

MINUTES

County of Lambton
Meeting for the Committee "Corporate and Community Services Committee"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Carolyn Jamieson

Orders of the Day:

LIBRARIES
MUSEUMS
GALLERY LAMBTON
HOUSING SERVICES
SENIOR SERVICES
EMERGENCY MEDICAL SERVICES
INFORMATION TECHNOLOGY
HUMAN RESOURCES
FINANCE
PROVINCIAL OFFENCES ADMINISTRATION
LEGAL SERVICES/CLERK'S DEPARTMENT

A meeting was held at the County Building 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 and B. MacDougall. Ms. C. Clarke and Ms. S. Murray attended for Library, Museum 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 and W. Petryschuk.

LIBRARIES

Part B, Item 1 - Monthly Activities

#1: Arnold/MacDougall: That the Provincial Government be petitioned to restore the SOLS funding back to the previous level prior to recent Provincial cutbacks, and that a letter to that effect be forwarded to the responsible Minister and copied to Lambton's area M.P.P.s.

Carried.

Part B, Item 4 - General Manager's Report

#2: Perry/Clarke: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

Part C, Item 2 - Donations

#3: McGugan/S. Murray: That the donations be gratefully accepted and that thank you letters be sent in accordance with the County's Recognition Policy.

Carried.

MUSEUMS

Part B, Item 4 - General Manager's Report

#4: Arnold/Davidson: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

Part C, Item 1 - Correspondence 7-1-05

#5: Arnold/MacDougall: That correspondence 7-1-05 be received and filed.

Carried.

Part C, Items 2 and 3 - Curator's Collection Management Report and Lambton Room Donations

#6: Boushy/McManaman: That the Curator's Collection Management Report be accepted as presented in accordance with County Policy; and further,

That the Lambton Room donations be gratefully accepted and that thank you letters be sent in accordance with the County's Recognition Policy.

Carried.

GALLERY LAMBTON

Part B, Item 4 - General Manager's Report

#7: McManaman/Clarke: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

Part C, Item 2 - Donations

#8: Clarke/Perry: That the donations be gratefully accepted and that thank you letters be sent in accordance with the County's Recognition Policy.

Carried.

HOUSING SERVICES

Part B, Item 4 - General Manager's Report

#9: McGugan/Boushy: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

SENIOR SERVICES

Part B, Item 4 - General Manager's Report

#10: MacDougall/Perry: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

Part C, Item 1 - Correspondence 7-6-05

#11: McManaman/McGugan: That the resolution from The Corporation of the County of Bruce be supported.

Carried.

Part C, Item 2 - Donations

#12: Perry/Arnold: That the donations be gratefully accepted and that thank you letters be sent in accordance with the County's Recognition Policy.

Carried.

EMERGENCY MEDICAL SERVICES

Part B, Item 4 - General Manager's Report

#13: Arnold/McManaman: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

Part C, Item 1 - Correspondence 7-5-05

#14: Arnold/MacDougall: That correspondence 7-5-05 be received and filed.

Carried.

INFORMATION TECHNOLOGY

Part B, Item 4 - General Manager's Report

#15: McGugan/MacDougall: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

Part C, Item 1 - Memorandum dated June 7, 2005 Regarding Orthophotography Renewal Project

- * #16: Boushy/McManaman: That the Committee recommend to County Council that it authorize and direct staff to proceed with the letting of a Request for Proposal (RFP) to obtain orthophotography of urban areas using ten (10) cm resolution;

That it accept this report's definition of urban areas to be included in the orthophotography RFP; and further,

That staff be directed to obtain pricing in the RFP for additional areas requested by local Municipalities as well as pricing for the entire County at ten (10) cm resolution and recommend to Council as to how such costs should be allocated.

Carried.

- * Amend motion #16 of the Corporate and Community Services Committee minutes dated June 15, 2005 to read "engineering quality imagery, which has traditionally been delivered by 10 cm. pixel orthophotography" – see Council July 6, 2005, mot. #14.

IN-CAMERA

#17: Arnold/Perry: 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 July 6, 2005.)

Open Meeting

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

HUMAN RESOURCES

Part B, Item 2 - General Manager's Report

#19: Arnold/MacDougall: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

FINANCE

Part B, Item 5 - General Manager's Report

#20: Davidson/Perry: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

Part C, Item 1 a) and b) - Correspondence 7-10-05 and 7-11-05

#21: Arnold/McManaman: That correspondence 7-10-05 and 7-11-05 be received and filed.

Carried.

