

**MINUTES**  
**INFRASTRUCTURE AND DEVELOPMENT/**  
**SOCIAL AND HEALTH SERVICES COMMITTEE**

**April 20, 2005**

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

Present: Chair J. Dedecker, Warden Patricia Davidson. Members: J. Foubister, Wm. Bilton, J. Burns, C. Ivey, D. Kirkland, M. Bradley and T. Case. Also Mr. J. Kutuba, General Manager, Infrastructure and Development Services; Mr. K. Dick, General Manager, Social and Health Services; Ms. L. Ross, General Manager, Corporate Services and Mr. R. G. Van Horne, Chief Administrative Officer.  
Absent: None.

Delegations

Ms. Janice McGuire, Chair, Supervisor's Network and Ms. Karen Harper, Vice-Chair, Supervisor's Network, spoke to the Committee regarding the importance of the *Early Years*.

#1: Bradley/Foubister: That the County support the Early Childhood Education sector being represented on the Steering Committee and that the Minister be so informed. Defeated.

(A) #2: Bradley/Foubister: That the request by the Early Childhood Education sector to be represented on the Steering Committee, be forwarded to the Steering Committee for its consideration. Carried.

Mr. Jim Goodhand spoke to the Committee regarding the condition of Nauvoo Road (County Road #79), south of Courtright Line (County Road #80), and requested the County's consideration in rehabilitating/reconstructing it in the near future.

**SOCIAL AND HEALTH SERVICES DIVISION**

**SOCIAL SERVICES DEPARTMENT**

Part B, Item 4 – General Manager's Report

(A) #3: Bilton/Davidson: That the General Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

Part C, Item 1 a) – Correspondence 5-1-05

(A) #4: Bilton/Kirkland: That the Committee recommend to Council that staff be directed to  
(F) respond to the resolution from the Council of the City of Greater Sudbury, indicating that the County of Lambton only supports the cancellation of the National Child Benefit Supplement claw back if the Province of Ontario replaces the existing savings levels realized and uses it for reinvestment in Consolidated Municipal Service Managers annual reinvestment strategy, with 100% Provincial dollars. Carried.

Part C, Item 2 – Social Services Department – National Child Benefit

- (A) #5: Burns/Davidson: That the 2005 National Child Benefit Reinvestment Strategy report be  
(F) accepted as presented and that staff be authorized to disburse the funds. Carried.

**COMMUNITY HEALTH SERVICES DEPARTMENT**

Part B, Item 4 – General Manager’s Report

- (A) #6: Foubister/Bradley: That the General Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

Amendments by the Province to Regulations on Smoking in Public Places

- (A) #7: Bradley/Foubister: That a response be made in the name of the Warden to the public hearings,  
setting out the County’s concerns over amendments by the Province to regulations on smoking in  
public places, and that the same be copied to the County’s local M.P.P.s. Carried.

Part C, Item 2 – Memorandum dated April 20, 2005 Regarding On-Call Policy Guidelines

- (P) #8: Case/Bradley: That the County of Lambton approve the attached On-Call Policy Guidelines for  
(A) the Community Health Services Department. Carried.

**INFRASTRUCTURE AND DEVELOPMENT SERVICES DIVISION**

**PUBLIC WORKS AND FACILITIES SERVICES**

Part B, Item 4 – General Manager’s Report

- (A) #9: Davidson/Ivey: That the General Manager's Report as set out in Part A and Part B be accepted  
(F) as presented. Carried.

Part C, Item 1 a) – Correspondence 5-3-05

- (A) #10: Ivey/Kirkland: That when warranted by our analysis, or alternatively, at the direction of  
(F) County Council, staff will bring forward the appropriate capital project to install traffic signals and  
other appropriate improvements at the intersection of Lakeshore Road (County Road #7) and  
Mandaumin Road (County Road #26). Carried.

Part C, Item 2 a) – Road Widening and Dedications – Intersection of Churchill Line (County Road #14) and Plank Road (County Road #20)

- (A) #11: Bilton/Kirkland: That the Warden and Clerk be authorized to dedicate and register the following Transfer/Deed and that the appropriate By-Law be presented to County Council for its consideration:

Part of Lots 15 and 16, Concession 2, City of Sarnia, shown as Part 1 on Plan 25R-8907, County of Lambton (Instrument #876361); and,

Part of Lot 15, Concession 2, City of Sarnia, shown as Part 5 on Plan 25R-8907, County of Lambton (Instrument #223255). Carried.

Part C, Item 2 b) – Road Widening and Dedications – 1635 Mandaumin Road (County Road #26)

- (A) #12: Foubister/Case: That the Warden and Clerk be authorized to dedicate and register the following Transfer/Deed and that the appropriate By-Law be presented to County Council for its consideration:

Part of south ½ of Lot 30, Concession 13 of former Sombra Township, now St. Clair Township, in the County of Lambton, shown as Parts 1, 2 and 3 on Plan 25R-8962 (Instrument #276922). Carried.

**OTHER BUSINESS**

Application (Intent to Apply) to the Green Municipal Fund (GMF)

- (A) #13: Bradley/Burns: That the County proceed with an application (Intent to Apply) to the Green  
(F) Municipal Fund (GMF) for a feasibility study (\$35,000.00) that will review the quantity and quality of landfill gas available as well as the potential end uses of the landfill gas at the Sarnia Landfill; and further,

That staff move forward with the Conestoga-Rovers & Associate's proposal to assess landfill gas at the Sarnia Landfill when GMF funding of 50% has been approved and committed; and further,

That the County's share of the project (\$17,500.00) be funded from the Waste Management Reserve. Carried.

**PLANNING AND DEVELOPMENT AND BUILDING SERVICES**

Part B, Item 4 – General Manager’s Report

- (A) #14: Davidson/Kirkland: That the General Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

Part C, Item 1 a) – Correspondence 5-4-05

- (A) #15: Foubister/Kirkland: That Council support an Ontario Trails Strategy but also express its  
concerns over the continued burden that Section 20 of the *Line Fences Act* places on Municipalities  
attempting to develop abandoned railways into usable trails; and further,  
That the Ministers of Tourism and Recreation and Municipal Affairs and Housing, as well as  
A.M.O., be copied with Council’s action. Carried.

Part C, Item 2 – March Report from the County Emergency Management Coordinator

- (T) #16: Ivey/Case: That consideration of the “Terms of Reference” for the Emergency Services  
Committee, be tabled until such time as the County Emergency Fire Coordinator is able to speak to  
the Committee. Carried.

