



AGENDA
COMMITTEE P.M. - 11:00 a.m.
**(Long-Term Care/Corporate Services/
Finance, Facilities and Court Services/Social Services)**

Wednesday, October 18, 2023
Council Chambers, Wyoming

Page

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

Committee Members: G. Atkinson, D. Cook, B. Dennis, D. Ferguson, B. Hand, B. Loosley, C. McRoberts, S. Miller, and Warden K. Marriott.

2. **Disclosures of Pecuniary Interest**

If any.

3. **LONG-TERM CARE DIVISION**

A) **Correspondence to Receive and File**

a) LTC 11-02-23 A memo from Ontario Health, dated October 3, 2023 regarding operational direction to prepare for and respond to the fall/winter surge in respiratory viruses.

B) **Information Reports**

a) Information Report dated October 18, 2023 Regarding Respiratory Season Preparedness.

C) **Invitations**

a) Invitation to Long-Term Care Homes' Christmas Dinners. Please RSVP to Laura Bydeley at laura.bydeley@county-lambton.on.ca by November 17, 2023. Please see invitation attached.

D) **Other Business**

4. **CORPORATE SERVICES DIVISION**

A) **Reports Requiring a Motion**

a) Report dated October 18, 2023 Regarding County Council Corporate Policy Review.

B) **Other Business**

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5. FINANCE, FACILITIES & COURT SERVICES DIVISION

A) Information Reports

- 38 - 40 a) Information Report dated October 18, 2023 Regarding the Annual Donations Report.

B) Reports Requiring a Motion

- 41 - 44 a) Report dated October 18, 2023 Regarding Policing Grant Review.

C) Other Business

6. SOCIAL SERVICES DIVISION

A) Information Reports

- 45 - 47 a) Information Report dated October 18, 2023 Regarding Affordable Housing Site Review.

- 48 - 50 b) Information Report dated October 18, 2023 Regarding Canada Learning Bond Project.

- 51 - 55 c) Information Report dated October 18, 2023 Regarding Child Care and Early Years Update.

- 56 - 58 d) Information Report dated October 18, 2023 Regarding Housing, Homelessness and Addictions Summit Outcomes Committee.

- 59 - 61 e) Information Report dated October 18, 2023 Regarding Out of the Cold Program.

B) Reports Requiring a Motion

- 62 - 64 a) Report dated October 18, 2023 Regarding Affordable Housing Initiatives - New Units.

C) Other Business

7. ADJOURNMENT

LTC 11-02-23



Operational Direction: Fall/Winter Readiness and Response

ISSUED TO: Health System Partners

ISSUED FROM: Susan deRyk, Chief Regional Officer, Central and West Regions
Anna Greenberg, Chief Regional Officer, Toronto and East Regions
Brian Ktytor, Chief Regional Officer, North West and North East Regions

CC: Dr. Chris Simpson, Executive VP and Chief Medical Executive
Judy Linton, Executive VP and Chief Nursing Executive
Dr. Sacha Bhatia, Senior VP, Population Health and Value-Based Health Systems

RELEASE DATE: October 3, 2023

Thanks to the dedicated efforts of health care organizations and providers across the province, we have continued to make progress in enhancing access to health services as we transition to a post-pandemic environment. Our goal in preparing for a surge in respiratory viruses this fall/winter is to maintain this momentum, support ongoing efforts, and minimize impact on patient care.

At this point, while we are seeing a rise in COVID-19 transmission, the overall risk to Ontarians has been diminished through increased immunity, high vaccination rates, and the availability of tools such as antivirals to manage the impacts of the virus. However, the overall risk posed by seasonal viruses this fall/winter is expected to continue to be atypical compared to pre-pandemic years based on observations from the southern hemisphere in summer 2023. We anticipate an early start to the influenza season, co-circulation of influenza A and B, and low-to-moderate RSV levels in most regions, including increased respiratory illness burden among pediatric populations.

Working in collaboration with our Ministry colleagues, the Office of the Chief Medical Officer of Health, and other partners, we have identified several actions to support our collective efforts to prepare for these anticipated pressures this fall and winter, consistent with our actions in previous years. As always, we encourage you to reach out to your Ontario Health regional teams for questions and support.

Thank you for your attention to this information and for your continued dedication to providing safe, high-quality care.

Operational Direction

All sectors:

- Actively coordinate and support local surge, inter-region and provincial responses with Ontario Health regional teams and [Ontario Health Teams](#) (OHTs, where appropriate).
- Promote equitable access to care for First Nations, Inuit, Métis and urban Indigenous; Black; racialized; newcomer; and low-income populations, with a strategic focus on high-priority communities.
- Prioritize provincial and regional alternate level of care (ALC) reduction targets, including prompt implementation of funded initiatives.
- Maximize health human resource (HHR) capacity by utilizing innovative models of care and expanded scopes of practice where needed.
- Implement strategies to maximize influenza and COVID-19 vaccine uptake among health care providers, patients, residents, clients, and caregivers.
- Utilize existing virtual care pathways to improve access to care, where appropriate and consistent with guidance.
- Encourage patients and clients to access [Health811](#) for non-urgent health inquiries and questions.
- Ensure patients are aware of services available through pharmacies, including influenza and COVID-19 vaccines, COVID-19 treatment, and treatment for minor ailments.
- Share information about available [mental wellness supports for health care workers](#).

Primary care:

- Continue to be instrumental in prevention and care of respiratory illness for your patients through testing, immunization, and treatment, in particular early identification of those who would benefit from COVID-19 treatment (nirmatrelvir/ritonavir or remdesivir).
- Review the latest clinical guidance and information about COVID-19 vaccination, treatment, and testing as it becomes available.
 - Review Ontario Health's [website](#) for resources related to COVID-19 treatment. New resources include:
 - [Ontario Health Recommendations for Outpatient Use of Intravenous Remdesivir \(Veklury\) in Adults](#)
 - [Information about how to access antiviral treatments for COVID-19 in the community](#)
 - Review the Ministry of Health's [COVID-19 Vaccine-Relevant Information and Planning Resources](#)
- Review the [infection prevention and control guidance](#) from the Ontario College of Family Physicians.
- Ensure adequate PPE supplies are on hand.
 - [Register](#) and order supplies through the [Provincial PPE Supply Portal](#).
- Continue to order COVID-19 PCR testing supplies through your usual channels, and order COVID-19 rapid antigen tests through the [Provincial PPE Supply Portal](#) to distribute to your patients.

- Where appropriate, connect with your local OHT, public health unit, and other local primary care partners to explore opportunities to collaborate and coordinate services.

All hospitals:

- Prepare surge plans to accommodate 120% inpatient capacity and increased emergency department volumes. For post-acute care hospitals, prepare surge plans to match the occupancy levels of surrounding acute care hospitals.
- Continue to prioritize ALC reduction and implement initiatives to improve access and flow while maximizing diversion strategies away from acute care.
- Aim to maintain scheduled surgeries and procedures, prioritizing patients waiting beyond clinical access targets (“long waiters”) and ramp up scheduled surgeries that do not require any inpatient footprint.
- Connect with your local OHT where appropriate to identify care options in the community for those who do not require emergency or acute care services.
- Utilize supports and resources provided by the Ontario Caregiver Organization (the [Essential Care Partner Support Hub](#)) to ensure that caregivers are identified, included, and supported as essential care partners.
- Collaborate with IMS and/or regional and provincial tables to balance capacity, including accepting transfers of patients in a timely manner (ideally within 24 hours) when directed.
- Continue to use a standard person-centred admission process that includes consent to transfer to another hospital, if required.
 - Review the Ontario Hospital Association’s [patient transfer resources](#).

Emergency departments:

- Continue to follow the Emergency Department Mitigation and Closure Protocol for reporting potential and confirmed closures.
- Ensure HHR preparedness (e.g., staff are alerted, and back-up/fan-out contact lists are complete and up to date).
- Utilize the Emergency Nursing Pediatric Course and Pediatric Advanced Life Support recertification programs to prepare teams in high-acuity pediatric patient care.
- For small, rural, and remote hospitals with emergency departments, utilize the educational opportunities available through the [ED Nurse Education Program](#), which provides nurses (RNs/RPNs) with immediate access to ED nursing education.
- Leverage the Emergency Department Peer-to-Peer program for 24/7 access to coaching or support from emergency medicine physicians.
- Continue to prioritize patient safety in the context of extended wait times, including ensuring timely triage of arriving patients and offload of ambulance arrivals, and regular check-ins with waiting patients and families.
- Identify additional space for patient care. This may include cohorting of patients (where appropriate and with advice from infection prevention and control teams).
- Where appropriate, work with your local OHT, primary care teams, community pediatricians, and family physicians to support after-hours coverage.

Pediatric specialty hospitals and community hospitals with pediatric programs:

- Prepare surge plans to accommodate up to 120% capacity.
- Continue to prioritize surgeries and procedures, including prioritizing patients waiting beyond clinical access targets (“long waiters”) and ramp up scheduled surgeries that do not require any inpatient footprint.
- Collaborate with other hospitals providing pediatric care to share best practices and support a unified, coordinated pediatric system.
- Support timely repatriation from pediatric specialty hospitals to community hospitals, ideally within 24 hours.
- Utilize peer-to-peer channels between pediatric specialty hospitals and community hospitals to support health care providers when faced with challenging care situations.
- Implement newly funded initiatives that will support fall/winter surge response, including rapid assessment clinics to support emergency department diversion.
- Collaborate with IMS and/or regional tables, including accepting transfers of patients. Ensure transfers to community hospitals are accepted within 24 hours when directed.

Rehabilitation and complex continuing care:

- Implement the Operational Direction on Rehabilitation and Complex Continuing Care Capacity and Flow (released July 12, 2023), including working towards implementing a 7-day-a-week discharge and admissions process.
- For post-acute care hospitals, prepare surge plans to match the occupancy levels of surrounding acute care hospitals.

Long-term care homes:

- Proactively assess residents for COVID-19 therapeutics prior to potential infection, as outlined in [COVID-19 Guidance for Public Health Units: Long-Term Care Homes, Retirement Homes, and Other Congregate Living Settings](#).
 - Review Ontario Health’s [resources related to COVID-19 therapeutics](#).
- Reduce potentially unnecessary ED visits by maximizing the availability of in-house clinical support for acute illnesses, ensuring access to primary care, and leveraging in-house or community diagnostic resources.
- Utilize supports and resources provided by the Ontario Caregiver Organization (the [Essential Care Partner Support Hub](#)) to ensure that caregivers are identified, included, and supported as essential care partners.
- Promptly repatriate residents who have been in hospital and have been discharged, ideally within 24 hours, inclusive of weekends.
- Connect with local Infection Prevention and Control (IPAC) Hubs to access IPAC expertise and support where needed (contact IPACHubs@ontario.ca for more information).
- Ensure adequate PPE supplies are on hand.
 - [Register](#) and order supplies through the [Provincial PPE Supply Portal](#).


