

AGENDA

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

COUNCIL CHAMBERS 6:00 P.M. CLOSED SESSION
CITY HALL 7:00 P.M. REGULAR SESSION

MAY 14TH, 2007

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 G. Campbell

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on May 7th, 2007.

PRESENTATION

St. Thomas Cemetery Company

Lesley Buchanan, Cemetery Manager, St. Thomas Cemetery Company, will be in attendance to present a cheque to Mayor Barwick and Finance Chairman Shackelton.

DEPUTATIONS

Thames Valley District School Board Accommodation Review Committee

Frank Exley, Trustee Thames Valley District School Board (TVDSB), will be in attendance to discuss the CPAC process, CPAC Draft Capital Plan and the Accommodation Review Committee.

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

St. Thomas Official Plan Review - St. Thomas Population, Housing and Employment Projections, 2006-2026 - prepared by Lapointe Consulting Inc., May 2007

Report PD-10-2007 of the Technical Steering Committee. Pages 8 to 16

Full Report Attached.

Ms. Linda Lapointe, Lapointe Consulting Inc., will be in attendance to provide a power point presentation on the highlights of the report.

St. Thomas Official Plan Review - Retail Commercial Demand Analysis - Regional Commercial Systems Study - prepared by W. Scott Morgan & Associates Limited.

Report PD-11-2007 of the Technical Steering Committee. Pages 17 to 33

Full Report to Follow.

Mr. Scott Morgan, W. Scott Morgan & Associates Limited, will be in attendance to provide a power point presentation on the highlights of the report.

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

NEW BUSINESS

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 ReportSt. Thomas Consolidated Courthouse Project - Police FacilitiesMayor and Council ExpensesSt. Thomas Police Services Space NeedsCouncil Remuneration and Expenses - Section 284(1) Reporting under Municipal Act 2001

Report TR-17-07 of the Manager of Accounting. **Pages 34 & 35**

Bridge, Sewers and Water Capacity in Barwick Street AreaCell Phone Policy**NEW BUSINESS**2007 City of St. Thomas Municipal Accessibility Plan Structure & Process

Report MB-01-07 of the Clerk's Department Resource Assistant. **Pages 36 to 38**

Tender Award - Heating Ventilation and Air Conditioning (HVAC) Unit Upgrades at the St. Thomas Seniors' Centre

Report TR-18-07 of the Manager of Facilities and Property and Purchasing Agent. **Page: 39**

Horton Market - Community Transition Program Funding

Report TR-16-07 of the Director of Finance and City Treasurer. **Page 40**

BUSINESS CONCLUDED**COMMUNITY SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS**Parks Pavilion RenamingWalk of FameParalympics Ontario - Request for Hosting Bids**NEW BUSINESS**Optimist Club of St. Thomas - Upgrades to Optimist Park Playground Facility Capital Project

Report TR19-07 of the City Treasurer. **Pages 41 to 44**

St. Thomas and District Minor Baseball Association Support Building for Centennial Sports Club Minor Baseball Complex Capital Project

Report TR20-07 of the City Treasurer. **Pages 45 to 48**

St. Thomas Soccer Club - Upgrades to Athletic Park

Report TR21-07 of the City Treasurer. **Pages 49 to 52**

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

Paratransit Buses - Scooter Accommodation

Report ES65-07 of the Supervisor of Roads and Transportation. Pages 53 to 57

Glanworth Avenue Traffic Study

NEW BUSINESS

Fire Report for March and April 2007

Report FD04-07 of the Fire Chief. Page 58

St. Thomas Transit Services - 2007 Initiatives & Review Committee Implementation Plan - Update Ridership Growth Strategy and Asset Management Plan

Report ES54-07 of the Supervisor of Roads and Transportation. Pages 59 to 68

Municipal Parking Lot Locations and Rates Schedules - Signage Revision to Schedules XVI and XVII of By-Law No. 45-89

Report ES63-07 of the Supervisor of Roads and Transportation. Pages 69 & 70

Old Court House Area Street Party - Prince Albert Street Road Closure - Saturday June 16, 2007

Report ES64-07 of the Supervisor of Roads and Transportation. Page 71

BUSINESS CONCLUDED

SOCIAL SERVICES COMMITTEE - Chairman L. Baldwin-Sands

UNFINISHED BUSINESS

Valleyview Food Service Contract

NEW BUSINESS

Purchase of Child Care Service with Oxford Community Child Care

Report OW10-07 of the Child Care Supervisor/Coordinator. Pages 72 & 73

Purchase of Child Care Service with Dream Weavers Day Care Inc.

Report OW11-07 of the Child Care Supervisor/Coordinator. Page 74

BUSINESS CONCLUDED**REPORTS PENDING**

ROAD RESURFACING PROGRAM - BUDGET FORECASTS - J. Dewancker

COUNCIL

Council will reconvene into regular session.

REPORT OF COMMITTEE OF THE WHOLE

Planning and Development Committee - Chairman H. Chapman

Environmental Services Committee - Chairman 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

PETITIONS AND COMMUNICATONS

Elgin-St. Thomas Connects Portal - Transfer to County of Elgin

A letter has been received from Mark McDonald, Chief Administrative Officer, County of Elgin, requesting Council's support regarding the Elgin-St. Thomas Connects Portal transfer to the County of Elgin and that the City of St. Thomas continue to fund the Elgin-St. Thomas Connects Portal. **Pages 75 to 77**

Ontario Family Fishing Weekend - Proclamation - July 6th to 8th, 2007

A letter was received from Mark Cousins, Ontario Family Fishing Weekend Steering Committee, requesting that Council proclaim the weekend of July 6th to 8th, 2007 as "Ontario Family Fishing Weekend".

Seniors' Picnic in the Park - Request for Free Transit Service for Seniors - July 11, 2007 - Pinafore Park

A letter was received from Mr. Ken Verrell, Chairperson, Seniors' Picnic Committee requesting that Council provide free transit service to the City's seniors on Wednesday July 11, 2007 from 9:30 a.m. to 4:00 p.m. for the Seniors' Picnic in the Park. **Page 78**

Talbot Trail Café & Grill - Liquor Licence Application

Application has been made to the Alcohol and Gaming Commission of Ontario by Talbot Trail Café & Grill for a liquor licence for its indoor and outdoor areas at 86 Talbot Street, St. Thomas. Council may make representation to the Board concerning the application.

Thank You Letter - 2nd Annual Northshore Challenge Cup

A letter has been received from Brian Jacobs, Northshore Hockey Development Inc., thanking Council for city pins in support of the 2nd Annual Hockey Challenge Cup.

Thank You Letter and 5-Year Financial Plan Committee - St. Thomas Seniors' Centre -

A letter has been received from Ron Hillman, President of the Board of Directors, St. Thomas Seniors' Centre, thanking council for its continued support and advising that a 5-Year Financial Plan Committee has been formed as per Council's direction.

Thank You Letter - St. Joseph Health Care Society - National Volunteer Week

A letter has been received from Catherine Nicholson, Community Volunteer Appreciation Committee 2007, St. Joseph Health Care Society, thanking Council and the 2007 sponsors for their support and assistance with the 2007 Volunteer Appreciation Events. **Page 79**

OMERS 2006 Annual Report

A copy of the OMERS 2006 Annual Report is available for review at the City Clerk's office or at the OMERS website. www.omers.com.

UNFINISHED BUSINESS

NEW BUSINESS

BY-LAWS

First, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 14th day of May, 2007.
2. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and the Oxford Community Child Care Inc. (Purchase of Service - Child Care Operator)
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 Dream Weavers Day Care Inc. - O/A Wee Watch Home Care. (Purchase of Service - Child Care Operator)
4. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and The St. Thomas and District Minor Baseball Association. (Funding for Centennial Sports Club Minor Baseball Complex)
5. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and The St. Thomas Soccer Club. (Funding for Upgrades to Athletic Park)
6. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and The Optimist Club of St. Thomas. (Funding for Upgrades to Optimist Park)

PUBLIC NOTICE

NOTICES OF MOTION

CLOSED SESSION

A resolution to close the meeting will be presented to deal with a matter protected under the Municipal Freedom of Information and Protection of Privacy Act and a labour relations matter.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER



ST. THOMAS

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

Report No.: PD-10-2007

File No.: 187

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

Date: May 7th, 2007

Subject: St. Thomas Official Plan Review - St Thomas Population, Housing and Employment
Projections, 2006-2026- prepared by Lapointe Consulting Inc., May 2007

Department: Planning Department
Prepared by: Technical Steering Committee - Official Plan
Review Project

Attachments: Executive Summary
Full Report - Attached Separately

RECOMMENDATION:

THAT: Report PD-10-2007 be received for information,

THAT: Council receive the report entitled "St Thomas Population, Housing and Employment
Projections, 2006-2026", prepared by Lapointe Consulting Inc., dated May 2007,

AND THAT : Council adopt the following projections as set out within the report; St. Thomas Housing
Demand 2006-2026, Strategic Growth Scenario; St. Thomas Projected Population Change 2006-2026,
Strategic Growth Scenario; and St. Thomas Employment Strategic Growth Scenario, 2006-2026.

BACKGROUND:

On June 12th, 2006 Council approved the work programs for the 2006 component of the Official Plan Review
Project identified in the "Summary Planning Report on the Policy Audit of the Existing Official Plan" (Report
PD-15-2006). The report identified all the tasks necessary to prepare a new Official Plan for the City of St.
Thomas, the associated costs/budgets and the timing and scheduling of the project over the period 2006-2007.
The program approved for initiation in 2006 included the following tasks:

- Population Projections and Housing Demand
- Employment Projections
- Regional Commercial System Study
- Residential Intensification & Redevelopment Capacity Assessment
- Land Supply Needs
- Policy Analysis & Development

The City's Consultants have completed the first three tasks in the list above and have presented their
findings in draft form to the Technical Steering Committee - Official Plan Review Project.

POPULATION, HOUSING AND EMPLOYMENT PROJECTIONS, 2006-2026:

Lapointe Consulting Inc. has completed their work on the Population Projections, Housing Demand and
Employment projections. Attached is an executive summary of the final report entitled "St Thomas
Population, Housing and Employment Projections, 2006-2026" A full copy of the Report was delivered to
Council members as part of their Agenda package.

The Report prepared by Lapointe Consulting Inc. is one of the technical foundation studies required to
address the Provincial Policy Statement. Incorporated into the study are three alternative growth scenarios
for future housing demand, population growth and employment growth in the City for the twenty year
projection period 2006-2026. Each projection scenario reflects a different set of assumptions regarding
expected levels of residential and employment growth within St. Thomas.

The preferred projection scenario adopted by Council for housing demand, population growth and
employment growth will provide the technical foundation:

- to complete the remaining 2006 work plan tasks identified above,
- to support the completion of other related studies which support the Official Plan Review, and
- to develop new Official Plan policies to guide future growth.

Ms. Linda Lapointe will be attending the May 14th, 2007 Council meeting to make a formal presentation to Council on the findings of her work.

RECOMMENDATION:

Planning Staff and the City's Planning and Housing Consultants are recommending that Council receive the report and adopt the following projections contained within the report:

- St. Thomas Housing Demand, 2006-2026, Strategic Growth Scenario
- St. Thomas Projected Population Change, 2006-2026, Strategic Growth Scenario
- St. Thomas Employment Strategic Growth Scenario, 2006-2026

Respectfully submitted,

Alderman Heather Chapman.

Alderman Heather Chapman
Chairman, Technical Steering Committee - Official Plan Review Project

Reviewed By:

Env. Services

Treasury

City Clerk

Planning Department

**ST. THOMAS POPULATION, HOUSING AND
EMPLOYMENT PROJECTIONS**

EXECUTIVE SUMMARY

*Lapoint Consulting in association with Dillon Limited
May 7th, 2007*

EXECUTIVE SUMMARY

INTRODUCTION

The City of St. Thomas has emerged as one of the fastest growing cities in Southwestern Ontario. By 2006 the population of St. Thomas had grown to 36,110 persons representing a 9% increase since 2001. St. Thomas has grown at a faster rate than almost all municipalities in Southwestern Ontario (except for Middlesex Centre). To a large extent this growth reflects pro-active policies and actions by the City in promoting St. Thomas as a place to live and work.

The City of St. Thomas is in the process of updating its Official Plan. This new Official Plan will update the City's vision of the future urban structure to take into account changing demographic, economic and environmental trends. As required under the PPS and recent revisions to the Planning Act, 20-year population, housing requirements and employment projections for the period 2006-2026 have been prepared.

Lapointe Consulting in association with Dillon Consulting Limited have been retained to conduct such projections since the early 1990's. These

projections have provided the basis for developing and implementing the City's growth strategy. Projections also assist the City in planning for hard services such as transportation and piped services (water and sewerage), and, for soft services such as parks and recreational services and facilities; in determining development charges; and in ensuring that there is sufficient land to accommodate future residential and industrial requirements.

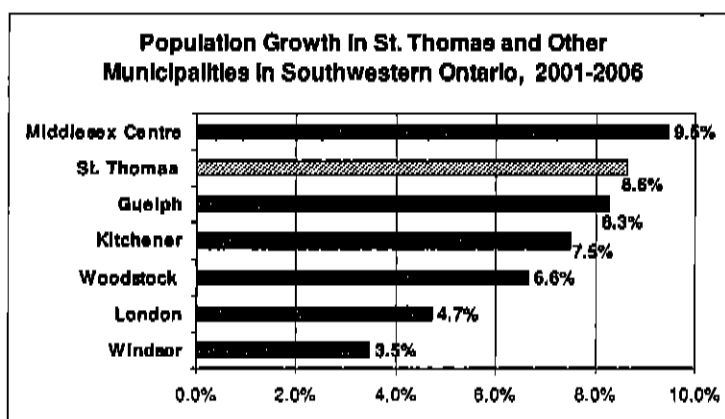


Figure 1

Source: Statistics Canada, various census years

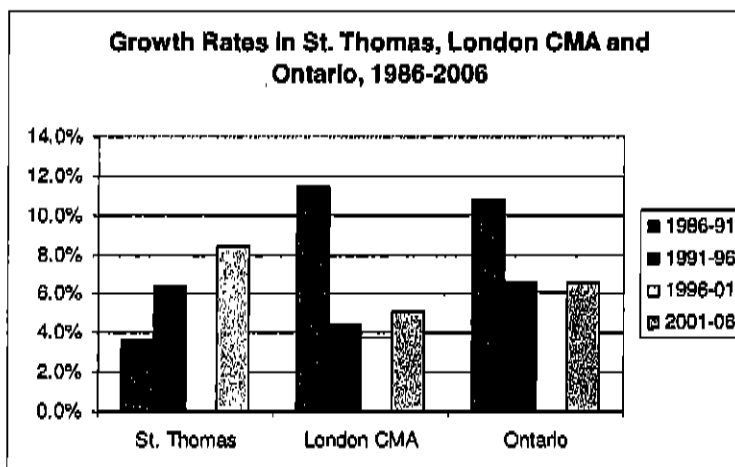


Figure 2

Source: Statistics Canada, various census years

HOUSING PRODUCTION REACHING RECORD LEVELS IN ST. THOMAS

There has been a significant upswing in residential development in St. Thomas since the early part of the 1990's. In the five-year period, 2002-06, an annual average of 283 housing units were completed in St. Thomas compared to 151 housing units in the five-year period 1992-1996. In 2006, the number of residential completions was close to 400.

This increased level of housing production has primarily been due to increased levels of single detached housing production. The average of 280 single detached completions during the five-year period, 2002-2006, is more than double the annual average of 122 completions in the 1992-1996 period.

The level of semi detached and town house production has declined substantially since the early 1990s. As a result of the City's participation in the Canada-Ontario Affordable Housing Program and some private sector rental construction, there will be more apartment construction in St. Thomas than there has been for over a decade following the cancellation of federal and provincial non-profit and co-operative housing programs.

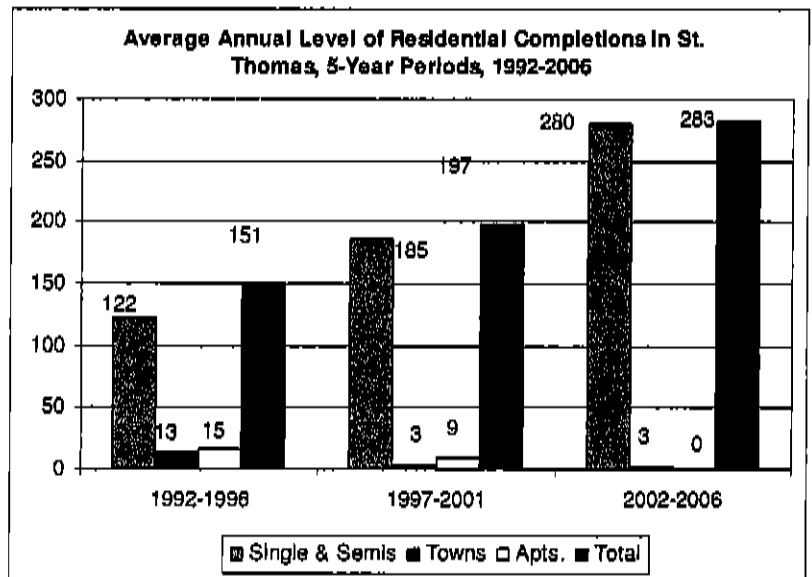


Figure 3

Source: Canada Mortgage and Housing Corporation

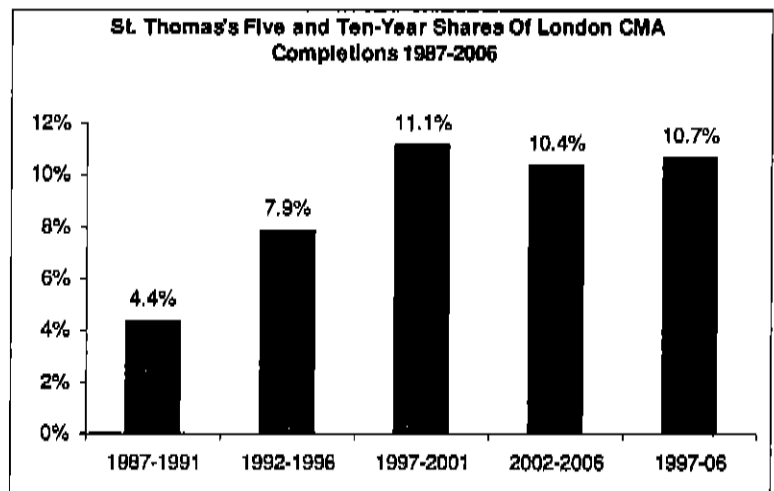


Figure 4

Source: Canada Mortgage and Housing Corporation

The higher level of housing development in St. Thomas is the result of several factors:

- ✓ The addition of several blocks of land for residential development in the south, south-west and the north end of St. Thomas;

- ✓ The healthy economic climate in Ontario since end of the recession of the early 1990's;
- ✓ Low mortgage rates that have made home ownership more affordable;
- ✓ The price advantage that St. Thomas has compared to other parts of the London CMA;
- ✓ A successful "25% More" campaign by the St. Thomas & Elgin Home Builders' Association marketing St. Thomas as a place to live;
- ✓ The growing sophistication of the development industry in St. Thomas which includes developers and home builders who are winning national, provincial and local awards from the building industry;
- ✓ The small town atmosphere in St. Thomas that includes access to a good system of parks and local schools as well as a rejuvenated downtown area; and,
- ✓ Easy access to employment and natural settings, including Lake Erie and many conservation areas, as well as to big box and commercial development in the City and nearby London.

