

## **AGENDA**

### **THE FORTY-FIRST 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    SEPTEMBER 10TH, 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 H. Chapman

#### **DISCLOSURES OF INTEREST**

#### **MINUTES**

Confirmation of the minutes of the meeting held on September 4th, 2007.

#### **DEPUTATIONS**

Source Protection Program - Grand River Conservation Authority

Lorrie Minshall, Director, Source Protection Program will be in attendance to provide an overview of the Source Protection Program.

#### **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**NEW BUSINESS**Zoning By-Law Amendment - Clinic - 206 Centre Street - Cara Sedlacek

Report PD-29-2007 of the Planner. Pages 7 to 9

**BUSINESS CONCLUDED****ENVIRONMENTAL SERVICES COMMITTEE** - Chairman T. Johnston**UNFINISHED BUSINESS**Road and Sidewalk Reserve FundProposed Playground Development - Feasibility Analysis of Proposed Public/Private Partnership between City of St. Thomas and Faith Baptist Church

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

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Dalewood Ravine Trail - CorrespondencePrograms for the Enhancement of Drinking Water Quality in Homes with Lead Water ServicesBurwell Road between South Edgeware Road and Talbot Street - Sidewalk - CorrespondenceTownship of Southwold - Wastewater Master Planning StudyVacant Land Condominium - Fair and Equitable TaxingForest Avenue Manhole Cover and Sewer - CorrespondenceForest Avenue Sidewalk - PetitionSource Protection Committee Appointments - Grand River Conservation Authority**NEW BUSINESS****BUSINESS CONCLUDED****PERSONNEL AND LABOUR RELATIONS COMMITTEE** - Chairman G. Campbell**UNFINISHED BUSINESS****NEW BUSINESS****BUSINESS CONCLUDED****FINANCE AND ADMINISTRATION COMMITTEE** - Chairman T. Shackelton**UNFINISHED BUSINESS**Bridge, Sewers and Water Capacity in Barwick Street AreaCell Phone PolicyKiwant Manors Limited - Seniors' Housing - 139 First Avenue

Thomas the Tank Engine Event - User Fees

Report TR 38-07 of the Director, Parks and Recreation and Director, Finance and City Treasurer.

Pages 10 to 13

Downtown Development Board - Horton Farmers' MarketOntario 9-1-1 Advisory Board - Grant Request**NEW BUSINESS**Health Recruitment Partnership

Report CC-33-07 of the City Clerk. Pages 14 to 17

**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 Park**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 TicketsCity Parking System CommitteeTaxis By-Law - Enforcement of Non-Licensed TaxisNew Years Eve Bus Service - Mothers Against Drunk Driving**NEW BUSINESS****BUSINESS CONCLUDED****SOCIAL SERVICES COMMITTEE** - Chairman L. Baldwin-Sands**UNFINISHED BUSINESS****NEW BUSINESS**

**BUSINESS CONCLUDED****REPORTS PENDING**

ROAD RESURFACING PROGRAM - BUDGET FORECASTS - J. Dewancker

**COUNCIL**

Council will reconvene into regular session.

**REPORT OF COMMITTEE OF THE WHOLE**

Planning and Development Committee - Chairman H. Chapman

Environmental Services Committee - Chairman T. Johnston

Personnel and Labour Relations Committee - Chairman G. Campbell

Finance and Administration Committee - Chairman T. Shackelton

Community Services Committee - Chairman B. Aarts

Protective Services and Transportation Committee - Chairman D. Warden

Social Services Committee - Chairman L. Baldwin-Sands

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

**REPORTS OF COMMITTEES****PETITIONS AND COMMUNICATIONS**

Play Works - Youth Friendly Community Recognition Program

A letter has been received from Mary Gallop, Chair, Play Works, The Ontario Partnership for Active Youth, regarding Play Works and the Youth Friendly Community Recognition Program. **Page 18**

2007 Young Heritage Leaders Program - Ontario Heritage Trust

A letter has been received from The Honourable Lincoln M. Alexander, Chairman, Ontario Heritage Trust, inviting Council to participate in the 2007 Young Heritage Leaders program.

The nomination deadline is Wednesday, October 31, 2007. **Page 19**

Annual Wellness Fair

A letter has been received from Bev Heffernan, The Wellness Committee, City of St. Thomas, inviting Members of Council to the Annual Wellness Fair to be held Thursday, October 25, 2007 from 11:00 a.m. to 2:00 p.m. in the Doug Tarry Room at the St. Thomas Timken Community Centre. **Page 20**

AMCT Membership Service Recognition Program

A letter has been received from Betteanne M. Cadman, President, AMCTO, recognizing the commitment of valued members of the Corporation of the City of St. Thomas. **Page 21**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Emergency Services Committee

**BY-LAWS**

**First, Second and Third Reading**

1. A by-law to confirm the proceedings of the Council meeting held on the 10th day of September, 2007.
2. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and the Thames Valley District School Board (SPC 07-07 - New Public Elementary School)
3. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain contract between the Corporation of the City of St. Thomas and HIRA Construction. (Transit Building Rehabilitation - \$509,844.00, plus gst)

**PUBLIC NOTICE**

**NOTICES OF MOTION**

**CLOSED SESSION**

A resolution to close the meeting will be presented to deal with a matter of potential litigation.

