

MINUTES

County of Lambton
Meeting for the Committee "Corporate and Community Services Committee"
on
Wednesday September 21, 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
OTHER BUSINESS

A meeting was held at the County Building at 1:00 p.m. on the above date.

Present: Chair C. Jamieson. Members: D. McGugan, B. McManaman, G. Perry, B. MacDougall, J. Murray and D. Boushy. Ms. C. Clarke and 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: Warden Patricia Davidson, S. Arnold and W. Petryschuk.

COMMUNITY SERVICES DIVISION

LIBRARIES

Part B, Item 4 - General Manager's Report

#1: Boushy/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 a), b) and c) - Correspondence 9-43-05, 9-44-05 and 10-3-05

#2: Boushy/Perry: That correspondence 9-43-05, 9-44-05 and 10-3-05 be received and filed.

Carried.

Part C, Item 1 d) - Correspondence 10-1-05

#3: Boushy/McManaman: That the City of Port Colborne's recommendation regarding licensing municipal Museums and Public Libraries, be supported.

Carried.

Part C, Item 2 - Donations

#4: S. Murray/Boushy: 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

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

Carried.

GALLERY LAMBTON

Part B, Item 4 - General Manager's Report

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

Carried.

HOUSING SERVICES

Part B, Item 4 - General Manager's Report

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

Carried.

Part C, Item 2 - Canada-Ontario Affordable Housing Program

#8: MacDougall/Perry: That the County of Lambton confirm its interest in participating in both the Capital Allocation and Housing Allowance Programs.

Carried.

Part C, Item 3 - Provincial Non-Profit Projects

#9: Perry/McManaman: That a reserve account be established for social housing development for unexpected expenditures and that the recovered \$16,379.00 from a Provincial Non-Profit Housing Provider be placed in this reserve account.

Carried.

Part C, Item 4 - Capital Projects - Project C-HGS-137 - Brick Repointing and Project C-HGS-103 - Balcony Refurbishing

#10: MacDougall/J. Murray: That the contracts for Project C-HGS-137 - Brick Repointing and Project C-HGS-103 - Balcony Refurbishing, be awarded to the lowest bidders, with the extra costs being found from within the remaining 2005 capital projects.

Carried.

Part C, Item 5 - Federal Non-Profit Projects

#11: McManaman/MacDougall: That a financial review of these projects be conducted by the County's auditor in order to provide recommendations to rectify the accumulated deficits.

Carried.

SENIOR SERVICES

Part B, Item 4 - General Manager's Report

#12: McGugan/Perry: 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

#13: McManaman/J. Murray: 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 A, Item 1 - Enhanced Skills Training

#14: McManaman/J. Murray: That staff be instructed to implement the Advanced Life Support training program in Lambton County.

Carried.

Part B, Item 4 - General Manager's Report

#15: McGugan/Boushy: 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) - Correspondence 10-4-05

#16: MacDougall/Perry: That the ambulance be sent to the Municipal Auction as originally planned and that the agency be notified so that it may bid on the vehicles if it wishes.

Carried.

Part C, Item 2 - Training Reserve

#17: Perry/McManaman: That the unspent training funds of approximately \$300,000.00 be put in a Training Reserve to be used for paramedic training programs.

Carried.

OTHER BUSINESS

Core Services Review 2005 - Community Services Division

#18: McManaman/Perry: That the Core Services Review Report for the Community Services Division, be received for information and that staff be directed to proceed to Phase II, as previously directed by Council.

Carried.

CORPORATE SERVICES DIVISION

INFORMATION TECHNOLOGY

Part B, Item 4 - General Manager's Report

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

Carried.

HUMAN RESOURCES

Part B, Item 2 - General Manager's Report

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

Carried.

FINANCE

Part A, Item 1 - Audit Committee

#21: Boushy/Perry: That the Committee recommend to Council that it approve the attached terms of reference for the Audit Committee which is being presented for consideration by this Committee.

Carried.

