

**MINUTES**  
**COMMUNITY SERVICES/**  
**INFORMATION TECHNOLOGY COMMITTEE**

**March 19, 2003**

A meeting was held at the County Building at 1:00 p.m. on the above date.

Present: Chair C. Ivey, Warden Todd Case. Members: D. McGugan, A. Khan, R. Brown, A. Pole and A. Syer. Ms. C. Clarke, Ms. S. Murray and Mr. W. Petryschuk attended for Libraries, Museums and Gallery Lambton matters. Also Mr. N. Cottle, Corporate Manager, Information Technology Services; Ms. C. Thayer, General Manager, Community Services; Mr. J. Innes, Corporate Manager, Financial Services/Treasurer; Ms. J. Smith, Financial Systems Supervisor and Mr. R. G. Van Horne, C.A.O./General Manager, Corporate Services.  
Absent: R. O'Hara.

**INFORMATION TECHNOLOGY**

Regular Business

Part B, Item 2 – Corporate Manager's Report

- (A) #1: Brown/Pole: That the Corporate Manager's Report as set out in Part A and Part B be accepted as presented. Carried.

Part C, Item 1 – HRDC Funding Application

- (A) #2: Khan/Pole: That the Warden and Clerk be authorized to sign an agreement with HRDC to receive funding for the hiring of temporary staff in support of these two (2) program applications. Carried.
- (F)

Part C, Item 2 – Computer Equipment Replacement Project

- (A) #3: Brown/Case: That, upon approval of the lease conditions by both the Treasurer and Solicitor, the Warden and Clerk be authorized to sign a lease agreement with the selected leasing agency, in accordance with the County's Purchasing Policy. Carried.
- (F)

2003 Budget

A set of minutes was taken reflecting budget motions of the Information Technology Department and will be reviewed by County Council at the special budget meeting.

**COMMUNITY SERVICES**

2003 Budget

A set of minutes was taken reflecting budget motions of the Community Services Division and will be reviewed by County Council at the special budget meeting.

Adjournment

The Chair declared the meeting adjourned.

Time: 4:35 p.m.

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Cam Ivey  
Chair

\_\_\_\_\_  
Ronald G. Van Horne  
Secretary

**INFORMATION TECHNOLOGY**  
**CORPORATE MANAGER'S REPORT**

March 19th, 2003

**INFORMATION TECHNOLOGY**

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

None.

**PART B**      **Monthly Activities**

1.      Items of Committee Interest

a)      **Financial Information System**

Payroll staff are continuing to enter payroll related data (e.g. vacation accruals) in order for the HR system to go live, while this is anticipated in June, 2003 it will depend upon the prerequisite, corrected data being available in the Payroll system.

b)      **County Wide Area Network (WAN)**

Corunna and Mall Road libraries have been converted from their previous wireless connections to high speed landlines. There has been a short delay for the Sarnia libraries conversion due to organizing library staff training sessions. This project is expected to be completed by the end of March 2003.

c)      **Process Technology Reviews**

The A/P report completed by Vadim is still under consideration by Finance.

d)      **Lambton Shared Services Centre (LSSC) and Health Unit**

The new Integrated Networks Program (INP) is ongoing. The Healthy Babies/Healthy Children (ISCIS) program is continuing; however technical signoff for final data conversion in March has been obtained. The automated Room Booking system at the LSSC went "live" March 10<sup>th</sup>, 2003. This system will allow authorized staff to directly reserve meeting rooms at the facility.

**PART B**      **Monthly Activities (continued)**

e)      Connect Ontario-Geosmart & CLEAR Fund Applications

Geo-smart and CLEAR funding applications are still under review. However the Geosmart program review panel met in early March and should announce their findings shortly.

f)      Library Services

No major items to report at this time.

g)      Miscellaneous Items

Some initial discussions occurred with GM's regarding priority IT Capital projects for 2003.

The County website development is going well and on schedule for April 14<sup>th</sup>, 2003 live date. The Web development core team members include Nigel Cottle, Darlene Coke (co-project leaders), Jim Kutyba, Jan Lembke and Kevin Churchill. Several core team meetings have already occurred. A draft "site map" has been defined, along with the Home page format/layout. The web developer has provided some Home page "mockups" for the core team's review. Site content details have been reviewed along with draft procedures for ongoing site content management.

