

Most of the remainder of donor recognition in the facility comes in the form of signs indicating which features the donors have sponsored (e.g. dressing rooms, seat sections etc.). Table 2 provides an overview of the money spent on donor recognition and the amount of funds anticipated to complete this portion of the campaign. A contingency amount has been identified to allow for unforeseen items. The fundraising committee has indicated that where new donors are added, there may well be additional costs incurred to provide appropriate recognition.

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Item	Amount Expended	Additional Amount Anticipated	Total
Donor Recognition Wall	\$18,000	\$42,000	\$60,000
Exterior Building Identification	\$0	\$16,147	\$16,147
City and Facility Identification Signs	\$616	\$785	\$1,401
Large Sponsor Signs (Dundee Wealth, Kiwanis, Canadale, Tarry, Cam's, Donwest)	\$8,607	\$575	\$9,182
Seating Section Signs	\$0	\$6,500	\$6,500
Room Signs	\$0	\$2,160	\$2,160
Rink Naming Signs (Large)	\$4,327	\$3,800	\$8,127
Rink Naming (Entrances)	\$0	\$1,160	\$1,160
Welcome Sign	\$0	\$575	\$575
Rink Directional Sign	\$0	\$275	\$275
Contingency	\$0	\$5,000	\$5,000
Other Administration	\$103,902	\$0	\$103,902
<b>Total</b>	<b>\$135,452</b>	<b>\$78,977</b>	<b>\$214,429</b>

For the purposes of this report, all signs related to naming - in or on the facility - have been included.

### Section 3 – Ongoing and Future Activities of the Committee

A number of activities are underway or planned by the committee including:

- Verification of donor names for fundraising wall and interior signs
- Wall mural and sculpture installation scheduled to be complete by late September
- Interior signs being manufactured and scheduled to be installed by late September
- Seat Section signs installed by end of August
- Transfer of financial tracking of pledges to City's Treasury Department to be completed by the end of August
- Additional naming opportunities pursued
- Donor "Thank You" event and campaign committee wrap up.

### Financial Impact:

This report is for information purposes only – the financial implications will vary based on direction provided by Council.

Respectfully Submitted,



Kent McVittie  
Director of Parks and Recreation

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the

**City of St. Thomas**

Report No.

PR-10-07

File No.

**Directed to:** Chairman Bill Aarts and Members  
of the Community Services Committee**Date**  
August 13, 2007**Department:** Parks and Recreation**Prepared By:** Kent McVittie, Director of Parks and Recreation**Attachment:**  
NA**Subject:** **Licensed Alcohol Rental Expense and Revenue Comparisons****Recommendation:****THAT:** Report PR-10-07 entitled "Licensed Alcohol Rental Expense and Revenue Comparisons" be received for information.**Origin:**

At its meeting on July 16, 2007, Council approved the revised Municipal Alcohol Policy, which stipulates to facility users their responsibilities regarding the use of alcohol in City recreation facilities. The Director of Parks and Recreation had committed to providing information related to the revenues and expenditures associated with licensed hall rentals for Council's information.

**Analysis:**

The City of St. Thomas provides facilities for a wide variety of activities including those that involve the serving of alcohol. The most common type of rental involving alcohol is a hall rental (e.g. Memorial Auditorium or the Doug Tarry Room) to celebrate a significant life event (e.g. upcoming marriage, anniversary, retirement, or wedding). The costs and revenues associated with these rentals are shown in the table below. It should be noted that only direct operating costs are included in this analysis (i.e. only those costs that are incurred as a direct result of the rental). Fixed costs that would be incurred whether or not there is a rental are not included.

**Average Costs and Revenue Associated with Licensed Hall Rentals (2007)**

<b>Expenses</b>	
Two Full Time Operators Overtime Hours (2 Hours each)	\$176
Allowance for Cleaning and Maintenance supplies and utilities	\$60
<b>Total</b>	<b>\$234</b>
<b>Revenue</b>	
Private Room Rental	\$476
<b>Total</b>	<b>\$476</b>
<b>Net Revenue</b>	<b>\$240</b>

**Financial Impact:**

The Parks and Recreation Department permits between 65 and 70 licensed events each year, which translates into a net revenue of between \$15,600 and \$16,800 annually. Attendance at these events is approximately 125 per event for annual total in the range of 8,125 to 8,750.

Respectfully Submitted,

Kent McVittie  
Director of Parks and Recreation**Reviewed  
By:**

Treasury

Env  
Services

Planning

City Clerk

HR

Other



Corporation of the

**City of St. Thomas**

Report No.  
ES77-07

File No.  
05-014-06

**Directed to:** Chairman David Warden and Members of the Protective Services and Transportation Committee

**Date**  
August 13, 2007

**Department:** Environmental Services Department

**Prepared By:** Dave White - Supervisor of Roads and Transportation

**Attachment**

**Subject:** Glanworth Avenue Traffic Study Area - Public Forum Report

**Recommendation:**

THAT: Report No. ES77-07 be received for information; and further,

THAT: The current regulatory speed limit for Glanworth Avenue remain at the existing speed limit of 50 km/h and that Environmental Services Staff and the St. Thomas Police Service work together to provide further awareness and enforcement on Glanworth Avenue as required for those vehicle operators driving in excess of 50 km/h.; and further,

THAT: The traffic by-law 45-89 Schedule II (No Parking Zones) be amended as to implement a No Parking Anytime restriction on the east side of First Avenue from Thompson Avenue to Glanworth Avenue; and further,

THAT: 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 Glanworth Avenue from First Avenue to Aldborough Avenue; and further,

THAT: The traffic by-law 45-89 Schedule II (No Parking Zones) be amended as to implement a No Parking Anytime restriction on the north and east side of Thompson Avenue from First Avenue to Glanworth Avenue; and further,

THAT: In order to provide a safe pedestrian link between First Avenue and Aldborough Avenue, a sidewalk be installed on Glanworth Avenue between First Avenue and Aldborough Avenue recommended on the north side of the street (pending a review of the site conditions), and that this item be included in the 2008 Capital Budget submission to Council for consideration; and further,

THAT: The traffic by-law 45-89 Schedule IVA (Stop Signs) and V (Yield Signs) be amended as to remove the Yield Conditions and Implement Stop Conditions at the intersections of First Avenue / Glanworth Avenue, Glanworth Avenue / Thompson Avenue, Glanworth Avenue / Ashton Place and First Avenue / Thompson Avenue as soon as practicable; and further,

THAT: A complete Glanworth Avenue area traffic study be completed in the fall of 2007 including pedestrian and vehicle turning movement counts at the eight key area intersections (First Avenue / Glanworth Avenue, Glanworth Avenue / Aldborough Avenue, Elm Street / Holland Avenue, First Avenue and Mandeville Road, Aldborough Avenue / Holland Avenue, Aldborough Avenue / Airey Avenue, Axford Parkway / Aldborough Avenue and Axford Parkway / Fairview Avenue), a complete Origin-Destination License plate study for required area intersections, speed studies (First Avenue, Glanworth Avenue and Aldborough Avenue), and a report to Council making any possible recommendations for the earliest possible implementation.

**Origin**

Residents of the Glanworth Avenue, First Avenue & Aldborough Avenue area have expressed concerns to members of Council regarding traffic and parking issues in their area. As a result, Council directed that a Public Forum be held to review the residents concerns. This report documents the issues raised by the residents and recommends actions that should be taken to alleviate area concerns.

**Analysis**

**OVERALL AREA AND TRANSPORTATION PLAN CONSIDERATIONS:**

In reviewing the information from the Public Forum, we are committed to developing a traffic engineering solution that reduces traffic volume in a way that most area users will accept. In addition to the area residents not within the study area, we must include the requirements of all City Emergency services (Fire, Police, EMS) and maintenance services so that the level of these services and public

safety is not at all negatively affected.

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The latest Transportation Plan Study was provided to the City of St. Thomas by IMC Consulting Group in July of 1997. Within the Transportation Plan Study was the identification of Future Transportation Needs and Issues as well as an Evaluation of Transportation Alternatives. With respect to the First Avenue extension issue, it was recommended in the report that their Alternative 5A (The widening of Fairview Avenue from Elm Street to Axford Parkway) would be preferred over their alternative 5B (extending First Avenue southward across Mill Creek to Axford Parkway). Approval by Council of the subsequent Official Plan Document of 1997 included the widening of Fairview Avenue from Elm Street to Axford Parkway as an objective under Schedule C (copy attached). The widening of Fairview Avenue is scheduled for design in 2009 and construction in 2010 subject to Council approval.

#### **THE ISSUES HEARD AT THE JULY 3<sup>rd</sup> PUBLIC FORUM:**

On Tuesday July 3, 2007 a Public Forum was held at the Seniors Centre. Approximately (100) households from the immediate study area were directly invited to the meeting. As a result of the invitation, there were (30) households represented at the meeting (41 residents) and (32) households provided completed surveys (43 residents). Also in attendance were Mayor Barwick, Alderman Warden, Alderman Shackelton, Alderman Johnston and Alderman Chapman in addition to various Environmental Services staff.

The CONCERNS that were documented at the meeting/surveys in order of priority were;

1. High traffic volume on Glanworth Avenue, Thompson Avenue, and Aldborough Avenue.
2. High traffic speed on Glanworth Avenue.
3. Parking on both sides of Glanworth Avenue restricts access for vehicles and pedestrians.
4. The lack of sidewalks on Glanworth Avenue creates a specific concern during school opening and closing periods.

The SUGGESTIONS that were documented at the meeting/surveys in order of priority were;

1. Install All-Way Stops at key intersections to discourage traffic and reduce speed.
2. Close Aldborough Avenue at Axford Parkway to eliminate traffic and reduce speed.
3. Close Glanworth Avenue at Aldborough Avenue to eliminate traffic and reduce speed.
4. Install a one-way operation on Glanworth Avenue for westbound direction only.
5. Do not install All-Way Stops, too noisy and do not reduce speed, dead end instead.
6. Install sidewalks on Glanworth Avenue for children going to school.
7. Contact School Board with respect to accommodating buses and drop-offs on their property.
8. Install Stop sign at First Avenue and Glanworth Avenue.
9. Move NO EXIT signs from end of Lincoln Court to end of First Avenue.
10. Install Children at Play signs on Glanworth Avenue.

It was recommended at the Public Forum that staff provide a DRAFT report to Council at a subsequent Public Forum Meeting #2, at 6:30 p.m. on Tuesday August 7, 2007 at the Seniors Centre for their review. The recommendations within the draft report were acceptable.

#### **THE BACKGROUND AND CONCLUSIONS:**

##### **Traffic Volumes and Capacity**

**Glanworth Avenue** is classified as a *Minor Collector Road* in schedule B of the official plan, which carries approximately 3,600 vehicles per day (average annual weekday traffic calculation from the May 23, 2007 traffic count) and provides property access and a link from First Avenue to Aldborough Avenue. Being a two lane Minor Collector Road, Glanworth Avenue has the design capacity of approximately 8,000 vehicles per day, and therefore is operating at less than 50% of its' design capacity. The traffic volumes on Glanworth Avenue have increased since 2001 when the Average Annual Weekday Traffic Volumes were, on average, approximately 1,900 vehicles per weekday. Although the 2007 calculation is approximately 3,600 vehicles, Glanworth Avenue has not reached its' design capacity but has increased partly due to the development to the south and the existing school boundaries.

**Thompson Avenue** is classified as a *Local Road* in schedule B of the official plan, which carries approximately 200 vehicles per day (2001) and provides property access to residents of Glanworth Avenue. Being a two lane Local Road, Thompson Avenue has the design capacity of approximately 6,000 vehicles per day, and therefore is operating well below its' design capacity. As a result, a further update of this information was not required.

**Aldborough Avenue** is classified as a *Major Collector Road* in schedule B of the official plan, which carries 5,800 vehicles south of Glanworth Avenue and 2,900 vehicles north of Glanworth Avenue and provides connection for the entire neighborhood between Arterial and Local streets. Aldborough Avenue has a design capacity of approximately 10,000 vehicles per day and is operating below

capacity.

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*In conclusion; Glanworth Avenue, Thompson Avenue and Aldborough Avenue have experienced a higher traffic volume since the development of the subdivisions to the south, but they are not reaching their design capacities.*

#### Traffic Speed and Enforcement

The regulatory speed limit on Glanworth Avenue, Thompson Avenue and Aldborough Avenue is 50 km/h, which is consistent with most other roads in St. Thomas. A concern was raised regarding the speed of vehicles on Glanworth Avenue. In anticipation of this concern, a spot speed study was conducted at Glanworth Avenue at Ashton Place on June 26, 2007 where (116) vehicles were detected. The average speed of the vehicles was 46 km/h and the 85<sup>th</sup> percentile speed was 53 km/h. The 85<sup>th</sup> percentile speed is the speed which most users find to be safe and comfortable. Ontario Transportation Engineers consistently use this method of determining the recommended regulatory speed limits.

*In conclusion, it is recommended that the current regulatory speed limit for Glanworth Avenue remain as the existing speed limit of 50 km/h. It is further recommended that Environmental Services Staff and the St. Thomas Police Service work together to provide further awareness and enforcement on Glanworth Avenue as required for those vehicle operators driving in excess of 50 km/h.*

#### Required Parking Restrictions

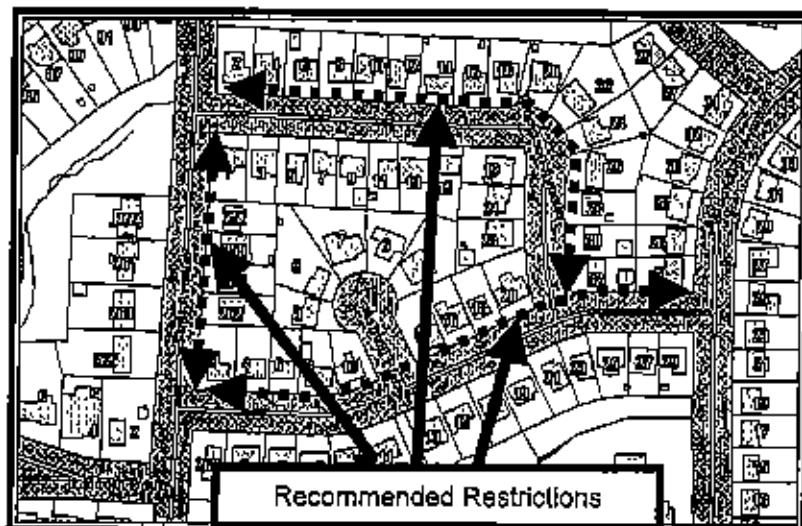
**First Avenue, Glanworth Avenue and Thompson Avenue** are below the 9.9m minimum road width and do require a parking restriction on one side in order to assure access for Emergency Service and efficient Road Maintenance operations. All three roads were constructed to Urban Minor Local Road Cross-Section. There is an existing No Parking Anytime Restriction on First Avenue from Elm Street to Thompson Avenue, which should be extended down to Glanworth Avenue. This allows parking on the west side of First Avenue for residents and school activities. At the Public Forum, it was stated that some vehicles have collided with their mirrors.

In addition to Insufficient road width (Fire Route requirement), a number of other factors are considered when determining which side of the above roads 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 six conditions to First Avenue, Glanworth Avenue and Thompson Avenue, the following restrictions are recommended (depicted to the right);

- The East side of First Avenue from Thompson Avenue to Glanworth Avenue – Complies with Conditions 1, 2, 4, & 6.
- The North side of Glanworth Avenue from First Avenue to Aldborough Avenue – Complies with Conditions 1, 2, 3, 5 & 6.
- The North and East sides of Thompson Avenue – Complies with Conditions 2, 5 & 6.



