

AGENDA

THE FIFTIETH 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 NOVEMBER 5TH, 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 L. Baldwin-Sands

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on October 15th, 2007.

PRESENTATIONS

DEPUTATIONS

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

Development Agreement Policies

Zoning By-Law Amendment - Wal-Mart Store Expansion - 1063 Talbot Street - Calloway Reit (St. Thomas) Inc.

Report PD-39-2007 of the Planner. Page 9

A letter has been received from Roslyn Houser, Goodmans LLP, legal consultant for Calloway Reit (St. Thomas) Inc., regarding the Wal-Mart expansion. Pages 10 + 11

NEW BUSINESS

Proposed Zoning By-Law Amendment - Lots 3 & 4, Part Lots 5-7, Part Lane, Block 11, Plan 77 - 310 Wellington Street - Flintmar Enterprises Inc.

Report PD37-2007 of the Planner. Pages 12 + 13

Draft Plan of Subdivision File# 34T-07506 - Dalewood Meadows - Phase 3 - 48 Lots for Single Detached Dwellings - Inn Services Inc.

Report PD-40-2007 of the Director, Planning. Pages 14 to 16

Draft Plan of Subdivision File# 34T-07503 - Lake Margaret Estates - 31 Lots for Single Detached Dwellings - Doug. Tarry Limited

Report PD-41-2007 of the Director, Planning. Pages 17 to 19

Request for Removal of Part Lot Control - Lots 31 to 45, Plan 11M-168 Semi-Detached Lots - H.J. Hayhoe Ltd.

Report PD-42-2007 of the Director, Planning. Pages 20 + 21

Community Improvement Project 557 - 559 ½ Talbot Street - Toth Jewellers

Report CC-48-07 of the City Clerk. Page 22

Municipality of Central Elgin - Zoning By-Law Amendment - West Side of College Street

Notice of a public meeting concerning a proposed zoning by-law amendment was received from the Municipality of Central Elgin to permit a single detached dwelling on the west side of College Street.

Municipality of Central Elgin - Zoning By-Law Amendment - 46942 Talbot Line

Notice of a public meeting concerning a proposed zoning by-law amendment was received from the Municipality of Central Elgin to permit an electrical contracting business at 46942 Talbot Line.

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

Report ES125-07 of the Manager of Operations and Compliance. Pages 23 to 32

A letter has been received from Keith West, Assistant Deputy Minister (A)/Chief Drinking Water Inspector, Ministry of the Environment, regarding the Municipal Drinking Water Licensing Program. Pages 33 to 39 .

A letter has been received from Krys Potapczyk, Manager, Stakeholder Relations, Drinking Water Programs Branch, Ministry of the Environment, regarding upcoming workshops being held by the Ministry of the Environment on the new Municipal Drinking Water Licensing Program. The information package is available in the Mayor's Office for viewing. Page 40

John Dewancker, Director, Environmental Services will be in attendance to discuss drinking water licensing for the City of St. Thomas.

Burwell Road between South Edgeware Road and Talbot Street - Sidewalk - CorrespondenceTownship of Southwold - Wastewater Master Planning StudyVacant Land Condominium - Fair and Equitable TaxingSource Protection Committee Appointments - Grand River Conservation Authority

Copies of resolutions supporting the appointment of Mr. Lloyd Perrin as the municipal representative for Group 7 on the Lake Erie Source Protection Committee have been received from the Township of Malahide, Municipality of Bayham, Township of Southwold, and the Town of Aylmer.

A copy of a letter has been received from Sandra J. Heffren, Manager of Administrative Services, County of Elgin, regarding nominations for appointment to the Lake Erie Source Protection Committee Group 7. Page 41

NEW BUSINESSCity Hall/Annex Building - Space Needs

Report ES126-07 of the Director, Environmental Services. Pages 42 to 48

63 Mitchell Street - Driveway Request - Correspondence

A letter has been received from Joe Mavretic, 63 Mitchell Street, requesting Council's permission to construct a driveway at 63 Mitchell Street. Pages 49 to 50

Elgin Area Primary Water Supply System - Financial Strategic Plan

A letter has been received from Andrew Henry, Manager of Regional Water Supply, Elgin Area Primary Water Supply System requesting review and comment on the draft Appendices F and G to the Financial Strategic Plan. Pages 51 to 54

BUSINESS CONCLUDED**PERSONNEL AND LABOUR RELATIONS COMMITTEE** - Chairman G. Campbell**UNFINISHED BUSINESS**Christmas Shut Down

Report HR-17-07 of the Director, Human Resources. Pages 55 to 56

NEW BUSINESS**BUSINESS CONCLUDED****FINANCE AND ADMINISTRATION COMMITTEE** - Chairman T. Shackelton**UNFINISHED BUSINESS**Bridge, Sewers and Water Capacity in Barwick Street AreaKiwant Manors Limited - Seniors' Housing - 139 First AvenueDowntown Development Board - Horton Farmers' Market**NEW BUSINESS**Request for Proposal Award - Concession Services at the City's Recreational FacilitiesReport PR13-07 of the Director, Parks & Recreation and the Purchasing Agent. **Page** 57**BUSINESS CONCLUDED****COMMUNITY SERVICES COMMITTEE** - Chairman B. Aarts**UNFINISHED BUSINESS**Parks Pavilion RenamingWalk of FameParalympics Ontario - Request for Hosting BidsRecreation Facilities Comparative Financial FiguresRequest for Trees on the Boulevard, South Side of Chestnut Street - CorrespondenceLeash Free Dog ParkSummer Ice Rates and UsageParks and Recreation Department Update - Fall 2007Report PR-17-07 of the Director, Parks and Recreation. **Pages** 58 to 60**NEW BUSINESS****BUSINESS CONCLUDED****PROTECTIVE SERVICES AND TRANSPORTATION COMMITTEE** - Chairman D. Warden**UNFINISHED BUSINESS**Bus Services to 1063 Talbot Street and Shopping Complex near Elm Street and Wilson AvenueWhite Street Yield SignsYWCA St. Thomas-Elgin Summer Camp - Reduced Rate Children's Bus TicketsTaxis By-Law - Enforcement of Non-Licensed TaxisReport CC-50-07 of the Deputy City Clerk. **Page** 61

Traffic Signal Operations - Intersections of Talbot Street and Hiawatha Street and Talbot Street and Elgin Street and Talbot Street and Manitoba Street

Report ES124-07 of the Manager of Operations and Compliance. Page 62

Emergency Management Program Committee

Report FD 09-07 of the Community Emergency Management Coordinator. Page 63

NEW BUSINESS

St. Thomas Transit Service - 2006/2007 Capital Improvement Plan - Update

Report ES121-07 of the Supervisor of Roads & Transportation. Pages 64 to 66

St. Thomas Transit Service - 2008 Capital and Operational Improvement Plan - Service Level Increase

Report ES122-07 of the Supervisor of Roads & Transportation. Pages 67 to 72

1063 Talbot Street - Smart Centres Site - Proposed Additional Bus Stops

Report ES123-07 of the Supervisor of Roads & Transportation. Pages 73 to 78

Airport Use Quarterly Report - July 1st to September 30th, 2007

Report CC-51-07 of the Airport Superintendent. Page 79

Lease of Airport Lands - St. Thomas Municipal Airport

Report CC-47-07 of the Airport Superintendent. Page 80

Emergency Operation Centre

Report FD 10-07 of the Community Emergency Management Coordinator. Page 81

BUSINESS CONCLUDED

SOCIAL SERVICES COMMITTEE - Chairman L. Baldwin-Sands

UNFINISHED BUSINESS

NEW BUSINESS

Ontario Works Quarterly Report for July, August & September 2007

Report OW34-07 of the Director, Ontario Works & Social Housing. Pages 82 to 85

Social Housing - October 1, 2007 Quarterly Payment

A letter has been received from Rosalind Lerman, Director, Housing Finance Branch, Ministry of Municipal Affairs and Housing, regarding the Social Housing October 1, 2007 Quarterly Payment. Pages 86 + 87

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

Southwold Township Withdrawal from Central Elgin Planning Area - 2008 Financial Impact

Report CEPAC-02-2007 of the Central Planning Advisory Committee. Pages 88 to 94

PETITIONS AND COMMUNICATIONS

Card of Thanks

A card has been received from Ria Breed & family thanking members of Council for the flowers sent during their recent bereavement.

Dennis Redman Memorial Golf Tournament - Letter of Thanks

A letter has been received from Bob Barber, Golf Steering Committee, Dennis Redman Memorial Golf Tournament extending sincere appreciation to Council for its contribution and generosity toward a successful event. Page 95

Hospital Auxiliaries Association of Ontario Newsletter

A newsletter information package has been received from the Hospital Auxiliaries Association of Ontario and is available for viewing in the Mayor's Office.

Essential Level Emergency Management Program

A letter has been received from Dan Hefkey, Chief, Ministry of Community Safety and Correctional Services, regarding municipal compliance as required by the Emergency Management and Civil Protection Act. A list of EMO's field staff is available in the Mayor's Office for viewing. Pages 96 + 97

Social Housing Financing - Resolution

A request to endorse a resolution has been received from the Region of Peel regarding Social Housing financing. Pages 98 + 99

DSSAB Social Housing - Resolution

A request to endorse a resolution has been received from the Manitoulin-Sudbury District Social Services Administration Board regarding social housing costs. Pages 100 to 103

S. Datars Bere, Director, Ontario Works & Social Housing will be in attendance to discuss social housing costs.

Wellington Street Road Construction - Steele Street Traffic Concerns

A letter has been received from Paul Maurice, 81 Steele Street, regarding increased traffic volume on Steele Street as a result of the construction on Wellington Street between First Avenue and Fairview Avenue. Pages 104 to 106

Meeting Investigator - Resolution

A copy of a letter has been received from Randall Millard, C.A.O./Clerk, Township of Malahide, advising that the Township supports the appointment of Mr. John Maddox as a Meeting Investigator. Page 107

Counsel Public Affairs

A letter has been received from W. Donald Cousens, Director, Municipal Affairs Practice, Counsel Public Affairs Inc., proposing that his company organize a "Community Day" at Queens Park. Pages 108 to 113

Maggie's Restaurant - 292 Wellington Street - Application for Liquor Licence

Application has been made to the Alcohol and Gaming Commission of Ontario by Maggie's Restaurant for a liquor licence for its outdoor and indoor areas at 292 Wellington Street, St. Thomas. Council may make representation to the Board concerning the application. Page 114

Third Avenue Road Extension from Wellington Street to Talbot Street

A letter has been received from Loretta Trainor, 410 Highview Drive, regarding the extension of Third Avenue through from Wellington Street to Talbot Street. Page 115

UNFINISHED BUSINESSNEW BUSINESSBY-LAWSFirst, Second and Third Reading

1. A by-law to confirm the proceedings of the Council meeting held on the 5th day of November, 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 Donald and Theresa Toth (Toth Jewellers). (557-559½ Talbot Street - \$ 8,400 Facade loan - Community Improvement Plan)
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, 144176 Ontario Limited and Karen Noble. (Assignment of lease - St. Thomas Municipal Airport - Part 1, Reference Plan 11R-1602)
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 Doug. Tarry Limited. (Subdivision File #34T-07504 - Phase 2B, Orchard Park Development Area)

5. A by-law to amend By-Law 50-88, being the Zoning By-Law for the City of St. Thomas (Permit expansion of Wal-Mart - 1063 Talbot Street - Calloway REIT (St. Thomas) Inc. - File No. 2-09-07)

PUBLIC NOTICE

NOTICES OF MOTION

CLOSED SESSION

A resolution to close the meeting will be presented to deal with a labour relations matter and a proposed or pending acquisition of land by the municipality.

OPEN SESSION

ADJOURNMENT

CLOSING PRAYER



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

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Report No.: PD-39-2007

File No.: 2-09-07

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

Date Report Authored: October 31st, 2007
Council Meeting Date: November 5th, 2007

Subject: Application by Calloway Reit (St. Thomas) Inc. for an Amendment to Zoning Bylaw 50-88, to permit the expansion of the Wal-Mart store located at 1063 Talbot Street.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:
Revised Draft By-law Amendment

RECOMMENDATION:

THAT: Report PD-39-2007 be received;

THAT: Council consider the revisions made to the draft by-law respecting Calloway Reit (St. Thomas) Inc. proposed expansion of the existing Wal-Mart store to be a minor change from the by-law presented at the Public Meeting of October 1st, 2007;

AND THAT: In accordance with Subsection 34(17) of the Planning Act, R.S.O., 1990 as amended, Council resolve that no further notice is to be given in respect of the proposed by-law amendment.

BACKGROUND:

Calloway Reit (St. Thomas) Inc. has made application for an amendment to Zoning By-law 50-88 to permit an expansion to the Wal-Mart store located within the Power Centre site at 1063 Talbot Street. The application proposes a 5,574 square metre (60,000 square feet) expansion of the current Wal-Mart store. Agents for the application are Smart Centres Management Inc., who manage the lands occupied by Wal-Mart and Goodmans LLP who are Smart Centres Legal representatives.

A Public Meeting for the proposed amendment, in accordance with Ontario Regulation 545/06, was held on October 1st, 2007. At that meeting it was noted that the applicant's agents had reviewed the draft amendment and might be seeking minor changes to the amendment prior to Council's consideration. It was further noted that any changes would need to maintain the overall intent of the by-law to control the floor area of the expansion, control how much of the floor area is allocated to retail food sales, and specify that the expansion only applies to the Wal-Mart portion of the Power Centre site.

Revisions to the draft amendment have been prepared by staff in consultation with the applicant's agents. It is noted that the specific changes include combining of paragraphs 15A.5.14.2(b)(iv) and (v) with additional wording to clarify what the retail food component of a retail store consists of, and the specific allocations between food and non-food gross floor area. Minor adjustments to the gross floor areas have also been made.

Staff consider the proposed revisions to be minor. However, Section 34(17) of the Planning Act provides that where a change is made in a proposed zoning by-law after the holding of the public meeting, Council shall determine whether any further notice is to be given in respect of the proposed by-law. The determination of Council as to the giving of further notice is final and not subject to any review in any court irrespective of the extent of the change made in the proposed by-law.

Should Council concur that the revisions to the draft amendment are minor, then it should pass a resolution to that effect and confirming that, in Council's opinion, no further notice is required.

The by-law appears on the November 5th, 2007 agenda for Council's consideration.

Respectfully submitted,


Jim McCoomb
Planner

Reviewed By:

Env. Services

Treasury

City Clerk

Parks and Recreation

Other

Goodmans ^{LLP}

Barristers & Solicitors

250 Yonge Street, Suite 2400
Toronto, Ontario Canada M5B 2M6

Telephone: 416.979.2211
Facsimile: 416.979.1234
goodmans.ca

Direct Line: 416.597.4119
rhouser@goodmans.ca

October 30, 2007

Our File No. 07-0313

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

Dear Sirs/Mesdames:

Re: Wal-Mart Expansion

We are in receipt of a copy of the letter of October 9, 2007 from the Downtown Development Board ("DDB") to Council. The letter asserts that the applicant made representations at the public meeting suggesting Scott Morgan's analysis found "the majority of shoppers are still leaving the community to shop elsewhere". That is not what we advised Council – rather we noted that Mr. Morgan's surveys identified that about a third of trade area resident spending is still directed to London.

We also noted in our presentation that the surveys demonstrated a greater portion of trade area resident spending is being captured by London than by either the downtown or the power centre. The conclusion we asked Council to draw from this information is that downtown St. Thomas faces more competition from London than from the power centre and that there should be no concern for the expansion of the Wal-Mart, as it will assist St. Thomas to remain competitive with London and other neighbouring municipalities.

We would also note that the DDB letter includes quotes from various Morgan reports but overlooks Mr. Morgan's explicit conclusion that the Wal-Mart expansion "would enable St. Thomas and Central Elgin retailers to retain the projected penetrations of the secondary zone, particularly the Aylmer sector, which is facing increased competition from anchor store upgrades of the retail infrastructure in Woodstock and Tillsonburg" (See Morgan update report of August 13, 2007).

We bring the above information to the attention of Council to ensure there is no misunderstanding as to the results of Mr. Morgan's empirical research, which formed the basis of his recommendation that the Wal-Mart expansion is in the public interest and should be approved.

Yours very truly,

GOODMANS LLP

Per:

Connie White

for

Roslyn Houser
RH/cw

cc: Grant Pretorius
Tetyana Dyakovska
Glenn Scheels
Mimi Ward

GOODMANS\5507985.1



The Corporation of the - 12 -
City of St. Thomas

Report No.: PD-37-2007

File No.: 2-18-07

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

Date: Report Date: October
17th, 2007
Council Meeting Date: November
5th, 2007

Subject: Proposed Zoning By-law Amendment - Flintmar Enterprises Inc.
310 Wellington Street, Lots 3 & 4, Part Lots 5-7, Part Lane, Block 11, Plan 77, City of St.
Thomas.

Department: Planning Department
Prepared by: Jim McCoomb, Planner

Attachments:

RECOMMENDATION:

THAT: Report PD-37-2007 be received;

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

THAT: Direction be given to prepare a site specific draft amendment to the Zoning By-law to permit a clinic as an additional permitted use on lands located at 310 Wellington Street, which lands may be legally described as Lots 3 & 4, Part Lots 5-7, Part Lane, Block 11, Plan 77, City of St. Thomas, County of Elgin;

AND THAT: A public meeting be set for *December 3rd, 2007 @ 6:45 p.m.* in accordance with Ontario Regulation 545/06.

ORIGIN:

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

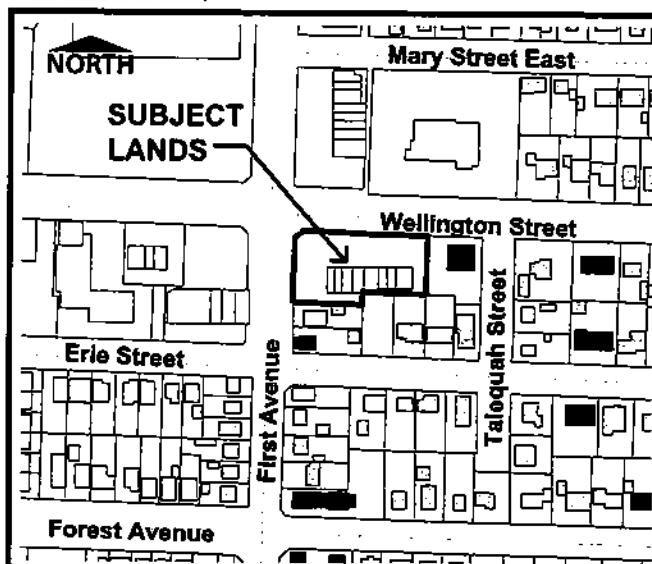
ANALYSIS:

Proposal:

It is proposed by the applicant to add a clinic as an additional permitted use within the existing plaza building on the lands known municipally as 310 Wellington Street. No new development or additions to the existing plaza are proposed as a part of this application.

The existing land uses surrounding the subject property include commercial uses to the north and west. To the south and east is an existing residential subdivision. The subject lands are rectangular in shape with approximately 41 metres of frontage on First Street, and may be legally described as Lots 3 & 4, Part Lots 5-7, Part Lane, Block 11, Plan 77. Known municipally as 310 Wellington Street, City of St. Thomas, the subject lands are shown outlined in bold on the Location Plan.

Location Plan:



2005 Provincial Policy Statement (PPS): -13-

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

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

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

Official Plan Policies:

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

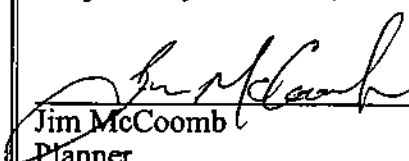
Zoning By-law:

The subject property is currently located within the Secondary Commercial Zone (C5-18) of the City of St. Thomas Zoning By-law 50-88. The C5 zone permits automobile service station, hotel, restaurant, retail store and accessory uses. The special provisions of the C5-18 zone permit personal service shop and accessory uses as additional permitted uses.

In my opinion, a site specific amendment to the By-law is required in order to permit a clinic use as an additional permitted uses on the subject lands as proposed by the applicant.

The subject lands are subject to site plan control.

Respectfully submitted,


Jim McCoomb
Planner

Reviewed By:

Env. Services

Treasury

City Clerk

Other



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

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Report No.: PD-40-2007

File No.: 34T-07506

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

Report Date: October 29th, 2007
Council Meeting Date: November 5th, 2007

Subject: Application by Inn Services Inc, Draft Plan of Subdivision, File 34T-07506, Dalewood Meadows Development Area- Phase 3 - 48 lots for single-detached dwelling units.

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

Attachments:
- draft plan (reduced)

RECOMMENDATION:

THAT: Report PD-40-2007 be received;

THAT: Council approve in principle the proposed residential Draft Plan of Subdivision File # 34T-07506 for lands owned by Inn Services Inc., legally described as all of Block 120 and part of Block 121, Registered Plan 11M-165, in the City of St. Thomas, County of Elgin and further that final approval be subject to:

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

AND THAT: A date for a public meeting be set for *December 3rd, 2007 @ 6:50 p.m.* in accordance with Ontario Regulation 544/06.

ANALYSIS:

Proposal:

Inn Services Inc. has submitted an application for draft Plan of Subdivision approval of Phase 3 of the Dalewood Meadows Development Area Block Plan. The proposed Plan is located south of Ron McNeil Line and Sutherland Line, in the north west quadrant of the City. The proposed Plan encompasses a total area of 3.727 hectares (9.209 acres) and provides for the development of 48 lots for single-detached dwelling units, all of which will front onto the proposed new streets. One Block (49) is being dedicated as a Public Lane/Pedestrian Walkway accessing the ravine system west of the subdivision.

The Plan provides for the extension of Circlewood Drive westerly and a new local street "Primrose Court", which extends northerly from Pine Valley Drive ending in a cul-du-sac. A copy of the proposed draft Plan is attached.

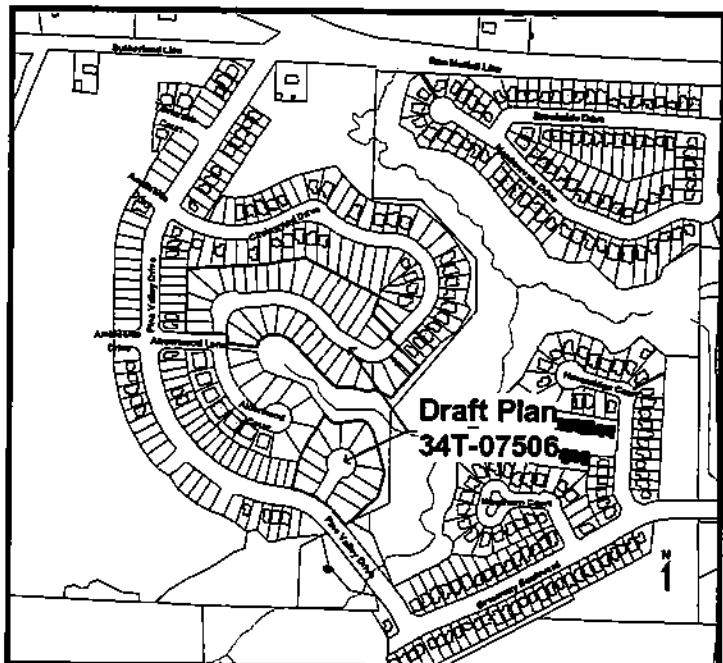
The location of the proposed subdivision and its relationship to the surrounding development is shown on the Location Plan.

The lands are legally described as all of Block 120 and part of Block 121, Registered Plan 11M-165, in the City of St. Thomas, County of Elgin.

Provincial Policy Statement

The proposed subdivision application being considered is located within the Dalewood Meadows Development Area Block Plan and is Phase 3 of a comprehensively planned residential community. All matters of Provincial interest, in accordance with the Policy Statement in effect at the time were addressed with the approval of the original amendment to the Official Plan (OPA # 31) and the approval of the original Block Plan of subdivision. The lands are designated for residential use and the applicant has undertaken the necessary planning, environmental and servicing assessments to comply with the policies of the Official Plan and with matters of Provincial Interest as set out in the Provincial Policy Statement 2005.

Location Plan



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

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Official Plan:

The subject property is designated for residential use in the City of St. Thomas Official Plan. The proposed draft plan of subdivision conforms to the policies of the Official Plan, (OPA #31- Dalewood Development Area) and the design is compatible with the surrounding residential area and the approved Block Plan.

Zoning By-law:

The property is currently located within the Third Residential Zone (hR3A-13) of By-law 50-88 of the City of St. Thomas. The hR3A-13 zone permits the proposed single detached dwellings. The lands are also subject to the standard holding zone requirements of Zoning By-law 50-88 which must be met to the satisfaction of the Municipality prior to the development proceeding to the issuance of building permits.

Services:

Full Municipal services are available to the Subdivision. The design, and the installation of services required for this development will be in accordance with Municipal standards. A full report on the servicing of these lands was provided by the applicant and approved as part of the Dalewood Meadows Development Area Block Plan approval (34T-06501).

It is recommended that Council's final approval of this plan be subject to the Director, Environmental Services recommendations on servicing and his confirmation upon completing his review of the circulated draft plan, that there is sufficient uncommitted reserve treatment capacity within the sanitary sewerage system to service the proposed development.

Financial Considerations:

All costs associated with the development of the draft plan of subdivision are the responsibility of the developer. The developer will be required to pay the approved development fees and charges in addition to the cost of the installation of municipal services, within the plan, in accordance with the standard practices and policies of the City as adopted by Council.

Respectfully submitted,



P.J.C. Keenan
Director of Planning

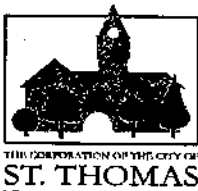
Reviewed By:

Env. Services

Treasury

City Clerk

Other



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

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Report No.: PD-41-2007

File No.: 34T-07503

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

Report Date: October 29th, 2007
Council Meeting Date: November 5th, 2007

Subject: Application by Doug. Tarry Limited, Draft Plan of Subdivision, File 34T-07503, Lake Margaret Estates Development Area, 31 Lots for single detached dwellings, Draft Plan Approval.

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

Attachments:
- draft plan (reduced)

RECOMMENDATION:

THAT: Report PD-41-2007 be received;

THAT: Council approve the redlined, residential Draft Plan of Subdivision File # 34T-07503 of lands owned by Doug. Tarry Limited which lands are legally described as Part of Block 6, Registered Plan 11M-105, City of St Thomas, County of Elgin subject to the standard Municipal draft plan conditions including the requirement for the developer to enter into a subdivision agreement with the Corporation of the City of St. Thomas with respect to the provision of municipal services, financial, administrative and other matters related to the development of the Plan.

ORIGIN:

The above noted Draft Plan of Subdivision was approved in principle by Council on June 18th, 2007. The proposed plan is located within the Lake Margaret Estates Development Area west of Hummingbird Lane, north of Lake Margaret and east of Pinafore Park. The lands proposed for development have an area of approximately 3.588 hectares (8.866 acres) and will provide for the development of 31 lots for single detached dwellings, 1 Block (Block 32) for park and open space use and another Block (Block 33) to provide for a temporary turning circle. Two new streets will be created by the Plan. Hummingbird lane will be extended westerly and southerly and a new cul de sac will be created running east from the Hummingbird Lane extension. A reduced copy of the draft plan is attached.

The lands are legally described as Part of Block 6, Registered Plan 11M-105, City of St Thomas, County of Elgin.

The location of the proposed subdivision is shown on the location Plan

Location Plan



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

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

DRAFT PLAN CIRCULATION AND REVIEW:

The external circulation of the draft plan of subdivision has now been completed and a public meeting on the

proposed Subdivision was held on July 16th, 2007.

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

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

The redlined draft Plan of Subdivision is consistent with the Provincial Policy Statement, conforms to the Official Plan and the proposed uses and the street and lot layout comply with Zoning By-law 50-88.

DRAFT PLAN APPROVAL WITH CONDITIONS:

All of the conditions of approval in principle imposed by Council and the policies of the Corporation have been satisfactorily addressed through the draft Plan of Subdivision submission and circulation process. (Report PD-16-2007)

The draft plan will be redlined to adjust the rear lot line on Lot 11 within the Plan to coincide with the recommendations of a Slope Stability Assessment completed by Atkinson Davies INC. The lands west of the new rear lot line will be added to the park and open space Block (32), being dedicated to the Municipality.

I am recommending draft plan approval of File # 34T-07503 subject to the standard municipal requirements and conditions and to the requirement for a subdivision development agreement with the City Corporation respecting the provision of municipal services, financial, administrative and other related matters respecting the development of the lands.