In-Camera

#17: Davidson/Bilton: That the Chair declare the Committee go in-camera to discuss a matter  
subject to solicitor-client privilege. Carried.

#18: (Motion dealt with in the Lambton County Council (CLOSED SESSION) minutes dated May  
4, 2005.)

Open Meeting

The Chair declared that the Committee go back into open meeting.

Adjournment

The Chair declared the meeting adjourned.

Time: 11:00 a.m.

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Joseph Dedecker  
Chair

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



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

4.      General Manager's Report

Recommendation

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

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

1.      Correspondence

- a)      5-3-05 E-mails dated April 1, 2005 through to April 3, 2005 from Mark Haacke, Mayor Mike Bradley and Jim Kutuba regarding the installation of a traffic light at County Road #7 (Lakeshore Road) and County Road # 26 (Mandaumin Road).

Recognizing the dynamics of the growth of the area, this intersection is a priority for the County of Lambton and is reviewed annually, usually in the Spring. The installation of traffic lights was not warranted at the last review in 2004.

Recommendation

When warranted by our analysis, or alternatively, at the direction of County Council, staff will bring forward the appropriate capital project to install traffic signals and other appropriate improvements at the intersection of C.R. #7 (Lakeshore Road) and C.R. #26 (Mandaumin Road).

2.      Road Widening and Dedications

As per conditions of approval for consents granted:

- a)      Transfer of road widening at the intersection of County Road 14 (Churchill Line) and County Road 20 (Plank Road)

Recommendation

That the Warden and Clerk be authorized to dedicate and register the following Transfer/Deed and that the appropriate by-law be presented to County Council for its consideration:

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

Part of Lots 15 and 16, Concession 2, City of Sarnia, shown as Part 1 on Plan 25R-8907, County of Lambton (instrument # 876361); and,

Part of Lot 15, Concession 2, City of Sarnia, shown as Part 5 on Plan 25R-8907, County of Lambton (Instrument # 223255).

b)      Transfer of road widening at 1635 Mandaumin Road (County Road #26).

**Recommendation**

That the Warden and Clerk be authorized to dedicate and register the following Transfer/Deed and that the appropriate by-law be presented to County Council for its consideration:

Part of south ½ of Lot 30, Concession 13 of former Sombra Township, now St. Clair Township, in the County of Lambton, shown as Parts 4, 5 and 6 on Plan 25R 8586 (Instrument #276922).

**INFRASTRUCTURE AND DEVELOPMENT SERVICES DIVISION**  
**GENERAL MANAGER'S REPORT**

April 20, 2005

**PLANNING & DEVELOPMENT and BUILDING SERVICES**

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

1.      Motion #4 of the Infrastructure & Development/Social & Health Services Committee meeting dated January 19, 2005. *That the Manager of Planning and Development Service be authorized to determine the interest of the affected Municipalities, the Lambton County Regional Trails Committee and other partners, in pursuing a coordinated submission to the Ministry of Municipal Affairs and Housing regarding secondary uses in hydro transmission corridors within Lambton County by June 1, 2005, and that a report be brought back to the next Committee meeting.*

The Manager of Planning and Development Services has had discussions with staff from the City of Sarnia, and the Townships of Enniskillen and Brooke-Alvinston. A meeting has been arranged with St. Clair Township staff for April 13. The municipalities are currently looking into potential opportunities for local involvement in the secondary use program (SUP).

A meeting was held with the Lambton County Regional Trails Committee on March 10, at which a motion was passed supporting the inclusion of recreational trails in a submission to the Ministry under the SUP.

2.      Motion # 9 of the Infrastructure and Development/Social and Health Services Committee dated March 16, 2005. *That the County of Lambton express an interest to the Conservation Authorities (St. Clair Group only), implementing the project, that we wish to be involved and take an active role in the preparation of the Source Protection Plan*

A letter was sent to Ralph Coe, General Manager of the St. Clair Region Conservation Authority following the April 6 meeting of County Council.

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

1.      **Accounts and Verification**

Totals for the month of March:

Planning & Development	\$ 1,848.75
Emergency Services	\$ 533.45
Building Services	\$ 8545.50

A listing of the accounts will be available at the meeting.



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

Previously they had been in a special zone that had similar regulations to the previous zoning by-law. This by-law has been appealed and a hearing date has been set for May 12<sup>th</sup> & 13<sup>th</sup>.

Village of Oil Springs Official Plan

The official plan is complete and council is waiting for comments from the Ministry of Municipal Affairs. When those comments are received they will be incorporated into the document.

b) New Provincial Policy Statement

The Ministry is holding training sessions for planners and other municipal staff. All County planners will be attending a training session. We will finalize our review of the new Provincial Planning Statement after those training sessions.

c) Lambton County Community Emergency Management Coordinator's Meeting

Minutes of the March 2, 2005 are attached.

d) Building Services Report

Attached are statistics for the first quarter of 2005.

4. General Manager's Report

Recommendation

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

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

1. Correspondence

c) 5-4-05 Memo dated March 24, 2005 from the Association of Municipalities of Ontario (AMO) regarding Ontario Trails Strategy Consultations. The Ministry of Tourism and Recreation is developing an Ontario Trails Strategy with a goal of identifying key directions and priorities.

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

AMO is requesting Council pass a resolution conveying support for trail development and concern over the continued burden that Section 20 of the Line Fences Act places on municipalities attempting to develop abandoned railways into usable trails and that the resolution be sent to the Ministers of Tourism and Recreation and Municipal Affairs and Housing as well as a copy to AMO.

Recommendation

That Council support an Ontario Trails Strategy but also express its concern over the continued burden that Section 20 of the *Line Fences Act* places on municipalities attempting to develop abandoned railways into usable trails; and further,

That the Ministers of Tourism and Recreation and Municipal Affairs and Housing as well as AMO be copied with Council's action.

2.      March Report from the County Emergency Management Coordinator

Attached is a report from Mark Wetering, Emergency Management Coordinator. Also attached is a report on the 2004 Peterborough flood as well as a draft Terms of Reference for the recently established Emergency Services Committee.

Recommendation

That the draft "Terms of Reference" for the Emergency Services Committee, as amended, be approved by the Infrastructure and Development Committee and that the County Emergency Management Coordinator be directed to arrange a meeting of the Emergency Services Committee in the near future.



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

Four charges were issued against students for smoking on school property.

Smoke Free Lambton

Enforcement Officers conducted 153 By-Law inspections. Thirteen complaints were investigated, and two Statement of Infraction notices were issued. To date, no charges have been laid.

West Nile Virus

A presentation was conducted for the Board members of the Lambton Federation of Agriculture. The objective was to stress the importance of stagnant water removal on private property and horse immunization.