Community support services providers:

- Continue to provide patient programming that enables patients/clients to maintain independence in the community.
- Communicate with clients about the importance of vaccinations against influenza and COVID-19.

Home and community care providers:

Direction provided in partnership with Home and Community Care Support Services

- Continue to support service continuity.
- Collaborate with hospitals to support safe and timely transitions of patients from hospital to home.
- Continue to implement capacity planning initiatives, particularly in hard-to-serve areas, including virtual care, shift-based care and approved new models of care.
- Maintain and strengthen regional pathways for administration of intravenous COVID-19 therapeutics (remdesivir) to keep people out of emergency departments and hospitals.
- Work collaboratively with Regional Tables and regional strategies to support local emergency department diversion strategies and support the transition of ALC patients to home and community settings.
- Communicate with clients about the importance of vaccinations against influenza and COVID-19.

 <p style="text-align: center;">LONG-TERM CARE DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ADMINISTRATION
PREPARED BY:	Jane Joris, General Manager
REVIEWED BY:	Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Respiratory Season Preparedness

BACKGROUND

In Ontario, respiratory illnesses, such as influenza, respiratory syncytial virus (RSV), and COVID–19 historically circulate in highest numbers between November and April. Based on historical trends, southern hemisphere indications and lessons learned from the COVID–19 pandemic, the Ministry of Health has developed projections to forecast potential scenarios the Province may anticipate during the upcoming respiratory season.

The Ministry of Health and the Ministry of Long-Term Care (MLTC) along with Ontario Health have provided guidance to Long-Term Care Homes during what is expected to be a challenging fall respiratory illness season to prepare for a potential surge in respiratory illnesses.

As part of regular business, Long-Term Care Homes are required to comply with the *Fixing Long-Term Care Act, 2021* and regulations including the Infection Prevention and Control (IPAC) Standard for Long-Term Care Homes, which set out comprehensive requirements related to IPAC and emergency planning. In addition, Homes are currently required to adhere to requirements set out in the COVID-specific Minister’s Directive and related Guidance Document.

People living in congregate settings such as Long-Term Care are particularly vulnerable to contracting illnesses during respiratory season and are often at more risk of complications due to co-morbidities.

DISCUSSION

The Lambton County Homes have robust outbreak plans and follow the provincial guidance when an outbreak of an infectious disease occurs in the Homes. Each Home has an Infection Control and Prevention (IPAC) Lead. These IPAC Certified Nurses

provide ongoing work in prevention and support for IPAC practices in the Home and lead the outbreak responses.

When in outbreak, Long-Term Care Homes follow the advice and direction of Lambton Public Health based on guidance from the Ministry of Health, which may include visitor limits/restrictions, co-horting measures, isolation requirements, etc.

During the summer, a number of preparedness activities took place in the community. Ontario Health West hosted table top exercises in each region to plan for surge response. The Homes were contacted by the Care Transitions team at Bluewater Health to investigate ways to work together should a surge occur. Both Marshall Gowland Manor and North Lambton Lodge were confirmed to be able to increase by one bed if necessary and approved by the MLTC. Some other operators have also agreed to increase beds if necessary to take pressure off acute care.

Vaccines for both influenza and COVID-19 will be offered to Elders, staff, volunteers and students in the Homes and information shared about the benefits of vaccines to visitors to the Homes. It is expected this will be accomplished by mid-October.

All three Homes and Long-Term Care community services operated by the County of Lambton have adequate personal protective equipment on hand.

Emergency staffing level plans and contracts with agencies to provide any needed staff are in place should a critical shortage of staff occur because of illness.

FINANCIAL IMPLICATIONS

Outbreak response is included in the Long-Term Care Division 2023 budget.

CONSULTATIONS

Consultations have been ongoing with the Ministry of Health, Ministry of Long-Term Care, the County of Lambton's Human Resources Department, Lambton Public Health, Ontario Health West, AdvantAge Ontario, the Homes' Infection Control Practitioners, and Infection Control Teams.

STRATEGIC PLAN

In keeping with the Mission Statement of the County of Lambton, the programs provided by the Lambton County Homes contribute to enhanced quality of life through the provision of responsive and efficient services.

Respiratory Season Preparedness (page 3)

October 18, 2023

CONCLUSION

At the writing of this report all respiratory season procedures are in place as directed and recommended by the Ministry of Long-Term Care, the Ministry of Health, the Ontario Chief Medical Officer of Health, and Lambton Public Health.

Family Christmas Dinners

THE
North Lambton
LODGE
in Forest, Ontario

Sunday December 10, 2023
5:00 p.m.

THE
Marshall Gowland
MANOR
in Sarnia, Ontario

Tuesday December 12, 2023
12:00 p.m. & 5:00 p.m.

THE
Lambton Meadowview
VILLA
in Petrolia, Ontario

Tuesday December 19, 2023
12:00 p.m. & 5:00 p.m.

Adults: \$15

Children (12 and under): \$7


2 tickets per Elder, more tickets may become available depending on ticket sales.

Please purchase by November 17, 2023.

RSVP to laura.bydeley@County-Lambton.on.ca



LambtonCares.ca

	CORPORATE SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Ryan Beauchamp, County Solicitor/Deputy Clerk
REVIEWED BY:	Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	County Council Corporate Policy Review

BACKGROUND

County Council has a number of policies that it committed to review each term when they were first adopted. These include the following policies, which were adopted on the dates noted:

1. **C00 #12** Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy on February 6, 2019;
2. **C00 #13** Council-Staff Relations Policy on February 6, 2019;
3. **C12 #01** Alternate Members Policy on November 1, 2017;
4. **L07 #01** Sale / Disposition of Surplus Lands Policy on June 5, 2019; and
5. **L15 #01** Land Acknowledgement Policy on June 2, 2021.

The purpose of this report is to seek County Council's approval for each policy as, where applicable, updated.

DISCUSSION

The purpose of this corporate policy review is to ensure that The Corporation of the County of Lambton's corporate policies remain up-to-date and accurate. To that end, Staff have reviewed and, where applicable, updated the policies in question. All recommended changes to each policy are clearly identified in the redline copies of each policy attached.

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

The Chief Administrative Officer and the General Managers were consulted in the preparation of this report.

STRATEGIC PLAN

Not applicable.

CONCLUSION

Not applicable.

RECOMMENDATION

That the following policies attached hereto as Appendix “A” are hereby approved and their amendments made effective, on a prospective basis, as of November 1, 2023:

- **C00 #12 Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy;**
- **C00 #13 Council-Staff Relations Policy;**
- **C12 #01 Alternate Members Policy;**
- **L07 #01 Sale / Disposition of Surplus Lands Policy; and**
- **L15 #01 Land Acknowledgement Policy.**

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Council Member Pregnancy, Birth and/or Adoption of Child Leave	Section C00	Policy #12
	Effective Date:	November 01, 2017	Approved By: County Council	
	Revision Date:	October 18, 2023		

PURPOSE

The purpose hereof is to set out The Corporation of the County of Lambton's Council's policy concerning the absence of its elected members from County Council meetings for a period of time due to pregnancy and/or the birth and/or adoption of a child.

Lambton County Council is an open, transparent body of elected members that values the views, perspectives and contributions of each of its members. County Council specifically supports families and its members' interests in establishing and growing their families, and understands that its members may wish to take a leave from County Council meetings because of pregnancy, adoption of the member's child or parental leave.

DEFINITIONS

For the purposes of this Policy, the following terms have the following meaning:

"Alternate Member" means an alternate member that has been appointed for the Member pursuant to **C12.01 Alternate Members Policy**.

"County Council" means the elected body of The Corporation of the County of Lambton.

"Member" means an elected member of County Council.

"Term" means the then current term of County Council.

POLICY

Leave of Absence:

Each Member of County Council shall be entitled to a leave of absence from the meetings of County Council on account of pregnancy and/or the birth or adoption of the Member's child, subject to the following:

- a) the Member exercising the leave shall complete **C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form** attached hereto and submit it to the Warden and provide a copy thereof to the County Clerk;
- b) save and except in emergent circumstances which prevent the Member from doing so, the Member shall submit **C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form** to the Warden at least eight (8) weeks prior to commencing his/her leave of absence. It is acknowledged that a Member may not be capable of submitting his/her **C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form** eight (8) weeks - or anytime - prior to the commencement thereof in emergent circumstances. Each Member shall nonetheless endeavour to submit his/her **C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form** as much in advance of as possible prior to or as soon as possible after commencing his/her leave of absence;
- c) for greater certainty, nothing herein shall prevent a Member from exercising his/her leave of absence for failing to submit **C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form** prior to the commencement of his/her leave of absence on account of emergent circumstances that are beyond the Member's reasonable control; and
- d) any single leave of absence shall be for the period requested by the Member as set out in his or her completed **C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form** provided that the period shall not exceed the period(s) noted in the paragraph below.

A Member shall be entitled to no more than:

- a) twenty (20) consecutive weeks' leave in any 52-week period; and
- b) two (2) twenty (20) consecutive weeks' leave per Term.

While a Member is on leave of absence pursuant to this Policy:

- a) if agreed to by the Member in **C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form** and save and except where an Alternate Member has been appointed while the Member is on leave, County Council shall continue to include the Member in all County Council and committee communications including, without limitation, notices of regular and special County Council and committee meetings, and provide copies of all agendas (open and closed) and minutes of meetings; and
- b) save and except where an Alternate Member has been appointed while the Member is on leave, the Member may attend, in person or by any other means permitted under the *Municipal Act, 2001*, S. O. 2001, c. 25 any County Council and/or committee meetings and/or events, if he/she chooses, at his/her discretion, and may cast any vote on any matter before County Council and/or its committee at any meeting he or she attends.

Expectation upon Expiry of Leave:

If a Member fails to attend, in person or by any other means permitted under the *Municipal Act, 2001*, S. O. 2001, c. 25 County Council's meeting immediately after the expiration of the Member's leave of absence, County Council may declare the Member's seat vacant on account of such absence subject to and in accordance with the provisions of the *Municipal Act, 2001*, S. O. 2001, c. 25.

