



# ANNUAL REPORT

2003

For more information about CKLAG and its activities, see the web-site at [www.cklag.com](http://www.cklag.com), contact any committee member, or:

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*“Efficient Together  
-- Better Together”*

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*A Message from the CKLAG  
Chair – 2004*

***Margaret Nelson***  
*Director of Education and Secretary,  
St. Clair Catholic District School Board*

It is my very great pleasure, on behalf of our Executive Committee, to present this annual report, which highlights the many successes of the Chatham-Kent Lambton Administrators Group. Once again, this important and unique partnership has served well the taxpayers of Chatham-Kent and Sarnia-Lambton. Through our combined efforts, we have saved \$2,874,195 this year – bringing CKLAG’s total savings since its inception in 1998, to \$10,338,258.

This is indeed a remarkable and worthwhile achievement – one which we can truly be proud of, particularly in these times of tremendous fiscal restraint. Saving money has been, and will continue to be, a primary focus for CKLAG. However, I believe there is so much more that we, as partners, can offer each other.

This year, I would like to begin to explore new ways to benefit each other. Together, we bring to the table a wealth of experience and expertise from a variety of public sector services – health, education, municipal services, children’s services and leisure and recreation. Our challenge for the future is to look for opportunities to tap into that expertise, to share more fully our skills and our knowledge, so that we will not only grow more “efficient together,” but that we will also grow “better together!”

It will be the challenge of our CEO/CAO group to lead this initiative. Each of us must develop within our own staff, a new vision of how we, as members of CKLAG, can learn from and support each other.

I look forward to an exciting new year – a year of renewed commitment and amazing new possibilities!

Sincerely,

A handwritten signature in black ink that reads "Margaret Nelson". The signature is fluid and cursive.

Margaret Nelson

## **Executive Coordinator, Erié Ann Lernout**

The Chatham-Kent Lambton Administrators Group has existed since 1998, with the amalgamation of the Kent Area Administrators Group (KAAG) and the Lambton Administrators Committee (LAC). In each year of its operation, the member organizations of CKLAG have benefited in many ways. Although, the financial outcomes of the joint efforts are always of great importance, the indirect benefits are exceptional and very valuable, as well.

The CKLAG Mandate is:

- To work within health, education and municipal sectors to improve service within each sector and across sectors in the district;
- To work together to share resources, create efficiencies in our respective organizations and collectively conserve resources for the taxpayers of the district.
- To share policies, expertise, advice, staff development, equipment, materials and resources.

CKLAG's Executive Committee, together with four Standing Committees, Finance, Information Technology, Human Resources and Operations-Purchasing, meet monthly with the assistance of the Executive Coordinator. These are working meetings, aimed at the implementation of joint projects, which result in cost savings and cost avoidance. In addition, members discuss emerging issues, establish strong interpersonal working relationships and communicate best practices.

While CKLAG continues to achieve its goal of saving tax dollars, as outlined in this report, an even greater benefit is the sharing of expertise and best practices. During these times of economic restraint and increased workload, members benefit greatly through sharing tasks of preparing requests for purchase, tendering documents and contract negotiations. The lead member for each initiative, with the assistance of a sub-committee, saves time for the other participating members.

Again, the committee meetings result in an exchange of information and ideas, sharing of expertise and the extension of helping hands to each other. This type of sharing allows each individual administrator to fulfill his/her own responsibilities in the best possible ways.

CKLAG completed its fifth year with a number of successes. The Chairs of our Standing Committees and all members of the project teams are to be commended for their dedication to the consortium goals, and for their hard work and creativity, which is so apparent by the results.

## STRUCTURE OF CKLAG CONSORTIUM

The CKLAG Consortium is represented by nine publicly funded organizations from education, health and municipal government, within Chatham-Kent and Sarnia-Lambton, along with six associate members, which are also publicly-funded, not-for-profit organizations. The members are:

### **Municipality of Chatham-Kent**

Box 640, 315 King Street West  
Chatham N7M 5K8  
[www.chatham-kent.ca](http://www.chatham-kent.ca) 519-352-8401

### **City of Sarnia**

Box 3018, 255 N. Christina Street  
Sarnia, N7T 7N2  
[www.sarnia.ca](http://www.sarnia.ca) 519-332-0330

### **County of Lambton**

Box 3000, 789 Broadway Street  
Wyoming, N0N 1T0  
[www.county-lambton.on.ca](http://www.county-lambton.on.ca) 519-845-0801

