

AGENDA

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

COUNCIL CHAMBERS 5:10 P.M. CLOSED SESSION JULY 16TH, 2007
CITY HALL 6:00 P.M. REGULAR SESSION

ROUTINE PROCEEDINGS AND GENERAL ORDERS OF THE DAY

OPENING PRAYER

DISCLOSURES OF INTEREST

MINUTES

DEPUTATIONS

COMMITTEE OF THE WHOLE

REPORTS OF COMMITTEES

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

PUBLIC NOTICE

NOTICES OF MOTION

ADJOURNMENT

CLOSING PRAYER

THE LORD'S PRAYER

Alderman B. Aarts

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meetings held on June 18th, 2007.

DEPUTATIONS

Canadian Automobile Industry

Mark A. Nantais, President, Canadian Vehicle Manufacturers' Association, will be in attendance to discuss key issues affecting the health of the Canadian automobile industry and automotive-based communities such as St. Thomas.

Police Services Report

A representative of the St. Thomas Police Department will be in attendance to present the Police Services Report for the month of June 2007.

COMMITTEE OF THE WHOLE

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

PLANNING AND DEVELOPMENT COMMITTEE - Chairman H. Chapman

UNFINISHED BUSINESS

Minimum Maintenance By-Law - Ontario Heritage Act

NEW BUSINESS

Draft Plan of Subdivision File #34T-07502 - Orchard Park Development Area - Park and Public Elementary School Sites - Doug. Tarry Limited

Report PD-17-2007 of the Director, Planning. Pages 11 to 13

Request for Removal of Part Lot Control - Lots 108, 109, 110 Registered Plan 11M-165 - Semi-Detached Lots - H.J. Hayhoe Ltd.

Report PD-18-2007 of the Director, Planning. Pages 14 to 15

Official Plan & Zoning By-Law Amendment - Day Spa and Hair Salon - 90 Talbot Street - Charles Martin

Report PD-19-2007 of the Planner. Pages 16 to 18

Zoning By-law Amendment Application - Business Office - 1224 & 1230 Talbot Street - H.J. Hayhoe Ltd./Springwater Developments Inc.

Report PD-20-2007 of the Planner. Pages 19 to 21

Zoning By-law Amendment Application - Clinic - 308 Wellington Street - First St. Thomas Shopping Centres Inc.

Report PD-21-2007 of the Planner. Pages 22 to 23

Zoning By-law Amendment Application - Limited Commercial Uses - 120 Wellington Street - Triton Group Ltd.

Report PD-22-2007 of the Planner. Pages 24 to 26

Municipality of Central Elgin - Zoning By-Law Amendment - 46623 Talbot Line

Notice of a public meeting concerning a proposed zoning by-law amendment was received from the Municipality of Central Elgin to permit limousine sales on the lands at 46623 Talbot Line.

Municipality of Central Elgin - Zoning By-Law Amendment - Erie Heights Development Area - East Side of East Road

Notice of a public meeting concerning a proposed zoning by-law amendment was received from the Municipality of Central Elgin to permit a change to the limits of development on the lands on the East Side of East Road.

BUSINESS CONCLUDED

ENVIRONMENTAL SERVICES COMMITTEE - Chairman T. Johnston

UNFINISHED BUSINESS

Road and Sidewalk Reserve Fund

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

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

Dalewood Ravine Trail - Correspondence

Programs for the Enhancement of Drinking Water Quality in Homes with Lead Water Services

Burwell Road between South Edgeware Road and Talbot Street - Sidewalk - Correspondence

Township of Southwold - Wastewater Master Planning Study

Vacant Land Condominium - Fair and Equitable Taxing

Forest Avenue Manhole Cover and Sewer - Correspondence

A letter has been received from E. Anderson, 423 Forest Avenue c/o F. Hayden, 421 Forest Avenue regarding the manhole cover and sewer at 421 Forest Avenue, Page **27**

Forest Avenue Sidewalk - Petition

A letter has been received from the residents on Forest Avenue between Aspen Avenue and Highview Drive regarding the manhole and sewer at 421 Forest Avenue as well as the sidewalks, Pages **28 + 29**

NEW BUSINESS

Dennis Road, Burwell Road to Highbury Avenue - Phase 2 Road Construction Costs

Report ES89-07 of the Manager of Engineering, Pages **30 + 31**

Watermain and Storm Sewer Construction - Inkerman Street, Hammond Street to Patricia Street - Tender Award

Report ES90-07 of the Manager of Engineering, Pages **32 + 33**

2006 City of St. Thomas Waste Diversion Rates

Report ES 91-07 of the Director, Environmental Services, Pages **34 to 41**

Woodworth Pumping Station Sewershed Master Plan Update

Report ES98-07 of the Manager of Operations & Compliance, Pages **42 to 52**

BUSINESS CONCLUDED

PERSONNEL AND LABOUR RELATIONS COMMITTEE - Chairman G. Campbell

UNFINISHED BUSINESS

NEW BUSINESS

BUSINESS CONCLUDED

FINANCE AND ADMINISTRATION COMMITTEE - Chairman T. Shackelton

UNFINISHED BUSINESS

Cash Advances & Expenses Reimbursement Report

St. Thomas Consolidated Courthouse Project

Report CC-34-07 of the City Clerk, Pages **53 to 61**

A letter has been received from Michael Bryant, Attorney General, Province of Ontario, advising that the Ontario Realty Corporation will be overseeing the site selection process for a consolidated courthouse in St Thomas under the guidance of the Ministry of Public Infrastructure Renewal. **Page 62**

St. Thomas Police Services Space Needs

Report CC-35-07 of the City Clerk. **Pages 63 to 65**

Bridge, Sewers and Water Capacity in Barwick Street Area

Cell Phone Policy

Kiwant Manors Limited - Seniors' Housing - 139 First Avenue

NEW BUSINESS

MedQUEST Program - Use of Grant

Report TR-33-07 of the Director of Finance and City Treasurer. **Pages 66 to 68**

COMRIF Asset Management Program (AMP) - Funding Agreement

Report TR-32-07 of the Director of Finance and City Treasurer. **Page 69**

BUSINESS CONCLUDED

COMMUNITY SERVICES COMMITTEE - Chairman B. Aarts

UNFINISHED BUSINESS

Parks Pavilion Renaming

Walk of Fame

Paralympics Ontario - Request for Hosting Bids

Recreation Facilities Comparative Financial Figures

St. Thomas Trans Canada Trail Maintenance

Report PR-04-07 of the Director, Parks and Recreation. **Pages 70 to 71**

NEW BUSINESS

2007 - 2008 Recreation User Fees

Report PR-06-07 of the Manager of Culture and Recreation. **Pages 72 to 75**

Revised Municipal Alcohol Policy

Report PR-07-07 of the Manager of Culture and Recreation. **Pages 76 to 91**

BUSINESS CONCLUDED

PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE - Chairman D. Warden

UNFINISHED BUSINESS

Leash Free Dog Park

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

White Street Yield Signs

Glanworth Avenue Traffic Study

YWCA St. Thomas-Elgin Summer Camp - Reduced Rate Children's Bus Tickets

Wellington Street Crosswalk - Elgin Mall

Report ES95-07 of the Supervisor of Roads & Transportation. Pages 92 to 107

City Parking System Committee

NEW BUSINESS

Marijuana Grow Operations

Report CC-36-07 of the City Clerk. Pages 108 to 115

Fire Report for May and June 2007

Report FD07-07 of the Fire Chief. Page 116

St. Thomas Transit Services - New and Replacement Transit Shelters Exemption to Purchasing and Tendering Procedures By-law 53-2001

Report ES92-07 of the Supervisor of Roads & Transportation. Pages 117 to 119

Wellington Street Reconstruction - First Avenue to Fairview Avenue Requirement for No Parking Anytime Restriction

Report ES94-07 of the Supervisor of Roads & Transportation. Page 120

Project No. 06-08-341 - The Conversion of Traffic Signal Incandescent Fixtures to LED Technology

Report ES96-07 of the Supervisor of Roads & Transportation. Page 121

The Addition of a No Parking Zone Restriction - The North Side of Regent Street from Wilson Avenue to Devonshire Place

Report ES97-07 of the Supervisor of Roads & Transportation. Pages 122 to 123

BUSINESS CONCLUDED

SOCIAL SERVICES COMMITTEE - Chairman L. Baldwin-Sands

UNFINISHED BUSINESS

NEW BUSINESS

Best Start Agreement with Forest Avenue Child Care Centre Inc.

Report OW17-07 of the Child Care Supervisor/Co-ordinator. Page 124

St. Thomas Psychiatric Hospital Day Care Centre - Request for Postponement of Funding Agreement

Report OW18-07 of the Child Care Supervisor/Co-ordinator. Pages 125 to 126

Best Start and Child Care Service Plan 2007 - 2008

Report OW19-07 of the Program Manager. Pages 127 to 205

Social Housing July 1, 2007 Quarterly Payment - Correspondence

A letter has been received from Rosalind Lerman, Director, Housing Finance Branch, Ministry of Municipal Affairs and Housing, regarding quarterly payments for social housing. Pages 206 to 207

BUSINESS CONCLUDED

REPORTS PENDING

ROAD RESURFACING PROGRAM - BUDGET FORECASTS - J. Dewaucker

COUNCIL

Council will reconvene into regular session.

REPORT OF COMMITTEE OF THE WHOLE

Planning and Development Committee - Chairman H. Chapman

Environmental Services Committee - Chairman T. Johnston

Personnel and Labour Relations Committee - Chairman G. Campbell

Finance and Administration Committee - Chairman T. Shackelton

Community Services Committee - Chairman B. Aarts

Protective Services and Transportation Committee - Chairman D. Warden

Social Services Committee - Chairman L. Baldwin-Sands

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

REPORTS OF COMMITTEES

The Eighth Report of the Site Plan Control Committee Report to be available at the meeting.

PETITIONS AND COMMUNICATIONS

Iron Horse Festival - Temporary Extension of Liquor Licence - Bella Jack's Mexican Cantina

A letter has been received from Rob Fairfield, Bella Jack's Mexican Cantina, requesting a letter from the City of St. Thomas stating that there is no objection to the proposed extended licensed area during the 2007 Iron Horse Festival. Page 808

Iron Horse Festival - Temporary Extension of Liquor Licence - Manx Arms Restaurant

A letter has been received from George Wilson, The Manx Arms Restaurant Ltd., requesting a letter from the City of St. Thomas stating that there is no objection to the proposed extended licensed area during the 2007 Iron Horse Festival. Pages 209 to 211

Global Vision Junior Team Canada - Grant Request

A letter has been received from Tucker Vendrig, 5 Lynhurst Avenue, requesting a grant of up to \$4,500 towards the cost of a Global Vision Junior Team Canada economic mission to Vietnam, Malaysia and Singapore in August 2007. Page 212

2010 International Plowing Match and Rural Exposition

A copy of a letter has been received from Mark McDonald, Chief Administrative Officer, County of Elgin, regarding the 2010 International Plowing Match and Rural Exposition. Page 213

Canada China Business Council - 20th Annual Canadian Charity Ball - May 19, 2007

A letter was received from John Jeakins, Chairperson, 20th Annual Canadian Charity Ball Committee, and Janet De Silva, Chair, Canada China Business Council, thanking the members for its contribution of a display package for the charity ball held on Beijing, China on May 19, 2007 and enclosing photos of the St. Thomas table.

Letter of Thanks - 2007 St. Anne's Community Festival

A letter has been received from Father Rick Dales, Pastor, St. Anne's Church, thanking the members for their cooperation during the 2007 St. Anne's Community Festival.

Letter of Thanks - 741 Elgin Royal Canadian Air Cadet Squadron

A letter has been received from Captain G. Shaw, 741 Elgin Royal Canadian Air Cadet Squadron, thanking the members for their support of the unit and cadet program and advising that the new Commanding Officer will be Captain Mike Yates.

Letter of Thanks - M & M Meat Shops Charity BBQ Day - May 12, 2007

A letter has been received from Judy Lewis, Co-founder & Executive Vice President, Strategic Objectives, and Public Relations Representative for M & M Meat Shops, thanking the Mayor for his participation during the M & M Meat Shops Charity BBQ Day held on May 12, 2007.

Letter of Thanks - Mothers Against Drunk Driving - Strides for Change Walk - June 3, 2007

A letter has been received from Kathy Gilchrist, Co-President, Mothers Against Drunk Driving, thanking the Mayor for his participation during the MADD Strides for Change Walk on June 3, 2007.

Letter of Congratulations - Wings and Wheels Air Show

A letter has been received from Joe Preston, MP, Elgin-Middlesex-London, congratulating the Airport Superintendent on the success of the air show event. Page 214

Municipal Performance Measurement Program

A letter and handbook has been received from the Honourable John Gerretsen, Minister, Ministry of Municipal Affairs and Housing, regarding the Municipal Performance Measurement Program. Page 215

Ontario Power Generation

A letter and materials have been received from Bruce Boland, Ontario Power Generation, regarding the Waterways Safety Awareness Program. Page 216

Best Start Child Care Wage Improvement Funding

A letter has been received from Mary Anne Chambers, Minister, Ministry of Children and Youth Services, advising that funding will be available for 2007-08 for wage improvement of eligible child care practitioners. Page 217

Ontario Medal for Good Citizenship - Ministry of Citizenship and Immigration

A letter has been received from the Honourable Mike Colle, Minister, Ministry of Citizenship and Immigration, inviting nominations for the Ontario Medal for Good Citizenship. The deadline for nominations is August 17th, 2007.

Union Gas

A letter has been received from Wes Armstrong, Manager Operations London/Sarnia, Union Gas, encouraging the use of natural gas. Page 218

Blue Box Recycling Program - Stewardship Ontario and Waste Diversion Ontario

A letter has been received from Dennis Darby, Chair, Stewardship Ontario and Gemma Zecchini, Chair, Waste Diversion Ontario, regarding the Blue Box Program Plan. Pages 219 & 220

Financial Strategic Plan Workshop - Elgin Area Primary Water Supply System - Correspondence

A letter has been received from Andrew J. Henry, P.Eng., Manager of Regional Water Supply, regarding a workshop scheduled for Wednesday, August 8, 2007, 12:00 p.m., Best Western Lamplighter Inn, London, to review the Financial Strategic Plan and background materials. Page 221

UNFINISHED BUSINESS

NEW BUSINESS

City Council - Semi-Annual Attendance - January 1st to June 30th, 2007

Report CC-32-07 of the Administrative Clerk. Page 222

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 16th day of July, 2007.
2. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and Keller Roofing and Sheet Metal Inc. (\$398,800, plus gst - Roof Replacement at Memorial Arena)
3. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs, (Canada-Ontario Municipal Rural Infrastructure Fund "COMRIF" Program - Asset Management Program Project)
4. A by-law to amend By-Law 89-2002, being a by-law to impose fees or charges to Clerk & General Office matters.
5. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and PCN Construction Group Inc. (Watermain and Storm Sewer Construction - \$387,300.00, including gst - Inkerman Street, Hammond Street to Patricia Street)
6. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Inn Services Inc. (Subdivision File #34T-07501 - Dalewood Meadows Development Area - Phase 2- Plan of Subdivision - 30 Lots for Single Detached Dwelling Units, 15 Lots (30 Units) for Semi-Detached Dwelling Units)

7. A by-law to amend By-Law 50-88, being the Zoning By-Law for the City of St. Thomas (Removal of holding zone provision - Blocks 43 & 44, Registered Plan 11M-152 - Doug. Tarry Limited - Subdivision File #34T-06502)
8. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and Execulink Telecom. (St. Thomas Water and Sewage System portion of the Supervisory Control And Data Acquisition & System Wide Area Network Construction - \$24,703 and \$76,052 respectively and monthly operating cost of \$3,208)
9. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and RTS Companies Inc. (Playground Equipment - Optimist Park)
10. A by-law to amend By-Law 45-89, being the Traffic By-Law for the City of St. Thomas. (No Parking - Regent Street, north side from Wilson Avenue to Devonshire Place)
11. A by-law to amend By-Law 45-89, being the Traffic By-Law for the City of St. Thomas. (No Parking - Wellington Street, from First Avenue to Fairview Avenue)
12. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and Forest Ave. Child Care Centre Inc. (Purchase of Service Agreement - Child Care Operator)

PUBLIC NOTICE

NOTICES OF MOTION

CLOSED SESSION

A resolution to close the meeting will be presented to deal with a proposed acquisition of land by the municipality; proposed disposition of land by the municipality; and labour relations matters; and a matter of potential litigation affecting the municipality.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER



The Corporation of the City of St. Thomas

Report No.: PD-17-2007

File No.: 34T-07502

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

Date: July 6th, 2007

Subject: Application by Doug. Tarry Limited, Draft Plan of Subdivision, File 34T-07502, Orchard
Park Development Area - Park and Public Elementary School Sites. - Draft Plan Approval.

Department: Planning Department
Prepared by: P.J.C. Keenan, Director, Planning

Attachments:
- revised draft plan

RECOMMENDATION:

THAT: Report PD-17-2007 be received,

AND THAT: Council approve the revised Draft Plan of Subdivision File # 34T-07502 of lands owned by Doug. Tarry Limited which lands are legally described as all of Block A, Registered Plan M-8 and all of Block 75, Registered Plan 11M-164, and parts of Blocks 76 & 80, Registered Plan 11M-164, City of St Thomas, County of Elgin subject to the standard Municipal draft plan conditions including the requirement for the developer to enter into a subdivision agreement with the Corporation of the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other matters related to the development of the Plan.

ANALYSIS:

Proposal:

The above noted revised Draft Plan of Subdivision was approved in principle by Council on May 22nd, 2007. The proposed plan is located within the Orchard Park Block Development Area, which is south of Elm Street and east of the existing Applewood Subdivision. The lands proposed for subdivision comprise an area of approximately 4.703 hectares (11.62 acres) and will result in the creation of 3 Blocks and 2 new streets. Block 1 on the Draft Plan is a proposed Park Block which will expand the existing Applewood Park abutting the west limit of Block 1. Block 2 of the plan is being created to accommodate a proposed new Public Elementary School (Report PD-13-2007) and Block 3 will provide for a future road connection to Peach Tree Boulevard.

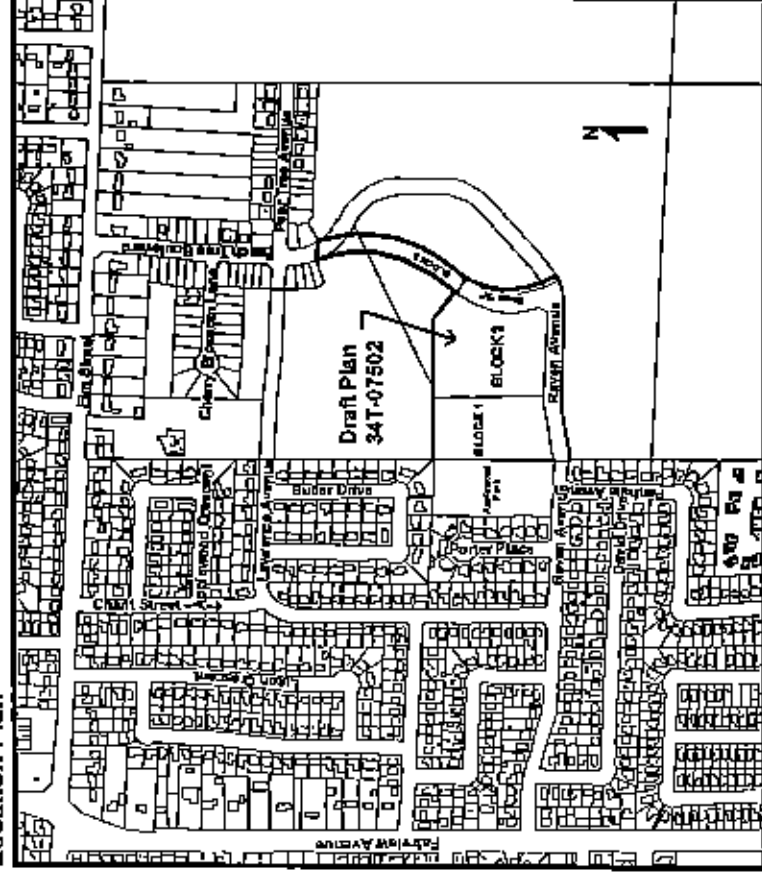
The lands comprising the draft plan are legally described as all of Block A, Registered Plan M-8 and all of Block 75, Registered Plan 11M-164, and parts of Blocks 76 & 80, Registered Plan 11M-164, City of St Thomas, County of Elgin.

The location of the proposed subdivision and its relationship to the surrounding development is shown on the Location Plan.

Council's approval in principle was subject to the following conditions:

- a final staff report following the review of comments/recommendations received from agencies and City departments upon completion of the circulation of the draft plan,
- confirmation by the Director, Environmental Services that there is sufficient uncommitted reserve treatment capacity in the sanitary sewerage system to service the proposed development.

Location Plan



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Draft Plan Circulation and Review:

The external circulation of the revised draft plan of subdivision has now been completed and a public meeting on the proposed Subdivision was held on June 11th, 2007. At the Public meeting a revised plan was reviewed which added a third Block to the Plan to provide for the future road connection northerly to Peach Tree Boulevard. One member of the Public who attended the Public meeting has requested notice of the approval of the revised draft plan.

Staff have completed their review of the proposed Subdivision and have reviewed the comments received from the public and other agencies. Municipal staff, outside agencies and utilities have indicated their approval of the draft plan application and have identified their conditions to final approval to ensure development proceeds in accordance with their standards and approved Municipal standards. The comments received, where required, will be incorporated into the draft plan conditions and will provide the basis for the development of the subdivision agreement.

The final revised Draft Plan has been prepared based on the proposed concept of a contiguous Park/School site presented to Council earlier this year through Report ES16-07. All matters relating to site planning and design, planning, and environmental considerations identified in that report, including municipal servicing and Storm Water Management and the assessment of the potential impact of the proposed development on the Kantor Woodlot (EIS Report) have been addressed. The proposed memorandum of understanding respecting the principles for agreement for joint usage of the contiguous Park/School site has been approved by Council and the requirements for the Developer to provide the City with a credit for an additional 1 acre of parkland dedication will be addressed as a condition of draft approval and incorporated into the subdivision agreement.

The Department of Environmental Services has confirmed that full Municipal services are available to the development and the proposed Draft Plan of Subdivision meets municipal servicing standards. The Director also confirms that pursuant to recommendation #2 of Report TR-34-97, the estimated sewage flows to be generated from the development of the lands can be treated by the City's Water Pollution Control Plant.

The revised Draft Plan of Subdivision is consistent with the Provincial Policy Statement, conforms to the Official Plan and the proposed uses and the street and Block layout complies with Zoning By-law 50-88.

Draft Plan Approval with Conditions:

All of the conditions of approval in principle imposed by Council and the policies of the Corporation have been satisfactorily addressed through the draft Plan of Subdivision submission and circulation process. (Report PD-13-2007)

I am recommending draft plan approval of File # 34T-07502 subject to the standard municipal requirements and conditions and to the requirement for a subdivision development agreement with the City Corporation respecting the provision of municipal services, financial, administrative and other related matters respecting the development of the lands.

All costs associated with the development of the draft plan will be the responsibility of the Developer.

Respectfully submitted,



P.J.C. Keenan
Director of Planning

Reviewed By:

Env. Services

Treasury

City Clerk

Other



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

Report No.: PD-18-2007

File No.: PLC 02-07

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

Date: July 6th, 2007

Subject: H. J. Hayhoe Ltd. request for removal of part lot control - Lots 108, 109, 110 Registered
Plan 11M-165 - semi-detached lots.

Department: Planning Department
Prepared by: P J C Keenan - Planning Director

Attachments:

RECOMMENDATION:

THAT: Report PD-18-2007 be received,

AND THAT: Council approve the application by H. J. Hayhoe Ltd. for the removal of part lot control on Lots 108, 109, and 110, Registered Plan 11M-165, and authorise staff to prepare a By-law pursuant to Section 50(7) of the Planning Act for Council approval subject to all staff, legal and administrative costs associated with the preparation and administration of a part lot control by-law being borne by H. J. Hayhoe Ltd.