Part B, Item 4 - General Manager's Report

#22: Perry/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 - Reimbursement Rates Review

#23: J. Murray/McManaman: That the Committee recommend to Council that County policy regarding the Kilometric Rate to be used for reimbursement of costs associated with the use of privately owned vehicles to conduct County business, be amended effective September 1, 2005 and every July 1st thereafter, to reflect reimbursement rate applicable for Ontario as dictated by the annual "Travel Directive" issued each April 1st by the Treasury Board of Canada Secretariat. For the period September 1, 2005 - June 30, 2006, this rate shall be \$0.455 per kilometer travelled; and further,

That the Committee recommend to Council that the Per Diem rate for staff remain at the existing rate and that it next be reviewed as of July 1, 2006.

Carried.

PROVINCIAL OFFENCES ADMINISTRATION

Part B, Item 4 - General Manager's Report

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

Carried.

In-Camera

#25: Boushy/J. Murray: That the Chair declare the Committee go in-camera to discuss a matter subject to solicitor-client privilege.

Carried.

(Item to be dealt with in-camera.)

(Item to be dealt with in-camera.)

Open Meeting

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

OTHER BUSINESS

Core Services Review 2005 - Corporate Services Division

#26: Perry/MacDougall: That the Core Services Review Report for the Corporate Services Division, be received for information and that staff be directed to proceed to Phase II, as previously directed by Council.

Carried.

ADJOURNMENT

The Chair declared the meeting adjourned. The next meeting will be held on Wednesday, October 19, 2005 at 1:00 p.m. at the Sarnia Library.

Time: 4:40 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 September 21, 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)

No matters at this time.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of August 2005:	\$ 78,055.72
Totals for the month of August 2004:	\$ 82,628.99

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 August 2005:	\$ 270,722.00
Revenues received during the month of August 2004:	\$ 3,675.00

- | | |
|---|----|
| 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) Alvinston Library

The addition to the Alvinston Library is well underway and should be completed by early October.

- b) We received funding in the amount of \$20,979.00 from the Community Access Program - Youth Initiative to hire 10 youths to work part-time in the branch libraries to provide training and assistance to the public on the Internet. The funding runs until February 28, 2006.

c) Ontario Trillium Foundation Grant

The first phase of the Lambton Initiative for Teen Endeavours is underway. Twelve branch staff members have agreed to serve on the Teen Initiative Committee (TIC). The committee will develop guidelines for teen programs in the County libraries. Once the Teen Advisory Committees (TAGs) are established, the TIC members will act as mentors and staff liaisons for the teens. Greer Macdonell-Hurst, Children's Services Coordinator, will attend the SOLS workshop "Service to Teens in public libraries". She will use the information gained from this presentation to prepare for the workshop on Teen Services which she will give at the staff workshop this fall.

d) Ontario Public Library Week (October 17 – 23)

The theme of this year's Ontario Public Library Week is "Lifelong Libraries - Discover Us". County libraries will distribute promotional materials celebrating the week. A book sale is planned at the Sarnia Library in conjunction with the week.

e) Vubis Smart Update

The project team (consisting of employees from the Libraries, Museums & Cultural Services Department and the Information Technology Department) met several times during the summer months working along with GEAC on the Vubis Smart Installation & Migration Questionnaires. These documents were used by GEAC's Vubis team to create test/training database.

Eight members of the Vubis implementation team (employees from the libraries, museum, gallery and IT) have attended the system administration training sessions. More application training will be conducted in October and November. Presently, the project team members are concentrating their efforts on preparing the gallery's existing records for migration, sorting out the hardware requirements, and creating lists of V-links. Our team is excited to be working on such an important project and we will continue to provide updates.

f) Statistics for YTD July 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

a) 9-43-05 Letter dated August 7, 2005 from Minister of Culture Madeleine Meilleur regarding the Public Library Operating Grant Program 2005/2006, granting our library the amount of \$265,865.00 which includes pay equity.

b) 9-44-05 Letter dated August 7, 2005 from the Minister of Culture Madeleine Meilleur regarding the Public Library Operating Grant Program 2005/2006, granting our library the amount of \$2,495.00.

The Minister commends the library on its contribution to the development of strong communities and for enhancing the quality of life for Ontarians.

This is the exact amount that was included in the 2005 budget as Provincial Revenue.

c) 10-3-05 Letter from the Town of Whitchurch regarding the Federation of Ontario Public Libraries and their resolution that the Minister of Culture review the proposed budget cuts to the Ontario Library Services. The County has previously sent a letter to the Minister of Culture expressing

our concern with the cuts and requesting that they be reviewed.