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

Respectfully submitted,



P.J.C. Keenan
Director of Planning

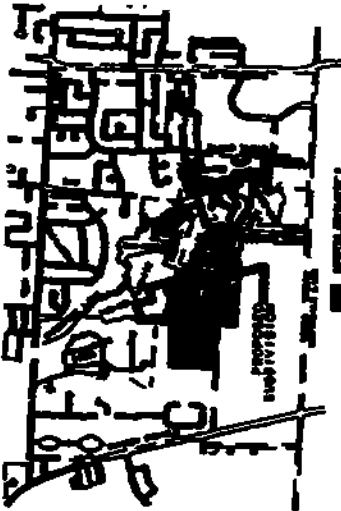
Reviewed By:

Env. Services

Treasury

City Clerk

Other



**DRAFT PLAN OF SUBDIVISION
OF PART OF
BLOCK 6**

**REGISTERED PLAN 11M-105
CITY OF ST. THOMAS
COUNTY OF ELSIN**

SCALE 1:1750 METRIC



**J. G. RUPERT LTD.
ONTARIO LAND SURVEYORS**

INFORMATION REQUIRED UNDER SECTION 8(4) OF THE PLANNING ACT AND 29(2) OF THE REGISTRY ACT

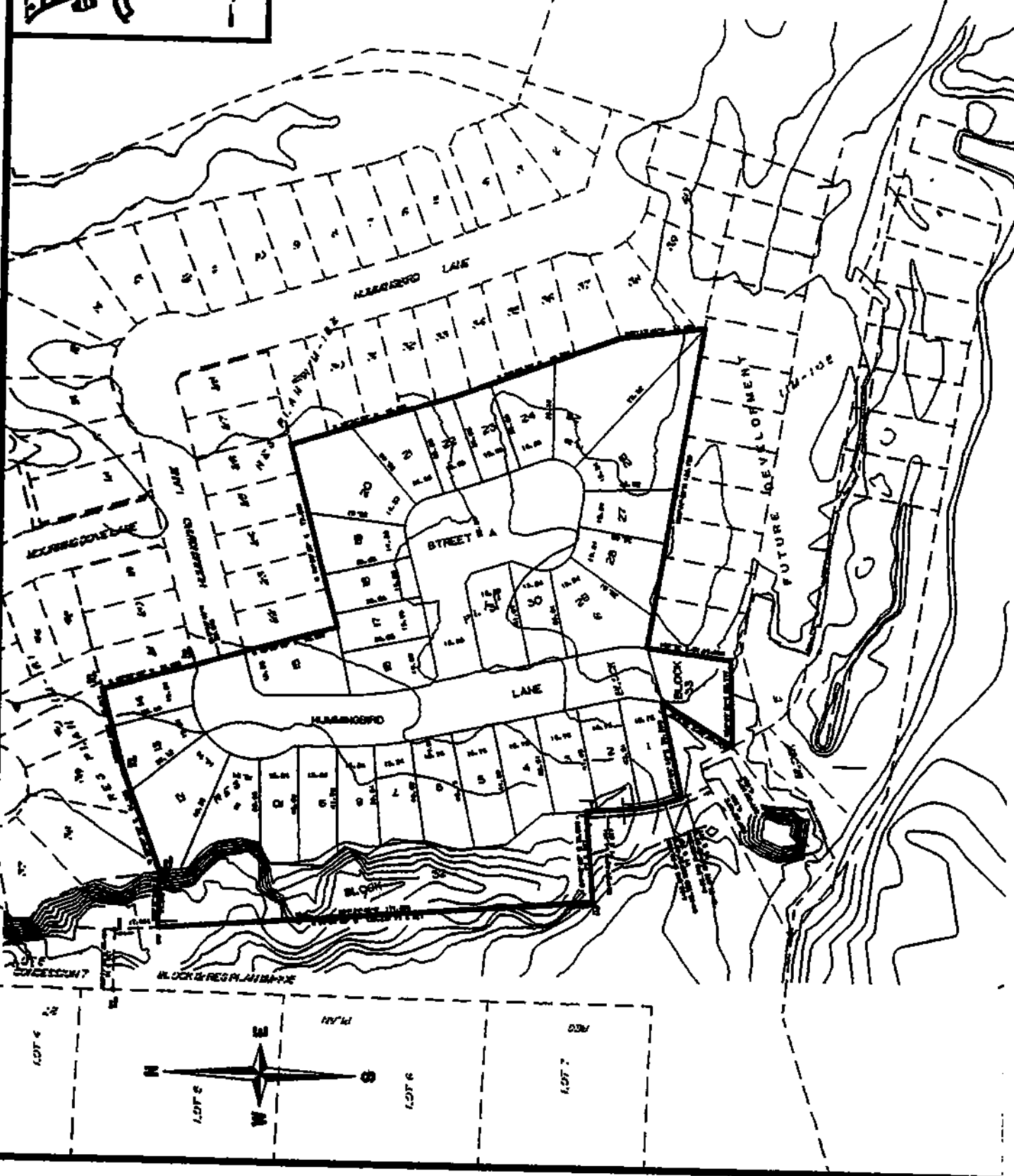
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- (31) LOT 1 TO 31 WITH INCLUSIVE BOUNDARIES BETWEEN REGISTRATION BLOCK 20 OPEN SPACE BLOCK 20 TOWNSHIP VARIOUS CIRCLES

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE BOUNDARIES OF THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATED MAY 31, 2007.

J. G. RUPERT
REGISTERED LAND SURVEYOR

J. G. RUPERT LTD. ONTARIO LAND SURVEYORS
90 CURTIS STREET ST. THOMAS ONTARIO
PHONE 519-631-7391 FAX 519-631-9403
www.jgrupert.com





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

Report No.: PD-42-2007

File No.: PLC 03-07

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

Report Date: October 29th, 2007
Council Meeting Date: November 5th, 2007

Subject: H. J. Hayhoe Ltd. request for removal of part lot control - Lots 31 to 45 inclusive,
Registered Plan 11M-168 - semi-detached lots.

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

Attachments:

RECOMMENDATION:

THAT: Report PD-42-2007 be received,

AND THAT: Council approve the application by H. J. Hayhoe Ltd. for the removal of part lot control on Lots 31 to 45 inclusive, Registered Plan 11M-168, and authorise staff to prepare a By-law pursuant to Section 50(7) of the Planning Act for Council approval subject to all staff, legal and administrative costs associated with the preparation and administration of a part lot control by-law being borne by H. J. Hayhoe Ltd.

Origin:

An application has been submitted by H. J. Hayhoe Ltd. requesting the removal of part lot control from 15 lots, on Alderwood Court, within Phase 2 of the Dalewood Meadows Development Area, (Lots 31-45, Registered Plan 11M-168). The lots are approved for construction of semi-detached dwellings. The location of the subject lots are shown on the location plan.

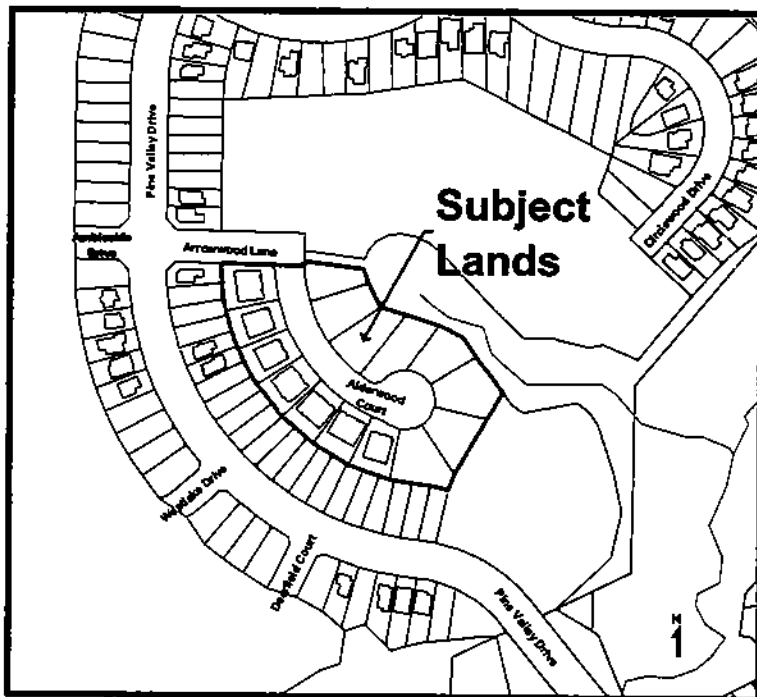
Analysis:

Registered Plan of Subdivisions once approved are subject to the part lot control provisions of subsection 50(5) of the Planning Act which precludes anyone from conveying a part of a lot or block within a registered plan without obtaining a consent to sever or a further subdivision approval pursuant to the requirements of the Planning Act. An exception to the part lot control provisions is provided under Subsection 50(7) of the Planning Act which allows Council to enact a by-law to remove part lot control from lands within a Registered Plan of Subdivision.

Exemption from part-lot control is commonly used in St. Thomas to facilitate the conveyance of semi-detached units to individual owners.

This approach is used to ensure that the common centre wall between two dwelling units is constructed exactly on the property line. All applications must comply with the policies of the Official Plan and the Zoning By-law.

Location Plan



H. J. Hayhoe Ltd. is constructing 15 semi-detached dwellings (30 dwelling units) on the lots described above within Registered Plan 11M-168 (see Location Plan). Rather than make 15 separate applications for consent to subdivide each semi detached lot into two units following the construction of the units, the owners are requesting Council to enact a by-law to remove part lot control from these lots to allow the conveyance of the completed units to purchasers without having to obtain a consent from the Committee of Adjustment each time.

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

semi-detached dwellings. The removal of part lot control will facilitate the transfer the ownership of the semi-detached unit and the lot to a third party in a timely fashion.

The developer will provide the City a copy of the reference plan and deed for each unit conveyed. The Part Lot Control By-Law will include a date for its expiration, which ensures that the part lot control provisions of the Planning Act are reinstated once all of the lots have been conveyed. The applicants have estimated that the conveyance of all lots will be completed within 3 years from the passage of the by-law. If the developer is unable to complete the conveyances by this date then they must seek an amendment to the by-law for an extension or alternatively they may apply for a consent to subdivide any remaining lots.

Financial Considerations:

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

Staff Recommendations:

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

Respectfully Submitted



Patrick J. C. Keenan
Director of Planning

Reviewed By:

Env. Services

Treasury

City Clerk

Other



Corporation of the

City of St. Thomas

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Report No.
CC-48-07

File No.

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

Date Authored:

October 16, 2007

Meeting Date:

November 5, 2007

Department: City Clerk

Prepared By: Wendell Graves, City Clerk

Attachment

Façade Rendering

Subject: CIP Project 557 – 559 ½ Talbot (Toth Jewellers)

Recommendation:

THAT Report CC-48-07 be received for information, and further,

THAT: Council approve a Community Improvement Project for 557-559 ½ Talbot, Toth Jewellers, and further,

THAT: A By-law be prepared to authorize the execution of a Façade Loan Agreement with Donald and Theresa Toth.

Background:

A CIP Application for façade improvements for 557-559 ½ Talbot Street (Toth Jewellers) has been received, reviewed and approved by the Urban Design Committee.

As can be seen by the attached rendering, the applicant is proposing to renovate the existing façade of the building.

The total estimated cost for this project is \$16,800.00. The value of the façade loan will be \$8400.00

The project also qualifies for a façade grant of \$7500.00 which will be processed at the successful completion of the work.

Respectfully,

Reviewed By: _____

Treasury	Env Services	Planning	City Clerk	Human Resources	Other
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Corporation of the

City of St. Thomas

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Report No.

ES125-07

File No.

06-120-00

Directed to:

Ald. Tom Johnston, Chair and Members of the Environmental Services Committee of City Council

Date

November 5, 2007

Department:

Environmental Services

Attachment

Prepared By:

Ivar Andersen, Manager of Operations and Compliance

Report ES72-07
Draft SOP for Lead Sampling

Subject:

Safe Drinking Water Act – Amending Lead Sampling Regulations

Recommendation:

It is recommended that;

1. Report ES1254-07 be received as information.
2. Council adopt the attached draft standard operating procedure, SOP, for lead sampling in drinking water.
3. Council consider the inclusion of \$65,000 in the 2008 Operating Budget to complete the additional water sampling required by this Safe Drinking Water Amendment. This includes the addition of a new position within the Operations Division – Water & Sewage Section of the Environmental Services Department.
4. Council approve the development of an advertising initiative to solicit volunteers who would allow City staff to obtain water samples inside their premises. This initiative includes the issuance of incentives to co-operating volunteers.

Origin:

In May of 2007, report ES72-07, attached, regarding the enhancement of drinking water quality in homes with lead services was approved by City Council. Since that time, on July 26, 2007, the Provincial Government has passed an amendment to the Safe Drinking Water Act, Regulation 170/03, that outlines a lead sampling protocol to be followed by owners of municipal water systems effective December 15, 2007.

Analysis:

The new sampling requirements mandated by the Provincial Government require that sampling for lead, alkalinity and pH take place at 78 locations within the City, 60 of which are in private residences, 6 of which are located in non-private residences and 12 of which are located in the City distribution system. These 78 locations must be sampled twice per year between the periods of December 15 to April 15 and June 15 to October 15. Two one-litre samples and one normal sized sample must be taken at each location. The samples taken on private property must be taken at the location most likely used for consumption, usually the kitchen faucet. The samples are taken after a five minute flush of the system followed by a thirty minute wait period.

Attached is a draft of the standard operating procedure, SOP, developed by staff, which is recommended that the City adopt in order to comply with the amending lead sampling regulations of the Safe Drinking Water Act.

The same sampling protocol also has to be followed with respect to the St. Thomas Area Secondary Water System, however, only a total of 7 sampling locations are required.

In order to comply with this new sampling protocol within the time periods specified and to still maintain the drinking water system at the existing service level, an additional staff person will be required. At this time, we anticipate that the sampling will take place, for the most part, outside of regular working hours. This will be required in order to obtain the in home water samples on a timely and consistent basis during the two sampling periods. It is also expected that an inducement, such as a free water conservation package costing about \$15.00 each, will need to be offered to obtain the required number of volunteers and the same volunteers for each sampling period. It is estimated that up to an hour will be required at each in home sampling location.

It is not expected that the recommended additional staff person will be fully occupied with the duties associated with obtaining the required in home water samples. Therefore, when not working on obtaining water samples, the staff person will be assigned related tasks with other operators in the Water and Sewer Operations Section. The additional position will be classified as an Operator in Training, O.I.T., and will be considered a developmental position. It is hoped that this will eventually result in a fully trained operator who will be competent to work in all facets of the section.

As was recommended in report ES72-07, in the spring of this year, a notice was published in the Times Journal and the Elgin County Market advising homeowners of the lead water service issue. As well,

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information regarding this issue was also placed on the City website and circulated to each home owner via a notice inserted in the monthly water/sewage/electrical bill. Following the publication of this notice, 62 homeowners contacted the City requesting that the City determine if their home has a lead water service. Of these, 23 services were visually inspected inside the home and found to be either copper or galvanized iron and 17 homes had water samples taken at the homeowner's request. The City has been unable to gain access to the remaining 22 homes. Of the 17 homes sampled, only 4 homes were found to exceed the standard of 10 µg/l. One of these homes has now had the lead water service completely replaced, both the City and private property portions; another home has had the City portion of the lead water service replaced. One home was resampled and found to be in compliance. The remaining home does not have a lead water service.

In general, we have found very few lead water services in the City of St. Thomas. To date, only 6 lead services, either on City property, private property or both, have been found since lead sampling in homes was initiated earlier this year. This includes observations made during the replacement of approximately 3,700 water meters over the last 2 years. This year, 3 lead water services have been replaced by the City, including 2 found on the Wellington St., Fairview to First, reconstruction project.

It should also be noted that the Elgin Area Primary Water Supply System, the City's water supplier, is considering modifying the chemical treatment process at the treatment plant which, in part, would raise the pH of the treated drinking water and reduce the rate of lead uptake from lead piping or lead solder into the drinking water.

Under the lead sampling amendment to the Safe Drinking Water Act, the City must continue with the lead sampling protocol indefinitely. There can be a reduction in the number of samples required to be taken if certain conditions are met over a period of time, however, these conditions are strict and even if these conditions are met, 67% of the originally required samples would still have to be taken.

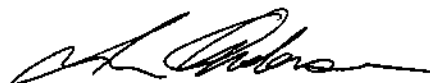
Financial Considerations:

Following are our estimates to implement this sampling protocol:

2008 Operating Budget:

Staff Person including benefits	\$57,000
Volunteer inducements & advertising	\$ 2,000
Equipment (pH meter)	\$ 1,500
Laboratory Costs (including courier)	<u>\$10,000</u>
Total	\$70,500

Respectfully,



Ivar Andersen, P. Eng., Manager of Operations and Compliance
Environmental Services

Reviewed By:

Treasury

 Env Services

Planning

City Clerk

HR

Other



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Corporation of the
City of St. Thomas

Report No.

ES72-07

File No.

06-120

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

Date
May 16, 2007

Department: Environmental Services

Prepared by: John Dewanker, Director

- (Draft) Public Notice regarding Drinking
Water Quality in Homes with Lead Water
Services
- Middlesex-London Health Unit Notice

Subject: **Program for the enhancement of drinking water quality in homes with lead water services**

Recommendation:

- That report ES 72-07 be received as information
- That the data collection phase of the action plan to mitigate lead in water service connections, as outlined in report ES 72-07, be approved.
- That a further report to Council be prepared to report on the remediation phase of this action plan and to quantify the City cost of lead water service replacement upon completion of the data collection phase

Origin:

- During the last few weeks there has been a concern raised in the local community of Municipal Water providers in respect to the water quality at homes that have lead water services.
- During the last two weeks, Environmental Services staff have initiated a random sample survey involving about 50 homes in the older parts of the City to determine the existence of lead water services at these homes and also to sample the tap water in any homes that are found to have lead water service line(s).

Analysis:

Out of the sample survey of 50 homes, 2 homes were found to have a lead water service. Water samples were taken at both locations, before and after flushing the water lines. On May 15, 2007, the test results (2) from one sampled location were returned by the testing laboratory and both samples confirmed an elevated concentration of lead (51ug/l, 24.6 ug/l) in the tap water above the Maximum Acceptable Concentration (MAC:10 ug/l)

It must be noted that the quality of the water in the St. Thomas municipal water distribution system consistently meets all the standards established under Ontario Regulation 170/03, the MOE Drinking Water Systems Regulation under the Safe Drinking Water Act. These standards cover Microbiological as well as Inorganic parameters including metals such as lead. The most recent Drinking Water Systems annual report for St. Thomas confirms a lead concentration of .5 ug/l which is well below the MAC of 10 ug/l.

When a water sample is taken from a water tap in a private residence, sample results are not to be reported as an evaluation measure of the water quality in the municipal distribution system. In this regard a MOE Laboratory Services Technical Bulletin confirms the requirements with respect to samples taken at the customer's tap.

Health Impacts of Lead in the Environment

The possible health impacts of lead in the environment have been a concern for many years. In 1992 the Health Canada Guideline for lead in drinking water was lowered from 50 ug/l (micrograms per litre, or parts per billion) to 10 ug/l for a sample from a tap that has been flushed for 5 minutes. The Guideline takes into consideration the health risk posed by exposure over time and is calculated for the populations at highest risk; children below the age of six and pregnant women. The Guideline also considers that the relative contribution of drinking water to the average daily lead intake is typically below 10%. Other sources for the uptake of lead are food, air, dust and dirt, with food being considered as the largest source of environmental lead exposure. Health Canada identified that "short-term consumption of water containing lead at concentrations above the MAC (maximum acceptable concentration) does not necessarily pose undue risk to health."

A copy of an information release by the Middlesex-London Health Unit, in which service area a significant amount of discussion about lead has been had recently, is attached herewith for the information of the Members.

Discussion

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Although the Environmental Services Department has accurate records in its Infrastructure Management Information System (IMS) regarding the material type, size and location of more recently installed water services as well as all service replacements at each customer address, the information about original water service connections, installed during the early 1900's to mid 1900's is incomplete and has a number of data fields that need to be populated in the customer data base. This data base is being updated on an ongoing basis with new information as it becomes available through renewal replacement activities involving the replacement of water services as well as water meters.

" must be noted that there may be few pure lead services in existence; instead, a composite metal alloy material that contains lead and that was used to produce what is known as "camaloid" services could also be the cause of the water quality problem. This pipe has almost the same outside diameter as ½ inch copper pipe; it gets brittle over time and sheers off very easily when worked on.

In view of the above information, ES staff believe that it is appropriate to accelerate the gathering of information in respect to the property locations where lead water services are present. Lead water services appear to have been installed mostly between 1935 and 1955. Pipe materials used prior and after this period are galvanized metal, and copper and more recently PVC respectively.

ACTION PLAN with Recommended Mitigative Measures

The following measures are being recommended to advance progress in the mitigation of lead on the quality of the drinking water at the tap in homes that are serviced with lead water lines:

Data Collection Phase

- Accelerate the gathering of information in regards to the location of the homes that have a lead service. This would be done through the publication of a Notice in the local papers (T.J and Elgin County Market), insertion of same Notice in the water and sewage service bills and the posting of same on the City's website. A copy of this Notice regarding "Drinking Water Quality in Homes with Lead Water Services"; is attached with this report for the review and approval by the Members.
- Initiation of an education and awareness program to inform owners of properties with lead water service lines and to provide information about the replacement of these pipes. A Question and Answer form, based on information received from the City of London, will be developed in this regard. This information would be provided to each homeowner and be available also on the City's website.
- Offer a free testing service to the owners of these properties to determine if the quality of the water tested at the tap complies with the Drinking Water Quality Standard. Each homeowner who will have their water tested will be provided with written results as well as further background information.

Remediation Phase

- Where the MAC of 10ug/l is exceeded, replacement of the water service from the water valve into the home would be considered. The decision by the City of St. Thomas to replace the City portion of the water service within the road right-of-way (main to curb stop) would be made upon verification that this portion of the service has not been replaced in the past with a copper service, however once that determination has been made, the City water operations staff would include this work on the list of work orders and the service replacement work would be scheduled; time, manpower and financial resources permitting.
- The homeowners will be requested to proceed with the replacement of their portion of the service line(s) downstream from the curb stop into the home, at their cost. This work can be completed by a qualified plumber and a plumbing permit will need to be applied for and obtained by the property owner prior to proceeding with the work.
- The replacement of the City portion of the water service will be prioritized and scheduled to coincide with the homeowner's initiative to proceed with the replacement of their portion of the service. Section 6.17(b) Renewal of Service – City/Owner, in the City's water by-law 44-2000 makes reference to the replacement of a service where the pipe material is lead

Financial Considerations

The cost of the chemical analysis of the lead concentration of a water sample is \$10.00 (discounted rate provided by the lab). The cost of analyzing two samples, pre and post flush is \$20.00, this excludes the cost of staff time during sample collection and sample transportation.

The approximate cost of a water service replacement in the road allowance portion of an existing street is in the range of \$3,000.00 and depends on the location of the watermain relative to the location of the curb stop, the need for the replacement of the water valve and the amount of road restoration. The

2007 water operating budget for water service repairs and renewals including valve box replacements is \$174,500.00. The expenditure incurred for this operations activity during 2006 is \$166,000.00. These budgets do not reflect the cost of any additional lead service replacement work. The replacement of the portion of the water service from the water valve into the home can also vary depending on the length of service, the amount of restoration and any needed pipe replacement beyond the water metre in the home. A typical homeowner cost would be less than \$3,000.00. A further report on the remediation phase of this program, including its estimated cost will be prepared in the future.

Respectfully submitted

John Dewancker, P.Eng Director
Environmental Services

Reviewed By:
 Treasury Env Services Planning City Clerk HR Other

cc: Elgin-St. Thomas Health Unit, MaryLynn Maerten
 MOE, Jim Miller



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CITY OF ST. THOMAS ENVIRONMENTAL SERVICES

PROCEDURE TITLE: Lead Sampling Procedure

PROCEDURE NO: ES-SOP- 2060

EFFECTIVE DATE: Sept 6, 2007

The following procedure is to be used when having to collect samples for Lead as applicable to Schedule 15 of O. Reg. 170/03. This procedure will enable City Staff as well as Ministry of Environment and local Health Unit officials to determine the quality of the water in private/non – private residences as well as the rest of the City's Distribution System.

Sample Locations

Private Property/Non – Private Property – Samples should be taken from plumbing that is connected to or is likely connected to lead service pipes and if that is not reasonably possible, a pipe that is connected to or is likely connected to plumbing containing lead solder or suspected to contain lead solder at 60 private residence locations as well as 6 Non – Private Property locations. These locations are listed in the sampling location database.

Distribution System – Samples should be taken from a location (sampling stations are preferred) in the distribution system closest to the residences and facilities sampled, at approximately the same time and on the same day as the sample being taken on private property at 12 locations geographically spread throughout the City. These locations are also listed in the sampling location database.

Sampling Procedure – Private & Non – Private Residences

1. Obtain occupant consent by having an adult occupant print and sign a Private Property Access Form completed in duplicate. Indicate they are over eighteen (18) years of age, service material criteria for testing (e.g. lead plumbing, suspected of being connected to plumbing containing lead solder) and residence type (e.g. single family, multi-unit, commercial, industrial)
2. The in-house sample location must be a kitchen tap or a tap that is most commonly used to provide water for consumption (i.e. bathroom tap).
3. The aerator must not be removed while the samples are being taken.
4. Ensure the residence does not have a whole house water filter located near the water meter.
5. No filter or treatment device can be installed at or near the sampling tap. If it does have one, it will have to be bypassed or removed.



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CITY OF ST. THOMAS ENVIRONMENTAL SERVICES

PROCEDURE TITLE: Lead Sampling Procedure

PROCEDURE NO: ES-SOP- 2060

EFFECTIVE DATE: Sept 6, 2007

6. Run the cold-water kitchen tap at a moderate rate for at least 5 minutes upon entering the premises.
7. Wait 30 minutes but no longer than 35 minutes. During this time prepare two (2) – 1 Litre sample bottles and one (1) 500mL sample bottle.
8. After the required time, turn the tap back on and begin collecting the first 1-Litre sample ensuring that the first water that comes out of the tap is captured. Keep the water flowing at a moderate rate that approximates normal use and will not splash out of the sample container.
9. Once the first sample bottle is full, immediately begin taking the second sample without altering the flow rate.
10. Once the second sample bottle is full, immediately begin taking the third sample without altering the flow rate.
11. Sample #3 is to be immediately tested for pH (must be reported to two (2) decimal places – e.g. 7.25).
12. Samples #1 & 2 are to be sent to the laboratory and tested for Lead.

DRAFT



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CITY OF ST. THOMAS ENVIRONMENTAL SERVICES

PROCEDURE TITLE: Lead Sampling Procedure

PROCEDURE NO: ES-SOP- 2060

EFFECTIVE DATE: Sept 6, 2007

Sampling Procedure – Distribution System

1. The sampling station must be run for at least 5 minutes or until the sample water represents the water in the distribution system.
2. Prepare two (2) – 1 Litre sample bottles and one (1) 500mL sample bottle while the station is flushing.
3. Fill the three pre-prepared sample bottles.
4. Sample #3 is to be immediately tested for pH (must be reported to two (2) decimal places – e.g. 7.25).
5. Sample #1 is to be sent to the laboratory and tested for Lead.
6. Sample #2 is to be sent to the laboratory and tested for Alkalinity.

Reporting of Results - Occupant

Once the laboratory report relating to the above samples is received, the operating authority within seven days after receiving the report **shall** give the occupant of the premises served by the sample tap:

1. A copy of the report.
2. A statement of whether the report indicates an exceedence of the 10µg/L limit.
3. If the result exceeds the 10µg/L limit, any advice given by the medical officer of health, operating authority or owner with respect to any steps that the occupant should take.
4. The telephone number of the Manager of Operations and Compliance and the Supervisor of Water/Wastewater.



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CITY OF ST. THOMAS ENVIRONMENTAL SERVICES

PROCEDURE TITLE: Lead Sampling Procedure

PROCEDURE NO: ES-SOP- 2060

EFFECTIVE DATE: Sept 6, 2007

Reporting of Results to the Owner & Medical Officer of Health

If the result exceeds the 10µg/L limit, the Water Division must give a copy of the report to City Hall within 24 hours if the lab didn't already sent it directly to City Hall.

The Water Division must also submit a copy of said report to the Medical Officer of Health and the Spills Action Centre (SAC) within 24 hours. Adverse Drinking Water Quality Incident Reports do not need to be completed for Lead exceedences.

The reports can be delivered personally, by fax or e-mail.

Corrective Action for Adverse Results

The Water Division shall take any steps directed by the Medical Officer of Health in addition to the any information already given to the occupant.

Frequency of Lead Sampling

60 private, 6 non-private and 12 distribution samples must be sampled between December 15, 2007 and April 15, 2008. These samples will have to be repeated again between June 15, 2008 and October 15, 2008.

This frequency will have to be carried out every year.

In the event that we have no more than 6 samples taken from plumbing exceeding 5µg/L and none exceeding 10µg/L by October 15, 2008.

AND

In the event that in each of the first four consecutive sampling periods ending October 15, 2009, no more than 6 samples exceed 10µg/L, the city will be eligible for a 50% reduction in sampling locations and will only have to carry out the lead sampling during the prescribed dates once every 3 years.



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CITY OF ST. THOMAS ENVIRONMENTAL SERVICES

PROCEDURE TITLE: Lead Sampling Procedure

PROCEDURE NO: ES-SOP- 2060

EFFECTIVE DATE: Sept 6, 2007

Corrosion Control

If 2 out of the 3 most recent sampling periods each had more than 2 samples exceeding 10µg/L, the City in cooperation with the Water Division and the Elgin Area Primary Water Supply System must prepare and submit a plan to the MOE Director that:

- Analyzes the potential for lead leaching into the water as a result of corrosion in the distribution system as well as the service plumbing;
- Lists and analyzes the possible ways to reduce to potential of lead leaching;
- Identifies the preferred methods or measures;
- Sets out an implementation schedule
- Includes a program of monitoring the effectiveness of the measure taken.

The City, the Water Division and the Elgin Area Primary Water Supply System must follow this program.

If the program requires any changes to the CoA or the Municipal Drinking Water Licence, appropriate amendments must be made.

Associated Documents

ES-SOP-1010 - Public Access

ES-SOP-2000 - Collection of Bacteriological & Chemical Samples

October 2007



The Ontario Ministry of the Environment, Ontario Water Works Association & Ontario Municipal Water Association invite you to attend a Municipal Drinking Water Licensing Program workshop

Learn more about:

- the new licensing process
- drinking water works permits
- quality management systems
- operational plans
- the accreditation protocol
- audits
- statutory standard of care

Where?

Sessions will be held free of charge in the following municipalities:

Toronto – October 16	Dryden – November 8
Sudbury – October 23	Napanee – November 20
Timmins – October 25	Cornwall – November 22
Orillia – October 30 →	Chatham-Kent – November 27
Thunder Bay – November 6	Guelph – November 29

Who should attend?

- owners (e.g., mayors, counsellors, CAOs, clerks) and operating authorities (e.g., managers, OROs, operators) of municipal residential drinking water systems.

Why should I attend?

These sessions will:

- help you to better understand your requirements for the Licensing Program including your legal responsibilities under the Safe Drinking Water Act, 2002 and its regulation as it relates to the program
- help you to develop operational plans on your own
- include ministry staff to answer your questions
- include municipalities who have already completed their operational plans and will be available to answer your questions
- provide an opportunity to share ideas, best practices and common issues
- allow you to network with other municipalities of similar size
- offer "Director Approved" Continuing Education Units (CEU's).