Part C, Item 2 - 2005 Budget Setting Review

#22: Arnold/Perry: That the Committee recommend to County Council that the schedule for Council's consideration and review of Budget be planned as follows:

- a) That the draft Budget be released to Council at its regular February meeting. The Corporate Manager, Financial Services/Treasurer will be scheduled as a delegation and Council would be requested to refer the document to each Standing Committee. As in the past, there will be no debate.
- b) That at the February Standing Committee meetings, staff will introduce and detail the changes to each Division's Budgets. The purpose of these reviews will be to identify areas of concern and staff proposals for dealing with them.
- c) That the March Standing Committee meetings will be devoted to Budget review, debate and the formation of final recommendations to Council.
- d) That the recommendations and Budget related motions resulting from the March Standing Committees will be referred to a special "Budget Approval" Council meeting to be held the

last Friday of March. A regular meeting of Council to address all other business will continue to be held the first Wednesday of April.

Carried.

#23: Davidson/MacDougall: That the Committee recommend to County Council that the procedure for establishing Tax Policy be amended as follows:

- a) That a draft report be tabled at the March meeting of the Corporate and Community Services Committee.
- b) That the Corporate Manager, Financial Services/Treasurer then meet with local Treasurers and local Heads of Council regarding the recommendations contained in the draft report.
- c) That local Treasurers and Heads of Council be formally asked to present to their local Councils the agreed upon tax policy recommendations prior to the Corporate Manager, Financial Services/Treasure presenting same to the Corporate and Community Services Committee.
- d) That following approval of the Corporation's Budget, the finalized report containing the policy as agreed to by local Councils, be presented to the April meeting of the Corporate and Community Services Committee.
- e) That the approved proposals then be presented to Council for its approval at its regular May meeting to achieve compliance with Provincial regulations.

Carried.

#24: McManaman/McGugan: That the Committee recommend to County Council that Council establish a formal policy stipulating that in addition to the existing requirement that any year end surplus be contributed to reserves, that such funds be prohibited from use as funding for capital projects or to reduce funding requirements from the tax base until the fiscal year following.

Defeated.

#25: Arnold/MacDougall: That the Committee recommend to County Council that Council introduce a new category of expenditure. Expenses funded from the tax base would henceforth be classified as:

- a) Operating;
- b) Recurring; and,
- c) Contributions to Capital Reserves/Reserve Funds.

Recurring expenditures will be defined as "expenses that are incurred annually, are recurrent and related to maintaining, renewing or replacing capital assets". Examples of these types of expenditures are roads resurfacing, computer replacements and maintenance of social housing.

Carried.

#26: Arnold/McManaman: That the Committee recommend to County Council that the threshold for Capital Projects be increased to \$50,000.00 from \$10,000.00.

Defeated.

#27: Davidson/Boushy: That the Committee recommend to County Council that the threshold for Capital Projects be increased to \$25,000.00.

Carried.

#28: Arnold/MacDougall: That the Committee recommend to County Council that Council establish a formal policy to allow the letting of contracts related to recurrent expenditures independent of the Budget setting process. For example, Council could require that a revolving five (5) year projection be prepared for this class of expenditure for approval by the appropriate Standing Committee and staff would be permitted to let contracts in advance of Budget approval subject to a limit of as much as 90% of the prior year's approved budgeted expenditures.

Defeated.

#29: MacDougall/McManaman: That the Committee recommend to County Council that Council establish a formal policy to allow the letting of contracts related to recurrent expenditures independent of the Budget setting process. For example, Council could require that a revolving five (5) year projection be prepared for this class of expenditure for approval by the appropriate Standing Committee and staff would be permitted to let contracts in advance of Budget approval subject to a limit of as much as 75% of the prior year's approved budgeted expenditures.

Carried.

PROVINCIAL OFFENCES ADMINISTRATION

Part B, Item 4 - General Manager's Report

#30: MacDougall/McManaman: That the General Manager's Report as set out in Part A and Part B be accepted as presented.

Carried.

LEGAL SERVICES/CLERK'S DEPARTMENT

Memorandum dated June 7, 2005 Regarding Bluewater Health Foundation By-Law and Agreement

This item was provided solely for the information of the Committee.

ADJOURNMENT

The Chair declared the meeting adjourned. The next meeting will be held on Wednesday, August 24, 2005 at 1:00 p.m., at the County Building.

Time: 3:15 p.m.

Carolyn Jamieson
Chair

Ronald G. Van Horne
Secretary

AGENDA

County of Lambton
Meeting for the Committee "Libraries - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

PART A - Follow-up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

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

None at this time.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of May 2005:	\$ 82,134.25
Totals for the month of May 2004:	\$ 60,101.94

A listing of 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 May 2005:	\$ 3,660.00
Revenues received during the month of May 2004:	\$ 15,738.00

- | | |
|---|----|
| 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) Vubis Smart

With the contract signed with GEAC for the upgrade of our library automation system, excitement has started to build in our libraries, museums and galleries.