**OPEN SESSION**

**ADJOURNMENT**

**CLOSING PRAYER**



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

**Report No.:** PD-29-2007

**File No.:** 2-15-07

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

**Report Date:** September 4<sup>th</sup>, 2007  
**Council Meeting Date:**  
September 10<sup>th</sup>, 2007

**Subject:** Proposed Zoning By-law Amendment - Cara Sedlacek  
206 Centre Street, Lot 1, Plan 3, City of St. Thomas.

**Department:** Planning Department  
**Prepared by:** Jim McCoomb, Planner

**Attachments:**  
- letter from abutting landowner

**RECOMMENDATION:**

**THAT:** Report PD-29-2007 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 (Cara Sedlacek) 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 206 Centre Street, which lands may be legally described as Lot 1, Plan 3, City of St. Thomas, County of Elgin;

**AND THAT:** A public meeting be set for *October 9<sup>th</sup>, 2007 @ 6:50 p.m.* in accordance with Ontario Regulation 545/06.

**ORIGIN:**

Cara Sedlacek 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 building located at 206 Centre Street. Staff have reviewed the application and all supporting documentation provided by the applicant and are satisfied that the application is complete relative to the requirements of Subsections 34(10.1) and (10.2) of the Planning Act, R.S.O., 1990 as amended. Staff are recommending that Council, pursuant to Section 34(10.4) of the Act, notify the applicant that the application is considered complete.

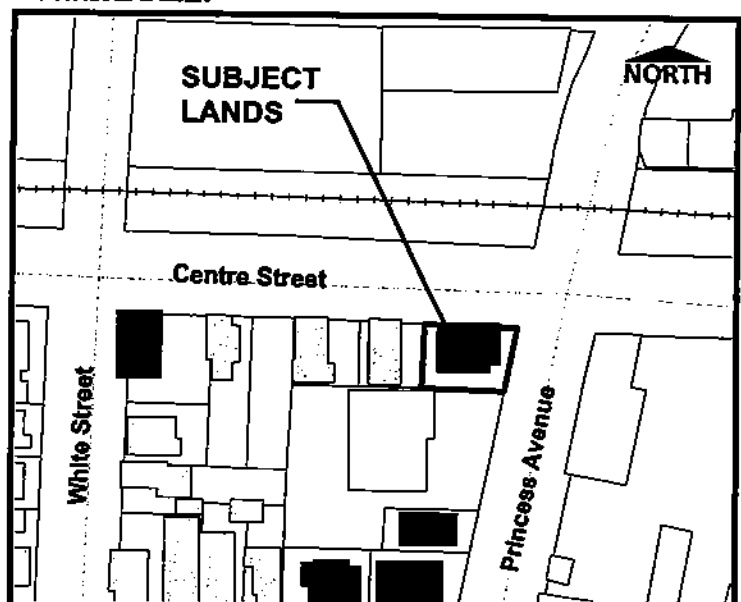
**ANALYSIS:**

**Proposal:**

The subject lands currently contain an existing two-storey dwelling that has been converted into three units. Two units occupy the easterly half of the building, known municipally as 208 Centre Street. It is proposed by the applicant to convert the westerly portion of the existing building, known municipally as 206 Centre Street, into a clinic. The applicant, who is the owner of the subject lands, is proposing that the clinic will offer alternative therapy techniques focussing on natural techniques and products including contact reflex analysis, energy therapy (reiki, reflexology, therapeutic touch), hypno-therapy, aroma therapy and a naturopath. "Natural hair therapy" is another service to be offered to clients seeking natural, chemical-free hair and scalp treatments to compliment the other natural therapy services. The applicant advises that there will be three practitioners working on a regular full-time basis. Two other practitioners will work part time on evenings and weekends.

The existing land uses surrounding the subject property include commercial uses to the north and south, a mix of restricted business use (dental clinic) and residential uses to the west, and vacant lands to the east. The subject lands are rectangular in shape with approximately

**Location Plan:**



19.23 metres of frontage on Princess Street, and may be legally described as Lot 1, Plan 3, City of St. Thomas. Known municipally as 120 Centre Street, the subject lands are shown outlined in bold on the Location Plan.

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**2005 Provincial Policy Statement (PPS):**

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

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

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

**Official Plan Policies:**

The subject property is located within the Office/Professional designation of the St. Thomas Official Plan. This designation permits that the predominant use of land shall be for 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 Restricted Commercial Zone (C8) of the City of St. Thomas Zoning By-law 50-88. The C8 zone permits, among other things, restricted business office uses. The definition from the By-law for "restricted business office" states that it does not include "...any business defined or included within any other definition...". A clinic is separately defined within the By-law. Therefore, in my opinion a site specific amendment to the By-law is required in order to permit a clinic use as an additional permitted uses on the subject lands as proposed by the applicant.

