

AGENDA

County of Lambton
Meeting for the Committee "Libraries - General Manager's Report"
on
Wednesday August 23, 2006 01:00 PM
North Lambton Rest Home
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 months of June & July 2006: \$ 118,127.43
Totals for the months of June & July 2005: \$ 206,645.37
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 months of June & July 2006: \$ 1,134,464.00
Revenues received during the months of June & July 2005: \$ 1,063,551.00

- 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) CAP Funding

An email was received in July from the Director General, Information Highway Applications Branch (IHAB) of Industry Canada notifying Lambton County Library that the new government will continue their commitment to the previous government's budget allocation for CAP funding agreements for 2006-2007. Currently IHAB is being reviewed and it was advised that this correspondence not be viewed as a guarantee for additional funding in the future.

b) Programs

Lambton County youth can enjoy a “stargazing evening” with a Royal Astronomical Society of Canada member. It includes an hour long presentation followed by some stargazing if weather permits. This program is available at the Forest, Wyoming, Corunna, Bright’s Grove, Alvinston and Watford libraries.

Madame Buskerfly, with her blend of comedy and circus skills, visits Forest and Brigden libraries. A small donation is being requested to offset cost. The performance, by Kristi Heath, features juggling with scarves, balls and clubs, a Chinese yo-yo, a death-defying card trick and much, much, more!

A drama workshop, “**Whose Line Is It Anyway**”, using improvisational games is being offered in Watford for children 7-10.

The 2006 Kempenfelt Conference, a week long training session for county library staff, is upcoming. The theme this year is Libraries: Relevant for Life and will include a session by Lambton County Library’s Children’s Service Coordinator. Her workshop will focus on discussion about the Lambton Initiative for Teen Endeavours and programs and services to keep libraries relevant to teens.

The teen library webpage is being finalized and should be available by the end of August.

c) Statistics



Libraries 2nd quarter stats 2006.pdf



Theatre Stats Jan - June 2006.pdf

d) Library Programs



Libraries Children's Programs Aug 2006.pdf



Libraries Adult Programs Aug 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.

2. Donations

\$5000 from the Corporate Citizen Program from Ontario Power Generation to purchase books on electricity, power and science experiments for branches in the system.

\$150 from LCEA, Local 3020

\$125 from Sandra Gabriel-Gregorio for adult books in Petrolia Branch

\$100 from CWL, St. Philips Church, Petrolia for children's programs at Petrolia Library

\$10 from Wally Krawczyk, Camlachie for French material

\$40 from Erika Ferguson, Sarnia for purchase of AV materials in Sarnia Library

\$403 from the Estate of Arnold Leon Thompson

\$25 from Elizabeth Klaasen, Sarnia for adult books

\$71.50 from Tops Club for use in the Wyoming Library

\$50 from Al & Anna Davies, Croton in memory of Mary O'Hara

\$25 from Liz Welsh, Petrolia for Av material in honour of Brenda Gerber

\$20 from Torran Erridge, England for reference materials

\$40 from C.N.I.B. for large print books in memory of Irene Sullivan

\$70 from various Florence patrons for children's programs in Florence Library

\$20 from Christine Stanway, Florence for children's programs in Florence Library

\$42.90 from the Brigden donation box

\$104.60 from the Bright's Grove donation box

\$9.76 from Camlachie donation box

\$6.00 from the Corunna donation box

\$82.00 from Grand Bend donation box

\$113.40 from Mallroad donation box

\$7.19 from Oil Springs donation box

\$12.15 from Point Edward donation box

\$96.36 from Sarnia donation box

\$156.29 from Wyoming donation box

\$2730.68 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 August 23, 2006 01:00 PM
North Lambton Rest Home
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 months of June & July 2006:	\$ 75,692.18
Totals for the months of June & July 2005:	\$ 96,277.08

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 months of June & July 2006:	\$ 186,691.00
Revenues received during the months of June & July 2005:	\$ 166,084.00

- | | |
|---|----|
| 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

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.

b) Lambton Heritage Museum

Quilt Show Special Event

This exhibit celebrated the heritage of sewing and fabric arts of Lambton County, showing the range of contemporary skill and directions of the art.

This first partnership with North Lambton Quilter's Guild worked extremely smoothly, with the Guild retaining all proceeds from their sales tables of quilter supplies and the tea room they operated. The museum kept all proceeds from the paid admissions of over 500 visitors. It is recommended that this event return in 2008, when enhanced funding might spread the word of the quality of the showing to a wider audience across western Ontario.

Dutch Heritage Festival

With a musical group from Holland presenting the popular folksongs of the 1940's, over 500 Dutch Canadians enjoyed the celebrations of July 23rd. Included were special Dutch foods, and a visit from the Consul to the Netherlands. This proved to be a favourite group for the crowd, and the entertainers have offered to make a return appearance for 2008 Celebrate. Warden Burns assisted and brought greetings on behalf of County Council.