HOUSING AFFORDABILITY

- Housing prices have been increasing in St. Thomas as in the rest of the London CMA and Ontario as a whole. For example, the average price of new single dwellings in St. Thomas in 2006 was \$221,737 compared to \$281,845 in the City of London or about 21% lower. Between 2002 and 2006, new house prices have increased in St. Thomas from \$179,787 to \$221,737 – representing an increase of 23% or three times the rate of inflation.
- The average price of resale homes in St. Thomas was \$169,200 for the first quarter of 2007 according to the London and St. Thomas Real Estate Board – well below the \$198,200 recorded for the London CMA.
- In October, 2006, the average rent for a one-bedroom apartment was \$566 and the average rent for a two-bedroom apartment was \$673. The vacancy rate has declined to 2.6% with one-bedrooms having the lowest vacancy rate at 2%.
- While this report discusses changes in house prices and rents, a separate report will analyze housing affordability and set affordable housing targets as required in the Provincial Policy Statement. The report will also examine other housing policies, particularly the City's condominium conversion policy.

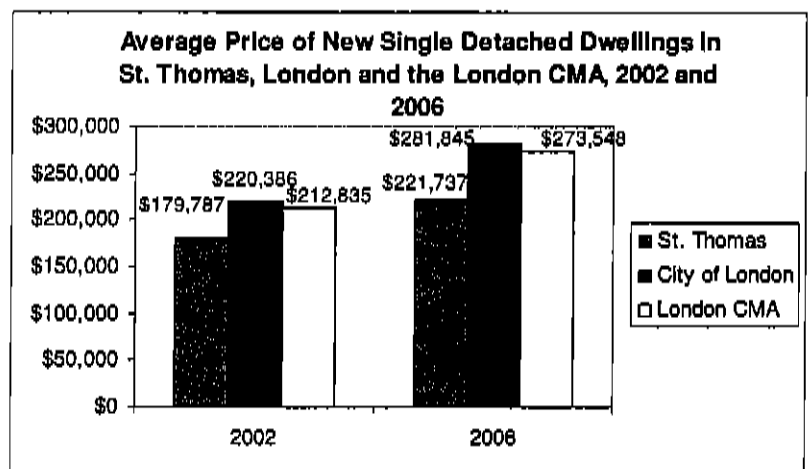


Figure 5

Source: Canada Mortgage and Housing Corporation

HOUSING AND POPULATION PROJECTIONS

This report provides detailed projections of housing requirements and population for St. Thomas for the twenty-year period 2006-2026. (Twenty-five year projections have also been included in

the report as this is the figure that some infrastructure planning requires.) The report describes the methodology used for projecting future housing for St. Thomas as outlined in the Provincial Projection Methodology Guideline and in the 2005 Provincial Policy Statement. This approach requires municipalities to project their share of the regional housing market (in this case, the London CMA) as the basis for projecting future population. We have assumed that servicing and land constraints will not be a factor in future residential development.

Three scenarios were used to project St. Thomas's future housing requirements and population:

- **Trends Growth Scenario** – basically a continuation of the current trends in the production of single detached dwellings with a greater mix of semi detached, townhouses and apartments to meet demographic shifts, affordability considerations and intensification objectives;
- **Strategic Growth Scenario** – assumes the same share of the London CMA's detached dwelling units as in the Trends Scenario but includes more semis, town houses and apartments to be more in line with demographic shifts, affordability considerations and intensification objectives; and
- **Modest Growth Scenario** – this is the result of longer term trends and includes periods of slower growth as well as higher levels of apartment and townhouse development in the early 1990s.

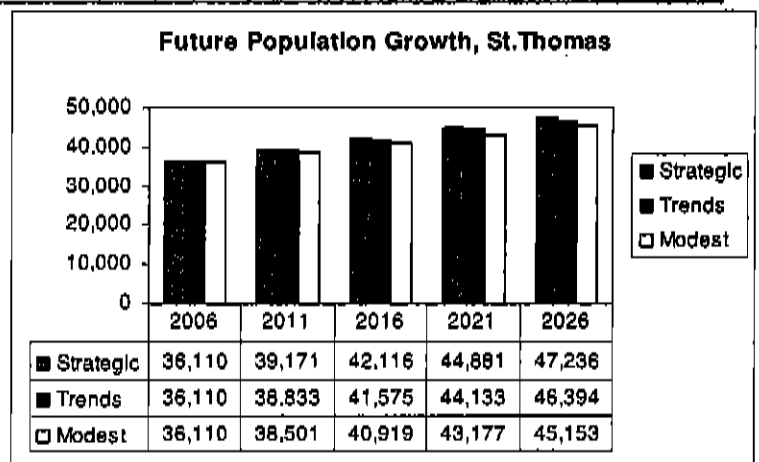
All three scenarios provide for a greater mix of dwelling types than is currently being developed in St. Thomas; however it is the strategic growth scenario that most fits market trends and policy requirements under the PPS.

**Table 1: Twenty-Year Housing Demand (2006-2026)
Under the Strategic, Trends and Modest Growth Scenarios**

	Strategic			Trends			Modest		
	20-yr	Annual	%	20-yr	Annual	%	20-yr	Annual	%
Single	4,243	212	71.3%	4,243	212	76.0%	3,915	196	77.7%
Semi	583	29	9.8%	438	22	7.8%	291	15	5.8%
Townhouse	494	25	8.3%	352	18	6.3%	304	15	6.0%
Apartments	633	32	10.6%	551	28	9.9%	531	27	10.5%
Total	5,953	298	100.0%	5,584	279	100.0%	5,041	252	100.0%

Source: Lapointe Consulting Inc.

The population of St. Thomas is projected to reach 47,200 persons by 2026 under the Strategic Development Scenario, 46,400 persons under the Trends Scenario, and, 45,100 persons under the Modest Growth Scenario.



Source: Lapointe Consulting Inc.

Figure 6

While all age groups will increase in number, those in the 20-44 year age group and the 65+ age group will show the highest increase over the 20-year period in absolute terms (refer to Table 2 below.) The largest percentage growth will be among those 65+ , an age group that is expected to grow by 64% over the projection period. By 2026, nearly a fifth of St. Thomas' population will be 65 years or older.

Table 2: Projected Age Distribution St. Thomas, 2006-2026
Strategic Development Scenario

Age	2006		2016		2026		Change 2006-26	
	Total	%	Total	%	Total	%	Total	% Ch.
0-19	9,552	26.4%	10,787	25.6%	11,768	24.9%	2,216	23.2%
20-44	12,477	34.5%	14,347	34.1%	15,727	33.3%	3,250	26.0%
45-64	8,919	24.7%	10,453	24.8%	11,286	23.9%	2,367	26.5%
65+	5,171	14.3%	6,529	15.5%	8,463	17.9%	3,292	63.7%
Total	36,119	100.0%	42,116	100.0%	47,244	100.0%	11,125	30.8%

Source: Lapointe Consulting Inc.

ST. THOMAS HAS A STRONG INDUSTRIAL SECTOR

The industrial or secondary sector which includes manufacturing, construction and utilities accounts for 42% of employment in St. Thomas while manufacturing alone accounts for 39% of employment. By comparison in the London CMA as a whole 17% of jobs are in manufacturing. The major employers in manufacturing are all in the automotive sector.

Total employment increased by 23% in St. Thomas between 1996 and 2001 compared to an increase of 11% in Ontario and a decrease of 4% in the London CMA. Most of this increase in St. Thomas was due to an increase in employment in the secondary sector which grew 65% during this period!

Between 1996 and 2001 there was a modest increase of 5% of new jobs in the service sector compared to 17% in Ontario as a whole and 2% in the London CMA.

Since the 2001 census, there has been slower growth in the secondary sector than in the five years prior to the 2001 census. Still, according to the St. Thomas Economic Development Corporation, 1,070 new manufacturing jobs have been created since 2001. The somewhat slower growth in industrial employment in St. Thomas is consistent with slower growth across Ontario where industrial employment has declined due to such factors as the higher value of the Canadian dollar and increased competition from foreign countries. However, whereas Ontario has lost an estimated 90,000 industrial jobs since 2002, St. Thomas has gained jobs.

In recent years, the City has attracted other major employers. For example, Starwood Worldwide Hotels and Resorts Inc. has established a major call centre in St. Thomas employing 400 persons. As well the development of the "Power Centre" at the east end of Talbot Street has increased retail employment in the City.

EMPLOYMENT PROJECTIONS

St. Thomas is well positioned to attract future industrial growth. It is strategically located close to the Highway 401 corridor as well as Highway 402 and has access to the Canadian National and Canadian Pacific Rail lines. Local suppliers should benefit from proximity to major investments in new and expanded auto plants and auto-parts plants in Woodstock and Ingersoll. While employment at the Ford plant in Southwold has been reduced to one shift, the decision to build the Lincoln Town there will extend the life of the plant. In March, 2007 Ford announced that the 2008 Crown Victoria Police Interceptor will be offered as a flexible fuel vehicle allowing it to run on Ethanol 85. This type of adjustment is indicative of the changes that are likely to occur in the auto industry in the future.

Three alternative growth projections have been prepared for employment. The Strategic and Trends Growth Scenario are based on manufacturing growing slightly above that forecasted for the Province as a whole whereas the Modest Growth Scenario was based on a lower level of manufacturing growth. All other employment was based on applying the current activity rate (that is, the employment in specific employment categories divided by the total population) to the projected population. While the strategic growth scenario is the likely result of St Thomas continuing to be a strong employment centre, especially for manufacturing, these are uncertain times, and these projections may need to be revisited should there be major changes in policy and/or employment trends that affect the automotive sector.

Total employment is forecast to grow from the estimated 18,200 jobs in 2006 to 26,200 jobs in the Strategic Development Scenario and 26,000 in the Trends Growth Scenario – which are almost identical. This is because when activity rates were applied the results were not that different for most employment categories and because we used the same assumptions about the manufacturing growth. Overall employment is projected to increase by 400 jobs annually with approximately a half of employment in the industrial sector (manufacturing, construction, utilities and transportation and communications) and the remaining half in service jobs (a range of service jobs such as retail, wholesale trade, finance and insurance, arts, etc.) and institutional (health and welfare and educational services).

Table 3: Employment Projections

Sector	Current	Strategic Development		Trends Growth		Modest Growth	
	2006	2026	Ann. Ch.	2026	Ann.Ch.	2026	Ann.Ch.
Primary	158	206	2	202	2	197	2
Industrial	8,665	13,795	256	13,767	255	11,126	123
Service	6,547	8,562	101	8,409	93	8,187	82
Institutional	2,803	3,667	43	3,601	40	3,505	35
Total	18,173	26,230	403	25,979	390	23,015	242

Source: Lapointe Consulting Inc.



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

Report No.: PD-11-2007

File No.: 187

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

Date: May 7th, 2007

Subject: St. Thomas Official Plan Review - Retail Commercial Demand Analysis - Regional
Commercial Systems Study- prepared by W. Scott Morgan & Associates Limited

Department: Planning Department
Prepared by: Technical Steering Committee - Official Plan
Review Project

Attachments: Executive Summary
Full Report - Attached Separately

RECOMMENDATION:

THAT: Report PD-11-2007 be received for information,

AND THAT: Council adopt the "Retail Commercial Demand Analysis - Regional Commercial Systems Study", prepared by W. Scott Morgan & Associates Limited, dated May 2007.

BACKGROUND:

On June 12th, 2006 Council approved the work programs for the 2006 component of the Official Plan Review Project identified in the "Summary Planning Report on the Policy Audit of the Existing Official Plan" (Report PD-15-2006). The report identified all the tasks necessary to prepare a new Official Plan for the City of St. Thomas, the associated costs/budgets and the timing and scheduling of the project over the period 2006-2007. The program approved for initiation in 2006 included the following tasks:

- Population Projections and Housing Demand
- Employment Projections
- Regional Commercial System Study
- Residential Intensification & Redevelopment Capacity Assessment
- Land Supply Needs
- Policy Analysis & Development

The City's Consultants have completed the first three tasks in the list above and have presented their findings in draft form to the Technical Steering Committee - Official Plan Review Project.

RETAIL COMMERCIAL DEMAND ANALYSIS - REGIONAL COMMERCIAL SYSTEMS STUDY:

In January 2000, W. Scott Morgan & Associates Limited completed the "Retail Market Demand Analysis, Regional Commercial Systems Study" as part of an overall Commercial Policy Review being completed for the City of St. Thomas and the Municipality of Central Elgin. The January 2000 report identified a significant amount of residual demand for new retail and food store floor space and recommended expansion of the City's commercial hierarchy (Official Plan Policies) to accommodate demand for new format retailers in a new power centre designation. The considerable retail growth experienced by the City since 2000 warranted having Mr Morgan undertake a new Retail Commercial Demand Analysis to update the previous report.

Mr Morgan has completed his 2007 report entitled "Retail Commercial Demand Analysis, Regional Commercial Systems Study" updating his previous work. The preparation of the report included a licence plate survey, a consumer telephone survey and the preparation of retail commercial market projections. The objective of the report was to evaluate how well the City has adapted to the infusion of new retail commercial space and to project future commercial space needs and assess the adequacy of the commercial hierarchy (Official Plan Policies) to meet those needs. An executive summary of the final report is attached. A full copy of the Report was delivered to Council members as part of their Agenda package.

Mr Morgan's report is one of the technical foundation studies required to address the Provincial Policy Statement. This study is the technical basis used to review the City's current commercial policy framework in terms of both its effectiveness in describing and providing for existing commercial development, but also for

responding to future commercial land use needs. This review will also examine the current commercial policies and land use designations to identify opportunities for simplification and clarification. Additionally Mr Morgan's analysis and recommendations will be used to assess the impact of new commercial applications on the existing commercial hierarchy and as a tool to encourage economic development within the City's commercial market.

Mr. Morgan will be attending the May 14th, 2007 Council meeting to make a formal presentation to Council on the findings of her work.

RECOMMENDATION:

The Steering Committee, Planning Staff and the City's Planning Consultant are recommending that Council adopt the "Retail Commercial Demand Analysis - Regional Commercial Systems Study"- prepared by W. Scott Morgan & Associates Limited, dated April 2007.

Respectfully submitted,

Alderman Heather Chapman

Alderman Heather Chapman
Chairman, Technical Steering Committee - Official Plan Review Project

Reviewed By:

Env. Services

Treasury

City Clerk

Planning Department

RETAIL COMEMRCIAL DEMAND ANALYSIS

REGIONAL COMMERCIAL SYSTEMS STUDY

**CITY OF ST. THOMAS &
MUNICIPALITY OF CENTRAL ELGIN**

EXECUTIVE SUMMARY

*W. Scott Morgan & Associates Limited
May 14th, 2007*

RETAIL COMMERCIAL DEMAND ANALYSIS

REGIONAL COMMERCIAL SYSTEMS STUDY

CITY OF ST. THOMAS & MUNICIPALITY OF CENTRAL ELGIN

MAY 14, 2007

EXECUTIVE SUMMARY

The following market study re-tests the market conditions in the City of St. Thomas and the Municipality of Central Elgin. Taking the pulse of the market at this time yields essentially good news that additional retail commercial land use designations are not needed in the short to medium term (by 2016) or even in the longer term (by 2021). Instead, the conclusion is reached that incremental expansion through natural phasing is the most reasonable commercial land use option that would allow the existing hierarchy to further mature without generating the need to designate additional lands. Because the most important anchor stores are now represented in the market, potential new anchor tenancies are not expected to have an appreciable effect on the distribution of the future retail commercial space.

Market conditions in the City of St. Thomas and the Municipality of Central Elgin were last investigated in a comprehensive manner with supporting empirical research in a January 2000 study entitled "Retail Market Demand Analysis, Regional Commercial Systems Study". The January 2000 study was prepared by W. Scott Morgan & Associates Limited as part of an overall Commercial Policy Review then being undertaken by Dillon Consulting Limited for the City of St. Thomas & the Municipality of Central Elgin. The January 2000 market study recommended expansion of the commercial hierarchy to accommodate new format retailers in a new power centre designation in St. Thomas, and incremental expansions mostly within the supermarket sector in Port Stanley and Belmont and tourist oriented retail in Sparta.

Power centre uses have now been developed in St. Thomas, including new major anchor stores such as Wal-Mart, as well as relocated and expanded anchor stores such as the Real Canadian Super Store and Canadian Tire. These expansions were accompanied by the closure of the Sears (small prototype) store in Elgin Mall, and the subsequent opening of the Galaxy Cinema. The existing commercial hierarchy represents the optimum longer term market equilibrium position that was determined through the 2000 Commercial Policy Review.

The current study's primary purpose is to evaluate how well the City of St. Thomas and the Municipality of Central Elgin have adapted to the infusions of new retail commercial space, and to project future retail commercial space needs and the adequacy of the commercial hierarchy to meet those needs.

The current study provides updated base year empirical research and projections of residual retail commercial space needs by general categories of retail commercial trade to the year 2031 as opposed to a 2021 planning horizon in the January 2000 study. The adequacy of the commercial hierarchy within the St. Thomas/Central Elgin Trade Area is then analyzed in terms of function, distribution, and support for different types of commercial uses, and land requirements to meet the projected space needs.

The current study provides a market basis for reviewing official plan policies for accommodating future commercial development within the City of St. Thomas and the Municipality of Central Elgin.

A key intent of this strategy is to preserve and strengthen the historic St. Thomas CBD (Central Business District) and the Port Stanley and Belmont Village Cores, while at the same time responding to emerging retail commercial trends and more fully satisfying the shopping needs of permanent residents, visitors and tourists.

The market investigations in this study entitled "Regional Commercial Systems Study" provide a commercial information base to be used in reviewing the commercial policies, and making recommendations for revising the retail commercial hierarchy for the regional commercial system in St. Thomas/Central Elgin.

The current study parallels the methodology of the January 2000 study to provide longitudinal profiling of the market in the intervening period.

All expenditures in this study are NAICS-based (North American Industrial Classification System) and expressed in the 2006 value of the dollar to correspond with the 2006 base year and the following updated empirical research:

- 2006 retail commercial floor space inventory (market supply),
- 2006 licence plate surveys (proxy customer origins and inflow), and
- 2006 consumer telephone survey (current distribution of expenditures)

Residual market demands (i.e. "ease of entry" calculations without sales transfers away from existing retail commercial operators) are then projected for the following retail/commercial categories:

Supermarket/Grocery portion of FSR (Food Store Retail)
 Specialty Food portion of FSR
 Department Store portion of NFSR (Non-Food Store Retail = GAFO / DRUG)
 Non-Department Store portion of NFSR (Non-Food Store Retail = GAFO / DRUG)
 General Merchandise Stores (including Canadian Tire, Home and Auto Supply, and Tire stores)
 Apparel & Accessories Stores
 Furniture / Home Furnishings / Electronics Stores
 Other Retail Stores
 Pharmacies and Personal Care Stores
 HI (Home Improvement Stores)
 Personal and Other Services (e.g. Barber/Beauty, Travel Agency, Shoe Repair & Other Repair Services, Dry Cleaner/Laundromat/Laundry, Wine/Beer Making, and Other Services such as Video Rental, Tanning, Photography, Dance, and Other Studio, Locksmith, and Caterer)
 Restaurant (Fast Food/Sit-down/Licensed/Unlicensed)
 L/B/W (Liquor/Beer/Wine)

Residual demand side projections beyond the 2006 base year include short to medium term demands in 2009, 2010, 2011, and 2016, and longer term demands in 2021, and 2031 (i.e. over a 25 year projection period).

In summary, the methodology for quantifying the residual retail commercial demands involves three steps:

1. re-assessing supply side amounts and types of existing retail commercial space as quantified in the floorspace inventory of retail commercial space in the City of St. Thomas and Central Elgin Trade Area;
2. re-assessing demand side amounts of warranted (residual) retail commercial space in the short term to long term based on current retail expenditure patterns of Trade Area residents (as determined in the 2006 base year by licence plate surveys and consumer telephone survey); and
3. recommending an appropriate future distribution of retail commercial designations for accommodating medium to longer term retail commercial demands.

