

# AGENDA

County of Lambton  
Meeting for the Committee "Libraries - General Manager's Report"  
on  
Wednesday October 19, 2005 01:00 PM  
West Room - Sarnia Library  
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 September 2005: \$ 109,995.33  
Totals for the month of September 2004: \$ 69,445.90  
A listing of accounts will be available at the meeting.

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

### 2. Revenue and Verification

Revenues received during the month of September 2005: \$ 1,094,169.00  
Revenues received during the month of September 2004: \$ 978,877.00

- 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) SOLS Budget cuts

SOLS Board met for its regular meeting on September 10th and a special meeting on September 22nd. Following progress made in discussions with the Ministry of Culture, the Board decided to continue the Interlibrary Loan delivery service uninterrupted this fall. The two one-week shutdowns previously announced for October 3rd and November 14th will not take place.

b) Partnerships

Sarnia Library is teaming up with Job Connect at Lambton College to teach teens all they need to know about getting a job. The program called 'Career Kickstart' will be offered on November 2nd at the Sarnia Library. Job Connect's facilitator Joan Hill will offer a high energy lesson on interview tips, how to fill out applications, and what to include on a resume. Teens are encouraged to bring their resume along for some advice on how to improve what they have. Sarnia Library staff are offering this program in time for Canada Career Week (October 30-November 5) and hope the event will expand in the future with even more partnerships with area government agencies and businesses. The theme of the 2005 Canada Career Week is 'Seek change...Find direction' which this event certainly promotes.

c) Media promotion

Recently, several library staff members were contacted by the media for interviews. Lee Michaels of CHOK radio interviewed a Sarnia Reference Librarian on the topic of adult book clubs at Sarnia Library on "Live with Lee". Staff took this opportunity to promote all the library book clubs in the County. On September 26th, A. M. Tremblay from the French newspaper L'Action interviewed our French & Multilingual Coordinator about the French materials available in the County libraries with special reference to Sarnia. Finally an article about the Ontario Trillium Grant for the Lambton Initiative for Teen Endeavours was published in the Observer in late September. It featured the work that the Children's Services Coordinator and her Project Assistant are doing for the Library system to survey the teen population of the County about their library service and collection needs.

d) Library Week – October 17 - 23

Lambton County libraries will celebrate this year's themes, "Destination Imagination" for Ontario Public Library Week and "Lifelong Libraries: Discover Us!" for Canadian Public Library Week from October 17 to 23. Libraries will display posters, promote collections and services and distribute Ontario Library Week bookmarks. Programs include an author reading at Watford Library, and the grand opening for the newly renovated Alvinston library on October 21, 2005. The Library will participate in the Chamber Showcase sponsored by Sarnia Lambton Chamber of Commerce and cosponsor a senior's environmental workshop with Canadian Centre for Pollution Prevention at Sarnia Library. The Annual Fall Book Sale at Library Headquarters is also on Saturday, October 22.

Forest Library has submitted a new application to the Forest Community Foundation to continue their "Homework Help" program in the community. Last school year more than 30 children per week took advantage of this program that ran 3 afternoons a week and used high school volunteers as tutors.

e) VUBIS UPDATE

Senior cultural staff spent the week of October 3rd training to set up parameters in GEAC's VUBIS Smart system. With that accomplished, circulation, cataloguing, acquisition and serials parameters must then be input and reference code tables built in the system. This must all be completed and tested before the "train the trainer" sessions the week of October 24th. This system upgrade has been set as our top priority as we attempt to meet the go live date of November 29th.

f) Statistics

Statistics for the both the month of August and cumulative statistics for the year are attached.

Libraries were very busy in August. Circulation was up 2.73% and internet use up 12.06%, compared to August 2004. It should also be noted that Petrolia Library was closed for painting for one week of this reporting period.



Library Statistics.pdf



Libraries Program Stats YTD Aug 2005.pdf



Libraries Volunteers Stats to Aug 05.pdf

g) Calenders



Libraries Adult Programs Oct 2005.pdf



Libraries Childrens Programs Oct 2005.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) 11-1-05 Letter dated September 15, 2005 from Connecting Windsor-Essex accompanied with a cheque in the amount of \$53,200.00 for reimbursement of the Library's 2004-2005 CAP sustainability expenditures.