*In conclusion, it is recommended that No Parking Anytime restrictions be implemented on east side of First Avenue from Thompson Avenue to Glanworth Avenue, on the north side of Glanworth Avenue from First Avenue to Aldborough Avenue and on the north and east side of Thompson Avenue from First Avenue to Glanworth Avenue.*

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#### Sidewalks

First Avenue, Glanworth Avenue and Thompson Avenue were built prior to the 2002 Environmental Services Engineering Design and Construction Standards. All three roads are currently built to the Urban Minor Local Road Cross-Section (Drawing M-1) within these standards. Standard drawing M-1 includes a sidewalk on at least one side of the road. First Avenue and Aldborough Avenue currently have a sidewalk on one side. Installing a sidewalk on Glanworth Avenue would require Capital funds that are not currently included in the Capital budget to this date.

*In conclusion, in order to provide a safe pedestrian link between First Avenue and Aldborough Avenue, a sidewalk be installed on Glanworth Avenue between First Avenue and Aldborough Avenue recommended on the north side of the street (pending a review of the site conditions), and that this item be included in the 2008 Capital Budget submission to Council for consideration.*

#### All-Way Stop Conditions

Within the Ontario Traffic Manual Book 5 published by the Ministry of Transportation, it is recommended that All-Way Stop Control should not be used;

- As a speed control device,
- As a means of deterring the movement of through traffic in a residential area,
- Where the visibility of the sign is hampered by curves or grades, and insufficient safe stopping distance exists,

We have a current traffic count at the intersection of Aldborough Avenue and Glanworth Avenue and historical counts (2004 analysis and report to Council) for the intersection of First Avenue and Glanworth Avenue.

There are 3 warrants that all need to be met in order that an all way stop condition may be justified at the intersections of minor roads. These warrants are outlined in Book 5 of the Ontario Traffic Manual that is published by the Ministry of Transportation and is used as a guideline by all Ontario Municipalities.

*All Way Stop control may be considered on minor roads where the following three conditions are met:*

1. The total vehicle volume on all intersection approaches exceeds 350 vehicles for the highest hour recorded; and,
2. The volume split does not exceed 75/25 on the highest hour recorded. Volume on the major street is defined as vehicles only; and
3. An average of four right angle and turning type collisions per year for three years susceptible to relief through All Way Stop Control.

The Analysis for Aldborough Avenue and Glanworth Avenue (May 23, 2007 count):

The following table depicts the justification rating for this intersection (all conditions must be a YES);

	1) Exceeds 350 vehicles in highest hour recorded	3) Vehicle volume does not exceed 75/25 split for 3 way control	4) An average of 4 collisions per year over a 3 year period
YES	YES (and 8 hour average is 421/350)	YES (67/33)	
NO			NO (Ave 0/4)
All Way Stop Condition Technically Justified – NO Based on Collision history			

The Analysis for First Avenue and Glanworth Avenue (July 6, 2004 count and report to Council):

In July of 2004, Council approved a report that indicated an All-Way Stop at the intersection of First Avenue and Glanworth Avenue was not justified. In order to provide an up to date analysis of this intersection, a full intersection traffic count will be required no earlier than the month of October 2007 so that the School activity is considered normal.

Considering the traffic volumes in the immediate area, it is suggested that no other All-Way Stop Condition would be justified at this time and other than the intersection of First Avenue and Glanworth Avenue no other traffic counts are required at this time.

*In conclusion, an All-Way Stop Condition is not justified for the intersection of Aldborough Avenue and Glanworth Avenue based on the collision history and an up to date traffic count will be conducted at the*

intersection of First Avenue and Glanworth Avenue as soon as possible (non summer months) with the results reported to Council.

Road Closures & One-Way Operations:

-65-

The existing road network and operation complies with Schedule B of the approved official plan. The existing operation of the Glanworth Avenue road section is vital to the success of the local area road network.

**What we know** is that the area residents are not happy with the increased volumes of traffic as a result of the development to the south. **What we do not know** is the full area traffic characteristics, to measure the affects of either closing Glanworth Road or Aldborough Road or making Glanworth Road a one-way facility. The key to any successful implementation is how to rate the success of any measure so that residents outside of the study area understand and accept the rationale of any major change. As one example, the potential impact of such permanent measures could negatively affect the Intersection of Elm Street and Holland Avenue but as a result of not having a recent traffic movement count, we do not know how much it will affect the level of service and could also create a very unsafe situation as a result.

*In conclusion; no major changes are recommended at this time.*

Contacting the Thames Valley School Board

During the summer months, the required staff is not present at the School Board offices. A letter has been sent asking for a review of the School related activities on First Avenue at Elgin Court School and this will be followed up as soon as possible.

Telephone contact was made with the Thames Valley School board with respect to the future boundaries of the new Southeast Public School. It was thought that some students from the Lake Margaret area might be included within its boundary. They have indicated that the tentative borders for the new southeast Public School will be Fairview Avenue, Centennial Road, and Southdale Line with some areas north of Elm Street. This will not affect the lake Margaret area students who will still be attending Elgin Court School.

*In conclusion, a follow up of communication with the School board will be completed with respect to the First Avenue School activities.*

Yield/Stop sign placements

The decision to install Yield and Stop Conditions is typically determined by reviewing the sight distance at the intersection in question. There are currently Yield Conditions at the intersections of First Avenue / Glanworth Avenue, Glanworth Avenue / Thompson Avenue and First Avenue / Thompson Avenue. The vehicle volumes and sight distances were reviewed at these intersections and as a result, the map indicated below depicts the Yield Conditions that will be changed to Stop Conditions.





*In conclusion, it is recommended to remove the Yield Conditions and implement Stop Conditions at the intersections of First Avenue / Glanworth Avenue, Glanworth Avenue / Thompson Avenue, Glanworth Avenue / Ashton Place and First Avenue / Thompson Avenue as soon as practicable.*

#### No Exit (Wa-31) Signs

-66-

It was requested by a resident that the NO EXIT signs currently in place at the intersection of First Avenue and Lincoln Court be relocated to the south side of the intersection of First Avenue and Glanworth Avenue. Anyone traveling south of Glanworth Avenue on First Avenue should be notified that it is a NO EXIT situation so that he or she does not use Lincoln Court to turn around.



*In conclusion, the NO EXIT signs have been relocated to the south side of the intersection of First Avenue and Glanworth Avenue.*

#### Children at Play (Wc-3 Playground Ahead) Signs

It was requested that Children at Play signs be erected on Glanworth Avenue. The Ministry of Transportation's Ontario Traffic Manual (OTM) Book 6 is used by all Ontario Municipalities to determine the requirements for the installation of official signs. The only related official sign within OTM is the Wc-3 Playground Ahead Sign, which is to provide advance warning of a locally designated playground that is located adjacent to a downstream section of road and is to warn of the presence of children traveling to or from a playground.



*In conclusion, as there is no playground on Glanworth Avenue the requested Wc-3 Playground Ahead Signs not be installed.*

#### **Financial Considerations**

Costs associated with the installation of the recommendations within this report are contained in the 2007 Operating Budget.

#### **Alternatives**

In addition to the recommendations within this report, there are a number of alternatives that can be considered by Council some of which are not technically justified at this time. Each alternative provided below indicates the pros and cons.

It is strongly suggested that a complete Glanworth Avenue area traffic study be completed in the fall of 2007 prior to considering any alternatives.

We know that most of the traffic on Glanworth Avenue occurs during the peak hours of 8 a.m. to 9 p.m. and 3 p.m. to 4 p.m. (extending to 6 p.m. as well). We also know that two movements at the intersection of Aldborough and Glanworth are the heaviest movements; these are the Eastbound Right and Northbound Left turns. We can assume (in lieu of full area study data) that reducing these movements may reduce the overall traffic volume on Glanworth Avenue but WILL move this traffic elsewhere.

We also know that two movements at the downstream intersection of Aldborough / Sauve Avenue and Axford Parkway are the heaviest movements; these are the eastbound left turn and southbound right turns. We can assume (in lieu of full area study data) that restricting these movements in some form may reduce the traffic volume on Glanworth Avenue but WILL move this traffic elsewhere. In addition, Axford Parkway was intended to carry the majority of traffic volume in and out of the Lake Margaret subdivisions.

#### Alternative #1 – The Installation of Technically Unwarranted All-Way Stop Conditions

The installation of two technically unwarranted All-Way Stop Conditions at the intersections of First Avenue and Glanworth Avenue and Aldborough Avenue and Glanworth Avenue can be considered. As noted earlier, the intersection of Aldborough Avenue and Glanworth Avenue is warranted based on volume, but collisions are non-existent.

##### *Pros*

- Will be installed within weeks,
- May provide a minor reduction of traffic volume on Glanworth Avenue,
- May potentially provide the desired affect to the residents.

##### *Cons*

- Will increase area noise and traffic fumes in close proximity to the intersections,



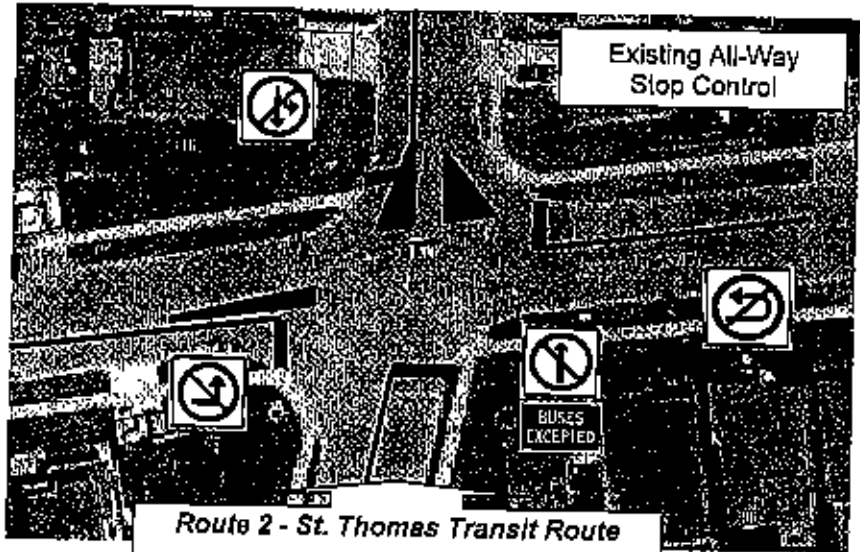
- Will move an undetermined amount of traffic to unknown locations,
- May reduce compliance of area traffic control devices,
- May increase speed on Glanworth Avenue between the All-Way Stop Conditions.

OR -67-

Alternative #2 - The Installation of Turning Movement Restrictions as a Test Project

In order to reduce the amount of traffic in the Glanworth Avenue area Turning Movement Restrictions and/or Physical Restrictions can have the desired effect and be installed at minimal cost in order to measure their effectiveness.

The most effective location for turning restrictions may be downstream (the potential source of traffic generation) of the Glanworth Avenue area at the intersection of Aldborough Avenue / Sauve Avenue and Axford Parkway.



As stated previously, the eastbound left turns, southbound right turns and northbound through movements represent the highest movements that could potentially be cutting through on Glanworth Avenue. Taking in to consideration Emergency

Services and St. Thomas Transit Services, it is suggested that eastbound left turns and southbound through and left turn movements be restricted as well as the northbound through movements be restricted with exemptions for Emergency Services and St. Thomas Transit Services.

It will need to be proven that the Physical Restrictions depicted in the diagram above will work by physically laying them out in the field prior to implementing this condition.

It is expected that this test project may reduce the traffic volumes on Glanworth Avenue during the peak periods. It is also expected that the traffic volumes on Axford Parkway east of Aldborough Avenue will increase, as residents will be required to outlet onto Fairview Avenue. A follow up volume calculation will be required within 6 months of implementation to measure the affects of traffic volumes on Glanworth Avenue and area.

**Pros**

- Will provide a reduction of traffic volume on Glanworth Avenue,
- Will provide the desired affect to the residents of Glanworth Avenue,
- Will be installed within weeks,
- Will utilize the potential capacity of Axford Parkway.
- May lead to the eventual removal of the All-Way Stop Condition at Aldborough Avenue / Sauve Avenue and Axford Parkway (it may not be warranted in the future as a result of less conflicts),

**Cons**

- Will require St. Thomas Police enforcement,
- Will increase traffic volume on Axford Parkway east of Aldborough Avenue / Sauve Avenue,
- Will cause an inconvenience to Lake Margaret subdivision residents,
- May increase traffic volume at other locations where we can not measure the before/after affects,
- May require the acceleration of Signalization at Axford Parkway / Fairview Avenue when warranted.

Respectfully,

*[Signature]*  
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

-68-

Report No.

CC-37-07

File No.

Directed to:

Chairman D. Warden and Members of  
Committee of the Whole (Protective Services and  
Transportation)

Date

July 18, 2007

Department:

City Clerk's

Attachment

Prepared By:

Dale Arndt, Airport Superintendent

Subject:

Airport Use Quarterly Report - January 1st to June 30th, 2007

**Recommendation:**

THAT: The Airport Use Quarterly Report for January 1st to June 30th, 2007 be received and  
filed for information.

**1<sup>st</sup> and 2<sup>nd</sup> Quarter Review:**

Corporate traffic was up 41.6 % compared to the first quarter and up 8.3 % compared to the second  
quarter in 2006.

Aviation (100LL) fuel sales were down 10.2% compared to the first quarter and down 9.95% compared  
to the second quarter in 2006.

Jet A sales were down 24.2% compared to the first quarter and up 142.7 % compared to the second  
quarter in 2006.

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

**Corporate Flights**

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2007	34	63			
2006	24	60	120	42	246
2005	32	52	75	32	191
2004	20	42	83	24	169
2003	26	38	79	25	168

**Aviation Fuel Sales** (in litres)

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2007	14,801	47,784			
2006	16,484	53,066	62,556	23,413	155,519
2005	16,360	45,641	77,266	21,300	160,567
2004	17,500	41,515	73,770	18,465	151,250
2003	20,970	57,946	65,321	26,061	170,298

**Turbo Fuel Sales** (in litres)

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2007	5,835	79,765			
2006	7,699	32,870	27,400	10,310	78,279
2005	6,680	7,797	17,134	18,200	49,811
2004	4,200	8,652	28,360	13,493	54,705
2003	5,912	7,359	17,356	16,823	37,450

Respectfully submitted,

Dale Arndt,

Airport Superintendent

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other



Corporation of the  
City of St. Thomas

-69-

Report No.

CC-40-07

File No.

**Directed to:** Chairman D. Warden and Members of the Protective Services and Transportation Committee

**Date**  
6 August 2007

**Department:** City Clerk's

**Attachment**

**Prepared By:** Dale B. Arndt, Airport Superintendent

- Letter

**Subject:** St. Thomas Flight line COPA Flight 75 - Annual Fly-In Drive In Breakfast - September 9th, 2007

**Recommendation:**

That: The Council of the Corporation of the City of St. Thomas authorize the use of the St. Thomas Municipal Airport by St. Thomas Flight line, for its annual fly-in and drive-in Breakfast on Sunday, September 9th, 2007; and further,

THAT: The City of St. Thomas shall not assume any liability for any claim of damages, loss of income, or injury of any nature whatsoever arising out of the use of the St. Thomas Municipal Airport for the purpose stated; and further,

THAT: A certificate of public liability and property damage insurance with covering limit of \$5,000,000, be provided by St. Thomas Flight line, certifying that the City of St. Thomas has been named as an additional insured for this event only, to be submitted to the City Clerk prior to the start of the event; and further,

THAT: St. Thomas Flight line, be responsible for the provisions of temporary toilet facilities one of which must be wheelchair accessible, restoration of grassed area, control of participants and compliance with the general requirements of the Airport Superintendent.

**Origin:** Letter from St. Thomas Flight line.

**Analysis:**

St. Thomas Flightline has held a Fly-In and Drive-In Breakfast at the St. Thomas Municipal Airport for many years.

This year's plans include a display of historical automobiles and musical entertainment.

St. Thomas Flightline has always fulfilled its obligations relating to temporary toilet facilities, restoration of grassed area, and control of participants.

To date, the event has been very popular and has never seen any complaints either from the Municipality of Central Elgin or members of the general public.

This event received the support of the Special Events Committee on August 2nd, 2007.