The Vubis Smart information system consists of advanced web-based functionality for searching information and objects. The implementation team, that includes both I.T. and departmental staff,

is currently being assembled and it is expected that the system will be up and running by the end of the year.

b) Partnerships

The AlphaPlus Centre adult literacy deposit collection which the Library received in January 2004 through a partnership with the Organization for Literacy in Lambton will be returned in June 2005 after two extended loan periods. This addition to the Library's literacy collection will be missed, particularly at the Sarnia Branch where it is located. Using the circulation statistics from this collection, staff is ordering literacy materials as part of the collection development focus of this loan. Plans are being made to secure another deposit collection for location in one of the other branches.

Rebound, A Program for Youth is progressing well with the development of the Virtual Youth Centre. The Library, partnering with Rebound, will establish a link with the Centre once the site goes live as Lambton County library branches become the "bricks and mortar" of the Virtual Youth Centre. This Centre will also have an essential connection with the youth initiative plans of the Library, outlined in the Ontario Trillium Foundation Grant application.

c) Funding

Watford Library received an invitation to apply for \$10,000 U.S. funding from the Hudson Foundation of Texas. The proposals being developed are to collect, record, digitize and preserve historical and genealogical materials of Watford and Warwick Township. Library staff, with the assistance of Charles Fisher, Revenue Development Officer, is arranging to meet with various community groups and councils to present the proposal and establish support for and partnerships in this project prior to submitting the application in July.

d) 2005 Ontario budget

The 2005 Ontario budget had little specific help for libraries. The Ministry of Culture was again one of the few Ministry's whose budget is to drop another \$20,000,000, a 6.8% reduction on top of last year's reductions. The 2005 Ontario budget did extend several retail sales tax exemptions, one of which has minimal effects on libraries. Educational DVDs are now included in the sales tax exemptions on publications purchased by public libraries.

e) Statistics

f) Program Calenders

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

\$150 for talking books for Brigden in memory of Clayton Mathews by Robert Shaw, London, ON.
\$30 for children's books in Florence Library in memory of Grandma Norma Sewell by Allan Davies, Croton, ON.
\$100 to purchase 4 copies of "Witness to History: A Lifetime of Memories" by Ralph Ferguson, in memory of past library board member Robert Adams.
\$23.04 from Bright's Grove donation box.
\$10.00 from Grand Bend donation box.
\$23.85 from Mallroad donation box.
\$15.38 from Petrolia donation box.
\$25 from Point Edward donation box.
\$25 from Wyoming donation box.
\$1007.77 book sale money.

Recommendation

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

AGENDA

County of Lambton
Meeting for the Committee "Museums - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

PART A - Follow-up from Previous Month(s)
PART B - Monthly Activities

PART C - Other Matters Requiring a Motion

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

None at this time.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of May 2005:	\$ 14,299.04
Totals for the month of May 2004:	\$ 13,870.12

A listing of 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 May 2005:	\$ 1,745.00
Revenues received during the month of May 2004:	\$ 303.00

- | | |
|---|----|
| 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) Lambton-Kent Visual Heritage Project

The official launch of the project has taken place at Victoria Hall, and the senior project staff and videography team are now working within Lambton County. Initial focus is on storyline research, with subsequent enactments, interviews and video shoots taking place throughout the summer. In-studio video editing is scheduled for the fall. Museum staff arranged accommodation for the team as in-kind support from the community.

An unanticipated benefit from the project is that our lead role has resulted in an increase of donated archival collections, artifacts and film footage. (see Artifact Donations Report)

Notable recent publicity for museums featured Toys on Parade and Oil Heritage District coverage, including two appearances on CKCO-TV evening news broadcasts, a CBC radio interview, and an article in the national Globe and Mail.

b) Lambton Room Historian

The Lambton Room Historian recently spoke at the Ontario Genealogical Society's Seminar 2005 in Windsor. Sponsored by the Lambton Branch of the O.G.S., she talked to registrants about the resources which are housed in the Lambton Room and explained how these records might help them trace their family roots. A number of genealogists made research visits to the Lambton Room before or after the conference and came from such diverse places as Duluth, Minnesota; Yellowknife, NWT; Santa Clarita, California; Thunder Bay, Ontario and Kelowna, British Columbia.

c) 2005 Budget

The 2005 Ontario budget had no effect on museum funding.

d) Statistics

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

7-1-05 Letter dated May 10, 2005 from Rose-Marie Ur, M.P. Lambton-Kent-Middlesex stating she is in full support of the County of Lambton's proposal for a commemorative stamp marking the 150th anniversary of world's first commercial oil well.

Recommendation

That correspondence 7-1-05 be received and filed.

2. Artifacts

Lambton Heritage Museum

Artifacts Recommended for Acceptance

Grand Bend Casino tribute paper (for reference). Janet Eagleson, Exeter. Two 1991 IPM street banners. Lambton County Plowmen's Association. 1930 Zion Church, Warwick signature quilt. Barbara Kernohan, Forest.