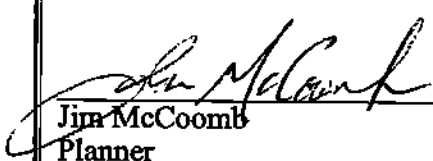
The subject lands are subject to site plan control.

**Parking:**

The standards of the by-law require that, based on the floor area of the proposed clinic, the applicant provide a minimum of three parking spaces dedicated to the use. While this may meet the minimum standards of the by-law, it may not meet the minimum requirements of the proposed use given the potential number of practitioners who will share the facility (5). The applicant advises that the owner of the flower shop to the south has offered to provide at least one additional parking space (see attached letter), which will be of assistance for parking practitioners.

Clients have a few options nearby for parking. On-street parking within the immediate area includes approximately five 2-hour spaces on the south side of Centre Street and approximately nine 10-hour spaces on the north side of Centre Street, all between Princess and White Street. The City-owned White Street lot located on the north side of the railway tracks contains a further fourteen 2-hour spaces. It is recognized that these are all public parking spaces with no guarantees as to availability on any given day.

Respectfully submitted,

  
Jim McCoombs  
Planner



Reviewed By:

Env. Services

Treasury

City Clerk

Other

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**THE OLD GARDENS**  
**Flower Shop**  
**28 Princess Avenue**  
**ST. THOMAS, ON**  
**N5R 3V4**

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To Whom it May Concern,

ATTENTION: CITY PLANNING DEPT.

Please be advised that The Old Gardens Flower Shop is willing to allow the use of one parking place on our paved property for the staff of INTUITION; located at 206 Centre Street, St. Thomas, On. This particular space will be the north paved part of our lot.

If you have any questions concerning this agreement please do not hesitate to call us at 519-631-2800. Trusting that this will meet with your approval. We are pleased to see 206 Centre St. used for business purposes.

Sincerely,



Brian Mansell  
Owner of The Old Gardens Flower Shop





Corporation of the

**City of St. Thomas****-10-**

Report No.

TR 38-07

File No.

Directed to:

Chairman Terry Shackelton and Members  
of the Finance and Administration Committee

Report Date:

August 24, 2007

Council Meeting Date:

September 10, 2007

Department:

Treasury

Attachments:

Appendix "A"- special event checklist

Appendix "B"- event permit

Appendix "C"- Invoice 7001

Prepared By:

Kent McVittie, Director of Parks and Recreation  
William J. Day, City Treasurer

Subject:

**"A Day Out with Thomas" - Summary of Event Charges****Recommendation**

**THAT:** Council receive Report TR 38-07, entitled "A Day Out with Thomas - Summary of Event Charges" as information.

**Report****Background**

At the City Council Meeting of August 13, 2007, Members passed a resolution directing staff to prepare a report detailing the charges relating to the "A Day out with Thomas" event.

**Comments**

On the weekends of July 20 to 22 and July 27 to 29, 2007, the Elgin County Railway Museum Committee hosted "A Day Out with Thomas" for the third consecutive year. Due to several factors, the Committee approached the City about the possibility of holding the event at the St. Thomas-Elgin Memorial Centre and parking lot, rather than its previous location at the CASO rail station.

Meetings were held with City staff (Recreation Services, Arena, and Property Maintenance) and event organizers to ensure the needs of the event could be properly met at this new venue, and to determine the related facility fees (listed on Special Event Checklist, Appendix "A"). In order to accommodate the administrative, training, and set-up requirements, as well as the event itself with its projected 18,000 visitors, the organizers requested access to various areas of Memorial Centre as early as July 2. The roofing contract under way at Memorial Arena was placed on hiatus July 16 and a community ball hockey league was relocated to Timken Centre on certain nights, so that the arena floor could be accessed by organizers and volunteers.

It was concluded that the Memorial facilities were available as requested and would satisfy the event requirements. Accordingly, an Indoor Facility Permit was issued and signed (Appendix "B"). Endorsed by City Council and approved by the Special Events Committee, it was announced "A Day Out with Thomas" would be held at Memorial Centre on the two final weekends of July.

The listed Council-approved facility fees were applied by City staff and accepted by event organizers:

Peter J. Lynch Room	July 14 to 30	17 days @ \$170 per day	\$ 2,890.00
Staff Overtime (7 to 8am)	July 20, 21, 22	3.0 hours @ \$33 per hour	\$ 99.00
	July 27, 28, 29	3.0 hours @ \$33 per hour	\$ 99.00
Standard Floor Rental	July 16 to 31	16 days @ \$850 per day	\$ 13,600.00
Sub-Total			\$ 16,688.00

*The event committee was informed that the arena alarm was disconnected when additional event telephone lines were installed, and understood the related repair cost would be passed on to them.*

Repairs to telco line	July 3	reimbursement of cost to City	\$ 112.50
Sub-Total			\$ 16,800.50
6% GST			\$ 1,008.03
<b>Total</b>			<b>\$17,808.53</b>

Invoice #7001 (Appendix "B") in this amount was sent to the Railway Museum July 31, 2007.

