

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 November 16, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

Delegations
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 month of October 2005:	\$ 22,757.81
Totals for the month of October 2004:	\$ 18,016.71

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 October 2005:	\$ 31,990.00
Revenues received during the month of October 2004:	\$ 32,249.00

- | | |
|---|----|
| 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) Lambton Heritage Museum:

2006 Draft Special Events and Programmes Schedule

Medieval Adventure: The major year-long feature for 2006 will be the return of the popular Medieval Adventure exhibit, this time mounted entirely in-house to ensure that all profits remain with the museum, and the museum has permanent ownership of the exhibit materials. This strategy allows the museum to periodically remount the medieval theme, timed to coincide with the appearance of medieval history in the junior level school curriculum.

Dutch Heritage Fest: It is anticipated that our Halton County Dutch-Canadian partners will once again be bringing to Canada a professional touring troupe of Dutch performers, which allows us to repeat this proven periodic event.

Heritage Quiltshow: Working in close collaboration with the North Lambton Quilt Guild, we plan to mount a regional quilt show in late June. A number of significant Lambton heritage quilts have been added to our own collection lately and not displayed yet. The Guild will do the work of providing contemporary quilts, speakers and workshops, and operating fabric sales tables, with the museum providing the venue and retaining 100% of admissions to the show.

b) Oil Museum of Canada:

The "2008 Celebrate!" ad hoc committee has begun the planning of festivities marking the 150th anniversary of the historic Williams Well. Contact has been made with Canada Post officials for consideration of a stamp design, and they have communicated that they wish to tour the site and meet with staff to gather stamp design ideas.

Scheduled capital roof replacement and the final phase of the lane widening project have been authorized for completion prior to year end.

c) Lambton Room:

'N Network' filmed an episode of Psychic Rescue Mediums in Petrolia last summer, and will be using Lambton Room photos to illustrate. In exchange for permission to broadcast, they have made a donation to the Lambton Room.

In an effort to develop early interest in family history and genealogy research, four public school visits were made to the Lambton Room to learn about archives and the nature of work in this service area. In total, 200 young visitors were welcomed over the four days.

The Lambton Room has become a member of the Archives Association of Ontario, entitling staff to training opportunities, conferences, and access to an annual grant stream.

d) Statistics



Museum Stats YTD Oct 2005.pdf



Museums Lambton Room Statistics 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. Collections Management

Lambton Heritage Museum

Items Recommended for Acceptance

CN CPR Rail signal training flashcards donated by Ken Boughner, Grand Bend
Model T Ford 'Autrac' conversion tractor donated by Bob Anderson, Thedford
2 litho'd children's books, 1915; 1923 tea set donated by Jean Muma, Grand Bend
Currier & Ives reference book, 1942, donated by E. Frosst, London
Blue & tan 'linsey-woolsey' overshot coverlet, woven in Bosanquet for the Coultis family circa 1850 with detailed accompanying provenance donated by Sheila Beaton, Watford
Maple & whitewood turned rope bed from Arkona donated by Eric Fuller, Watford
1950's hard plastic battery operated toy tractor donated by April James, Sarnia
Primitive teachers supply cupboard from Lambton Shores. 1874 Ravenswood School

Items for Refusal

1915 military photo, non-local from Kingsmill Cottage, Grand Bend

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, donated as backup tractor and now non operable.

Items in trade or through purchase:

Legal agreements and Indentures (5) from Sharpe & Kirkpatrick Soda Works, Sarnia, in trade for one bottle duplicate to our needs. Jillian Holmes, Sarnia
1900 Cobalt blue toothpick holder, depicting Sarnia Post Office acquired with net proceeds of de-accessions for \$23.
Two publishable Grand Bend beach scene postcards, 1920's for \$10.

Lambton Room

Items Recommended for Acceptance

Bibliography of Lambton County and the City of Sarnia, Ontario, by Edward Phelps donated by Wainfleet Township Public Library.

A story of a farm by Jean Lye with accompanying land documents donated by Jean Lye, Sudbury.

Deeds, Marriage Certificate, Mortgages etc. donated by Margaret Robertson, Windsor.

Scrap Books for the Petrolia IODE donated by IODE c/o Shirley Banks, Petrolia.

