



AGENDA
COMMITTEE A.M. - 9:00 a.m.
**(Infrastructure & Development Services/
Public Health Services/Cultural Services)**

Wednesday, October 18, 2023
Council Chambers, Wyoming

Page

1. **Call to Order - Committee A.M.**

Committee Members: J. Agar, D. Boushy, M. Bradley, A. Broad, T. Case, D. Sageman, I. Veen, B. White, and Warden K. Marriott.

2. **Disclosures of Pecuniary Interest**

If any.

3. **INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION**

A) **Correspondence to Receive and File**

- 3 a) PD 11-01-23 Notice of Study Commencement from Staecey Ngabire and Lora Yurdakul, Ministry of Transportation regarding a Detail Design and Class Environmental Assessment study for the rehabilitation of Highway 21 from the north limit of Forest to 0.5 kilometres south of Lambton Road 7.

B) **Information Reports**

- 4 - 7 a) Information Report dated October 18, 2023 Regarding 2023 Roads and Bridges Construction Update.

C) **Reports Requiring a Motion**

- 8 - 62 a) Report dated October 18, 2023 Regarding Maintenance Activity Report April to October 2023.
- 63 - 68 b) Report dated October 18, 2023 Regarding Speed Limit Adjustment on Country Road 7 for PXO.
- 69 - 70 c) Report dated October 18, 2023 Regarding Update Appointment By-Law for Inspectors.

D) **Other Business**

4. **PUBLIC HEALTH SERVICES DIVISION**

PD 11-01-23

NOTICE OF STUDY COMMENCEMENT

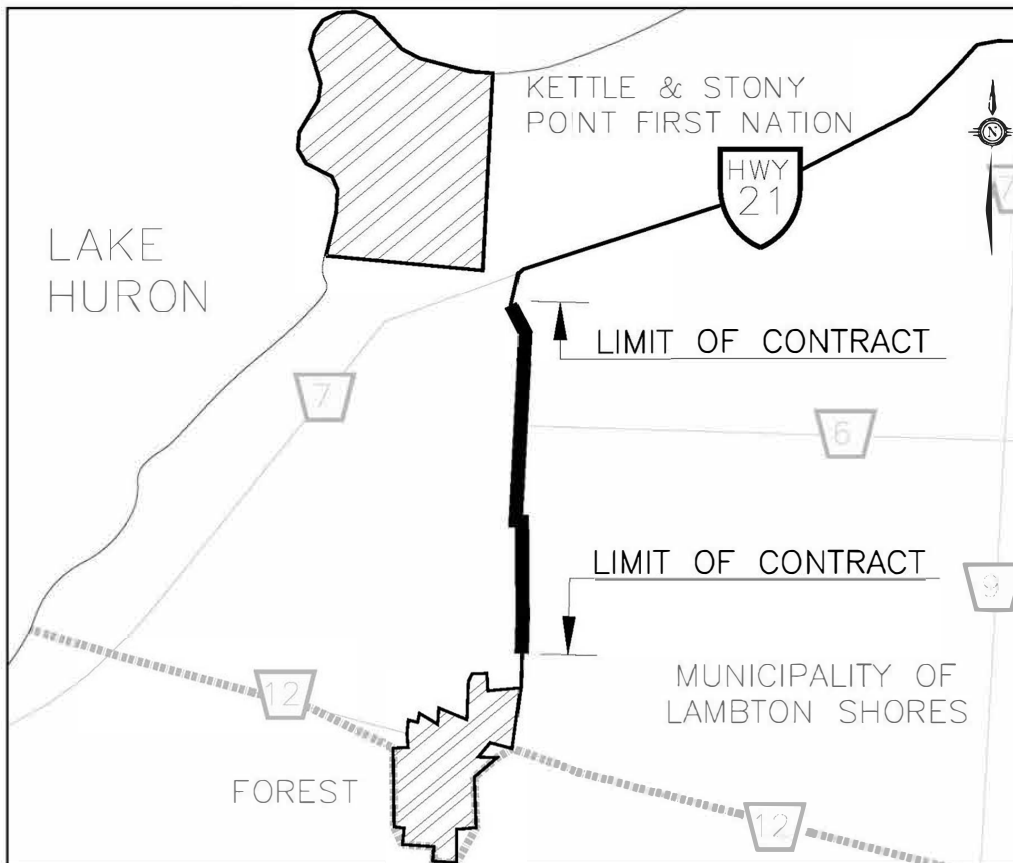
**Highway 21 from Forest north limit to 0.5 km south of Lambton Road 7
(Lakeshore Road) in Lambton County
(GWP 3073-20-00)**

DETAIL DESIGN AND CLASS ENVIRONMENTAL ASSESSMENT STUDY

PROJECT OVERVIEW

The Ontario Ministry of Transportation (MTO) is completing the Detail Design and Class Environmental Assessment (EA) study for the rehabilitation of Highway 21 from the north limit of Forest to 0.5 km south of Lambton Road 7 (Lakeshore Road) in Lambton County. The proposed work includes pavement rehabilitation, culvert replacements, and improvements to drainage, grading, structures, electrical and roadside safety as necessary. The project location is shown on the map below.

Traffic staging during construction will be confirmed as the study progresses. Highway 21 lane reductions and temporary closures are expected to be required for construction. Subject to funding and approvals, it is anticipated that construction will begin in 2025.



PROCESS

The study is being completed in accordance with the *Class Environmental Assessment (Class EA) for Provincial Transportation Facilities (2000)* as a Group 'C' project. Group C projects are considered approved under the Ontario *Environmental Assessment Act*, subject to compliance with the Class EA and the application of mitigation measures where necessary.

COMMENTS

For more information, to provide comments, or be added to the mailing list, please contact one of the Project Team Members listed below by **October 31, 2023**.

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 Ministry of Transportation
 Project Delivery West
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Environmental Planner
 Ministry of Transportation
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If you have any accessibility requirements for participating in this project, please contact a Project Team member.

Comments and information will be collected to assist the MTO in meeting the requirements of the *Environmental Assessment Act*. With the exception of personal information, all comments will become part of the public record in accordance with the *Freedom of Information and Protection of Privacy Act*.

	
INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	Matt Deline, P.Eng., Manager
REVIEWED BY:	Jason Cole, P.Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	2023 Roads and Bridges Construction Update

BACKGROUND

A report outlining the 2023 Roads Construction Program was presented at the Committee A.M. meeting on April 20, 2023. As part of the program, and in accordance with the 2023 approved County Budget, approximately \$10.5 million in roads projects and \$2 million in bridges and culvert projects were identified to be constructed or rehabilitated this year.

DISCUSSION

The following summary identifies the status of County Road (CR) construction activities in 2023:

2022 Carry Over Projects:

CR 8 (Inwood Road) – Munro Drain Culvert Replacement

- Tendered August 2022
- Project completed October 2023

CR 8 (Inwood Road) – Bourne Drain Culvert Replacement

- Tendered August 2022
- Project completed October 2023

CR 22 (London Line) – Herbert Drain Culvert Rehabilitation

- Tendered March 2023
- Road to remain open during construction
- Scheduled completion fall/winter 2023

2022 Carryover Road and Bridge Projects (continued):

CR 7 (Lakeshore Road) – Bonnie Doon Bridge Rehabilitation

- Tendered January 2023
- Project completed October 2023

CR 79 (Nauvoo Road) – Culvert Replacement and Slope Repair south of CR 4

- Replace concrete box culvert
- Reconstruct both east and west side banks
- Install slope stabilization system
- Project completed May 2023

2023 Road Projects:

CR 79 (Nauvoo Road) – CR 80 (Courtright Line) to south of Rokeby Line

- Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- Construction commenced May 2023
- Project completed July 2023

CR 26 (Mandaumin Road) – CR 80 (Courtright Line) to Rokeby Line

- Pavement recycling, resurfacing and drainage improvements
- Construction commenced June 2023
- Project completed July 2023

CR 21 (Oil Heritage Road) – South of Edys Mills to south of Langbank Line

- Pavement recycling, resurfacing and drainage improvements
- Construction commenced June 2023
- Project completed July 2023

CR 7 (Lakeshore Road) – Telfer Road to CR 26 (Mandaumin Road)

- Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- Construction commenced July 2023
- Project completed September 2023

CR 33 (Front Street) – Exmouth to CR 16 (London Road)

- Pavement recycling, asphalt resurfacing & railway crossing repairs
- Construction commenced August 2023
- Project completed October 2023

CR 2 (Bentpath Line) – Indian Creek to Sydenham Bridge

- Road reconstruction and slope repairs
- Construction start scheduled for May 2024

- Road to be closed for the duration of the construction (approximately eight weeks)
– local traffic only

2023 Contingency Roads Project:

CR 26 (Mandaumin Road) - Langbank Line to Lambton Line

- Roadway reconstruction, widening and drainage improvements
- Property purchase ongoing

2023 Bridge and Major Culvert Projects:

CR 79 (Nauvoo Road) – Brown’s Creek Bridge No. 1 Rehabilitation

- Tendered July 2023
- Construction scheduled for spring 2024
- Single-lane traffic staging during construction

CR 79 (Nauvoo Road) – Brown’s Creek Bridge No. 2 Rehabilitation

- Tendered July 2023
- Construction scheduled for spring 2024
- Single-lane traffic staging during construction

CR12 (Townsend Line) – South Boundary Drain Culvert Replacement

- Construction scheduled for 2024
- Single-lane traffic staging during construction

CR12 (Townsend Line) – McPherson Drain Culvert Replacement

- Construction in 2024
- Traffic to be reduced to single lane with traffic signals during construction.

CR22 (London Line) - Pulse Creek Bridge Replacement

- Design during winter 2023 to spring 2024
- Construction 2024 or 2025

Further to the completed projects and projected carry-over work, the 2023 Roads and Bridge Program has experienced increased costs when compared to previous construction years. There have been significant cost increases associated with most activities (including labour, fuel, etc.) and materials related to civil construction works.

The Public Works Department also realized a cost-savings, and priority with contractor scheduling, by tendering projects 12 to 18 months prior to the work requiring completion. In addition to budgeting considerations, the Contractor's availability and scheduling are a great benefit when planning and completing large capital projects. The Department will continue to tender certain projects, particularly bridge works, under this model.

FINANCIAL IMPLICATIONS

Funding for these projects summarized above is part of the approved County of Lambton 2023 Budget.

The Third Quarter Budget Review, including further detailed analysis of expenditures to September 30, 2023, and an updated forecast to the end of the year, will be completed during the month of October 2023.

CONSULTATIONS

Public Works liaises with numerous public and private stakeholders, as well as retains external consultants to deliver the Roads Construction Program.

STRATEGIC PLAN

Application of Area of Effort #3: Community Development - Capitalizing on opportunities that enrich the quality of life and future prospects of the community by:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved senior government supports, funding, grants, and other resources.
- Promoting policies and strategies that protect environmental resources and support the area's quality of life and economic development potential, allowing us to pass these resources on intact to future generations.
- Actively pursuing joint opportunities with community partners that contribute to the long-term growth and well-being of the Lambton community.
- Implementing and strengthening of the County's sustainability plan.
- Developing policies and practices that bolster and safeguard municipal infrastructure.

CONCLUSION

Approximately 29 kilometres of new pavement will be placed to improve the County Road system in 2023. As part of the paved road improvements, approximately 12 kilometres of partially paved shoulder, which corresponds with the County of Lambton Regional Trail Network, will be constructed.

By the end of the 2023 construction season, one major bridge rehabilitation (full deck replacement), one culvert rehabilitation (lining), and two culvert replacements will be completed, improving the lifespan of these assets and the overall safety of the roadway.

	INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	Matt Deline, P.Eng., Manager, Public Works
REVIEWED BY:	Jason Cole, P.Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	Maintenance Activity Report – April 2023 to October 2023

BACKGROUND

This report provides an update on the maintenance activities of the Public Works Department from April 2023 to October 2023.

DISCUSSION

Road Operations, Maintenance, and Improvements

Line painting operations are ongoing and will be completed by late-October 2022. County operations provides, on a cost recovery basis, road centerline and white edge line marking services for all local municipalities (except for the City of Sarnia) upon request.

The first round of shoulder grading was completed in May to eliminate shoulder drop-off and re-establish proper cross fall after the winter season. Granular materials were placed at intersections as required. Shoulder grading continued throughout the summer months as required to meet the Minimum Maintenance Standards (MMS) and will be necessary into November in preparation for the winter season.

In addition, County forces constructed and restored the granular shoulders on County Road 7 (Lakeshore Road), County Road 21 (Oil Heritage Road), County Road 26 (Mandaumin Road), and County Road 79 (Nauvoo Road) as part of the 2023 Capital Roads Construction Program. This work included the restoration of residential and farm entrances in the construction project areas.

Sections of guiderail posts that are decayed or do not meet height requirements were replaced across various locations across the County network.

Pothole patching continues where needed on all County roads. There is a reoccurring surge of this activity in March as the winter season concludes and the freeze/thaw cycle is

at its peak. A blitz to complete pothole repairs prior to the onset of inclement winter weather is also completed annually.

Intersection sweeping was completed in late April and early May to remove winter sand and other debris, returning to address intermittent needs throughout the year. Catch basins are also cleaned out annually, beginning in early October, with completion in early November to ensure water will be collected and conveyed effectively through the storm system.

Road patrolling is carried out throughout the year to ensure maintenance of County roads meets the MMS. The County began using RJ Burnside Patrol software in November 2022 to conduct electronic tracking of patrol activities and maintenance deficiencies to meet MMS requirements. The MMS were designed to establish legal requirements and provide road authorities with a statutory defense against claims due to road conditions.

Roadside and Right-of-Way Maintenance

Tree trimming operations from a maintenance and road safety standpoint are an ongoing operation. This work is scheduled as required, including necessary upkeep after storm events. Though the numbers are decreasing, trees near power lines and other hazards that County staff cannot remove safely are included in the County's Tree Removal program. This program is carried out by an external contractor throughout the year, as required.

Grass on the County Road allowance is cut twice per year directly along the roadside shoulder. Additional areas may be addressed more frequently to maintain visibility and safety. The first round of grass cutting was completed mid-July with the second round of cutting to be completed by early November. The County has received several complaints this year in regard to mowing. This may partially be due to favorable conditions for roadside vegetation into the late summer months; however, some concerns were related to the County's currently established level of service and area of coverage.

A contractor was retained to complete the spraying of noxious weeds on County roads in June. Licensed County staff carried out the spraying required for the *Phragmites* Control Program in late August and early October. The complete roads inventory was reviewed to prioritize areas that required spraying. Some areas were not included in our roadside spray programs due to adjacent landowners opting out of the program.

Litter pickup efforts are ongoing. Large items that are irresponsibly discarded along County roads and wildlife that has been hit by traffic are removed to an approved site on an as-needed basis.

Ditch cleaning operations were carried out from May to October. Clean-out areas are identified and prioritized within annual budget allocations.

The County continues to promote the Adopt-a-Road program, where applicable. This is a volunteer-based program that connects local service groups with specific sections of

County Road for light litter clean-up. Participating groups are recognized with Adopt-a-Road signs along the respective roadway sections. The program maintains a stable list of groups that have adopted segments of County Roads.

Recently we have noted that a limited number of groups have participated in the litter clean-up along their adopted stretches of road since 2020. We believe this has been attributed to the pandemic and the enduring effects of its impact to volunteer based groups. In 2023 the County reached out to the groups to renew contracts and are hopeful to have continued volunteer support of this program.

Bridge Maintenance

The County of Lambton Public Works staff carried out the annual bridge maintenance program in May and June of 2023. The bridge maintenance program includes washing all elements of the structure to remove sand, salt residue and other debris from the previous season.

Bridge washing and maintenance is a cost-effective best management practice to prevent early deterioration of the bridge structures.

Culvert Replacements and Re-Linings

Culvert replacement and lining operations began in May and continued throughout the summer, as needed. Prior to carrying out scheduled 2023 road rehabilitation projects, culverts were replaced or lined on the following County roads within the limits of construction:

- County Road 79 (Nauvoo Road)
- County Road 21 (Oil Heritage Road)
- County Road 26 (Mandaumin Road)

In addition to the culvert works completed as part of the capital program, several isolated intense rainfall events within the County instigated several emergency culvert replacements and repairs.

Traffic Signs, Signals & Lighting Operations and Maintenance

Traffic sign maintenance is an ongoing project. When signs are damaged, vandalized or otherwise deteriorated, County forces work to replace them within the time frames required by the MMS. In the case of certain regulatory signs (STOP, checkerboards, and chevrons) immediate replacement is required. Traffic signs are monitored and upgraded as required to ensure regulated reflectivity levels are maintained. Due to reflectivity requirements, emphasis has been placed on upgrading regulatory and warning signs on County roadways.

The Department retains an electrical contractor (Bluewater Power) to inspect, test and maintain traffic signals twice a year, as required by the MMS, with repairs completed as

required. The contractor also performs annual inspections on all luminaires and completes signal/illumination maintenance and upgrades as required.

Public Works Operations – Staff Recruitment, Training and Development

Employee training completed in 2023 consisted of the following:

- four staff members completed excavator training;
- four staff completed grader training;
- four staff completed backhoe training;
- all winter plow operators and supervisors will attend a snowplow safety and skills training session in fall 2023, prior to the winter season;
- all staff completed “Trench Safety and “Book 7” training;
- 18 staff completed chainsaw safety training;
- two staff completed Frontline Management course; and
- six staff member completed TJ Mahoney Maintenance and Construction course.

All Public Works staff will attend a session in early November 2023 to review the upcoming winter season. A full review of the maintenance standards and the importance of record keeping, and documentation will be discussed. A complete review of winter routing, scheduling along with truck inspection requirements, including the Winter Operations Plan, will be reviewed.

Due to recruitment challenges over the past several years, in September 2023 the County Public Works Department, in collaboration with the Human Resources Department, conducted a Winter Control Job Fair to promote employment opportunities for Winter Control Operators, Patrollers and Contractors. The exercise was successful as we received interest from several qualified candidates for the seasonal employment.

Equipment and Depots

Equipment maintenance is ongoing, and the County continues to implement a preventative maintenance program to track and schedule regular maintenance activities. New equipment purchased, as approved in the 2023 Budget, includes:

- one tandem truck complete with snowplow equipment including a sand/salt spreader;
- one 1-ton truck;
- one Service Truck and Body; and
- refurbishment of an Excavator and Payloader to extend the units service life.

These purchases were required to replace equipment that reached the end of its serviceable life and were financed from the Roads Equipment Reserve. During 2023 the Department has also been receiving deliveries of the 2022 fleet purchases that have been delayed due to the pandemic. The cost of equipment has also increased significantly in 2023.

Maintenance of the County's garage and three depots is ongoing. The Forest Depot fuel system was upgraded in July of 2023. The existing in-ground tanks were removed and replaced with new above-ground tanks.

Permits and Encroachment Agreements

Over the past year, the Public Works Department has issued 20 entrance permits. There have been 68 single trip moving permits issued along with 93 annual permits for oversized/overweight loads.

Winter Operations Plan

The County's Winter Operations Plan has been developed based on a template recommended by Ontario Good Roads Association (OGRA). This Winter Operations Plan sets out a policy and procedural framework for ensuring the County of Lambton continuously improves on the effective delivery of winter maintenance services and the management of road salt used in winter maintenance operations as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The Plan is meant to be dynamic to allow the municipality to evaluate and phase in any changes, new approaches, and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

OGRA has recommended that each municipal Council endorse the Winter Operations Plan for their municipality. The County of Lambton Winter Operations Plan for the 2023/24 winter season is attached as Appendix "A" for Council's review and approval. The changes in the *DRAFT* plan have been highlighted.

FINANCIAL IMPLICATIONS

Funding for this work was approved in the County of Lambton 2023 Budget.

At the Second Quarter Budget Review, Public Works Operating Budget projected a deficit of approximately \$250,000 which was directly attributed to increased costs of materials such as pavement paint and glass beads.

Third Quarter Budget Review will be completed during the month of October that will include further detailed analysis and review of expenditures to September 30, as well as an updated forecast to the end of the year.