Sexual Health

Public Health Nurses conducted two sexual health presentations.

Family Planning Clinic statistics have been compiled for 2004 as follows:

	<b>Physician Clinics</b>	<b>Nursing Clinics</b>	<b>Total</b>
New Clients	192	1,173	1,365
Returning Clients	2108	5,824	7,932
<b>Total</b>	<b>2300</b>	<b>6,997</b>	<b>9,297</b>

Vaccine Preventable Diseases

Meningitis vaccination clinics have now been held in all elementary schools (grade seven) and secondary schools (ages 15 – 19 years) throughout Lambton. The numbers of students receiving vaccine has so far been quite low with only 33% of grade seven students and 20% of secondary school students taking advantage of the opportunity of receiving the free vaccine.

Clinics at Lambton College had very few attendees. However, approximately 150 additional students have booked appointments at Community Health Services Department to receive this vaccine. Additional community clinics will be held during May.

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

Communicable Disease /Outbreak Control

Currently there is one respiratory outbreak ongoing in a Sarnia-area long-term care facility. To date, the Department has not received lab confirmation. Surrounding health units have documented cases of A/California strain of Influenza A.

Public Health staff are investigating a suspected case of food-borne illness where 17 of 22 individuals who attended a private banquet at a Sarnia-area restaurant became ill. Stool samples from those that were ill and food samples have been sent to the lab for analysis. The investigation continues.

Provincial plans are underway locally to implement the new *Integrated Public Health Information System (iPHIS)* computer database now being phased-in throughout Ontario to track communicable diseases and outbreaks of reportable diseases. Community Health Services Department staff will be trained in June, with a “go-live” target date in early July. The iPHIS program is in use by Health Canada, and was developed in British Columbia. Ontario will be implementing only the communicable disease and outbreak modules, with other modules being added at a later date.

A number of staff are participating in a series of on-line training courses provided by the Public Health Agency of Canada (formerly Health Canada.) The current course deals with epidemiology as related to outbreak control, and is conducted over an eight week period.

Rabies

Thirteen biting incidents were investigated and two individuals received post-exposure rabies vaccine as a result of bites from stray animals that could not be found for testing.

Low-cost rabies clinics will again be held this spring in a number of Lambton municipalities. This initiative works to encourage rural residents to immunize their cats and dogs in order to prevent human exposure to rabies. Community Health Services Department supports these clinics by assisting with advertising, with local municipalities providing the location and staffing for the clinics.

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

4.      General Manager's Report

Recommendation

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

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

1.      Correspondence

No correspondence matters to report.

2.      On-Call Guidelines

The Health Protection & Promotion Act permits the Minister to establish Mandatory Program Guidelines. Under Requirements and Standards, Section 6, of the Health Hazard Investigation Program Mandatory Program Guideline it requires that the board of health shall ensure the timely response to reports of health hazards through the provision of:

1. An on-call system that ensures 24 hour availability of board of health staff to respond;
2. Same day assessment and initiation of action within 24 hours if a health hazard is identified;
3. A written response which is updated annually or more frequently as required.

The Employer therefore requires that specified non-union staff provide on-call/standby services.

A well established and tested '*on-call*' process is in place. During 2003 staff was contacted 167 times (2003 is not considered atypical). The issues ranged from responding to a rabies bite and arranging for vaccine to chemical spills and influenza outbreaks in a long-term facility.

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

Prior to the staff at the former Lambton Health Unit being made part of the County of Lambton structure, past practice was to compensate management staff by providing 5 additional days off with pay in lieu. While the practice of providing additional days was suspended at the time staff became part of the County, the requirement to provide on-call services continued.

On-Call guidelines exist for other Departments through out the County, including Emergency Medical Services (EMS) Department, Public Works Department (Roads), and Information Technology Department staff. Adoption of this policy will provide equity with other employee groups in the Corporation. The estimated annual cost is \$7,800.00, cost shared with the Province of Ontario 55/45 (\$3,510.00 net). The cost will be accommodated within the 2005 budget by delayed hiring in other areas.

**Recommendation**

That the County of Lambton approve the attached On-Call Policy Guidelines for the Community Health Services Department.

**SOCIAL & HEALTH SERVICES DIVISION**  
**GENERAL MANAGER'S REPORT**

April 20, 2005

**SOCIAL SERVICES DEPARTMENT**

**DELEGATION**

Karen Harper and Janice McGuire will be in attendance to discuss the importance of the *Early Years*.

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

1.      Coronation Park Day Nursery – Occupancy Report

Motion #7 of the Infrastructure and Development/Social and Health Services Committee Minutes dated June 16, 2004 regarding Coronation Park Day Nursery – Occupancy Rates. *“That Council approves the proposed per diem rates and directs staff to implement the marketing strategy as presented; and further, That staff be directed to monitor the occupancy rate and report quarterly to Council.”* Carried.

The attached memorandum dated April 20, 2005 details Coronation Park Day Nursery’s occupancy rate for the final quarter of 2004.

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

1.      Accounts and Verification

Total for the month of March \$2,066,676.29  
A listing of the accounts will be available at the meeting.

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

2.      Revenue and Verification

Revenues received during the month of March \$715,262.00

- 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

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

3.      Items of Committee Interest

a)      Lambton Shared Services Centre

Committee will recall that several years ago the County of Lambton determined that there were a number of agencies delivering employment and income support programs throughout Lambton that would benefit from relocating to a single access facility.

The community responded overwhelmingly to the concept of a single access facility and following extensive research and planning, it was concluded that 53,203 useable square feet was required and an Agreement was entered into with Bayside Mall owners to lease the required space. Consequently, the County entered into a partnership with other levels of government, the private sector and non-governmental organizations in the establishment of a single access facility called the Lambton Shared Services Centre (LSSC).

Authorized by Council, staff engaged the services of a space planner for the purposes of redesigning and expanding the front lobby of the LSSC to accommodate the needs of a new Partner (OHIP - Ministry of Health & Long- Term Care) and the existing LSSC Partners.

Committee will also recall that due to the unique operational needs of the existing Partners, the addition of a new Partner, as well as the timelines associated with this project, staff has been in negotiations with OHIP representatives and Olympia & York (O&Y) to amend the current lease to option the additional square footage required to accommodate the new Partner.

Presently the space design is nearing completion and it is anticipated the front lobby of the Lambton Shared Services Centre will need to expand by approximately 2,300 square feet. Upon the Partners of the LSSC signing-off on the space design, construction drawings will be created. These drawings will be used to go to tender for the construction of the project.

