

# AGENDA

County of Lambton  
Meeting for the Committee "Libraries - General Manager's Report"  
on  
Wednesday June 21, 2006 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. None at this time

### PART B - Monthly Activities

#### 1. Accounts and Verification

|                                   |              |
|-----------------------------------|--------------|
| Totals for the month of May 2006: | \$ 63,306.65 |
| Totals for the month of May 2005: | \$ 82,134.25 |

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 May 2006: | \$ 8,599.00 |
| Revenues received during the month May 2005: | \$ 3,660.00 |

- |   |    |
|---|----|
| 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) Ontario Trillium Foundation Grant

The Final Report for the Lambton Initiative for Teen Endeavours was submitted to the Ontario Trillium Foundation on May 31. The success of this initiative continues to be monitored through attendance at the Teen Advisory Committee meetings, circulation statistics for the use of YA collections and the development of programs for County teens. One very positive result of this initiative is the strengthening of partnerships with the Boards of Education and other local community agencies.

b) Summer Reading

The Royal Astronomical Society of Canada will present an introductory program to celestial observations which will include an outdoor stargazing session. Each of the library regions will host the program in late August. Inclement weather arrangements include a power point presentation of planetarium observations of the night sky.

Website for the teen summer reading program, Book Survivor, is due to "Blast Off" on June 20. This program is similar to Canada Reads, with a selection of 10 books from which teens will determine the sole survivor.

Summer Reading bookmarks for elementary school students are being produced for distribution through the County Boards of Education. The project is to promote literacy and reading throughout the summer months.

c) WebOpac Training

Many library staff attended the WebOpac training offered at the Spring Workshop. Staff also will have an opportunity to attend follow-up sessions during the month of June. A WebOpac training manual will be available along with hand-outs for public distribution.

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. GEAC Library User Group meeting

The Technical Services Manager has requested to attend the annual general GEAC Library User Group meeting in Kenosha Falls, Wisconsin. Staff normally attend the annual meeting and this is the first time it has been out of province. It is our main opportunity to meet with GEAC staff face to face, in an attempt to lobby the company to make changes of benefit to us, to their system software, and to raise outstanding issues with their technical staff. One staff person will attend with an expected cost of \$1,200.

**Recommendation**

That staff be authorized to travel outside the province to attend the conference.

# AGENDA

County of Lambton  
Meeting for the Committee "Museums - General Manager's Report"  
on  
Wednesday June 21, 2006 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. None at this time.

### PART B - Monthly Activities

#### 1. Accounts and Verification

Totals for the month of May 2006: \$ 17,688.99  
Totals for the month of May 2005: \$ 14,299.04  
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 May 2006: \$ 5,108.00  
Revenues received during the month May 2005: \$ 1,745.00

- 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) Oil Museum of Canada

##### Annual Kite Fly

The season opened with the annual Kite Fly at the Oil Museum, with numerous volunteers and local families enjoying the outing. Two heritage designation plaques were unveiled: one for the Langbank Post Office, and the other for the 1895 Oil Springs Train Station.

2006 Fairbank Fellowship

Lesley Grieves has assumed the Fellowship post to research two particular oil-related areas of Lambton County history. During her internship she will investigate the families of foreign drillers, 1873-1939, and the role of women in the oil community. The Uptis-Fairbank collection acquired by the Oil Museum in 2005 will also be examined to establish historical links and contexts for the 130 or so maps, contracts and invoices acquired.

b) Lambton Heritage MuseumDutch Heritage Festival

A stage and sound system, food and souvenirs have been booked for Sunday July 23rd, noon to 4 PM. Pickled herring and smoked mackerel will be available. An invitation has been extended to the Vice Consul of the Netherlands to attend. The five performers for the afternoon are all visiting from Holland. This event celebrates the popular folksongs of the 1930's and 1940's that were enjoyed prior to the arrival in Lambton County of this important segment of our agricultural population.

Quilt Show 2006

In partnership with the North Lambton Quilter's Guild, the museum displays this colourful celebration of our heritage. The accomplished North Lambton Quilters will operate a tea room, merchant mall and re-use sale of interest to all fabric artists from June 22 to June 25.

"Medieval Adventure" Bookings

School tours have kept staff very busy, with more bookings anticipated in the fall months. The 4,000 square foot gallery was completed under-budget, with the plan to remount the exhibit in alternate years when the Medieval topic appears in the Grade 4 curriculum. In addition to viewing the Medieval Adventure and completing the 20 activity stations, the students tour the heritage buildings on site and the other exhibits.