Recommendation

That correspondence 9-43-05, 9-44-05 and 10-3-05 be received and filed.

- d) 10-01-05 Letter dated August 23, 2005 from the City of Port Colborne regarding eligibility for lottery licensing municipal Museums and Public Libraries.

Although this has not been considered in Lambton County, there are some instances where lotteries could be used to raise funds at both Museums and the Libraries. If the legislation was changed, it could provide an opportunity for new fund raising initiatives.

Recommendation

That the City of Port Colborne's recommendation be supported.

2. Donations

\$60 in memory of Norma Sewell for children's books from Ben Hazzard, Port Lambton
\$76 for the purchase of adult books in Petrolia from Sandra Gregorio, Petrolia
\$35 for the purchase of reference materials from Bob Kapur, Mississauga, ON
\$35 for use the the Wyoming Library from Nor Zylstra, Acton, ON
\$71.50 for use in Wyoming Library from Ontario 569 TOPS Club
\$50 for Homework Help Club in Wyoming Library from Wyoming Public School
\$415 in memory of Valerie Drinkwater, Watford from various donors
\$6.14 from Brigden donation box
\$26.25 from Bright's Grove donation box
\$12 from Corunna donation box
\$41.50 from Grand Bend donation box
\$25.65 from Point Edward donation box
\$3.00 from Port Lambton donation box
\$542.57 from used book sales

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 September 21, 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 August 2005:	\$ 16,866.24
Totals for the month of August 2004:	\$ 28,302.48
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 August 2005:	\$ 6,752.00
Revenues received during the month of August 2004:	\$ 44,392.00

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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) Ontario Ministry of Culture Community Museum Operating Grants

Both museums received approval of their annual subsidy by the Province, after having filed extensive financial, policy and curatorial reports with the Ministry. This year's grants were based on Ministry assessment of Community, Physical Plant and Human Resource Standards, which the Lambton Museums were able to meet and surpass.

b) Lambton Visual Heritage Project Update

The summer has gone quickly for the Lambton Visual Heritage Project Team, which made effective use of the beautiful clear skies for shooting. At this point, the project has successfully tackled all of the project tasks, as follows:

- conducted community & partner meetings to identify key histories and personalities
- researched & then scripted the storyline for the film
- completed historian interviews, with over 30 knowledgeable individuals
- directed & filmed costumed enactments with over 50 volunteers to depict key historical events, at numerous heritage settings and museums.

Still to come:

- final shooting of museum settings
- film location work for local tourism videos
- in-studio editing and pre-production
- preparation of the Teacher's Guide for effective use.
- production to DVD
- Gala Unveiling in March of 2006.

It is expected that by May of 2006 we will have completed the distribution of 500 DVD's to each museum, library and school in the target area.

c) Fall Colour & Craft Festival

Once again the Lambton Heritage Museum will hold its Fall Colour & Craft Festival. This is the museum's largest annual fundraiser. It draws over 6,000 visitors to the area, with almost \$200,000. of crafts sold from our site. Many area restaurants and shops count this as their busiest or second-busiest weekend of the year.

Council members have always staffed the foodbooth, raising an additional \$2500.00 for the museum by their efforts. All staff, many former staff, and our dedicated volunteers will be on hand for the show, which raises a total of \$25,000.00 for museum exhibits, events and programmes.

Council Volunteers are needed to work in the food booth, cooking & serving sausage & hot dogs, or serving drinks and taking cash. Volunteers are also required to take back gate admissions at the Museum and take Thedford-Bosanquet Community Centre admissions. Working the Thedford-Bosanquet Community Centre Food booth is another position open. Shifts are on Saturday, October 15, 2005 and Sunday, October 16, 2005. Times frames are 10 a.m. - 1 p.m. and 1 p.m. - 4 p.m. on both days. The sign up list will be circulated at the meeting.

- d) An extensive Oil Heritage Collection, currently in private ownership, has recently become available and a partnership of oil industry sponsors is being pulled together to potentially acquire the collection for Lambton. The collection details aspects of the early oil industry at Oil Springs and connections between those producers and refiners in London and Toronto.

e) Statistics

Attached are the statistics for August year to date and July's Sarnia-Lambton Museums' web usage.