How to register

To register, please go to the OWWA or OMWA's websites at www.owwa.com or www.omwa.org.

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The Municipal Drinking Water Licensing Program and the Standard of Care

Section 19 of the SDWA imposes a statutory standard of care on persons who oversee municipal drinking water systems. Part of the Licensing Program requirements will assist in this regard by requiring that system owners undertake financial planning and implement a quality management system. An example of how the licensing program assists is through the proper development and implementation of an operational plan documenting a quality management system. Such a plan would be required to include:

- a policy that will commit the owner and operator of the drinking water system or systems to providing safe drinking water and to complying with applicable legislation and regulations
- key information about every residential drinking water system owned by a municipality
- a process for risk assessment that is required to be completed and/or reviewed at least once every 36 months
- a description of organizational structures including roles, responsibilities and authorities for both the owner and operating authority
- a procedure for an annual review of the adequacy of the infrastructure needed to operate and maintain the drinking water system and a commitment for the operating authority to communicate the findings of the review to the owner
- a procedure for sharing sampling, testing and monitoring reports between the owner and operating authority about the safety of your municipality's drinking water
- an outline of responsibilities of the owner and the operating authority of the drinking water system during emergency situations
- a commitment to continual improvement through corrective actions
- a procedure for conducting a management review at least once every 12 months that evaluates the continuing suitability, adequacy and effectiveness of the QMS and to report the results of this review, including identified deficiencies, decisions and action items.

The information contained here is intended to give general information only and must be read in conjunction with the legislation and regulations that outline specific requirements and procedures. If you have any legal questions about the program or interpretation of the legislation or regulation, you should consult a lawyer.

The Director's Direction: Minimum Requirement for Operational Plans, the Accreditation Protocol: Operating Authorities - Municipal Drinking Water Systems, the Drinking Water Quality Management Standard and general information on the Municipal Drinking Water Licensing Program can be found on the Drinking Water Ontario portal at www.ontario.ca/drinkingwater or call the Licensing Program Information Centre at 1-877-955-5455 (Toronto area 416-314-1651). Copies of the Safe Drinking Water Act, 2002, and the regulations and other instruments made under that Act can be found at www.e-laws.gov.on.ca or call the ministry's Public Information Centre at 1-800-565-4923.

October 2007



Operational Plans – Municipal Drinking Water Licensing Program Submission Options

Safe Drinking Water Act, 2002 (SDWA)

Ontario's SDWA is part of a comprehensive legislative framework established by the Ontario government to protect the safety and quality of Ontario's drinking water. Regulations made under the SDWA stipulate the detailed requirements for drinking water systems, testing services, quality standards, certification of drinking water system operators and drinking water quality analysts, as well as compliance and enforcement.

Municipal Drinking Water Licensing Program and Operational Plans

The Municipal Drinking Water Licensing Program is a new approvals framework for municipal residential drinking water systems. Under the program, owners and operating authorities are required to incorporate the concept of quality management into the operations of their drinking water systems. This requirement is facilitated through the Director's Directions: Minimum Requirements for Operational Plans made under the SDWA which require that the processes and procedures of the Drinking Water Quality Management Standard (DWQMS) be detailed in operational plans for each drinking water system.

It is important that owners and operators work cooperatively in the preparation of operational plans. For each drinking water system, owners are required to submit operational plans to the Ministry of the Environment in accordance with the Director's Directions and operating authorities must submit owner endorsed operational plans to the accreditation body as part of the accreditation process.

Submission Options and Timelines

The deadline for the submission of operational plans by system owners is prescribed by the Licensing of Municipal Drinking-Water Systems Regulation, O. Reg. 188/07. Submission deadlines are phased over an 18-month period between January 2009 and June 2010; the order generally requires owners in larger municipalities to submit their operational plans first, followed by medium-sized, then small municipalities.

At the same time the owner submits their operational plan to the ministry, the operating authority should submit their application, including the owner-endorsed operational plan, to the accreditation body.

In response to stakeholders concerns and to ensure adequate development time for operational plans, flexibility has been built into the required content of the plans. The Director's Directions provide three content options, as outlined on the following page.

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OPTION	DETAILS
<p>Option # 1: Limited Scope - Partial DWQMS</p> <p>Phased-in documentation and implementation</p> <p>Limited scope accreditation followed by full scope accreditation</p>	<ul style="list-style-type: none"> • Prepare an operational plan that documents 12 key elements of the DWQMS and implement them • The operating authority will receive limited scope accreditation based on successful third-party audit of the documentation and implementation of these 12 key elements • Document and implement the remaining nine elements of the DWQMS and submit an application to the accreditation body for full scope accreditation within 12 months of receiving a certificate of accreditation (limited scope – partial DWQMS) • The operating authority will receive a certificate of accreditation (full scope – entire DWQMS) based on a successful third-party audit of the operational plan and implementation of all DWQMS requirements.
<p>Option # 2: Limited Scope - Entire DWQMS</p> <p>Full documentation</p> <p>Phased-in implementation</p> <p>Limited scope accreditation followed by full scope accreditation</p>	<ul style="list-style-type: none"> • Prepare an operational plan that documents 20 elements of the DWQMS • The operating authority will receive limited scope accreditation based on a successful third-party audit of the documented 20 elements of the DWQMS • The operating authority must implement all 21 elements of the DWQMS and submit an application for full scope accreditation within 12 months of receiving a certificate of accreditation (limited scope – entire DWQMS) • The operating authority will receive a certificate of accreditation (full scope – entire DWQMS) based on a successful third-party audit of the operational plan and implementation of all DWQMS requirements.
<p>Option # 3: Full Scope - Entire DWQMS</p> <p>Full documentation and implementation</p> <p>Full scope accreditation</p>	<ul style="list-style-type: none"> • Provide an operational plan that documents all 21 elements of the DWQMS and implement them • The operating authority will receive a certificate of accreditation (full scope – entire DWQMS) based on a successful third-party audit of the operational plan and implementation of all DWQMS requirements.

The information contained here is intended to give general information only and must be read in conjunction with the legislation and regulations that outline specific requirements and procedures. If you have any legal questions about the program or interpretation of the legislation or regulation, you should consult a lawyer.

The Director's Direction: Minimum Requirement for Operational Plans, the Accreditation Protocol: Operating Authorities – Municipal Drinking-Water Systems, the Drinking Water Quality Management Standard and general information on the Municipal Drinking Water Licensing Program can be found on the Drinking Water Ontario portal at www.ontario.ca/drinkingwater or call the Licensing Program Information Centre at 1-877-955-5455 (Toronto area 416-314-1651). Copies of the Safe Drinking Water Act, 2002, and the regulations and other instruments made under that Act can be found at www.e-laws.gov.on.ca or call the ministry's Public Information Centre at 1-800-565-4923.

October 2007



Municipal Drinking Water Licensing Program Roles and Responsibilities

Introduction

Part Two of the Report from the Walkerton Inquiry recommended a new approvals framework for municipal drinking water systems and that the framework incorporate the concepts of quality management to enhance the protection of drinking water. In response, the Ministry of the Environment has developed the Municipal Drinking Water Licensing Program under the Safe Drinking Water Act, 2002 (SDWA).

Various parties are involved in the implementation of the Licensing Program, including owners, operating authorities, the ministry, an accreditation body and auditors. This fact sheet provides a general overview of the roles and responsibilities of each party and briefly summarizes how the program relates to the statutory standard of care imposed by section 19 of the SDWA.

Roles and Responsibilities

Section 44 of the SDWA lists six components that will be required to be in place before the Director issues a drinking water licence:

1. a drinking water works permit for the system
2. operational plans for the system that satisfy the requirements of the Director's Directions
3. proof that the system will be operated by an accredited operating authority
4. proof that the financial plans for the system if required, satisfy the requirements under the SDWA

5. proof that a permit to take water has been issued for the system, and
6. the Director is satisfied that the system will be operated in accordance with the requirements of the SDWA and the conditions to be imposed by the licence.

Specific timelines have been set for several of the six components; however the Director will require all components to be in place before a licence is issued to owners. The Licensing of Municipal Drinking-Water Systems Regulation, O. Reg. 188/07 (Licensing Regulation) prescribes the dates for owners of municipal residential drinking water systems to submit the following to the ministry:

- an operational plan for acceptance by the Director
- an application for a drinking water works permit, and
- an application for a licence.

The Licensing Regulation also sets the date that an accredited operating authority must be in charge of a system.

The following table provides a general overview of how some of the roles and responsibilities are distributed among the parties involved in the Licensing Program.

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Role	
Owner	<ul style="list-style-type: none"> • Ensure compliance with the SDWA • As required by the SDWA, the Director's Directions and Licensing Regulation: <ol style="list-style-type: none"> 1. Endorse and submit an operational plan to the ministry 2. Submit applications for a licence and drinking water works permit to the ministry 3. Ensure the municipal residential drinking water system is operated by an accredited operating authority • As required by the Financial Plans Regulation (O. Reg. 453/07) <ol style="list-style-type: none"> 1. Develop and approve a financial plan and give a copy to the Ministry of Municipal Affairs and Housing
Operating Authority	<ul style="list-style-type: none"> • In consultation with the owner, develop and implement a quality management system (QMS) that conforms to the DWQMS • Obtain owner's endorsement of the operational plan • Submit an application and the endorsed operational plan to the accreditation body for the purpose of obtaining accreditation • Ensure compliance with the SDWA
Auditor	<ul style="list-style-type: none"> • Audit the QMS including the operational plan to assess the conformance with the DWQMS requirements • Make a recommendation to the accreditation body regarding accreditation based on the results of the audit
Accreditation Body	<ul style="list-style-type: none"> • Retain and train auditors • Review applications for the accreditation of operating authorities • Accredite the operating authority after consideration of the auditor's recommendations
Ministry of the Environment	<ul style="list-style-type: none"> • Review operational plans and if appropriate, accept operational plans • Review applications for drinking water works permits and licences and if appropriate, issue permits and licences.

Ministry of
the Environment

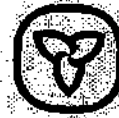
Drinking Water Programs
Branch

19th floor
2 St. Clair Ave West
Toronto, ON M4V 1L5

**Ministère de
l'Environnement**

Direction des programmes liés à l'eau potable

19^e étage
2, avenue St. Clair Ouest
Toronto (Ontario) M4V 1L5



Ontario

October 11, 2007

City of St. Thomas
Receivers

OCT 23 2007

City Clerk's Dept.

Re: Municipal Drinking Water Licensing Program - Safe Drinking Water Act, 2002

The packages included in the envelope are intended for two separate audiences within your municipality: the municipal residential drinking water system owner (for example, the mayor, councillors, CAO and clerks) and those who run the municipal residential drinking water system (including managers and operators).

Please ensure that one package is sent to each of these groups as they provide information on upcoming workshops the Ministry of the Environment is holding on the new Municipal Drinking Water Licensing Program. The ministry highly recommends that council, senior management and individuals who manage your drinking water systems attend these workshops.

If you have any questions please call Krys Potapczyk, Manager, Stakeholder Relations, Drinking Water Programs Branch at 416-212-4100.

Thank you distributing these packages internally. Your help is greatly appreciated.

Sincerely,

Krys Potapczyk

Krys Potapczyk
Manager, Stakeholder Relations
Drinking Water Programs Branch
Ministry of the Environment

REFERRED TO
 J. DEWANCKER

 ST. THOMAS OR
 DIRECTION ☐
 REPORT ☐ OR COMMENT ☐
 INFORMATION ☒
 CITIZEN ☐
 CITIZEN TREASURER ☐

MARK G. McDONALD
CHIEF ADMINISTRATIVE OFFICER

(Mrs.) SANDRA J. HEFFREN
MANAGER OF
ADMINISTRATIVE SERVICES



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

October 18, 2007

Inc. 1852

Ms. Lorrie Minshall
Source Protection Program Director
Lake Erie Source Protection Region
Grand River Conservation Authority
400 Clyde Road
CAMBRIDGE, ON
N1R 5W6

City of St. Thomas
Received

OCT 25 2007

City Clerk's Desk

Dear Ms. Minshall:

Re: Appointment to the Lake Erie Region Source Protection Committee – Group #7

Nominations for a municipal appointment to above mentioned committee have been received from the Municipality of Central Elgin and the Municipality of Bayham. The Council of the County of Elgin received and filed these nominations without taking action. The County considers the decision for an appointment to this committee as a local matter and, therefore, maintains a neutral position, not favouring one candidate over another.

This is for your information.

Yours truly,

S.J. Heffren (Mrs.)
Manager of Administrative Services.

- c.c. – Municipality of Bayham
– Municipality of Central Elgin
– Town of Aylmer
– Township of Malahide
– Township of Southwold



Corporation of the
City of St. Thomas

- 42 -

Report No.

ES126-07

File No.

07-107

Directed to:

Chairman Tom Johnston and Members of the
Environmental Services Committee of Council

Date

October 29, 2007

Department:

Environmental Services

Attachment

City Hall/Annex Building floor plans

Prepared by:

John Dewancker, Director

Subject:

City Hall / Annex Building – Space Needs Analysis

Recommendation:

- That report ES-126-07 be received as information.
- That the allocation of currently unused floor space at the City Hall Annex Building, as outlined in report ES-126-07, be approved.

Origin:

Existing and future space needs of civic departments that provide municipal services from the City Hall/Annex building require that an assessment be made of the current utilization of the existing available office space and that a means to accommodate future office space needs, as required, be devised.

During the 2007 capital budget deliberation (Part 2), Council requested that this space utilization and needs analysis be conducted in house. At that time, a portion of the lower floor area of City Hall (former Ontario Works office) was still being utilized by the St. Thomas/Elgin Tourist Association, and was also still being used in part as a staff exercise room. The future use of the other empty portion of the basement floor level (former Community Services Department office) was yet to be determined at that time particularly as it could be needed to accommodate any office space needs by the Parks and Recreation Department.

Analysis

On October 18, 2007, department heads of all civic departments that operate out of the City Hall/Annex Building met to review the current utilization of the existing floor space at the City Hall /Annex building and to review future departmental space needs.

The following provides a summary of the findings and conclusions of this review.

Human Resources Department:

- Need for a room where confidential conversations can be conducted.
- Need for additional storage area to store documents related to payroll and files that are required to be kept on record for a mandatory period. Currently, overflow HR files are being stored securely and temporarily within two small offices in the former Ontario Works area.

Treasury Department :

- Existing office area and document storage provision are deemed adequate.

Planning Department:

- The current storage area for documents and files is inadequate at the present time. With the rapid growth of the City of St. Thomas, additional file space is required to accommodate a growing need for document storage (this includes current files, short term accessible file storage and long term file storage).

Parks & Recreation Department:

- In order that the current location of the administrative support services of the department may coincide with the office location of the Director, it was resolved that the office of the Director would best be relocated to the Timken Centre. This office relocation was implemented during the week of October 22/07.

Clerks Department

- The Clerks' Office has a shortage of active file storage as well as short term accessible storage. Long term file storage is currently being accommodated by the Campbell Moving Company in London.

- 43-
- On going effort to continue with bar coded inventory of files and file boxes.
 - The size of the current office area is deemed to be appropriate for the clerk's future office space needs.

Environmental Services Department – Engineering Division

The existing floor space area of the Engineering Division of the Environmental Services Department is currently being provided by the first floor area of the annex building. This space allocation has become inadequate in the following areas:

- Engineering design and inspection of capital works.
- Engineering review and inspection of new development services (new subdivision municipal services and site development private services)
- Building inspection (plans review, inspection and enforcement)
- Waste Management – Implementation of diversion plans – recycling programs and contractor and customer liaison.
- Co-op student accommodation.
- File storage including drawing files, current correspondence files, short term storage of accessible files and long term file storage.

During 1996, the use of the existing floor space for the Engineering functions was maximized through the creation of an open office concept with work stations separated by partitions walls. Since then, within this floor space, a few additional work stations have been created for the following positions: water/development technician, IMS technician, building/by-law inspector and compliance coordinator. This has led to a congested office environment also as a result of the further reduction of the space that is allotted for each of the existing work stations as well as any new working stations.

Report TR 42-07 with the City's 2008 – 2011 Financial Forecast includes summary of the future staffing needs of the Environmental Services Department. A change in the staff level of the Engineering Division in the near future is required to keep up with the increased number and complexity of capital, subdivision and site development projects.

Other functions currently being accommodated in the City Hall/Annex Building

- Municipal Heritage Committee materials and meetings currently continue to be stored and conducted in the TV control room respectively.
- The Elgin/St. Thomas Tourism Association office will be moved to the County of Elgin building on January 1, 2008.
- The former CAO office area can continue to be used for community building initiatives such as Health Professionals recruitment, temporary accommodation of community outreach functions, (fundraising) etc.
- Directional signage to departmental areas of service delivery should be improved.
- The former Ontario Works office has up until recently accommodated a staff exercise area. The use of this area has diminished and also it would be secondary to the public service delivery needs by civic departments at City Hall. If required, a reduced area to accommodate floor exercise and weight lifting could be re-allocated to the former first aid room near the basement lunch room.

Conclusion

In conclusion,

- There is a need to allocate additional floor space area for a number of departments at the City Hall /Annex Building. This additional floor area requirement stems from two needs:
 - File and document storage
 - Future staffing requirements, particularly in the Engineering Division of the Environmental Services Department.
- The former Ontario Works Office is currently unused save and except for two small office spaces that accommodate the overflow file storage needs of the HR Department. The St. Thomas/Elgin Tourist Association space needs at the former Ontario Works office will cease to exist as of January 1, 2008. The former Ontario Works space can be used for the allocation of floor space that is required by civic departments that operate from the City Hall/Annex Building
- A room to permit confidential HR conversations should be created within the existing City Hall /Annex floor space allocation.
- The office area, used by the former Community Services Department (currently the Parks & Recreation Department) is vacant and can be used for the relocation of floor space required by civic departments, that operate from the City Hall/Annex Building

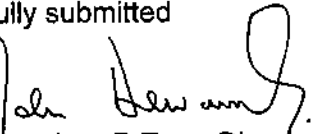
Recommendations

Based on the above findings and conclusions, it is recommended that the following floor space allocations be approved:

- Allocation of the floor space of the former Ontario Works Office to the Engineering Division of the Environmental Services Department.
- Allocation of the floor space of the former Community Services Department for accessible document and file storage to satisfy the various requests for additional storage space made by most departments that operate from the City Hall/Annex Building.
- Assignment of a room (room 220 within the former CAO office) to assist with the need for an additional office space to be used occasionally for HR purposes.

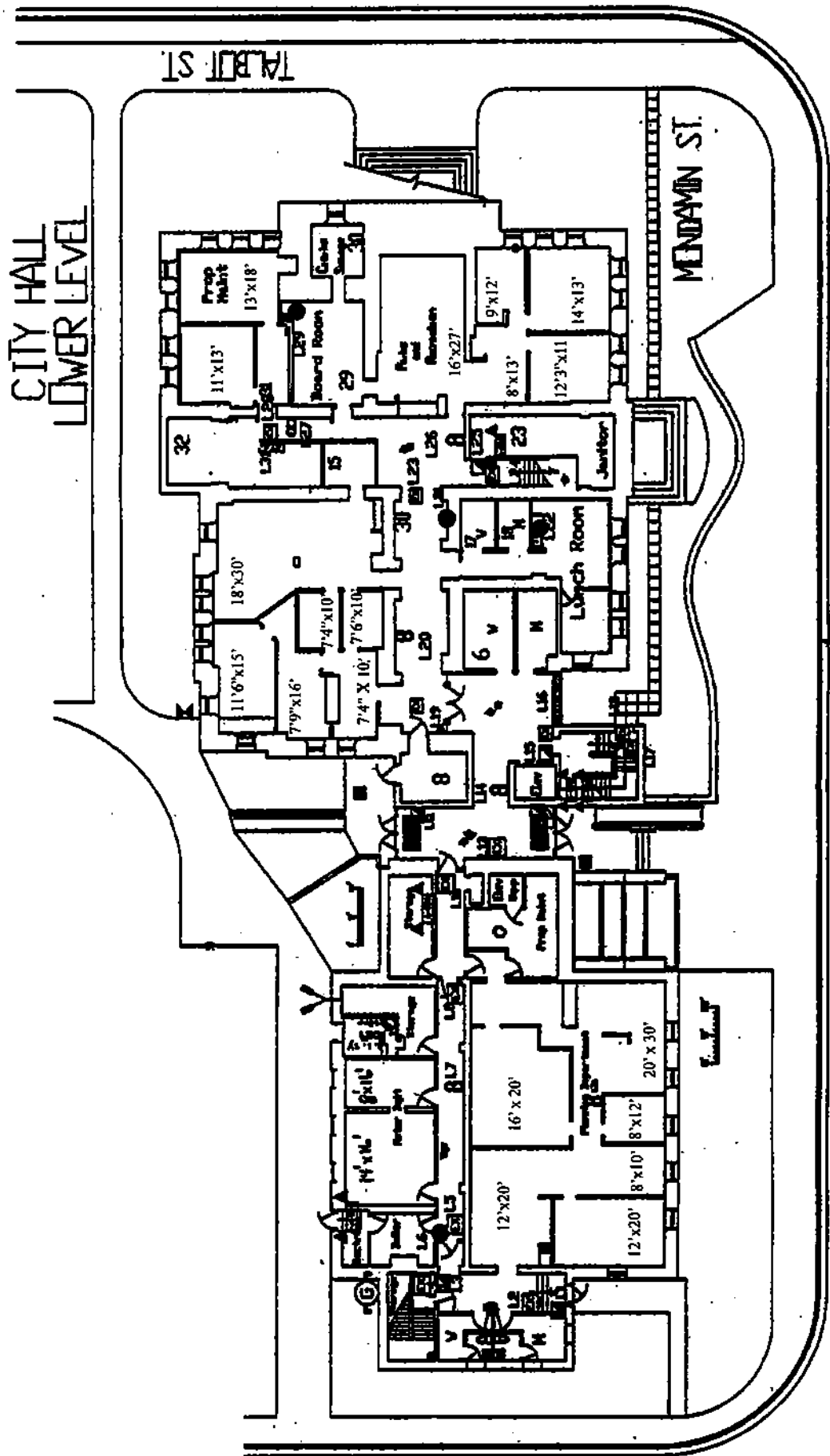
This report addresses the departmental space needs that were confirmed at the meeting of October 18/07 with all heads of departments that provide service from City Hall.

Respectfully submitted

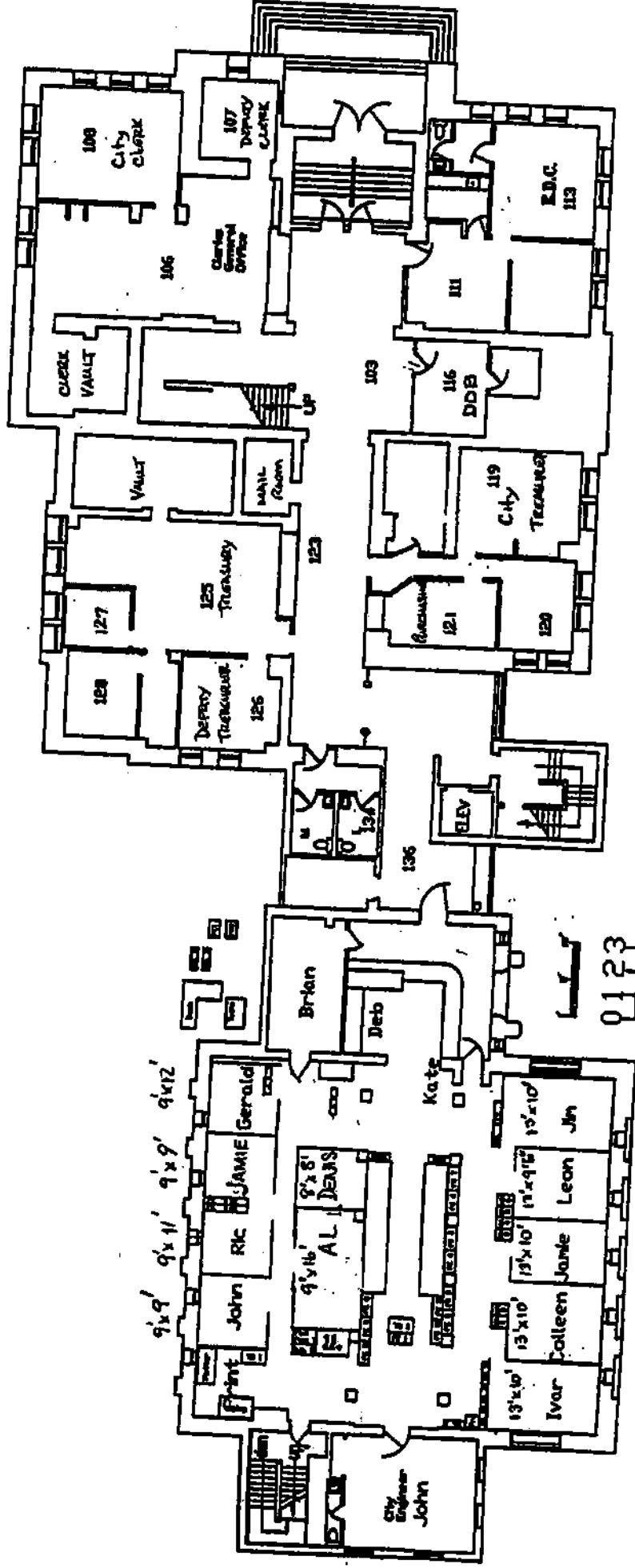


John Dewancker, P.Eng., Director
Environmental Services Department

Reviewed By: Treasury Env Services Planning City Clerk HR Other



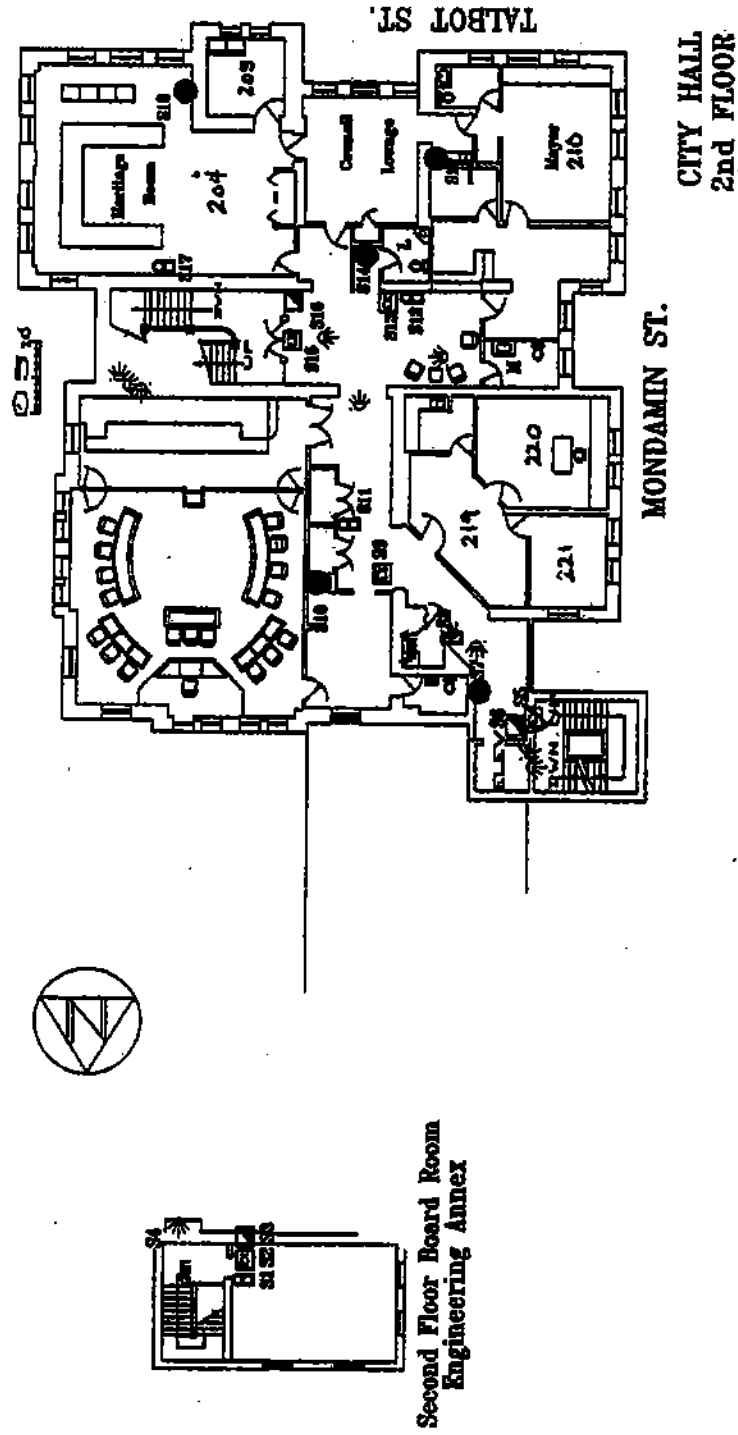
Talbot Street

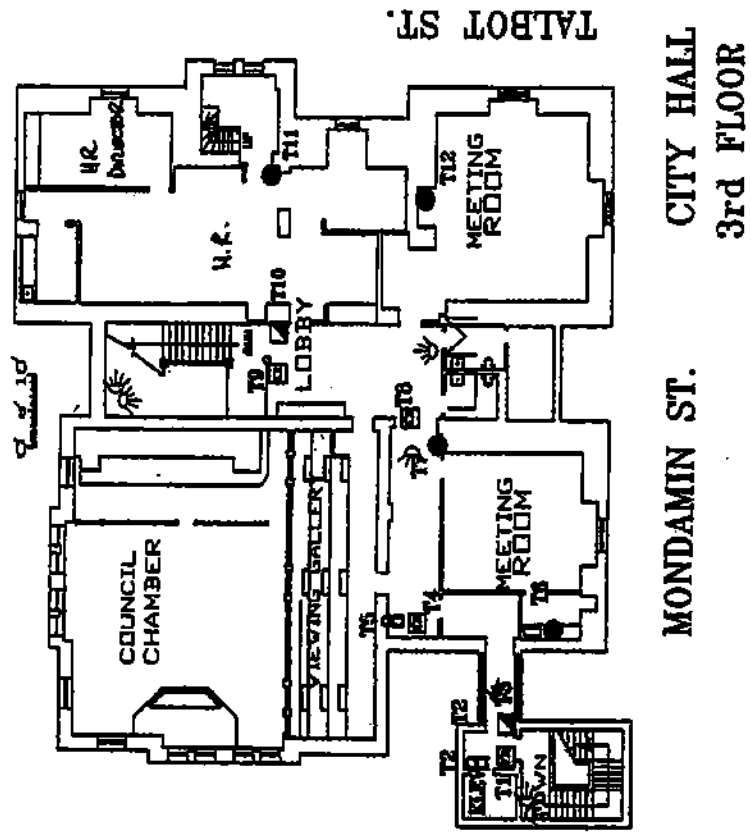


CITY HALL - FIRST FLOOR

Mandamin Street

0123





OCT 19 2007

Good day mayor Barwick and members of City Council. My name is Joe Mavretic and I currently own a home on 63 Mitchell St. The home has no driveway. I feel that there is sufficient room in front of the house to install a driveway. This driveway would be made in front of the front porch. The measurements of this future driveway are approximately 17 feet by 10 feet. This is plenty of room for a vehicle to be parked without going over the sidewalk. This driveway will also free up more space on the road for winter snow removal. There are many homes in town which have driveways and have much less space than I have. There is also a home 3 houses down on my street which has a lot less space than my future driveway. I feel that it would only be fair to allow a driveway at 63 Mitchell St.