Staff is pleased to answer any questions the Members may have regarding this report.

Respectfully submitted

Kent McVittie

Director of Parks and Recreation

William J. Day  
City Treasurer

Reviewed By:

Treasury

Env Services

Planning

City Clerk

HR

Other

City of St. Thomas – Recreation Services

Special Event – Rental Deposit Checklist

(to be completed and attached to rental permit, when event is approved)

Name of Event AT Day Out with Mommy's Contact Barb Brindley / Kelli Waters  
 Date of Event July 20 to 22 / July 27 to 29 Location of Event Memorial Area Phone \_\_\_\_\_

Item	Details	Fee	Quantity	Estimated Cost (\$)
Standard Floor Rental – event day(s)	number of days: <u>16</u> ( <u>July 16 to 31</u> ) requested hours: <u>7</u>	\$850	16	13,600
Set up – day before event	requested hours: <u>7</u>			
Teardown – day after event	requested hours: <u>7</u>			
Early Arrival (before 8am)	requested hours: <u>7:00</u> date: <u>July 20, 21, 22</u> requested hours: <u>n/a</u> <u>July 27, 28, 29</u>	\$33	6	198-
Late Departure (after 2am of event)				
Rink Board Glass Removal	<u>n/a</u>			
Security Rail Rental Fee	<u>n/a</u>			
Security Rail – set up and take down	<u>n/a</u>			
Air Conditioning (summer events)				
Extraordinary electrical requirements	total load expected: <u>100amp panel</u>			
Casual staff				
Staff overtime				
Dressing Rooms/Meeting Rooms	room number(s): <u>#1, #2</u> requested hours: _____ date: _____ requested hours: _____ date: _____			
Lobby Use	requested hours: _____ date: _____			
Other: <u>R/L</u>	<u>July 14 to 30 - 17 days</u>	\$170	17	2890
Other: <u>Manager's Office</u>	<u>July 2 to July 31 (31)</u>	5	5	
Other: <u>30 old round tables</u>	<u>to be picked up by organizers (from/to Timken)</u>	5	30 tables	16,680-
Total Rental Deposit Required				

GST is applied to all rates.

Note: Once the actual extraordinary costs are compiled, any residual amount from the Rental Deposit will be returned to the renter.

# APPENDIX "B"

Mailing Address:  
P.O. Box 520  
St. Thomas, Ontario  
N5P 3V7

## City of St. Thomas - Recreation Services Indoor Facility Permit

Office Location:  
2 Third Avenue  
St. Thomas, Ontario  
N5R 0A7

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General Inquiries: Telephone: (519) 633-7112 parksandrec@city.st-thomas.on.ca Fax: (519) 633-9272

Name: Bob Biedline / Bill Watson Activity: "A Day Out with Thomas"  
Date: Event Weekends: ① July 20 to 22/07 ② July 27 to 29/07 Time: 7am to 6pm (event weekends)  
Organization or Club: St. Thomas Kentucky Museum Expected Attendance: 18,000 (over 2 wks)  
Address: PO Box 20062 / 225 Wellington Street St. Thomas N5P 4H4 (519) 637 6284  
Number Street City Postal Code Home Number  
(519) 631 6776 biebline@lylccook.ca (519) 631 6646  
Work Number Cell Phone email address Fax Number

St. Thomas Timken Community Centre 2 Third Avenue St. Thomas Memorial Centre 80 Wilson Avenue Available at Both Locations

Rink A	<input type="checkbox"/>	Ice	<input type="checkbox"/>	Kitchen/Servery	<input type="checkbox"/>
Rink B	<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Chairs	<input type="checkbox"/>
Multi-Purpose Room	<input type="checkbox"/>	Peter J. Lynch Room	<input checked="" type="checkbox"/>	Tables 30" learners	<input checked="" type="checkbox"/>
Meeting Room	<input type="checkbox"/>	Lower Lobby	<input type="checkbox"/>	Stage from Timken	<input type="checkbox"/>
Come Suite	<input type="checkbox"/>	Arena Floor	<input checked="" type="checkbox"/>	Hockey Nets	<input type="checkbox"/>
Lower Lobby	<input type="checkbox"/>	Other <u>Manager's office (July 2 to July 31)</u>	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Arena Floor	<input type="checkbox"/>				
Other	<input type="checkbox"/>				

\* \$5 million liability insurance required - rec'd June 27/07

\* NOTE:  
ATM  
Service  
excludes  
rights  
Direct  
Cash

Recreation Services reserves the right to cancel or alter the time or fees specified in this permit due to change of policy or availability of facilities.