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 "Gallery Lambton - General Manager's Report"
on
Wednesday September 21, 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 August 2005:	\$ 12,392.20
Totals for the month of August 2004:	\$ 20,360.67

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 August 2005:	\$ 0.00
Revenues received during the month of August 2004:	\$ 213.00

- | | |
|---|----|
| 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) Bus Trips

A bus trip is planned for Saturday, September 17, 2005, A Day in the Nineteenth Century, to Dundurn Castle, Hamilton and the new Art Gallery of Hamilton. At the Art Gallery, participants will see the exhibition, European Treasures from the Tanenbaum Collection A bus trip is planned for Saturday, October 22, 2005 to the Art Gallery of Ontario, Toronto, to see the exhibition, Catherine the Great: Arts for the Empire – Masterpieces from the State Hermitage Museum, Russia.

b) Exhibitions

Thomas Ackermann: Disasters of War(Main Gallery), August 27 to October 1, 2005. Forest artist, Thomas Ackermann's anti war statement through visual art.

Jon-Erik Kroon: The "Photo Again" Collection (Sadie A. Knowles Gallery), August 27 to October 1, 2005. Wallaceburg artist, Jon-Erik Kroon looks at the past with an eye on the present using as a base vintage photographs.

c) Upcoming Exhibitions

From the Group of Seven to Erdegruppa: In Search of the Magical and Transcendental Landscape (Main Gallery), October 8 to November 19, 2005. This is a mix of works from the permanent collection, loans from Museum London and private collections and Erdegruppa, a group of four local artists.

John Scott: Through the Eyes of the Collector (Sadie A. Knowles Gallery), October 8 to November 19, 2005. Windsor born artist, John Scott has a solid international reputation for his quirky drawings that make powerful statements about the world in which he lives. These will be borrowed from two local private collections.

d) Programmes – Fall & Winter Art Classes

4 classes for Creative Wigglers are once again to be offered, along with four for children, one for adults, and one for adults and youth. Registrations are now being taken.

e) Collections Management Report – Loans

The National Gallery of Canada and The Trust for Museum Exhibitions, Washington, D.C., will borrow A.Y.Jackson's Fog on Eclipse Sound, 1927, for a national travelling exhibition throughout Canada and the United States.

A loan request has just been received from the Varley Art Gallery, Unionville for A.J. Casson's Crescendo for the exhibition: A.J. Casson: Behind the Scenes, April 2 to May 14, 2006.

g) Collections Management Report – VUBIS update

Work has begun on the VUBIS Smart database. The permanent collection is currently stored on a limited, outdated database, First Choice. This can be transferred to ASCII and from there the collection will be transferred again to new fields set up by the Gallery on VUBIS. The first step is well underway whereby all First Choice files are being updated before being changed to ASCII script. Photographs are being taken of all works that are in the Public Domain, (ones that have no copyright restrictions). Field names, based on those currently used by the Canadian Heritage Information Network (CHIN), are being set up on VUBIS. It is anticipated that all First Choice files will be updated and transferred to ASCII by the end of October. During September all works that are in the Public Domain will be photographed. At the same time and during October, copyright holders will be contacted and when permission is granted, then photography can proceed.

h) Statistics for YTD July

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 "Housing Services - General Manager's Report"
on
Wednesday September 21, 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 August 2005:	\$ 208,363.41
Totals for the month of August 2004:	\$ 620,231.04

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 August 2005:	\$ 244,014.87
Revenues received during the month of August 2004:	\$ 239,725.45

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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 August are attached.

b) Compliance Audit

An Operational Review of the Housing Services Department was completed in July 2005 by SAM Consulting, as per the requirements of the Social Housing Act. The Operational Review contained some recommendations related to updating and revising the Policy and Procedures related to late payment of rent, transfer fees and lease information. In general the review found that the Housing Department is in compliance with the Social Housing Reform Act. Many of the recommendations contained in the report are based on best practices as determined through reviews of other Housing Providers. Staff are in the process of reviewing the recommendations and developing an action plan for implementation of recommendations, where appropriate. A full copy of the Operational Review will be available at the Committee meeting.

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. Canada-Ontario Affordable Housing Program

On August 31, 2005 the Honourable Joe Fontana, Federal Minister of Labour and Housing announced that \$402 million had been allocated to municipalities as a first wave of funding under the new \$602 million Canada-Ontario Affordable Housing Program.