A normal program stay last for four hours, and can be booked by up to 100 students.

c) Career Focus Project

The Career Focus graduates have now worked at each of three locations in the County, beginning the task of creating digital records for the tens of thousands of artifacts and archival materials in the cumulative holdings. Work to date has allowed creating new records for 2000 postcards at the Lambton Heritage Museum, posting of the Mueller Brass., AutoLite records, 1915 Brigden glass negative collection, and the scanning of foreign driller images at the Oil Museum of Canada.

Four Career Focus participants in the Lambton Room scanned 2,548 family photos, which takes the project approximately halfway through these high-demand files. Two participants have shifted focus to working with the Warwick Heritage Committee as part of the Hudson Foundation grant which was twinned with the Career Focus Grant. Since May 22, they have created 696 records detailing the Lambton Room Holdings relating to Warwick Township.

d) Lambton Visual History Project

Sunday June 11th at 1 PM was the kickoff for the DVD project titled: "Sarnia-Lambton- Just Passing Through". It is expected that up to 400 people will attend the proceedings, many of them volunteers and enactors who have been closely involved with the project.

Subsequent to this review for editing, final production of the DVD will be completed, with distribution at end of June timed for sale to summertime visitors. This is the first multi-media representation of Lambton County built heritage and famous residents to be produced, and in a quality suitable for high-definition broadcast.

Cogeco TV Sarnia has agreed to broadcast the main chapters of the historical film over three airings, the first segment on the evening of Canada Day.

e) Notable Publicity

CKCO TV profiled Lambton Room extension activities with seniors, and the Oil Museum was featured on CBC Radio-F as an example for museum month in Ontario.

Also for museum month, the Oil Museum mounted a display in the Petrolia Library, and featured the Heritage Sarnia-Lambton co-operative membership that allows residents free admission to their local museum for an annual fee.

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) Lambton Heritage Museum

Items Recommended for Acceptance

Lambton County & City of Sarnia promotional book, 1960. Anonymous donor.  
Handforged and early lifting tool for maple kettles; B. Metcalfe, Grand Bend.  
Model of the Ferry Sarnia, by Dave Finley, Sarnia.

Items for Refusal

Middlesex County autograph album (refer to Strathroy-Middlesex Museum); B. Foster.  
Yoke (duplicate), 1950 garden tractor and implement; L. Stanlake, Sarnia.  
1950 stereo console, and 2 cameras of similar vintage; D. Henkemans, Sarnia.  
John Goodison Thresher Co. trade account record. 1909; by Scott Goodison.  
Cross stitched linen table coverings, 1900. D. McCordic, Sarnia.  
1950's plastic Canadian radio, agricultural records pertaining to G. Reid farm in Sombra, Reid Family History, WWII ration coupons, Lambton Corn Show in Petrolia, 1915 souvenir button, ribbon and mini bark canoe; all from Jean Lye, Sudbury.

Cash Donations

\$100 from Peter Warner, Grand Bend  
\$100 from Robert Turnbull, Grand Bend

b) Oil Museum of Canada

Items Recommended for Acceptance

Kendall Oil booklet & photo donated by Lambton Heritage Museum, Grand Bend, ON.  
Photo donated by Gerald Mitchell, Oil Springs, ON.

c) Lambton Room

"The Hooper Family History" by Helen Clark, from the author.

Livestock Pedigree Documents of Neil Grant from Jean Lye.

SCITS Yearbooks from Tom & Cathy Anderson.

160 OGS Research files 1989-2000 from Betty Cole on behalf of the Lambton County Ontario Genealogical Society Branch.

Mortgage posters and land transaction documents/mortgages relating to the Belchamber House in Sarnia 1857-1912, from Pat Hitchcock.

**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 21, 2006 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. None at this time

## PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of May 2006: \$ 12,237.25  
Totals for the month of May 2005: \$ 16,810.12  
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 May 2006: \$ 442.00  
Revenues received during the month May 2005: \$ 14,020.00

- 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 currently being organized to see the exhibition, *Edwin Holgate: Master of the Human Figure*, on Saturday June 24, 2006 in Kleinburg. This exhibition includes Holgate's masterpiece, *The Lumberjack, 1924*, currently being lent by Gallery Lambton. Holgate joined the Group of Seven in the last few years of the group's existence. Of all these artist, Holgate is considered the best painter of the human figure.

b) Current Exhibitions

Main Gallery: Landscape: From the Ground Up, June 10 to August 26, 2006. This is a partnership with the Thames Art Gallery, Chatham in which selections from both permanent art collections will be shown. Last summer, this exhibition of Canadian art was hosted by the Thames Art Gallery. Gallery Lambton's collection will be represented by our large canvases by A.Y.Jackson, Lawren Harris, J.W.Beatty, Lawrie Warrener, along with other famous pictures by Emily Carr and David Milne. In addition to the historical selections, there will be several contemporary installation pieces that continue the theme of landscape.