FINDINGS AND CONCLUSIONS

Acronyms:

FSR:	Food Store Retail (formerly FCTM or Food & Convenience Type Merchandise)
NFSR:	Non-Food Store Retail (formerly DSTM or Department Store Type Merchandise)
GAFO:	General Merchandise / Apparel / Furnishings / Other Retail
HAAS:	Home and Auto Supply
TBA:	Tires, Batteries & Accessories
HI:	Home Improvement (formerly HIRM or Home Improvement Related Merchandise)
GLA:	Gross Leasable Area
CBD:	Central Business District
CPR:	Commercial Policy Review

Trade Area Delineation:

The Trade Area delineated in the January 2000 study was based on customer intercept surveys and consumer telephone survey results obtained in 1999. These have now been updated with licence plate surveys and consumer telephone surveys conducted in 2006. To facilitate comparisons to the January 2000 findings, the Trade Area in this report remains unchanged from that defined in the January 2000 study.

The defined Primary Zone consists of the City of St. Thomas in its entirety. The defined Secondary Zone consists of the balance of Central Elgin (Yarmouth Township, Port Stanley and the Village of Belmont) as well as Southwold Township to the west and Malahide Township and the Town of Aylmer to the east (Reference: **MAP FIGURE 1**).

Trade Area Income:

Average per capita household incomes (2001 Census data) in the Primary and Secondary Zones are 11.7% and 10.7% respectively below the provincial average. This is unchanged from the January 2000 study (1996 Census data).

Trade Area Population Projections:

The Primary Zone is projected to grow from 36,110 persons in the 2006 base year to reach 44,880 persons by the year 2021 and 49,060 persons by 2031. This represents growth of 12,950 persons in St. Thomas over the 25 year forecast period.

The Secondary Zone is projected to grow from 33,280 persons in the 2006 base year to reach 36,680 persons by the year 2021 and 38,300 persons by 2031. This represents growth of 5,020 persons over the same period. The Secondary Zone is a relatively large, growing, and consistent part of St. Thomas's trading geography and population base.

The Trade Area as a whole is projected to grow by 17,970 persons over and above the 2006 base of 69,390 persons in 2021 to 87,360 persons in 2031.

Trade Area Floorspace Inventory:

The 2006 inventory in the Primary Zone consists of approximately **2.4 million square feet** of retail commercial space broken down as follows:

<u>2006 Inventory</u>		
Supermarket/Grocery	@ 196,695 sf	@ 8.2% of total space
Specialty Food	@ <u>59,996 sf</u>	@ <u>2.5%</u> of total space
FSR space:	@ 256,691 sf	@ 10.7% of total space
Dep't Store	@ 193,453 sf	@ 8.1% of total space
Non-Dep't Store	@ <u>522,207 sf</u>	@ <u>21.8%</u> of total space
NFSR space:	@ 715,660 sf	@ 29.9% of total space
HI	@ 136,491 sf	@ 5.7% of total space
Personal Services	@ 84,930 sf	@ 3.6% of total space
Other Services	@ <u>360,188 sf</u>	@ <u>15.1%</u> of total space
Services:	@ 447,430 sf	@ 18.6% of total space
Local Offices	@ 135,422 sf	@ 5.7% of total space
Restaurants	@ 181,358 sf	@ 7.6% of total space
Bank/Trust	@ 50,166 sf	@ 2.1% of total space
Liquor/Beer/Wine	@ 23,728 sf	@ 1.0% of total space
Other Space NEC	@ 247,270 sf	@ 10.3% of total space
Vacancy	@ 199,434 sf	@ 8.3% of total space
TOTAL	@ 2,391,638 sf	@ 100% of total space

The balance of the Secondary Zone's (Central Elgin's) 2006 inventory consists of **0.34 million square feet**:

<u>2006 Inventory</u>		
Supermarket/Grocery	@ 13,506 sf	@ 4.0% of total space
Specialty Food	@ <u>18,293 sf</u>	@ <u>5.4%</u> of total space
FSR space:	@ 31,799 sf	@ 9.4% of total space
Dep't Store	@ 0 sf	@ 0.0% of total space
Non-Dep't Store	@ <u>76,146 sf</u>	@ <u>22.5%</u> of total space
NFSR space:	@ 76,146 sf	@ 22.5% of total space
HI	@ 7,623 sf	@ 2.3% of total space
Personal Services	@ 3,626 sf	@ 1.1% of total space
Other Services	@ <u>25,091 sf</u>	@ <u>7.4%</u> of total space
Services:	@ 28,717 sf	@ 8.5% of total space
Local Offices	@ 16,451 sf	@ 4.9% of total space
Restaurants	@ 69,214 sf	@ 20.5% of total space
Bank/Trust	@ 2,550 sf	@ 0.7% of total space
Liquor/Beer/Wine	@ 6,737 sf	@ 2.0% of total space
Other Space NEC	@ 76,568 sf	@ 22.6% of total space
Vacancy	@ 22,639 sf	@ 6.7% of total space
TOTAL	@ 338,444 sf	@ 100% of total space

The **differences** between the 1999 and 2006 FSR, NFSR + HI, Personal Service, Local Office, Restaurant, Bank/Trust, Liquor/Beer/Wine, and Vacancy inventories in **St. Thomas** are as follows:

	<u>Inventory</u>	<u>Inventory</u>
	<u>Difference</u>	<u>% Change</u>
Supermarket/Grocery	@ 52,655 sf	@ 5.2%
Specialty Food	@ <u>-9,035 sf</u>	@ <u>-0.9%</u>
Subtotal FSR space:	@ 43,620 sf	@ 4.3%
Dep't Store	@ 75,969 sf	@ 7.5%
Non-Dep't Store + HI	@ <u>234,576 sf</u>	@ <u>23.1%</u>
Subtotal NFSR + HI space	@ 310,545 sf	@ 30.6%
Personal Services	@ 8,182 sf	@ 0.8%
Other Services	@ 280,538 sf	@ 27.6%
Local Offices	@ 22,089 sf	@ 2.2%
Restaurants	@ 8,431 sf	@ 0.8%
Bank/Trust	@ 4,943 sf	@ 0.5%
Liquor/Beer/Wine	@ 4,142 sf	@ 0.4%
Other Space NEC	@ 247,270 sf	@ 24.4%
Vacancy	@ 85,294 sf	@ 8.4%
TOTAL DIFFERENCE	@ 1,015,054 sf	@ 100% of total space

Excluding the "Other Services" and "Other Space NEC" categories which were tallied differently in the 1999 inventory than in the 2006 inventory (here contributing $\pm 50\%$ of the square footage gain), the greatest square footage gains are in the combined "Non-Department Store NFSR + HI" categories, followed by the Vacant, Department Store, and Supermarket categories (contributing $\pm 45\%$ of the square footage gain).

Fairly modest gains are made in the Local Office, Personal Service, and Restaurant categories.

The major vacancies in the 2006 inventory for **St. Thomas** are as follows:

	2006	2006	1999
	St. Thomas	St. Thomas	St. Thomas
	Nodal	Vacant sf	Vacant sf
	<u>Vacancy</u>	<u>Per Node</u>	<u>Per Node</u>
Node 1: St. Thomas Miscellaneous	@ 3.8%	@ 3,018 sf	@ 4,679 sf
Node 2: Office/Professional	@ 7.3%	@ 3,173 sf	@ 0 sf
Node 3: Talbot West	@ 18.1%	@ 22,300 sf	@ 4,252 sf
Node 4: Talbot Central	@ 12.6%	@ 82,390 sf	@ 84,932 sf

Node 5: Talbot East	@ 3.9%	@ 9,278 sf	@ 5,040 sf
Node 6: Secondary Commercial	@ 10.8%	@ 21,590 sf	@ 7,965 sf
Node 7: Minor Commercial	@ 16.8%	@ 20,230 sf	@ 600 sf
Node 8: Highway Commercial	@ 4.8%	@ 7,442 sf	@ 4,000 sf
Node 9: St. Thomas Industrial	@ 1.3%	@ 1,680 sf	@ 0 sf
Node 10: Major Commercial: Elgin Mall	@ 7.8%	@ 21,123 sf	@ 2,672 sf
Node 14: Power Centre	@ 2.0%	@ 7,210 sf	na
Total Vacant Space	@ 8.3%	@ 199,434 sf	@ 114,140 sf

Comparing the 1999 and 2006 square footage vacancies in St. Thomas reveals that the biggest increases in vacancies have occurred in the Talbot West, Secondary Commercial, Minor Commercial, and Elgin Mall designations. The Secondary Commercial vacancy consists of a single unit (the 21,590 square foot former Beaver Lumber facility at 7 First Avenue).

About 85% of all vacant space is found in Talbot Central (41%), Talbot West (11%), Secondary Commercial (11%), Minor Commercial (10%), and Elgin Mall (11%).

Despite modest declines since 1999, Talbot Central still has the highest amount of vacant square footage. Giant Tiger took over the A&P premises which were vacant in 1999. This means that since 1999, ±20,000 square feet became vacant elsewhere in Talbot Central.

Talbot Central has 39 vacancies, of which 5 stores of over 3,500 square feet (combined total of 28,570 square feet) comprise 35% of that node's vacancy. A number of premises are in a state of disrepair.

Talbot West also has 9 vacancies, of which 3 stores of over 3,500 square feet (with a combined square footage of 12,300 square feet) comprise 55% of that node's vacancy.

Although Elgin Mall lost its small prototype Sears store, it is today well anchored by Zellers, A&P, and the Galaxy Theatre. Elgin Mall has 13 vacancies. Over 60% of these vacancies are in 4 units each over 2,800 square feet (having a combined total of 12,300 square feet). As St. Thomas' only enclosed shopping centre, Elgin Mall has good prospects for vacancy uptake.

Implication for St. Thomas:

The implication of almost doubling the vacant space since 1999 is that *some amount of vacancy uptake* should be factored into calculations of the residual opportunities and future land requirements for additional retail commercial space.

The **differences** between the 1999 and 2006 FSR, NFSR + HI, Personal Service, Local Office, Restaurant, Bank/Trust, Liquor/Beer/Wine, and Vacancy inventories in **Central Elgin** are as follows:

	Inventory Difference	Inventory % Change
Supermarket/Grocery	@ 590 sf	@ 1.2%
Specialty Food	@ -3,543 sf	@ -7.3%
Subtotal FSR space:	@ -2,953 sf	@ 6.1%
Dep't Store	@ 0 sf	@ 0%
Non-Dep't Store + HI	@ -93,836 sf	@ -193.4%
Subtotal NFSR + HI space	@ -93,836 sf	@ -193.4%
Personal Services	@ -8,981 sf	@ -18.5%
Other Services	@ 525 sf	@ 1.1%
Local Offices	@ -1,430 sf	@ -2.9%
Restaurants	@ -19,356 sf	@ -39.9%
Bank/Trust	@ -3,823 sf	@ -7.9%
Liquor/Beer/Wine	@ -2,196 sf	@ -4.5%
Other Space NEC	@ 76,568 sf	@ 24.4%
Vacancy	@ 1,052 sf	@ 8.4%
TOTAL DIFFERENCE	@ -54,230 sf	@ 100% of total space

These data indicate that Central Elgin has lost substantial amounts of Non-Department Store NFSR space (e.g. almost 50,000 square feet in just 3 stores in Central Elgin), and less substantial losses in restaurant space, and personal service space. "Other Space NEC" was tallied in the 2006 inventory, but not in the 1999 inventory, with the result that no direct

comparison can be made. Much of the lost space probably has reverted to uses other than retail commercial because the retail commercial vacancy has increased only modestly since 1999.

Consumer Telephone Survey – Highlights:

A consumer telephone survey was conducted by Network Research in November, 2006 with an overall sample size of 500 split 250 in the Primary Zone and 250 in the Secondary Zone.

The consumer telephone survey provides insights into the base year spending patterns of Study Area residents, including local (St. Thomas) capture rates and outflow by retail category and spending destination.

Future spending patterns are based on consultant judgment of how well St. Thomas' retail commercial facilities might perform under future market conditions of greater retention of outflow and increased levels of inflow can be expected from the provision of additional retail commercial space where low capture levels currently exist, and from the greater attraction that the provision of such space will afford.

Highest to Lowest St. Thomas Capture from St. Thomas Residents:

The following tabulations summarize the highest to lowest local capture rates that St. Thomas retailers obtain from St. Thomas residents (per **Appendix C-1**) with corresponding local capture rates from residents of the Secondary Zone (per **Appendix C-2**).

High local capture rates of over 70% and reciprocal outflow levels of under 30% are confined to the Hardware/Paint/Wallpaper/Electrical/Plumbing Supply, Antique, General Merchandise, Home Improvement/Building Supply, Musical Instrument/Supply, and Supermarket/Grocery categories, to certain anchor stores such as Zellers, Wal-Mart, and Canadian Tire, and to lower order or convenience oriented spending categories such as Specialty Food, Drugs and Personal Care, Florist, and Pet/Pet Supply.

<u>Spending Category</u>	<u>From Primary Zone (PZ)</u>		<u>From Secondary Zone (SZ)</u>		
	<u>PZ Capture</u>	<u>Outflow</u>	<u>PZ Capture</u>	<u>SZ Capture</u>	<u>Outflow</u>
Hrdw/Paint/Electrical/Plumbing	100.0%	0%	78.4%	2.8%	18.8%
Antiques	100.0%	0%	5.2%	1.9%	93.0%
General Merchandise	99.3%	0.7%	61.7%	27.1%	11.1%
Supermarket/Grocery	97.5%	2.5%	46.5%	48.0%	5.5%
Zellers	97.5%	2.5%	82.9%	0%	17.1%
Canadian Tire	96.9%	3.1%	38.8%	51.2%	10.0%
Wal-Mart	96.4%	3.6%	82.8%	0%	17.2%
Florist	96.1%	3.9%	3.6%	67.1%	29.3%
Drugs/Personal Care	80.1%	19.1%	37.3%	49.6%	13.1%
Specialty Food	79.7%	20.3%	14.4%	74.2%	11.4%
HI/Lumber/Bldg. Supply	72.8%	27.2%	38.4%	13.4%	48.1%
Pet/Pet Supply Stores	71.8%	28.2%	50.7%	11.8%	37.5%
Musical Instrument/Supply	70.8%	29.2%	0%	0%	100.0%
Shoe Stores	67.0%	33.0%	31.3%	22.5%	46.2%
Fabric & Wool Stores	63.2%	36.8%	15.6%	0%	84.4%
Garden Centre/Nursery	56.6%	43.4%	59.2%	14.7%	26.1%
Stationery/Office Supply	56.5%	43.5%	27.8%	19.0%	53.2%
Record/CD/Tape	52.3%	47.7%	32.6%	0%	67.4%
Men's & Ladies Wear	47.7%	51.3%	22.0%	5.4%	72.6%
Lighting/Carpet/Other Int. Décor	46.9%	53.1%	21.3%	0%	78.7%
Sporting Goods/Art/Craft	46.0%	54.0%	35.7%	0%	64.3%
Jewellery/Gift/Novelty	45.4%	54.6%	13.7%	9.0%	77.3%
Phone/Cell/Vacuum/Sew Machine	40.0%	60.0%	3.4%	0%	96.6%
Book/Card	29.3%	70.7%	18.5%	6.4%	75.1%
Family Wear/Unisex	28.8%	71.2%	20.3%	13.5%	66.2%
Furniture/Appliances	27.5%	72.5%	8.5%	5.9%	85.6%
Electronics/Computer	25.9%	74.1%	0.6%	7.4%	92.0%
Toy/Hobby	10.0%	90.0%	0%	0%	100.0%
Camera/Photo Supply	6.2%	93.8%	19.4%	9.7%	70.9%
Art Gallery/Artist's Supply	0%	100.0%	0%	0%	100.0%
Children's Wear	0%	100.0%	0%	0%	100.0%
China/Kitchenware/Bath/Linen	0%	100.0%	0%	0%	100.0%

A new retail commercial equilibrium has emerged since the market was last surveyed in 1999 as a result of the introduction of Wal-Mart, the new Canadian Tire store, and the Real Canadian Super Store in the Power Centre designation. These anchor stores generate combined synergies that strengthen St. Thomas' attractiveness across the broader commercial market.

Local capture rates below 70% are obtained generally in medium to higher order comparison goods shopping categories. Where there had been very little local capture in the 45% to 75% range in the 1999 survey, the 2006 survey demonstrates improved capture in this range.

Highest to Lowest St. Thomas Capture from Secondary Zone Residents:

For Secondary Zone residents, the local capture rates by St. Thomas retailers are sorted in descending order as follows:

<u>Spending Category</u>	<u>From Secondary Zone (SZ)</u>		
	<u>PZ Capture</u>	<u>SZ Capture</u>	<u>Outflow</u>
Zellers	82.9%	0%	17.1%
Wal-Mart	82.8%	0%	17.2%
Hrdw/Paint/Paper/Electrical/Plumbing	78.4%	2.8%	18.8%
General Merchandise	61.7%	27.1%	11.1%
Garden Centre/Nursery	59.2%	14.7%	26.1%
Pet/Pet Supply Stores	50.7%	11.8%	37.5%
Supermarket/Grocery	46.5%	48.0%	5.5%
Canadian Tire	38.8%	51.2%	10.0%
HI/Lumber/Bldg. Supply	38.4%	13.4%	48.1%
Drugs/Personal Care	37.3%	49.6%	13.1%
Sporting Goods/Art/Craft	35.7%	0%	64.3%
Record/CD/Tape	32.6%	0%	67.4%
Shoe Stores	31.3%	22.5%	46.2%
Stationery/Office Supply	27.8%	19.0%	53.2%
Men's & Ladies Wear	22.0%	5.4%	72.6%
Lighting/Carpet/Other Int. Décor	21.3%	0%	78.7%
Family Wear/Unisex	20.3%	13.5%	66.2%
Camera/Photo Supply	19.4%	9.7%	70.9%
Book/Card	18.5%	6.4%	75.1%
Fabric & Wool Stores	15.6%	0%	84.4%
Specialty Food	14.4%	74.2%	11.4%
Jewellery/Gift/Novelty	13.7%	9.0%	77.3%
Furniture/Appliances	8.5%	5.9%	85.6%
Antiques	5.2%	1.9%	93.0%
Florist	3.6%	67.1%	29.3%
Phone/Cell/Vacuum/Sew Machine	3.4%	0%	96.6%
Electronics/Computer	0.6%	7.4%	92.0%
Musical Instrument/Supply	0%	0%	100.0%
Toy/Hobby	0%	0%	100.0%
Art Gallery/Artist's Supply	0%	0%	100.0%
Children's Wear	0%	0%	100.0%
China/Kitchenware/Bath/Linen	0%	0%	100.0%

Except for spending in the first seven categories listed in the preceding table (i.e. Department Store, Hardware/Paint/Wallpaper/Electrical & Plumbing Supply, General Merchandise, Garden Centre/Nursery, Pet/Pet Supply, and Supermarket/Grocery categories), most of the local capture rates St. Thomas retailers obtain from Secondary Zone residents are below 40%.