LIB 11-1-05.pdf

**Recommendation**

That correspondence 11-1-05 be received and filed.

2. Donations

- \$500 from Royal bank of Canada, Corunna Branch for use in the Corunna Library
- \$200 from St. Clair Lodge #425 Sombra for summer program materials in Port Lambton and Sombra
- \$30.35 from William Doering, Wisconsin for reference materials
- \$25 from Pauline McCutcheon for children's programming in Florence
- \$26.81 from Bright's Grove donation box
- \$9.00 from Corunna donation box
- \$93 from Grand end donation box
- \$85.45 from Mallroad donation box
- \$10.65 from Port Lambton donation box
- \$50.09 from Petrolia donation box
- \$1519.72 in 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.

3. Bequests

\$23,520.97 from the estate of Arnold Leon Thompson

**Recommendation**

That this bequest be gratefully accepted and that a thank you letter 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 October 19, 2005 01:00 PM  
West Room - Sarnia Library  
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 September 2005:	\$ 55,735.30
Totals for the month of September 2004:	\$ 34,448.10

A listing of accounts will be available at the meeting.

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

### 2. Revenue and Verification

Revenues received during the month of September 2005:	\$ 156,429.00
Revenues received during the month of September 2004:	\$ 134,443.00

- |   |    |
|---|----|
| 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) Toys on Parade - Library Promotion

Working in conjunction with the county library branches, the museum created and circulated three travelling cases of toys and books to promote the 2005 feature exhibition. This trial collaboration proved to work very well for the purpose of getting the word out to the Lambton public about the opportunity to view the 1,000 toys on display. Discount coupons were also made available free to library patrons, but this aspect of the promotion was less successful and it may have worked just as well to make available a small 'reminder flyer' with the exhibition name and dates.

b) 2006 Medieval Feature Exhibition

Following from the attendance boost that was created several years ago with the hosting of the Medieval exhibit, staff have designed and researched activity stations to recreate a medieval theme exhibit for 2006 to coincide with the Lambton/Kent School Board medieval curriculum. Goals for creating a medieval feature exhibit are to boost attendance, generate revenue, and attract high visibility in the community and the media. The exhibit materials will be entirely created and owned by the museum in order to avoid rental fees. Based on the success of the Toys promotion, this exhibit will also be promoted by way of travelling cases to the County branch libraries beginning April, 2006 and continuing to December, 2006.

c) Lambton County Initiative for the Career Development of Youth 2006

For the museums and Lambton Room holdings in particular, it has been recognized that substantial work must be done in order to take full advantage of the new VUBIS system. The museums' holdings are estimated at 25,000 artifacts, 10,000 photos and negatives, and perhaps 100,000 records in the Lambton Room archives.

Accordingly, a collaborative Career Focus grant application for 2006 was submitted involving museums and archives, libraries and the gallery. If the application were to be successful, this work would ensure that locally significant museum and history room collections will be available online alongside those from the gallery and libraries.

d) The Museums have had American Chestnut trees reintroduced on their property. These trees, which have completely disappeared from this area, were a prominent feature of pioneer Lambton and were a favourite wood of early settlers because of their size and grain. Ivan Mater of Sarnia donated and planted five of these Chestnuts on both museum sites.

e) Lambton Heritage Museum has received its annual operating grant from the Ontario Ministry of Culture in the amount of \$30,479.

f) Oil Museum of Canada:

Oil Museum of Canada Foundation/Fairbank Oil Properties Partnership Event:

The Fairbank Lectures are being founded as an occasional lecture series to inform, educate and make aware to the public the limited extent of the world supply of oil and gas. We are fortunate to have this series of lectures founded in our community, with the total net proceeds to be directed to the Oil Museum of Canada Foundation. The inaugural Fairbank Lecture takes place the evening of Wednesday November 9 at 7:30 PM, with visionary Julian Darley presenting "High Noon for Natural Gas". The museum has arranged for digital recording of the event through the Visual Heritage Project.

A three pole derrick was erected on museum grounds courtesy the Oil Museum of Canada Foundation and Union Gas.