Respectfully submitted,

Dale B. Arndt  
Airport Superintendent

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



Flight 75 St. Thomas

City of St. Thomas  
Received

JUL 13 2007

Mayor & Council of the City of St. Thomas

City Clerk's Dept.

Application for use of Airport Grounds.

St. Thomas Flightline, COPA Flight 75 is once again requesting permission to hold their annual fly-in drive in breakfast at our community airport. This years date will be Sunday Sept. 9<sup>th</sup> 2007 from approximately 7:00 a.m. until noon.

This will be the twelfth similar event held by the club, and as usual all proceeds will ultimately be spent on items to benefit the airport.

From last years proceeds, the club was able to donate one thousand dollars towards the cost of erecting a permanent shelter for the airport emergency generator.

Tents and awnings previously purchased were utilized to provide shelter in the V.I.P. area for the 2007 'Wings & Wheels' event while Bar.b.q. equipment, chairs and tents owned by the club were used in providing meals and shelter for the 'Snowbirds' ground and flight crews Friday June 23<sup>rd</sup>, 2007.

On June 9<sup>th</sup> 2007 the club provided free introductory flights to one hundred and fifty six local area youth, bringing our total number of flights for the 'Young Eagles' program to approximately fifteen hundred.

COPA Flight 75 will as usual undertake to provide liability insurance for not less than five million dollars showing the City and its' officers and employees as co-insured's, to provide temporary sanitation facilities as required, to leave the grounds in as good or better than found condition.

This years event will be relatively low key grass roots fly-in with no major attractions other than participation of the Heritage Automobile Society of Canada and the vocal styling of Sue McAllister Bee.

All details will as usual be coordinated through the airport superintendent.

Yours truly,

Jan Basson  
President

Sharon Easton  
Secretary



Corporation of the

**City of St. Thomas**

Report No.

ES100-07

File No.

08-347-00

**Directed to:** Chairman David Warden and Members of the Protective Services and Transportation Committee

**Date**  
August 13, 2007

**Department:** Environmental Services Department

**Attachment**

**Prepared By:** Dave White - Supervisor of Roads and Transportation

**Subject:** The Removal of the Weight Limit - Talbot Street on the CASO Bridge

**Recommendation:**

THAT: Report No. ES100-07 be received for information; and further,

THAT: The traffic by-law 45-89 Schedule XIB (Weight of Vehicles Over Bridges) be amended as to remove the 10 Tonnes/Lane Weight Restriction on Talbot Street at the CASO Tracks.

**Origin**

In the spring of 2004, Council approved the closure of the curb lanes on the CASO bridge and also approved a weight restriction of 10 Tonnes / Lane due to safety concerns.

**Analysis**

The rehabilitation of the CASO Bridge on Talbot Street, Project No. 08-347, is complete and the two eastbound and two westbound lanes are now open without restriction. There is no need for a Weight Restriction on the bridge.

**Financial Considerations**

Costs associated with the removal of the signs are contained in the 2007 Operating Budget.

**Alternatives**

There are no alternatives suggested at this time.

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** -72-

Report No.

ES99-07

File No.

Directed to:

Chairman David Warden, Members of the Protective Services and Transportation Committee

Date  
August 13, 2007

Department:

Environmental Services

Attachments

Prepared By:

Dave White C. Tech - Supervisor of Roads & Transportation

Letter of Agreement Re:  
2007 OBRP Funding

Subject:

**Request for Proposal 07-727  
ONE (1) OR TWO (2) FULLY ACCESSIBLE  
30' TO 35' DIESEL URBAN TRANSIT COACH**

#### **Recommendation:**

THAT: Report ES99-07 be received for information; and,

THAT: Council endorse the proposal submitted under RFP 07-707 by Leeds Transit Inc to supply General Coach/Thor Industries 36' International (32) Seated Passenger Capacity Low Floor EZ-Trans buses being the highest rated submission based on the set criteria; and further,

THAT: (2) General Coach/Thor Industries 36' International Low Floor EZ-Trans buses as specified in the Leeds Transit submission of RFP 07-707 in the amount of \$416,815.68 including applicable provincial taxes be ordered through a purchase order for intended delivery by December 31, 2007 for the 2007 St. Thomas Transit Service bus replacement needs; and further,

THAT: With the exception of a wider entrance ramp, that the Municipal Accessibility Advisory Committee requests noted in this report be included in the Leeds Transit Inc proposal at an additional nominal cost not to exceed \$2,000.00 each; and further,

THAT: St. Thomas Transit Identification and Licensing be added to the (2) buses at a cost not to exceed \$7,000.00 each; and further,

THAT: The original source of funding for the purchase of the buses, additional accessibility committee items, licensing and transit identification, be the Provincial Gas Tax Reserve account as approved in the 2007 capital budget part 1 at a maximum of \$480,000.00; and further,

THAT: A By-law is prepared to authorize award for the purchase of these buses; and further,

THAT: A copy of the by-law and purchase order be forwarded to the Ministry of Transportation Transit Policy and Programs Office for their allocation of the 2007 (2 buses) Ontario Bus Replacement Program Funding expected to be 24.04% of the purchase price before taxes for 2007 (estimated at \$98,780.96).

#### **Origin**

At the meeting of December 12, 2006 Council approved a maximum of \$480,000.00 of Provincial Gas Tax funding during the 2007 Part 1 Capital budget submission for the purchase of (2) replacement conventional transit buses. The unit numbers that were identified and approved for replacement were TR-9801 a Ford Cutaway with no lift device (\$100,000. estimated replacement cost) and TR-9701 a Champlon Solo 32' Bus (\$380,000. estimated replacement cost) which has been retired and awaiting replacement. The financial totals were based on information known at the time of submission.

In addition to the Provincial Gas Tax Funding there is another potential funding source. The new Ontario Bus Replacement Program (OBRP) Funding that commenced January 1, 2007 allows Municipalities who have provided the required replacement bus planning documents, to qualify for 24.04% (2007 percentage) subsidy for the replacement of Conventional Transit buses. The City of St. Thomas has applied for and received confirmation of OBRP funding (letter of agreement attached), which is based on an advance Capital budget submission for the replacement of the two conventional buses specified. The upper limit for eligible 2007 funding allocation calculation for the City of St. Thomas is \$144,234.00, which was based on our advance submission of an estimated \$500,000.00. The actual allocation will be recalculated based on the actual purchase order amount before taxes.

In order to receive the 2007 OBRP funding, the City of St. Thomas must provide a Letter of Agreement (already completed), supporting By-law and copy of the purchase order for the replacement buses purchased and planned to be received by December 31, 2007. Once these are received The Ministry of Transportation Transit Policy & Programs Office, they will release the appropriate funds based on the program parameters to the upper limit of eligibility. -73-

It should be noted that if the By-law and purchase order were not provided to The Ministry of Transportation Transit Policy & Programs Office, the 2007 funding would no longer be available to the City of St. Thomas.

The Ministry of Transportation has not yet confirmed a 2008 OBRP funding program, the percentage of allocation, or the City of St. Thomas allocation amount. The City of St. Thomas has provided an advance submission of Capital budget of an estimated \$400,000.00 for the replacement of one Conventional bus unit number TR-9702, the second of two Champion Solo 32' bus.

### Analysis

Request for Proposal No. 07-727 for the purchase of One (1) or two (2) Fully Accessible 30' to 35' Diesel Urban Transit Coaches for both 2007 and/or 2008 was issued on May 28, 2007. A total of (9) bids were received from (6) different providers by the proposal closing time of June 20, 2007 at 2:00 p.m. This was a very successful process.

It was noted in this RFP that the lowest or any Proposal will not necessarily be accepted and that the submissions would be evaluated according to set criteria and be scored using a consensus approach. Any INCOMPLETE BIDS were not considered.

An analysis was completed of all (9) bids and it was determined that there was one bid that scored the highest according to the set criteria. The set criteria included weighted scores for Pricing, Technical, Service/Logistics, and Ease of operation, Seating Capacity, Understanding and Compliance of RFP and References. This breakdown and analysis represents the rating of the set criteria for all submissions out of a possible score of (85);

<b>RFP 07-727 Set Criteria Rating for all (9) Submissions</b>		
<b>Bidder/Manufacturer</b>	<b>Equipment Specified</b>	<b>Overall Rating by Set Criteria</b>
Pearson - Blue Bird	30' Low Floor Ultra LF	45.91 / 85
Pearson - Blue Bird	30' High Floor Xcel 102	48.68 / 85
Pearson - Blue Bird	35' Low Floor Ultra LF	58.71 / 85
Pearson - Blue Bird	35' High Floor Xcel 102	48.68 / 85
<b>Leeds Transit - General Coach</b>	<b>36' Low Floor EZ-Trans</b>	<b>**62.45 / 85**</b>
Overland Custom Coach- Glaval	30' Low Floor Easy On	53.20 / 85
Creative Carriage - Champlon	34' Low Floor EZ-Trans	49.67 / 85
City View Bus Sales - Eldorado	32' Low Floor E-Z Rider II	61.92 / 85
McNab Bus Sales - Thomas	32' High Floor HDX	57.69 / 85

After the public opening the RFP's were checked for mandatory response requirements and calculation errors. Purchasing and Operations staff has reviewed the bid responses and recommend the proposal be awarded to the bidder with the highest overall rating by the set criteria, Leeds Transit Inc.

In addition to the rating criteria, the Municipal Accessibility Advisory Committee and The Mayor and Members of Council were invited to attend a Public demonstration of as many of the bidders that could attend on Wednesday July 11, 2007 at the downtown transit terminal. A subsequent special viewing of an additional bus was arranged with the Municipal Accessibility Advisory Committee on July 26, 2007 to solicit their comments for the desired style of transit bus of all buses viewed during the above two demonstrations.

The comments received from members of the Committee were that a Low Floor Conventional Transit Bus was desired for additional service accessibility. There was only one documented concern from the Committee Members that cannot be accommodated by the recommended provider or any provider within the (9) submissions is that for a wider access ramp.

The MAXIMUM WIDTH of ramps manufactured for low floor conventional transit buses is 32". The recommended provider has included a 32" wide ramp in their proposal, which is wider than the next highest rated submission.

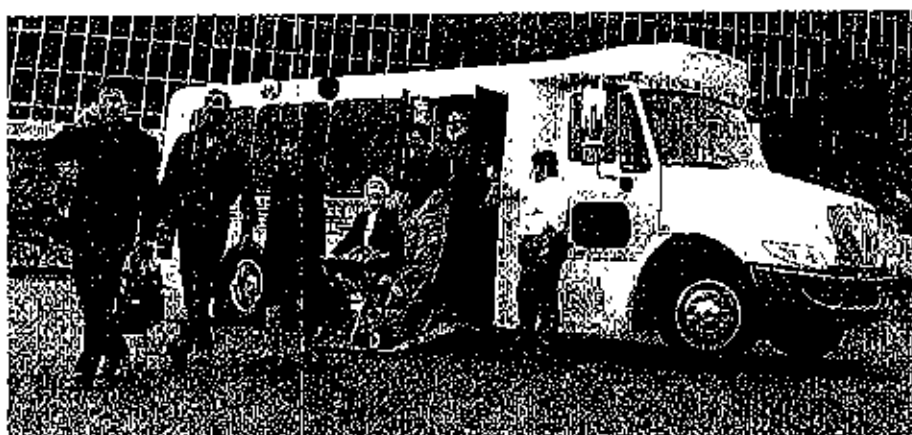


In addition, the recommended provider has addressed the following concerns and we have confirmation that they will be included in the buses within their proposal at a nominal cost;

- 74-
- The two-person seat adjacent to the top of the ramp be removed (or made removable) to make more turning room at top of ramp reducing the seating capacity to 30.
  - Yellow tape on floor to designate the aisle way, and on the front of the internal air conditioner.
  - Flashing light behind driver for hearing impaired.
  - Supply seat belt cutter.
  - Yellow tape (and trip hazard) at top of ramp removed.
  - Change existing to a sloped right entry grab handle.
  - Braille on stop request bells at 2 tie down positions.
  - An additional mirror for the driver to view the fare-box and entry door area to increase driver safety (operator concern).
  - An extension of the compartment partition to increase driver safety (operator concern).

The 2007 Capital Budget, Part 1, as approved by City Council, has an approved allocation of \$480,000 for the replacement of (2) existing buses. There is a requirement to replace one bus in 2008, which has been identified in all long term Capital planning documents and submissions. Beyond 2008, replacement buses are not expected to be required until the year 2011.

Based on the overall technical ratings of all (9) submissions, the Leeds Transit Inc. submission of 36' Low Floor International EZTrans buses (shown to the right) has the highest overall rating and fulfils all current accessibility, legislative and capacity requirements for the St. Thomas Transit System.



The seating, standing and wheelchair capacity is equal to the next highest rated bus (the 32' Low Floor E-Z-Rider II), while only 2/3 of the overall cost. In other words, approving the Leeds Transit submission can address the 2007 Transit Bus Requirements & potentially address 2008 Transit Bus Requirements so that future transit expansion testing can potentially begin earlier than was recommended by the Transit Advisory Committee. In summary, we could purchase (3) of the recommended Leeds EZTrans buses for the price of (2) of the next highest rated bus the City View E-Z Rider II.

#### Financial Considerations:

The following financial summary was completed for the (2) highest rated submissions received in RFP 07-727, and support the recommendations within this report for 2007 bus replacement needs. The OBRP funding is an estimate based on 24.4% of the actual purchase order cost before taxes to a maximum of \$144,234.00. The Estimated Gas Tax Funding Required column can be compared to the \$480,00.00 of Gas Tax Expenditure approved in 2007 Part 1 Capital.

Proposal From	Expenses			Funding	
	2 Buses	Extras	Total Cost	Estimated OBRP @ 24.4%	Required Gas Tax Funding
Leeds Transit	\$416,815.68	\$18,000.00	\$434,815.68	\$98,780.96	\$336,034.72
City View Bus Sales	\$598,473.36	\$18,000.00	\$616,473.36	\$139,602.65	\$476,870.71

In summary, the Leeds Transit proposal of the General Coach/Thor Industries 36' International Low Floor EZ-Trans bus fulfils all accessibility, capacity, and technical requirements and had the highest overall criteria rating while reducing the required Gas Tax Reserve expenditure from the approved \$480,000.00 to an estimated \$336,034.72 which is a difference of \$143,965.28 remaining in the Capital Project Account for replacement buses that can be used for other Transit related Improvements.

This supports the recommendations within this report.

Alternatives:

In place of the recommendations in this report and within the parameters of the opportunities in RFP 07-727 there are a number of alternatives that can be considered by Council for 2007 transit bus replacement needs, two of which are shown below. -75-

1. Under RFP 07-727, purchase (2) 32' City View Low Floor E-Z-Rider II buses as specified in RFP 07-707 for the amount of \$616,473.36 including applicable provincial taxes and extras.




or,

2. Under RFP 07-727, purchase (1) 36' International Low Floor EZTrans buses as specified in RFP 07-707 & (1) 32' Low Floor EZ-Rider II bus as specified in RFP 07-707 for the amount of \$525,644.52 including applicable provincial taxes and extras.

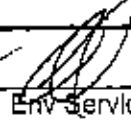


Respectfully,

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

Reviewed By

  
Treasury

  
Env Services

Planning

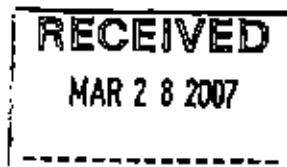
City Clerk

HR

Other

Ministry of  
Transportation  
Office of the Minister  
Ferguson Block, 3rd Floor  
77 Wellesley St. West  
Toronto, Ontario  
M7A 1Z8  
416 327-8200  
www.mto.gov.on.ca

Ministère des  
Transports  
Bureau du ministre  
Édifice Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley ouest  
Toronto (Ontario)  
M7A 1Z8  
416 327-8200  
www.mto.gov.on.ca



*Dave W.  
Copy.*

*-76-*

March 22, 2007

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

Dear Mayor Kohler:

**RE: Letter of Agreement between Her Majesty the Queen In right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (the "Ministry") and the City of St Thomas (the "Municipality") Related to Funding Provided by the Province of Ontario (the "Province") to the Municipality under the Ontario Bus Replacement Program (this "Letter of Agreement")**

This Letter of Agreement is in response to the Municipality's request to the Ministry for funding, under the Ontario Bus Replacement Program (the "OBRP"), with regard to the replacement of transit buses.