**PART B**     **Monthly Activities (continued)**b) Children's Services Department – Statistical Report

Number of Children, by Age Groups

Age Group	Age	# of Children March 31, 2004	# of Children March 31, 2005
Infant	0 – 17 months	51	58
Toddler	18 – 31 months	76	87
Preschool	32 months – 5 yr.	277	284
Kindergarten	5 – 6 years	130	102
School Age	6 – 9 years	161	194
Other	Over 9 years	74	87
<b>78TOTAL</b>		<b>769</b>	<b>812</b>

Total Exits (Children) in March

Age Group	Age	# of Children March 31, 2004	# of Children March 31, 2005
Infant	0 – 17 months	9	6
Toddler	18 – 31 months	14	3
Preschool	32 months – 5 yr.	22	14
Kindergarten	5 – 6 years	10	4
School Age	6 – 9 years	14	9
Other	Over 9 years	8	4
<b>TOTAL</b>		<b>77</b>	<b>40</b>

c) Children's Services Department – Healthy Babies Healthy Children

Thirty-one families are on the waiting list for a family visitor and fifteen families are awaiting a Public Health Nurse assessment. For the month of February there were eight new referrals to the program.

A review of the current service delivery model is being undertaken.

d) Children's Services Department – Child Health

A *Nobody's Perfect* program was launched for Learning Earning and Parenting (LEAP) participants.

Twenty people attended the Active Parenting Today class at the Lambton College Ontario Early Years Centre. *How to Talk so Kids will Listen* was attended by nine people at the Sombra Ontario Early Years Centre.

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

e)      Social Services Department – Statistical Report

The attached Ontario Works statistical report is for the month of March 2005. The increase of 11 cases represents an increase of 0.61% over the previous month. Year-to-date, the caseload has increased by 8.96% with the average caseload at 121.7 cases per caseworker.

	<b>Budget Estimate</b>	<b>Actual</b>
December, 2001		1,770
December, 2002		1,534
December 2003	1,536	1,536
December 2004	1,536	1,675
January 2005	1,536	1,747
February 2005	1,536	1,814
March 2005	1,536	1,825
April 2005	1,536	

4.      General Manager’s Report

Recommendation

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

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

1.      Correspondence

- a)      5-1-05 Correspondence from the City of Greater Sudbury calling on the Ontario Government to stop the National Child Benefit Supplement claw back. (Please reference the attached staff report regarding this correspondence.)

Recommendation

That Committee recommend to Council, that staff be directed to respond to the resolution from the Council of the City of Greater Sudbury indicating that the County of Lambton only supports the cancellation of the National Child Benefit Supplement claw back if the Province of Ontario replaces the existing savings levels realized and uses it for reinvestment in Consolidated Municipal Service Managers annual reinvestment strategy, with 100% provincial dollars.

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

2.      Social Services Department – National Child Benefit

Committee will recall that the Federal and Provincial governments introduced the National Child Benefit Program (NCB) in 1998. The program aims to prevent and reduce the depth of child poverty in Canada, promote labour market attachment by ensuring that families will always be better off as a result of working, and reduce overlap and duplication by harmonizing program objectives and benefits across jurisdictions.

As a component of the NCB program, municipal staff is required to develop an annual reinvestment plan for the Ontario Works municipal savings which results from reduced benefits issued OW clients. Attached is the proposed 2005 National Child Benefit Reinvestment Strategy, as well as a 2004 report on the NCB initiatives funded over the past year, in which \$395,688.00 was invested and 12,350 people (plus 24,688 through the soup kitchen) received service.

Recommendation

That 2005 National Child Benefit Reinvestment Strategy report be accepted as presented and that staff be authorized to disburse the funds.

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

**April 20, 2005**

A meeting was held at North Lambton Rest Home at 1:00 p.m. on the above date.

Present: Chair C. Jamieson, Warden Patricia Davidson. Members: S. Arnold, D. McGugan, B. McManaman, G. Perry, B. MacDougall and D. Boushy. Ms. S. Murray attended for Libraries, Museums and Gallery Lambton matters. Also Ms. C. Thayer, General Manager, Community Services; Ms. L. Ross, General Manager, Corporate Services and Mr. R. G. Van Horne, Chief Administrative Officer.  
Absent: J. Murray, C. Clarke and W. Petryschuk.

Delegation

Representatives from Lighthouse North were present to discuss their programme.

**COMMUNITY SERVICES DIVISION**

**LIBRARIES**

Part B, Item 4 – General Manager’s Report

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

Part C, Item 2 – Donations

- (A) #2: McManaman/McGugan: That the donations be gratefully accepted and that thank you  
(F) letters be sent in accordance with the County’s Recognition Policy. Carried.

It was noted that there will be a tour of the Library Headquarters after the next regular Standing Committee meeting in May.

**MUSEUMS**

Part B, Item 4 – General Manager’s Report

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

Part C, Item 2 – Collections Management

- (A) #4: S. Murray/MacDougall: That the donations be gratefully accepted and that thank you letters  
(F) be sent in accordance with the County's Recognition Policy. Carried.

**GALLERY LAMBTON**

Part B, Item 4 – General Manager's Report

- (A) #5: Davidson/Perry: That the General Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

Part C, Item 2 – Collections Management Report – Painting and Sketch by Erik Atkinson –  
Christian Island, 1980

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- (A) #6: MacDougall/S. Murray: That we accept the two (2) art works by Eric Atkinson and that  
(F) thank you letters be sent in accordance with the Donations Policy. Carried.

**HOUSING SERVICES**

Part A, Item 1 – KAPS Resource Centre

- (A) #7: Arnold/McManaman: That staff investigate the steps and costs required to separate the  
playground from the units while maintaining accessibility, as well as a further report back  
regarding the actual costs of the utilities used at the site, including installation of separate meters.  
Carried.

Part B, Item 4 – General Manager's Report

- (A) #8: Davidson/MacDougall: That the General Manager's Report as set out in Part A and Part B  
(F) be accepted as presented. Carried.

**SENIOR SERVICES**

Part B, Item 4 – General Manager's Report

- (A) #9: Arnold/Perry: That the General Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

Part C, Item 2 – Donations

- (A) #10: McGugan/McManaman: That the donations be gratefully accepted and that thank you  
(F) letters be sent in accordance with the County's Recognition Policy. Carried.

**EMERGENCY MEDICAL SERVICES DEPARTMENT**

Part B, Item 4 – General Manager's Report

- (A) #11: McManaman/Perry: That the General Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

Part C, Item 1 a) – Correspondence 5-6-05

#12: McGugan/Davidson: That correspondence 5-6-05 be received and filed. Carried.

