

MINUTES
INFRASTRUCTURE AND DEVELOPMENT/
SOCIAL AND HEALTH SERVICES COMMITTEE

March 17, 2004

A meeting was held at the County Building at 9:00 a.m. on the above date.

Present: Chair Wm. Bilton, Warden Todd Case. Members: J. Dedecker, M. Bradley, J. Burns, P. Davidson, C. Ivey, D. Kirkland and J. Foubister. Also Mr. J. Kutyba, General Manager, Infrastructure and Development Services; Mr. K. Dick, General Manager, Social and Health Services; Ms. M. Roushorne, Manager, Ontario Works; Mr. D. Ball, Manager, Social Planning & Program Support; Mr. K. Churchill, Manager, Health Promotion & Program Support; Mr. C. Donald, Finance Department; Ms. S. O'Brien, Manager, Children's Services; Mr. G. Millar, Manager, Public Works; Mr. B. Hexter, Manager, Building Services; Mr. D. Posliff, Manager, Planning and Development Services; Mr. G. Leenhouts, Coordinator, Facilities Services; Mr. J. Innes, Corporate Manager, Financial Services/ Treasurer; Ms. J. Smith, Financial Systems Supervisor; Ms. L. Ross, General Manager, Corporate Services and Mr. R. G. Van Horne, Chief Administrative Officer.
Absent: None.

2004 Budget

Delegation

Representatives from the Sarnia Lambton Chamber of Commerce were present to present their findings regarding the County's draft 2004 Budget.

(A) #1: Ivey/Bradley: That a Committee (Warden plus one (1) member of each Standing Committee), be set up to discuss the following items for the 2005 Budget:

- a) presentation and review of the budget; and,
- b) how the initial draft of the budget is communicated to the public. Carried.

Mr. R. Van Horne, C.A.O., provided a brief overview of the budget process followed by staff and the challenges in preparing the 2004 draft budget.

A handout titled "2004 Budget Statistics" was distributed regarding the budgets of other Counties in the southwest region.

Mr. John Innes, Corporate Manager, Financial Services/Treasurer, then discussed the impact of the recently announced changes in property tax assessment by the Province.

SOCIAL AND HEALTH SERVICES DIVISION

2004 Budget

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

INFRASTRUCTURE AND DEVELOPMENT SERVICES DIVISION

2004 Budget

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

Adjournment

The Chair declared the meeting adjourned.

Time: 1:40 p.m.

William Bilton
Chair

Ronald G. Van Horne
Secretary

COMMUNITY & HEALTH SERVICES

2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

The Community Health Services Department has provided specialized public health programs and services in Lambton County for over 55 years. The mission statement for this Department is to improve the health of all people in Lambton County by promoting and protecting health and preventing disease. Programs are delivered under the authority of The Health Protection and Promotion Act of Ontario and are mandatory through its regulations and program standards. The Ministry of Health issued a new set of program standards in February 1998 and is in the process of developing additional Mandatory Programs. The requirements for these new programs are still in draft stage and no costs have been included in this budget to implement any of the new programs. In February 2003, the Ministry intends to introduce implementation guidelines for “Program Based Budgeting”. The impact of this initiative is unknown at this time.

In recent years, we have been successful in accessing additional grant revenues of approximately \$500,000 per year in order to enhance our programs and services, and reduce pressure on the county levy.

For operational and budgeting purposes, Community Health Services is divided into two departments – Environmental and Preventative Services and Health Promotion and Program Support. This organizational structure allows interdisciplinary program planning and effective program delivery. Operational plans have been developed for the respective areas of responsibility.

Environmental & Preventative Services protects the public’s health by ensuring good water quality; safe food handling and storage at restaurants and institutions; and responds to outbreaks of infectious disease. This area also includes the provision of clinical services for immunization; the universal flu program; and communicable disease prevention.

Health Promotion & Program Support focuses on the prevention of cancer, heart disease, diabetes, and injuries by reducing the risk factors of poor nutrition, physical activity, tobacco use, substance abuse, and equipment misuse. Program support to develop teaching resources, curriculum, grant proposals, and media campaigns is provided in this area by clerical, communication and research staff. The funds allocated to support these programs are identified in the draft budget as FAMILY HEALTH (40010).

The Manager of Health Promotion and Program Support is also responsible for the budget related to Administrative and Facility operational costs, identified in the draft budget as ADMINISTRATION (40040).

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure	
Family Health PS Contract General – Trauma resources moved to Spec Projects 40010 3120	-16,000
Peer Nutrition – adjusted to reflect 2003 actual. No impact to levy as this is funded 50% by NCB with the balance funded by the Province	-15,606
Colorectal Screening – new pilot project funded 100% MoHLTC	75,000
CPNP Grant – project completed Mar/03	-61,946
Diabetes Prevention – project to be completed Mar/04	-90,000
Kids Can Cook – program discontinued	-10,000
Survey Project, Healthy Pregnancies, Injury, Family Abuse – these projects are transferred to Special Projects	-224,000
S.D. Welcome Baskets – 100% funded by NCB	18,000
OTN Tobacco – new program in 2003 funded	10,000
Food Safety Program – new program cost shared 50% with MoHLTC	41,578
West Nile Initiative – adjusted for public education, mapping, larviciding and preparation for control.	203,174
Contract General – estimated expense for Family Planning	21,200
Communicable Disease – 100% grant from MoHLTC	28,855
Clinical Supplies – adjusted to 2003 actual	35,000
Travel Vaccines – adjusted to 2003 actual	12,000
Hep C – project to be completed in Mar/04	-70,000
Special Projects – includes 100% funded MoHLTC programs – Injury, Healthy Pregnancies and Family Abuse	239,197

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

The proposed 2004 gross expenditures increased \$158,085 for the department with a levy increase of \$48,871.

b) PROGRAMME IMPACT:

If the levy is set at the 2003 level there would be a decrease in service delivery and demand services.

Health Promotion

Further cuts would increase infrastructure stress and decrease outreach of programs throughout Lambton and thereby less fully meet Mandatory Guidelines. To put this request in perspective, Health Promotion has 30% of the Community Health Services Department staff to deliver 45% of the programming in addition to providing consulting services to Community Health Services Department and Social Services Departments.

Prevention Services

With respect to Prevention Services a funding reduction would result in cutting staff for communicable disease and immunization programming. The increase in clinical supplies and outside printing attributable to the Universal Influenza Program is reimbursed by offsetting revenue from the Ministry (per dose \$5.00). A cutback in this program would not only decrease this offsetting revenue, but would also put the community at greater risk for influenza outbreaks, particularly within long term care facilities and among the more frail members of our community. Increasing immunization rates among the general population goes a long way to providing protection to these high-risk groups.

At present, our staffing level is the minimum to enable the Department to meet the Mandatory Guidelines of the Ministry of Health and Long Term Care.

Environmental Health

Potential risks of not maintaining inspection and enforcement of legislated standards include outbreaks of communicable disease along with lives lost. Fewer restaurant and institution inspections will take place in order to respond to demand services for water quality and bio-terrorism.

Administration

Age of the building and space concerns continue to put pressure on the budgeted amounts allocated for maintenance. Further cuts in this area would impact the value of the facility and property, and could also impact the health and safety of clients and staff.

4. FURTHER DISCUSSION

Since the publication of the 2004 proposed budget further information has been received that impacts the 2004 draft budget.

Based on year-end actual expenditures Audit Fees may be decreased by \$1,211 with a corresponding decrease in Provincial Revenue of \$606 and a Levy decrease of \$2,539.

Correction required to reflect required cost-sharing in Food Safety Program. Decrease Other Revenue – Food Safety 41,578, increase in Provincial Revenue of \$20,789 and corresponding increase in Levy of \$20,789.

Summary of Changes

Decrease Gross Expenditures by \$1,211

Decrease Other Revenue by \$41,578

Increase Province Revenue by \$20,789

Increase Levy by \$20,789

5. FTE for 2004:

Total FTE for Community and Health Services is 64.73

6. RECOMMENDATIONS:

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Community Health Services Budget as amended.

HEART HEALTH
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

Formed in 1997, Lambton Heart Health is a community partnership designed to raise awareness of the risk factors for heart disease (tobacco use, nutrition, physical activity) and to facilitate prevention programs throughout Lambton County. The partnership has members from a number of community agencies including the Heart and Stroke Foundation, Canadian Mental Health Association, Lambton College, Council for Tobacco Free Lambton, Canadian Cancer Society, Grand Bend Community Health Centre, North Lambton Community Health Centre, Lambton County Libraries and others.

Core funding is provided by the Ontario Ministry of Health and Long Term Care. In-kind support services and donations make up the remaining two-thirds of the budget. The Community Health Services Department has acted as the lead fiscal and administrative agency for the five-year project. The current five-year project term ends March 31, 2003. A second "Phase II" five-year period has recently been announced. The annual grant is approximately \$62,000, which is granted subject to Ministry approval, and the submission of a detailed project plan, as well as quarterly reports. The Heart Health initiative is funded 100% by the Ministry.

2. SUMMARY OF CHANGES & REASONS WHY:

At this time, no changes are proposed. Year one, Phase II plans are currently being developed by staff for submission to the Ministry in March.

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

No impact.

4. FURTHER DISCUSSION:

This activity is funded 100% by the Province of Ontario through a special grant.

5. FTE for 2004:

Total FTE for Heart Health is 0.

6. RECOMMENDATION:

That Council approve the proposed 2004 budget as presented.