In recognition of municipalities' need to replace aging transit buses to support the development of strong communities, increase public transportation reliability, reduce municipal operating costs, and invest in the renewal of transportation systems, the Ministry has created the OBRP under which the Ministry will be providing funds, under certain conditions, to municipalities towards the capital costs of replacing transit buses.

Any funding from the Ministry to the Municipality will be provided in accordance with the terms and conditions set out in this Letter of Agreement and the Ontario Bus Replacement Program (OBRP) - 2007 Guidelines and Requirements (the "Guidelines and Requirements").

.../2

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the Guidelines and Requirements, which have been reviewed and are understood by the Municipality and are hereby Incorporated by reference, and other good and valuable consideration (the receipt of which is hereby acknowledged), the Ministry and the Municipality covenant and agree as follows:

1. The Ministry agrees to provide OBRP funding to the Municipality up to a maximum amount of \$144,234 in accordance with and subject to the terms set out in this Letter of Agreement and the Guidelines and Requirements, payable after April 1, 2007 upon receipt of this signed Letter of Agreement and related authorizing municipal by-law, a certified copy of a binding agreement between the Municipality or a transit operator, as applicable, and a manufacturer of transit buses for the purchase of such transit buses to be delivered in 2007, and, where applicable, a binding operating agreement between the Municipality and a transit operator.
2. Despite Section 1, the Municipality understands and agrees that any amount payable under this Letter of Agreement may be subject, at the Minister's sole discretion, to adjustment for consistency with the agreements described in Section 1, and any other adjustments as set out in the Guidelines and Requirements, including those related to annual appropriations of funds by the Legislative Assembly of Ontario.
3. The Municipality understands and agrees that the funding provided under this Letter of Agreement represents the full extent of the Ministry's and Province's financial contribution under the OBRP and that no additional funds will be provided by the Province, including the Ministry, for such purposes to the Municipality for the year 2007.
4. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

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

Once the Ministry has received the signed copies of this Letter of Agreement and the related authorizing municipal by-law, and the certified copies of the agreements set out in Section 1, the Ministry may, in accordance with the OBRP, make arrangements for the payment of OBRP funding to the Municipality.

Sincerely,



Donna Cansfield  
Minister of Transportation

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

The Corporation of the City of St Thomas

Per:   
Mayor

Date: Mar 27/07

Per:   
Chief Financial Officer/Treasurer

Date: Mar 27/07



Corporation of the

**City of St. Thomas**

**Report No.**

OW21-07

**File No.**

**Directed to:**

Chairman Lori Baldwin-Sands and Members of  
the Social Services Committee

**Date**

**August 10, 2007**

**Department:**

Ontario Works and Social Housing

**Attachment(s)**

**Prepared By:**

Sandra Datars Bere, Director  
Ontario Works and Social Housing

(1)

**Subject:**

**Report for the months of April, May & June 2007**

**Recommendation:**

That the report OW21-07 of the Director of Ontario Works and Social Housing for the months of April, May & June 2007 be received and filed.

**Income Maintenance:**

The Income Maintenance Division of Ontario Works continues to face the challenges of constantly revised legislation, implementing new Directives as well as the changes in the Social Delivery Model Technology. The caseload over the past quarter has increased slightly. There have been a number of staff leave on maternity leave, as well we have had one staff leave our department to pursue employment elsewhere. This has brought new staff to the Ontario Works department once again. Training for these positions is extensive and expensive as the technology and legislation used to deliver the program are quite diverse and complicated.

The Income Maintenance division continues to deliver the Homelessness Initiative, the Energy Emergency Fund and Rent Bank, as well as, in collaboration with the Social Housing Division, the Housing Allowance/Rent Supplement Program. These programs, designed to assist the working poor to avoid homeless situations and make rental costs more affordable, have been very well used by citizens within our community.

In June, select staff throughout the department including Income maintenance, employment and financial staff, prepared for the Ontario Works audit. Conducted in July by review officers from the Ministry of Community and Social Services, a final comprehensive audit report will be provided to the department in September 2007.

**Employment:**

The Employment Division has been busy welcoming staff back from maternity leaves and transitioning workers from the Employment Team to the Income Maintenance Team.

The Employment team, as well as representatives from the income maintenance division participated in a focus group which looked at developing suggestions and ideas on the best practices to successfully move to the new "outcome based" funding model. The management team have met with the consultant involved in the discussions and on their own to review the recommendations of the focus group. As this will be a huge shift in the focus of our employment area, and also on the entire department, more detailed discussions will occur in order to fully anticipate and plan for the direction that we will proceed.

The Innovation Grant program which is the partnership with Forest City Transportation to train and employ AZ Truck Drivers continues to move forward. To date three individuals have obtained their AZ Driver's License and two of them have been offered full time positions. There are currently two individuals in the course right now who will be graduating within four weeks. There are a further three individuals who we anticipate will begin their courses within the next three weeks. We are optimistic we will reach our target of training fifteen participants by December of 2007.

The employment team will be offering an Essential Skills Workshop in late July to our participants. The Essential Skills Workshop has been developed to meet a need identified within our client group and help them identify their existing skills and market themselves to employers. If the workshop is successful it would continue to be offered on an ongoing basis as part of the employment program.

We recently coordinated with our YWCA Literacy partner and purchased six seats in WIN XP six-week course. This is a beginner computer course for some of our participants who have no computer experience. Again, if this workshop proves successful we will offer another session possibly in the fall.

## Child Care:

-80-

Phase Two Best Start Planning continues, led by the Best Start Network, a sub-committee of the Elgin Advisory Committee for Young Families, (EACYF). Over the past several months the Best Start Network Committee finalized the framework for Phase Two of the Best Start Vision, the 2007-2008 Best Start Community Plan (approved by City Council in July 2007) which focuses on System Integration and the creation of early learning and care hubs. Consisting of community providers who specialize in children's public health; children's mental health; child welfare; children's developmental services; children's treatment services; as well as cultural and recreational services, the Best Start Network will have a key role in the development and evolution of an integrated local system of services. Although the municipality is responsible to lead and implement this initiative, committee members have indicated a willingness to assume a shared responsibility and accountability for moving toward the community vision of System Integration.

The 2007-2008 Child Care Service Plan also supports and complements the work of the Best Start Plan. Also approved by City Council in July 2007, both plans have been submitted to the Ministry of Children and Youth for approval.

The funding proposal from Forest Ave Child Care Centre was accepted and approved for the construction of a new Child Care Centre at the corner of Sunset Road and Shaw Valley Drive. This centre will have 98 child care spaces in total and 24 of those spaces are new spaces. This facility is scheduled to open in April 2008.

The Early Learning Centre also began construction of their new Child Care Centre at the intersection of Ron McNeil Line and Burwell Road. They are planning to be in operation in the fall of this year. Once both projects are completed the community will have 120 new child care spaces.

We have added a new purchase of service agreement with Wee Watch Home Child Care for service in Elgin County. This is in addition to our current provider, Elgin Home Care, which operated 20 licensed home care providers throughout Elgin County. Wee Watch is currently recruiting home care providers in St. Thomas.

We have been using the new web-based format in the Ontario Child Care Management System (OCCMS) to process all new child care applications. We continue to work on the web-based reporting process with our service providers. Once completed, child care providers will report attendance/billing electronically instead of manually.

Recreation and camp programs are busy for the summer, as school-aged children switch from full time school programs to full time summer care. Staff are processing more new families who qualify for partial fee subsidies under the new income testing process. Staff continue to monitor the impact of the income testing process on available funding.

## Social Housing:

### Canada-Ontario Affordable Housing Program update

#### Rental & Supportive (capital) component:

Construction is underway on the two new apartment buildings at 25 Scott Street and 78 Steele Street in St. Thomas. Signs have been placed by the Province at both sites which read as follows: "This project is funded through the Canada-Ontario Affordable Housing Program and the City of St. Thomas". The signs include the logos of the federal government, the Province, and the City of St. Thomas.

Contribution Agreements between the City and the other two AHP proponents in Elgin County are expected to be brought before Council in August.

#### Energy efficiency program

The Housing Administrator attended an Affordable Housing Energy Efficiency Outreach Session on June 28 in London. All approved AHP proponents were invited to attend to learn about energy efficiency rebates available under the AHP program and through other government (federal and provincial) and Ontario Power Authority incentives. As well, existing social housing providers are eligible to apply for rebates toward the purchase of Energy Star appliances or to help with the cost of energy-efficiency upgrades such as window replacements or additional insulation. The information will be conveyed to all social housing providers in St. Thomas and Elgin County.

#### Shelter proposal

A meeting was held at the Ontario Works offices on June 20 to discuss possibilities for collaboration on the creation of a homeless shelter in St. Thomas. Attending the meeting were representatives



-81-

from the Salvation Army, the Canadian Mental Health Association - Elgin Branch, the YWCA, the Ontario Works department, and City Council. A concept page was forwarded to Service Canada to apply for funding under the federal Homelessness Partnership Initiative. The funding would be used to hire a consultant to examine various options and costs.

Submitted by



Sandra Datars Bere, Director  
St. Thomas-Elgin Ontario Works and Social Housing

Reviewed By:

Treasury

Env. Serv

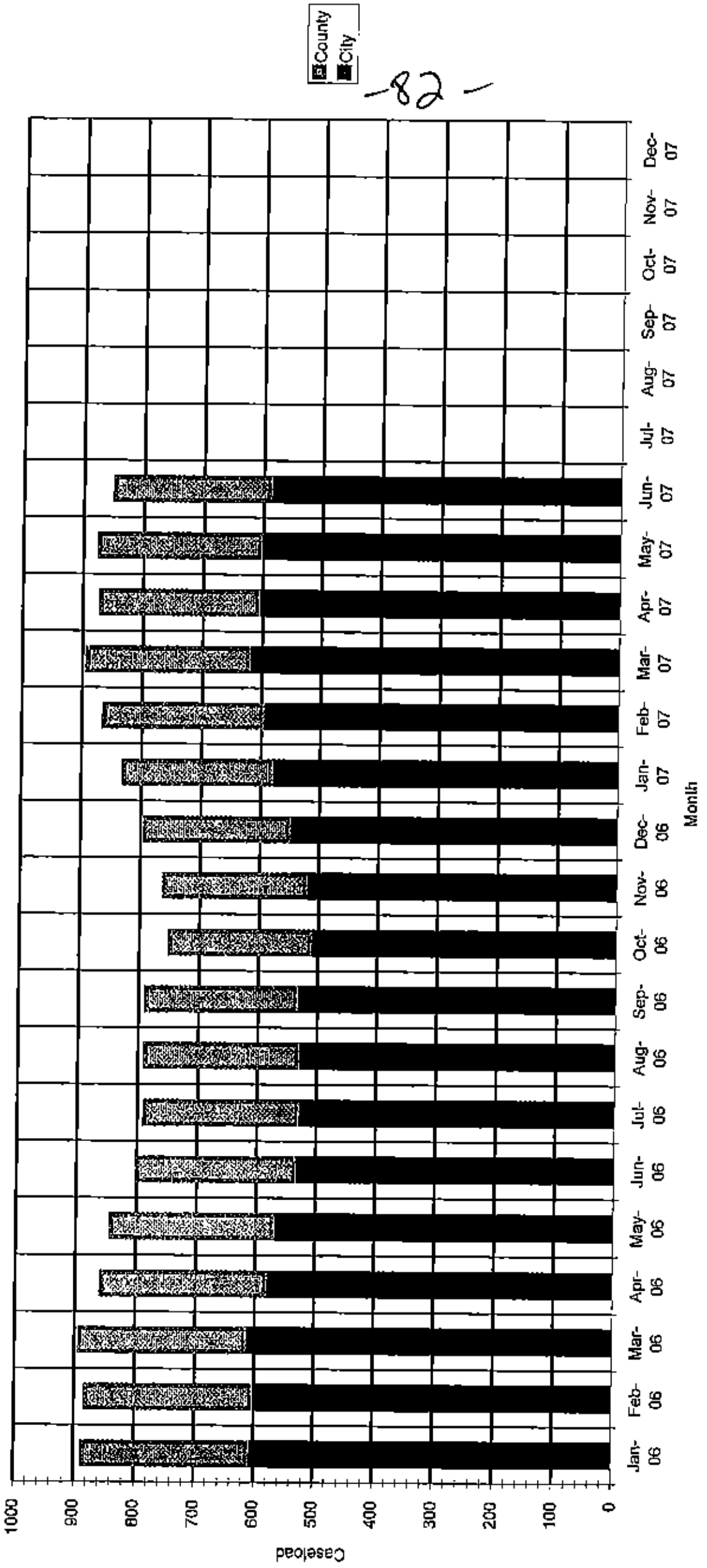
Planning

City Clerk

HR

OW &  
SH

# Ontario Works Caseload Trend 2006 - 2007



-83-

month	Caseload	City	County	Proof	Annual Caseload	Annual Avg Caseload	% Prior year
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	749	514	235	0			
Nov-06	759	523	236	0			
Dec-06	795	552	243	0	819		
Jan-07	829	583	246	0			
Feb-07	863	599	264	0			
Mar-07	892	623	269	0	861		
Apr-07	870	608	262	0			
May-07	874	605	269	0			
Jun-07	848	590	258	0	863		
Jul-07				0			
Aug-07				0			
Sep-07				0	575		
Oct-07				0			
Nov-07				0			
Dec-07				0	431		

863  
6

CY Avg  
# Months

819 YTD Avg 2006  
844 YTD Avg 2005  
872 YTD Avg 2004  
930 YTD Avg 2003  
1052 YTD Avg 2002  
97.00% Percentage Of previous caseload  
6.31 Percentage Increase  
10536 Projected 2005



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

- 84 -

Report No. OW22-07

File No.

**Directed to:** Chairman Lori Baldwin-Sands and  
Members of the Social Services  
Committee

**Date:** August 1, 2007

**Subject:** AHP Contribution Agreement -  
West Lorne project

**Attachment 1 - Contribution  
Agreement - West Lorne  
Heritage Homes**

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

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

**Recommendation:**

THAT Report OW22-07 be received as information; and further

THAT Council authorize entering into a Contribution Agreement between the City of St. Thomas and West Lorne Heritage Homes for the purpose of establishing mutual responsibilities, obligations, terms, and conditions for funding in the amount of \$1,167,892 under the Canada-Ontario Affordable Housing Program, Wave 1 Rental & Supportive component; and further

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

**Background:**

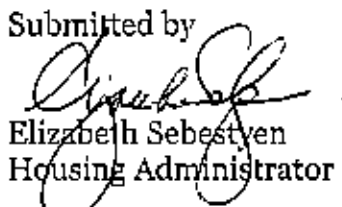
The attached Contribution Agreement sets out terms for funding in the amount of \$1,167,892 for the construction of 16 seniors' housing units on Munroe Street in West Lorne adjacent to the West Elgin Community Health Centre, in accordance with a proposal put forward by West Lorne Heritage Homes, a non-profit housing corporation, under the Canada-Ontario Affordable Housing Program, Rental & Supportive component. Council approved the project on January 15, 2007 (Report OW-01-2007). Notice of confirmation of conditional funding from the Minister of Municipal Affairs and Housing was received on March 19, 2007.

This Contribution Agreement was previously approved in template form by City Council on March 5, 2007 (Report OW-05-2007). Since then, some minor changes have been made to the document, mainly for clarification purposes. All changes have been reviewed by City Solicitor John Sanders.

Schedule C of the Contribution Agreement, "Contributions by Others", is a copy of an agreement between West Lorne Heritage Homes and the Corporation of the Municipality of West Elgin. The Schedule C agreement ties the \$838,386 in cash and in-kind funding provided by the Municipality of West Elgin to the same terms as those in the Service Manager Contribution Agreement under the Affordable Housing Program. The municipal contribution will be registered on title on behalf of the Municipality of West Elgin.