Part C, Item 1 b) – Correspondence 5-10-05

- (A) \* #13: McManaman/Perry: That staff be directed to prepare a report analyzing the call data (call  
locations, type of call, response times) in eastern Lambton and report back to the Committee  
prior to this project being including in the 2006 Capital Budget. Carried.

**CORPORATE SERVICES DIVISION**

**INFORMATION TECHNOLOGY DEPARTMENT**

Part B, Item 4 – General Manager's Report

- (A) #14: Arnold/MacDougall: That the General Manager's Report as set out in Part A and Part B be  
(F) accepted as presented. Carried.

- \* That the ambulance station remain in Watford and that the cost of establishing a new ambulance station be included in the 2006 Capital Budget, on the condition that the community is still prepared to donate the land for a new building – see Corporate and Community Services Committee October 19, 2005, mot. #13.

**OTHER BUSINESS**

Mr. S. Arnold spoke regarding the issue of a common data base for people who are receiving medication.

Ms. C. Jamieson spoke regarding the work of the Core Services/Governance Committee. The Committee has recommended that all Corporate Services Departments report to the Community Services Committee and that the Committee be renamed accordingly.

Ms. B. MacDougall spoke regarding a community walk scheduled for Friday, May 6, 2005.

In-Camera

#15: Arnold/Perry: That the Chair declare the Committee go in-camera to discuss a matter subject to solicitor-client privilege. Carried.

#16: (Motion dealt with in the Lambton County Council (CLOSED SESSION) minutes dated May 4, 2005.)

Open Meeting

The Chair declared that the Committee go back into open meeting.

The Committee meeting ended with a tour of the North Lambton Rest Home facility.

Adjournment

The Chair declared the meeting adjourned.

Time: 3:45 p.m.

\_\_\_\_\_  
Carolyn Jamieson  
Chair

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

**COMMUNITY SERVICES DIVISION**  
**GENERAL MANAGER'S REPORT**

April 20, 2005

**LIBRARIES**

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

1.      No matters to report at this time.

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

1.      Accounts and Verification

Totals for the month March 2005:	\$ 48,932.48
Totals for the month of March 2004:	\$155,962.32

A listing of the accounts will be available at the meeting.

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

2.      Revenue and Verification

Revenues received during the month March 2005:	\$ 8,779.00
Revenues received during the month March 2004	\$1,094,497.00

- 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)      Programs

Lambton County Library branches are supporting "Turn Off the Screens Week" April 18-22 by distributing the Family Fun Packs. This is in cooperation with the Road to Wellness Committee and the Community Health Services. More information is available at [www.lambtonhealth.on.ca/Active/2\\_1\\_Turnoffcontest.asp](http://www.lambtonhealth.on.ca/Active/2_1_Turnoffcontest.asp)

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

Need to Read Week

Genrecon, hosted by the Sarnia Library, kicks off festivities on Saturday, April 30<sup>th</sup>. Two high profile science fiction writers, Robert J. Sawyer and Robert Charles Wilson will be participating. Mr. Sawyer was a guest speaker at the Ontario Library Association Conference this past January.

In addition to author readings and talks to school children, a French language program will be held in the Sarnia Children's Library on Friday, May 6<sup>th</sup> as part of a class presentation. Roger Galloway, M.P. will speak to the children in French.

- b)    Statistics
- c)    Calendar  
      Adult & Children's Programs for April 2005

4.    General Manager's Report

Recommendation

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

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

1.    Correspondence

None at this time.

2.    Donations

- \$100 from Godfried Lindeyer, Florence for children's program materials
- \$15 from Dirk Buth, West Lorne for reference materials
- \$20 from Esme Gander for the purchase of adult books
- \$400 from Kathleen Bush for purchase of AV material
- \$170 from Country Crafters, Watford for subscriptions
- \$100 from Holy Rosary CWL, Wyoming for Homework Club supplies, Wyoming Branch
- \$71.50 from Ont. 569 Tops Club for use in Wyoming Library
- \$50 from the Wyoming UCW for Homework club supplies, Wyoming Branch

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

- \$198.80 from Rotary Club of Forest for purchase of magnetic easel for Forest Branch
- \$60 Bright's Grove donation box
- \$5 Courtright donation box
- \$10 Florence donation box
- \$40 Grand Bend donation box
- \$35 Mallroad donation box
- \$8 Port Franks donation box
- \$25.10 Petrolia donation box
- \$304.30 Sarnia donation box
- \$5 Shetland donation box
- \$15 Sombra donation box
- \$90.50 Wyoming donation box
- \$1383.31 from book sales

**Recommendation**

That these donations be gratefully accepted and that thank you letters be sent in accordance with the County's recognition policy.



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

2005 is the first year of operation under the name of Paint Ontario. The show is a self-funded entity, carrying the costs of judging, printing & advertising, mailing list, website registration and maintenance, artists' reception and a \$4000. prize list without any cost to the museum. The show charges a 25% commission on art sales from which the above expenses are fully covered. Any remaining funds go into promotional advertising in the following year.

With the exception of invited artists and patrons at the opening reception, every visitor to the art show pays the full admission fee. This revenue is not shared with Paint Ontario. Since the museum retains all of the gate revenue, we include reference to Paint Ontario in all of our paid advertising for Return of the Swans to maximize the dovetailing of these spring season events and produce a 'seamless' unified attraction for the visiting public.

**b) Toys on Parade Feature Exhibition**

Toys on Parade features the collection highlights of four of southwestern Ontario's most experienced toy collectors. The exhibit presents toys with a total appraised value of over \$100,000. The official opening is set for Sunday May 1 at 2 pm.

Promotion for the feature exhibition includes posters and three travelling cases containing antique toys that will circulate throughout the county library system. The travelling display includes reference books about toys and prices, and admission discount coupons for the use of library patrons.

A series of toy identification and appraisal clinics, and guest speaker dates pertaining to toy collecting is being finalized. These also will be promoted through posters in the library system, and will accompany the three travelling cases.

A gallery computer linked to an interactive Toy Game website is included in the exhibition for the involvement and appeal to younger visitors.

**c) Heritage Sarnia-Lambton Trillium Application**

Ontario Trillium Foundation recently announced that the Heritage Sarnia-Lambton application for the Visual Heritage: Lambton project will receive \$75,000. in funding.

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

The project is very fortunate to receive this, the highest level of funding available in the category, in a competition for funds that saw five dollars of request submitted for every Trillium dollar available. The partnership application included letters of support and financial contribution from 32 heritage and cultural organizations.