ONTARIO WORKS – INCOME SUPPORT
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

Ontario Works provides legislated employment and income assistance to eligible participants. Income support assistance is provided to persons in need to cover the costs of food, shelter and basic needs. Dependent children are eligible for mandatory dental and vision care benefits. Adult participants may also be eligible for assistance for such items as vision care, dental services, and prosthetics. Homemakers and nursing services and domiciliary hostel care are purchased from community agencies on behalf of clients who cannot afford to pay for these services.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure

Salaries – gapped hiring	-76,188
Computer – Rent Lease CIMS/CWT – Provincial expense ended with implementation of INP.	-118,667
Intake Screening Unit – based on 2003 actual	-27,776
OW Dental administration transferred to Child Health to maximize cost sharing	-21,380
Client Allowances (80/20) based on 2003 actual	418,725
Client Allowances (100%) adjusted to reflect a 3% inflation increase over December actual	-16,818
ODSP based on Provincial estimates	610,810
Client Benefits (80/20) adjusted base budget to reflect 2003 actual and Council approved increases for dentures, vision care fees and hearing aid fees.	43,406
Special Necessities 80/20 – adjusted base budget to reflect 2003 actual	21,531
Special Necessities 100% - adjusted base budget to reflect 2003 actual	-5,000
Purchase of Service – Homemakers/Nurses – projected 20 % increase over 2003 estimated actual re CCAC decreased level of service	10,193

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

The gross expenditures increased by \$1,096,157 in the 2004 Income Support Department Budget. A Levy increase of \$691,156 is projected.

b) PROGRAMME IMPACT:

The 2004 proposed budget maintains existing service levels and has been adjusted to reflect 2003 estimated actual expenditures.

It is difficult to predict economic activity with any degree of certainty. The 2003 approved budget anticipated a 3% decrease in the caseload. At year-end the caseload remained essentially the same as it was January 1, 2003. The deficit was offset by a one-time Provincial reconciliation of the ODSP client allowances.

Ontario Works and ODSP Benefits and Allowances are mandatory and must be paid in accordance with legislative requirements. The 2004 proposed budget was built on the assumption that the 2004 caseload would remain at the 2003 actual. With respect to the ODSP caseload, 2004 expenditures were budgeted at the 2003 actual despite a Provincial estimate of a 3% ODSP caseload. If the OW or ODSP caseload increases in 2004 the County will be responsible for 20% of the allowance and benefit cost for both programs.

The equivalent of 1.5 FTE position was cut from the budget based on delayed or gapped hiring practice. The risks associated with delayed hiring practices range from reduced client service (longer wait for phones to be answered or for an application to be taken), to potential impacts on program integrity (increased overpayments or delays in investigating complaints due to workers covering more than one caseload).

4. **FURTHER DISCUSSION:**

Since the publication of the 2004 proposed budget further information has been received that impacts the 2004 draft budget.

From a presentation completed by Niagara Children's Services, it was originally understood that by recognizing STEP revenue from Ontario Works – Income Support in Purchase of Service it would reduce the overall levy. Upon further investigation it has been determined that this would not benefit Lambton County at this time as we have historically received sufficient MCSS fiscal funding.

Consequently the impact is that the STEP expense may be decreased by \$64,000 with a Province Revenue decrease of \$51,200 and a Levy decrease of \$12,800.

A memo dated February 17, 2004 regarding the Ontario Disability Support Program (ODSP)/Provincial Cost of Administration - Reconciliation for 2001 and 2002 and 2004 Billing Model has been received.

The 2002 MCSS reconciliation resulted in savings of \$23,186.16 which will be forwarded to Lambton County. The 2004 Provincial Social Assistance ODSP Cost of Administration Billing Model forecast expenses at \$895,545. The proposed budget was submitted at \$942,839. This has resulted in an expenditure reduction of \$47,294.

The impact is that ODSP Administration expenditure may be decreased by \$47,294 with a corresponding Levy decrease of \$47,294. Additionally Other Revenue may be increased by \$23,186 with a corresponding Levy decrease of \$23,186.

Based on year-end actual expenditures Audit Fees may be decreased by \$1,958 with a decrease in the Levy of \$1,958.

With respect to ODSP Drug Benefits, the 2004 Proposed Budget was based on 10% increase over the estimated 2003 actual. 2003 actual came in lower than the forecasted amount. Gross expenditures may be decreased by \$25,699, with a corresponding Levy decrease of \$25,699.

The Province has issued the final estimate for the NCB savings. The final report from MCSS indicates a savings of \$371,600 which results in the necessity of increasing the Transfer to Reserve by \$13,600 with a corresponding Levy increase of \$13,600

Summary of changes

- decrease in Gross Expenditures of \$152,551
- decrease in Levy of \$124,537
- increase in Provincial Revenue of \$51,200
- increase in Other Revenue of \$23,186

5. **FTE for 2004:**

Total FTE for Income Maintenance is 45.5

6. **RECOMMENDATION:**

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Income Support Budget as amended.

LAMBTON SHARED SERVICES CENTRE
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

The County has entered into a partnership with other levels of government, the private sector and non-governmental organizations to establish a single access facility known as Lambton Shared Services Centre. The partners include the Provincial Government's MCSS and GIC branches, the County's Provincial Offences Act Court, Social and Health Services and Housing Divisions, LCHRAS and the Federal Government's HRDC branch. The County, as lead in this partnership, is the holder of the main lease with the owner of the mall for the 53,000 square feet of rented space.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure	
Photocopier – adjusted to reflect 2003 actual.	-5,000
Computer – adjusted to reflect 2003 actual.	2,000
LSSC Facility – adjusted to reflect 2003 actual.	-31,677
LSSC Adm. – adjusted to reflect postage and fax increases.	10,000
Purchase Services – adjusted to reflect anticipated increase.	17,000

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

The proposed 2004 gross expenditures decreased \$4,132 for the department. The Levy associated with this area's operations is included in the respective department's budgets that are within the LSSC.

b) PROGRAMME IMPACT:

4. FURTHER DISCUSSION:

The negotiated lease cost and projected operating expenses estimated in 1999 formed the basis for the negotiated per square foot cost. Any change would result in the need to re-negotiate each of the partner's leases. Volatility of utility costs does not provide sufficient experience in operating the facility to accurately determine costs over the ten-year term of the lease. As the lease rates are fixed for the Federal and Provincial partners, by agreement, surpluses in any one-year will be carried forward to cover unanticipated fluctuations in operating costs over the ten-year lease period.

5. **FTE for 2004:**

Total FTE for Lambton Shared Services Centre is 1.5

6. **RECOMMENDATION:**

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Lambton Shared Services Centre Budget as presented.

ONTARIO WORKS – EMPLOYMENT SUPPORT
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

Ontario Works legislation requires that those receiving social assistance actively participate in a plan of increased employment activity to support their eligibility for benefits. People receiving social assistance, who are not disabled, elderly, or sole support parents with dependents under school age, must be willing to contribute service to their communities at the same time that they make efforts to find paid employment. People who are temporarily ill, incapacitated, or have care of a disabled or elderly family member may be temporarily exempt from these requirements.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure

Computer – Rent/Lease – provincial lease expense ended with implementation of INP -18,819

Employment Related Expense adjusted to reflect 2003 actual and anticipated increase due to the enhanced employment planning efforts 51,509

Community Placement Expenses adjusted to reflect 2003 actual and anticipated increase in Community Placements 9,685

Enhancement Funding adjusted to reflect 100% funding associated with exceeding CP targets in 2001/2002 and training per approved Enhancement Funding Plan -132,500

Employment Placement Fees adjusted to reflect increase contracts and service levels 147,000

LEAP Client Expense – decreased based on 2003 actual -10,000

Revenue-Province Grants – 2004 revenue based on 2003 actual improved performance service level funding -220,968

Other Revenue – 100% Enhancement Funding -99,005

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

The operation is funded on a fee-for-performance basis. The proposed 2004 gross expenditure for the Employment Support budget increased \$212,363. A levy decrease of \$115,610 is projected.

b) PROGRAM IMPACT:

There is a legislative requirement to provide employment supports to Ontario Works participants and Ontario Disability Support recipients who voluntarily participate. Potential impacts include increased caseload ratio, inability to meet provincial targets resulting in reduction of performance based revenue, delays in filling available community and employment placements.

The Employment Support Department is funded by the Province based on a three level fee-for-performance formula. Level one is capped at 60% of the caseload. In order to maximize funding, at minimum the un-funded cases in level 1 must be moved to level 2 or 3 activities. Additionally, participants within the 60% cap must be moved to level 2 or 3 activities. Reductions to this budget may limit staff's ability to move clients to levels 2 & 3, maintain and increase the targets, market the program and provide incentives to employers to hire social assistance clients.

The 2004 proposed budget maintains current service levels and incorporates the Council approved 100% Enhancement Funding Initiative activities.

4. **FURTHER DISCUSSION:**

Since the publication of the 2004 proposed budget further information has been received that impacts the 2004 draft budget.

2003 approval was provided to purchase Community Placement Van. Staff initially budgeted for a lease. Upon review by the County Purchasing Coordinator it was determined that outright purchase was more advantageous. Consequently expenses of \$8,000 should be removed from the Operating Budget with a corresponding decrease in Transfer from Reserve of \$8,000. Additionally the 2004 Capital Budget be amended by increasing the expenditure to \$30,000 with a corresponding transfer from Reserve of \$30,000.