### **Lambton College**

1457 London Road  
Sarnia, N7T 6S3  
[www.lambton.on.ca](http://www.lambton.on.ca) 519-542-7751

### **St. Clair College – Chatham-Kent**

1001 Grand Avenue West  
Chatham, N7M 5W4  
[www.stclaircollege.ca](http://www.stclaircollege.ca) 519-354-9100

### **Chatham-Kent Health Alliance**

Box 2030, 80 Grand Avenue W.  
Chatham, N7M 5L9  
[www.ckha.on.ca](http://www.ckha.on.ca) 519-352-6400

### **Bluewater Health**

89 Norman Street  
Sarnia, N7T 6S3  
[www.bluewaterhealth.ca](http://www.bluewaterhealth.ca) 519-464-4400

### **St. Clair Catholic District School Board**

420 Creek Street  
Wallaceburg, N8A 4C4  
[www.st-clair.net](http://www.st-clair.net) 519-627-6762

### **Lambton Kent District School Board**

Box 22019, 200 Wellington Street  
Sarnia, N7T 7L2  
[www.lkdsb.net](http://www.lkdsb.net) 519-336-1500

## ASSOCIATE MEMBERS

### **Chatham-Kent Integrated Children's Services**

639 Grand Avenue W., Suite 435  
Chatham, N7L 1C5 519-352-0449

### **Sarnia-Lambton Children's Aid Society**

161 Kendall Street  
Point Edward, N7V 4G6 519-336-0623  
[www.slcas.on.ca](http://www.slcas.on.ca)

### **Municipality of Lambton Shores**

Box 340, 4 Ontario Street N.  
Grand Bend, ON N0M 1T0 519-238-8461

### **St. Clair Township**

1155 Emily Street  
Mooretown, N0N 1M0 519-867-2024

### **St. Clair Parkway Commission**

Box 700, 242 St. Clair Parkway  
Corunna, N0N 1G0 519-862-2291

### **Ridgetown College – University of Guelph**

Main Street West  
Ridgetown, N0P 2C0  
[www.ridgetownc.uoguelph.ca](http://www.ridgetownc.uoguelph.ca) 519-674-1500

## STANDING COMMITTEE REPORTS

### **Finance Committee Report** **By Ron Andruchow, Chair** Lambton Kent District School Board

The Finance Committee has enjoyed a great deal of success through its involvement in working together on projects to obtain cost effective services at the best market prices.

The joint banking arrangement continues to provide participants with superior financial benefits and cash flow management. The Committee especially appreciates the work done by Sandra Mailloux in providing regular summaries on the groups offsetting activities. We are pleased with the utilization and performance of our e-Comm activities. The expanded use of purchasing cards has helped us to provide our members with an efficient and effective purchasing system.

We have also been active in obtaining auditing and actuarial services for many of the CKLAG organizations. Pat O'Malley and Stuart Wood led these projects to a successful outcome for the participants. Accounting practices are continuously updated and we are finding that PSAB accounting standards are being adapted by several members. Providing support and sharing experience with PSAB practices are being planned to ease the implementation process for members new to this reporting method.

I would like to take this opportunity to thank all of the members on the Finance Committee, both for supporting the efforts in reaching our objectives this past year, and for the knowledge and professional strength they bring to this organization.

### **Information Technology Committee Report** **By Sharon Pfaff, Chair** Chatham-Kent Health Alliance

The Information Technology Committee had a very productive year with the realization of specific key indicators and objectives. The Committee has mainly focused on the joint planning and purchasing process for the Wide Area Network Request for Proposal (RFP) in preparation for the completion of the current contract in December 2005. An RFP Sub-Committee has worked diligently to develop the document to reflect the needs of the participating organizations and has utilized the expertise of the CKLAG Purchasing Committee during the process. A consulting firm has been secured to provide feedback on the RFP development and the selection process, in order to have new contracts in place by the fall 2004 for each member organization.

The Connect Ontario Grant project was successfully completed on December 31, 2003, and as a result, the Community of Chatham-Kent Portal has been well recognized across the nation. Chatham-Kent is able to enjoy the self-service informational benefits of the robust site that now includes the ability to pay for tickets issued under the Provincial Offences Act, register and pay for recreational programs, search for tax assessment information, search all eleven library collections and place items on hold, view community events through the community calendar and browse booking information on over 340 municipal facilities.

By June of 2004, residents of the municipality will be able to schedule their hospital appointments through a secure interface developed on the portal. Further portal development will ensure a commitment to meeting the needs of the community and leveraging partnerships. Other funding proposals have been submitted to increase broadband access across the region and currently include COBRA and BRAND.