The Weekly Globe and Canada Farmer, 1881 donated by Jean Campbell, Camlachie.

People's Telephone Forest and surrounding exchanges 1992 donated by Rev. Canon George Hamilton, Glencoe.

Stag Island Yesterday & Today by Irma Jane Fritz Zager donated by Fraternal Fellowship Association (Nancy Stone – Irma Zager), Corunna.

Kinship, Religion, Politics and Community in Two Frontier Settlements of Upper Canada: Some Baptists of Lanark and Lambton Counties by Barbara J. Griffith donated by the author, Ottawa.

IODE Records from Sarnia donated by Margaret Harwood, President, Sarnia

Various old books with Lambton County connections donated by Doug Jolly, Sarnia

Families of East Lambton and Watford to 1900 by Jack Rogers donated by the author, Watford
Detroit Society of Genealogical Research Magazines donated by Deborah Worden, North Street, MI

\$25 from Trinity Anglican Church Women, Watford
\$62.61 in used book sales

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 November 16, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

Delegations
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 month of October 2005: \$ 27,137.92
Totals for the month of October 2004: \$ 14,946.72
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 October 2005: \$ 207.00
Revenues received during the month of October 2004: \$ 0.00

- 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 Platzter 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.

c) Upcoming Exhibitions

Peter Haller: Linescapes November 26, 2005 to January 7, 2006 (Main Gallery). This is the second solo show for Cobourg artist, Peter Haller at Gallery Lambton; his first being in 1996.

Teresa Altiman November 26, 2005 to January 7, 2006 (Sadie A. Knowles Gallery). This is the first solo show for First Nations artist Teresa Altiman of Walpole Island. She is a graduate of the Ontario College of Art and Design, Toronto, and her work has many First Nations elements in her paintings and drawings.

d) Programmes

Fall & Winter Art Classes. Four classes for Creative Wigglers are once again to be offered, along with four programs for children, one for adults, and one for adults and youth. Registrations are now being taken.

Cage Matches. Two more works from the permanent collection – Harold Town's *Monument to a Politician* and Lupe Rodriguez *Modo de Bailar* - are being exhibited at the Sarnia Library and visitors are being asked to vote and comment on their favourite. Last month, Horatio Walker's Mercedes Pretty coming out as the winner with 26 of the 45 votes.

Dinner and a Movie on Tuesday November 29, 2005, features a fabulous Fiesta Mexican Dinner at Lola's Lounge followed by the movie *Frida* about the Mexican artist Frida Kahlo, starring Selma Hayak. Tickets are \$30.00 at Gallery Lambton.

Videos at Noon represent a two part series of art movies on various French artists including Edgar Degas, Paul Cezanne and Vincent Van Gogh. The Fall series on Tuesdays concluded on November 8, 2005 and the Winter series runs from January 11 to February 15, 2006.

e) Collections Management Report – 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. Letters have been sent to living artists and artists' estates requesting permission to reproduce images on the internet database. Many

positive responses have so far been received and photography is continuing on these. Approximately 400 slides have been scanned into a digital format.

f) Statistics



Gallery Stats Sept 2005.pdf

g) Minutes of the Gallery Advisory Committee

The Advisory Committee had difficulty maintaining a quorum over the summer months and did not meet during that time. Ciel Clarke has tendered her resignation and the Committee is actively trying to recruit additional members as is noted in the minutes.

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 November 16, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

Delegations
PART A - Follow-up to Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion
IN-CAMERA

PART A - Follow-up to Previous Month(s)

1. Affordable Housing Strategy

Motion #9 of the Corporate and Community Services Committee dated October 19, 2005.

"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."

An update on the Affordable Housing Strategy is included in the attached report.



Housing Affordable Housing Strategy Report.doc

Recommendation

That staff be directed to draft a Municipal Housing Facilities By-Law, for County Council's approval.

PART B - Monthly Activities

1. Accounts and Verification

Totals for the month of October 2005:	\$ 599,755.32
Totals for the month of October 2004:	\$ 392,402.55

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 October 2005:	\$ 5,000.00
Revenues received during the month of October 2004:	\$ 93,415.00

- | | |
|---|----|
| 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) Statistics

Statistics for the month of October are attached.