Lambton is eligible for \$1.75 million of funding to provide a minimum of 25 affordable housing units under the Capital Allocation Project. Under this project, the provincial government will now match the federal funding for a maximum of \$70,000 per unit to increase the supply of affordable housing. Eligible projects will be developed through new construction, acquisition of existing rental stock and conversion of non-residential buildings.

Lambton is also eligible to receive \$460,000, over a five year period, under the Housing Allowance Program, which will provide a rent allowance or supplement to forty households. If Lambton chooses to participate in the Housing Allowance Program money will begin to flow prior to 2005 year end.

This announcement comes as the Housing Analysis and Recommended Strategies Report for the County of Lambton nears completion and prior to presentation to Committee on October 19, 2005. The County of Lambton must express interest in participating in the above programs prior to October 31, 2005 or funds will be reallocated to other municipal Service Managers in Ontario.

Recommendation

That the County of Lambton confirm their interest in participating in both the Capital Allocation and Housing Allowance Programs.

3. Provincial Non-Profit Projects

The Ministry of Municipal Affairs and Housing has recently completed a financial review of a Provincial Non-Profit Housing Provider which has resulted in an overpayment of \$16,379 from 1995. Under the Social Housing Reform Act this overpayment is due to the County of Lambton.

Under the County of Lambton, Stage 2 Social Housing Transfer Plan, approved by County Council in June, 2001, it was agreed that the County of Lambton's share of surplus mortgage subsidies under the new funding model to take effect in 2006 were to be placed in reserves for future unexpected expenditures or future social housing development.

Recommendation

That a reserve account be established for social housing development for unexpected expenditures and the recovered \$16,379 from a Provincial Non-Profit Housing Provider be placed in this reserve account.

4. Capital Projects

Project C-HGS-137 – Brick Repointing

This Project was approved to repoint brick walls and caulk the exterior envelope of several buildings. The approved budget was \$10,000. The project was divided into two areas, one having been completed for \$3,000 resulting in \$7,000 remaining. A total of three valid bids were received for the remaining work, with the lowest being \$10,981.

Project C-HGS-103 – Balcony Refurbishing

The above project was to apply waterproof membrane for balcony decks at 124 Queen Street, Sarnia. The approved budget was \$25,000 and the lowest qualified bid was \$34,900.

Recommendation

That the contract for Projects C-HGS-137 and C-HGS 103 be awarded to the lowest bidders with the extra costs being found from within the remaining 2005 capital projects.

5. Federal Non-Profit Projects

All of the 2004 year end financial reconciliations for the federal non-profits have been completed. Many are struggling to balance their budgets while making the required contributions to their capital replacement reserve.

Of note are two housing providers who have exhausted their subsidy surplus funds and whose accumulated deficits are increasing. Without an immediate remedial course of action, these two non-profits could be in financial difficulty. Attempts to gather information and provide assistance in addressing this issue have met with resistance. If the financial difficulty is material, it may be a triggering event indicative that the housing project will not be able to meet its financial obligations and would become a project in difficulty. As a result, the Service Manager would be required to take remedial action such as withholding subsidy, appointing a receiver or manager, removing existing directors and appointing new directors. If remedial action by the Service Manager is not effective and it is believed that the housing project would default or not be able to make its mortgage payments within the next year, the project must be reported to the Ministry of Municipal Affairs and Housing, Risk Management Centre.

Recommendation

That a financial review of these projects be conducted by the County's auditor in order to provide recommendations to rectify the accumulated deficits.

AGENDA

County of Lambton
Meeting for the Committee "Senior Services - General Manager's Report"
on
Wednesday September 21, 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 August 2005:	\$ 625,846.80
Totals for the month of August 2004:	\$ 1,048,054.27

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 August 2005:	\$ 43,566.00
Revenues received during the month of August 2004:	\$ 907,124.00

- | | |
|---|----|
| 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) Compliance Reviews

The Ministry of Health conducted the Annual Compliance Review August 24 - 31, 2005 at North Lambton Rest Home in Forest. There were 3 unmet standards cited in the review. One concerned the services provided by the registered dietitian to residents who refuse dietary supplements. This is an issue in all three homes and a plan is being developed to ensure

tracking of residents' fluid intake and dietary needs when they refuse supplements. A second concern related to the flooring issue which has previously been identified and the third concern related to the failure to monitor the water temperature at least once per shift, in particular the night shift. Steps have already been taken to address this issue.