Longitudinal Comparisons 1999 - 2006:

<u>Spending Category</u>	<u>From Primary Zone (PZ)</u>		<u>From Secondary Zone (SZ)</u>	
	<u>2006</u>	<u>1999</u>	<u>2006</u>	<u>1999</u>
	<u>PZ Capture</u>	<u>PZ Capture</u>	<u>PZ Capture</u>	<u>PZ Capture</u>
Hrdw/Paint/Electrical/Plumbing	100.0%	80.3%	78.4%	27.0%
Antiques	100.0%	6.3%	5.2%	1.5%
General Merchandise	99.3%	92.0%	61.7%	59.6%
Supermarket/Grocery	97.5%	96.2%	46.5%	34.4%
Zellers	97.5%	95.5%	82.9%	79.7%
Canadian Tire	96.9%	96.6%	38.8%	34.8%

Wal-Mart	96.4%	na	82.8%	na
Florist	96.1%	na	3.6%	na
Drugs/Personal Care	80.1%	96.9%	37.3%	38.5%
Specialty Food	79.7%	88.2%	14.4%	61.7%
HI/Lumber/Bldg. Supply	72.8%	54.8%	38.4%	29.3%
Pet/Pet Supply Stores	71.8%	75.5%	50.7%	41.5%
Musical Instrument/Supply	70.8%	na	0%	na
Shoe Stores	67.0%	78.1%	31.3%	54.7%
Fabric & Wool Stores	63.2%	37.9%	15.6%	10.1%
Garden Centre/Nursery	56.6%	85.8%	59.2%	42.6%
Stationery/Office Supply	56.5%	57.8%	27.8%	30.2%
Record/CD/Tape	52.3%	34.1%	32.6%	30.5%
Men's & Ladies Wear	47.7%	42.8%	22.0%	24.8%
Lighting/Carpet/Other Int. Décor	46.9%	44.9%	21.3%	46.8%
Sporting Goods/Art/Craft	46.0%	72.8%	35.7%	48.8%
Jewellery/Gift/Novelty	45.4%	38.7%	13.7%	78.4%
Phone/Cell/Vacuum/Sew Machine	40.0%	na	3.4%	na
Book/Card	29.3%	57.8%	18.5%	30.2%
Family Wear/Unisex	28.8%	32.4%	20.3%	20.2%
Furniture/Appliances	27.5%	16.9%	8.5%	14.2%
Electronics/Computer	25.9%	34.1%	0.6%	30.5%
Toy/Hobby	10.0%	29.9%	0%	12.5%
Camera/Photo Supply	6.2%	91.1%	19.4%	43.5%
Art Gallery/Artist's Supply	0%	na	0%	na
Children's Wear	0%	7.3%	0%	12.3%
China/Kitchenware/Bath/Linen	0%	45.3%	0%	44.3%

Compared to the 1999 survey, the 2006 survey found that certain local capture rates obtained from **St. Thomas residents** have declined over the intervening period, notably:

- Drugs/Personal Care (down to 80.1% in 2006 from 96.9% in 1999),
- Specialty Food (down to 79.7% from 88.2%),
- Shoe Stores (down to 67.0% from 78.1%),
- Family Wear/Unisex (down to 28.8% from 32.4%),
- Children's Wear (down to 0% from 7.3%), and
- Garden Centre/Nursery (down to 56.6% from 85.8%),
- Sporting Goods/Art/Craft (down to 46.0% from 72.8%),
- Book/Card (down to 28.8% from 57.8%),
- Electronics / Computer (down to 25.9% from 34.1%),
- Toy/Hobby (down to 10.0% from 29.9%),
- Camera/Photo Supply (down to 6.2% from 91.1%),
- China/Kitchenware/Bath/Linen (down to 0% from 45.3%),

Compared to the 1999 survey, the 2006 survey found that certain local capture rates obtained from **Secondary Zone residents** have also declined, notably:

- Specialty Food (down to 14.4% in 2006 from 61.7% in 1999),
- Shoe Stores (down to 31.3% from 54.7%),
- Children's Wear (down to 0% from 12.3%), and
- Lighting / Carpet / Other Interior Décor (down to 21.3% from 46.8%),
- Sporting Goods / Art/Craft (down to 35.7% from 48.8%),
- Jewellery/Gift/Novelties (down to 13.7% from 78.4%),
- Furniture / Appliances (down to 8.5% from 14.2%),
- Electronics / Computer (down to 0.6% from 30.5%),
- Toy/Hobby (down to 0% from 12.5%),
- China/Kitchenware/Bath/Linen (down to 0% from 44.3%).

Implication:

The key implication is that opportunities exist for increased penetrations of both the Primary and Secondary Zones, particularly in the apparel and accessories, home furnishings, and most

non-department store NFSR categories where gaps exist in the provision of such space in St. Thomas.

Trade Area Expenditure Potentials:

Tables 2 to 8 calculate expenditure potentials for the following categories by multiplying the projected population base by the corresponding per capita expenditures:

- Table 2: "NFSR" + "HI",
- Table 3: "NFSR" (GAFO / DRUG),
- Table 4: "HI",
- Table 5: "FSR",
- Table 6: Personal Service,
- Table 7: Restaurant, and
- Table 8: Liquor/Beer/Wine (L/B/W)

Real growth (per annum compounded exclusive of inflation beyond the 2006 base year) is applied:

- 1.5% to NFSR and HI expenditures to 2011 and 0.5% to 2016,
- 0.5% to FSR and Personal Service expenditures to 2011 and 0.25% to 2016, and
- 0.25% to Restaurant and L/B/W expenditures to 2016.

Market Demands And Residual Space Estimates:

Table 9: Department Store NFSR Residuals:

In Table 9, the existing department stores (193,450 square feet combined) are collectively performing at \$410 per square foot, with individual performances as follows:

- Wal-Mart @ 106,600 square feet @ \$576 per square foot
- Zellers @ 86,850 square feet @ \$205 per square foot

Table 9 tests the proposed 20,000 square foot expansion of Wal-Mart's NFSR space with an assumed first full year of operation in 2009.

Modest increases in the local capture rates from Primary and Secondary Zone residents, combined with increased inflow would generate sufficient market potential to support sales gains in both the expanded Wal-Mart and Zellers.

The effect is to eliminate any residual potential except in the very long term (2031).

Wal-Mart's NFSR expansion is therefore acceptable in market terms.

Tables 10-11: Non-Department Store NFSR Residuals & Impact:

In Table 10, the existing Non-Department Store NFSR space (549,007 square feet) is achieving productive base year sales of \$203 per square foot.

Moderate increases in the future local capture rates from Primary Zone residents would closely approximate the future local capture rates of the Department Store NFSR space. However, small increases in the future local capture rates from Secondary Zone residents would yield local capture rates about half that for the Department Store NFSR space.

The mid-range residuals (calculated at \$275 per square foot) are as follows:

- 2009: 50,000 square feet (rounded)
- 2010: 65,000 square feet (rounded)
- 2011: 80,000 square feet (rounded)
- 2016: 130,000 square feet (rounded)
- 2021: 155,000 square feet (rounded)
- 2031: 195,000 square feet (rounded)

Aggregate impact tests are conducted in Tables 11(a) to 11(c). The purpose of these tests is to determine how much space can enter the market without inducing adverse competitive effects on the existing Non-Department Store NFSR space.

Table 11(a) tests the effects of a 50,000 square foot vacancy uptake plus a notional test allocation of zero square feet. This yields no adverse competitive effects and allows the existing space to post sales gains over the projection period.

Table 11(b) tests the effects of a 50,000 square foot vacancy uptake plus a notional test allocation of 50,000 square feet for a total of 100,000 square feet. This generates sales transfers in the years leading to 2016 when the existing space posts sales gains over the remainder of the projection period.

Table 11(c) tests the effects of a 75,000 square foot vacancy uptake plus a notional test allocation of 50,000 square feet for a total of 125,000 square feet. This generates more pronounced sales transfers in the years leading to 2016 when the existing space posts more modest sales gains over the remainder of the projection period.

These tables confirm that with some expected natural phasing, between 50,000 and 100,000 square feet could enter the market in the period 2009 to 2011 with acceptable levels of sales transfers, and that by 2016, up to 125,000 square feet would be justified without transfers. In 2016, the market would be close to an equilibrium position of being neither under-stored nor over-stored.

Because longer term projections beyond 2016 are less reliable by their very nature, a planning horizon year of 2016 is recommended for space planning purposes. This provides a reasonable time frame for new space to be absorbed into the market and for existing Non-Department Store NFSR retailers to adjust to any impacts where the space absorbed exceeds the margins of warranted space.

Table 12: Canadian Tire, Auto Parts & Accessories & Tire Residuals:

Table 12 is a check calculation only since Canadian Tire is contained in the analysis of Non-Department Store NFSR space. The residual space is below 5,000 square feet in 2016, and below 10,000 square feet in 2021. This is insufficient to warrant a short to medium term expansion of the Canadian Tire store.

Table 13: Home Improvement ("HI") Residuals:

The HI local capture rates have shown improvement since the last survey was conducted in 1999. The base year local capture rate from Primary Zone residents has increased from 54.8% to 72.3%, and from Secondary Zone residents from 29.3% to 44.3%.

The inflow has been increased to 35% (formerly 15%) to account for contractor sales which typically make up 20% to 25% of sales at a minimum. Here, the contractor sales comprise 23.5% of total base year sales.

The HI residuals at \$400 per square foot approximate 40,000 square feet by 2011, 47,000 square feet by 2016, and 52,000 square feet by 2021.

This is insufficient to support a major infusion of new HI space in a new format module of 100,000 square feet to 120,000 square feet. A larger proportion of contractor sales would not overcome the shortfall in market potential.

The conclusion is reached that the introduction of new format HI space beyond the margins of the identified residuals would cause significant sales transfers against existing HI operators, and against the Department Store and Non-Department Store NFSR retail categories.

Tables 14-15: Supermarket Residuals & Directional Impacts:

In **Table 14**, the base year supermarket/grocery local capture rate from Primary Zone residents has improved marginally from the January 2000 study, whereas the base year local capture rate from Secondary Zone residents and inflow have improved significantly. This is attributable to the expansion of the supermarket/grocery sector from 144,040 square feet to 169,895 square feet.

With a moderate increase in the future local capture rates from Secondary Zone residents, and no increases in inflow or Primary Zone penetrations, the mid-range supermarket/grocery store residuals (calculated at \$475 per square foot) are as follows:

- 2009: 25,000 square feet (rounded)
- 2010: 29,000 square feet (rounded)
- 2011: 33,000 square feet (rounded)
- 2016: 47,000 square feet (rounded)
- 2021: 58,000 square feet (rounded)
- 2031: 74,000 square feet (rounded)

Aggregate impact tests are conducted in **Table 15** to test Wal-Mart's proposed 40,000 square foot food retailing component.

The existing supermarket/grocery store competition is performing well at \$543 per square foot.

The directional impacts would be greatest on the Real Canadian Super Store, Briwood Farmers Market, and Price Chopper, but these stores would almost regain their base year sales by 2016.

The IGA and A&P supermarkets have greater distance separation from the proposed Wal-Mart food component and would experience lower sales transfers and faster recoveries.

The directional impact tests are favourable to Wal-Mart's proposed food retailing component, but this would foreclose the option of expanding existing supermarket space or developing a new medium scale supermarket anchor elsewhere in St. Thomas.

Table 16: Specialty Food Residuals:

In **Table 16**, the projected outlook for the specialty food sector is for a further contraction of its sales per square foot down from its base year level. The negative residuals are consistent with additional closures such as have occurred since the January 2000 study.

Table 17: Personal Service Residuals:

Although the Personal Service sector has expanded since the January 2000, the base year sales per square foot are somewhat low. Allowance is made for the sales performance to rise before relatively small amounts of residual space are calculated in 2016.

Table 18: Restaurant Residuals:

The Restaurant sector has also expanded since the January 2000 study. Allowance is made for the base year sales per square foot to rise before any residual space is calculated in 2010.

Table 19: Liquor/Beer/Wine (L/B/W) Residuals:

The L/B/W sector is performing well in the base year, and the initially small residuals would probably contribute to higher sales per square foot rather than to any expansion of the existing stores.

Summary of Residual Retail Commercial Space:

Table 20 entitled reproduces from **Tables 9 to 19** the low, mid, and upper range estimates of residual space warranted over the projection period. These are totaled for each forecast year, and exclude any vacancy uptake.

In **Table 21**, the residual space estimates across all retail commercial categories are reproduced from **Table 20**. The residuals (rounded) amount to:

- 105,000 square feet by 2009,
- 130,000 square feet by 2010,
- 155,000 square feet by 2011,
- 250,000 square feet by 2016,
- 305,000 square feet by 2021, and
- 370,000 square feet by 2031.

In the lower box of **Table 21**, a vacancy uptake of 100,000 square feet *plus* a maximum unassigned "NFSR" notional test allocation of 75,000 square feet *plus* a maximum unassigned "Supermarket" notional test allocation of 50,000 square feet (for a combined total of 225,000 square feet) would generate a surplus of supply until 2011, followed by growing shortfalls of supply as follows:

- 25,000 square feet in 2016,
- 80,000 square feet in 2021, and
- 145,000 square feet in 2031.

At 25% coverage, these shortfalls in supply would generate additional land requirements in the longer term of:

- 2 acres (rounded) by 2016, and
- 7 acres (rounded) by 2021.

Implications of Table 21:

A vacancy uptake of 100,000 square feet *plus* a maximum unassigned "NFSR" notional test allocation of 75,000 square feet *plus* a maximum unassigned "Supermarket" notional test allocation of 50,000 square feet would be sufficient to meet emerging market demands until 2016. This would not result in additional land requirements of a scale that would justify a new commercial land use designation in the longer term (by 2021).

The question arises as to how much of the notional test allocations can reasonably be absorbed by the market, and where, given that the existing hierarchy is almost built out.

The Wal-Mart expansion of 20,000 square feet of NFSR space will not draw down on the maximum unassigned "NFSR" notional test allocation of 75,000 square feet because its sales and Zellers sales are assumed to continue to ramp up, and hence, not generate any Department Store NFSR residual potential.

Currently underutilized sites provide limited prospects for drawing down on the maximum unassigned "NFSR" notional test allocation of 75,000 square feet.

However, the extent to which the existing Non-Department Store NFSR space is able to increase its sales per square foot performance would represent a draw down of the residual potential that would help off-set the need for designating additional commercial lands. This is a reasonable prospect since the anchor stores (Zellers, Wal-Mart, Canadian Tire, Home Hardware, Rona, and the Real Canadian Super Store) have already consolidated their market shares, and further market growth will help existing Non-Department Store NFSR space to consolidate its shares particularly in store categories where there has been some erosion of local capture rates since the market was last surveyed in 1999.

Wal-Mart's expansion to include 40,000 square feet of supermarket-equivalent space will draw down on the supermarket residuals almost up to the maximum unassigned Supermarket notional test allocation of 50,000 square feet. This would leave only 10,000 square feet of additional supermarket or grocery residual potential that conceivably could be drawn down by an expansion of an existing store.

Infilling, intensification, and redevelopment of existing sites would allow incremental expansion of the existing hierarchy in the absence of any new designation(s). No compelling market case has been made for new anchor stores, including a new format Home Improvement facility which would require a sizable parcel of land (10 to 12 acres) that in turn would require a new designation.

Hence, the conclusion is reached that incremental expansion through natural phasing is the most reasonable commercial land use option that would allow the existing hierarchy to further mature without generating the need to designate additional lands. Because the most important anchor stores are now represented in the market, potential new anchor tenancies are not expected to have an appreciable effect on the distribution of the future retail commercial space.

Conclusions:

This study contains a 25 year projection of retail commercial demands over a 2006 to 2031 forecast period. Generally, the farther out that a market analyst projects in time, the less reliable are the longer term projections.

For example, they provide no degree of certainty that any strengthening of the retail commercial infrastructure in London, or emerging retail trends, will not foreclose some of the commercial opportunities beyond the medium term projections to 2016, or otherwise diminish the identified local prospects in St. Thomas/Central Elgin.

Because much can change in the retail culture over 25 years, this study's longer term projections require a cautionary note on their probable lack of reliability beyond the medium term.

The market investigations in this report lead to a number of conclusions regarding the St. Thomas/Central Elgin trade area that by the very nature of market projections are deemed to be most relevant in the period 2006 to 2016.

St. Thomas:

The existing retail commercial hierarchy represents what had been determined through the last commercial policy review to provide an optimal distribution of commercial land uses after the approval of the Power Centre node. That approval ushered in Wal-Mart and accommodated the expansion and relocation of the Canadian Tire store and the development of the Real Canadian Super Store as a replacement for the former Zehrs Market on Wellington Street.

Together, these anchor stores have established a new retail commercial equilibrium with combined synergies that enhance the drawing power of the existing designations and strengthen St. Thomas' attractiveness across the broader commercial market.

The residual space estimates by retail commercial category provide guidance for the general timing of new facilities.

However, the residual space estimates cannot be treated as absolute limitations on timing since the individual scale and timing of stores within these categories may occur in advance of full market support.

The overall retail commercial demands over the projection period amount to approximately 250,000 square feet by 2016 and 305,000 square feet by 2021.

These residual space estimates do not represent the amount of space required in new designations.

The reason is that a vacancy uptake of at least 100,000 square feet would restore the vacancy level to that obtained in the January 2000 study. Such a vacancy uptake would be subtracted from these residual space estimates.

The residuals would also be reduced by subtracting out a maximum unassigned NFSR notional test allocation of 75,000 square feet and a maximum unassigned Supermarket notional test allocation of 50,000 square feet. The latter would accommodate the proposed food retailing component within an expanded Wal-Mart.

Together, the vacancy uptake and the notional test allocations total 225,000 square feet. Subtracting this from the residuals in 2016 and 2021 would yield a shortfall of supply of 25,000 square feet in 2016 and 80,000 square feet in 2021.

At 25% coverage, these demands translate into a land requirement for 2.3 acres by 2016 and 7.3 acres by 2021.

The land requirement is too small in 2016 to warrant an additional designation. The land requirement in 2021 is still relatively small, but this projection is less secure due to its longer term nature.

Hence, the preferred land use option is to strengthen the existing hierarchy through infill, intensification, and redevelopment, and to use a portion of the identified residual potential to increase the sales productivity of the existing retail commercial space.

The supply of potential retail commercial development/redevelopment sites in the central core area of St. Thomas can meet much of the projected land requirements. St. Thomas' core area is centrally located within St. Thomas itself and readily accessible from all parts of Central Elgin and the defined Trade Area. Hence, it represents good planning to accommodate expanded retail commercial uses, and most particularly expanded higher order uses, in St. Thomas' central core, rather than any new designation.

In the event that retail commercial development applications exceed the projected residual demands and/or introduce prospects for non-conventional retail commercial lands in excess of the small land requirement by 2016, then the policy implication would be for phased development approvals to preserve and strengthen St. Thomas' central core.

Villages of Port Stanley and Belmont and Hamlet of Sparta

This study has not lead to any change in the conclusions reached in the January 2000 study regarding the Village Cores of Port Stanley and Belmont and the Hamlet of Sparta. As a result, those conclusions are simply reiterated here as follows:

1. "Incremental expansions of retail commercial facilities in the Village Cores of Port Stanley and Belmont are the most reasonable options for both communities given that their lower order supermarkets are the most probable candidates for expansion in the short to medium term".
2. "Both villages are clearly tributary to St. Thomas, and a major introduction of new medium to higher order retail space is not realistic in either community given relatively low growth prospects and markets differentiated by a relatively stable tourist focus in the case of Port Stanley and a modestly expanding dormitory function in Belmont".
3. "Sparta has developed a unique consumer identity consistent with its tourist function and lacks the residential base to accommodate additional conventional lower order retailing. Given its compact nature, only modest infill potential exists for additional tourist oriented retail".



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

Report No.: TR-17 -07

File No.:

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

Date: May 14, 2007

Subject: Municipal Act S.O. 2001, c. 25, Section 284 (1) Reporting

Department: Treasury

**Attachments: Schedule A
Remuneration & Expenses**

Prepared by: Tracy Johnson, Manager of Accounting

RECOMMENDATION:

THAT Report TR-17-07 be received as information;

REPORT:

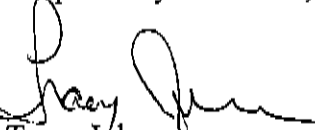
At the Council meeting of March 19, 2007, Members postponed report TR-09-07 until staff could obtain further information. The attached schedule includes the additional information requested by Council and meets the reporting requirements as listed below.

Section 284(1) of the Municipal Act S.O. 2001, c25 requires the Treasurer of the Municipality to disclose the remuneration and expenses paid in the previous year to each Member of Council in respect of his or her services as a Member of Council, as well as, any remuneration or expenses paid to each person appointed by the Council to serve as a Member of a Local Board.

Section 284(2) of the Municipal Act requires indication of the By-law or Resolution and the statutory provision under the authority of which the remuneration or expenses were paid. The City has enacted By-Law 140-01 as amended by By-Law 86-2002 regarding remuneration and By-Law 170-87, amended by By-Laws 13-90, 2-91, 191-97 and 140-01 regarding expenses.