The drill rig shed formerly from Reece's Corners has now been rebuilt by the members of Oil Museum of Canada Foundation, and is ready for the drill tower to complete the structure.

In the month of July the largest private collection of nineteenth century Lambton oil records in Canada became available; it was about to be offered for auction in New York City.

The Oil Museum was approached to purchase this significant collection known as the Sindell Collection, which had been gathered over 25 years. It includes letters, maps, certificates and agreements pertaining to the early years of the Lambton oil industry. Much of the rare material reflects on the Oil Springs boom years of the 1860's. Staff drafted a proposal for acquiring the collection through the sponsorship of two oil firms. This proved successful as the museum was able to purchase this remarkable collection entirely through donations made by Fairbank Oil Properties, and oil geologist Uldis Upitis of Calgary.

The collection is being properly stored, after which it will be sorted and arranged by a student working under the 2006 University of Western Ontario Fairbank Fellowships.

The proposal for a 2008 Canada Post stamp to commemorate the founding of the 1858 commercial well by James Miller Williams has been approved at the first level by Canada Post. Meetings are being set for additional design info and artwork considerations. This activity will bring national attention to Lambton County's oil heritage, with the stamp launch and souvenir stamps to be made available only at the Oil Museum of Canada.

g) Statistics

Museums statistics for the year as at September 30, 2005 are attached.



Museum Stats YTD Sep 05.pdf

Lambton Room statistics are attached.



Lambton room stats - August 2005.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. Collections Management

Lambton Heritage Museum

Items Recommended for Acceptance

Steam Ship Sarnia, seaman's trunk from Mac Waters, Strathroy  
SS #5 Warwick school register from Paul Miller, Grand Bend  
1925 Sarnia Directory  
1967 Centennial Quilt, Grand Bend WI from Cassie Lovie, Grand Bend  
1937 wedding suit, 1860's hat from Douglas Aitken, Forest  
John Goodison promo brochure, 1940's from Elmer Landman, Chesley  
Pressed glass water pitcher from Marion Knudson, Florida  
Androck of Watford staff photo from Sheila Thomas, London  
Stag Island history book featuring museum items from Irma Zagner, USA  
Feather wreath from Warwick Twp. From Judy App, Pt Franks  
1950's train set from Ken Boughner, Grand Bend

Auto-Lite magazine ads for WWII war materials (manufactured in Lambton County) from Robert Tremain, Grand Bend  
Match holder from Birnham General Store, Warwick in trade for deaccessions  
1909 Brass Plate from the Hamonic's bridge which was destroyed by fire while in dock at Point Edward in 1945

#### Items for Refusal

'native stone' from Jaimee Wells, Grand Bend  
1950's rocking horse, broken from Bill Hoad, Sarnia  
1900 scrapbooks from Carolyn McNeil-Judas, Petrolia

#### Items for Deaccession

With input from Glassfax Canada experts and authors, the following glassware was found to be broken, improperly repaired, chipped, lids only, or of modern production:

Two vases 976.6253 a & b; water pitcher 976.6255; plates 976.6189, 6193, 6225, 6226, 6238, 6242, 6243, 3962, and 3052.

Ford tractor, given as backup tractor and non operable by Jean Janes, Warwick because of revisions to electrical system.

Oil Museum of Canada:

#### Items Recommended for Acceptance

Imperial Oil 5 gallon bulk can from Ed Gabriel, Oil Springs

#### Lambton Room Donations

Deeds, marriage certificate and mortgages, donated by Margaret Robertson, Windsor.

#### **Recommendation**

That the Curator's Collection Management Report be accepted as presented, in accordance with County policy.

# AGENDA

County of Lambton  
Meeting for the Committee "Gallery Lambton - General Manager's Report"  
on  
Wednesday October 19, 2005 01:00 PM  
West Room - Sarnia Library  
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 September 2005: \$ 18,767.67  
Totals for the month of September 2004: \$ 23,903.90  
A listing of accounts will be available at the meeting.

