

MINUTES
LAMBTON COUNTY COUNCIL
(OPEN SESSION)

February 4, 2004

Lambton County Council was in session in the Council Chambers, Wyoming, Ontario, at 12:30 p.m. on the above date. Warden in the Chair; Roll called; All members present except P. Davidson.

Disclosures of Pecuniary Interest: None.

In-Camera

#1: Ivey/McGugan: That the Warden declare that County Council go in-camera to discuss a matter concerning labour relations and employee negotiations and a matter concerning the proposed or pending acquisition/disposition of land by the municipality. Carried.

Open Session

The Warden declared that County Council go back into open session.

Report of the Closed Session Meeting of Council dated February 4, 2004

#2: Jamieson/Foubister: That Council rise and report. Carried.

Ms. L. Ross noted that the following resolutions were passed during the Closed Session meeting of February 4th, 2004:

Human Resources Services

Memorandum dated February 4, 2004 Regarding the Tentative Agreement – Lambton County Employees’ Association

#2: Dedecker/Foubister: That County Council ratify the tentative agreement reached on January 19, 2004 with the Lambton County Employees’ Association and that this motion be released in Council this day, February 4, 2004. Carried.

Senior Services Department

Memorandum dated January 28, 2004 Regarding the Tender for the Supply of Real Estate Services for the Sale of Marshall Gowland Manor

#3: Kirkland/MacDougall: That the tender for the Supply of Real Estate Services for the sale of Marshall Gowland Manor be awarded to Cordell Kendel, Magic Realty Inc., with a list price of \$2.8 million; and further,

That this motion be released in Council this day, February 4, 2004. Carried.

#3: Jamieson/Foubister: That County Council adopt the report of the Closed Session meeting.
Carried.

Correspondence

2-1-04 A letter from Durham Region, dated November 6, 2003, asking Municipalities to purchase a brick to support the Juno Beach Centre, in the amount of \$2,500.00. This purchase will support our veterans and will ensure that generations to come are able to view displays which depict Canada's contribution to the war effort. Also attached is a letter from Garth Webb, President of the Juno Beach Association and information about purchasing a group brick.

2-2-04 A letter from Neil MacLeod, Director General, Office of Energy Efficiency, dated December 4, 2003, presenting the County of Lambton, on behalf of the Honourable Herb Dhaliwal, Minister of Natural Resources, with a plaque in recognition of the County's participation in the Office of Energy Efficiency's Energy Innovator's Initiative and the County's efforts to reduce greenhouse gas emissions that contribute to climate change (the plaque will be on the Centre Table in the Council Chambers the day of Council).

2-3-04 A letter from Prime Minister Paul Martin, dated December 12, 2003, advising that his Cabinet is changing the way the Government of Canada works in order to re-engage Canadians in the political process and achieve demonstrable social and economic progress for Canada. One particular initiative the Prime Minister will be leading will be a New Deal for Canadian cities, both big and small, that will bring their concerns to the centre of government decision-making.

2-32-04 A memorandum from the County of Oxford, dated January 19, 2004, advising that OSTAR funding from both the Provincial and Federal Governments for water system upgrades has not been established to date for many municipalities. The County of Oxford is requesting endorsement of its resolution to request the Province of Ontario and the Government of Canada to commit to their fair share of the funding of capital upgrade expenditures for water, i.e. one-third being paid by each level of government.

#4: Bradley/Jamieson: That the above correspondence items be received and filed. Carried.

Delegation

#5: Foubister/Dedecker: That we invite Mr. Ken James, Chair of the Sarnia Lambton Taskforce on Healthcare Recruitment, within the Bar, to speak to County Council regarding their activities and involvement in trying to locate family doctors and primary health care personnel to this area.
Carried.

Minutes

The Lambton County Council (Open Session) minutes dated December 10, 2003 and (Open and Closed Session) minutes dated December 17, 2003 were presented.

#6: Jamieson/MacDougall: That this day's minutes be adopted as presented. Carried.