Peer sharing has been very helpful in identifying learning needs and organizing educational sessions for IT staff. As well, specific presentations were arranged for the CKLAG IT meetings, such as records management and videoconferencing equipment options.

As an outcome of these activities the CKLAG organizations have benefited by sharing resources, creating efficiencies and enhancing staff development. The spirit of commitment and cooperation has been outstanding from the committee members and as chair of the committee it has been a very rewarding experience to be part of the process.

### **Operations-Purchasing Committee Report**

**By Dave Alway, Chair**

Lambton Kent District School Board

The Operations/Purchasing Committee is a Standing Committee of CKLAG and is comprised of all the organizations represented on the CKLAG Executive committee as well as a number of associate members from other government funded, not for profit, agencies that serve the public in Chatham-Kent and the Sarnia and Lambton County areas. The members are from the Purchasing Departments and the Operations/Maintenance departments of the member organizations.

The goal of the subcommittee is to save the taxpayers money, both directly and indirectly through large quantity purchasing, (economies of scale) and reduced costs, which are realized by not repeating the same steps in each organization. Another indirect benefit that is derived is the networking and sharing of information and experience among the members. Some projects completed this year were Tenders for Electric Lamps & Ballasts, a contract for Daily Car Rentals, Master Clock Systems and Long Distance Telephone Service.

## STANDING COMMITTEE REPORTS, continued

### Human Resources Committee Report

By Mac Leitch, Chair

Lambton Kent District School Board

The Human Resources Committee is made up of two sub-committees, one, dealing with health and safety issues and a second with joint training projects.

To date, the Training Sub-Committee has experienced an excellent record of savings and cost avoidance and continues to develop programs that permit better utilization of training opportunities. Over the course of the past year, numerous training and professional development opportunities have been made available by the members, to share their in-house sessions with each other.

While the savings have not been as directly evident with the Health and Safety Sub-Committee this year, the group has tried an interesting approach to their meetings by providing professional development at no cost, by inviting presentations from various suppliers and other service providers. Their cooperative sharing of information, for example, permitted the purchase of a testing instrument at a lower cost and equal quality. In other cases, the use of each other's skills and specialties avoids the use of outside consultants.

Plans are underway to move training into e-learning. At the St. Clair Catholic District School Board, Chris Powell's forward thinking has opened the door for specific e-learning projects. With the help of Marianne Fenton, at the Municipality of Chatham-Kent, this initiative has the potential to resolve a number of training issues common to health and safety and organizational training. The e-learning project would provide CD's on various training programs that are mandatory and, in the past, necessitated the employee attending a classroom setting. This approach permits employees to receive the necessary instruction from their workstation, or at a time that is convenient, as opposed to traveling to a central location for the instruction. In its initial planning, the Committee has identified 21 projects that could apply and benefit from this approach.

The Committee recognizes the value of St. Clair and Lambton Colleges as partners. The colleges have many of the resources (ie. instructors, curriculum, equipment) that the remaining partners require in order to meet training needs. During 2003, the committee established that all CKLAG joint training needs (technical and developmental) would be brought to the attention of the colleges before any outside vendors, to allow them the opportunity to meet these needs first. An email is sent to both colleges indicating a training need and asking them to bring forth a proposal at their earliest convenience. It is up to the colleges to determine which of them will deliver this training or if they will embark on a joint venture. A format was created to provide feedback to the colleges after training delivery so they can better understand our needs and expectations and deliver excellent customer service to CKLAG. During 2004, the Committee plans to solidify these relationships by sending some major business to the colleges.

## CKLAG PARTNERSHIP RESULTS IN FREE TRAINING OPPORTUNITY



The Municipality of Chatham-Kent hosted the Ontario Parks Association (OPA) workshop on Playground Safety, and through the CKLAG H.R./Training Committee, quickly broadcast that seats were available for this free workshop. This resulted in registrations from the City of Sarnia (3), St. Clair Catholic District School Board (2), Lambton Kent District School Board (2) County of Lambton (2), Oil Springs (2), St. Clair Township (1) and Lambton Shores (1).

OPA had requested assistance from Chatham-Kent in marketing this workshop, as registration was lighter than hoped for three days before the training date. Within an hour of communicating this training opportunity through CKLAG, the phone at OPA starting ringing and within 24 hours, the class was full with a waiting list. Participants from Chatham-Kent (15) and CKLAG (13) benefited from a free day of training, including lunch, less than a one-hour drive and networking with those from seven other neighbouring public-sector organizations in their field of expertise. The OPA was so pleased with our networking capacity and support for this workshop that they are considering Chatham-Kent as a location for future Playground Academy offerings. That is good news for the Chatham-Kent and Lambton communities, as our economic development and lifelong learning opportunities will be positively impacted by these initiatives.