Connestoga Rovers & Associates (CRA) has held initial meetings and discussions with Lambton Mapping Group members and County staff. A specific meeting was held on February 7 2003 in Council Chambers to review the HRDC application related survey. This survey detailed preferred and priority data to be collected for Global Positioning System(GPS) referenced "street furniture" such as fire hydrants, signs, water shut off valves and so on. The County has applied to HRDC for funding of 2 programs both involving hiring additional temporary staff 1) GPS project mentioned above. 2) The Emerald Ash borer beetle, identifying Ash tree locations and promoting infestation awareness within the community.  
**Please see Part C.**

A specific GIS "Municipality only" related meeting was scheduled for March 17 2003, with additional discussions with the Lambton Mapping Group.

**PART B**      **Monthly Activities (continued)**

Montieth and Sutherland have recently provided the initial Countywide property fabric dataset to the County. The final version is anticipated to be provided to the County in early summer 2003.

The Purchasing Co-ordinator asked our Strategic IT provider (Miad Systems) to review appropriate computer vendors equipment and to make recommendations that would replace existing computers and related equipment. **Please see Part C.**

2.      Corporate Manager's Report

Recommendation

That the Corporate Manager's Report as set out in Part A and Part B be accepted as presented.

**PART C**      **Other Matters Requiring a Motion**

1.      HRDC funding application

**Overview**

The County has applied to Human Resources Development Canada (HRDC) for the funding of 2 programs both involving the hiring of additional temporary staff for approximately 5 months. These staff will travel throughout the County using portable handheld Global Positioning System units (GPS) collecting pre-defined data.

- 1)      In this related GIS project these staff will collect various data regarding "street furniture" such as hydro poles, water valves, street signs etc within the County.
- 2)      The Emerald Ash borer beetle infestation project, identifying Ash tree locations and promoting infestation awareness within the community.

Recommendation

That the Warden and Clerk be authorized to sign an agreement with HRDC to receive funding for the hiring of temporary staff in support of these 2 program applications.

**PART C**      **Other Matters Requiring a Motion (continued)**2.      Computer equipment replacement project**Overview**

The County needs to replace approximately 407 PC's (and approximately 20 printers). Currently 200 PC's are leased (lease expiry June 30<sup>th</sup> 2003) and a further estimated 210 owned PC's that are 3-4 years old. (Note: some of these "owned" units were leased under the Ministry Family and Community Social Services).

There is a significant time constraint due to the lease expiry, whereby new equipment must be ordered in early April so that the selected computer equipment manufacturer will have the build and delivery time required for such a large order. This will allow IT and purchasing staff to co ordinate the order, train staff on new software, delivery, deployment, replacement and return of existing units without incurring additional existing lease charges (estimated at approximately \$20,000 per additional month).

The Purchasing Co-ordinator requested the County's Strategic IT provider (Miad Systems) to review appropriate computer vendors equipment and to make recommendations that would replace existing computers and related equipment. These recommendations are based upon leading manufacturers only (no clones), committed build components, cost effective performance, durability, low maintenance, continuity with the County's technology direction and overall delivery capabilities.

**The recommendation from Miad Systems is to purchase 407 (+/-) IBM PC's, 14 IBM laptops, 20 HP printers and 2 Infocus projectors for a total approximate cost of \$1,024,049 including taxes.**

**Notes:**

- This total cost is **significantly less** than the vendor listed Government special pricing estimates obtained by the Purchasing Co ordinator, of **\$1.35 million including taxes.**
- It should also be noted that it is long standing County policy and practice that all computer leases and purchases be funded from a reserve, setup to avoid or minimize significant 1 year "peaks" if they were funded out of operating budgets. There is in other words no impact to the County budget for 2003 for this transaction.

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

- The Treasurer is currently reviewing preferred leasing agency submissions.

Recommendation

That, upon approval of the lease conditions by both the Treasurer and Solicitor, the Warden and Clerk be authorized to sign a lease agreement with the selected leasing agency, in accordance with the County's Purchasing Policy.

**INFORMATION TECHNOLOGY DEPARTMENT**  
**2003 BUDGET OVERVIEW**

1. **GENERAL STATEMENT**

The Information Technology (IT) Department supports the strategic direction and operational needs of the County. The Department provides centralized corporate IT services to all County departments and staff, and provides guidance and resources concerning IT matters to Council, General Managers, Corporate Managers, local municipalities and other community based organizations.

