

**MINUTES**  
**COMMITTEE OF THE WHOLE**

**May 7, 2003**

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

Present: Chair R. Brown, Warden Todd Case. Members: Wm. Bilton, M. Bradley, P. Davidson, J. Dedecker, J. Foubister, C. Ivey, C. Jamieson, A. Khan, D. Kirkland, J. Kowalyshyn, D. McGugan, R. O'Hara, A. Pole and A. Syer. Also Mr. J. Innes, Corporate Manager, Financial Services/Treasurer; Mr. C. Doyle, Corporate Manager, Human Resources Services; Ms. C. Thayer, General Manager, Community Services; Mr. J. Kutyba, General Manager, Infrastructure and Development Services; Mr. K. Dick, General Manager, Social and Health Services; Mr. R. G. Van Horne, C.A.O./ General Manager, Corporate Services and Ms. L. Ross, Corporate Manager, Legal Services/Clerk.

Absent: None.

**HUMAN RESOURCES**

**Part B, Item 6 – Corporate Manager's Report**

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

**OTHER BUSINESS**

Mr. Chris Doyle, Corporate Manager, Human Resources Services, noted that the Employee Picnic will be held on Thursday, June 12, 2003 from 12:00 p.m. to 4:00 p.m. at the Wyoming Legion. The theme for the annual picnic is "Back to the Beach". Team building activities are scheduled.

**FINANCIAL SERVICES**

**Part B, Item 6 – Corporate Manager's Report**

- (A) #2: Dedecker/Davidson: That the Corporate Manager's Report as set out in Part A and Part B be accepted as presented. Carried.
- (F)

Part C, Item 1 – 2003 Property Tax Policy

- (T) \* #3: Foubister/Kowalyshyn: That County Council reaffirm its Tax Policy, adopted for the 2002  
\*\* taxation year as unchanged for 2003.
- (T) #4: Bradley/Ivey: That motion #3 be tabled in order to allow local Councils an opportunity to review the document, and that a special meeting of County Council then be called at the direction of the Warden, prior to May 31<sup>st</sup>, 2003 to consider the matter. Carried.

Part C, Item 2 – Proposed Lease Financing Policies, Procedures and Goals

- (A) #5: Jamieson/McGugan: That Council approve the proposed Statement of Lease Financing  
(F) Policies, Procedures and Goals as presented, that its requirements and procedures be effective immediately and that staff be directed to translate this Statement into the Corporation's formal Policy format. Carried.

Part C, Item 3 – Proposed Investment Policies, Procedures and Goals

#6: Foubister/Kirkland: That Council approve the proposed Statement of Investment, Procedures and Goals as presented, that its requirements and procedures be effective immediately and that staff be directed to translate this Statement into the Corporation's formal Policy format; and further,

That Council accept the Report from the Corporate Manager, Financial Services/Treasurer as presented. Defeated.

- (A) #7: Ivey/McGugan: That the draft policy be revised so as to address issues of concern as discussed by Council. Carried.

Part C, Item 4 – Proposal for a New Corporate Computer Purchase Plan

- (A) #8: Case/Bilton: That Council approve the proposed Corporate Computer Purchase Plan as  
(F) presented. Carried.

\* Lift from the table motion #3 of the Committee of the Whole minutes dated May 7, 2003 regarding the 2003 Property Tax Policy – see Council May 28, 2003, mot. #2.

\*\* That motion #3 of the Committee of the Whole minutes dated May 7, 2003 be accepted as presented – see Council May 28, 2003, mot. #3.

**PROVINCIAL OFFENCES ADMINISTRATION**

Part B, Item 5 – Corporate Manager’s Report

- (A) #9: Pole/Hart: That the Corporate Manager’s Report as set out in Part A and Part B be accepted  
(F) as presented. Carried.

**C.A.O. ITEMS**

Memorandum dated April 15, 2003 Regarding an Appointment to the Hospital Board

- (A) #10: Dedecker/Bradley: That this matter be referred to the Striking Committee for its  
consideration. Carried.

Adjournment

The Chair declared the meeting adjourned.

Time: 1:40 p.m.

\_\_\_\_\_  
Rod Brown  
Chair

\_\_\_\_\_  
Linda Ross  
Secretary

**HUMAN RESOURCES SERVICES**  
**CORPORATE MANAGER'S REPORT**

**May 07, 2003**

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

1.      None.

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

1.      Accounts

Nothing to report.

2.      Labour Relations

We have spent four (4) days in negotiations with our paramedical group (SEIU Local 220) on the renewal of the collective agreement which expired on March 31, 2003. We have been successful in negotiating an Essential Services Agreement with respect to “removal” of services by either of the parties.

These negotiations have the potential to be long and arduous. Windsor-Essex has recently concluded negotiations with their CUPE paramedical and if the union (and they will) uses this as its “benchmark”, the rate in Lambton could rise by up to 20% to \$29.90. Recent negotiated agreements in the Toronto area have seen increases over two years in excess of 10%. Further updates will be forthcoming over the next several months.

Negotiations are set to commence with ONA and the County of Lambton for two (2) of our Long Term Care facilities in June and July 2003.

3.      Legislative Updates

Nothing to report.

4.      Other Human Resource Items

I am pleased to announce that Ms. Susan Weatherston has been hired as the Training and Development Co-ordinator. Susan will be joining the Human Resources team on Monday April 28, 2003.

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

The Spring Management Workshop has been scheduled for Tuesday May 29, 2003 at Lambton Meadowview Villa. The topic will be *Respect in the Workplace*. The goal is to present this in-service to all County of Lambton employees.