The following three large collections of local industry were acquired as a direct result of our involvement in the storyline research for the Ontario Visual Heritage Project:

5 binders, a comprehensive history of Auto-lite, 1929-1979. Cec Rutherford, Sarnia.
Native Fair hickory bow, and parlour stool. In trade for de-accessioned bottles and china from previous month.
300 digital images of Mueller Brass Foundry, Sarnia. Bob Bannister, Sarnia.
Two full-length 16 mm. films, 1959 Canadian Oil Refineries Sarnia. L. Parker, Sarnia.

Artifacts Recommended for Refusal

Sweetgrass basket in poor condition; Jean Lye, Sudbury.
Offer to purchase 40 old cameras. Doug Paisley, Sarnia.
George White Threshing Machine, fanning mill, hayloader, root pulper, bits, chisels and axes. (duplicates and out of County) Marion Miller, Dashwood.

Artifacts Recommended for Disposal at Fair Market Value

Assorted brown and clear bottles deemed of no heritage significance:
W.976.2597; 706; 2578; 2577; 2563; 2564; 3360; 2574; 2568; 2586 & 989.38.52.

3. Lambton Room Donations

More Brickwall Solutions to Genealogy Problems, donated by Maureen Beecroft, Stratford, Ontario
Descendants of William Luckham of Warwick Township, Lambton County, donated by Barbara Luckham, Ridgetown, Ontario
The Family of Christie Ann & Neil O'Neil: A Journey from Ireland to Lanark to Lambton 1821 to 2004, donated by Evelyn Griffiths, Vineland, Ontario

Recommendation

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

AGENDA

County of Lambton
Meeting for the Committee "Gallery Lambton - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

PART A - Follow-up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

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

None at this time.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of May 2005:	\$ 16,810.12
Totals for the month of May 2004:	\$ 18,509.16

A listing of accounts will be available at the meeting.

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|---|-----|
| 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 May 2005:	\$ 14,020.00
Revenues received during the month of May 2004:	\$ 22.00

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|---|----|
| 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) Awning at Gallery Lambton

Lettering on the awning outside of the Gallery was completed June 1, 2005.

The Curator made initial contact with the Planning Department of the City of Sarnia regarding possible Gallery Lambton signage for downtown street lamps. No response has been received at this time.

b) Museum Assistance Program

David Taylor, Robert Tremain and Charles Fisher attended the "Canadian Arts and Heritage Sustainability Program & Museum Assistance Program Overview" at the Imperial Theatre on May 18, 2005. The money available is project oriented and is granted to arts and heritage organizations across Canada. This program is very competitive and involves shared funding of projects. We are planning an application next year after identifying specific projects and potential partners.

c) Bus Trips

A bus trip is planned for Saturday June 18, 2005 to Bloomfield Hills, Michigan to visit Cranbrook House & Gardens and the Cranbrook Art Museum

d) Exhibitions

Some Treasures from the Permanent Art Collection (Main Gallery) and Urban Landscapes: Selections from the Permanent Collection (Sadie A. Knowles Gallery), will be shown concurrently from June 11 to August 20, 2005.

e) Programmes

Summer Art Classes. 14 art classes for children are planned between June 25th and September 2, 2005. Registrations are just beginning.

Earth Spectrum Project. This has been viewed at the County Council Chambers and Sarnia's City Hall. It will subsequently "travel" to two YMCA locations, a church, the Lochiel Kiwanis Centre, and the Sarnia Library. This project was organized through the YMCA's Immigration Settlement Adaptation Programme and the artists involved recent immigrants from 14 countries. This was organized by Sheryl Mendritzki and the artist students were taught by local artist David Moore.

f) An application has just been completed for Ontario Arts Council Operating funding for the year 2006. The Gallery will be applying for \$20,000. For 2005, Gallery Lambton received \$14,000.

g) The 2005 Ontario budget did not address art gallery funding.

h) Statistics

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

- a) The following are proposed donations to the Permanent collection. Once again, Toronto artist, Hugh Mackenzie wishes to donate 10 original prints. It is the artist's wish that Gallery Lambton and Carleton University Art Gallery, Ottawa, have the most comprehensive collection of his prints. The Gallery has previously accepted 43 prints. In addition, Mackenzie wishes to donate an original print (wood engraving) by the late Toronto artist, Carl Schaefer (1903-1995) that is dated 1935. This was a personal gift to Mackenzie from the artist and it is so inscribed. Mackenzie has also inscribed it in pencil at the bottom that it is a gift from him to Gallery Lambton. This will be the second work by Schaefer in the collection, the other is a watercolour from the same year.
- b) Brigit Atkinson wishes to donate a painting by her father, London artist, Eric Atkinson, Christian Island, 1980. This painting was featured in the Pan Canadian movie, The Amateur of 1982, starring John Savage and Christopher Plummer.