Housing Stats 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) 11-17-05 Letter dated October 14, 2005 from Mr. John Gerretsen, the Minister of Municipal Affairs and Housing regarding social housing benchmarks.



Housing 11-17-05.pdf

Recommendation

That correspondence 11-17-05 be received and filed.

2. Policy and Procedures

a) Internal Transfers

The current internal transfer policy allows tenants who wish to transfer to another unit owned by the County to receive priority over other applicants on the chronological waiting list. A tenant requesting to transfer must pay a \$250 transfer fee. On an annual basis approximately 40 tenants request transfers and the estimated cost to paint, clean and repair a unit is \$887.00. On an annual basis the net costs to the County for these transfers is more than \$25,000. Some tenants have requested more than one transfer.

It is proposed to modify the current internal transfer policy to allow internal transfers to occur only when a household is over or under housed, requires an accessible unit or if a member of the household is a victim of abuse. There would be no transfer fee under this criterion. Should a current tenant not meet this criteria but still wish to transfer, they would be able to apply to move to another rent-geared-to-income unit but would be placed on the waiting list based on the date of their request. This would reduce the costs for painting and cleaning an additional unit.

This policy would become effective upon approval and existing internal transfer requests which have been approved would be honoured. Implementation of this policy could result in a reduction in the number of internal transfers and provide an opportunity for new applicants to be housed within a shorter time period. This revision represents a significant change to the current policy



Housing Policy 2-3 Internal Transfers.doc

Recommendation

That the Internal Transfers Policy be approved as presented effective December 1, 2005 ensuring that current approved internal transfers be offered accommodation under the policy prior to this date.

b) Continual/Persistent Late Rent Payment

As a result of the recent review of the administration of the County owned housing units it was recommended that a policy be established to instigate action against tenants who are persistently late in their rent payments. The proposed Policy and Procedure is attached.



Housing Policy 2-11 Continual Persistent Late Rent Payment.doc

Recommendation

That the Continual/Persistent Late Rent Payment Policy be approved as presented.

c) Market Rents

A report on the Market Rents is attached.



Housing - Market Rent Policy and Procedure Memo.doc



Housing - Market Rent Comparison.doc



Housing Policy 2-9 Market Rents.doc

Recommendation

That Policy and Procedure Index No. 2.9 - Market Rents, be approved as presented and that market rents be adjusted on an annual basis by the rate set under the Rent Control Guidelines.

AGENDA

County of Lambton
Meeting for the Committee "Senior Services - General Manager's Report"
on
Wednesday November 16, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

Delegations
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 month of October 2005:	\$ 1,073,653.56
Totals for the month of October 2004:	\$ 1,051,572.78

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 October 2005:	\$ 10,043.00
Revenues received during the month of October 2004:	\$ 23,044.00

- | | |
|---|----|
| 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) Annual Classification

Both LMV and NLRH had their annual classification review from October 11th – 14th. Results should be known by year end.

- b) North Lambton Rest Home residents moved into their new rooms on October 6.
- c) Representatives from the Legion were on site at NLRH on October 25th to present the Home with a donation of \$7,900 for the purchase of slings for the Home's new resident lifts.

d) Christmas Meals

Lambton Meadowview Villa - December 21, 2005 - 12 noon and 5 p.m.
Marshall Gowland Manor - December 15, 2005 - 12 noon
North Lambton Rest Home - December 11 - 4 pm & 6 pm

e) Building Committee

The Building Committee met on November 9, 2005. Attached are the minutes of that meeting.



Bldg Com November 9 2005 Minutes.pdf

f) Occupancy Report

Attached is the occupancy report for October.



Seniors October 2005 Occupancy Report.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

AAEC - \$2,785.00
LMV Therapeutic Garden - \$205.00
LMV Activation - \$85.00

Recommendation

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

3. Provincial Funding Levels

The Provincial funding for long term care homes continues to be inadequate to meet the increasingly complex care needs of the residents. Although additional funding has been received over the past two years equal to \$5.25 per resident per day, it has come with requirements for additional staff and increased services. As acuity levels increase in all long-term care homes and new programs standards are introduced by the Province, it has become a priority for us to lobby the provincial government to meet its 2003 election promise to increase funding for direct care and services to residents by \$6,000 per resident per year or \$16.44 per resident per day. As noted above, to date the increases received have totalled \$5.25 per resident per day. Based on Lambton County's bed count (338) the remaining increase of \$11.19 would translate into over \$1.3 million dollars of additional revenue.