CONSULTATIONS

Various municipal, provincial and regulatory bodies were consulted, as required, throughout the progress of these maintenance activities.

STRATEGIC PLAN

Application of Area of Effort #3: Community Development - Capitalizing on opportunities that enrich the quality of life and future prospects of the community by:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved senior government supports, funding, grants, and other resources.
- Promoting policies and strategies that protect environmental resources and support the area's quality of life and economic development potential, allowing us to pass these resources on intact to future generations.
- Actively pursuing joint opportunities with community partners that contribute to the long-term growth and well-being of the Lambton community.
- Implementing and strengthening of the County's sustainability plan.
- Developing policies and practices that bolster and safeguard municipal infrastructure.

CONCLUSION

The Public Works Department will continue maintenance operations on County roads as per the MMS, current County policies, and as approved in the 2023 County Budget.

The County of Lambton Winter Operations Plan is attached for County Council review and endorsement. Changes from the previous year's plan have been identified in the 2023/24 *DRAFT* document.

RECOMMENDATION

That County Council adopt the County of Lambton Winter Operations Plan for the 2023/24 winter season as presented.

Appendix "A"



Winter Operations Plan

Approved by Council: **date to be determined**



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Purpose

This Winter Operations Plan sets out a policy and procedural framework for ensuring the County of Lambton continuously improves on the effective delivery of winter maintenance services and the management of road salt used in winter maintenance operations, as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The Plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

As specified in the Code of Practice for the Environmental Management of Road Salts, the Winter Operations Plan for The Corporation of the County of Lambton was endorsed by County Council on the ___ day of _____, 2023.

DRAFT

Definitions

Anti-icing means the application of liquid de-icers directly to the road surface in advance of a winter event.

De-icing means the application of solids, liquids, pre-treated material to the road surface after the onset of the winter event.

Highway includes a common and public highway, street, avenue, parkway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road is a road with an asphalt surface, concrete surface, composite pavement, or Portland cement.

Pre-treat means the application of liquids (calcium chloride, sodium chloride, etc.) to dry sand or salt prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (calcium chloride, sodium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Surface Treated Road is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a road with gravel, stone or other loose surface.

Winter Event is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost, black ice, etc. to which a Winter Event Response is required.

Winter Event Response is a series of winter control activities performed in response to a Winter Event.

- **Continuous Winter Event Response** is a response to a Winter Event with full deployment of manpower and equipment that plow/salt/sand the entire system.
- **Spot Winter Event Response** is a response to a Winter Event with only a part deployment of manpower and equipment or with full deployment to only part of the system.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to Winter Events.

1.0 Winter Operations Management - Objective

County of Lambton is committed to improving winter maintenance operations while continuing to ensure public safety. The County of Lambton will optimize the use of winter maintenance materials containing chlorides on all municipal roads while striving to minimize negative impacts to the environment. The County of Lambton Public Works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of The Corporation of the County of Lambton.

2.0 Policy Statement

The County of Lambton will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable Provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- adhering to the procedures contained within the Winter Operations Plan
- reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments
- committing to ongoing winter maintenance staff training and education
- monitoring on an annual basis, the conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan

3.0 Winter Maintenance Program

3.1.0 The System Maintained

The major activities related to winter maintenance are:

- anti-icing
- snow plowing
- salt/sand application
- frost control
- drift control
- snow fencing

The County of Lambton is responsible for winter maintenance on:

Road Category	Pavement Type and Area Type	Individual Length (Lane kilometres)	Total Length (Lane kilometres)
Class 2	Paved	489.0	489.0
Class 3	Paved	758.8	766.8
	Unpaved roads	8.0	
Class 4	Paved	74.4	107.0
	Unpaved roads	32.6	

APPENDIX 1 – Road Classifications.

3.2.0 Level of Service

The County of Lambton provides the following level of service during the winter maintenance season, as set out in 3.3.0, in response to a winter event. The responses are outlined in Ontario Regulation 239.02 - Minimum Maintenance Standards for Municipal Highways and summarized below.

3.2.1 Snow Accumulation and Ice Formation Policy

3.2.1.1 Snow Accumulation, on roadways

- (1) The standard for addressing snow accumulation is:
 - a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 1, to deploy resources as soon as practicable to address the snow accumulations; and
 - b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in Table 1 within the time set out in Table,
 - i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s.4. Reg. 366/18, s. 5 (1).
- (2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in Table 1, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s.4.
- (3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
 2. Performing highway maintenance activities.
 3. Supervising staff who perform activities described in sub-section (1) or (2). O. Reg. 47/13, s.4.; O. Reg. 366/18, s. 5 (2)
- (4) The depth of snow accumulation on a roadway may be determined by
- a) performing an actual measurement;
 - b) monitoring the weather; or
 - c) performing a visual estimate. O. Reg. 47/13, s. 4; Reg.366/18, s. 5 (3)
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to:
- a) plowing the roadway;
 - b) salting the roadway;
 - c) applying abrasive materials to the roadway;
 - d) applying other chemical or organic agents to the roadway;
 - e) any combination of the methods described in clauses (a) to (d).
O. Reg. 47/13, s. 4; Reg.366/18, s. 5 (4)
- (6) This section does not apply to that portion of the roadway
- a) designated for parking;
 - b) consisting of a bicycle lane or other bicycle facility; or
 - c) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4)

TABLE 1
SNOW ACCUMULATION

The minimum standard for treating snow w.r.t. time on roadways is:

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5)

3.2.1.2 Snow accumulation on roadways, significant weather event:

- (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,
 - (a) to monitor the weather in accordance with section 3.1; and
 - (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.
- (2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.
- (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

3.2.1.3 Ice Formation on roadways and icy roadways:

- (1) The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 1. monitor the weather in accordance with Section 3.6.9
 2. patrol in accordance with Section 3.5.0
 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to prevent ice formation within the time set out in Table 2, starting from the time the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s.8.
- (2) If the municipality meets the minimum standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.
- (3) The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table 2, and an icy roadway is deemed to be in a state of repair

until the applicable time set out in Table 2 for treating the icy roadway expires. O. Reg, 47/13, s.4.

- (4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to salt, sand or any combination of salt and sand. O. Reg, 366/18, s.8.

**TABLE 1
ICE FORMATION PREVENTION**

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

**TABLE 2
TREATMENT OF ICY ROADWAYS**

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

3.2.1.4 Icy roadways, significant weather event

- (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,
 - (a) to monitor the weather in accordance with section 3.1; and
 - (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

- (2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

- (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

3.3.0 Winter Maintenance Season

The winter maintenance season within which the County of Lambton will perform winter highway maintenance commences on November 15, and is completed April 15, while acknowledging that winter events may occur outside the timeline.

3.4.0 Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in 3.3.0, the County of Lambton undertakes the following tasks to prepare for the upcoming winter season.

3.4.1 Prior to the Winter Maintenance Season

Prior to the winter season, if required, prepare and call tenders for the supply of materials (salt, sand, liquid), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (plow trucks, spreader trucks, combination units).

Prior to the Winter Maintenance Season, the County of Lambton will:

1. Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
2. Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled between winter events, their duties during a winter event, record keeping requirements and callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
3. Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
4. Arrange for the delivery of materials (salt, sand, and liquid solution) and begin filling storage facilities.
5. Confirm that all guiderails, catch basins, hazard, and fire hydrant markers, if any, are in place. Any missing markers and appropriate signage will be replaced prior to the winter season.

One month prior to the Winter Maintenance Season the County of Lambton will:

1. Post the winter shift schedule in accordance with the municipality's collective agreement.
2. Assign equipment to staff.
3. Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates and their route (driving route and noting obstacles along the route).
4. Assign staff to monitor weather forecasts daily. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a Winter Event Response if conditions warrant a response.
5. Have 16% (2 trucks) of the fleet ready to respond to a Winter Event.
6. Have sufficient staff available to operate the fleet if conditions warrant a Winter Event Response.

3.4.3 Two Weeks Prior to the Winter Maintenance Season

Two weeks prior to the Winter Maintenance Season the County of Lambton will:

1. Have 33% (4 trucks) of the fleet ready to respond to a Winter Event.
2. Have staff available to operate the required complement of the fleet if conditions warrant a Winter Event Response.
3. Begin weekend patrols.

3.4.4 At the Start of the Winter Maintenance Season

At the start of the Winter Maintenance Season the County of Lambton will:

1. Begin patrolling representative roads in all roads/areas that the organization is responsible for.
2. Respond to Winter Events as per the Winter Operations Plan.
3. **100% (14 trucks) of the fleet ready to respond to a Winter Event.**

3.5.0 Winter Patrol

During the Winter Maintenance Season, 3.3.0, the County of Lambton carries out a winter patrol on a route of representative roads as in Appendix 2, 7 days a week. Between Winter Events a patrol of representative roads will occur during the daylight hours and a second night patrol will also be scheduled. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a Winter Event be observed, and a Winter Event response is required. On the approach of a Winter Event or during a Winter Event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of Winter Event or the direction from which the storm approaches.

Starting the first weekend in November the County of Lambton implements a weekend patrol beginning 3:00 pm Friday through to 3:30 pm the following Monday (patrollers run 12.5-hour shifts). From November 15th until the first full week of December, the County of Lambton carries out a winter patrol of representative roads daily. On the approach of a Winter Event, or during a Winter Event, patrolling of representative roads will be increased as required. From the first week of December through to the third week in March, the County of Lambton carries out a winter patrol on a representative road twice daily, 7 days a week. Between Winter Events a patrol of representative roads will occur during daylight hours and a second night patrol will also be scheduled. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a Winter Event be observed, and a Winter Event response is required. On the approach of a Winter Event or during a Winter Event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of Winter Event or the direction from which the storm approaches.

The patrol person will be familiar with local conditions in their patrol area and will be responsible for preparing a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated Winter Maintenance Season.

Appendix 2 shows the route of representative roads to be patrolled in winter and the variations that may be made to the route upon the approach of a storm.

3.6.0 Operations

3.6.1 Staffing and Hours of Work

The County of Lambton has a full time/ contract employees assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing.

Employee	Facility	Equipment	Comments	Routes
██████████	Forest	Unit 24-16-A	3:30 - 12:00 noon	1
██████████	Forest	Unit 24-16A	15:30 - 24:00	1
██████████	Forest	Unit 29-15A	3:30 - 12:00 noon	2
██████████	Forest	Unit 29-15A	15:30 - 24:00	2
██████████	Forest	Unit 27-13A	3:30 - 12:00 noon	3
██████████	Forest	Unit 27-13A	15:30 - 24:00	3
██████████	Forest	Unit 32-18A	3:30 - 12:00 noon	4
██████████	Forest	Unit 32-18A	15:30 - 24:00	4
██████████	Forest	Unit 33-21A	3:30 - 12:00 noon	5
██████████	Forest	Unit 33-21A	15:30 - 24:00	5
██████████	Forest	Unit 21-19A	3:30 - 12:00 noon	6
██████████	Forest	Unit 21-19A	15:30 - 24:00	6
██████████	Oil City	Unit 31-23A	3:30 - 12:00 noon	7
██████████	Oil City	Unit 31-23A	15:30 - 24:00	7
██████████	Oil City	Unit 25-15A	3:30 - 12:00 noon	8
██████████	Oil City	Unit 25-15A	15:30 - 24:00	8
██████████	Oil City	Unit 20-20A	3:30 - 12:00 noon	9
██████████	Oil City	Unit 20-20A	15:30 - 24:00	9
██████████	Oil City	Unit 22-17A	3:30 - 12:00 noon	10
██████████	Oil City	Unit 22-17A	15:30 - 24:00	10
██████████	Oil City	Unit 28-14A	3:30 - 12:00 noon	11
██████████	Oil City	Unit 28-14A	15:30 - 24:00	11
██████████	Oil City	Unit 30-12A	3:30 - 12:00 noon	12
██████████	Oil City	Unit 30-12A	15:30 - 24:00	12

The County of Lambton adheres to the hours of service as set out in the *Highway Traffic Act, Reg. 555/06*.

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

1. Operations Manager - Roads will receive issues and concerns of the citizens regarding snow and ice control efforts.
2. Foreman will be the authority to which the field staff will communicate the field conditions to.
3. Operations Manager - Roads will be responsible for shift scheduling.
4. Foreman will (when physically possible) be responsible for providing appropriate signage and or barricade in case a road must be close due to severe storm.

The County of Lambton has entered into agreements with The County of Middlesex, City of Sarnia, Village of Point Edward, Township of St. Clair and the Township of Dawn-Euphemia to complete winter operations.

Lambton County Maintains the following Middlesex County Roads		
County Road No.	From	To
18	County Boundary	County Road 81 - Grand Bend Road
22	County Boundary	County Road 6 - Kerwood Road

Middlesex County Maintains the following Lambton County Roads		
County Road No.	From	To
5	County Boundary	Highway 21 - Lakeshore Road
6	County Boundary	County Road 79 - Arkona Road
12	County Boundary	County Road 79 - Arkona Road
39	County Boundary	County Road 79 - Nauvoo Road
80	County Boundary	County Road 79 - Nauvoo Road

City of Sarnia Maintains the following Lambton County Roads		
County Road No.	From	To
7	Michigan Avenue	County Road 27 - Modeland Road
16	Front Street	London Line/Exmouth St. & Hwy 40 underpass
19	Christina Street	County Road 27 - Modeland Road
23	London Line	Highway 402
25	Christina Street	Highway 40 - Modeland Road
29	Highway # 40	County Road 7 - Lakeshore Road
33	London Road	Exmouth Street
34	Tashmoo Avenue	Highway 40
35	St. Clair Parkway	Highway 40

Village of Point Edward Maintains the following Lambton County Roads		
County Road No.	From	To
19	Christina Street	County Road # 24 - Venetian Blvd
24	Exmouth Street	County Road # 19 - Alexandra Street
33	Exmouth Street	County Road # 19 - Michigan Avenue

Township of St Clair Maintains the following Lambton County Roads		
County Road No.	From	To
1	St. Clair Parkway	Highway # 40
28	St. Clair Parkway	Highway # 40
36	St. Clair Parkway	Highway # 40

Township of Dawn-Euphemia Maintains the following Lambton County Roads		
County Road No.	From	To
8	County Boundary	County Road # 2 - Bentpath Line
15	County Boundary	County Road # 21 - Oil Heritage Road

3.6.2 Winter Materials Used Annually

Material	2022/23	5-year average
Salt	7,175	8,000 tonnes
Sand	5,250	6,850 tonnes
Brine	525,000	595,500 litres

Percentage of salt in sand/salt mix by weight 5% (industry standard 2 - 5 %)
 Percentage pre-treat material use 5%

3.6.3 Application Rates

Solids	Spreading Rates (kg/2 lane km)		
	Salt	Sand	Sweet Mix
All Highway Class	100	500	300
	130	570	400
	150	600	500
	200		

(NOTE: MTO Maintenance Manual MBP-703 suggests 130 to 170 kg salt for paved roads and 570 kg sand per 2 lane kilometers.)

Liquids - Pre-wetting	Spreading Rates (kg/2 lane km) Temperature		
	0° to 5° C	-5° to -10° C	-10° to -18°C
FROST	Lambton County has set the Pre-wetting rate at 8% by weight of Salt and 5% weight of Sand that is spread for all road conditions.		
LIGHT SNOW			
HEAVY SNOW			
FREEZING RAIN			

(NOTE: MTO Maintenance Manual MBP-705 suggests a range of application rates in litres/2 lane km)

Liquids - Direct Application	Application Rates (litres per lane km)
FROST AND BLACK ICE PREVENTION	
Light Traffic/Low Volume	75 litres
Heavy Traffic/High Volume	75 litres
DE-ICING	
Light Traffic/Low Volume	Do not use liquid for De-icing
Heavy Traffic/High Volume	Do not use liquid for De-icing
ANTI-ICING: PREVENTING OR REDUCING BOND TO ROAD SURFACE	
Light Traffic/Low Volume	90 litres
Heavy Traffic/High Volume	90 litres

3.6.4 Equipment - Winter Maintenance Fleet

The municipality provides Winter Maintenance Services on 12 routes with the equipment listed in section 3.6.1 *Staffing and Hours of Work*.

For equipment details see Appendix 4

3.6.4.1. Mechanics

1. Two (2) in house mechanics available
2. Mechanics operate from the Petrolia Garage
3. The timing for the mechanic are as follows:
 - i. 3:30 to 24:00 Monday through Friday
 - ii. weekends on call

3.6.5 Yard Facilities

The municipality provides winter maintenance services from the patrol yards listed below. Each patrol yard has a front-end loader capable of loading the winter maintenance fleet with sand or salt.

3.6.5.1: Yard: Forest Depot

Material Storage Details:

- i. All materials are handled in a designated area characterized by an impermeable surface - Salt - Sand Dome
- ii. Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- iii. Equipment is not in place to prevent overloading of trucks
- iv. Salt - 800 tonnes
- v. Winter Sand – 2,500 tonnes
- vi. Brine – 90,000 litres

Equipment Storage Details

- i. All equipment is stored inside, at the depot
- ii. Equipment Washing Details: all equipment bay drainage is directed to oil and grit separators
- iii. Site Drainage Details: Site is drained into roadside ditches.

3.6.5.2: Yard: Oil City Depot

Material Storage Details:

- i. All materials are handled in a designated area characterized by an impermeable surface - Salt - Sand Dome
- ii. Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- iii. Equipment is not in place to prevent overloading of trucks
- iv. Salt - 700 tonnes
- v. Winter Sand – 1,500 tonnes
- vi. Brine – 90,000 litres

Equipment Storage Details

- i. All equipment is stored inside, at the depot
- ii. Equipment Washing Details: all equipment bay drainage is directed to an oil and grit separators
- iii. Site Drainage Details: Site is drained into roadside ditches.

3.6.5.3: Yard: Petrolia Garage

This is the main mechanics' garage. There is a salt sand storage Dome on site.

Material Storage Details:

- i. All materials are handled in a designated area characterized by an impermeable surface - Salt - Sand Dome
- ii. Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- iii. Equipment is not in place to prevent overloading of trucks
- iv. Salt - 800 tonnes
- v. Winter Sand – 1,500 tonnes
- vi. Brine – 60,000 litres

Equipment Storage Details

All equipment is stored inside, at the depot

- i. Equipment Washing Details: all equipment bay drainage is directed to an oil and grit separators
- ii. Site Drainage Details: Site is drained into municipal sewer.

3.6.5.4: Yard: Warwick Depot

Material Storage Details:

- i. All materials are handled in a designated area characterized by an impermeable surface - Salt - Sand Dome
- ii. Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- iii. Equipment is not in place to prevent overloading of trucks
- iv. Salt - 800 tonnes
- v. Winter Sand – 3,000 tonnes
- vi. Brine – 60,000 litres

Equipment Storage Details

- i. The front-end loader is stored inside, at the depot, there are no trucks stored at this site.
- ii. Equipment Washing Details: all equipment bay drainage is directed to an oil and grit separators
- iii. Site Drainage Details: Site is drained into roadside ditches.

3.6.6 Snow Removal and Disposal

Currently the County of Lambton does not remove and dispose of snow.

3.6.7 Salt/Sand and Plow Routes

Appendix 2 contains maps showing salt/sand and plow routes.

3.6.8 Vulnerable Areas

Source Water Protection areas within the area of responsibility of the County of Lambton have been identified as being potentially vulnerable to over application of road salt. These specific areas are not along the County Road network or in the vicinity of County salt storage locations. Salt storage and material application along the County Road network will be strictly monitored and, in some cases, may be restricted in a variety of ways as required.

3.6.9 Weather Monitoring

- 1) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the County. The County receives an e-mailed weather forecast four (4) times each day at 3:00, 9:00, 15:00 and 20:00 from the Wood Group.
- 2) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. The Wood Group provides a daily forecast at 6:00.