Correspondence

2-4-04 A copy of a letter to the Honourable Gregory Sorbara, Minister of Finance, from the Township of Warwick, dated December 15, 2003, regarding farm assessment. The Township is requesting the Province of Ontario to intervene and investigate the impact of changes caused by the Municipal Property Assessment Corporation (M.P.A.C.) and O.M.A.F.R.A. to the Municipalities and ratepayers of Ontario. The Municipality is also requesting that the methodology be reviewed to ascertain that all assessments and specifically rural assessment, are being completed in a fair and accurate manner, that M.P.A.C. provide adequate resources to address municipal and ratepayers' enquiries in a prompt and proper manner and that O.M.A.F.R.A. extend its appeal date, for an assessment class change, to a date at least thirty (30) days after the mailing out of the Notice of Assessment by M.P.A.C.

(A) #7: Jamieson/McGugan: That we endorse correspondence 2-4-04 as presented. Carried.

Delegation – 2004 Grants

The St. Clair Parks Commission's grant request was presented by Mr. Rick Doyle, General Manager and Mr. Steve Morris.

(B) #8: Dedecker/Kirkland: That the St. Clair Parks Commission's grant request be referred to the 2004 Budget process. Carried.

Reports to Council

Human Resources Services Report – February 4, 2004

Part A, Item 1 – Memorandum dated September 30, 2003 Regarding the Salary Survey – County Councillors Remuneration Survey

* #9: Bradley/Foubister: That the memorandum dated September 30, 2003 regarding the Salary Survey – County Councillors Remuneration Survey, be received and filed.

* Amend the Lambton County Council (OPEN SESSION) minutes dated February 4, 2004 to reflect that an error had occurred in the recording of the votes – see Council March 3, 2004, mot. #6.

A recorded vote, starting with Councillor Steve Arnold, was requested by Councillor Joseph Dedecker, on motion #9 of this day's minutes.

S. Arnold	No (2)	B. Bilton	No (1)
D. Boushy	Yes (3)	M. Bradley	Yes (3)
J. Burns	No (1)	T. Case	No (2)
P. Davidson	Absent	J. Dedecker	No (3)
J. Foubister	Yes (3)	C. Ivey	Yes (3)
C. Jamieson	No (2)	D. Kirkland	No (1)
B. MacDougall	Yes (3)	D. McGugan	Yes (1)
B. McManaman	No (2)	J. Murray	Yes (3)
G. Perry	No (1)		

Yeas - 19; Nays – 15.

Motion carried.

- * #10: Ivey/Bradley: That the County Councillors Remuneration Survey be referred to the 2004 Budget process.

A recorded vote, starting with Councillor Steve Arnold, was requested by Councillor Joseph Dedecker, on motion #10 of this day's minutes.

S. Arnold	No (2)	B. Bilton	No (1)
D. Boushy	No (3)	M. Bradley	Yes (3)
J. Burns	No (1)	T. Case	No (2)
P. Davidson	Absent	J. Dedecker	No (3)
J. Foubister	Yes (3)	C. Ivey	Yes (3)
C. Jamieson	No (2)	D. Kirkland	No (1)
B. MacDougall	Yes (3)	D. McGugan	Yes (1)
B. McManaman	No (2)	J. Murray	Yes (3)
G. Perry	Yes (1)		

Yeas - 17; Nays – 17.

Motion defeated.

- * #11: Bilton/Jamieson: That Lambton County set the level of remuneration for its Councillors at the proposed median; and further,

That Lambton County Council approve the second option as outlined above at a cost of \$28,000.00 per year, effective January 1, 2004, with the second phase-in of \$28,000.00 effective January 1, 2005.

- * Amend the Lambton County Council (OPEN SESSION) minutes dated February 4, 2004 to reflect that an error had occurred in the recording of the votes – see Council March 3, 2004, mot. #6.

A recorded vote, starting with Councillor Steve Arnold, was requested by Councillor Joseph Dedecker, on motion #11 of this day's minutes.