Origin:

An application has been submitted by H. J. Hayhoe Ltd. requesting the removal of part lot control from 3 lots located within Phase One of the Dalewood Meadows Development Area (Lots 108, 109, and 110, Registered Plan 11M-165). The lots are approved for construction of semi-detached dwellings. The location of the subject lots are shown on the location plan.

Analysis:

Registered Plan of Subdivisions once approved are subject to the part lot control provisions of subsection 50(5) of the Planning Act which precludes anyone from conveying a part of a lot or block within a registered plan without obtaining a consent to sever or a further subdivision approval pursuant to the requirements of the Planning Act.

An exception to the part lot control provisions is provided under Subsection 50(7) of the Planning Act which allows Council to enact a by-law to remove part lot control from lands within a Registered Plan of Subdivision.

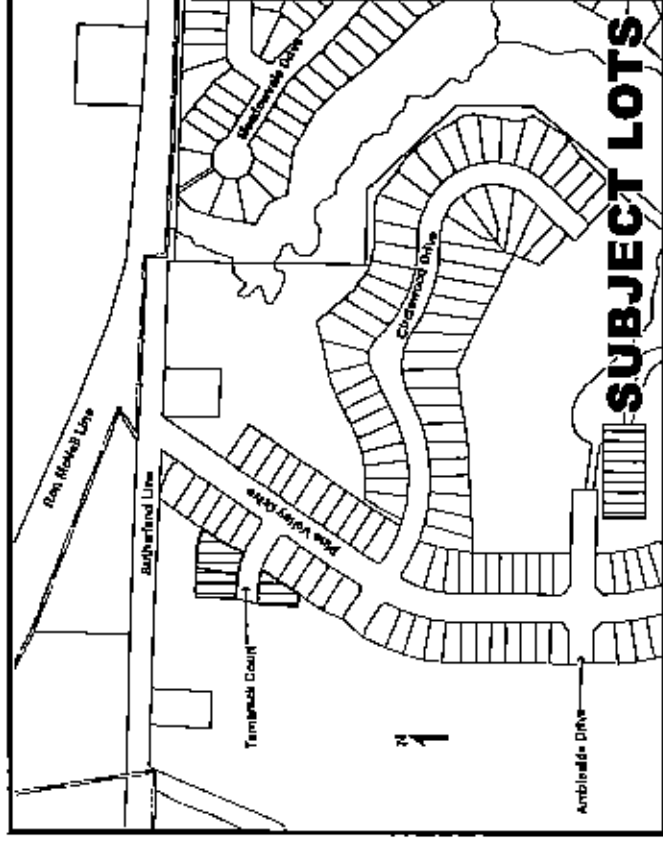
Exemption from part-lot control is commonly used in St. Thomas to facilitate the conveyance of semi-detached units to individual owners. This approach is used to ensure that the common centre wall between two dwelling units was constructed exactly on the property line. All applications must comply with the policies of the Official Plan and the Zoning By-law.

H. J. Hayhoe Ltd. is constructing 3 semi-detached dwellings (6 dwelling units) on the lots

described above within Registered Plan 11M-165 (see Location Plan). Rather than make 3 separate applications for consent to subdivide each semi detached lot into two units following the construction of the units, the owners are requesting Council to enact a by-law to remove part lot control from these lots to allow the conveyance of the completed units to purchasers without having to obtain a consent from the Committee of Adjustment each time.

The lots identified above are all located within a Registered Plan of Subdivision, serviced and zoned to permit

Location Plan



semi-detached dwellings and building permits have been issued. The removal of part lot control will facilitate the transfer the ownership of the semi-detached unit and the lot to a third party in a timely fashion. The developer will provide to the City, for our records, a copy of the reference plan and deed for each unit conveyed. The Part Lot Control By-Law will include a date for its expiration, which ensures that the part lot control provisions of the Planning Act are reinstated once all of the lots have been conveyed. The applicants have estimated that the conveyance of all lots will be completed within 2 years from the passage of the by-law. If the developer is unable to complete the conveyances by this date then they must seek an amendment to the by-law for an extension or alternatively they may apply for a consent to subdivide any remaining lots.

Financial Considerations:

Some staff, administrative and legal costs will be incurred in the preparation and registration of the by-law, and the monitoring of the property conveyances. In accordance with the Tariff of Fees By-law for planning applications (By-Law 9-93, as amended) all costs associated with the process of removing part lot control, are to be borne by the applicant. No cost will be incurred by the municipality.

Staff Recommendations:

Staff have no objection to the request for the removal of part lot control from the subject lots provided all costs are borne by the applicant and the By-law includes a two year expiration date. The lifting of Part Lot Control on the subject lands and the proposed By-law will enable the sale of the subject semi-detached homes in a manner that fully complies with the Official Plan and Zoning By-law.



Patrick J. C. Keenan
Director of Planning

Reviewed By: _____

Env. Services Treasury City Clerk Other



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

Report No.: PD-19-2007

File No.: 2-08-07; 3-03-07

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

Date: July 5th, 2007

Subject: Proposed Official Plan and Zoning By-law Amendments - Charles Martin,
90 Talbot Street, Part of Lot 11 and Part of Lot 12, Plan 1, City of St. Thomas.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:
- survey

RECOMMENDATION:

THAT: Report PD-19-2007 be received;

THAT: Council, pursuant to Section 22(6.1) and Section 34(10.4) of the Planning Act, R.S.O., 1990 as amended, direct the Clerk to notify the applicant (Charles Martin) that the information and material required under Subsections 22(4), 34(10.1) and 34(10.2) of the Act has been provided and the application is thereby considered complete;

THAT: Direction be given to prepare site specific draft amendments to the Official Plan and Zoning By-law to permit a day spa and hair salon as additional permitted uses on lands located at 90 Talbot Street, which lands may be legally described as Part of Lot 11 and Part of Lot 12 on Plan 1, City of St. Thomas, County of Elgin;

AND THAT: A public meeting be set for *August 13th, 2007 @ 5:00 p.m.* in accordance with Ontario Regulations 545/06 and 543/06.

ORIGIN:

Charles Martin has made application to amend the City of St. Thomas Official Plan and Zoning By-law 50-88 to permit a day spa and hair salon as additional permitted uses within the existing building located on the south side of Talbot Street, west of Church Street. Staff have reviewed the application and all supporting documentation provided by the applicant and are satisfied that the application is complete relative to the requirements of Subsections 22(4), 34(10.1) and 34(10.2) of the Planning Act, R.S.O., 1990 as amended. Staff are recommending that Council, pursuant to Section 22(6.1) and Section 34(10.4) of the Act, notify the applicant that the application is considered complete.

ANALYSIS:

Proposal:

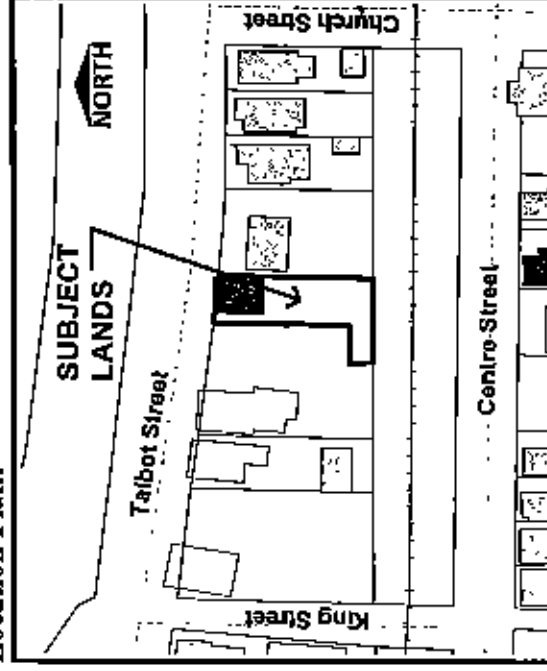
It is intended by the applicant to open a hair styling salon and day spa within the first floor of the existing two-storey building on the lands known municipally as 90 Talbot Street. Retail sale of hair care products accessory to the salon use is also proposed. The first floor of the building had been used most recently for retail sale of antiques and accessories as supported by Council through OPA #52. It is proposed to continue residential use on the upper storey. No external additions or expansion to the existing building are proposed.

A "day spa" has been defined within the By-law as meaning a retail facility providing personal services that include, but may not be limited to, skin care, manicures and pedicures, reflexology, registered massage therapy, hair care, makeup and full service aesthetics.

The subject lands, which have an area of approximately 437.99m², are irregular in shape with approximately 10.45 metres of frontage on Talbot Street. Known municipally as 90 Talbot Street, they may be legally described as Part of Lot 11 and Part of Lot 12 on Plan 1, City of St. Thomas, and are shown outlined in bold on the Location Plan.

Attached is a draft site plan which shows the approximate location and size of the current buildings on the subject property. The rear yard area is all devoted to parking. Existing land uses immediately surrounding

Location Plan:



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the subject property are residential to the east and commercial (Talbot Trail restaurant) to the west. The Jumbo monument and Tourist Information Booth are located on the north side of Talbot Street, west of the subject property. The lot abuts the CN railway line to the south. While there is an existing narrow (8.4ft.) access lane from Talbot Street to the rear area, principle access to the parking area is via a right-of-way across the railway lands from Church Street. An agreement with the Talbot Trail restaurant to the west has also facilitated access through the restaurant parking lot, although that agreement has not been formalized.

2005 Provincial Policy Statement (PPS):

The Provincial Policy Statement 2005 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The Planning Act requires that Council consider provincial interest when making planning decisions and to ensure that local planning decisions are "consistent with" Provincial planning interests.

The subject lands to the proposed amendments are located within an area with a mix of residential, commercial and institutional uses, many of which cater to tourists and the traveling public and take advantage of their setting in one of the original settlement areas of St. Thomas. The lands are serviced with full municipal sewer and water services.

I have reviewed the applicant's submission, which in accordance with new regulatory requirements provides information on how the Plan is consistent with Provincial interest. In this regard I am of the opinion that the proposed amendments to the Official Plan and By-law are consistent with Provincial interest as expressed in the current Policy Statement.

Official Plan Policies:

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

While still within the Residential designation, the small stretch of Talbot Street west of Stanley Street is unique in that it continues to develop as a destination for tourists to the St. Thomas area seeking to visit the Jumbo monument, tour the museums, and take in some of the interesting examples of architecture in the old west end. In my opinion, the nature of the proposed use of the existing building at 90 Talbot Street for a day spa and hair salon combined with residential use on the second storey is not incompatible with surrounding residential, commercial and tourism uses and represents an appropriate use of the building, given its size and design. Further, in my opinion the proposed use does not conflict with Council's established retail hierarchy and it's efforts to protect the Downtown, as a previous amendment supported by Council already permitted commercial uses on the main floor. However, that amendment was for particular uses and a further amendment to the Official Plan to permit a day spa and hair salon as an additional use on this site is recommended.

There have been several site-specific Official Plan Amendments in this area for similar uses that cater to the tourist amenities of the area. As indicated earlier, in 2002 Council approved an amendment to the Plan (OPA #52) to allow the first storey of the existing building to be used for the retail sale of antiques and accessories. It is not unreasonable to assume that the City will likely see other applications in the future for similar uses. The continued pressure for this type of development merits consideration on the part of Council for a closer look at this area as a part of the ongoing development of the new St. Thomas Official Plan.

Zoning By-law:

The subject property is currently located within the Fourth Residential Zone (R4-42) of the City of St. Thomas Zoning By-law 50-88. The R4 zone permits a range of residential uses including, but not limited to, single detached dwelling, semi-detached dwelling, apartment dwelling, multiple dwelling, converted dwelling and boarding house. The special provisions of the R4-42 zone permit a retail store for the sale of antiques and accessories, and accessory uses as additional permitted uses on the ground floor of the main building.

In my opinion, a site specific amendment to the By-law is required in order to permit a day spa and hair salon as additional permitted uses on the subject lands as proposed by the applicant.

The subject lands are subject to site plan control.

Respectfully submitted,


Jim McCoomb
Planner



Reviewed By:

Env. Services

Treasury

City Clerk

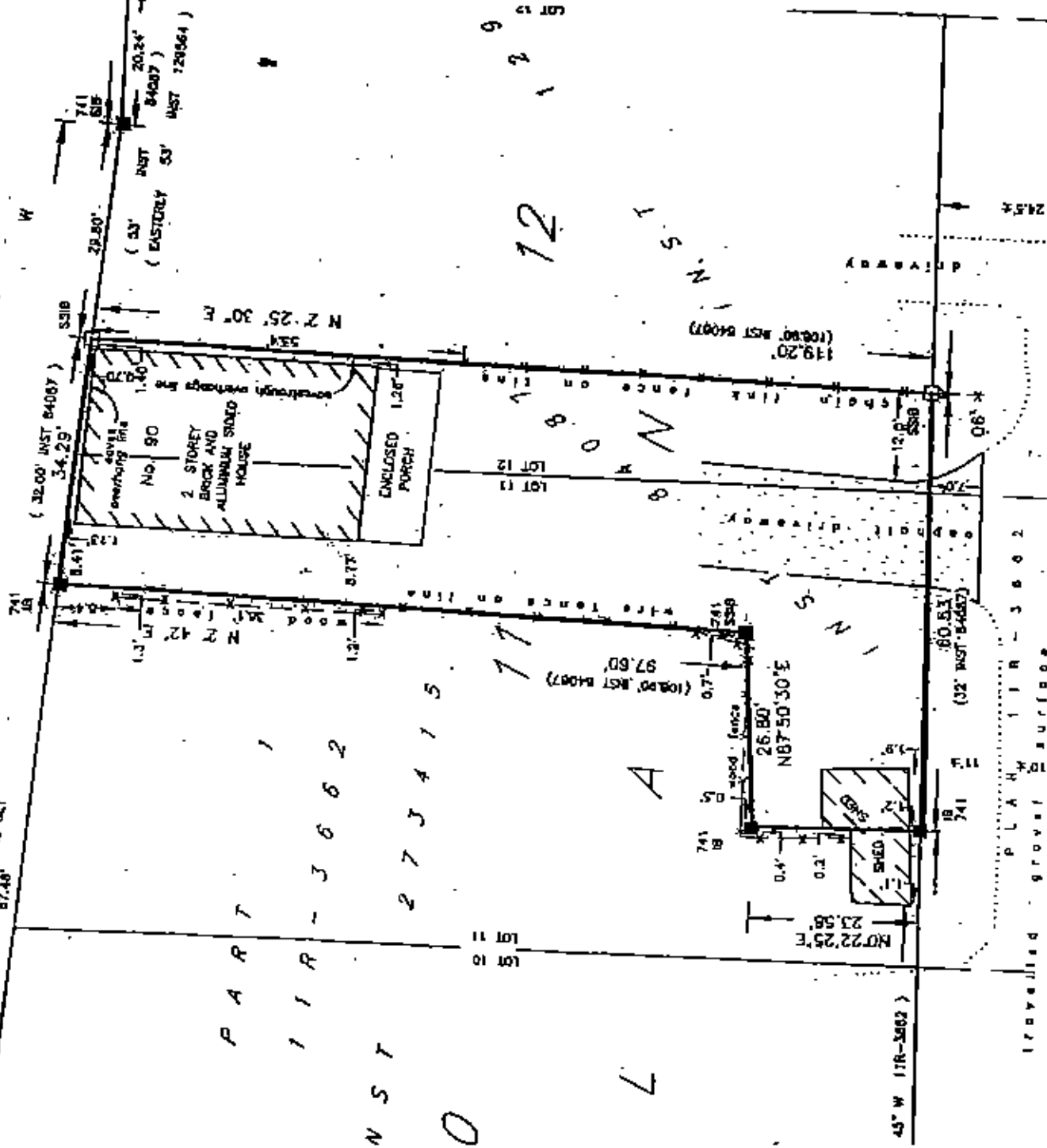
Other

TALBOT 18

STR

BEARING 17° REFERENCE

11R-3662 AND SGT
87.48°



NATIONAL RAILWAY

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The Corporation of the City of St. Thomas

Report No.: PD-20-2007

File No.: 2-06-07

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

Date: July 5th, 2007

Subject: Proposed Zoning By-law Amendment - H.J. Hayhoe Ltd./Springwater Developments Inc.
1224 & 1230 Talbot Street, Part of Part 2 and Part 3 on Plan 11R-5555, City of St. Thomas.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:
- draft site plan

RECOMMENDATION:

THAT: Report PD-20-2007 be received;

THAT: Council, pursuant to Section 34(10.4) of the Planning Act, R.S.O., 1990 as amended, direct the Clerk to notify the applicant (H.J. Hayhoe Ltd / Springwater Developments Inc.) that the information and material required under Subsections 34(10.1) and (10.2) of the Act has been provided and the application is thereby considered complete;

THAT: Direction be given to prepare a site specific draft amendment to the Zoning By-law to permit "business office" as an additional permitted use on lands located at 1224 & 1230 Talbot Street, which lands may be legally described as Part of Part 2 and Part 3 on Plan 11R-5555, City of St. Thomas, County of Elgin;

AND THAT: A public meeting be set for *August 13th, 2007 @ 5:05 p.m.* in accordance with Ontario Regulation 545/06.

ORIGIN:

H.J. Hayhoe Ltd./Springwater Developments Inc. has made application to amend the City of St. Thomas Zoning By-law 50-88 to permit "business office" as an additional permitted use on two abutting lots located on the south side of Talbot Street, east of Manor Road. Staff have reviewed the application and all supporting documentation provided by the applicant and are satisfied that the application is complete relative to the requirements of Subsections 34(10.1) and (10.2) of the Planning Act, R.S.O., 1990 as amended. Staff are recommending that Council, pursuant to Section 34(10.4) of the Act, notify the applicant that the application is considered complete.

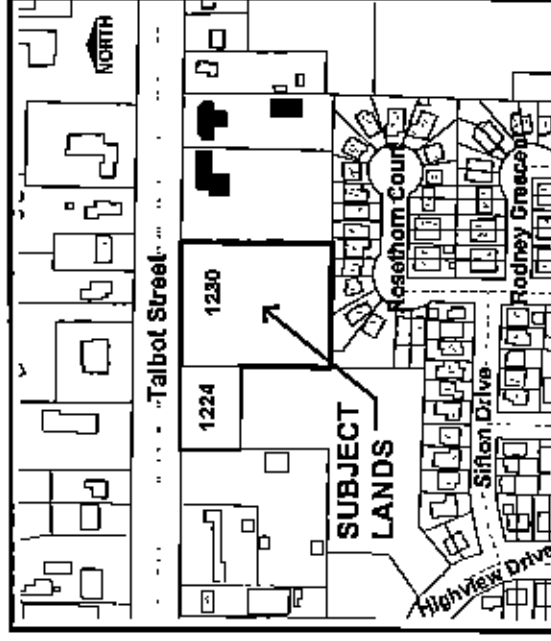
ANALYSIS:

Proposal:

It is intended by the applicant to construct a business office for Hayhoe Homes on that portion of the lands known municipally as 1224 Talbot Street, which will include showroom space for clients to peruse samples of materials and fixtures (ie. carpet, lighting, counter tops, cabinets) that will be displayed by Hayhoe Homes' preferred suppliers. No retail sale of the sample materials and products from the subject lands is proposed as a part of this amendment. Additional space beyond that required by Hayhoe Homes is proposed to be leased for the purposes of business office uses that are supportive of and often associated with the home building business such as financial advisors, lending institutions, real estate and/or insurance office, professional offices, or a printing/imaging business.

The applicants are applying concurrently to the Committee of Adjustment for a consent to add a small portion of 1230 Talbot to 1224 Talbot in order to have room to satisfy off-street parking requirements for the proposed use. The applicants are requesting through this proposed amendment that a site specific allowance be considered to permit entrance signs to be located within the required front yard, subject to

Location Plan:



compliance with the City's sign by-law and site plan approval.

Existing land uses immediately surrounding the subject property include a mix of highway commercial with some existing residential uses to the north, east and west. A residential subdivision (Rosethorn Court) abuts 1230 Talbot Street to the south, and a municipally owned park abuts 1224 Talbot Street to the south. Together the subject lands are irregular in shape with approximately 129.65 metres of frontage on Talbot Street, and may be legally described as Part of Part 2 and Part 3 on Plan 1R-5555. Known municipally as 1224 & 1230 Talbot Street, City of St. Thomas, the subject lands are shown outlined in bold on the Location Plan.

2005 Provincial Policy Statement (PPS):

The Provincial Policy Statement 2005 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The Planning Act requires that Council consider provincial interest when making planning decisions and to ensure that local planning decisions are "consistent with" Provincial planning interests.

The subject lands to the proposed by-law amendment application being considered are located within an existing Highway Commercial district of the City, are designated for Highway Commercial use, and will be serviced with full municipal sewer and water services.

I have reviewed the applicants submission, which in accordance with new regulatory requirements provides information on how the Plan is consistent with Provincial interest. In this regard I am of the opinion that the proposed amendment to the By-law is consistent with Provincial interest as expressed in the current Policy Statement.

Official Plan Policies:

The subject property is located within the Highway Commercial designation of the Official Plan of the St. Thomas Planning Area. Subsection 5.8.3 policies, as amended by Amendment No. 50 to the Plan, permit a range of commercial uses that are space extensive in nature and generally cater to the traveling public, including hotel/motel, automotive service station, gas bar, automobile dealership, restaurant, variety store, financial institution, business office and existing space-extensive retail commercial uses, all subject to the policies of the Plan.

The proposed business office use is specifically listed as a permitted use within the Highway Commercial policies of the Official Plan. In my opinion, Council may consider the proposed amendment to the zoning by-law without requiring an amendment to the Plan.

Zoning By-law:

The subject property is currently located within the Highway Commercial Zone (C7) of the City of St. Thomas Zoning By-law 50-88. The C7 zone permits a range of commercial uses including, but not limited to, restaurant, automobile service, automotive trade, wholesale business, business of leasing vehicles and equipment, recreational vehicle business, recreation centre, institution and animal clinic.

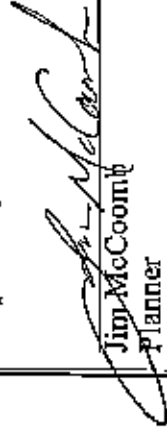
In my opinion, a site specific amendment to the By-law is required in order to permit "business office" as an additional permitted use on the subject lands as proposed by the applicants. The amendment should include site specific provisions to allow signs within the required front yard as proposed by the applicants.

The subject lands are subject to site plan control.

Services:

The Highway Commercial Zone requires that all new development be serviced with full municipal water and sanitary sewer services. There is currently a municipal water main located on Talbot Street in front of the subject lands. There is also an existing sanitary sewer connection to 1224 Talbot Street from Rosethorn Court through the municipally owned park. However, the applicant's agent has confirmed that the existing connection will be abandoned and connections will be made to the new sanitary sewers being installed on Talbot Street this year by the City.