I am requesting permission to install a driveway at 63 Mitchell St. St. Thomas. I feel this driveway is well needed.

Thank you for taking the time to review my request and I am looking forward to hearing from you. My current mailing address is listed below.

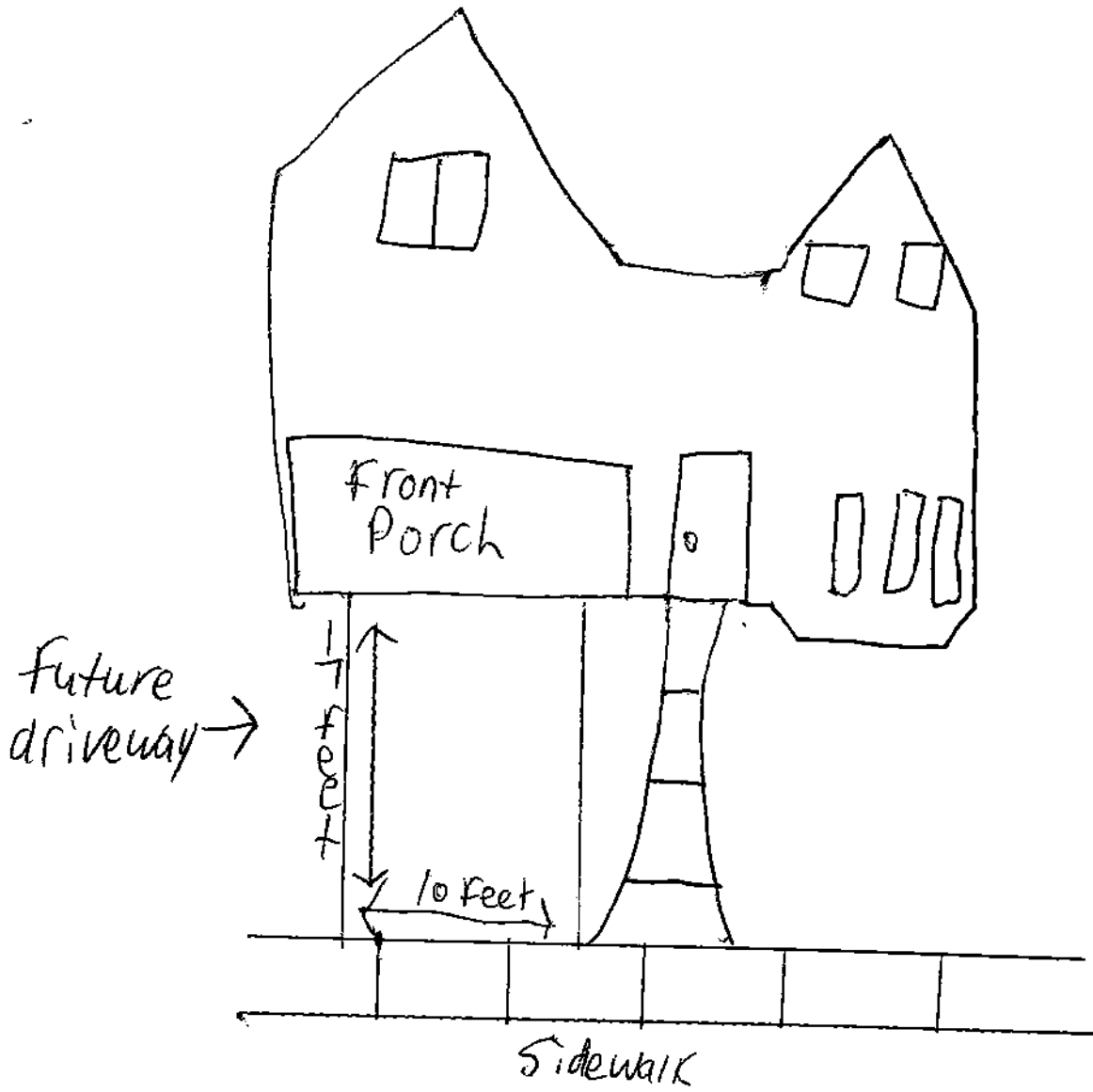
Joe Mavretic
13 Steeplechase Court
N5R 6H5
(519)637-1842

Joe Mavretic

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

63 Mitchell St.

-50-





Elgin Area

Primary Water Supply System

October 23, 2007

City of St. Thomas
P.O. Box 520, 545 Talbot Street
St. Thomas, ON
N5P 3V7
Attention: Wendall Graves

OC1 25 2007

City Clerk's Dept.

Re: Draft Appendices for Review

Dear Mr. Graves:


At its regular meeting on June 7, 2007, the Joint Board of Management for the Elgin Area Primary Water Supply System received a report on the proposed Financial Strategic Plan and resolved, in part, that:

- "d) APPROVE IN PRINCIPLE the Purpose, Vision, and Values (as outlined in Appendix G) and Guiding Principles (as outlined in Appendix F) for the Elgin Area Primary Water Supply System and the Joint Board of Management, and forwarding the Purpose, Vision, Values and Guiding Principles to the member municipalities for comment, with a view to formally adopting them at a future meeting of the Board"

Accordingly, please find enclosed a copy of the draft Purpose, Vision and Values (Appendix G of the Board report), and the Guiding Principles (Appendix F of the Board report) for your review and comment. We would like to receive any and all comments that you or your Council may have regarding these documents by November 16th, 2007 in order that this matter can be brought to the Board at its scheduled meeting for December 6, 2007.

Please forward any questions or comments to Rebecca Ruddy at 519-661-2500 ext. 2714 or ruddy@london.ca

Best regards,


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

REFERRED TO	
<u>J. DEWANCKER mlt</u>	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input checked="" type="checkbox"/>
INFORMATION	<input type="checkbox"/>
FROM <u>MARIA KONEVAL</u>	

Lake Huron Primary Water Supply System
Office 519.661.2500 ext. 2714
Fax 519.474.0451
ahenry@london.ca
<http://watersupply.london.ca/>



ISO14001:2004

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

APPENDIX E: GUIDING PRINCIPLES

These basic guiding principles were adopted by the Board in 2000 to guide the relationship between the Elgin Area water supply and the contracted Operating Authority and in the administration and operation of the regional water system:

- **Quality of Service:** The Operator must meet or exceed the level of water quality currently delivered to our customers as stipulated in the Contract, which surpasses the Ontario Drinking Water Standards;
- **Operating Flexibility/Innovation, Efficiency:** The Joint Boards wish to encourage performance improvement throughout the Joint Boards' Systems. Changes that have major implications for a Joint Board's System will require the approval of the Joint Board. Where financial gains are made from improved efficiency, it is anticipated that such gains will be shared between the Joint Board and the Operator;
- **Asset Protection and Maintenance:** The Joint Boards wish to ensure that each System at the end of the Contract is returned in a condition as mutually agreed to in the contract which, in any event, will be in a condition better than the pre-contract condition;
- **Continuity of Service:** Service shall be maintained throughout the term of the Contract and through any transition period to a new Operator;
- **Environmental Impact:** Environmental impact will be minimized and, at the very least, the existing performance will be maintained;
- **Municipal Control:** The Joint Boards must maintain overall control over the assets, capital construction, system growth, and the long-term development of the Systems;
- **Value for Service:** The Operator must provide the best service for the price offered, as well as provide cost control mechanisms;
- **Capital Projects:** The Joint Boards are responsible for developing, approving, funding and controlling the implementation of all capital projects. The input of the Operator on capital projects will be sought. The Joint Boards are particularly interested in receiving innovative suggestions from the Operator that will enhance the Joint Boards' Systems' performance; and,
- **Appropriate Allocation of Risk:** Throughout the term of the Contract, an appropriate balance of risk and benefit will be established between the Joint Boards and the Operator.

The following additional guiding principles are proposed in order to express the aspiration of the Boards to conduct the business of the regional system in a manner that is ethical and produces the greatest good for member municipalities:

- **Water Boards:** existing primary Water Boards will be respected and encouraged; new and secondary Water Boards will not be encouraged.
- **Wholesale water provision:** The Water Boards are in the 'wholesale' business of supplying water to member municipalities. They will not distribute water within a municipality to municipal customers. Distribution and system operation services within municipalities are provided by the member municipalities.
- **Simplicity and efficiency:** in administration & management systems will be a priority.



Elgin Area

Primary Water Supply System

Agenda Item #

Page #

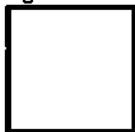
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~53-

File No. E27 (2007)

- ☐ **Fairness and equity in rates:** Water Rates will be fair and equitable
 - An equitable and fair distribution of system costs will be achieved through rates that consider the interests of existing and future users.
 - Water rates may vary between the Lake Huron and Elgin Water Boards. The systems have differing histories, ownership, and circumstances, and there is no current justification for merging the rates in order to develop a common set of rates.
- ☐ **Business innovation:** Best practices, whether technological or business, will be used in managing the utility and in making infrastructure decisions.
- ☐ **Multi-source funding:** The Water Boards will actively pursue any available funding assistance from senior levels of Government
- ☐ **Relationship building:** will be valued and respected as a cornerstone for management, governance and stakeholder's activities.
- ☐ **Continuous improvement:** will be supported in all activities, commensurate with approved budgets and good management practices.
- ☐ **Supportive membership:** Members will be encouraged to support and to protect Board interests within their municipalities.

**APPENDIX G: PURPOSE, VISION, AND VALUES OF THE WATER BOARD****PURPOSE**

The Elgin Water Board supplies and transmits bulk drinking water that meets or exceeds provincial regulations on quality, to member municipalities within its service boundaries.

VISION

The Elgin Joint Water Board strives to operate and to continually improve the sustainable, environmentally friendly utility that provides safe drinking water at stable and reasonable prices to current and future members.

VALUES

The values of the Water Board are the inherent beliefs or moral standards that generally reflect what the Joint Boards stand for and believe in. They include:

Sustainable - be financially, environmentally, socially, and physically sustainable

Inclusive - provide access to bulk drinking water for current and prospective members, in accordance with Board policy

Fair and equitable - balance the interests of individual members with the best interests of all members, and the needs of existing members with the needs of the new members

Vigilant - ensure an adequate supply of safe and reasonably priced drinking water is available to members

Innovative - be receptive to and supportive of new ideas and opportunities for improvement

Cooperative - be supportive of the needs of the Lake Huron Water Board, as well as the member municipalities of the Elgin Area Primary Water Supply System

Open and transparent - conduct business in a manner that enables member municipalities and the public to review and provide input into major decisions as appropriate

Publicly owned - retain ownership of the Water Boards in public hands



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Corporation of the
City of St. Thomas

Report No.

HR-17-07

File No.

Directed to:

Alderman Gord Campbell and Members of the Personnel and Labour Relations Committee

Date Authored:

October 22, 2007

Meeting Date:

November 5, 2007

Department:

Human Resources

Prepared By:

Graham Dart, Director, Human Resources

Attachment

Policy HR-03-08

Subject:

2007 CHRISTMAS SHUT DOWN

RECOMMENDATION:

That Council receive Report HR-17-07 for information.

REPORT:

Further to the May 7, 2007 Council meeting discussions with both CUPE, Local 35 and Local 841 have concluded. Both locals have agreed that the Christmas Shutdown for 2007 will occur as per Policy HR-03-08 (attached).

For Council's information, City Departments, where possible, will be closed from Monday, December 24, 2007 thru to January 2, 2008.

As in the past, the public will be informed accordingly.

Respectfully,

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Human
Resources

Other



**HUMAN RESOURCES
POLICY AND PROCEDURES
MANUAL**

**SECTION:
HOURS OF WORK & ABSENTEEISM**

**SUBJECT:
CHRISTMAS SHUT-DOWN**

Purpose: To permit the closure of The Corporation of the City of St. Thomas' Departments during the period between Christmas Day and New Years Day.

Policy Statement: During normal working conditions, all municipal departments, where possible, may be closed when otherwise opened, during the period between Christmas Day and New Years Day.

Procedure: Time required by employees to conform with the Christmas Shut-down policy, shall be taken as annual leave, accumulated time(where applicable) or without pay. The actual days of closure, from one year to the next, shall be determined by consultation with Council, Department Head and employee groups.

Emergency Situation The Council and/or Department Head may at any time override the Christmas Shut-down policy in extreme or emergency situations, to return municipal employees back to work.

Essential Services At no time will departments who administer essential services to the citizens of St. Thomas, shut-down during this period of time.

EFFECTIVE DATE:
MARCH 7, 2005

SUPERCEDES:



Corporation of the
City of St. Thomas

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Report No.

PR-13-07

File No.

07-731

Directed to:	Chairman Terry Shackelton and Members of the Finance and Administration Committee	Meeting Date: 11/5/07 Date Authored: 10/05/07
Department:	Parks and Recreation	Attachments: None
Prepared By:	Mike Hoogstra and Kent McVittie	
Subject:	Request for Proposal Award – Concession Services at the City’s Recreational Facilities	

Recommendation:

THAT: Council receive Report No. PR-13-07.

THAT: Council authorize the Mayor and Clerk to execute a three-year agreement with the Kuma Catering and Concessions for the Operation of Concession Services at the Douglas J Tarry Ball Complex, Emslie Field, Memorial Arena and the St. Thomas Timken Community Centre.

Report:

A notice of Request for Proposals (RFP) was advertised in the Saturday, August 25th edition of the St. Thomas Times-Journal. The RFP document was also posted on the City's web site.

Four individuals requested the RFP document from Purchasing. The Proposal closing deadline was Wednesday, September 12, 2007 at 2:00 p.m. At the RFP opening one Proposal was received and opened from Kuma Catering and Concessions.

Staff reviewed the sole Proposal submission.

Kuma Catering and Concessions proposes a percentage-based lease. The following percentages will be paid to the City as a lease payment each month.

Douglas J Tarry Ball Complex	10% of sales less taxes
Emslie Field	5% of sales less taxes
Memorial Arena	5% of sales less taxes
St. Thomas Timken Community Centre	12% of sales less taxes

For Members' information Kuma Catering and Concessions is the current concessionaire at the City's recreational facilities. Service received from Kuma Catering and Concessions during the last two years has been professional, reliable, and cooperative.

Should Council accept the recommendation, Staff will request copies of insurance documents and WSIB coverage from Kuma Catering and Concessions to be incorporated into the agreement.

Staff are pleased to answer any questions Members may have.

Respectfully submitted,

Mike Hoogstra
Purchasing Agent

Kent McVittie
Director of Parks and Recreation

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the
City of St. Thomas

Report No.

PR-17-07

File No.

Directed to:

Chairman B. Aarts and Members of the Community
Services Committee

Report Date
October 30, 2007
Meeting Date
November 5, 2007

Department:

Parks and Recreation

Attachment

Prepared By:

Kent McVittie – Director of Parks and Recreation

NA

Subject:

Parks and Recreation Department Update - Fall 2007

Recommendation:

THAT:

Report PR-17-07, Parks and Recreation Department Update – Fall 2007, be received for information.

Report:

Origin

This report will provide a brief update on some of the issues, challenges and opportunities that were identified in the July 2007 report (PR-03-07) or that have emerged since that time. This report will also provide a brief description of action steps that have been put in place or that are in the process of being implemented.

Overview

Parks and recreation services are key components in the creation of a high standard for quality of life in a community. The ability of parks and recreation to contribute to a community's health and vitality, its sense of pride, and its safety is well documented. The re-establishment of a Parks and Recreation Department in St. Thomas recognizes the importance that parks and recreation plays in the development of a strong and vibrant community. The Parks and Recreation Department is actively engaged in providing the programs, facilities and services that have traditionally been expected by the community, but has also begun to focus on strategic initiatives to ensure that the active and passive recreational requirements of St. Thomas residents are appropriately planned and resourced for the future.

1. Departmental Strategy

Senior Staff invested a day in August to establish a formal mission statement, some key areas of effort and some short term goals related to these areas of effort. The results of this staff planning day are as follows:

Mission Statement:

St. Thomas Parks and Recreation inspires and assists community members to live healthy and active lives through its parks, open spaces, facilities, programs and services.

Key Areas of Effort

1. Facilitation. We make it easy for people to achieve their active and passive recreational goals.
2. Expertise. We provide services, programs or facilities where we are the best qualified or equipped to do so.
3. Positive workplace culture. We strive to build a positive workplace where all staff members can contribute to our collective success.
4. Customer focus. We understand that we are in the business of providing courteous, efficient service to meet the needs of the community.
5. Leadership. We behave in a way that is exemplary and seek ways to introduce beneficial innovation to our community.
6. Environmental responsibility. We protect our natural environment and we seek to employ business practices that are environmentally responsible.
7. Accountability. We accept responsibility for our actions.
8. Healthy community. We promote a healthy community.
9. Planning for the future. We effectively plan to meet the future needs of our community.

Core Business Areas

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- Civic beautification
- Provision of passive and active recreation spaces
- Facilitation of community recreation initiatives
- Provision of recreation programs
- Trees and forests
- Aquatic services and water safety
- Environmental protection
- Coordinated parks design and planning
- Facilitation and promotion of cultural events
- Education and promotion leading to healthy and active lifestyles
- Maintenance, protection and promotion of environmentally sensitive areas, ravines, path systems and significant geographical features

Strategic Focus – Short Term

- Customer service culture
- Leadership
- Operational Efficiency

Specific Short Term Goals as Related to Strategic Focus

Customer Service Culture

- Staff uniforms and identification
- Automated booking, registration and invoicing system
- Customer service training

Leadership

- Recycling program
- BMX Bike plan
- Walk of Fame

Operational Efficiency

- Operational manuals
- By-law revision
- Timken Centre Business Plan

Staff meetings to communicate these concepts to all full time staff in Parks and Recreation are planned for November. Some initiatives have already begun while others are in the planning stages.

2. Arena Operational Issues

The retirement of the Chief Operator in August of 2007 resulted in a series of vacancies being created as positions were being filled. The final vacancy has now been filled and a full complement of arena operational staff persons is in place for the first time since early in 2007. The Chief Operator position and the Senior Community Centre worker positions have a renewed emphasis on staff leadership and development and will be key roles in meeting the legislative requirements and community needs.

Senior operational staff, in conjunction with the Director of Parks and Recreation, has begun to formalize a procedural manual for a safe, efficient, clean, consistent and customer friendly operation.

3. Administrative Office Location

The Director has recently established a long term office location on the second level of the St. Thomas Timken Community Centre. The office provides an opportunity for the Director to link closely with the operational and program staff at the facility as well as being positioned in an accessible location for Parks and Recreation staff and the community.

4. Parks and Recreation Master Plan

Work on the Master Plan for Leisure Services and the master plan for Trails and Parks is nearly complete. An update on the Leisure Master Plan will be presented to Council prior to a public presentation before the end of November. It is anticipated that both Master Plans will be completed and presented to Council before the year's end.

5. Technology Support for Facility Permitting, Registration and Invoicing of Rental Groups

Manual processing of bookings and invoices continues to consume a great deal of staff time. A system where invoices are created at the time of booking has been implemented for all casual rentals and has greatly improved the timeliness of the invoicing process. Seasonal contract holders are billed monthly and invoices generally prepared and sent out within 10 days of the beginning of each month.

An automated system is being considered for implementation in 2008 (pending budget approval) that would significantly improve the efficiency of the manual system. An automated booking and invoicing system should facilitate greater administrative support being provided to the Parks Functions as there will be enhanced capacity among the existing staff.

6. Parks and Recreation By-law

A comprehensive review of the parks and recreation by-law has been undertaken and a new by-law will be introduced to Council in the very near future. The revised by-law provides a means through which staff can address a number of issues that have emerged in parks and recreation facilities since the implementation of the existing by-law in the mid-1980's.

7. Significant Occurrences and Events

Since the July update report, staff – in addition to regular duties and events - has responded to a number of significant occurrences, including:

- The natural felling of the Pinafore Park oak tree and the resulting clean-up and restoration work
- The wind damage to the North Shelter resulting in its demolition and the staff response to serve shelter rentals with a temporary tent structure
- A prolonged summer drought requiring diligent watering and additional efforts by horticultural staff to maintain the beauty of the community parks and hanging baskets
- Two water quality incidents at the Pool resulting in temporary closures that required prompt remedial action by operations staff to minimize the duration of the closures
- Numerous incidents involving vandalism
- The successful Thomas the Tank Engine Event and the Parkside Reunion Event at Memorial and the Gold Wings Event at Timken, all of which garnered praise for the professionalism and customer service abilities of our staff
- The co-ordination involved in the installation of a new roof at the Memorial Arena

8. Upcoming Events and Initiatives

Some of the key initiatives currently underway include:

- discussion with the Health Unit and other partners regarding the creation of a committee to take on a leadership role in promoting healthy and active lives
- participation in planning for the 2008 Elgin County Water Festival
- a review of fee structures and the development of a pricing framework
- a review of allocation and booking practices and the development of revised user policies
- a strategy to address chronic and emerging park use issues currently being developed and expected to be presented to Council by year's end
- a business plan for the St. Thomas Timken Community Centre to be presented to Council in the first quarter of 2008
- development of new recreational program opportunities – particularly geared to youth

Respectfully,



Kent McVittie, Director of Parks and Recreation

Reviewed By: Treasury Env Services Planning City Clerk HR Other



Corporation of the
City of St. Thomas

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Report No.

CC 50-07

File No.

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

Date Authored:

October 18, 2007

Meeting Date:

November 5, 2007

Department: City Clerk's Office

Prepared By: Richard Beachey, Deputy City Clerk

Subject: Illegal Taxi Services

Attachment

Recommendation:

THAT: Report CC 50-07 be received for information.

Origin:

The matter of illegal taxi services has remained unfinished since a concern about this was expressed by Murray Watson of Red Line Taxi at the Council meeting on August 13, 2007. This report will provide an update for this item of unfinished business.

Analysis:

Staff were asked to investigate the concern of potential City liability and to review the existing by-law.

The City insurer, Frank Cowan Company, was contacted and indicated that it does not believe a liability issue is present. If the City were to have an action commenced against it, the Liability or Errors and Omission policy would apply. "...the City is doing all it can keeping in mind the difficulty in charging people....In any event the municipal Liability Policy or Errors and Omissions Liability policy are in place to protect the City and its employees."

The existing by-law requires a license to operate a cab for hire in the City of St. Thomas. Failure to obey could result (if the burden of proof is present) in a summons to court where a Justice of the Peace would set a penalty, if any. If the burden of proof is not present (witness money exchanging hands, etc.) it is believed there will not be a prosecution, as it would be refused.

The Police have advised that four Highway Traffic Act charges have been laid against two individuals for the illegal operation of a taxi service. These charges are scheduled to be disposed at the end of October. Further information on these charges may be available at a later date.

Respectfully,


Richard Beachey
Deputy City Clerk

Reviewed By:

Treasury

Env Services

Planning


City Clerk

Human
Resources

Other



Corporation of the

City of St. Thomas

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Report No.

ES124-07

File No.

08-362-01

Directed to: Alderman Dave Warden, Chairman Protective Services and Transportation Committee

Date
November 5, 2007

Department: Environmental Services

Attachment

Prepared By: Ivar Andersen, Manager of Operations and Compliance

Subject: Traffic Signal Replacement – Intersections of Talbot St./Manitoba St., Talbot St./Hiawatha St. & Talbot St./Elgin St.

Recommendation:

That Report ES124-07 be received for information.

Origin:

In October of this year, Council awarded a contract to Stacey Electric Company Limited to replace the traffic signal infrastructure at the intersections of Talbot St./Manitoba St., Talbot St./Hiawatha St. & Talbot St./Elgin St. One of the stipulations of the contract is that the Talbot St./Manitoba St. intersection must be completed in 2007. Subsequently, concerns were expressed by local business owners, that the proposal to complete the work at the Talbot St./Manitoba St. intersection in 2007 may detrimentally affect their Christmas sales period.

Analysis:

As a result of these concerns, staff met with the contractor and determined that there would be no additional expense charged to the City by delaying all the work in the contract until 2008. It was mutually agreed that the work on all three intersections could start in March or April of 2008.

Financial Considerations:

No additional costs will be incurred.

Respectfully Submitted,

Ivar Andersen, P. Eng., Manager of Operations & Compliance
Environmental Services

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other



Corporation of the
City of St. Thomas

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Report No.
FD 09-07

File No.

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

Date Authored:

October 29, 2007

Meeting Date:

November 5, 2007

Department: Fire

Prepared By: Ray Ormerod, (CEMC, City of St. Thomas)

Attachment

Subject: Emergency Management Program Committee

Recommendation:

"That" Council approve the "Emergency Management Program Committee" and secondly that the following individuals be appointed to this committee;

Raymond Ormerod (Community Emergency Management Coordinator)
Michael Carroll (Valleyview, Administrator)
Mark Traichevich (St. Thomas Police Services, Inspector)
Kate DeMare (Ontario Works, Program Manager)
Ivar Andersen (City of St. Thomas, Manager of Operations and Compliance)
Vince Tokarczyk (St. Thomas Energy, Manager of Operations)
Wendell Graves (City of St. Thomas, Clerk)

One member of Council – if so desired

Background:

In 1990 the Provincial government mandated that all Municipalities develop an "Emergency Management Program." Within the "Emergency Management Program," municipalities are required to put in place certain components. The "Emergency Response Plan" is one component that defines the roles and responsibilities of the municipality during the time of a declared emergency. A second component is the formation of the "Emergency Management Program Committee". This Committee as laid out in the "Emergency Management Act" (Regulation 380/04) requires that;

- 1) Every municipality shall have an "Emergency Management Program Committee." Ontario Regulation 380/04, s.11 (1).
- 2) The committee shall be comprised of,
 - a. The municipality's emergency management program co-ordinator;
 - b. A senior municipal official appointed by council;
 - c. Such members of the council, as may be appointed by the council;
 - d. Such municipal employees who are responsible for emergency management functions, as may be appointed by council; and
 - e. Such other persons as may be appointed by the council.

The "Emergency Management Program Committee" is responsible for;

- 1) The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).
- 2) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).

Respectfully,

Raymond Ormerod

Reviewed By: _____
Treasury Env Services Planning City Clerk Human Resources Other



Corporation of the

City of St. Thomas

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Report No.

ES121-07

File No.

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

Date
November 5, 2007

Department: Environmental Services

Attachments
Letter from Leeds Transit
regarding 2008 bus
purchase

Prepared By: Dave White C. Tech - Supervisor of Roads & Transportation

Subject: **St. Thomas Transit Service**
2006 / 2007 Capital Improvement Plan - Update

Recommendation:

THAT: Report ES121-07 be received for information.

Origin

This report provides Council with an update on the 2006 / 2007 approved Capital initiatives for St. Thomas Transit Service. In addition, the 2008 requirements for transit buses are listed for the information of Council.

Analysis

2006 Capital Funding for specific Transit Improvements was approved for a total of \$175,000.00 from the Provincial Gas Tax Reserve, the status of which follows;

- **PARTIALLY COMPLETE** - \$120,000.00 for new and replacement transit shelters – (4) new and (5) replacement shelters are being installed in 2007 at a total cost of \$44,000.00. Approximately \$76,000.00 remains from the approved allocation for approximately (4) new and (10) replacement shelters in 2008.
- **ONGOING** - \$30,000.00 for new bus stop signing to be completed once the four existing routes have been analyzed and for additional fare boxes where/if required.
- **COMPLETE** - \$25,000.00 for the design of the transit terminal.

2006 Transit Bus Replacements - COMPLETE

- Report ES78-06 was presented to Council July 19, 2006.
- Council approved Tender No. 06-626 resulting in three existing bus replacements in 2006 utilizing Provincial Gas Tax and Ontario Bus Replacement Program funding.

2007 Transit Bus Replacements – UNDERWAY – Revised delivery date.

- Report ES99-07 was presented to Council August 13, 2007.
- Council approved Request for Proposal No. 07-727 resulting in the order of two existing bus replacements from Leeds Transit utilizing Provincial Gas Tax and Bus Replacement funding.
- The units were expected within six months of the purchase order date, which was a Feb. 20, 2008 expected delivery date.
- A recent communication from the vendor (Leeds Transit) has indicated that as a result of the timing of the chassis order (2009 International Chassis), delivery of our two replacement buses would not be until May or June of 2008.
- We have confirmed with the Ministry of Transportation that the expected Ontario Bus Replacement Program Funding has been approved at \$100,202.00 (was previously estimated for \$94,000.00) for these replacement buses and that this revised delivery date will not affect the funding allocation.