Lambton Visual History Project

The third and final Cogeco TV- Sarnia broadcast of the DVD "Sarnia-Lambton: Just Passing Through" took place August 7th. Each viewing went out to 30,000 subscribers, and created considerable awareness and interest in purchasing the DVD product. The final report to Trillium and our other 30 partners is currently being prepared, and overall the project was completed on budget.

"Medieval Adventure" Bookings

1,458 students enjoyed the 20 activity stations created for the Medieval Adventure exhibit. It is expected that other schools will book for the fall months. The exhibit will be reused to coincide with the appearance of the medieval theme in the elementary school curriculum.

Grand Bend Partners in Learning

The executive of this local educational opportunity for seniors visited the museum to learn about various themes and heritage resources at the museum and across Lambton County, prior to their setting the winter curriculum for history topics. It is hoped that the resulting course projects will provide a volunteer resource to further local history research, and document 'living memory' changes in the community.

Career Focus Project

The Career Focus participants are coming to their final month of data entry to the VUBIS database. Each participant has had an opportunity to work at two county facilities.

By project end in August, they will have achieved all primary project goals of committing to database several major collections of public interest, including the family history records, the Gallery Lambton collection, 2000 Lambton Heritage Museum postcards and industrial photos, 1000 Oil Museum foreign driller holdings, and the family history files at the Lambton Room. The Career Focus participants at the Lambton Room have been working with Warwick History Committee assisting in setting up a filing system for their research for the History Book, to ensure record compatibility with our in-house records management system. They are also setting up an Historical Information Night on August 17, 2006 at Watford Library for community members to bring their historical photos and artifacts to be inventoried as part of the Hudson Foundation Grant.

ArtsVest Challenge Fund 2007

Three initial applications to the ArtsVest program have been submitted on behalf of the Lambton Room, Oil Museum, and Heritage Museum projects. Business and industry partners and sponsorships are currently being sought for the necessary local funds.

c) The Lambton Room

Lambton Room Staff have been testing the VubisSmart system, and after many adjustments, the Sarnia Observer Negative collection of 50,000 negatives will be loaded into the "internal live" system the week of August 7th. Once that is completed, the Career Focus participants can begin to input the paper records they have created while inventorying the popular family file photos in the Lambton Room Collection.

The Ontario Summer Experience Program funded a university student to work for seven weeks this summer to index and clean the Sarnia Observer Negatives. She has been busy creating records of names and subjects of the photos, which will also be input into Vubis Smart once the "live" system is up and running.

The Huron County Michigan Genealogy Group made their annual visit to the Lambton Room recently. Many members, this year, were first time visitors to the Lambton Room and since then several have made return trips.

The final results from the Seniors Fair in May have been calculated. Of the 1172 unidentified photos that were displayed, 440 were identified (38% of the photos). The binders of photos remain in the Lambton Room for the public to view, and more photos are being identified every day.

d) Statistics for January to June 2006 are attached.



Museums Stats Jan-June 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.

2. Oil Museum of Canada

Attached is a staff memo dated August 1, 2006 regarding the Oil Museum of Canada.



Museums OMC Memo Aug 2006.pdf

Recommendation

That the County of Lambton seek Provincial designation of the oil heritage resources at the Oil Museum of Canada and the Fairbank Oil Properties for their historic significance; and further,

That the County of Lambton seek the Ontario Minister of Culture's support to enable direct involvement by the Ontario Heritage Trust in the promotion and operation of the Oil Museum of Canada and the Fairbank Oil Properties, thereby recognizing their heritage resources as being of national and global significance

3. Donations

a) Lambton Heritage Museum

Items Recommended for Acceptance

- Kilbreath Photo Studios camera originally used by Geo. Hadden, photographer in Alvinston, and then by Wm. Couse Photo Studios until 1939; Panoramic view camera and the Kilbreath studio sign from Mitton St., 1955 donated by Fred & Susie Kilbreath of Sarnia.
- Pre-1900's neck choker on velvet donated by D. Paton, Camlachie
- Alvinston 'Billy Young, Grocer' souvenir vase & plate; the only Alvinston Carriage Works cutter known to survive; Sarnia Auto Truck tag, 1936; harvest table; Sarnia Dairy pick; set of 4 ledgers (for Lambton Room); 1940 wire baskets by Androck of Watford; donated by Margaret Werden, Alvinston.
- 1907 Ontario Forest Preserve printed notice on linen poster donated by Ron Spurr, Sarnia.
- Woven lap robe used by E. Kelly of Enniskillen, donated by D. Bruth, London.
- Antiques price guide books for reference, donated by B. Potherborough, Grand Bend.

Items for Refusal

- Austrian piano, from Connie Boere, Forest
- Hand tools used in Thedford by T. Ross, but duplicates to ones already in collection, from L. Blythe, London
- Pump organ from V. Carriere, London
- 1940's mink stole (too difficult to preserve vermin-free and to use)
- 1923 magazines on loan, by K. Vander Bile.