Respectfully submitted,


Jim McCombie
Planner



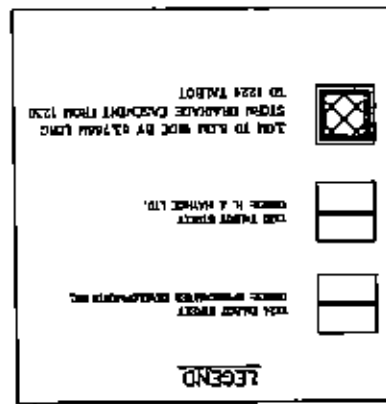
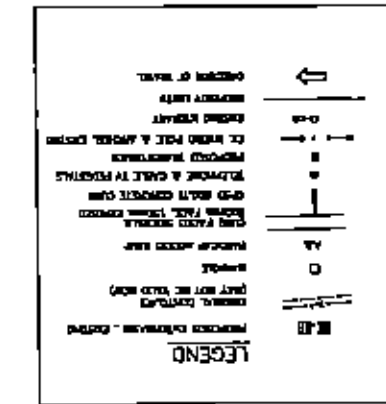
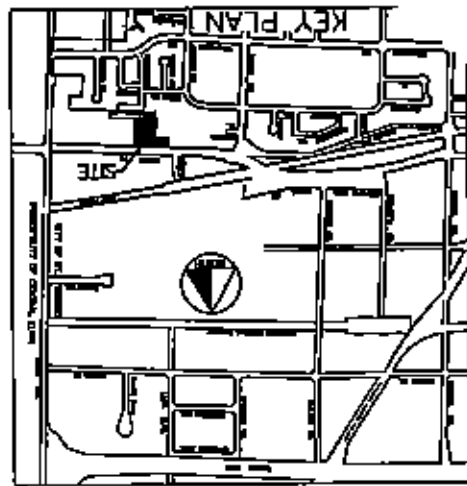
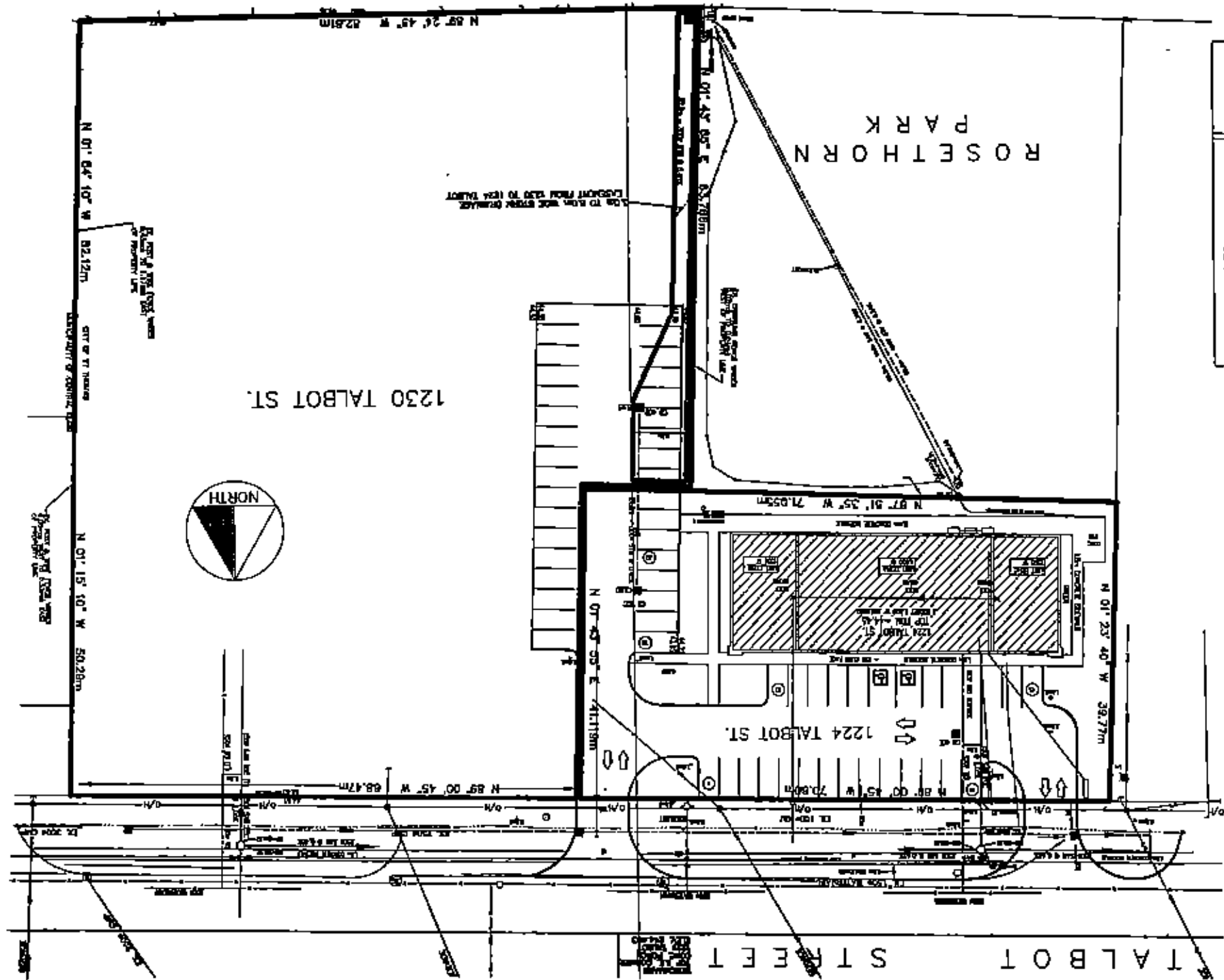
Reviewed By:

Env. Services

Treasury

City Clerk

Other





The Corporation of the City of St. Thomas

Report No.: PD-21-2007

File No.: 2-10-07

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

Date: July 5th, 2007

Subject: **Proposed Zoning By-law Amendment - First St. Thomas Shopping Centres Inc.
308 Wellington Street, Part Lots 7-11, Block 5, Plan 65, City of St. Thomas.**

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:

RECOMMENDATION:

THAT: Report PD-21-2007 be received;

THAT: Council, pursuant to Section 34(10.4) of the Planning Act, R.S.O., 1990 as amended, direct the Clerk to notify the applicant (First St. Thomas Shopping Centre Inc.) that the information and material required under Subsections 34(10.1) and (10.2) of the Act has been provided and the application is thereby considered complete;

THAT: Direction be given to prepare a site specific draft amendment to the Zoning By-law to permit a clinic as an additional permitted use on lands located at 308 Wellington Street, which lands may be legally described as Part Lots 7-11, Block 5, Plan 65, City of St. Thomas, County of Elgin;

AND THAT: A public meeting be set for *August 13th, 2007 @ 5:10 p.m.* in accordance with Ontario Regulation 545/06.

ORIGIN:

First St. Thomas Shopping Centre Inc. has made application to amend the City of St. Thomas Zoning By-law 50-88 to permit a clinic as an additional permitted use within the existing commercial plaza building located on the southwest corner of Wellington Street and First Avenue. Staff have reviewed the application and all supporting documentation provided by the applicant and are satisfied that the application is complete relative to the requirements of Subsections 34(10.1) and (10.2) of the Planning Act, R.S.O., 1990 as amended. Staff are recommending that Council, pursuant to Section 34(10.4) of the Act, notify the applicant that the application is considered complete.

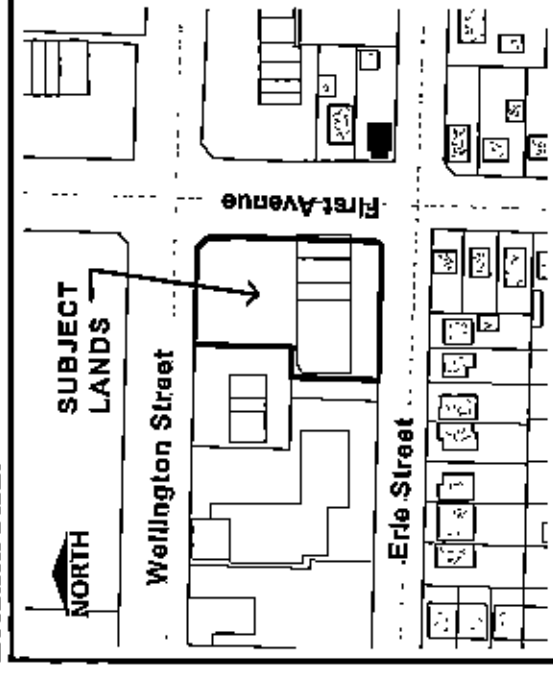
ANALYSIS:

Proposal:

It is proposed by the applicant to add a clinic as an additional permitted use within the existing plaza building on the lands known municipally as 308 Wellington Street. The applicant, who is the owner of the plaza, has been approached by a dentist who is interested in leasing one of the plaza units as the location for a new dental office. No new development or additions to the existing plaza are proposed as a part of this application.

The existing land uses surrounding the subject property include commercial uses to the north, east and west. To the south is an existing residential subdivision. The subject lands are rectangular in shape with approximately 38.85 metres of frontage on Wellington Street, and may be legally described as Part Lots 7-11, Block 5, Plan 65. Known municipally as 308 Wellington Street, City of St. Thomas, the subject lands are shown outlined in bold on the Location Plan.

Location Plan:



2005 Provincial Policy Statement (PPS):

The Provincial Policy Statement 2005 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The Planning Act requires that Council consider provincial interest when making planning decisions and to ensure that local planning decisions are "consistent with" Provincial planning interests.

The subject land to the proposed amendments is located within an area predominated by existing commercial uses. The lands are serviced with full municipal sewer and water services.

I have reviewed the applicant's submission, which in accordance with new regulatory requirements provides information on how the Plan is consistent with Provincial interest. In this regard I am of the opinion that the proposed amendment to the By-law is consistent with Provincial interest as expressed in the current Policy Statement.

Official Plan Policies:

The subject property is located within the Secondary Commercial designation of the St. Thomas Official Plan. This designation permits a wide variety of commercial uses including professional offices. In my opinion, Council may consider the proposed amendment to the Zoning By-law without requiring an amendment to the Plan.

Zoning By-law:

The subject property is currently located within the Secondary Commercial Zone (C5-8) of the City of St. Thomas Zoning By-law 50-88. The C5 zone permits automobile service station, hotel, restaurant, retail store and accessory uses. The special provisions of the C5-8 zone permit personal service shop and restricted business office as additional permitted uses, and establishes site-specific criteria for off-street parking.

The definition from the By-law for "restricted business office" states that it does not include "...any business defined or included within any other definition...". A clinic is separately defined within the By-law. Therefore, in my opinion a site specific amendment to the By-law is required in order to permit a clinic use as an additional permitted uses on the subject lands as proposed by the applicant.

The subject lands are subject to site plan control.

Respectfully submitted,


Jim McCoombe
Planner



Reviewed By:

Env Services

Treasury

City Clerk

Other



The Corporation of the City of St. Thomas

Report No.: PD-22-2007

File No.: 2-03-07

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

Date: July 5th, 2007

Subject: Proposed Zoning By-law Amendment - Triton Group Ltd., 120 Wellington Street, St. Thomas, Ontario.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:
- section from Plan 11R-6151

RECOMMENDATION:

THAT: Report PD-22-2007 be received;

THAT: Council, pursuant to Section 34(10.4) of the Planning Act, R.S.O., 1990 as amended, direct the Clerk to notify the applicant (Triton Group Ltd.) that the information and material required under Subsections 34(10.1) and (10.2) of the Act has been provided and the application is thereby considered complete;

THAT: Direction be given to prepare a site specific draft amendment to the Zoning By-law to permit a limited range of commercial uses on the lands located at 120 Wellington Street, which lands may be legally described as Part Railway Block on Registered Plan 3, City of St. Thomas, County of Elgin;

AND THAT: A public meeting be set for *August 13th, 2007 @ 5:15 p.m.* in accordance with Ontario Regulation 545/06.

ORIGIN:

Triton Group Ltd. (Agent: Brian Squires) has made application to amend the City of St. Thomas Zoning By-law 50-88 to permit certain commercial uses within the existing buildings located at 120 Wellington Street. Staff have reviewed the application and all supporting documentation provided by the applicant and are satisfied that the application is complete relative to the requirements of Subsections 34(10.1) and (10.2) of the Planning Act, R.S.O., 1990 as amended. Staff are recommending that Council, pursuant to Section 34(10.4) of the Act, notify the applicant that the application is considered complete.

ANALYSIS:

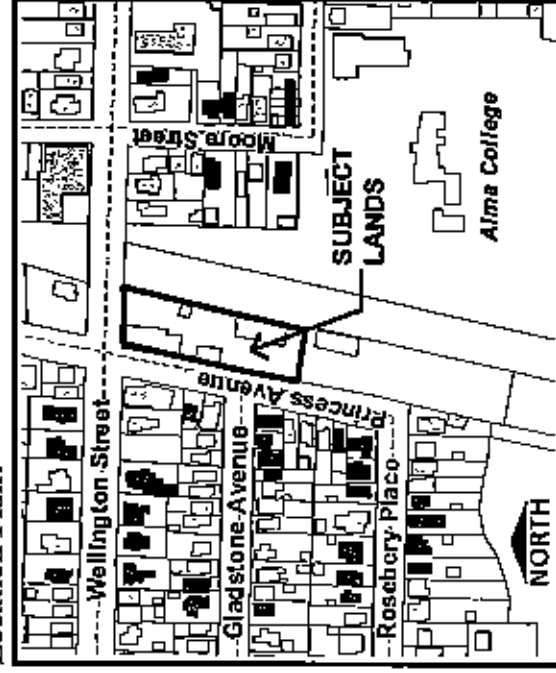
Proposal:

The subject lands are located on the southeast corner of Princess Avenue and Wellington Street. The agent currently leases a portion of 120 Wellington Street (the former Marlatt Lumber property) to a small retailer specializing in wood, metal and glass crafts. There is also a landscaping company operating out of one of the existing buildings located on the southerly portion of the subject lands. It is proposed by the agent to legitimize the existing commercial nature of the subject lands through the proposed zoning by-law amendment. The agent is also asking for consideration to expand the permitted uses to include a barber shop, a coffee shop, storage, offices and meeting rooms.

The subject lands, which may be legally described as Part Railway Block on Registered Plan 3, and are also described as Part 5 on 11R-6151 (see attached plan), are shown outlined in bold on the Location Plan.

The existing land uses surrounding the subject property are predominantly residential with some minor exceptions including a funeral home to the west fronting onto Wellington Street and other small commercial uses to the north fronting onto Princess Avenue. Bounding the east side of the subject property is the former London and Port Stanley railway corridor with the Alma College lands located to

Location Plan:



35 the east of the corridor. To the south is a former industrial property (89 Princess Avenue) that is predominantly vacant, save and except for a vacant storage building.

2005 Provincial Policy Statement (PPS):

The Provincial Policy Statement 2005 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The Planning Act requires that Council consider provincial interest when making planning decisions and to ensure that local planning decisions are "consistent with" Provincial planning interests. I have reviewed the applications and, in my opinion, the most relevant PPS policies are those found in Section 1.3 regarding employment areas. Section 1.3.1 provides that planning authorities shall promote economic development and competitiveness by, among other things, planning for, protecting and preserving employment areas for current and future uses.

I have reviewed the applicant's submission, which in accordance with new regulatory requirements provides information on how the Plan is consistent with Provincial interest. In this regard I am of the opinion that the proposed amendment to the By-law is consistent with Provincial interest as expressed in the current Policy Statement.

Official Plan Policies:

The subject property is located within the Industrial designation of the Official Plan of the St. Thomas Planning Area. Policies contained within Subsection 5.9.3 of the Official Plan permit a full range of industrial uses including manufacturing, processing of goods and raw materials, warehousing and bulk storage of goods, subject to the policies of the Plan. Subsection 5.9.3.2 states that "A wholesale or retail business may be permitted for selected areas within the "Industrial" designation provided these businesses do not conflict with the long term use of the surrounding land for industrial purposes or the commercial facilities in the "Downtown" or "Major Commercial" areas."

In my opinion, a by-law amendment to confirm the existing commercial uses located on the subject lands would conform with the policies of Subsection 5.9.3.2 and would not require an amendment to the plan. In my opinion, the proposed uses do not conflict with Council's established retail hierarchy and it's efforts to protect the Downtown, and represent a reasonable adaptive reuse of a property that has been historically used for largely commercial/retail purposes in conformity with the Industrial policies of the Plan.

It is noted that Council is the approval authority for amendments to the Official Plan, provided the amendments are minor and consistent with policy statements made pursuant to the Planning Act. The only exceptions to this are proposed expansions to a "settlement area" as defined by the policy statement, or approval of a new official plan.

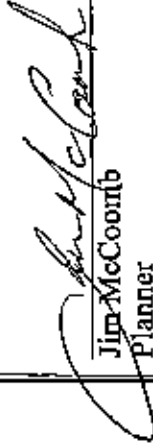
Zoning By-law:

The subject property is currently located within the Railway Industrial Zone (M3-1) of the City of St. Thomas Zoning By-law 50-88. The M3 zone permits a range of industrial uses including, but not limited to, industrial repair shop, railway, research, technology development, recreation centre, institution, wholesale business and warehouse. The special provisions of the M3-1 zone permit a retail lumber yard, builder's supply business, garden centre, and accessory uses as additional permitted uses.

In my opinion, a site specific amendment to the By-law is required in order to permit the commercial uses on the subject lands as proposed by the applicant/agent.

The subject lands are subject to site plan control.

Respectfully submitted,


Jim McCoomb
Planner



Reviewed By:

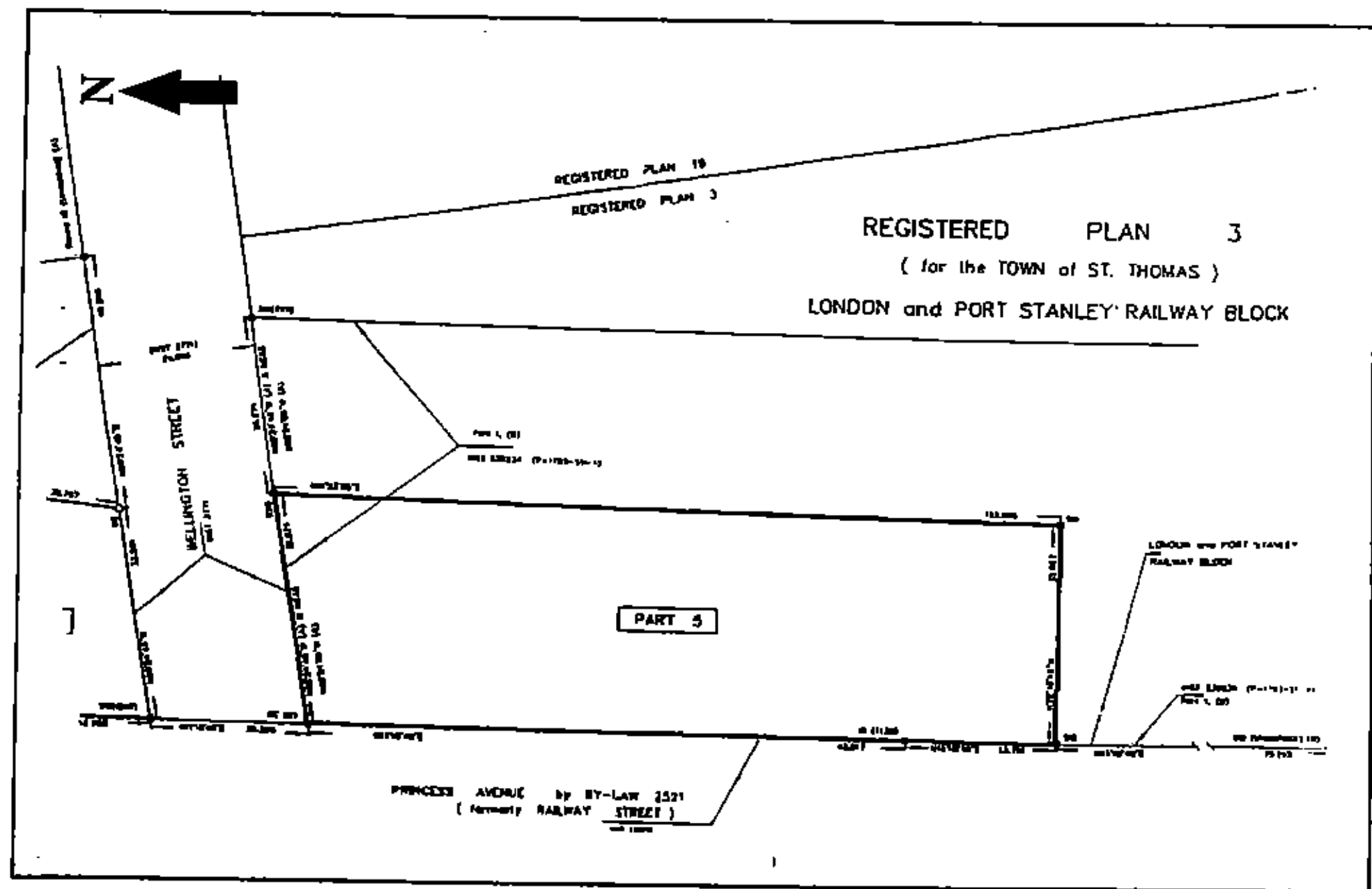
Env. Services

Treasury

City Clerk

Other

25



JUN 28 2007

To the Mayor and all Council Members

City Clerk's Dept.

In regards to the manhole and sewer at 421 Forest Ave it seems

to our inquiring to the St Thomas Energy that they state that the city owns the property right of way to the water shutoff valve.

If this is the case then the city owns the manhole cover and sewer not the owner of 421 Forest Ave., for the shutoff valve is south of the manhole cover and sewer on the front lawn of 421 Forest Ave.

Since this is the case, if anyone should trip and fall over this manhole cover is the city deemed responsible for any injuries that could occur?

If the sewer should break who is responsible for the repairs?

Could you please go to the engineering or planning departments and have this resolved as to who the rightful owner is. The city or the owner

of 421 Forest Ave.

And finally could you please explain to us what deal was made between

Pol Construction and the city to build a manhole and sewer on the front lawn

of a property that is within the cities right of way and why it wasn't installed on

the roadway like normal sewers?

Thank You

*E. ANDERSON 423 Forest Ave 233-6579**% Fran Hayden 421 Forest Ave 631-0426*

28

June 28/07

To the Mayor and all Council Members

This is to inform you that the units of the two town house blocks on the south side of Forest Ave between Aspen and Highview Dr. are all **individually** owned and are **not** rental units or condo units.

Below are the signatures, phone numbers and addresses of each individual owner.

Also there is nothing on the deed for 421 Forest Ave stating that the owner is responsible for the manhole and sewer which is used for all the individual units.

We are also upset with the way that the sidewalks were installed (which

we did not want) and the mess that was made of our personal lots due

to the lack of knowledge that we are owners and not renters.

Thank You

- ① Sandi Duwyn / Sandi Duwyn 429 Forest Ave
(519) 633-4358
- ② Gary Cotton / GARY ASHION 433 FOREST AVE
519 631-5034
- 431- Kelly Greydanus 431 Forest Ave 519 633 7081 x 1454
K. Greydanus
- 435- Cal Conrad - 519 631-2882
- 437- Candice Hoover - 437 Forest Ave. St. Thomas 519-681-6984
- 439- Duann Rice / Duann Rice, 439 Forest Ave, St. Thomas

To the Mayor and all Council Members

This is to inform you that the units of the two town house blocks on the south side of Forest Ave between Aspen and Highview Dr. are all **individually** owned and are **not** rental units or condo units.

Below are the signatures, phone numbers and addresses of each individual owner.

Also there is nothing on the deed for 421 Forest Ave stating that the owner is responsible for the manhole and sewer which is used for all the individual units.

We are also upset with ~~the~~ way that the sidewalks were installed (which

we did not want) and the mess that was made of our personal lots due

to the lack of knowledge that we are owners and not renters.

Thank You

417 HELEN ROBICHEAU Helen Robicheau 633-7431
 419 BLANCA HOLDEN Blanca Holden 633-2401
 421 FRANCES B HAYDEN Frances Hayden 631-0426
 423 MRS GEO. ANDERSON Mrs Anderson 633-6519
 425 DOWNA BENWELL - AT THE PARK FOR SUMMER
 427. ROSE + PETER Peter Rose 631 5414

REFERRED TO	J. DEWANKER
DATE	
RE: FOR COMMENT	☐
INFORMATION	☒
FROM	MARIA KONEFAL



Corporation of the
City of St. Thomas

Report No.
ES89-07
File No.
08-332

Directed to:	Chairman Tom Johnston and Members of the Environmental Services Committee	Date July 6, 2007
Department:	Environmental Services	Attachment
Prepared by:	Brian Clement, Manager of Engineering	
Subject:	Dennis Road (Burwell Road to Highbury Avenue) - Phase 2 Road Construction Costs	

Recommendation:

THAT: Report No. ES89-07 be received for information.