It was noted by the Ministry of Health that "documentation has improved significantly, entries are dated, care plans are updated to reflect needs..." The staff are to be commended for their hard work and dedication to see this project completed.

b) Building Committee

The Building Committee met on September 9, 2005 and attached are the agenda and minutes of that meeting.

c) Population Health Profile: Erie St. Clair LHIN

See attached report.

d) Statistics

Occupancy Reports for August 2005 are attached.

e) 2004/2005 Annual Reconciliation Report for the Day Programs

Attached is the annual financial report for the Day Programs operated at the three homes. These programs are 100% funded by the Ministry and any unspent funds will be recovered by the Ministry.

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

The following donations were received in the month of August:

Lambton Meadowview Villa - \$868.00
Marshall Gowland Manor - \$510.00

Recommendation

That these donations be gratefully accepted and that thank you letters 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 September 21, 2005.

AGENDA

County of Lambton
Meeting for the Committee "Emergency Medical Services - General Manager's Report"
on
Wednesday September 21, 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)

1. Enhanced Skills Training

Motion #20, Corporate and Community Services Committee meeting dated November 17, 2004:

"That EMS staff work in partnership with the Lambton Base Hospital Program and the Paramedics to design and develop a cost effective method to implement an advanced care skill program across the County; and further

That a final report be brought back to Committee outlining exactly how the program will be implemented and an estimate of the associated costs."

See attached report.

Recommendation

That staff be instructed to implement the Advanced Life Support training program in Lambton County.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of August 2005:	\$ 148,421.23
Totals for the month of August 2004:	\$ 49,200.75

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 August 2005: \$ 0.00
Revenues received during the month of August 2004: \$ 125,905.00

- 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) John Bryan has accepted the Operation's Supervisor position.
- b) An amendment to subsection 5 (3) of Ontario regulation 257/00 under the Ambulance Act. is now in force. A three-year extension for those Paramedics who do not hold the qualifications of an EMCA or A-EMCA continues. They may continue to be employed on a part-time basis until December 31, 2008, provided they are enrolled in an upgrading program leading to the qualification as an A-EMCA.

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) 10-4-05 Letter from Conestoga College dated September 6, 2005 regarding the donation/purchase of an ambulance for the students enrolled in the Paramedic Program.

Recommendation

That the ambulances be sent to the Municipal Auction as originally planned and that the agency be notified so that it may bid on the vehicles if it wishes.

2. Training Reserve

Due to the resignation of the previous manager, the implementation of the Advanced Care Paramedic training program was delayed. That delay impacted all the planned paramedic training in 2005, since there was a desire to implement the new program in conjunction with the regular training program. With the anticipated implementation of the Advance Care training program in early October, there will not be sufficient time to complete all the regular training prior to December 31, 2005.

Recommendation

That the unspent training funds of approximately \$300,000 be put in a Training Reserve to be used for paramedic training programs.

AGENDA

County of Lambton
Meeting for the Committee "Information Technology - General Manager's Report"
on
Wednesday September 21, 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. None.

PART B - Monthly Activities

1. Accounts and Verification

Total for the month of August 2005	\$81,554.63
Total for the month of August 2004	\$72,243.91

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 August 2005	\$0
Revenue received during the month of August 2004	\$0

- | | |
|---|----|
| 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) County Library High Speed Internet

Over the next couple of months, nine more library sites will be moved over to high speed internet access. This will improve patron experience when using library services from these locations. Currently 17 of the 27 library sites provide high speed internet access for their patrons.

b) EMS High Speed Internet

To improve communications, all EMS stations are currently in the process of being hooked up to High Speed internet. This will allow EMS management and staff the ability to communicate more effectively with other County sites.

c) County-wide eMail

In preparation of the roll out of electronic pay stubs for County staff, IT is in the process of replacing the County's main email server. Work will be completed after hours, and there will be no interruption in email service during this time. Additional staff will be setup with email addresses as well.

d) VUBIS Library Software Implementation

Geac VubisSmart training was held on August 23 and 24. Senior Library staff attended this two day session and were shown how to perform administrative functions within the system. The training session was extremely successful and valuable for staff as they move forward with the implementation. The VubisStart project is proceeding on schedule.

e) GIS System Update

GIS staff are working with Children's Services and the Best Start Initiative by providing GIS mapping and analysis services to the various stakeholders involved. The GIS provides an excellent array of tools to illustrate and quickly visualize the impact of changes to service areas and the locations of potential service sites. A wide range of demographics can quickly be analyzed to determine the impact changes to a variety of variables will have on overall service levels to best meet the needs of the County while meeting the requirements of the Best Start program.