Items for Purchase

- 1941 Androck Wire Co. Watford, product catalogue, a valuable guide to collecting. \$20.

b) Oil Museum of Canada

Items Recommended for Acceptance

- Clay ink well donated by Phil Morningstar, Oil Springs, ON
- Red Adair stickers donated by John Pierce, Woodstock, ON
- Photo of Gerald Mitchell, oil producer donated by Hazel Hull, Oil Springs, ON
- Photo of Oil Springs 1964 ball team donated by William Garinger, Oil Springs, ON
- Oil Springs Centennial pennant (1858-1958) donated by Dale Evoy, Terrace Bay, ON

Artifact Recommended for Refusal

- Pump organ from Diane Bergsma, Shetland, ON

c) Lambton Room

- Church visitors book, June 1954 – October 2004 from St. John in the Wilderness
- Family History of Jeremiah and Catherine (McBrady) Moore from Alan Campbell
- Historical Research Materials on the St. Clair River Tunnel, Plank Road, and Petrolia's Water System from Wanda Pratt
- "Descendants of John Welsh" family history from Liz Welsh; Petrolia
- Approximately 80 binders containing copies of exhibits and transcripts from the Ipperwash Inquiry
- Book – "The Descendants of Walter Hardee Brownlee & Margaret Mitchell" by Carmen William Bannon from the author
- Book – "George H. Reid, 9.8.1890-7.8.1973, A Farmer in Sombra Township" by Jean Reid Lye, from the author
- \$20 from Jean Good, St Thomas for use in the Lambton Room
- \$20 from Lois Stevens from Niagara Falls for use in the Lambton Room
- \$20 from Beryl Nesbit, Prince George, B.C. for use in the Lambton Room
- \$10 from Enrico and Donna Dilello, Richmond Hill for use in the Lambton Room
- \$16.34 from K. Meyers, Klamath Falls, Oregon for use in the Lambton Room
- \$20 from Aberarder Women's W.I., Camlachie for use in the Lambton Room
- \$20 from Donald Campbell, Seymour, ON for use in the Lambton Room
- \$27.12 Lambton Room donation box
- \$47.66 from used book sale

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 August 23, 2006 01:00 PM
North Lambton Rest Home
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 months of June & July 2006:	\$ 17,318.20
Totals for the months of June & July 2005:	\$ 25,794.58

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 months of June & July 2006:	\$ 115,656.00
Revenues received during the months of June & July 2005:	\$ 109,892.00

- | | |
|---|----|
| 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 Hamilton, Ontario, under the title: *Art in Bloom*, for Saturday, September 23, 2006. It will take in a visit to the Royal Botanical Gardens followed by a visit to the Art Gallery of Hamilton to see the exhibition, *Great Masters Series: Vincent Van Gogh*.

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.

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

c) Upcoming Exhibitions

Main Gallery: *Ed Zelenak*, September 2 to October 14, 2006. Ed Zelenak is a nationally and internationally recognized contemporary sculptor from West Lorne, near London. He has works in the National Gallery of Canada, The Art Gallery of Ontario, the Musée cantonal des Beaux Arts, Lausanne, Switzerland, The Chicago Atheneum, and The Czech Museum of Fine Arts, Prague.

Sadie A. Knowles Gallery: *3 x 4 In The Gallery Miniature Art Draw and Exhibition*, September 2 to 21, 2006. Tickets to this fund raising event are \$40.00 each and the draw will take place at a special cocktail party on September 21 at 7:00pm. A county-wide traveling exhibition of miniatures will also offer juried artist's work for sale at various Lambton County library locations.

Gift Shop Exhibition: *Gallery Lambton's Collection Inspires*, July 12 to September 9, 2006. 4 works from the collection inspires 7 local artists. Colin Forbes, *Boy in a Studio*; Tom Thomson's *Chill November*; Edwin Holgate's *The Lumberjack*; and Harold Town's *Monument to a Politician* provided the bases for new works created by Ian McLean, Ciel Clarke, Shawn McKnight, Mary Abma, Regina Gudelis, Sheila Haagsma, and Michael Vannatter.

d) ProgrammesSummer Art Classes for Children

Art classes continue to be popular this summer. Art class instructors have been taking art to the sidewalk on occasion and it has been well received by members of the public.

Art for All

In cooperation with the St. Clair Child & Youth Service, Big Sisters of Sarnia Lambton, the Community Girls' Home and other community-based services, Gallery Lambton is offering a new sponsorship program entitled *Art for All*. This program, which offers children an opportunity to build an appreciation and understanding of visual art, covers art class fees for families unable to afford them.

e) Collections Management Report - Loans

The Lumberjack, which is part of the Montreal Museum of Fine Arts show "Edwin Holgate" is currently showing at the McMichael Canadian Art Collection main gallery.

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.