Annual Salary:

While a Member is on leave of absence pursuant to this Policy, The Corporation of the County of Lambton shall continue to pay the Member's salary for a period of no more than twenty (20) weeks per Term.

EFFECTIVE DATE

This policy comes into force on November 01, 2017.

POLICY REVIEW


County Council shall review this Policy once per Term.

ASSOCIATED DOCUMENTS

- C00.12.001 Council Member Pregnancy, Birth and/or Adoption of Child Leave Form
- C12.01 Alternate Members Policy

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	November 01, 2017	Legal Services / Clerk's Department
Policy Reviewed and revised: (1) legislative references to reflect new legislative changes; (2) consistency with C12.01 Alternate Members Policy; and, (3) compensation language to reflect current County policies.	October 18, 2023	Legal Services / Clerk's Department

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Council-Staff Relations	Section C00	Policy #13
	Effective Date:	February 06, 2019	Approved By: County Council	
	Revision Date:	October 18, 2023		

PURPOSE

This document sets out The Corporation of the County of Lambton's policy pertaining to the relationship between members of council, officers and employees of The Corporation of the County of Lambton for the purposes of clause 2.1 of section 270(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the "Act").

DEFINITIONS

In this Policy, the following terms have the following meaning:

- (a) **"CAO"** means the County's Chief Administrative Officer.
- (b) **"Code of Conduct"** means By-Law No. 20 of 2015, *A By-Law to Establish a Code of Conduct for Members of Council of The Corporation of the County of Lambton*, and any successor by-law of The Corporation of the County of Lambton setting out a code of conduct for Council Members.
- (c) **"Council Member"** means an elected member of County Council.
- (d) **"County Council"** means the body of elected Council Members who together form the elected council of the County.
- (e) **"Staff"** means the officers and employees of The Corporation of the County of Lambton including the CAO and individuals providing services to the County under contracts for services.
- (f) **"Warden"** means the head of County Council as elected by Council Members from time to time.

POLICY

Policy Statement

As a publicly funded corporation, The Corporation of the County of Lambton's ("County") object is to deliver its services and programs to the residents of the County in an effective and efficient manner that is in keeping with the County's strategic plan in effect from time to time and County Council's directions.

Council Members, the CAO and Staff are expected to work together collaboratively to execute the goals, objectives and purposes of the County and the priorities and directions of County Council.

County Council - Staff Relations

- (a) Although each share a common goal of serving the public's interests effectively and efficiently, Staff (including the CAO) and County Council perform different roles.

County Council

- (b) Without limiting the provisions of the Act and any other applicable legislation that bestows various decision-making authority and duties and responsibilities upon County Council (and the Warden), County Council is responsible for setting policies and priorities for the County and for ensuring that there are management systems in place and that they are working properly.
- (c) County Council sets the County's policies and priorities, assigns work to the CAO and requests information from Staff (such as written reports on matters of interest to County Council) and sets its political direction through recorded resolutions at committee and Council meetings.
- (d) County Council - and not individual Council Members - sets policy priorities and directives and instructs the CAO and Staff. Instructions and directions are communicated through Council generally by way of resolution adopted by County Council, and/or By-Law.
- (e) Although the CAO and Staff are instructed and directed by County Council, it is understood and accepted that a Council Member may communicate with, and request information from, the CAO and/or Staff from time to time. Provided that there are no reasonable grounds (such as, for instance, prohibitions imposed by law) barring such communications and/or disclosure of information, and the information requested is readily available, nothing in this Policy shall serve to discourage such communications and/or prevent the exchange of such information.

- (f) All Council Members are equal and shall be treated as such. Staff shall not give any one Council Member preference over any other.

CAO and Staff

- (g) The CAO and Staff are responsible for researching policy issues, giving County Council their best professional judgement (including viable policy options), making recommendations, and, once County Council has rendered its decision on a subject matter, implementing County Council's decision.
- (h) The CAO reports to County Council. Staff report to the CAO.
- (i) Council Members shall report any concerns regarding the CAO and/or Staff, including any performance concerns, as follows:
 - a. in the case of the CAO, to the Warden; and
 - b. in the case of Staff, to the CAO.

Any action and/or decision pertaining to the CAO's performance shall be addressed by County Council through the Warden, *in camera*. The CAO shall address performance issues (including labour relations issues) concerning Staff in accordance with the County's practices and policies in effect from time to time.

Communications

- (j) The County maintains a respectful workplace in accordance with all applicable laws, which includes an environment free of discrimination on prohibited grounds of discrimination, free of harassment and free of violence.
- (k) Council Members, the CAO and Staff are committed to maintaining a respectful, dignified work environment.
- (l) Disagreements are foreseeable. Nonetheless, despite any disagreement, the Council Members, the CAO and Staff shall treat each other with mutual respect and professionalism at all times and in a manner that is in keeping with all applicable standards of decorum, the Code of Conduct and all applicable laws. By way of example only, Council Members, the CAO and Staff shall not, towards each other:
 - a. engage in any belittling or denigrating behaviour; and/or
 - b. maliciously or falsely question or injure professional reputations or ethics.

Complaints

- (m) Any alleged contravention of this Policy may be reported to the Clerk. Upon receipt of a complaint, the complaint shall be communicated to the following:
- a. in the case of the CAO, to the Warden
 - b. in the case of Staff (other than the CAO), to the CAO
 - c. in the case of a Council Member (other than the Warden), to the Warden
 - d. in the case of the Warden, to the Deputy Warden.

Interpretation

- (n) This Policy shall be interpreted and enforced in a manner consistent with the objective of the Policy set out in the subject-heading Policy Statement above and, specifically, in a manner that advocates for a respectful, constructive Council - Staff relationship.

Scope of Policy

- (o) This document sets out County Council's policy on the subject-matter hereof. This Policy is not intended and does not serve to amend any other policy, the Code of Conduct or By-Law of the County. In the event of any inconsistency between this Policy and any policy, Code of Conduct or by-law, the policy, Code of Conduct or by-law that directly addresses the subject matter under consideration shall govern. This Policy shall serve to supplement such policy, Code of Conduct or By-Law.

EFFECTIVE DATE

This Policy shall come into force on February 06, 2019.

POLICY REVIEW

County Council shall review this Policy once per Term.


ASSOCIATED DOCUMENTS

- By-Law No. 20 of 2015, *A By-Law to Establish a Code of Conduct for Members of Council of The Corporation of the County of Lambton*
- By-Law No. 21 of 2015, *A By-Law To Establish The Office Of Integrity Commissioner and a Process for Hearing Complaints Regarding Elected Officials of the County of Lambton.*

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	February 06, 2019	Legal Services/Clerk's Department
Policy reviewed and typographical errors fixed.	October 18, 2023	Legal Services/Clerk's Department

CONTROLLED DOCUMENT

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Alternate Members	Section C12	Policy #01
	Effective Date:	February 06, 2019	Approved By: County Council	
	Revision Date:	October 18, 2023		

PURPOSE

The purpose hereof is to set out The Corporation of the County of Lambton Council's policy on the appointment of alternate members by its local member municipalities.

APPOINTMENT OF ALTERNATE MEMBER

Lambton County Council acknowledges that its local municipalities may appoint an alternate member for each of its member(s) elected to County Council in the circumstances set out in the *Municipal Act, 2001*, S.O. 2001, c. 35 ("Act"), namely, as at the date of this Policy, in the following two (2) circumstances:

- (a) pursuant to s. 267(1) of the Act, where the County Council's elected member is unable to act as a member of County Council and his or her local municipal council for a period exceeding one (1) month or his or her offices on both councils become vacant and that vacancy will not be filled for a period exceeding one (1) month; and
- (b) pursuant to s. 268(1) of the Act, where the County Council's elected member is unable to attend a meeting of the upper-tier council for any reason.

POLICY

1. Communication of Appointment

- (a) A local municipality who appoints an alternate member pursuant to ss. 267(1) and/or 268(1) of the Act shall, before the municipality's alternate member may assume his or her seat at County Council and participate in Council's meeting:
 - i. inform, in writing, the County Clerk of the alternate member's appointment, and in doing so, provide the County Clerk with the following information:
 - a. the effective date of the alternate member's appointment by the local municipality;

- b. the local municipality's by-law appointing the alternate member;
 - c. the name of the appointed alternate member and his or her address, telephone number (if any) and e-mail address (if any); and
- ii. provide the County Clerk with the appointed alternate member's certificate of election prescribed in s. 232(3) of the Act.

2. Communication of Appointment to Warden and County Council

- (a) Upon receipt of the information stipulated in paragraph (a) above, the County Clerk shall forthwith advise the Warden of the appointment of the alternate member.
- (b) The County Clerk shall also inform all members of County Council of the appointment of the alternate member at County Council's next regular meeting scheduled after the date of the appointment of the alternate member.

3. Assumption of Seat by Alternate Member

- (a) No alternate member shall assume his or her seat at County Council unless he or she has first taken the declaration of office prescribed at s. 232(1) of the Act.
- (b) The alternate member shall not assume or be eligible to assume the position of Deputy Warden or Warden of County Council. In the event the position of Deputy Warden or Warden shall become vacant, that vacancy shall be filled in accordance with the County of Lambton's Rules of Procedure.

4. Meeting Participation

- (a) An alternate member who has taken the declaration of office may attend and participate, as an alternate, only at a meeting of County Council (regular and *in camera* sessions) and not any other meetings (including Committee A.M., Committee P.M. and any other County board or agency committees). In attending a County Council meeting, the alternate member shall be subject to and adhere to all of the policies, rules (including rules of procedure) and laws (including conflict of interest laws) applicable to members of County Council.

5. Notice of Attendance

- (a) It is recommended that prior to attending a meeting of County Council, the alternate member shall first inform, where possible in the circumstances, the

Warden and the County Clerk, in writing, as much in advance as possible, of his or her attendance at the meeting that he or she will attend as an alternate.

- (b) Unless the alternate member has informed the Warden and County Clerk of his or her attendance at County Council prior to the release of the applicable meeting package by the County Clerk's office, it shall be the alternate member's responsibility to seek a copy of any meeting materials delivered to the member whom he or she serves as an alternate (to avoid duplication of materials). If such notice is provided prior to meeting materials being delivered to members, the County Clerk shall deliver such materials to the alternate member prior to the meeting.

6. Compensation

- (a) Nothing herein shall be construed as affecting the absent member's eligibility for continued payment of his or her salary. Unless otherwise directed by Council, the absent member's salary shall continue to be paid by the County to the absent member for the period calculated as follows:
 - i. for that period that the absent member's local council has defined, by resolution, to extend member's compensation while the absent member is on leave of absence, which may include, for greater certainty, no extension of such member's compensation; or
 - ii. if the absent member's local council has not adopted a resolution as contemplated in subparagraph 6(a)i. above, for a period equal to the lesser of: (i) the absent member's leave; and, (ii) twenty (20) weeks.