PLEASE MAKE YOUR CHEQUE PAYABLE TO "THE CITY OF ST. THOMAS"

No smoking is permitted in these facilities. By-Law 89-2004

Consumption of alcoholic beverages is strictly prohibited in the facilities pertaining to this permit.

### Ice Cancellation Policy

The permit-holder may return ice to the City by providing one week's written notice of the date(s) in question to Dianne Morgan at [dmorgan@city.st-thomas.on.ca](mailto:dmorgan@city.st-thomas.on.ca), but will be responsible for the fees associated with any cancelled ice time that is not rebooked by the City.

### Non-Ice Cancellation Policy

Full refund will be issued if your event is cancelled more than 14 days prior to the date(s) in question. There will be no refund if cancelled within 14 days. Ice tournaments and events require cancellation notice of 30 days.



Signed Ice Facility Rules and Regulations must accompany this permit

approval  
rec'd  
July 10/07

Notes: \* special events permit required \* layout of event required - rec'd June 19/07  
\* security to be provided by event organizers when arena is closed

Arena  
Floor  
PJL

\* any charges related to fire alarm reset (due to Bell disconnection) will be invoiced if applic.

Rental Rate \$ 850/day x 16 days (July 16 to 31) = \$13,600 GST \$ 816 Total \$ 14,416

Rental Rate \$ 170/day x 17 days (July 14 to 30) = 2890- GST \$ 193.40 Total \$ 3083.40

Permit Issued By Dianne Morgan

GRAND TOTAL \$ 17,499.40 + 209.88 \*

Date of Issue May 10/07

Customer Signature Robert Keenling

PLEASE SIGN AND RETURN YELLOW COPY TO RECREATION SERVICES

OFFICE USE ONLY: Receipt #  
Deposit \$ Date PAID 7/20/07  
Balance \$ 17806.53 Date July 30/07  
Staff Initials LO GST # 123456789

TOTAL:  
\$17,689.28  
+ 119.25 \*\*  
= \$17,808.53

White: Customer Yellow: Recreation Services Pink: Facility

\* staff requirements \* 1 hr overtime @ 33/h x 6 hours = 198.00

\* reconnect phone line (ccm controls) @ 12.50 + 6.75 = 19.25 + 11.85 GST = 204.88



**APPENDIX "C"**  
**The City of St. Thomas**  
P.O. Box 520 545 Talbot Street  
St. Thomas ON N5P 3V7  
Tel.: (519) 631-1680 ext. 4400 Fax: (519) 633-9019

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Date: 31/07/2007  
Invoice #:   
Terms: Net 30  
Account Number: RAIL0001

**Bill to:**

ELGIN COUNTY RAILWAY MUSEUM  
C/O BOB BIERLING  
P.O. BOX 20062-225 WELLINGTON  
ST. THOMAS ONTARIO N5P 4H4

**INVOICE**

GST Registration #: R106984131

Description	Quantity	Price	Extended Amount
DAY OUT WITH THOMAS - JULY 16-31/2007			
MEMORIAL ARENA FLOOR - July 16-31/07	16.00	\$850.00	\$13,600.00
PETER J LYNCH ROOM RENTAL - July 14-30/07	17.00	\$170.00	\$2,890.00
STAFF REQUIREMENTS -	6.00	\$33.00	\$198.00
RECONNECT PHONE LINE - July 3/07 (Copy of paid invoice attached)	1.00	\$112.50	\$112.50

**Comments :**

Questions?  
Kindly contact Dianne Morgan, Manager of Culture  
and Recreation 633-7112  
Thank you!

Pursuant to BY-LAW # 93-2006 passed July 17, 2006,  
The City of St. Thomas will be charging interest of 1.25%  
monthly on all overdue accounts

Kindly return one copy with your payment  
Please make cheque payable to "City of St. Thomas"  
Payable at the Treasurer's office

Subtotal :	\$16,800.50
GST :	\$1,008.03
PST :	\$0.00
Total :	\$17,808.53



Corporation of the

**City of St. Thomas**

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Report No.  
CC-33-07

File No.

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

Date  
**September 5, 2007**

**Department:** City Clerks Department

**Prepared By:** Wendell Graves, City Clerk

**Attachment**

St. Thomas – Elgin Medical Recruitment Partnership Proposal  
Correspondence from P. Collins, St. Thomas Elgin General Hospital dated August 30, 2007.

**Subject:** Health Recruitment Partnership

**Recommendation:**

THAT: Report CC-33-07 be received for information, and further,

THAT: Council endorse a two year medical recruitment partnership with the City of St. Thomas, the County of Elgin, the St. Thomas - Elgin General Hospital and the local development community, as outlined in Schedule "A" to Report CC-00-07, and further,

**Background:**

On June 14, 2007 Mayor Barwick and the City Clerk were invited to attend a meeting at the St. Thomas Elgin General Hospital to discuss the possibility of forming a City – County wide medical professional recruitment partnership in an effort to coordinate health recruitment across the region and to position the area to attract health professionals.