Sadie Knowles Gallery: Photography and Photo-based work: selections from the permanent art collection, is showing from June 10 to August 26, 2006.

c) Gift Shop Exhibition

*Annemike Edelman: Sacred Symbols Along the Path*, June 8 to July 8, 2006.

d) Programmes

Summer Art Classes for Children

This year, the instructors have been selected from previous years' students who assisted other art instructors: Susan Muller, Stephanie Hill and Aruba Mahmud. Each has pursued art teaching as a career and they will all teach 6 classes each in all kinds of fun activities for the summer. Classes are now starting to book up.

e) OAC Operating grant

An application has been made to the Ontario Arts Council for an operating grant for 2007 in the amount of \$30,000. For 2006, the gallery received \$14,000. The extra amount, if successful, will be used for increases in exhibiting artists fees, copyright fees for Gallery Lambton's on-line permanent collection database, and for outreach programs into all areas of the County of Lambton.

f) Collections Management Report – VUBIS update

Work continues on the VUBIS Smart database. Current permanent collection records have been updated and have been transferred to VUBIS. The Career Focus personnel will photograph all the works in the permanent collection for a complete digital record. Only those that are in the public domain and those that have received copyright clearance will be included in the internet database at first.

g) Gallery Lambton Advisory Committee

Attached are the minutes of April 12, 2006.



GLAC Minutes April 12 2006.pdf

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 June 21, 2006 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)

1. None at this time.

### PART B - Monthly Activities

#### 1. Accounts and Verification

|                                   |               |
|-----------------------------------|---------------|
| Totals for the month of May 2006: | \$ 489,384.71 |
| Totals for the month of May 2005: | \$ 258,463.64 |

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 May 2006: | \$ 256,930.85 |
| Revenues received during the month May 2005: | \$ 261,259.00 |

- |   |    |
|---|----|
| 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) 2005 Dr. Albert Rose Bursary Program

The Dr. Albert Rose Bursary Program was established in 1984 by the Ontario Housing Corporation to assist public housing tenants attend post-secondary school. This Bursary is in honour of the late Dr. Albert Rose who dedicated his life's work to education and social housing.

All Rent-Geared-to-Income housing tenants in Ontario are eligible to apply for the Bursary, as long as they meet the eligibility requirements. The maximum amount of a full bursary is \$3,000. In 2005, three Lambton County residents received full bursaries.

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) 7-12-06, Letter dated May 17, 2006 from the Minister of Municipal Affairs and Housing responding to our comments regarding the costs incurred due to the installation of additional smoke detectors in our Housing Units. The letter indicates that our concerns have been passed on to the Minister of Community Safety and Correctional Services.



HSG 7-12-06.pdf

**Recommendation**

That correspondence 7-12-06 be received and filed.

2. Affordable Housing Program

The Housing Delivery Plan for the Affordable Rental and Supportive Housing and Home Ownership Programs is attached.



Lambton Housing Delivery Plan.pdf

**Recommendation**

That the Housing Delivery Plan be approved as presented.

# AGENDA

County of Lambton  
Meeting for the Committee "Senior Services - General Manager's Report"  
on  
Wednesday June 21, 2006 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. None at this time.

### PART B - Monthly Activities

#### 1. Accounts and Verification

Totals for the month of May 2006: \$ 1,120,519.27  
Totals for the month of May 2005: \$ 1,323,926.46  
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 May 2006: \$ 544,163.00  
Revenues received during the month May 2005: \$ 982,621.00

- 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) June is Seniors' month!

LMV is having a theme "Seniors Are". There will be a newsletter indicating what the seniors have accomplished on each floor. A Strawberry Social is being held on June 20th and a hymn sing on June 26th.

MGM is "Celebrating Seniors" with the Swinging Eights Square Dancers on the 7th and a Strawberry Social on the 22nd.

NLRH also has some outings planned. There will be a casino trip June 29, a visit to an Alpaca Farm on June 8 and a tea with the Bluewater Chordsmen June 25th.

All 3 Homes will be celebrating Father's Day.

b) Upcoming Family Picnics/BBQs will be held on the following dates:

July 20 @ 5:00 p.m. - Marshall Gowland Manor - Family Picnic

July 27 @ 5:00 p.m. - North Lambton Rest Home - Resident/Family Chicken BBQ

September 7 - Lambton Meadowview Villa - plans are still 'in the works'.

c) Erie St Clair LHIN

Attached is a memo updating Committee members on the recent activities of the Erie St Clair LHIN.