Staff are pleased to answer any questions Members of Council may have on this matter.

Respectfully submitted,


Tracy Johnson,
Manager of Accounting



Schedule of Remuneration & Expenses for the Year ending December 31, 2008
By-Law 86-2002

Schedule A

Empl No.	Employee Name	Honorarium	Retro for 2005	Acting Mayor	Health Unit	St. Thomas Energy	Conservation Authority	Taxable Benefits	Police Commission	Expenses	Total
Mayor & Council											
11223	Barwick, Cliff	Mayor	1,952.87	0.00	0.00			0.00	114.75		2,067.62
11223	Barwick, Cliff	Alderman	14,576.52	0.00		700.00	661.25	40.05	0.00	95.00	16,514.70
11224	Aarts, Bill	Alderman	15,468.99	331.92				40.05	0.00	2,470.39	18,759.25
11227	Baldwin-Sands, Lori	Alderman	892.44	0.00				3.15	0.00		895.59
11202	Campbell, Gord	Alderman	892.44	0.00				3.15	0.00		895.59
11225	Chapman, Heather	Alderman	15,468.99	207.45			1,247.85	40.05	0.00	120.00	17,532.24
11221	Johnston, Thomas	Alderman	15,468.99	0.00	908.89	700.00		40.05	0.00	220.00	17,779.78
11219	Shackleton, Terry	Alderman	15,468.99	248.94	916.96	6,725.00		40.05	1,874.25	0.00	25,780.11
11226	Warden, Dave	Alderman	15,468.99	0.00				40.05	114.75	420.00	16,485.64
11220	Kohler, Jeff	Mayor	31,896.81	0.00		6,725.00		40.05	1,874.25	4,187.06	45,746.93
11218	Turvey, Marie	Alderman	14,576.52	453.97	1,168.50		530.40	40.05	0.00	714.90	17,484.34
Police Services Board											
11331	Watson, Carole	Chairman & Member	0.00	75.30				0.00	3,447.41		3,522.71
11332	Huston, Vern	Member	0.00	43.44				0.00	1,988.89		2,032.33
11333	Cann, Don	Member	0.00	43.44				0.00	1,988.89		2,032.33
Committee of Adjustment											
11321	Miller, James	17 meetings attended	901.34	21.62				0.00	0.00		922.96
11313	Walton, Angus	19 meetings attended	1,007.38	24.71				0.00	0.00		1,032.09
11325	Weagant, Daniel	16 meetings attended	848.32	21.62				0.00	0.00		869.94
Property Standards Committee											
11328	Collins, David	1 meetings attended	53.02	1.54				0.00	0.00		54.56
11311	Pressey, Larry	1 meetings attended	53.02	1.54				0.00	0.00		54.56
11329	Fournier, Dave	1 meetings attended	53.02	1.54				0.00	0.00		54.56



-36-

Corporation of the
City of St. Thomas

Report No.
MB-01-07

File No.

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

Date
May 8, 2007

Department: Management Board

Attachment

Prepared By: Joe DeVries, on behalf of Management Board

None

Subject: 2007 City of St. Thomas Municipal Accessibility Plan Structure & Process

Recommendation:

THAT: Report MB-01-07 be received as information; and further,

THAT: Council direct administration to develop the Municipal Accessibility Plan with input from the Municipal Accessibility Advisory Committee.

Introduction:

In December 2001, the Government of Ontario passed the Ontarians with Disabilities Act, 2001. The purpose of the Act is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to allow their full participation in the life of the Province of Ontario. To this end, the Act mandates that municipalities prepare an annual Accessibility Plan.

According to the Ontarians with Disabilities Act, 2001:

"Every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee and the council of every municipality having a population of less than 10,000 may establish or continue an accessibility advisory committee."

The City of St. Thomas appointed the first Accessibility Advisory Committee on October 21st, 2002. Since that date, this committee has completed plans for years between 2003 and 2005. As required by the Act, a majority of the members of the Accessibility Advisory Committee include persons with disabilities.

A disability, under the Ontarians with Disabilities Act, 2001 is:

- a. *any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,*
- b. *a condition of mental impairment or a developmental disability,*
- c. *a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,*
- d. *a mental disorder, or*
- e. *an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997"*

A subcommittee to Management Board has been created, the Accessibility Steering Committee. The Steering Committee will be responsible for producing the plan with close consultation with the Advisory Committee and seeking approval from the Management Board and City Council.

A revised Plan must be made available every year to the public through print copies and the City's website.

Organizational Structure:

City Council



Management Board

Municipal Accessibility Advisory Committee



Municipal Accessibility Steering Committee



Accessibility Plan

The Accessibility Steering Committee creates the Accessibility Plan with participation from the Accessibility Advisory Committee and approval and guidance from the Management Board and St. Thomas City Council.

Municipal Accessibility Plan:

According to the Ontarians with Disabilities Act, 2001, the City's Accessibility Plan must include

- a. *a report on the measures the municipality has taken to identify, remove and prevent barriers to persons with disabilities;*
- b. *the measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;*
- c. *a list of the by-laws, policies, programs, practices and services that the municipality will review in the coming year in order to identify barriers to persons with disabilities;*
- d. *the measures that the municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and*
- e. *all other information that the regulations prescribe for the purpose of the plan.*

The purpose of an accessibility plan is to document barriers to accessibility. According to the Ontarians with Disabilities Act, 2001, a "barrier" is defined as "anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice."

Examples of Barriers:

Physical Barrier: For example, an aisle or hallway with boxes and/or other obstacles making it difficult for those using wheelchairs, walkers, canes, etc.

Architectural Barrier: For example, a service counter that is too high or aisles too narrow for an individual using a wheelchair.

Informational or Communications Barrier: For example, inadequate signage indicating the location of wheelchair access from a parking lot.

Attitudinal Barrier: For example, old, inaccurate descriptors, along with the inappropriate use of medical diagnoses, perpetuating negative stereotypes. (using "He's mentally disturbed/mentally ill.", instead of "Tom has a mental health condition".

Technological Barrier: For example, some people might find a webpage's layout confusing and difficult to navigate.

Policy or a Practice: For example, the format in which City Council minutes and agendas may not be easily accessible to everyone. A multiple formats policy may be needed.

The Plan is updated annually to identify progress with barrier removal and identify those barriers that will be removed in the coming year. A plan must also identify how the barriers will be removed and present a plan for identifying and removing barriers in the future, and preventing the development of new barriers. Plans must be made public and accessible to allow for input from the broader community.

The City of St. Thomas is responsible for the Accessibility Plan. The Accessibility Advisory Committee acts solely in an advisory capacity.

Accomplished to Date:

1. The Accessibility Advisory Committee has been established since 2002. This committee consists of members of the community, a provincially appointed person, and a Council representative. Advisory Committee members include:

Alderman Terry Shackelton (Term of Council)
Lesley Buchanan-Cairns (Dec. 31, 2008)
Claire Eastwood Jackson (Provincial Order, Dec. 31, 2008)
Ed McLachlan (Dec. 31, 2007)
Donald Shaw (Dec. 31, 2007)
Michelle Sylvester (Dec. 31, 2007)
Peter Yurek (Dec. 31, 2008)

2. The Management Board created a subcommittee of department heads to direct the Accessibility Plan. The Accessibility Steering Committee has met several times to discuss roles and responsibilities in regards to the Accessibility Plan, as well as what actions are now needed. The Steering Committee includes:

Sandra Datars Bere, Director, Ontario Works
John Dewanker, Director, Environmental Services
Graham Dart, Director, Human Resources
Bill Day, City Treasurer
Pat Keenan, Director, Planning

3. The Accessibility Steering Committee met with the Accessibility Advisory Committee on Thursday, April 26, 2007. The production of the Municipal Accessibility Plan was discussed and all were in agreement of the proposed structure, roles, responsibilities and deadlines.

To be Completed:

1. Pending the approval of Council, the Accessibility Steering Committee, with the support of the Advisory Committee, will develop the Accessibility Plan for the City.
2. Department heads will be responsible for the identification of barriers to be included in the Accessibility Plan under their department's jurisdiction.
3. Joe DeVries, a Resource Assistant in the City Clerk's Department, will be responsible for bringing the pieces of the Plan together.
4. In accordance with the Ontarians with Disabilities Act, 2001, the Plan for the Corporation of the City of St. Thomas will be completed by December 31, 2007 and subsequently, every following year.

Respectfully,



Reviewed By:

Treasury

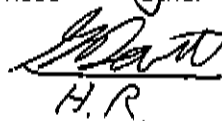
Env Services

Planning

City Clerk

Comm Services

Other



H.R.



Corporation of the
City of St. Thomas

Report No.

TR-18-07

File No.

T 07-718

Directed to:	Chairman Terry Shackelton and Members of the Finance and Administration Committee	Meeting Date	May 14, 2007
Department:	Treasury	Attachments:	None
Prepared By:	Frank Lattanzio, Manager of Facilities and Property Mike Hoogstra, Purchasing Agent		
Subject:	Tender Award - Heating Ventilation and Air Conditioning (HVAC) Unit Upgrades at the St. Thomas Seniors Centre		

Recommendation:

THAT: Council receive Report No. TR-18-07.

THAT: Council accept the Tender submitted by Roberts Bros. Sheet Metal Contractors Ltd. in the amount of \$78,588.86 (including PST) for Heating Ventilation and Air Conditioning (HVAC) Unit Upgrades at the St. Thomas Seniors Centre.

THAT: Council approve the purchase and installation of one additional - two (2) tonne HVAC Unit for the kitchen area at the St. Thomas Seniors Centre in the amount of \$8,750.00 which was included as a provisional item in this Tender.

Background:

The Tender for Heating Ventilation and Air Conditioning Unit Upgrades at the St. Thomas Seniors Centre was advertised in the St. Thomas Times Journal on Saturday, April 14, 2007. Tender documents were couriered to interested Bidders and a notice was posted on the City's website.

The Tender also included a provisional item for the purchase and installation of one additional HVAC unit for the kitchen area. The current operation has made higher demands of the kitchen facilities and additional climate control is required. This was not part of the building condition assessment and was priced out separately at a total cost of \$8,750.

The Tender closed on Tuesday, May 1, 2007 at 2:00:00 p.m. and all bids received were immediately opened in public in the lower conference room. Five bids were received from the following companies:

	<u>Tender Amount</u> (Including PST)
Roberts Bros. Sheet Metal Contractors Ltd.	\$ 78,588.86
J.R. Robertson Ltd.	\$ 78,790.50
Comfort Zone Services	\$ 88,413.12
COAD Heating & Air Conditioning Ltd.	\$ 92,140.00
Climate Control	\$ 116,200.00

The bids were checked for the mandatory response requirements and were checked for calculation errors. All bids received were compliant with our requirements and no calculation errors were found. Purchasing and Facilities staff reviewed the bid responses and recommend the contract be awarded to the low bidder, Roberts Bros. Sheet Metal Contractors Ltd., in the amount of \$78,588.86 for the HVAC units on the roof and \$8,750 for the kitchen unit.

Financial Considerations:

The total cost of the HVAC units is \$87,338.86. The 2007 Capital Budget, Part 1, as approved by City Council, has an allocation of \$144,000 for this project.

Staff are available to answer any questions members may have.

Respectfully submitted,

Frank Lattanzio
Manager of Facilities and Property

Mike Hoogstra
Purchasing Agent

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



-40-

Corporation of the
City of St. Thomas

Report No.

TR 16-07

File No.

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

Meeting Date

May 14, 2007

Department: Treasury

Attachment:

Prepared By: William J. Day, City Treasurer

Subject: **Horton Market - Community Transition Program Funding**

Recommendation:

It is recommended that:

1. Council receive Report TR 16-07
2. Council authorize the Treasurer to sign a Letter of Agreement with the Elgin Community Futures Development Corporation for the purpose of securing funding in connection with the Horton Farmers Market

Report:

In order to receive approved funding for the Horton Farmers Market, the Elgin Community Futures Development Corporation requires that the City Treasurer sign a Letter of Agreement on behalf of the City. Essentially the letter identifies the items of expenditures approved, associated costs and grant amounts and anticipated completion dates. We note that all costs and grants have been incorporated within previously approved budgets.

Respectfully submitted,

W. J. Day
Director of Finance and City Treasurer



-41-

Corporation of the
City of St. Thomas

Report No.

TR 19-07

File No.

Directed to:

Alderman Bill Aarts, Chairman and Members of the Community Services Committee

Meeting Date

May 14, 2007

Department:

Treasury

Attachments

Capital Project Detail Sheet

Draft Agreement

Prepared By: William J. Day

Subject: Optimist Club of St. Thomas – Upgrades to Playground Facility Capital Project

Recommendations:

It is recommended that:

1. Report TR 19-07 be received.
2. Council direct staff to prepare a by-law to execute an Agreement with the Optimist Club of St. Thomas to facilitate improvements to Optimist Park; it being noted that the total project cost is estimated at \$100,000.
3. Council authorize an amount of \$50,000 to be drawn from the Parkland Reserve Fund as the City contribution towards the project.

Background:

In the 2007 Capital Budget – Part 2, Council approved a project to upgrade the playground facility at Optimist Park. A copy of the project detail sheet is attached to this report.

The approved project is estimated to cost \$100,000. The Optimist Club has agreed to fund \$50,000 of this amount, \$25,000 up-front and the balance over a period of 3-years. The City contribution to the project is to be funded from the Parkland Reserve Fund.

Administration has met with representatives of the Optimist Club and will endeavor to initiate the project as soon as possible. The project is expected to be completed this fall and be fully operational by April 1, 2008. The City will manage the construction project and own the facility. The Optimist Club will pay the City the initial \$25,000 installment prior to June 1, 2007 and will make annual payments of not less than \$8,333.33 commencing June 1, 2008. A copy of the Draft Agreement is attached for Council's information.

Respectfully submitted,

William J. Day
Director of Finance and City Treasurer

CAPITAL PROJECT FOR 2007

Project Name:

Optimist Park - Upgrades to
Playground Facility

Department:

Environmental Services - Parks
Division

Estimated Gross Cost:

\$100,000



Funding Sources:

SITE MAP IF REQUIRED

Tax Funded	Previously Approved	Grants	D.C. Reserve	Water Reserve	San. Reserve	Stm. Reserve
		\$50,000				

Veh/Equip Reserve	Parkland Reserve
	\$50,000

PROJECT DESCRIPTION:

The Optimist Club has approached Council to partner with them on improvements to Optimist Park. They would like to replace the existing swings, build a shelter and establish a climbing area, etc. At present they have \$25,000.00 available to start the project and would like Council to lend them (the additional \$25,000.00 to be paid back over 3 years)

-43-

THIS AGREEMENT made (in duplicate) as of the date of the last Party has signed below.

BETWEEN:

THE OPTIMIST CLUB OF ST. THOMAS
Hereinafter called "Optimists" and the Party

OF THE FIRST PART

- and -

THE CORPORATION OF THE CITY OF ST. THOMAS
Hereinafter called "City" and the Party

OF THE SECOND PART

WHEREAS for the benefit of the community the Optimist Club of St. Thomas, has proposed to facilitate improvements to Optimist Park including the replacement of existing swings, construction of a shelter and climbing area, hereinafter referred to as the Improvements, for public use;

AND WHEREAS the Corporation of the City of St. Thomas, is willing to oversee the design and development of such improvements and permit same to be located on municipal land owned by the City at the site of the existing Optimist Park located on the north side of Chestnut Street;

AND WHEREAS the undersigned officer(s) of the Optimists have assured the City that the covenants herein are within the powers and objects of the Optimists and that the terms of this Agreement have been duly approved by the Optimists and the execution of this Agreement has been fully authorized by the Optimists in accordance with the by-laws and proper procedures of the Optimists organization..

NOW THEREFORE the said parties have agreed as follows:

1. The City will be the owner of the Improvements.
2. The Improvements will be required to meet with advance approval of the City and be constructed in accordance with specifications, standards and design requirements satisfactory to the City.
3. Optimists, in conjunction with the City, will select the design to ensure that the improvements will be in keeping with the concept envisioned for this project by the members of Optimists.
4. In reliance on the payments covenanted by Optimists in this Agreement, the City, acting as project manager, will undertake the construction of the improvements for completion in the Fall of 2007, with full operation and public use commencing by April 1st, 2008.
5. Optimists covenants to contribute Fifty Thousand Dollars (\$50,000.00) toward the project, payable in full by June 1, 2010, in the following manner:
 - a) Prior to June 1, 2007 Optimists will pay to the City an initial amount of not less than Twenty-five Thousand Dollars (\$25,000.00);
 - b) In addition to the said initial payment Optimists will make annual instalment payments; each instalment to be not less than Eight Thousand, Three Hundred, Thirty-three Dollars and Thirty-three cents (\$8,333.33) and delivered to the City before June 1 of each calendar year, commencing in 2008;
 - c) The 1st day of June, 2010, shall be at the end of the term for this promissory covenant by the Optimists and at said end of the term of this promissory obligation the full balance that remains outstanding shall be due and payable to the City;
 - d) Optimists may make increased payments or additional payments at any time, to be credited against the balance outstanding. The entire amount may be paid at any time in advance of the end of term at the discretion of Optimists;

e) Provided payments are made in accordance with this Agreement, no interest shall be payable by Optimists. In the event of any default by Optimists, the City shall have the right at its election, to claim interest on all of the outstanding balance or as the City deems appropriate. Such interest shall be at the average Canadian Chartered Bank Administered Prime Business Lending Rate, as of the date of the default by Optimists; and

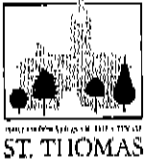
f) In the event that any amount payable hereunder remains outstanding after June 1, 2010, the City may take such collection or legal enforcement measures as the City deems necessary or appropriate, based on the terms of this Agreement and such default by Optimists.

- NOW THEREFORE the parties have executed this Agreement by their respective authorized signing officers.

SIGNED SEALED AND DELIVERED
In the presence of:

Witness

Per:



-45-

Corporation of the
City of St. Thomas

Report No.

TR 20-07

File No.

Directed to: Alderman Bill Aarts, Chairman and Members of the Community Services Committee

Meeting Date

May 14, 2007

Department: Treasury

Attachments
Capital Project Detail Sheet

Draft Agreement

Prepared By: William J. Day

Subject: St. Thomas and District Minor Baseball Association
Support Building for Centennial Sports Club Capital Project

Recommendations:

It is recommended that:

1. Report TR 20-07 be received.
2. Council direct staff to prepare a by-law to execute an Agreement with the St. Thomas and District Minor Baseball Association to facilitate the construction of a Support Building for a Centennial Sports Club Minor Baseball Facility on Sauve Avenue.
3. Council authorize an amount of \$75,000 to be drawn from the Parkland Reserve Fund as part of the City contribution towards the project.

Background:

In the 2007 Capital Budget – Part 2, Council approved a project to construct a washroom, storage area and concession booth at the ball diamonds on Sauve Avenue. A copy of the project detail sheet is attached to this report.

The approved project is estimated to cost \$165,000. Minor Baseball has agreed to fund \$40,000 of this amount, \$30,000 up-front and the balance over a period of 5-years. The City contribution towards the project is to be funded from the Parkland Reserve Fund (\$75,000) and the capital levy (\$50,000).

Administration has met with representatives of Minor Baseball and will endeavor to initiate the project immediately. It is expected that the improvements will be completed and available for public use by April 2008. The City will manage the construction project and own the facility. Minor Baseball will pay the City the initial \$30,000 installment prior to June 1, 2007 and will make annual payments of no less than \$2,000 commencing June 1, 2008.

A copy of the Draft Agreement is attached for Council's information.