## ACCUMULATED SAVINGS — ALL MEMBERS – 1998 - 2003

Since its establishment as a consortium, CKLAG has reported annual savings due to the various activities. The total for the year 2003, in the amount of **\$2,874,195** brings CKLAG to a five-year total of **\$10,338,258**.

	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>	<b>1998-99</b>	<b>Totals</b>
Chatham-Kent Health Alliance	508,490	159,150	93,100	190,000	68,500	1,019,240
Lambton College	103,340	73,350	61,480	114,550	Nil Report	352,720
Lambton County	148,800	182,850	259,440	251,780	228,000	1,070,870
Bluewater Health	202,550	120,140	175,300	156,100	34,600	688,690
Lambton Kent District School Board	854,875	460,300	621,860	292,750	504,000	2,733,785
Municipality of Chatham-Kent	619,030	526,020	350,730	152,918	400,000	2,048,698
St. Clair Catholic District School Board	324,865	269,210	200,880	221,760	600,000	1,616,715
Sarnia	53,525	77,700	62,850	130,550	72,075	365,200
St. Clair College	5,700	46,190	67,390	107,540	131,000	357,820
Sarnia-Lambton Children's Aid Society	28,750					28,750
St. Clair Parks	1,400					1,140
St. Clair Township	12,200					12,200
Chatham-Kent Integrated Children's Services	10,670					10,670
<b>TOTALS</b>	<b>2,874,195</b>	<b>1,914,910</b>	<b>1,893,030</b>	<b>1,617,948</b>	<b>2,038,175</b>	<b>\$10,338,258</b>

*Note: There is a significant increase in the savings reported for 2003, over the previous years. This is attributed largely to the joint natural gas contract.*

## COMMITTEE MEMBERS

	<b>Executive</b>	<b>Finance</b>	<b>Human Resources</b>	<b>Information Technology</b>	<b>Operations-Purchasing</b>
<b>Bluewater Health</b>	David Vigar	Pat O'Malley	Dave Evans	Gary Higgs Gerry Recchia Harry Rianto	Liz Pheniz Jason Cates Larry Lafranier
<b>Chatham-Kent Health Alliance</b>	Kenneth Tremblay	Jerome Quenneville Sandra Mailloux	Rudy Oldenwening	Sharon Pfaff	Annette Johnston Wayne McLellan
<b>Lambton College</b>	Tony Hanlon	Kate Large	Guy Bertrand Colleen Charlton	Terry Babbey Craig Reed	Paul Mantle
<b>Lambton County</b>	Ron Van Horne	John Innes	Lois Gilmour Marlene Glaab Chris Doyle	Robert Wilks Mark Giberson	Howard Lucas George Leenhouts
<b>Lambton Kent District School Board</b>	Gayle Stucke <i>Retired: Paul De Sadeleer</i>	Ron Andruchow	Mac Leitch	Garth Vanstone Frank Mastronardi	Dave Alway John Foolen
<b>Municipality of Chatham-Kent</b>	Joe Pavelka	Stuart Wood	Cathy Hoffman Betty Schepens	Helen McLaren Alan De Villaer Joann McDonald	Bonnie Rotschenk Linda Borst
<b>St. Clair Catholic District School Board</b>	Margaret Nelson	Jim McKenzie Carol Weldon	Suzanne Marion Jan Anderson	Chris Rivait	Jane Morrison Vicki Donohue
<b>Sarnia</b>	Ann Tuplin	Dean Anderson Brian McKay	Lloyd Fennell Kathy Meade	Ron Marshall	Manuel Jose Brad Williams
<b>St. Clair College – Chatham-Kent</b>	Patricia McFarlane		John Lawrence		Tom Stokes
<b>Sarnia-Lambton Children's Aid Society</b>		John Beer	John Beer	John Beer Lori Kiley	John Beer
<b>St. Clair Parks</b>		Cindy Vannieuwenhuyze			Dan Gutteridge
<b>St. Clair Township</b>		Charles Quenneville	Doug Lougheed	George Lozon	Charles Quenneville
<b>Chatham-Kent Integrated Children's Services</b>		John McDonald			Shawna Sterling
<b>Municipality of Lambton Shores</b>		Janet Ferguson	John Byrne	Janet Ferguson	Janet Ferguson
<b>Ridgetown College – University of Guelph</b>		John Brooks			