Based on year-end actual expenditures Audit Fees may decreased by \$581 with a decrease in the Levy of \$581.

A correction is required to reflect actual rent of \$27,158 with a corresponding decrease in levy of \$27,158.

Summary

Operating Budget Gross Expenditure decrease of \$35,739

Operating Budget Levy decrease of \$35,739

Capital Budget Gross Expenditure increase to \$30,000

Capital Budget Reserve Transfer to \$30,000

5. FTE for 2004:

Total FTE for Employment Support is 17.7

6. RECOMMENDATION:

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Employment Support Budget as amended.

SOCIAL PLANNING & PROGRAM SUPPORT
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

Social Planning & Program Support focuses on three main areas: a) social planning, b) program support and c) compliance. Social planning examines the community's needs based on factors such as demographics and social trends, and recommends action plans to address these needs. Children's poverty and future child care service programming are examples of social needs the department may examine. Program support includes the overall administration of the Lambton Shared Services Centre (LSSC), a facility within the Bayside Mall which is home to three levels of government and one private partner. Program support ensures that all partners' needs are addressed and that the LSSC is operated efficiently and effectively. Finally, staff focusing on compliance, evaluate community based programs funded by the County of Lambton to ensure that funds are allocated and used properly by the agencies.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure

- Equipment – adjusted to reflect 2003 actual - 1,704
- Administration – adjusted to reflect 2003 actual 2,461
- Purchase of Service – adjusted to be reflected in I.T. budget - 87,000

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

A levy increase of \$46,032 is projected.

b) PROGRAMME IMPACT:

Impact on the Levy was the result of wage equalization, negotiated cost of living increases, merit increases, increased benefit costs and the anticipated settlement of the CUPE union which have been incorporated into the 2004 proposed budget.

4. FURTHER DISCUSSION:

Further cuts would result in a lay-off of staff. Program impact would include reduced program compliance and reviews of the Division's significant number of contracts/agreements with community organizations.

Additionally the Division's ability to implement known provincial initiatives and projects within the Divisional work plan including development of: Children Services' Special Needs Resourcing, Fee and Wage subsidy models including the creation of policy and procedures; Health Promotion's mapping community assets project; Community development initiative that responds to the needs of the aging and focuses on retaining our community's youth (Strategic Plan); Addiction Treatment initiative in Ontario Works; Emergency Preparedness Plan for Social Services; and other projects would be restricted.

5. FTE for 2004:

Total FTE for Social Planning & Program Support is 9.0

6. RECOMMENDATION:

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Social Planning and Program Support Budget as presented.

COMMUNITY SERVICES
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

Community Services as part of the Social and Health Services Division was created as a result of two specific initiatives: Homelessness and National Child Benefit (NCB).

The Homelessness Initiative Fund is funded by the Province to address the issue of homelessness. Regularly the County of Lambton develops and implements a local plan that achieves one or more of the following goals:

- Moving people from the streets to emergency accommodation;
- Moving people from emergency to permanent accommodation;
- Preventing homelessness by supporting the retention of permanent accommodation.

In addition to the above, the current plan addresses local priorities identified by the community which are incorporated in the Homelessness plan through the following programs: Emergency Shelter, Public Education, Information Access, Community Worker, Housing Worker, Rent/Utility Bank, Data Collection, and Food Distribution.

The current plan was completed in mid 2003 and is in effect until 2005.

The National Child Benefit program goal is “to help prevent and reduce the depth of child poverty” and to promote attachment to the work force – resulting in fewer families having to rely on social assistance – by ensuring that families are always better off working.” The Social and Health Services Division (with community input) creates an annual plan that meets the objective of the program. Currently the plan meets the objective with initiatives that focus on the following: Homelessness Initiatives; Child Benefit Supplements; Children at Risk Services; Childcare, and Community Education.

It is anticipated that the 2004 plan will be presented to Committee and Council for consideration at its regular meeting of April 2004.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure

- | | |
|---|---------|
| • Homelessness- represents one-time seed money for homelessness programs that was given out in 2003 only. | -23,000 |
| • NCB-Homelessness Programs – adjusted to meet Homelessness Plan. | -23,000 |
| • NCB-Children at Risk – adjusted to meet contractual agreements in place. | -20,000 |

- NCB-Food Distribution – adjusted to meet requirements for cost sharing with Province for Peer Nutrition program. -20,000
- NCB-YRSP – adjusted to meet contractual requirements in place. 20,000
- NCB-Community Education – adjusted to meet 2003 actual. -10,000

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

The proposed 2004 gross expenditures decreased \$76,000 for the department. No Levy is associated with this department.

b) **PROGRAMME IMPACT:**

There is a legislative requirement to provide both the NCB and Homelessness programs and to expense those dollars to meet specific provincially and federally set criteria. The expenditure level is mandated by the provincial and federal governments.

MCSS allows, as part of the plan to administer NCB, an administration fee. The revenue is identified in the Social Planning and Program Support budget which decreases the overall levy required.

Note: The NCB program is based on actual annual savings that are realized in Income Support of Ontario Works. If the savings are less than budgeted then programs/services are reduced. If the savings were greater than budgeted the extra savings would be carried over to the next year.

The decreased expenses in the Homelessness budget reflect an adjusted Homelessness plan which addresses local needs and priorities. The decreased expenses in the NCB plan reflect the anticipated decrease in associated revenues from the program in 2004 while still meeting our contractual commitments.

4. **FURTHER DISCUSSION:**

To reflect more accurately revenue sources Provincial Grant NCB should be reduced by \$90,000 and Other Revenue increased by \$90,000.

5. **FTE for 2004:**

There is no staff associated with this department.

6. **RECOMMENDATION:**

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Community Services Budget as amended.

HEALTHY BABIES / HEALTHY CHILDREN
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

Healthy Babies Healthy Children is designed to ensure that all families with children 0 - 6 years of age who are at risk of physical, cognitive, communicative, and/or psychosocial problems have access to effective, consistent early intervention services.

High-risk prenatal mothers are encouraged to participate in the home visiting program which is supported with information, milk vouchers and assistance in obtaining medical supervision, food, accommodation, and infant supplies. All families of newborns are offered support at the time of the birth. A screening tool assists to identify the families that would most benefit from the program. All 1,200 new families are assessed by telephone or home visit within 48 hours of discharge from hospital and are offered a postnatal home visit. Those families that were identified as being at-risk of poor development are encouraged to have an in-depth family assessment with linkages to community health and social service supports. One of these supports is a blended home visiting program with a public health nurse and a lay home visitor making visits on a 1:6 ratio.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditures

Administration – travel increased to reflect 2003 actual, conventions realigned to travel	600
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Universal Screening – reduced to reflect Ministry funding level.	-20,490
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3. a) NET IMPACT ON THE CORPORATION'S TOTAL BUDGET:

The proposed 2004 gross expenditures increased \$74,856 for the department. There is no impact to levy as this is a 100% funded program.

b) PROGRAMME IMPACT:

4. FURTHER DISCUSSION:

Staff is discussing with MoHLTC the 2004 funding approval. Since this is a 100% provincially funded program should the Ministry not adequately fund the program service reductions would be required.

5. **FTE for 2004:**

Total FTE for Healthy Babies/Healthy Children is 16.33

6. **RECOMMENDATION:**

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Healthy Baby/Healthy Children Budget as presented.

CORONATION PARK DAY NURSERY
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

The Children's Services Department operates "Coronation Park Day Nursery" (CPDN) in Sarnia, which is licensed to provide childcare for 97 children, aged 16 months to nine years. Childcare is available for full fee paying parents, as well as subsidized care for parents who are working, attending school or re-training. Some special needs children are also enrolled at CPDN, as it continues to implement a "High Scope Program".

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure

Building - a projected increase for utilities as well as completing required building repairs	17,828
Administration - adjusted to reflect 2003 actual. Health and Safety requirements	6,968

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

The proposed 2004 gross expenditures increased \$82,321 for the department. There is no levy associated with this department. The levy associated with CPDN is budgeted for in the Children's Services Purchase of Service budget.

b) PROGRAMME IMPACT:

Staff ratios are set by legislation and any reduction would result in a reduced number of child care spaces in the Centre. Non compliance with Health and Safety requirements could result in the closure or a provisional license to operate.

4. FURTHER DISCUSSION:

None.

5. FTE for 2004:

Total FTE for Coronation Park Day Nursery is 16.03

6. RECOMMENDATION:

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Coronation Park Day Nursery Budget as presented.

**CHILD CARE PURCHASE OF SERVICE AND MANAGEMENT
2004 BUDGET OVERVIEW**

1. GENERAL STATEMENT:

The Department completes fee assessments for parents requesting subsidy and purchase of service agreements with not-for-profit and profit centres. The Department also administers funding to Child Care Special Needs Resourcing, Child Care Resource Centres, and Wage Subsidies. Over 1,000 children receive subsidized child care through the Children's Services Department.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure

Pur of Serv-Centered Based – Increase of Coronation's expenditures for 2004 are transferred to this account to claim Fee Subsidy funding	80,000
Pur of Serv- Centered Based – Adjustment to reflect increased need resulting from economic development initiatives (35 spaces)	259,860
Pur of Serv- Centered Based – Health and Safety	120,000
Pur of Serv- Centered Based – New Federal Early Learning and Child Care Funding	206,750
Pur of Serv- LEAP – estimated increase for LEAP program	10,891
Special Needs 80% - New Federal Early Learning and Child Care Funding	150,000
Special Needs 100% - New Federal Early Learning and Child Care Funding	85,400
SD – Resource Centre - implementation of the Support Facilitators for children with Special Needs	60,528
Pay Equity 100% - Estimated Pay Equity calculation at 100% 2003/2004	36,846
Pay Equity 80/20 – Estimated Pay Equity calculation at 80% 2003/2004	28,556

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

The proposed 2004 gross expenditures increased \$ 1,045,715 for the department. The projected levy decrease is \$6,838.

b) PROGRAMME IMPACT:

A reduction would limit Ontario Works participant's accessibility to child care services. A waiting list for services would need to be implemented.