THAT: A drawdown from City's Working Reserve in the amount of \$1.05 million be authorized to fund Dennis Road Phase 2 road construction costs.

THAT: One hundred percent of the proceeds from the sale of industrial lands in the Highbury Industrial Park be credited to the City's Working Reserve.

Origin:

Report No. ES06-06 indicated a total project cost of \$2.5 million for the Dennis Road project, excluding utilities.

At the May 1, 2006 meeting, City Council accepted Report No. TR23-06 and resolved that a drawdown be authorized from the Working Reserve in the amount of \$1.45 million to fund Dennis Road Construction - Phase 1 Underground Servicing and Road base work. Phase 1 work only included the installation of the underground municipal services along Dennis Road from Burwell Road to Highbury Avenue, and the construction of road base (granular 'B' with layer of recycled asphalt), but this allowed potential buyers to access the properties of interest.

Land sales are pending in this new industrial development, therefore credit back to City's Working Reserve is anticipated soon.

Analysis:

Funding is required to complete the Phase 2 works consisting of servicing extensions across Highbury Avenue in advance of final road construction, the completion of all aboveground works (granular A, curbs, sidewalk, base and surface asphalt pavement, boulevard topsoil and sodding, street lighting, etc.), the installation of all necessary utilities, and the construction of the new intersection of Dennis Road and Highbury Avenue.

The normal timing to place curbs and base course asphalt is at least a year after underground servicing to allow any settlements within the road allowance to occur prior to the installation of the surface works. (curb and asphalt). The need for servicing extensions across Highbury Avenue will compromise that timing, (as well as the construction of services on Dennis Road.)

The expansion of Storm Water Management Pond 3i at Burwell Road in the future is estimated to cost \$300,000. This expansion is required to permit all designated developable areas identified in the storm water management report for the Highbury Industrial Park (formerly Dennis Farm lands and some external undeveloped area east of Highbury Ave.) to proceed to the development stage.

Financial Considerations:

The source of project funding is the City's Working Reserve, which will be replenished once land sales occur.

Phase 1

Phase 2

\$1,450,000.00
\$1,050,000.00
Total \$2,500,000.00

The summary of proposed project expenditures follows:

Phase 1 Contract

\$1,011,408.90 (excluding 6% GST)
(\$ 75,000.00)

Possible Phase 1 Surplus (estimate)

Phase 2 Road Surface

\$ 600,000.00

Utility Installations (estimate if not recovered)

\$ 155,000.00*

Servicing Extensions across Highbury Avenue (estimate)

\$ 148,000.00**

Highbury Avenue/Dennis Road Intersection Improvements (est.)

\$ 500,000.00***

Traffic Impact Study (estimate)

\$ 15,000.00

City Survey/Design/MOE/Inspection/Geotechnical/As-built

\$ 145,591.10

Total

\$2,500,000.00

- The final contribution by the City to utility companies is currently unknown. This cost includes service installation on the right-of-way to the property line. Utility companies deal directly with the land purchasers to determine demand and the ultimate utility plant requirements.
- ** Estimate based on open cut excavation and complete roadway restoration to extend services. Anticipate that trenchless installation will be a cheaper alternative. Note costs for working easement and/or property acquisition to accommodate infrastructure on east side of right-of-way, plus associated survey and legal costs, are not included.
- *** Traffic signals installation (\$150,000) and full street lighting of Intersection (\$80,000) not included in cost estimate, and are not anticipated to be required at this time pending results of traffic impact study. Property acquisitions and cost unknown until intersection design finalized, and thus not included, but would also require survey and legal costs. Removal costs of City of St. Thomas entrance sign also not included.

Respectfully Submitted,



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

Reviewed By: _____

Treasury	Env Services	Planning	City Clerk	HR	Other
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Corporation of the
City of St. Thomas

Report No.
ES90-07
File No.
08-301

Directed to: Chairman Tom Johnston and Members of the
Environmental Services Committee

Date
July 6, 2007

Department: Environmental Services

Attachment

Prepared by: Brian Clement, Manager of Engineering

Subject: Inkerman Street (Hammond Street to Patricia Street) - Tender Award

Recommendation:

THAT: Report No. ES90-07 be received for information.

THAT: The tender submitted by PCN Construction Group Inc. in the amount of \$387,300.00, including 6% GST, for the Inkerman Street project from Hammond Street to Patricia Street be accepted.

THAT: The source of funding for the project be the 2006 Part One Capital Budget as approved by City Council, augmented by additional amounts of \$20,000 from the Water Reserve, \$60,000 from the Tax Reserve, and \$150,000 from the Storm Sewer Reserve.

THAT: A by-law to execute a Contract Agreement for this project be prepared for Council approval.

Origin:

The 2001 Water Needs and Financial Study identified this project for watermain replacement due to ongoing maintenance issue of numerous breaks on this aged watermain, and to improve fire protection and water quality. The project originally involved replacement of the existing 100mm diameter watermain with a new 150mm diameter watermain, with minor restoration of surface drainage ditches and roadwork.

During the detailed design stage, and based on feedback from the residents concerning drainage issues, the scope of work was increased to include the extension of a new storm sewer from Hammond Street to Patricia Street, thus reconstructing the road to an urban cross-section and eliminating the existing rural open ditches. This also allows for future upstream connections to the area storm sewer system.

Construction prices have increased since the original watermain project cost estimate was prepared. For example, the increase in the price of PVC pipe by suppliers has resulted in higher watermain installation costs and the increase in the price of asphalt cement by asphalt producers has resulted in higher hot-mix asphalt placement costs. Higher fuel and oil costs have also increased the cost of operating and maintaining construction equipment, plus construction labour costs have increased.

Analysis:

Tenders for the Inkerman Street project were closed on June 26, 2007 and opened in public at 2 pm on the same date. Eight bidders submitted tenders as follows:

Bidder

**Corrected Total Tender Price
(including 6% GST)**

PCN Construction Group Inc.	\$387,300.00
Tri-Con Excavating Inc.	\$415,910.08
Miracle Construction Limited	\$427,285.61
Van Bree Drainage and Bulldozing Limited	\$430,697.08
Omega Contractors Inc.	\$440,807.36
PV-EX Construction Ltd.	\$448,342.10
Bram Excavating Ltd.	\$491,235.13
969774 Ontario Limited (Elgin Construction)	\$499,917.84

The bids were checked by the Purchasing Department for mandatory tender response requirements and also for calculation errors. Extension errors were corrected on two bids. The order of the bids was not affected. No other errors or omissions were found.

PCN Construction Group Inc. is the low bidder, and although a relatively new incorporated company working in this area, the key personnel have many years of experience in the construction industry. This company is currently working on the Talbot Street Phase One project.

Financial Considerations:

A summary of the project expenditures along with the proposed sources of funding follows:

Expenditures (excluding GST)

Contract \$ 365,377.36*
 City share of STEI cable replacement (estimate) \$ 9,280.97
 City Engineering/Operations charges (estimate) \$ 15,341.67
 Total \$ 390,000.00

Funding (excluding GST)

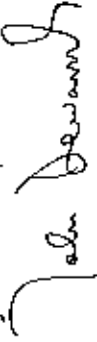
2006 Part One Capital Budget \$ 160,000.00
 Additional Requirement \$ 230,000.00**
 Total \$ 390,000.00

* A contingency allowance of \$15,000 is included in the tender.

** The additional funding requirement of \$230,000 is recommended to be covered proportionately by the Water Reserve (\$20,000), the Tax Reserve (\$60,000), and the Storm Sewer Reserve (\$150,000).

The requirement for additional funding is mainly a result of the increase in the scope of this project which was originally established during 2001 as a watermain only project. To assist in the allocation of the additional capital funding requirement, Report TR-31-07 recently established additional surplus funds (Tax \$921,000, Sewer \$209,000 and water \$110,000.) in conjunction with the closing of a number of completed projects.

Respectfully Submitted,



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

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the
City of St. Thomas

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Report No.

ES 91-07

File No.

04-054-08

Directed to: Chairman Tom Johnston and Members of the Environmental Services Committee of Council		Date July 4, 2007
Department: Environmental Services Department	Attachments - Summary of 2006 amounts of mixed waste, recyclables and compostables	
Prepared By: John Dewancker, Director		
Subject: 2006 City of St. Thomas Waste Diversion Rates		

RECOMMENDATION

That report ES91-07 on the City's 2006 solid waste management diversion rates be received for information.

ORIGIN

The Green Lane Environmental group reports annually on the amounts of mixed waste and the amounts of recyclables and compostables collected within the municipality. A copy of the summary showing the 2006 amounts collected is attached herewith for the information of the Members.

ANALYSIS

The attached table indicates that a total amount of 12,970.45 tonnes of waste materials were collected under the City's waste contract by the Green Lane Environmental Group during 2006. This amount is to be augmented by approximately 1,200 tonnes of organic materials (brush and compostables collected at the Transfer Station).

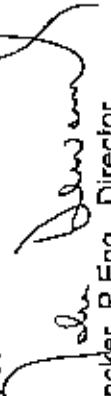
Of this above collected amount, 2,276.75 tonnes of material were recyclables and 3,110.62 tonnes were compostables. In order that diversion rates may be established, provision must be made for the additional organic material generated by the brush chipping operation at the Southwold transfer station (approximately 1,200 tonnes), and the collection by City Environmental Services Operations staff of the larger amounts of leaves beyond 4 bags during the fall (approximately 100 tonnes). Finally, the residential waste to landfill amount of 7,583.08T includes approximately 170T of commercial waste, however the associated amount of commercially generated recyclable materials that are diverted from landfilling is not included in the attached summary. Therefore the following table provides a more accurate reflection of the residential waste diversion rates achieved by the City of St. Thomas.

Total Weight	Recyclables	Compostables (T)	Residual Waste to Landfill
14,100 T	2,276.75 T	4410.62 T	7,413.08 T
	16.15%	31.28%	52.57%

The above table indicates that the City of St. Thomas is currently able to divert approximately 47.4% of its total waste stream from landfill. This diversion rate continues to exceed the rate achieved by most municipalities in Ontario mainly as a result of the City's curbside compost collection program.

The City continues to look for improvements in the diversion rate of the recyclables and compostables, generated by the City's medium and high density residential housing component, since this component is known to only marginally contribute to the City's municipal diversion efforts. In this regard, Environmental Services Staff will, in the near future, recommend the implementation of a multi-residential recycling by-law. In this regard, the City of Toronto Solid Waste Management Services Department recently provided a copy of the Toronto by-law and municipal code material for the waste collection from all residential properties, which will assist in the above noted endeavour.

Respectfully submitted


John Dewancker, P.Eng., Director
Environmental Services

Reviewed By:

Treasury Env Services Planning City Clerk HR Other

cc: R. McCaig, Green Lane Environmental Group

Month	Total Weight		Recyclables (Tonnes)								Total		Month
	Tonnes	Weight									Tonnes	Weight	
January	Recycled Tonnes	Tonnes	Newsprint	Cardboard	Glass	Steel	Aluminum	Plastic	Plastic	Flammable	Tonnes	Weight	January
			9.03	26.81	16.50	6.19	11.00	8.25	96.36	651.49			
February	687.60	149.96	59.83	32.11	22.71	13.97	5.24	9.32	6.99	23.58	514.06		February
March	880.45	176.74	74.65	40.20	24.14	14.85	5.57	9.90	7.43	82.86	620.85		March
April	997.68	151.98	64.56	34.76	20.54	12.64	4.74	8.43	6.32	265.04	580.68		April
May	1,318.04	187.38	81.02	43.63	24.46	15.06	5.65	10.04	7.53	496.06	634.60		May
June	1,241.48	162.46	68.64	36.96	22.18	13.65	5.12	9.10	6.82	385.40	693.62		June
July	1,052.22	166.59	70.23	37.82	22.83	14.05	5.27	9.37	7.02	193.01	692.62		July
August	1,185.90	182.84	75.93	40.88	25.75	15.85	5.94	10.56	7.92	397.44	605.62		August
September	1,108.29	176.03	77.38	41.66	22.23	13.68	5.13	9.12	6.84	326.63	605.63		September
October	1,196.25	190.93	84.68	45.59	23.66	14.56	5.46	9.71	7.28	331.66	673.66		October
November	1,154.97	134.32	68.41	31.45	17.34	10.67	4.00	7.11	5.34	339.41	681.24		November
December	831.29	129.09	60.00	32.31	14.35	8.83	3.31	5.89	4.41	73.17	629.03		December
YTD TOTAL	12,588.00	1,994.30	851.32	458.41	266.98	164.30	61.61	109.53	82.15	3,010.62	7,583.08		YTD TOTAL
SL Thomas Depot	382.45	282.45	10.71	5.77	3.58	259.00	0.83	1.47	1.10	100.00	0.00		SL Thomas Depot
YTD TOTAL	12,970.45	2,276.75	862.04	464.17	270.56	423.30	62.44	111.00	83.25	3,110.62	7,683.08		YTD TOTAL

Note:

2006 2007

1. The residual waste to Landfill does not include, the street sweepings, or material trucked in from the St Thomas Sewage Plant.

2. Approximately (1,200) tonnes of Christmas trees, brush , nursery, pumpkins and back yard compost are not included in the above table.

3. Approx 200 tonnes of concrete received at the depot, diverted for roadbed material are not included in the above table.

4. The curbside residential waste to landfill includes approximately 170 metric tonnes of ICI waste which is subtracted from the waste on page 5, to show residential diversion.

5. The total residential waste sent to landfill is 7,413.08 tonnes.

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March 26th, 2007

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

Dear: Mr. John Dewanker

Please find attached and note the following.

Summary of waste diversion.

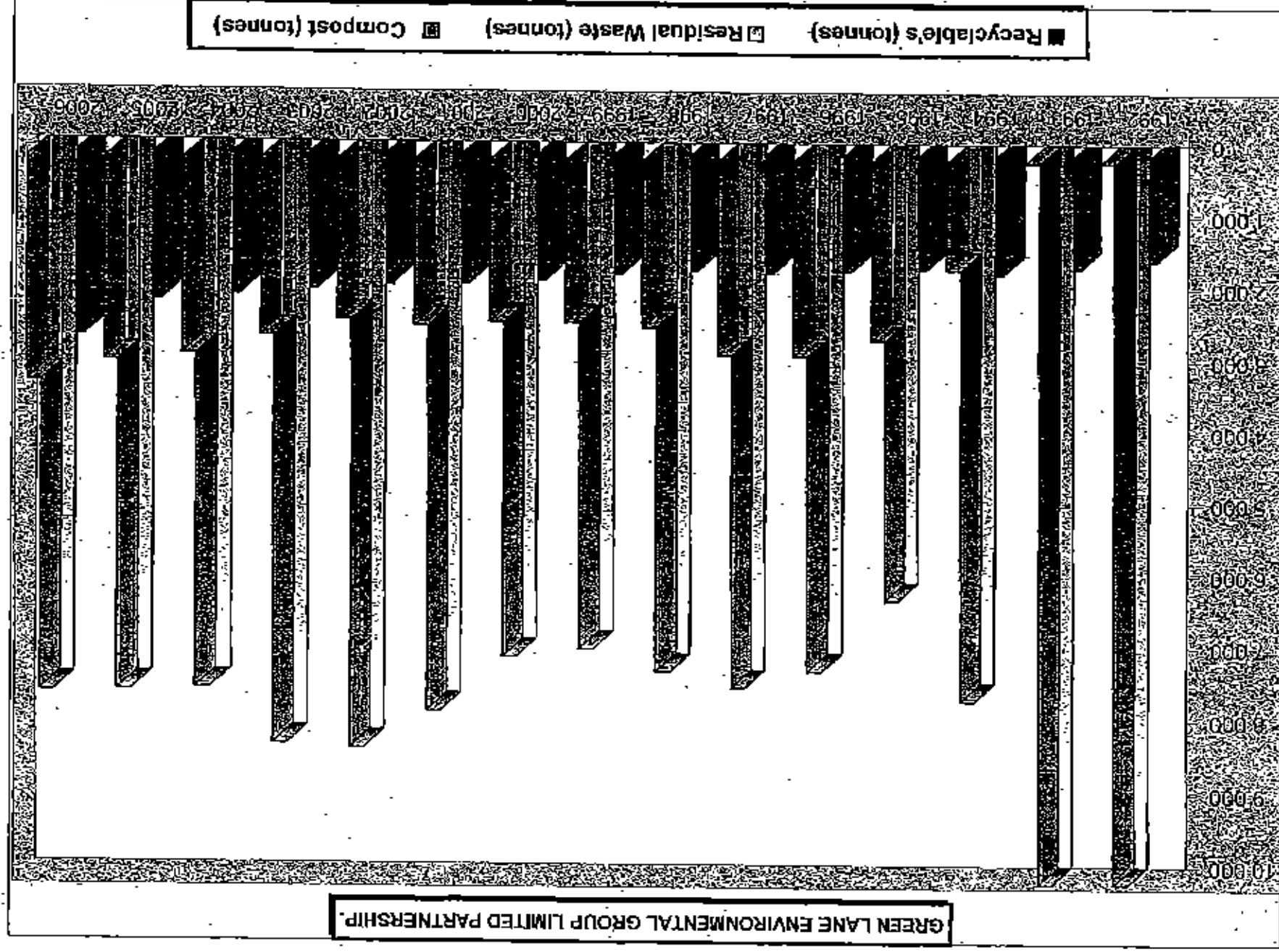
- Page 1. Summary of curbside materials collected since 1993, the start of the curbside blue box collection.
- Page 2. Showing data from graph on page 1.
- Page 3. Summary of curbside collection and weight information for 2006. Using an agreed upon (with the City of St. Thomas) formula we remove street sweepings, and IC&I pick-up from the residential waste numbers. In 2006, 7413.08 tonnes of residential waste was sent to landfill.
- Page 4. Summary of waste diversion based on using 1987 as the base year set by the MOE for their 50% diversion goal. Note that in 1987 the residential waste from St. Thomas sent to landfill was 16,068 tonnes.
- Page 5. 2006 Waste flow summary (Tonnes) includes depot material and est. trees, brush, nursery and back yard compost.
- Page 6. Household based comparison on waste diversion from 1987 to 2006.

If you have any questions please do not hesitate to call me at (519) 686-8484.

Mary Klassen
Green Lane Environmental Group Ltd.

Graph 1.

City of St. Thomas - Three Stream Collection 2006



GREEN LANE ENVIRONMENTAL GROUP LTD.

City of St. Thomas - Three Stream Collection

MATERIALS SUMMARY FROM 1992 TO 2006.

Data	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Materials															
Recyclables (tonnes)	1,362	1,480	1,554	1,502	1,529	1,562	1,528	1,581	1,676	1,725	1,721	1,807	1,681	1,964	2,477
Compost (tonnes)	0	0	1,500	2,480	2,700	2,687	2,319	2,253	2,251	2,299	2,222	2,456	2,708	2,811	3,111
Residual Waste (tonnes)	10,000	10,000	7,500	6,116	7,099	7,328	7,113	6,605	6,912	7,660	8,167	8,119	7,360	7,173	7,413

Note:

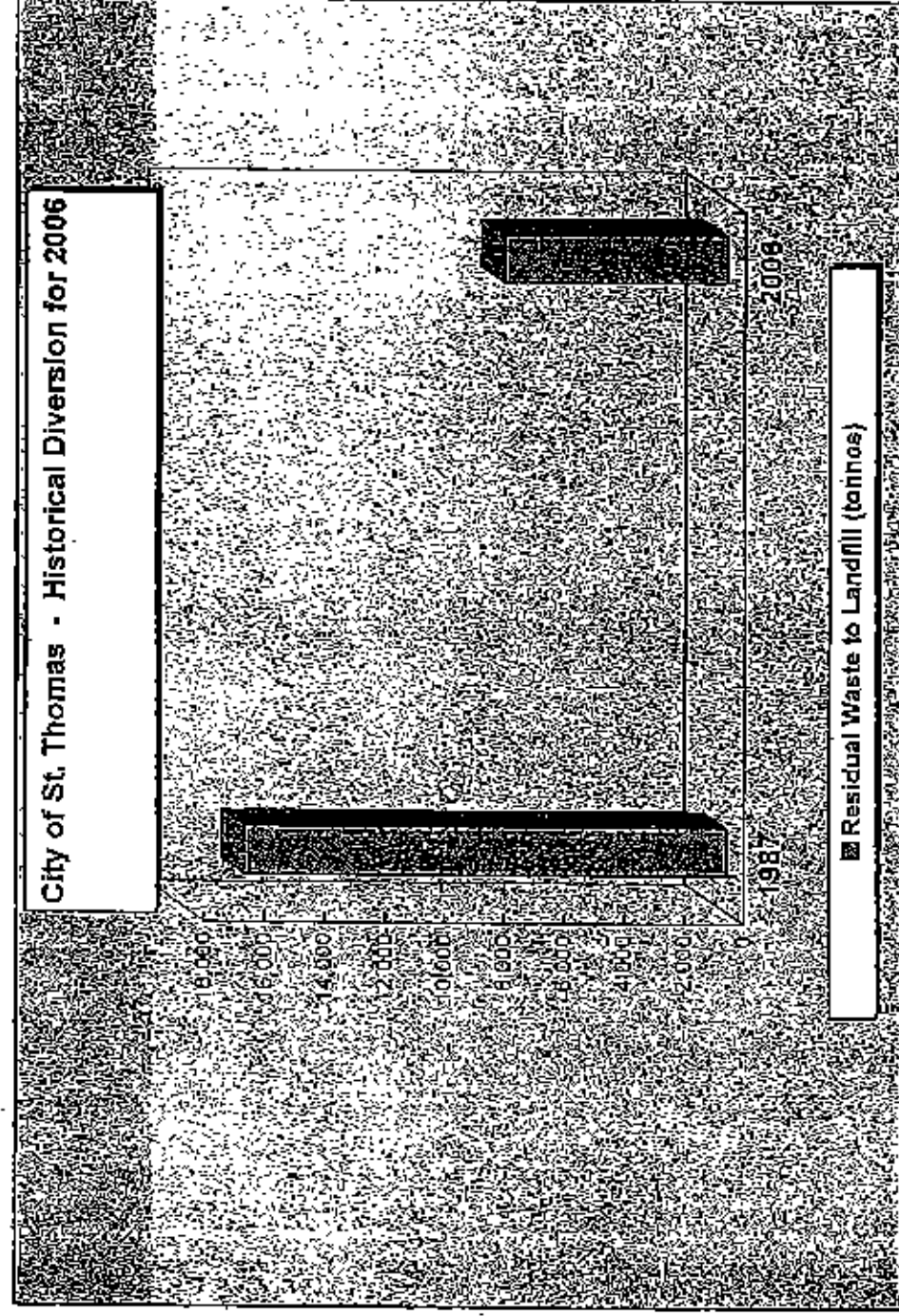
The above table includes the recyclables collected at the depot. It does not include the est. weight for the backyard compost or nursery mul.

The residual waste does not include the commercial waste picked up by the street trucks.

Present Residential Diversion Rate

City of St. Thomas - Historical Diversion for 2006

- Historical diversion measures waste going to landfill against a benchmark year.
- 1987 is the benchmark year used. (16,068 tonnes)
- 2006 current year. (7,413 tonnes)
- Compared to 1987 diversion is 53.86%



Present residential diversion rate (2006)

Present current flow diversion (tonnes)

Recyclable	2,477	17.44%
Compostable	4,311	30.36%
Waste	7,413	52.20%
Total	14,201	

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Summary of Waste Diversion based on the number of Households serviced in 1987 in comparison to 2006

Residential waste collected in 1987 was 16,068 Tonnes. The appx. number of households serviced was 14,515. The appx. number of kgs of waste collected per household was 1,395.39 kgs.

Residential waste collected in 2006 was 7,413 tonnes divided by Appx. number of households serviced in 2006 was 14,808. Appx. kgs of waste per household per year is 500 kgs.