Notwithstanding the foregoing, for leaves of absence as contemplated in policy **C00.12 – Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy**, the member's eligibility for continued payment of his or her salary shall be determined in accordance with such policy.

- (b) The alternate member shall not be entitled to a salary from the County.
- (c) If an alternate member attends a meeting, he or she shall be entitled to meeting pay, plus reimbursement for kilometres travelled to attend the meeting, payable in accordance with County policies in effect from time to time.
- (d) Unless otherwise authorized by Council, the alternate member shall not be entitled to any other compensation - including reimbursements for any other travel, conference, conventions and training fees.

EFFECTIVE DATE

This policy takes shall come into force on February 06, 2019.

POLICY REVIEW

Alternate Members
C12.01

Page 3 of 4

October 18, 2023
Legal Services/Clerk's Dept.


County Council shall review this policy once per term.

ASSOCIATED DOCUMENTS

- C00.12 – Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy

POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy Creation	February 06, 2019	Legal Services/ Clerk's Dept.
Policy reviewed and revised: (1) compensation language to reflect current County policies; and, (2) consistency with C00.12 – Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy	October 18, 2023	Legal Services/ Clerk's Dept.

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Sale / Disposition of Surplus Lands	Section L07	Policy #01
	Effective Date:	June 05, 2019	Approved By: County Council	
	Revision Date:	October 18, 2023		

PURPOSE

This document sets out The Corporation of the County of Lambton's policy regarding the sale of surplus lands for purposes of clause 1 of section 270(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25.

DEFINITIONS

In this Policy, the following terms have the following meaning:

- (a) **"Assessor"** means a third party property value assessor who is a member of, and has a designation with, the Appraisal Institute of Canada - Ontario.
- (b) **"Consideration"** means, together, the purchase price, intended future use, and any other terms and conditions of/for the Lands including, for greater certainty, any terms and conditions adverse and/or beneficial to the County's interests.
- (c) **"Lands"** means any real property owned by the County including any structures and buildings located thereon.
- (d) **"Public Organization"** means:
 - a. a municipality,
 - b. the Province of Ontario,
 - c. the Federal Government of Canada,
 - d. a school board,
 - e. college and/or university; and/or
 - f. a not-for-profit entity providing service(s) like the kind provided by the County or that are complementary to the service(s) provided by the County.

- (e) **"Sale"** means any transfer, disposition, conveyance or exchange of the fee simple interest or the granting of a lease for a period of twenty-one (21) years or greater, but does not include a license, encroachment, pipe crossing agreement, easement or right of way and/or any quit claim for purposes of confirming title.
- (f) **"Surplus Lands"** has the meaning ascribed to it in paragraph 1.

POLICY

Policy Statement

As a publicly funded corporation with land holdings, The Corporation of the County of Lambton ("County") shall be transparent in its Sale/Disposition of Lands. To that end, the County shall follow a fair, transparent process for the Sale of Surplus Lands so that, in addition to taking into account the financial and other consideration for Surplus Lands, the County secures a reasonable and justifiable return for its Surplus Lands, taking into account all factors applicable to any Sale including purchase price.

Declaration of Surplus to Needs

- 1. Save and except as otherwise expressly noted in this Policy, prior to offering for purchase and/or advertising the Sale of any Lands, County Council shall first, by way of written resolution, declare the Lands surplus to the County's needs (hereinafter, those lands are referred to as the **"Surplus Lands"**).

Public Advertisement of Sale of Surplus Lands

- 2. Unless otherwise expressly noted herein, prior to any sale of Surplus Lands the following shall be adhered to:
 - a. the County shall advertise publicly, for a period not less than twenty-one (21) consecutive calendar days ("**Land Sale Notice Period**"), the availability of the Surplus Lands for sale.

For the purposes of this paragraph, "advertise publicly" includes notifying the public on the Internet (on the County's website and/or social media sites) of the availability of the Surplus Lands for sale and in addition to such Internet notifications, placing an advertisement in at least one (1) local Lambton County newspaper of general circulation, in its print and/or online edition, at least once per week during the Land Sale Notice Period;

- b. the County shall obtain a written fair market value assessment of the Surplus Lands from an Assessor; and

- c. the County may proceed with the Sale by various methods including by way of direct advertising, tender process, listing with a real estate agent direct Sale and/or direct purchaser-to-vendor sale.

Consideration of Offers

- 3. If, after the process set out in paragraph 2 above has been adhered to, the County has received a written offer(s) for the purchase of Surplus Lands, all such offers, together with the fair market value assessment of the Surplus Lands, shall be presented to County Council, *in camera*, for its consideration.
- 4. Despite offering the same for Sale, County Council shall not be required to accept any offer for its Lands. It may choose not to sell the Lands at any time.
- 5. Conversely, if County Council wishes to proceed with a potential Sale:
 - a. where only one (1) offer has been presented, it may, at its option:
 - i. accept the offer,
 - ii. counter-offer to the offeror, or
 - iii. abandon the Sale of the Surplus Lands; or
 - b. in the case where two (2) or more offers have been presented, it may, at its option:
 - i. accept:
 - 1. the highest offer; or
 - 2. any other offer; or
 - ii. reject all offers and counter-offer to any or all offeror(s); or
 - iii. abandon the sale of the Surplus Lands.
- 6. In considering the written offers presented to it, in addition to taking into account the assessed fair market value of the Lands and the purchase price offered, County Council shall also have consideration for the following:
 - a. any other proposed terms and conditions made by the offeror,
 - b. the intended use of the Surplus Lands by the offeror, and
 - c. the identity of the offeror.

For the purposes of this paragraph, "identity of the offeror" means only the status of the offeror as either: (1) a Public Organization, (2) a not-for-profit entity, or (3) a for-profit entity.

7. As a general rule, the County shall have regard to the needs of any other Public Organization in its Lands when evaluating any offers for such land, with the object that its Lands should, generally, but not necessarily, remain under the control of a Public Organization for public purposes.
8. Nonetheless, subject to the consideration set out in paragraph 7 above, in assessing any offer for its Lands, the County shall attempt to obtain the best possible Consideration for them provided, however, that nothing in this Policy shall be interpreted to require the County to accept any offer for the purchase of its Lands solely on account of the purchase price offered being greater than that in any other offer.

Exemptions

9. The considerations set out in paragraphs 1 - 8 above (inclusively) apply to the sale of Surplus Lands where the County, on its own initiative, declares Lands surplus and sets out to sell any of its Surplus Lands and, consequently, generally advertises its Surplus Lands for Sale.
10. It is acknowledged, however, that at times, the County may wish to transfer - or may be directly solicited by a third party to transfer - Lands for specific purposes identified by the County and/or third party without first going through the process stipulated in paragraphs 1 - 8 above. Such purposes may include, by way of example only, the Lands being conveyed to a third party as part of an assistance package from the County for the delivery of social services; and/or for that third party to expand its abutting land holdings.
11. Unsolicited written offers for Lands received by the County shall be presented to County Council for its consideration.
12. Nothing herein precludes County Council from considering a transfer contemplated in paragraph 10 above and, by way of resolution, authorizing the sale of Lands under such circumstances, or from rejecting any unsolicited offers for its Lands.
13. However, any unsolicited offer for the purchase of Lands as described in paragraph 10 above must be considered by County Council on a case-by-case basis taking into account, amongst any other relevant factor, the third party's intended future use of the Lands, the Consideration flowing back to the County for the Lands, and other benefit to be derived by the County from such sale. Such Lands may be sold and/or otherwise conveyed only with the express

consent of County Council, which consent shall be recorded in a written resolution of County Council. For greater certainty, County Council may choose to reject any unsolicited offer for its Lands for any reason, or counter-offer.

Exemptions

14. This Policy does not apply to the sale of Lands:

- a. for tax arrears that are subject to the process and procedures prescribed in Part XI of the *Municipal Act, 2001*;
- b. under the *Expropriations Act*;
- c. in connection with an approval or decision under the *Planning Act*; and/or
- d. acquired in connection with an approval or decision under the *Planning Act* and that are being transferred to the adjoining land owner and/or Public Organization.

15. Section 2 b. of this Policy does not apply to the sale of Lands:

- a. being a closed County highway, if those lands are sold to the owner of the abutting closed County highway;
- b. that were formerly used for railway lines, if sold to the owner of lands abutting the former railway line;
- c. that do not have access to a highway, if sold to the owner of lands abutting those lands; and
- d. repurchased by an owner in accordance with s.42(1) of the *Expropriations Act*;

Lands to be Preserved

16. Despite anything herein, it is the policy of County Council that the Lands identified in Appendix "A" attached hereto be preserved on an indefinite basis for their natural, cultural, heritage and environmental value and therefore shall not be subject to sale unless and until expressly stated otherwise by written resolution of County Council.

Interpretation

17. This Policy shall be interpreted in a manner consistent with the objectives of the Policy set out in the subject-heading "Policy Statement" above and, specifically, any sale of Lands shall be conducted in a fair, transparent manner.

EFFECTIVE DATE

This Policy shall come into force on June 05, 2019.

POLICY REVIEW

County Council shall review this Policy once per Term.

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	June 05, 2019	Legal Services/Clerk's Dept.
Policy reviewed and typographical errors fixed.	October 18, 2023	Legal Services/Clerk's Dept.

LANDS TO BE PRESERVED

Appendix A

1. Bowens Creek Lands

Located in two separate parcels on the east and west of the St. Clair Parkway between Oil Springs Line and Bickford Line in St. Clair Township.

Lots 4, 5 & 6, Front Concession in the geographic township of Moore (71.9 hectares)
Lots 10 & 11, Front Concession in the geographic township of Moore (73.6 hectares)

2. Lambton County Heritage Forest

Located in two separate parcels, including Sandrin Woods lands, between Highway 21 (Lakeshore Road) and the community of Port Franks and between Outer Drive and Northville Crescent in the Municipality of Lambton Shores.

Parts of Lots 37 to 41, Concession Lake Road West in the geographic township of Bosanquet. (237.3 hectares)
Parts of Lots 36 & 37, Concession Lake Road East in the geographic township of Bosanquet. (9.7 hectares)

3. Lambton Meadowview Villa

Located north and south of the Lambton Meadowview Villa long-term care facility at 3958 and 3960 Petrolia Line in Enniskillen Township.