Recommendation

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

AGENDA

County of Lambton
Meeting for the Committee "Housing Services - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

PART A - Follow-up to Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

PART A - Follow-up to Previous Month(s)

None at this time.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of May 2005:	\$ 258,463.64
Totals for the month of May 2004:	\$ 456,586.66

A listing of accounts will be available at the meeting.

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|---|-----|
| 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 May 2005:	\$ 261,259
Revenues received during the month of May 2004:	\$ 222,909

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|---|----|
| 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

Statistics for the month of May are contained in the file attached.

b) 2005 Provincial Budget

The 2005 Ontario Budget included priority infrastructure initiatives. One initiative is an enhanced Canada-Ontario Affordable Housing Program that will help create 15,000 new units of affordable housing, including housing in remote communities and supportive housing for victims of domestic violence and for persons suffering from mental illness.

c) Lambton Shared Services Centre

Lay-offs within the Social Planning Department have resulted in the Housing Services Department taking over full time reception duties on the second floor of the LSSC. Previously, reception duties on the second floor were shared between these departments. The Government of Canada Human Resource and Skills Department will continue to provide back up as will the Community Health Services team which recently moved in to the LSSC. This change has resulted in a redistribution of duties within the department.

d) Transitional and Housing Support Program

The Ministry of Community and Social Services (MCSS) has provided funding to the Women's Interval Home (WIH) to provide support services to abused women seeking and maintaining housing. MCSS has requested that the WIH and the Housing Services Department enter into a referral agreement in order to provide this service to applicants and residents of Social Housing Providers in Lambton County.

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.

AGENDA

County of Lambton
Meeting for the Committee "Senior Services - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

PART A - Follow-up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion
IN-CAMERA

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

None at this time.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of May 2005:	\$ 1,323,926.46
Totals for the month of May 2004:	\$ 1,018,567.74

A listing of accounts will be available at the meeting.

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|---|-----|
| 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 May 2005:	\$ 982,621.00
Revenues received during the month of May 2004:	\$ 21,862.00

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|---|----|
| 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) LHINs Bulletin # 12

A copy of the bulletin is attached.

b) Volunteer Appreciation Events

Listed below are the dates and times for the Homes' Volunteer Appreciation Dinners. Anyone wishing to attend please contact Jane Joris, Social Services Supervisor, Senior Services Department at 882-1470 x228.

September 15 - Lambton Meadowview Villa - 7:00 p.m.

September 22 - North Lambton Rest Home - 7:00 p.m.

September 29 - Marshall Gowland Manor - 7:00 p.m.

c) Family Picnic

Marshall Gowland Manor will be holding their annual Family Picnic on July 28, 2005 at 5:00 p.m. Anyone wishing to attend please advise Jackie Miller, Resident Manager, 336-3720 x205.

d) Adult Day Program

Alzheimer Adult Enrichment Centre (AAEC) Petrolia - 76% of units available were used.

Marshall Gowland Manor Outreach Sarnia - 92% of available units were used.

North Lambton Outreach Forest - 81% of available units were used.

e) Ministry of Health Compliance Visit - Lambton Meadowview Villa (LMV)

A Ministry Compliance Advisor was at LMV on Wednesday, May 25, 2005 to investigate a complaint from a Resident's son. The home was cited under A1.11 6i – "Every resident has the right to be informed of medical condition, treatment and proposed course of treatment." In this instance the POAs (son and daughter) were not informed of a GAP (Psychiatric) assessment completed on the resident. In response to the Ministry's findings, a Compliance Plan is being developed to ensure this does not happen again.

f) Building Committee

A meeting of the Building Committee took place on May 18, 2005. A copy of the minutes is attached.

g) Occupancy Report

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

7-6-05 Letter dated May 17, 2005 from the Corporation of the County of Bruce calling on the Provincial Government to allocate \$367 million in long-term care funding in 2005-06 to support appropriate levels of care to residents of long term care facilities and calling on all Upper Tier Municipalities for support.

This increase in funding is equivalent to \$13.42 per resident per day and would increase the County's funding for long-term care by roughly \$1.5 million.

Recommendation

That the resolution from the Corporation of the County of Bruce be supported.

2. Donations

Donations for the month of May:

Lambton Meadowview Villa - \$1,215.00

Recommendation

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

IN-CAMERA

Please refer to the In-Camera Agenda of the Corporate and Community Services Committee dated June 15, 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

7-5-05 Letter dated May 9, 2005 from Steve VanValkenburg, Manager Emergency Medical Services Department, tendering his resignation. Mr. VanValkenburg extends a 'thank you' to Council and staff for support he received during his tenure with the County.