In comparison from 1987 to 2006 based on the number of households shown the average household produces 64.16 % less waste going to landfill than in 1987.

In 2006 we collected a total of 12,970.45 tonnes of recyclables, organics and residential waste. In comparison to 1987 this is equal to 80.72% of the total materials collected in 1987, showing that 19.28% less material was collected in total.

This comparison shows that not only are we recycling and composting more material consumers are producing less waste overall.



Corporation of the
City of St. Thomas

Report No.

ES98-07

File No.

07-086

Directed to: Chairman Tom Johnson and Members of the Environmental Services Committee of Council

Date
July 16, 2007

Department: Environmental Services

Attachment

Prepared By: Ivar Andersen, Manager of Operations & Compliance

Proposal by Stantec Consulting

Subject: Woodworth Pumping Station Sewershed Master Plan Update

Recommendations:

It is recommended that:

1. Report No. ES98-07 be received for information,
2. Council accept the proposal submission of Stantec Consulting Ltd. in the amount of \$32,400 plus GST for the existing Woodworth Pumping Station Sewershed Master Plan Update,
3. The Source of Funding for this project be as outlined in Report ES98-07
4. A by-law be prepared to authorize the execution of a Consulting Services agreement between Stantec Consulting, and the City of St. Thomas.
5. The Woodworth Pumping Station Functional Design Review Report as completed by Stantec Consulting Ltd. be received.

Origin

In November 2006, Council approved the retention of Stantec Consulting Ltd. to complete a Functional Design Review of the Woodworth Pumping Station. Stantec has now completed this report. One of the recommendations of the report is that an updated Sanitary Master Plan of the northeast land area (the entire present Woodworth PS sewershed) be conducted.

Analysis

As noted, the Functional Design Review of the Woodworth PS has now been completed by Stantec Consulting Ltd. and copies of the report are available for members to view in detail in the Environmental Services Department. Key findings of the report include:

- The capacity of the Woodworth PS is insufficient to meet current flows.
- The forcemain integrity is uncertain and should be reviewed.
- Upstream pumping stations draining into the Woodworth PS can overwhelm the capacity of the Woodworth PS.
- Incidences of basement flooding have occurred within the Woodworth PS sewershed.
- Expected significant growth will likely increase flows in the existing Woodworth PS sewershed.

A number of alternative solutions to address the key findings were developed by Stantec, however, due to the lack of detail presently available in the present Woodworth PS sewershed, it is difficult to determine the most practical and economical construction activities to complete on a priority basis. These alternatives involve major expenditures to not only upgrade some of the existing pumping station and forcemain infrastructure, but also redirecting flows presently draining to the Woodworth PS. Any redirection of flows would involve having to upgrade existing downstream sanitary sewers and is, to a large extent, dependant on the timing of growth expected. As a result, Stantec has recommended that a Sanitary Master Plan update report be conducted of the northeast area of the City. This report would address the 20 year future needs, an implementation plan for required upgrades and the capital cost forecast.

Stantec Consulting Ltd. is recommended to be the sole source provider of these engineering services since they are familiar with the nature and extent of the work required to complete the report, having just successfully completed the Woodworth PS Functional Design Report. As well, in order to budget for possible design/construction in 2008, it is important to have the Sanitary Master Plan Update completed as soon as possible so that adequate funding can be allocated.

Financial Considerations:

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There is sufficient funding available in the original capital budget allocated for the Woodworth PS Functional Design Report. It is recommended that the funding required to complete the Sanitary Master Plan Update for the northeast area of the City be the original capital budget allocated for the Woodworth PS Functional Design Report, account # 2004 103.

Respectfully Submitted,



Ivar Andersen, Manager of Operations & Construction
Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

WOODWORTH SPS SEWERSHED
MASTER PLAN UPDATE



Stantec

Woodworth SPS Sewershed Master Plan Update
Proposal for Engineering Services

7/3/2007
165589200

WOODWORTH SPS SEWERSHED
MASTER PLAN UPDATE



Stantec

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WOODWORTH SPS SEWERSHED MASTER PLAN UPDATE



Stantec

We are pleased to submit our proposal for the Woodworth Sewage Pumping Station Sewershed Master Plan Update. Our proposal has been prepared on the basis of:

- i. Our extensive and recent experience gained in the area of interest during the preparation of the Functional Design Report for Woodworth SPS dated June 21, 2007;
- ii. Recent meetings with City of St. Thomas Engineering staff with regards to the key issues affecting the long-term needs of the related sanitary infrastructure;

Our philosophy for the Master Plan Update is to undertake a high-level technical investigation to identify and prioritize improvement needs in the sanitary sewershed, and to develop a long-term phased implementation strategy that the City could incorporate into its overall facility management plan.

For this Master Plan Update, we propose to structure our recommendations for capital improvements with budgetary estimates in the following time horizons of 1, 2, 2 to 5, 10, 20, and >20 Years. The timeline reflects the priority of improvements, from Year 1 for immediate safety issues, to Year 20 for end of life expectancy for equipment, and will also consider the potential impacts on downstream infrastructure.

1. PROJECT UNDERSTANDING

The sewershed that will be evaluated in the course of this Master Plan Update comprises an area generally described as the northeast portion of the City of St. Thomas, bounded roughly by Edward Street in the south, Alma Street in the west, and extending to the present City boundaries in the north and east. The land use is a mix of industrial and residential, with the potential for significant development pressures from both land uses.

There are three (3) sub-sewersheds within the subject area serviced by separate sewage pumping stations (SPS): Confederation Drive SPS and Burwell Road SPS both discharge into the Woodworth Avenue SPS sub-sewershed, which then pumps all sewage from the entire combined sewershed to downstream gravity sewers, for conveyance to the Pollution Control Plant.

Key issues to be investigated include:

- i. *Required capacity and performance upgrades at all pumping stations.* The Functional Design Report identified that the capacity of Woodworth SPS is insufficient to meet current flows, and that upgrades and/or repairs will be required there and at both upstream pumping stations to effectively meet current and future needs without limiting growth in the area.
- ii. *Required capacity upgrades and repair work to force mains and sewers.* Upgrading pumping stations will enable higher flow rates to be transferred out of sewersheds, but can also negatively affect the performance of downstream infrastructure. The potential impacts of any proposed changes will be identified through the length of the route to the Pollution Control Plant.
- iii. *Potential for growth in the area is high, both for residential and industrial land uses.* In order to accurately assess the required design criteria for pumping stations and sewers, a more detailed picture of future growth trends must be developed.

WOODWORTH SPS SEWERSHED MASTER PLAN UPDATE



Stantec

- iv. *The potential to remove some growth sewage flow from the Woodworth SPS sewershed. One solution that will be explored is the possibility of extending the Burwell Road SPS forcemain to discharge to an area that flows by gravity directly to the Pollution Control Plant. This would reduce the flows experienced at Woodworth SPS and would limit the uncertainty of designing for 20-year design flows.*
- v. *Phasing of upgrades to minimize impact on infrastructure both in and outside the subject area. Upgrades to, or replacement of, sewers, pumping stations and forcemains can be very difficult to stage successfully, both because of fiscal restraints and the need to maintain full operation of the system as a whole at all times. The optimization of upgrade sequencing will be addressed.*

2. APPROACH AND WORK PLAN

Our proposed work program has been prepared to outline the tasks that must be undertaken to complete the assessment of the Woodworth SPS Sewershed. The following study tasks are listed to outline the work to be completed for this assignment, and to provide the basis for the study schedule and cost estimate.

We propose to hold the following meetings for this study:

- i. Initial meeting with City Staff;
- ii. Four (4) progress meetings to review project status. To be held at 25%, 50 %, 75%, and 90% completion;
- iii. Two technical workshops. Workshop No. 1 will be held with Environmental Services and Planning Staff to establish the 20 Year growth needs for the north-east quadrant of St. Thomas. Workshop No. 2 will be held with Environmental Services and Operations staff to review the long-term growth needs and establish the corresponding long term needs for sanitary infrastructure system;
- iv. Presentation of final Master Plan Update to City staff; and
- v. Public meeting to meet requirements of public consultation for Phases 1 and 2 of the Class EA framework.

2.1 Initial Meeting

- i. Review work plan and schedule with City staff, and make necessary adjustments;
- ii. Collect relevant background information (available maps, drawings, studies, reports, etc.,). Much data has previously been gathered through the preparation of the Functional Design Report for Woodworth SPS, but any recent developments and information pertaining to other areas of the sewershed will also be required. Obtain the most recent information from City Planning regarding growth projections and future planning strategies for land use;
- iii. Undertake a tour of the north-east quadrant of the City; Visit all pumping stations, forcemain discharge points and areas of anticipated high growth rates.

WOODWORTH SPS SEWERSHED MASTER PLAN UPDATE



Stantec

2.2 Sewershed Overview, Analysis and Plan Development

- i. Review background information (available maps, drawings, studies, reports, etc.) and undertake a preliminary level assessment of growth projections, sanitary infrastructure needs, and capital cost predictions, based upon available information. A comprehensive information package will be prepared for Workshop Nos. 1 and 2, as described herein. These packages will be distributed to participating City staff in advance of the workshops, such that they could pre-prepare themselves for the workshops;
- ii. Hold Workshop No. 1 with the Engineering Services and Planning staff to identify the 20 Year growth projections of land-use type (residential, commercial, institutional, and industrial) and corresponding future sanitary flow characterization, particularly relating to industrial land-use which has a highly variable potential for flow rates and raw sewage strengths. A Technical Memo will be prepared summarizing the related background information, key findings, and recommendations;
- iii. Hold Workshop No. 2 with the Environmental and Operations staff to review the long-term planning growth needs as determined in Workshop No. 1, and evaluate technical alternatives for 20 Year sanitary servicing needs and wet weather flow control needs, including the sanitary pumping stations and their tributary sewersheds (Woodworth, Confederation, and Burwell Road SPS) and downstream sanitary trunk sewer infrastructure. The workshop would also address phasing strategies for future upgrades and corresponding capital cost predictions. A Technical Memo will be prepared summarizing the related background information, key findings, and recommendations; and,
- iv. Finalize the technical evaluation to address those key issues and recommendations from the workshops. This would encompass the level of effort and detail to complete Phase 1 and 2 of the Class EA framework (Schedule B). The deliverable would be a 20-Year plan that integrates sanitary infrastructure requirements for present and future land use for the north-east quadrant of the City, with environmental planning requirements of the Schedule B Class EA Framework.

2.3 Conclusions and Recommendations

- i. Develop a 20-Year plan that integrates sanitary infrastructure requirements for present and future land use for the north-east quadrant of the City, with environmental planning requirements of the Schedule B Class EA Framework. This would include recommendations for capital upgrades and phased implementation strategy for the sanitary infrastructure that serves the north-east quadrant of the City.
- ii. Prepare a draft report and meet with City Staff for review;
- iii. Hold a Public Meeting in accordance with the requirements of Schedule B Class EA process.
- iv. Finalize the report and submit multiple copies to the City, as required.

**WOODWORTH SPS SEWERSHED
MASTER PLAN UPDATE**



Stantec

3. TEAM AND RELATED PROJECT EXPERIENCE

The professional engineering staff of the London office of Stantec Consulting Ltd. is familiar with the nature and extent of work that would be necessary to complete this project. The assignment will be managed by permanent, full-time employees of the London office of Stantec Consulting Ltd., which has a staff complement of 48 persons, consisting of Professional Engineers, Landscape Architects, Professional Planner, technologists, and technicians.

We have tailored a small, focused Team with key individuals who offer extensive experience in undertaking similar studies of sanitary infrastructure with multiple pumping stations. Collectively, they have undertaken recent assignments for the City of London that, in one manner or another, have involved all of the 35+ sewage pumping stations in the City of London. The key staff assigned to this project and their respective areas of involvement are outlined as follows:

Elvio Zaghi MBA, P. Eng., Project Manager - Will be responsible for the day-to-day administration of the study and the technical matters related thereto. He will also provide the general management of the study including the co-ordination of other members of the team and client liaison. Elvio has over 15 years of experience in the study, design, and construction of wastewater pumping station projects and Master Plan developments, including recent experience with the Byron, Dingman, Hunt Club, Medway, New Wonderland PSs in the City of London.

Kirby Oudekerk, P. Eng., Project Engineer - Was primarily responsible for the collection and analysis of data, and the writing of the Functional Design Report for Woodworth SPS. As such, Kirby is very familiar with the sewershed and the challenges that will be faced in developing an updated Master Plan tailored to the needs of the City. He will again be responsible for data collection and analysis, and will meet with various facets of the City of St. Thomas Engineering, Planning and Operations departments to ensure direct City involvement in the ultimate solution.

In addition to the foregoing personnel, support staff and resources of the Team will be utilized as required.

NAME	TITLE	YEARS EXPERIENCE	PER DIEM RATE	EXPERIENCE CATEGORY
Elvio Zaghi, MBA P.Eng.	Project Manager	15+	\$1050	Class EAs, design & construction of PSs and sewage treatment plants
Kirby Oudekerk, P.Eng.	Project Engineer	6	\$800	Class EAs, design & construction of PSs and sewage treatment plants
Rob Hughes, P.Eng.	QA/QC	30+	\$1100	Class EAs, design & construction of PSs, sewage treatment plants, sanitary & storm sewers, watermain

WOODWORTH SPS SEWERSHED
MASTER PLAN UPDATE



Stantec

4. SCHEDULE AND BUDGET

4.1 Schedule

The proposed study schedule has been developed and is presented in Figure 1. This schedule represents our estimate of the time required to complete each of the major study components identified based on the assignment being awarded by early August. This schedule is tentative and subject to review by the City. If required, we can modify our schedule to accommodate City target dates.

4.2 Budget

We have prepared an estimate of the consulting fees and special disbursements associated with this assignment. A breakdown of Stantec's estimated cost detailing rates, fees, disbursements and expenses including subcontractor fees for this assignment is presented in Table 1 attached. The fee estimate was prepared on the basis of our experience in similar projects.

The estimated study cost presented in Table 1 was prepared on the basis of our understanding of the objectives of this study, the activities which must be carried out, the team members who must perform those tasks, and their estimated required level-of-effort. The budget estimates for each major study component have been calculated based on an estimate of time that will be spent on each task and each particular work activity included in that study component. Expenses for each work activity have been estimated and added to the fee estimate to provide the total engineering costs, which have been summarized for each major study component. The estimates provided reflect the necessary commitment of resources to complete the work program identified herein.

The total estimated cost for our work program is \$32,400.00 excluding GST. This budget estimate is firm based on the work program presented herein. This fee estimate would be considered to be an upset limit and would not be exceeded without prior approval of the City.

Thank you for the opportunity afforded our firm in the submission of this proposal. If you have any questions or require further information respecting the foregoing, please do not hesitate to contact this office.

Sincerely,

STANTEC CONSULTING LTD.

Elvio Zaghi MBA, P.Eng.
Project Manager, Environment

FIGURE 1

PROPOSED WORK PROGRAM AND SCHEDULE

		2007																	
		August					September					October				November			
Weeks		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1. INITIAL MEETING																			
1	Project initiation including meeting with City staff.																		
2	Collect background information																		
3	Site tour of north-east quadrant of City																		
2. SEWERSHED OVERVIEW, ANALYSIS, and PLAN DEVELOPMENT																			
1	Undertake preliminary assessment and prepare workshop packages																		
2	Workshop 1 to review 20 Year Planning Needs																		
3	Workshop 2 to evaluate 20 Year Sanitary Servicing Needs																		
4	Finalize technical evaluation																		
3. CONCLUSIONS and RECOMMENDATIONS																			
1	Develop 20 Year Plan, incl capital costing & phasing																		
2	Document study findings in a report and meet with City staff.																		
3	Hold Public Meeting for Schedule B Class EA																		
4	Finalize report and submit to City.																		

TABLE 1

STAFF TIME / COST ESTIMATE

WORK PROGRAM		STAFF				TOTAL FEES
Per Diem Rate		Project Manager	Technical Staff	Cleical Support	TOTAL TIME	
		\$1,050	\$800	\$450		
1. PROJECT INITIATION						
1	Project Initiation including meeting with City staff.	0.5	0.5		1.0	\$925
2	Collect background information		0.5		0.5	\$400
3	Site tour of north-east quadrant of City		0.5		1.0	\$925
Subtotal Staff Time - Days		1.0	1.5	0.0	2.5	\$2,250
Subtotal - Fees		\$1,050	\$1,200	\$0		\$2,250
2. SEWERSHED OVERVIEW, ANALYSIS, and PLAN DEVELOPMENT						
1	Undertake preliminary assessment and prepare workshop packages	1.0	2.0	1.0	4.0	\$3,100
2	Workshop 1 to review 20 Year Planning Needs	1.0	2.0		3.0	\$2,650
3	Workshop 2 to evaluate 20 Year Sanitary Servicing Needs	1.5	2.0		3.5	\$3,175
4	Finalize technical evaluation		5.0	0.5	7.5	\$6,325
Subtotal Staff Time - Days		5.5	11.0	1.5	18.0	\$15,250
Subtotal - Fees		\$5,775	\$8,800	\$675		\$15,250
3. CONCLUSIONS and RECOMMENDATIONS						
1	Develop 20 Year Plan, incl capital costing & phasing	3.0	8.0		11.0	\$9,650
2	Document study findings in a report and meet with City staff.	1.0	2.0	1.0	4.0	\$3,100
3	Hold Public Meeting for Schedule B Class EA	0.5	1.0		1.5	\$1,325
4	Finalize report and submit to City.		0.5		1.0	\$925
Subtotal Staff Time - Days		5.0	11.5	1.0	17.5	\$14,900
Subtotal - Fees		\$5,250	\$9,200	\$450		\$14,900
TOTAL		\$12,075	\$19,200	\$1,125	38.0	\$32,400

Stanlec Consulting Ltd.



Corporation of the
City of St. Thomas

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Report No.

CC-34-07

File No.

Directed to: Chairman T. Shackelton and Members of the Finance and Administration Committee

Date
July 6, 2007

Department: City Clerks Department

Attachment

Prepared By: Wendell Graves, City Clerk

Ontario Realty Corporation
Major Project Site
Procurement Process

Subject: Elgin County Courthouse Facilities

Recommendation:

THAT: Report CC-34-07 relating to Elgin County Courthouse Facilities be received for Information.

Background:

On June 27, 2007 representatives from the Ontario Realty Corporation and the Ministry of Public Infrastructure Renewal met with City officials to discuss the process to move forward with the Court facilities.

During the meeting the following project parameters were discussed:

- The process used by the Ontario Realty Corporation (ORC) can be somewhat tailored to meet individual community needs
- The ORC will develop potential site criteria and will establish a rating system to evaluate potential sites
- Public transportation and proximity to the legal community is important
- Potential sites should be in the range of 3.5 to 7 acres in size
- The preference is for ORC to own the facilities
- The Province wants to end up with a consolidated courthouse facility
- The Ministry of Attorney General will have a process to get direct input from the stakeholders who will be using the facility

Current Status

The ORC has completed a review of all Provincially owned sites within the City and as a result of not finding a suitable location they have requested the City to identify potential sites that it may have available.

A further outcome of the meeting is the fact that the lines of communication have been established between the ORC and the City which will be important as this project moves forward.

Respectfully,


W. Graves, City Clerk

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other



Ontario Realty Corporation
Société immobilière de l'Ontario

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

Major Project Site Procurement Process

City of St. Thomas

June 27, 2007

www.orc.on.ca

Strategic Solutions. Sound Advice.

Site Selection

- Many ways to select a site
- Recognize every project is different
- Work with Client Ministries to determine their program requirements
- Develop Site Evaluation Framework to judge potential sites

Initial Project Development

- Highlights real estate availability and issues that could impact on site selection and procurement
- Three separate scenarios are considered to acquire space in a fair, open, and transparent manner:
 - Search for Government Owned Assets
 - Search for Assets owned by other levels of Government
 - Search for Third Party / Private Sector owned space

Scenario 1: GOVERNMENT OWNED ASSET

- ORC:
 - reviews government assets and identifies possible sites
 - evaluates possible government-owned sites using site criteria
- If government-owned assets meet all program and real estate criteria, no consideration given to partnerships with other levels of government

Scenario 2: OTHER GOVERNMENT HOST

- If no provincial assets meet site criteria, ORC contacts other governments to identify possible sites
- ORC invites selected governments to participate in a willing host process
- If there is more than one interested level of government or municipality, ORC leads a "Willing Host" RFP
- If government-owned assets meet all program and real estate criteria, no consideration given to partnerships with private sector

Scenario 3: PRIVATE SECTOR SEARCH

- If no government assets meet site criteria, ORC:
 - Begins a Search for Third Party / Private Sector owned space
 - May hire a real estate broker to conduct a real estate market search based on facilities program
 - evaluate possible sites using the criteria and present findings to Evaluation Team

Scoring

- Project working committee established with representative from the client ministry, ORC, PIR to identify and weight the building selection criteria
- Review site criteria from facilities program (i.e. size, parking, legal requirements, Growth Policy) for completeness
- Evaluation Team reviews proposals and makes recommendation

Summary of Current Status

- We have currently completed the search of all provincially-owned assets in the area
- Search will now focus on other government-owned assets that would fit the criteria
- ORC will be working with the municipality to identify plans that would accommodate future needs

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RECEIVED

Attorney General
McMurtry-Scott Building
720 Bay Street
11th Floor
Toronto ON M5G 2K1
Tel: 416 326-4000
Fax: 416 326-4016

Procureur général
Édifice McMurtry-Scott
720, rue Bay
11^e étage
Toronto ON M5G 2K1
Tél.: 416 326-4000
Télec.: 416 326-4016



Ontario

Conrad

JUN 22 2007

Our Reference #: M07-02428

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

Dear Mayor Barwick:

I am responding on behalf of the Honourable David Caplan and myself to a letter from Mr. Steve Peters, MPP for Elgin-Middlesex-London regarding your concerns about the future location of the St. Thomas Consolidated Courthouse. I am aware that you have directly communicated your concerns to the Honourable Dalton McGuinty, Premier of Ontario.

My Ministry has recognized St. Thomas as an area with urgent facility needs and is therefore proceeding with the consolidated courthouse project. This government is committed to providing a new courthouse in St. Thomas that will deliver more modern, efficient and accessible justice services for area residents. We look forward to proceeding with the development of this project in a timely manner.

My ministry is responsible for developing the plan for the future courthouse building. The consulting contract for the facility programming & planning study, that was awarded to Taylor Hazell Architects Ltd on May 19, 2006, is now complete.

Responsibility for the next phase of this project has been transferred to the Ontario Realty Corporation (ORC) who will now oversee the site selection process under the guidance of the Ministry of Public Infrastructure Renewal. I anticipate that the ORC will be in touch with the city about possible sites in the very near future.

.../2

We look forward to proceeding with plans for a consolidated courthouse in St. Thomas and will continue to work with all involved parties on innovative approaches to provide modern, secure and accessible courts.

Yours truly,

Michael Bryant
Attorney General

c: The Honourable Dalton McGuinty, Premier of Ontario



Corporation of the
City of St. Thomas

63

Report No.

CC-35-07

File No.

Directed to: Chairman T. Shackelton and Members of the Finance and Administration Committee

Date

July 6, 2007

Department: City Clerks Department

Attachment

Prepared By: Wendell Graves, City Clerk

Police Headquarters
Building Committee Minutes
June 28, 2007

Subject: Police Headquarters Building Committee

Recommendation:

THAT: Report CC-35-07 be received for information, and further,

THAT: A Request for Proposal process be authorized in order to select a consultant to identify space needs for a new police headquarters building, and further,

THAT: A Request for Proposal process be authorized in order to select a project coordinator for the police headquarters building.

Background:

On June 28, 2007 the first meeting was held with the Police Headquarters Building Committee that had been established by Council. The minutes of the meeting are attached.

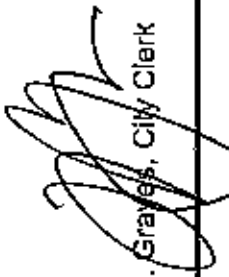
Direct outcomes of the meeting are the identification of the need to determine the size and spatial needs of a new police headquarters which in turn would be used to determine parameters for actual land requirements.