J. Casson's *Crescendo* from the collection for the exhibition: *A.J.Casson: Behind the Scenes*, is part of the Varley Art Gallery exhibition and will be travelling to three other public art galleries in Ontario between December 2006 and July 2007.

f) Collections Management Report - VUBIS update

Work proceeds on the VUBIS Smart database with the help of the Career Focus Assistants and the Gallery's Administrative Assistant. They have also nearly completed photographing the entire permanent collection in a digital format.

g) Statistics



Gallery Stats Jan - June 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 August 23, 2006 01:00 PM
North Lambton Rest Home
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 months of June & July 2006: \$ 736,708.53
Totals for the months of June & July 2005: \$ 963,001.13
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 months of June & July 2006: \$ 490,496.48
Revenues received during the months of June & July 2005: \$ 1,882,580.00

- | | |
|---|----|
| 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) Hot Water System - 124 Queen Street, Sarnia

One of two hot water tanks failed at 124 Queen Street, Sarnia. Replacement of this system was somewhat urgent as one boiler could not supply the hot water requirements for the entire building. Time did not allow the issuance of a RFP as per the Purchasing Policy and work was awarded based on receipt of three verbal quotes to the low valid bidder, Saucier Plumbing & Heating in the amount of \$19,300.

b) Residential Tenancies Act, 2006

The Ministry of Municipal Affairs and Housing introduced the Residential Tenancies Act, 2006 (RTA) on May 3, 2006. Second Reading passed on June 8, 2006 and formal introduction to the legislation is scheduled for April, 2007. This legislation replaces the previous Tenant Protection Act (TPA). Further, with the introduction of the TRA, the Ontario Rental Housing Tribunal will now be referred to as the Landlord Tenant Board. This legislation will impact the Housing Services Department. One example is the elimination of default judgments. All applications for Notice of Early Termination will require appearance at the Landlord Tenant Board taking additional staff time.

c) Affordable Housing Program

As per the Affordable Housing Delivery plan a Request for Proposals has been issued for the Creation of Affordable Rental Housing and an Expression of Interest has been issued for the Development of Affordable Ownership Housing. Both requests close on Thursday, September 7, 2006. A Public Information Meeting was held on Thursday, August 10, 2006.

d) Service Manager Housing Forum

The 2006 Forum on Social Housing and Homelessness will be held on September 27 to 29 at the Renaissance Toronto Airport Hotel. A Preliminary Program outline will be available at the meeting.

e) Statistics

2nd quarter stats are attached.



Housing Stats 2nd quarter 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

- a) 9-6-06 Letter dated July 7, 2006 from the Ministry of Municipal Affairs and Housing regarding the Affordable Housing Program - Housing Allowance/Rent Supplement. The letter is an acknowledgement that the County has submitted the required expression of intent and will receive \$456,000 for a total of 40 units, as was previously announced.



HSG 9-6-06.pdf

- b) 9-16-06 Letter dated July 7, 2006 from The Honourable Diane Finley, Minister of Human Resources and Social Development providing Timelines for Canada-Ontario Affordable Housing Program.



HSG 9-16-06.pdf

Recommendation

That correspondence 9-6-06 and 9-16-06 be received and filed.

AGENDA

County of Lambton
Meeting for the Committee "Senior Services - General Manager's Report"
on
Wednesday August 23, 2006 01:00 PM
North Lambton Rest Home
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)

1. None at this time.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the months of June & July 2006: \$ 2,714,701.65
Totals for the months of June & July 2005: \$ 2,259,505.35
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 months of June & July 2006: \$ 2,459,878.00
Revenues received during the months of June & July 2005: \$ 2,299,997.00

- i) Were any receipts not included in the current year's budget? Yes*
- ii) Were any receipts significantly less than budgeted? No
- iii) Were any receipts significantly more than budgeted? No

* An increase in Ministry funding announced as of July 1, 2006 will result in an estimated additional revenue of \$55,000 from July to December. See Correspondence #9-03-06.

3. Items of Committee Interest

a) MOHLTC Compliance Visits

A Complaint Investigation was conducted at MGM on July 12, 2006 relating to the interior air temperature at the Home. There were no findings or unmet standards as a result of the complaint. The very hot weather has impacted the Homes, especially in the Residents' rooms on the south side of the building. In order to eliminate some of the heat build up, windows on 16 rooms are being tinted to reduce the glare, as are the kitchen and office area windows.

A Dietary review also took place at Marshall Gowland Manor in July. Two unmet standards were identified - hot foods were not being maintained at the proper temperature and the food and fluid intake was not being accurately recorded for each resident. Action plans have been put in place to deal with both these issues.

b) Resident Assessment Instrument

The Ministry of Health and Long-Term Care is in the process of implementing a new software program (RAI-MDS) for the purposes of assessing, charting and developing care plans for residents. The program has been successfully implemented in 20 "early adopter" homes and the Ministry is now beginning to roll it out to the remainder of the homes. In order to prepare for the implementation of this software there are 64 staff who must be proficient in basic computer use (work with simple documents and spreadsheets, open, save, print documents, use email and the internet). Staff will also need training in the new software as well as training on new updates for a related program. In order to ensure all of the training is completed, one RN will be reallocated to training for an estimated 15 hours per week and all remaining educational dollars will be reallocated to this project. The Ministry has indicated that full implementation of the software will take about 12 months.

c) Statistics

2nd quarter occupancy reports are attached.



