

MINUTES
COMMITTEE OF THE WHOLE

June 4, 2003

A meeting was held at the County Building at 12:30 p.m. on the above date.

Present: Chair R. Brown, Warden Todd Case. Members: Wm. Bilton, M. Bradley, P. Davidson, J. Dedecker, J. Foubister, K. Hart, C. Ivey, C. Jamieson, A. Khan, D. Kirkland, J. Kowalyshyn, D. McGugan, 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: R. O'Hara.

HUMAN RESOURCES

Part B, Item 7 – Corporate Manager's Report

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

FINANCIAL SERVICES

Part B, Item 4 – Correspondence 6-13-03

- (A) #2: Davidson/Foubister: That Mrs. Janet Smith, Financial Systems Supervisor, be congratulated
(F) for her outstanding accomplishment of achieving one of the highest marks on the AMCTO
Municipal Administration Program exam. Carried.

Part B, Item 12 – Corporate Manager's Report

- (A) #3: Foubister/Kowalyshyn: That the Corporate Manager's Report as set out in Part A and Part
(F) B be accepted as presented. Carried.

Part C, Item 1 – Revised Proposed County Investment Policies, Procedures and Goals

- (A) #4: Pole/Jamieson: That the Committee recommend to County Council that it approve the
(F) proposed Statement of Investment, Procedures and Goals as presented, that its requirements and
(P) procedures be effective immediately and that staff be directed to translate this Statement into the
Corporation's formal Policy format. Carried.

- (F) #5: Dedecker/Khan: That the Committee recommend to County Council that it accept the Report from the Corporate Manager, Financial Services/Treasurer as presented. Carried.

Part C, Item 2 – 2003 Community Reinvestment Fund (C.R.F.) Grant

- (F) #6: Foubister/Khan: That the Committee recommend to County Council that it approve the following motion:

WHEREAS the Province of Ontario has set certain conditions that must be fulfilled in order to receive C.R.F. funding for 2003; and,

WHEREAS the Council for The Corporation of the County of Lambton is desirous of receiving this C.R.F. funding;

NOW THEREFORE Council confirms its intentions to use its 2003 C.R.F. 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 2003 CRF funding. Carried.

Part C, Item 3 – Correspondence 5-3-03

- #7: McGugan/Kirkland: That correspondence 5-3-03 be received and filed. Carried.

PROVINCIAL OFFENCES ADMINISTRATION

Part B, Item 6 – Corporate Manager’s Report

- (A) #8: Ivey/Kowalyshyn: That the Corporate Manager’s Report as set out in Part A and Part B be
(F) accepted as presented. Carried.

CORRESPONDENCE

6-2-03 A copy of a letter from the Honourable Brian Coburn, Minister of Tourism and Recreation to the St. Clair Parks Commission, dated April 16, 2003, advising that the Ministry will provide a one-time special operating grant. The Ministry will confirm the allocation of this grant after reviewing and approving the St. Clair Parks Commission’s Business Plan and financial statements.

- #9: Khan/Kirkland: That correspondence 6-2-03 be received and filed. Carried.

- (A) #10: Ivey/Hart: That a letter be prepared by staff requesting the St. Clair Parks Commission to provide a status report to the County regarding their funding request with the Province. Carried.

6-6-03 A memorandum from the Municipality of Chatham-Kent, dated May 5, 2003, requesting endorsement of its resolution to support the Canadian Association of Police Boards in its efforts to express its concerns to the Solicitor General of Canada about criminals convicted of first degree murder being incarcerated in minimum security facilities, and requests that immediate corrective action through changes to corrections policy be taken to prohibit the incarceration of criminals convicted first degree murder in minimum security facilities.

- (A) #11: Davidson/Foubister: That we endorse the resolution of the Municipality of Chatham-Kent concerning the incarceration of criminals convicted of first degree murder in minimum security facilities. Carried.

C.A.O. ITEMS

Memorandum dated May 26, 2003 Regarding Way Forward - Restructuring

- (A) #12: Khan/Jamieson: That staff proceed to create and implement the combined position of General Manager, Corporate Services. Carried.

Adjournment

The Chair declared the meeting adjourned.

Time: 1:00 p.m.

Rod Brown

Chair

Linda Ross

Secretary

HUMAN RESOURCES SERVICES
CORPORATE MANAGER'S REPORT

June 04, 2003

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

1. None.

PART B **Monthly Activities**

1. Accounts

Nothing to report.

2. Labour Relations

Marshall Gowland Manor and Ontario Nurses Association Local 19 negotiations have commenced. The nurses' contract expired on March 31, 2003 and we have numerous days scheduled over the next month.