Part 2 of Lot 10, Concession 11 in the Township of Enniskillen (8.3 hectares)

4. Marthaville Habitat Management Area

Located at 4749 Marthaville Road in Enniskillen Township.

West Part of Lot 9, Concession 13 in the Township of Enniskillen. (20.2 hectares)

5. Moore Landfill Buffer Lands

Located on the property east of the former Moore Landfill at 3198 Ladysmith Road in St. Clair Township.

Part of Lot 20, Concession 5 in the geographic township of Moore. (40.5 hectares)

6. Perch Creek Habitat Management Area

Located east of the former Sarnia landfill, on the properties at 1892 and 1900 Churchill Line in the City of Sarnia.

Parts of Lots 11 & 12, Concession 3 in the City of Sarnia. (80.9 hectares)

7. Peter Szabo Memorial Forest

Located on the property at 787 and 789 Broadway Street in the Town of Plympton-Wyoming, east of the County of Lambton Administration Building and Library Headquarters.


Parts of Lot 16, Concession 3 in the Town of Plympton-Wyoming. (2.8 hectares)

8. Branton Cundick Park and Campground

North sections of park property located at 65 West Wilkesport Line, on both the east and west sides of St. Clair Parkway.

North Part of Lot B, Concession 12, geographic township of Sombra. (10.2 hectares)

CONTROLLED DOCUMENT

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Land Acknowledgement Policy	Section L15	Policy 01
	Effective Date:	June 2, 2021	Approved By: County Council	
	Revision Date:	October 18, 2023		

PURPOSE

This document sets out The Corporation of the County of Lambton's policy for the acknowledgement of the contributions and history of the First Nations on whose historical and traditional lands Lambton County is now situate.

DEFINITIONS

In this Policy, the following terms have the following meaning:

- (a) **"County Council"** means the body of elected Council members whom together form the elected council of the County.
- (b) **"Deputy Warden"** means the individual elected by County Council to the position of Deputy Warden.
- (c) **"First Nations"** means the first inhabitants of Canada and, locally, means the Aamjiwnaang First Nation, Walpole Island First Nation (Bkejwanong Territory) and Kettle and Stony Point First Nation (Chippewas (Anishnaabeg) of Kettle and Stony Point).
- (d) **"First Nations Peoples"** means the First Nations' members and their ancestors including, without limitation, their Chippewa, Ojibwe, Potawatomi and Odawa antecedents.
- (e) **"Inaugural Meeting"** means the first meeting of County Council held pursuant to s. 230 of the *Municipal Act, 2001*.
- (f) **"Warden"** means the head of County Council.

POLICY

1. **Policy Statement**

The Corporation of the County of Lambton acknowledges, with respect, the history, culture, and spirituality of the First Nations and First Nations Peoples on whose

traditional lands the County of Lambton is now situated, with whom all share harmoniously, in peace and in friendship, and with whom we have an obligation to protect the environment for this and future generations.

2. Traditional Lands Acknowledgement

(a) In furtherance of the statement set out above, The Corporation of the County of Lambton hereby adopts the traditional lands acknowledgment attached hereto as Appendix "A" (hereinafter, the "Acknowledgment").

3. Use/Posting of Acknowledgement

(a) It is hereby authorized that the Acknowledgement be included, posted and/or read aloud as follows:

- a. posted on the County's public website, www.lambtononline.com;
- b. posted on the County's affiliate sub sites, including www.lambtonmuseums.ca, www.lclibrary.ca, www.jnaag.ca, and others as appropriate;
- c. included in the County's Strategic Plan, including any amended versions of the plan as updated from time to time, and other relevant strategic planning documents associated with County services;
- d. posted publicly, at a conspicuous location and the entrance of the following County buildings where the Acknowledgement is likely to come to the attention of members of the public:
 - i. County Administration Building;
 - ii. Lambton Public Health headquarters;
 - iii. Lambton Heritage Museum
 - iv. Lambton County Archives
 - v. Oil Museum of Canada
 - vi. Judith & Norman Alix Art Gallery
 - vii. Lambton Shared Services Centre
 - viii. Lambton County Library locations
- e. read aloud by the Clerk, at the Inaugural Meeting of County Council and such other meetings of County Council where the Warden and Deputy Warden are elected/appointed; and
- f. read aloud by the Warden or his/her designated representative of County Council at the introduction of ceremonies, meetings, gatherings, events, or presentations, as appropriate.

4. Interpretation

(a) This Policy shall be interpreted and enforced in a manner consistent with the objective of the Policy set out in the subject-heading **Policy Statement** above and, specifically, in a manner that advocates for a respectful, constructive acknowledgement of the history of First Nations and First Nations Peoples on the lands within Lambton County.

5. Scope of Policy

(a) This document sets out County Council's policy on the subject-matter hereof. This Policy is not intended and does not serve to amend any other policy. In the event of any inconsistency between this Policy and any other policy of The Corporation of the County of Lambton, the policy that directly addresses the subject matter under consideration shall govern.

EFFECTIVE DATE

This Policy shall come into force on June 2, 2021.

POLICY REVIEW

County Council shall review this Policy once per Term of Council.

POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy Created	June 2, 2021	Legal Services/Clerk's Dept. and Cultural Services Division
Policy reviewed and the preamble in Appendix "A" revised.	October 18, 2023	Legal Services/Clerk's Dept. and Cultural Services Division

Appendix “A”

Acknowledgement of Ancestral Lands Preamble:

We acknowledge that the Chippewa, Odawa, and Potawatomi peoples, referred to collectively as the Anishinaabeg, inhabited these lands at the time of the signing of the treaties with the Crown. Lambton County was part of the Huron Tract, which was negotiated under Treaty #29 in 1827, and also includes lands associated with Sombra Township, negotiated under Treaty #7 in 1796, and the Long Woods Tract negotiated under Treaty #21 in 1819. We also acknowledge the earlier Indigenous people who travelled these lands in the time of the Wampum treaties.

We acknowledge that we are all treaty people, with our own set of rights and responsibilities. Treaties are a foundational part of our society, and the settlement of Lambton County within a treaty area was made possible through the treaty process. The existence of treaties is proof that the first settlers of what is now Canada acknowledged First Nations as sovereign people and negotiated Nation to Nation. By understanding the colonial history of Canada we can renew our relationships with each other and move towards meaningful reconciliation.

Further, it is through the connection of the Anishinaabeg with the spirit of the land, water and air that we recognize their unique cultures, traditions, and values. Today, we are part of this same land that sustains all life, and it is the sacred responsibility of all people to ensure that the environment remains protected. Finally, we acknowledge that the inherent languages of the Anishinaabeg preclude any English/French meaning.

Acknowledgement of Ancestral Lands:

We acknowledge that this land on which we are gathered today is part of the ancestral land of the Chippewa, Odawa, and Potawatomi peoples, referred to collectively as the Anishinaabeg. It is through the connection of the Anishinaabeg with the spirit of the land, water and air that we recognize their unique cultures, traditions, and values. Together as treaty people, we have a shared responsibility to act with respect for the environment that sustains all life, protecting the future for those generations to come.


Language Pronunciations:

Anishinaabeg (ah-nish-i-nah-beg)

Chippewa (chip-uh-wah)

Odawa (o-dah-wah)

Potawatomi (pot-uh-wah-tuh-mee)

	FINANCE, FACILITIES AND COURT SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	FINANCIAL ADMINISTRATION SERVICES
PREPARED BY:	Lori Titus, CPA, CGA, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Annual Donations Report

BACKGROUND

In accordance with County Policy F33.01 - Donations, staff prepare an annual report to Council outlining, on a Department and facility basis, the donations received, tax receipts issued, and number of volunteers and hours donated to the County of Lambton during the 12 months preceding August 31st of each year.

DISCUSSION

The attached schedule outlines activity during the period from September 1, 2022 to August 31, 2023. Highlights from this report are:

- Reported cash donations have decreased 39% this reporting period (\$98,794 vs. \$163,205) which is shared across most departments.
- The overall number of donated property items decreased by 333 items or 64% compared to last period (190 vs. 523). The value of property items also decreased by \$200,319 (\$33,881 vs. \$234,200). Cultural Services experienced the largest decrease of items donated.
- The number of individuals volunteering their time to the County increased this period (421 vs. 298), along with the total number of volunteer hours (46,052 vs. 22,369). On average, each volunteer donated 109 hours which increased 31% over last year. The increase in volunteer hours is primarily attributed to the Social Services Circles® program.
- For 2022/2023, the value of income tax receipts issued as a percentage of the value of donations decreased to 78% from 92% for the prior period. The total number of receipts issued also decreased from 476 to 163. Most receipts issued this year were for Cultural Services, Community Support Programs, and the Social Services Circles® program.

FINANCIAL IMPLICATIONS

Cash and property donated to the County contribute towards reducing the amount of taxation required to fund the County's provision of services and activities. In the absence of these donations, the County would have had to redirect funds from other activities and programs to replace the cash provided and acquire the property received.

Similarly, there is a direct savings associated with the contributions of volunteers' time. Assuming a rate of \$30 per hour, the value of volunteer time this year was \$1,382,000 for the County, its facilities and functions. As a result of these contributions, the County's tax levy in 2023 could be 1.5% lower than it would have otherwise been.

CONSULTATIONS

Managers and Supervisors of County Departments were consulted in the preparation of this report.


STRATEGIC PLAN

In keeping with the Principles and Values of the County of Lambton through leadership and accountability, the County's current efforts employ reasonable and sound decision-making and are accountable to ratepayers for the appropriate stewardship of their tax dollars.

CONCLUSION

The County of Lambton continues to benefit from the donation of property and time. Appreciation for and recognition of the value of these gifts of cash, property and especially time is deserved by all who gave so generously to the County.