In order to determine an effective Winter Event Response and allocate the appropriate resources, the County of Lambton supplements road patrol information with weather information from various sources which includes:

- Meteorological services are provided by the Wood Environment & Infrastructure Solutions, including 3 Lambton County owned RWIS and MTO RWIS sites
- [Exeter, Ontario - Radar Imagery - Environment Canada](#)
- [Ontario Doppler Weather Radar Map - AccuWeather.com](#)
- [NWS Enhanced Radar Mosaic: Central Great Lakes Sector](#)
- [Intellicast - Current Radar in Cadillac, Michigan](#)
- [NWS radar image from Detroit, MI](#)

3.6.10 Communications

Maintaining reliable internal communications is a critical component of winter operations.

- i. All winter maintenance vehicles are equipped with two-way radio communications.

All citizen issues concerning snow and ice control efforts will be routed to the Operations Manager - Roads. The Operations Manager - Roads will determine appropriate follow-up responses to citizen inquiries.

3.6.11 Call Out Procedures

Operational decisions will be made by the Foreman or his/her designate with the aid of available forecasting, Level of Service Policy, patrolling, etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Foreman to respond to a Winter Event is warranted.

It is vital therefore that the Foreman records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person shall inform the Foreman of changing of road and weather conditions observed in the field. When a Winter Event Response is required the patrol person will contact staff as per the shift schedule and the direction given by the Foreman. In the absence of the Foreman the patrol person shall be his/her designate and initiate a call out in response to a Winter Event.

3.6.12 Road Closure Procedures

In the event a road must be closed due to a severe winter storm, Lambton OPP will request signs be placed to close the road. Appropriate signage and barricades will be available at all four (4) depots. Upon receiving a request from Lambton OPP to close a road to traffic, the Foreman or his/her designate will organize personnel and equipment to place the signs and barricades. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Foreman or his/her designate will advise Lambton OPP.

3.6.13 Towing Illegally Parked Vehicles - Declaration Emergency Parking Ban

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by the Public Works Manager, or their designee. The Lambton OPP, Sarnia Police and media will be notified when a parking ban is initiated.

3.6.14 Operating Instructions and Safety Rules

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 7.

3.7.0 Decommissioning Winter Operations

After the Winter Maintenance Season (identified in 3.3.0) expires the County of Lambton undertakes the following tasks to decommission winter operations:

3.7.1 At the End of The Winter Maintenance Season

At the end of the winter season the County of Lambton will:

- 1) cease regularly scheduled winter patrols
- 2) continue monitoring weather forecasts. Assign night patrol shift if forecast indicates an overnight Winter Event is probable.
- 3) decommission 66% (8 trucks) of the fleet

3.7.2 Two Weeks After the Winter Maintenance Season Ends

Two weeks after the winter season ends the County of Lambton will

- 1) continue monitoring weather forecasts. Assign night patrol shift if forecast indicates an overnight Winter Event is probable.
- 2) decommission 100% of the fleet

3.7.3 One Month After the Winter Maintenance Season Ends

One month after the Winter Maintenance Season ends the County of Lambton will cease all winter highway maintenance operations providing weather forecasts warrant the decommissioning.

3.8.0 Training

The County of Lambton provides winter operations training for all staff involved in the delivery of winter services. It is compulsory for the municipal staff to attend training sessions. It is compulsory for contractors' staff to attend the training sessions.

Staff, including contractor staff, will verify that the training was received by signing the "Record of Training" included in Appendix 5 or the Weekend Patroller "Record of Training" Appendix 6.

Within Organization:

- Managers
- Supervisors
- Foreman
- Operators
- Mechanics
- Patrollers

Contracted Staff:

- Patrollers
- Plow Operators

It is compulsory for all staff, including contractors, to attend the training session. Staff including contractors will verify that the training was received by signing the "Record of Training" included in Appendix 5 or the patroller "Record of Training" Appendix 6.

3.9.0 Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing accurate documentation that procedures have been followed.

Staff are responsible for keeping the following records:

For Equipment Operators:

- Record of Duty Status
- Material used (salt, sand, liquids)
- Route plowed and strategy used (plow only, sand/salt only, anti-ice, combination plowing/sanding/salting)
- Winter Operations Record

For Patrollers:

- Winter Patrol Record
- Call Out Diary
- Weather and/or RWIS Information Received

For Operations Foreman:

- Operations Diary
- Incident/Collision Reports
- Total materials used
- Equipment Calibration Records

In order to help improve decision-making for maintenance strategy, County of Lambton:

- Retains records of salt application rates of the fleet
- Has Automatic Vehicle Location (AVL) system installed on the fleet

The date will be recorded as Month/Day/Year. It will be written in the following format (Sep-16-2018). The time shall be documented using the 24-hour clock format.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents are not an issue. If a document requires correction, then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

Operations Records will be completed daily and forwarded to the Foreman daily for retention.

Record of Duty Status will be completed daily and forwarded to the Supervisor weekly for retention.

All records will be forwarded to the Operations Manager - Roads in a timely manner for retention.

4.0 Plan Improvements

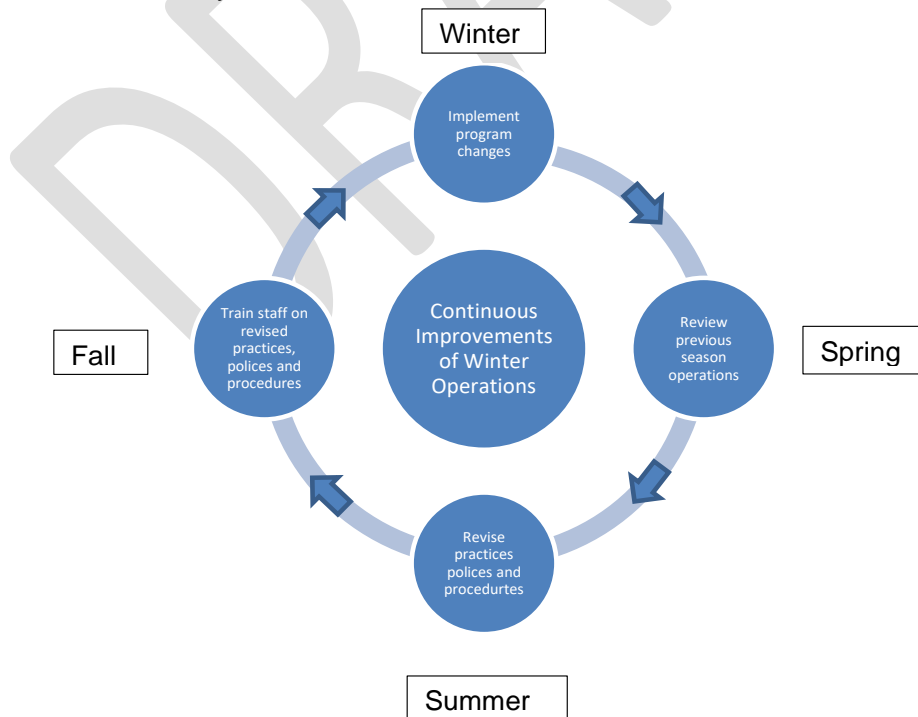
The current winter maintenance policies, practices and procedures form the baseline and benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next five years the County of Lambton plans to undertake the improvements as listed below. This list will be reviewed annually.

- RWIS and MDSS
 - 2019 - 2020: Season: add 2 permanent Mini RWIS Station
 - 2020 - 2021: Season: add 1 permanent Mini RWIS Station for a total of 3 within the County.
 - 2020 -2021: Season: Utilizing the MDSS system from Wood for determining "suggested" treatment approach based on weather forecasts and local area forecasts. MDSS suggested treatment approaches to be provided at 0300, 0900, 1500, and 2100.
 - 2021-22: purchase the 2 existing mini RWIS stations (formerly leased) and installed 3rd mini RWIS on County Road #79 north of Rokeby Line.
 - 2022 – implementing new Road patrol Software in Fall of 2022. New patrol software to include the implementation of new winter patrol program and purchase of iPads to be used in supervisor and patroller vehicles.

5.0 Monitoring and Updating

The purpose of monitoring and upgrading is to provide a basis for continuous improvement of the Winter Operations Plan and the winter maintenance policies, practices, and procedures of the County of Lambton.



At the end of the annual Winter Maintenance Season, as identified in 3.3.0, a meeting to review winter operations will be held with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement the changes, the County of Lambton shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of 2011/2012 will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices and procedures have been met.

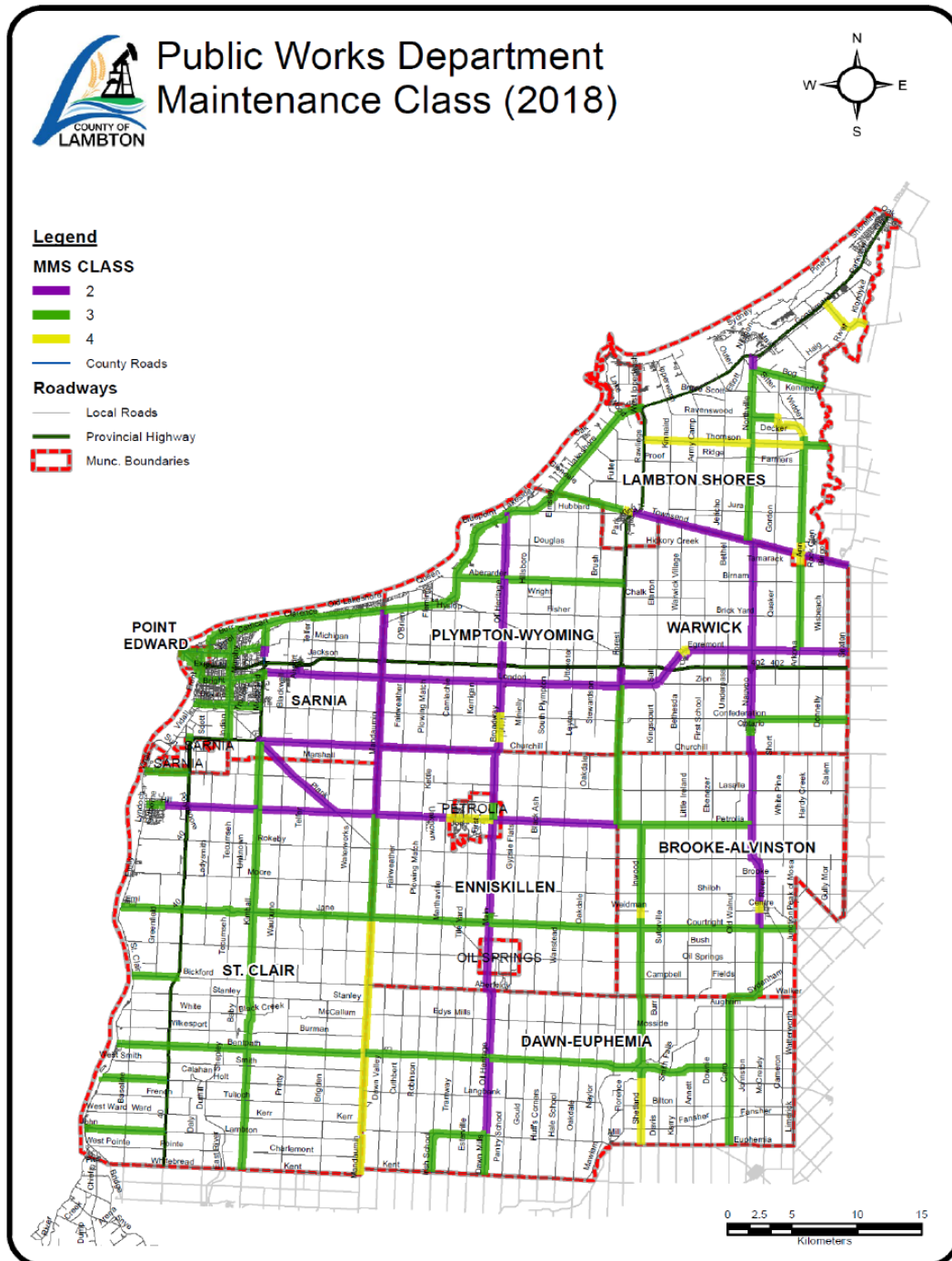
6.0 Disclaimer

This manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by Lambton County;

1. Equipment breakdown
2. Vehicles disabled in deep snow
3. Weather so severe as to cause work to be stopped for the safety of all personnel
4. Unforeseen conditions and emergencies
5. Significant medical related emergencies

APPENDIX 1 – Road Classification

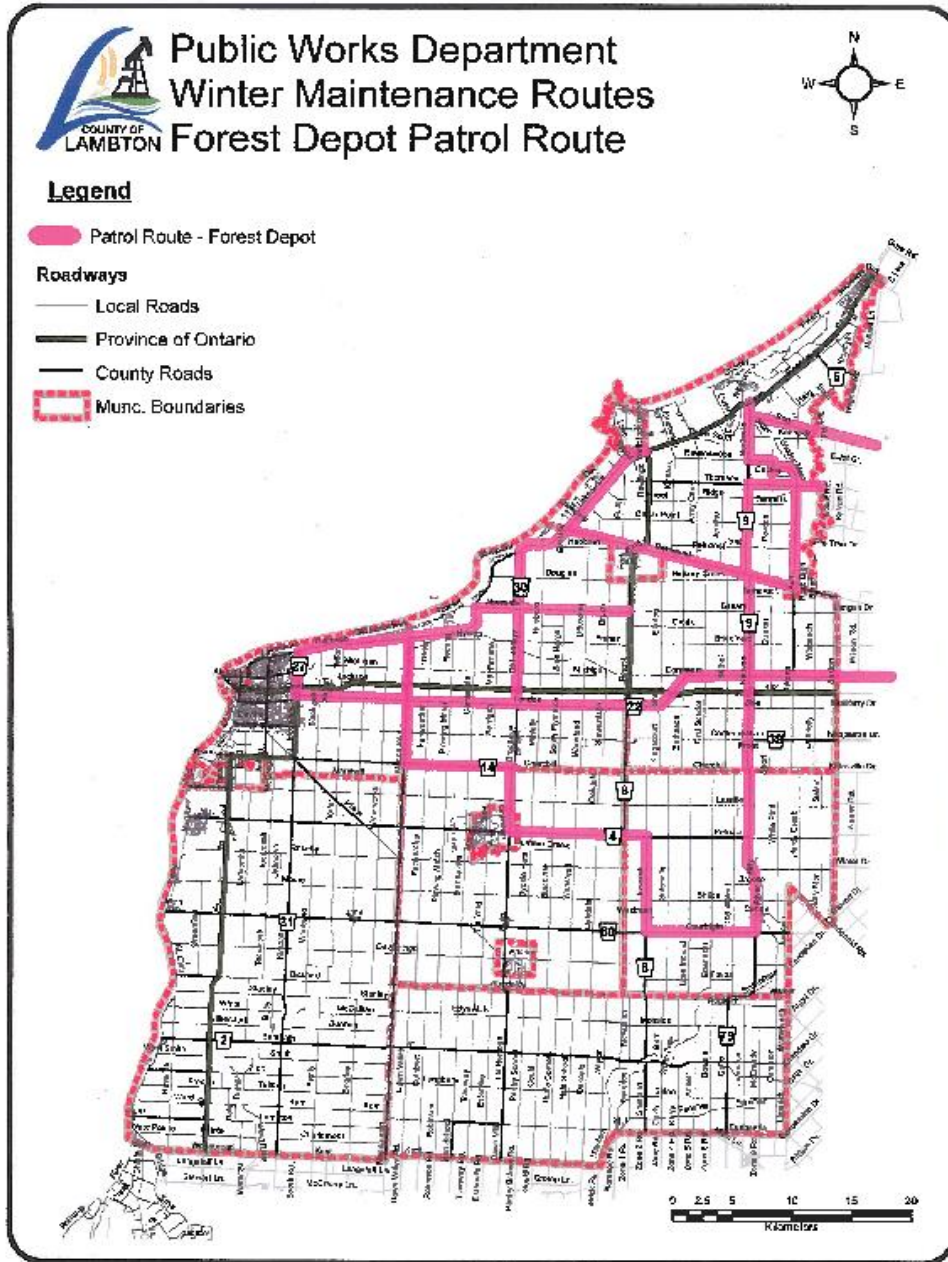
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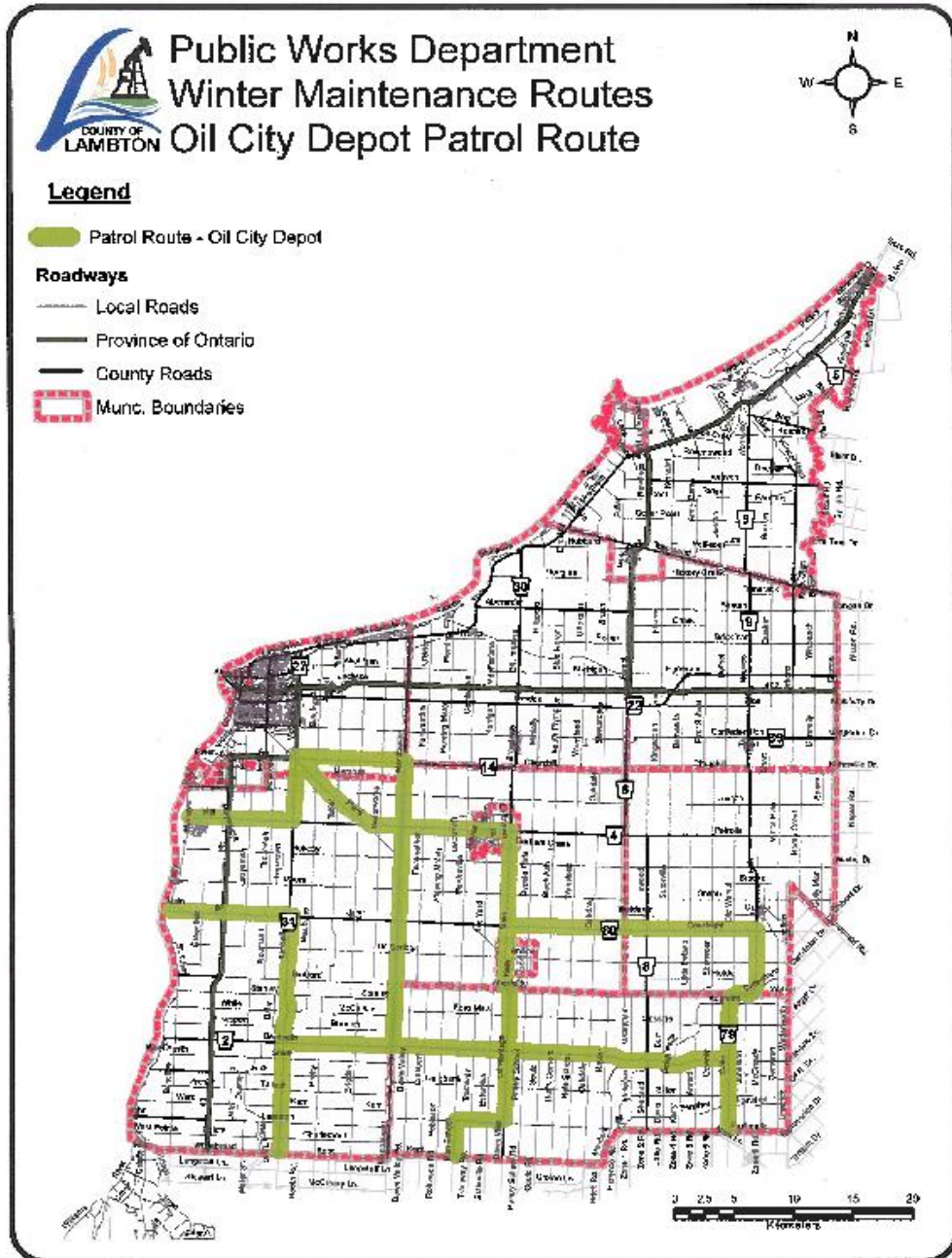