2007 Downtown Transit Terminal Rehabilitation – UNDERWAY

- Report ES106-07 was presented to Council on September 4, 2007.
- Council approved the tender resulting in the hiring of Hira Construction and the project was initiated.
- Interior demolition is complete.
- Project completion estimated at January 11, 2008.

- One replacement transit bus.
- One additional transit bus for future operational improvements.
- A confirmation letter was received from Leeds Transit (attached), that (1) or (2) additional buses could be ordered in 2008 without a price increase under the conditions of RFP No.07-727. This would provide an additional (2) buses for the same price of \$416,815.68 including applicable provincial taxes and the replacement bus would be subject to OBRP funding if the program is approved. Should we wish to exercise this option, a delivery date would need to be negotiated with Leeds Transit.
- Prior to Councils decision on RFP No. 07-727, the submission to the Ministry of Transportation for the (1) replacement bus was estimated at \$400,000.00 for replacing one bus under OBRP funding.
- The 2008 Capital budget submission for the replacement bus was \$380,000.00 that would be reduced by the OBRP funding if that program was approved.
- The 2008 Capital budget submission for the new bus was \$225,000.00 that would be a tax based funding.

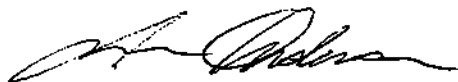

Financial Considerations:

This is an information report only and as such does not require additional funding.

Alternatives:

There are no alternatives provided at this time.

Respectfully,



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

Reviewed By: Treasury Env Services Planning City Clerk HR Other



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Leeds Transit Inc

October 15, 2007

City of St Thomas
545 Talbot Street
St Thomas, ON
N5P 3V7
Attention: Mr. Mike Hoogstra
Purchasing Agent

Reference: RFP NO. 07-727

Fully accessible 30' to 35' diesel urban coaches

Mike,

Leeds Transit has ordered two new coaches for the City of St Thomas as per purchase order NO 143015.

The RFP states, "The City, as an option, may also purchase one (1) or two (2) additional coaches in 2008".

Mike, since Leeds Transit has ordered 2009 model chassis to fill the current order I wanted to advise the City that there will not be a price increase in 2008 should the City decide to exercise this option.

Sincerely,

Garry Laddner
Leeds Transit Inc.

~~cc: Mr. Howard White~~



***Prepared for
Today and Tomorrow***



Corporation of the

City of St. Thomas

Report No.

ES122-07

File No.

Directed to:

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

Date
November 5, 2007

Department:

Environmental Services

Attachments

- Route 1 Revision
- Route 2 Revisions
- New Route 5 Express Commercial

Prepared By:

Dave White C. Tech - Supervisor of Roads & Transportation

Subject:

**St. Thomas Transit Service
2008 Capital and Operational Improvement Plan – Service Level Increase**

Recommendation:

THAT: Report ES 122-07 be received for information; and,

THAT: Council approve in principle the 2008 Transit Capital and Operational Improvement Plan as detailed within report ES122-07 subject to the 2008 Capital and Operating budget discussions; and further,

THAT: Council consider the replacement of one transit bus and the addition of one new transit bus during the 2008 Capital budget discussions in order to accommodate the requirements of the enhanced service and a potential Five Route Transit System; and further,

THAT: Council approve a revision to Route 1 indicated within report ES122-07 to be effective December 1, 2007; and further,

THAT: Council approve the two revisions to Route 2 indicated within report ES122-07 subject to approval of the New Route 5 – Express Commercial, to be effective November 1, 2008; and further,

THAT: Council consider a one year pilot program for an additional half hourly service in the form of a **New Route 5 – Express Commercial** during the 2008 Operating Budget discussions to be effective November 1, 2008 under the current Operator Contract with Aboutown Transit Inc; and further,

THAT: Council approve in principle – The 2009 - 2011 – Transit Capital & Operational Improvement Plan as detailed within report ES122-07 subject to future Capital and Operating budget discussions.

Origin

At the meeting of June 4, 2007, reports ES76-07 AND ES54-07 were received for information and Council carried the following recommendation;

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

Analysis

In 2006, The Ridership Growth and Asset Management Plan Review Committee provided an implementation plan for 2007 and 2008. Council endorsed this plan in report ES123-06. In addition to the ongoing 2007 Capital improvements within the plan, the Committee also suggested the Capital and Operating improvements for 2008 as indicated within the Financial Considerations section of this report.

Financial Considerations:

For Approval – The 2008 Transit Capital and Operational Improvement Plan:

2008 Transit Capital Improvement Plan:

1. Once all routes have been reviewed and the necessary short term revisions made, all system bus stop signs should be replaced with more visible/legible double sided signs. The financing of this improvement was approved in the 2006 Capital budget under Transit Improvements the

status of which is as follows;

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2006 Capital Allocation	Committed To Date	Balance Remaining
\$26,000.00	\$ 0.00	\$26,000.00

- The installation of (4) new and (5) replacement bus shelters has been arranged for 2007. The funding of this improvement was approved in the 2006 Capital budget under Transit Improvements the status of which is as follows. It is suggested that as many as (4) new and (10) replacement bus shelters be arranged for 2008 and be paid for from this allocation.

2006 Capital Allocation	Committed To Date	Balance Remaining
\$120,000.00	\$44,000.00	\$76,000.00

- The replacement of one 1997 Champion transit bus, to be considered during the 2008 Capital budget process. Although a submission has been made to the Ministry based on an approximate \$400,000.00 replacement cost, there is no confirmation of replacement funding under OBRP as of yet.

2008 Capital Request	Suggested Funding from Provincial Gas Tax	Remaining Tax Funded
\$380,000.00	\$380,000.00	\$0.00

- The purchase of one new transit bus (for expansion/additional Route 5), to be considered during the 2008 Capital budget process. There is no funding allocated for a bus for this route.

2008 Capital Request	Suggested Funding from Provincial Gas Tax	Remaining Tax Funded
\$225,000.00	\$225,000.00	\$0.00

2008 Transit Operational Improvement Plan:

- An analysis has been completed of the existing four transit routes to provide, where possible, a reduction in system route timing and efficiency AND/OR additional system service with little additional operational costs (bus stop signs).
- The recommended revision to Route 1 is as a result of Friendco moving their facility from 7 Barrie Boulevard to 109 Gaylord Road during the first two weeks in November 2007 (date to be confirmed). It is proposed that, as a result of low ridership in the industrial area, east of Gaylord Road, that Route 1 stops at Gaylord Road turning at 109 Gaylord Road and return west on the existing route. This revision allows a reduction of 1.5 km in distance, improved system timing, and will allow for future expansion into the Pine Valley Drive / Greenway Boulevard areas in 2009. There is no requirement for additional operating budget for these route modifications other than minor bus stop sign changes. The existing and revised Route 1 is attached to this report.
- The recommended revision to Route 2 is as a result of the length and increasing time of this route and the effect of these deficiencies on the entire system. In addition, it is proposed that removing the loop through Elgin Mall and to the rear of Elgin Mall on Highview Drive and removing the loop through the Sauve Avenue area will allow for the addition of a new service area along Southdale Line / Lake Margaret Trail areas without adding any distance, but reducing the overall running time of this route. It is also hoped that some students in the Lake Margaret area will utilize this additional service to get to and from their Public School relieving the pressures within the subdivision. There is no requirement for additional operating budget for these route modifications other than minor bus stop sign changes. The existing and revised Route 2 is attached to this report.
- Increase overall level of system service through a **New Route 5 Express - Commercial** route pilot project to be considered during the 2008 Operating budget process. The proposed alignment of the recommended Route 5 is attached to this report. The estimated operating costs for 2008 and 2009 are illustrated below based on a November 1, 2008 start up.

2008 Additional Operating Cost for 2 months	2009 Additional Operating Cost for 12 months (if a success)	Approximate annual cost of project in 2009 dollars
\$26,000.00	\$156,000.00	\$156,000.00

It is suggested that transit revenue for the New Route 5 Express - Commercial be at the same revenue/cost (R/C) ratio as the existing (4) transit routes in order to be determined a success. The 2006 R/C ratio for Conventional Transit Service was 42%. This effectively means that the total direct revenue received for Conventional Transit covers 42% of the total operating expenses. In order for the new route to be considered a success at the same standard as the existing Conventional system, the

additional revenue in 2009 should be approximately \$65,520. This revenue/cost ratio for route 5 may be hard to realize since some of the ridership on existing routes may switch to route 5 for east-west travel within the core of the City

- 69 -

The 2009 - 2011 - Transit Capital & Operational Improvement Plan subject to budget approval:

1. For implementation in **2009**, an increased level of system service through an additional Full Time Paratransit Bus at a total estimated annual operating cost of \$98,000.00.
2. For implementation in **2009**, an increased level of system service for Conventional and Paratransit Services through extended evening service hours (from 6:45 p.m. to 9:45 p.m.) at a total estimated annual operating cost of \$81,000.00.
3. For implementation in **2009**, a revision to Route 1 that would remove the loop through the Cottonwood Drive / Riverbank Drive area and add a loop through the Pine Valley Drive / Greenway Boulevard area (only bus stop signs and one transit shelter required).
4. For implementation in **2010**, an increased level of system service for Conventional and Paratransit Services through extended morning service hours (from 6:15 a.m. to 7:15 a.m.) at a total estimated annual operating cost of \$57,000.00.
5. For implementation in **2011**, an increased level of system service for Conventional and Paratransit Services through Sunday service hours (from 7:15 a.m. to 9:45 p.m.) at a total estimated annual operating cost of \$68,000.00.

It is suggested that transit revenue for any additional service be at the same revenue/cost (R/C) ratio as the existing (4) transit routes in order to be determined a success. The 2006 R/C ratio for Conventional Transit Service was 42%. This effectively means that the total direct revenue received for Conventional Transit covers 42% of the total operating expenses.

Alternatives:

There are no additional alternatives presented at this time.

Respectfully,



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

Reviewed By:

Treasury

Env Services

Planning

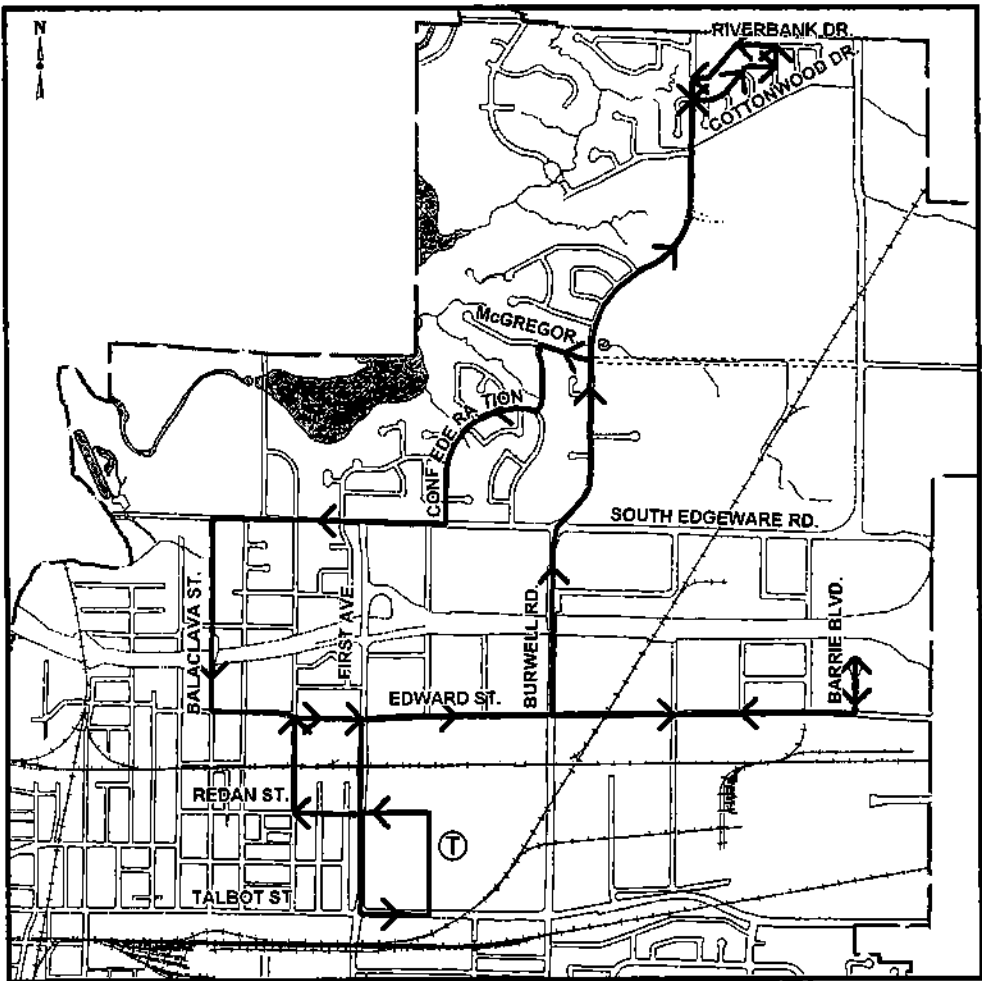
City Clerk

HR

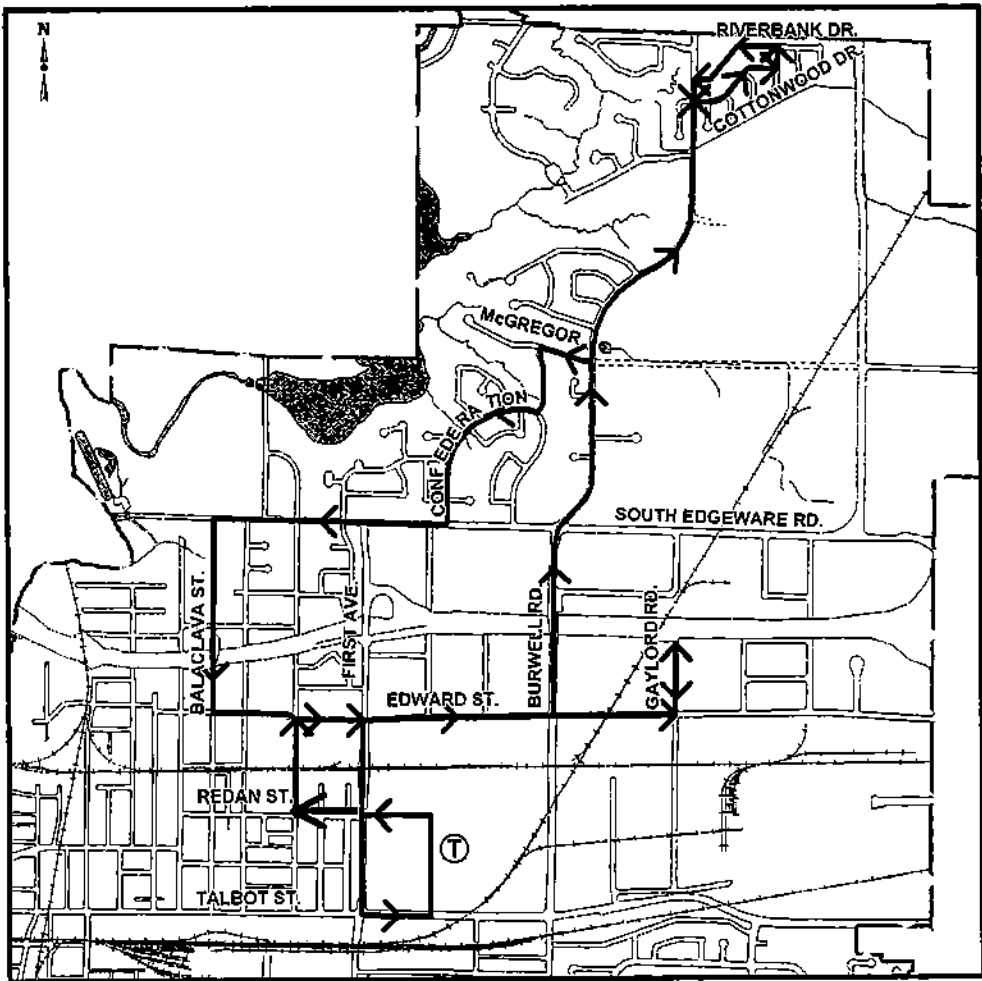
Other

St. Thomas Transit – Route 1 Recommended Revision
Effective December 1, 2007 **-70-**

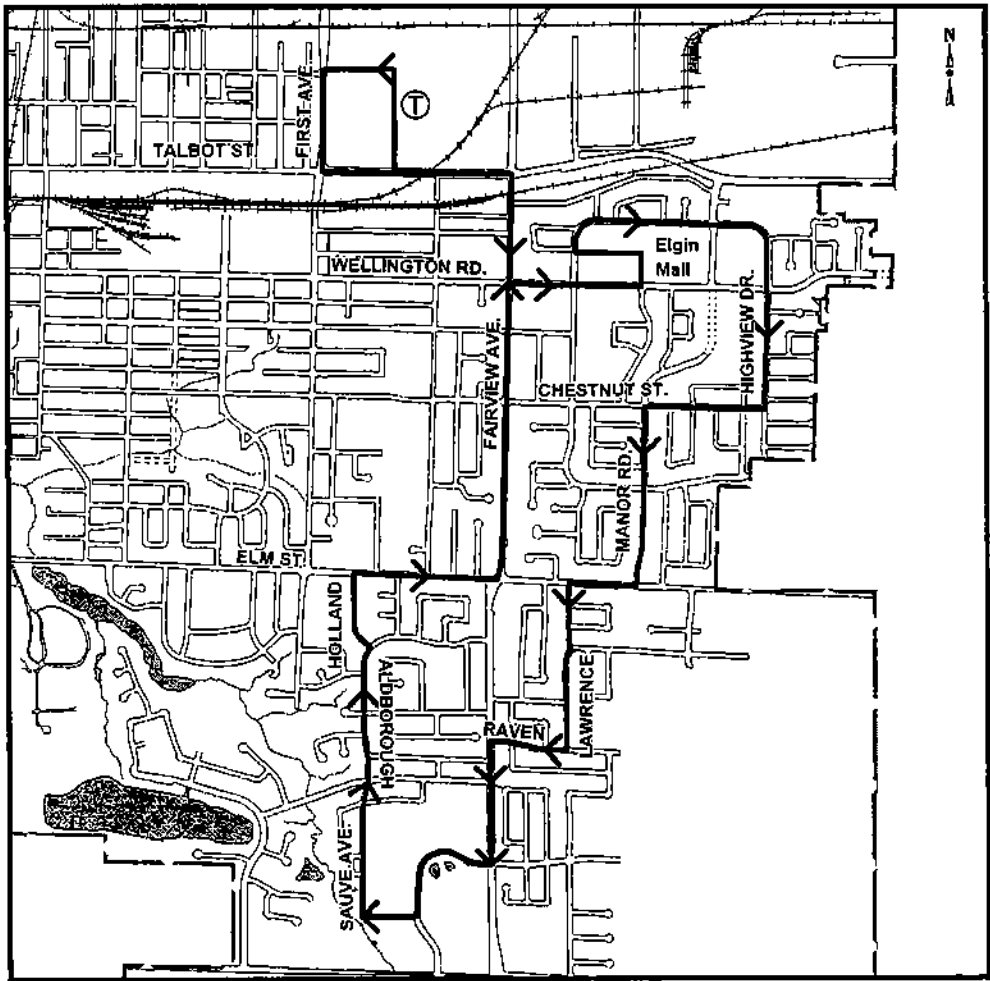
Existing Route 1 Configuration @ 14.5 kilometres:



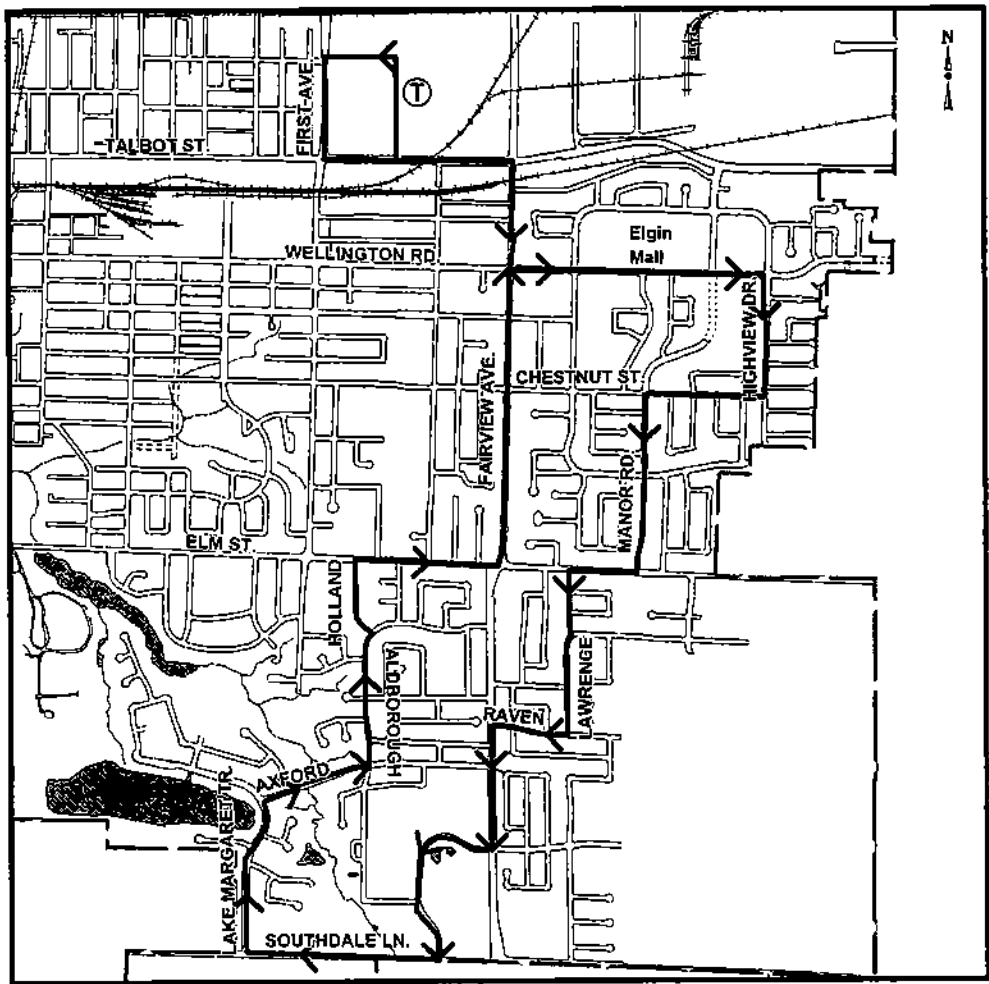
Recommended Route 1 Configuration @ 13 kilometres:



Existing Route 2 Configuration @ 12.7 kilometres:



Recommended Route 2 Configuration @ 12.6 kilometres:



St. Thomas Transit – New Route 5 –Express Commercial

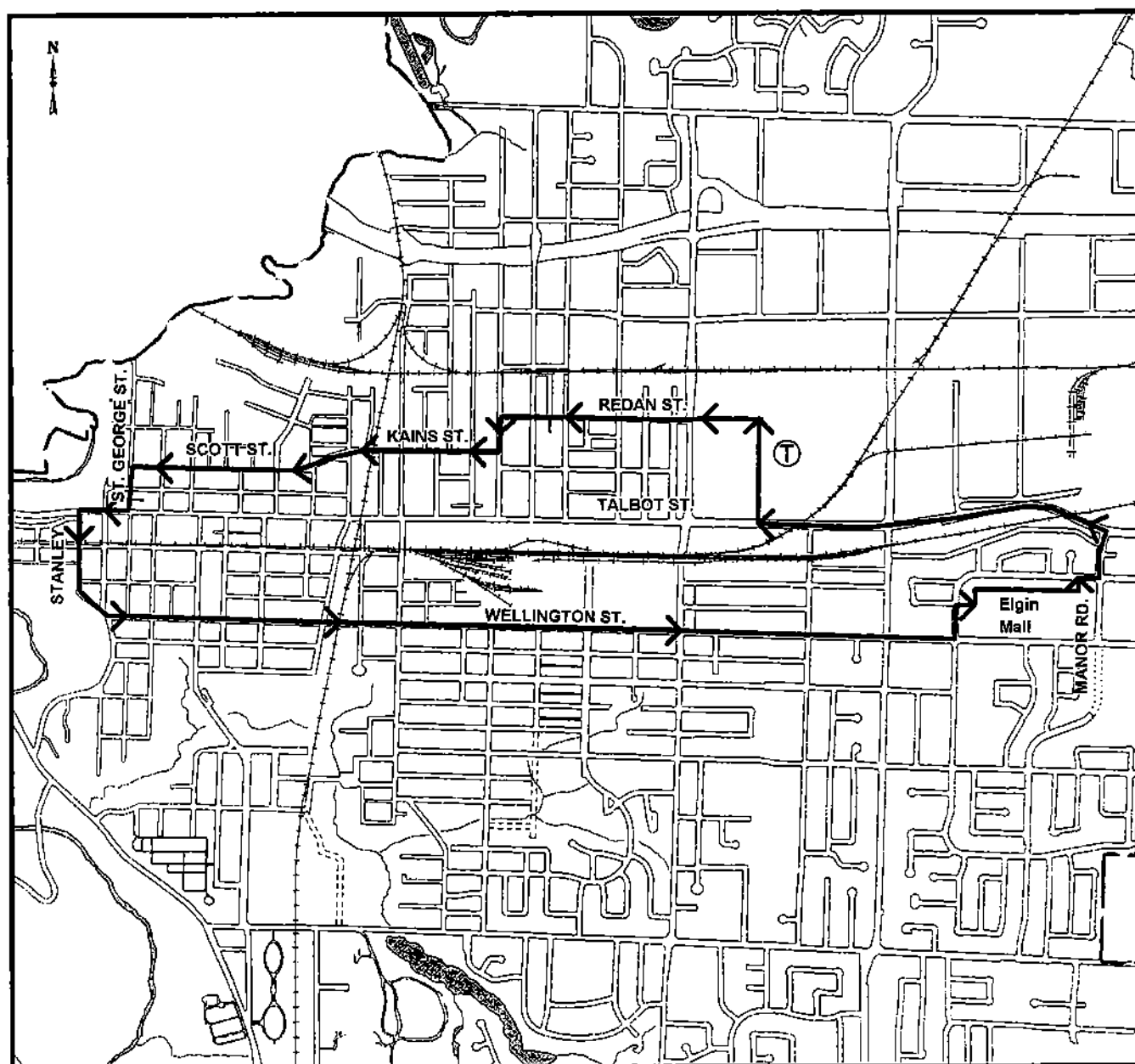
Effective November 1, 2008

-12-

Tentative weekday schedule for this bus on school days (non school days standard 30 minute service from 7:15 a.m. to 6:45 p.m.);

- Northside school express 7:15 a.m. (current service),
- Southside school express 7:45 a.m. (current service),
- Standard 30 minute service 8:15 a.m. to 2:45 p.m.,
- Southside school express 2:45 p.m. (current service),
- Northside school express 3:15 p.m. (current service),
- Standard 30 minute service 3:45 p.m. to 6:45 p.m.,
- All (5) buses meet at transfer terminal for transfer opportunities,
- Major stops on Route 5 - The Transfer Point, North of Downtown Core, 140 Stanley Street and surrounding high-rise residential area, County Court House, St. Thomas Timken Community Centre, Elgin Mall (rear central entrance only), and Smart Centres (possible new bus stops close to storefronts),
- Other stops at intersections along the way to be determined.

Recommended Route 5 Configuration estimated @ 10.5 kilometres:





Corporation of the

City of St. Thomas

- 73 -

Report No.

ES123-07

File No.

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

Date
November 5, 2007

Department: Environmental Services

Attachments

Prepared By: Dave White C. Tech - Supervisor of Roads & Transportation

- Illustrations of the 3
Scenarios
- Letter from Mr. D. Durkin

Subject: **1063 Talbot Street – Smart Centres Site**
Proposed Additional Bus Stops at Smart Centre Site

Recommendation:

THAT: Report ES123-07 be received for information; and,

THAT: Council approve in principal two additional bus stops as indicated in the Revised Scenario 1 within report ES123-07 to be contingent on approval of WalMart expansion and to be implemented upon project completion; and further,

THAT: Two additional transit shelters be purchased and installed by The City of St. Thomas at the two additional bus stops utilizing the approved 2006 Transit Improvement Capital project funding at an estimated cost of \$5,000.00 each including applicable taxes; and further,

THAT: The future implementation of the **New Route 5 Express Commercial** bus route include the establishment of two bus stops on the Smart Centres property (1063 Talbot St.) as indicated in the attached Revised Scenario 1.

Origin

At the meeting of July 17th 2006 Council, referred the correspondence received from Mr. D. Durkin (copy attached) regarding bus service at WalMart Mall (or Smart Centres 1063 Talbot Street). Council has recently requested that as part of an expansion proposal at the Smart Centres, they provide preferred scenarios that would add bus stops in close proximity to the WalMart store frontage. On September 21, 2007 Smart Centres provided two scenarios for staff comment.

Analysis

Since September 21, 2007 staff has consulted with Smart Centres (1063 Talbot Street property owner) and with Aboutown Transit (transit operator) to arrive at a solution that would provide both Transit System Efficiency and Consistency for all transit patrons. There are a number of ideas that were explored, but cannot be considered further as a result of related comments from Smart Centres.

- Locating Bus Stops in front of the WalMart storefront is not possible due to lease stipulations,
- Routing buses at the rear of the WalMart store is not possible due to lease stipulations,
- Relocating the transfer terminal closer to the main commercial centres is not possible due to the required elimination of parking spaces to meet site plan,
- Locating bus stops between WalMart and The Great Canadian SuperStore is not possible due to it being a major delivery point for both stores,

Following the consideration of the above comments from Smart Centre, there are three available options to consider. The timing of each scenario would be subject to the completion of the WalMart expansion. Additional bus stops would not be possible during construction.