Respectfully submitted,

William J. Day
Director of Finance and City Treasurer

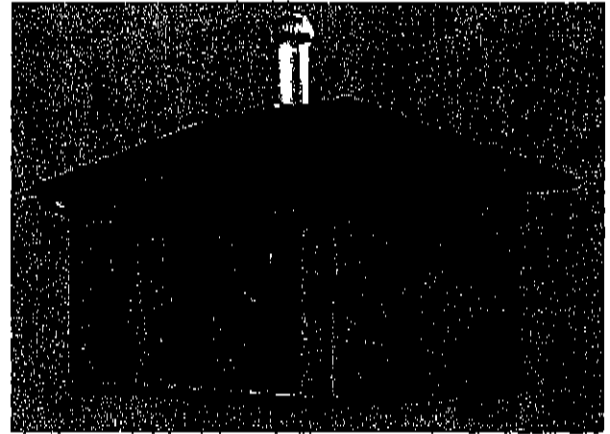
CAPITAL PROJECT FOR 2007

Project Name:

Support Building for Centennial
Sports Club Minor Baseball Facility

Department:

Environmental Services – Parks
Division



Estimated Gross Cost:

\$165,000

Funding Sources:

SITE MAP IF REQUIRED

Tax Funded	Previously Approved	Grants	D.C. Reserve	Water Reserve	San. Reserve	Stm. Reserve
\$50,000		\$40,000				

Veh/Equip Reserve	Parkland Reserve
	\$75,000

PROJECT DESCRIPTION:

Minor baseball came to Council asking to partner on a washroom / storage / concession booth at their ball diamonds on Sauve Avenue. They have \$30,000.00 to immediately give the City and are requesting a \$10,000.00 loan to be paid back over the next 5 years at \$2,000.00 per year.

THIS AGREEMENT made (in duplicate) as of the date the last Party has signed below.

BETWEEN:

THE ST. THOMAS AND DISTRICT MINOR BASEBALL ASSOCIATION
Hereinafter called "Minor Baseball" and the Party

OF THE FIRST PART

- and -

THE CORPORATION OF THE CITY OF ST. THOMAS
Hereinafter called the "City" and the Party

OF THE SECOND PART

WHEREAS for the benefit of the community, the St. Thomas and District Minor Baseball Association, has proposed to facilitate the construction of a washroom, storage and concession facility hereinafter referred to as the Improvements, at the Sauve Avenue Baseball Complex for public use;

AND WHEREAS the Corporation of the City of St. Thomas is willing to oversee the design and development of such improvements and permit same to be located on municipal land owned by the City at the site of the existing Sauve Avenue Baseball complex in the City of St. Thomas;

AND WHEREAS the undersigned officer(s) of the St. Thomas and District Minor Baseball Association have assured the City that the covenants herein are within the powers and objects of the St. Thomas and District Minor Baseball Association and that the terms of this Agreement have been duly approved by the St. Thomas and District Minor Baseball Association and the execution of this Agreement has been fully authorized by the St. Thomas and District Minor Baseball Association in accordance with the by-laws and proper procedures of the St. Thomas and District Minor Baseball Association.

NOW THEREFORE the said parties have agreed as follows:

1. The City will be the owner of the Improvements.
2. The Improvements will be required to meet the advance approval of the City and be constructed in accordance with specifications, standards and design requirements satisfactory to the City.
3. Minor Baseball, in conjunction with the City will select the design to ensure that the Improvements will be in keeping with the concept envisioned for this project by the members of Minor Baseball.
4. In reliance on the payments covenanted by Minor Baseball in this Agreement, the City, acting as project manager, will undertake the construction of the Improvements for completion in the fall of 2007, with full operation and public use commencing by April 1st, 2008.
5. Minor Baseball covenants to contribute Forty Thousand Dollars (\$40,000.00) toward the project, payable in full by June 1, 2012, in the following manner:
 - (a) Prior to June 1, 2007 Minor Baseball will pay to the City an initial amount of not less than Thirty Thousand Dollars (\$30,000.00);
 - (b) In addition to the said initial payment Minor Baseball will make five (5) annual instalment payments, each instalment to be not less than Two Thousand Dollars (\$2,000.00) and delivered to the City before June 1 of each calendar year commencing in 2008;
 - (c) The 1st day of June, 2012, shall be the end of the term for this promissory covenant by Minor Baseball and at the end of the said term of this promissory obligation the full balance that remains outstanding shall be due and payable to the City;
 - (d) Minor Baseball may make increased payments or additional payments at any time, to be credited against the balance outstanding. The entire amount may be paid at any time in advance of the end of term at the discretion of Minor Baseball;
 - (e) Provided payments are made in accordance with this Agreement, no interest shall be payable by Minor Baseball. In the event of any default by Minor Baseball, the City shall

have the right, at its election, to claim interest on all of the outstanding balance or as the City deems appropriate. Such interest shall be at the average Canadian Chartered Bank Administered Prime Business Lending Rate for commercial loans, as of the date of the default by Minor Baseball; and

(f) In the event that any amount payable hereunder remains outstanding after June 1, 2012, the City may take such collection or legal enforcement measures as the City deems necessary or appropriate, based on the terms of this Agreement and such default by Minor Baseball.

6. The City will contribute up to One-hundred and Twenty-Five Thousand Dollars (\$125,000.00) toward the remainder of the cost of the Improvements.

7. In the event that other community groups, service clubs, charitable organizations or individual donors wish to donate funds or otherwise contribute to the construction of this project, all such donations shall be referred to Minor Baseball and Minor Baseball shall have the right to solicit and receive all donations for this project, and to utilize same for the purpose of making the payments committed by Minor Baseball to the City as described in this Agreement.

8. The City acknowledges responsibility through its Parks and Recreation Department for operation, supervision, maintenance and upkeep of the facility. However, in the event of significant replacements or reconstruction of any of the Improvements being necessary in the future, the City is not hereby committed to same and further decisions would be taken by the City in accordance with the circumstances and financial feasibility of retaining the Improvements at that time.

9. The Parties agree that should any issues arise between the City and Minor Baseball in connection with the execution of this project or the interpretation or application of this Agreement, the Party raising such a concern will provide written notice of same to the other and within no more than Fifteen (15) days after receiving such notice the parties, or their representatives, will meet with one another to attempt to resolve the outstanding issue, or failing resolution, to set a mutually satisfactory procedure for mediation of their differences. Both parties agree that no other action will be commenced by either until such a meeting has been held and a mediation effort has been undertaken over a reasonable period for dispute resolution, the time period to be appropriate to the nature of the issue.

10. This Agreement is not assignable by either party, but shall enure to the benefit of and be binding upon the parties and their respective successors.

NOW THEREFORE the parties have executed this Agreement by their respective authorized signing officers.

DATED THIS day of , 2007.

SIGNED SEALED AND DELIVERED
In the presence of:

Witness

Witness

Witness

THE CORPORATION OF THE CITY OF
ST. THOMAS

Per:

Mayor

Per:

Clerk

THE ST. THOMAS SOCCER CLUB

Per:



-49-

Corporation of the
City of St. Thomas

Report No.

TR 21-07

File No.

Directed to:

Alderman Bill Aarts, Chairman
and Members of the Community Services Committee

Meeting Date

May 14, 2007

Department:

Treasury

Attachments

Capital Project
Detail Sheet

Draft Agreement

Prepared By:

William J. Day

Subject:

St. Thomas Soccer Club - Upgrades to Athletic Park

Recommendations:

It is recommended that:

1. Report TR 21-07 be received.
2. Council direct staff to prepare a by-law to execute an Agreement with the St. Thomas Soccer Club to facilitate upgrades to Athletic Park.
3. Council authorize an amount of \$30,000 to be drawn from the Parkland Reserve Fund as the City contribution towards the project.

Background:

In the 2007 Capital Budget – Part 2, Council approved Upgrades to Athletic Park. The project includes the installation of covered dugouts, building improvements and parking lot repairs. A copy of the project detail sheet is attached to this report.

The approved project is estimated to cost \$60,000. The Soccer Club has agreed to fund \$30,000 of this amount. The City contribution to the project is to be funded from the Parkland Reserve Fund.

Administration has met with representatives of the Soccer Club and plan to initiate the project immediately. It is anticipated to be completed and operational by September 1, 2007. The City will manage the construction project and own the assets. The Soccer Club will contribute their portion of the funding by June 1, 2007.

A copy of the Draft Agreement is attached for Council's information.

Respectfully submitted,

William J. Day
Director of Finance and City Treasurer

CAPITAL PROJECT FOR 2007

Project Name:

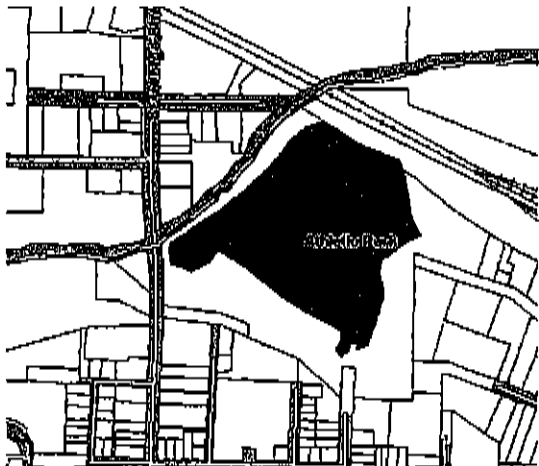
Upgrades to Athletic Park

Department:

Environmental Services – Parks Division

Estimated Gross Cost:

\$60,000



SITE MAP IF REQUIRED

Funding Sources:

Tax Funded	Previously Approved	Grants	D.C. Reserve	Water Reserve	San. Reserve	Stm. Reserve
		\$30,000				

Veh/Equip Reserve	Parkland Reserve
	\$30,000

PROJECT DESCRIPTION:

The St. Thomas Soccer Club has approached Council to partner on improvements to their facility. They would like to install covered dugouts for the players on fields 1 & 2. They would also like to install ceramic tiles in the building, replace worn out shutters on the concession booth and improve the parking lot at Athletic Park. They have \$30,000.00 to contribute to this project in 2007.

THIS AGREEMENT made (in duplicate) as of the date the last Party has signed below.

BETWEEN:

-51-

THE ST. THOMAS SOCCER CLUB
Hereinafter called "Soccer Club" and the Party

OF THE FIRST PART

- and -

THE CORPORATION OF THE CITY OF ST. THOMAS
Hereinafter called the "City" and the Party

OF THE SECOND PART

WHEREAS for the benefit of the community, the St. Thomas Soccer Club has proposed upgrades to Athletic Park including the installation of covered dugouts, building improvements and parking lot repairs, hereinafter referred to as the Improvements;

AND WHEREAS the Corporation of the City of St. Thomas is willing to oversee the design and development of such improvements and permit same to be located on municipal land owned by the City at the site of the existing Athletic Park located on the East side of St. George Street North and Registered Plan 15 in the City of St. Thomas;

AND WHEREAS the undersigned officer(s) of the St. Thomas Soccer Club have assured the City that the covenants herein are within the powers and objects of the St. Thomas Soccer Club and that the terms of this Agreement have been duly approved by the St. Thomas Soccer Club and the execution of this Agreement has been fully authorized by the St. Thomas Soccer Club in accordance with the by-laws and proper procedures of the St. Thomas Soccer Club organization.

NOW THEREFORE the said parties have agreed as follows:

1. The City will be the owner of the Improvements.
2. The Improvements will be required to meet the advance approval of the City and be constructed in accordance with specifications, standards and design requirements satisfactory to the City.
3. The Soccer Club, in conjunction with the City will select the design to ensure that the Improvements will be in keeping with the concepts envisioned for this project by the members of the Soccer Club.
4. In reliance on the payments covenanted by the Soccer Club in this Agreement, the City, acting as project manager, will undertake the construction of the Improvements for completion in the Summer of 2007, with full operation and public use commencing by September 1, 2007.
5. The Soccer Club covenants to contribute Thirty Thousand Dollars (\$30,000.00) toward the project, payable in full by June 1, 2007. Provided that payment is made in accordance with this Agreement, no interest shall be payable by the Soccer Club. In the event of any default by the Soccer Club, the City shall have the right, at its election, to claim interest on all of the outstanding balance or as the City deems appropriate. Such interest shall be at the average Canadian Chartered Bank Administered Prime Business Lending Rate, as of the date of the default by the Soccer Club. In the event that any amount payable hereunder remains outstanding after June 1, 2007, the City may take such collection or legal enforcement measures as the City deems necessary for appropriate, based on the terms of this Agreement and such default by the Soccer Club.
6. The City will contribute up to Thirty Thousand Dollars (\$30,000.00) toward the remainder of the costs of the Improvements.
7. In the event that other community groups, service clubs, charitable organizations or individual donors wish to donate funds or otherwise contribute to the construction of this project, all such donation shall be referred to the Soccer Club and the Soccer Club shall have the right to solicit and receive all donations for this project, and to utilize same for the purpose of making the payments committed by the Soccer Club to the City as described in this Agreement.
8. The City acknowledges responsibility through its Parks and Recreation Department for operation, supervision, maintenance and upkeep of the facility. However, in the event of significant replacements or reconstruction of any of the Improvements being necessary in future, the City is not hereby committed to same and further decisions would be taken by the

City in accordance with the circumstances and financial feasibility of retaining the Improvements at that time.

9. The Parties agree that should any issues arise between the City and the Soccer Club in connection with the execution of this project of the interpretation or application of this Agreement, the Party raising such a concerns will provide written notice of same to the other and within no more than Fifteen (15) days after delivery of such notice the parties, of their representatives, will meet with one another to attempt to resolve the outstanding issue or, failing resolution, to set a mutually satisfactory procedure for mediation of their differences. Both parties agree that no other action will be commenced by either until such a meeting has been held and a mediation effort has been undertaken over a reasonable period for dispute resolution, the time period to be appropriate to the nature of this issue.

10. This Agreement is not assignable by either party, but shall enure to the benefit and be binding upon the parties and their respective successors.

NOW THEREFORE the parties have executed this Agreement by their respective authorized signing officers.

DATED THIS day of ,2007.

SIGNED SEALED AND DELIVERED
In the presence of:

Witness

Witness

Witness

THE CORPORATION OF THE CITY OF
ST. THOMAS

Per: _____
Mayor

Per: _____
Clerk

THE ST. THOMAS SOCCER CLUB

Per: _____



-53-

Corporation of the
City of St. Thomas

Report No.

ES65-07

File No.

05-047-01

Directed to:

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

Date

May 14, 2007

Department:

Environmental Services

Attachment

Letter from the Access Awareness Committee, Mr. Taylor & Revised Paratransit Application

Prepared By:

Dave White - Supervisor of Roads & Transportation

Subject:

**St. Thomas Transit Services
Paratransit Buses - Scooter Accommodation & Application**

Recommendation:

THAT: Report ES65-07 be received for Information; and further,

THAT: The St. Thomas Paratransit Application for Ridership be revised as shown on the sample application form attached to report ES65-07; and further,

THAT: The St. Thomas Paratransit Services' operator (Aboutown Transit) continue to work with Environmental Services staff to verify accommodation of any riders or applicants by testing their scooters on the existing Paratransit buses.

Origin:

At the meeting of April 2, 2007 Council carried the following;

THAT: The correspondence from Mr. Taylor regarding accommodation of scooters on Paratransit buses be referred to the Environmental Services Department.

Analysis

During the Transit Ridership Growth and Asset Management Plan Committee meetings, the issue of accommodation of scooters was discussed. The consensus of the Committee was that every effort be made to accommodate any Paratransit Riders with mobility scooters on the three new (2006) Paratransit Buses (one of which is shown to the right) in the same way as current wheelchair clients.

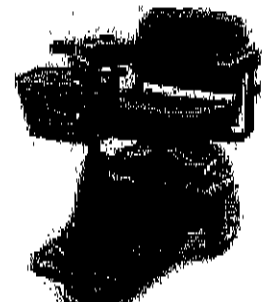
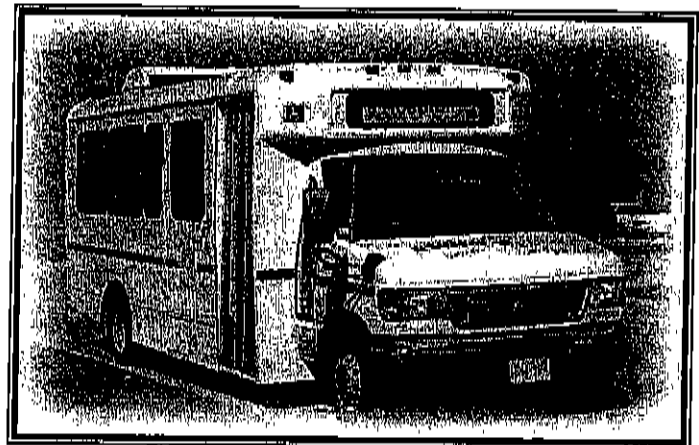
It was also acknowledged (by the Transit Ridership Growth and Asset Management Plan Committee) that all scooters are not created equally with respect to size and weight. A physical verification of scooters must take place during the application process.

It has been physically verified that a (3) wheeled Optiway Scooter that is 45" long by 22" wide (similar to illustration to the right) can be safely tied down in the new (2006) Paratransit buses.

According to our records, there are 4-6 Paratransit clients that have scooters. These scooters will need to be verified by the Transit Operator (Aboutown Transit) prior to taking rides on the buses.

As a result, the wording within the St. Thomas Paratransit Application for Ridership must be changed so that riders applying for the service and current riders of the system are aware that;

- Some scooters (depending on their size and type) are permitted aboard St. Thomas Paratransit vehicles
- Riders are asked to get their devices verified by the transit operator (Aboutown Transit) for accommodation
- If the scooter can be accommodated, riders will be required to transfer themselves to a fixed



- 54-
- If the scooter can be accommodated, riders will be required to transfer themselves to a fixed seat on the Paratransit bus
 - The Paratransit bus operators are not permitted to lift persons in wheelchairs/scooters for safety reasons.

The application has been revised and is attached to this report.

Financial Considerations:

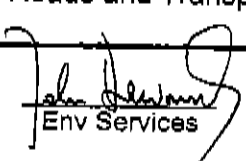
There is no effect on the 2007 transit-operating budget as a result of the recommendations in this report.

Respectfully,


Dave White – Supervisor of Roads and Transportation
Environmental Services

Reviewed By:

Treasury

 Env Services

Planning

City Clerk

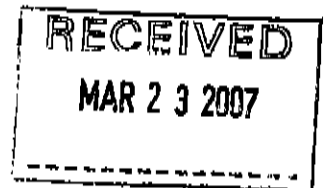
HR

Other



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

-55-
Camille



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

February 15, 2007

Dear Mayor Cliff Barwick and Aldermen,

Recently one of our members brought an application for a Paratransit pass to our meeting. It was noted that the application specifically said that scooters were not allowed on the Paratransit buses.

It was our understanding that the new buses would take scooters, especially when scooters cannot be used in inclement weather on city streets. We understood that the new buses would have the correct tie downs due to the fact that the City consults with the Municipal O.D.A. Committee which has expertise in this area.

Could you please clarify why scooters cannot be used on the St. Thomas bus system, and if not when this problem will be addressed so that all disabled persons have an equal opportunity to use St. Thomas Paratransit system.

It also came to our attention, that the seat beats on the buses, have become a tripping hazard to the riders. Quite frequently they are left hanging over into the aisles.

Thank you for your co-operation.