S. Arnold	No (2)	B. Bilton	Yes (1)
D. Boushy	No (3)	M. Bradley	No (3)
J. Burns	Yes (1)	T. Case	Yes (2)
P. Davidson	Absent	J. Dedecker	Yes (3)
J. Foubister	No (3)	C. Ivey	No (3)
C. Jamieson	Yes (2)	D. Kirkland	Yes (1)
B. MacDougall	No (3)	D. McGugan	No (1)
B. McManaman	Yes (2)	J. Murray	No (3)
G. Perry	Yes (1)		

Yeas – 13; Nays - 21.

Motion defeated.

Part B, Item 3 a) – Mandatory Retirement Policy

- (T) #12: Boushy/Bradley: That the policy on Mandatory Retirement be tabled to the September 1st, 2004 meeting of County Council. Carried.

Part B, Item 3 b) – Building Closure Policy

- (A) #13: Jamieson/MacDougall: That staff look into the wording and intent of the Building Closure Policy and report back to Council.

A recorded vote, starting with Warden Todd Case, was requested by Councillor Joseph Dedecker on motion #13 of this day's minutes.

S. Arnold	Yes (2)	B. Bilton	No (1)
D. Boushy	Yes (3)	M. Bradley	Yes (3)
J. Burns	No (1)	T. Case	No (2)
P. Davidson	Absent	J. Dedecker	No (3)
J. Foubister	No (3)	C. Ivey	Yes (3)
C. Jamieson	Yes (2)	D. Kirkland	No (1)
B. MacDougall	Yes (3)	D. McGugan	Yes (1)
B. McManaman	No (2)	J. Murray	Yes (3)
G. Perry	Yes (1)		

Yeas - 21; Nays - 13.

Motion carried.

Part B, Item 6 – Corporate Manager’s Report

- (A) #14: Bilton/Boushy: That the Corporate Manager’s Report as set out in Part A and Part B be
(F) presented. Carried.

Delegations – 2004 Grants

The Sarnia-Lambton Economic Partnership’s grant request was presented by Mr. George Mallay, General Manager.

- (B) #15: Bradley/Burns: That the Sarnia-Lambton Economic Partnership’s grant request be referred to the 2004 Budget process. Carried.

The Tourism Sarnia-Lambton’s grant request was presented by Ms. Donna McDinnel.

- (B) #16: Ivey/McManaman: That Tourism Sarnia-Lambton’s grant request be referred to the 2004 Budget process. Carried.

Reports to Council

Finance Department Report – February 4, 2004

Part A, Item 1 – Memorandum dated January 22, 2004 Regarding the Review and Analysis of Factors Leading to the Projected 2003 Year End Surplus

- (A) #17: Dedecker/Jamieson: That Council accept the report regarding the review and analysis of
(F) the factors leading to the projected 2003 year end surplus as presented and approve the three (3) recommendations contained therein. Carried.

Part B, Item 6 – Corporate Manager’s Report

- (A) #18: Boushy/Burns: That the Corporate Manager’s Report as set out in Part A and Part B be
(F) accepted as presented. Carried.

Part C, Item 1 – Community Reinvestment Fund (CRF) – 2004 Report Requirements

- (A) #19: McDougall/Ivey: That Council approve the following resolution required to receive its 2004 CRF grant:

WHEREAS the Province of Ontario has set certain conditions that must be fulfilled in order to receive CRF funding for 2004; and,

WHEREAS Council for The Corporation of the County of Lambton is desirous of receiving this CRF funding;

NOW THEREFORE BE IT RESOLVED THAT Council does confirm its intentions to use its 2004 CRF funding allocation for the benefit of the taxpayers of Lambton County; and,

THAT it accepts and confirms that it will comply with all terms and conditions set by the Province for the receipt of 2004 CRF funding. Carried.

Part C, Item 2 a) to d) – Correspondence 2-29-04, 2-30-04, 2-31-04 and 2-33-04

- (A) #20: McDougall/Ivey: That Council direct staff to respond to Mr. Sutherland's letter (2-29-04), that the resolutions from the City of Sarnia (2-30-04 and 2-31-04) be endorsed, and that the resolution from the Municipality of Central Elgin (2-33-04) be received and filed. Carried.