Erie St Clair LHIN.pdf

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

Marshall Gowland Manor - \$500.00.

**Recommendation**

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

3. Signing Authorizations

A department Signing Authorization Listing sheet is attached. Appropriate changes have been made to reflect position/name changes.



Senior Services June 2006.pdf

**Recommendation**

That the Signing Authorization Listing for Senior Services Department be accepted, as per County Policy, and that these signatures supercede all previous signing authorities.

4. **Reserve**

The Adult Day Programs operate a passenger van to pick up and return clients for the day programs at LMV and North Lambton. The lease on the current van is expiring and a tender for a new "High Roof Van" was issued. The intent is to use \$15,000 from the fund raising the Adult Day Program Advisory Committee has undertaken for this purpose, as well as \$10,000 from a reserve set up for the replacement of the van to reduce the lease costs to an acceptable amount.

**Recommendation**

That \$10,000.00 from the Alzheimers Reserve be used to offset the cost of the new van.



- b) Attached is a newspaper article regarding grade 7 and 8 students from Queen Elizabeth II, St. Philip's and Lambton Central Centennial schools. Two department paramedics participated in a career day.



Newspaper Article - EMS.pdf

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. Signing Authorizations

A department Signature Listing is attached. Appropriate changes have been made to reflect authorization to the Quality Assurance Manager.



EMS June 2006 Revised.pdf

**Recommendation**

That the Department Signature Listing be accepted, as per County Policy and that these signatures supercede all previous signing authorities.



b) 10 Digit Dialing

Ten (10) digit local phone dialing is being introduced by Bell Canada in the 519 area code in the coming months in response to growing populations in the 519 area. This means that calling local numbers will require the use of all 10 telephone digits, i.e., 519-845-0801 when calling Wyoming from Sarnia.

A new area code of 226 will also be added in the 519 area for new telephone numbers and will be interspersed within the 519 area. For example, your phone number may be 519-xxx-xxxx while your new neighbour may be 226-xxx-xxxx. All current phone numbers using 519 will remain unchanged.

In preparation, there are a number of matters that need to be addressed by County staff which are described in the attached correspondence from Bell.

These include:

- Speed-dial lists;
- Telephone options (example - call forwarding, auto-dial);
- Voice Mail Out Call or Remote Notification;
- Fax machines;
- Dial-up Modems and dial-up Internet connections;
- Cellular phones and other wireless devices such as Blackberries and pagers.

All systems at the County facilities will be modified over the next month to accommodate the changes.

4. 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. None at this time.

# AGENDA

County of Lambton  
Meeting for the Committee "Human Resources - General Manager's Report"  
on  
Wednesday June 21, 2006 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  
IN-CAMERA

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

1. No matters to report at this time.

### PART B - Monthly Activities

#### 1. Accounts and Verification

|                                 |             |
|---------------------------------|-------------|
| Total for the month of May 2006 | \$25,258.41 |
| Total for the month of May 2005 | N/A         |

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 2006 | \$413.00 |
| Revenue received during the month of May 2005 | N/A      |

- |   |    |
|---|----|
| 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) Labour Relations

Please see the attached in camera memo as to the current status of bargaining with Service Employees International Union (SEIU Local 1.0n) who represent the paramedical employees at the County.

b) Occupational Health and Safety

The Occupational Health and Safety (OH&S) Coordinator continues to work on Early and Safe Return to Work programs for the injured workers. Where possible the County provides appropriate modified work for an injured worker. This results in lower costs to the County.

The Roads Department and their various locations throughout the County are currently updating their on-site Material Safety Data Sheets (MSDS). The OH&S Coordinator has provided support and made recommendations to assist in this review. The OH&S Coordinator conducted an audit of these locations the past month to ensure Workplace Hazardous Material Information System (WHMIS) compliance. There were only a few minor issues found during the audit and the OH&S Coordinator has made recommendations for full compliance.

Please find attached the First Quarter Statistical Report and the First Quarter Statistical Summary for the County.

c) Training and Development

Training and Development activities for the past month focused on the following sessions:

- First Aid training;
- Managing in a Unionized Environment;
- Mental Health at Work;
- New Employee Orientation; and,
- Basic Computer training (4 sessions for Outlook, and PowerPoint presentations).

Also during the past month the Training and Development Coordinator offered sessions on Non Violent Crisis Intervention training. These sessions are for staff who potentially work with aggravated individuals. In 2006 17 employees have been trained to date, and 70 employees were trained in the last calendar year. Refresher training has also been offered in the long-term care homes as well as for Ontario Works staff.