Subsequent to the initial meeting a second meeting was held and the local development community (Home Builders Association) was invited to attend as it was felt that the development community has a direct interest to ensure the area has a good compliment of health professionals in order to attract new families into the area.

As a result of the two initial meetings to discuss a potential partnership, the attached brief has been prepared providing details about a potential partnership.

Key elements to consider in relation to a potential partnership are:

- A governance Committee would be established to oversee the recruitment activities composed of representatives from each of the stakeholder groups.
- A health professional recruiter would be hired
- This initiative would be establish as a two year pilot program
- Annual budget estimates have been defined as \$130,000 for the partnership
- Estimated costs to the City for the balance of 2007 are \$9,500

Respectfully,

  
W. Graves, City Clerk

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

**ST. THOMAS – ELGIN MEDICAL RECRUITMENT PARTNERSHIP  
PROPOSAL**

The need to attract medical professionals, especially family physicians, for the St. Thomas / Elgin area is an ongoing concern.

In the past recruitment efforts have been undertaken in a variety of forms including direct recruitment efforts through the hospital, part-time efforts by individuals such as Dr. Don Lawrence and a host of localized efforts across the County particularly in East and West Elgin.

Through some analysis medical staff at the hospital have observed the fact that a significant percentage of patients using the emergency services at the hospital are orphans in terms of not having a family doctor. Further, it is estimated that 14 family doctors are required to meet the needs of the St. Thomas – Elgin County area. To add urgency to this matter, the pending retirement of existing family doctors within the County is on the horizon which would leave thousands more without a doctor.

To develop and implement a strategic plan aimed at recruiting medical practitioners a partnership is being proposed with the City of St. Thomas, the County of Elgin and the St. Thomas Elgin General Hospital. The cornerstone of this recruitment process will be the retention of a recruitment officer.

In addition, as the provision of family physicians is an important quality of life issue to attract families, business and industry to the St. Thomas / Elgin County area a direct vested interest for the development community to participate in the recruitment process is being encouraged. Financial participation and representation from the development community is being recommended for this effort.

The importance of having a dedicated recruitment officer will provide the vehicle for specific activities to be undertaken to generate interest in the area including the Provinces annual health recruitment tour, the summer student camp, liaison with the medical school at the University of Western Ontario and most importantly, building positive relationships with prospective medical professionals who show an interest in the area.

**KEY CONSIDERATION**

That the City of St. Thomas, the County of Elgin the St. Thomas Elgin General Hospital and the development community implement a coordinated medical recruitment effort for the St. Thomas- Elgin County area.

**GOVERNANCE**

That the Mayor of St. Thomas, Elgin County's Warden, a Board member of the hospital and a member of the development community form a Committee mandated with the task of coordinating a health recruitment process.

**IMMEDIATE TASKS**

1. Approval to establish the partnership.
2. Commitment to a budget allocation for **an initial two year period.**
3. Hire a recruitment officer
4. Develop two year strategic plan
5. Recruitment to be aimed at a variety of health professionals required within the St. Thomas / Elgin County area.

**APPROXIMATE ANNUAL BUDGET**

Approximate salary for recruitment officer	\$65,000 annually
Administrative / travel expenses	\$15,000 annually
Recruitment incentives*	\$50,000 annually
	<hr/>
	\$130,000 annual

In addition to the costs identified, there may be a need to provide some administrative support.

\* Specific recruitment incentives will be defined by the Recruitment Board but could include areas such as turn key office space, assistance in repaying students loans, provision of office medical equipment, short term housing accommodations.

**PROPOSED BUDGET ALLOCATION**

City of St. Thomas	\$48,000 (40% of municipal contribution)
County of Elgin	\$72,000 (60% of municipal contribution)
Development Community	\$10,000* (lump sum payments at beginning of each of the two years)
	<hr/>
Total	\$130,000

\* In addition to a financial contribution, the local Development Community is considering a proposal which would see the provision of a house for a doctor for a two or three year period as part of the incentive to recruit to the area.

**BUDGET REQUIREMENT OCTOBER – DECEMBER 2007**

Staffing	\$16,250
Administrative / travel expenses	\$ 7,500
<i>Subtotal</i>	<i>\$23,750</i>
Recruitment incentives	\$10,000 (Supported by the Development Community)
	<hr/>
Total	\$33,750
	<hr/>
City of St. Thomas	\$ 9,500
County of Elgin	\$14,250
Development Community	\$10,000
	<hr/>
	\$33,750

**HEALTH RECRUIT OFFICE LOCATION**

Once established the Recruitment Board will have to define the office location for the Health Recruiter. While there was some initial discussion about it being located at the hospital, recent information from the Paul Collins, Hospital President, suggests that space may not be available.

30 August 2007

City of St. Thomas  
Received

SEP 05 2007

City Clerk's Dept.