Building upon an existing 2003 review of spatial needs for the Police Service building a consultant would be used to define the spatial needs and square footage requirements for a new building.

In addition to determining the spatial needs the Committee has identified the need to retain a project coordinator who would be the City's representative to oversee the actual project. Ideally this individual would have a depth of understanding relating to policing requirements and construction knowledge.

Should the members authorize the recommendations of this report the processes would be put in place to recruit the specialists. At the conclusion of the RFP process recommendations would be brought back to the members for approval, including funding approval.

Respectfully,


W. Graves, City Clerk

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other

THE CORPORATION OF THE CITY OF ST. THOMAS

POLICE HEADQUARTERS BUILDING COMMITTEE

MAIN FLOOR CONFERENCE ROOM
POLICE HEADQUARTERSJUNE 28, 2007

The meeting commenced at 10:30 a.m..

ATTENDANCE

Chairman D. Warden
Mayor C. Barwick
Alderman G. Campbell
Chief W. Lynch
Deputy Chief D. Pinnell
B. Day, Director of Finance and City Treasurer
W. Graves, City Clerk

ABSENT

Alderman T. Shackelton

The members discussed the mandate of this newly formed Committee.

The City Clerk read the motion that had been passed by Council forming the Committee.

The Committee discussed the fact that items relating to the planning and construction of the new police headquarters will have to be approved by Council.

The Director of Finance and City Treasurer provided an overview of funding that was already in place for a new police headquarters stating that approximately \$2.8 million was in the facility reserve account. Further he stated that approximately \$800,000 to \$900,000 would be available for this project from development charges.

Alderman Campbell stated that it would be important to keep both Council and the Police Services Board informed of the work being done by this Committee. Further he stated that the site requirements will be dependant upon if the building is one or two stories.

The Police Chief stated that it will be important to know how much floor space is required for the new police station and that the Police Service was looking for a functional building which would ideally be on one floor.

Alderman Campbell stated that Council was quite clear in that a downtown location was a preferred location for the new police headquarters.

The members discussed the fact that although a downtown location was a preferred site, the location may have to be reconsidered at some point in the future because of the amount of land that may be required for the project.

The Director of Finance and City Treasurer stated that perhaps a retrofitting of the current location should be reconsidered with the possibility of constructing a sub station at some point in the future.

The Police Chief stated that a sub station would not work. Further he stated that the existing building would not work for the future needs of the Police Service.

The members discussed that fact that it is important to have an understanding of the square footage requirements for the new police headquarters and that a consultant should

CONFIRMED _____ CHAIRMAN

Police Headquarters Building Committee - 2

be retained to assist in determining the space requirements.

The Director of Finance and City Treasurer stated that a Request for Proposals (RFP) process would be required to retain a consultant.

Motion by Mayor Barwick – Alderman Campbell:

THAT: Council be requested to retain a consultant to identify the space needs for a new police headquarters.

Carried.

The members discussed the fact that it will be important to keep the public informed of the progress of the police headquarters project.

Chairman Warden stated that the press had been invited to the meeting today.

The members discussed the fact that it would be important to seek out any grants that may be available for this project.

Mayor Barwick stated that he would contact Minister Caplan's office to determine if there were any grants available.

Chief Lynch inquired if a project coordinator should be retained to look after the City's and the Police Service interests for this project.

The members discussed that fact that it would be important for a project coordinator to have an understanding of both police needs and construction knowledge.

The members discussed the role of project coordinators that had been used for the construction of Valleyview, the Timken Centre and the restoration of City Hall.

Motion by Mayor Barwick – Alderman Campbell:

THAT: Council be requested to undertake an RFP process to retain a project coordinator for the police headquarters project.

Carried.

The members discussed the fact that should the Committee's recommendations be approved by Council at the July meeting it may be possible to undertake the RFP process and make a specific recommendations to Council for the August 13th meeting.

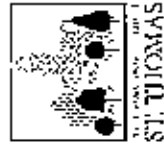
The members agreed that the next meeting would be at the call of the Chairman.

Motion by Alderman Campbell – Mayor Barwick:

THAT: The meeting adjourn at 11:38 a.m.

Carried.

CONFIRMED _____ CHAIRMAN



Corporation of the
City of St. Thomas

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Report No.
TR 33-07

File No.

Directed to: Chairman Terry Shackelton and Members of the
Finance & Administration Committee

Meeting Date
July 16, 2007

Department: Treasury

Attachment:
June 22, 2007
Correspondence

Prepared By: William J. Day, City Treasurer

Subject: **MedQUEST program**

Recommendation:

It is recommended that Council receive Report TR 33-07, and further, that the request for the purchase of additional mannequins be denied.

Report:

Background and Comments

In the 2007 budget, Council approved a \$5,000 grant in support of the MedQUEST 2007 camp. The attached correspondence from Mr. Bob Habkirk to City Council advises that the camp scheduled for this summer has been postponed.

An additional letter (attached) dated June 22, 2007 from Mr. Habkirk to me requests that the City consider using a portion of the budget allocation intended for the MedQUEST 2007 camp to purchase two additional mannequins. The two mannequins would be for the County of Oxford Community Coordinator and the City of St. Thomas for Police, Fire and other education and medical services. The cost of the mannequins is estimated to be in the range of \$11,000 to \$12,000. The City's share of the cost would be one-third or approximately \$3,600 to \$4,000.

I have consulted with the Police Chief and the Fire Chief on this matter. Both advise that they would have no use for the mannequin. Accordingly, it is recommended that the request to use the City grant monies to purchase mannequins be denied. Should Council accept this recommendation, the \$5,000 grant will be identified as a budget surplus item in the June 30, 2007 budget monitoring report.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer

June 22, 2007

City of St. Thomas, Elgin County and Oxford County Council Members:

Dear Members:

RE: MedQUEST Camp July 16 - 20, 2007

I am sorry to report that the Medquest 2007 camp scheduled for the week of July 16th to 20th has been postponed and planning will begin for the 2008 camp which may be held in Oxford County.

Elgin/Oxford Counties first MedQUEST Camp, sponsored by UWO and the Schulich School of Medicine along with the City of St. Thomas and the Counties of Elgin and Oxford, was a great success. Much planning went into this wonderful opportunity for the City along with Elgin and Oxford Counties which made it a huge success.

We are extremely fortunate to have been again offered the opportunity by Dr. Tom Lacroix, Assistant Dean of the Schulich School of Medicine. Dr. Lacroix made several trips to Elgin County to discuss the benefits of the camp. It didn't take much for everyone involved to understand that this is a great recruitment tool for future generations in the medical field.

There was a lot of planning which made last year's event such a success and unfortunately it failed to come together with the same planning and enthusiasm.

We are confident that 2008 will be a rebound year for the Medquest program where ever it is held and will enhance our opportunities within each respective jurisdiction to gauge local interest from our student youth to pursue a career in the field of medicine.

Bob Habkirk
519-773-4903 (O)
519-773-3034 (H)
bhabkirk@amtelecom.net

June 22, 2007

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Mr. Bill Day
Treasurer City of StThomas
545 Talbot Street
StThomas ON N5P 3V7

Dear Mr Day

As the 2007 Medquest program has been officially postponed for this current budget year. I am formally requesting that the City of StThomas consider using a portion of that allocation in the budget for the Medquest 2007 camp to purchase two mannequins.

Last years purchase of the mannequin was completed and that mannequin is in the hands of the Thames EMS for training purposes and available for use by registered organizations at their request. The additional two would be for the County of Oxford Community Coordinator for education and medical services and the City of StThomas for Police, Fire and similar services as above.

The allocation would be divided equally between the three funding partners, who are County of Elgin, County of Oxford and the City of StThomas. Similar requests have been made of the County of Elgin Council and the County of Oxford.

A cost is being prepared from the new catalogue and will be presented as a separate document with model number included.

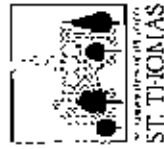
Thank you for your attention to this important matter in long range planning for insuring that our City and County youth have every opportunity to access knowledge in pursuit of a possible career in medicine as a health professional.

Look forward to a positive response on this beneficial joint project.

Sincerely



Bob Habbkirk
519-773-3034
bhabkirk@amtelecom.net



Corporation of the
City of St. Thomas

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Report No.
TR 32-07
File No.

Directed to:	Chairman Terry Shackelton and Members of the Finance & Administration Committee	Meeting Date July 16, 2007
Department:	Treasury	Attachment: Funding Agreement
Prepared By:	William J. Day, City Treasurer	
Subject:	COMRIF Asset Management Program (AMP) - Funding Agreement	

Recommendation:

In connection with report TR 32-07 It is recommended that Council:

1. Adopt a by-law authorizing the Mayor and Clerk to execute and affix the Seal of the Corporation to a Funding Agreement with COMRIF for an Asset Management Program (AMP) project.
2. Approve a new capital project for Asset Management in the amount of \$39,530.
3. Approve \$13,177 in City funding representing one-third of the estimated project cost; it being noted that this amount will be included as an unbudgeted expenditure in the June 30, 2007 budget monitoring report.

Report:

Background and Comments

As previously advised, new financial reporting requirements have been mandated by the Canadian Institute of Chartered Accountants Public Sector Accounting Board (PSAB) commencing with the publication of the December 31, 2009 financial statements. We will be required to account for and report tangible capital assets at historical cost and amortize such cost over the estimated useful life of the asset. Our challenge will be to develop an inventory of assets to be capitalized, determine original costs, and calculate accumulated amortization from the time of acquisition. City assets to be capitalized include road, water and wastewater infrastructure, buildings, land, vehicles and equipment. Once inventoried, all capital assets will be valued through the use of historical records. Where original cost information is not available, appropriate valuation methods will be employed. Amortization rates will be established for various asset classes based on estimated useful lives and industry standards.

Although, we are not required to report capital assets on our financial statements until 2009 we are presently initiating the process internally. It is likely that there will be a cost to the City to comply with the new requirements, including the possible use of external consulting expertise. In 2006, the Canada-Ontario Municipal Rural Infrastructure Fund (COMRIF) Program initiated a process whereby Ontario municipalities could apply for funding assistance in connection with asset management. The City applied for such assistance and has recently been advised that a grant of up to \$26,353 has been approved subject to a municipal contribution of up to \$13,177. The Federal Government, the Province and the City fund eligible project costs equally.

COMRIF has requested that the City execute a Funding Agreement in order to formalize commitments. At this time we are recommending that the City enter into the Agreement. In addition we recommend that Council approve the City's share of funding along with the establishment of a capital project account for Asset Management.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer



Corporation of the
City of St. Thomas

70

Report No.

PR-04-07

File No.

Directed to: Chairman B. Aarts, Chairman and Members of the
Community Services Committee

Date

July 16, 2007

Department: Parks and Recreation

Attachment

Prepared By: Kent McVittie, Director of Parks and Recreation

Subject: Maintenance of the Trans Canada Trail Within the City of St. Thomas

Recommendation:

THAT: Report PR-04-07 regarding the Maintenance of the Trans Canada Trail Within the City of St. Thomas be received for information; and further,

THAT: Council direct staff to perform basic weed control and cutting operations on the trail system as specified within this report for the remainder of the 2007 growing season noting that the City is named as co-insured on the Trans Canada Trail Committee's insurance policy.

Origin:

At its meeting of June 11, 2007, City Council received a request from Marie Turvey, Chairman of the St. Thomas Trans Canada Trail Committee for the City to control weeds and to assume maintenance of the trail. City Council directed the Environmental Services and Parks and Recreation Departments to review the request and associated issues and to report back to Council.

Analysis:

The St. Thomas Trans Canada Trail Committee negotiated with the Canada Southern Railway Company (CASO) for lease of abandoned rail lines within the City on which to establish multi-purpose trails. The lease, which was between CASO (the Lessor) and the Corporation of the City of St. Thomas/St. Thomas Trans Canada Trail Committee (the Lessee), was in effect from September 1, 2000 to August 31, 2001. A one year extension of the lease to September of 2003 was arranged and Council also passed a resolution to automatically renew the lease annually "at the pleasure of all parties". It would appear, however, that the documentation to confirm this automatic renewal relationship was never formalized. Therefore, it is understood that neither the City nor the Committee has a lease agreement for the property. Nevertheless, the trail lands have continued to be available to Trans Canada Trail users and maintained by the St. Thomas Trans Canada Trail Committee.

The existing trail extends from mile 113.08 to mile 116.48 through the core of the City and was developed by the Committee through volunteer and fundraising efforts. The City does not own, nor is it now a party in any lease for any of the land traversed by the trail, however the City has been a significant partner organization in the trail development process through its support of the volunteer committee. Maintenance of the trail including trash pick up, weed control, and clean ups has remained the responsibility of the committee.

In principle, City staff supports the notion of the Trans Canada Trail which provides an excellent transportation corridor through the heart of the City and is almost universally accessible to users along its route. A strong trail network is a benefit to community which desires to promote healthy and active living among its residents and provides an attractive tourist link as well.

Long term ownership of the CASO lands remains to be determined. The ownership issue is a key one in terms of evaluating the appropriateness of the City's long term involvement with the maintenance of the trail.

Alternatives

The options for consideration at this time are:

1. The City denies the request and relies on volunteers to continue to manage and maintain the trail.

This option would require volunteers to be responsible for the care and control of the entire trail system including the potential for applications of herbicides to control weeds. The clean up and inspection functions are viewed as reasonable expectations for the volunteer but the operation of motorized mowing equipment and chemical spray applicators is viewed by staff to exceed an acceptable risk tolerance. For this reason, this is option is not preferred.

2. The City assumes full maintenance and management of the trail.

Under this scenario, the City would assume all costs and responsibilities for the trail system. The City has not allowed for this scope of responsibility in its operating budget and is not currently resourced to provide this level of service. In addition, the reliance on the City for clean-up and maintenance may discourage the excellent stewardship of the system that has been demonstrated by the community since its inception.

3. The City assists the volunteers with the cutting and weed control of the trail using its expertise and equipment that otherwise would be difficult for the volunteer committee to resource.

Under this scenario, Parks and Recreation Staff would apply a basic level of mowing (once per month) and weed control (herbicide application as required) until the end of the growing season (approximately Thanksgiving). This option is recommended by staff as a responsible approach to the situation while land ownership and long term trail use is being determined. It is noted that staff will be required to obtain permission from the property owner prior to performing any work on the trail. If a similar situation to the current one remains in 2008, staff will evaluate the effectiveness of this year's arrangement and will provide a recommendation for Council consideration.

Financial Considerations:

The adoption of the recommendations contained in this report will not require additional operating funds. There will be slight alterations in service delivery within the parks funding envelope in order to accommodate this new level of service.

In the short term, it is recommended that the St. Thomas Trans Canada Trail Committee continue to manage the trail system and the associated maintenance with the exception of weed control and cutting which can be performed by City forces within the existing staff resources.

Respectfully,

Chas. W. Allen

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



ST. THOMAS

72

Corporation of the
City of St. Thomas

Report No.

PR-06-07

File No.

Directed to:

Chairman Bill Aarts and Members
of the Community Services Committee

Date

July 16, 2007

Department:

Parks and Recreation

Prepared

Dianne Morgan, Manager of Culture and Recreation

By:

Attachments:

Proposed 2007-2008
Rate Structure

Subject:

2007-2008 Recreation User Fees

Recommendation:

THAT: Report PR-06-07 regarding the Recreation User Fees be received for Information; and further,

THAT: A by-law be passed to authorize staff to apply the proposed fees and charges for various recreation services (as attached) for the 2007-2008 winter season, effective September 1, 2007, with the ice rates for the Junior B Stars effective August 1, 2007 in accordance with their 2006-2007 facility permit.

Origin:

The Ontario Municipal Act (2001) authorizes municipalities to establish user fees and charges for services and for the use of municipal property. This report provides a recommended fee schedule for the rental of recreational facilities for the 2007-2008 winter season (attached).

Analysis:

Many costs related to the delivery of recreational facility spaces have increased by two to three percent since the current fees were established. The proposed fees reflect an increase in keeping with the additional expenses incurred to deliver the service and with the 2007 budget. An acceptable level of affordability for end users has been maintained.

For comparison purposes, the minor ice fee rates in comparable municipalities are as follows (GST not included):

Municipality	Ice Fee	Other Fees	5% Included
Aylmer	\$94.50	\$124.95	5% Included
Belmont and Port Stanley	\$72.35	\$118.49	5% Included
Dorchester	\$81.56	\$125.47	n/a
St. Mary's	\$70.75	\$103.80	n/a
St. Thomas	\$110.25	\$110.25	5% Included
Stratford	\$115.00	\$115.00	n/a
Woodstock	\$84.91	\$97.17	n/a

Financial Impact:

The adoption of these fees is expected to yield a negligible impact in the 2007 financial results. A 5% increase in fees for the start of the 2007-2008 winter ice season was anticipated in the preparation of the 2007 budget.

Respectfully Submitted,

Dianne Morgan
Dianne Morgan,
Manager of Culture and Recreation
Parks and Recreation Department

Reviewed By:

[Signature]
Treasurer

Env Services

Planning

City Clerk

HR

[Signature]
Other
Parks & Recs

City of St. Thomas Parks and Recreation Department
PROPOSED 2007-2008 HOURLY ICE RATES

*Junior B rates effective August 1, 2007.
 All other rates effective September 1, 2007.*

Group	Hourly Rate	GST	Total
Minor/School	\$110.25	\$6.62	\$116.87
Junior B (practices)	\$127.05	\$7.62	\$134.67
Elgin-Middlesex Chiefs	\$149.10	\$8.95	\$158.05
Adult, Junior B (games)	\$149.10	\$8.95	\$158.05
Non-Prime 8.30am to 5pm, weekdays only	\$110.25	\$6.62	\$116.87

Please note: the Elgin-Middlesex Chiefs Hockey organization has made an annual commitment to pay an additional hourly fee as a contribution to the Timken Centre Capital Fundraising efforts.
 The amount for 2007-2008 will be \$15.55 per hour.

St. Thomas Parks and Recreation Department
PROPOSED ICE PROGRAM RATES 2007-2008
 (GST applicable, unless indicated otherwise) Effective September 1, 2007

PROGRAMS	rate	GST	TOTAL
<i>Public Skating</i>			
Children		\$1.75 GST Included	
Students/Seniors		\$2.00 GST Included	
Adults		\$2.25 GST Included	
<i>Leisure Skate</i>			
Adults	\$42.00	\$2.52	\$44.52
Preschoolers	free		
<i>Blue Card (daytime pick-up hockey)</i>			
	\$149.10	\$8.95	\$158.05
<i>Pink Card (daytime figure skating)</i>			
	\$110.25	\$8.62	\$118.87
<i>50+ Hockey League</i>			
	\$194.25	\$11.86	\$205.91
late fee	\$21.00	\$1.26	\$22.26
<i>Spring Hockey League</i>			
	\$105.00	\$6.30	\$111.30
late fee	\$21.00	\$1.26	\$22.26

St. Thomas Parks and Recreation Department
PROPOSED NON-ICE FACILITY RATES 2007-2008
 (GST applicable) Effective September 1, 2007

MEMORIAL CENTRE

<i>Main Floor</i>				
Licensed Event	\$892.50 per day	\$53.55	\$946.05	\$42.50
Unlicensed Event	\$59.48 per hour (max. \$892.50)	\$3.57	\$63.05	\$2.83
<i>Auditorium</i>				
Licensed Event	\$499.80 per day	\$29.99	\$529.79	\$23.80
Unlicensed Event	\$52.50 per hour (max. \$499.80)	\$3.15	\$55.65	\$2.50
Regular Programs (i.e., daily, weekly, monthly)	\$26.25 per hour	\$1.58	\$27.83	\$1.25
<i>Peter J. Lynch Room</i>				
Licensed Event	\$178.50 per day	\$10.71	\$189.21	\$8.50
Organizational Meetings	\$6.30 per hour	\$0.38	\$6.68	\$0.30
Unlicensed Event (includes Birthday Parties)	\$29.93 per hour (max. \$178.50)	\$1.80	\$31.72	\$1.43
Regular Programs (i.e., daily, weekly, monthly)	\$14.86 per hour	\$0.90	\$15.86	\$0.71

TIMKEN CENTRE

<i>Main Floor</i>				
Licensed Event	\$892.50 per day	\$53.55	\$946.05	\$42.50
Unlicensed Event	\$59.48 per hour (max. \$892.50)	\$3.57	\$63.05	\$2.83
<i>Multi-Purpose Room</i>				
Licensed Event	\$499.80 per day	\$29.99	\$529.79	\$23.80
Unlicensed Event	\$52.50 per hour (max. \$499.80)	\$3.15	\$55.65	\$2.50
Regular/Sports Programs (i.e., daily, weekly, monthly)	\$26.25 per hour	\$1.58	\$27.83	\$1.25
Use of portable stage	\$29.40 per day	\$1.76	\$31.16	\$1.40

**Ontario Meeting Room/
 Corner Suite**

Organizational Meetings	\$6.30 per hour	\$0.38	\$6.68	\$0.30
Birthday Parties, Celebrations	\$15.75 per hour	\$0.95	\$16.70	\$0.75

Mezzanine (upper level)
 Dry/and training,
 conditioning, etc.

	\$6.30 per hour	\$0.38	\$6.68	\$0.30
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BOTH FACILITIES
Organizational Office

	\$29.40 per month (x 12 months)	\$1.76	\$31.16	\$1.40
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Equipment Storage

	\$29.40 per month (x 12 months)	\$1.76	\$31.16	\$1.40
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Organizational Meetings

	\$6.30 per hour	\$0.38	\$6.68	\$0.30
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Lower Lobby

(registrations, awareness displays, etc.)	\$6.30 per hour	\$0.38	\$6.68	\$0.30
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Corporation of the
City of St. Thomas

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Report No.

PR-07-07

File No.

Directed to: Chairman Bill Aarts and Members of the Community Services Committee		Date July 16, 2007
Department: Parks and Recreation	Attachment: July 2007 Revised Municipal Alcohol Policy	
Prepared By: Dianne Morgan, Manager of Culture and Recreation		
Subject: Revised Municipal Alcohol Policy		

Recommendation:

THAT: Report PR-07-07 entitled "Revised Municipal Alcohol Policy" be received for information; and further,

THAT: the July 2007 Revised Version of the City of St. Thomas Municipal Alcohol Policy (attached as Appendix "A") be approved and take effect for all future alcohol-related facility bookings.

Origin:

The current version of the Municipal Alcohol Policy was implemented in February 1999. Since that time, minor updates have been made solely relating to the department/organization name changes. A number of issues have emerged relating to alcohol permitted events that warranted a full review and revision of the existing policy. Staff has undertaken a thorough review of the policy and has developed a revised version based on consultations with the Health Unit, staff from the Alcohol and Gaming Commission and operational staff.

In developing the revised policy, staff was careful to balance customer needs and expectations with the responsibility to promote community safety and to ensure the safety and security of City staff. The revised policy incorporates several new features to address the issues that have become prevalent at many alcohol-related events, including:

- Changing the time that alcohol sales must cease, by thirty minutes (1:00 am to 12:30 am)
- Establishing different categories of events (e.g., Level 1, Level 2, Level 3) according to the risk of inappropriate behaviour that is likely to occur
- Requiring organizers of high risk (Level 3) events to hire off-duty uniformed police officers to attend the event for security purposes
- Updating the procedure to follow regarding the unauthorized consumption of alcohol in dressing rooms and other areas of recreational facilities

The Parks and Recreation Department is confident that the new policy addresses, in a responsible way, the concerns that have been expressed by City staff members regarding alcohol related functions. Operational staff members have provided comments on the draft revision, as summarized below:

1. It was suggested that the City should no longer provide facilities where the consumption of alcohol is permitted. In response to that concern, it is pointed out that the decision to allow or not allow alcohol related activities is beyond the scope of this policy review exercise and should involve public consultation and a direction from City Council.
2. There was a suggestion that the policy ought to apply immediately to all rentals including those that were arranged under the existing policy. In response to this suggestion, it is argued that rental agreements that were arranged under the existing policy will need to conform to the existing policy. While the existing policy is not as specific regarding some control measures, it does provide a reasonable level of control over events. A uniformed security presence is being investigated for high-risk events as an interim measure until the revised policy takes effect.