Seniors 2nd quarter Occupancy 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

- a) 9-3-06 Memo dated June 26, 2006 from MOHLTC regarding an increase in co-payment rates and accommodation rates.



SSD 9-3-06.pdf

- b) 9-20-06 Letter dated June 27, 2006 from MOHLTC regarding the provincial government's additional funding of \$6,000 for the Adult Day Programs.



SSD 9-20-06.pdf

Recommendation

That correspondence 9-3-06 and 9-20-06 be received and filed.

2. Woodlot Clearing

Lambton Meadowview Villa sits on several acres of property, including a 7 acre tree lot. In order to manage the tree lot, the St Clair Conservation Authority categorized the trees and recommended that some be removed. At the same time, they prepared a plan for planting additional trees on a piece of vacant land, including a wet area. The lot was cut in June and \$6,500 was received from the clearing of the woodlot.

Recommendation

That the \$6,500 received from clearing the woodlot be put to a reserve account to be used for the planting of additional trees in accordance with the St Clair Conservation Authority's recommendations.

3. Donations

\$1,045.00 to Lambton Meadowview Villa
\$1,000.00 to Marshall Gowland Manor Outreach

Recommendation

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

The Ministry is currently working toward a strategy to improve the efficiency and effectiveness of the Base Hospital System by reducing the number of base hospitals from the current 21 to 6 regional programs. Hospitals will be invited to express their interest in hosting a regional base hospital and the Ministry will undertake a selection process from those who express interest. It should be noted that Bluewater Health's program services only Lambton, while the London and Windsor base hospitals provide coverage for numerous services.

The Base Hospital Medical Director is Dr. Martin Lees. He signs off all Lambton County Paramedics to perform medical acts that require delegation. This includes defibrillation, administering medications, advanced airway techniques, intravenous lines and pronouncement of death protocols. Dr. Lees and the Base Hospital's Paramedic Coordinator review and audit Ambulance Call Reports (ACR's) to ensure that the protocols that Dr. Lees has authorized are properly followed and that the patients who receive treatment with these protocols are protected.

Any new initiatives that require delegation are approved by Dr. Lees. Dr. Lees as well as the other Emergency Department Physicians provide on line medical control 24 hours a day. This allows Paramedics to deviate from Standing Orders, or request additional rounds of medication outside the Standing Order if they receive permission from the ER Physician. By doing this patients coming in from a distance get improved treatment.

- b) Enhanced PCP training is ongoing through July and August. An 8 hour nursing home rotation for every Paramedic is being planned for October. Approximately 60 staff have completed testing to date.
- c) Ministry stats continue to be unavailable due to technical challenges. The MOH will be releasing a CD to each UTM with up to date call stats in September.

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) 9-2-06 Letter dated June 19, 2006 from County of Frontenac regarding paramedic exemption from Part VII of the Employment Standards Act.



EMS 9-2-06.pdf

- b) 9-21-06 Update from AMEMSO (Association of Municipal Emergency Medical Services of Ontario) regarding Employment Standards Act EMS Amendments.



EMS 9-21-06.pdf

This issue has previously been reviewed by Committee and Council and it has always been our position that the Ministry of Labour should amend Regulation 285/01 in order to include a full exemption to Part VII of the Employment Standards Act 2000 for paramedics. The special rules that are now being considered by the Ministry will not resolve all of the issues being faced by providers, especially in the smaller rural and northern areas.

Recommendation

That the County once again support the County of Frontenac, the Eastern Ontario Wardens' Caucus, and the Western Ontario Wardens' Caucus in their petition to have the Province amend the Employment Standards Act 2000 to allow a full exemption under Part VII for paramedics.

AGENDA

County of Lambton
Meeting for the Committee "Information Technology - General Manager's Report"
on
Wednesday August 23, 2006 01:00 PM
North Lambton Rest Home
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. Accounts and Verification

Totals for the month of June/July 2006:	\$382,031.79
Totals for the month of June/July 2005:	\$330,562.92

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

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

2. Revenue and Verification

Revenues received during the month of June/July 2006:	\$1,569.00
Revenues received during the month of June/July 2005:	\$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 Wide Area Network

Work continues on the Wide Area Network fibre installation. As work commenced in the Chatham area most of the infrastructure has been installed there and is progressing well.

There have been some delays in getting permits in the Lambton area, however, the vendor is still indicating that the project can be completed on schedule. The County has a contingency plan in place that will ensure the current network will remain operational if the new network is not completed by the December 31st completion date.