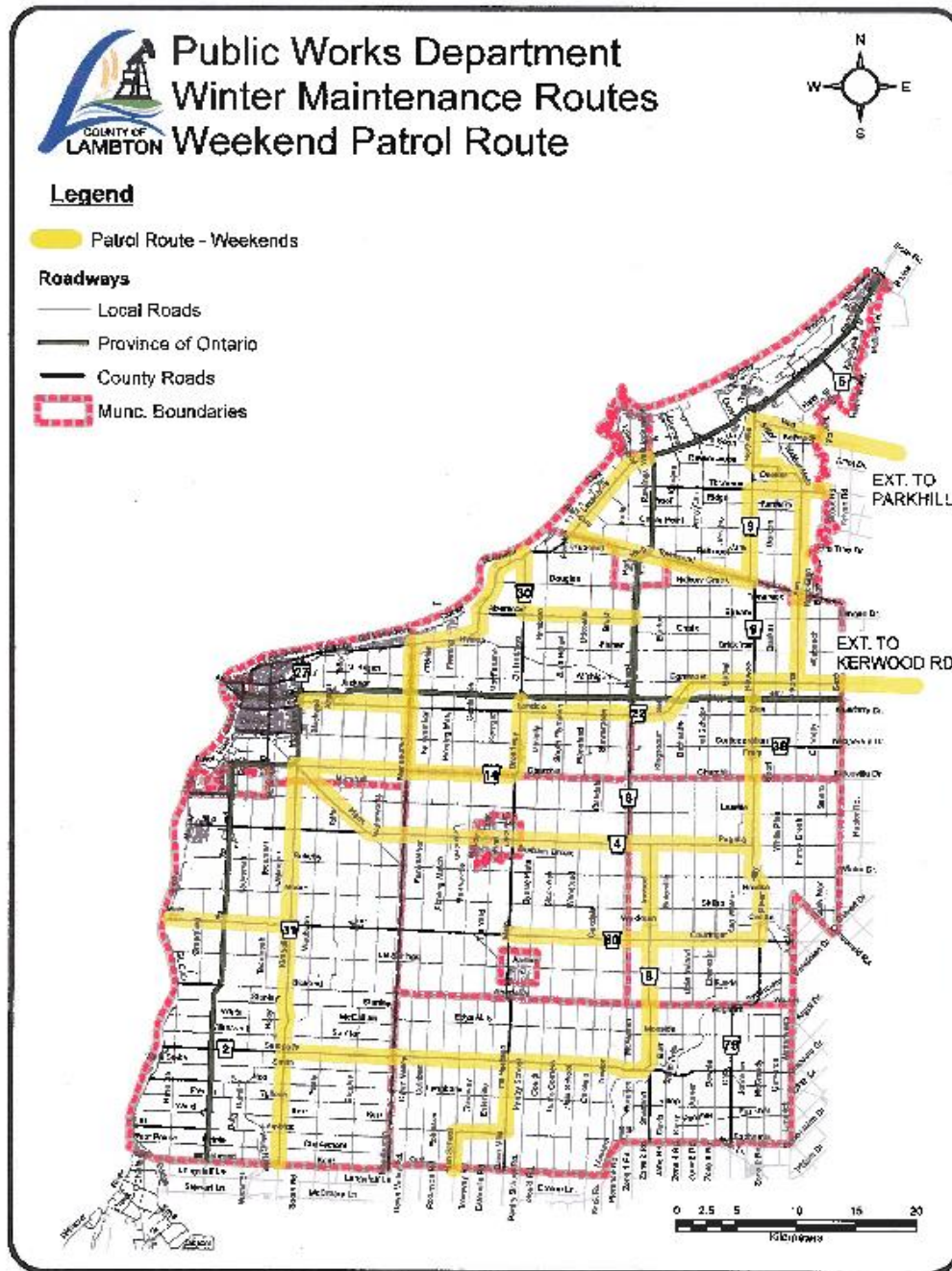
APPENDIX 2 - Patrol Routes

(Route of Representative Roads)

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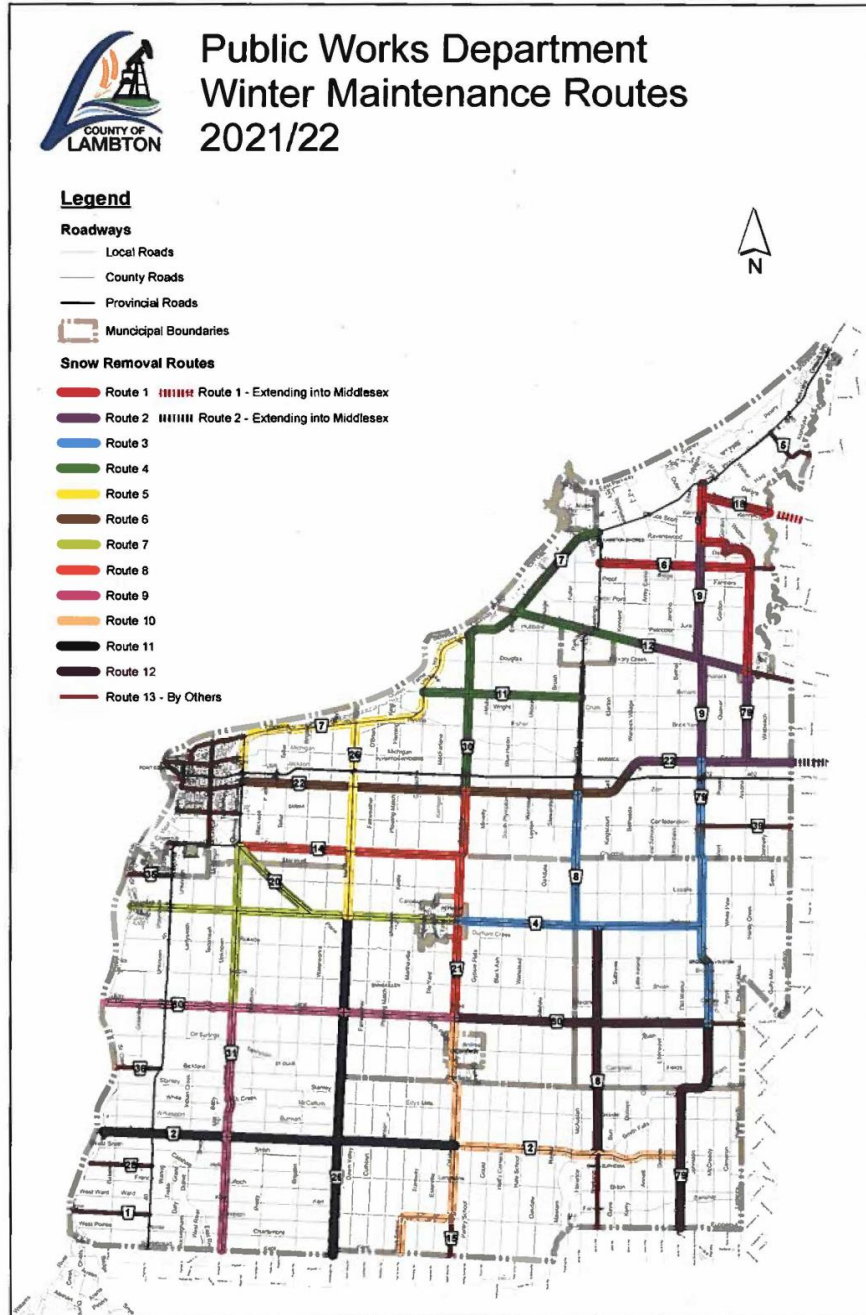