Recommendation

That a letter be sent to the Minister of Health and Long-Term Care calling on the Provincial Government to fulfill its election promise to increase the per diem to residents of long term care homes in the fiscal year 2006/2007 by \$4,083.75 per resident, thereby fulfilling its election promise made in 2003.

AGENDA

County of Lambton
Meeting for the Committee "Emergency Medical Services - General Manager's Report"
on
Wednesday November 16, 2005 01:00 PM
Committee Room #1
Chair: Cindy Thayer

Orders of the Day:

Delegations
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 month of October 2005:	\$ 153,078.59
Totals for the month of October 2004:	\$ 36,400.11

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

- | | |
|---|----|
| 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) Staff have submitted a funding application to the Ministry in response to their indication that they will consider one-time funding requests for the implementation of Mobile Locator applications. Initial information indicated that the paperless ARC system currently being developed in conjunction with IT may qualify for 50% funding.

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) 11-27-05 Letter from Marcelle Crouse, Acting Director, Ministry of Labour to Paul Charbonneau, Director of EMS, County of Frontenac regarding the proposed solutions to the Paramedic eating periods.



EMS 11-27-05.pdf

- b) 11-28-05 Letter from EOWC, AMO and AMEMSO to the Honourable Steve Peters, Minister of Labour regarding the proposed changes to the ESA for paramedic meal breaks.



EMS 11-28-05.pdf

Recommendation

That correspondence 11-27-05 and 11-28-05 be received and filed, as the County has already passed on their comments to the Minister of Labour.

2. Tiered Response Agreements

Attached is a report related to Mutual Aid Agreements.



Mutual Aid.doc

Recommendation

That staff proceed to establish a local Mutual Aid Committee to develop a standard Mutual Aid Agreement to be used across the County; and further,

That the cost of implementing the Mutual Aid Agreements remain at the local level.

AGENDA

County of Lambton
Meeting for the Committee "Information Technology - General Manager's Report"
on
Wednesday November 16, 2005 01:00 PM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow-up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

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

1. None.

PART B - Monthly

1. Accounts and Verification

Total for the month of October 2005	\$34,164.65
Total for the month of October 2004	\$25,429.77

A listing of accounts will be available at the meeting.

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

2. Revenue and Verification

Revenue received during the month of October 2005	\$0
Revenue received during the month of October 2004	\$9,058.00

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

None.

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. Electronic Agenda System Discontinuance

At its meeting on November 2, 2005, Council decided to discontinue use of the eGenda reporting software. Two matters arise as a result of this decision.

The first matter concerns the continued use of the laptops supplied to Councillors. Laptops were originally supplied to Council to improve access to email as well as to aid in research work utilizing the internet. It was the plan at the time to eventually move to a system that would also allow Councillors to receive their Committee and Council packages electronically. Although the latter project has been shelved, some Councillors may wish to continue to use the laptops as a communications device.

The second matter concerns the continuation of the County paying for the high speed internet provided to Councillors to access their electronic Council and Committee packages electronically. High speed access was a requirement for downloading agenda packages via the internet, however, since the eGenda application will no longer be used by Council the high speed connection is no longer necessary.

Recommendation

That Committee recommends to Council:

That the County continue to supply laptops to those Councillors that wish to keep using them for communications purposes; and further,

That those Councillors not requiring laptops return them to the County IT Department so that they can be re-deployed; and further,

That the County cease paying for high speed internet for Councillors as it is no longer a requirement.

2. Orthophotography Renewal

As Council is aware staff has been working for several months on an RFP process as part of an expansive partnership for the purchase of orthophotography.

The RFP Evaluation Committee consisting of nine members of the partnership representing over 50 participating members met on September 29th in London and using the selection criteria clearly indicated in the request for proposal document, individually scored the proponents. The selection criteria are as follows:

Ability of proposed technology to address requirements	30
Depth and breadth of resources (capability of vendor)	10
Overall project plan	5
Quality and clarity of proposal	2
Risk	10
Time to deliver	10
References	5
Total Cost including resale options and available	
Financing costs	28
Total	100

The evaluations of the committee members were compiled and produced a clear leader according to the aggregate scores. A proponents' meeting was held on Wednesday, October 5th in Thamesford to clarify some issues and answer questions. The result of the meeting was a unanimous decision that First Base Solutions be chosen as the preferred vendor subject to final negotiations.