The Agreement has been signed by the proponent, West Lorne Heritage Homes, and now requires Council's approval and authorization for signatures by the Mayor and Clerk. Council's endorsement of this recommendation is respectfully requested.

Submitted by

  
Elizabeth Sebestyen  
Housing Administrator

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



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

-85-

Report No. OW23-07

File No.

**Directed to:** Chairman Lori Baldwin-Sands and  
Members of the Social Services  
Committee

**Date:** August 1, 2007

**Subject:** AHP Contribution Agreement –  
Dutton project

**Attachment 1 – Contribution  
Agreement – Dutton &  
District Lions Non-Profit  
Housing Inc.**

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

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

**Recommendation:**

THAT Report OW23-07 be received as information; and further

THAT Council authorize entering into a Contribution Agreement between the City of St. Thomas and Dutton & District Non-Profit Housing Inc. for the purpose of establishing mutual responsibilities, obligations, terms, and conditions for funding in the amount of \$2,100,000 under the Canada-Ontario Affordable Housing Program, Wave 1 Rental & Supportive component; and further

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

**Background:**

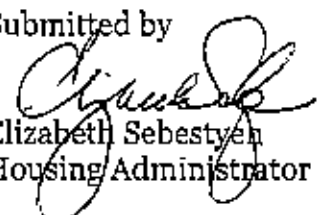
The attached Contribution Agreement sets out terms for funding in the amount of \$2,100,000 for the construction of 30 seniors' housing units in Dutton in accordance with a proposal put forward by Dutton & District Non-Profit Housing Inc. under the Canada-Ontario Affordable Housing Program, Rental & Supportive component.

Council approved the project on January 15, 2007 (Report OW-01-2007), conditional on the receipt of sufficient additional Affordable Housing Program funding from the Province. Notice of confirmation of conditional funding from the Minister of Municipal Affairs and Housing in the amount of \$2,100,000 was received on March 19, 2007.

This Contribution Agreement was previously approved in template form by City Council on March 5, 2007 (Report OW-05-2007). Since then, some minor changes have been made to the document for clarification purposes. These changes were reviewed by City Solicitor John Sanders.

The Agreement has been signed by the proponent, Dutton & District Lions Non-Profit Housing Inc., and now requires Council's approval and authorization for signatures by the Mayor and Clerk. Council's endorsement of this recommendation is respectfully requested.

Submitted by

  
Elizabeth Sebestyen  
Housing Administrator

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

2003

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# St. Thomas Holding Inc.

135 Edward Street, St. Thomas, Ontario N5P 4A8 Tel: 1-519-631-4211 Fax: 1-519-631-5193

July 18, 2007

City of St. Thomas  
Received

JUL 20 2007

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

City Clerk's Office

ATTENTION: Mr. Wendell Graves, City Clerk

Dear Wendell,

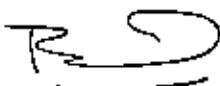
**SUBJECT: RESOLUTIONS FOR COUNCIL RATIFICATION**

The following four (4) resolutions, moved and carried at the May 3, 2007 Annual General Meeting of the Shareholders of St. Thomas Holding Inc., require ratification by City Council, per Article 5.1 of the Shareholder Directive.

1. *"THAT the minutes of the Annual General Shareholders Meeting held on March 29, 2006 be confirmed as correct, as printed."*
2. *"THAT the audited financial statements for St. Thomas Holding Inc. to December 31, 2006 as prepared by Graham Scott Enns, Chartered Accountants dated February 9, 2007 are received."*
3. *"THAT the audited financial statements for St. Thomas Energy Services Inc. to December 31, 2006 as prepared by Graham Scott Enns, Chartered Accountants, are received as having formed the Consolidated Financial Statements for St. Thomas Holding Inc. dated February 9, 2007."*
4. *"THAT the audited financial statements for St. Thomas Energy Inc. to December 31, 2006 as prepared by Graham Scott Enns, Chartered Accountants, are received as having formed the Consolidated Financial Statements for St. Thomas Holding Inc. dated February 9, 2007."*

Thank you for your assistance with this matter.

Sincerely,



Brian Hollywood, C.E.T.  
President & C.E.O.

BH/sd

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Flight 75 - St. Thomas

City of St. Thomas  
Received  
JUL 26 2007  
City Clerk's Dept.

July 25, 2007

Mayor & Council  
City of St. Thomas.

Thanks in part to the letters of support received from Mayor Barwick, M.P.P. Peters and Chamber of Commerce C.E.O. Bob Hammersley, the 2008 convention of the Canadian Owners and Pilots Association has been awarded to COPA Flight 75, based at our St. Thomas Municipal Airport.

This convention should necessitate the use of virtually every City hotel room for a period of three days or more (with surplus going to London) and should be a source of substantial revenue to local retailers and service providers.

Flight 75 will be providing full details of the three day event for a Special Events permit, as usual providing liability insurance for up to five million dollars and commits to leaving the airport grounds in as good or better than found condition.

Flight 75 is at this time requesting formal approval for use of the airport facilities concurrent with normal airport operations for the period July 09 - 14, 2008.

Event details and locations will be co-ordinated with the Airport Superintendent and this event should place St. Thomas squarely on the map in the eyes of the general aviation community across the country.

Yours truly

Ian Basson  
President

Sharon Easton  
Secretary

REFERRED TO	
D. Arnold	
Special Events	
Committee	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input checked="" type="checkbox"/>
FROM	Cindy





## Flight 75 . St. Thomas

Convention 2008 - draft plan

### July 10<sup>th</sup> Thursday

Set up tents, chairs, exhibitors spots, static parking.  
Board of Directors meets at City Hall - catered lunch & tour.  
Noon - Early bird registration open . manned by COPA staff.  
Goody bags and transportation available.

### July 11<sup>th</sup> Friday

9:00 a.m - 5:30 p.m. registration at YQS by COPA staff.  
5:30 - ?? registration at Diamond Aircraft factory.  
12:00 - 5:00 p.m. Hospitality tent open , beer , wine , prizes -light entertainment  
Delegates aircraft to be parked and delegates transported to hospitality tent.  
2:00 p.m. - 5:00 Pleasant valley golf course open to delegates.  
5:30 p.m. - 8:30 p.m. Meet and Eat reception - Lake Erie perch, Elgin County corn and  
all the fixins. Steel band if available.

### July 12<sup>th</sup> Saturday

8:00 - 9:00 a.m Breakfast available in banquet room at New Sarum Diner.  
9:30 a.m. Companions tour leaves for day of sightseeing.  
9:00 a.m. 10:a.m. Annual General Meeting in hospitality tent.  
10:a.m - 10:15 a.m. Coffee & mingle break.  
10:15a.m. 11:45 a.m Seminars as provided by seminar committee.  
12:00 noon - 1:00 p.m. Hot b.b.q catered lunch  
  
1:15 p.m. Departure of up to 30 aircraft to Pelee Island & winery.  
1:30 ish Arrival of VRA and Bessie and other special aircraft ( committee)  
1:30 ish Demo. Flights as provided by Diamond Aircraft Co. at YQS  
4:00 p.m. Pelee flyers depart CYPT for YQS  
4:00 p.m. Flight 75 sets up for Sunday breakfast.  
5:00 p.m. Pelee flyers return.  
  
6:30 p.m. Annual awards banquet at St. Annes Community Centre  
Door prizes and draws throughout the evening.  
7:30 p.m. Entertainment - to be determined.

### Sunday

8:00 a.m. 11:00a.m. Fly-in breakfast  
10:00 a.m. Draw for free flight in Bessie.  
11:a.m. Convention closed

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Registrations	300 @ \$100.00	30,000
Hotel rooms	150 x 3 x 100	45,000
Discretionary	300x 100	30,000
Sponsors - projected		30,000
Funds remaining in Elgin County		\$135,000.00

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**Grand River Conservation Authority**

400 Clyde Road, P.O. Box 729  
Cambridge, Ontario N1R 5W6

Telephone (519) 621-2761  
Fax (519) 621-4844  
Internet: <http://www.grandriver.ca>

July 13, 2007

City of St. Thomas  
Received

JUL 16 2007

Mr. Wendell Graves  
City Clerk, City of St. Thomas  
P.O. Box 520, 5445 Talbot Street  
St. Thomas, ON N5P 3V7

City Clerk's Dept.

Dear Mr. Graves:

**RE: Source Protection Committee Appointment Process**

At its June 29, 2007 meeting, the Grand River Conservation Authority General Membership passed the following Resolution No. 76-07:

*"THAT the Grand River Conservation Authority send the report on the Source Protection Committee Appointment Process to municipalities in the Lake Erie Source Protection Region; and*

*THAT the Grand River Conservation Authority ask municipalities to begin preparation for the selection of municipal representatives for the Source Protection Committee."*

The June 29, 2007 Report No. GM-06-07-32 Source Protection Committee Appointment Process is attached.

However, on July 3, 2007, the Clean Water Act and the Phase 1 Regulations came into effect. The June 29<sup>th</sup> report has been updated to reflect the significant changes to the Source Protection Committee (SPC) selection and appointment processes and associated timelines, as set out in the new Regulation 288/07 on Source Protection Committees.

Please refer to the attached Update to Report No. GM-06-07-32 for information about the Source Protection Committee Appointment Process in the Lake Erie Source Protection Region.

Regarding the appointment of municipal representatives to the Source Protection Committee, Regulation 288 requires that:

- the lead Source Protection Authority establish groupings of municipalities, in consultation with municipalities; and
- each group of municipalities together select a municipal representative for the Source Protection Committee.



**INTERNATIONAL RIVERPRIZE WINNER**  
For Excellence in Watershed Management



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In addition, the regulation provides the following deadlines:

- By August 3, 2007 – Source Protection Authority (SPA) posts proposed composition for public comment, and makes a public call for applications for business/industrial representatives (1 month public comment period on composition begins)
- By September 3, 2007 – SPA finalizes municipal groupings based on consultation with municipalities, and gives municipalities two (2) months to select representatives
- September 18, 2007 – SPA posts final composition of the Source Protection Committee
- November 3, 2007 – Municipalities provide names of municipal SPC representatives to the SPA
- November 20, 2007 – SPA appoints the members of the Source Protection Committee.

To facilitate discussions, we have included one scenario of municipal groupings in the updated report. The rationale for this suggested scenario of municipal groupings is included in the attached report.

We ask that you review the report and the proposed municipal groupings, and provide comments to us by August 15<sup>th</sup>, 2007. As noted above, the regulation requires that the Source Protection Authority finalize the groupings no later than September 3, 2007.

If you wish to discuss this report or the proposed municipal groupings before finalizing your comments, I would be happy to meet with you.

Sincerely,

*Lorrie Minshall*

Lorrie Minshall  
Source Protection Program Director  
Lake Erie Source Protection Region  
Grand River Conservation Authority  
400 Clyde Road, Cambridge Ontario  
N1R 5W6  
519-821-2763 ext. 2231  
[lminshall@grandriver.ca](mailto:lminshall@grandriver.ca)

REFERRED TO	
J. DEWANCKER <i>AD</i>	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM MARIA KONETAL	

## GRAND RIVER CONSERVATION AUTHORITY

July 9, 2007

### Update to Report No. GM-06-07-32 (June 29, 2007)

The *Clean Water Act, 2006* and associated regulations require that Source Protection Authorities (SPA) appoint local multi-stakeholder committees called Source Protection Committees (SPC) to lead the development of Source Protection Plans. Regulations released July 3, 2007 by the Ontario Ministry of the Environment require that the SPC membership be made up equally of Municipal, Sector (agriculture, commercial, industrial) and Other (citizens at large) representatives. In addition, the Source Protection Committee will have a non-voting Chair, voting seats for First Nations representatives, and non-voting ex officio members from public health and the province.

Source Protection Authorities are required by the Act to nominate individuals to the Minister of the Environment for the position of SPC Chair. The Chair will be appointed by the Minister of the Environment from the list of nominations provided by the SPA or another individual of the Minister's choosing. The Chair is a non-voting member of the Committee. The Ontario Ministry of the Environment (MOE) has asked that Source Protection Authorities send the list of Chair nominations to the Minister before August 3, 2007.

The Lake Erie Source Protection Region Management Committee (CA Board Chairs and CAO/General Managers of the Grand River, Long Point Region, Catfish Creek and Kettle Creek Conservation Authorities) finalized a SPC Chair position description in late May 2007. A Call for Expressions of Interest for the SPC Chair was made on June 6, 2007. The Call will be open until July 4, 2007. The Lake Erie Source Protection Region Management Committee will review the applications, hold interviews with qualified applicants, and finalize a list of nominations by Thursday, July 19, 2007. The list will be provided to the Boards of the Long Point Region, Catfish Creek and Kettle Creek Conservation Authorities for endorsement, and also to the Grand River Conservation Authority Board, as the Lead SPA, for consideration at the July 27<sup>th</sup> General Meeting. The approved list of nominations for SPC Chair will then be sent to the Minister of the Environment.

The Regulation on Source Protection Committees requires the SPA to appoint the members of the Source Protection Committee. By August 3, 2007, the SPA is required to make public the proposed composition of the Source Protection Committee. The proposed composition must be posted (in newspapers and on the web) for 30 days for public input. The Lead SPA (GRCA Board) could consider the composition of the SPC at the July 27<sup>th</sup> General Meeting and post the proposed composition for 30 days following.

Also by August 3, 2007, the Lead SPA will be required to make a public call for expressions of interest for persons reflecting the interests of agricultural, commercial and industrial sectors (here forward referred to as Sectors), and persons that reflect interests other than the interests of municipalities and sectors mentioned above (here forward referred to as Other).

By September 3, 2007, after consulting with the municipalities, the lead SPA must establish groups of municipalities for the purpose of selecting municipal representatives for the Source Protection Committee, and give a notice to the clerks of the municipalities that includes the list of groups, the number of SPC members to be selected for each group, and the date by which

the names are to be submitted to the lead SPA. The regulation gives the municipalities at least two months to submit their list of representatives.

Within 75 days of the latest call for SPC members, the Lead SPA must appoint the members of the Source Protection Committee. The Lead SPA could appoint the members of the SPC at the November 20, 2007 Committee of the Whole Meeting.

Regulation 288/07 on Source Protection Committees requires that the Lake Erie Source Protection Region have a Committee of 22 members including the Chair. The Regulation also specifies that the Municipal, Sector and Other members each hold one-third of the seats on the SPC (7 each plus the Chair, First Nations, and ex-officio).

Under Section 108(m) of the Clean Water Act, the Minister may, on application, make regulations to allow for exemptions. The Minister cannot allow exemptions about the number of members on the Committee. The Minister may make regulations to allow for exemptions on composition but has not done so. The Minister could be requested to make a regulation to allow for an exemption; however, the Minister will not practically be able to consider such a regulation before next winter. Because of this uncertainty, only a scenario that allows for seven municipal, seven sector, and seven other representatives has been shown below, as per the current regulation.

#### Municipal Composition

Under the regulation, groups of municipalities select representatives for the Source Protection Committee. The lead SPA, in consultation with the municipalities, establishes groups of municipalities for this purpose.

The suggestions for municipal groups (as shown in previous reports) are based on the following principles:

- There are no well or wellhead protection area or intake protection zone issues across municipal boundaries within a group;
- Municipalities within a group have similar water supply sources (i.e. wells, river intakes, Great Lakes intakes);
- There is sufficient proximity that municipalities within a group have historically had opportunity to work together; and
- Municipalities within a group have good working relationships.

With only seven municipal representatives, as set out in the regulation for the Lake Erie Source Protection Region, the principles for grouping municipalities listed above cannot be met. However, the fewest issues seem to be presented by grouping the City of Brantford with Brant County and the City of Hamilton. This scenario for grouping municipalities is shown in Figure 1 attached.

It is noted that, under the Clean Water Act and associated regulations, municipalities can select any representative they choose (i.e. municipal councilor, staff, or anyone else).