2. **SUMMARY OF CHANGES & REASONS WHY**

During 2003 the Information Technology department will maintain its progress made during 2002 in the continuing implementation and enhancements to the Financial Information System (FIS). These include: Building Permits, Payroll, Human Resources, Maintenance Management, Accounts Payable and General Ledger. Similarly capitalizing on previous technology investments in the Wide Area Network (WAN), network security/firewall, application and operating software version upgrades, will allow the County to maintain its technological progressions in 2003.

With the majority of the preparation for the Geographic Information System (GIS) completed in 2001 and 2002, it is anticipated that the GIS will be implemented towards the end of 2003. This major project will benefit from ongoing co-operation from many organizations including county Municipalities and the Lambton Mapping Group members. The utilization of a common base map will have significant benefit for all Countywide GIS users.

The official County corporate website (currently being developed) is anticipated to be "live" in April, 2003. This new site will allow enhanced communication capabilities to Municipalities, staff, constituents and general site visitors from outside of the County.

A new Financial budget reporting system will be implemented during 2003 along with a replacement for the aging legacy Council minutes reporting system.

A countywide computer equipment replacement program will be instituted during 2003 to accommodate the end of the current 3-year lease agreement as well as replace older (3-4 years) non leased PC's Countywide.

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET:**

The overall funding (both Operating and Capital) impact on the County levy will be (0.929) %.

The 2002 year-end position should indicate a balanced budget overall.

**b) PROGRAMME IMPACT:**

Information Technology staff (who were provided to the County in 2001 and 2002 under a purchased services contract) have become full time County employees.

All departmental training expenses have been transferred to Human Resources so will be \$0 in 2003.

An IT telephone expenditure decrease from \$36,525 in 2002 to \$15,025 in 2003 is a result of use of the County wide area network. (WAN).

4. **OPTIONS LIST**

Working reserves amount of \$10,000 (from unpurchased Plotter unit in 2002) expenditure could be allocated against levy costs of IT Capital project #'s IT 11 (\$5612) and IT20 (\$6600).

5. **FTE FOR 2003**

Staff complement of 12.25 FTE's

6. **RECOMMENDATION**

It is recommended that the Information Technology department budget for 2003 be approved as presented.

**HOUSING SERVICES DEPARTMENT**  
**2003 BUDGET OVERVIEW**

1. **GENERAL STATEMENT**

The Social Housing Department administers social housing programs in Lambton County including the centralized waiting list for rent-geared-to-income assistance; non-profit housing programs and rent supplement programs. The department issues monthly subsidy payments to providers and directly manages 771 units owned by the County of Lambton. In total the Social Housing Department provides rent-geared-to-income assistance to over 2000 Lambton County residents.

2. **SUMMARY OF CHANGES & REASONS WHY:**

Operating (Pages 38 – 43)

In calculating the 2003 budget, the following assumptions were made:

- Property taxes would increase 5% on all County owned properties.
- Hydro costs were based on the 2002 actuals
- Gas costs were projected to increase by 10%
- Water and sewage charges were increased by 5%

Other operating costs that have increased include insurance, up 36% and salary and benefits to reflect the impact of COLI and the resumption of OMERS contributions.

One contract position has been included for 6 months. This position is to assist with the Housing Information System. Phase I on the system still needs to be fully tested and the Phase II specifications and requirements need to be developed.

On the revenue side, it has been projected that rental income will increase by 7%.

Capital (Page D8)

All capital projects receive 50% funding from the Province and in addition \$90,000 of Federal funding has been used to help offset the impact on the levy. The 2003 projects have all been taken from the recommendations of the Capital Reserve Study that was completed last year. Over the last 5 years, the housing department has spent an average of \$607,665 per year on capital projects. In order to retain the quality of the existing housing stock, it is necessary to maintain the expenditure level.

Reserves (Page R12)

As noted above, \$90,000 from the Housing Reserve Fund has been used to offset the County levy for project #H028. . These are Federal Funds allocated for use in the Federal Housing Units. The \$90,000 is the amount received in 2002.

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET :**

**Operating – Increase in levy is \$113,024**

Capital – Decrease in levy of \$28,310

County Levy Impact

.202%

**b) PROGRAMME IMPACT:**

The programmes and services provided by the department remain at the 2002 levels.