As recommended by Council, Lambton County was to obtain pricing for engineering grade photos for three (3) scenarios; (a) the base urban areas of the County, (b) for additional areas requested by some local municipalities, and (c) for the entire County. The results of these three pricing scenarios are:

a) Base Urban Areas of the County (\$95,000)

First Base Solutions' cost was \$120,589 for the engineering accuracy photography for the base urban areas. Partnerships with the Ausable Bayfield and St. Clair Region Conservation Authorities and the Ministry of Natural Resources will reduce the cost to approximately \$95,000.

b) Additional Areas Requested by Local Municipalities (\$91,217.51)

These areas are outside the County OP designated "growth areas", largely the rural areas of Lambton Shores and the City of Sarnia but including six small rural communities. These areas were additional areas requested by local municipalities where photography would be required. The price breakdown for these additional areas of the County are:

Lambton Shores (remaining portions)	\$69,015.00
Sarnia (remaining portions)	\$20,396.88
Inwood (BrookeAlvinston)	\$ 401.25
Florence (Dawn-Euphemia)	\$ 334.38
Oakdale (Dawn-Euphemia)	\$ 267.50
Rutherford (Dawn-Euphemia)	\$ 267.50
Shetland (Dawn-Euphemia)	\$ 267.50
Wilkesport (St. Clair)	\$ 267.50
Total Additional Cost	\$91,217.51

c) Pricing for the Entire County at Engineering Grade (\$766,628.25)

The total cost for acquiring engineering grade orthophotography for the entire County is \$766,628.25 and includes the base urban areas (\$95,000.00) as well as the requested optional areas (\$91,217.51) as described above.

It is also important to note that under all of the above pricing scenarios the County (and local municipalities) will retain full ownership over the orthophotography it receives. The County is not sharing ownership of the deliverables with the vendor.

Recommendation

That Committee recommend to Council:

That Council approve the acquisition of engineering grade orthophotography for the base urban areas of the County in 2006 from First Base Solutions for the price not to exceed \$95,000 and that the Warden and Clerk be authorized to sign a contract with the vendor; and further,

That the decision to acquire engineering grade orthophotography for the additional areas of the County at the prices listed above (not the entire County) be left to the individual municipalities and that each municipality requiring such photos be responsible for the costs. Also, staff will contact each local municipality and confirm their desire to participate and will provide First Base Solutions with the list of additional areas by the end of February of 2006; and further,

That Council not proceed with acquiring engineering grade orthophotography for the entire County.

AGENDA

County of Lambton
Meeting for the Committee "Human Resources - General Manager's Report"
on
Wednesday November 16, 2005 09:00 AM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

PART A - Followup from Previous Month(s) -

1. No matters to report at this time.

PART B - Monthly Activities -

1. Accounts and Verification

Total for the month of October 2005	\$8,540.84
Total for the month of October 2004	N/A

A listing of accounts will be available at the meeting.

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

2. Revenue and Verification

Revenue received during the month of October 2005	\$1,150.00
Revenue received during the month of October 2004	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 has begun negotiations with the Ontario Nurses Association (ONA). ONA represents Registered Nursing staff at the three (3) Homes for the Aged.

We have completed the non-monetary items and will be discussing monetary issues at our next scheduled meetings in November.

Further updates on these negotiations will be forthcoming.

b) Legislative Updates

As discussed at Council last month Bill 206, An Act to revise the Ontario Municipal Retirement Systems Act, is a hot item on the agenda of AMO and Ontario unions. Please see the attached letter from Mr. Frederick Biro, Chair of the OMERS Board.



OMERS-Bill 206.pdf

c) Occupational Health and Safety

The Occupational Health and Safety Coordinator continues to focus on Rate Group 851 Homes for the Aged. In October he conducted an accident prevention presentation at MGM with all Homes for the Aged Managers and Supervisors in attendance. The presentation pointed out the various costs and implications accidents have on the Homes. Focus on an accident investigation program for the purpose of avoiding future occurrences was emphasized.

