

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

**July 2, 2003**

A meeting was held at the County Building 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, 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, Chief Administrative Officer and Ms. L. Ross, Solicitor/Clerk, General Manager, Corporate Services.  
Absent: J. Kowalyshyn and R. O'Hara.

**DELEGATIONS**

#1: Syer/McGugan: That Mr. Gerald Mills of Kime Mills Dunlop, be invited within the Bar to present the County of Lambton's 2002 Financial Statements. Carried.

#2: Foubister/Jamieson: That Mr. Bob Usher, General Manager, Tourism Sarnia-Lambton, be invited within the Bar to speak to County Council regarding their request for additional funding in order to promote the region. Carried.

(A) \* #3: Davidson/Bradley: That the request for additional funding be granted and that the funds be  
(F) advanced from next year's allocation. Carried.

**HUMAN RESOURCES**

Part B, Item 8 – Corporate Manager's Report

(A) #4: Dedecker/Foubister: That the Corporate Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

\* That motion #3 of the Committee of the Whole minutes dated July 2, 2003, concerning additional funding for Tourism Sarnia-Lambton, be moved to the Open Session of Council – see Council July 2, 2003, mot. #12.

**FINANCIAL SERVICES**

Part B, Item 7 – Corporate Manager’s Report

- (A) #5: Foubister/Pole: 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 - By-Law #32 of 2003 being “A By-Law to Amend the Amount to be Raised from Taxation for County Purposes for the Year 2003” (Amends By-Law #24 of 2003 being “A By-Law to Set and Levy the Rates of Taxation for County Purposes for the Year 2003”)

- (A) #6: McGugan/Syer: That the Committee recommend to County Council that it approve By-Law
- (F) #32 of 2003 as presented. Carried.

Part C, Item 2 – Ministry of Health and Long Term Care 2003 Funding Request

- (A) #7: Dedecker/Hart: That the Committee recommend to County Council that it authorize the
- (F) Warden, General Manager, Community Services and the Corporate Manager, Financial Services/Treasurer to sign the specified forms. Carried.

Part C, Item 3 – Correspondence 7-21-03, 7-25-03 and 7-26-03

- #8: Ivey/Khan: That correspondence 7-21-03, 7-25-03 and 7-26-03 be received and filed. Carried.

Part C, Item 4 – Memorandum dated May 23, 2003 Regarding the Request for Proposal for Lease Financing Services – Computer Refresh

- (A) #9: Pole/Dedecker: That the Committee recommend to County Council that the proposal from
- (F) Maxium Financial be accepted, as it offers the lowest cost solution and was evaluated as the highest according to the stated evaluation criteria. Carried.

**PROVINCIAL OFFENCES ADMINISTRATION**

Part B, Item 8 – Corporate Manager’s Report

- (A) #10: Ivey/Hart: That the Corporate Manager’s Report as set out in Part A and Part B be
- (F) accepted as presented. Carried.

**CORRESPONDENCE**

7-2-03 A Member Communication Alert from the Association of Municipalities of Ontario (A.M.O.), dated May 23, 2003, advising that the Progressive Conservative Party has released its campaign platform for the next Provincial election. The proposal requires voter approval through a referendum before increasing local taxes. A.M.O. feels that it will pose significant challenges to Municipal operations and budgets and undermine the autonomy recently established with the government under the new Municipal Act. A.M.O. urges all members to contact their PC M.P.P.s, Cabinet Ministers, and other PC Party contacts to raise awareness of the serious ramifications of a referendum approach to tax policy.

7-15-03 A letter from the County of Grey, dated June 4, 2003, requesting endorsement of its resolution concerning the announcement of a cow infected with Mad Cow Disease. The County of Grey encourages senior levels of Government to take immediate action to show financial support to mitigate the negative impact being felt and that they be encouraged to expeditiously work toward reinstating the export of beef to the United States and other countries.

7-19-03 A Member Communication Alert from the Association of Municipalities of Ontario (A.M.O.), dated June 6, 2003, advising that Minister David Young met with the Large Urban Mayors Caucus of Ontario (L.U.M.C.O.) to address the re-election platform and the proposal for referenda related to property tax increases and new taxes for gas, hotel/motel rooms and parking. The Mayors expressed deep concern and passed a resolution recommending that as a starting point, the Provincial Government and A.M.O. jointly commission an independent review of the pressures facing Municipalities, the redistribution of operational responsibilities and sharing of financial resources to avoid tax increases.