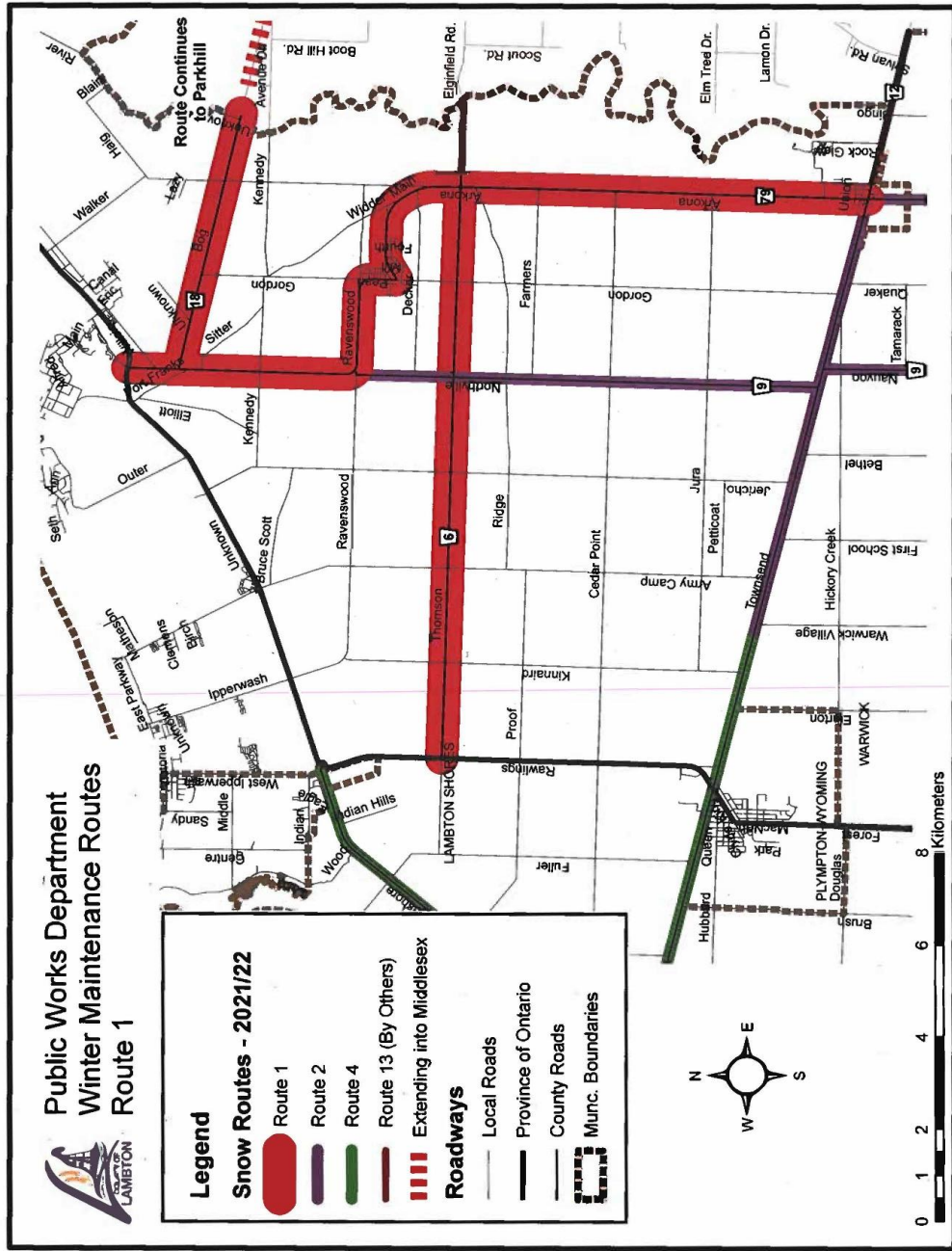


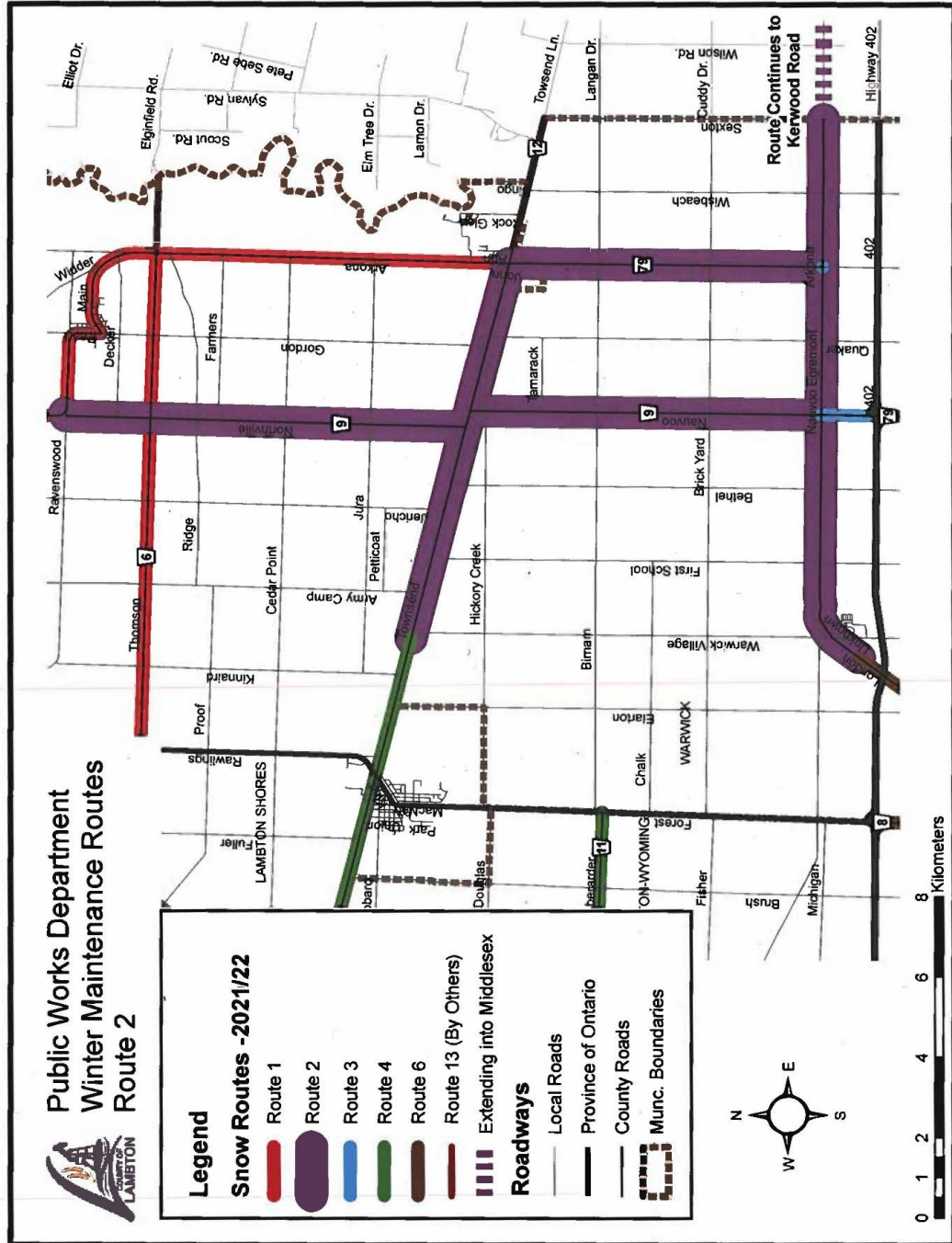


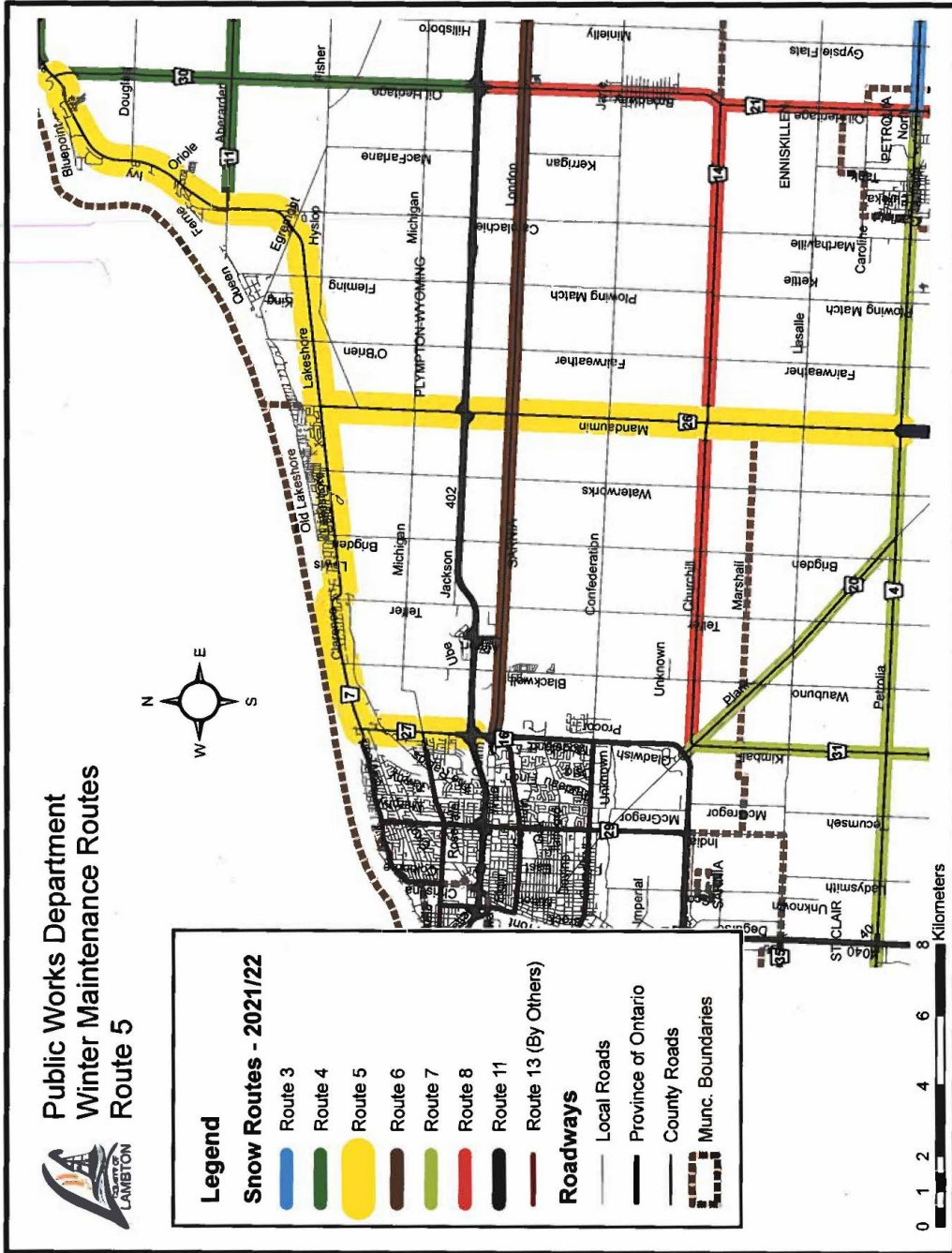
APPENDIX 3 - Plow Routes

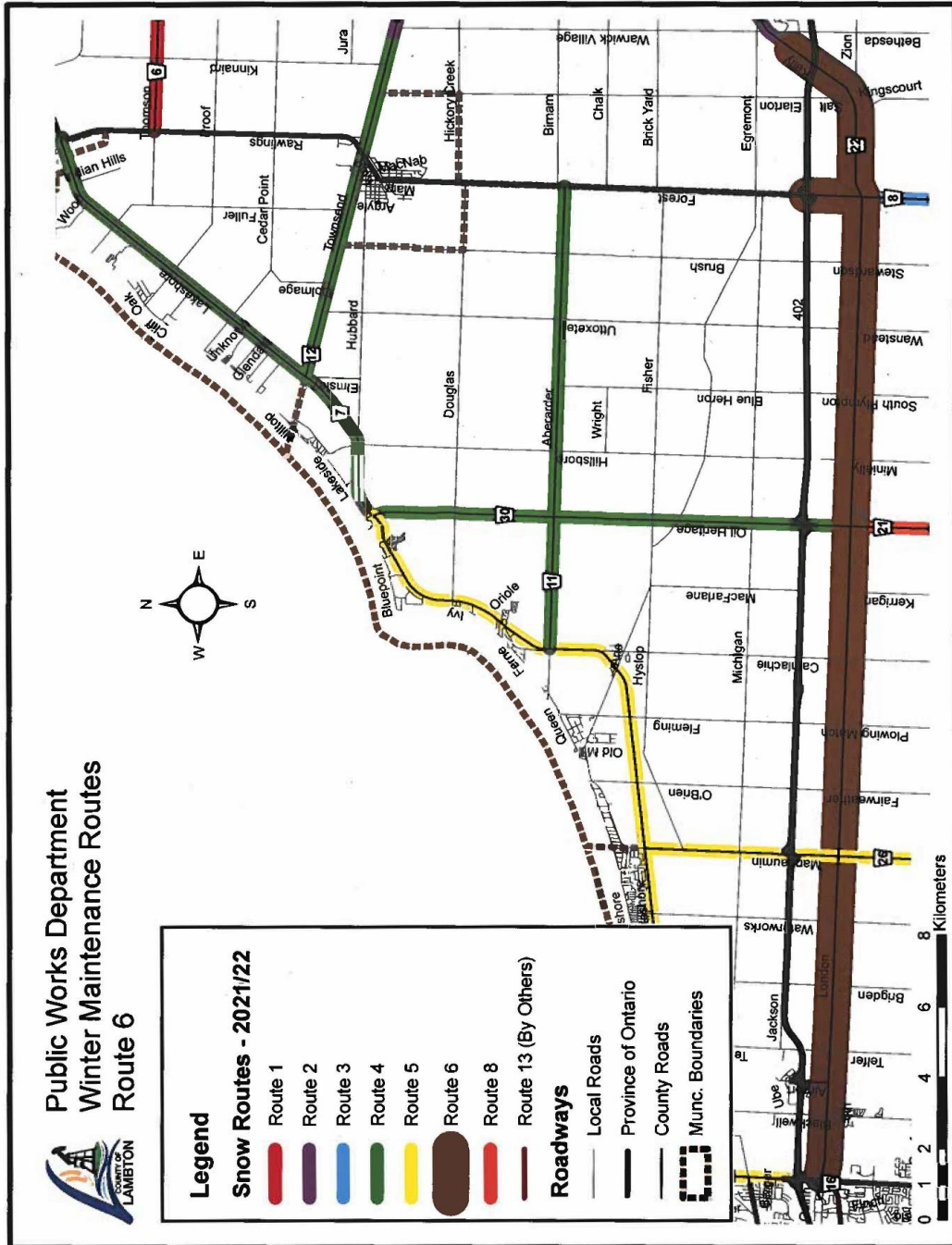
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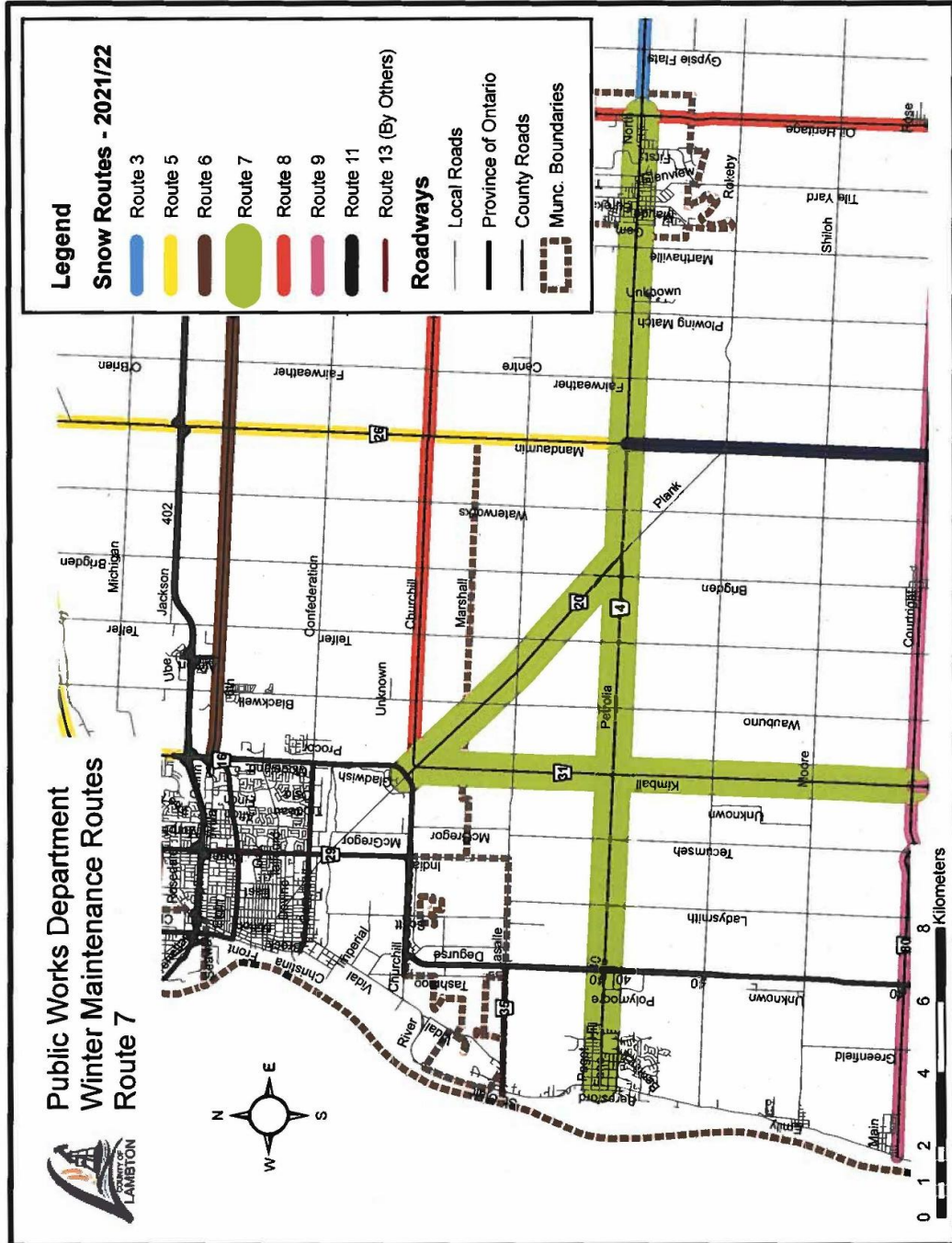


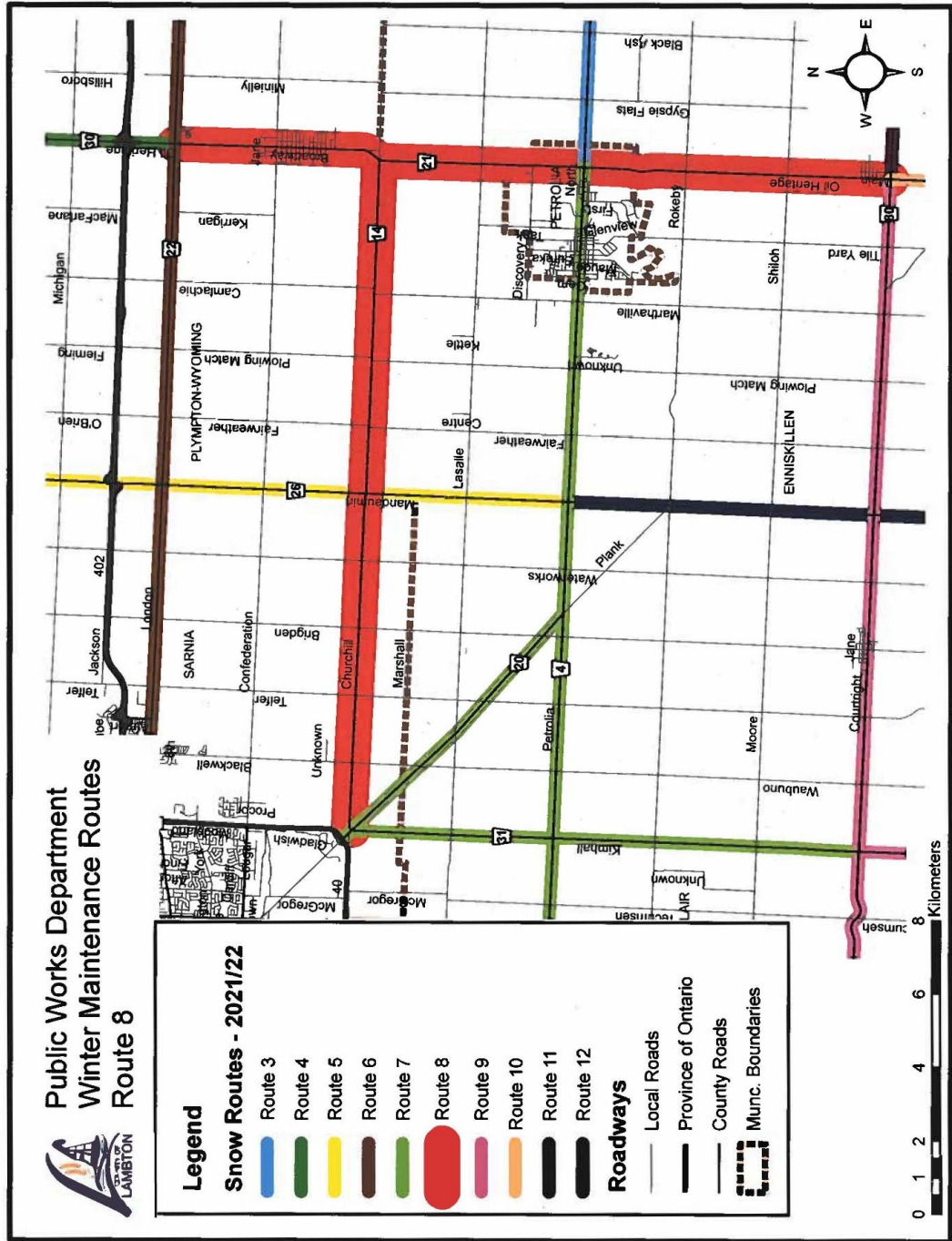


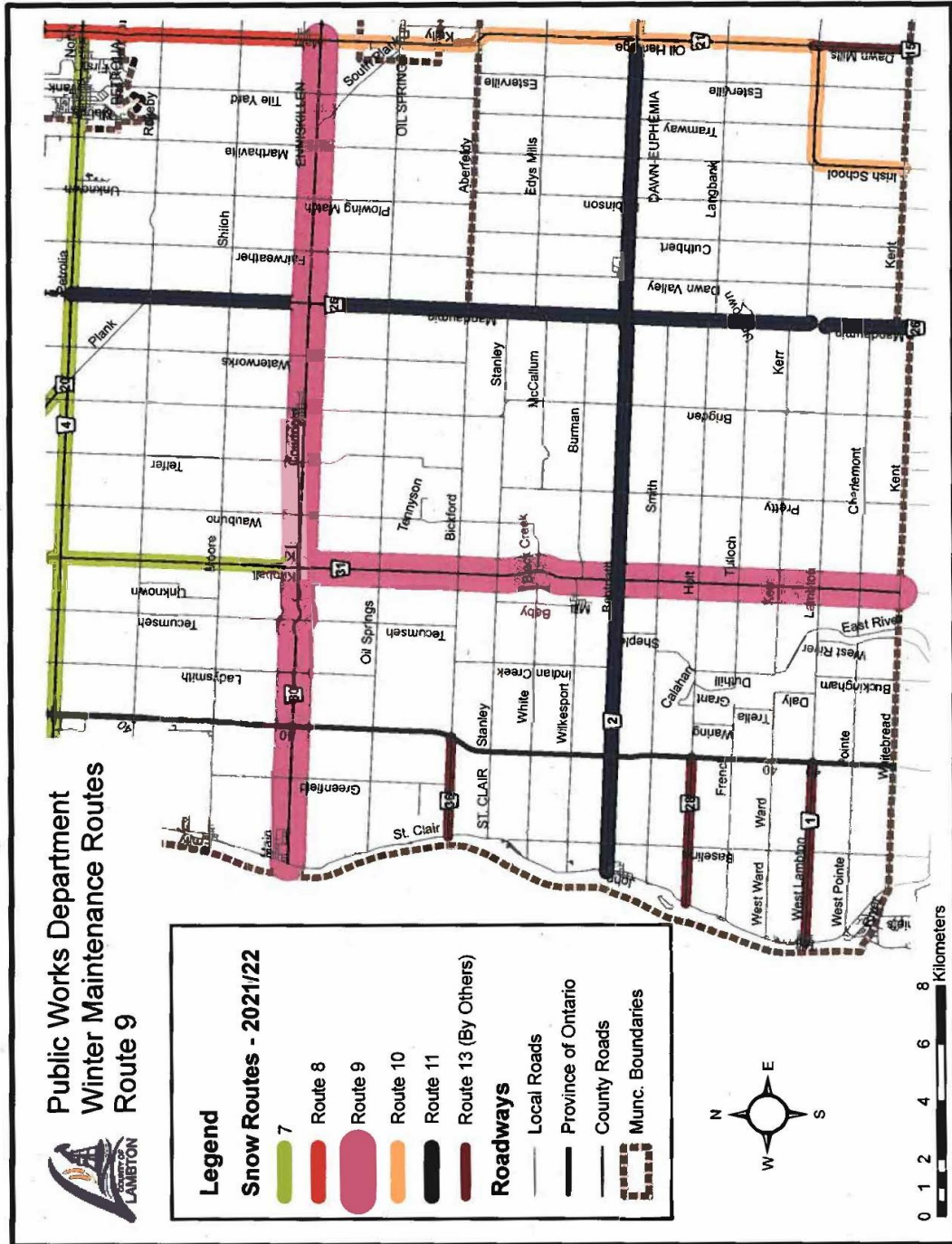


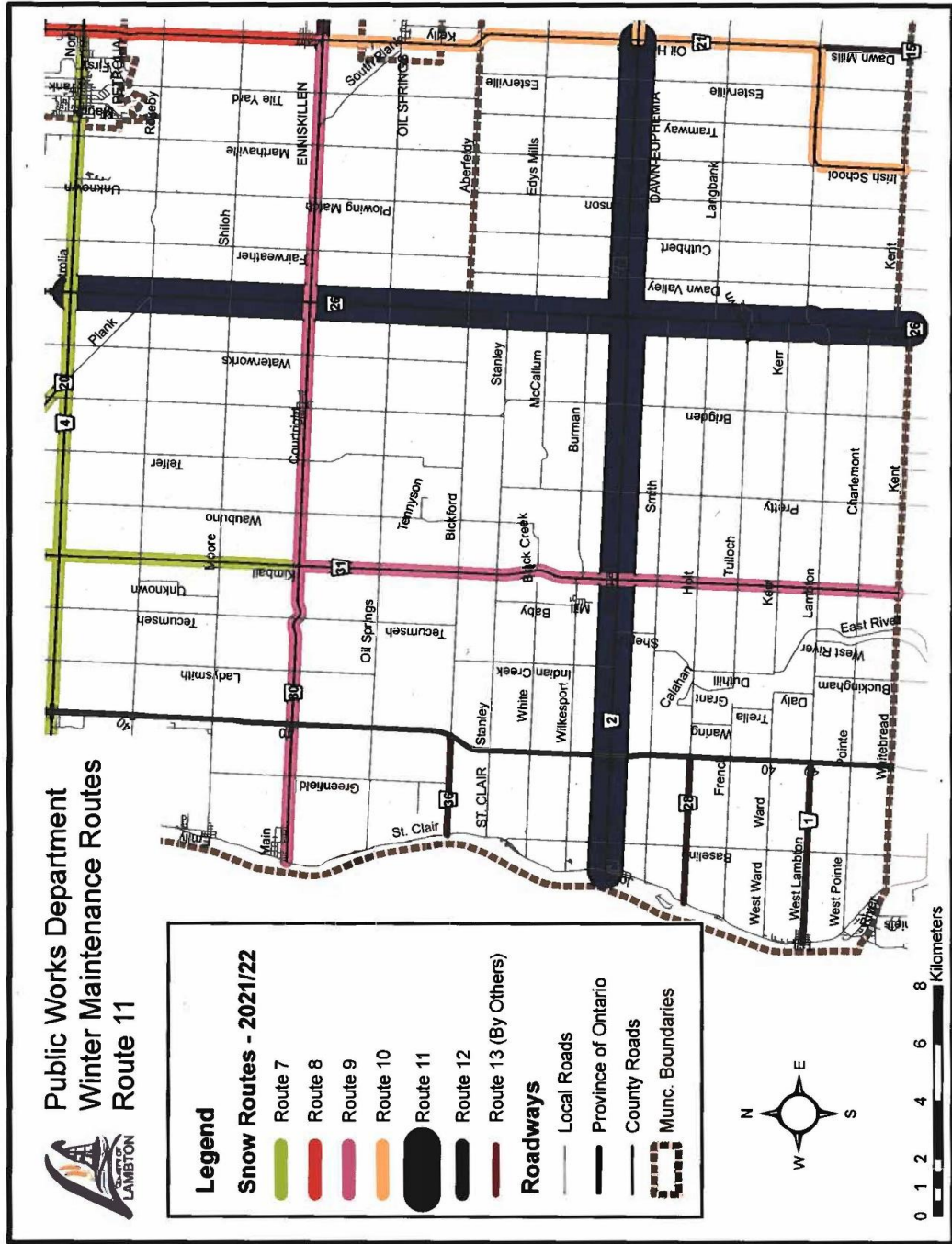


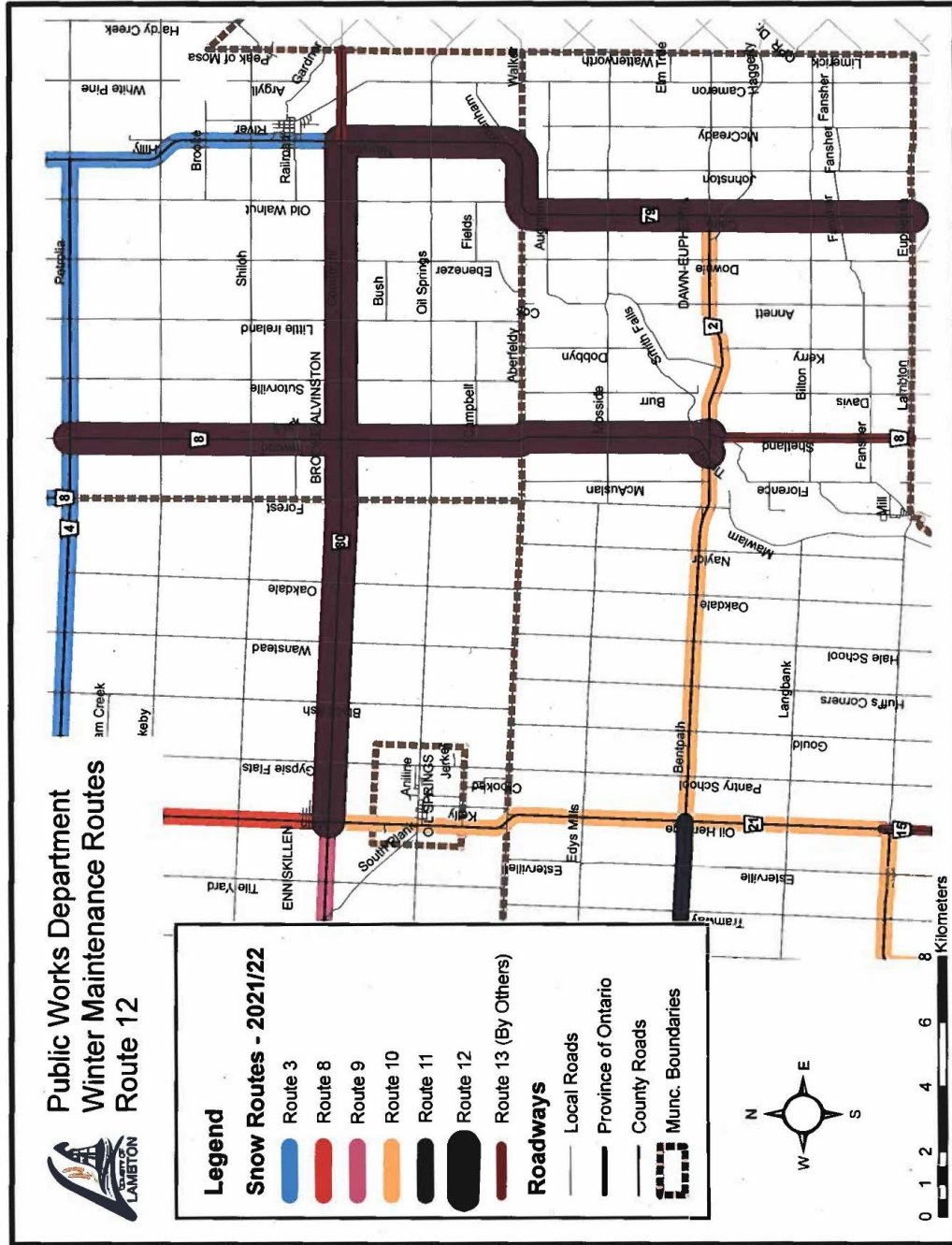












APPENDIX 4 - Equipment

Equipment	Equipment Type	Electronic Controller	Calibration Date	Pre-Wet Capability	Anti-icing	Liquid Capacity (L)	Infrared Thermometers
Unit 20-20 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	Yes	10000	Y
Unit 21-19 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	Yes	10000	Y
Unit 22-17 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 23-11 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 24-16 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 25-15 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 26-12 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 27-13 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 28-14 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 29-15 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 30-12 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 31-23 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 32-18 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y
Unit 33-21 A	Tandem Plow/Wing Salt/Sand Spreader	Y		Y	No	1170	Y

APPENDIX 5 - Record of Training

PUBLIC WORKS DEPARTMENT



789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0
Telephone: 519 845-0801
Toll-free: 1-866-324-6912
Fax: 519 845-3872
www.lambtononline.ca

Record of Training

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations Training Program as required by the County of Lambton Winter Operations Plan.