Lambton Meadowview Villa employees are currently receiving lift training. Sessions focus on proper body mechanics, principles of lifting and transferring, and types of lifts and slings.

Last winter, several employees were off work due to slips and falls in our parking lots. The OH&S Coordinator along with the Purchasing Coordinator recently facilitated a meeting with the snow removal contractors. This meeting focused on prevention and showing statistics for slips and falls. Our goal is to create awareness of proper snow removal and salting procedures resulting in no accidents this winter.

As of Oct. 18, 2005 we have had nine (9) lost time accidents. This compares to a total of twenty three (23) lost time accidents for the same period in 2004. The total number of lost time accidents in 2004 totaled twenty six (26).

The OH&S Coordinator along with a representative of the Homes for the Aged will be attending various sessions on the new WSIB forms which will be required by January, 2006. Changes to the Form 7, which is the accident reporting form to WSIB, and the Functional Ability Forms will be reviewed.

We have also received notification that the methodology for calculation of NEER reports is also changing. Further information is to be supplied by WSIB at a session being held on November 16, 2005 and we will keep council informed on how these changes could affect the County. Please see attached documentation on these information sessions.



WSIB-Neer Experience Rating Info Sessions.pdf

NEER Update

NEER statements have not been received as of yet by the County. They are scheduled to be sent out the second week of November. The NEER report states the amount of surcharges and rebates for each rate group within the County. The latest statement (June) indicates that rate group 851 (Homes for the Aged) and rate group 845 (Municipal Operations) are in a surcharge position for 2005. The remainder of the County is currently in a rebate situation.

d) Training and Development

The Training and Development Coordinator delivered 29 workshops in the month of October. Workshops were provided on job evaluation processes. Staff also assisted the Finance staff in providing financial training on budgetary software and developed a workshop for the three (3) long term care facilities on fostering employee motivation and feedback. Other management/supervisory sessions on Positive Performance Management and Team Building were also offered. The Fall management workshop on Achieving your Personal Best and Generating Effective Teams was also held in October.

Staff sessions have also been held on Non-Violent Crisis Intervention and Dealing with Difficult People.

Training sessions organized by the Training and Development Coordinator have been accessed by 85 lower tier municipal employees this Fall.

e) Other Updates

Ontario Health Premium (OHP)

This time last year I alerted Council that a nursing home was found to be responsible for paying 100% of the Ontario Health Premium (OHP) for full-time staff and 50% for part time employees. The award was based on the language left in the collective agreement from the time when employers paid OHIP premiums.

This issue has hit the media again with the news that the Superior Court of Justice has upheld this ruling requiring Lapointe-Fisher Nursing Home to pay the tax on behalf of unionized staff. The home must now decide whether to try to appeal this decision.

This is a significant issue for all employers. The County will be taking a wait and see approach to see if the government intervenes or Lapointe-Fisher Nursing Home appeals the decision. Further information will be supplied when available.

Attached is a copy of the article appearing in the October 19, 2005 Toronto Star.



Ontario Health Premium-October 19 2005.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. Nothing to report at this time.

AGENDA

County of Lambton
Meeting for the Committee "Finance - General Manager's Report"
on
Wednesday November 16, 2005 01:00 PM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow up from Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

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

1. Reserves and Reserve Funds Policy

Committee asked for clarification as to whether the proposal to direct future Federal Gas Tax monies to reserves conflicted with any stipulations or conditions associated with receipt of this funding. The attached memo addresses this question and leads to the following revised recommendation.



MEMO - Gas Tax Reserves Nov 05.pdf

Recommendation

That the Committee recommend to Council that it accept Mr. Dafoe's report and require that future Combined Operating and Capital Budgets include a provision whereby a contribution equivalent to the amount of monies received from the Federal Gas Tax in each year of receipt from 2006 on be directed to Reserves as an interim step towards the development of a full Reserves policy for all County assets.