7-20-03 A letter from Mr. Tony Hanlon, President of Lambton College, dated June 10, 2003, enclosing a copy of Lambton College's new Strategic Plan. The Plan, approved by the College Board of Governors in April 2003, articulates the College's vision, mission and strategic priorities for the next three to five years.

7-23-03 A copy of a letter from the County of Huron to the Progressive Conservative Party, dated June 6, 2003, advising of its resolution requesting the PC Party to remove the platform from the "Road Ahead" legislating a referendum to allow budget increases.

7-24-03 A letter from the County of Bruce, dated June 12, 2003, regarding the announcement of a cow testing positive with Bovine Spongiform Encephalopathy (BSE) and the negative impact on the livestock industry in rural Canada. Bruce County is requesting endorsement of its resolution to encourage the senior levels of Government to take immediate action to show financial support to mitigate the negative impact being felt by implementing a BSE specific financial support program.

7-28-03 A letter from the Ontario Federation of Anglers & Hunters, dated June 17, 2003, concerning Bill C-68 – gun control legislation. They are requesting endorsement of its resolution, to call upon Parliament to retain the licensing component of Bill C-68, to strengthen the sentencing and penalties associated with the use of a firearm in the commission of a crime and to abolish the unworkable national firearms registry for long guns and redirect the tax dollars being spent on the registry to programs in support of municipal infrastructure, health care, education and local law enforcement.

#11: Bradley/Hart: That the above correspondence items be received and filed. Carried.

### **LEGAL SERVICES/CLERK**

Memorandum dated June 17, 2003 Regarding Part of Lot 5, Front Concession, Township of St. Clair (formerly Township of Moore), County of Lambton (former Becker Plant Site)

---

- (A) #12: Jamieson/Davidson: That the Solicitor/Clerk be authorized to negotiate agreements with  
(F) St. Clair Township and Trillium Traffic Signs Inc., for pipeline crossings and site plan agreements at no cost to the County over the said lands;

That the Warden and Clerk be authorized to execute pipeline crossing agreements under the St. Clair Parkway where it abuts Lot 5 and under the Bowen Drain where it crosses Lot 5, Front Concession; and further,

That the Warden and Clerk be authorized to execute a site plan agreement on Part Lot 5, Front Concession, being Part 12 on 25R 8615 (the Water Lot). Carried.

Memorandum dated June 18, 2003 Regarding By-Law #26 of 2003 (being “A By-Law of The Corporation of the County of Lambton to Regulate Standing Water”) – Set Fine Approval

---

- (A) #13: Ivey/Bilton: That the set fine and short form wording be approved and further that  
(F) Administration be instructed to proceed with the steps necessary for implementation. Carried.

Memorandum dated June 24, 2003 Regarding the Lambton Heritage Museum and Oil Museum of Canada – Minimum Standards to Receive Funding

---

- (A) #14: Jamieson/Ivey: That the appropriate By-Laws be prepared and passed by County Council  
(F) to reflect the required standards. Carried.

**C.A.O. ITEMS**

Memorandum dated June 24, 2003 Regarding Committee Meeting Dates in August

- (A) #15: Davidson/McGugan: That the Standing Committee meetings in August, be held on Wednesday, August 13, 2003. Carried.

**OTHER BUSINESS**

Re: Annual Steak Fry Barbecue in September 2003

- (A) #16: Kirkland/Bradley: That the City of Sarnia host the Annual Steak Fry Barbecue in September 2003. Carried.

Amendment to the Rules of Procedure By-Law No. 125 of 1994 – Delegations to Council

- (A) #17: Bradley/Case: That the Rules of Procedure be amended to clarify the procedures necessary to address Council on matters previously adopted by Council. Carried.

A sign up sheet was circulated to Councillors for those wishing to attend the A.C.R.O. Conference in October.

Adjournment

The Chair declared the meeting adjourned.

Time: 1:50 p.m.

---

Rod Brown  
Chair

---

Linda Ross  
Secretary

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

**July 02, 2003**

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

1.      None.

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

1.      Accounts

Nothing to report.

2.      Labour Relations

See attached in-camera report.

3.      Legislative Updates

Nothing to report.