4. **OPTIONS LIST :**

The estimated increases for property taxes and utilities could be adjusted downward but based on the past 2 years' history, this is not recommended.

The three lowest scoring projects (H009, H011 and H019) could be deferred until 2004. These projects total \$30,000 of which the County's portion is 50% or \$15,000. Although this would reduce the 2003 levy requirement, the result would be to push the costs to 2004.

In addition the number of roofs replaced in project H028 could be reduced by the County's share of the project - \$35,000 but this would have the same effect as the first option, the costs of which would be pushed into 2004.

5. **FTE for 2003 :**

Permanent 16.0

Contract .5

Total 16.5 FTEs

6. **RECOMMENDATIONS :**

That the Committee recommend to Council that it accept the draft 2003 Operating and Capital Budgets for Housing Services as presented.

**SENIOR SERVICES DEPARTMENT**  
**2003 BUDGET OVERVIEW**

1. **GENERAL STATEMENT:**

Lambton County's Long-Term Care facilities have been providing comfort, quality and security to the County's rural and urban residents for more than 45 years. The Senior Services Department operates three long-term care facilities: Lambton Meadowview Villa (LMV) in Petrolia, Marshall Gowland Manor (MGM) in Sarnia and North Lambton Rest Home (NLRH) in Forest.

The Department also operates three Adult Day Programs for seniors who continue to live in their own homes. The Alzheimer Adult Enrichment Centre is located at LMV and both MGM and NLRH operate an Outreach Program. The Adult Day Programs provide opportunities for seniors to socialize and practice activities of daily living. Transportation is available, and the program is available year-round.

Construction started in 2002 at two of the three County Long-Term Care facilities; MGM will be completely rebuilt on a new site, and NLRH will see an addition and extensive renovations. Both are scheduled to open in 2003 and they will maintain the same number of beds: 126 long-term and 2 short-stays at MGM, and 88 long-term and 1 short-stay at NLRH. LMV continues to operate 125 long-term beds and 2 short-stay beds.

2. **SUMMARY OF CHANGES & REASONS WHY**

Operating (Pages 44 – 53)

Marshall Gowland Manor and North Lambton Rest Home will begin to receive a compliance premium of \$10.35 per day for each redeveloped bed that is opened. This money will be transferred to reserves for payment of the debt associated with the construction projects. In addition, 50% of the revenue earned on private and semi-private accommodations is also transferred to reserves for payment of debt associated with the rebuilds. In 2003 the amount transferred from all three homes totals \$637,330.

Provincial funding has been calculated based on the current per diem with an anticipated rate increase of 1% on April 1 and an additional 1% on July 1. North Lambton's revenue has been projected to improve to 97% occupancy by year-end.

Approximately 80% of the Homes' budgets are for staffing, and much of the increase for 2003 can be attributed to COLI adjustments and the resumption of OMERS.

There are three staffing enhancements at Marshall Gowland Manor - an increase in laundry service from six to seven days per week, an increase of four hours per week in Activation hours and an RPN increase of 0.75 FTE.

These changes will be implemented in the final quarter of 2003, once the new building is opened and the staffing requirements reviewed. There are no enhancements proposed for Lambton Meadowview Villa or North Lambton Rest Home.

Utility costs have been projected based on the 2002 actuals with an estimated increase of 10% in gas costs. Insurance premiums have increased by 30% and linen service has increased by 38%. This is the last year of a three-year contract with the current linen provider and the service will be tendered later in the year. An extra \$16,000 has been added to the building repairs and maintenance accounts for Lambton Meadowview Villa. Ongoing issues with the dining room and kitchen flooring and moisture problems require additional funding to remediate.

#### Capital (Pages D9 - D10)

##### Lambton Meadowview Villa

- LMV03 - Moisture problems require the replacement and repair of damaged insulation and drywall in an estimated 10 resident rooms.
- LMV02 – The intent is to have an engineering study done to evaluate the Home’s energy management system and then apply for a grant through the Ministry of Natural Resources in order to upgrade and improve the system. There are ongoing issues in the home with residents experiencing dry skin as a result of problems with the humidification system and energy costs are increasing substantially each year.