3. There was concern expressed regarding the enforcement of the policy. In response, it is acknowledged that the key to an effective policy is consistent enforcement, however the first step is to have a well defined standard or policy on which to base enforcement. The Municipal Alcohol Policy provides those standards, and our department is committed to evaluating enforcement practices and implementing new or improved methods of enforcement, where practical.

Financial Impact:

There is no associated cost to the municipality for implementing the revised Alcohol Policy. However, there could be an interim cost incurred should security personnel be hired to monitor events that are subject to the existing policy. The new policy however, will have the effect of increasing the costs of operating events to the end user and could therefore result in a decrease in demand for City facility time. A conservative estimate of a \$1,000 reduction in net revenue annually as a result of the potential decrease in demand is suggested.

Respectfully Submitted,



Dianne Morgan,
Manager of Culture and Recreation
Parks and Recreation Department

Reviewed By: _____

Treasury

Env Services

Planning

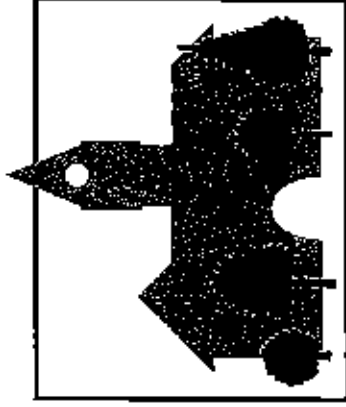
City Clerk

HR

Other

Parks & Rec

CITY OF ST. THOMAS



THE CORPORATION OF THE CITY OF
ST. THOMAS

Municipal Alcohol Policy

Revised July 2007

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City of St. Thomas Parks and Recreation Department
MUNICIPAL ALCOHOL POLICY

Goal Statement

To provide the City of St. Thomas with a Municipal Alcohol Policy, to set rules and regulations to ensure that event organizers utilizing City facilities provide/consume alcohol in accordance with appropriate, liquor licensing laws. To endeavour to protect the organizers and the City from adverse situations, which may occur due to improper use of alcohol.

Objectives

To ensure that event organizers of city facilities have a clear understanding of the City's position on appropriate and/or acceptable practice of serving alcohol during licenced functions held on City property. The policy is intended to lower liability and protect participants, event organizers, volunteers, the City and its staff.

As the organizer of a licenced event, you:

- can be held legally liable for the safety and sobriety of your guests.
- can be held responsible for injuries or damages that occur as a result of the alcohol you provide.
- are responsible for your guests at any function that you organize, either personally or professionally, such as family parties, outdoor festivals, including weddings, street parties and company parties.
- may be held responsible for the safety and behaviour of your guests until they're sober, not just until they leave the premises where the event was held.

City of St. Thomas Parks and Recreation Department
MUNICIPAL ALCOHOL POLICY

MUNICIPAL FACILITIES ELIGIBLE TO BE ALCOHOL LICENCED

By approval of the Parks and Recreation Department Management:

1. St. Thomas - Elgin Memorial Community Centre
 - a) Auditorium
 - b) Peter J. Lynch Room
 - c) Arena Floor (when ice is removed)
2. St. Thomas Timken Community Centre
 - a) Multi-Purpose Room
 - b) Upper Mezzanine
 - c) Arena Floor (when ice is removed)
3. Pinafore Park – outdoor (licenced areas to be specified)
4. Waterworks Park – outdoor (licenced areas to be specified)
5. Emslie Field – outdoor (licenced areas to be specified)
6. Douglas J. Tarry Sports Complex – outdoor (licenced areas to be specified)
7. Athletic Park – outdoor (licenced areas to be specified)
8. VA Barrie Park – outdoor (licenced areas to be specified)

By approval of Council:

1. Miscellaneous Parkettes, e.g., Hepburn Parkette (licenced areas to be specified)

NON-MUNICIPAL FACILITIES ELIGIBLE TO BE ALCOHOL LICENCED

By approval of the Manager of Culture and Recreation:

1. Gorman-Rupp Ball Park - outdoor

MUNICIPAL FACILITIES NOT ELIGIBLE FOR ALCOHOL LICENCED EVENTS

1. Various Public Parks and Parkettes, e.g., Optimist Park, New York Central Ball Park, Lions Park, Cannon Parkette, Green's Parkette, Sauvé Complex
2. Arenas
 - a) Dressing Rooms
 - b) Lobby
 - c) Seating Areas

EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

1. Council- approved street parties
2. Youth Activities
 - a) dances
 - b) concerts
 - c) socials

MUNICIPAL ALCOHOL POLICY

Youth Admission to Adult Events

The applicable alcohol permit dictates who may attend the function. Rules as specified by the Alcohol and Gaming Commission of Ontario (AGCO) licensing laws will be in effect. Only those who have reached the age of nineteen and possess the proper identification will be served alcohol. Acceptable ID includes: Canadian BYID (Bring Your Identification), Ontario Drivers Licence, Passport, and Military Card. In events where youth are in attendance, it is mandatory that those who are eligible to consume alcohol wear ID wrist bracelets.

Signs

The Municipality will post the following signs at all facilities where alcohol permits are in force.

1. **Statement of Intoxication** "By the authority of the Alcohol and Gaming Commission of Ontario, it is against the law for licenced establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are pleased to offer non-alcohol beverages."
2. **Legal Age to Consume Alcohol** "You must be 19 years of age or older to purchase and/or consume alcohol."
3. **Time Limits** "No alcohol will be sold after 12.30am and all alcohol must be removed from the tables by 1am, and the premises vacated by 1.30am. No last call."
4. **R.I.D.E.** "The City of St. Thomas Police Department's Reduce Impaired Driving Everywhere (R.I.D.E.) thanks you for helping to reduce impaired driving everywhere in St. Thomas and area. Random R.I.D.E. check(s) may be in place following this event."
5. **Alcohol Ineligible Areas** "No Alcohol Beyond This Point."
6. **Ticket Sales** "Sales of bar tickets will be limited to 4 per person per sale;
No more than 2 drinks per person will be served per visit to the bar;
As of 12.15am, a maximum of 1 drink per person will be served."
7. **Acceptable Identification** – list of allowable ID will be in place at the bar location

MUNICIPAL ALCOHOL POLICY

Accountability

This sign will be posted at the bar and main entrance of all alcohol permitted functions and will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign will include the name, address, and phone numbers of Parks and Recreation Department, Police Department, and AGCO.

Server Training

A training program is in place through the hospitality industry. The Smart Serve training program will give liquor servers the information they need to understand and implement the skills of responsible service. This program replaces the Server Intervention Program.

Qualified Smart Serve bartenders will know:

- their responsibilities and obligations under the law
- proactive approaches to preventing alcohol-related problems
- how to recognize signs of intoxication
- how to implement intervention strategies for aggressive customers

It is mandated by the City that hosts have qualified individuals behind the bar who have attended this training course.

Further, it is understood that bar ticket sellers, floor monitors, and door monitors must be Smart Serve trained.

For further information, contact:

Smart Serve @ Ontario

www.smartserve.org

5405 Eglinton Avenue West, Suite 106

Toronto, Ontario, M9C 5K6

Tel: (416) 695-8737 | Fax: (416) 695-0684 | Toll-free: 1-877-620-6082

Email: general@smartserve.ca

Low Alcohol Drinks

As a requirement for a facility permit involving an Alcohol Permit, the organizing group must ensure that a minimum of 30% of the alcohol beverages available must be of a low alcohol concentration level, (less than 5% alcohol).

City of St. Thomas Parks and Recreation Department
MUNICIPAL ALCOHOL POLICY

Safe Transportation

Only individuals, groups and/or organizations implementing a safe transportation strategy will be permitted the use of facilities for alcohol related functions.

Possible strategies:

- a) Designated Drivers Program - to be advertised at the event so that all patrons are aware this program is available.
- b) The designated driver will be supplied with low cost or free soft drinks/coffee during the function.
- c) Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- d) Inform patrons through advertising of the taxi service available.

CONTROLS

Prior to the Event

1. Where a Special Occasion Permit (Liquor Licence) applies, every organizing group must provide a list of "qualified" Smart Serve trained Alcohol Servers, at least two weeks prior to the event. The mandatory ratio is one Smart Serve Program trained staff per 50 people.
2. All parties must demonstrate to the Manager of Culture and Recreation or designate that plans are in place to observe regulations as specified below, that all requirements are understood and that controls are in place to ensure compliance with the Municipal Alcohol Policy.
3. All parties must provide proof of insurance naming the City as additional insured. This insurance coverage will remain in effect for the duration of the event.
4. ***Off-duty uniformed police officers may be required.*** Please refer to the category list below:

Level One - Banquets/Receptions/Programmed Events

A limited number of alcoholic beverages are served/sold to invited guests of a reception, sit-down dinner (including buffet-style dinners) or banquet. Examples include retirement dinners, service club dinner meetings, awards presentations, ballroom dancing events, wine and cheese functions, etc. These events may include attendance up to the allowable capacity limits of the facility in question and may extend to 1am (alcohol served no later than 12.30am).

Level Two - Affiliated Licenced Area

A licenced area is established to serve/sell alcohol to participants or guests attending an event or tournament. There is no dancing and the maximum number of persons within the licenced area does not exceed 100 persons at any time.

MUNICIPAL ALCOHOL POLICY

Level Three - Social Events

Alcohol is available throughout the event, which may include dancing, games of chance (within the applicable laws and regulations), and entertainment. These events may include attendance up to the allowable capacity limits of the facility in question and may extend to 1am (alcohol served no later than 12.30am). New Year's Eve events may not extend beyond 1am.

For Level Three Social Events, organizers are required to hire, at their own expense, uniformed off-duty police officers for the duration of the event to monitor the activities of the participants according to the following ratios

**Up to 500 expected attendees - 2 Officers
501 or more expected attendees - 4 Officers**

The Day of the Event

1. Special Occasion Permit signatory must attend event and be responsible for making decisions regarding the operation of the event.
2. With permission of the Parks and Recreation Department, alcohol may be delivered to facility earlier in the day to allow time for refrigeration but must be received, unloaded, and secured by the organizing group. The City accepts no responsibility for loss or theft.

During the Event

1. Entrances must be monitored by Smart Serve trained volunteers to ensure acceptable identification is provided (depending upon the nature of the Special Occasion Permit), and to refuse access to patrons deemed undesirable.
2. Permit-holder is responsible for event and therefore, must not consume alcohol while event is in progress.
3. All Smart Serve trained Door and Floor Monitors must not consume alcohol while event is in progress.
4. You must deny entry to intoxicated individuals.
5. Smart Serve trained personnel must supervise all exits. No one may leave the licenced area with alcohol on his or her person.
6. A Smart Serve trained floor supervisor must be available to assist as required with unruly patrons.
7. Event workers must not consume alcohol.

MUNICIPAL ALCOHOL POLICY

8. Event workers must be easily identified by attendees (e.g., name tags, unique hats or shirts, etc.)
9. Organizing group shall provide food (preferably unsalted) and non-alcohol beverages throughout the event. Snacks (chips, peanuts, pretzels, etc.) in and of themselves, are not sufficient. Foods such as pizza, subs, veggie trays, etc., are acceptable.
10. Complimentary bar must still have appropriate staff, and all listed controls in place.
11. Entertainment must be complete by 12.30am.
12. Facilities must be vacated by 1.30am, or additional fees will apply at the approved hourly rate.
13. Parks and Recreation Department staff may enter the event and are authorized to demand correction or shut down an event on behalf of the municipality. Police will be called for situations deemed to be a risk to the safety of staff or the facility. For any and all infractions related to this event, staff are authorized to:
 - a) call Police, if deemed necessary
 - b) complete an incident report
 - c) Inform municipal officials within 24 hours of infraction.

Bar Sales

1. No special sale of alcohol will be allowed, e.g., oversized drinks, double shots, 2 for 1, discount prices, volume discounts, etc. No pitchers of beer will be allowed. "Extra-strength" beer (greater than 5% alcohol content) is not permitted.
2. Where a Special Occasion Permit applies, Smart Serve trained ticket sellers must be provided. Tickets must be presented at the bar to redeem for drinks and all unused tickets must be refundable.
3. Sales of bar tickets will be limited to 4 per person per sale. No more than two (2) drinks per person will be served per visit to the bar, and from 12.15am to 12.30am, a maximum of one (1) drink per person will be served.
4. No last call.
5. Bar to close at 12.30am, with all alcohol off tables by 1am.
6. Refer to signs on page 4 for additional information.

MUNICIPAL ALCOHOL POLICY

7. No glassware or bottles will be allowed to leave the bar unless prior approval has been obtained. All drinks are to be served to the customer in paper or plastic cups or containers.

FAILURE TO COMPLY

Failure to comply with the rules and regulations contained in the Municipal Alcohol Policy may result in cancellation of function and may affect the organizing group's opportunity to host future alcohol permit functions in any St. Thomas Municipal facility.

INSURANCE

Proof of a minimum of \$2,000,000.00, or as determined by the City, in alcohol liability insurance naming the City as additional insured must be provided to the City fourteen days prior to the event.

Parks and Recreation Department reserves the right to distinguish the nature, i.e., size and scope, of the event for insurance purposes.

POLICY MONITORING AND REVISIONS

Parks and Recreation Department will review the Municipal Alcohol Policy on an annual basis and any changes and/or updates due to new legislation, etc. will be incorporated.

A copy of the revised document will be provided to Council for their approval.

ALCOHOL ADVERTISING

Since alcohol advertising (e.g., beer company umbrellas, posters, etc.) is designed to encourage and promote the consumption of alcohol, and it is illegal for people under the age of 19 to consume these products, alcohol advertising is not permitted

Facility permit-holders must follow the AGCO Special Occasion Permit regulations regarding alcohol advertising, which states that groups cannot advertise the brands or the cost of the alcohol to be served unless application is made to the Liquor Licence Board. This also applies to the dissemination of event details through information technology.

MUNICIPAL ALCOHOL POLICY

CONSEQUENCES FOR ALCOHOL CONSUMPTION IN MUNICIPAL RECREATIONAL FACILITIES

There is no alcohol permitted in the dressing rooms, seating areas, and hallways of Municipal recreational facilities..

The Police OR authorized authority will be called to investigate all problem events. If an infraction occurs, the future use by the offending parties of Municipal recreational facilities will be affected.

Steps to be followed should an infraction occur:

1. a) After being notified by the Parks and Recreation Department, first time offenders will be required to provide a letter to the Parks and Recreation Department within 48 hours of notification, acknowledging the Infraction and detailing what action will be taken to prevent a repeat offence.
 b) If the required letter is not received by the Parks and Recreation Department within 48 hours of notification, Step 2 (below) will be enforced.
2. If a second policy infraction occurs, the offending permit-holder's facility privileges for the next scheduled rental/event will be cancelled.
3. All costs associated with the facility rental will be the responsibility of the offending group or team, whether or not the cancelled time/rental is re-rented.
4. Penalized permit-holders risk forfeiture of the remaining season, unless they demonstrate to municipal staff that they follow all policy regulations at future functions.

MUNICIPAL ALCOHOL POLICY

Appendix A

CHECKLIST

Date of Event: _____ Number of Persons attending: _____

Location: _____ Name of person/group hosting event: _____

Will persons under 19 years of age be attending this event? ☐ YES ☐ NO
***must be indicated on the Special Occasion Permit**

Type of Identification for event workers: _____

Has proof of Special Occasion Permit been provided? ☐ YES ☐ NO Date _____Has proof of Insurance been provided? (copy to be attached) ☐ YES ☐ NO Date _____

The safe transportation strategy/strategies that will be used at this function are:

a) _____ b) _____

The names and certification numbers of our Smart Serve event workers (1:50 ratio):

Bartenders

1. Name _____	Certification # _____
2. Name _____	Certification # _____
3. Name _____	Certification # _____
4. Name _____	Certification # _____

Floor Monitors

1. Name _____	Certification # _____
2. Name _____	Certification # _____

Door Monitors

1. Name _____	Certification # _____
2. Name _____	Certification # _____

Ticket Sellers

1. Name _____	Certification # _____
2. Name _____	Certification # _____

Off-Duty Uniformed Police Officers (for Level 1 Events)

1. Name _____	Badge # _____
2. Name _____	Badge # _____
3. Name _____	Badge # _____
4. Name _____	Badge # _____

I have reviewed the Municipal Alcohol Policy with a municipal representative and I understand all the policy regulations and I, and my group, will observe/obey all policy regulations.

Signature Lessee _____

Signature Parks and Recreation Department

Appendix B

COMMENT FORM

Please comment on the effects this policy had relating to your event.

Please state the date of your event: _____

Location of event: _____

Type of event: _____

Comments: _____

Your comments are important to us - Thank you!

City of St. Thomas Parks and Recreation Department
MUNICIPAL ALCOHOL POLICY

Appendix C

INCIDENT REPORT

DETAILS OF INDIVIDUAL IN QUESTION

Date: _____
 Time: _____ am / pm
 Weather: sun / cloud / wet / dry / snow / wind / rain
 Staff on duty: _____
 Name: _____ Height: _____ Weight: _____
 Eye Colour: blue / brown / black / green
 Hair: gray / blonde / brown / black / other - long / mid / short
 Clothes: _____
 Glasses: YES NO
 Gender: male / female / moustache / beard / goatee / other
 Age: 19-25 26-30 31-35 36-40 41-49 50-59 60-65 65+

1. DENIAL OF ENTRY	
Time of denial: _____ am / pm	
Reason: intoxicated minor troublesome no I.D. previously barred false I.D. dress code other	
2. REFUSAL OF SERVICE	
Time of denial: _____ am / pm By whom? _____	
Reason: intoxicated minor troublesome impaired other	
What was the patron drinking? beer / wine / spirits / fortified wine	number of drinks
3. EJECTING OF PATRON	
Time of departure: _____ am / pm Estimated time of arrival: _____ am / pm	
Reason: fighting dispute drugs false I.D. trespassing minor swearing horseplay intoxication destruction of property other	
4. INJURY / ACCIDENT on premises	
Time of injury / accident: _____ am / pm	What part of the body was affected? _____
Was medical attention given? YES NO	Hospitalization required? YES NO
Did patron contribute to his / her injury? YES NO	
Describe incident: _____	
5. MINOR on premises	
Was minor caught drinking alcohol? YES NO	If yes, who gave minor a drink? _____
Was identification checked? YES NO	
If yes, indicate type of I.D.: drivers licence / BYID / passport / other: _____	
Was identification falsified? YES NO	If yes, explain _____
6. TRANSPORTATION	
Were alternate methods of transportation offered? YES NO	
If yes, specify: _____	
How did patron leave premises? Please circle	
Taxi company _____	friend on premises police friend from home walking car motorcycle
Bicycle other - specify _____	
If patron was driving, describe vehicle	
colour: _____	
make: _____	Licence #: _____
damage: _____	State / Prov: _____
	other: _____
7. POLICE	
Time of call: _____ am / pm	Time of officer arrival: _____ am / pm
Time of departure of patron: _____ am / pm	Badge #: _____
Name of Officer(s): _____	
8. WITNESS(ES)	
Witness name: _____	
Address: _____	
Telephone (home): _____ (Work): _____	
Witness name: _____	
Address: _____	
Telephone (home): _____ (Work): _____	

I, the undersigned, affirm that all the information recorded herein is factual, accurate and complete regarding the circumstances of this incident.

signature of individual completing this report

print name

address

phone

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Initials of Lessee



Corporation of the
City of St. Thomas

9a

Report No.
ES95-07
File No.

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

Date

July 16, 2007

Department: Environmental Services Department

Attachment

Prepared By: Dave White – Supervisor of Roads and Transportation

The correspondence from residents

Subject: Wellington Street Crosswalk – Elgin Mall

Recommendation:

THAT: Report No. ES95-07 be received for information; and,

THAT: Council endorse only two Designated Safe Crossing Points for access to Elgin Mall for residents south of Wellington Street between Highview Drive and Stokes Road; being the fully signalized intersections of Wellington Street and Highview Drive and Wellington Street and Stokes Road.

Origin

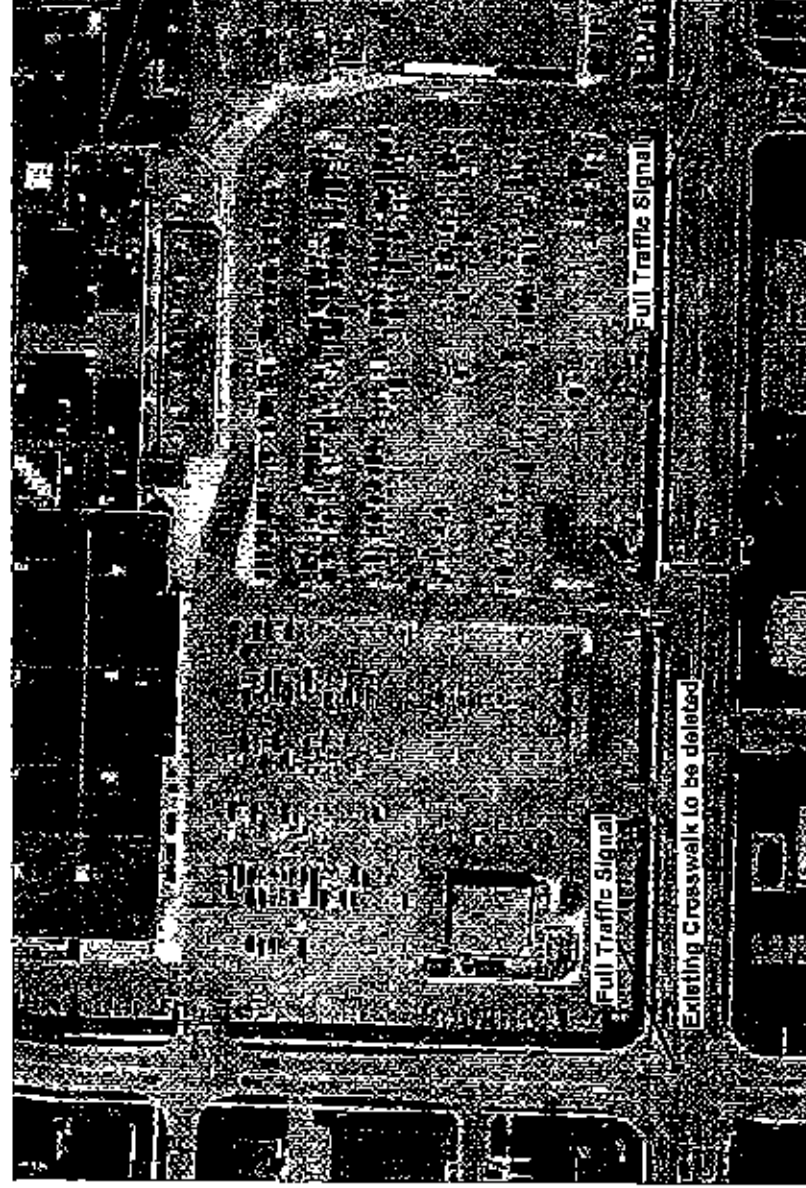
At its' meeting of June 4, 2007 Council carried the following motion;

THAT: The correspondence from residents of the Wellington Park Towers regarding a request that the crosswalk at Wellington Street near Elgin Mall be re-installed, be referred to the Environmental Services Department.

Analysis

At the May 15, 2006 Council meeting, report ES63-06 was considered by Council. Within the report was a summary of comments from the February 11, 2006 Public Information Centre and communications received. The general consensus of the attendees of the Public Information Centre and communications received was that they were not comfortable crossing Wellington Street with the existing conditions and control, and that a traffic signal at the intersection of Wellington Street and Stokes Road was the only safe method of crossing Wellington Street that they desired. As a result, Council recommended the installation of a fully signalized and accessible traffic signal at the Intersection of Wellington Street and Stokes Road.