The employee surveys have been received and we are currently collating the results. A total of 519 surveys have been returned. We have received 57 supervisory/management surveys and 462 non supervisory employees. Analysis of the results is currently underway and further results will be communicated once completed.

Please find attached the First Quarter Report summarizing Training and Development activities.

d) Salary Survey - Non-Union and County Councillors

Please see attached in camera memo regarding Salary Survey.

4. 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. No matters to report at this time.

**IN-CAMERA**

Please refer to the Corporate and Community Services in camera agenda dated June 21, 2006.

# AGENDA

County of Lambton  
Meeting for the Committee "Finance - General Manager's Report"  
on  
Wednesday June 21, 2006 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. Property Assessment Appeals

Staff were asked to explain how the decision to appeal a property's assessment is initiated and how much the County pays Municipal Tax Equity (MTE) to do so.

Appeals can be initiated either by the property owner or the municipality. When a property owner launches an appeal, their local municipality is the respondent and receives notification from the Assessment Review Board (ARB) as to the matter. It must then decide whether to make representations before the ARB or not. If the decision is to actively participate in the matter, and if the local municipality wishes to use the services of MTE, it then pays all associated costs.

The County has in the past also used the services of MTE to identify properties that may be improperly assessed. MTE developed a list which was then circulated to local municipal staff for review and identification of any known, justifiable changes (e.g. a severance) which were then removed from the list before it was presented to County Council for approval to proceed. Local municipal Councils were also given the opportunity to add properties to this list as well. No appeals are being initiated by the County on the December 31, 2005 assessment roll as returned by the Municipal Property Assessment Corporation.

In all situations, MTE staff keep both County and local municipal staff constantly informed as to the status and progression of appeals. Should information become known that impacts an appeal, it is communicated and MTE requests updated directions. In other words, the decision to continue or abandon an appeal always remains with the initiating municipality.

During 2005 the County paid MTE \$26,160 to conduct 186.86 hours of work on 81 appeals (30 new to 2005 and 51 initiated in 2004, but which had yet to be heard by the ARB). As a result, \$15,104,515 in assessment that would have otherwise been eliminated from the County and local municipal tax rolls was preserved.

### **PART B - Monthly Activities**

#### 1. Accounts and Verification

Listings of the accounts for the current month will be available at the meeting.

Finance

|                                  |                |
|----------------------------------|----------------|
| Total for the month of May 2006: | \$4,719,931.71 |
| Total for the month of May 2005: | \$5,753,429.46 |

POA

|                                  |              |
|----------------------------------|--------------|
| Total for the month of May 2006: | \$868,422.87 |
| Total for the month of May 2005: | \$29,422.29  |

- |   |     |
|---|-----|
| 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 VerificationFinance

|   |              |
|---|--------------|
| Revenues received in the month of May 2006: | \$103,669.00 |
| Revenues received in the month of May 2005: | \$25,094.00  |

POA

|   |              |
|---|--------------|
| Revenues received in the month of April 2006: | \$141,715.00 |
| Revenues received in the month of April 2005: | \$107,355.00 |

- |   |    |
|---|----|
| 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 Interesta) Provincial Offences Administration (P.O.A.)i) Monthly Statistical Report

POA STATS REPORT - MAY.pdf

Attached is the Statistical Report to the end of May 2006. The number of charges laid this year continues to exceed the level during the same period in 2005. However, with many Lambton O.P.P. officers now being temporarily reassigned to Caledonia because of the troubles there, this may now change. A total of 475 charges were laid in Lambton Shores and the Pinery Park over the Victoria Holiday weekend, with most being liquor offences.

ii) Fine Payments

The following significant fine was imposed as a result of a recent guilty plea; \$50,005.00 (\$40,000.00 plus \$10,000.00 victim fine surcharge plus \$5.00 cost) for 1 count of failing as an employer, to ensure that the measures and procedures were carried out at a workplace under the Occupational Health and Safety Act. The Ministry of Labour charged the company after an employee was injured in April 2005.

b) Finance

i) Public Sector Accounting Board Pronouncements

Staff recently attended a session on upcoming changes to the way in which municipalities will be required to account for their activities. In addition to the need to capitalize assets at historical cost, the Public Sector Accounting Board (PSAB) is also in the process of releasing new policies that will:

- Redefine what are assets and liabilities;
- Eliminate "Fund" accounting;
- Eliminate the use of Reserves;
- Establish new rules for revenue recognition;
- Change the look, layout and content of financial statements; and,
- Require all municipal accounting to be done on the accrual basis.

These changes are significant and will impact every aspect of the County's operations, including how its budget is prepared. A full, detailed report will be presented to Committee at its next 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. Nothing to report.