Recommendation

That correspondence 7-5-05 be received and filed.

AGENDA

County of Lambton
Meeting for the Committee "Information Technology - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow-up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

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

1. PART A Follow-up from Previous Month(s)

1. Nothing to report at this time.

PART B - Monthly Activities

1. PART B Monthly Activities

1. Accounts and Verification

Total for the month of May, 2005	\$30,252.06
Total for the month of May, 2004	\$138,070.49

A listing of 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

Revenue received during the month of May, 2005	\$903.00
Revenue received during the month of May, 2004	\$6,046.00

- | | |
|---|----|
| 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) Electronic Agenda Project (eGenda)

The Electronic Agenda program (eGenda) was launched at the May Committee meetings and although there were some issues identified, in all, the first go with the software was a success. IT staff have been in contact with the vendor to resolve the issues that were identified in order to have them resolved prior to the next Committee meetings in June. Committee members are asked to please bring your laptops to the Committee meetings on June 15, 2005. IT staff will again be on hand to ensure that all members are able to connect to the network and launch the eGenda application.

IT was informed on May 30, 2005 that wireless internet was now available in the Port Lambton area. This will provide Councillors residing in southern Lambton County access to high speed internet.

The tower in Oil Springs has also been erected with the electronics being installed the last week of May. It is anticipated that high speed internet access will be available in the Oil Springs area within the first few weeks of June.

As a reminder, if Councillors have any questions regarding their laptop, the eGenda program, or are having difficulties connecting from home, please call the Corporate Manager of IT at 845-0801, ext. 365, or the IT Helpdesk at 845-0801, ext. 405, and staff will be able to answer any of your questions or concerns.

b) Lambton County and CKLAG Wide Area Network

Staff continues to work on the contract with Maxess Network for the supply of the County's Wide Area Network replacement. It is anticipated that a contract can be worked out by the end of June, 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. PART C Other Matters Requiring a Motion

GIS Orthophotography Renewal

On November 3, 2004 County Council approved an amended motion that directed staff to renew it's orthophotography in urban areas at 10 cm resolution every three years and rural areas at 30 cm (our current resolution) every nine years.

In preparing to issue an RFP for the urban photography renewal in 2006, a definition of urban versus rural is required. The attached joint report produced by Dave Posliff, Manager, Planning and Development Services and Robert Wilks, Corporate Manager, Information Technology discusses what the County staff's interpretation of urban versus rural is and asks for a recommendation to use that definition in establishing the boundaries to fly the orthophotography. Also included is information

on the estimated costs of 10 cm resolution for those suggested growth areas as well as expected costs based on the partnerships established so far.

In addition, a second memo is attached from Finance analyzing the funding alternatives for the orthophotography which also includes several recommendations.

Recommendations

The Committee recommend to Council that:

It authorize and direct staff to proceed with the letting of an RFP to obtain orthophotography of urban areas using 10 cm resolution; and further

It accept this report's definition of the urban areas to be included in the orthophotography RFP; and further

The County only covers the cost of obtaining the orthophotography necessary to satisfy its requirements and uses. Should any partner or area municipality request additional service levels, that they be required to cover the associated incremental costs; and further

Council establish an "orthophotography reserve" for purposes of funding this project and future orthophotography projects; and further

Staff be directed to determine the "straight-line" annual contribution necessary to fund the cost of orthophotography during the next five years for inclusion in the Corporation's 2006 Budget; and further

The straight-line contribution amount be reviewed as part of the County's annual budgeting process; and further

Any deficit in funding of the 2006 project resulting from the use of straight-line funding be treated as an Unfinanced Capital Outlay that will be funded by future draw downs from the reserve.

AGENDA

County of Lambton
Meeting for the Committee "Human Resources - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

PART A - Follow up from Previous Month(s)

1. PART A - Follow-up from Previous Month(s)

1. No matters to report at this time.

PART B - Monthly Activities

1. PART B - Monthly Activities

1. Items of Interest

a) Labour Relations

Bargaining for a new collective agreement with the National Automobile, Aerospace, Transportation and General Workers Union of Canada (CAW Local 302) continued over the past month. This agreement expired on March 31, 2005. We have agreement on non-monetary items and will meet in June to discuss monetary proposals.

b) Pay Equity Review

The management and exempt employee groups completed training on job evaluation in early May. These committees will continue to meet during the months of May and June with the project completion date scheduled for June 30.

On June 14th we will be meeting with representatives of the three (3) CUPE groups to discuss and review the process with a view to beginning the Job Evaluation process with them in September. CUPE represents employees in our Homes for the Aged and in Social and Health Services.

c) Training and Development

Training for April and May has focused on completion of the Spring training calendar commitments. Workshops were designed and implemented for training the job evaluation rating committees to ensure effective functioning of these committees.