The next step is for the steering group to meet and allocate overall project responsibilities. The Oil Museum will host this initial meeting. A history sub-committee is also required to meet soon to shortlist a dozen major highlights of Sarnia-Lambton history, which will become chapter headings in the final CD ROM product. Adopting both CD and interactive-DVD formats is calculated to attract and hold the interest and attention of the youth of Sarnia-Lambton in their community heritage. This marks the first time that such a product is available for the Sarnia-Lambton area.

d) Library Summer Reading Program Co-operation

In partnership with the county library summer reading program, the museum will make gallery space available for a craft activity to participate in the children's reading incentive. There will be a link between the Cowboys theme and the Toys on Parade exhibit, which included toys appropriate to the reading project categories.

1. The Lambton Heritage Museum Curator will be guest speaker at "Beyond City Lights" a rural tourism conference in Petrolia on April 7<sup>th</sup>. The conference theme is "Becoming a Destination – A Road Map to Success" and is designed to bring people together who share an interest in developing rural tourism. The curator will be speaking on community partnerships. The county's Revenue Development Officer was very involved in bringing this conference to Lambton County.

2. Statistics

g) Lake Smith Conservationists

For twelve years this organization has hosted its annual dinner in the museum gallery, the most recent being held March 5, 2005 with over 200 in attendance for a full game menu. In exchange for using the museum's gallery the group directs an annual donation of materials or cash toward specified museum projects and programs.

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

This type of museum partnership has worked well. Their in-kind support over the past decade includes the donation of stacking chairs, tables, dollies and wheeled carts as well as over \$10,000 in cash donations.

This group will be acknowledged for their support by Council at the annual presentations in the fall of 2005. Prior recognition (in addition to the usual letters of thanks), include their logo permanently at the front door of the facility, mention in the Donor Appreciation book, digital photos inserted in the newspaper of cheque presentations, a 6-foot banner and their hunting exhibits in the tea-room for the Return of the Swans month. The museum maintains a good working relationship with this group, benefiting from their multiple business and equipment contacts and resources.

4.      General Manager's ReportRecommendation

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

**PART C**      **Other Matters Requiring a Motion**1.      Correspondence

None at this time.

2.      Collections ManagementLambton Heritage Museum**Artifacts Recommended for Acceptance:**

- WWII ration coupon books from Thedford: Mel Huctwith, London
- Jigsaw puzzle toy: Arkona United Church
- Bean pot, slug iron, brass jardinière, donated for auction sale: R. Tremain, Grand Bend
- Fenian Raid Militia Medal given for participation in the defense of The Canadas against American expansionism in 1866, and folk painting: Wm. Heinsohn, Sarnia
- assorted textiles: Helenjeane Galpin, Grand Bend

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

**Artifacts Recommended for Deaccessioning:**

- old wine bottles of no significance (housekeeping): #976.2683, 2605, 2594, 2595, 2598, 2624, 2599, 2575, 2572, 2590, 2513, 2558, 2596, 2603, 2517, 2514, 2579, 2600, 2566 for sale at auction

**Artifacts Recommended for Refusal:**

- Kenmore 1950 sewing machine: M. Scott, Bright's Grove
- Offer to purchase fire insurance plans that cover Lambton County towns and villages at fair market value, ranging from \$125 to \$250. apiece: S. Coulthard, Ingersoll (we have examples of many of these plans in County holdings)
- Offer to purchase 100 drug and soda bottles of local origin, \$500.: Jamie, Kitchener

**Cash Donations:**

- \$100. Peter & Esther Warner, Grand Bend
- \$25. Kate Meyers, Oregon
- \$1000. John & Helen Walsh, Grand Bend
- \$150. Dougal Carmicheal, West Lorne
- \$50. Dick & Marg Alberts, Wyebridge

Oil Museum of Canada

**Artifacts Recommended for Acceptance:**

- Imperial Oil & Union Gas books donated for research

Lambton Room Donations

- \$50 from Jack Stevens Vancouver, B.C.
- \$30.25 from Scott Price, Montana
- \$20 from Marion McEwen, Edmonton, Alberta
- \$19 from the donation box
- \$85.98 from book sales

Recommendation

That these donations be gratefully accepted and that thank you letters be sent in accordance with the County's recognition policy.



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

b)    Exhibitions – Current

i) Look '05 (the 53<sup>rd</sup> annual juried art exhibition), April 9 to May 7, 2005 (Main Gallery). This exhibition is open to all artists from southwest Ontario and southern Michigan. This year's jurors are Melanie Townsend, Curator of Contemporary Art, Museum London and Joseph Hubbard, professional artist and retired art instructor, Fanshawe College, London. There was a record 250 entries and 54 were works were accepted. Many accepted works were from Sarnia and Lambton County. Artists paid \$10.00 per entry.

ii) A Growing Legacy: Recent Additions to Gallery Lambton's Regional Collection, February 26 to May 7, 2005 (Sadie A. Knowles Gallery). These works from the permanent collection have been acquired in the past two years. Artists include: Larry Towell (Bothwell), Gerald Pedros (St. Thomas), Ed Zelenak (West Lorne), Patrick Thibert (Mt. Brydges), Leonard Jubenville (Pain Court), John Boyle (London), and Jean Hay (London).

c)    Exhibitions – Upcoming

The Annual Lambton County Secondary School Art Exhibition (both Galleries) will take place May 14 to June 4, 2005. Art teachers from the Lambton Board of Education and the St. Clair Catholic District School Board select the best works by their students from the school year.

d)    Programs

Art Classes

Planning is currently underway for summer art classes and will be included in the next report.

e)    Gallery Lambton Advisory Committee

Minutes of March 9, 2005 meeting

f)    Statistics

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

4.      General Manager's Report

Recommendation

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

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

1.      Correspondence

None at this time.

2.      Collections Management Report

Painting by Erik Atkinson. Brigit Atkinson wishes to donate a painting by her father, London artist, Eric Atkinson, *Christian Island*, 1980. The work measures 42 ¼ x 54 in. According to the artist, this painting was featured in the 1982 movie, "The Amateur" starring John Savage and Christopher Plummer. An application will be made to the Canadian Cultural Property Export Review Board to certify this painting for income tax purposes.

Drawing by Eric Atkinson. The same donor also wishes to donate the sketch for the painting, *Christian Island*.

Recommendation

That we accept the two art works by Eric Atkinson and that thank you letters be sent in accordance with the donations policy.