Child Care agencies would register full fee paying parents over subsidized parents to ensure the cost of service is covered.

4. FURTHER DISCUSSION:

Since the publication of the 2004 proposed budget further information has been received that impacts the 2004 draft budget.

Based on year-end actual expenditures Audit Fees should be decreased by \$1,049, with a corresponding Levy decrease of \$1,049.

From a presentation completed by Niagara Children's Services, it was originally understood that by recognizing STEP revenue from Ontario Works – Income Support in Purchase of Service it would reduce the overall levy. Upon further investigation it has been determined that this would not benefit Lambton County at this time as we have historically received sufficient fiscal funding. The impact is that Other Revenue should be decreased by \$64,000 with a corresponding Levy increase of \$64,000.

At a March 5, 2004 meeting MCSS announced that Health and Safety expenditures will now be funded 100% by the Province of Ontario. The impact is that Province Revenue should be increased by \$20,000 with a corresponding Levy decrease of \$20,000.

Correction required to reflect actual rent with a reduction of \$6,296 in expenses with a corresponding decrease in levy of \$6,296.

Summary

- Decrease Gross Expenditures by \$7,345
- Increase Levy by \$36,655
- Increase Province Revenue by \$20,000
- Decrease Other Revenue by \$64,000

5. FTE for 2004:

Total FTE for Child Care Purchase Service is 5.0

6. RECOMMENDATION:

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Children's Services Purchase of Service Budget as amended.

CHILD HEALTH
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

The goal of the Child Health program is to promote activities including increasing the number of infants breast-fed, reducing the incidence of dental disease; increasing the access and use of community supports and increasing parenting ability in high-risk families. Infant care and feeding is taught in postnatal classes, “Mom and Baby Drop-ins”, telephone counseling and home visits. Parenting issues are discussed in groups with eight different parenting series available. The dental component, under the direction of a dental consultant, conducts dental screening in high-risk schools and works with families to get the needed treatment.

2. SUMMARY OF CHANGES & REASONS WHY:

Gross Expenditure

- | | |
|---|---------|
| • Contract General – adjusted to reflect 2003 actual for the Dental Consultant. | 2,000 |
| • Clinical Supplies – decreased to reflect 2003 actual. | -3,000 |
| • CINOT – adjusted to reflect 2003 actual | -10,000 |

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

The proposed 2004 gross expenditures decreased \$102,759 for the department. The decrease in expenditures was the result of the conclusion of a 100% MCSS funded program. The levy increased \$24,965.00.

b) PROGRAMME IMPACT:

Further reductions will result in decreased child health services such as prenatal classes, lactation services, and parenting classes.

4. FURTHER DISCUSSION

5. FTE for 2004:

Total FTE for Child Health is 10.20

6. RECOMMENDATION:

That the Infrastructure & Development/Social & Health Services Committee recommend to Council acceptance of the 2004 Proposed Child Health Budget as presented.

FACILITIES SERVICES
2004 BUDGET OVERVIEW

Operating (Tab 4 Page 13) Capital (Tab 7 Page 14)

1. GENERAL STATEMENT:

The Facilities Services Department is responsible for facilities planning including but not limited to, capital and non-capital maintenance, construction, renovation, additions, building services and grounds for all non-housing related buildings. Facilities Services also consults and assists Managerial Staff in the Social Housing Department of the County.

2. SUMMARY OF CHANGES & REASONS WHY:

There are a number of minor changes throughout the Department's operating budget but the result is a net increase in spending of \$7,545 (2.16%). The majority of the increases relate to normal year-to-year variations or COLI.

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

Operating (Tab 4 Page 13)

The proposed 2004 levy is \$356,561 which equates to an increase of 2.16% (\$7,545) over 2003. The majority (99%) of the revenue is garnered from the levy. The Other Revenue line reflects a cost recovery (\$2,860.00) for office space rented to OMAFRA.

Capital (Tab 7 Page 14)

In 2004, 3 projects are proposed:

- Project C-FSS-100 (HVAC System Upgrades): \$20,000 is budgeted for the phase two-of-three install of an energy-management system to assist in improving the energy efficiency of the Administration Building.
- Project C-FSS-101(Cooling Tower): \$25,000 is budgeted to replace the spray pumps on the 25 year old cooling tower at the Administration Building.
- Project C-FSS-102 (Lower Floor renovations): \$146,500 is budgeted for the continuation of 2002 interior space renovations at the County Administration Building. The renovations are required to meet the demands of new programs/workload as well as address the need for records storage for the corporation.

b) PROGRAM IMPACT:

No new programs or increase to service level over 2003.

4. Further Discussion:

Other increases in costs relate to normal year-to-year variations and/or COLI only.

5. FTE for 2004:

The Facilities Services Department staff level for 2004 will be 3.15 FTE. Included are the two staff that provide advice, prepare estimates, tenders, etc. for various County Departments as well as 1.15 FTE for the Administration Building maintenance man and his part-time fill in.

6. RECOMMENDATION:

That the committee recommend to Council that it accept the 2004 Operating and Capital Budget for the Facilities Services Department as presented.

ROADS DEPARTMENT - OPERATIONS
2004 BUDGET OVERVIEW

Operating (Tab 4 Page 14) Capital (Tab 7 Page 15) Reserves (Tab 8 Page R15)

1. GENERAL STATEMENT:

The Roads Department is responsible for the maintenance and upgrades of approximately 646 kilometres of roads, 100 bridges and 90 structures. The County has a fleet of equipment operating out of two main locations, Petrolia and Forest. Former Ministry of Transportation (MTO) patrol yards at Oil City and Warwick are used for winter operations. The former MTO patrol yard at Alvinston is used infrequently and will likely be surplus this year.

2. SUMMARY OF CHANGES & REASONS WHY:

The Operations budget reflects the Roads Department's estimate of the needs to maintain the same level of service as we have delivered over the past few years. The major increase 15.46% (\$204,509) in Winter Control operations is based on the average of the past three years actual expenditures. Wages and benefits have increased 6.54% (\$89,385) due to cost-of-living adjustments and the reinstatement of OMERS contributions. These two items add \$293,894 to the budget but there have been adjustments and/or reductions in other areas to reduce the levy impact to \$189,420 (+4.11%).

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

The operating budget represents an increase to the levy of \$189,420 (+4.11%) over the 2003.

The Capital budget is an extension of last year's increased funding recognizing Council's commitment to the goals of the Strategic Plan. As such, a five year commitment to capital improvements was recognized and supported by Council to improve the County Road System. The 2004 Capital budget reflects levy dollars raised in 2003 but adjusted for COLA.

b) PROGRAMME IMPACT:

The proposed operating budget reflects the Roads Department's estimate to provide the road users of Lambton County the same level of service they have been accustomed to over the past several years. The major budget increase is in Winter Control operations, which reflects the increase in required expenditures over the past few years. The budget also reflects reductions in culvert replacement, weed spraying, shoulder stabilization, gravel resurfacing and guide rail maintenance.

4. **FURTHER DISCUSSION:**

The Roads Department has established a level of service that meets the Minimum Maintenance Standards as set by Council. Reducing this level of service would leave the County open to liability claims due to a general reduction of maintenance practices and non-conformance with expected standards. Staff need to have a discussion with Committee and Council with respect to the expectations, especially in winter operations, of Council and the Public vis-à-vis level of service. There are some areas of legislation that also impact these operations (i.e. hours of work, overtime limits, etc.). Staff hope to review these issues with Committee after budget but before the next winter season.

5. **FTE for 2004:**

The Roads Department staff complement for 2004 is 30.75 FTE. Included are twenty eight full time employees as well as 75% Public Works Secretary, and 50% of the General Manager, Executive Assistant, Public Works Manager and Public Works Technician.

6. **RECOMMENDATION:**

That the Committee recommend to Council that it accept the 2004 Operating and Capital Budget for the Roads Department as presented.

WASTE MANAGEMENT – ADMINISTRATION
2004 BUDGET OVERVIEW

Operating (Tab 4 Page 15) Capital (Tab 7 Page 16) Reserves (Tab 8 Page R16)

1. GENERAL STATEMENT:

The Waste Management Administration budget reflects the estimated costs to operate the Waste Management Department on a daily basis. Budget includes provisions for departmental staffing (wages and benefits), incidental office expenses, staff training, memberships, involvement in the CWS (Warwick) Landfill expansion application, the Household Hazardous Waste (HHW) Collection events held in March, April, May, June, September, and October, among others.

2. SUMMARY OF CHANGES & REASONS WHY:

The administration budget reflects the Waste Management Department's estimate of the funds needed to provide the same service delivery and programs as in 2003. The 2004 budget includes funds (\$50,000) to represent the County in Canadian Waste Services (CWS) application to expand operations at its Warwick Landfill Site.