Social Planning and Program Support has also turned to GIS to provide analysis and mapping for use in presentations and as resources for upcoming community consultation meetings. These maps will help to illustrate gaps in provision of services or support throughout the County and will provide a baseline from which any changes, associated impacts and trends can be visualized and tracked historically.

Co-operation with other County departments continues to expand to meet new needs, as does the co-operation with external agencies. Along with the various external partners involved in the Best Start program, the Canadian Food Inspection Agency has been using the County's GIS extensively for field mapping and tracking the advance of the Emerald Ash Borer.

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. None.

AGENDA

County of Lambton
Meeting for the Committee "Human Resources - General Manager's Report"
on
Wednesday September 21, 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. No matters to report at this time.

PART B - Monthly Activities

1. Items of Interest

- a) Pay Equity Review Update

Job questionnaire training dates for the three CUPE bargaining groups have been set for September and October. Once this step is complete, we will commence evaluations in the later part of October and November.

- b) Training and Development

The Training and Development calendars were distributed throughout the County in early September. The Coordinator continues to work on completion of training commitments for the Fall.

Numerous sessions were conducted in the Homes for the Aged on proper Lifting Techniques.

The Employee Survey project plan has been completed. It is anticipated that we will conduct the survey early in the new year of all County staff. It will solicit employee feedback regarding their satisfaction, level of communication, et cetera.

- c) Occupational Health and Safety

The following safety improvements were identified at the Wyoming Administration Building and the following actions have been undertaken:

- Sidewalks were raised to eliminate trip hazards;
- The handicapped logo and lines were repainted in front of the building;
- The carpet in the Council Chambers is scheduled to be repaired.

Lift training continues to be conducted at the Homes on mechanical lifts as well as proper transferring and repositioning of residents.

LMV Supervisors are currently preparing the annual emergency preparedness training for their staff.

NEER Update

No NEER statements have been received since the last report. The next statement is due at the end of September. The NEER statement states the amounts of surcharges and/or rebates for each rate group within the County. Currently rate group 851 (Homes for the Aged) and rate group 861 (Community Health Services and Day Care) are in a surcharge position for 2005. The remainder of the County is currently in a rebate situation. Human Resources will continue to monitor this closely.

d) Other Updates

As reported in September to Council OMERS contribution rates will increase approximately 9% effective January 2006. It is anticipated that the actual increase to the County will be in the range of \$160,000 - \$200,000. Please see attached notification from OMERS on this subject.

Human Resources will continue to monitor the OMERS Board governance subject (Bill 206) and further information will be reported when available.

2. General Manager's Report

Recommendation

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

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 September 21, 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. Audit Committee

Further to the department's August 2005 report, attached is a draft terms of reference for the Audit Committee which is being presented for consideration by this Committee.

Recommendation

That the Committee recommend to Council that it approve the attached terms of reference for the functioning of the Corporation's Audit Committee.

PART B - Monthly Activities

1. Accounts and Verification

Total for the month of August 2005:	\$1,363,814.82
Total for the month of August 2004:	\$5,588,247.44

A listing of the accounts for both months 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 August 2005:	\$7,490.00
Revenues received during the month of August 2004:	\$1,488,602.00

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) Second Quarter Variance Report

Attached is a memo detailing the review of the Corporation's financial activities during the period January 1, 2005 – June 30, 2005 inclusive. No irregularities or areas for concern were identified. Staff will next report on variances from budget in November 2005, at which time activity to September 30, 2005 will have been reviewed.

b) 2006 Preliminary Market Change Profile Report

The Corporate Manager, Financial Services/Treasurer coordinated a conference call on September 1st between local area treasurers and MTE regarding its Market Change Profile Report as prepared for the County and its constituent municipalities. The purpose of this report is to identify the sources for changes in the County's assessment base and facilitate investigation into any unusual or unexplained changes. Staff will be contacting MPAC with their concerns and will follow these inquiries up when they meet with both MPAC and MTE later this month. Copies of the MTE report are available in each area municipal office.