Part C, Item 3 – Extension of Agreement with Municipal Tax Equity

- (A) #21: Ivey/Kirkland: That Council authorize the Treasurer to sign the Agreement for Municipal
(F) Tax Equity Consultants Inc. (MTE) to continue providing its services for a further three (3) years. Carried.

Part C, Item 4 – Banking Resolutions

- (A) #22: Jamieson/Perry: That Council authorize the Warden, Deputy Warden, C.A.O. and
(F) Treasurer to sign the new/replacement banking resolutions as required by the Canadian Imperial Bank of Commerce to reflect the Corporation's changed signing authorities. Carried.

Provincial Offences Administration (P.O.A.) Department Report – February 4, 2004

Part B, Item 5 – Corporate Manager's Report

- (A) #23: Boushy/Ivey: That the Corporate Manager's Report as set out in Part A and Part B be
(F) accepted as presented. Carried.

C.A.O. Report – February 4, 2004

Memorandum dated January 13, 2004 Regarding the Ontario Disabilities Act

- (A) #24: Boushy/Murray: That the Council of the County of Lambton appoint Councillor Jim
Foubister for the period 2004 - 2006 as Chair of the County of Lambton Accessibility Advisory Committee. Carried.

Minutes

Mr. Wm. Bilton presented the Infrastructure and Development/Social and Health Services Committee minutes dated January 21, 2004.

Re: Motion #17 regarding awarding the 9-1-1 Primary Public Safety Answering Position to the Ontario Provincial Police.

A recorded vote, starting with Councillor Joe Murray, was requested by Councillor Mike Bradley on motion #17 of the Infrastructure and Development/Social and Health Services Committee minutes dated January 21, 2004.

S. Arnold	Yes (2)	B. Bilton	Yes (1)
D. Boushy	No (3)	M. Bradley	No (3)
J. Burns	Yes (1)	T. Case	Yes (2)
P. Davidson	Absent	J. Dedecker	Yes (3)
J. Foubister	No (3)	C. Ivey	Yes (3)
C. Jamieson	Yes (2)	D. Kirkland	Yes (1)
B. MacDougall	No (3)	D. McGugan	Yes (1)
B. McManaman	Yes (2)	J. Murray	No (3)
G. Perry	Yes (1)		

Yeas - 19; Nays - 15.

Motion carried.

#25: Bilton/McManaman: That this day's minutes be adopted as presented (motions #1 to #19).
Carried.

Mr. D. Boushy presented the Community Services/Information Technology Committee minutes dated January 21, 2004.

#26: Boushy/Perry: That this day's minutes be adopted as presented (motions #1 to 18). Carried.

Notice of Motion

- (A) #27: Bradley/McGugan: **WHEREAS** Lambton County is a federation of Municipalities where property taxpayers contribute to both the lower Municipality and the County of Lambton on their property tax bill, and as it is extremely important that both levels coordinate any relief to property owners to ensure fairness to the lower tier and to the taxpayers;

THAT Lambton County Council ask County staff to meet with the Treasurers of each Municipality to deal with the impacts on assessment on residential, farm properties, etc., and report back on a coordinated approach to have the lower and upper tier work together to mitigate the impact on the classes who have experience a large increase in assessment. Carried.

OTHER BUSINESS

Ms. Carolyn Jamieson, Deputy Mayor of the Municipality of Lambton Shores, distributed a report on the Association of Municipalities of Ontario (A.M.O.) Board Meeting of Friday, January 30, 2004.

- (A) #28: Jamieson/Perry: That the County of Lambton send a letter to the Minister of Finance and the Minister of Municipal Affairs stating its opposition to the release of the current year's assessment roll for the entire Province of Ontario in electronic form in regards to the Privacy Commission Order MO-1693. Carried.

Mr. David Boushy, Councillor of the City of Sarnia, informed Council that the official opening of the new Marshall Gowland Manor is set tentatively for Friday, March 5, 2004.

Mr. Jim Burns, Mayor of the Township of Enniskillen, thanked Mr. Jim Kutyba for the installation of traffic signals on Petrolia Line (County Road #4) and Oil Heritage Road (County Road #21).

Mr. Joseph Dedecker, Mayor of the Township of St. Clair, asked if a date had been set for the Grand Opening of the North Lambton Rest Home.