<p align="center">COUNTY OF LAMBTON ANNUAL DONATION REPORT</p> <p align="center"><u>For the Twelve Month Period September 1, 2022 - August 31, 2023</u></p>							
	Cash Donations	Property Donated		Income Tax Receipts Issued		Volunteers	
	\$	\$	#	\$	#	# Hours	# Persons
Library	4,131.75	-	-	3,400.00	11	-	-
Lambton County Archives	1,796.70	6,521.00	134	7,753.10	10	-	-
LHM	8,651.65	19,155.00	29	20,985.00	12	899	75
OM	3,162.08	715.00	15	2,650.00	10	219	18
ALIX Art Gallery	16,783.72	2,550.00	3	10,534.80	51	1,424	60
Social Services	14,543.98	-	-	12,993.98	12	37,101	149
Lambton Public Health	38,261.00	-	-	38,161.00	5	-	-
EMS	25.00	-	-	25.00	1	-	-
LMV	4,515.86	-	-	4,515.86	7	1,423	35
MGM	-	-	-	-	-	1,626	25
NLL	-	3,153.94	9	-	-	2,614	52
Community Support Programs	6,922.50	-	-	3,078.02	44	747	7
TOTAL	98,794.24	32,094.94	190	104,096.76	163	46,052	421
COMPARISON Sept '21-Aug '22	163,205.48	234,200.40	523	364,549.71	476	22,369	298

 <p style="text-align: center;">FINANCE, FACILITIES AND COURT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	COURT SERVICES
PREPARED BY:	Cindy Vermeiren, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	Policing Grant Review

BACKGROUND

This report is provided for County Council’s consideration, in response to the request from the Council of the Town of Petrolia at the March 1, 2023 Lambton County Council meeting, that the County of Lambton review and consider an increase of the annual Policing Grant provided to Municipalities which has remained unchanged at \$600,000 for many years.

In November 1999, the Province of Ontario devolved Provincial Offences Courts to Municipalities. The City of Sarnia was first approached to take over the program; however, they declined, and the County of Lambton assumed administration of the program.

At its meeting held on October 14, 1999, County Council adopted the following resolution:

#1: McNeil/Bradley: That the County provide an annual grant for five (5) years to the local Municipalities of \$600,000.00, commencing in 2000, to be divided and paid to each local Municipality on the basis of their percentage of total policing costs measured against all local Municipalities in the County, fixed as per the attached schedule for the five (5) year period, conditional upon the County administering the Provincial Offences Act (P.O.A.) programme.

Carried.

The schedule referred to is attached for 2019-2023.

The Department is one of the only POA courts in the West Region, and possibly the Province, to provide funding support for policing.

DISCUSSION

The County of Lambton's fine revenues from the Provincial Offences Program, like many other Provincial Offences Courts, have gradually declined since the County assumed responsibility for the court. Reviewing historical data ten years ago, the number of annual charges issued in 2013 was 21,610. In 2018, there were 14,150 charges issued and in 2022, 13,369 charges issued. The numbers represent an ongoing steady decline of approximately 37% over time. The decreased volume of charges and less frequent one-time large fines continue to impact the Department's operational costs, its ability to support the Policing Grant program and to be a net contributor to the County's levy.

Revenue Sharing-Other POA Programs in the Region

Currently, the County of Lambton is the only Provincial Offences court we are aware of, that participates in revenue sharing agreements for policing. The Cities of London and Guelph, the municipalities of Grey, Huron, Oxford, and Chatham-Kent do not participate in revenue sharing agreements to offset policing costs.

Perth County Provincial Offences court distributes POA revenue using a formula based on the location of the offences. The separated Municipalities of Stratford and St. Mary's receive their percentage, then the County percentage is divided between the four lower tiers based on weighted assessment.

FINANCIAL IMPLICATIONS

The volume of fines received since the County assumed administration of the POA program has eroded. The Department struggles to fund the POA program, and Policing Grants.

CONSULTATIONS

The General Manager, Finance, Facilities and Court Services was consulted in the preparation of this report.

STRATEGIC PLAN

In keeping with the Principles and Values of the County of Lambton through leadership and accountability, the County's current efforts employ reasonable and sound decision-making and are accountable to ratepayers for the appropriate stewardship of their tax dollars.

CONCLUSION

Based on our review, due to declining ticket volumes, reduced frequency of one-time large fines, and the costs for the policing grants, the Department struggles to operate as a net contributor to the tax levy. *In 2013, actual fine revenues were \$2,397,689 with 21,610 charges received. In 2022, actual revenues from 13,369 charges received were \$1,662,136, a difference of \$735,553.* Projected revenues for 2023 are expected to be below \$2.0 million by 2023 year-end which clearly highlight the downward trend in POA revenues since 2013.

RECOMMENDATIONS

- a) That the County continue the annual Policing Grant to the local municipalities in their current amounts, for a total aggregate amount of \$600,000 shared between all municipalities, and to continue the same for 2024 year.**
- b) That staff be instructed to consult with all local municipalities on the potential discontinuation of the grant, and the potential timelines therefor, and return to Council with a report thereon by no later than July 2024.**

Schedule #1

Policing Grant

County of Lambton								
Policing Grant History								
Years 2023-2019								
				DRAFT 2023	2022	2021	2020	2019
BROOKE-ALVINSTON				11,910	11,910	11,910	11,910	11,910
CITY OF SARNIA				374,653	374,653	374,653	374,653	374,653
TOWN OF PETROLIA				17,069	17,069	17,069	17,069	17,069
MUNICIPALITY OF LAMBTON SHORES				65,513	65,513	65,513	65,513	65,513
ST. CLAIR TOWNSHIP				54,287	54,287	54,287	54,287	54,287
TOWN OF PLYMPTON-WYOMING				23,233	23,233	23,233	23,233	23,233
TOWNSHIP OF DAWN-EUPHEMIA				7,971	7,971	7,971	7,971	7,971
TOWNSHIP OF ENNISKILLEN				8,909	8,909	8,909	8,909	8,909
TOWNSHIP OF WARWICK				17,014	17,014	17,014	17,014	17,014
VILLAGE OF OIL SPRINGS				1,477	1,477	1,477	1,477	1,477
VILLAGE OF POINT EDWARD				17,964	17,964	17,964	17,964	17,964
Total Lower Tiers Policing				\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOUSING SERVICES
PREPARED BY:	Melisa Johnson, Manager (Acting)
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Affordable Housing Site Review

BACKGROUND

Lambton County Council, at its meeting on July 5, 2023, declared affordable housing its top priority by endorsing the following motion:

#3: Bradley/White: That County Council publicly endorse making affordable housing and shelter the number one priority of County Council.

Carried.

In addition, City of Sarnia Council, at its meeting on July 10, 2023, declared a portion of the Victoria Street Parking Lot surplus by endorsing the following motion:

#6: White/Gillis: That Sarnia City Council declares a portion of Victoria Street Parking Lot surplus, in concept, and directs staff to initiate the sale and disposition of land process and donate the property to the County of Lambton for affordable housing projects; and

That Sarnia City Council directs City staff to meet with County staff and report back at the next meeting on the required percentage of the land.

Carried

This report is to update Council on the work underway to review potential future affordable and/or supportive housing sites.

DISCUSSION

Staff have been working to review multiple potential locations for future affordable and/or housing projects. To date, staff are investigating four potential locations for affordable

housing builds. These locations include the open space area on Kathleen Avenue, the City of Sarnia Victoria Street parking lot along with two other locations.

A review is required of all properties to determine their prioritization as well as their suitability for a future affordable and/or supportive housing development. When reviewing suitability, consideration is given to the current neighbourhood uses, access to amenities, site services available, current zoning, etc.

Staff are working with a consulting company, Flourish, to develop a multi-year portfolio-scale strategic development plan for Lambton County. Flourish is a sister company of Indwell, which is a supportive housing provider in Ontario. Flourish will review, at a minimum, the four identified locations to determine each location's suitability for development as an affordable and/or supportive housing development and outline the project steps and timelines based on each project's recommended priority. Through this process, the needs of all communities within Lambton will be considered. It is anticipated that Flourish will complete its strategic development plan and present same to Council in April 2024.

Once Flourish has completed its review, staff will meet with City of Sarnia staff to discuss the development possibilities regarding the Victoria Street parking lot.

FINANCIAL IMPLICATIONS

The potential financial implications of the strategic development plan for Lambton are unknown at this time. The costs associated with the consulting company can be absorbed in the current 2023 Housing Services Budget.

CONSULTATIONS

Consultations have taken place with the CAO and General Manager, Social Services.

STRATEGIC PLAN

Providing safe affordable housing is in keeping with the County's Mission to promote an enhanced quality of life through the provision of responsive and efficient services accomplished by working with municipal and community partners.

The activities of the Division support the Community Development Area of Effort #3 in the County of Lambton's Strategic Plan, specifically:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.

Affordable Housing Site Review (page 3)

October 18, 2023

- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

The County of Lambton Housing and Homelessness Plan 2020 - 2024 sets a strategic direction for housing and homelessness work. One of the key milestones is that by 2024, 75 more affordable housing units will be built with the assistance of government funding. Establishing a multi-year plan to address the affordable and/or supportive housing needs will ensure that the targets are being achieved.

	SOCIAL SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Lorri Kerrigan, Social Planner
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Canada Learning Bond Project

BACKGROUND

The Canada Learning Bond (CLB) provides a grant from the Federal Government of Canada for eligible families to assist with the cost of their child's post-secondary education. Eligibility is determined by family income and size. The income threshold is adjusted in July of each year. The CLB is deposited directly into a Registered Education Savings Plan (RESP) for a child and is free for eligible families.

The funds assist with the cost of full-time or part-time studies after high school for apprenticeship programs, trade schools, colleges, universities, and Collège D'enseignement General et Professionnel (CEGEP). The Government of Canada will contribute up to \$2,000 to a RESP for an eligible child.

This includes:

- \$500 for the first year of eligibility,
- \$100 each year the child continues to be eligible (up to and including the benefit year in which they turn 15),
- No personal contributions to a RESP are required to receive the CLB although families may contribute to these funds to increase the amount available for each child's post-secondary education,
- Benefits can be applied up to the age of 21,

To be eligible a child must:

- Have been born in 2004 or later,
- Have a Social Insurance Number,
- Reside in Canada.

Additionally, the parent or guardian must:

- Have a net family income under \$50,197 (2022-2023) for one child (eligibility is determined on a sliding scale based on income, the number of children in a family and is adjusted annually),
- Have a Social Insurance Number,
- Have filed taxes for at least one year since the eligible child was born.

DISCUSSION

In June 2019, 32% (6,927) of CLB eligible children in Lambton County were enrolled in the program. Staff began to actively promote awareness of the CLB to encourage more eligible families to enroll. As of June 2023, 26,802 children were eligible in Lambton and 36% (9531) were enrolled in the CLB program. Since staff started promoting the Canada Learning Bond, 2,604 children have been registered in the program. This means that at minimum, \$1,304,000 of CLB funds were contributed to RESPs on behalf of children in Lambton County between June 2019 and June 2023.

The increase in the number of children registered for the CLB is encouraging. However, an additional 17,271 children in Lambton County are eligible and are not registered. Each child is eligible for a minimum of \$500 which means that families are missing out on a minimum of \$8,635,500 towards post-secondary education. If all of these children are entitled to the full \$2,000 grant, the potential funding for post-secondary education could amount to \$34,540,000.