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

The Waste Management Administration Budget reflects an increase in the levy of \$19,394 (12.05%) over the 2003 budget to \$180,335.

Wages have increased 5.8% as a result of wage equalization and cost of living adjustments resulting in an increase of \$7,058. Benefits have increased 30.3% primarily as a result of the reinstatement of full OMERS contributions in 2003, resulting in an increase of \$8,012.

b) PROGRAMME IMPACT:

The proposed budget reflects the Waste Management Department's estimate of the funds needed to provide the same services and programs as in 2003.

The County provides the public a location (Clean Harbors) to dispose of its household hazardous waste materials. Without this service many of these materials would make their way into County, or privately owned, waste disposal facilities. The County currently funds six events per year that operate with a lengthy delay (>1 hour) for residents. Any further reduction in the number of events would add to the public's inconvenience and contribute to a reduction in the level of service. The program has already been reduced from eight events to six but delays have increased while quantities collected remain the same.

The reduction to six events resulted in marginal savings in administrative costs to operate the events but, as noted, quantities remain consistent regardless of the reduction.

4. FURTHER DISCUSSION:

Operating: The increase is primarily attributable to the inclusion of funds (\$50,000) to represent the County's interest in regards to the proposed expansion of the Warwick Landfill. The budgeted legal fees will be funded from the Waste Management Reserve. The overall status of the Waste Management Reserve will need to be monitored to ensure that it is not depleted and can continue to serve its intended purpose (closure, post-closure, monitoring costs) into the foreseeable future.

Capital: The capital budget includes a single project to complete a feasibility study to determine the County's optimal long-term strategy for the treatment of leachate generated from the Sarnia Landfill. Currently the leachate is treated at an on-site Leachate Treatment Facility (LTF). Project involves no impact to levy as it is to be funded out of the Waste Management Capital Reserve Fund.

5. FTE for 2004:

The Waste Management Division staff complement for 2004 is 2.5 FTE. Employed is one full-time secretary/clerk staff position that also provides back-up coverage for the Roads Division. The wages and benefits for the General Manager, Public Works Manager, Public Works Technician, and Public Works Secretary are shared across Public Works and other departments. The percentage of wages and benefits costed to the Waste Management Division are 25%, 50%, 50%, and 25%, respectively.

6. RECOMMENDATION:

That the Committee recommend to Council that it accept the 2004 Operating and Capital Budget for the Waste Management Administration Department as presented.

WASTE MANAGEMENT – SITE OPERATIONS
2004 BUDGET OVERVIEW

Operating (Tab 4 Page 16) Capital (Tab 7 Page 16) Reserves (Tab 8 Page R 16)

1. GENERAL STATEMENT:

The Waste Management Site Operations budget reflects an estimate of the costs to manage six former lower tier municipal landfill sites in the former Brooke, Dawn, Grand Bend, Moore, Sarnia, and Sombra. The Moore and Dawn Landfills are the only operating County landfills. The remaining four have been closed. Additionally, the County contracts with two private landfill sites (Canadian Waste Services: Petrolia and Warwick Landfills) for additional disposal capacity in order to fulfill the County's mandate with respect to disposal of municipal solid waste for our local municipalities.

2. SUMMARY OF CHANGES & REASONS WHY:

Prior to 2002, the tipping fee revenue from the operating sites went directly into the Waste Management Capital Reserve Fund, which had been established to fund site works considered capital in nature and to manage the sites post-closure. In the past two years all of the revenue from the two active sites has been used to reduce the levy. The 2004 budget has again utilized the majority of the projected revenue (95.7%) to offset any increase to the levy, with the remainder (\$64,235 or 4.3%) being transferred into the Waste Management Capital Reserve Fund.

In upcoming years, the overall status of the Waste Management Capital Reserve Fund will need to be monitored/reviewed to ensure that it can continue to serve its intended purpose (funding closure, post closure and monitoring).

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

The Waste Management Site Operations budget reflects no change in the levy over the 2003 budget. The impact to levy for 2004 remains \$1,107,028.

Despite increases in private disposal fees, insurance costs, etc. the impact to levy has been maintained at the 2003 level by utilizing revenue from the active waste disposal facilities and reducing the transfer to reserve. The balance of the operating budget reflects no net increase over 2003.

b) PROGRAMME IMPACT:

The proposed budget reflects the Waste Management Department's estimate of the funds to provide the same services and programs as in 2003.

A significant reduction in the proposed budget would make it exceedingly difficult to operate and manage our disposal facilities in accordance with the issued certificates of approval.

The County provides disposal capacity for local municipal solid waste at its own facilities as well as private landfills. As the County has returned disposal operations away from user pay (1996 to 1999) and reverted back to the levy system, residents appear less willing to reduce, reuse, and recycle and the quantities of municipal solid waste appear to be rising slowly, resulting in increased costs for disposal and reduced incentives for waste reduction.

4. FURTHER DISCUSSION:

The County has applied to the Ministry of the Environment (MOE) to have the monitoring programs at three of its closed landfills (Brooke, Sarnia, and Sombra) rationalized. The sites have been closed for several years and the annual monitoring results have not indicated any problems. As a result, the County feels a rationalization of the monitoring programs is warranted. The County would like to reduce the associated monitoring costs at these closed facilities while maintaining the integrity of the monitoring program. To date, no response has been received from the MOE. Once approved by the MOE, the County will issue a Request for Proposal (RFP) for the revised monitoring and reporting as required at the above noted facilities. Any rationalization to the monitoring programs should result in a cost saving to the County while maintaining the environmental integrity of the closed sites.

5. FTE for 2004:

FTE: 0. The majority of the site operations staffing is contracted (i.e. site operators, attendants, consultants, etc.). All County staffing (Manager, Technician and Secretary) is covered under the Waste Management Administration budget.

6. RECOMMENDATION:

That the Committee recommend to Council that it accept the 2004 Operating Budget for the Waste Management Site Operations Department as presented.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
2004 BUDGET OVERVIEW

Operating (Tab 4 Page 17) Reserves (Tab 8 Page R17)

1. GENERAL STATEMENT:

The Planning and Development Services Department prepares and maintains the Official Plan for the County of Lambton and provides Consent, Subdivision, Municipal Official Plan and Woodlot approvals. The Department also works closely with local municipalities preparing Official Plans and Zoning By-laws; providing comprehensive, ongoing planning advisory services to municipal clerks, councils and residents; and providing advisory services to municipal consent-granting authorities. Emergency planning (covered under a separate budget) and maintenance of the County's 9-1-1 system reside with this Department as well.

2. SUMMARY OF CHANGES & REASONS WHY:

The 2004 Salaries/Wages are budgeted at \$460,561, an increase of \$69,862 (17.88%). The increase is attributed to COLA increases and the addition of a new staff position (senior planner).

Benefits are budgeted at \$116,419, an increase of \$30,519 (35.53%). This is due to the implementation of full OMERS payments as well as the benefits that accrue to the new staff position.

Revenue from F. & S. (Fees and Services) Charges is down \$2,999 (3.8%), which is largely the result of fewer requests for Zoning Compliance letters. Many local municipalities now do these letters rather than referring lawyers to the County.

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

Funding required from the tax base (levy) increases by \$69,544 (15.04%). This is due to the addition of the aforementioned staff member as well as and the return of full payments to OMERS. Other increases in costs relate to normal year-to-year variations or COLI only.

b) PROGRAMME IMPACT:

None.

4. **Further Discussion:**

None.

5. **FTE for 2004:**

The Planning and Development staff complement for 2004 will be 7.95 FTE.

Salaries and wages are split between Planning and Development and Building Services (Inspection) as follows:

9-1-1 Assistant: 65% P. & D. and 35% Building Services; and

Inspection Technician/Signmaker: 15% P. & D., 70% Building Services and 15% sign making.

6. **RECOMMENDATION:**

That the Committee recommend to Council that it accept the 2004 Budget for the Planning & Development Services Department as presented.

BUILDING SERVICES DEPARTMENT
2004 BUDGET OVERVIEW

Operating (Tab 4 Page 18)

1. GENERAL STATEMENT:

The Building Services Department provides County-wide inspections for:

- plumbing and sewage disposal systems under the Ontario Building Code;
- Ontario Weed Control Act;
Woodlands Conservation By-law;
- building inspection services for all local municipalities (with the exception of the City of Sarnia);
- property standards enforcement for all local municipalities (with the exception of the City of Sarnia and Lambton Shores); and
- zoning by-law enforcement.

In 2003, 905 building permits were issued generating 4,429 inspections as well as 63 woodlot inspections and 451 property and maintenance inspections. In addition, there were 652 plumbing permits issued with 2,199 inspections. 164 septic system applications were received and 161 approved.

2. SUMMARY OF CHANGES & REASONS WHY:

The 2004 Salaries/Wages are budgeted at \$531,926 – an increase of \$110,340 (26.17%). The increase is attributed to succession planning for retiring employees, wage equalization as well as cost-of-living adjustments and the re-established OMERS payments. Succession planning allows the smooth transition of new inspectors into those local municipalities where retirements take place. In addition, the retiring manager of the department will be replaced approximately 4 months before his departure to ensure a seamless transition.

Building permit revenue is budgeted at \$222,000 – an increase of \$10,250 (4.84%). This increase is attributed to the hourly fee being increased \$2.00 per hour to \$37.00 per hour to reflect increased costs.

Plumbing permit revenue is budgeted at \$102,356 – an increase of \$1,750 (1.74%). This increase is attributed to the basic permit fee being increased \$10.00 to \$60.00. The increase in the permit fee reflects the increased costs.