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

3.      Items of Committee Interest

a)      Statistics – March 2005

b)      Social Housing Benchmarks

A requirement of the Social Housing Reform Act was the establishment of benchmarks for non-profit housing projects formerly funded by the Province. Indicators being benchmarked are: Insurance, utilities, capital reserve contributions, market rent revenues, bad debt and vacancy loss and non-rental revenues.

Provincial housing providers currently receive 2 types of subsidies. Rent geared to income (RGI) subsidies which are the difference between 100% market rent and RGI rent and they also receive mortgage subsidies. Based on current market rents, housing providers unable to collect enough rent to cover 100% of their operating costs receive a mortgage subsidy which is equal to the shortage.

The new funding model based on benchmarks will go into effect in 2006. It is anticipated implementation of the new funding model will have a \$40,000 impact to the County. This is in addition to the normal inflation factor, resulting in increased costs of \$60,000 over the next two years.

c)      Service Manager Annual Information Return

The Annual Information Return for 2004 has been submitted and is attached for information purposes.

4.      General Manager's Report

Recommendation

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

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

1.      Correspondence

None at this time.

**COMMUNITY SERVICES DIVISION**

## GENERAL MANAGER'S REPORT

April 20, 2005

### SENIOR SERVICES DEPARTMENT

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

1. No matters at this time.

#### PART B Monthly Activities

1. Accounts and Verification

Totals for the month of March 2005: \$ 1,454,179.30

Totals for the month of March 2004: \$ 2,628,322.46

A listing of the accounts will be available at the meeting.

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

2. Revenue and Verification

Revenues received during the month of March 2005: \$ 23,214.00

Revenues received during the month of March 2004: \$ 1,771,210.00

- 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) Statistics

Occupancy Reports for March 2005 are attached.

- b) Ministry of Health and Long-Term Care annual review at Marshall Gowland Manor (attached). No unmet standard or criteria issued as a result of this visit.

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

c) All lifts have been received in all 3 Homes and part 2 of the necessary paperwork for lift Funding Initiatives has been submitted to the Ministry of Health and Long Term Care.

d) Building Committee Minutes

Minutes from the April 4, 2005 Building Committee meeting.

e) LHIN's Bulletin #8

4. General Manager's Report

Recommendation

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

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

1. Correspondence

Nothing to report at this time.

2. Donations

The following memorial donations have been received:

a) Lambton Meadowview Villa - \$ 855.00.

Recommendation

That these donations be gratefully accepted and that a thank you letter be sent in accordance with the County's recognition policy.



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

c)      EMNR Oxygen Quotation

Lambton EMS has entered negotiation for a new oxygen supplier for the department. Quotations were received from 3 sources and EMRN was the lowest quotation. Contract negotiations will commence immediately for a term of no less than 3 years. It is estimated that this new supplier will decrease costs by 40 %.

d)      Lambton County Stroke Awareness Day

Lambton EMS will be taking part in the Lambton Stroke Awareness Day scheduled for Saturday April 09, 2005. Lambton EMS will be on hand to provide demonstrations in CPR and discuss the roles of Paramedic staff and advice on when to call 9-1-1.

e)      Organizational Structure

The new organizational structure for EMS has now been operational for almost a year and is working well. Supervisors work a rotating schedule of days and nights with one supervisor being “on call” during the weekend. Scheduling of replacement staff continues to require a large amount of time and effort, especially on the weekends. Consideration is being given to permanently scheduling 2 fte’s to provide coverage during peak hours. A cost/benefit analysis is being undertaken to determine if this would be more efficient than the continued use of part time staff.

4.      General Manager’s Report

Recommendation

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

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

1.      Correspondence

a)      5-6-05 Letter dated March 9, 2005 received from the Ministry of Health and Long Term Care re: DME Funding.

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

Correspondence states that The County of Lambton is eligible to receive \$86,037 in additional funding for diagnostic and medical equipment for 2004/05. The letter also outlines the procedures to be followed for accessing the funding.

Recommendation

That correspondence # 5-6-05 be received and filed.

- b) 5-10-05 Letter dated March 1, 2005 from Warwick Township regarding the EMS Station in Watford.

As previously indicated in the March Committee report, Watford Township Council is prepared to donate a piece of land for the construction of a new ambulance base in Watford. The new ambulance base was included in the list of capital projects for 2005, however it did not score sufficient points to make the final project list.

The current lease arrangement in Watford was entered into in December 2000 and is based on the same arrangement as the Thedford station. In both cases the premises are shared with the Fire Department, an arrangement that has been working well for the EMS department. The annual rent for the Watford station is \$500 per month and the lease is month by month.

Prior to assuming EMS services a study was undertaken in order to determine the best location for the stations based on the call data and response times. The need for a new station in the Bright's Grove/Camlachie area was identified along with a need for a station somewhere in the southern portion of the County and one to cover the Grand Bend area due to the uncertainty of the coverage that would be provided by Huron County. In all three cases, staff was directed to work with the municipalities involved in order to determine the best locations for the stations. Both the Brigden and Grand Bend station locations underwent a one year review prior to the commitment to build the permanent stations in these locations.

In view of the request from the Warwick Council, there is an opportunity to review the data and report back with respect to the location of the base.

Recommendation

That staff be directed to prepare a report analyzing the call data (call locations, type of call, response times) in eastern Lambton and report back to Committee prior to this project being included in the 2006 Capital Budget.



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

b)      GIS Update

Staff are pleased to announce that the County has received the final installment from the province in the amount of \$120,000 officially completing the Geosmart project. This project has successfully delivered all promised applications, has been audited by the Geosmart team, and the County has received all payments from the Province. Thanks to County staff, Local Municipalities, and members of the Lambton Mapping Group for helping make this project a success.

GIS staff look forward to continued success in the GIS area as they identify and develop many new applications based on geospatial information. These systems will help all County departments in their efforts to deliver quality cost effective services.

Work continues on the delivery of new orthophotography scheduled to be flown in 2006. The County of Lambton has approached both local and regional partners to share costs. Local partners expressing interest include Kettle & Stony Point, Ontario Parks, Bluewater Bridge Authority, Bluewater Power, BP Canada, Enbridge, Hay Telecommunications and LAWSS. The County is awaiting decisions from others. Regional partners expressing interest or commitment include Brant, Bruce, Chatham-Kent, Dufferin, Guelph, Middlesex, Oxford, and St. Thomas. The key partners for the County are Middlesex and Chatham-Kent, which have council resolutions in support of renewed imagery. At the same time, GIS staff have been clarifying the needs of the local municipalities, including the definition of the urban areas and the quality of the imagery required.