IT staff have been working on the County sites ensuring each site is prepared for the fibre once it arrives.

b) Long Term Care Staff Scheduling System (Advanced Tracker)

Work continues on the full roll out of the new staff scheduling application at the County's three Long Term Care Facilities. The software is designed to help with scheduling the many different shifts at the homes as well as to automate the attendance process. It integrates with both the Human Resources system as well as the payroll system to ensure accurate information is passed between systems minimizing the need for manual data entry.

Housekeeping, Laundry and Maintenance staff at MGM have been live on the system for the past month. As of the July 15, 2006 pay cycle NLRH Environmental, NLRH Administration, and MGM Administration have also been moved to live. Other departments are being added as training is completed at each home.

c) Parcel Fabric Update

There have been some issues receiving regular updates of the County's parcel fabric data which is used to show County properties along with their roll numbers and ownership information. IT has been working with the vendor to get the issues resolved so that quarterly updates can be received and will contain the most current data such as new subdivisions.

The latest data has been received by the County and is in process of being verified. Once the verification has been completed IT will contact the local municipalities and will make delivery arrangements with those municipalities wanting the data.

Assurances have been made by the vendor that complete quarterly updates will be delivered to the County by the following dates: October 31, 2006, January 31, 2007, April 30, 2007, July 31, 2007, and October 31, 2007.

d) Orthophotography Renewal

First Base Solutions (the orthophotography vendor) has indicated that they expect to begin delivery of the 30 cm accuracy ortho in accordance with the schedule at the end of August. 70% of the photography has now been processed. Deliveries will continue through September and into October. A complete delivery schedule, along with estimates of the storage required for the imagery will be provided by August 9. Once the County has received the 30 cm photos local municipalities will be contacted to arrange for receipt of their area data.

As mentioned in a previous ortho update, poor weather this Spring necessitated a delay in flying the 10 cm ortho in the Lambton County area. It will likely be flown this fall if weather conditions are favorable and the fall leaf coverage is minimal. Fall flights are scheduled; however, and providing the conditions are right should be completed by early November with delivery expected in the first quarter of 2007.

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.

AGENDA

County of Lambton
Meeting for the Committee "Human Resources - General Manager's Report"
on
Wednesday August 23, 2006 01:00 PM
North Lambton Rest Home
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. Accounts and Verification

Total for the months of June and July 2006	\$13,139.42
Total for the months of June and July 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 months of June and July 2006	\$50.00
Revenue received during the months of June and July 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

The County continues to negotiate with Service Employees International Union (SEIU) Local 1.ON on behalf of the paramedics. We met in conciliation on July 11, 2006 and were unable to resolve the major issue of compensation. At the request of the County the conciliator has decided not to issue the "no board" report. There are a number of paramedical services that are in arbitration and we have agreed with SEIU to await their outcomes.

Also the County has received notice from the Ontario Nurses Association to commence bargaining on behalf of Registered Nurses at Community Health Services Department. Bargaining dates have been set for August and September, 2006.

b) Occupational Health and Safety

As you are aware on July 21, 2006 a County of Lambton worker was fatally injured while performing his duties on behalf of the Roads Department. The County was issued "stop work orders" by the Ministry of Labour (MOL) on construction projects until the orders were complied with. The orders were complied with on July 28, 2006. We continue to work with the MOL on this matter and have involved the Occupational Health and Safety Committee from the Roads Department in this process as is required by health and safety legislation.

c) Training and Development

Training and Development activities over the past month focused on the following activities:

- Sessions on Microsoft Outlook;
- Mandatory training session in the Long Term Care facilities on back care injury prevention;
- Dealing with Difficult People;
- Conflict Resolution

In addition to the above, the Spring Workshop for Managers and Supervisors was held in late June on Leadership in a Healthy Workplace.

Professor Kevin Kelloway, who specializes in management and psychology from St. Mary's University in Halifax, led the sessions. Feedback from the participants indicate it was one of the most well presented and informative presentations in memory.

Performance Management sessions were conducted for new supervisors. Fifteen new supervisors have been hired since the last Supervisors Workshop (March, 2004) was conducted. The new hires replaced departures, retirement, etcetera. As we bring on new supervisors there is a need for ongoing training to ensure they have the support and access to resources and information with solid understanding of corporate policies.

Analysis of the staff survey is currently underway. A total of 519 surveys have been returned; 57 from managers/supervisors and 462 from non supervisory employees. Initial analysis would indicate that staff across the County are fully aware of their job responsibilities and departmental goals, and highly aware of strategic objectives. Staff indicate that they do receive the support they need to accomplish their daily tasks.

d) Bill 206 - OMERS Update

Please see the attached:

Memo to our General Manager dated August 2, 2006 regarding Bill 206 - OMERS Update from the Association of Municipalities of Ontario (AMO)
Memo from Roger Anderson, President of AMO
Information from AMO regarding Bill 206 and OMERS - Meeting AMO's New Responsibilities; Investing in Municipal Interests
Bill 206 and OMERS Overview and Analysis by Chris Doyle, Corporate Manager, Human Resources