#### Sector Composition

Sector representatives represent the economic interest on the Committee. It is suggested that the 7 Sector members be split between agriculture and industry, plus one aggregate producers'

representative. It is further recommended that, of the Industry members, at least one represent commerce (i.e. service industry) and at least one represent small business.

The Ontario Farm Environment Coalition (OFEC) has proposed to lead a nomination process among the farm organizations in a Source Protection Region to nominate agricultural representatives to the Source Protection Authorities. The details of their proposed process have not yet been provided. A local meeting of farm organizations is scheduled for July 10<sup>th</sup> in Simcoe.

The Chambers of Commerce that we have met with to date have expressed a willingness to form a Committee of Chamber and Business Association members from across the Source Protection Region to nominate Industry representatives to the Source Protection Authorities. The details of this process still need to be worked out.

#### 'Other' Category Composition

'Other' members represent the public interest on the Committee. The Elgin Primary Water Board should be represented in the Other category, being neither a municipality nor an economic interest. It is suggested that the remainder of the representatives in the Other category be selected as citizens-at-large, as individuals rather than associations. Associations or groups may encourage one or more of their members to express interest in a seat on the Committee.

The Source Protection Authorities would select 'Other' representatives from the expressions of interest put forward in response to the public call in August.

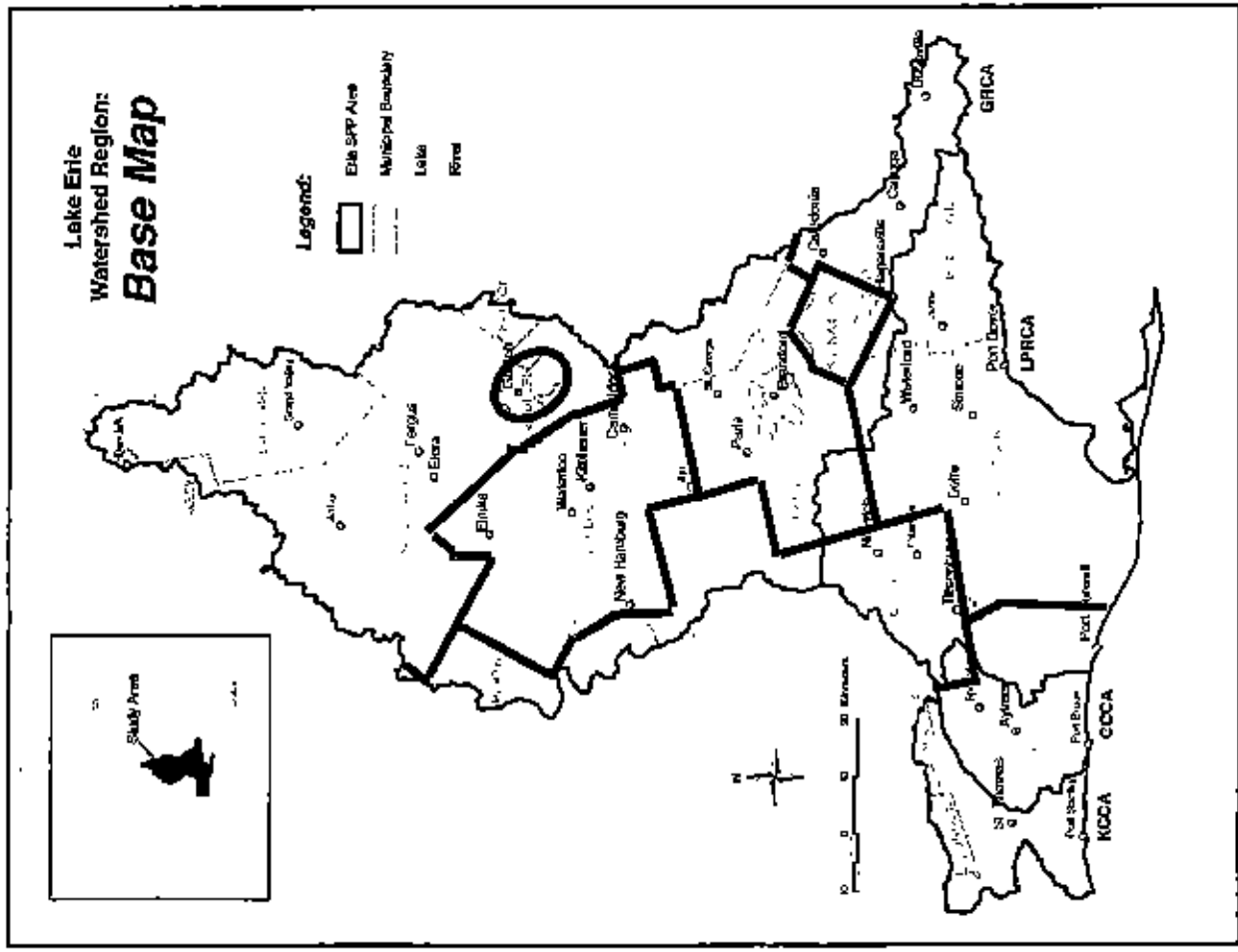
Update Prepared by:



---

Lorrie Minshall, P.Eng  
Source Protection Program Director

Figure 1: Suggested Municipal Groups with 22 SPC Members and 1/3, 1/3, 1/3 Composition



**22 Members – 1/3, 1/3, 1/3 composition**

**7 Municipal reps\***

- Southgate Twp/Dufferin Twp/Halton/Wellington Twp  
City of Guelph
- Waterloo Region
- City of Hamilton/County of Brant/City of Brantford
- Haldimand County/Norfolk County
- Perth Twp/Oxford County
- Elgin Twp/St Thomas/Middlesex Twp/ City of London

\* (NB groups include upper, lower, & single tier municipalities)

**7 Sector reps**

- 3 Agriculture
- 3 Industry/business
- 1 Aggregates

**7 Other reps**

- Elgin Primary Water Board
- 6 Citizens-at-Large

1 Chair

**In Addition:**

- 3 First Nations

**Ex-officio:**

- 1 Public Health
- 1 Source Protection Authority rep
- 1 Provincial rep

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## GRAND RIVER CONSERVATION AUTHORITY

REPORT NO.

DATE: June 29, 2007

TO: Chairman and Members of the Grand River Conservation Authority

SUBJECT: Source Protection Committee Appointment Process

---

### RECOMMENDATION:

THAT the Grand River Conservation Authority send the report on the Source Protection Committee Appointment Process to municipalities in the Lake Erie Source Protection Region;

AND THAT the Grand River Conservation Authority ask municipalities to begin preparation for the selection of municipal representatives for the Source Protection Committee.

### SUMMARY:

The Ontario Government passed the *Clean Water Act* in October 2006 to protect sources of municipal drinking water throughout the province. The Act requires Source Protection Authorities (Conservation Authorities) to appoint a multi-stakeholder steering committee, called a Source Protection Committee (SPC), to lead the development of source protection plans on a watershed scale. This report outlines the SPC appointment process as proposed in draft regulations. The responsibilities of the Source Protection Authorities (CA Boards) in appointing the SPC are also highlighted.

### REPORT:

The *Clean Water Act, 2006* and associated regulations will require that Source Protection Authorities (SPA) appoint local multi-stakeholder committees called Source Protection Committees (SPC) to lead the development of Source Protection Plans. Draft regulations released by the Ontario Ministry of the Environment proposed that the SPC membership be made up equally of Municipal, Sector (agriculture, commercial, industrial) and Other (citizens at large) representatives. In addition, the SPC will have a non-voting Chair, and seats for First Nations representatives and ex officio members from public health and the province.

SPAs are required by the Act to nominate individuals to the Minister of the Environment for the position of SPC Chair. The Chair will be appointed by the Minister of the Environment from the list of nominations provided by the SPA or another individual of the Minister's choosing. The Chair is a non-voting member of the Committee. The Ontario Ministry of the Environment (MOE) has asked that SPAs send the list of Chair nominations to the Minister as soon as possible after the proclamation of the Act and Regulations (expected on July 3, 2007).

The Lake Erie Source Protection Region Management Committee (CA Board Chairs and CAO/General Managers of the Grand River, Long Point Region, Catfish Creek and Kettle Creek Conservation Authorities) finalized a SPC Chair position description in late May 2007. A Call for Expressions of Interest for the SPC Chair was made on June 6, 2007. The Call will be open until July 4, 2007. Assuming that the Act and Regulations are promulgated on July 3, 2007, the Lake Erie Source Protection Region Management Committee will review the applications, hold

interviews with qualified applicants and finalize a list of nominations by Thursday, July 19, 2007. The list will be provided to the Boards of the Long Point Region, Catfish Creek and Kettle Creek Conservation Authorities for endorsement, and also the Grand River Conservation Authority Board, as the Lead SPA, for approval at the July 27 General Meeting. The approved list of nominations for SPC Chair will then be sent to the Minister of the Environment.

The proposed Regulation on Source Protection Committees requires the SPA appoint the members of the Source Protection Committee. Within 30 days of the promulgation of the Act and associated regulations, the SPA is required to make public the proposed composition of the SPC. The proposed composition must be posted (on the web) for 21 days for public input. If the Act and regulations are promulgated on July 3<sup>rd</sup>, the Lead SPA (GRCA Board) could discuss the composition of the SPC at the July 18<sup>th</sup> Committee of the Whole meeting and post the proposed composition for 21 days following.

Also within 30 days of promulgation, the SPA must notify the clerks of every municipality in the Source Protection Region (4 watersheds combined) to jointly select municipal members of the SPC. The municipalities then have 45 days to jointly select municipal SPC members and provide the list of members to the Lead SPA.

The Lead SPA will be required to make a public call for expressions of interest for persons reflecting the interests of agricultural, commercial and industrial sectors (here forward referred to as Sectors), and persons that reflect interests other than the interests of municipalities and sectors mentioned above (here forward referred to as Other) within 30 days of the promulgation of the Act and associated regulations.

Within 50 days of the latest call for expressions of interest for SPC members, the Lead SPA must appoint the members of the SPC. Assuming the Act and Regulations are promulgated on or around July 3, 2007, the Lead SPA could appoint the members of the SPC at the September 18, 2007 Committee of the Whole Meeting.

The Draft Regulation on Source Protection Committees, released in April 2007, proposed that the Lake Erie Source Protection Region have a SPC of 16 members including the Chair. The draft regulation proposed that the Municipal, Sector and Other members each hold one-third of the seats on the SPC (5 each plus the Chair, First Nations, and ex-officio). The Lake Erie Source Protection Region comments on the draft regulations included a request that the MOE allow the Lake Erie Region to have a SPC of 25 (including the Chair), with flexibility in the composition to allow 10 municipal representatives (rather than 1/3 or 8). The proposed number of 5 municipal representatives on a committee of 16 does not adequately reflect the diversity of the Lake Erie Region and does not allow adequate representation.

It is unclear whether the MOE will grant the Lake Erie Region a SPC of 25 with flexibility. Because of this uncertainty, the following scenarios have been developed to outline the multiple possibilities for SPC composition.

#### Composition scenarios

- Scenario #1 – 25 members, including Chair, with flexibility on composition, as recommended in Lake Erie Region submissions to MOE (as shown in the attached Figure 1)
- Scenario #2 – 25 members, with no flexibility on the required 1/3, 1/3, 1/3 composition
- Scenario #3 – 22 members, with flexibility on composition
- Scenario #4 – 22 members, with no flexibility on 1/3, 1/3, 1/3 composition

Scenario #5 – 16 members, with no flexibility on composition

**Table 1: Summary of SPC Composition Scenarios**

Scenario	# Members <sup>1</sup>	Municipal	Sector	Other
#1	25	10	9	5
#2	25	8	8	8
#3	22	9	7	5
#4	22	7	7	7
#5	16	5	5	5

#### Municipal Composition

If there are eight or ten municipal representatives (Scenarios 1-3), the process for selection and reporting could be simplified by grouping municipalities for representation purposes, as is done for the Conservation Authority membership. Each group of municipalities could then select one representative.

The suggestions for municipal groups shown in Scenarios 2-3 are based on the following principles:

- There are no well or wellhead protection area or intake protection zone issues across municipal boundaries within a group;
- Municipalities within a group have similar water supply sources (i.e. wells, river intakes, Great Lakes intakes);
- There is sufficient proximity that municipalities within a group have historically had opportunity to work together; and
- Municipalities within a group have good working relationships.

For 10 municipal representatives, the suggested groups are shown in the attached Figure 1.

For 9 and 8 Municipal representatives, the principle listed above could best be fulfilled by:

- First, grouping Dufferin and Wellington County Townships together as a group. The Dufferin and Wellington County Townships have similar drinking water sources and similarly serve small towns and villages.
- Second, group Norfolk and Haldimand Counties together. While Norfolk has a diverse combination of drinking water sources, both Norfolk and Haldimand operate Lake Erie intakes.

If there are fewer than eight municipal representatives (Scenarios 4 and 5), the principles for grouping municipalities listed above cannot be met. In this case, it is recommended that the municipalities jointly select the required number of representatives. It is noted that these Committee members are likely to represent the municipal sector as a whole, rather than individual municipalities.

#### Sector Composition

<sup>1</sup> Number of Committee members as required by the Source Protection Committee Regulation. Includes Chair, does not include First Nations representative(s) or ex-officio members.

Sector representatives represent the economic interest on the Committee. It is suggested that the Sector members be split between agriculture and industry, plus one aggregate producers' representative for scenarios with 7 or more sector seats. It is further recommended that, of the Industry members, at least one represent commerce (i.e. service industry) and at least one represent small business.

The Ontario Farm Environment Coalition (OFEC) has proposed to lead a nomination process among the farm organizations in a Source Protection Region to nominate agricultural representatives to the Source Protection Authorities. The details of their proposed process have not yet been provided.

The Chambers of Commerce that we have met with to date have expressed a willingness to form a Committee of Chamber and Business Association members from across the Source Protection Region to nominate industry representatives to the Source Protection Authorities. The details of this process still need to be worked out.

#### 'Other' Category Composition

'Other' members represent the public interest on the Committee. The Elgin Primary Water Board should be represented in the Other category, being neither a municipality nor an economic interest. It is suggested that the remainder of the representatives in the Other category be selected as citizens-at-large, as individuals rather than associations. Associations or groups may encourage one or more of their members to express interest in a seat on the Committee.

The Source Protection Authorities would select 'Other' representatives from the expressions of interest put forward in response to the public call in August.

#### **FINANCIAL IMPLICATIONS:**

The provincial government has committed to pay 100% of the cost of studies required to develop the first round of source protection plans and to build capacity in the Conservation Authorities to undertake their new roles.

#### **OTHER DEPARTMENT CONSIDERATIONS:**

The source protection and water management programs and work plans are being integrated so that they build on each other, within GRCA and with member municipalities.