PART B - Monthly Activities -

1. Accounts and Verification

Total for the month of October 2005:	\$1,588,954.62
Total for the month of October 2004:	\$2,625,114.11

A listing of the accounts for the current month 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 October 2005: \$1,040,204.00
Revenues received during the month of October 2004: \$1,087,380.00

- 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) 3rd Quarter Variance Report

Staff have completed their review of actual results to budget for all financial activity up to September 30, 2005. In addition, they also completed formal fiscal forecasts to allow the projection of departmental and program year-end positions. As a result Finance continues to predict that the County will finish 2005 in a deficit position. Should staff be successful in current negotiations with the Province, this deficit can be expected to be as small as \$130,000 (vs. the \$112,000 predicted at June 30th). Should those discussions not be fruitful, the deficit could become \$600,000 or more.



MEMO - 2005 Variance Reporting to 09-30-05.pdf

b) Preliminary Impacts on 2006 Budget

Staff have identified 8 significant and known matters that will impact on the Corporation's 2006 combined Operating/Capital Budget and the level of funding the County will need to derive from its property tax base during the coming year. While not all impacts can currently be quantified, this analysis suggests that funding requirements will increase a minimum of \$3,281,667, a 6.4% increase over 2005. Depending on how large a deficit the County finishes 2005 with, this increase could actually be \$4,391,667 (8.5%) or more.



Microsoft Word - MEMO - 2006 Preliminary Budget Impacts _2_.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) 11-29-05 A letter received from Mike Bradley addressed to Warden Davidson requesting Council to consider instituting a new tax ratio for 2006.



FIN 11-29-05.pdf

Recommendation

That staff be directed to investigate and report implications back to this Committee.

AGENDA

County of Lambton
Meeting for the Committee "Provincial Offences Administration - General Manager's Report"
on
Wednesday November 16, 2005 09:00 AM
Committee Room #1
Chair: Linda Ross

Orders of the Day:

PART A - Follow-up to Previous Month(s)
PART B - Monthly Activities
PART C - Other Matters Requiring a Motion

PART A - Follow-up to Previous Month(s) -

1. Highway 402 – Reduced Speed Zone Appeal

The County's prosecutor advises that agreement has been reached that will allow resolution of all related outstanding charges. 19 offences will be dismissed, 33 offences will proceed with guilty pleas and any remaining issues will be addressed during a Court hearing scheduled for November 25, 2005.

PART B - Monthly Activities -

1. Accounts and Verification

Total for the period October 2005:	\$9,582.00
Total for the period October 2004:	\$7,949.81

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

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

2. Revenue and Verification

Revenues received during the period October 2005:	\$265,264.00
Revenues received during the period October 2004:	\$129,946.00

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

3. Items of Interest

a) Monthly Statistical Report

Attached is the Statistical Report to the end of September 2005. The number of charges was again higher than the corresponding period in 2004. This is a result of the O.P.P.'s annual fall seat belt campaign and a M.T.O. "bypass blitz" checking all commercial vehicles using alternate routes for violations. Future inspection teams will target trucks using Highway 402.



POA Stats 11-16-05.pdf

b) Ministry of the Attorney General Audit

A Provincial Audit Team conducted a review of the POA office during the period October 12–15, 2005. Furhad Yaqubian, the Ministry's Financial Coordinator advised that his team identified only a few minor issues and were impressed with how effectively the County's office is operated.

The Committee should note that Mr. Yaqubian directed that all fines levied against municipalities in our court services catchment area be paid to the Province. This means that the revenue from 7 offences over the past 5 years totalling \$10,800.00 must be paid out to the Province.

The full written report will be provided to Committee when received.

c) C.Q.C. Meeting

On October 14, 2005, a meeting was called by the Regional Senior Justice of the Peace His Worship Squires. In response to the continuing shortage of Justices of the Peace, His Worship is instituting "On Call" scheduling under which the presiding Justice will be available in the event of sickness as an effort to minimize court cancellations. Responsibility for preparation of the Master Court Plan is also being returned to POA managers, although His Worship Squires will still need to approve them prior to implementation.

His Worship announced 2 operational changes as well. Trials will now begin at 10:00 a.m., allowing Justices of the Peace time between 9:00 a.m. and then to complete administrative duties such as fail to responds, extensions and re-openings. Secondly, Justices of the Peace will no longer consider any requests for extensions for time to pay fines which are in default 2 or more years or for which another Justice of the Peace has previously denied such a request.

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.