BILL 206 - OMERS OVERVIEW AND ANALYSIS by Chris Doyle.pdf



Bill 206 and OMERS Information from AMO.pdf



Memo from Roger Anderson, P.pdf



Memo to General Manager re BILL 206 and OMERS OVERVIEW.pdf

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 "Finance - General Manager's Report"
on
Wednesday August 23, 2006 01:00 PM
North Lambton Rest Home
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. Public Sector Accounting Board Pronouncements – Update No. 1

Staff attended a “web-ex” hosted by the County’s auditors following up on the Public Sector Accounting Board (PSAB) recent announcements. We learned that the exposure draft on asset capitalization has now been approved, although the effective date was deferred to January 1, 2009. Staff also received additional information regarding the proposed and pending changes to financial reporting which will require all public sector entities to use full rather than modified accrual accounting when preparing budgets and financial statements.

The capitalization of assets is to be based on historical cost. This means that staff need to determine, among other things, the following:

- The cost of acquiring an asset. In the case of assets such as a road it is permissible to estimate this figure if exact records cannot be located.
- For each asset, its useful life must be determined and an “appropriate” rate of amortization established. In addition, it will be necessary to determine what costs associated with an asset have extended its useable life (and therefore will need to be added to the capitalized cost of the asset and its amortization adjusted to reflect this extension) and those which were purely maintenance and need not be included.
- Whether assets should be “grouped” or considered as a singular entity. Again using roads as an example, staff will need to consider whether the individual components of a road (i.e., right of way, the base and the actual surface) are separate, discrete parts or a singular whole. Similarly, should each road (and part thereof if appropriate) be set up as individual assets or should the entire County roads system be viewed as a single asset?

Completing this task will require staff to review, categorize and allocate any and every expenditure related to the acquisition of every asset that the County currently owns, with the exception of the works of art and artifacts housed in the art gallery and museum collections. And while it will require staff from all Divisions to work together to collect the data and establish parameters such as useful life, the task of ultimately determining the value to include in the County's financial statements will rest with the Finance Department's professional accountants with the agreement of the County's external auditors.

Staff are also encouraged that other staff professional associations have become aware of PSAB's pronouncements and are actively beginning to educate their members. On Friday, August 25th the Lambton County Administrators, Clerks and Treasurers Association is holding an information session for area municipal staff to orient them to the challenges inherent in complying with these PSAB pronouncements. Further sessions and sharing of expertise are planned to ensure that all area municipalities regardless of size are able to complete this task as expeditiously as possible.

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 June and July 2006:	\$7,147,248.88
Total for the month of June and July 2005:	\$5,941,665.14

POA

Total for the month of June and July 2006:	\$4,370.16
Total for the month of June and July 2005:	\$17,826.49

- | | |
|---|-----|
| 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

Finance

Revenues received in the month of June and July 2006:	\$1,352,566.00
Revenues received in the month of June and July 2005:	\$1,606,083.00

POA

Revenues received in the month of May and June 2006:	\$363,870.00
Revenues received in the month of May and June 2005:	\$835,569.00

- | | |
|---|----|
| 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) Provincial Offences Administration (P.O.A.)

i) Monthly Statistical Report

Attached is the Statistical Report to the end of June 2006. The number of charges received continue to be above the pace in 2005, although the value of fines assessed during the reporting period is significantly lower.



POA Stats 08-23-06.pdf

ii) Ministry of the Attorney General

During the annual Municipal Court Managers Association conference held in Thunder Bay May 28–31, the Ministry of the Attorney General advised that its priorities for Provincial Offences Administration (POA) over the next few years will be:

- Conduct a review of all legislation impacting on POA with a view to improve the efficiency and economy of administrating the operations of municipal courts and the collection of fines.
- Complete and circulate a "Write-off" Directive to provide guidance to municipalities as to when it is appropriate and reasonable to cease active collection of unpaid fines.
- Replacement of the existing ICON network of dedicated computer lines and terminals with a "web-based" interface.

iii) Collection Agent

The successful candidate in the recent Request for Proposals for a new external collection agency is ARO Inc. from Hamilton. This is a well established company that also performs collections on behalf of several other municipal court offices. This agency has been retained under a 1 year contract.

b) Finance

i) Dave Koning

Dave Koning, the County's long time Accounts Manager, retired from his duties with the Canadian Imperial Bank of Commerce on June 30th. Mr. Koning's responsibilities have been assumed by Mr. Steve Otten, who will be splitting his time between offices in Sarnia and London.

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) 9-8-06 Copy of a Resolution from the Council of the Township of Woolwich requesting municipalities in the Province of Ontario to support extending the proposals contained in Bill 111 to amend the Workplace Safety and Insurance Act, 1997 with respect to occupational disease and injuries of firefighters to include volunteer firefighters.