Prepared by:

Approved by:



---

Lorrie Minshall, P.Eng  
Source Protection Program Director

---

Paul Emerson,  
Chief Administrative Officer

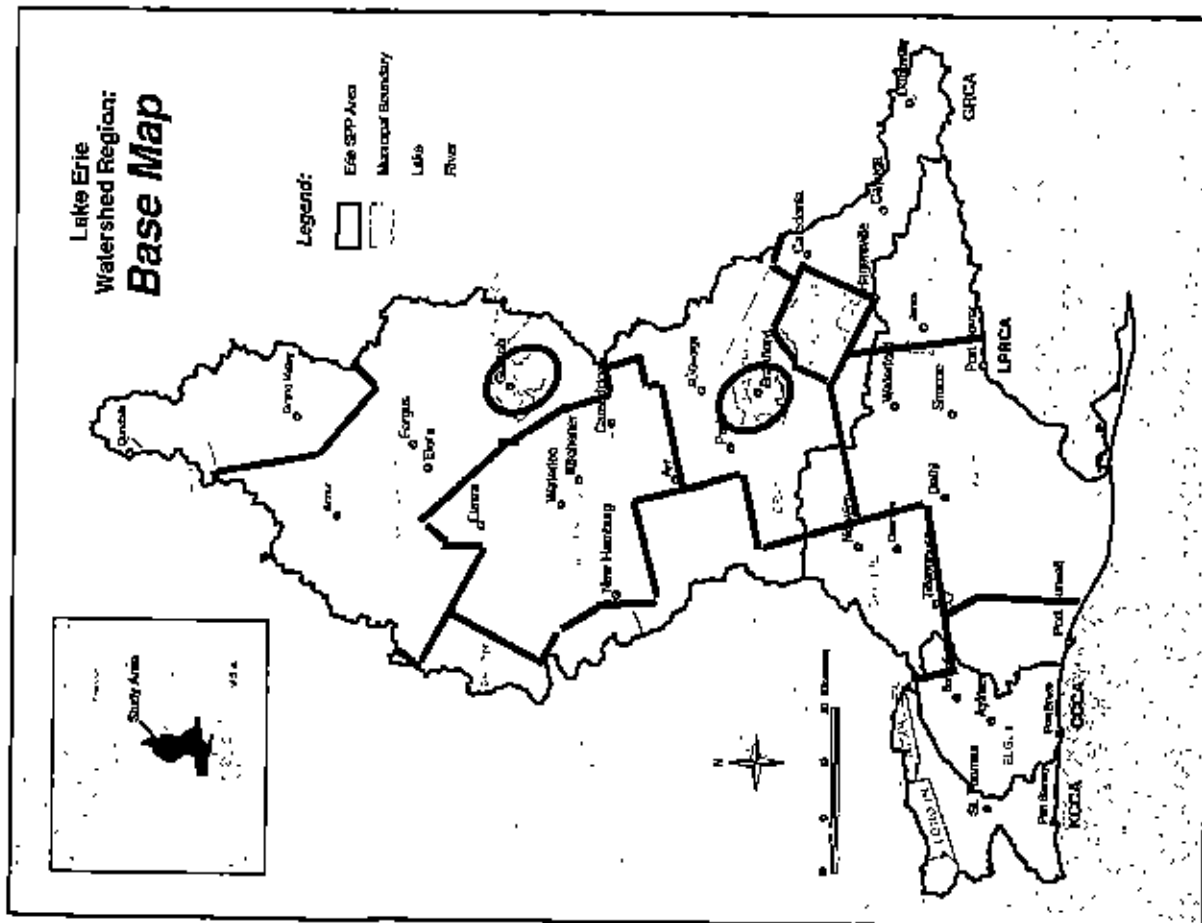


Figure 1: Scenario A 25 SPC Members and Flexible Composition

## Scenario A: 25 Members – flexible

### composition

10 Municipal reps

Southgate Twp/Dufferin Twp  
Halton/Wellington Twp

City of Guelph

Waterloo Region

City of Hamilton/County of Brant

City of Brantford

Haldimand County

Perth Twp/Oxford County

Norfolk County

Elgin Twp/St Thomas/Middlesex Twp/

City of London

9 Sector reps

4 Agriculture

4 Industry/business

1 Aggregates

5 Other reps

Elgin Primary Water Board

4 Citizens-at-Large

1 Chair

- 100 -



**Grand River Conservation Authority**

400 Clyde Road, P.O. Box 729  
Cambridge, Ontario N1R 5W6

Telephone (519) 621-2751  
Fax (519) 621-4844  
Internet: <http://www.grandriver.ca>

August 1, 2007

Mr. Wendell Graves  
City Clerk  
City of St. Thomas  
P.O. Box 520, 5445 Talbot Street  
St. Thomas, ON N5P 3V7

City of St. Thomas  
Received

AUG 07 2007

City Clerk's Office

Dear Mr. Graves:

**RE: Public posting of proposed Lake Erie Region Source Protection Committee composition**

As you know, we are in the process of setting up a Source Protection Committee for the Lake Erie Source Protection Region, which includes the Grand River, Long Point Region, Catfish Creek and Kettle Creek watersheds.

Under the Clean Water Act and Ontario Regulation 288/07 we must post for public input the proposed composition of the non-municipal members of the Source Protection Committee, and make a call for applications for non-municipal Source Protection Committee members by Aug. 3, 2007. (We are also doing a parallel consultation with municipalities about their representation on the committee and have already sent you information about that process.)

The proposed composition and call for applications will appear in local newspapers across the Lake Erie Region later this week, and will be available on our website at [www.sourcewater.ca](http://www.sourcewater.ca), and at Conservation Authority offices.

Ontario Regulation 288/07 also requires that the Source Protection Authorities make the proposed composition and call for applications available for inspection by the public in one or more locations that are sufficiently accessible. In our effort to make the information more widely available, we would like to ask municipalities in the Lake Erie Region to make the attached documents accessible to the public at your municipal offices.

The comment period for the proposed composition begins on August 3, 2007 and closes on September 4, 2007, while the call for applications remains open from August 3 to October 3, 2007. We would appreciate it if you could make the documents available for these time periods.




**INTERNATIONAL RIVERPRIZE WINNER**  
For Excellence In Watershed Management



- 101 -

If possible, please let me know by email or by phone message whether you are able to post the proposed composition and application process in your offices. Thank you again for your continued support of this program.

Sincerely,

A handwritten signature in cursive script, reading "Lorrie Minshall".

Lorrie Minshall  
Director, Source Protection Program  
Lake Erie Source Protection Region  
c/o Grand River Conservation Authority  
400 Clyde Road, Cambridge ON, N1R 5W6  
Tel: 519-621-2763 ext. 2231  
[lminshall@grandriver.ca](mailto:lminshall@grandriver.ca)

Att.



[← Back to Original Page](#)

## Source Protection Committee The Source Protection Committee

### 1. SPC functions and responsibilities

The Lake Erie Region Source Protection Committee will guide the development of four source protection plans, one for each source protection area within the Lake Erie Region: Grand River, Long Point Region, Catfish Creek and Kettle Creek.

- **Map of the Lake Erie Source Protection Region**

The development of the plans will involve municipalities, farmers, businesses, industry, residents and others. The source protection committee's role is to guide the collaborative process that will identify the sources of drinking water, the threats to both water quality and water supplies, and propose actions that can be taken to protect municipal drinking water supplies.

The committee will oversee the preparation of these major documents:

- **Terms of Reference**  
This will be the "work plan" of the process, outlining who is responsible for carrying out the work needed to develop source protection plans. The terms of reference will include a plan to consult with potentially affected property owners, to involve the public and to resolve disputes. (**Ontario Regulation 287/07 - Terms of Reference**)
- **Assessment reports**  
The reports will identify water sources and potential threats to both water quality and water supplies for each watershed.
- **Source protection plans**  
The plans for each watershed will set out policies on how significant drinking water threats will be reduced, eliminated or prevented, who is responsible for taking action, timelines and how progress will be measured. It will propose a range of tools that can be used to accomplish these goals.

### Page Index

*(Click on an item  
to go to that section.)*

1. **Source Protection Committee functions and responsibilities**
2. **Proposed committee composition; how to comment**
3. **Applying for a seat on the committee; qualifications and responsibilities of members**
4. **The selection and appointment process**

### Documents on this page

*(Click on an item  
to open the document.)*

- Map of the Lake Erie Source Protection Region (PDF)**
- Ontario Regulation 287/07 - Terms of Reference (PDF)**
- Ontario Regulation 288/07 - Source Protection Committees (PDF)**
- Guidance on Source Protection Committees under the Clean Water Act (PDF)**
- Lake Erie Region Source Protection Committee - Proposed Composition and Rationale**
- Application Form for the Lake Erie Region Source Protection Committee (PDF)**

*Note: Under the Clean Water Act, the four conservation authorities in the Lake Erie Region have been designated "source protection authorities" e.g. Grand River Source Protection Authority (Grand River SPA). The four watersheds have been designated "source protection areas," e.g. the Grand River Source Protection Area.*



---

## **2. Committee composition**

**Ontario Regulation 288/07** says that the Lake Erie Region Source Protection Committee will consist of a **Committee Chair** (appointed by the Minister of the Environment) and 21 members appointed by the lead source protection authority in the Lake Erie Region i.e. the Grand River Source Protection Authority, in consultation with its three partner authorities.

The 21 members will be divided into three groups:

- seven members representing the 52 municipalities within the Lake Erie Region ("municipal members")
- seven members reflecting the interests of the agricultural, commercial or industrial sectors, including small business interests ("sector members")
- seven members reflecting other interests, in particular environmental, health and other interests of the general public ("other members")

In addition, a total of three additional members can be selected jointly by the band councils of the two First Nations in the Lake Erie Region, i.e. Six Nations of the Grand River and Mississaugas of the New Credit.

### **Proposed allocation of seats**

It is the responsibility of the Grand River SPA to allocate the seven "sector" seats and seven "other" seats, following a period of public comment on the proposed allocation. A document outlining the rationale for the proposed allocation of seats for sector and other members on the committee is posted here for public comment. The comment period ends Sept. 3.

#### **• Lake Erie Region Source Protection Committee - Proposed Composition and Rationale**

##### **Municipal members**

The Lake Erie Region is consulting with municipalities on the allocation of the seven municipal seats on the committee. A final report outlining the allocation will be submitted to the Grand River SPA board on Aug. 31. Municipalities will be notified by Sept. 4 of the final allocation of seats and be asked to begin the process of selecting their nominees.

##### **Sector members**

It is proposed that the seven seats for "sector members" be divided this way:

- three seats for agricultural representatives
- three seats for business and industry, including commercial and small businesses
- one seat for the aggregate industry

##### **Other members**

It is proposed that the seven seats for "other members" be divided this way:

- six seats for individuals representing the public interest
  - one seat for a nominee of the Elgin Area Primary Water Supply System Joint Board of Management.
-

## **Public comment on proposed allocation of seats**

The period for public comment ends on Sept. 3.

After consideration of the comments, the final composition will be outlined in a report to be submitted to the Grand River SPA board on Sept. 18. Notices outlining the final composition will be posted here, in the offices of the four conservation authorities in the Lake Erie Region and in newspapers throughout the region.

Submit comments to:

*Lorrie Minshall  
Source Protection Program Director  
Lake Erie Source Protection Region  
c/o Grand River Conservation Authority  
400 Clyde Road  
Cambridge ON N1R 5W6  
(519) 621-2761, Ext. 2231  
lminshall@grandriver.ca*

---

## **3. Applying for a seat on the committee**

A public call for applicants for sector and other members was posted here and published in newspapers throughout the Lake Erie Region between Aug. 1 and Aug. 3, 2007.

The deadline for applications is Oct. 3, 2007

To be considered, candidates must submit an application form and a resume to the Grand River SPA.

Applicants for "sector" and "other" seats may have the endorsement or support of trade groups, community groups, environmental organizations or other associations. However, candidates will be selected based on their individual experience and knowledge and their expressed willingness to move the source protection process to a successful conclusion.

### **• Application Form for the Source Protection Committee**

All applications must be submitted by Oct. 3, 2007 to:

*Lorrie Minshall  
Source Protection Program Director  
Lake Erie Source Protection Region  
c/o Grand River Conservation Authority  
400 Clyde Road  
Cambridge ON N1R 5W6  
(519) 621-2761, Ext. 2231  
lminshall@grandriver.ca*

## **Qualifications of committee members**

- demonstrated ability to understand source protection science, concepts and technical reports;
- proven ability to act as liaison for the sector being represented;
- problem-solving, analytical, communication and organizational skills;
- an openness to working together and with representatives from other sectors;

- knowledge of local watersheds, communities and issues;
- demonstrated ability to work with group dynamics and team environments;
- conciliatory decision-making skills;
- willingness to travel around the source protection region
- Members of the Source Protection Committee must:
  - reside in, own or rent property within the source protection region, OR
  - be employed or operate a business within the source protection region, OR
  - be employed by a municipality that is in the source protection region, AND
  - not be a member or employee of a conservation authority in the Lake Erie Source Protection Region

#### **Responsibilities of committee members:**

- participate fully and work positively toward a successful conclusion of the source protection planning process
- act as liaisons by bringing forward common concerns from their knowledge and experience in their sector to the committee and assist in communicating the committee's work;
- make decisions at the committee table;
- serve on province-wide committees on special issues or participate in events, as a representative of the committee, at the request of the chair;
- attend public information sessions and participate in public consultation forums;
- respect confidential information and abide by the process in place to safeguard confidential information.

#### **Time commitment and remuneration**

The Source Protection Committee will meet at least once a month until the terms of reference are developed. Thereafter, the frequency of meetings will be decided by the committee as outlined in the terms of reference.

Committee members should expect to work about two to three days a month attending meetings and occasional public events.

It is expected that members will remain on the committee until the first source protection plans are approved by the Minister of the Environment in approximately five years.

An honorarium and travel expenses will be paid at rates to be set by the Grand River SPA.

---

## **4. Selection and appointment of SPC members**

### **Selection of nominees**

Under the Clean Water Act, the responsibility for appointing members to the Lake Erie Region Source Protection Committee rests with the Grand River Source Protection Authority Board.

However, the Grand River SPA and its partner authorities will be assisted by various groups and organizations to develop short lists of nominees.

#### **Municipal members**

- Nominees for the seven municipal seats will be selected by the municipalities by Nov. 3, 2007

#### **Sector members**

- **Agricultural members:** The Ontario Farm Environmental Coalition, working with agricultural federations and organizations, will assist in the selection process.
- **Business and Industry members:** A nominating committee made up of representatives of chambers of commerce and other business groups within the Lake Erie Region will assist in the selection process.
- **Aggregate member:** The Ontario Stone, Sand and Gravel Association will assist in the selection process.

*NOTE: The application form requires that applicants for the sector positions agree that they are willing to have their applications reviewed by the relevant organization or committee.*

#### **Other members**

- **Citizens at large:** Applications will be reviewed by the Management Committee of the Lake Erie Source Protection Region which will submit a short list of nominees. The Management Committee is made up of the chairs and chief administrative officers or general managers of the four conservation authorities in the region.
- **Elgin Area Primary Water Supply System:** The Elgin Area Primary Water Supply System Joint Board of Management will be asked to nominate a candidate.

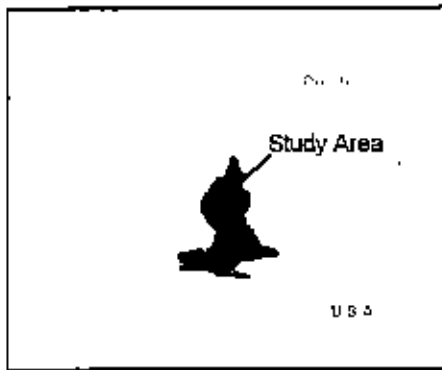
#### **First Nations members**

- According to provincial regulation, selection of members for the three First Nations seats will be made jointly by the band councils of the Six Nations and New Credit First Nations.