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

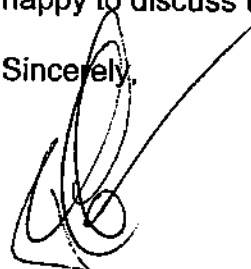
**Re: Physician Recruitment Steering Committee**

Dear Wendell,

It is very gratifying to know that the City of St. Thomas and the County of Elgin are beginning to work jointly on a strategy to address the very important issue of physician recruitment for our community. As you know, our hospital is very supportive of a community approach to this issue.

It has recently come to my attention that consideration has been given to positioning a 'physician recruiter' in office space at the hospital. I am afraid this would be very difficult as we barely have office space to accommodate our existing staff. I would encourage the county and city to find alternative office space for this position if it is available. I am happy to discuss this further if you wish to contact me.

Sincerely,



Paul Collins  
President and CEO

PC:ls

Copy: Physician Recruitment Steering Committee  
Dr. L. Teeple  
File



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# PLAY WORKS

The Ontario Partnership for Active Youth.

City of St. Thomas  
Received

AUG 30 2007

RECEIVED

AUG 22 2007

City Clerk's Dept.

*Caum  
Talbot Teen Centre*

Play Works

c/o 1185 Eglinton Avenue East

Suite 406

Toronto, ON

M3C 3C6

Tel: 416-426-7142

Fax: 416-426-7371

[pwd@playworkspartnership.ca](mailto:pwd@playworkspartnership.ca)

[www.playworkspartnership.ca](http://www.playworkspartnership.ca)

August 15, 2007

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

Dear Mayor:

Play Works is dedicated to bringing back the power of play to adolescent youth in Ontario. Committed to helping youth by encouraging and promoting a greater investment in youth play, Play Works is pleased to have recognized fourteen communities through its Youth Friendly Community Recognition Program in 2006. These communities are actively supporting and providing opportunities for the growth and development of youth through play. Play Works is pleased to provide more information about each of the fourteen recognized communities, found in the Youth Friendly Community brochure accompanying this letter. This brochure is also available online at the Play Works website.

Play Works invites you and your community to join in the cause of building stronger and healthier communities which offer youth opportunities to participate in meaningful play. We look forward to your community's future application to be recognized as a Youth Friendly Community. Application forms will be online September 15, 2007.

To learn more about Play Works or the Youth Friendly Community Recognition Program, please visit [www.playworkspartnership.ca](http://www.playworkspartnership.ca).

#### Representatives

4-H Ontario  
Arts Network for Children and Youth  
Boys and Girls Clubs of Ontario  
Educational Research  
Laidlaw Foundation  
Ontario Physical and Health Education Association  
Ontario Young People's Alliance  
Sportalliance  
Parks and Recreation Ontario  
YMCA Ontario  
Youth

Sincerely,



Per Mary Gallop  
Chair, Play Works



An agency of the Government of Ontario

-19-

RECEIVED  
AUG 21 2007

10 Adelaide Street East  
Toronto, Ontario M5C 1J3

Telephone: 416-325-5000  
Fax: 416-325-5071  
www.heritagetrust.on.ca

August 10, 2007

AUG 30 2007

Mayor Cliff Barwick  
City of St. Thomas  
PO Box 20  
545 Talbot Street  
St. Thomas, ON  
N5P 3V7

City of St. Thomas  
Reception

City of St. Thomas  
Reception

Dear Mayor Barwick:

The Ontario Heritage Trust would like to help you recognize young people in your community who are making a difference in protecting our heritage.

I invite your council to participate in the 2007 Young Heritage Leaders program. Since the program began in 2000, the Trust has helped communities publicly acknowledge over 3,000 young heritage volunteers across the province.

Municipal councils, regional councils, First Nation band councils and Métis community councils may submit up to three nominations, one in each of the heritage areas – built, cultural and natural. Nominations must be endorsed by a Chair, Mayor, Reeve, Warden, Chief or Council President. This material is also being sent to school boards. They may also submit up to three nominations endorsed by a Principal.

We are pleased that nominees of the Young Heritage Leaders program will also be considered for the new Lieutenant Governor's Ontario Heritage Award. The award recognizes the most exceptional youth group in each of the built, cultural and natural heritage nomination categories, and the most outstanding individual nominee across all categories. The Awards will be presented at a reception in the Lieutenant Governor's Suite at Queen's Park. The most exceptional individual nominee will receive the award and the Young Heritage Leaders scholarship, which is given to support the cost of post-secondary education. Nominations are not submitted specifically for the Lieutenant Governor's Award or the scholarship. The recipients of these awards will be selected from all nominations through the adjudication process.

The enclosed 2007 brochure is also being sent to local heritage organizations and youth groups. I encourage your council to work with these groups to identify worthy young people. The nomination deadline is **Wednesday, October 31, 2007**. The nomination form is also available in electronic format at [www.heritagetrust.on.ca](http://www.heritagetrust.on.ca). If you have any questions, please do not hesitate to contact Kathryn Dixon at 416-314-4907 or [kathryn.dixon@heritagetrust.on.ca](mailto:kathryn.dixon@heritagetrust.on.ca).