The principle of fees based on cost recovery has been the cornerstone of the department since County Council directed staff to budget on this basis two years ago.

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

Funding required from the tax base (levy) increases by \$152,287 (64.65%) for the reasons noted above.

Total expenses are budgeted at \$791,502 – an increase of \$171,787 (27.72%) over 2003.

b) PROGRAMME IMPACT:

None.

4. **Further Discussion:**

None.

5. **FTE for 2004:**

The Inspection staff component will be 9.1 FTE.

Salaries and wages are split between P. & D. and Building Services (Inspection) as follows:

9-1-1 Assistant: 35% Building Services and 65% P. & D.; and

Inspection Technician/Signmaker: 70% Building Services, 15% P. & D., and 15% sign making.

6. **RECOMMENDATION:**

That the Committee recommend to Council that it accept the 2004 Budget for the Building Services Department as presented.

**EMERGENCY SERVICES
(PLANNING AND DEVELOPMENT SERVICES DEPARTMENT)
2004 BUDGET OVERVIEW**

Operating (Tab 4 Page 19)

1. GENERAL STATEMENT:

Emergency planning, while managed by the Planning and Development Services Department, has been given the mandate to develop its own budget recognizing the importance of the work required by the Emergency Management Act.

2. SUMMARY OF CHANGES & REASONS WHY:

The 2004 Salaries/Wages are budgeted at \$52,153, an increase of \$34,353 (192.99%). This is largely the result of the Emergency Services Coordinator's salary being totally paid from this budget to reflect the full-time commitment to this position.

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

Funding required from the tax base (levy) increases by \$33,950 (27.37%). This is largely the result of the new Emergency Readiness Act, which will require upgrades to municipal emergency plans and emergency operations centres; the holding of annual exercises and tests; public education programs and training. A full-time Emergency Services Coordinator is fully paid from this budget.

b) PROGRAMME IMPACT:

Emergency Services now has a fully committed staff position to co-ordinate and organize the County's commitments to the Emergency Readiness Act as well as assist local municipalities in developing their emergency plans.

4. Further Discussion:

None.

5. FTE for 2004:

The Emergency Services staff complement for 2004 will be 1 FTE.

6. RECOMMENDATION:

That the Committee recommend to Council that it accept the 2004 Budget for the Emergency Services Department as presented.

MINUTES
COMMUNITY SERVICES/
INFORMATION TECHNOLOGY COMMITTEE

March 17, 2004

A meeting was held at the County Building at 1:40 p.m. on the above date.

Present: Chair Dave Boushy, Warden Todd Case. Members: C. Jamieson, S. Arnold, B. MacDougall, B. McManaman, D. McGugan and G. Perry. Ms. C. Clarke, Ms. S. Murray and Mr. W. Petryschuk attended for Libraries, Museums and Gallery Lambton matters. Also Ms. C. Thayer, General Manager, Community Services; Mr. R. Wilks, Corporate Manager, Information Technology Services; Ms. L. Dudley, Manager, Housing Services; Mr. S. Van Valkenburg, Manager, Emergency Medical Services; Mr. K. Herrington, Manager, Senior Services; Ms. A. James, Manager, Libraries, Museums and Culture Services; Ms. L. Ross, General Manager, Corporate Services and Mr. R. G. Van Horne, Chief Administrative Officer.
Absent: J. Murray.

2004 Budget

Delegation

A representative from the Sarnia Lambton Chamber of Commerce was present to discuss its comments regarding the County's draft 2004 Budget.

A handout titled "2004 Budget Statistics" was distributed regarding the budgets of other Counties in the southwest region.

COMMUNITY SERVICES DIVISION

EMERGENCY MEDICAL SERVICES

Regular Business

A letter from Mr. Mike Bradley, Mayor of the City of Sarnia, dated March 10, 2004, regarding Ambulance Services, as well as background reports were distributed to the Committee.

SENIOR SERVICES

Regular Business

Memorandum dated March 16, 2004 Regarding the North Lambton Rest Home Project

The Committee was brought up to date concerning the North Lambton Rest Home project, as outlined in the memorandum dated March 16, 2004.

2004 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.

INFORMATION TECHNOLOGY DEPARTMENT

2004 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.

Adjournment

The Chair declared the meeting adjourned.

Time: 3:40 p.m.

Dave Boushy
Chair

Ronald G. Van Horne
Secretary

EMERGENCY MEDICAL SERVICES DEPARTMENT
2004 BUDGET OVERVIEW

Operating (Tab 6 Page32) Capital (Tab 7 Page 20)

1. GENERAL STATEMENT:

Lambton EMS offers land ambulance services to the residents of Lambton County. EMS staff members work at eight different stations located in Brigden, Corunna, Forest, Grand Bend, Petrolia, Sarnia, Thedford and Watford. In early 2004 the ninth station will be operational in Bright's Grove. In 2003, staff responded to approximately 20,000 calls for medical assistance.

2. SUMMARY OF CHANGES & REASONS WHY:

Operating (Tab 6 Page 32)

Service Level Change

In June of 2003, County Council approved the motion "That all ambulance stations move to 24 hour coverage by January, 2005."

The 2004 budget is based on phasing in the 24 hour coverage throughout the year, with the last station being brought on in December. The cost of implementing 24 hour service in 2004 is \$1,998,453 with the annualized costs impacting the 2005 budget. The increased costs relate only to salary and benefits, since all other operating costs are more closely related to the number of calls.

Non-Service Level Change

Cost increases in the operating accounts have been based on the normal COLI adjustments and the 2003 actuals. The recent paramedic contract has resulted in substantial wage and benefit increases.

The loan payments for the new stations and the purchase of the Corunna station have been included in the operating costs in order to ensure the Ministry funds their share of these costs.

Ministry of Health Funding

The County assumed Land Ambulance Services in 2000 the Ministry of Health funded 50% of the costs of the services. Since that time, the Ministry's contribution has continually declined and in 2004, their funding amounts to only 38% of the total cost.

Capital (Tab 7 Page 20)

Three capital projects have been included in the 2004 budget and all the projects will receive 50% funding from the Ministry

- C-EMS -100 – The replacement of two vehicles. The fleet is currently comprised of 14 ambulances and two are replaced every year on a rotating schedule, based on an average life span of 7 years.

- C-EMS -102 – Renovations to the Thedford Station. This project is being done in partnership with Lambton Shores. The Fire Department in Thedford and the Ambulance Crews share the station and there are some Occupational Health & Safety issues that needed to be addressed.
- C-EMS – 109 – Automatic Vehicle Location and Global Position System. This system will be used to aid Dispatch in ensuring the closest available vehicle is sent on the Emergency Call and should ultimately decrease response times.

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

Operating:	Increase in Levy	\$2,107,004
Capital:	Decrease in Levy	\$20,750
County Levy Impact		4.321%

b) **PROGRAMME IMPACT:**

As noted above, the level of service provided by EMS has been enhanced to provide 24/7 to the entire County. This enhancement is in addition to a number of improvements that have been made to the service since 2000.

4. **FURTHER DISCUSSION:**

The phasing in of the 24/7 services has resulted in almost \$2,000,000 of the increased costs in EMS for 2004. It was Council’s desire to proceed with the implementation of the enhancement over one year although this could potentially be delayed into 2005 due to the unavailability of paramedics. In addition, the full annualized cost of the enhanced service will not be realized in 2005.

5. **FTE for 2004:**

Permanent 79.16 FTE’s

6. **RECOMMENDATION:**

That the Committee recommend to Council that it accept the 2004 Budget for the Emergency Medical Services Department as presented.

HOUSING SERVICES DEPARTMENT
2004 BUDGET OVERVIEW

Operating (Tab 6 Pages 33-35) Capital (Tab 7 Page 21) Reserves (Tab 8 Page R11)

1. GENERAL STATEMENT:

The Social Housing Department administers social housing programs in Lambton County which includes maintaining the centralized waiting list for rent-g geared-to-income assistance and administration of 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-g geared-to-income assistance to over 2000 Lambton County residents.

2. SUMMARY OF CHANGES & REASONS WHY:

Operating (Tab 6 Pages 33 – 35)

One Time Funds

Costs of \$36,000 for the completion of an Affordable Housing Study and Risk Management Audit are included in the 2004 budget. The study will be used to determine the Housing needs of Lambton County and to identify where additional housing units should be located. Such a study is necessary in order to qualify for any Federal or Provincial Housing Funds.

Non-Service Level Change

In calculating the 2004 budget, the following assumptions were made:

- Property taxes would increase 5% over 2003 actuals on all County owned properties.
- Hydro costs would increase 10% over 2003 actuals.
- Gas costs were based on 2003 actuals (purchased in bulk through the SHSC).
- The remainder of the operating costs were increased by the normal COLI adjustments.

The costs (\$7,000) related to using the services of the POA collection clerk for one day per week have been included in this budget. This is to improve the collection of outstanding tenant arrears without using a collection agency. One part time clerical position, commencing in September has been added to assist with general office coverage of telephones and reception.

On the revenue side, the provincial grant, which is a pass through of federal funding, has been reduced as per the funding notification. This is offset by a projected rental income increase of 7%.

Capital (Tab 7, Page 21)

All capital projects receive 50% funding from the Province and in addition, use of reserve funding helps offset the impact on the levy. The 2004 projects have been based on a physical inspection of properties as well as the recommendations of the Capital Reserve Study that was completed by an external consultant in 2002. In order to retain the quality of the existing housing stock, it is necessary to maintain a consistent capital budget.