By-Laws

#29: Jamieson/Kirkland: That By-Laws #4 to #11 of 2004, as circulated, be taken as read a first and second time. Carried.

#30: Dedecker/Foubister: That By-Laws #4 to #9 and #11 of 2004, as circulated, be taken as read a third time and finally passed. Carried.

Adjournment

The Warden declared the meeting adjourned.

Time: 3:00 p.m.

Todd Case
Warden

Linda Ross
Solicitor/Clerk, General Manager,
Corporate Services

CORPORATE SERVICES DIVISION
CORPORATE MANAGER'S REPORT

February 4, 2004

HUMAN RESOURCES SERVICES

PART A **Follow-up from Previous Month**

1. Councillor remuneration (see September 20, 2003 attached). Deferred to the first meeting of new Council – February 4, 2004.

PART B **Monthly Activities**

1. Labour Relations

In January we completed negotiations with the Lambton County Employees' Association. Negotiations are continuing with CEP – Library, and with CUPE Unions representing workers at our Long Term Care facilities and employees in our Social Services, Administration and Housing Departments.

See in-camera report on settlement details for the Lambton County Employees' Association.

2. Legislative Update

Employment Standards Act (ESA) Changes to Minimum Wage Rates For the first time in nearly nine years, the minimum wage rate in Ontario will change. These changes will be implemented over a four year period. Effective February 01, 2004, the increase will be 30 cents per hour, bringing the rate to \$7.15 per hour for those over 18 years of age and \$6.70 for those less than 18 years of age.

3. Personnel/Employment Policy

- a) On reviewing the policies affecting retirement and employment, the County of Lambton has never had a formal documented policy on Retirement at Age 65. In practice, however, the Corporation has adapted a policy of Retirement at Age 65. As well, many of our collective agreements have such a clause requiring retirement at age 65. Please find attached a policy on this issue.
- b) A review of the Building Closure Policy (Policy # 285) has also been conducted. The previous policy was specific for "storm days" only. The revised Policy #285 encompasses closure of any kind, clarifies the language and reflects current operating procedures.

PART B **Monthly Activities** (continued)

Recommendation

- a) That Council approve Policy # 479, Retirement at Age 65;
- b) That Council approve revisions to Policy #285, Building Closure Policy.

4. Training and Development

Since the last report to Council (December 19th, 2003), 22 training sessions have been offered.

All Corporate Services Division staff have been trained in Respect in the Workplace. Supervisory staff have been offered training on Effective Interviewing, Developing Great Teams, Progressive Discipline, and Situational Leadership.

A Calendar for the spring sessions has been developed and distributed to all employees and will be distributed to local municipalities. Additional workshops have been added on:

- Understanding Conflict
- Working Alone
- Writing News Releases
- Competent Supervisor (under provision of the Occupational Health and Safety Act)

Attached to the report is the brochure for the Spring Training Calendar and Supervisors' Training Calendar. Our partnering municipalities are encouraged to send their staff, where appropriate. Please contact the Human Resources Department in Wyoming at (519) 845-0801 for registration details.

5. Health and Safety

- a) At the close of 2003, there had been a total of 148 workplace related accidents, 24 of which were lost time. The top 5 most significant causes of accidents were attributed to – 36 strain injuries; 31 struck against and/or by; 16 repetitive strain and 13 from lifting alone.

The recently approved Workplace Accommodation Guidelines have been distributed to all County supervisors. Two training sessions have been programmed in partnership with Corporate Training and Development.

PART B **Monthly Activities (continued)**

The first supervisory training session relating to the new guidelines will be held on Mar. 03/04 at the Lambton Shared Services Centre in Sarnia and the second on April 01/04 at the Lambton County Library Headquarters in Wyoming.