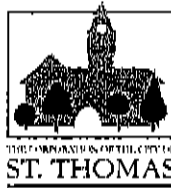
Yours truly,

Scott Taylor
Chair
St. Thomas Access Awareness Committee

st/ct

REFERRED TO	
<u>J. DEWANCKER</u> <i>mk</i>	
FOR	
DIRECTION	<input type="checkbox"/>
REPLY OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM <u>MARIA KONEFAL</u>	

ST. THOMAS PARATRANSIT



-56-

APPLICATION FOR RIDERSHIP

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

POSTAL CODE: _____ DATE OF BIRTH: _____

1. Do you require Paratransit service on a: i) permanent basis? YES NO
ii) temporary basis? YES NO
If temporary, approximately for how long? _____
2. Do you use a wheelchair? Power _____ Manual _____ YES NO
Do you use a scooter? Type _____ Size _____ YES NO
Can you transfer without assistance from your wheelchair/scooter to a car seat in order to travel? YES NO
3. Do you use other mobility aids such as a walker, crutches, quad cane or cane? YES NO
4. Do you regularly use assistive devices such as leg braces, artificial limbs, etc., which limit your mobility? YES NO
5. Do you have invisible disabilities which severely restrict your mobility such as emphysema, heart condition, etc? Please specify condition: _____ YES NO
6. Can you climb three or more steps? YES NO
7. Can you walk 550 feet or more without too much difficulty or discomfort? YES NO
8. Do you have any other condition, not previously mentioned, that limits your mobility to the extent you could not use conventional transit? Please explain _____ YES NO
9. Is this individual capable of traveling independently on our vehicle (our drivers are Bus drivers, not attendants) Children under the age of 14 must be accompanied by an adult. YES NO
Occasionally _____ Please specify: _____
10. Emergency Contact Information: (MUST BE PROVIDED)
- Name: _____ Telephone Number: _____
- Name: _____ Telephone Number: _____

Signature of Client
(if under 18, must be signed by a parent or legal guardian)

Date

OTHER SIDE TO BE COMPLETED

PLEASE NOTE:

-57-

SOME SCOOTERS, MOBIES, ETC. (DEPENDING ON THEIR SIZE AND TYPE) ARE PERMITTED ABOARD PARATRANSIT VEHICLES. RIDERS ARE ASKED TO GET THEIR DEVICES VERIFIED BY THE TRANSIT OPERATOR FOR ACCOMODATION.

IF THEY CAN BE ACCOMODATED, APPROVED RIDERS WILL BE REQUIRED TO TRANSFER THEMSELVES TO A FIXED SEAT ON THE PARATRANSIT BUS.

DRIVERS ARE NOT PERMITTED TO LIFT PERSONS IN WHEELCHAIRS FOR SAFETY REASONS.

Please Have Your Medical Doctor Complete the Section on the reverse side of this form. Thank You!

SHOULD YOU HAVE QUESTIONS, CALL 631-1680, EXT. 4161.

TO BE COMPLETED BY YOUR PHYSICIAN

Doctor's Signature _____ Telephone Number _____

Address: _____

Doctor's Remark: _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO:

Kate Morreau
Environmental Services Department
The City of St. Thomas
545 Talbot Street, PO Box 520
St. Thomas ON N5P 3V7

For office use only

App.	Paid:	Special: (t) (e) (a)	Pass No.	Expires:
------	-------	----------------------	----------	----------



58-

Corporation of the
City of St. Thomas

Report No.

FD04-07

File No.

Directed to:

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

Date

May 14, 2007

Department:

Fire Department

Attachment

Prepared By:

Fire Chief Bob Barber

Subject:

Fire Report for March and April 2007

Recommendation:

"THAT" The Fire Report FD04-07 of the St. Thomas Fire Department for the months of March and April 2007 be received for information.

Report

SUMMARY OF REPONSES BY ST. THOMAS FIRE DEPARTMENT

March and April

<u>Response Types</u>	<u>2007 incidents</u>	<u>2006 incidents</u>	<u>YTD 2007</u>
Fires/Explosions/Pre-fire conditions	22	32	43
False Fire Calls	32	44	71
Public Hazards	21	22	44
Vehicle Accidents/Rescues	13	16	26
Medical/Resuscitator calls	204	215	448
Other Responses	34	35	72
Total Responses March - April	326	364	704
The total estimated dollar loss	\$59,400.00	\$91,100.00	\$1,999,975

Incidents of Note

On April 1st the St. Thomas Fire Department responded to a fire call at a Talbot St. address. Upon arrival the firefighters found that a tenant had left a cigarette unattended and that it had fallen into a futon and caught the mattress part of the futon on fire. The tenant tried to carry the mattress into the bathroom and extinguish it in the shower. Our personnel finished putting the fire out with an attack line and proceeded to ventilate the apartment. The tenant was taken by ambulance to hospital and treated for smoke inhalation. The careless use of smoking articles caused approximately \$50,000.00 damage to the apartment and the business located below.

Our message to the public is to always be careful when smoking, make sure your smoking products are totally extinguished in a safe container, and never try to move or carry burning articles, this may result in burns to yourself, smoke inhalation and spreading the fire beyond it's original area.

Respectfully,

Chief Bob Barber



Corporation of the

City of St. Thomas

Report No.

ES54-07

File No.

07-046-01
05-083-00

Directed to:

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

Date

May 14, 2007

Department:

Environmental Services

Attachment

Sample of notification,
Sample of new pass and
Report ES123-06

Prepared By:

Dave White - Supervisor of Roads & Transportation

Subject:

**St. Thomas Transit Services
2007 Initiatives & Review Committee Implementation Plan - Update
Ridership Growth Strategy and Asset Management Plan**

Recommendation:

THAT: Report ES54-07 be received for information; and further,

THAT: Transit fares be established as outlined in the "One Fare for All" fare schedule included in report ES54-07.

THAT: The fare schedule change for both transit systems be advertised in local papers and in all buses, and become effective on July 1, 2007

THAT: Council approve free Annual Transit Services for The Seniors Picnic, and the Fantasy of Lights event.

THAT: Council consider free Paratransit services on New Years Eve.

THAT: An Increased Service Level Options Report be submitted to Council for consideration prior to the 2008 Capital/Operating budget deliberations.

THAT: The St. Thomas Transit web page be revised and The St. Thomas Transit Route Map be revised and re-printed effective July 1, 2007; and,

THAT: Four new and five replacement transit shelters listed in report ES54-07 be installed as soon as possible in 2007 utilizing a portion of the funds approved in the 2006 Part 1 Capital submission of \$175,000.00 from the Provincial transit gas tax reserve.

Origin:

Related Reports to and Approvals by Council;

February 6, 2006 approval of the November 2005 I.B.I. Ridership Growth and Asset Management Plan in principle in report ES11-06.

June 12, 2006 approval of the formation of the Ridership Growth and Asset Management Plan Review Committee in report ES74-06.

August 21, 2006 approval of the Mission Statement of the Ridership Growth and Asset Management Plan Review Committee and the meeting schedules in report ES86-06.

November 20, 2006 approval of the Ridership Growth and Asset Management Plan Review Committee Implementation Plan for 2007 and 2008 as contained in Report ES123-06.

February 15, 2007 receipt of report ES12-07 that details the costs involved in providing New Years Eve transit service.

This report provides Council with an update on Outstanding St. Thomas Transit Program General Policy Related Issues and an update on the 2007 Implementation Plan Initiatives. They are detailed below in order of the recommendations within this report.

St. Thomas Transit Program General Policy Related Issues:

1. The Ridership Growth and Asset Management Plan Review Committee recommended (as part of the implementation plan) that the standard monthly passes represented a reduced fare and that the purchase of standard monthly passes should be suggested to those organizations requesting reduced fare transit tickets. Council approved this policy on November 20, 2006 in report ES123-06.
2. The Ridership Growth and Asset Management Plan Review Committee recommended (as part of the implementation plan) that requests for FREE TRANSIT SERVICES such as New Years Eve Service, Fantasy of Lights Service and The Seniors Picnic Service be considered annual event services estimated at an additional \$10,000/yr in the transit operating budget. Council approved this policy on November 20, 2006 report ES123-06. Council subsequently asked for detailed costs for providing the New Years Eve Transit service, which was provided on February 15, 2007 in report ES12-07.
3. The Ridership Growth and Asset Management Plan Review Committee recommended (as part of the implementation plan) that requests for increased level of transit service such as A Fifth Express Route, Extended Evening Service, Extended Morning Service, Additional Paratransit Service on Saturday and Sunday Transit Service be referred to Council for budget approval within future operating or capital budgets. Council approved this policy on November 20, 2006 in report ES123-06. It is planned to bring an Increased Service Level Report to Council to be considered as part of the 2008 Capital/Operating budget submission.

The 2007 Implementation Plan Key Initiatives:

On November 20, 2006 Council endorsed the Ridership Growth and Asset Management Plan Review Committee 2007 and 2008 implementation plan that included the following Key Initiatives. It was recommended that Capital Improvements such as Rolling Stock (buses), Downtown Transit Terminal Improvements, Bus Shelters and Bus Stop Signs and are to be considered the first priority for spending Transit Provincial Dedicated Gas Tax Funds.

1. The first key initiative of the implementation plan was the introduction of the "One Fare for All" ticket sales strategy and fare schedule change for both transit systems effective July 1, 2007. In preparation for this plan, we have prepared an advance notification package. Please note that effective July 1, 2006 monthly transit passes were eligible for a non-refundable 15.25% federal tax credit. (Examples of advance ticket, monthly pass and public notice are attached in Exhibit 1);

Approved for July 1, 2007 - St. Thomas Conventional Transit and Paratransit Fares			
	Exact Cash	Advance Tickets	Monthly Pass
All Riders	\$2.50	\$2.00	\$60.00

Currently the fares are as follows;

Existing - St. Thomas Conventional Transit Fares			
	Exact Cash	Advance Tickets	Monthly Pass
Adults	\$2.00	\$1.75	\$64.00
Students	\$2.00	\$1.50	\$56.00
Children	\$1.50	\$1.25	\$40.00
Senior Citizens	\$2.00	\$1.50	\$50.00

Existing - St. Thomas Paratransit Fares			
	Exact Cash	Advance Tickets	Monthly Pass
Adults	\$2.50	8 / \$20.00	N/A
Students	\$2.50	8 / \$20.00	N/A
Children	\$2.50	8 / \$20.00	N/A
Senior Citizens	\$2.50	8 / \$20.00	N/A

2. The second key initiative of the implementation plan was the replacement of old and purchasing of new transit shelters. The result of the Ridership Growth and Asset Management Plan Review Committee was to order (4) new and (4-6) replacement shelters in 2007 and again in 2008. The 2006 Part 1 Capital submission of \$175,000.00 was approved for Transit Improvements, with the funding coming from the Provincial Gas Tax Reserve. The (4) new locations for 2007 were;

- Northbound Wilson Avenue near Chester Street,
- Southbound Burwell Road near Valleyview Home,
- Southbound Burwell Road near Cottonwood/Riverbank,

- 61-
- Westbound Bill Martin Parkway near Fanshawe College

The (4-6) replacement locations will be determined based on a spring review and condition assessment of the existing (18) shelters. In some cases, we will need to get consensus from property owners/operators on the exact locations and some sidewalk connections will need to be altered to provide the ultimate accessibility. A tentative list of locations that are being considered are as follows;

REPLACE - Westbound Talbot Street near Burwell Road
 REPLACE - Eastbound Talbot Street near Fairview Avenue
 REPLACE - Eastbound Edward Street near Woodworth Avenue
 RELOCATE - Westbound Confederation Drive near Avon Road move to Lakeview Circle
 REPLACE - Eastbound Elm Street at Hospital entrance
 REPLACE - Eastbound Elm Street near First Avenue (Shoppers Drug Mart)

The new and replacement shelters for 2008 will be reported separately to Council at a later time.

The Accessibility Advisory Committee has endorsed the shelter design shown below for replacement and new shelter locations. This is the existing shelter on Sunset Drive south of Elm Street.



3. The third key initiative of the implementation plan was the replacement of two transit buses in 2007 and one replacement and one new bus for 2008. A Request For Proposals will be issued shortly and the options will be discussed with the Municipal Accessibility Advisory Committee and reported to Council at a later time.

Future Implementation Plan Initiatives (subject to future reports and budgets):

1. Leave the fixed route service along Edward Street to Barrie Boulevard until it is proven that an Express Run could handle the demand
2. Work on tweaking the existing four routes for improved schedule adherence.
3. Develop a fifth route that operates as an East-West Express/Commercial route, and get stakeholder input for future implementation
4. Consider reversing the south end loop on Route 4 if required
5. Once routing has been finalized, replace existing bus stop signs with double sided and larger graphics for visually impaired
6. Develop a plan for ticket sales throughout the City
7. Develop a plan for future service to future developments
8. The Municipal Accessibility Advisory Committee be part of bus selection process

Financial Considerations:

-62-

All recommendations within this report are within previously approved Capital fund requests. There is no effect on the 2007 transit-operating budget as a result of the recommendations in this report.

Respectfully,


Dave White – Supervisor of Roads and Transportation
Environmental Services



Reviewed By:

Treasury

 Env Services

Planning

City Clerk

HR

Other

SAMPLE OF NOTIFICATION

-63-



CITY OF ST. THOMAS
Environmental Services Department
Operations Division
Roads & Transportation Services

NOTIFICATION
Taken from the Council Approved
2006/2007 Transit Implementation Plan

This is notify all users of the City of St. Thomas Conventional and Paratransit Transit Services of the **"One Fare for All"** transit ticket strategy. Effective July 1, 2007 the harmonized fare for all transit riders will be as follows;

St. Thomas Transit - Conventional Transit and Paratransit Fares			
	Exact Cash	Advance Tickets	Monthly Pass
All Riders	\$2.50	\$2.00	\$60.00

- New transit tickets are being developed so that riders of both services have the same ADVANCE TICKET & MONTHLY PASS fares & savings opportunities. Please keep your monthly passes and see the information below on how you can claim the tax credit for public transit passes.
- Any old advance tickets will be honored, although the standard supply quantities will not be increased prior to July 1, 2007.
- The new tickets will be available in time for July 1, 2007 implementation.
- Please note that in order to use the monthly pass on the Paratransit System, users must still be registered as a Paratransit rider.
- Please note; the monthly transit passes are eligible for non-refundable 15.25% federal tax credit. For more information please go to the Canada Revenue Agency website at - www.cra.gc.ca or www.transitpass.ca

St. Thomas Transit Contact Information



General Inquiry and Registration for Paratransit Service:
Environmental Services, (519) 631-1680 (Ext. 4161) working hours

Transit Information:
Downtown Transit Terminal (Aboutown), (519) 631-2731 during operating hours
Supervisor of Roads and Transportation, Dave White (519) 631-0368 (Ext. 32)

Notice issued May 2007

John Dewancker, P.Eng.,
Director, Environmental Services and City Engineer

-64-

ST. THOMAS Transit

"One Fare for All" - Monthly Multi-Pass \$60.00

This Pass Entitles:

Name:.....Address:.....

to travel without charge upon the St. Thomas Transit **CONVENTIONAL OR PARATRANSIT** services during the valid month. It is agreed that the bearer will produce proof of identity upon request of the driver and bearer must be a registered Paratransit user to use that service. St. Thomas Transit is not responsible for lost or damaged passes. Passes are not transferable.

No 00000

J.G. DEWANKER, P. Eng.
Director of Environmental Services

-65-



Corporation of the

City of St. Thomas

Report No.

ES123-06

File No.

07-046-01

05-083-00

Directed to:

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

Date

November 20, 2006

Department:

Environmental Services

AttachmentLetter from the YWCA
Letter from MADD
Letter from Thumbs Up**Prepared By:**

Dave White - Supervisor of Roads & Transportation

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

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

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

Origin

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

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

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

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

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

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

Analysis

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

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

-66-

The Ridership Surveys were summarized for the Committee as follows;

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

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

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

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

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

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

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

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

Provincial Transit Gas Tax funding received (2004-2006)	\$638,670.00
AMO Funding received (2005-2006)	\$ 78,915.00
<u>Approximate Interest received</u>	<u>\$ 4,987.10</u>
TOTAL FUNDS RECEIVED	\$722,572.10
 <u>TOTAL Approved Spending (2005-2006-2007), details noted above</u>	 <u>\$471,933.40</u>
 <u>PROJECTED FUNDING BALANCE AT DECEMBER 31, 2006</u>	 <u>\$250,638.70</u>

The 2007 Implementation Plan

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

General Policy Related Issues

-67-

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

For Implementation During 2007

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

All Riders \$2.50 cash each ride for either service

All Riders \$2.00 each advance ticket for either service

All riders \$60.00 monthly pass for either service

Children 5 and under ride free with a parent/guardian

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

The 2007 Funding Report (estimated based on above initiatives)

PROJECTED BALANCE AT DECEMBER 31, 2006

\$250,638.70

-68-

Expected Provincial Transit Gas Tax funding for 2007	\$425,780.00
AMO Transit Funding Estimated for 2007	\$ 78,915.00
Ontario Transit Vehicle Replacement Program Estimated for 2007	\$125,000.00
TOTAL FUNDING BALANCE	\$880,333.70

<u>TOTAL Implementation Plan Spending (2007)</u>	<u>\$900,000.00</u>
--	---------------------

<u>PROJECTED FUNDING BALANCE AT DECEMBER 31, 2007</u>	<u>(\$19,666.30)</u>
--	-----------------------------

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

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

For Future Implementation - 2008 and Beyond

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

The 2008 Funding Report (estimated based on above initiatives)

<u>PROJECTED BALANCE AT DECEMBER 31, 2007</u>	<u>(\$19,666.30)</u>
--	-----------------------------

Expected Provincial Transit Gas Tax funding for 2008	\$425,780.00
AMO Transit Funding Estimated for 2008	\$ 78,915.00
Ontario Transit Vehicle Replacement Program Estimated for 2007	\$125,000.00
TOTAL FUNDING BALANCE	\$610,028.70

<u>TOTAL Capital Implementation Plan Spending (buses) (2008)</u>	<u>\$500,000.00</u>
--	---------------------

<u>PROJECTED FUNDING BALANCE AT DECEMBER 31, 2008</u>	<u>\$110,028.70</u>
--	----------------------------

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

Estimated Costs of Service Level Increase Options in 2008;

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

Option 1)

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

Option 2)

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

Option 3)

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

Financial Considerations:

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

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

Respectfully,

Dave White - Supervisor of Roads and Transportation
Environmental Services

Reviewed By:	Treasury	Env Services	Planning	City Clerk	HR	Other
--------------	----------	--------------	----------	------------	----	-------



Corporation of the

City of St. Thomas

-69-

Report No.

ES63-07

File No.

05-046-03

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

Date

May 14, 2007

Department: Environmental Services Department

Attachment

Prepared By: Dave White – Supervisor of Roads and Transportation

Subject: **Municipal Parking Lot Locations and Rates Schedules - Signage**
Revision to Schedules XVI and XVII of By-Law No. 45-89

Recommendation:

THAT: Report No. ES63-07 be received for information; and further,

THAT: The traffic by-law 45-89 Schedule XVI (Municipal Parking Lot Locations) be amended to correspond with the existing parking signage; and further,

THAT: The traffic by-law 45-89 Schedule XVII (Municipal Parking Lot Rates section 57 & 60) be amended to correspond with the existing signage; and further,

THAT: The required signing in the Municipal Lots be revised as per the description in report ESXX-07.

Origin

It has recently come to our attention that the traffic by-law provisions mentioned on a number of signs in the Municipal Parking lots do not match the corresponding text in the By-Law 45-89. This report represents a house keeping exercise that entails the re-writing of Schedules XVI and XVII of the By-law to read the same as the signs.

The signs read: 8 a.m. – 6 p.m. with a variety of days of operation.

The By-law currently reads: 9:00 a.m. – 6:00 p.m. with a variety of days of operation.

Analysis

It is important that the regulatory signage regarding parking designations in the parking lots match the By-law text so that the tickets hold up in Court. City By-law staff provides regular enforcement between 8:30 a.m. to 4:30 p.m. the standard office hours.

The sign message in these parking lots currently work for all involved. The recommendation of this report represent the most cost effective solution that does not negatively affect enforcement and occurs as soon as the By-law is passed by Council and processed by the Clerks Department. In the event that all signs would be replaced, the sign changes could only occur as soon as weather would permit and appropriate funding is in place.

This report has been reviewed with the Clerks staff and they agree that the recommendations in this report will enhance the effectiveness of the enforcement program.