The Winter Operations Training Program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health & Safety
- Level of Service - policies, practices, and procedures
- Identification of Plow Routes - including variations for year-to-year issues identified along the route.
- De-icing Chemicals - application rates, storage, and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment Maintenance

Employee Name (please print)

Employee Signature

Date

Trainer Name (please print)

Trainer Signature

Date

Supervisor Name (please print)

Supervisor Signature

Date

APPENDIX 6 - Record of Training - Weekend Patroller

PUBLIC WORKS DEPARTMENT



789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0
Telephone: 519 845-0801
Toll-free: 1-866-324-6912
Fax: 519 845-3872
www.lambtononline.ca

Record of Training

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations Weekend Patroller Training as required by the County of Lambton Winter Operations Plan.

The Winter Operations Weekend Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point.
- Record Keeping
- Health & Safety
- Level of Service - policies, practices, and procedures
- Identification of Plow Routes - including variations for year-to-year issues identified along the route.
- De-icing Chemicals - application rates, storage, and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Call Out Procedures
- Emergency Contacts
- Yard and Equipment Maintenance

Date of Training

Location of Training

Employee Name (please print)

Employee Signature

Date

Trainer Name (please print)

Trainer Signature

Date

Supervisor Name (please print)

Supervisor Signature

Date

APPENDIX 7 - Operating Instructions and Safety Rules

1. Work Hours

For major storm events, two 12-hour shifts will be established at the discretion the Foreman upon consultation with the Operations Manager - Roads and or the Public Works Manager.

2. Safety Procedures

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

- A. Complete a circle check on the equipment to be used ensuring all snow plow and salt/sander equipment has been checked. Ensure documentation in completed.
- B. Report any non-working equipment to a Foreman and/or Equipment Supervisor immediately.
- C. Use reasonable caution in the operation of snow removal equipment.
- D. Drive cautiously.
- E. Utilize caution when operating in cramped quarters with parked car on a street.
- F. Know your route and any fixed objects covered by snow.
- G. Obey all traffic laws.
- H. Do not follow too closely.
- I. Slow down prior to turning - your plow will tend to push you where it wants to go
- J. Equipment involved in snow and ice control operations is emergency equipment, but the operator, must obey all traffic laws and provide right of way to other vehicles.
- K. Do not attempt to tow private automobiles, offer assistance by way of contact to the Foreman.
- L. Utilize caution when operating de-icing equipment. Watch for overhead obstructions, do not raise the box.
- M. Adhere to the Occupational Health and Safety and the County of Lambton safe work procedures.

3. Accidents

Report all moving accidents immediately to the Supervisor. Depending on the severity of the accident and availability due to storm related issues, the Police Department will typically be called to evaluate the accident.

4. Care And Use Of Equipment

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance or damage to the equipment. Fill out the Daily Inspection Sheet. The vehicle shall be refuelled at the end of each operator's shift.

5. Radio Communications

Operators are to take duty instructions from the Supervisor on duty. The police may report road conditions or other issues to the Supervisor. It will be the roll of the Supervisor to direct all winter maintenance related operations.

6. Daily Reports

During the shift, operators will be required to fill out a Winter Operations Record. This sheet will document location, date, route travelled, mileage, and material usage.

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	Matt Deline, P.Eng., Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	Speed Limit Adjustment –County Road 7 (Lakeshore Road) to Accommodate Pedestrian Crossing (PXO) Facility

BACKGROUND

The County received a request from the City of Sarnia to reduce the speed limit for a portion of County Road 7 (Lakeshore Road) as a requirement for a new pedestrian crossing (PXO) facility immediately east of the entrance to Mike Weir Park.

City staff made a formal request via the attached email correspondence, providing background information and outlining the following motion passed by Sarnia City Council at their September 11, 2023 meeting:

#1: That Sarnia City Council request a speed limit change on County Road 7 (Lakeshore Road), for the purpose of providing a pedestrian crossing facility.
Carried.

City staff received inquiries regarding the installation of a pedestrian crossing (PXO) from the Howard Watson Nature Trail to Mike Weir Park. Upon formal request by the Bluewater Trails Committee to City staff, its location and specifics were further researched in accordance with the Ontario Traffic Manual (OTM) Book 15, Pedestrian Crossing Treatments. It was determined that to place a PXO at this location, the current speed limit of 70 kilometres per hour in this vicinity would require a reduction to 60 kilometres per hour.

DISCUSSION

Speed limits on County Roads are established based on the guidelines and best practices set out by the Transportation Association of Canada (TAC) and the Ministry of Transportation (MTO). In general, the predominant factors considered when establishing a road's posted speed are alignment and profile, traffic volumes, collision history, design and prevailing speeds, and roadside environment.

County Road 7 (Lakeshore Road) through the community of Brights Grove is currently, and appropriately, posted at 70 kilometres per hour. There is a speed limit transitioning zone 160 metres west of Lambert Road, where the posted speed limit becomes 50 kilometres per hour for westbound traffic.

Based on the City's proposal, best practices, and current geometry, instituting a 60 kilometre per hour zone adjoining the current 50 kilometre per hour zone and extending to 50 metres west of Moores Lane, would provide suitable approach distances in each direction from the PXO. The proposed 60 kilometre per hour zone will be 1300 metres (1.3 kilometres) in total length, providing 605 metres to the east and 695 metres to the west of the proposed PXO.

Creating a 60 kilometre per hour zone to comply with the PXO requirement is preferred as an alternative to extending the current 50 kilometre per hour zone. Artificially lowering the posted speed limit can have negative impacts on traffic safety and operations. When speed limits are artificially lowered and are not representative of the roadside environment, it can produce an increase in aggressive driving and greater speed differentials among vehicular traffic. This sequential speed reduction (in 10 kilometre per hour increments) at this location is consistent with current guidelines and best practices.

The following changes will be made to the consolidated Speed Limit By-law through the County Road 7 (Christina Street/Lakeshore Road) corridor. The sections will be updated as follows:

County Road No.	Road Name	From (Road Description)		To (Road Description)	Speed km/h
CR 07	Christina Street / Lakeshore Road	County Road 19 (Michigan Road)	to	160 m West of Lambert Road	50
CR 07	Lakeshore Road	160 m West of Lambert Road	to	50 m West of Moores Lane	60
CR 07	Lakeshore Road	50 m West of Moores Lane	to	277 m East of County Road 26 (Mandaumin Road)	70

FINANCIAL IMPLICATIONS

Funding to modify all signage related to the speed limit changes that have been recommended as part of this report are available in the approved County of Lambton 2023 Roads Operations Budget.

The proposed PXO is for pedestrians, therefore all costs associated with the installation and maintenance of the crossing will be the responsibility of the City of Sarnia and there will be no current or future costs to the County.

CONSULTATIONS

As part of this review, the County Public Works staff has consulted with City of Sarnia staff in the preparation of this report. Endorsement of this facility by The Bluewater Trails Committee was acknowledged through those communications.

STRATEGIC PLAN

Application of Area of Effort #3: Community Development - Capitalizing on opportunities that enrich the quality of life and future prospects of the community by:

- Promoting policies and strategies that protect environmental resources and support the area's quality of life and economic development potential, allowing us to pass these resources on intact to future generations.
- Actively pursuing joint opportunities with community partners that contribute to the long-term growth and well-being of the Lambton community.
- Implementing and strengthening of the County's sustainability plan.
- Developing policies and practices that bolster and safeguard municipal infrastructure.

CONCLUSION

The County received a request from the City of Sarnia to reduce the speed limit for a portion of County Road 7 (Lakeshore Road) as required for the installation of a PXO east of the entrance to Mike Weir Park. A plan showing the proposed posted speed limit modifications is attached to this report.

The County supports reducing the speed limit from the current 70 kilometres per hour to 60 kilometres per hour for a 1300 metre (1.3 kilometres) length abutting the existing 50 kilometre per hour speed limit to the west, and approximately centered on the site of the proposed pedestrian crossing.

An excerpt of the proposed changes to Schedule A of the consolidated Speed Limit By-Law is attached as Appendix A to this report. The amending By-Law to "Repeal and Replace Schedule "A" of By-Law No. 19 of 2016", with a completed Schedule A will be provided to County Council for its consideration.

RECOMMENDATION

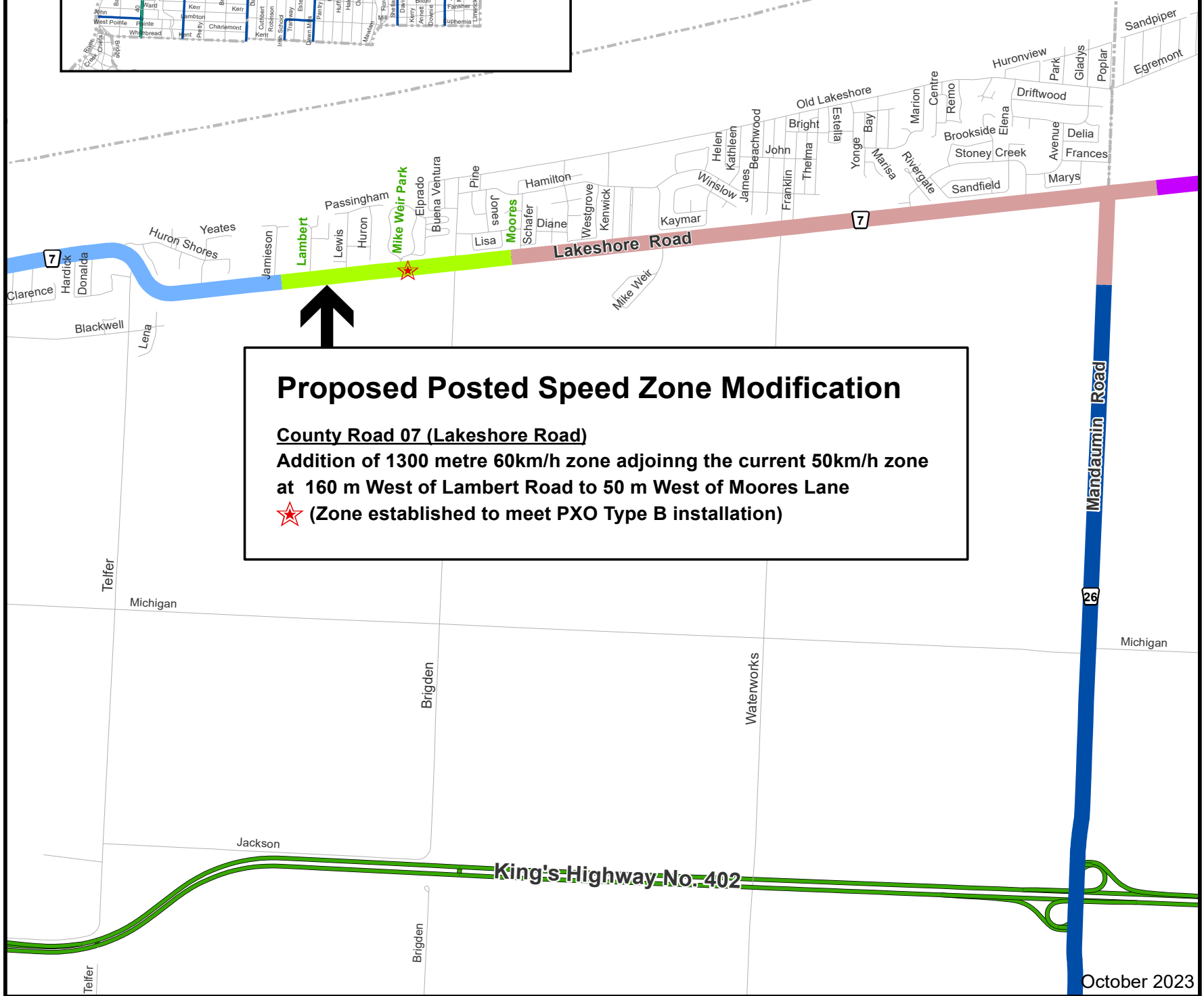
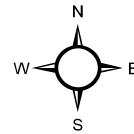
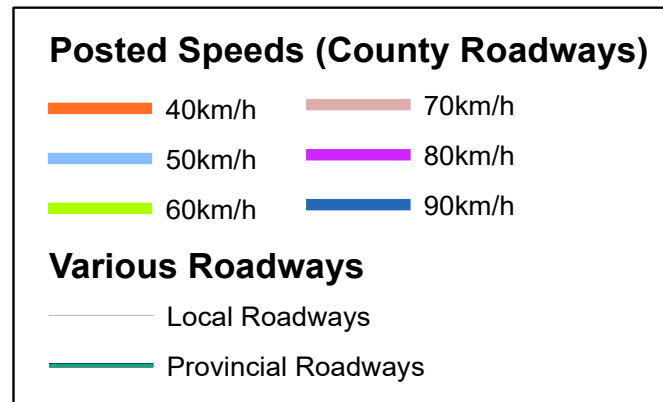
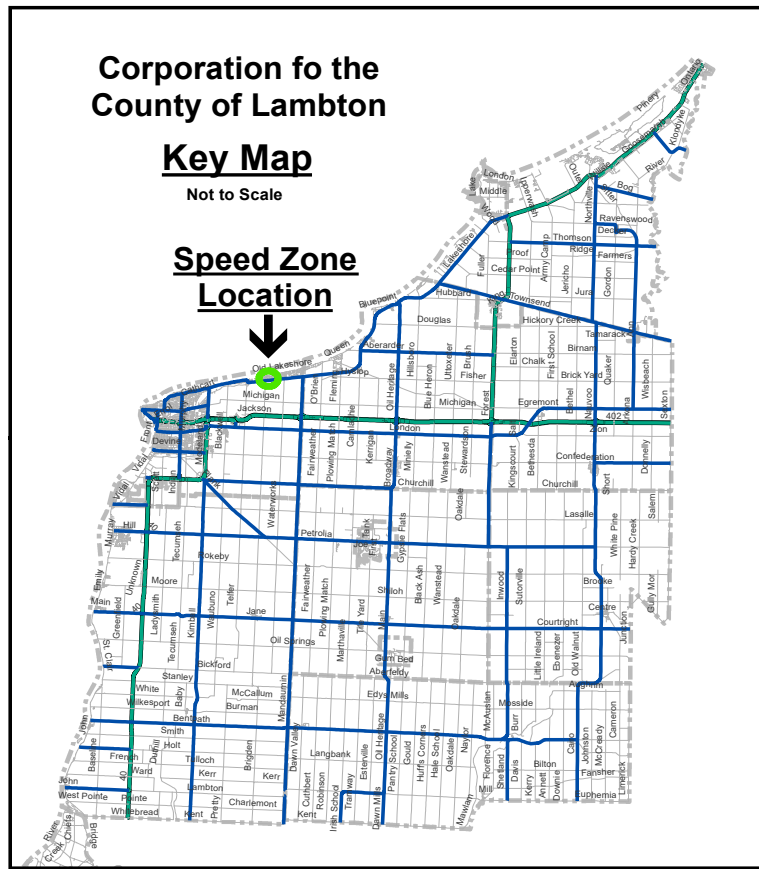
That a draft By-Law be presented to County Council for its consideration to repeal and replace only Schedule A of By-Law No. 19 of 2016 with the revised Appendix A attached hereto.

Appendix A – Update to By-Law 19 of 2016

County Road No.	Road Name	Runs	From (Road Description)		To (Road Description)	Speed km/h
CR 07	Christina Street / Lakeshore Road	W/E	County Road 19 (Michigan Road)	to	160 m West of Lambert Road	50
CR 07	Lakeshore Road	W/E	160 m West of Lambert Road	to	50 m West of Moores Lane	60
CR 07	Lakeshore Road	W/E	50 m West of Moores Lane	to	277 m East of County Road 26 (Mandaumin Road)	70



County of Lambton Speed Limit Modification Figure 1



October 2023



**THE CORPORATION OF THE CITY OF SARNIA
Engineering Department**

255 Christina Street N. PO Box 3018

Sarnia ON Canada N7T 7N2

519-332-0330 (phone)

519-332-2664 (TTY)

www.sarnia.ca engineering@sarnia.ca

September 26, 2023

County of Lambton
789 Broadway Street
Wyoming, ON N0N 1T0

Attention: Matt Deline

Re: Lakeshore Road Speed Limit

Dear Mr. Deline,

The City of Sarnia has received several inquiries regarding a pedestrian crossing (PXO) from the Howard Watson Nature Trail (HWNT) to Mike Weir Park. Staff has reviewed this request and in accordance with the requirements under OTM, where this type of pedestrian crossing may be commissioned at a mid block location given the speed limit is posted at 60km/hr or lower.

This location was reviewed and prioritized upon request from the Bluewater Trails Committee for several reasons, including the ability to link two highly used active transportation facilities - the Howard Watson Nature Trail and Old Lakeshore Road (Nick Malik Walkway) immediately after crossing the Cull Drain. The City is proposing a 'Type B' PXO with appropriate pavement marking and signage at this location.

The City of Sarnia officially requests that the County of Lambton lower the speed limit on Lakeshore Road, to 60km/hr, west of Moores Lane, in accordance with the enclosed report.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alister Brown'.

Alister Brown
Manager of Development and Transportation

	INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	BUILDING SERVICES
PREPARED BY:	Corrine Nauta, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	Update Appointment By-Law for Inspectors

BACKGROUND

The current Building Services Department By-Law No. 20 of 2022 being "A By-Law to Appoint a Chief Building Official and Inspectors for the County of Lambton" needs to be updated to reflect recent personnel changes.

DISCUSSION

A revised By-Law will be presented to County Council reflecting the following revisions:

1. Deletion of Mr. Mario Blazevic, as Temporary Building Inspector, Full Time.
2. Deletion of Ms. Colleen Ellis, as Temporary Building Inspector, Full Time.
3. Deletion of Ms. Jamie Garrison, as Permanent, Building Inspector, Full Time.
4. Inclusion of Ms. Jessica Van Den Berge, as Permanent, Property Standards/By-Law Enforcement, Full Time.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

The Legal Services/Clerk's Department has been involved in the preparation of this report and the associated By-Law.

STRATEGIC PLAN

Application of Area of Effort #5: Partnerships - Developing stronger relationships with community partners, municipalities, and indigenous groups as a basis to build a shared community of interest by:

- Cultivating sustainable relationships that include strategies to improve communication and understanding, provide mutual assistance on projects, and fulfill Duty to Consult obligations.

CONCLUSION

By-Law No. 20 of 2022 requires updating to reflect housekeeping and personnel changes within the Building Services Department. The appointments under this By-Law are required for the County to meet its obligations under the *Building Code Act, 1992*.