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

### 2. Revenue and Verification

Revenues received during the month of September 2005: \$ 106,664.00  
Revenues received during the month of September 2004: \$ 97,873.00

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

### 3. Items of Committee Interest

#### a) Bus Trips

A bus trip is planned for Saturday, November 26, 2005, to see two exhibitions: *Camille Claudel and Rodin: Fateful Encounter* at the Detroit Institute of Arts and *Space a Journey to Our Future* at the New Detroit Science Centre.

b) Exhibitions

*From the Group of Seven to Die Erdegruppa: In Search of Magical and Transcendental Landscape*, October 8 to November 19, 2005 (Main Gallery). Art works from Gallery Lambton's permanent collection, others borrowed from Museum London and a private collector, and Die Erdegruppa (local artists: Gary Nixon, Irena Mickunas, Joseph Platzer and Thomas Ackermann).

*John Scott: Through the Collector's Eye*, October 8 to November 19, 2005 (Sadie A. Knowles Gallery). Works borrowed from local and regional collectors of the work of John Scott (originally from Windsor) who has established for himself a national and an international reputation and who has played a major role in formulating Canadian art during the past decade.

*Cage Matches*

Two works from the permanent collection are currently on display for the month of October at the Sarnia Library and visitors are being asked to choose their favourite and provide reasons. New sets of paintings will be exhibited, one in November and the final one in December to determine visitor's favourites. This is a programme designed to get viewers to really look at and examine a work of art in some detail in a non threatening environment.

*Videos at Noon*

Tuesdays from October 5 to November 8, 2005, which features European Art of the Nineteenth Century that will include such famous names as Eugene Delacroix, Mary Cassatt, Edgar Degas, Paul Cezanne and Vincent Van Gogh.

c) Programmes

Fall & Winter Art Classes

Four classes for Creative Wigglers are once again to be offered, along with classes for children, adults, and one for adults and youth combined. Registrations are now being taken and are going well.

d) Partnership

In partnership with Energy Exchange, several activities are being held to engage the community in an exciting celebration of nature. A special screening of *Andy Goldsworthy: Rivers and Tides* will be held Wednesday, October 26, 2005, from 7-8:30pm in the Sarnia Library Theatre. Andy Goldsworthy is an environmental artist who incorporates nature into his art. Canatara Creations invites nature lovers, artists, photographers and interested folk to join together at Canatara Park on Saturday, October 29 at 10 am. Meeting at the lakeside band shell pavilion, artist Shawn McKnight will facilitate the group. An example of an Andy Goldsworthy environmental sculpture is attached.



Gallery Andy Goldsworthy.jpg

e) VUBIS update

Work continues on the VUBIS Smart database. Current permanent collection records have been updated and will soon be transferred to VUBIS. Photographs continue to be taken of all works that are in the Public Domain with no copyright restrictions. Many letters have been sent out to living artists and artists' estates requesting permission to reproduce images on the internet database. Many positive responses have so far been received. Approximately 400 slides have been scanned into a digital image.

f) Loans

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

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

The recent loans to Museum London (Tom Thomson, *Chill November*), and The Thames Art Gallery (numerous works) have all been returned in good condition.

g) Statistics



Gallery Stats Aug 05.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

The following works by Canadian artists are being offered for donation by Jens Thielsen of the Thielsen Galleries, London, Ontario.

Paul Sloggett, *From Avery*, 1988/89. Acrylic, pencil Crayon and Wood on Canvas. 48 x 48 in

Alex Cameron, *Archy Cool*, 2000. Oil on Canvas. 30 x 24 in

Alex Cameron, *Landscape*, December 1980. Watercolour on Paper. 32 x 23 in

John Meredith, *Untitled*, December 1993. Gouache on Paper. 18 ¾ x 23 ¾ in

Rita Letendre, *Song*, 1984. Pastel on Paper. approx. 26 x 40 ½ in.

Walter Bachinski, *Chinese Vase*, 1988. Etching and Aquatint (Original Intaglio Print), Artist's Proof. 35 5/8 x 22 ¼ in

Walter Bachinski, *Cuernavaca Lillies*, 1998. Etching and Aquatint (Original Intaglio Print), Artist's Proof. 35 ¾ x 15 ¾ in

All these works have been seen and approved by the Advisory's Acquisition Committee. The donor wishes this donation to be certified as Cultural Property by the Canadian Cultural Property Export Review Board for income tax purposes.