##### North Lambton Rest Home

- NLRH1 – The lifts are required to safely transfer residents in and out of the bathtubs. Three new lifts are required for use in the new/rebuilt facility.
- NLRH2 – It is anticipated that with the installation of a trash compactor, garbage pickup can be reduced from the current twice per week to once per week in the summer and every two weeks in the winter. In addition, staff time can be saved. With the new addition, there is no spot to put the current bins that would not be visible from a number of resident’s rooms.

#### Reserves & Trust Funds (Pages R10 – R11)

The balance of the reserve previously set up to deal with pay equity, internal wage equity and the retroactive payments due to ONA and CAW as a result of a two year contract delay has been transferred to Human Resources to be used on a county-wide basis for retro adjustments.

### **3. a) NET IMPACT ON THE CORPORATION’S TOTAL BUDGET**

#### Lambton Meadowview Villa

- Operating – Decrease in levy is \$71,672
- Capital – Increase in levy is \$45,000

North Lambton Rest Home

Operating – Increase in levy is \$38,000  
Capital - Increase in levy is \$43,823

Marshall Gowland Manor

Operating – Decrease in levy is \$77,714  
Capital - no change

Alzheimer Adult Enrichment Centre

Operating – Increase in levy of 0%

Marshall Gowland Manor Outreach Program

Operating - Increase in levy of 0%

North Lambton Rest Home Outreach Program

Operating – Decrease in levy of \$5,094 or 77.37%

County Levy Impact    -.065%

**b) PROGRAMME IMPACT:**

The level of service provided by the Senior Services Department will not change in 2003. Levy requirements for 2003 have decreased as the result of an anticipated increase in Ministry revenue, compounded for LMV by an increase in the Case Measure Index (CMI) from 98.25 to 104.15. This increase has been offset in NLRH by a decrease in the CMI from 101.27 to 94.83. The CMI for MGM has decreased from 98.55 to 97.49 offset by the increase in per diems.

**4. OPTIONS LIST:**

Lambton Meadowview Villa

- \$12,000 in bequest funds could be used to purchase equipment for residents use – TV replacements for activity rooms on 2N, mini-stereo systems for resident activity rooms, toasters and hi-lo beds.

North Lambton Rest Home

- \$12,673 in bequest funds could be used to purchase a resident wheelchair bike, shower chairs and a sit to stand lift.
- elimination of Capital Project NLRH2 - the trash compactor.

Marshall Gowland Manor

- \$7,000 in trust funds could be used to purchase the additional equipment required for the fourth floor in the new building and 10 new pressure reduction mattresses.

**5. FTE for 2003 :**

Senior Services	5.55
Lambton Meadowview Villa	107.60
Marshall Gowland Manor	92.47
North Lambton Rest Home	65.06

Alzheimer Adult Enrichment Centre	3.60
MGM Outreach	2.06
NL Outreach	0.81

Total 277.15 FTE's

**6. RECOMMENDATIONS:**

That the Committee recommend to Council that it accept the 2003 Operating proposed budget for Senior Services as presented.

That the Committee recommend to Council that it accept the 2003 Operating and Capital budgets for Lambton Meadowview Villa as presented.

That the Committee recommend to Council that it accepts the 2003 Operating budget for Marshall Gowland Manor as presented.

That the Committee recommend to Council that it accept the 2003 Operating and Capital budgets for North Lambton Rest Home as presented.

That the Committee recommend to Council that it accept the 2003 Operating budget for the Alzheimer Adult Enrichment Program as presented.

That the Committee recommend to Council that it accept the 2003 Operating budget for the MGM Outreach Program as presented.

That the Committee recommend to Council that it accept the 2003 Operating budget for the North Lambton Outreach Program as presented.

**LIBRARY**  
**2003 BUDGET OVERVIEW**

**1. GENERAL STATEMENT:**

Lambton County Library provides services to the public through 27 branch libraries, one bookmobile, the Lambton Room in Library Headquarters and deposit collections in the Long-Term Care Facilities. Services offered in the branches include books, talking books, magazines, audio-visual materials, story hours, guest speakers, reference services, Internet access, theatre rental and a collection of archival materials for Lambton County.