A detailed plan of GIS related projects for 2005 and beyond has been assembled by GIS staff and is in process of being prioritized by County Department heads. This list includes such projects as;

- developing tools to improve Social Planning analysis and statistics
- attribution of the County's road network for enhanced EMS reporting
- improving remote access to GIS applications for inspectors and planners on the road
- a Pavement Management System

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

GIS Staff have been in contact with the Ontario Ministry of Agriculture about Nutrient Management plans farmers are submitting from Lambton County. Ministry staff have indicated that over 95% of the plans submitted by Lambton County farmers included maps using the County's web based Nutrient Management application. The County of Lambton is one of only two Counties that provide an internet based Nutrient Management tool for use by its agricultural community.

In reference to the motion at the March 16, 2005 joint meeting of the Standing Committees, the following defines the Lambton Mapping Group and its roles in GIS at the County. A full review of GIS and its roll in the County will be part of the upcoming Core Services Review.

Since it's inception in 1999 the Lambton Mapping Group (LMG) has been an informal group of parties interested in Geographical Information Systems (GIS). The group is comprised of approximately 40 members made up of Public Sector, Private Sector, and Volunteer organizations. There are no membership fees to join the LMG and it is structured so that if a group is interested in GIS, sharing datasets, and facilitating the development of systems and applications that are mutually beneficial, they simply show up to the meetings.

Agendas and meeting reminders are sent out in advance of the meetings by the LMG chair. Generally, meetings are fairly well attended with around 20 or so participants at each meeting. Within the last year, all but one local municipality has attended at least one LMG meeting. Meetings are held every two months.

In the past there were some questions around what the function of the LMG was and whether there was benefit in formalizing the structure. Several sub-committees of the LMG were struck, research and surveys done, and the result was that the group would remain as it was; an informal group of participants with the common goal to enhance GIS use, GIS knowledge, and to share GIS data among all partners. Many similar groups exist with analogous structures and goals such as those in Simcoe County and St. Clair County. Other models such as formalized groups with participation fees and rigid structures often lead to large structured organizations that accomplish little due to its own bureaucracy.

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

There are no costs incurred by the County to be part this organization and the LMG has no budget. As projects are identified, such as orthophotography renewal, members are informed and may or may not participate in the project. By sharing the project costs through the LMG, individual member costs are reduced by spreading the cost of such projects among the participating members.

Currently, Quintin Lang, County of Lambton GIS Project Leader, is chair of the LMG. There have been non-county staff as chairs in the past and hopefully in the future.

The Lambton Mapping Group is a valuable tool for the County as it attempts to facilitate the use GIS within the region. It provides a vehicle for all members to share information, issues and resolutions, reduce costs and does so at minimal cost to it's participants.

c)      Lambton County and CKLAG Wide Area Network

As indicated in the March 2005 Information Technology Services report, the current Wide Area Network (WAN) that is in place at the County was initiated over four years ago and services will expire on December 31, 2005. This network connects a number of sites to the main County facility and provides staff at remote sites access to the County's computer systems. As a result, staff have been working as part of a CKLAG RFP for the supply of an updated WAN that will improve services at all Lambton County sites.

Since all Boards and Councils of participating CKLAG members have approved proceeding with this project, staff along with the rest of CKLAG's IT Committee are working to complete the contract with MaXess Networkx. It is hoped that the contract can be completed and signed by summer so that work can begin on constructing the network for completion by January 1, 2007.

d)      Human Resources System (InfoHr) Implementation Update

The first of three phases of the County's new Human Resources system has been completed and implemented. The new Human Resources software provides Human Resources staff as well as all other County supervisors and employees with much improved information that is accessible through the entire County computer network.

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

Features include full history tracking of data changes such as position and salary changes. This historical information is vital when preparing budgets, creating and administering policies, and during negotiations. To help supervisors and managers better manage their staff, the system also tracks performance appraisals, training development and associated costs, and health and safety statistics.

This phase also includes enhanced statistical reporting and the integration of the HR system and the Financial Information System's Payroll module improving data accuracy and reducing data entry time.

Phase II of the project includes moving benefits administration to the new system and is expected to be completed in June. The final phase achieves full integration between HR and the FIS as well as attendance and entitlement management (including remote time entry and employee self-serve). It is currently scheduled to be completed this autumn.

e)      Highspeed Internet Tower Build in Oil Springs

Work continues on the tower build in Oil Springs which will provide access to two of the County's rural sites; the Oil Museum and the Oil Springs library. With the help of Mayor Perry, the operating costs of this project have been reduced. As Committee may recall from a previous report, it was indicated that the payback of the \$4,350 spent would be approximately 2.48 years, however, it has been reduced to 1.8 years.

The majority of the preparation work has been completed and it is hoped that the tower will be operational within a few months.

f)      Financial Information System Developments

The County's Financial Information System (FIS) has recently been upgraded to the newest version called iCity. This version adds many new workflow enhancements that will improve productivity for staff utilizing the system such as;

- ease of use enhancements and more consistency between modules meaning new users will require less training

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










- vast improvements in system performance reducing load on the servers and County network
- added features in the purchasing and inventory modules as well as the maintenance management module

Payroll has been working on implementing electronic pay stubs for County Staff. This utility sends an electronic copy of an employees pay stub via email rather than printing a copy, folding and stuffing it, then hand delivering the envelope. For the past two pays a group of staff has been receiving electronic pay stubs to test the application. The response has been very positive. This process change is anticipated to save about \$10,000/year as the current paper stub process is very labour intensive and the stock and envelopes used are also costly. Additional employees will be phased in over time.

g) County Web Site Developments

Those visiting the Maps (GIS) section of the County web site will notice a number of enhancements. These include the capability to search on street intersections (ie find London Road & Vidal Street). Also added is the business directory information from the economic development site into the Atlas as a query. This allows a user to search on a business name or category and zoom to that specific business. For example, this will allow a visitor to search for a sport facility and find the surrounding hotels or for someone visiting a beach or campground in Lambton Shores to find nearby restaurants.

The County web site continues to increase in use by the public as indicated in the web traffic analysis summary below.

	Unique visitors	Visits	Page views
January	2,611 	7,189 	13,511 
February	2,447 	7,835 	14,986 
March	2,894 	9,308 	18,508 
Total	8,193	25,161	48,576

Monthly Web Traffic Analysis for 2005

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

As more functionality is added to the web site it is anticipated that these usage numbers will continue to increase. Things on the horizon include;

- RFP/Tender Purchasing application
- Online Registration for Gallery, Library, and Museum events
- Permits and Inspections application

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.