NOT RECOMMENDED - Smart Centres Scenario 1 (attached)

Under this plan, only Transit Route 3 (Talbot) would leave the transfer point and stop at a new bus stop between WalMart and the building housing Marks Work Wearhouse. At the transfer point, all transit riders would have the option of transferring to the Route 3 bus and stopping at the new bus stop. No riders would have service from the new bus stop to the transfer point after they have completed their shopping (with parcels).

After much consideration, it was felt that this option would lead to several complaints of inconsistent system service and add an unmanageable amount of time to an already stressed Route 3. Therefore Scenario 1 is not recommended.

NOT RECOMMENDED - Smart Centres Scenario 2 (attached)

Under this plan, the Transit Route 3 bus would take all transit patrons to the new bus stop while the other three buses wait for it to return to the transfer point.

After consideration, it was felt that this option would lead to unsatisfactory delay to all four transit routes, would lead to system service complaints and add an unmanageable amount of time to the complete four route system. Therefore Scenario 2 is not recommended.

RECOMMENDED - Smart Centres Revised Scenario 1 (attached)

Adding time to any of the existing four routes is undesirable. A revised Scenario 1 would add an additional bus stop in close proximity and would enhance the Smart Centre Scenario 1. In addition to the new Transit Route 5 - Express Commercial stopping between WalMart and Marks Work Warehouse on its way to exiting onto Talbot Street at the right-in/right-out access point, Transit Route 5 would enter the Smart Centre property through the right-in/right-out entrance off of Talbot Street and stop at a point in the parking lot and carry on to the transfer point. In this way, all transit patrons would have the option of two way travel on this route between the transfer point and the two new bus stops every half hour.

It is therefore recommended that Council approve the two additional bus stops indicated in Revised Scenario 1 of this report to be used by the new Transit Route 5 - Express Commercial once the expansion of WalMart is complete. Please note that the two new bus stops will not be installed until after the WalMart expansion has been completed, which (if approved) is expected to take place late in 2008.

Financial Considerations:

- The addition of bus stop signs can be completed within the Transit Operating budget,
- Smart Centres will complete the two pad areas for transit shelters within the WalMart expansion project,
- In addition to replacing (2) new and (10) replacement transit shelters (to be named in a separate report) the City will provide (2) transit shelters after the WalMart expansion is complete, under the approved 2006 Transit Improvements project funding.

Alternatives:

- Smart Centres Scenario 1,
- Smart Centres Scenario 2,
- No change to the existing service.

Respectfully,



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

Reviewed By:

Treasury

Env Services

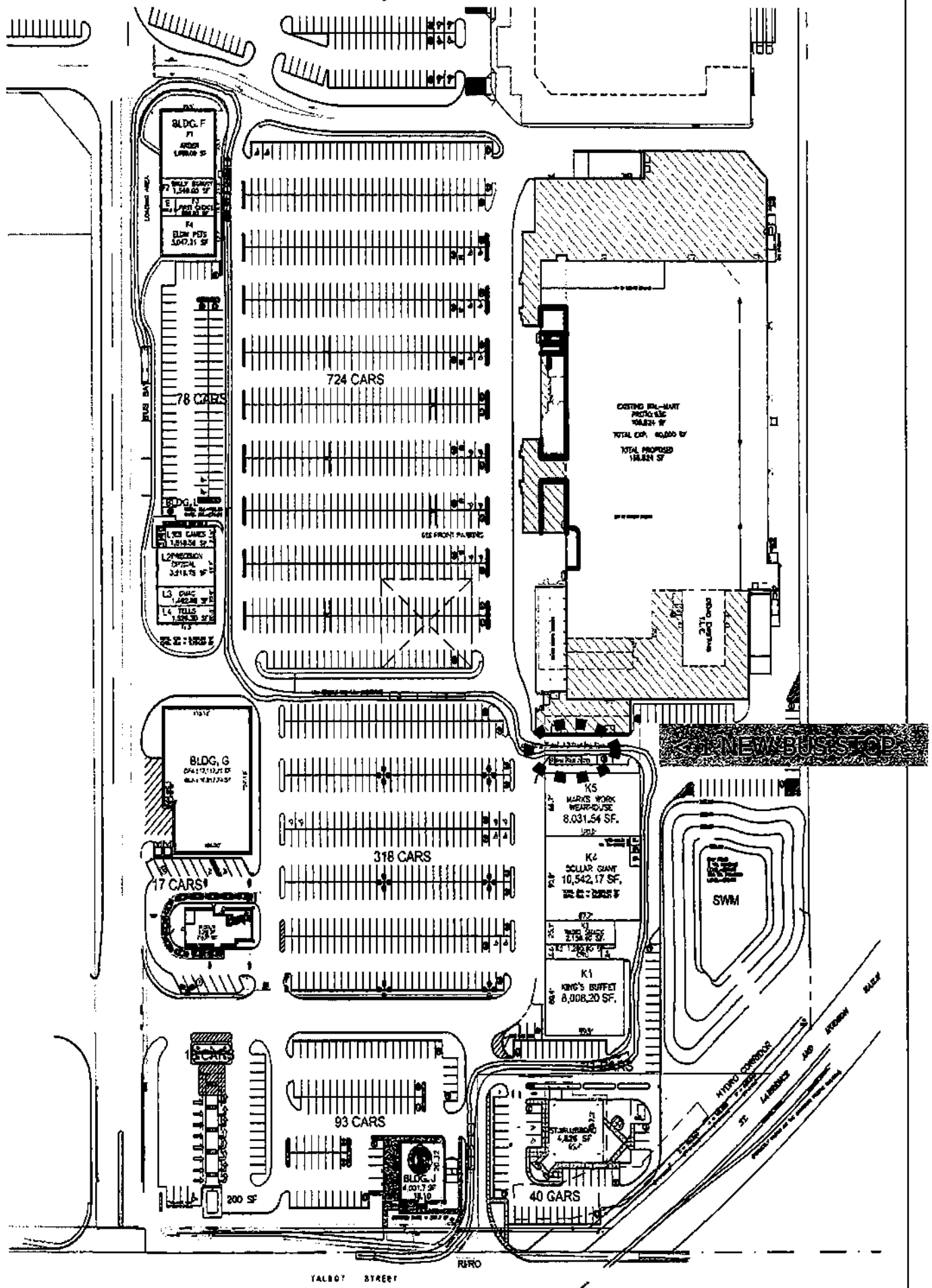
Planning

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Other

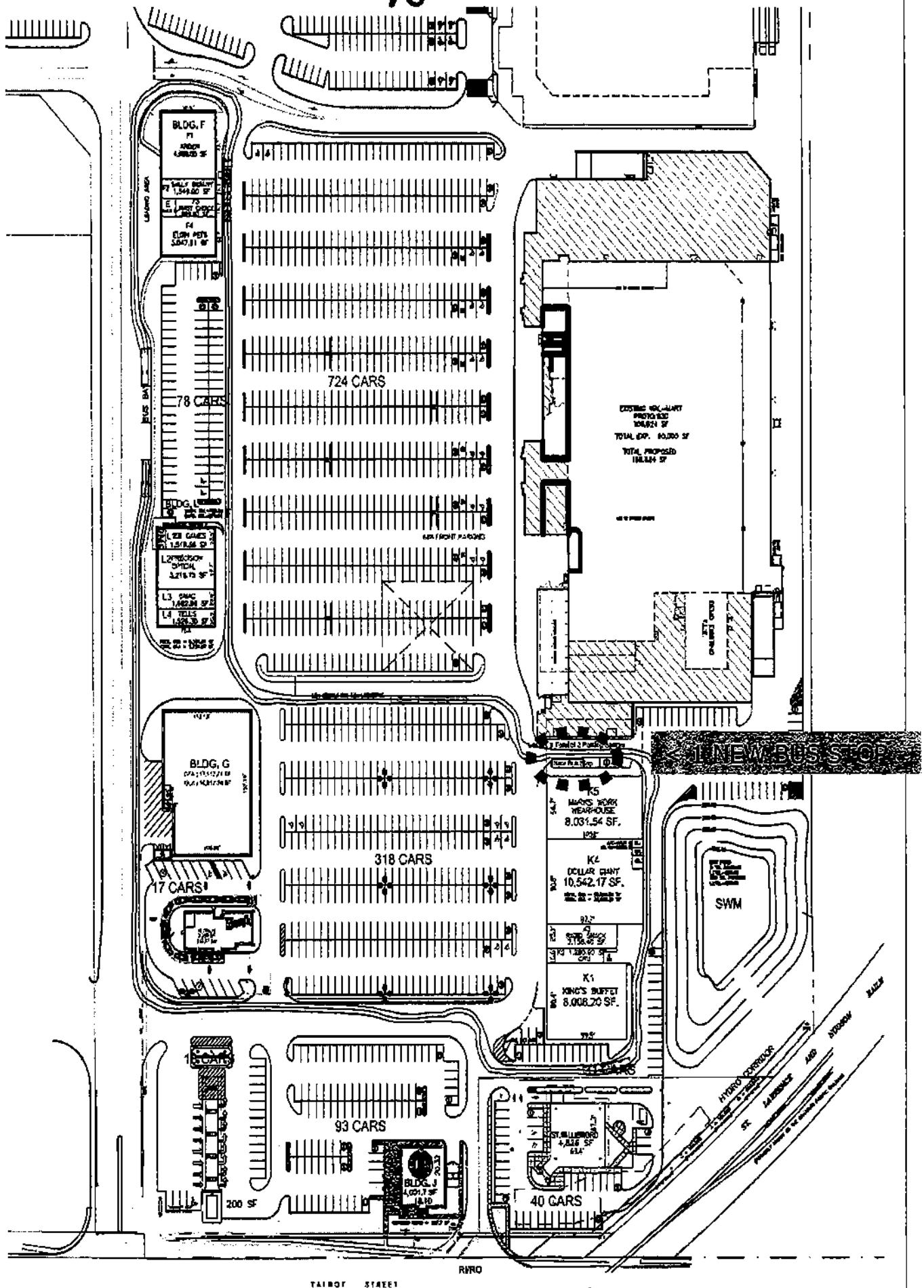
-75-



Scenario 1

Exit onto Talbot Street via Right In Right Out Driveway

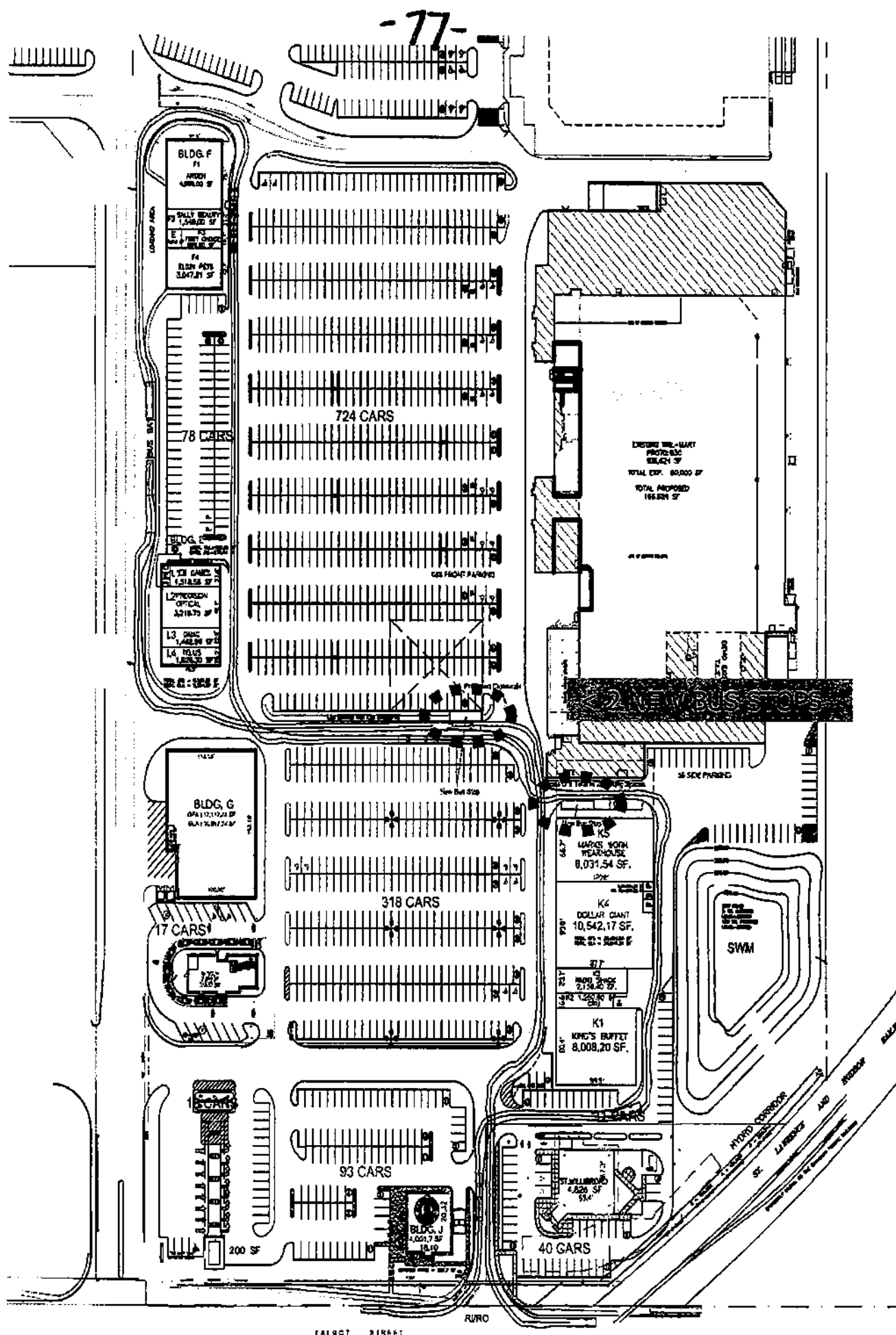
The addition of one new stop on Transit Route 3



Scenario 2

Circulate and Return to the Original Transfer Point

The addition of one new stop on Transit Route 3



Scenario 4 Revised

The recommended Scenario
The addition of two new stops
On New Route 5 – Express Commercial

-77 -106-

DONALD W.T.DURKIN
208- 62 PARKSIDE DRIVE
ST THOMAS ONT N5R-3T9

2 JUNE 06

Alderman Terry Shackleton
Chairman Transport Services

City of St. Thomas
Received
JUN 19 2006
City Clerk's Dept.

Bus Services Serving Wal Mart Mall

Dear Ald Shackleton

I have a concern for my fellow Senior Citizens regarding City Bus service in this area. Not so much the service but the situation of the bus stop as it affects Seniors, Disabled and Infirm riders using the service.

As you know I am mobile, independent and self efficient but when I see the problems that riders have, the distance they must walk from the bus stop to the stores and to return to the bus loaded with purchases especially during Winter is a problem that has to be addressed. Yet Elgin Mall is serviced by city buses traversing the property setting riders down adjacent to the Mall Entrance.

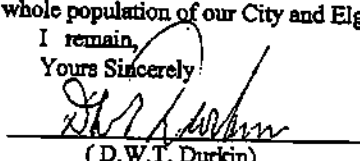
My question is:- "Why can't the same be done on the Wal Mart Area?" This problem should be addressed for a further reason,

The south west corner of the City has no shopping complex within easy distance. Yet there is a large population residing here. For example, Parkside Drive has Seven Apartment Blocks each with 24 Units plus a large number of single homes, many occupied by the elderly with no means of transportation. With the closing of the large Zehrs Store it leaves only IGA on Centre St West, and Price Chopper and Giant Tiger. These are the only stores to serve the whole south side of the city! Yet Council can consider a proposed high rise monstrosity at the entrance to Pinafore Park which I sincerely urge you personally not to support.

Better? Why not plan and promote a large complex on the vacant rail property on the North side of Elm St to Wilson Ave.? Think big, include a variety of stores, food outlets, Restaurants and Recreation Facilities. As a centre theme a Port Stanley Rail Terminal with Plazas and Gardens. In my opinion it will enhance and upgrade this part of the City, for the enjoyment and pleasure of all..... All this coupled with Pinafore Park could become the show place of St Thomas.

Alderman Terry I would appreciate your consideration of these suggestions not only for the benefit of the elderly and infirm but for the whole population of our City and Elgin County.

I remain,
Yours Sincerely


(D.W.T. Durkin)
(519 631 2661)



Corporation of the
City of St. Thomas

- 79 -

Report No.

CC-51-07

File No.

Directed to:

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

Date

October 12th, 2007

Department:

City Clerk's

Attachment

Prepared By:

Dale Arndt, Airport Superintendent

Subject:

Airport Use Quarterly Report – July 1st to Sept 30th, 2007

Recommendation:

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

3rd Quarter Review:

Corporate traffic was up 47 % compared to the 2nd quarter and up 12 % compared to the 3rd quarter in 2006.

Aviation (100LL) fuel sales were down 4% compared to the 2nd quarter and down 27% compared to the 3rd quarter in 2006. A bulk sale to Supermarine was not negotiated this year.

Jet A sales were down 74% compared to the 2nd quarter and down 23 % compared to the 3rd quarter in 2006. Jet A sales have exceeded last years sales by 24% by the end of the 3rd quarter.

Corporate Flights

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2007	34	65	136		
2006	24	60	120	42	246
2005	32	52	75	32	191
2004	20	42	83	24	169
2003	26	38	79	25	168

Aviation Fuel Sales (in litres)

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2007	14,801	47,784	46,000		
2006	16,484	53,066	62,556	23,413	155,519
2005	16,360	45,641	77,266	21,300	160,567
2004	17,500	41,515	73,770	18,465	151,250
2003	20,970	57,946	65,321	26,061	170,298

Turbo Fuel Sales (in litres)

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>TOTAL</u>
2007	5,835	79,765	21,254		
2006	7,699	32,870	27,400	10,310	78,279
2005	6,680	7,797	17,134	18,200	49,811
2004	4,200	8,652	28,360	13,493	54,705
2003	5,912	7,359	17,356	16,823	37,450

Respectfully submitted,

Dale Arndt,

Airport Superintendent

Reviewed By:

Treasury

Env Services

Planning

City Clerk

Comm Services

Other



Corporation of the

City of St. Thomas

-80-

Report No.

CC-47-07

File No.

Directed to:

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

Date Authored:

October 15th, 2007

Meeting Date:

November 5th, 2007

Department:

City Clerk's

Prepared By:

Dale Arndt, Airport Superintendent

Attachment

Subject:

Lease of Airport Lands - St. Thomas Municipal Airport

Recommendation:

THAT: Report CC-47-07 be received; and further,

THAT: Council concur with the assignment of lease of Airport Lands (Parts 3 and 15, Plan 11R-165) at the St. Thomas Municipal Airport from Mr. Patrick Phillips to Mr. John Moyes.

Origin:

Request from Mr. Patrick Phillips to transfer his small lot hangar to Mr. John Moyes, 228 Atkinson Blvd., London, Ontario, N5W 4Z6.

Analysis:

Mr. Phillips indicated that he wishes to transfer the hangar to Mr. John Moyes.

Similar requests have been made by individuals wishing to assign their lease of Airport Lands. The initial term of this lease is 20 years computed from the 15th day of October, 1999. (Approximately 12 years remain)

I am aware of the individual that wishes to purchase the hangar and agree with the proposed sale.

Existing Policy:

Council has authorized the assignment of lease of Airport Lands from one hangar owner to another provided that the perspective purchaser has met with Council approval.

Financial Consideration:

An administration fee of \$200.00 has been charged and received from Mr. Moyes and Mr. Phillips.

Respectfully,


Dale Arndt, Airport Superintendent

Reviewed By:

Treasury

Env Services

Planning


City Clerk

Human
Resources

Other



-81-

Corporation of the
City of St. Thomas

Report No.
FD 10-07

File No.

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

Date Authored:

October 29, 2007

Meeting Date:

November 5, 2007

Department: Fire

Prepared By: Raymond Ormerod (CEMC, City of St. Thomas)

Attachment

Subject: Emergency Operation Centre

Recommendation:

"That" Valleyview Home for the Aged (located at 350 Burwell Road) be approved as the "Primary Emergency Operations Centre" for the City of St. Thomas.

And further, that the County of Elgin Building (located at 450 Sunset Drive) be re-designated as the "Secondary Emergency Operations Centre" for the City of St. Thomas.

Background:

In 1990 the Provincial government mandated that all Municipalities develop an "Emergency Management Program." Within the "Emergency Management Program," municipalities are required to put in place certain components. The "Emergency Operations Centre" is one component that establishes a site which to operate from during a declared emergency. This requirement is laid out in the "Emergency Management Act" (Regulation 380/04) and requires that;

- 1) Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency. O. Reg. 380/04, s. 13 (1).
- 2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. O. Reg. 380/04, s. 13 (2).

To comply with this mandate, the City originally reached an agreement with the County of Elgin that would allow the use of portions of the County Building in the event of a declared emergency. Since then, infrastructure (Valleyview) has been put into place that will allow the City to utilize a facility within our own boundaries. Utilizing this facility would allow for department heads to remain in closer contact with their respective departments, as well as allow for easier access to the City's computer server, thus increasing efficiency. Staff has been working closely with the Valleyview Administrator in determining that Valleyview would be a suitable location for the primary EOC.

The proposed site as it sits now can adequately handle the requirements of an Emergency Operation Centre, however staff will be looking into some possible refinements that would enhance the Operation Centre as required.

Since Municipalities are strongly encouraged to maintain two (2) Emergency Operations Centres, one "Primary" site and one "Backup" site, it is recommended that the County Building be re-designated as the "Backup" Emergency Operations Centre. The County of Elgin is aware of this recommendation and approve the change in designation to secondary EOC.

Respectfully,

Raymond Ormerod

Reviewed By: _____

Treasury	Env Services	Planning	City Clerk	Human Resources	Other
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Corporation of the

City of St. Thomas

-82-

Report No.

OW34-07

File No.

Directed to:

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

Date Authored:

October 18, 2007

Meeting Date:

November 5, 2007

Department:

St. Thomas-Elgin Ontario Works & Social Housing

Prepared By:

Sandra Datars Bere

Attachment

One

Subject:

Quarterly Report for July, August & September 2007 – City of St. Thomas

Recommendation:

THAT the Report OW34-07 of the Director of St. Thomas-Elgin Ontario Works and Social Housing for the months of July, August & September 2007 be received and filed.

Income Maintenance:

The Income Maintenance staff have been busy over the summer months as this is the peak time for staff to take holidays and leaves the remaining staff to cover those on vacation. The caseload over the summer months has continued to increase and when compared to last year, it represents a 10.6% increase in caseload size.

A new program called the Water Filter Fund has been introduced by the Ministry of Community and Social Services. This initiative will provide financial assistance to low-income households (including those on social assistance and fixed incomes) with children ages six and under/or pregnant women living in the home that have elevated lead levels in their drinking water to obtain water filters that will remove the lead content from the drinking water. Low income households may be eligible to receive a benefit of up to \$100.00 per year to purchase a filter and replacement cartridges, if they meet eligibility requirements. The Water Filter Fund is 100% provincially funded on a one-time fiscal basis. Ontario Works will receive \$10,000 to deliver the Water Filter Fund program for 2007/08. In addition, Ontario Works will receive \$1,000 to support the cost of administration for the program, representing 10% of the program funding. This new initiative will begin in November and will be in addition to the homelessness portfolio. Specific delivery activities will be outlined to Council in a subsequent report.

Employment:

The Employment Division continues to be very active as a result of the increase in intakes and the reduced staff available due to summer vacation time.

The Innovation Grant program continues and as of this date four individuals are now employed full time in the field of truck driving. Two individuals have recently completed their AZ truck driver training and a number of participants have been interviewed and are in the screening process with Forest City Transportation. We recently received approval to extend the program to March 2008, which will enable us to meet our targets.

The Essential Skills Workshop took place in July. It was three mornings per week and was a successful first attempt at presenting the material. One of the participants in the workshop found employment prior to workshop completion.

The Personal Support Worker and Hairdressing Programs at the Adult Learning Centre continue to be an excellent training opportunity for our clients. Both programs started their sessions on September 6, 2007 and have a total of eleven of our clients enrolled.

Our Employment Team continues to service the ODSP spouses and dependents in employment activities. To date we have received approximately 57 referrals from ODSP. Approximately 20% of the individuals referred are now employed part time or full time.

Child Care:

The Early Learning Centre at the intersection of Ron McNeil Line and Burwell Road has been completed and the Centre opened its doors October 2, 2007. The Grand opening was October 25, 2007, with the ribbon cutting ceremony at 4:00 pm followed by the Community Open House at 5:00 pm. The new Early Learning Centre has created 96 new child care spaces in St. Thomas and the breakdown of the spaces is as follows: 20 new infant spaces (under 18 months) 20 new toddler spaces (18-30 months) 56 new preschool spaces (31 months to 5 years). At this time the Early Learning

Centre on Parish Street will also remain open and the Parish Street Centre, carries a licensed capacity of 78 child care spaces, which are broken down to 10 infant, 10 toddler and 58 Preschool spaces.

Forest Ave Child Care Centre had their sod turning ceremony on August 13, 2007 and is presently under construction of their new site at the corner of Sunset Drive and Shaw Valley Drive. The Centre is expected to be completed in the spring of 2008 and will offer 24 additional child care spaces, which will include 10 additional infant spaces and 10 additional toddler spaces.

Recreation and Summer Camp programs for school aged children making the switch from full time school to full time summer care programs were extremely busy this summer.

The Best Start Community Committee continues to meet on a monthly basis to move forward Phase Two of the Best Start planning, which is system integration, and creation of early learning and care hubs. The Committee has approved the incorporation of child care in the Ontario Early Years, Central (OEYC) and the YWCA St. Thomas-Elgin and both facilities now offer JK/SK child care spaces. Currently the Committee is working on coordinating the children's services that are offered at the OEYC and initiating children's services that will be offered at the YWCA.

Social Housing:

Canada-Ontario Affordable Housing Program update

Rental & Supportive (capital) component:

Contribution Agreements between the City and the final two AHP proponents (for 16 units in West Lorne and 30 units in Dutton) were approved by City Council in August. Expected completion date for both projects is August 2008. Meanwhile, construction on the two projects in St. Thomas is nearing completion. The Steele Street apartment building (12 units) is expected to be ready for occupancy in January 2008, while the Scott Street apartments (23 units) will be completed in March 2008. Federal funds for all four projects have been received by the City and will be flowed to the proponents as milestones are met during construction. The Provincial portion of the AHP funding will be forwarded monthly over the 20-year affordability period. On August 29, an official sod-turning ceremony was held at the site of the West Lorne project being built by Heritage Homes Non-Profit Housing. Federal, provincial, and municipal dignitaries attended the ceremony. Official ceremonies will be arranged for the other three projects in the new year but no dates have yet been set.

Homeownership component:

The process for delivery of the Homeownership component was finalized in September. An information session took place on September 27 to outline the Program to realtors and financial institutions. Advertisements ran in the St. Thomas Times-Journal, the West Elgin Chronicle, and the Aylmer Express during the first two weeks of October. Applications will be accepted at the Ontario Works office beginning October 23, 2007. AHP funding of \$189,000 was received for St. Thomas and Elgin County for 24 units.

The first 24 eligible applicants submitting fully completed application packages will be awarded down payment assistance of \$7,875 toward the purchase of a home. Maximum home purchase price cannot be higher than \$150,000 and maximum household income has been set at \$55,900. Information and forms are available on the City of St. Thomas website under "Social Housing".