During the final stages of construction and subsequent to the official turn on of the traffic signal installation, the Crosswalk lines and Pedestrian warning signs were removed.



93 The decision to remove the Crosswalk was based on the following criteria:

1. The Highway Traffic Act and Ontario Traffic Manuals do not support crossings unless controlled by a Stop Condition or a Standard Traffic Signal indication/display. Such traffic signal displays can either be a full Intersection Traffic Signal or a Pedestrian Traffic Signal. Only these traffic control measures require a motorist to stop for crossing pedestrians and afford the highest safety factor for area pedestrians.
2. Comments from the February 11, 2006 Public Information Centre, regarding the safety and comfort level of the residents' crossing Wellington Street without traffic control.
3. The location of the south leg of the crossing may be convenient for pedestrians but the location of the north leg (or connection to the mall parking lot) is not convenient nor is it considered a safe condition for area residents. There is no safe connection from the Public sidewalk to the parking lot without using the existing driveway and once the pedestrians enter the parking lot there is approximately 140 meters of parking lot to navigate with cars running in every direction across their path. It is considered to be much safer to travel 120 metres on the public sidewalk to either of the Designated Safe crossing points to gain access to Elgin Mall.

The only two Designated Safe Crossing points for access to Elgin Mall for residents south of Wellington Street between Highview Drive and Stokes Road are the fully signalized intersections of Wellington Street and Highview Drive and Wellington Street and Stokes Road. The existing pedestrian clearance and walk times at these locations have been set to be more than adequate for all potential area users.

It is for the above reasons that it is recommended that Council endorse only two designated Safe crossing points for access to Elgin Mall for residents south of Wellington Street between Highview Drive and Stokes Road; being the fully signalized intersections of Wellington Street and Highview Drive and Wellington Street and Stokes Road.

Financial Considerations

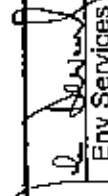
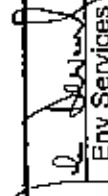
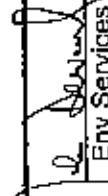
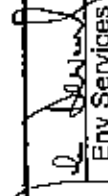
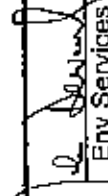
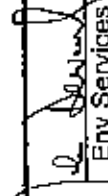
There are no effects on the Roads and Transportation budget as a result of the recommendations of this report.

Alternatives

There are no alternatives suggested at this time.

Respectfully,


Dave Whitford, Tech - Supervisor of Roads and Transportation
Environmental Services

Reviewed By:  Treasury  Env Services  Planning  City Clerk  HR  Other

CORRESPONDENCE FROM RESIDENTS

420

City of St. Thomas
Harrisburg

MAY 28 2007

John Clarke, Clerk

Petition for reinstallation of crosswalk.

The people of Wellington Park Towers would like the walkway to cross

Wellington street re-installed.

FOR THE SAFETY OF THE SENIORS AT WELLINGTON PARK AND THE
WELLINGTON MEWS, THIS WAS A WELL USED WALKWAY AND IT IS TRULY
MISSED AS THEY CANNOT WALK TO THE LIGHTS TO CROSS.

~~NAME~~ ~~WARRIS RUTH GREENGLASS~~ ~~SPONSOR~~ ~~SPONSOR~~
 X MARY L. LYNCH ~~SPONSOR~~ ~~SPONSOR~~
 LUCIANO REID ~~SPONSOR~~ ~~SPONSOR~~
 HELEN SHARMAN ~~SPONSOR~~ ~~SPONSOR~~
 PORA FUNNELL ~~SPONSOR~~ ~~SPONSOR~~
 KAREN L. LYNCH ~~SPONSOR~~ ~~SPONSOR~~
 CHERYL LARSON ~~SPONSOR~~ ~~SPONSOR~~
 HELENA SLACKATHORN ~~SPONSOR~~ ~~SPONSOR~~
 CARY ELGOLD ~~SPONSOR~~ ~~SPONSOR~~
 PAUL STALLER ~~SPONSOR~~ ~~SPONSOR~~
 PAUL HOSHAL ~~SPONSOR~~ ~~SPONSOR~~
 Beryl Cropper ~~SPONSOR~~ ~~SPONSOR~~
 LUCY + PHIL ~~SPONSOR~~ ~~SPONSOR~~
 JERRY CROOKER ~~SPONSOR~~ ~~SPONSOR~~
 JILL SMITH ~~SPONSOR~~ ~~SPONSOR~~
 JILL CARTER ~~SPONSOR~~ ~~SPONSOR~~
 SHIRLEY CARTER ~~SPONSOR~~ ~~SPONSOR~~
 VERA HEPT ~~SPONSOR~~ ~~SPONSOR~~
 L. SHEPHERD ~~SPONSOR~~ ~~SPONSOR~~
 MERION GALLOWAY ~~SPONSOR~~ ~~SPONSOR~~
 L. EMMETT - CALVERT ~~SPONSOR~~ ~~SPONSOR~~
 BAK - CALVERT ~~SPONSOR~~ ~~SPONSOR~~
 KATHLEEN SHARMAN ~~SPONSOR~~ ~~SPONSOR~~
 MARY MILLER ~~SPONSOR~~ ~~SPONSOR~~
 Beryl Hoshal ~~SPONSOR~~ ~~SPONSOR~~
 KAREN CHILCOT ~~SPONSOR~~ ~~SPONSOR~~

REFERRED TO
 John Downes, Director
 Environmental Services

FOR
 DIRECTION ☐
 REPORT OR COMMENT ☒
 INFORMATION ☐
 FROM

PETITION FOR RE-INSTALLMENT OF CROSSWALK

THE PEOPLE OF WELLINGTON PARK TOWERS
WOULD LIKE THE WALKWAY TO CROSS
WELLINGTON RE-INSTALLED.

FOR THE SAFETY OF THE SENIORS AT WELLINGTON PARK AND THE WELLINGTON MEWS
AND AREA RESIDENTS.

THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT
WALK TO THE LIGHTS TO CROSS.

Paul Weir

STEPHEN MCKINNAE

Kelly Monahan

John Mcgregor

SUSANNE MCGREGOR

WAYNE DENNIS

LEO JOHNSON

SHERYL JOHNSON

John George

Julie George

Donna Mcgregor

John Mcgregor

Jackie Nichols

ROD NICHOLS

KEEN EASLER

SAN MARTIN

Brian Galbraith

Elizabeth Platten

Donna Galbraith

GARY Mcgregor

GAIL Mcgregor

PETITION FOR RE-INSALLMENT OF CROSSWALK

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WELLINGTON RE-INSTALLED.

FOR THE SAFETY OF THE SENIORS AT WELLINGTON PARK AND THE WELLINGTON MEWS
AND AREA RESIDENTS.

THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT
WALK TO THE LIGHTS TO CROSS.

BETTY F. HARRIS Betty F. Harris
JIM VAN VATER Jim Van Vatter
Jace Fortisz Jace Fortisz
MAIT BOARDS Mait Boards
MARKET LAYDE Market Layde
Susan Siger Susan Siger
BETTY BERGEN Betty Bergen
LYNDA BELLON Lynda Bellon
Loren Card Loren Card
Scott Card Scott Card
Dorothy Turner Dorothy Turner
DIANA WARD Diana Ward
Deb Hickman Deb Hickman
KAYCE CUMBERY Kayce Cumbery
FREDERICK ROAD Frederick Road
Rae Bramley Rae Bramley
Kathy Bramley Kathy Bramley
Kathy Bramley Kathy Bramley
DALE JAMESVILLE Dale Jamesville
DAVID HELCOMBE David Helcombe
DANNA ELSK Danna Elsk
RAY ELSK Ray Elsk

PETITION FOR RE-INSALLMENT OF CROSSWALK

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THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT -----
----- WALK TO THE LIGHTS TO CROSS.

Mike Gwynne
 Linda Turner
 Bob & Lige Thoresen
 Ray & Lige
 Sam Vailled
 Pat Vailled
 Kate Pinsky
 Ed Kanoverich
 MAUREEN WANDERER
 BOB WANDERER
 JUNE GREEN
 L & S
 JOE & LIGNE TUNCASTLE
 SCOTT JONS
 RACINE TUNCASTLE
 BOB FASTER
 BOB KANZ
 BILL KANZ
 W & L
 Peter Mueller
 Helen Grotthel
 RODOLFO MARTINEZ

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THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT
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In Beaulieu
 Lucie Beaulieu
 Marie Allen
 Marie Allen
 Jo Anne Cummings
 People's Park
 PAUL BLAIR
 Lawrence Thompson
 Gaudie Douglas
 Maryna Zorog
 ALMA GALE
 Angela Krysmat
 Mary Ryle
 Helen Meltzer
 SARAH SPACKER
 Felicia Enns
 Mary Enns
 Belinda Lunn
 Carol Lunn
 Annada Hattman
 Mary Ann Baker
 Christine Leger

Gaudie Beaulieu
 Marie Allen
 Marie Allen
 Jo Anne Cummings
 People's Park
 PAUL BLAIR
 Lawrence Thompson
 Gaudie Douglas
 Maryna Zorog
 ALMA GALE
 Angela Krysmat
 Mary Ryle
 Helen Meltzer
 SARAH SPACKER
 Felicia Enns
 Mary Enns
 Belinda Lunn
 Carol Lunn
 Annada Hattman
 Mary Ann Baker
 Christine Leger

Petition for reinstallation of crosswalk.

The people of Wellington Park Towers would like the walkway to cross

Wellington street re-installed.

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[illegible]

PETITION FOR RE-INSTALLMENT OF CROSSWALK

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WELLINGTON RE-INSTALLED.

FOR THE SAFETY OF THE SENIORS AT WELLINGTON PARK AND THE WELLINGTON MEWS
AND AREA RESIDENTS.

NAME

SIGNATURE

THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT
WALK TO THE LIGHTS TO CROSS.

Russell Anger

SHARON TAYLOR

MARY NELSON

MICHAEL TERRY

DANIEL TERRY

OLIVIA TERRY

ROSE WATSON

LARRY HARTLEY

COLEMAN P. HARTLEY

MICHAEL BAKER

CAROL GARDNER

DANIEL GARDNER

END PETERSON

ALEXANDER

BRENDA BAKER

BRENDA BAKER

PETITION FOR RE-INSALLMENT OF CROSSWALK

THE PEOPLE OF WELLINGTON PARK TOWERS
WOULD LIKE THE WALKWAY TO CROSS
WELLINGTON RE- INSTALLED.

FOR THE SAFETY OF THE SENIORS AT WELLINGTON PARK AND THE WELLINGTON MEWS
AND AREA RESIDENTS.

THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT
WALK TO THE LIGHTS TO CROSS.

NAME	SIGNATURE
FRED REED	[Signature]
BILL CHILTON	[Signature]
VICKI CHILTON	[Signature]
JOYCE STANT	[Signature]
MAKIN ELLIOTT	[Signature]
DEAN DAVIS	[Signature]
MAURICE	[Signature]
ROSEMARY WHITNEY	[Signature]
KAREN WHITEHEAD	[Signature]
LOAN WHITEHEAD	[Signature]
SAUL WHITEHEAD	[Signature]
DAVE RICHARDSON	[Signature]
GAREN BIGNER	[Signature]
STIRLING BAKER	[Signature]
WAYNE AIX	[Signature]
DAVID MANNING	[Signature]
ROBERT BAKER	[Signature]
TRIA HERBERT	[Signature]
RON TAPER	[Signature]

PETITION FOR RE-INSTALLMENT OF CROSSWALK

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AND AREA RESIDENTS.

THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT
WALK TO THE LIGHTS TO CROSS.

GAIL BLANCHER
Bill Coe
Ann Stanger
Carol Brissman
Dorothy Nicholas
Sylvia H. G. H. H.
Don H. H. H. H.
Don H. H. H. H.
Bill C. H. H. H.
Barb. L. H. H.
Steve J. H. H.
Melrose Beach
H. H. H. H.
H. H. H. H.
Linda B. H. H.
Linda T. H. H.
Richard W. H. H.
Jeff H. H.
Mark H. H.
Dave Virag
Linda Young
Bob H. H.

PETITION FOR RE-INSALLMENT OF CROSSWALK

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WELLINGTON RE- INSTALLED.

FOR THE SAFETY OF THE SENIORS AT WELLINGTON PARK AND THE WELLINGTON MEWS
AND AREA RESIDENTS .

THIS WAS A WELL USED WALKWAY AND IT IS TRULY MISSED AS THEY CANNOT -----
----- WALK TO THE LIGHTS TO CROSS.

ROY ALLEN

JUDY BOGART

MELISSA VANHOUSE

CHRISTY PARK

KIMBERLY SPENCER

ELA KARP

ROY ALLEN
JUDY BOGART
MELISSA VANHOUSE
CHRISTY PARK
KIMBERLY SPENCER
ELA KARP

PETITION FOR CROSSWALK 420-430 WELLINGTON

TOM RUSLEY

Tom Rusley

CATHY BUCHAN

Cathy Buchan

Dawn McKelvey

Dawn McKelvey

Nellie Tolmie

Nellie Tolmie

DON TOLMIE

WHP Tolmie

GARY SMITH

MAXINE MCCURDY

JERRY COLEMAN

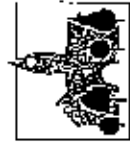
Jerry Coleman

BILL HINDLICK

Billy Hindlick

ASHTON HERBERT

ALAN



Corporation of the
City of St. Thomas

ST. THOMAS

108

Report No.

CC-36-07

File No.

Directed to:

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

Date

July 6, 2007

Department:

City Clerks Department

Attachment

Marijuana Grow Operation
Protocol Agreement

Prepared By:

Wendell Graves, City Clerk

Subject:

Marijuana Grow Operations

Recommendation:

THAT: Report CC-36-07 relating to a Marijuana Grow Operation Protocol between the St. Thomas Police Service and the City of St. Thomas be received for information.

Background:

During the past few months the administration from the St. Thomas Police Services have been in contact with City Hall officials in the development of a protocol relating to the management of marijuana grow operations should they be identified within the City.

This protocol establishes the flow of information and the respective duties of both the Police Services and the municipality.

While the St. Thomas Police Services will be responsible for the law enforcement issues and the posting of a notice on a property when a grow operation has been determined, the municipality, through the Building Inspection Department, will inspect the property for compliance to the building code and it will identify potential hazards.

Upon receipt of a notification of a grow operation from the St. Thomas Police Services, through the Clerk's Department, the Environmental Services Department will be contacted for a follow-up inspection of the property. When required, compliance orders will be issued where contraventions are identified.

Respectfully,

W. Graves, City Clerk

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other

Notification Of Marijuana Grow Operation Protocol Agreement

STATEMENT OF PRINCIPLE

Marijuana grow operations (MGOs) pose a serious threat to the safety and security of municipalities throughout Ontario. The detection, investigation, dismantling, and return of premises to legitimate use is a complex undertaking requiring the cooperation of police and municipal officials. A coordinated approach to this problem will help ensure that the entire process is conducted in a safe and effective manner. The safety of the personnel involved in the process and that of the public is of paramount importance.

LEGISLATIVE REQUIREMENTS

The *Municipal Act, 2001* is amended by adding the following sections:

Inspection of buildings containing marijuana grow operations

447.2 (1) If the clerk of a local municipality is notified in writing by a police force that a building located on land in the local municipality contained a marijuana grow operation, the local municipality shall ensure that an inspection of the building is conducted within a reasonable time after the clerk has been notified. 2006, c. 32, Sched. A, s. 184.

Persons who may conduct inspection

- (2) An inspection referred to in subsection (1) may be conducted by,
- (a) a by-law enforcement officer of any municipality or of any local board of any municipality; or
 - (b) an officer, employee or agent of any municipality or of any local board of any municipality whose responsibilities include the enforcement of a by-law, an Act or a regulation under an Act. 2006, c. 32, Sched. A, s. 184.

Nature of inspection

- (3) The requirement in subsection (1) for an inspection is for an inspection that includes entering upon the land and into the building. 2006, c. 32, Sched. A, s. 184.

Powers to conduct Inspection

- (4) The inspection shall be conducted pursuant to the powers of entry and inspection that the person conducting the inspection otherwise has under law, but only to the extent that the person conducting the inspection is able to do so. 2006, c. 32, Sched. A, s. 184.

Action to be taken

- (5) Upon conclusion of the inspection, the person who conducted the inspection shall take whatever actions he or she is authorized by law to take in order to make the building safe and otherwise protect the public. 2006, c. 32, Sched. A, s. 184.

Definition

- (6) In this section,

"police force" means a municipal police force, the Ontario Provincial Police or the Royal Canadian Mounted Police. 2006, c. 32, Sched. A, s. 184.

PURPOSE

The purpose of this protocol is to assist the St. Thomas Police Service and The City of St. Thomas to provide an effective and coordinated response when dealing with premises that have operated as a marijuana grow operation. This response will help to ensure that, once police identify a property as a marijuana grow operation, necessary steps are taken to have the building made safe for the public.

PROTOCOL

Responsibilities of the Police Service

When an illicit marijuana growing operation has been discovered to be operating in a premise, building or structure on property within the jurisdiction of the City of St. Thomas, the St. Thomas Police Service shall ensure:

1. An investigation is conducted into the illicit marijuana grow operation in accordance with the adequacy requirements in police operations as they pertain to drug investigations, the police service's Criminal Investigation Management Plan, if appropriate, and the police service's policies and procedures.
2. A notice is placed, consistent with Appendix II, on the principal entrance to the premises.
3. The clerk of the City of St. Thomas is notified, in writing by fax or by email, consistent with the On-Site Report (Appendix I), upon the completion of the on-site phase of the police investigation.
4. Appropriate agencies/personnel necessary to the police investigation at the premises are contacted, this may include:
 - i) Hydro suppliers
 - ii) Fire services
 - iii) Children's Aid Society
 - iv) Immigration
5. A site is deemed suitable for inspection by persons other than police when:
 - a. The police investigation of the site premises and removal of marijuana plants is complete;
 - b. All hazards of which police are aware of, have been contained, dismantled and/or are listed on the Site Report and sent to the City of St. Thomas; and
 - c. The notice has been affixed to the principle entrance of the premises indicating that a marijuana grow operation was dismantled and the premises may not be suitable for habitation/use until inspected by the City of St. Thomas.

Responsibilities of the Municipality

When an illicit marijuana grow operation has been discovered to be operating in a premise, building or structure on property within the jurisdiction of the City of St. Thomas, the City of St. Thomas shall ensure:

1. The name of the registered owner of the property as contained in the records of the City of St. Thomas is forwarded to the police.
2. Appropriate inspection measures are taken by municipal authorities within a reasonable time, to identify and list all hazards resulting from the marijuana grow operation.
3. Appropriate information received from the police is forwarded to the respective inspection agency/personnel.
4. Current contact information for the clerk of the City of St. Thomas is provided to the police.
5. Subsequent investigations are conducted as required by legislation.
6. Police contact identified on the form is contacted to acknowledge receipt of police notification.

CONTACT INFORMATION**The clerk of the municipality:**

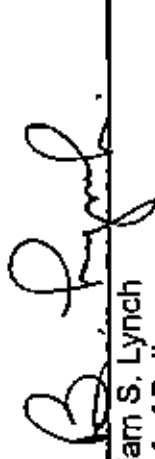
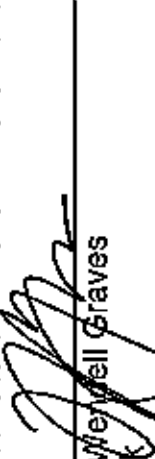
Name: Mr. Wendell Graves

Phone: (519) 631-1680 Extension 4120

Fax/Email: (519) 633-9019 email: wgraves@city.st-thomas.on.ca**Police Service:**

Name: Inspector Jeff Driedger

Phone: (519) 631-1124 Ext 112

Fax/Email: (519) 633-9028 email: jdriedger@stps.on.ca**THIS PROTOCOL HAS BEEN AGREED TO**DATED AT THE CITY OF ST. THOMAS, this 12 day of June, 2007.William S. Lynch
Chief of Police
St. Thomas Police Service
30 St. Catharine Street
St. Thomas, ON
N5P 2V8DATED AT THE CITY OF ST. THOMAS, this 2nd day of July, 2007.Mr. Wendell Graves
Clerk
The Corporation of the City of St. Thomas
545 Talbot Street
St. Thomas, ON
N5P 3V7

**POLICE NOTIFICATION of
ILLICIT MARIJUANA GROW OPERATION**

Please be advised that the St. Thomas Police Service has investigated and dismantled an Illicit Marijuana Grow Operation at the under-mentioned location.

DATE	TIME	POLICE OCCURRENCE

CONTACT INFORMATION		
Contact Person	Police Service	Address/Phone and Fax Number/Email Address
Municipality/County	Officer in Charge & Badge Number	Address/Phone Number/Email Address

SITE DETAILS		
Lot/No./Street	City	Postal Code
Urban	Rural	Industrial
PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION IF AVAILABLE		
Registered Owner	Mortgages	Length of Ownership/ Own/Lease/Rent
Realtor/Property Management	Insured	Name on Rental/Lease Agreement

COMMENTS/HAZARDS IDENTIFIED	
Hazard	Comments
☐ Structural alteration/damage	
☐ Chemicals or fuels	
☐ Mould/Water Damage	
☐ Electrical Wiring/Fire Damage	
☐ Other	

*Disclaimer: Police Services are not experts at identifying all hazards. This list is not exhaustive and hazards not identified here may exist.



NOTICE

Incident #: _____
Date: _____

These premises _____ were investigated by the St. Thomas Police Service and found to contain an illegal Marijuana Grow Operation. As a result, the premises may contain numerous hazards and may not be fit for occupancy.

The City of St. Thomas has been notified.



Corporation of the
City of St. Thomas

116

Report No.
FD07-07
File No.

Directed to: Alderman Dave Warden, Chair and Members of the
Protective Services and Transportation Committee

Date

July 5, 2007

Department: Fire Department

Attachment

Prepared By: Fire Chief Bob Barber

Subject: Fire Report for May and June 2007

Recommendation:

"THAT" The Fire Report of the St. Thomas Fire Department for the months of May and June 2007 be received for information.

Report:

SUMMARY OF RESPONSES BY ST. THOMAS FIRE DEPARTMENT

May 2007 to June 2007

<u>Response Types</u>	<u>2007 Incidents</u>	<u>2006 incidents</u>	<u>YTD 2007</u>
Fires/Explosions/Pre-fire conditions	49	33	92
False Fire Calls	45	33	116
Public Hazards	24	25	68
Vehicle Accidents/Rescues	10	17	36
Medical/Resuscitator calls	238	209	686
Other Responses	61	43	132
Total Responses May - June	427	360	1,132
The total estimated dollar loss	\$30,600	\$32,700	\$2,030,575

Incidents of Note

The Fire Department has been quite busy during the months of May and June responding to a number of various incidents including medical calls and dealing with a seasonal increase in " unauthorized controlled burns " aka "backyard fires". We also started our yearly home inspection program, which we remind the public is totally voluntary on their part. If someone wishes a home inspection all they need to do is contact the Fire Department at 631-0210 and request one.

Our safety message for this report addresses Summer activities.

Pools are a favourite place for children to spend their summer holidays so make sure there is always someone supervising the activities poolside. PFD's for smaller children while around any type of water is a great way to protect them. Knowing AR (artificial respiration) and basic First Aid is also beneficial to those who supervise children.

Summer is the time to fire up the Barbeque, once again some basic safety tips apply. Keep your barbeque away from combustibles, don't store extra propane tanks near your barbeque, and make sure that your propane tank is properly hooked up to your barbeque.

Summer months also brings the urge to have backyard fires. We would like to remind everyone that the City has an "Open Burn By-law " which is enforced year round. This By-law can be found at the City's website under Fire Services at " www.elginconnects.ca ".

Here's wishing everyone a safe summer.

Respectfully,

Chief Bob Barber

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other