FIN 9-8-06.pdf

- b) 9-7-06 Copy of a Resolution from the Council of the Town of Smith Falls requesting the Association of Municipalities of Ontario take the position with the Province that it should either commit to a thorough review of the Market Value Assessment system or reinstate the recently cancelled annual reassessments for 2006 and 2007.



FIN 9-7-06.pdf

Recommendation

That correspondence item (a) be received, filed and that item (b) be endorsed.



SOLICITOR / CLERK'S DEPARTMENT

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MEMO

DATE: June 30th, 2006

TO: Linda Ross, Solicitor/Clerk

FROM: Bev Snobelen, Records Management Coordinator

CC: Howard Lucas, Purchasing Coordinator

RE: Amendment to By-Law 32-2004, Records Retention

Records Retention By-Law, 32-2004, passed by County of Lambton Council on June 2nd, 2004 provided a new file classification system and an updated records retention schedule for our Corporate records.

Since the passing of this By-Law, the Records Management program has been successfully implemented in many areas. The administration of this program has identified the need for additions and adjustments to Schedule A of By-Law 32-2004 to reflect Legislative changes, changing terminology, new record classifications and best practice in appropriate areas. Amendments are further driven by monitoring on going records retention needs with staff members.

Attached to this report is Schedule I outlining changes to Schedule A of By-Law 32-2004. It is my recommendation that these changes be accepted and be included in a Schedule to amend the Records Retention By-Law. An amending By-Law and Schedule I to the By-Law are attached to this report.

CORPORATION OF THE COUNTY OF LAMBTON

BY-LAW NO. 30 OF 2006

"A By-Law to Amend By-Law 32 of 2004, Amending Schedules of Retention Periods during which receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Corporation of the County of Lambton"

WHEREAS Council passed Records Retention By-Law 32 of 2004 on June 2, 2004;

AND WHEREAS Council is desirous to make amendments to the said By-Law;

NOW THEREFORE the Council of the Corporation of the County of Lambton enacts changes as outlined in Schedule I:

1. That By-Law 32 of 2004 as amended is hereby ratified and confirmed in all other respects.
2. This By-Law shall come into force and effect upon finally being passed.

FINALLY PASSED this 6th day of September, 2006.

Jim Burns
Warden

Linda Ross
Clerk

**Schedule I
PROPOSED CHANGES
TOMRMS – County of Lambton**

June, 2006

LEGISLATIVE CHANGES:

CODE	SECONDARY CLASSIFICATION	CHANGE
C07	Election	Retention changed to E + 1 from E+ 90 days. Legislated Change Municipal Elections Act : 1996, c. 32, Sched., s. 92 (4).
S07	Children's Services	Retention for Abuse Records – 25 years added. Legislated Change Child and Family Services Act: R.R.O. 1990, Reg. 71, s. 3 (2). Retention for other records remains at C + 5

NEW SECONDARY CATEGORIES:

CODE	SECONDARY CLASSIFICATION	RETENTION
D26	Nutrient Management	C + 5
D27	Digital Mapping	Superseded
O10	Bridges and Culverts	Permanent
R08	Art Gallery	C + 6
S14	Communicable Disease	E + 20 C + 5 - Rabies
S15	Dental Health	C + 4
S16	Immunization	E + 10 C + 4 for Vaccine Management

Pg. 1.....Proposed changes

RETENTION CHANGES:

CODE	SECONDARY CLASSIFICATION	CHANGE
C03	Council Agenda	Retention increased to 10 years from 7 years.
C05	Council Committee Agenda	Retention increased to 10 years from 7 years.
C11	Reports to Committee and Council	Changed to include Committee Reports that are to be retained Permanently.
D00	Development and Planning – General	Retention increased to C + 10 from C + 1.
D09	Official Plan Amendment Applications	Retention increased to E + 10 from E +5.
D14	Zoning	Retention increased to E + 10 from E +5
D15	Easements	Retention increased to E + 10 from E +5
D19	Municipal Addressing	Retention increased to Permanent.
E08	Water Works	Retention increased to Permanent for Specifications for facilities and equipment.
F09	Employee and Council Expenses	Retention increased to C + 10 from C+ 6.
J05	Disclosure	Retention decreased to C + 2 from C + 6.
J09	Transfers	Retention decreased to C + 2 from C + 6
P07	Public Health Inspections	Retention changed to E + 5 from S.
S06	Medical Files	Retention increased to E + 10 from E + 6 Add E + 15 for abuse.
S11	Emergency Medical Service	Retention decreased to C + 6 from 7 years.

SECONDARY CLASSIFICATIONS RENAMED:

CODE	SECONDARY CLASSIFICATION	CHANGE
C11	Reports to Committee and Council	Changed from Reports to Council.
J07	Transcripts	Changed from Transcripts and Exhibits.
P07	Public Health Inspection	Changed from Health Inspections.
S05	Ontario Works Case Records	Changed from Income Support Case Records.
T01	Illumination	Changed from Street Lighting.

Pg. 2.....Proposed Changes, TOMRMS - County of Lambton