Other training initiatives focused on: First Aid training, workshops on volunteer coordination and effective use of volunteer resources, workshops on personality within teams and team development as well as Health and Safety Basic Certification training.

Non-violent crisis intervention training allowed staff to improve their ability to handle agitated individuals. Also, the final Respect in the Workplace session was delivered to staff that had not yet been able to access the training. This completes the initiative of ensuring all County employees have attended this session.

The highlight of last month's training initiatives was the Supervisor's Spring Workshop in which Supervisors were supplied with some highly effective tools to communicate effectively, manage conflict, and help employees set realistic goals.

d) Occupational Health and Safety

In-service training for the Homes on Proper Accident Reporting procedures has now been completed by the Occupational Health and Safety (OH&S) Coordinator. This information is critical when reporting to Workers Compensation and by doing this training, staff are better prepared to investigate and report on incidents and accidents.

Critical Injury training was conducted by the OH&S Coordinator at all three Homes as well. In developing the training program and procedures, this has enhanced the County's capability to report to the Ministry of Labour in the eventuality such an injury occurs.

NEER Update

As stated in previous reports to Council, Rate Group 851 (Homes for the Aged) is in a surcharge position for 2005. The OH&S Coordinator continues to monitor and assist the Homes at every opportunity. The remainder of the County is currently in a rebate situation and we will continue to monitor this closely.

As of May 31, 2005 we have had four (4) lost time accidents. This compares to a total of eleven (11) lost time accidents for the same period in 2004. The total number of lost time accidents in 2004 totalled twenty-six (26).

e) Updates (Other)

Changes to OMERS Governance have been announced by the Minister of Municipal Affairs. While these changes will have no immediate impact on contribution rates or benefits, if the enabling legislation, Bill 206 ultimately passes, significant changes may occur in the future. Please see attached alert regarding the OMERS Board's Governance. Human Resources will keep Council up to date on this important subject.

The Annual Lambton County Staff Picnic is scheduled for Thursday June 23, 2005 (see attached flyer).

2. 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. **PART C - Other Matters Requiring a Motion**

1. Nothing to report at this time.

AGENDA

County of Lambton
Meeting for the Committee "Finance - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

PART A - Follow up from Previous Month(s)

1. PART A Follow-up from Previous Month(s)

1. 2005 Tax Administration

Attached is copy of the Tax Capping Schedule agreed to by Area Municipal Treasurers during a conference call coordinated by the Corporate Manager, Financial Services/Treasurer with MTE.

2. Ontario Municipal Partnership Fund (OMPF)

Staff continue to follow up on the impact of this replacement to the CRF on the County's finances and have identified the following new or additional information relative to this issue:

- a) That MTE is preparing an analysis of the impact on funding from the CRF vs. the OMPF. Copies will be supplied to Council once it has been completed.
- b) Attached is a copy of an "AMO Alert" clarifying AMO's position with regards to this CRF replacement.
- c) Attached is a copy of an article from the Belleville Intelligencer regarding actions taken by Prince Edward County. Staff have attempted to followed up and confirm the suggestions that the Province is "...about to take back the cost of delivering ambulance services and a larger portion of policing costs." But have been unable to confirm any pending action.

PART B - Monthly Activities

1. PART B Monthly Activities

1. Accounts and Verification

Total for the month of May, 2005: \$5,753,429.46

Total for the month of May, 2004: \$1,910,224.04

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 significantly not in the Budget? No

2. Revenue and Verification

Revenues received during the month of May, 2005: \$25,094.00
 Revenues received during the month of May, 2004: \$89,330.00

- 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 Interest

a) CKLAG Banking Arrangements

The CKLAG Finance Committee has completed its evaluation of the 3 responses it received to its RFP for the banking services that was let in April 2005. After a thorough review, the Committee recommended and the Executive Committee accepted the proposal of the CIBC to act as the consortium's banker of record for a period of 5 years beginning January 1, 2006.

4. First Quarter 2005 Variance Analysis

Attached is a memo detailing the result of Staff's review and analysis of budget to actual variances at March 31, 2005.

5. 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. PART C Other Matters Requiring a Motion

1. Correspondence

- a) 7-10-05 A letter the Huron Boys' Residential Home thanking Council for its 2005 grant of \$30,000.
- b) 7-11-05 A copy of the CKLAG 2004 Annual Report.

Recommendation

That the correspondence be received and filed.

2. 2005 Budget Setting Review

Attached is a memo detailing staff's recommendations for changes to the way the Corporation's annual budget review process is conducted.

Recommendation

That the Committee recommend to Council that the County's budgeting process be adjusted as follows:

1. That the schedule for Council's consideration and review of Budget be planned as follows:

The draft budget be released to Council at its regular February meeting. The Corporate Manager, Financial Services/Treasurer will be scheduled as a delegation and Council would be requested to refer the document to each standing committee. As in the past, there will be no debate.