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. Reimbursement Rates Review

During 2004, Council approved changes to the County's Kilometric and staff Per Diem rates. The policies approved at that time direct that Staff are to review these rates annually and advise Council as to what changes, if any, are necessary to reflect increases in the costs these allowances are intended to reimburse. Attached is staff's review for 2005.

Recommendation

1. That the Committee recommend to Council that County policy regarding the Kilometric Rate to be used for reimbursement of costs associated with the use of privately owned vehicles to conduct County business be amended effective September 1, 2005 and every July 1st thereafter to reflect the reimbursement rate applicable for Ontario as dictated by the annual "Travel Directive" issued each April 1st by the Treasury Board of Canada Secretariat. For the period September 1, 2005 – June 30, 2006 this rate shall be \$0.455 per kilometer traveled.
2. That the Committee recommend to Council that the Per Diem rate for staff remain at the existing rate and that it next be reviewed as of July 1, 2006.

AGENDA

County of Lambton
Meeting for the Committee "Provincial Offences Administration - General Manager's Report"
on
Wednesday September 21, 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. Set Fine Procedural Changes

The impact of the recent changes in the set fines effective June 16, 2005 has been the loss of \$3,800.00 in fines revenue because the tickets have been quashed by Justices of the Peace for showing the "wrong set fine". This amount, however, is small compared to the losses being incurred by other courts in the West Region. Staff continue to contact officers using the wrong set fines in order to prevent these losses from increasing.

2. Fail to Respond Dockets

On August 15, 2005 the Regional Senior Justice of the Peace advised all P.O.A. courts in the West Region that processing of "Fail to Respond" matters was being returned to them. This directive restores procedures that were in place prior to 2005. The change, which will again see the Justice of the Peace assigned to court process these matters while in our offices, is not expected to have any impact on court operations other than to reduce processing delays, as the Justices will work on the dockets during court down time.

PART B - Monthly Activities

1. Accounts and Verification

Total for the month of August 2005:	\$33,548.28
Total for the month of August 2004:	\$6,520.61

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 July 2005:	\$234,721.00
Revenues received during the month of July 2004:	\$143,616.00

- 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) Monthly Statistical Report

Attached is the Statistical Report to the end of July 2005. The number of charges was again higher than the corresponding period in 2004. Excluding August 1st, a total of 265 tickets were issued during the Civic holiday weekend in Lambton Shores.

b) Paytickets – On-line Payments

August is the first anniversary of the County implementing its online fine payment service with "Paytickets". This service is being well used, with \$165,000.00 in payments having been paid on-line. It is interesting to note that this level of useage is among the highest in the Province and leads the experience of most courts in the West Region.

c) Fine Payments

The following significant fines were imposed as a result of recent trials:

- i) \$50,005 (\$40,005 plus \$10,000 victim fine surcharge) on a guilty plea under the Ontario Water Resources Act. An additional fine of \$6,250 (\$5,000 plus \$1,250 victim fine surcharge) under the Environmental Protection Act was also assessed at the same time. Both fines have been paid in full.
- ii) \$14,405 (\$12,005 plus \$2,400 victim fine surcharge) for another matter under the Environment Protection Act.
- iii) \$5,630 (\$4,505 plus \$1,125 victim fine surcharge) for 1 matter and \$6,255 (\$5,005 plus \$1,250 victim fine surcharge) for 2 additional counts under the Ontario Water Resources Act.
- iv) \$87,505 (\$70,005 plus \$17,500 victim fine surcharge) from a guilty plea on the pre-trial day to a charge under the Occupational Health and Safety Act.

d) Ministry of the Attorney General Audit

Staff have been notified that a team of 3 Provincial auditors are scheduled to be in Lambton from October 11, 2005 to October 13, 2005. This will be the first audit of P.O.A. operations by the Province since responsibility for them was transferred to the County in November 1999.

e) In-House Collection Activity

Attached is a memo providing an update regarding the activities on the County's Collections Clerk, who is resident in the P.O.A. office.

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. No matters to report at this time.