Toronto artist David Bolduc wishes to donate seven of his works on paper to Gallery Lambton.

Watercolour, 2001 15 x 14 in. Initialed, lower left '01 DB

Watercolour, 1991. 19 x 15 in. Signed, lower right

*Galle Rd #6*, Watercolour, 2002. 22 x 21 in. Signed, lower right

*Summer '04 #6*, 2004. Watercolour. 30 x 22 in. Signed, lower right

*The Palace*, 1992. Lithograph and Watercolour. 30 x 22 in. Signed, lower right by the artist and the author, Michael Ondaatje

Watercolour, 1996. 30 x 22 in. Signed, lower right

Mixed Media and Collage, 1995. 32 x 29 in. Signed, lower right

### **Recommendation**

That these donations be gratefully accepted and that thank you letters be sent in accordance with the County Donation Policy.



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. Affordable Housing Strategy for Lambton County

Christine Pacini of shsinc. will present the Affordable Housing Strategy Report for Lambton County. The full report is attached in PDF files, however they are very large documents. The Summary report will be distributed with the agenda and the remainder of the report will be available in hard copy at the meeting.

a) Summary

b) Recommended Affordable Housing Strategy for Lambton County

c) County of Lambton Housing Analysis

c. Summary



Affordable Housing Analysis - August 2005.pdf



Affordable Housing Strategy FINAL.pdf



Affordable Housing Strategy Summary Document.pdf

**Recommendation**

That the Recommended Affordable Housing Strategy for Lambton County be accepted as presented and that staff begin developing an Affordable Housing Strategy for Lambton County based on the report's recommendations.

# AGENDA

County of Lambton  
Meeting for the Committee "Senior Services - General Manager's Report"  
on  
Wednesday October 19, 2005 01:00 PM  
West Room - Sarnia Library  
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 September 2005	\$ 1,889,130.05
Totals for the month of September 2004	\$ 1,402,050.95

A listing of accounts will be available at the meeting.

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

2. Revenue and Verification

Revenues received during the month of September 2005	\$ 859,195.00
Revenues received during the month of September 2004	\$ 690,999.00

- |   |    |
|---|----|
| 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) Volunteer Appreciation

Successful volunteer appreciation dinners have been held at all 3 Homes. Special thank you to Carolyn Jamieson and Pat Davidson for their attendance.

b) Live & Silent Auction

"Treasured Memories" Gala Fundraising Live Auction and Silent Auction is Saturday, November 12th at Lambton Meadowview Villa. The proceeds will benefit the Lambton County Adult Day Programs (transportation).

c) Building Committee

The Building Committee met on Thursday October 6, 2005. Attached is the agenda and minutes from that meeting.



Bldg Com Oct 6 05 Minutes.pdf

d) Statistics

Attached is the Occupancy Report for September 2005.



Occupancy Report September 2005.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 \$116.00

**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 "Emergency Medical Services - General Manager's Report"  
on  
Wednesday October 19, 2005 01:00 PM  
West Room - Sarnia Library  
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. Motion #13 of the Corporate and Community Services Committee meeting dated April 20, 2005.  
*That staff be directed to prepare a report analyzing the call data (call locations, type of call, response times) in eastern Lambton and report back to the Committee prior to this project being included in the 2006 Capital Budget.*

Attached is the report analyzing the Watford Station call data.



EMS Watford Station.pdf



EMS Watford 2004 Response Times.pdf

### Recommendation

That the Ambulance Station remain in Watford and that the cost of establishing a new station be included in the 2006 Capital Budget.

## PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of September 2005: \$ 46,192.09

Totals for the month of September 2004: \$ 47,699.45

A listing of accounts will be available at the meeting.

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

## 2. Revenue and Verification

Revenues received during the month of September 2005:	\$ 1,549,280.00
Revenues received during the month of August 2004:	\$ 1,349,428.00

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

- In conjunction with the Base Hospital, work has begun on implementing the P1 Enhanced Training Program.
- Abby Brown and Blake Smith were awarded the N.H. McNally Award for Bravery as a result of their actions last year during a call in Sarnia.

## 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

- 11-9-05 Letter from George Smitherman, Minister of Health, dated September 12, 2005 indicating that the County of Lambton's 2005/2006 funding increase will be \$59,789. This is based on the Ministry's approved 2% salary and wage increase.