At the February standing committee meetings, staff will introduce and detail the changes to each Division's budgets. The purpose of these reviews will be to identify areas of concern and staff proposals for dealing with them.

The March standing committee meetings will be devoted to budget review, debate and the formation of final recommendations to Council.

The recommendations and budget related motions resulting from the March standing committees will be referred to a special "Budget Approval" Council meeting to be held the last Friday of March. A regular meeting of Council to address all other business will continue to be held the first Wednesday of April.

2. That the procedure for establishing Tax Policy be amended as follows:

A draft report will be tabled at the March meeting of the Corporate and Community Services Committee.

That the Corporate Manager, Financial Services/Treasurer then meet with local treasurers AND local Heads of Council regarding the recommendations contained in the draft report.

That local treasurers and Heads of Council be formally asked to present to their local councils the agreed upon tax policy recommendations prior to the Corporate Manager, Financial Services/Treasurer presenting same to the Corporate and Community Services Committee.

That following approval of the Corporation's budget, the finalized report containing the policy as agreed to by local councils, be presented to the April meeting of the Corporate and Community Services Committee.

The approved proposals then be presented to Council for its approval at its regular May meeting to achieve compliance with Provincial regulations.

3. That Council establish a formal policy stipulating that in addition to the existing requirement that any year end surplus be contributed to reserves, that such funds be prohibited from use as funding for capital projects or to reduce funding requirements from the tax base until the fiscal year following.
4. That Council introduce a new category of expenditure. Expenses funded from the tax base would henceforth be classified as:
 - Operating
 - Recurring
 - Contributions to Reserves/Reserve Funds

Recurring expenditures will be defined as “expenses that are incurred annually, are recurrent and related to maintaining, renewing or replacing capital assets” Examples of these type expenditures are roads resurfacing, computer replacements and maintenance of social housing.

5. That the threshold for Capital Projects be increased to \$25,000.00
6. Council establish a formal policy to allow the letting of contracts related to recurrent expenditures independent of the budget setting process. For example, Council could require that a revolving 5 year projection be prepared for this class of expenditure for approval by the appropriate standing committee and staff would be permitted to let contracts in advance of budget approval subject to a limit of as much as 75 % of the prior year’s approved budgeted expenditures.

AGENDA

County of Lambton
Meeting for the Committee "Provincial Offences Administration - General Manager's Report"
on
Wednesday June 15, 2005 01:00 PM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow-up to Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

PART A - Follow-up to Previous Month(s)

1. PART A Follow-up from Previous Month(s)

PART A Follow-up from Previous Month(s)

1. Highway 402 Argument

On May 20th, Her Worship Joanne Rogers denied the motion challenging the validity of the reduced speed zone that was introduced on Hwy 402 in July, 2004.

As a result, the 53 speeding charges affected by the motion were adjourned until July 20th to allow POA staff to set trial dates. These trial matters had been delayed from December, 2004 when the motion was originally filed.

PART B - Monthly Activities

1. PART B Monthly Activities

PART B Monthly Activities

1. Accounts and Verification

Total for the month of May, 2005:	\$29,422.29
Total for the month of May, 2004:	\$31,988.14

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 significantly not in the Budget? | No |

2. Revenue and Verification

Nothing to Report this period. Revenues received during May, 2005 and June, 2005 will be reported to the next meeting of the Committee.

3. Items of Interest

a) Royal Polymers Limited Environment Fine

Royal Polymers Limited pleaded guilty on May 19th to charges dating back to August of 2003 for offences under the Ontario Water Resources Act. Justice of the Peace Babcock accepted the agreed statement of facts and fined the company \$255,000 plus a victim of fine surcharge of \$63,750.

b) Court Monitor Position

Ms. Kelly Wiebenga has been hired as the Department's new part-time Court Monitor and transcriber to fill the position left vacant when the incumbent advised the Court Services Supervisor in late April that she had accepted a position with the Provincial Court. Ms. Wiebenga comes from the Sarnia City Police Department, is experienced in the use of ICON and is familiar with procedures under the Provincial Offences Act.

c) Smoking By-law Trial Request

The first "not guilty" plea to a Part One offence notice for a charge contrary to the smoking by-law has been filed. A trial date will be set shortly by staff.

d) Ministry of Labour Fine

A trucking company from Quebec pleaded guilty on May 24th to one count of failing, as an employer, to take every precaution reasonable in the circumstances for the protection of a worker, contrary to the Occupational Health and Safety Act. The company was fined \$80,000 plus a victim of crime surcharge of \$20,000.

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. PART C Other Matters Requiring a Motion

1. No matters to report at this time.