4.      Salary Survey Staff/Council Remuneration

As Council will recall, it is County policy that Council remuneration and staff salaries be reviewed once per term (every three (3) years). Human Resources is therefore currently in the process of conducting a salary review for staff and Council remuneration. HR staff is proceeding to conduct the survey and further information will be forthcoming in September or October 2003.

5.      Other Human Resource Items

Staff has received the final accounting for the benefits year ending December 31 2002 and a summary of the financial impact is attached.

The County has been successful in achieving a positive closing balance and will not be advancing additional funds to Liberty Health, our insurance provider.

Through our benefits consultant Buffet Taylor we are currently involved in a thorough review of our benefit plans and further information will be provided once completed.

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

6.      Occupational Health and Safety

On Thursday, June 19<sup>th</sup>, our first ever web-based conference session was held here in Council Chambers. Seventeen supervisors/managers were in attendance to hear and see presentations on “Duty to Accommodate”, from various experts in the field. The goal is to develop and expand such facilities so that supervisors/managers have greater opportunities to learn at a fraction of the cost.

Special thanks to Bill Seymour and Susan Weatherston for their efforts!

7.      Training and Development

Staff has concluded the survey on Training Needs of the County of Lambton and a summary report is attached for your review. Over the summer months we will be developing training initiatives to meet the more urgent requirements and a training calendar for the County.

Susan Weatherston has conducted training sessions for Lambton College and part of this reciprocal agreement will see Lambton College conducting training sessions here at the County. This initiative will be zero cost to both parties.

8.      Human Resources Report

Recommendation

That the Corporate Manager Human Resources report for July 02 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**

**July 2, 2003**

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

1. Approval of the County's current year property tax policies provided the final element necessary for publication of the Corporation's 2003 Combined Operating and Capital Budget. In addition to the books that were distributed to Standing Committee members on June 18, 2003, copies are now being distributed to all area municipalities and County facilities such as libraries. Publication to the County's website will follow shortly.
2. The General Managers have approved the job description for the County's "Grants Officer" position. The title has been changed to "Revenue Development Officer" to better reflect the intended scope of the position's activities. Recruitment has started with the intent to fill the position during the next month.
3. Finance Staff have met with Roads Department staff to review whether an application for OMEIFA financing should be submitted.
4. Finance Staff have begun the process of compiling the data necessary to conduct Variance Reporting against the Corporation's 2003 Combined Operating and Capital Budget. The first report analyzing results as of June 30, 2003 will be distributed at the September 3, 2003 meeting of Council. A second report, analyzing variances as of September 30, 2003 will be circulated in November.

Consistent with the format initiated last year, Finance Staff will identify those values for which an explanation is required, communicate that to the manager with budget responsibility, receive and analyze the explanations received and then report their conclusions to Council supported by recommendations where appropriate.

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

1.      **Monthly Accounts**

Monthly Accounts for Corporate Services are presented in the amount of \$1,121,479.81 (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. |

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

- |   |      |
|---|------|
| c) Were all items purchased in accordance with County Policy? | Yes. |
| d) Are there any items significantly under Budget?            | No.  |

2. There is no report on purchasing activities this month.
3. Attached is Janet Smith's monthly report on internal audit activities.
4. Attached is a draft copy of the County's 2002 Financial Statements. The County's External auditors have completed their work and will be presenting their opinion of the Corporation's 2002 financial results when they appear as a delegate at this meeting.
5. Attached is a memo from Ralph D'Alessandro providing an overview of the County's 2<sup>nd</sup> submission to the Province for the supplementary "SARS" funding that was recently announced.
6. Attached are a number of information bulletins and publications that could be of interest to Committee members:
  - MFOA and AMCTO relating to municipal tax matters.
  - Annual Report from CKLAG.
  - Most recent issue of "MPAC News"
7. 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. Upon distribution of by By-law 24 of 2003, it was discovered that the number relating to the County's 2003 levy requirements was incorrect. This error has already been communicated to the local municipalities. By-law 32 of 2003 is therefore a "housekeeping" matter to correct the error.

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

Recommendation

That the Committee recommend to Council that it approve By-law 32 of 2003 as presented.