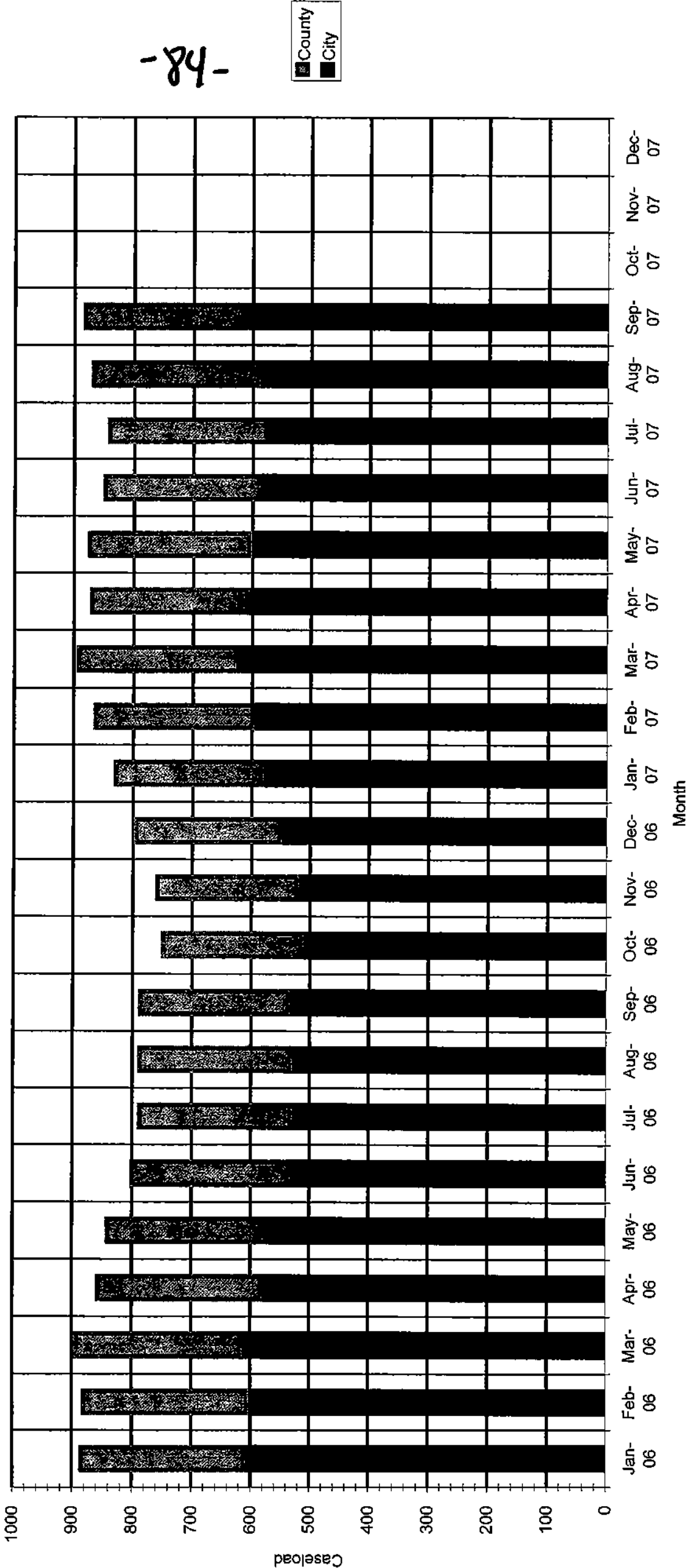
Respectfully submitted,


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

Reviewed By: _____

Treasury	Env Services	Planning	City Clerk	Human Resources	OW & SH
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Ontario Works Caseload Trend 2006 - 2007



month	Caseload	City	County
Jan-05	878	639	239
Feb-05	903	649	254
Mar-05	905	657	248
Apr-05	883	652	231
May-05	837	629	208
Jun-05	823	638	185
Jul-05	810	637	173
Aug-05	816	626	190
Sep-05	805	618	187
Oct-05	800	598	202
Nov-05	814	591	223
Dec-05	853	571	282
Jan-06	885	611	274
Feb-06	881	606	275
Mar-06	893	617	276
Apr-06	857	583	274
May-06	841	572	269
Jun-06	800	536	264
Jul-06	788	533	255
Aug-06	788	533	255
Sep-06	787	537	250
Oct-06	749	514	235
Nov-06	759	523	236
Dec-06	795	552	243
Jan-07	829	583	246
Feb-07	863	599	264
Mar-07	892	623	269
Apr-07	870	608	262
May-07	874	605	269
Jun-07	848	590	258
Jul-07	841	577	264
Aug-07	868	591	277
Sep-07	882	610	272
Oct-07			
Nov-07			
Dec-07			

- 85 -

**Ministry of
Municipal Affairs
and Housing**

Housing Finance Branch
777 Bay Street, 2nd Floor,
Toronto, ON M5G 2E5
Tel: 416 585-6437
Fax: 416 585-6588

**Ministère des
Affaires municipales
et du Logement**

Direction du financement du logement
777, rue Bay, 2^e étage
Toronto, ON M5G 2E5
Tél : 416 585-6437
Téléc : 416 585-6588



September 26, 2007

Ms. Elizabeth Sebestyen
Housing Administrator
City of St. Thomas
423 Talbot Street
St. Thomas, ON N5P 1C1

City of St. Thomas
Received

OCT 15 2007

City of St. Thomas
Dep't

Re: Social Housing October 1, 2007 Quarterly Payment

The Province processes quarterly payments for social housing at the beginning of January, April, July and October, and deposits these payments directly into Service Manager's bank accounts.

Where applicable, payments are processed for: "Federal Funding" as required under Section 134 of the *Social Housing Reform Act* (SHRA); "Strong Community Rent Supplement" program funding; and, or, "Apportioned Share of Social Housing Costs in Territories or Deemed to be Territories without Municipal Organization" as required under Section 130 (4) of the SHRA.

Our financial processing system will consolidate the separate payments into one Electronic Funds Transfer (EFT) deposit in your Service Manager bank account on the first business day of the month.

The breakdown of the EFT deposit, by initiative, is as follows:

Program Title	Payment this Quarter	Calendar Year to Date (including this Quarter's payment)
Federal Funding	\$253,943.00	\$1,015,772.00
Strong Community Rent Supplement	\$50,933.59	\$203,734.36
Apportioned Share of Social Housing Costs	n/a	n/a
Total	\$304,876.59	\$1,219,506.36

Funding is to be used by the Service Manager as per applicable legislation or agreement.

In the event an adjustment to your payment is required, you will receive a letter of explanation under separate cover.

Page 2

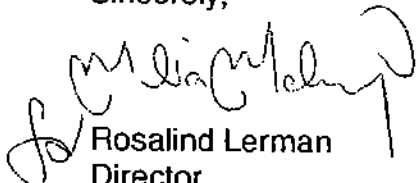
Ms. Elizabeth Sebestyen

September 26, 2007

If you have questions, please do not hesitate to contact the following staff for assistance:

- Federal Funding: David Yitagessu, 416.585.7322 or David.Yitagessu@ontario.ca
- Strong Community Rent Supplement Program, Howard Douglas, 416.585.6945 or Howard.Douglas@ontario.ca
- Apportioned Share of Social Housing Costs in Territories or Deemed to be Territories without Municipal Organization, Darlene Kelley, 416.585.6054 or Darlene.Kelley@ontario.ca

Sincerely,



Rosalind Lerman
Director
Housing Finance Branch

c: Ms. Sandra Datars Bere
Mr. Wendall Graves
Mr. Tony Brutto

REFERRED TO	
S. DATARS BERE	
E. SEBESTYEN	max
W. DAY	
FOR	
DIRECTION	<input type="checkbox"/>
REPORT OR COMMENT	<input type="checkbox"/>
INFORMATION	<input checked="" type="checkbox"/>
FROM MARIA KONEFAL	

The Central Elgin Planning Office

Report No: CEPAC-02-2007

File No.: KK-2007-1

Directed to: Mayor Barwick and Members of City Council

Report Date: October 28th, 2007

Council Meeting Date: Nov 5th, 2007

Subject: Southwold withdrawal from Central Elgin Planning Area – 2008 Financial Impact

Department: Planning Department

Prepared By: Central Elgin Planning Advisory Committee

Attachments: Organizational Chart

Recommendation:

THAT: Report CEPAC-02-2007 be received for information;

THAT: The Council of the Corporation of the City of St. Thomas enter an agreement with the Municipality of Central Elgin for the provision of joint planning services through the Central Elgin Planning Advisory Committee (CEPAC);

AND THAT: The Planning Director be authorized to revise the current CEPAC agreement, with the assistance of the City Solicitor as required, respecting the provision of a joint planning service between the City of St. Thomas and the Municipality of Central Elgin.

ORIGIN:

On December 11th, 2006 the Township of Southwold gave notice to the City of St. Thomas and the Municipality of Central Elgin that they were withdrawing from the Central Elgin Planning joint planning arrangement and would not be renewing the CEPAC agreement when it expires December 31st, 2007. No specific reasons for withdrawing were provided.

In February of 2007 the CEPAC Committee requested that the Councils authorize the Committee to assess the impact of Southwold's withdrawal and make recommendations to both Councils on the future operation of the joint planning arrangement. (Report CEPAC-01-2007, February 5th, 2007)

Subsequent to the February CEPAC Report the Committee members confirmed with their respective Councils that the interest to continue the joint planning arrangement was high and that the assessment report need not consider alternate planning arrangements.

This report includes the following:

- Background information
 - History - Central Elgin Planning Area
 - Legislative framework for Planning
 - Planning staff complement
- 2008 CEPAC Budget Estimates
- 2008 CEPAC Distribution of Costs Estimates
- Transition Procedures re: withdrawal of Southwold
- 2008 CEPAC Agreement – St. Thomas and Central Elgin.

BACKGROUND:

History - Central Elgin Planning Area:

The concept of joint planning has existed in St. Thomas/Elgin County area since the mid 1960's with the establishment of the first formal Planning arrangement. Below are milestones dates marking key transition events since the mid 1960's to the establishment of the current Central Elgin Planning Area Advisory Committee.

- 1966- The "Elgin County Planning Area" was established. The City of St. Thomas was a member of the Elgin County Planning Area as a Subsidiary Planning Area. The Elgin County Planning Area was

dissolved in 1968.

- 89 -

- 1969 - Elgin County was divided into 3 separate Planning Areas - West, Central and East and 3 joint planning boards were established under the Planning Act. The Central Elgin Planning Board comprised the City of St. Thomas, the Villages of Port Stanley and Belmont, and the Townships of Yarmouth and Southwold. Under the legislation the Planning Board was an incorporated body and held the decision-making responsibility for planning matters under the Planning Act. The joint Planning Board retained staff that provided planning services to the 5 member Municipalities. The Planning Board was funded jointly by the 5 members.
- 1983 - A new Planning Act dissolved all joint and subsidiary planning boards and areas in Ontario. The new Act provided for local Councils to be directly responsible for planning matters under the Planning Act. The 5 Central Elgin municipalities decided to continue to receive their Planning services through a joint agreement and formed the Central Elgin Planning Advisory Committee (CEPAC). Staff became employees of the City of St. Thomas and the mechanisms for delivering the Planning Service were set out in a formal agreement. Participation in this planning arrangement was voluntary.
- 1998 - The formation of the amalgamated Municipality of Central Elgin reduced CEPAC to the current 3 members - City of St. Thomas, Municipality of Central Elgin and the Township of Southwold.
- 2007 - CEPAC arrangement continues to provide a full range of Professional Planning Services to its member municipalities. The Planning Office functions as a Planning Department for each of the Municipalities and carries out the day-to-day business of planning. This joint arrangement is unique in Ontario and has been in place for 39 years.

Legislative Framework for Planning:

The framework for municipal planning is established by the Planning Act which sets out the ground rules for land use planning in Ontario and describes how land uses may be controlled, and who may control them. The general objectives of the Planning Act are to:

- promote sustainable economic development in a healthy natural environment within a provincial policy framework
- provide for a land use planning system led by provincial policy
- integrate matters of provincial interest into provincial and municipal planning decisions by requiring all decisions be consistent with the Provincial Policy Statement
- provide for planning processes that are fair by making them open, accessible, timely and efficient
- encourage co-operation and coordination among various interests
- recognize the decision-making authority and accountability of municipal councils in planning

Municipalities, when implementing local planning, must adhere to the requirements of the Planning Act which provides the basis for:

- considering provincial interests, such as protecting and managing our natural resources preparing official plans and planning policies that will guide future development
- establishing a streamlined planning process which emphasizes local autonomy in decision-making
- regulating and controlling land uses through official plans, zoning by-laws and minor variances
- regulating and controlling the division of land through Plans of Subdivision and land Severances
- ensuring the rights of local citizens to be notified about planning proposals, to give their views to their municipal council, and to appeal decisions to the Ontario

Within the context of the Planning Act and the Provincial Policy Statement, Municipal Councils are required to:

- make local planning decisions that will determine the future of their community
- prepare an Official Plan, which sets out the municipality's general planning goals and policies that will guide future land use
- prepare a zoning by-law, which provides for the implementation of the Official Plan by setting the rules and regulations that control development as it occurs

Planning Staff Complement:

The CEPAC agreement requires the City of St. Thomas retain a Planning Department to provide Planning Services to CEPAC members. The Planning Department currently has five staff members. Their names and positions are provided below. All staff members are employees of the City of St. Thomas.

Patrick J. C. Keenan, Director, Planning
Jim McCoomb, Planner
Steve Craig, Senior Planning Technician
Mike Noon, GIS Technician
Jennifer Kirkness, Planning Assistant

A current organizational chart is attached for the information of Council.

FINANCIAL IMPACTS

The following information identifies an estimate of the financial impact, in 2008, on the City of St. Thomas and the Municipality of Central Elgin resulting from Southwold's withdrawal from the joint planning arrangement at the end of 2007. The material presented is based on staff's best estimates of the 2008 CEPAC Budget.

2008 CEPAC Budget Estimate:

The 2008 CEPAC Budget estimate has been developed using the City of St. Thomas 2008 – 2011 Financial Forecast, received by the Council of the City of St. Thomas on October 15th, 2007. The Forecast includes a 2.5% inflation cost increase.

The 2008 CEPAC Budget estimate updated the financial forecast for 2008 to reflect additional information used to project the deficit. Final numbers for the 2007 budget, upon which the 2008 CEPAC budget will be based, will not be available until early in 2008 when all 2007 accounts have been closed.

TABLE 1: 2008 CEPAC BUDGET ESTIMATE:

	2007	2007	2008
	APPROVED	ESTIMATED	BUDGET
DESCRIPTION	BUDGET	ACTUAL	ESTIMATE
REVENUE			
41-2-01-1-0000-9194 Report Fees	\$10,500.00	\$10,500.00	\$10,500.00
41-2-01-1-0000-9195 Subdivision Agreement Fees	2,600.00	2,600.00	4,000.00
41-2-01-1-0000-9499 Misc. Sales	400.00	544.00	400.00
41-2-01-1-0000-9590 Net Recoveries (P/Subd)	1,000.00	3,600.00	3,391.00
TOTAL REVENUE	14,500.00	17,244.00	18,291.00
EXPENSES			
41-2-01-1-0000-3010 Full Time Salaries	323,059.00	335,208.00**	346,925.00**
41-2-01-1-0000-3011 Part Time Salaries	4,127.00	4,551.00**	4,230.18**
41-2-01-1-0000-3120 All Statutory Benefits	21,082.00	21,082.00**	21,236.15**
41-2-01-1-0000-3130 All Employer Benefits	29,148.00	29,148.00**	29,730.64**
41-2-01-1-0000-3135 OMERS	23,883.00	23,883.00**	25,969.53**
41-2-01-1-0000-3210 Car Allowance	600.00	600.00	600.00
41-2-01-1-0000-4001 Receptions/P. Relations	300.00	400.00	307.50
41-2-01-1-0000-4020 Staff Training	600.00	115.00	1,000.00
41-2-01-1-0000-4171 Building Rent/Lease	5,995.00	5,995.00	6,144.88
41-2-01-1-0000-4173 Equipment Rental Non-Owned	6,300.00	6,300.00	6,457.50
41-2-01-1-0000-4257 Regular Postage	800.00	400.00	820.00
41-2-01-1-0000-4259 Courier, Delivery, Freight	300.00	200.00	307.50
41-2-01-1-0000-4272 Printing	1,900.00	2,300.00	2,500.00
41-2-01-1-0000-4280 Staff Mileage	800.00	600.00	820.00
41-2-01-1-0000-5010 Equipment Supplies	1,000.00	500.00	1,025.00
41-2-01-1-0000-5011 Stationery, Supplies	2,080.00	1,500.00	2,132.00
41-2-01-1-0000-5017 Repairs/Maintenance	1,000.00		1,025.00
41-2-01-1-0000-5510 Publications/Subscriptions	600.00	100.00	615.00
41-2-01-1-0000-7039 Surplus/Deficit Forward	666.00	666.00	6,564.00**
41-2-01-1-0000-7045 Overhead Allocation	29,791.00	29,791.00	30,535.78
TOTAL EXPENSES	\$454,031.00	\$463,339.00	\$488,945.65
TOTAL OPEARATIONS	\$439,531.00	\$446,095.00	\$470,654.65

** The 2008 CEPAC Budget estimate reflects unforeseen expenses incurred in 2007 as a result of salary and benefit increases due to staff job evaluation. This increase will result in a projected deficit of approximately \$6,500.00 in 2007, which will be carried forward into the 2008 budget, in accordance with the CEPAC agreement. The projected deficit will be partially off-set by an increase in revenue in 2007.

2007 – CEPAC DISTRIBUTION OF NET OPERATING EXPENSES St. Thomas, Central Elgin, Southwold

The table below (Table 2) contains the calculation of the 2007 distribution of the net operating budget of the Central Elgin Planning Office. The calculation is based 50% on population and 50% on actual value assessment in accordance with the terms of the CEPAC agreement. The information on population and assessment is obtained yearly, at budget time, from the Municipal Property Assessment Corporation (MPAC).

Table 2: 2007 CEPAC Distribution Of Net Operating Expenses:

Population	St. Thomas	Central Elgin	Southwold
2007 Total Population	32,459.00	12,167.00	4,346.00
% Population	66.28%	24.84%	8.87%
Assessment (\$)			
2007 Total Assessment Value (\$)	\$ 2,286,341,017.00	\$ 1,177,096,170.00	\$ 583,666,930.00
% by Assessment	56.49%	29.08%	14.42%
Distribution Formula			
50% by Pop	33.14%	12.42%	4.44%
50% by Assessment	28.25%	14.54%	7.21%
Operating Budget			
2007 Operating Budget	\$ 439,531.41		
Distribution			
2007 Distribution	61.39%	26.96%	11.65%
2007 Budget Distribution			
Distribution of Net Budget	\$ 269,828.33	\$ 118,497.67	\$ 51,205.41

2008 – ESTIMATED CEPAC DISTRIBUTION OF NET OPERATING EXPENSES: St. Thomas, Central Elgin, Southwold

To accurately ascertain the financial costs associated with Southwold's withdrawal we have calculated the 2008 distribution of net operating expenses using the 2008 budgets estimates contained in Table 1. This calculation is shown in Table 3 below. The Estimated 2008 Budget Distribution includes the estimated deficit incurred in 2007, which in accordance with the CEPAC agreement is carried forward into the 2008 budget to be shared by member municipalities.

Table 3 identifies Southwold's share of the estimated 2008 CEPAC net operating budget to be \$54,822.56. The withdrawal of Southwold from CEPAC will require the two remaining municipalities share Southwold's portion of the 2008 budget (see Table 4), if they chose to continue to participate in the joint planning arrangement.

Table 3: 2008 ESTIMATED CEPAC MEMBER DISTRIBUTION, INCLUDING SOUTHWOLD

Population**	St. Thomas	Central Elgin	Southwold
2008 Total Population	32,459.00	12,167.00	4,346.00
% Population	66.28%	24.84%	8.87%
Assessment (\$) **			
2008 Total Assessment Value (\$)	\$ 2,286,341,017.00	\$ 1,177,096,170.00	\$ 583,666,930.00
% by Assessment	56.49%	29.08%	14.42%
Distribution Formula			
50% by Pop	33.14%	12.42%	4.44%
50% by Assessment	28.25%	14.54%	7.21%
Operating Budget			
2008 Operating Budget	\$ 470,654.65		
Distribution			
2008 Distribution	61.39%	26.96%	11.65%
2008 Budget Distribution			
Distribution of Net Budget	\$ 288,920.75	\$ 126,911.34	\$ 54,822.56

** The distribution formula will be revised upon receipt of updated population and assessment information from MPAC as part of the formal budget preparation and submission in early 2008.

2008 – CEPAC Member Distribution Calculation: St. Thomas and Central Elgin

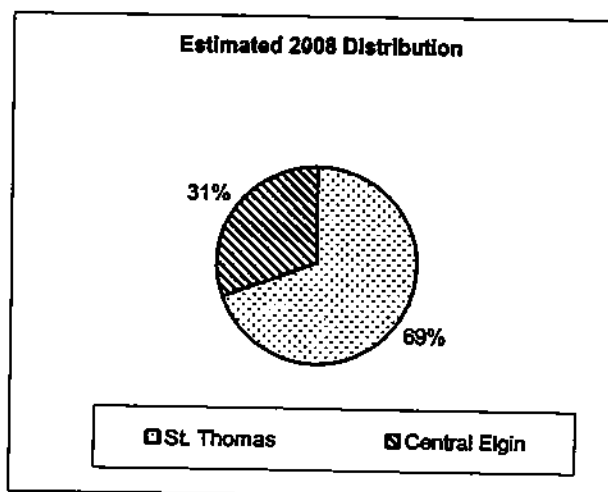
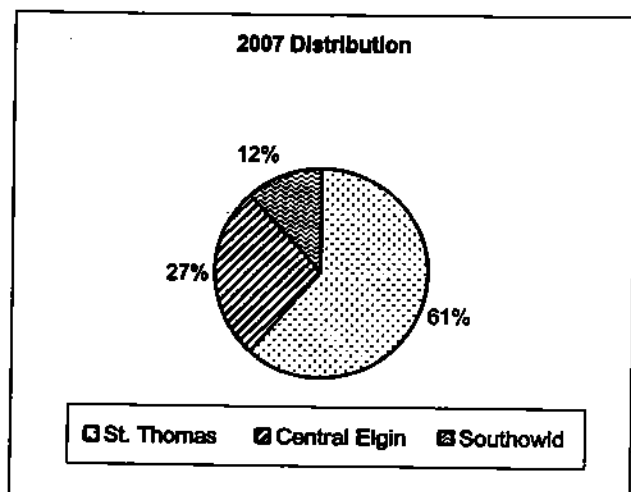
-92-

Table 4 estimates the distribution of the 2008 CEPAC net operating budget (Table 1) between the City of St. Thomas and the Municipality of Central Elgin.

Table 4: 2008 ESTIMATED CEPAC MEMBER DISTRIBUTION,

Population **	St. Thomas	Central Elgin
2008 Total Population	32,459.00	12,167.00
% Population	66.28%	24.84%
Assessment (\$) **		
2008 Total Assessment Value (\$)	\$2,286,341,017.00	\$1,177,096,170.00
% by Assessment	56.49%	29.08%
Distribution Formula		
50% by Pop	33.14%	12.42%
50% by Assessment	28.25%	14.54%
Operating Budget		
2008 Operating Budget	\$470,654.65	
Distribution Without Southwold		
2008 Distribution	69.37%	30.63%
2008 Budget Distribution Without Southwold		
Distribution of Net Budget	\$326,514.94	\$144,139.71

The pie charts illustrate the estimated % change in the distribution of CEPAC's net operating costs between 2007 and 2008.



SUMMARY OF FINANCIAL IMPACTS

- The 2008 CEPAC Budget estimate will include a projected deficit incurred in 2007, of approximately \$6500.00 (See Table 1) (a deficit is carried over to 2008 in accordance with the agreement)
- The estimated 2008 CEPAC Net Operating Budget will increase by approximately \$31,123.24 from 2007 (See Table 1)
- Southwold's share of the estimated 2008 CEPAC Net Operating Budget is \$54,822.56 (See Table 3). This amount includes their share of the projected 2007 deficit and has been calculated to identify the financial costs of their withdrawal from CEPAC in 2008.
- The 2008 CEPAC Net Operation Budget is estimated at \$470,654.65 (Table 1). In accordance with the agreement, the budget distribution in 2008 is projected to be \$326,514.94 to the City of St. Thomas and \$144,139.71 to the Municipality of Central Elgin (Table 4)

TRANSITION PROCEDURES -WITHDRAWAL OF SOUTHWOLD

There a number of transitional matters that will need to be addressed by the Planning Department to facilitate the withdrawal of Southwold at the end of 2007. These matters are set out in the agreement and relate to office operations, physical assets and financial matters associated with terminating the relationship with Southwold Township.

Office Operations:

The following steps for the giving of notice to the public of the pending change to the planning services in Southwold have been prepared by staff and reviewed by the Advisory Committee.

- Effective November 1st, 2007 staff will begin to provide notice to the public, agencies, consultants, government offices and the development community that effective January 1st, 2008 all planning enquiries regarding Southwold Township are to be directed to the Township Offices.
- Effective December 1st, 2007 planning staff will not be directly involved in planning applications where the regulatory process will extend beyond January 1st, 2008. At the request of Southwold Council, staff will continue to provide planning support to any applications initiated prior to December 1st, 2007 which continue into 2008 at an hourly fee to be negotiated by members of CEPAC and the Council of the Township of Southwold.

Physical Assets:

The agreement provides that all files of each member municipality are on loan to the Planning Office for the duration of the agreement. All files, paper and electronic will be returned to the Township of Southwold Office by December 15th, 2007. All GIS layers (mapping files) will be placed on a disk in several formats and returned on December 15th, 2007.

The Advisory Committee has agreed to leave the Southwold map layers on the CMap public web site. Effective January 1st, 2008 all internal access to the web server by Southwold staff will be disconnected and the planning department will no longer take any responsibility for the accuracy of the Southwold information displayed on the public site or for updating the posted information. A notice to this effect will be placed on the public web mapping site in January 2008.

Financial:

Subject to the terms of the agreement the Township of Southwold is entitled to their respective share in any physical assets (capital) purchased during their time of membership. At the time CEPAC was established in 1983 all physical assets (tables, chairs, desks computers etc. were purchased by CEPAC as capital expenditures. In 1996 the offices were renovated by the City of St. Thomas and all furniture, including computers, were replaced by the City without contribution from the other members. The Advisory Committee including the Southwold representative has agreed that there are no original assets remaining to value for the purpose of making a financial payment to Southwold.

Currently the Planning Department, pursuant to the agreement, retains a reserve account which will have a balance of approximately \$31,688.00 (projected) at the end of 2007. In accordance with the agreement the Township of Southwold is entitled to a payment from reserves for an amount reflecting their 2007 percentage contribution. This amount will be adjusted to reflect Southwold's share of the 2007 projected deficit. We will not be able to calculate the amount to be paid out until early in 2008 when the 2007 CEPAC accounts are closed out.

LEGAL AGREEMENT

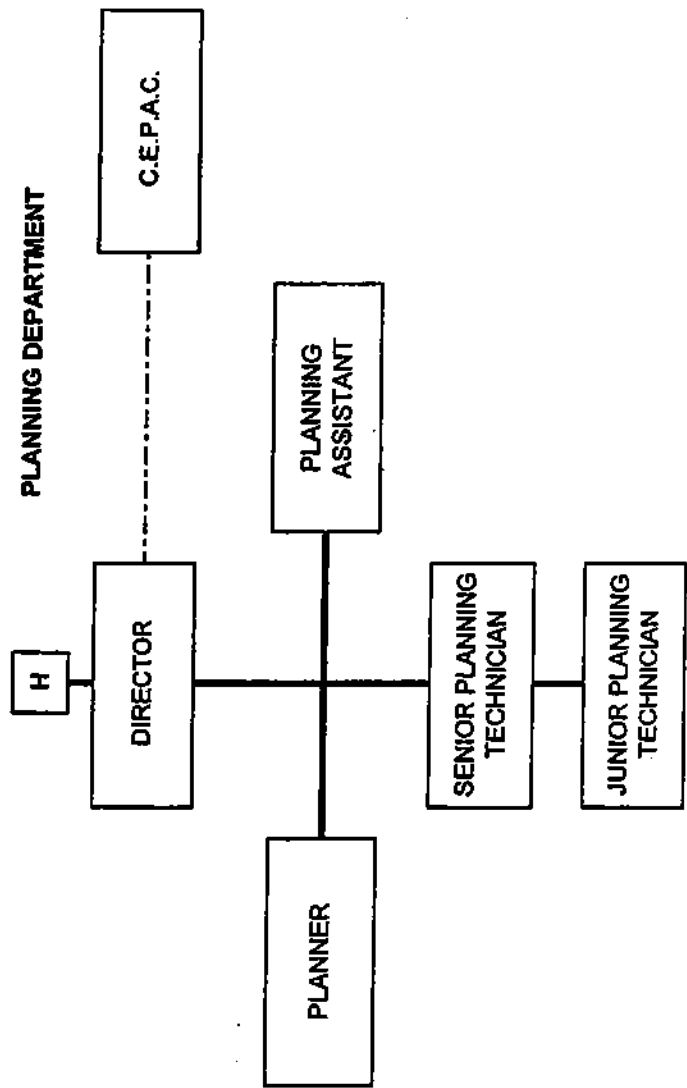
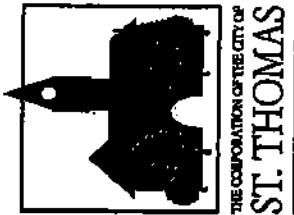
The current CEPAC agreement expires on December 31st, 2007. If the two remaining members agree to continue the current agreement will require several amendments to reflect the two party relationship. The Advisory Committee is recommending that the Planning Director be authorized to revise the agreement with the assistance of the City Solicitor - Mr. Sanders.



Alderman Heather Chapman, Chair, CEPAC
City of St. Thomas



Councillor Sally Martyn, CEPAC Representative
Municipality of Central Elgin



ISSUED: MAY, 2003
SUPERCEDES: DECEMBER 5, 2000

Dennis Redman Memorial Golf Tournament

305 Wellington Street, St. Thomas, Ontario N5R 2T2

Phone: (519) 631-0210 Fax: (519) 631-0215

October 15, 2007

Council Agenda

RECEIVED

OCT 22 2007

Mayor Barwick and Members of City Council
The Corporation of the City of St. Thomas
545 Talbot Street
St. Thomas, ON
N5P 3V7

City of St. Thomas
RECEIVED

OCT 23 2007

City Clerk's Dept.

Dear Mayor Barwick and Council;

Thank you for participating in the annual Dennis Redman Memorial Tournament held on September 20, 2007 at the St. Thomas Golf & Country Club. We would like to extend our sincere appreciation for helping make this event a huge success!

The bulk of the proceeds from this event will be going into a scholarship fund that has been set up in Captain Dennis Redman's name. Monies from this fund will go to area high school students who are enrolled in courses specific to emergency services. A smaller portion will go to Memory Gardens, which is a relaxing place to reflect and remember people like Dennis.

Your contribution was an integral part of the fundraising of this event and we sincerely thank you for your generosity.

We are grateful for the support of both people from our community and those from surrounding communities.

Sincerely yours,



Bob Barber
Golf Steering Committee



Fire Department



St. Thomas
Professional



Memory Garden

-96-

City of St. Thomas
Received

**Ministry of Community Safety
and Correctional Services**

Emergency Management Ontario
77 Wellesley Street West
Box 222
Toronto ON M7A 1N3

Office of the Chief

Telephone/Téléphone
Facsimile/ Télécopieur
E-mail

**Ministère de la Sécurité communautaire
et des Services correctionnels**

Gestion des situations d'urgence Ontario
77, rue Wellesley Ouest
C.P. 222
Toronto ON M7A 1N3

Bureau du chef

(416) 314-3723
(416) 314-3758
Information.EMO@Ontario.ca

OCT 16 2007

City Clerk's Dept.



C.C. Ray
Invent.

File Reference/Référence:

October 11, 2007

*Cancel Info
ADVICE INFO IN
MAYOR'S OFFICE*

Dear Head of Council:

As you are aware, the timeline for compliance with the annual municipal requirements of the *Emergency Management and Civil Protection Act* is December 31, 2007. Many communities have already completed their annual program and the process is well underway in most others. We congratulate those municipalities for their exceptional efforts and commitment. Our records reflect, however, that there may be some municipalities that are experiencing challenges in fulfilling the annual program requirements for 2007. This may be a result of staff turnover, competing priorities, limited resources, or other factors. Notwithstanding the circumstances, municipal compliance is required under the Act and the program is a critical element in keeping Ontario safe and in building disaster-resilient communities.