**2. SUMMARY OF CHANGES & REASONS WHY:**

Operating (pages 54 – 57)

The 2003 operating budget includes the annualized costs for the additional hours of operation implemented July 1, 2002. Based on the last 12 months of usage, an additional 33 hours of service will be added as of July 2003. There are no other improvements in programs or services in the 2003 budget

The increase in wages and benefits reflects the impact of COLI and the resumption of OMERS contributions. Insurance rates have increased 26% and utilities have also been increased.

Due to the increasing costs of books, a/v material, periodicals and database access fees, these expenses have been increased by 10%. A number of items are purchased from the US and the exchange rate is impacting costs.

The axles in the Bookmobile need to be replaced at a cost of \$14,000 and \$4,000 has been included to cover the cost of painting the interior of the library headquarters.

Capital (Page D11)

Five capital projects have been included in the 2003 budget.

- L003 – Costs related to the relocation of two branches, Grand Bend and Wyoming. The moves will both require additional shelving and furniture. Based on past moves, the costs are estimated at \$20,000 per move.
- L006 – The ongoing renovation of the Sarnia Library Theatre. This project covers the cost of a new sound system, replacement of the motorized screen as well as rollout flooring for dance applications.
- L001 – The van providing courier service to all the branches, other county departments and outreach services to the long term care facilities requires replacement. It is a 1995 van with 400,000 km and 55,000 km are added each year.
- L004 – Ongoing furniture and equipment replacements in the branches.
- L002 – Ongoing replacement of a Microfilm/fiche reader/printer. There are 12 machines and one is replaced every year.

Reserves (Page R13)

The Special Projects reserve was established so that the Libraries could take advantage of Provincial and/or Federal Grants that are often announced late in the year. The purpose of the reserve is to allow the Library to apply for any grants that meet their mandate and which require matching funding. In 2003 it is anticipated both Federal and Provincial funds will be applied for.

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET :**

Operating – Increase in levy is \$270,300

Capital – Increase in levy is \$83,733

County Levy Impact .842%

b) **PROGRAMME IMPACT:**

The level of service provided by the department has increased due to the allocation of additional operating hours in some of the branches. This increase is based on Council's policy (June 7, 2000) of providing one hour of opening for every 1000 library uses, with a minimum service level of 12 hours and a maximum of 65.

4. **OPTIONS LIST:**

The Interior painting of headquarters could be deferred until 2004, saving \$4,000.

Theatre Revenue could be increased by \$1000 based on the Cine Series using the theatre for their programmes, although this contract has not yet been negotiated.

The requested funding of \$5,000 for the Special Provincial Grants could be deleted. Should matching funds in excess of the estimated transfer from reserve be required, the extra funds could be taken from the reserve and the reserve replenished in 2004.

The purchase of the new van could be financed over 4 years; total cost of \$35,000, financed over 4 years would save \$21,000.

5. **FTE for 2003 :**

Permanent 33.5

Part time 35.34

Total 68.84 FTE's

6. **RECOMMENDATIONS:**

That the Committee recommend to Council that it accept the 2003 Operating and Capital Budgets for the Library as presented.

That the Committee recommend to Council that it accept the 2003 Operating Budget for Special Provincial Grants as presented.

That the Committee recommend to Council that it accept the 2003 Operating Budget for Provincial Student Works as presented.

That the Committee recommend to Council that it accept the 2003 Operating Budget for the Federal Student Works as presented.

**GALLERY LAMBTON**  
**2003 BUDGET OVERVIEW**

**1. GENERAL STATEMENT:**

Gallery Lambton maintains and holds in trust an outstanding collection of 891 Canadian paintings, sculptures, and works on paper valued at approximately \$3 million. The Gallery holds approximately 40 paintings and sketches by the Group of Seven and others, which are important to Canadian art history and considered national treasures. The Gallery offers educational services, tours for adults and school groups, talks by artists and staff, films, public lectures, children's art workshops, bus tours, art rental service and a gift shop.

**2. SUMMARY OF CHANGES & REASONS WHY:**

Operating (Page 58)

The major increase in the Gallery budget is in wages and benefits. The increases reflect the impact of COLI and the resumption of OMERS contributions.

Revenue projects are based on 2002 actuals, the revenue generated from donations has decreased significantly and the Provincial grants have been adjusted downward to reflect the actual grants received. The Ontario Arts Council has indicated that they will provide a one-time grant for the Pat Deadman show of \$8,000, however the Gallery must absorb the cost of producing a catalogue for this show. Other one time costs include the production of a catalogue for the exhibition of the complete Group of Seven holdings that are in the permanent collection.