Reserves (Tab 8, Page R-11)

As noted above, \$90,000 from the Housing Reserve Fund has been used to offset the County levy for project #C-HGS-118. These are Federal Funds, received at the time of Social Housing Transfer, for use in costs related to former Federal Housing Units. In addition \$173,200 was placed in reserves in 2003 for the completion of projects C-HGS-118 (Roofing and Rainware \$92,000) and C-HGS-122 (Play Ground Upgrades \$81,200) in 2004.

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

Operating:	Increase in levy	\$672,221
Capital:	Increase in levy	\$110,791

County Levy Impact: 1.622%

b) **PROGRAMME IMPACT:**

The programmes and services provided by the department remain at the 2003 levels.

4. **FURTHER DISCUSSION:**

The largest portion of Housing's operational costs relate to utilities and property taxes. The current budget has total utility costs of \$1.2 million and property taxes of \$890,000. Any reduction in the capital projects will only defer the costs since no project can be entirely eliminated, all upgrades/maintenance will have to be done eventually.

5. **FTE for 2004:**

Permanent	16.1
Contract	.5

6. **RECOMMENDATION:**

That the Committee recommend to Council that it accept the 2004 Budget for the Housing Services Department as presented.

SENIOR SERVICES DEPARTMENT
2004 BUDGET OVERVIEW

Operating (Tab 6 Page 36) Capital (Tab 7 Pages 22-23) Reserves (Tab 8 Pages R9-10)

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 has been completely rebuilt on a new site and opened in January 2004, and NLRH will see an addition and extensive renovations, with the same number of beds being maintained: 124 long-term and 2 short-stay at MGM, and 87 long-term and 1 short-stay at NLRH. LMV continues to operate 123 long-term beds and 2 short-stay beds.

2. SUMMARY OF CHANGES & REASONS WHY:

Operating (Tab 6 Pages 36 – 45)

One Time Funds

The Legion donations will be used to purchase lifts at both LMV and MGM.

North Lambton has budgeted for one time purchases of equipment and a one time retroactive payout in wages due to a contract error.

Service Level Change

North Lambton has increased their advertising and promotional budget in order to continue to attract residents during the construction period.

Non Service Level Change

Effective January 31, MGM will begin, and North Lambton Rest Home will continue, 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 2004 the amount transferred from all three homes totals \$1,160,133.

Approximately 80% of the Homes' budgets are for salary and wages and much of the increase for 2004 can be attributed to the normal COLI adjustments.

There is one staffing enhancement at North Lambton Rest Home - an increase in RN coverage by four hours on Saturdays and Sundays effective April 1, 2004, based on a Ministry of Health recommendation.

Provincial funding has been calculated based on the current per diem rate of \$117 (adjusted for CMI) with an anticipated 1% increase by July.

Capital (Tab 7, Pages 22 – 23)

Lambton Meadowview Villa

- C-LMV-102 – Flooring in two dining rooms requires replacement as the condition of the current flooring poses a risk to resident, staff and visitor safety. This is a continuation of a process that started in 2003.
- C-LMV-106 – Current aging sewage equipment is wearing, requiring periodic system shut down and emptying of the tanks. Replacement has been recommended by the facility co-ordinator.

North Lambton Rest Home

- C-NLRH-102 – A trash compactor has been included in the design of the new building and is required in order to provide the best utilization of space and decrease the number of garbage pick ups.

Reserves & Trust Funds (Tab 8, Pages R9 – R10)

The balance of the reserve previously set up to deal with pay equity, internal wage equity and the retroactive pays has been transferred to Human Resources to be used on a county-wide basis for equity adjustments.

Trust Funds have been used to offset the costs of DVD Players and Recreational Equipment at LMV (\$4,500), and for lifts, slings, parallel bars and other activation equipment at NLRH (\$15,409)

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

Lambton Meadowview Villa

Operating:	Increase in levy	\$321,854
Capital:	Increase in levy	\$22,000

North Lambton Rest Home

Operating:	Increase in levy	\$584,833
Capital:	Decrease in levy	\$6,713

Marshall Gowland Manor		
Operating:	Increase in levy	\$111,857
Capital:		no change

Alzheimer Adult Enrichment Centre		
Operating:	Increase in levy	\$0

Marshall Gowland Manor Outreach Program		
Operating:	Increase in levy	\$1,838

North Lambton Rest Home Outreach Program		
Operating:	Increase in levy	\$1,561

County Levy Impact		2.114%
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b) PROGRAMME IMPACT:

The level of service provided by the Senior Services Department will not change in 2004. Levy requirements for 2004 have increased in addition to an anticipated increase in Ministry revenue. The per diem increase has been compounded for MGM by an increase in the Case Measure Index (CMI) from 97.49 to 102.13. This increase has been offset in NLRH by a decrease in the CMI from 94.83 to 90.06. The CMI for LMV has decreased from 104.15 to 97.74 offsetting the increase in per diems.

4. FURTHER DISCUSSION:

5. FTE for 2004:

Senior Services	5.13
Lambton Meadowview Villa	106.21
Marshall Gowland Manor	92.55
North Lambton Rest Home	66.68
Alzheimer Adult Enrichment Centre	3.59
MGM Outreach	2.06
NL Outreach	0.82
Total	277.04 FTE's

6. RECOMMENDATION:

That the Committee recommend to Council that it accept the 2004 Budget for the Senior Services Department as presented.

LIBRARY
2004 BUDGET OVERVIEW

Operating (Tab 6 Pages 46-48) Capital (Tab 7 Page 24) Reserves (Tab 8 Page R12)

1. GENERAL STATEMENT:

Lambton County Library provides services to the public through 27 branch libraries, one bookmobile 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 and theatre rental.

2. SUMMARY OF CHANGES & REASONS WHY:

Operating (Tab 6 Pages 46 – 48)

Non-Service Level Change

The 2004 operating budget reflects changes due to restructuring announced last year. The budget for the Lambton Room, the County's collection of archival material, has moved under the umbrella of the Museums. As part of the reorganization, three supervisor positions were eliminated and some of the savings from these positions were used to increase public service in the branches.

As a result of concerns raised by the H/R Department regarding WSIB coverage, the student pages and casual staff were moved from purchased services to payroll.

Due to the increasing costs of books, A/V material, periodicals and database access fees, collection expenses have been increased by 2.6% based on the provincial cost estimate for increases in library materials. With the high Canadian dollar and a renegotiation of shipping exchange rates with major American vendors, our increase is significantly lower than in previous years.

All other operating costs were increased as per normal COLI requirements.

Special Projects (Tab 6 Pages 48 – 52)

The library receives Federal and Provincial Grants for student projects during the year. These grants require matching municipal funds. Although the exact nature of the funding has not yet been announced, the municipal share has been included in the 2004 budget.

The Public Internet Access project has been ongoing for a number of years. Funding is provided through a CAP grant, the purpose of which is to ensure that the rural libraries provide public access to the internet.

Capital (Tab 7, Page 24)

Four capital projects have been included in the 2004 budget.

- C-LIB - 100 – Ongoing furniture and equipment replacements in the branches includes shelving needed for the Sarnia Branch reorganization, additional shelving for Camlachie, Corunna, and Shetland due to the expanding collection.
- C-LIB - 102 – Ongoing replacement of a Microfilm/fiche reader/printer. There are 6 machines in the library, replaced in alternate years. A unit is due to be replaced this year.
- C-LIB - 105 – The ongoing renovation of the Sarnia Library Theatre. This project covers the cost of the multimedia projector (which will help us to better meet the needs of clientele renting our facilities) and replacing of the 30 year old dimmer board panel as well as rollout flooring for dance applications. This project was eliminated in the 2003 budget discussions.
- C-LIB - 107 – Costs related to the relocation of two branches, Wyoming and Point Edward. The moves will both require additional shelving and furniture. Based on past moves, the costs are estimated at \$20,000 per move.

Reserves (Tab 8, Page R12)

The Special Projects reserve holds funds from the Trillium Foundation to purchase CDs and DVDs for rural branches and Ojibway materials for the Aamjiwnaang Branch.

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

Operating:	Decrease in levy	\$40,661
Capital:	Increase in levy	\$105,443

County Levy Impact -.118%

b) **PROGRAMME IMPACT:**

The level of service provided by libraries will increase as the library reorganization is implemented. There should be an increase in public access to collections, programs and facilities by giving regions more choice in materials and library hours. Also staff will be able to work more efficiently with an upgrade to the automated system.

4. **FURTHER DISCUSSION:**

Due to the implementation of the reorganization plan, no additional branch hours have been added this year. It is the normal policy to provide one hour of opening for every 1000 library uses, with a minimum service level of 12 hours and a maximum of 65. Under this policy, any adjustments are made in July, however since we will not have entirely implemented all the changes by that time, any necessary adjustments will be made in 2005.

5. **FTE for 2004:**

Permanent 34
Part time 31

Total 65 FTE's

6. **RECOMMENDATION:**

That the Committee recommend to Council that it accept the 2004 Budget for the Library Department as presented.

MUSEUMS
2004 BUDGET OVERVIEW

Operating (Tab 6 Pages 54-55) Capital (Tab 7 Pages 26-27) Reserves (Tab 8 Page R13)

1. GENERAL STATEMENT:

Lambton Heritage Museum is located in Grand Bend and consists of eight buildings totaling 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.