In addition to the by-law changes that does not add the requirement for signing in the Municipal Parking Lots, the following signs are required for consistency:

Municipal Parking Lot	Additional Signing Required
Market Lot	Perimeter signing to indicate 2 hour parking Monday to Saturday 8:00 A.M. to 6 P.M.
Metcalfe Street Parking Lot	Permit parking Monday to Saturday 8:00 A.M. to 6 P.M.
St Catherine Street Lot	2 hour parking Monday to Saturday 8:00 A.M. to 6 P.M. and Permit parking Monday to Saturday 8:00 A.M. to 6 P.M. & Change the times on the ticket machine.
White Street Lot	Permit Parking Monday to Friday 8:00 A.M. to 5 P.M.

Financial Considerations

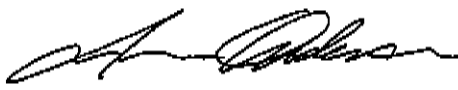
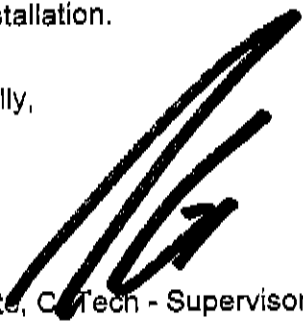
There are no effects on the Roads and Transportation budget as a result of the recommendations of this report.

Alternatives

-70-

- Endorse the recommendations in the report and revise the By-law text at no cost.
- Change approximately (200) signs in the field at an estimated \$100.00 each including installation.

Respectfully,



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

Reviewed By: Treasury Env Services Planning City Clerk HR Other



Corporation of the

City of St. Thomas

Report No.

ES64-07

File No.

05-063-09

Directed to:

Chairman Dave Warden and Members of the Transportation and Protective Services Committee

Date

May 14, 2007

Department:

Environmental Services Department

Attachment

Prepared By:

Dave White, Supervisor of Roads & Transportation

Subject:

Old Court House Area Street Party (Formerly the Prince Albert Street Party)
Prince Albert Street Road Closure for Saturday June 16, 2007

Recommendation:

THAT: Report ES64-07 be received for information; and further,

THAT: Prince Albert Street be closed between the east limit of Metcalf Street to the west limit of the laneway of 12 Prince Albert Street on Saturday June 16, 2006 between the hours of 3:30 pm and 12:00 am to allow for the Old Court House Area Street Party.

Report:

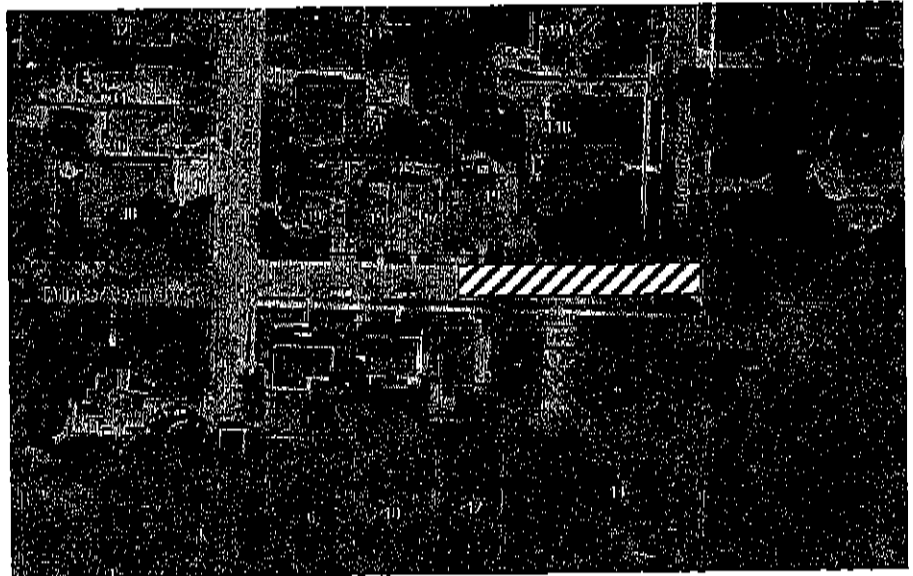
Origin

The Prince Albert Street Party is an annual event that has been renamed the Old Court House Area Street Party. The requirement for a road closure is an annual requirement. The Special Event Permit Application for the event was received on May 3, 2007.

Analysis

The Special Events committee has passed a resolution at its' meeting of May 3, 2007 supporting the Old Court House Area Street Party. All required documentation is in hand.


Upon approval of the recommendation of this report, City works staff will provide the barricades and road closure signs. However, volunteers associated with the Street Party will be required to place and remove these signs and barricades prior to and after the event. An area map indicating the limits of the closure (shaded areas) is provided below.



Financial Considerations

Cost to the City for providing this service is minimal and is accommodated within the Roads and Transportation 2006 operating budget.

Respectfully submitted


Dave White, Supervisor of Roads and Transportation
Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



-72-

The Corporation of the City of St. Thomas

Report No. OW10-07

File No.

Directed to:

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

Date: May 8, 2007

Subject:

Purchase of Service with Oxford Community
Child Care

Attachment

Department:

St. Thomas-Elgin Ontario Works

Prepared By:

Irma Pedersen, Child Care Supervisor/Co-ordinator

Recommendation:

THAT Council receive the Report OW10-07 for information; and

THAT Council approve the entering into of a Purchase of Service Agreement with Oxford Community Child Care Inc. operating in Oxford County; and

THAT a by-law be passed authorizing the Mayor and Clerk to execute and affix the seal of the Corporation to a certain agreement between the City of St. Thomas and the Oxford Community Child Care Inc.

Background:

As the Service Manager within the Elgin County community, the Ontario Works department administers several Purchase of Service Agreements with child care providers in Elgin County for the provision of subsidized child care services for children. Like other municipalities, it is generally the policy and practice of St. Thomas-Elgin Ontario works to contract only with child care providers within our Elgin County catchment area, so as to ensure full support of families, child care providers and child care spaces within our community.

From time to time, however, the department has considered agreements with agencies outside of the catchment area. As an example, the department currently does maintain an agreement for subsidized care with the Tillsonburg Child Care Centre. This agreement was established to support a limited number of children who are best served within the Tillsonburg centre.

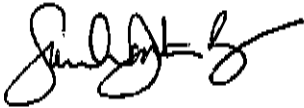
Recently, the Ontario Works Department has again been approached to consider an out of county/catchment area placement. An Elgin County parent who lives on the border of Elgin and Oxford County, within close proximity to Tillsonburg, has approached this department and requested child care in Ingersoll, as this is where she works. Despite the existing Purchase of Service agreement with the Tillsonburg Child Care Centre, and an offer to this parent to add an additional space to the existing Purchase of Service Agreement, the parent has advised that this centre is not close enough and does not open in time for her to complete the drive to Ingersoll. At present we do not have a Purchase of Service Agreement with Ingersoll.

It is our policy when considering requests outside of our catchment area, that each situation be reviewed on a case-by-case basis. In reviewing this case it is noted that this parent is somewhat limited in the availability of quality licensed child care services in her area. In order to allow for quality child care for this parent, it is recommended that the City of St. Thomas enter into an agreement with Oxford Community Child Care Inc. This child care service provider has signed the agreement, pending approval from the Service Manager.

Alternatives considered:

The Ontario Works department has considered all other possible options and has determined that no other child care centre within the Elgin County community can provide the services this parent currently requires for her child and which will support the parent to maintain full-time employment.

Respectfully submitted by:



For Irma Pedersen,
Child Care Supervisor/Co-ordinator
St. Thomas-Elgin Ontario Works

**Reviewed
By:**

Treasury

Env Services

Planning

City Clerk

HR

SMB
OW



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

Report No. OW11-07

File No.

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

Date: May 8, 2007

Subject: Purchase of Service with Dream Weavers Day
Care Inc.

Attachment

Department: St. Thomas-Elgin Ontario Works

Prepared By: Irma Pedersen, Child Care Supervisor/Co-ordinator

Recommendation:

That Council receive the Report OW11-07 for information; and

THAT Council approve the entering into of a Purchase of Service Agreement with Dream Weavers Day Care Inc. - O/A Wee Watch Private Home Care Inc. for the provision of home child care services in Elgin County; and

THAT a by-law be passed authorizing the Mayor and Clerk to execute and affix the seal of the Corporation to a certain agreement between the City of St. Thomas and Dream Weavers Day Care Inc. - O/A Wee Watch Home Care.

Report:

As the Service Manager within the Elgin County community, the Ontario Works department, on behalf of the City of St. Thomas, administers several Purchase of Service Agreements with child care providers in Elgin County for the provision of subsidized child care services. The City has had a Purchase of Service Agreement with Dream Weavers Day Care -O/A Wee Watch Home Care for approximately a year. In 2006, this Wee Watch franchise was sold (which nullified the original agreement) and the new owners are now seeking a new Purchase of Service Agreement to operate Home Child Care in Elgin County, under the Wee Watch franchise.

The agency is licensed under the Ministry of Community and Social Services and the Ministry of Children and Youth Services to operate a private-home day care agency under the name Dream Weavers Day Care Inc. - O/A Wee Watch private home day care, in the London- St. Thomas area. The agency will provide licensed Home Child Care services, services that are needed by families within our community.

A standard agreement, which has been previously reviewed and approved by the City's solicitor, has been customized to reflect that agency's name and other pertinent information for this purpose; Dream Weavers Day Care Inc. has executed it. It is now recommended subject to questions, that Council approve the execution of the aforementioned agreement and in doing so confirm the purchase of service agreement with this agency.

Respectfully submitted by:


Irma Pedersen,
Child Care Supervisor/Co-ordinator
St. Thomas-Elgin Ontario Works

Reviewed By:

Treasury


Env Services

Planning

City Clerk

HR

OW



-75-

*Carried
Unanimously
Bill Day*
MARK G. McDONALD
CHIEF ADMINISTRATIVE OFFICER
(Mrs.) SANDRA J. HEFFREN
MANAGER OF
ADMINISTRATIVE SERVICES

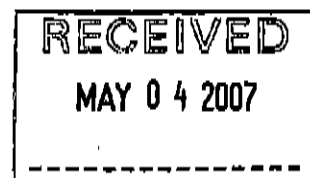


Inc. 1852

450 SUNSET DRIVE
ST. THOMAS, ONTARIO
N5R 5V1
PHONE 519-631-1460
FAX 519-633-7661
www.elgin-county.on.ca

May 2, 2007

Mayor Barwick and Members of City Council
City of St. Thomas
P.O. Box 520
ST. THOMAS, Ontario, N5P 3V7



City of St. Thomas
City Clerk's Dept.

Dear Mayor and Council:

MAY 09 2007

Subject: ElginConnects Portal

City Clerk's Dept.

Please be advised that at its meeting of April 24th, 2007, Elgin County Council adopted the following resolution:

"THAT the Corporation of the County of Elgin agree to take ownership of the Elgin-St. Thomas Connects Portal as soon as practical.

- Carried Unanimously.

A summary of the background and justification for the above-mentioned resolution is attached for your review. The attached information has been shared with Mr. Bill Day at a previous meeting.

As you are aware, the County and the City initially committed \$200,000 and \$120,000 respectively, to the development of the Portal. The Elgin Community Futures Development Corporation has approached the County to consider accepting ownership of the Portal, hopefully with the City's participation. You will note from the attached justification memorandum that the City enjoys 50% of the traffic to the site.

While there is no additional cost to the City at this time, it is estimated that approximately \$7,000 would be allocated to the City in 2008, based on the traditional 60/40 split on shared programs.

Accordingly, County Council respectfully requests that the City of St. Thomas continue to fund the ElginConnects Portal in a joint venture with the County, based on a previously established cost sharing formula.

As always, we would be pleased to attend a Committee or Council Meeting to elaborate on the transition.

Yours truly,

[Signature]
Mark G. McDonald,
Chief Administrative Officer.

cc Al Reitsma, Director of Information Technology
Warden Lynn Acre
Helen LeFrank, ECFDC

REFERRED TO	
W. DAY	<i>[Signature]</i>
FOR	
FOR ACTION	<input type="checkbox"/>
FOR COMMENT	<input checked="" type="checkbox"/>
FOR INFORMATION	<input type="checkbox"/>
FILED: MARIA KONEFAL	



Background and Justification of Elgin Connects Portal

In 2003 a partnership was created between The County of Elgin, the City of St. Thomas and the Elgin Community Futures Development Corporation (ECFDC) to create an internet portal that would serve:

- the residents of Elgin – St. Thomas,
- Elgin – St. Thomas social services organizations,
- Businesses within Elgin – St. Thomas and
- municipal government

The Elgin ~ St. Thomas Connects community portal is providing and has provided benefits to those groups it was intended to serve. For the residents of Elgin – St. Thomas the portal's citizen-centric design provides one stop shopping for municipal, social and business services. The all inclusive lists of social and business services along with a search engine and a common, searchable community calendar greatly simplifies the task of finding services and events within Elgin – St. Thomas.

Social services benefit from the portal in that it provides a low cost alternative in order to be able to communicate the services that they offer to a larger audience than they would with any other medium.

The Elgin ~ St. Thomas Connects business directory is the only all inclusive comprehensive, no charge business directory for Elgin – St. Thomas businesses. This benefits not only residents but provides all business the opportunity to attract customers from across the county and province.

Finally, all municipalities benefit from the existence of the portal. The portal is used as a platform for an intranet by all of the municipalities. It provides a means of effective communicating to residents. As well it is an instrument for delivering electronic services such as pet license renewals, facility booking and program registration to residents. The use of the portal for electronic service delivery has potential for significant cost savings.

Statistics have shown that the City of St. Thomas receives 50% of the traffic within the portal. The following table demonstrates this fact:

	Visits Per Month					
	Aug 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07
St. Thomas	6,101	9,309	9,857	5,978	8,702	7,978
County of Elgin	2,254	3,321	3,051	1,994	3,239	2,858
Bayham	1,124	933	1,220	545	752	732
Malahide	541	780	1,390	437	588	568
Aylmer	575	667	644	345	548	405
Central Elgin	1,317	1,499	2,266	1,013	1,431	1,302
Southwold	507	830	791	377	617	539
Dutton/Dunwich	353	473	561	304	484	417
West Elgin	351	476	694	318	438	465
Total	13,123	18,288	20,474	11,311	16,799	15,264

(* Source: WebTrends Analytics: ElginConnects Web Site Analysis)



Background and Justification of Elgin Connects Portal

ElginConnects is a service that provides benefits and serves both the County of Elgin and the City of St. Thomas and is not unlike other shared services such as Ontario Works and land ambulance.

The portal has been in operation for almost two years now and one key issue has come to light which is inhibiting the growth of the portal. The complicated nature of the current content management system makes it difficult to use. So much so that two organizations have left the portal and a third has considered leaving. However, this problem is relatively simple to resolve. Since the current content management system was implemented many new systems have come to market. One such system, Docket, is currently being tested with the organization that was considering leaving the portal. Thus far the system has had good reviews and is much more user friendly than the current system.

ECFDC is covering the costs of implementing this new system as follows:

Item	Cost	
Docket v3.5 Community Portal	\$12,500.00	Paid for by ECFDC
Elgin Connects Migration	\$ 5,000.00	Paid for by ECFDC
Docket Training (60 hours)	\$ 1,000.00	Paid for by ECFDC
Facility Booking Migration	\$ 1,500.00	Paid for by ECFDC
Pet Licensing Migration	\$ 250.00	Paid for by ECFDC
Directory Listing Migration	\$ 250.00	Paid for by ECFDC
	\$20,500.00	

The estimated annual expenses for operating the portal are as follows

Item	Cost
Yearly Maintenance	\$ 4,500.00
Estimated Support & Development*	\$13,000.00
	\$17,500.00

* assumes 10 hours a week of support at \$25 per hour.

The Elgin ~ St. Thomas Connects portal clearly provides benefits to all of the municipalities, businesses and residents. Therefore the County is requesting that starting in 2008 the City of St. Thomas fund the annual operational costs of the portal based on a 60-40 County-City split. Actual costs will be calculated at year end and the City portion allocated accordingly following reconciliation. Therefore the first payment would not be required until 2008. The City's allocation based on the above estimates would be \$7,000 for 2008.

-78-

May 7, 2007

Wendell Graves, City Clerk
Corporation of the City of St. Thomas
P.O. Box 520
City Hall
545 Talbot St.
St. Thomas ON N5P 3V7

City of St. Thomas
Received

MAY 07 2007

City Clerk's Dept.

Attention: Dave White

Dear Mr. Graves:

The Seniors Picnic in the Park Committee for Elgin County (West and Central) planned its inaugural event in 1999. Since that time we have enjoyed a partnership with City Hall and St. Thomas Transit while ensuring that senior residents within our community have free and easy access to the festivities in the park all day long.

The planning committee would appreciate your continued support of this event by again providing free bus transportation (including a transfer) for seniors going to and from the park.

This year's picnic is on July 11, 2007 from 9:30 a.m. to 4:00 p.m. at Pinafore Park.

Please contact me at 519-631-0335 should you require any further information.

Thank you for your consideration.

Yours truly,

K. Verrell

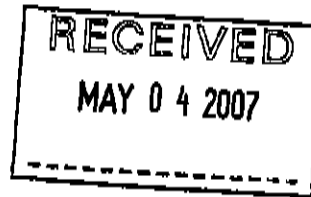
Kenneth Verrell
Committee Chairperson
Seniors Picnic in the Park - 2007

REFERRED TO	
J. DEWANKER	<i>mh</i>
D. WHITE	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM MARIA KONEFAL	

-79-



City of St. Thomas -
Cliff Barwick
545 Talbot Street, P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7



City of St. Thomas
Receivable

MAY 09 2007

City Clerk's Dept.

As National Volunteer Week concludes, this committee wishes to thank all our 2007 sponsors for their support and assistance. We always work to thank our volunteers as they contribute their time throughout the year; but, it is nice to be able to recognize them publicly at events such as this and this would be impossible without you.

This year's event was a huge success, primarily through the support we received from our sponsors. This is the second year that local agencies have worked together to recognize and contributions of all their volunteers. Last year twelve agencies recognized the contributions of their volunteers at the Timken Arena. As organizers, we planned for 300 people in 2006 and guess what? More than 600 attended this event. This year, invitations were once again sent out close to 600 attended the event. Many of the volunteers were recognized by more than one agency at this event due to their many community connections and commitments.

Again this year, our sponsors were recognized at the event with a sponsor board—I have enclosed a copy for your file. We provided additional recognition for them by adding all sponsor names to the 'passport'.

This year, our sponsors were:

Williams Funeral Home Ltd.	Lee's Memorial
G & H Machine & Tool Ltd	Coca-Cola Bottling Ltd.
LIBRO Financial Group	Beta Sigma Phi - Laureate Tau
Disbrow Motors	Masco Canada Ltd.
Lyle Cook's Automotive	#7 Army Cadets
Van Pelt's Stationery Ltd.	Canadale Nurseries Ltd.
Group 3 Screen Print	Pizzawork
Wendy's Old Fashion Hamburgers	Great Canadian Super Store
St. Thomas Ford Lincoln	Kettle Creek Golf & Country Club
Didone Distributing/Distributor for Weston Bakery	Boondock - Print Signs and Designs
Fellow's Flowers	Elgin Pure Water
Meadow Lane Winery Estate	Shopper Drug Mart
Charlton's Quality Meats	Steve Peters, M.P.P. Elgin - Middlesex - London
The Bearery Restaurant	City of St. Thomas - Mayor Cliff Barwick
Dollar Giant	Joe Preston, M.P. Elgin - Middlesex - London
Steeleway	PK Snacks
Marvin Bookbinder - Graphic Design	Kellogg Canada
Cheryl Blackman	

along with your suggestions for improvement. We know that our sponsor's are an important part of this event and without your support we would not be able to recognize our volunteers in this manner.

St. Thomas is rich with volunteer resources and with their support our member agencies are able to offer very high quality service. Often, this support allows them to provide services that would otherwise be out of reach.

We are very fortunate to have a giving community. Local residents take the time to care to share their talents and time.

Once again, thank you for your support with the 2007 Volunteer Appreciation Event. We look forward to working with you again next year.

Sincerely,

Cathy Nicholson

Catherine A. Nicholson
Community Volunteer Appreciation Committee 2007