The goal of Occupational Health and Safety is to reduce these workplace accidents through education workshops in 2004. Further updates will follow.

b) Wyoming Offices

With the second floor renovations now complete, new fire evacuation charts have been printed and the fire drill/evacuation procedures are being updated. These will be available to all departments in the near future to replace the outdated procedures currently in the Lambton County Occupations Health & Safety Policy & Procedure Manual that was adopted by County Council in July, 1991.

c) NEER Report

Our year end NEER statement was received recently indicating that the County was in a surcharge position in the amount of \$21,286.00. This was due as a result of the long term lost time claims within the homes sector. The results were presented at a recent General Managers' meeting.

6. Human Resources Report

Recommendation

That the Corporate Managers Human Resources report for February 04, 2004 as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

Nothing to report.

cc: R. Van Horne
 Linda Ross

FINANCE DEPARTMENT
CORPORATE MANAGER, FINANCIAL SERVICES/
TREASURER'S REPORT

February 4, 2004

PART A **Follow-up from Previous Month(s)**

1. Attached is a report regarding the sources and causes for the Corporation's 2003 projected surplus. This report details steps already taken to address the causes identified and offers recommendations that staff feel will further enhance the Corporation's reporting of variances and their impact.

Recommendation

That Council accept the Report as presented and approve the 3 recommendations contained therein.

2. In response to concerns raised when Mr. Innes met with area municipal treasurers regarding the operation of MPAC and the quality of the most recent assessment notices, MTE has been retained to perform 2 audits of the 2004 Assessment Roll as returned to each area municipality in December 2003. It is anticipated that these audits will have been delivered by the date of this meeting.

PART B **Monthly Activities**

1. Monthly Accounts

Monthly Accounts for Corporate Services are presented in the amount of \$11,118,036.66 (see attached). With regards to their content, please be advised that:

- | | |
|---|------|
| a) Are there any items significantly over Budget? | No. |
| b) Are there any items that were not in the Budget? | No. |
| c) Were all items purchased in accordance with County Policy? | Yes. |
| d) Are there any items significantly under Budget? | No. |

2. Attached is a letter from the Corporation's external Auditors regarding its activities and compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA).
3. Finance has received confirmation from the Ministry of Finance advising that the County will receive a \$515,000.00 Community Reinvestment Fund (CRF) grant in 2004. This payment is unchanged from the previous year.

PART B **Monthly Activities**

4. Attached is a letter from MPAC advising that the County's cost for its services during 2004 will increase \$56,354 (3.66%) to \$1,538,700.
5. Lambton Shores Council has given owners of campgrounds an extension on the due date for payment of supplementary taxes resulting from the elimination of the prior exemption from taxation of certain trailers. Payment of these taxes, which would otherwise have been payable no later than December 31, 2003, is now not due until June 30, 2004.

Finance Staff have set up the County portion of these deferred taxes as receivable at December 31, 2003 and the Lambton Shores Treasurer has agreed to forward payment in full on June 30, 2004. Accepting this deferral means that the County will forego \$387.00 in interest.

6. Corporate Manager's Report

Recommendation

That the Corporate Manager, Financial Services/Treasurer's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

1. CRF Funding – 2004 Reporting Requirements.

Recommendation

That Council approve the following Resolution required to receive its 2004 CRF grant:

“Whereas the Province of Ontario has set certain conditions that must be fulfilled in order to receive CRF funding for 2004,

And whereas Council for the Corporation of the County of Lambton is desirous of receiving this CRF funding;

Now therefore does Council confirm its intentions to use its 2004 CRF funding allocation for the benefit of the taxpayers of Lambton County,

PART C **Other Matters Requiring a Motion** (continued)

And that it accepts and confirms that it will comply with all terms and conditions set by the Province for the receipt of 2004 CRF funding.”

2. Correspondence

- a) 2-29-04 A letter from Les Sutherland, dated January 14, 2004, expressing his concerns about property taxation and requesting a reply.
- b) 2-30-04 A Resolution from the City of Sarnia requesting the McGuinty government to immediately review the impact of the current assessment system and correct “a number of injustices”.
- c) 2-31-04 A Resolution from the City of Sarnia requesting the Minister of Finance to review the role and responsibilities of the Municipal Property Assessment Corporation.
- d) 2-33-04 A Resolution from the Municipality of West Elgin regarding the recent change in assessment practices which has resulted in certain trailers in campgrounds becoming subject to property taxation.