RECOMMENDATION

That a draft By-Law deleting, Mr. Mario Blazevic, Ms. Colleen Ellis, Ms. Jamie Garrison, and appointing Ms. Jessica Van Den Berge as an Inspector be presented to County Council for its consideration.



PUBLIC HEALTH SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	EMERGENCY MEDICAL SERVICES
PREPARED BY:	Stephen Turner, Manager
REVIEWED BY:	Andrew Taylor, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Community Paramedicine Program Activity Update

BACKGROUND

The Lambton Emergency Medical Services Community Paramedicine (CP) Program was started as a small pilot project in 2017 with the objective to provide upstream, paramedic-led supports to help reduce the need for 911 response and hospital visits / admissions. The CP Program has since evolved and is currently 100% funded through three streams via Ontario Health, the Ministry of Health (MOH), and the Ministry of Long-Term Care (MLTC) providing for eight (8) full-time equivalent community paramedics who deliver care to higher-risk patients twelve (12) hours a day, seven (7) days a week.

DISCUSSION

The CP Program has been very successful, receiving high levels of patient and provider satisfaction. The CP Program is now well-integrated with primary care, Bluewater Health, the Erie-St. Clair Home and Community Care Support Services, and the Sarnia-Lambton Ontario Health Team. This integration has been an essential component of the success of the CP Program, helping to foster strong collaboration between care providers and patients in the community.

Currently, the CP Program has 418 active clients, supporting them with chronic medical challenges such as congestive heart failure, cardiac conditions, and dementia. Other focus areas include supporting those on wait lists for Long-Term Care and those who have recently been discharged from the hospital, helping to review medications, and providing assistance to clients in navigating the health system. During 2022, the CP Program enrolled 352 new clients and discharged 152, demonstrating the growing need for the CP Program.

Community Paramedics (CPs) have also been invaluable in providing rapid response to evolving health issues in the community, especially during the COVID-19 pandemic. Over

the past two years, CPs have assisted in providing COVID testing, assessment and vaccinations to medically vulnerable and home-bound clients throughout the community, as well as support to people experiencing homelessness through clinical visits to the temporary accommodations that were established at the Sunbridge Inn in the City of Sarnia.

The CP Program is supported by three (3) funding streams, which include:

- a. Community Paramedicine in Long-term Care (CPLTC) Program;
- b. High-Intensity Supports at Home Program through Ontario Health; and
- c. Bluewater Health.

The Ministry of Long-Term Care (MLTC) and Ministry of Health have been working to harmonize these grant streams for CP funding into a single stream of core funding to provide predictability and reliability in support of these programs. Unfortunately, indications from the Ontario government appear to anticipate it may yet be a couple of years before this comes to fruition. In the meantime, the MLTC has extended the CPLTC Program grant for an additional two (2) years, until the end of fiscal 2025/26.

The next steps for the CP Program will be to work to integrate CPs into the 9-1-1 system, helping to divert low-acuity 9-1-1 callers from hospital emergency departments and into primary care or community-based supports. Additionally, staff are working to develop expanded opportunities for paramedics to collaborate with police and social service agencies in order to provide proactive responses for people experiencing homelessness or challenges with mental health and addictions.

FINANCIAL IMPLICATIONS

The CP Program is 100% grant funded with no impact on the levy. The CP Program is currently dependent on external sources of grant funding being maintained. It is anticipated that supportive grant funding will continue at current levels and may be enhanced in future years. Staff will continue to work with funders to advocate for the establishment of sustainable base funding and to further tailor the CP Program to the needs of the Lambton community.

CONSULTATIONS


The Sarnia-Lambton Ontario Health Team, Ontario Health, Ministry of Health, and the Ministry of Long-Term Care were consulted in the design and delivery of the CP Program and those discussions were used as a basis for this report.

STRATEGIC PLAN

The CP Program reflects the vision of the County of Lambton's Strategic Plan through the demonstration of *Caring* for the members of our community and exploring *Innovation* to enhance and transform the service we deliver to the community.

CONCLUSION

The Lambton County CP Program has proven to be a valuable asset in improving healthcare access and outcomes for higher risk patients living in the community. With strategic investments, continued collaboration, and a commitment to data-driven improvement, the CP Program can further enhance its impact and serve as a model for further community paramedicine initiatives.

 <p style="text-align: center;">CULTURAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Closure of Mallroad Library

BACKGROUND

The County of Lambton operates Mallroad Library, located in a commercial plaza in Sarnia in a busy shopping district. The library is open seven days a week. While Mallroad Library is physically small, it circulates the second highest number of library items due to its convenient location.

In 2020 The City of Sarnia (the City) approached the County of Lambton asking for its consideration to agree to establish a new library on the second floor of the City’s Clearwater Arena located 1.4 kilometres away on Wellington Street, and to discontinue use of Mallroad Library. The benefits to the City include eliminating lease payments for the commercial space and making use of an underused space in an existing recreation property. The AM Committee of Lambton County Council approved the change on January 20, 2021, with the following motion:

#14: Weber / Marriott:

- a) That Council supports in principle, the re-location of the Mallroad Library to the Clearwater Arena, pending the outcome of the public consultation process undertaken by the City of Sarnia and endorsement by City of Sarnia Council.*
- b) That Council supports the cost of up to \$100,000 to provide for new furnishings, fixtures and equipment, cabling infrastructure, signage, security gates, shelving and moving expenses associated with the proposed relocation of the Mallroad Library as an item referred to the 2021 County Budget.*
- c) That Council directs staff to continue working with the City of Sarnia and representatives from Gallery in the Grove to further develop plans for the expansion of the Bright’s Grove Library.*

Carried.

Since that time, The City of Sarnia has been working to adapt the space for the library's use, commencing a renovation in early 2023.

DISCUSSION

It is anticipated that the City's renovation of Clearwater Library will be substantially completed in the coming weeks. However, the City continues to await verification from contractors for the delivery and installation date of the library's dedicated HVAC system and the completion of other site considerations that may impact occupancy. City staff have provided assurances that the County of Lambton would be in a position to permit entry to its contractors beginning November 1, 2023, to start its interior work such as the installation of shelving units, the construction of the service desk and related cabinetry, the installation of security gates and related technological equipment including IT cabling infrastructure, along with other necessary work.

The County of Lambton will be moving its collection and its computer equipment and other supplies from the existing Mallroad Library to the new library space at Clearwater Arena. As a result, there will be a requirement to close Mallroad Library to the public effective November 1, 2023, so that work can begin to pack belongings, make administrative changes to the library catalogue to reflect the new locations and focus efforts to prepare the new library for public use. Members of the public can return library materials to the Mallroad Library book return bin until November 9, 2023, and after this date, the book return bin will be unavailable. Patrons will be directed to consider using other nearby branches of Lambton County Library including Sarnia (downtown), Point Edward, and Bright's Grove.

It is anticipated that the new library space will be sufficiently prepared to reopen to the public on January 15, 2024; however, this date is contingent on The City of Sarnia's contractor's efforts and receiving occupancy on the date currently approximated by the City's contractor.

The County of Lambton is beginning efforts to notify its patrons and stakeholders about the pending closure of Mallroad Library and to discuss the implications with the bargaining unit employees during the period between the closure of Mallroad Library and the opening of the new Clearwater Library.

FINANCIAL IMPLICATIONS

In its 2021 budget deliberations, Council approved \$100,000 from the Opportunities and Contingencies Reserve to fund the establishment of the new library at Clearwater Arena, including such costs as shelving, service desk, furnishings, security gates, signage and IT requirements. With inflationary pressures, it is expected the costs will exceed this sum. Any cost overruns will be funded from available operating surpluses in the Library's 2023 operating budget, or available library reserves.

Closure of Mallroad Library (page 3)

October 18, 2023

CONSULTATIONS

The General Manager, Cultural Services, the Community Library Supervisor and representatives from the Human Resources Department were consulted in the creation of this report, along with staff and contractors representing The City of Sarnia.

STRATEGIC PLAN

The new library at Clearwater Library will provide new program space for the delivery of library programs which aligns with the County of Lambton's mission to work with municipal and community partners to provide an enhanced quality of life for its residents by building a community where residents are safe, can raise a family and feel a sense of pride and purpose. Additionally, this new revitalized space is in alignment with the Cultural Services Division's Strategic Plan which sets forth direction to create great experiences, maximize the value of spaces and manage resources efficiently and effectively.

CONCLUSION

The closure of Mallroad Library will be necessary to facilitate a successful move to the new Clearwater Library. Lambton County Library looks forward to serving its patrons from this revitalized space.

	CULTURAL SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	MUSEUMS, GALLERY AND ARCHIVES
PREPARED BY:	Laurie Webb, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stephane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Lambton Heritage Museum Renovation Post Project Review

BACKGROUND

In April 2022, Committee A.M. received a report outlining planned renovations to the Lambton Heritage Museum exhibition gallery and other related facility improvements and received follow up reports in October 2022 and April 2023 updating Council on the status of renovation work.

This report provides a review of the renovation project led by 17/21 Architects Ltd. and Elgin Contracting and Restoration Ltd., which is now complete and opened to the public on June 3, 2023.

DISCUSSION

The renovation work included a complete re-design of the permanent and temporary exhibition galleries to modernize standards and increase energy efficiency of the overall building. This involved minor demolition and abatement, construction, mechanical and electrical changes to suit the new layout, the replacement of original exterior doors and emergency exits, exterior wall insulation, and replacement of gallery lighting, audio, and public announcement systems. The project created a new permanent exhibition gallery and multi-purpose rooms, including new millwork for custom display cases, display walls and plinths, accessibility improvements, and room-dividing walls to create dedicated spaces for community use, temporary exhibitions, and programming.

The development of the exhibition has involved years of consultation with community partners, including engagement with local Indigenous knowledge keepers, archaeologists, historians, and community agencies. The resulting exhibition explores the theme of ‘Changing Communities’ in Lambton, tracing the fascinating history of adaptation and innovation that has shaped the story of Lambton County. The exhibit includes select artifacts from the museum collection related to themes of biodiversity, archaeology,

Indigenous communities, early European settlement, the importance of waterways, agriculture, military history, transportation, business and industry, engineering, arts and culture, leisure and more.

Over the course of the renovation period, the main exhibition gallery was closed, but Lambton Heritage Museum remained open to the public with access to the on-site historic buildings being maintained, as well as access to smaller exhibitions in the museum lobby and collections centre, and access to the Woodland Heritage Trail on the property.

Public feedback so far from visitors has been overwhelmingly positive. In-person visits to the museum and through the exhibit increased significantly from the re-opening of the main exhibition gallery (June 1) to Labour Day. A year over year comparison of visitation statistics can be seen in the chart below. Stats for 2020 and 2021 have been omitted from the chart due to Provincially mandated closures during these periods related to the COVID-19 pandemic:

Visitor Stats – June 1 to Labour Day	
2019	2336
2022	2013
2023	3170

It is anticipated that visitation numbers will remain strong throughout the fall of 2023, as September statistics already confirm an increase in visitation to the site.

Photographs of the completed exhibition gallery and multi-purpose rooms have been included below for reference. The images demonstrate the significant impact resulting from the removal of the drop ceiling and vinyl flooring, improved accessibility of the gallery layout, and enhanced gallery lighting and display cases.









INTERACTIVE COMPONENTS

A key focus of the exhibition redesign was to include a series of inter-active components, to engage visitors of all ages with the exhibition content. These include listening stations, video footage, touch screens, and hands on interactive activities. A selection of photographs illustrating these interactive features can be found below:



An interactive tent where visitors can experience what camping in early Lambton was like.



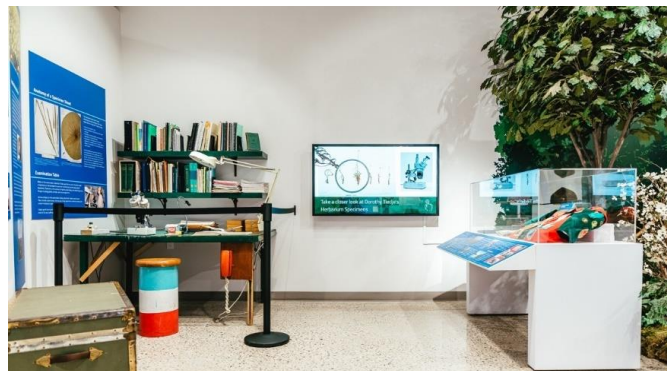
Selfie-stations throughout the space encourage visitors to capture memories and share them online.



Visitors can learn how to tie knots in the “On the Water” section.



Listening stations provide audio components showcasing local musicians and instruments.



Touch screens allow visitors to discover more detailed information about topics found throughout the exhibition space.



A scale model of the building of the St. Clair Tunnel allows visitors to learn about this engineering feat through push buttons which light up key components.



Archival film footage from 1938 shows the building of the original Bluewater Bridge.

MULTI-PURPOSE SPACE

The renovation also included the construction of a new, flexible multi-purpose space, which can be used to host travelling exhibitions, in-house temporary exhibits, provide curriculum linked education programming and community events. Rental fees will be included in the 2024 Service and Fees schedule for use of this space when it is not occupied by museum content.



North Lambton Quilters Guild held their bi-annual quilt show in the new multi-purpose space in July and August.

FUTURE ADDITIONS

The final component included in the renovation was the conversion of formerly solid exterior doors to glass doors, allowing visitors to view the environmentally significant Carolinian Forest which surrounds the museum. Not only does this bring the outside, in, but it also offers future development potential for an outdoor programming space connected directly to the exhibition gallery, for use in both school programs and events.



Photograph showing exterior glass doors to the right.

FINANCIAL IMPLICATIONS

As reported previously, this capital renovation project is funded entirely through grant sources secured, a significant private bequest designated for exhibition renewal, and available reserves established as part of the ten-year facility renewal project.

CONSULTATIONS


The coordination of this project included the professional consultation of R. J. Burnside & Associates Ltd. for the building condition assessment and energy audit to inform renovation priorities, and 17/21 Architects Inc. for the development of architectural plans for the project. Design of the exhibition and multi-use spaces included consultation with partners and community organizations. Internal consultations included those with the Procurement and Project Management Departments, Finance Coordinator, the General Manager, Cultural Services Division, Curator/Supervisor, Lambton Heritage Museum and museum staff.

STRATEGIC PLAN

The Lambton Heritage Museum renovation project aligns with several priorities identified in the County of Lambton's Strategic Plan, including Area of Effort 3, Community Development. This project makes available cultural services that contribute to Lambton's goal of being a learning community and undertakes environmentally conscious initiatives including energy conservation and reduction, as well as developing policies and practices that bolster and safeguard municipal infrastructure. The project also aligns with the Cultural Services Division's Strategic Plan, 2022 to 2026, Strategic Direction 2: Creating & Delivering Great Experiences and more specifically 2.20 to "continue to invest in cultural services facilities (asset renewal), visitor amenities, and the interpretation of historical features and buildings."

CONCLUSION

The continued investment in the ten-year renewal program for the Lambton Heritage Museum facility has preserved the important story of how the County has developed and adapted in the face of adversity over time and ensures that the museum continues to serve the needs and interests of the community. This renovation project has addressed a number of building deficiencies identified through previous building condition assessment and energy audit studies, while also addressing strategic planning priorities related to exhibitions. The investment supports corporate asset renewal commitments, improves energy efficiency, addresses failing building systems at the end of their life cycle, and better positions the museum to respond to the evolving expectations of residents and visitors.

 <p style="text-align: center;">CULTURAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	Library Policy Manual

BACKGROUND

Lambton County Council serves as the Lambton County Public Library Board as a result of Private Bill 113 which received Royal Assent on June 23, 1994. Lambton County Library operates as an operating department (Libraries Department) within the organizational structure of the Cultural Services Division. The Library operates in accordance with a number of policies that have been adopted by Lambton County Council and / or senior staff members of the Library.

DISCUSSION

Since 2019, the Libraries Department has worked toward updating and modernizing its Policy Manual. Some policies dated to the Library Board’s origins in the 1990s and required updating, while other long-standing practices required formalizing in the form of a policy. The policy requirements set forth in the Ontario Public Library Guidelines have been guiding the Department’s work; should the Library seek accreditation at some future date, the policies named in the Guidelines are requirements for a successful outcome. Since November 2019, Lambton County Council has considered and approved 29 departmental policies, with an additional four policies recently approved at the September 20, 2023 Committee AM meeting. The following two new policies are available for Committee members’ consideration.

- **Planning Policy:** The Planning Policy outlines the requirement for the Department to undertake a formal planning process that ensures its strategic priorities are updated during the first year of every four-year Council term, and the library will review patron needs and report back on the Library’s progress, and will conduct a community analysis every four years with feedback incorporated into the Library’s strategic plan.

- **Evaluation Policy:** The Evaluation Policy outlines that the Department will use performance measures to evaluate the effectiveness in achieving its mission and objectives and feedback received from evaluation efforts will be incorporated into employee training and program planning and delivery efforts.

In addition to these two new policies, the supervisory team is also reviewing current policies to ensure they are reviewed once in a four-year period. The following policies were revised and are included in this package for consideration:

- **Children's Services Policy:** This policy was re-numbered for administrative purposes, and any references to Southern Ontario Library Services (SOLS) were replaced or removed to reflect the provincial government's consolidation of provincial library services.
- **Teen Services Policy:** This policy was re-numbered for administrative purposes, and any references to Southern Ontario Library Services (SOLS) were replaced or removed to reflect the provincial government's consolidation of provincial library services.

FINANCIAL IMPLICATIONS

Any costs associated with the implementation of the policies, such as the completion of strategic plans or a community needs analysis, would be funded through the Department's annual operating budget.

CONSULTATIONS

A number of library employees were consulted in the creation of these policies including: Technical Services Supervisor, Community Library Supervisor, Facilities Supervisor and the Executive Assistant / Administrative Services Supervisor.

STRATEGIC PLAN

The development of these policies follows the direction set forth by the Corporation's strategic plan. By adopting these policies, the Department will be in a better position to provide efficient and responsive services to Lambton's residents and help achieve a healthy community. Aspects of the policies follow the directions set forth in the Cultural Services Division's strategic plan.

CONCLUSION


The adoption of these Library policies will help the Department move forward with its efforts to modernize operations.

Library Policy Manual (page 3)

October 18, 2023

RECOMMENDATIONS

That Lambton County Council approve the following Library policies: Planning, Evaluation, Children's Services and Teen Services.

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Planning Policy	Section C08	Index #01
	Effective Date:	November 1, 2023	Approved By: Manager, Library Services	
	Revision Date:	November 1, 2023		
	Drafted on:	September 1, 2023		

PURPOSE

The purpose of this policy is to outline the Library’s planning process to ensure effective operation of its services.

POLICY

This policy addresses the need for the Library to maintain an effective planning process in order to fulfil its mandate under the Public Libraries Act, RSO 1990, c.P44, s.20(a): *“A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs.”*

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services.


REGULATIONS

1. The Library will establish a formal planning process that ensures that:
 - a. The vision of the Library Board is realized.
 - b. The Library can respond to changing needs and trends in the community.
 - c. Key decision makers in the community make a long-term commitment to library services.
 - d. Services available elsewhere in the community are not unnecessarily duplicated.
 - e. Library funds are responsibly expended in a deliberate and accountable manner.
 - f. Continuity of services is maintained regardless of personnel changes in the board or employees.

2. The Library shall:
 - a. Develop a formal planning document that includes the mission and vision statements and priorities of the Library in the first year, of every four-year Council term.
 - b. Develop a cycle for reviewing and assessing: patron needs in the community served by the library; the services of the library in the light of patron needs and feedback; the priorities of both the County of Lambton and the lower-tier municipalities; current Library Board strategic planning documents: mission statement, goals and objectives.
 - c. Report to the community on the Library’s progress in fulfilling its plan by means of distribution of an annual report and presentations to Council, service groups and community organizations.
 - d. Ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.
3. Reviewing and assessing the Library’s current environment will be addressed through a situational analysis which may include:
 - a. Community analysis – A range of community-related information with possible implications for library service, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service.
 - b. Consultation with users – Library users are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.) The Library ensures that community views are incorporated into planning processes.