SEIU Local 220 (Paramedics) contract has expired and we continue to meet to resolve the outstanding items.

3. Legislative Updates

Nothing to report.

4. Other Human Resource Items

- i) Attached you will find a summary of our Employee Assistance Plan (EAP) statistics for the year 2002. The report serves as a summary that highlights the importance and growing success of this benefit for County employees.
- ii) Human Resources along with our benefits consultants Buffet and Taylor are currently conducting a review of all benefit plans in the County. We need to develop proactive plans to be cost efficient yet meet the requirements of our agreements. We will be surveying the environment to see how competitive we are with like employers.

PART B **Monthly Activities (continued)**

5. Occupational Health and Safety

There have been three (3) workplace accidents across the County thus far in May. None of these reports has involved lost time or the requirement of modified work.

The Interim NEER Report has been received by Human Resources for the County covering the period of January to March 2003. The Board will make their final adjustments at the end of September 2003. If we continue along the same path with little activity on the previous three (3) years claims, we potentially will be in a rebate position.

6. Training and Development

We are currently developing the Needs Assessment for training and development programs throughout the County. HR has already compiled a list of identified areas, and once the analysis is complete we will be establishing a yearly training calendar.

During May we have held training sessions for managers and supervisors. Our Human Resources Spring Workshop will focus on "Respect in the Workplace" scheduled for May 29th. We are introducing this program to highlight the HR Policy # 505, approved by Council in September 2002 that focuses on dignity and respect in the workplace. The training module will eventually be presented to all County of Lambton employees.

7. Human Resources Report

Recommendation

That the Corporate Manager, Human Resources Report for June 04, 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

June 4, 2003

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

1. 2003 Combined Operating and Capital Budget

With the approval of the County's 2003 Property Tax Policy and the requisite By-laws detailing 2003 Tax Ratios and Tax Rates, it is now expected that publication will be finalized and copies distributed before the end of this month.

It should be also noted that the invoices to Area Municipalities for the County's second installment of its 2003 Levy have been mailed based on 50% of the 2002 levy. As a result, the "catch-up" adjustment normally included in the June invoice will not be calculated/included until the County issues its third quarter invoices in August 2003.

2. Details of as to how municipalities can access financing from OMEIFA have now been received. The only County expenditures currently eligible are those related to bridge construction from the Corporation's 2002 Capital Budget. Accordingly, staff prepared an application for submission by the prescribed June 30, 2003 deadline.
3. Attached is a Revised Statement of Proposed County Investment Policies and Goals. Please note that the following changes were made in response to the concerns raised by the Committee at its May 7, 2003 meeting:

Page 3, Paragraph 2(a): The authority of the Treasurer to make investments has been replaced by a requirement that such investments be authorized by 2 (two) financial signing officers of the County using a prescribed form. Paragraph renumbered "2" as paragraph 2(b) has been deleted and incorporated into the prescribed form.

Page 3, Paragraph 3: Requirement to report to Council clarified to indicate that report is to be made to the next regularly scheduled meeting of the Committee-of-the-Whole.

Page 5, 6: Creation of a draft "prescribed form" to be used for authorizing investments.

PART B **Monthly Activities (continued)**

4. Attached is a letter from the AMCTO (correspondence 6-13-03) indicating that Janet Smith was “1 of two students that achieved the highest mark on the AMCTO Municipal Administration Program (MAP)”. I would invite the Committee to join Staff in congratulating Mrs. Smith on this outstanding accomplishment.
5. Attached is a memo from Ralph D’Alessandro providing an overview of the County’s preliminary submission(s) to the Province for the supplementary “SARS” funding that was recently announced.
6. Attached is a report from the Ministry of Finance indicating the Corporation’s 2003 Annual Repayment Limit (ARL) respecting long-term debt and financial obligations.
7. Standard & Poors has published its 2003 guide to “Local and Regional Governments”. The County of Lambton has maintained its rating of “A+/Stable”. A rating of “A” indicates that the Corporation’s obligations are “*somewhat more susceptible to adverse effects of changes in circumstances and economic conditions than obligations in higher categories. However, the obligator’s capacity to meet its financial commitment on the obligation is still strong*”.
8. Attached is an “Information Notice” from the Ministry of Finance relating to the Province’s 2003 Budget.
9. On May 2, 2003 the Province filed its first regulation regarding the creation of Ontario Business Corporations by Municipalities. The list of functions/services which may be transferred to such corporations includes economic development, charitable homes for the aged and tourism among others. The financial implication of these new powers has yet to be determined, although it could reasonably be expected that such corporations would function in a manner similar to municipal electrical corporations.
10. Attached is a memorandum from MTE detailing the procedures and requirements that must be met by the County and its constituent municipalities before 2003 Final Tax Bills for Capped Property Tax Classes can be issued. Mr. Innes will be contacting area municipal treasurers to arrange the meetings necessary to facilitate this process.