#### **Appointment of members**

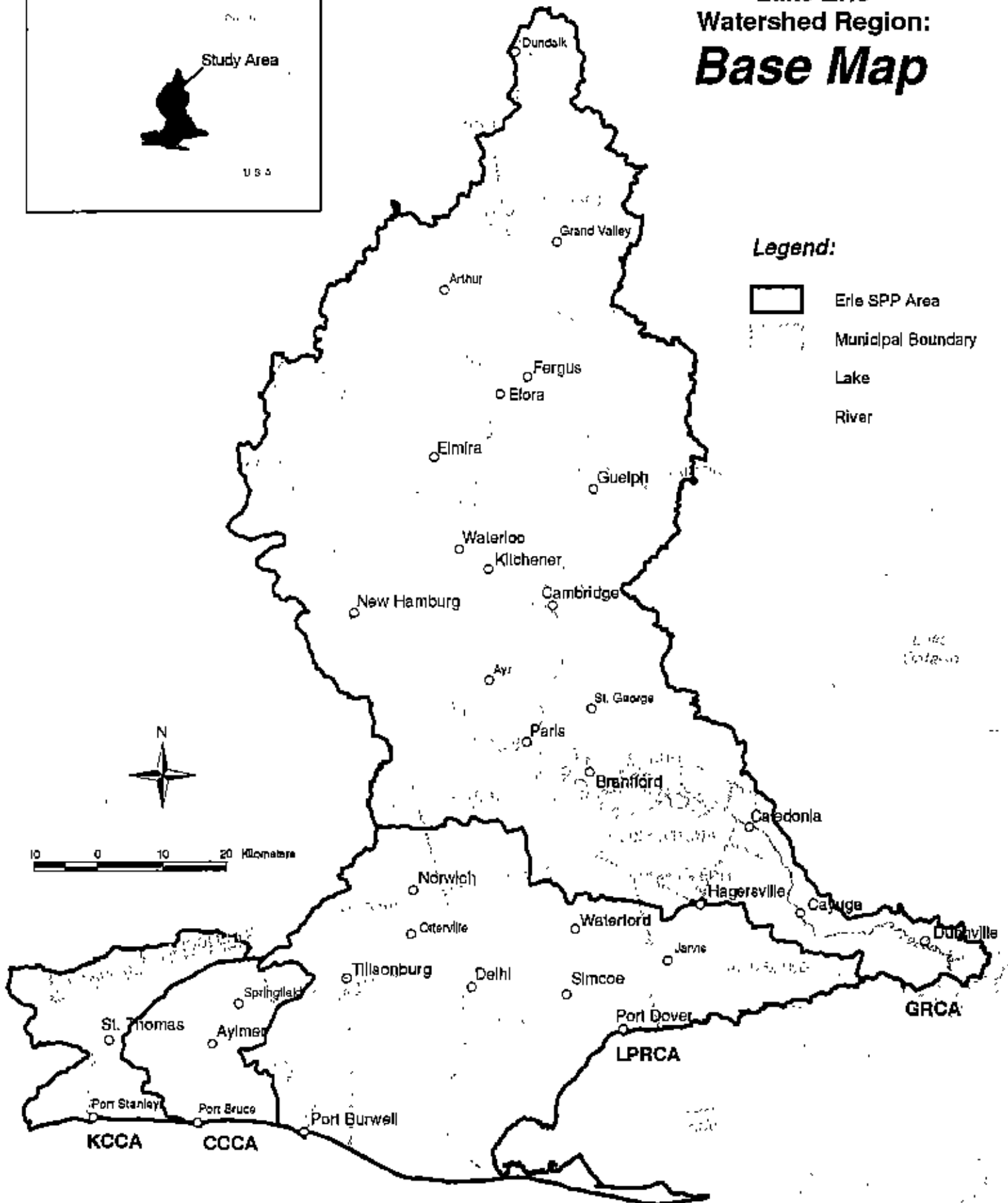
Formal appointment of the members will be done by the Grand River Source Protection Authority at its meeting on Nov. 20, 2007.

# Lake Erie Watershed Region: *Base Map*



## Legend:

- Erie SPP Area
- Municipal Boundary
- Lake
- River



## Lake Erie Region Source Protection Committee Proposed Composition and Rationale

The Grand River Source Protection Authority (Grand River SPA), as the lead authority in the Lake Erie Source Protection Region, is required to establish the composition and appoint the members of the Source Protection Committee, according to the rules outlined in Ontario Regulation 288/07 under the *Clean Water Act, 2006*. Below is a summary of the proposed composition for the Lake Erie Region Source Protection Committee. A public comment period on the proposed composition is being held between August 3, 2007 and September 3, 2007.

O. Reg. 288/07 states that the Lake Erie Source Protection Region must have a Source Protection Committee of 22 members comprised of:

- 1 non-voting Chair;
- 7 municipal representatives;
- 7 sector representatives (including business, industry and agriculture); and
- 7 others representing interests other than municipal and sector interests (the public interest).

In addition to the Chair and 21 municipal, economic sector and other members referred to above, three seats must be offered to, and held for the two First Nations communities in the Lake Erie Region, the Six Nations of the Grand River and Mississaugas of the New Credit First Nation. There are also three non-voting liaison seats for representatives of the Source Protection Region, the Province of Ontario, and Public Health.

The proposed composition of the Lake Erie Region Source Protection Committee is summarized in the table below:

Members	Number of Seats	Selected by
<b>Municipal</b>	7	Municipalities within each group
<b>Sector</b>		
Agriculture	3	Grand River SPA <sup>1</sup>
Industry, business	3	Grand River SPA <sup>2</sup>
Aggregate Industry	1	Grand River SPA <sup>3</sup>
<b>Other</b>		
Representatives of the public interest	6	Grand River SPA
Elgin Are Primary Water Supply System Joint Board of Management	1	Elgin Are Primary Water Supply System Joint Board of Management
<b>Total</b>	<b>22</b>	

<sup>1</sup> In conjunction with agricultural community led by Ontario Farm Environmental Coalition (OFEC).

<sup>2</sup> In conjunction with a business community selection committee made up of representatives of local Chambers of Commerce and Business Associations.

<sup>3</sup> In conjunction with the Ontario Stone, Sand and Gravel Association.

### **Rationale**

O. Reg. 288/07 requires that one-third of the members on the Source Protection Committee represent municipalities, one-third represent the economic sectors, and one-third represent interests of the general public.

#### **Municipal Representatives:**

The Source Protection Authority is currently consulting with municipalities in the Lake Erie Source Protection Region on the distribution of the 7 municipal representatives on the Source Protection Committee. Municipalities have until November 4, 2007 to name their representatives.

#### **Sector Representatives:**

The Source Protection Authority has the responsibility to determine how sector seats are divided among all sector stakeholders (industry, business, agriculture, aggregate, etc). It is proposed that 3 of the 7 seats for sectors be allocated to industry and business, 3 to the agricultural community, and 1 to the aggregate industry.

The majority of municipal supplies in the Lake Erie Region are located in urban areas. As such, the Clean Water Act may significantly impact a large number of businesses and industries, particularly in the cities. It is proposed that, of the three business and industry seats, at least one member on the Committee be representative of commercial interests, and one of small business, while also taking into account geographic distribution within the Lake Erie Region.

Additionally, it is recognized that agriculture is a dominant geographic and economic land use activity in all four watersheds, and plays a strong role in the protection of the quality and quantity of water sources. Geography and the diversity in agricultural operations will also be considered in the selection of representatives.

The Lake Erie Region is a key source of aggregate resources in Ontario, and the aggregate industry is very active in all four watersheds. As such, one seat on the Source Protection Committee is proposed to be allocated to the aggregate industry.

#### **Other Representatives (of the Public Interest):**

It is proposed that 6 seats in the "Other" category be appointed as representatives of the public interest, that is, as individuals rather than associations. Associations or groups may encourage one or more of their members to express interest in a seat on the Committee. Geography and, in particular, diversity of public interests in drinking water source protection will be considered in the selection of representatives of the public interest.

Additionally, it is proposed that one seat be allocated to the Elgin Area Primary Water Supply System Joint Board of Management, as it operates a major supply of drinking water serving a significant portion of the south-western Lake Erie Region. Being neither a municipality nor an economic interest, it is recommended that the Joint Board of Management be represented in the "Other" category.

- 110 -

07/27/2007 FRI 16107 FAX 519 773 5334 TWP OF MALAHIDE

07/01/001

87 John Street South,  
Aylmer, Ontario N5H 2C3  
Telephone: 519-773-5344  
Fax: 519-773-5334  
www.township.malahide.on.ca

the **TOWNSHIP** of  
**MALAHIDE**

A proud tradition, a bright future.



July 23, 2007.

TO: City of St. Thomas

RE: Source Protection Committee Appointments.

City of St. Thomas  
Received  
JUL 27 2007  
City Clerk's Dept.

Further to receipt of the information regarding Source Protection Committee Appointments, Malahide Township would like other municipalities within our designated area to consider the following:

**THAT** the area representatives for the municipalities be appointed from either the Kettle Creek Conservation Authority or Catfish Creek Conservation Authority Boards as these people represent the largest bodies within the area.

The Township of Malahide would recommend a rotation between the boards, possibly every three years. Our Council did question a three year term and wondered why it wouldn't correspond to municipal appointments of four years.

Please advise if your Councils would be agreeable to this recommendation as time is of the essence. We look forward to receipt of your response prior to the August 15, 2007, deadline.

Yours very truly,  
TOWNSHIP OF MALAHIDE

R. MILLARD, C.A.O./CLERK

- Copy - Area Municipalities.
- Catfish Creek Conservation Authority
  - Kettle Creek Conservation Authority
  - Council.

H:\municipalities - source water protection july 23.doc

REFERRED TO	
<i>John R. Wilson</i>	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM	<i>W. G. Grant</i>

RANDALL R. MILLARD  
C.A.O./Clerk

SUSAN E. WILSON  
Treasurer



- 111 -

RECEIVED

JUL 13 2007



*Council*



June 26, 2007

Dear Staff and Community Partners:

The Boards of Directors of both Oxford Child & Youth Centre (OCYC) and Child and Family Counselling Centre-Elgin (CFCC) have agreed to form a Merger Committee to examine a range of topics and issues that could lead to their eventual amalgamation. During the initial meeting of this committee it was decided that their key objective is to find service solutions that will allow both organizations to better serve the children and families of Elgin and Oxford Counties.

Members of the Committee include three Board members and the Executive Director from both OCYC and CFCC, along with a Ministry of Children and Youth Services' representative, Nadine Edmondson. The Committee will work with Gary Sandor of Sandor Consulting, a very experienced consultant who conducts many of his assignments within the children's mental health field.

The Committee selected a series of criteria to guide their work, including:

- **Service considerations** (the main goal of the process is looking for enhancement or expansion of service);
- **Presence in both counties** (there will be at least one site location in both counties);
- **Maintaining staff expertise** (protecting staff positions and the expertise in both organizations); and
- **Sound financial planning** (the money for the merger process will not come from current service budgets; the committee will find other sources to fund merger activity; if there is money currently dedicated to particular counties or communities - it will stay there).

The Committee also decided to look more closely at the following topics and to conduct due diligence in the following areas: Programming and Services; Financial Considerations; Legal; Staffing; Labour Relations; Organizational Structure; and Policy Integration. Staff involvement will be a key element in examining some of these topics. It is also important to know that the Merger Committee will be seeking a response from the Ministry in regards to funding merger activities.

The intent of this letter is to let you know about the Merger Committee and to invite your comments or questions about the process. Gary Sandor will be seeking input from clients, staff and the community. If you have any questions, please feel free to contact Gary (cell - 416-970-7111) via e-mail at [gsandor@sympatico.ca](mailto:gsandor@sympatico.ca) or contact either Board Chair. We thank you in advance for your help.

Sincerely yours,

Rachelle Frederick, Chair  
Child and Family Counselling Centre-Elgin  
(519) 633-8595  
(519) 675-4434 x30541  
[r.frederick@ldcsb.on.ca](mailto:r.frederick@ldcsb.on.ca)

Don Wright, Chair  
Oxford Child & Youth Centre  
(519) 485-3910  
[donwright@execulink.com](mailto:donwright@execulink.com)

cc. Dr. Mark Skovron

cc. John Liston

-112-

**Minister of Municipal Affairs  
and Housing**

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel. (416) 585-7000  
Fax (416) 585-6470  
[www.mah.gov.on.ca](http://www.mah.gov.on.ca)

**Ministre des Affaires municipales  
et du Logement**

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. (416) 585-7000  
Télééc (416) 585-6470  
[www.mah.gov.on.ca](http://www.mah.gov.on.ca)



July 11, 2007

JUL 19 2007

07-2636

City Clerk's Dept.

His Worship  
Mayor Cliff Barwick  
City of St. Thomas  
545 Talbot Street  
P.O. Box 520  
St. Thomas ON N5P 3V7

Dear Mayor Barwick:

I am pleased to inform you of key changes to the Housing Allowance/Rent Supplement and Homeownership components of the Canada-Ontario Affordable Housing Program (AHP).

These program modifications are in response to requests and feedback from municipal service managers. The changes will allow service managers to maximize AHP funds, create new affordable-housing opportunities, and respond to local housing needs within your respective service areas.

Service managers will have the option to transfer all or a portion of uncommitted Housing Allowance/Rent Supplement (HARS) funds to other AHP housing activity in the service manager's area. Interested service managers will be responsible for submitting a business case outlining how they intend to distribute HARS funds among the Rental and Supportive, Homeownership, and/or Northern programs in their area.

Under the Homeownership component, service managers now have the flexibility to offer varying levels of down-payment assistance based on local needs and household characteristics.

The attached document – Canada-Ontario Affordable Housing Program – Key Changes of Interest to Service Managers – outlines the program changes and next steps for those interested in taking advantage of the modifications.

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- 2 -

His Worship Cliff Barwick

I would like to take this opportunity to recognize your efforts to date in delivering affordable housing within your communities. There has been significant progress over the last several months in implementing the various components of the AHP, and I look forward to our continued success.

Sincerely,



John Gerretsen  
Minister

Enclosure

c: Mr. Wendall Graves  
City Clerk  
City of St. Thomas

Ms. Sandra Datars-Bere  
Director of Ontario Works  
City of St. Thomas

**Canada-Ontario Affordable Housing Program (AHP)**  
**Key Changes of Interest to Service Managers**  
July 2007

**Conversion of Uncommitted Housing Allowance/Rent Supplement Funding:**

- Service Managers will have the option to redistribute all or a portion of uncommitted Housing Allowance/Rent Supplement funding to other AHP programs.

**Next Steps:**

- Service Managers will be provided a business-case template.
- If Service Managers wish to convert funds, the business case will confirm the amount of funds to be transferred and how they will be distributed among the AHP capital streams (Rental and Supportive, Homeownership, and/or Northern).
- The business case will also include an updated multi-year Housing Delivery Fiscal Plan and a rationale for the proposed conversion.
- Each business case will be subject to approval by the Ministry.
- Funding for proposed new purposes will be available only after project approval.

**Homeownership Program Modifications:**

- Service Managers will have the option to vary the percentage of down-payment assistance to qualified households, provided that they meet their unit targets and overall program funding stays within approved levels.
- In determining the level of AHP down-payment assistance, Service Managers may take into account household need (family size, income), level of savings, and any municipal / third-party contributions towards the down payment.
- The maximum allowable down-payment assistance will be increased to 10 per cent on average of the purchase price for the eligible unit, or up to \$20,000 per unit for GTA Service Managers.

**Next Steps:**

- For Service Managers who have not yet signed a Homeownership Administration Agreement, please notify the Municipal Services Office – Team Lead as to the expected signing date; or confirm that the Service Manager area will not be participating in the Homeownership component.
- Homeownership units allocated to southern Service Manager areas not participating in the program will be reallocated through provincial RFP.
- Distribution of funds and units will be determined based on successful proposals and may result in some changes to the regional distribution of the units.
- Northern Service Managers will have the option to transfer their Homeownership allocation to the Northern housing program. Interested Service Managers will be required to identify this request through the business-case process outlined above.

- 115 -

August 1, 2007

City of St. Thomas  
Received  
AUG 01 2007  
City Clerk's Dept.

To Mayor and Members of Council;

We are writing this letter to request at least 2 signs be placed on either end of our street to inform motorists of a hearing impaired/deaf child in the neighborhood. We have just recently moved in, and our son is severely hearing impaired and unable to hear cars and trucks approaching, and we feel that this will help keep speeding to a minimum and at least make drivers more alert and cautious when traveling down our street. He plays outside a lot and we would appreciate an advanced warning to drivers.

Our address is 8 Hagerman Crescent in St. Thomas and we can be contacted at 519-637-2228 if there are any problems or concerns, or if you may need further information from us. Our child's name is Adam O'Handley, and we are the parents, Jenn O'Handley and Ken Koshowski.

It is in everyone's best interest to have these signs up as soon as possible for the safety of my hearing impaired child and everyone else on the street as well.

We appreciate your cooperation with this request.

Thank You, and we trust you will have these signs up as quickly as possible.

  
Ken Koshowski

  
Jenn O'Handley

REFERRED TO	
J. DEWANCKER <i>ADH</i>	
FOR	
DIRECTION	<input type="checkbox"/>
REMARK OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM <i>MARIA KONECAL</i>	