The goal of Lambton's CLB program is to increase participation through a robust marketing campaign. A website linked to the County of Lambton's website provides up-to-date information on the CLB and can be found at www.lambtonlearns.ca. Staff have been making presentations to community organizations and educational institutions to meet the goal of increasing awareness of, and participation in the CLB.

FINANCIAL IMPLICATIONS

The Canada Learning Bond funding is provided by Government of Canada. There is no financial impact on the County Budget as a result of this report.

CONSULTATIONS

Consultations were held with the Manager of the Homelessness Prevention and Children's Services, Social Services Division and program staff with the Canada Learning Bond branch of the Canadian government.

STRATEGIC PLAN

The implementation of the Canada Learning Bond campaign aligns with the County's Mission statement to provide an enhanced quality of life through the provision of responsive and efficient services accomplished by working with municipal and community partners.

The activities of the department support the Community Development Area of Effort #3 in the County of Lambton's Strategic Plan, specifically:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

The County of Lambton will continue to promote participation in the Canada Learning Bond at community events, website and through established networks that serve children and families.

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Melissa Fitzpatrick, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Child Care and Early Years Update

BACKGROUND

Under the *Child Care and Early Years Act, 2014* (CCEYA), the County of Lambton as a Consolidated Municipal Service Manager (CMSM) is designated to manage child care and early years' services across Lambton County. These services include the planning and funding of licensed child care, administering financial assistance for eligible families through fee subsidy, and allocating additional resources to families and programs that provide care to children with special needs. Additionally, CMSMs are responsible for the oversight of EarlyON Child and Family Centres, Indigenous-led child care and early years services, and the implementation the new Canada-Wide Early Learning and Child Care (CWELCC) agreement.

In August 2021, Canada and Ontario signed a new Early Childhood Workforce Funding Agreement, providing one-time funding to aid in the retention and recruitment of a high-quality child care and early years workforce. This funding is meant to sustain, enhance, grow, and attract talent within the early years sector.

Ontario's action plan for implementing the CWELCC system includes the expansion of child care spaces through a directed growth strategy. This will be achieved through targeted space creation, for children aged 0-5 years, in priority locations and in child populations most in need. Start-up grants will be available to support space creation in neighbourhoods that have had historically lower rates of space availability that may not be accommodated through natural growth.

DISCUSSION

Workforce Development

In 2023, ongoing workforce development strategies have continued with a focus on key priorities to sustain, enhance, grow, and attract talent within Lambton's Early Years Sector. Lambton's Child Care Workforce Development Taskforce includes representation from urban, rural, francophone, indigenous, children with special needs, and employment partners, including Ontario Works. The taskforce provides resources, support, and coordination of efforts for recruitment and retention of early years and child care staff. Addressing child care workforce staffing challenges is critical in ensuring the existing child care system is operating at full capacity, alongside ensuring there are new qualified staff entering the sector in order to operate newly created spaces.

From January 2022 to date, Lambton's dedicated workforce efforts has seen an increase of 8.1% in new child care staff within the sector. This represents 124 new Early Childhood Educators (ECEs) entering the sector. Additionally, approximately 200 more ECEs are needed over the next three years to achieve full licensed child care capacity and to open new spaces under the child care directed growth strategy.

The County's workforce development results from January 2023 to date include:

- 575 individuals have participated in various child care recruitment initiatives such as career fairs.
- 170 high school students attended the ECE career day held at the Sarnia Library.
- 89,158 unique social media users were reached through local child care social media posts and early years video campaign.
- County of Lambton Children's Services staff contributed to the development of provincial professional learning podcasts and video series supporting the retention of ECEs.
- 590 child care staff attended professional development learning opportunities.
- 813 child care staff participated in Lambton's Parent and Professional Resource Centre (PPRC) located at Lambton College.
- 21 students enrolled in the new Lambton College Early Childhood Education one year fast-track pilot program with 95% retention. 20 qualified ECE graduates are expected by February 2024.
- The Ontario Works (OW) ECE partnership with Lambton College continues. There has been a total of four participants graduate from Lambton College who are now working as full time ECEs in Lambton County licensed child care. Additionally, two students are entering their second year of the program in September 2023, and three new students began year one of the program in September 2023.

EarlyON Child and Family Centres

EarlyON Child and Family Centres programs and services are delivered to meet the unique needs of parents, caregivers, and young children to support their developmental health, general well-being, and to ensure connections to other supports in the community. This supports Ontario's vision for early years, where children and families are well supported by a system of responsive, high-quality, accessible, and increasingly integrated early years programs and services that contribute to healthy childhood development.

There are currently 18 EarlyON Child and Family Centres sites across the County of Lambton.

Lambton's EarlyON Centres have experienced a significant increase this year with in-person attendance of parents, grandparents and caregivers accessing programming for their children. Post-pandemic, EarlyON community partners have returned to onsite programming from Lambton Public Health, Pathways Health Centre for Children, St. Clair Child and Youth Services, and Francophone and Indigenous organizations. In late 2022, a new EarlyON partnership was developed with the County of Lambton Libraries whereby community librarians deliver drop-in children's programming to all of Lambton's EarlyON locations. This new service also provides an access and engagement connection for families to Lambton's library services and supports.

From January 2023 to July 2023 Lambton's EarlyON Centres attendance included:

- 21,750 children visited EarlyON sites.
- 2,997 children served in EarlyON programs.
- 2,467 parents or caregivers served in programs.

Child Care Fee Subsidy and Authorized Recreation Programs

Child care fee subsidy assists eligible families and caregivers with the cost of licensed child care fees. From January 2023 to date, 866 children have qualified for a fee reduction.

In January 2023, the Children's Services team began administering the Youth Recreation and Sports Program (YRASP) for families receiving social assistance. To date, 106 children have been approved for authorized recreational programming. Numerous recreational and sports organizations have partnered with Children's Services ensuring low-income families and children are able to participate in organized recreation and sports activities.

Lambton's Child Care Expansion

In July 2023, a Request for Proposal (RFP) process began, seeking proposals for the supply of community-based licensed child care spaces for children aged 0 to 5 years. This aligns with Ontario's action plan for implementing the new CWELCC system including adding new child care spaces through a directed growth strategy and supporting the provincial child care access target rate of 37%.

Profit and non-profit organizations were eligible to apply however the County of Lambton is required by the Ministry of Education to maintain non-profit operations at or above 90% of the total system. Proposals detailed inclusionary practices to support access and inclusion by identifying priority growth areas within Lambton County as outlined within the RFP process. 573 new child care spaces will be added to Lambton's child care system by the end of 2026.

As of January 2023, Lambton County has 58 licensed child care sites with a total of 1,879 child care spaces for children between the ages of 0 and 5. This number includes spaces from two licensed home child care agencies. The current licensed child care capacity offers a space to approximately 25% of Lambton's children aged 0-5 years old. In 2023, Lambton County is on track to add 131 new child care spaces. These additional spaces will increase the local access rate to 27% by the end of 2023.

New child care spaces in 2023, are as follows:

- 50 infant, toddler and pre-school spaces in Corunna, St Andrew Church – Lambton Rural Child Care
- 10 JK/SK spaces in Mooretown, Mooretown-Courtright Public School - YMCA
- 17 toddler, pre-school spaces in Sombra, Sacred Heart Catholic School – Sombra Township Child Care
- 8 pre-school spaces in Brights Grove – St. Michael Catholic School - YMCA
- 16 pre-school spaces in Bridgen – Kiddies Korner Nursery School
- 30 new home licensed child care spaces throughout Lambton County

In 2023, dedicated licensed home child care career events were held throughout the County resulting in an increase of 21%, or five new licensed homes as of July 2023. New licensed home child care providers are opening within the directed growth priority areas including rural locations. We anticipate continued growth in Lambton's licensed home child care sector.

Additionally, the development of the next five-year Lambton County Child Care and Early Years' Service System Plan will begin in fall of 2023. The development of the plan will include robust community engagement and conversations with key partners, such as Lambton's Child and Family Network, parent groups, local school boards, and lower tier municipalities. An environmental scan including an update of local child population data will also be included with the goal of outlining critical priorities to support a comprehensive, accessible, and stable child care system in the County of Lambton in the coming years.

FINANCIAL IMPLICATIONS

There are no financial impacts to the County budget. Expenses associated with the activities in the report are covered 100% through annualized funding from the Ministry of Education.

CONSULTATIONS

Consultations have taken place with the Manager of Homelessness Prevention and Children's Services, General Manager of Social Services, the Regional Ministry of Education Child Care Advisor, Lambton's Child and Family Network (LCFN), and licensed child care operators.

STRATEGIC PLAN

The overall management of the child care and early years' service system is a legislated program delivered in keeping with the County's Mission statement to provide an enhanced quality of life through the provision of responsive and efficient services accomplished by working with municipal and community partners.

The activities of the department support the Community Development Area of Effort #3 in the County of Lambton's Strategic Plan, specifically:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

The creation of a national child care system has resulted in tremendous change and growth in the children's services sector. Municipalities are responsible for implementing fee reduction, ensuring growth in child care spaces, ensuring growth is achieved in a deliberate fashion to serve vulnerable and underserved populations, and supporting the non-profit child care sector as they too navigate through a time of significant change.

Accessible and affordable child care is an important economic driver for our communities. As such, workforce retention and recruitment strategies continue to be a key focus of Children's Services staff. An available and qualified workforce will be key to support the successful implementation of a national child care system.

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Melissa Fitzpatrick, Manager Micheal Gorgey, Manager, Health Promotions
REVIEWED BY:	Valerie Colasanti, General Manager Andrew Taylor, General Manager, Lambton Public Health Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Housing, Homelessness and Addictions Summit Outcomes Committee

BACKGROUND

At its meeting on May 3, 2023, County Council supported the following motion:

#17: Bradley/McRoberts: That the County strike an advisory committee of individuals who attended the County's recent Homelessness Summit to work with the County in implementing the recommendations arising from the summit.

Carried.

This report provides an overview and update on the Housing, Homelessness and Addictions Summit Outcomes Committee.

DISCUSSION

In the summer of 2023, the County of Lambton's Communications and Marketing Coordinator sent a notice to all attendees of the summit to advise them that applications were being accepted for the Outcomes Committee.

Responses were received from various community members representing different sectors. The group was shortlisted to ensure a group size conducive to meaningful conversation, collaboration, and engagement, while ensuring every interested sector had at least one representative on the committee.