2. Ministry of Health and Long Term Care – 2003 Funding Request is now ready for filing. This annual filing was prepared by Senior Services staff with the assistance of Finance staff. It has been reviewed by the General Manager, Community Services Division and the Corporate Manager, Financial Services/Treasurer.

Recommendation

That the Committee recommend to Council that it authorize the Warden, General Manager, Community Services and Corporate Manager, Financial Services/Treasurer to sign the specified forms.

3. Attached is the following correspondence:
  - a. Letter from Chair, Assessment Review Board relating to Complaint Streaming Strategy,
  - b. Letter from City of Toronto regarding the Municipal Property Assessment Corporation.
  - c. Letter from the York Region regarding the tax status of employer-provided transit benefits.

Recommendation

That the Committee receive and file correspondence items (a), (b) and that correspondence item (c) be endorsed.

4. The report from the Corporate Manager, Information Technology Services, Purchasing Co-ordinator and Financial Analyst/Systems Supervisor regarding the recently completed Request for Proposal process relating to the leasing of computers acquired as part of the County's "Computer Refresh" project is attached.

The recommendation from that working group follows. The required opinions from the Corporate Manager, Legal Services/Clerk and the Corporate Manager, Financial Services/Treasurer will be available at the beginning of your meeting.

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

Recommendation

That the Committee recommend to Council that the proposal from Maxium Financial be accepted as it offers the lowest cost solution and was evaluated the highest according to the stated evaluation criteria.

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

**July 2, 2003**

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

1.      Nothing to report.

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

1.      Monthly Accounts

Monthly Accounts are presented in the amount of \$5,459.30 (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 May 2003. Charges were slightly higher than the previous year over the Victoria Day weekend in the Lambton Shores area (535 offence notices).
3.      City of Sarnia Police have begun issuing tickets for By-law charges relating to trucks leaving Hwy 402 via Exmouth to use city streets (to avoid the long line-ups on the Bluewater Bridge). The set fine for this By-law offence is \$205.00 plus a \$50.00 surcharge.
4.      On May 16, 2003, his Worship Ponton held a "CQC" meeting in London of West Region P.O.A. Managers to discuss Judicial matters affecting municipal courts. Both Mr. Innes and Mrs. Blum attended. As a result of this meeting, His Worship agreed to open court schedules to the end of December 2003 (although the Christmas week remains closed). Additional sitting time during September and October was also announced.
5.      His Worship Ponton has indicated that a "blitz court" for Lambton County may soon be in effect. Should this occur, it could restore 50% of the court time lost since restrictions were imposed during September 2002.

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

The Judicial compliment in this part of the Province is still short, but His Worship has requested the status of the 6 (six) existing Justices in the Region, be changed from non-presiding to presiding. He is also hopeful that 5 (five) full time presiding appointments will soon be announced. Finally, the 6 (six) Justices appointed last fall should soon be sitting full time.

6. A new West Region POA statistic report has been introduced by His Worship Squires to be completed quarterly. This new report should, in time, simplify or eliminate the need for both the Trial Co-ordinator and Court Supervisor to send additional monthly information returns. The report will capture charges both received and disposed of in each court as well as fines paid and convictions in absentia. The calculations will show the outstanding charges pending. Staff will begin to include this new document as part of this report beginning with 2<sup>nd</sup> Quarter results.
  
7. On June 3<sup>rd</sup>, 2003 John Innes and Linda Ross met with Fred Wessels, Lambton County Detachment Commander to review concerns he had regarding the amount of overtime being incurred by O.P.P. constables due to P.O.A. court sittings.

Courtroom protocol stipulates that matters being presented by municipal prosecutors are secondary to those being presented by crown prosecutors. This means that the timing of Part 1 trials is dependent on when these other matters are concluded. As a result, because officers must ensure they are in court for whenever their cases are heard, they must often wait extended periods of time.

The expected opening of additional court time should help this problem. In the interim, the Court Supervisor and her staff are working with O.P.P. officers to ensure that these waiting periods are kept as short as possible. Should the expected additional court time not materialize, Mrs. Blum may need to consider applying for a "first attendance" court.

It should also be noted that the County's Municipal Prosecutor, Ms. Burness, has begun using time freed whenever the Provincial Crown requires additional preparation time in order to accommodate guilty pleas. This has allowed her to speed up the courtroom routine, with the result that officers and witnesses can be released earlier in the day.

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

8.      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.