I am writing at this time to remind those municipalities who have had problems that assistance is available from Emergency Management Ontario Field Officers in meeting your legislated responsibilities. EMO has developed a program of guidance and practical advice that has proven extremely successful in aiding municipalities in developing and maintaining their local emergency management programs. Your local Field Officer is available to meet with you or your staff and develop a workplan that will permit you to meet the legislated requirements for the current year, and to build a robust community emergency management program that will be sustainable on an annual basis as required by the Act.

.../2

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- 2 -

I have attached for your convenience a list of EMO's Field staff and their areas of operation. I would urge those communities experiencing difficulties to contact the appropriate Field Officer for their sector at their earliest convenience to discuss how a program of compliance may be implemented. By working together we can build a stronger and safer Ontario for the immediate and future benefit of our families and our economies.

If you would care to discuss this with me personally, I invite you to call me at 416-314-6186.

Sincerely,



Dan Hefkey
Chief

c.c. CEMC
Field Officer

REFERRED TO	
RAY ORMEROD	
FOR	
DISCUSSION	<input type="checkbox"/>
COMMENT	<input type="checkbox"/>
INITIALS	<input checked="" type="checkbox"/>
FROM MARIA KONEFAL	



Corporate Services
Clerk's

October 1, 2007

Resolution No. 2007-1118

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

OCT 19 2007

City Clerk's Dept.

Dear Mr. Graves:

Subject: Resolution Regarding Social Housing Financing

I am writing to advise that Regional Council approved the following resolution at its meeting held on September 13, 2007:

Whereas there is substantial proof that investment in Social Housing pays for itself through savings in many other public services;

And whereas, Social Housing contributes to economic development and environmental sustainability by providing affordable places to live for many key workers in proximity to their places of employment;

And whereas, lessons learned from past social housing programs, combined with the challenges of producing new social housing, have made it obvious that creating partnerships amongst all levels of government are imperative for new delivery and that upfront capital grants are preferable to open-ended operating subsidies;

And whereas, the largest component of current operating subsidies is the cost of mortgage debt retirement;

And whereas, there is substantial potential equity available in existing Social Housing assets, that is locked up by debt obligations and subsidy program restrictions;

And whereas, there is international experience in leveraging the asset value of Social Housing, including the "brutering" initiative in the Netherlands, which cancelled outstanding debts, cancelled ongoing operating subsidies, lessened ongoing program administration, and placed greater autonomy and

responsibility with providers, and resulted in the use of existing assets to support both new development and rehabilitation;

And whereas, the Canada Mortgage and Housing Corporation has begun to generate financial surpluses which are forecast to grow, and the federal expenditures on social housing, including transfers to the Provinces, will be declining substantially, both of which give the federal government large capacity to protect its investments in social housing;

Therefore be it resolved, that the Federal and Provincial Governments be requested to seriously explore the successful international experience in leveraging the asset value of existing Social Housing, including the write off of outstanding mortgage debts and the reduction of ongoing operating subsidies, to foster greater provider accountability and to facilitate both new construction and ongoing maintenance;

And further, that a copy of this resolution be circulated for endorsement to all Municipal Service Managers and District Social Services Administration Boards (DSSAB).

Peel Regional Council is asking for endorsement of this Resolution, which should then be forwarded to both the Federal and Provincial Governments. The Resolution addresses Social Housing financing mechanisms, and not just the need for "grant" and "support", which is one reason why Council believes it should be considered at this time notwithstanding the Provincial/Municipal Fiscal Review process.

A copy of this Resolution has been sent separately to your Housing Leads to facilitate consideration.

Sincerely,



Charlotte Gravlev
Regional Clerk and Director of Clerk's

:vm

c: Keith Ward, Commissioner of Human Services

-100-

For Council Agenda
Open Source Data Base
Comments



MANITOULIN-SUDBURY DISTRICT
SOCIAL SERVICES ADMINISTRATION BOARD
CONSEIL D'ADMINISTRATION DES SERVICES
SOCIAUX DU DISTRICT DE MANITOULIN-SUDBURY

210 boul Mead Blvd
 Espanola, ON P5E 1R9
Telephone/Téléphone: (705) 862-7850
Fax/Télécopieur: (705) 862-7805
<http://www.mssab.net>

RECEIVED
OCT 17 2007

OCT 23 2007

City Clerk's Dept.

October 11, 2007

Open Letter to CMSMs and DSSABs

Dear Mayor, Reeve or Chair,

At their September 27th meeting, Manitoulin-Sudbury DSSAB Board members discussed what is proving to be a significant social housing cost that is being 100% borne by all Ontario municipalities as a direct result of provincially set social assistance rules that your DSSAB believes merit review and change.

The status quo sees Ontario municipalities indirectly subsidising social assistance to the tune of \$175 Million per year. In our jurisdiction, this represents a \$311,448 cost that is presently apportioned to our member municipalities and reflected in the municipal taxes that they collect from their constituents.

When looked at in the context of Premier McGuinty's indication that the province will be uploading the municipal share of the cost of ODSP over the coming four years, it bears noting that, locally, 82% or \$255,162 of the 100% municipally funded \$311,448 social assistance subsidy is directly attributable to ODSP recipients who are tenants of social housing units operated by either the DSSAB (public housing) or its member municipalities (non-profit housing).

When a social assistance recipient is renting in the private market, the maximum shelter rates apply. However, if the same individual resides in a social housing unit, a rent-geared-to-income table is applied instead of the maximum shelter rates. The DSSAB believes the province should address the 100% municipal cost impact of the "RGI" and "shelter rate" rules they have set when it comes to social assistance recipients when they live in "social housing units" yet not when they live in private sector housing units.

Your DSSAB believes these rules merit provincial review and change. It is specifically recommending that:

- i. the province undertake a review of the "maximum OW/ODSP shelter rate" allowable in social housing settings as it has not kept pace with marketplace rents;

- ii. the province amend its RGI rent scales to see them match the maximum shelter rate for all OW/ODSP recipients.

It is your DSSAB's request that your municipality support the DSSAB in its efforts to see this indirect 100% municipal subsidy of social assistance costs addressed by the proper authorities.

Your DSSAB has passed a resolution to that effect and trusts your Council will consider doing likewise and forward a copy of same to the attention of the province, AMO, the Provincial-Municipal Fiscal Review Table and the DSSAB.

If I can be of further help with this matter, please do not hesitate to call.

Respectfully Yours,

original signed by

Ray Chénier, Chair
Manitoulin-Sudbury DSSAB

N.B. – A copy of the DSSAB's resolution (Resolution No. 07-74) is here-attached. A copy of the PowerPoint Presentation to the Board on the matter is available in the DSSAB's September 27th Board minutes which can be accessed at www.msdsb.net.



**MANITOULIN-SUDBURY DISTRICT
SOCIAL SERVICES ADMINISTRATION BOARD
CONSEIL D'ADMINISTRATION DES SERVICES
SOCIAUX DU DISTRICT DE MANITOULIN-SUDBURY**

RESOLUTION 07-74

DATE: September 27, 2007

MOVED BY: Mike Lehoux

SECONDED BY: Dean Wenborne

WHEREAS the Provincial government has announced that the municipal share of the ODSP costs will be uploaded over a four year period; and

WHEREAS the Manitoulin-Sudbury DSSAB's share of the \$935 Million of those ODSP costs that will be uploaded represents a projected annual municipal savings of \$2,749,745; and

WHEREAS it is the contention of the Manitoulin-Sudbury DSSAB that the municipal share of the ODSP upload will not be complete until such time as the province also uploads that portion of the shelter cost of persons on ODSP that is 100% borne by municipalities if these persons live in social housing units administered by Service Managers rather than live in private sector housing units; and

WHEREAS it is since 1998, that the Manitoulin-Sudbury DSSAB and its 46 CMSM/DSSAB counterparts across the province have been subsidizing OW/ODSP with 100% municipal social housing dollars to make up the difference between the true rent payable and the low RGI rents that the province permits to be charged to OW & ODSP tenants if and only if they reside in social housing units; and

WHEREAS it has been estimated that the Manitoulin-Sudbury DSSAB and its 46 CMSM/DSSAB counterparts across the province have been paying as much as \$175 million more than they should have for the shelter costs of some 55,000 OW/ODSP clients province-wide who live in social housing units but would not have to have paid if these same social assistance recipients lived in private sector housing units; and

WHEREAS the Manitoulin-Sudbury DSSAB has estimated that the annualized financial share of the \$175 million sum that Ontario's municipalities must pay 100% of to offset the lost rental revenue that they cannot charge to OW & ODSP tenants due to artificially low RGI scale limits that they must adhere to but that private sector housing landlords have no obligation to recognize when it comes to these same persons, costs our DSSAB's member municipalities **\$311,448 per annum**; and

WHEREAS the social housing unit residents who are in receipt of ODSP account for 82% or \$255,162 of that \$311,448; and

WHEREAS this lost operating revenue is 100% subsidised by the DSSAB's member municipalities; and

WHEREAS social housing operating expenses continue to increase every year while Rent Geared to Income (RGI) rent scales stay the same; and

WHEREAS the OW/ODSP RGI scales have been historically set artificially low by the Province of Ontario; and

WHEREAS the Province's established RGI scales have not been revised in well over a decade; and

WHEREAS the current methodology allows OW/ODSP housing tenants who live in private sector housing to receive the full maximum shelter allowance allowed for OW/ODSP recipients, while this is not the case for OW/ODSP tenants who reside in social housing units under CMSM and DSSAB Service Management;

BE IT THEREFORE RESOLVED THAT the Manitoulin-Sudbury DSSAB ask the Province to review the maximum OW/ODSP shelter component as the amounts have not kept pace with marketplace rents; and

BE IT FURTHER RESOLVED THAT the Manitoulin-Sudbury DSSAB ask the Province to amend its RGI rent scales to match the maximum shelter rate for all OW/ODSP recipients; and THAT this resolution be forwarded to the Ministers of Community & Social Services, Municipal Affairs and Housing and Finance as well as the Provincial-Municipal Fiscal Services Review Table for their action; and THAT the Manitoulin-Sudbury DSSAB ask all Manitoulin-Sudbury DSSAB member municipalities, AMO, NOMA, FONOM and all CMSM/DSSAB's to signal their support by passing a similar resolution.

CARRIED

_____ original signed by Ray Chénier, Chair _____

MEMBER	YEAS	NAYS	MEMBER	YEAS	NAYS
ADDISON, LOU			KILLAH, BRUCE		
BROWN, GARY			LEHOUX, MIKE		
CHAYER, JEAN-MARC			LEONARD, DAVID		
CHÉNIER, J. RAYMOND			MacNEVIN, AL		
FREEBORN, EARLE			McMILLAN, JACK		
GAMBLE, LESLIE			PITFIELD, MORGAN		
GOLDEN, DENNIS			WENBORNE, DEAN		

81 Steele Street
St. Thomas, Ontario
N5R 2Y4
October 19th, 2007

City of St. Thomas
Report 02

OCT 29 2007

Honourable Ladies and Gentlemen:

It has been pretty well four months now that a major work project has been in progress on Wellington Street between First Street and Fairview Avenue.

This has engendered a dramatic increase in the volume of traffic on Steele Street, both east and west. Steele Street is a residential street, without sidewalks and not at all very wide. It is certainly not meant to handle the traffic of a major or commercial thoroughfare.

The density of traffic has increased some four or five fold, I would estimate:

On October 17th I counted 144 vehicles (some speeding) passing by my house on Steele Street between 4:30 - 5:00 PM. That's 288 vehicles per hour or 4.8 (almost 5) vehicles per minute. This is simply not acceptable on a small residential street.

On October 19th (this morning) between 11:00 - 11:30 AM I counted 102 vehicles passing my house. 204 per hour. 3.4 per minute. (A quieter time outside of the rush hour.)

I and a number of my neighbours have found this heavy volume of traffic disquieting, for safety reasons and for reasons of peace and quiet and quality of residential life.

I must admit I do not know why I have not addressed this matter much earlier. But it has become quite intolerable.

Furthermore, even in ordinary times, a good number of drivers use Steele Street as a short-cut "speed" route to avoid the stop lights and so on of Wellington. This has always been a problem. I remind you that this street has no sidewalks, and a child care centre is located across the street from me, the children often taken for walks in the good weather. Also, a good number of children and elderly live on this street.

Could not temporary (or, for that matter, permanent!) 40 KPH signs be erected along Steele Street. Or "DRIVE SLOWLY, CHILD CARE CENTRE"? Could four way stop signs not be placed at Steele and Park to slow down the speeders?

Finally, when will the project on Wellington Street be completed, so that traffic will no longer be diverted to little Steele Street and we will have peace at last?

Looking forward to hearing from you on these matters.

Sincerely,



Paul Maurice

81 Steele Street, St. Thomas, Ontario N5R 2Y4 (519) 633-4407



545 Talbot Street • P.O. Box 520, City Hall • St. Thomas, Ontario N5P 3V7
Tel: (519) 631-1680 or Fax: (519) 633-9019

October 24, 2007

Mr. Paul Maurice
81 Steele Street
St. Thomas, ON
N5R 2Y4

Dear Mr. Maurice,

Please find enclosed a response from Mr. Andersen of our engineering department with regard to your concerns.

I have included this information as well as your letter for council agenda. Should council want to take any other action they could do so, but I doubt they will.

Hopefully these problems will be resolved within the next month with the paving of Wellington Street. I do appreciate your concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Cliff Barwick", written in a cursive style.

Cliff Barwick
Mayor

- 106 -

Mayor Cliff Barwick

From: Andersen, Ivar
Sent: Tuesday, October 23, 2007 2:31 PM
To: Mayor Cliff Barwick
Cc: Clement, Brian; Dewancker, John; Radauskas, Rick
Subject: Letter from Mr. Paul Maurice - 81 Steele St.

Mayor Barwick, I'm in receipt of a copy of a letter from Mr. Maurice of 81 Steele St. In his letter, Mr. Maurice complains about the volume of traffic on Steele St. caused by the construction activity on Wellington St., Fairview Ave. to First Ave. Apparently, Heather Welsh left the letter with me to respond to you so that you could reply to Mr. Maurice. The site construction inspector spoke with Mr. Maurice on Oct. 8 and advised him that there really is nothing practical that the City can do to prevent vehicles from using Steele St. Two way traffic continues to be permitted on Wellington St. during the construction, however, this traffic is flagged at times and can be slow. The inspector tells me that, if the weather co-operates, the road should be paved within a month. This should alleviate Mr. Maurice's concerns on Steele St. I would suggest that you advise Mr. Maurice to bear with the situation for another month. It would not be practical to implement a four way stop or lower speed limit on Steele St. as suggested since this would have to be approved by Council. The road would be close to being paved by the time we had the approvals in place.

If you need further information, please do not hesitate to contact me.

Ivar Andersen, P.Eng.
Manager of Operations & Compliance
City of St. Thomas
519-631-1680 ext 4164

10/24/2007



October 22, 2007.

County of Elgin,
450 Sunset Drive,
St. Thomas, Ontario
N5R 5V1

Oct 23 2007

Attention: Mr. Mark McDonald

Dear Sir:

RE: Meeting Investigator.

Malahide Township Council passed the following Resolution on October 19, 2007:

THAT the Township of Malahide supports Option #1 appointing Mr. John Maddox as a Meeting Investigator;

THAT the County of Elgin, member municipalities and the City of St. Thomas be advised.

Please do not hesitate to contact this office if you have any questions or further requirements.

Yours very truly,

TOWNSHIP OF MALAHIDE

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

Copy - Township of Southwold

- Municipality of West Elgin
- Municipality of Dutton/Dunwich
- Municipality of Central Elgin
- Municipality of Bayham
- Town of Aylmer
- City of St. Thomas

H:\diana's files\Randy - 2007\county of elgin - meeting investigator maddox.doc

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

SUSAN E. WILSON
Treasurer
treasurer@township.malahide.on.ca

RECEIVED
OCT 26 2007

Counsel

PUBLIC AFFAIRS

October 22, 2007

For Council Agenda

Mayor Cliff Barwick
The City of St. Thomas
545 Talbot Street
P.O. Box 520
St. Thomas, Ontario
N5P 3V7

OCT 30 2007

~~City Clerk's Dept.~~

Dear Mayor Barwick,

I don't understand why more municipalities don't devote a day to showing their flag at Queen's Park. It is a great way for us to learn about local issues and connect them with our responsibilities.

Senior Liberal Cabinet Minister, Spring 2007

As a former Mayor and Cabinet Minister with over twenty-five years experience in politics, I understand the interplay between provincial and municipal governments. Recent years have seen this interplay intensify, on issues as diverse as transit, infrastructure, affordable housing, human services, health care, and the environment. Increasingly, cities, towns and regions are finding themselves in competition with other municipalities as they advocate for the interests of their citizens at Queen's Park.

To assist your community in standing out from the crowd and to help ensure that its issues are well understood by both elected and non-elected decision-makers at Queen's Park, I would like to propose that Counsel Public Affairs (CPA) organize a Community Day for your city at Queen's Park. My colleagues and I at CPA have many decades of experience at the highest levels of government in both Liberal and PC administrations, as well as extensive municipal, private sector and consulting expertise.

Now is the time to begin defining your future course and determining how best to engage the new government. A Community Day at Queen's Park is an ideal venue to raise awareness and understanding of your key issues, and ensure that these issues are on the new government's agenda.

A Community Day early in the next Parliament is an ideal way to market your issues with the new Ontario government. Counsel Public Affairs would work with your staff to identify your key issues of concern, align them to the newly-elected government's policy

Charles Beer
cbeer@counselpa.com

W. Donald Cousens
dcousens@counselpa.com

Philip Dewan
pdewan@counselpa.com

Charles Harnick, Q.C.
charnick@counselpa.com

Caroline Pinto
cpinto@counselpa.com

priorities and objectives, and build the case for the Province to address these critical local issues. We would target the key Ministers, MPPs and non-elected government decision-makers and organize meetings with them. Working with your staff, we would help identify stakeholders to invite to your Community Day, assist in securing a local MPP to sponsor your Community Day and ensure that their support is recognized in the Legislature, assist in preparing necessary supporting documentation, such as briefing material and presentations, and provide event management services to facilitate your Community Day. Together, we would determine the type of capstone event, such as a lunch and learn session or a cocktail reception for government decision-makers, that best fits your goals.

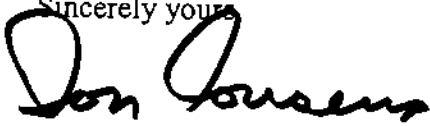
As an option, where it is desirable to have media profile – and it is not always – we would design a media outreach plan to ensure maximum exposure for your Community Day and your issues, both locally and across the province, and assist in planning and orchestrating a Press Conference to support your Community Day.

The time for your community to make its mark on the new government is fast approaching. Counsel Public Affairs has the skills and experience necessary to help you do that.

I have enclosed a backgrounder with more details for your review. Our proposed fee for this project would range between \$6,000 to \$10,000, depending on your requirements. For further information on this proposal, or assistance on any other urgent matters, please don't hesitate to contact me.

I look forward to the opportunity of working with you.

Sincerely yours



W. Donald Cousens LLD.
Director, Municipal Affairs Practice
Counsel Public Affairs Inc.

Encl.

Community Day at Queen's Park

Counsel Public Affairs

Counsel Public Affairs Inc. (CPA) is one of Ontario's leading government relations firms. We have worked with all three levels of government and represented both public and private sector clients in every sector of the economy.

Collectively, the Principals of CPA bring many decades of combined senior level experience in policymaking, government, and politics. Donald Cousens, the new Director of CPA's Municipal Affairs Practice and former Cabinet Minister, served as Mayor of Markham from 1994-2006 and as a Director of the Association of Municipalities of Ontario.

Principals

Charles Beer – Minister of Community and Social Services and Minister of Francophone Affairs in the Peterson government; MPP – York North (1987-95); Executive Assistant to the Minister of Health and Long Term Care (2003-04); CEO of several non-profit organizations, including the Canadian Executive Services Organization, the Canadian Educational Standards Institute and the Ontario Association of Youth Employment Centers; senior public servant in the Ontario government from 1966-77; current Board Member of the Ontario Hospital Association; Bilingual.

Donald Cousens – Mayor of the Town of Markham, Ontario (1994-2006); MPP – York Centre (1981-87) and Markham (1987-94); Minister of Correctional Services in the Miller government (1985); Opposition Critic for Industry Trade and Technology (1985-86) and Finance and Economics (1993-94); York Region Council – member of Council (1994-2006) and Chair of Finance (1997-2000).

Philip Dewan – Founder of Excelsior Consulting Group Inc.; Chief of Staff to Dalton McGuinty and head of the Liberal Caucus Services Bureau (1999-2003); President and CEO, Fair Rental Policy Organization (1990-99); Director of Policy, Office of Premier David Peterson; Economic Policy Advisor, Office of the Leader of the Opposition; senior advisor in Liberal campaigns in 1985, 1987 and 2003.

Charles Harnick, Q.C. – Attorney General of Ontario and Minister of Native Affairs (1995-99); MPP – Willowdale (1990-99); federal land claims negotiator; civil litigator and Bencher of the Law Society of Upper Canada; co-founder of Suasion Public Affairs Management; senior counselor in Public Affairs for five years; named by Ontario's Minister of Energy to sit on a panel to review executive compensation and strengthen the effectiveness of Ontario's energy sector (2007).

Caroline Pinto – Co-founder of Suasion Public Affairs Management; Senior Vice-President in a public affairs firm; Vice-President and Director Deloitte & Touche;

Counsel and Senior Policy Advisor, Attorney General of Ontario and Minister of Native Affairs (1995-98); called to the bar in 1989; Bilingual.

In our experience, a Community Day at Queen's Park represents an effective way to draw attention to the challenges facing Ontario's communities, through meetings, media events and presentations, with a view to building support within government to address these issues.

Goal of a Community Day at Queen's Park

We understand that Ontario's municipalities face a diverse set of issues that require attention from the provincial government, including transit, infrastructure, affordable housing, human services, health care and the environment.

The goal of a Community Day at Queen's Park is to raise awareness and build an understanding of the key issues affecting your community amongst key government decision-makers, including Cabinet Ministers, Party Leaders and Members of Provincial Parliament (MPPs), with the intention of building support within government, securing subsequent meetings and potentially securing a commitment to address your key issues.

Organization

We would recommend that an internal Planning Committee consisting of your staff and local politicians be created to guide this effort and serve as our main point of contact. The Committee and CPA would work collaboratively to identify your community's main issues of concern and determine the event's strategic approach.

While Cabinet Ministers and Government MPPs and their staff would be the obvious focus, we recommend that consideration also be given to MPPs and staff from Opposition Parties.

We would review the legislative calendar and recommend some possible dates for your Community Day, early in the Government's mandate and after the Legislature resumes sitting.

Strategy

Counsel Public Affairs would work with the Planning Committee to design a strategy that achieves your community's goals. The strategy would:

- Align your community's needs with the newly-elected government's priorities, objectives and programs in the areas identified by the Planning Committee;
- Build your community's case for the government to address the key local issues facing its residents;
- Identify grassroots advocates or external stakeholders who support your community's perspective on its key issues of concern;

- Identify key targeted elected and non-elected decision-makers, including:
 - Cabinet Ministers and Parliamentary Assistants for critical portfolios;
 - Local MPPs;
 - Other influential MPPs from outside of the region (key issue critics, Party Whips, Caucus Chairs);
 - Party Leaders;
 - Key political staff; and
 - Senior civil servants.
- Build a profile for your Community Day at Queen's Park with both local and provincial media, if desirable (an option based on budget and needs); and
- Determine the type of capstone event, such as a cocktail reception for all MPPs, that best fits your goals.

Event Management and Organization

Once the strategic approach has been determined, CPA would assist in developing and executing the following activities:

1. Preliminary Research

- Meet with the Planning Committee to confirm goals, timelines and budget;
- Identify your key issues of concern in collaboration with the Planning Committee;
- Support the development and refinement of key messages;
- Determine the optimal solution to achieve your community's objectives;
- Identify key elected and non-elected government decision-makers, and grassroots advocates or external stakeholders to invite;
- Work in collaboration with the Planning Committee to develop an innovative look or "theme" for the day which is reflective of your community's goals, based on the agreed approach and consistent with your community's key messages; and
- Identify the ideal capstone event to highlight your community's goals.

2. Planning and Design

- Prepare a detailed critical path with all of the steps required to conduct the event;
- Assist in choosing the date of the event;
- Develop a program for the event;
- Manage the logistical details, including scheduling the facility, and arranging catering and audio visual requirements;
- Identify and assist in securing a local MPP to sponsor your Community Day and ensure that it is recognized in the Legislature during Members' Statements;
- Assist the Planning Committee in developing and refining the necessary supporting documentation, including a letter of invitation and key messages, briefing material and a presentation to be used during the day's proceedings, the Press Conference and in meetings with government decision-makers;

- Follow up with government decision-makers who have been invited to the capstone event and Press Conference by the Planning Committee to ensure their attendance;
- Facilitate meetings with the targeted government decision-makers;
- Design a media outreach plan to ensure maximum exposure for the event (optional);
- Assist in the development of a media advisory and news release relating to your Community Day at Queen's Park for distribution on the news wire; and
- Assist in planning the Press Conference.

3. Execution

- Provide event management services for the day's events;
- Escort your Officials to private meetings with elected and non-elected government decision-makers; and
- Facilitate interviews with media as required.

Evaluation and Measurement

Following your Community Day at Queen's Park, CPA and the Planning Committee would meet to:

- Debrief and discuss the results and key findings;
- Follow up with Ministerial aides and other staff to ensure the issues are not lost; and
- Share feedback, determine the extent to which your Community Day achieved its objectives and discuss ongoing advocacy needs.

Municipal Information Renseignements municipaux

- 114 -

Return completed form to:
Alcohol and Gaming
Commission of Ontario
90 Sheppard Avenue, East
Suite 200
Toronto ON M2N 0A4

Remplir et retourner cette
formulaire à :
Commission des alcools
et des jeux de l'Ontario
90, avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4



The information requested below is required in support of all applications for a new liquor licence or outdoor areas being added to an existing liquor licence.

Les renseignements sont recueillis conjointement à toute demande de nouveau permis d'alcool ou d'ajout de zones de plein air à un permis d'alcool existant.

Section 1 - Application Details

Section 1 - Détails de la demande

Establishment name/Nom de l'établissement

MAGGIE'S RESTAURANT

Establishment tel. no./N° de tél. de l'établissement

519-637-9988

Contact name/Nom de la personne à contacter

MAGGIE KHACHAKIAN

Contact's tel. no./N° de tél. de la personne à contacter

519-200-4528

Exact location of establishment (not mailing address - street number and name, city or lot no., concession and township)
Emplacement exact de l'établissement (non l'adresse postale - numéro et nom de la rue, ville ou numéro de lot, concession et canton)

292 WELLINGTON STREET, ST THOMAS, ONT. N5R 2S9

Does the application for a liquor licence include: / La demande de permis d'alcool porte-t-elle entre autres sur :

☒ indoor areas/des zones intérieures ☒ outdoor areas/des zones de plein air

Section 2 - Municipal Clerk's official notice of application for a liquor licence in your municipality

Section 2 - Avis officiel de demande de permis d'alcool dans votre municipalité à l'intention du (de la) secrétaire municipal(e)

Municipal Clerk - please confirm the "wet/damp/dry" status below.

Secrétaire municipal(e) : Confirmer le statut de la région ci-dessous.

Name of village, town, township or city where taxes are paid / Nom du village, de la ville ou du canton à qui les impôts sont versés :
(If the area where the establishment is located was annexed or amalgamated, provide the name of the Village, Town, Township or City was known as)
(Si la région où se trouve l'établissement a été annexée ou fusionnée, nom sous lequel le village, la ville ou le canton était connu)

Is the area where the establishment is located: / La vente de boissons alcooliques est-elle autorisée dans la région où se trouve l'établissement?
☐ Wet (for spirits, beer, wine) / Oui (spiritueux, bière, vin) ☐ Damp (for beer and wine only) / Oui (bière et vin seulement) ☐ Dry / Non

Note:

Specify concerns regarding zoning, non-compliance with bylaws, or general objections to the application by council or elected municipal representatives, must be clearly outlined, in a separate submission or letter within 30 days of this notification.

Remarque :

Toute question particulière concernant le zonage, la non-conformité aux règlements municipaux ou toute objection générale relative à la demande de la part de membres du conseil ou de représentants municipaux élus doit être décrite clairement dans un document distinct ou une lettre à l'intérieur d'une période de 30 jours après la remise du présent avis.

Signature of municipal official / Signature du (de la) représentant(e) municipal(e)

Title / Poste

Address of municipal office / Adresse du bureau municipal

Date

- 115 -

October 24, 2007

St. Thomas City Hall,
545 Talbot St.,
St. Thomas, Ontario
N5P 1C3

Carmen Uyenda

RECEIVED
OCT 26 2007

City of St. Thomas
Reception

OCT 30 2007

Attention: Council Members and Mayor

Re: Third St. Extension

To Whom It May Concern:

When I saw that Wendy's Restaurant was moving, I thought how nice that the space it occupied would be available for development.

Since the Timken Centre went in on Third St. many of us citizens have wished that Third Street could be extended to Talbot Street over the railway tracks. But, since there were business's in the way, we felt it would likely never happen.

I drove by the building today and noticed a "For Lease" sign in the window and it upset me to think that, "has no one thought about this street in our municipal government?" It is such a long stretch on Wellington Street between First Ave. and Ross Street with no other access to Talbot Street. It would be great for business's on Talbot if people using the facility had quick access to their business's to eat and shop possibly after a tournament or function at the facility.

It seems like a no-brainer to me and others. We hope that this has been considered and that there is a "really" good explanation as to why this could not happen to help our downtown. Just a thought.....

Thank you for letting me vent on what I consider an excellent idea to make plans for.

Mrs. Loretta Trainor,
410 Highview Drive
St. Thomas, Ontario
N5R 6C4