The Young Heritage Leaders program would not exist without the generous, ongoing support of our program sponsors Great-West Life, London Life and Canada Life. They believe, as we do, that conserving Ontario's heritage in the future depends on the young volunteers of today. I hope your council will participate in this program to recognize the important work being done by young people to preserve and promote heritage.

Yours truly,

The Honourable Lincoln M. Alexander  
Chairman

Human Resources Department  
545 Talbot Street, 3<sup>rd</sup> Floor  
Box 520  
St. Thomas, Ontario  
N5P 3V7

(519) 631-1680 Ext. 4190  
(519) 633-9090 Fax

[bheffernan@city.st-thomas.on.ca](mailto:bheffernan@city.st-thomas.on.ca)

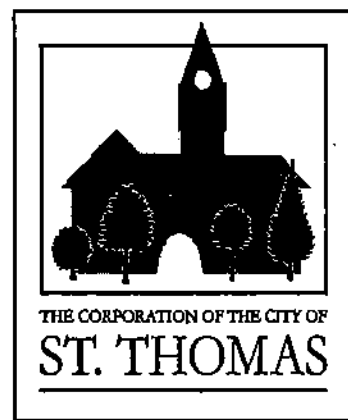
August 30, 2007

Mayor Barwick  
2<sup>nd</sup> Floor, City Hall  
545 Talbot Street  
St. Thomas, Ontario  
N5P 3V7

*Cancel Agreed:  
Sept. 10/07*

-20-

RECEIVED  
AUG 30 2007



City of St. Thomas  
Received

AUG 31 2007

City Clerk's Dept.

Dear Mayor Barwick:

The Wellness Committee for the City of St. Thomas invites you and all members of City Council to our annual Wellness Fair.

This year, the Wellness Fair will be held on Thursday, October 25, 2007 from 11:00 a.m. to 2:00 p.m. in the Doug Tarry room at the new St. Thomas Timken Community Centre. We hope that you enjoyed our efforts in organizing this corporate event last year and expect you will be equally pleased this year.

Along with this invitation we are seeking your support and that of the City's Senior Management for this important corporate event. As possible, we would like to see all employees within the corporation enjoying the opportunity to attend this event. We would appreciate your support and that of Senior Managers in encouraging and supporting staff to attend the Fair.

As you know, there is a vast diversity in services and challenges across this corporation and within its various departments. Our committee is certain that the wellness fair and similar learning experiences are a great way to promote good health and vitality among the corporations's employees. Together, with your support, this could become an annual event that could greatly benefit the City and result in healthy employees in all departments.

Thank you for your anticipated support.

Sincerely,

*Bev Heffernan*

The Wellness Committee

Members:

Bev Heffernan – Human Resources  
Bob Reid – Parks and Recreation  
Dawn Burridge – Valleyview  
Lynn Coates – St. Thomas Police Service  
Remi Begin – Environmental Services (Pollution Control)  
Cathy Bolter – St. Thomas Public Library  
Barry Couse – Environmental Services (Public Works)  
Mary MacLeod – St. Thomas Fire Services  
Sandra Datars Bere – Ontario Works

RECEIVED

AUG 29 2007

August 24, 2007

-21-

Mayor Jeff Kohler  
City of St. Thomas  
P.O. Box 520  
545 Talbot Street  
St. Thomas, ON N5P 3V7

City of St. Thomas

SEP 04 2007

City Clerk's Dept.

Dear Mayor Kohler,

I am pleased to announce the launch of AMCTO's new membership service recognition program. Recognizing and celebrating the achievements of our members is a significant priority for AMCTO. To this end, beginning in 2007, AMCTO will annually be recognizing members - in 10 year increments - for longstanding commitment to the Association and to the municipal profession.

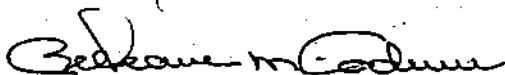
This year in your municipality, we recognize the commitment of the following valued members of your staff:

Richard Beachey AMCT	20 year award
Rita Murray AMCT	10 year award
Maria Konefal AMCT	10 year award
Graham Dart AMCT	10 year award
Wendell Graves AMCT	10 year award

We ask you to assist us in recognizing these individuals for their ongoing support for the Association and for the part they continue to play in helping to improve the municipal profession and in making AMCTO the leading organization in fostering and sustaining municipal excellence.

Our sincere gratitude to your municipality for your continued support for these valued members. We trust that your municipality has tremendously benefited from their membership in AMCTO and we are confident that it will continue to do so.

Sincerely,



Betteanne M. Cadman, CMO  
President

**AMCTO (ASSOCIATION OF MUNICIPAL MANAGERS, CLERKS AND TREASURERS OF ONTARIO)**

2680 Skymark Avenue, Suite 910, Mississauga, Ontario L4W 5L6

Tel: (905) 602-4294 Fax: (905) 602-4295 Email: amcto@amcto.com Web: www.amcto.com