Capital (Page D12)

The only capital project for the gallery is furniture and equipment. Included in the request are portable display cases for the exhibits and the gift shop, a digital camera, balcar photographic lights, and shelving for art supplies.

Reserves (Page R15)

There is no anticipated use of reserve funding in 2003.

**3. a) NET IMPACT ON THE CORPORATION'S TOTAL BUDGET :**

Operating – Increase in levy \$45,062

Capital – Increase in levy \$2,880

County Levy Impact .114%

**b) PROGRAMME IMPACT**

There has been no change in the level of programmes and services provided by the department.

**4. OPTIONS LIST**

It is difficult to suggest any reduction in expenditures for this department that would not affect the delivery of the programmes and services.

**5. FTE for 2003 :**

4.96 FTE's

**6. RECOMMENDATIONS:**

That the Committee recommend to Council that it accepts the 2003 Operating and Capital budgets for Gallery Lambton as presented.

**MUSEUMS**  
**2003 BUDGET OVERVIEW**

**1. GENERAL STATEMENT:**

Lambton Heritage Museum is located in Grand Bend and consists of eight buildings totaling over 50, 000 square feet. The museum has been entrusted with the care of over 20,000 family and corporate artifacts depicting the history of Sarnia- Lambton. It attracts 17, 000 paid visitors per year and has drawn over a half million visitors since its founding.

The Oil Museum of Canada, located in Oil Springs, attracts 9,000 visitors per year to the site of the first commercial oil well in North America. A series of special events extends the season, and motor coach visits for the Christmas Long Ago program are especially popular at year-end

**2. SUMMARY OF CHANGES & REASONS WHY:**

Operating (Pages 59 – 64)

The increase in wages and benefits reflects the impact of COLI and the resumption of OMERS contributions. Insurance and utility costs have also increased.

One time funding of \$5,000 has been included to host a 25<sup>th</sup> Anniversary event at the Heritage Museum in May. In addition \$4,000 has been included in the Oil Museum's budget to repair the drill rig tower. The tower has been closed to the public for safety reasons, portions of the platform, rigging and footings need to be replaced.

Capital (Page D13)

The one capital project for the Heritage Museum is to upgrade the Weldon Gallery. The gallery has remained unchanged for many years and in order to attract people back to the museum, it is important to update the displays. Impact on the County levy is \$5,000, other sources of funding will be found for \$10,000.

Reserves (Page R14)

The Oil Museum continues to use reserve funding to fund operating costs. The reserve fund has a limited amount of funding and in future years this will no longer be possible.

The LHM Capital Reserve was established in order to utilize the proceeds from special fund raising efforts at the museum. The intent is to use the prior year's profit to offset the current years operating costs. (See comment in options area)

**3. a) NET IMPACT ON THE CORPORATION'S TOTAL BUDGET :**

Operating – Increase in levy is \$49,148  
Capital – Increase in levy is \$5,000  
County Levy Impact: .129%

**b) PROGRAMME IMPACT:**

The programmes and services provided by the department remain at the 2002 levels.

**4. OPTIONS LIST:**

When the 2003 operating budget was prepared, the use of the Reserve Fund was not correctly accounted for. The transfer from the was input under “Other Revenue of \$10,000 rather than transfer from reserve and the reserve account was not correctly adjusted. The correct entry should be a transfer from reserve of \$13,148, thus increasing revenue by \$3,148

**5. FTE for 2003 :**

Heritage Museum 4.90

Oil Museum 2.15

Total 7.05 FTE's

**6. RECOMMENDATIONS:**

That the Committee recommend to County Council that it accept the 2003 Operating and Capital Budgets for the Lambton Heritage Museum as presented.

That the Committee recommend to County Council that it accept the 2003 Operating Budget for the Oil Museum of Canada as presented.

That the Committee recommend to County Council that it accept the 2003 Operating Budget for the Lambton Heritage Museum Fund Raising Initiatives as presented.

That the Committee recommend to County Council that it accept the 2003 Operating Budget for the Lambton Heritage Museum Campground Referral Project as presented.

That the Committee recommend to County Council that it accept the 2003 Operating Budget for the Lambton Heritage Museum Digital Cataloguing Project as presented.