Recommendation

That Council direct staff to respond to Mr. Sutherland’s letter, that the resolutions from the City of Sarnia be endorsed and that the resolution from the Municipality of Central Elgin be received and filed.

3. Extension of Agreement with Municipal Tax Equity

The agreement between the County of Lambton and Municipal Tax Equity Consultants Inc. (MTE) has expired. MTE has been providing the County with its services since 1999 and is offering to renew its agreement for a further 3 years with no change to the current terms and conditions.

Recommendation

That Council authorize the Treasurer to sign the Agreement for Municipal Tax Equity Consultants Inc. (MTE) to continue providing its services for a further 3 years.

PART C **Other Matters Requiring a Motion (continued)**

4. Banking Resolutions

With the appointment of a new Deputy Warden for 2004, it is necessary for the County to provide its banker with new banking resolutions to reflect the change in signing authorities.

Recommendation

That Council authorize the Warden, Deputy Warden, C.A.O. and Treasurer to sign the new/replacement banking resolutions as required by the Canadian Imperial Bank of Commerce to reflect the Corporations changed signing authorities.

PROVINCIAL OFFENCES ADMINISTRATION (P.O.A.) DEPARTMENT
CORPORATE MANAGER, FINANCIAL SERVICES/
TREASURER'S REPORT

February 4, 2004

PART A **Follow-up from Previous Month(s)**

1. Our Master Court Plan for 2004 has now been approved as amended by the Regional Senior Justice of the Peace. Beginning in January the court will again sit 2 days a week – Thursday and Friday. As in the past, “Part 1” matters (trials of less serious matters) will be heard on Thursdays. In addition, Part 1 matters will now also be heard the first, third, and fifth Friday of each month. As the County’s part-time Prosecutor handles these trials, this change may require an increase in the number hours the Municipal Prosecutor works. The situation will be monitored.

The second Friday of the month is set aside for a “First Appearance” court for Part 1 and Part 3 matters, including M.T.O. offences. On the remaining fourth Friday, Part 3 matters (trials of a more serious nature) and prosecuted by a Provincial or M.T.O. Crown will be scheduled.

Although the Regional Senior Justice’s office has directed that Part 3 trial matters can also be scheduled on other days if needed, Mrs. Blum and her staff are concerned that the current schedule does not provide enough court time for Part 3 matters. She will monitor scheduling and should a backlog develop, report this to the Regional Senior in an effort to have changes to the Master Plan approved.

PART B **Monthly Activities**

1. **Monthly Accounts**

Monthly Accounts are presented in the amount of \$9,199.33 (see attached). With regards to their content, please be advised that:

- | | | |
|----|--|------|
| a) | Are there any items significantly over Budget? | No. |
| b) | Are there any items that were not in the Budget? | No. |
| c) | Were all items purchased in accordance with County Policy? | Yes. |
| d) | Are there any items significantly under Budget? | No. |

2. Attached is the Statistical Report to the end of December 2003. Overall charges are much lower than previous years, although fines levied are significantly higher than in 2002.

PART B **Monthly Activities (continued)**

3. Two police officer trials scheduled in December resulted in the need to hire an out-of-region Prosecutor. A Mr. Michael Hurley from Brampton was hired for the day. Although charges were dismissed, P.O.A. staff was favourably impressed with Mr. Hurley's performance and given that he only billed the minimum amount of \$100.00 plus mileage for his services, will not hesitate to use his services again if needed.
4. The office is again receiving increased requests for interpreters. Most of these interpreters are resident in the Toronto area; therefore in addition to time, travel and potentially accommodation costs may need to be incurred.
5. The recent purchase of "Smart Addresser" program for the Collections Clerk is helping to reduce the number of letters returned because of incorrect or out-dated address information. Prior to receiving this tool, letters relating to an estimated \$8,000-\$10,000 monthly in potentially collectible unpaid fines were being returned and turned over to the external collection company for action. This new equipment should pay for itself within the first few months.
6. Corporate Manager's Report
Recommendation
That the Corporate Manager, Financial Services/Treasurer's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

Nothing to report.