EMS 11-9-05.pdf

### Recommendation

That correspondence 11-9-05 be received and filed.

- 11-10-05 Letter from Marcelle Crouse, Ministry of Labour, dated September 20, 2005, regarding the recent consultation process the Ministry of Labour undertook regarding eating periods for paramedics.

The Ministry is now suggesting that a special industry rule be created for paramedics. It is their suggestion that paramedics be compensated with time off in lieu if the full eating period entitlement cannot be provided during a shift. This would be very difficult to implement since paramedics in Lambton currently work 12 hour shifts and if time off in lieu of 30 minutes was required, we would have to "back-fill" the position for 30 minutes or allow the paramedics to accrue sufficient time off to cover a full shift, which would then have to be "back-filled". Under their current collective agreement, Lambton's paramedics are already paid for their lunch breaks.



EMS 11-10-05.pdf

### **Recommendation**

That the Ministry of Labour be informed that the County is not in agreement with the proposed special industry rule that they are proposing be created for Paramedics as it will increase the cost of providing ambulance services significantly.

- c) 11-11-05 Letter from Huron County requesting a meeting to discuss common issues related to Emergency Medical Services, in particular the Grand Bend Station and cross border billing.



EMS 11-11-05.pdf

The Warden and staff met with the representatives from Huron County, including their Warden, on October 3, 2005. Issues discussed included the following:

i) **Sharing the Grand Bend Station**

Huron County's suggestion was that the Grand Bend ambulance base be shared, with each County covering a 12 hour shift daily. The stations would still be operated 24/7 but Huron County would be responsible for 12 hours and Lambton for 12 hours. The employees would still remain the responsibility of their own county and be governed by their own collective agreement. A number of issues would have to be resolved in order for this arrangement to work, including whose vehicle would be used, insurance coverage, and a method to determine cost allocations. These items could likely be resolved but the issues with the potential for the most problems are dispatch and service level impacts. Currently Huron County vehicles are dispatched from London CACC and Lambton's are dispatched from Wallaceburg. Both Counties dispatch procedures are based on the current vehicle deployment pattern and having one ambulance being dispatched by two different CACC's has the potential to add significantly to response times and to leaving portions of the County with no coverage. There could also be service level impacts in North Lambton should the ambulance be in South Huron on a call when a second call from Grand Bend was received.

A more viable option, in staff's opinion, would be to investigate the possibility of adding another bay to the Grand Bend station for a Huron County ambulance and share the administrative quarters. This would allow each county to maintain their own ambulance while at the same time reducing the base costs for each county.

ii) **Cross Border Billing**

Although it was not on Huron's agenda to discuss Cross Border Billings, it was brought up by Lambton. Huron indicated that they will be taking the Western Wardens' caucus position forward to their Council for endorsement and would then be in a position to discuss the cross border billing issue with us. They did acknowledge that they owe Lambton revenue for cross border calls.

iii) **Sharing of Technology and Training Services**

There was a discussion around the potential for sharing these services and the benefit to both counties for maximizing resources.

**Recommendation**

That the County decline the opportunity to staff the Grand Bend Ambulance Station on a shared responsibility basis and that as an alternative staff, in conjunction with Lambton Shores and Huron County, investigate the possibility of adding a second bay to the station; and further

That staff continue to work with Huron County on opportunities for shared training and IT initiatives.



The evaluation committee consists of Ausable Bayfield Conservation Authority (non-governmental public sector), Bluewater Power (private sector), County of Lambton (municipality), HydroOne (private sector), Ministry of Transportation (provincial government), Municipality of Chatham-Kent (municipality), Ontario Realty Corporation (public sector), County of Oxford (municipality), and the County of Wellington (municipality).

The first evaluation meeting was held on Thursday, September 28th at the County of Middlesex offices in London. The Committee individually scored the proposals and from the combined scores a short list was created. A second meeting is scheduled for Wednesday, October 5th, 2005.

