

# MINUTES

County of Lambton  
Meeting for the Committee "Corporate and Community Services Committee"  
on  
Wednesday June 21, 2006 01:00 PM  
Committee Room #1  
Chair: Gordon Perry

## Orders of the Day:

LIBRARIES  
MUSEUMS  
GALLERY LAMBTON  
HOUSING SERVICES  
SENIOR SERVICES  
EMERGENCY MEDICAL SERVICES  
INFORMATION TECHNOLOGY  
HUMAN RESOURCES  
FINANCE  
SOLICITOR/CLERK'S DEPARTMENT  
OTHER BUSINESS

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

Present: Chair G. Perry, Warden Jim Burns. Members: B. McManaman, D. Boushy, C. Ivey, L. Napper, J. Murray, D. McGugan and S. Arnold. Ms. C. Clarke attended for Libraries, Museums and Gallery Lambton matters. Also Ms. C. Thayer, General Manager, Community Services; Ms. L. Ross, General Manager, Corporate Services; Mr. J. Innes, Corporate Manager, Financial Services/Treasurer; Mr. R. Wilks, Corporate Manager, Information Technology Services and Mr. R. G. Van Horne, Chief Administrative Officer.  
Absent: W. Petryschuk and S. Murray.

## LIBRARIES

### Part B, Item 4 - General Manager's Report

#1: 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 - GEAC Library User Group Meeting

#2: J. Murray/Napper: That staff be authorized to travel outside the province to attend the conference.

Carried.

**MUSEUMS**

Part B, Item 4 - General Manager's Report

#3: Burns/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 - Donations

#4: McManaman/Napper: That the 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

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

Carried.

**OTHER BUSINESS**

Ms. Ciel Clarke regretfully submitted her resignation. She is moving out of the community and will not be able to continue to sit as a non-elected member.

**HOUSING SERVICES**

Part B, Item 4 - General Manager's Report

#6: McGugan/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) - Correspondence 7-12-06

#7: Boushy/J. Murray: That correspondence 7-12-06 be received and filed.

Carried.

Part C, Item 2 - Affordable Housing Program

#8: McManaman/J. Murray: That the Housing Delivery Plan dated June 12, 2006, be approved as presented.

Carried.

**SENIOR SERVICES**

Part B, Item 4 - General Manager's Report

#9: Burns/McManaman: 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

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

Carried.

Part C, Item 3 - Signing Authorization Listing - Senior Services Department

#11: Burns/McManaman: That the Signing Authorization Listing for the Senior Services Department be accepted, as per County Policy, and that these signatures supersede all previous signing authorities.

Carried.

Part C, Item 4 - Reserve - Passenger Van Used for the Adult Day Programs

#12: J. Murray/McManaman: That \$10,000.00 from the Alzheimers Reserve be used to offset the cost of the new van.

Carried.

**OTHER BUSINESS**

The Building Committee minutes dated June 15, 2006 were presented.

#13: McGugan/Arnold: That the Building Committee minutes dated June 15, 2006 be accepted as presented (motions #1 and #3).

Carried.

**EMERGENCY MEDICAL SERVICES**

Part B, Item 4 - General Manager's Report

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

Carried.

Part C, Item 2 - Signing Authorization Listing - Emergency Medical Services Department

#15: J. Murray/Burns: That the Signing Authorization Listing for the Emergency Medical Services Department be accepted, as per County Policy and that these signatures supersede all previous signing authorities.

Carried.

**IN-CAMERA**

#16: J. Murray/McManaman: That the Chair declare the Committee go in-camera to discuss a matter subject to solicitor-client privilege, as well as a matter concerning labour relations.

Carried.

#17: (Motion dealt with in the Lambton County Council (CLOSED SESSION) minutes dated July 5, 2006.)

(Item dealt with in the Lambton County Council (CLOSED SESSION) minutes dated July 5, 2006.)

#18: (Motion dealt with in the Lambton County Council (CLOSED SESSION) minutes dated July 5, 2006.)

**OPEN MEETING**

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

**INFORMATION TECHNOLOGY**

Part B, Item 4 - General Manager's Report

#19: McGugan/McManaman: 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 4 - General Manager's Report

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

Carried.

**FINANCE (including Provincial Offences Administration)**

Part B, Item 4 - General Manager's Report

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

Carried.

**SOLICITOR/CLERK'S DEPARTMENT**

Memorandum dated May 23, 2006 Regarding the County of Lambton Policies

#22: Arnold/McManaman: That Council approve the 2006 General Policy Manual as presented.

Carried.

Memorandum dated June 9, 2006 Regarding Disposal of Surplus Property

#23: Arnold/J. Murray: That Council enact By-Law No. 26 of 2006 being "A By-Law to Establish a Procedure Governing the Sale of Real Property and to Repeal By-Law No. 36 of 1995".

Carried.

**OTHER BUSINESS**

Core Services Report - Phase II b) - Corporate Services Division

Ms. Linda Ross, General Manager, Corporate Services, will be presenting the Core Services Report - Phase II b) for the Corporate Services Division.

**CORPORATE SERVICES DIVISION**

**FINANCE DEPARTMENT**

#24: Arnold/Boushy: That staff be directed to prepare and let a Request for Proposals for the supply of Payroll services from a third party contractor.

Carried.

#25: J. Murray/McManaman: That staff be directed to develop a plan to implement centralized Accounts Payable Processing for return to Committee for its consideration.

Carried.

#26: J. Murray/Burns: That staff be directed to develop a plan to re-allocate existing internal resources to create a Division Financial Coordinator dedicated to supporting the Infrastructure and Development Services Division.

Carried.

**HUMAN RESOURCES SERVICES DEPARTMENT**

#27: Boushy/Arnold: That the current Human Resources Department structure be maintained.

Carried.

#28: Boushy/Burns: That further analysis be undertaken to determine if a reallocation of responsibilities across the County is possible to assist with the Health and Safety function.

Carried.

**INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

#29: J. Murray/Burns: That the County's Information Technology Services be delivered as they currently are as suggested in Option 3 - centralized I.T. service delivery utilizing internal staff.

Carried.

#30: J. Murray/Arnold: That the G.I.S. Service delivery remain under the Corporate Services Division as is the current practice.

Carried.

**SOLICITOR/CLERK'S DEPARTMENT**

#31: J. Murray/McManaman: That there be a review of the Solicitor/Clerk / General Manager, Corporate Services model by a management consultant, with the cost to be funded internally.

Carried.

#32: Boushy/McManaman: That there be an in-depth internal review of the purchasing model with recommendations to Council by December, 2006.

Carried.

**OTHER BUSINESS**

**Re: Audit Committee**

#33: Napper/McManaman: That we appoint Gord Perry, Jim Burns, Don McGugan, Steve Arnold and Dave Boushy to the Audit Committee.

Carried.

**ADJOURNMENT**

The Chair declared the meeting adjourned. The next meeting will be held on Wednesday, August 23rd, 2006 at North Lambton Rest Home.

Time: 3:30 p.m.

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Gordon Perry  
Chair

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Ronald G. Van Horne  
Secretary