDTH OF 5.5 METRES.
  - 6) PARKING ON ONE SIDE OF STREET ONLY AS DESIGNATED BY THE CITY ENGINEER.

CITY OF ST THOMAS ENVIRONMENTAL SERVICES DEPARTMENT Engineering and Transportation Division		MODIFIED URBAN COLLECTOR ROAD CROSS-SECTION	
NO	NOTE AND VISUAL REVISIONS	GER	DPH
1	DESCRIPTION OF REVISION	CHKD BY	INITIAL
		DATE	DATE
SCALE: N.T.S.		DATE: OCTOBER 2000	
DRAWN BY: GER		CITY ENGINEER	
CHECKED BY:		M-4A	

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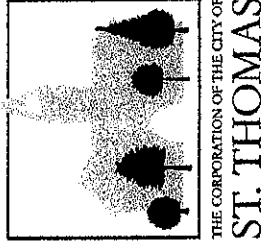


kilometres

# CITY OF ST. THOMAS

Roadways with Potential  
Need for Parking Restriction  
(No Parking Lane on One  
Side of Street)

- Roads with pavement widths Less than 9.9 m
- Roads with with pavement widths greater than 9.9 m



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Prepared and produced by the City of St. Thomas Environmental Services Department, March 22, 2005.  
Base Map provided by the Central Elgin Planning Office.  
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## CITY OF ST. THOMAS

- 83 -

BY-LAW NO. -2006

A by-law to amend By-Law 45-89, being  
a By-Law to revise and consolidate certain  
by-laws regulating Traffic and the Parking  
of Motor Vehicles.

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS  
FOLLOWS:

1. That Schedule No. II, No Parking Zones, be amended by the deletion of the following:

<u>Column 1</u> <u>Highway</u>	<u>Column 2</u> <u>Side or Sides</u>	<u>Column 3</u> <u>From</u>	<u>Column 4</u> <u>To</u>	<u>Period</u>
Mandeville Rd.	North	First Ave.	Rapelje St.	8:30 a.m. to 4:30 p.m. School Days

2. That Schedule No. II, No Parking Zones, be amended by the addition of the of the following:

<u>Column 1</u> <u>Highway</u>	<u>Column 2</u> <u>Side or Sides</u>	<u>Column 3</u> <u>From</u>	<u>Column 4</u> <u>To</u>	<u>Period</u>
Mandeville Rd.	North	Hepburn Ave.	First Ave.	Anytime

3. This by-law shall come into force on the day of passing.

READ a First and Second time this Xth day of XXXXXX, 2006.

READ a Third time and Finally passed this Xth day of XXXXXX, 2006.

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W. Graves, City Clerk

---

Jeff Kohler, Mayor

-84-

October 5, 2006

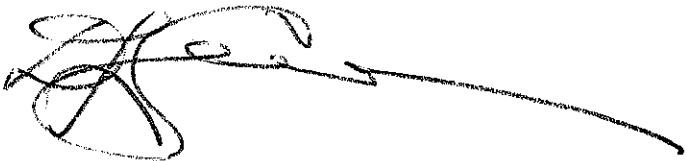
Alderman T. Shackelton  
Chairman  
Protective Services and Transportation Committee  
53 Luton Crescent  
St. Thomas, Ontario  
N5R 5V4

Dear Alderman Shackelton,

I have some suggestions which I wished raised by you, as Chair of the Transportation Committee.

1. In all new areas of the city there are centralized mail pickup boxes. There is much traffic congestion on the narrower side streets. It would be prudent to consider a no parking area across from the post boxes.
2. On city streets which are less than "X" feet wide there would be no parking on one side of the street. You define the "X".
3. On streets which are at the front of schools there should be no parking on one side of the street.
4. The stoplight at Talbot and Manitoba needs a serious upgrade. This would be justified following a traffic use count.
5. The cost of a parking permit should be dramatically increased and should be limited to a one year period.
6. Use of parking permits should not be allowed from November 15 to March 15. Plows are hampered by these parkers.
7. The five hour parking limit should be reduced to three hours.
8. Parking enforcement should be removed from the Police Department and given to the By Law enforcement department of the city.
9. Parking infractions by buses and commercial vehicles should fall under the city by law department no matter what time of day.
10. An insert in the St Thomas energy bill, which every resident receives, should be used as a city communication tool.

Thank you for your attention to my suggestions.



David Collins  
32 Oriole Lane  
St. Thomas, Ontario  
N5R 6K8

633-4572