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	September 1, 2023	Manager, Library Services

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL		
	Subject:	Evaluation Policy	Section R02 Index #14
	Effective Date:	November 1, 2023	Approved By: Manager, Library Services
	Revision Date:	November 1, 2023	
	Drafted on:	September 1, 2023	

PURPOSE

The purpose of this policy is to outline the methods in which the Library will evaluate its effectiveness.

POLICY

This policy addresses the need for the Library to evaluate its programs and services to ensure it meets its mission statement, strategic objectives, and the needs of the community.

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services.


REGULATIONS

1. The Library will establish mechanisms whereby it will use performance measures to evaluate its effectiveness in achieving its mission, objectives and is responding to the needs of the community.
2. The Library will collect and analyze data to determine the effectiveness of a program or service within the organization. Data collected may include, but not be limited to library services, customer experiences, and library programs.
3. In addition to baseline metrics concerning outputs (e.g. number of people in attendance), the library will also determine outcomes (e.g. number of people reporting improved literacy levels).
4. Data collection from evaluation methods will be used in operational planning related to areas such as but not limited to employee training and program delivery.

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	September 1, 2023	Manager, Library Services

DRAFT

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Children's Services Policy	Section R02	Index #06
	Effective Date:	November 1, 2023	Approved By: Lambton County Council	
	Revision Date:	September 6, 2023		
	Drafted on:	January 1, 2020		

PURPOSE

The purpose of this policy is to ensure that children accessing the materials, programs and services of Lambton County Library are treated safely, consistently and fairly while providing an accessible, inclusive, and welcoming environment for all ages. The library endeavours to provide children's services based on the Ontario Library Association Position Statement on Children's Rights in the Public Library, 1998 (see Appendix A), which Lambton County Library endorses. Library staff are trained to assist children in using the Library but cannot assume responsibility for the safety and well-being of children left unattended.

POLICY

Lambton County Library endeavours to provide a welcoming and safe environment for patrons of all ages. Parents and caregivers are responsible for providing supervision and care of their children while a child is on the premises of any Lambton County Library facility. The responsibility for monitoring the whereabouts, welfare and behaviour of children using the Library ultimately rests with the parent or assigned caregiver while on Library premises. Library staff cannot care for nor take responsibility for children left unattended at the Library.

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services, Community Library Supervisor, Assistant Library Supervisors, Technical Services Supervisor, Public Services Coordinators, and front line Library staff.

DEFINITIONS

"Caregiver" is anyone thirteen (13) years of age or older to whom the parent has given

responsibility for the care of a younger child.

"Child / Children" are individuals from birth up to and including age twelve (12).

"Neglect" is when a child has not been provided with basic necessities: food or money to buy food, appropriate clothing, and / or a safe environment.

"Parent" is any person who is either the natural, adoptive, foster parent, or legal guardian of the child.

"Unattended" is a child left without visible supervision by a parent within any Lambton County Library facility.

REGULATIONS

1. General Principles

- 1.1. The unique needs of children will be taken into account in all areas of library services including, but not limited to; furniture, shelving, materials, programs, design of library space, rules, procedures, policies and staff training.
- 1.2. Parents and caregivers are responsible for their children's use of the library and its services.

2. Privacy

- 2.1. Children have the same privacy and access rights as adults, except that section 54(c) of MFIPPA provides that a person who has lawful custody of the individual may exercise the rights of access of an individual less than 16 years of age. Accordingly, if a child under 16 would be entitled to access, so would his or her custodial parent. Therefore a parent may request a list of their child's overdue materials, amount of overdue fees or lost items or have mail or email notifications sent in care of the parent.

3. Advocacy

- 3.1. The library will advocate for children's services in the community by:
 - 3.1.1. Collaborating with agencies to promote early literacy, love of reading, lifelong learning and children's health and well-being;
 - 3.1.2. Seeking support for children's services from community organizations;
 - 3.1.3. Networking with other agencies who provide service to children in the community, region and province;
 - 3.1.4. Communicating with principals, teacher librarians and teachers in the community;
 - 3.1.5. Promoting children's services and collections to groups who could benefit from them, such as schools, daycares, and homeschools;
 - 3.1.6. Welcoming class visits and orientations for school children, including home-schooled children.

4. Access

- 4.1. Children from birth may have a library card.
- 4.2. Parents are ultimately responsible for the fees (lost, or damaged items) of their children under 16 years of age.
- 4.3. Library staff will provide readers' advisory, and use professional knowledge to develop collections and programs for children.
- 4.4. Requests for advice on selecting books and for information will be answered by staff utilizing the full range of the collections and technology available to Lambton County Library, without judgment.
- 4.5. It is the responsibility of the parents to determine which materials they deem to be appropriate for their child. The parent or caregiver is responsible for supervising their child's access to all library resources including the internet and technologies.
- 4.6. Where possible, children will have a separate area in the library with shelving, furniture and collection formats that are designed for and accessible to all children. This area will be an interactive learning environment where controlled noise levels are tolerated. Access to this, or any Lambton County Library collection, is not limited by a specific borrower card type.

5. Programming

- 5.1. The library will provide programming for children and parents both in and out of the library to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and use of the library.
- 5.2. Children's programming will follow the Lambton County Library Programming Policy.

6. Child Safety and Supervision

- 6.1. Children under the age of ten (10) must be accompanied by a parent or caregiver while on Library premises.
- 6.2. Children aged 10 and over are welcome to use the library independently on a regular basis, but parents are still responsible for the behaviour of any children while in the library.
- 6.3. Children ten (10) to twelve (12) will be assessed by library staff for their competency related to being unsupervised in the library and staff will advise parents if their child needs supervision while on the premises.
- 6.4. Responsibility for the welfare and the behaviour of children using the library ultimately rests with the parent or an assigned caregiver.
- 6.5. Library staff are entrusted to ensure that children are not left unattended in the Library.
- 6.6. If a child is left at closing time or in the event of an emergency situation or closure, the staff person in charge will attempt to contact the parents or caregivers. If the parent or adult caregivers cannot be contacted within ten minutes after closing, staff will notify law enforcement.
- 6.7. Library staff are obligated by the Ontario Child, Youth and Family Services Act to take the appropriate action when children are left without adequate supervision

or they observe signs of neglect, which may include contacting the child's family, police services, or the Children's Aid Society.

6.8. The Library recognizes the following terms as stipulated in the Ontario Child, Youth and Family Services Act with regard to the supervision of children:

6.8.1. Section 136(3) "No person having charge of a child younger than 16 shall leave the child without making provision for the child's supervision and care that is reasonable in the circumstances."

6.8.2. Section 79(4) "Where a person is charged with contravening Subsection (3) and the child is less than 10 years of age, the onus of establishing that the person made provision for the child's supervision and care that was reasonable in the circumstances rests with the person."

ASSOCIATED DOCUMENTS

Lambton County Library Children's Services Policy Appendix A

Lambton County Library Circulation Policy

Lambton County Library Collection Development Policy

Lambton County Library Internet Services Policy

Lambton County Library Programming Policy

MFIPPA, Section 54 (c)

Ontario Library Association Position Statement on Children's Rights in the Library

Ontario Child, Youth and Family Services Act 2017, S.O. 2017, C. 14, SCHED. 1

POLICY HISTORY

REVISION	DATE	PREPARED BY
Revised	September 6, 2023	Manager, Library Services
Revised	December 30, 2021	Manager, Library Services
Created	January 1, 2020	Manager, Library Services

APPENDIX A


Ontario Library Association - Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998

Posted at http://accessola2.com/data/1/rec_docs/380_ola3.pdf

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Teen Services Policy	Section R02	Index #07
	Effective Date:	November 1, 2023	Approved By: Lambton County Council	
	Revision Date:	August 22, 2023		
	Drafted on:	January 1, 2020		

PURPOSE

The purpose of this policy is to ensure that teens accessing the materials, programs and services of Lambton County Library (the Library) are treated safely, consistently and fairly while providing an accessible, inclusive, and welcoming environment for all ages. Lambton County Library endeavours to provide teen services based on the Ontario Library Association Position Statement on Teens' Rights in the Public Library, 2010 (see Appendix A), which Lambton County Library endorses.

POLICY

Lambton County Library recognizes that the needs of young people are important in their own right; teenagers' intellectual growth, cultural appreciation and recreational activities should be fostered through quality library service, delivered with consideration and respect. This policy sets out the services to be offered to teens in the library, and also sets out responsibility relating to safety, truancy and missing persons.

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services, Community Library Supervisor, Assistant Library Supervisors, Technical Services Supervisor, Public Services Coordinators, and front line Library staff.

DEFINITIONS

"Parent" is any person who is either the natural, adoptive, foster parent, or legal guardian of the child / teen.

"Teen(s)" are individuals aged thirteen (13) to seventeen (17).

REGULATIONS**1. General Principles**

- 1.1. The unique needs of teens will be taken into account in all areas of library services including, but not limited to; furniture, shelving, materials, programs, design of library space, rules, procedures, policies and staff training.
- 1.2. Lambton County Library adopts the principles included in the Ontario Library Association Position Statement on Teens' Rights in the Public Library.
- 1.3. Lambton County Library will strive to ensure its programs and spaces are inclusive.

2. Privacy

- 2.1. Teens have the same privacy and access rights as adults with one exception. Section 54(c) of MFIPPA provides that a person who has lawful custody of the individual may exercise the rights of access of an individual less than 16 years of age. Accordingly, if a teen under 16 would be entitled to access, so would his or her custodial parent. Therefore, a parent may request a list of their teen's overdue materials, the value of overdue fees, number of lost items or have mail or email notifications sent in care of the parent if the teen is less than sixteen (16) years of age.
- 2.2. Patrons aged sixteen (16) years and older, have the same rights of privacy and access as an adult.

3. Advocacy

- 3.1. The library will advocate for teens' services in the community by:
 - 3.1.1. Collaborating with agencies to promote literacy, love of reading, lifelong learning, and teens' health and well-being;
 - 3.1.2. Seeking support for teens' services from community organizations;
 - 3.1.3. Networking with other agencies who provide services to teens in the community, region and province;
 - 3.1.4. Communicating with principals, teacher librarians and teachers in the community;
 - 3.1.5. Promoting teens' services and collections to groups who could benefit from them (schools, youth groups, etc.);
 - 3.1.6. Welcoming class and homeschool visits, and orientations for teens.

4. Access

- 4.1. Teens are encouraged to obtain a library card in their name. Parents are ultimately responsible for the fees (overdues, lost, or damaged items) incurred by their teen, if the teen is under 16 years of age. Fees will be collected in accordance with Lambton County Library's Overdue Accounts and Write Off Policy (F23.01).
- 4.2. Library staff will provide readers' advisory services and use professional knowledge to develop collections and programs for teens. Requests for advice on selecting books and for information will be answered by staff utilizing the full range of the collections and technology available, regardless

of age and without judgment, with confidentiality and respect.

- 4.3. The Library does not filter or restrict legal Internet access, or access to any of the physical or digital collections. It is the prerogative of the parent to limit access to the library collections or equipment or censor the reading, viewing or listening of their teen under sixteen (16) years of age. This is not the role of the Library staff, even if requested to do so by the parent.
- 4.4. Reference interviews will be used to better understand what each teen wants and needs. Library staff will explain the variety of resources available in all areas of the Library as applicable to the teen's request.
- 4.5. A separate area in the Library will be dedicated for teen use with shelving, furniture and collection formats that meet teens' specific needs. This area will be an interactive learning environment where controlled noise levels are tolerated. Access to this collection is not limited by a specific borrower card type.

5. Programming

- 5.1. The library will provide programming for teens both in and out of the library to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and use of the Library.
- 5.2. Teen programming will adhere to the Lambton County Library Programming Policy.

6. Teen Safety and Supervision

- 6.1. As a public facility, the Library does not monitor the activities of its patrons unless behaviour violates Lambton County Library Rules of Conduct Policy or a child is left alone as outlined in the Lambton County Library Children's Services Policy. There are three situations for teens which require specific guidance:
 - 6.1.1. Truancy - If a school-age teen is noticed to be spending considerable time in the library during the school day, staff may check with the teen and ask that a parent confirm with the library that he / she is aware of the teen's whereabouts. This applies to those up to the age of sixteen (16).
 - 6.1.2. Missing Persons - Library staff will not give information to any person over the telephone as to whether an individual is currently in the library or has recently attended the Library. In the case of a missing person, Library staff will inform the Community Library Supervisor or his / her designate and with management's approval, will share information with the law enforcement agency requesting specific personal information.
 - 6.1.3. Duty to Report - The Child, Youth and Family Services Act (CYFSA) (Section 125) recognizes that professionals who work with children, have a legislated obligation to report promptly to the Children's Aid Society (CAS) if they suspect that a child or youth under the age of 16 is, or may be, in need of protection. The CYFSA defines the

phrase "child in need of protection" as including physical, sexual and emotional abuse, neglect, and risk of harm.

- 6.2. Library staff who are concerned that a 16 or 17-year old is, or may be, in need of protection may make a report to Children's Aid Society (CAS) and the CAS is required to assess the reported information.
- 6.3. When Library staff members have reasonable grounds to suspect that a child or youth is, or may be, in need of protection, they will advise the Community Library Supervisor or his / her designate and together they will promptly report the suspicion and the information upon which it is based to the local CAS, as required in the CYFSA s.136 (1).

ASSOCIATED DOCUMENTS

Lambton County Library Internet & Computer Services Policy (A04.01)
Lambton County Library Circulation Policy (R02.02)
Lambton County Library Collection Development Policy (R02.03)
Lambton County Library Programming Policy (R06.01)
Lambton County Library Code of Conduct Policy (H08.01)
Lambton County Library Teen Services Policy Appendix A
MFIPPA, Section 54 (c)
Ontario Library Association Position Statement on Teens' Rights in the Public Library
Ontario Child, Youth and Family Services Act (CYFSA)

POLICY HISTORY

REVISION	DATE	PREPARED BY
Revised	August 22, 2023	Manager, Library Services
Created	March 1, 2020	Manager, Library Services

APPENDIX A**Ontario Library Association - Position on Teens' Rights in the Public Library**

Teens in Ontario Public Libraries have the right to:

1. Intellectual freedom.

The library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship. The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights Code.

2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

3. Adequate funding for collections and services related to population, use and local community needs.

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. Collections that specifically meet the needs of teens.

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The Library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

5. A library environment that complements their physical and developmental stages.

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this Library space for leisure or study, either independently or in groups.

6. Welcoming, respectful, supportive service at every service point.

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavour to respect the teen's need for privacy and non-judgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

7. Library Programs and Services appropriate for Teens.

The Library fosters youth development by providing programs for teens that contribute to literacy, lifelong learning and healthy youth development. The Library endeavours to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The Library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services.

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The Library provides services by teen specialists as well as by others who are trained to serve teens.

9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

Adopted at the Ontario Library Association Annual General Meeting June 2010.

 <p style="text-align: center;">CULTURAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	MUSEUMS, GALLERY AND ARCHIVES
PREPARED BY:	Laurie Webb, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	Museums, Gallery & Archives Collections Management August 2023

BACKGROUND

The Manager, Museums Gallery & Archives reviews donations to Lambton Heritage Museum, Oil Museum of Canada, Judith & Norman Alix Art Gallery, and Lambton County Archives to ensure they align with the mandate of each facility and serve to enhance the respective collections of each site.

As the governing body of the Museums, Gallery and Archives, Committee A.M. must review all artifact and art donations offered to these facilities and approve their acceptance into the permanent collection, after consideration of the recommendations of the Manager, Museums, Gallery & Archives. The following list of donations is from the month of August 2023.

DISCUSSION

Recommended for Acceptance

The table below lists items recommended for acceptance that have been offered for donation to Lambton Heritage Museum, Oil Museum of Canada, Judith & Norman Alix Art Gallery, and Lambton County Archives in the month of August 2023.

Institution	Details	Donor	City
Lambton County Archives	Ledger size news article copies on Grand Bend and local horse training industry. One document on the Warner Preserve Management Plan	Peter Warner	Grand Bend

Lambton County Archives	One scrapbook by Marion Elizabeth Johnston made in the 1932 Dawn Township Collectors book.	Sandy Sanderson	Dresden
Lambton County Archives	Photos and family tree of Leckie, McGregor, McCallum, Pretty, and Sheppard families.	Carol Leckie	Petrolia
Lambton County Archives	Two boxes of Christ Anglican Church Petrolia material including scrapbooks, programs, and articles.	Anne Ashton	Warwick
Lambton County Archives	Ann Hossie marriage certificate dated 25 Dec 1839, in Moore Township.	Mary Newel	Hamilton
Lambton County Archives	Map of Edith Mae Cummings Huron Heights Subdivision, Plympton Township, 1927. Binder of minutes, newsletters, and correspondence regarding the Lambton branch of Canadian Girls in Training Camp Committee.	Joanne Atkinson	Wyoming
Lambton County Archives	Newspaper clipping, Florence Chicks, Sydenham Valley Hatchery Brochure, Robert Lottridge family history, Bobier family history.	Brian Gawne	Florence
Lambton County Archives	Photos of St. Josephs Church and street scenes of Corunna.	Sandra Carlton	Sarnia
Lambton Heritage Museum	Thirteen ribbons with badges and buttons from Mayflower Rebekah Lodge No. 324, Mooretown.	Florence Hall	Petrolia
Lambton Heritage Museum	Cornet purchased for Lambton's 149th Battalion military band.	Johnnie Vaughn	Copperas Cove, Texas
Lambton Heritage Museum	Cup and pitcher with images of schools from Lambton County.	Tracy Kingston	Corunna
Lambton Heritage Museum	Portrait of Jemima Hutton.	Marilyn Tolman	St. Thomas
Lambton Heritage Museum	Travelling trunk from late 1860s.	Justin Buetter	Grimsby
Lambton Heritage Museum	Twelve punch glasses and a swimmer's basket from the Lakeview Casino in Grand Bend.	Peter Warner	Grand Bend
Judith & Norman Alix Art Gallery	<i>Renegade Dynasty</i> , wall sculpture made of mixed media and found object by artist Robert Bozack.	Sara Steers	London

Recommended for Refusal

Many items are offered the Museums, Gallery & Archives for donation. Items are reviewed for fit within the collecting mandate at the respective site, whether they are already represented in the collection and what condition the object is in prior to acceptance into the permanent collection. The list below outlines objects were offered for donation in the month of August 2023 and are recommended for refusal.

Institution	Details	Reason for Refusal	Donor
Lambton County Archives	SCITS Yearbooks	Duplicates of items already in collection.	Terry Wilson
Oil Museum of Canada	Stocks and certificates from Senator Oil and Gas, 1930s.	Passed on to Canadian Energy Museum as it fits in their mandate more closely (a western Canada well).	Eric Davidson
Lambton Heritage Museum	Portable record player, coffee urn.	No local provenance. Referred to Sombra and Moore Museums.	Name not given.
Lambton Heritage Museum	Woodworking tools.	No local provenance. Duplicates of items already in collection.	Eric Priest
Lambton Heritage Museum	Spinning wheel.	No local provenance. Duplicate of item already in collection. Referred to Fanshawe Pioneer Village.	Glenda Lather
Lambton Heritage Museum	Photography equipment.	Duplicates of items already in collection. Referred to Sombra Museum.	Name not given.
Lambton Heritage Museum	Adult scale.	Outside collection mandate. Referred to Forest Museum.	Name not given.

FINANCIAL IMPLICATIONS

None.

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CONSULTATIONS

None.

STRATEGIC PLAN

The ongoing collection and preservation of local heritage artifacts and Canadian art supports the County of Lambton Strategic Plan's Principles and Values of a Healthy Community by "*providing a host of cultural and lifestyle services while understanding and respecting the environment.*"

CONCLUSION

Artifact donations to the Museums, Gallery & Archives demonstrate ongoing public support of the facilities and a keen interest in preserving the local and community history of Lambton County through our various facilities.

RECOMMENDATION

That the Museums, Gallery and Archives Collections Management August 2023 Report be accepted, and items recommended for acceptance be approved for inclusion in the respective permanent collections.