Membership includes representation from the following: YMCA of Southwestern Ontario, Aamjiwnaang First Nation, Sarnia Lambton Chamber of Commerce, Sarnia Missionary

Church, Vision 74 Inc., The Rapids Family Health Team and a Lambton County Council member. The group will be co-chaired by Melissa Fitzpatrick, Manager of Homelessness Prevention and Children's Services, and Michael Gorgey, Manager of Health Promotions, Lambton Public Health.

The purpose of this committee is to examine the outcomes from the summit, explore existing gaps, assess what is working well, and provide recommendations for consideration.

The proposed structure:

- Review the Housing, Homelessness and Addictions Summit Summary report, highlighting the five priorities identified by the community.
- Review foundational information related to housing, homelessness, and health including current processes, working groups, and committees.
- Complete a detailed analysis of the five priorities to examine what is working well, where there are gaps, and offer new ideas to address each priority.

The five priorities identified from community conversations during the summit are affordable housing, public education, improved access to services, collaboration, and advocacy.

The first meeting is scheduled for October 6, 2023, and will be hosted in person at the Lambton Shared Services Centre, with the option to participate virtually. Subsequent meeting dates will be determined by the group with the goal of meeting at least every three to four weeks. The results of the summit committee will be reported back to County Council in early 2024.

FINANCIAL IMPLICATIONS

There is no financial impact on the County Budget as a result of this report.

CONSULTATIONS

Consultations have taken place with members of the County of Lambton Housing and Homelessness Advisory Committee, the General Manager, Social Services, internal Social Services Division staff, and community members interested in participating in the Housing, Homelessness, and Addictions Summit Outcomes Committee.

STRATEGIC PLAN

The activities of the Housing, Homelessness and Addictions Summit Outcomes Committee support the Community Development Area of Effort #3 in the County of Lambton's Strategic Plan, specifically:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community while supporting their transition to being employed community members and future leaders.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

Housing, homelessness, and addictions are complex societal issues that require ongoing collaboration amongst community partners and all levels of government to find solutions. The Housing, Homelessness and Addictions Summit Outcomes Committee will bring together community partners and advocates to examine the community priorities identified during the Stronger Together Summit - A community conversation about housing, homelessness and addictions in Lambton County. The committee will examine the outcomes from the summit, explore existing gaps, assess what is working well and offer new ideas to address each priority.

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Melissa Fitzpatrick, Manager Ian Hanney, Supervisor
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
INFORMATION ITEM:	Out Of the Cold Program

BACKGROUND

In September 2023, Lambton County Council received a report which provided an overview on the County of Lambton’s Homelessness Community Outreach Services. The report provided an update on the multitude of positive outcomes resulting from the new initiative including strengthened partnerships, lower-barrier service delivery, and tremendous housing outcomes for unsheltered individuals experiencing homelessness.

Despite this success with moving individuals to permanent housing, there continues to be elevated demand for homelessness community outreach services. Across the month of September, the County homelessness outreach team engaged 66 unique individuals who slept outside at some point. While this is in line with previous months in 2023, it poses a more pressing challenge as evenings become colder. Of those individuals currently on the community By-Name List of all individuals known to be experiencing homelessness, more than 40% have slept outside at some point since July 2022.

DISCUSSION

Despite the necessity to shift available local programming from emergency services towards preventative solutions, cases of homelessness and the consequent need for emergency services continue to increase. Therefore, emergency housing solutions must temporarily be made available to meet these elevated needs. Unsheltered households face a significantly increased risk for harm during the colder months. Consequently, offering temporarily expanded emergency housing solutions is crucial during this time.

In January 2023, Lambton County Council received a Homelessness Prevention Update advising that the County of Lambton Social Services Division partnered with the Inn of the Good Shepherd to offer a temporary Out of the Cold congregate care site that offered

shelter for up to 28 men at a time. Due to the continued elevated demand for emergency housing services, an Out of the Cold congregate care site will be opened again on October 23, 2023.

This site will be operated and overseen by the Inn of the Good Shepherd but supported closely by the County of Lambton Social Services Division. As with the Out of the Cold congregate care site last winter and the current Housing and Homelessness Resource Centre, the former Laurel-Lea St. Matthew's Presbyterian Church on Exmouth Street will be utilized. One side of the site will be operated for the purposes of emergency housing, while the other will continue to operate the Housing and Homelessness Resource Centre for the afternoon hours that the shelter portion is closed, Monday to Friday from 12:30 p.m. until 4:00 p.m.

During the Resource Centre hours of operation, County staff will continue to offer on-site intensive case management and rapid re-housing services, and local service providers with specialized expertise will be leveraged for additional on-site supports. To date, these providers offering dedicated on-site support have included The Canadian Mental Health Association, North Lambton Community Health Centre, Rapids Family Health Team, County of Lambton community paramedics, Lambton Public Health harm reduction team and Sarnia Lambton Native Friendship Centre.

For those individuals and families requiring emergency shelter services the intakes will not be conducted directly at this congregate care location. To reinforce existing preventative diversion practices, the Good Shepherd's Lodge will facilitate all intakes for this site. To further reduce impact on the nearby community members, trained security services will support the site 24/7, including multiple guards on certain overnight shifts. Further, as per a report received by Lambton County Council on September 6, 2023, Lambton Public Health has installed a community sharps disposal bin at this location. Increasing access to safe disposal options has proven to successfully reduce the prevalence of improperly discarded sharps both locally and across the province. A joint letter between the Inn of the Good Shepherd and The County of Lambton Social Services Division will also be offered to nearby community members detailing these plans and contingencies.

FINANCIAL IMPLICATIONS

There is no financial impact on the County of Lambton Budget as a result of this report. Funding for the Out of the Cold congregate care site will come from the Housing Prevention Program and was included in the approved 2023 budget. The Social Services Division will continue to utilize existing staff to operate the Housing and Homelessness Resource Centre.

CONSULTATIONS

Out of the Cold Program (page 3)

October 18, 2023

Consultations have taken place with members of the County of Lambton Housing and Homelessness Advisory Committee, the General Manager of Social Services, internal Social Services Division staff, and numerous social services agencies in the community.

STRATEGIC PLAN

The activities of the Division support the Community Development Area of Effort #3 in the County of Lambton's Strategic Plan, specifically:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community while supporting their transition to being employed community members and future leaders.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

Lambton County continues to experience drastically elevated rates of homelessness that outpaces the collective capacity of the community to progress those experiencing homelessness into more permanent and stable housing. This includes elevated rates of households experiencing unsheltered homelessness. In partnership with the Inn of the Good Shepherd, a temporary congregate care site will be opened in late October 2023 to create 28 additional temporary emergency housing beds for the impending cold months. This necessary contingency will assist staff in continuing to meet the goals and objectives of the County of Lambton's Housing and Homelessness Plan.



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOUSING SERVICES
PREPARED BY:	Melisa Johnson, Manager (Acting)
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	October 18, 2023
SUBJECT:	Affordable Housing Initiatives – New Units

BACKGROUND

Lambton County Council, at its meeting on July 5, 2023, declared affordable housing its top priority by endorsing the following motion:

#3: Bradley/White: That County Council publicly endorse making affordable housing and shelter the number one priority of County Council.

Carried.

At its September 2023 Council meeting, Council received a report regarding the work being completed to tackle the affordable housing crisis.

This report is to update Council on the work underway to add additional residential units in existing social housing buildings owned by the County and to seek Council approval to proceed with the creation of these additional units.

DISCUSSION

Staff have identified an opportunity within existing social housing buildings owned by the County to add additional residential units. Many of the County-owned social housing buildings have space that is dedicated to non-residential purposes. This can include lounges for tenant use, laundry facilities, storage space, staff maintenance space, janitorial storage, etc. Although some space cannot be repurposed, as it is needed for its existing use or not large enough to accommodate a residential unit, some space is appropriate in size and location to be repurposed.

Staff have been working with an architect to investigate the possibility of adding an additional residential unit within two of the County’s existing social housing buildings. The

architect has confirmed that both locations under investigation are appropriate in size and location to be converted into a residential unit. The locations are:

230 Capel Street, Sarnia

The existing building at 230 Capel Street in Sarnia contains 91 residential units, 90 one-bedroom units and one two-bedroom unit. At this building, there is a large lounge area that is approximately 1600 sq ft. The typical size of a one-bedroom unit in that building is 500 sq ft. A one-bedroom unit could be added to the western portion of the lounge, leaving approximately 1100 sq ft for the remaining lounge space.

124 Queen Street, Sarnia

The existing building at 124 Queen Street in Sarnia contains 48 residential units, 16 bachelor units and 32 one-bedroom units. This building also contains 12 units that are modified and supported to March of Dimes. There is an unused storage space on the second floor that is approximately 450 sq ft, which is the size of a typical bachelor unit in the building.

The cost to create the additional bachelor and one-bedroom unit would be approximately \$150,000 per unit.

Staff will continue to explore opportunities in other County-owned social housing buildings to see if there is an opportunity to create additional residential units.

FINANCIAL IMPLICATIONS

It is estimated that adding two additional residential units within the County's existing social housing buildings will result in a capital cost of approximately \$300,000.

Staff recommend utilizing funding through the Canada-Ontario Community Housing Initiative (COCHI) for 75% of the project with the remaining balance funded through the existing 10-year Capital Asset Management Plan. If not successful under the COCHI program, we would look to fund the initiative through other provincial funding programs, where possible, with any excess required funds coming from the existing capital budget.

There will be no impact to the levy.

CONSULTATIONS

Consultations have taken place with the CAO; General Manager, Social Services; County Solicitor/Clerk and Manager, Planning & Development Services.

STRATEGIC PLAN

Providing safe affordable housing is in keeping with the County's Mission to promote an enhanced quality of life through the provision of responsive and efficient services accomplished by working with municipal and community partners.

The activities of the Division support the Community Development Area of Effort #3 in the County of Lambton's Strategic Plan, specifically:

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

The County of Lambton Housing and Homelessness Plan 2020 - 2024 sets a strategic direction for housing and homelessness work. One of the key milestones is that by 2024, 75 more affordable housing units will be built with the assistance of government funding.

The addition of these two units will help achieve this goal.

RECOMMENDATION

- a) **That Council hereby approves the following:**
 - i. **the creation of a one-bedroom unit in the existing lounge space at 230 Capel; and**
 - ii. **the creation of a bachelor unit in the existing storage area at 124 Queen.**

- b) **That the costs for those items set out in paragraph (a) be funded from existing provincial funding, where available, and that any deficit in such funding, if any, be funded through the 10-year Capital Asset Management Plan.**