It is hoped that at this meeting, a successful Proponent will be determined which will allow a recommendation to go forward to Council in November.

b) VUBIS Library Software Implementation

Earlier this month Geac completed conversion of all bibliographic records from the County's current system to the Vubis Smart database. Upon completion the library began the first phase of testing which continues today and should be completed by the end of September. Beginning Monday October 3rd selected staff will be taking part in Parameterization Training followed by setting up all modules in preparation for User Training beginning Monday Oct 24th.

The Gallery is currently updating their database records (approximately 1000 pieces of art). This will be completed by the end of September and Geac will upload these records into Vubis Smart. Almost half of the 1000 pieces are now digitally imaged for use on the Web Opac site.

c) eGenda Software Implementation

County staff have been working with the eGenda software since the spring to create, distribute, and archive Council and Committee agendas and minutes. Although there have been some issues with the software the issues have been resolved and staff are seeking direction from Council on how to proceed with implementation.

Over the summer a number of benefits have been realized by using the software. The eGenda system has provided a central location for storing the agenda and minute documents and provides tools for staff and council to easily search and find references to any subject. The web interface now provides easy and timely access to this information for the general public and the media day or night. Staff benefit from the integrated bylaw database that links bylaws to meetings and also provides extensive search capabilities. There are cost savings in agenda and minutes preparation and office supply costs which currently are not being realized as paper is still being generated.

Currently, staff are producing electronic copies of the documents utilizing the new system and are also generating paper copies as the program has not been fully implemented for Council and Committee meetings. This dual process requires a substantial increase in staff time to generate both the electronic as well as paper copies.

Direction Sought

Staff seek direction from Council on how to proceed with the implementation of the electronic agenda software. Two options council may wish to consider are:

1. Full implementation of the software at all Council and Committee meetings and direct staff to provide a report on an appropriate schedule to do so.
2. Discontinue the use of the software and completely revert back to the paper process.

d) Main Drafting Plotter Replacement

An emergency expenditure was undertaken to replace the main drafting plotter for Public Works and Planning after it failed in September, 2005 pursuant to the County's Purchasing Policy. The General Manager, Infrastructure and Development requested the expenditure after it was deemed the plotter replacement was necessary for staff to be able to continue to do business, and the assessment of the failed plotter indicated that it was no longer supported by the manufacturer and was unreparable by staff. The printer has been heavily used over the past 6 years. The cost of the new plotter, \$8,270.64 has been transferred from the County's capital reserve to cover this emergency expenditure.

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 at this time.

# AGENDA

County of Lambton  
Meeting for the Committee "Finance - General Manager's Report"  
on  
Wednesday October 19, 2005 01:00 PM  
Sarnia Library  
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. 2006 Preliminary Market Change Profile Report

Area municipality Treasurers met with representatives from MPAC and MTE the morning of September 20th. MPAC advised that the preliminary Market Change data released during the summer had been updated and finalized. MPAC indicated that as a result of this update/finalization, it believed many of the anomalies identified in MTE's review of its preliminary data had been rectified. Accordingly the Corporate Manager, Financial Services/Treasurer requested MTE to update its analysis using MPAC's finalized data. Once this has been completed, any remaining irregularities will again be submitted to MPAC for review, investigation and explanation.

#### 2. Reserves and Reserve Funds Policy



Memo on Reserves.pdf

Staff have been actively working towards development of a comprehensive Reserves and Reserves Funds policy, the intent of which is to identify what level of contributions are needed on an annual basis to:

- i) Provide a consistent, fixed contribution level to minimize the impact of fluctuations on taxation levels;
- ii) Capitalize the depreciation of existing assets thereby facilitating the funding of replacements using accumulated reserves;
- iii) Create a "pool" of uncommitted funds to be available to finance unexpected, unusual or new expenditures which will benefit the County and its ratepayers.

The County already does this, but not on a global basis. Public Works employs "MTO accounting", a system that capitalizes the depreciation of its equipment thereby ensuring that funds are available to cover the cost of new replacements.

The Housing Department has a detailed plan which clearly identifies how much must be spent each year to maintain its housing stock as well as a specific reserve fund dedicated to funding such expenditures. The intent behind staff's work has been to develop a cost-effective means of expanding these concepts and programs to all County owned assets.