Following a restructuring announcement in February 2003, the Lambton Room, which gathers and maintains Lambton County archival material, now falls under the umbrella of the County Museums.

The Oil Museum of Canada, located in Oil Springs, attracts on average 7,000 visitors per year to the site of the world's first commercial oil well. A series of special events extends the season, and educational programs, to make the museum artifacts and story more accessible for elementary school children, were very successful last year.

2. SUMMARY OF CHANGES & REASONS WHY:

Operating (Tab 6 Pages 54 – 55)

Non Service Level Changes

The increase in operating costs reflects the normal impact of COLI increases.

The shift of revenue and expenditures from the Library to the Museums for the Lambton Room has resulted in the majority of the increased costs in these budgets.

Special Projects (Tab 6 Pages 56 – 58)

The Heritage Museum operates a Campground Referral service in the summer months that is funded by the Federal Government and is working on grant funding for a project to digitalize its collection. No municipal funds are required for either project.

The Heritage Museum also operates a number of special events during the year to assist in fund raising. These events include the Fall Craft Show and the annual Halloween Tour. The profit from these events is used in the next year in order to offset some of the operating costs. The profit from the 2003 events was \$14,000 and this has been used as offset revenue for 2004.

Capital (Tab 7 Pages 26 – 27)

Three capital projects have been included in the 2004 budget for the Heritage Museum:

- C-LHM – 102 – This project will be funded totally through a Provincial Grant for Tourism Relief. The intent is to produce a television campaign to promote the Heritage of Sarnia Lambton and the project is being done in conjunction with all the area museums.
- C-LHM – 105 – The project includes essential repairs to the Blacksmith Shop, the School Bell Tower and the Church roof. The Historic Buildings are a major part of the draw to the museums and need to be kept in good repair.
- C-LHM – 106 – The main component of this project is the replacement of the roof over the kitchen, shipping and penthouse of the main building. There have been leaks and there is a concern that any leak could damage the collection.

Two capital projects have been included in the 2004 budget for the Oil Museum:

- C-OMC – 102 – This project includes roof repairs for the museum, foundation repairs and paving the laneway in order to improve access for buses.
- C-OMC – 103 – This project will restore the Oil Rig, Train Station and Post Office to their original condition and install a protective roof over exposed artifacts.

Reserves (Tab 8, Page R-13)

The Oil Museum continues to use modest reserve funding, largely from donations to subsidize operating costs. The reserve funds hold limited funding and in future years this will no longer be possible.

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

Operating:	Increase in levy	\$171,499
Capital:	Increase in levy	\$63,450

County Levy Impact: .487%

b) **PROGRAMME IMPACT:**

The programs and services provided by the department remain at 2003 levels.

4. FURTHER DISCUSSION

Attendance was down significantly in 2003 at both museums as a result of SARS, BFE and the situation in the States. Projecting attendance numbers for 2004 was a difficult guess but the projection used was based on an improvement over 2003 but not yet back to the levels pre 9/11.

For a number of years, very few capital improvements were done on the Historic Buildings at either site and that has now caused some major repairs that are essential, if the buildings are to be maintained as a tourist attraction.

5. FTE for 2004:

Heritage Museum	4.68
Lambton Room	2.25
Oil Museum	2.20
TOTAL	9.13

6. RECOMMENDATION:

That the Committee recommend to Council that it accept the 2004 Budget for the Lambton Heritage Museum and Oil Museum of Canada as presented.

GALLERY LAMBTON
2004 BUDGET OVERVIEW

Operating (Tab 6 Page 53) Capital (Tab 7 Page 25) Reserves (Tab 8 Page R14)

1. GENERAL STATEMENT:

Gallery Lambton maintains and holds in trust an outstanding collection of over 900 Canadian paintings, sculptures, and works on paper. 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 (Tab 6 Page 53)

Service Level Change

One of the recommendations from the Gallery's Strategic Plan was for the Gallery to diversify and expand its programs and services and as an initial step in achieving this, \$5,200 has been included in the 2004 budget for additional outreach services. In 2004, the focus will be on initiating a program whereby exhibiting artists provide workshops in the County's secondary schools.

The 2004 budget also includes the addition of a full time Education Officer as of September (2004 costs \$10,000). This position would be responsible for the development of an educational program for elementary school teachers to provide them with an increased understanding of visual art as well as ensuring an increase in the frequency of first hand viewing of the exhibits for elementary school children.

The position would also offer programs to adults and seniors on "how to look at visual art".

Non Service Level Change

Operating costs have been increased by the normal COLI adjustments. In addition, the gallery lease is up for renewal in May and the anticipated rent increase has been added in 2004.

Revenue projects are based on 2003 actuals 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 of \$8,000 for exhibition education.

Capital (Tab 7, Page 25)

The only capital project for the gallery is furniture and equipment. Included in the request are:

- Replacement of 2 HVAC units
- Vinyl Awning Installation - The installation of the awning on the exterior wall of the south side of the building is to increase the Gallery's public profile.
- Wireless Assistive Hearing System - The unit would be used by the hearing impaired during tours and lectures.
- Misc Repairs - frames, mats, shelves, exhibition space upgrades.

Reserves (Tab 8 Page R-14)

There is no anticipated use of reserve funding in 2004 other than the ongoing scholarship award.

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

Operating:	Increase in levy	\$31,212
Capital:	Increase in levy	\$35,510

b) **PROGRAMME IMPACT:**

With the increase in outreach staffing levels, the number and availability of outreach programs and services also increases significantly.

4. **FURTHER DISCUSSION**

5. **FTE for 2004:**

5.57 FTE's

6. **RECOMMENDATION**

That the Committee recommend to Council that it accept the 2004 Budget for Gallery Lambton as presented.

INFORMATION TECHNOLOGY
CORPORATE MANAGER'S REPORT

March 17, 2004

INFORMATION TECHNOLOGY

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

None.

PART B **Monthly Activities**

1. **Accounts and Verification**

A listing of accounts will be available at the meeting.
Total for the month of October

- | | | |
|------|--|-----|
| i) | Are there any items significantly over Budget? | No |
| ii) | Are there any items significantly under Budget? | No |
| iii) | Are there any items that were not in the Budget? | No |
| iv) | Were items purchased in accordance with County Policy? | Yes |

2. **Revenue and Verification**

Revenue received during the month of January \$0.00

- | | | |
|------|--|----|
| i) | Were any receipts NOT included in the current year's budget? | No |
| ii) | Were any receipts significantly LESS than Budgeted? | No |
| iii) | Were any receipts significantly MORE than Budgeted? | No |

3. **Items of Committee Interest**

- a) Please see attached a document outlining Information Technology's plan for
Paperless Council Meetings.

4. **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**

None.

IT DEPARTMENT
2004 BUDGET OVERVIEW

1. GENERAL STATEMENT:

The Information Technology (IT) Department supports the strategic direction and operational needs of the County. The department provides 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:

2004 focuses on two main goals, improved support, responsiveness, and accountability from the IT department and analysis and improvement on current processes. The 2004 budget realigns dollars between operating and capital in order to better reflect the reality of doing business in the modern century. The 2004 operating and capital budgets combined show an increase of \$17,798. If OMERS increases and other costs are factored in, IT has reduced its funding requirements from the tax base while increasing service.

Non-tax revenues have been reduced by \$59,505 in 2004. Although a one time grant of \$85,000 is not available in 2004 tempered by the elimination of a Federal Grant from Social Services of \$65,505, alternative funding in the amount of \$91,000 has been secured.

Although staffing levels are unchanged from the department's authorized 2003 complement, wage and benefit costs have increased. This is because the GIS Project Leader, the GIS Specialist, and a PC Technician position did not come online until the latter part of 2003. Further, we have transformed a systems analyst position to that of a Web Developer to enhance web services.

Software licensing has increased to include a yearly lease of \$49,952 for Social Housing Software and an additional \$23,000 in Microsoft Licensing to ensure that the County is legally licensed and also remains current with its Microsoft Software versions. These costs were previously shown in the capital budget but have been moved to operating as they represent a yearly required expenditure.

Finally, a significant portion of the reduced spending in capital can be attributed to the absence of the costs associated with the County's 2003 computer refresh project.

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

The overall impact on Levy will be:

Operating: \$326,125 increase
Capital: \$308,327 decrease
Total: \$ 17,798 increase

b) PROGRAMME IMPACT:

The reengineering of the priorities for IT in 2004 see the department bringing control of its external and internal web sites in-house, bringing the full level of GIS services online, and activation of an enhanced help desk. These changes are being achieved by redeploying existing personnel or hiring new staff within the existing complement. Traditional services provided remain unchanged and it is felt that the funding being requested legitimately reflects the level of services being provided.

4. **FURTHER DISCUSSION:**

Although the support and cost of the operating budget has increased significantly this is primarily the result of cost transfers from capital. This was done because the costs now shown in operating represent the true annual ongoing cost of operating a modern IT department. In other words, we do not believe that any further reductions can be made without impairing the department's ability to provide its services to the corporation. Capital expenditures have decreased by more than 2 million dollars in 2004. The projects that are shown could be deferred but doing so would again impair or potentially eliminate the ability of IT to provide the services mandated by council while potentially resulting in increased costs due to a lack of synergy between projects. Therefore, it is again recommended that no further reductions be made.

5. **FTE for 2004:**

12.5

6. **RECOMMENDATIONS:**

That the Committee recommends that Council approves the 2004 Budget for the Information Technology Department as presented.