PART B **Monthly Activities (continued)**

11. Finance has received a forty-five (45) page “Questions and Answers” publication from the Ministry of Finance relating to funding under the Province’s Community Re-investment Fund (CRF) grant program. Staff will be pleased to provide Committee members with a copy upon request.

12. 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. Proposed Revised Investment Policies, Procedures and Goals (from **PART A**).

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.
2. It recently came to our attention that we had neglected to request that Council approve a specific motion relating to the Corporations use of its 2003 CRF grant.

Recommendation

That the Committee recommend to Council that it approve the following Motion:

“Whereas the Province of Ontario has set certain conditions that must be fulfilled in order to receive CRF funding for 2003,

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

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 2003 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 2003 CRF funding.”

3. Correspondence 5-3-03. Attached is a letter from the City of Woodstock detailing a Motion approved by its Council at its meeting of March 6, 2003 relating to the Province’s Property Tax Capping legislation. These provisions now form part of the Municipal Act, 2001.

Recommendation

That the Committee receive and file this correspondence.

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

June 4, 2003

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

1. The Regional Senior Justice has assigned three (3) additional court dates for July, one day being a Wednesday and the other two Fridays. The availability of these "blitz" days is appreciated because they help us avoid backlogs. These three (3) days in July will be very beneficial in scheduling the increased requests for trial received from the Victoria Day weekend.

2. Earlier this year, the Regional Senior Justice directed that this office change its procedures. The first scheduled Pre-trial day under this new protocol was April 9, 2003. The second Wednesday of each month is assigned for Part 3 offence matters only and if the presiding Justice allows, any Part 1 guilty pleas will be accommodated.

The first day proved to be very productive as two pre-trials were scheduled but adjourned to the next pre-trial date in May for resolution. A defendant was also sentenced to one-year incarceration. This guilty plea resulted in the disposition of nine charges that had been before the court many times.

Court security was not needed in the courtroom for this session, although there are times when defendants are sentenced to custody and escorts are needed. This makes a strong working relationship with the Sarnia Police essential. Arrangements have been made to contact the police the morning of these courts to alert them that a possible escort may be needed.

PART B **Monthly Activities**

1. **Monthly Accounts**

Monthly Accounts are presented in the amount of \$10,445.49 (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. |

PART B **Monthly Activities** (continued)

2. Attached is the Statistical Report to the end of April 2003. The annual April "seat belt campaign" resulted in a lower number of seat belt charges being issued than in the previous year. The O.P.P. statistics indicated that only 6% of the people were not wearing seat belts opposed to 14% last year. The next seatbelt campaign is scheduled for October 2003.

3. We have been advised that Police enforcement "blitzes" over the summer months will include a truck safety blitz along secondary roads in an effort to inspect trucks that may be attempting to bypass highway inspection stations. It has been suggested that trucks routinely avoid inspection stations because they are either overloaded or suffering from mechanical problems. A recent truck blitz saw 12 trucks temporarily taken out of service due to mechanical problems.

In addition, Police also expect to conduct a speeding blitz in "Cottage Country" in an effort to reduce the speeding on these highways by people going and returning from weekends at their cottages.

4. Mrs. Blum, the West Region Lead for the MCMA Education Committee attended a two day meeting in Toronto on April 2nd and 3rd. The purpose of this meeting was for the Education Committee to finalize its presentation to the Spring conference of the M.C.M.A. which was held earlier this month in Ottawa.

The committee has created "UNISON", a newsletter for the association that will be used to communicate/share valuable information and upcoming news with all municipal court staff. The first issue was introduced at Spring conference in Ottawa (see attached). A sub committee will be formed to assume responsibility for producing future newsletters, and the Education Committee proper (now renamed the Professional Development Committee) will concentrate on developing training sessions for P.O.A. staff.

5. Both Mr. Innes and Mrs. Blum attended the Spring M.C.M.A. conference in Ottawa on May 8th and 9th. The City of Ottawa hosted a most productive and informative conference.

The agenda covered reports from seven different committee leads, including an update from Mr. Innes as to the status of French-Language Services under the Contraventions Act. Guest speakers from The Associate Chief Justice Office, Freedom of Information and the Ministry of the Attorney General were very well received. The next conference will held in Sault Ste. Marie on October 26-28th.

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**

Nothing to Report.