Preliminary work performed by the General Manager, Infrastructure & Development identified the County's assets and their current values. When discussion moved to consideration of how this data should be translated into specific funding recommendations, finance staff arranged a meeting with Don Dafoe, the BDO Dunwoody partner in charge of the County's annual external audit to review and discuss this initiative and provide input. Upon reviewing the County's data, Mr. Dafoe advised that he believed it was not possible to achieve the goals for this policy without requiring a substantial increase in property tax rates, but that he would consult with other experts and report back. Attached is Mr. Dafoe's report which concludes that while the intent is commendable, it is nonetheless premature to introduce a comprehensive policy at this time.

While it may be premature to formalize a complete policy, staff still believe that the County can do more than it currently does. Staff feel that as an interim step, Council should consider stipulating that all monies received from the Federal Gas Tax for 2006 and subsequent years be directed to Reserves. This would allow for the rebuilding of this depleted resource while at the same time minimizing the impact of doing so on County taxation rates.

### **Recommendation**

That the Committee recommend to Council that it accept Mr. Dafoe's report and require that all monies received from the Federal Gas Tax for 2006 and subsequent years be directed to Reserves as an interim step in the development of a full Reserves policy for all County assets.

## **PART B - Monthly Activities**

### **1. Accounts and Verification**

Total for the month of September 2005:	\$4,168,539.42
Total for the month of September 2004:	\$2,143,044.11

A listing of the accounts for both months will be available at the meeting.

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

### **2. Revenue and Verification**

Revenues received during the month of September 2005:	\$ 2,361.00
Revenues received during the month of September 2004:	\$14,482.00

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) ONSITE Program

The County's Revenue Development Officer coordinated a visit to Lambton of ONSITE program officials on Tuesday, September 20, 2005 in order to provide local officials with an overview of the program, its benefits and how it can be accessed. ONSIGHT is an initiative that provides ongoing operational funding towards wage and benefits costs of staff hired to perform qualifying duties and responsibilities.

In addition to the presentation at the County, program officials also made presentations to the City of Sarnia, Sarnia Lambton Economic Partnership, Chamber of Commerce and the Sarnia Lambton Training Board (a session for not-for-profit and public sector agencies as well as interested area municipalities).

b) Summer Student Program

The Revenue Development Officer coordinated the County's summer students grant process this past summer. He advises that the County was successful in obtaining \$33,020 in funding for a total of 29 summer student placements. Students were employed in every division, with Corporate Services hiring 2, Community Services 21, Infrastructure & Development 6 and Health & Social Services 1. A combined total of five separate grant programs were accessed to provide subsidy in 2005.

4. General Manager's Report

**Recommendation**

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

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

1. Correspondence

- a) 11-3-05 Copy of a letter from Mayor Dick Kirkland indicating that the Village of Point Edward will be discontinuing its grant to Tourism Sarnia-Lambton (TSL) and asking Council to consider providing TSL with a "single source...on behalf of all county residents" grant in the amount of \$555,166.



FIN 11-3-05.pdf

**Recommendation**

That the correspondence be received and referred to 2006 budget deliberations.



Attached is the Statistical Report to the end of August 2005. The number of charges is again higher than the corresponding period in 2004, with a total of 265 tickets being issued over the Civic holiday weekend in Lambton Shores.

b) Fine Payments

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

- i) \$168,750 (\$135,000 plus \$33,750 victim fine surcharge) for 3 counts under the Environment Protection Act, payment of which has already been received. The defendant company has 1 additional charge pending disposition which is scheduled for continuation of the trial in November.

c) Court Closures

Staff have noted a disruption in revenue receipts as a direct result of court closures during August and September. This summer, the Regional Senior Justice of the Peace suspended in excess of 20 scheduled court sittings due to the continuing shortage of qualified Justices of the Peace.

- d) The Ministry of the Attorney General has issued a directive advising municipal courts that they can apply to the Attorney General for permission to add collection costs to the amount of unpaid fines sent to collection agencies. Currently municipalities must absorb these costs, which during the past 12 months have totalled \$47,506.87 for the County. Staff are beginning work on preparing the necessary documentation to make application for this permission and expect to be able to present additional details in next month's report.

4. General Manager's Report

**Recommendation**

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

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

- 1. No matters to report at this time.