Training session on developing *Performance Improvement Plans* will be presented to all management employees on April 29<sup>th</sup> and May 12<sup>th</sup>, 2003.

Internal Equity Program

We have finished Phase 1 of this program that was originally implemented in 2001; but, due to the turnover of Human Resources staff, it has now just been completed. We are currently reviewing positions potentially affected by restructuring (Phase II) over the last 12 months and will complete this part of the project by June 2003. We will then have completed reviewing all positions and with only minor review changes, will have completed the Internal Equity Program review and will operate on a “go forward” basis (Phase III).

5.      Occupational Health and Safety

There have been five (5) workplace accidents recorded in the month of April. None of these reports have involved lost time; however, one did result in modified work being required.

6.      Human Resources Report

Recommendation

That the Corporate Manager, Human Resources Services Report for May 07, 2003 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, C.A.O./General Manager, Corporate Services  
         H.R. Team

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

**May 7, 2003**

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

1.      2003 Combined Operating and Capital Budget

Finance staff continues to work on preparation of the Corporation's Approved 2003 Operating and Capital Budget for publication. It is expected that once Council has approved its 2003 Property Tax Policy and the requisite By-laws detailing 2003 Tax Ratios and Tax Rates, publication will be finalized and copies distributed before the end of May 2003.

Letters, along with payments where appropriate, confirming Council's decisions regarding its 2003 discretionary grants, were mailed the week of April 7, 2003.

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

1.      Monthly Accounts

Monthly Accounts for Corporate Services are presented in the amount of \$2,316,597.37 (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 Howard Lucas' monthly report on purchasing activities.

3.      Attached is the Treasurer's Statement of Council Remuneration, Convention and Related Expenses for the year ended December 31, 2002.

4.      Attached is a Bulletin from MFOA relating to the establishment of the Ontario Municipal Economic Infrastructure Financing Authority (OMEIFA). A more detailed report will be provided once additional details become known.

5.      Staff are currently reviewing 4 (four) quotes relating to the lease financing of the Computer refresh capital project. A full report and recommendation will be forthcoming to the Committee's June 4, 2003 meeting.

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

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.      2003 Property Tax Policy

*(NOTE: Details of staff's proposal will be circulated separately from this agenda)*

Recommendation

That the Committee recommend to Council that it re-affirm its Tax Policy adopted for the 2002 taxation year unchanged for 2003.

2.      Proposed Lease Financing Policies, Procedures and Goals

Recommendation

That the Committee recommend to Council that it approve the proposed Statement of Lease Financing Policies, Procedures and Goals as presented, its requirements and procedures be effective immediately and staff be directed to translate this Statement into the Corporation's formal Policy format.

3.      Proposed Investment Policies, Procedures and Goals

Recommendation

A.      That the Committee recommend to Council that it approve the proposed Statement of Investment, Procedures and Goals as presented, its requirements and procedures be effective immediately and staff be directed to translate this Statement into the Corporation's formal Policy format.

B.      That the Committee recommend to Council that it accept the Report from the Corporate Manager, Financial Services/Treasurer as presented.

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

4.      Proposal for a new Corporate Computer Purchase Plan

Recommendation

That the Committee recommends to Council that it approves the proposed Corporate Computer Purchase Plan as presented.

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

May 7, 2003

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

1.      The request to be reimbursed by the Ministry for the interpreter invoice paid for the four-day trial Labour trial heard at the Provincial level has been denied. The explanation was that despite the fact that the matter was held in the Provincial Court and before a Provincial court judge, the fines resulting from the trial would belong to the municipality. This cost, however, will be offset by the savings from not having to pay adjudication, court support and facility support.
  
2.      The 2 (two) environment fines against Shell Canada and Ceda-Reactor were both paid in March. These fines totalled \$260,000.00 for the conviction on January 16, 2003 for the environment charges of permitting the discharge of a contaminant into the natural environment.

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

1.      Monthly Accounts

Monthly Accounts are presented in the amount of \$11,938.06 (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 March 2003.
  
3.      Michael Howe the Manager Business Development for TCH visited the office on March 17<sup>th</sup> and met with POA staff to discuss any collection issues. Mrs. Blum questioned why recoveries seem to be lower than previous year. His response the next day, after some research was that nearly 85% of the County's files were in "skip" or without sufficient contact information (e.g. they did not contain current or correct addresses or phone numbers).

Given Mr. Howe's response, this office has applied for access to the Ministry of Transportation inquiry screens (available through the same network as ICON). These screens will help give access to current vehicle information and address changes.

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

Staff believes this information will also be extremely helpful to the Department's own Collection Clerk. The cost for MTO inquiry rights is a \$250.00 one-time fee.

4. This court is experiencing the "loss of jurisdiction" on matters previously adjourned by "The Clerk of the Court" due to the lack of judicial resources. To date 26 (twenty-six) charges have been lost with estimated foregone fines in the amount of \$12,000.00.

This is the result of a recent Superior Court of Justice decision by Justice Gordon Thomson which concludes that The Regional Senior Justice of the Peace did not have the power to delegate jurisdiction to the Clerk nor did the Clerk have the jurisdiction to adjourn matters. While this decision is under appeal by the Crown Attorney for the West Region, it remains in effect. If the Court of Appeal decides that there was no loss of jurisdiction the defendant can be summonsed back to court or the information relayed if within the time period. The local Crown Attorney is keeping the office and prosecutors notified of any changes in the decision.

5. 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.