



AGENDA
COMMITTEE of the WHOLE - 9:00 a.m.

Wednesday, February 21, 2024
Council Chambers, Wyoming

Page

1. Call to Order - Committee of the Whole

Committee Members: J. Agar, G. Atkinson, D. Boushy, M. Bradley, A. Broad, T. Case, D. Cook, B. Dennis, D. Ferguson, B. Hand, B. Loosley, R. McRoberts, S. Miller, D. Sageman, I. Veen, B. White, and Warden K. Marriott.

2. Disclosures of Pecuniary Interest

If any.

3. INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

A) Information Reports

4 - 9

a) Information Report dated February 21, 2024 Regarding Building Services 4th Quarter 2023 Statistics.

10 - 14

b) Information Report dated February 21, 2024 Regarding County Road 4 / 31 Intersection Improvement.

15 - 19

c) Information Report dated February 21, 2024 Regarding 4th Quarter Work in Progress Report.

20 - 23

d) Information Report dated February 21, 2024 Regarding 2023 Full Year Statistics and Approval Authority Activity.

B) Other Business

4. PUBLIC HEALTH SERVICES DIVISION - Emergency Medical Services Department

A) Information Reports

24 - 28

a) Information Report dated February 21, 2024 Regarding EMS Master Plan Consultation Follow Up - Final Update.

B) Other Business

5. CULTURAL SERVICES DIVISION

A) Information Reports

29 - 42 a) Information Report dated February 21, 2024 Regarding Libraries Fourth Quarter 2023 Statistics.

43 - 47 b) Information Report dated February 21, 2024 Regarding Museums, Gallery and Archives Fourth Quarter 2023 Statistics.

B) Reports Requiring a Motion

48 - 49 a) Report dated February 21, 2024 Regarding Libraries Donations, October 1 to December 31, 2023.

50 - 54 b) Report dated February 21, 2024 Regarding Museums, Gallery and Archives Collections Management December 2023.

C) Other Business

6. LONG-TERM CARE DIVISION

A) Correspondence to Receive and File

55 - 56 a) LTC 04-01-24 Correspondence was received from AdvantAge Ontario advising of their 2024-2025 Provincial pre-budget priorities and recommendations, which include focus on four critical areas: (1) health human resources; (2) long-term care level of care funding; (3) long-term care capital development; and (4) assisted living in senior's supporting housing.

B) Information Reports

57 - 65 a) Information Report dated February 21, 2024 Regarding Adult Enrichment Centre Advisory Committee Annual Report 2023.

66 - 67 b) Information Report dated February 21, 2024 Regarding Application for Temporary Licences.

C) Other Business

7. CORPORATE SERVICES DIVISION

A) Information Reports

68 - 70 a) Information Report dated February 21, 2024 Regarding Aternate Member Appointments Policy C12.01.

B) Other Business

8. FINANCE , FACILITIES AND COURT SERVICES DIVISION

A) Information Reports

71 - 74 a) Information Report dated February 21, 2024 Regarding Court Services 4th Quarter 2023 Statistics and Activity.

B) Reports Requiring a Motion

- 75 - 79 a) Report dated February 21, 2024 Regarding the Annual Year-End Report on Reserves and Reserve Funds.

C) Other Business

9. SOCIAL SERVICES DIVISION

A) Information Reports

- 80 - 87 a) Information Report dated February 21, 2024 Regarding Ontario Works Update 2023.
- 88 - 91 b) Information Report dated February 21, 2024 Regarding Housing Services Comparative Statistics 2023-2022.
- 92 - 95 c) Information Report dated February 21, 2024 Regarding 10-Year Capital Asset Management and Funding Plan Update.

B) Reports Requiring a Motion

- 96 - 99 a) Report dated February 21, 2024 Regarding Kathleen Avenue Development.

C) Other Business

10. Presentation of the 2024 County of Lambton Draft Budget

- a) Presentation by Larry Palarchio, Treasurer, County of Lambton

11. IN-CAMERA

Recommendation

That the Chair declare the Committee go in-camera to discuss the following:

- a) to receive a report, and provide instructions related thereto, regarding negotiations between Lambton Public Health and a third party regarding organizational matters, pursuant to s. 239(2)(k) of the *Municipal Act, 2001*.

12. ADJOURNMENT

	INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION
	REPORT TO: CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	BUILDING SERVICES
PREPARED BY:	Corrine Nauta, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Building Services 4th Quarter 2023 Statistics

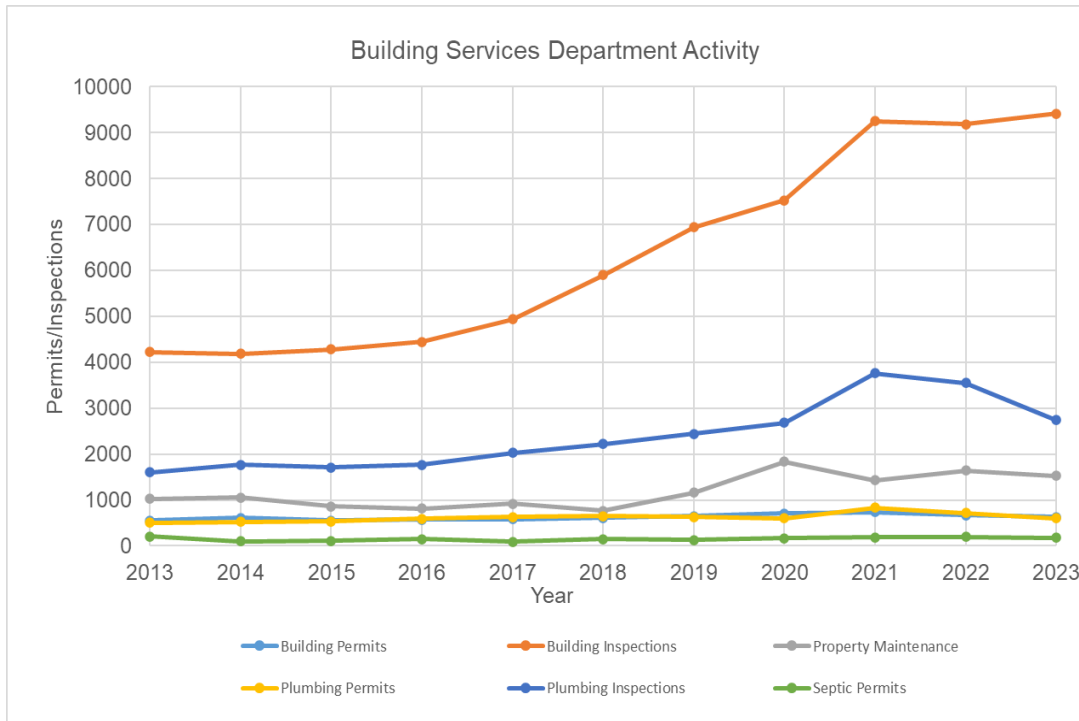
BACKGROUND

The Building Services Department (the “**Department**”) provides Ontario Building Code inspections for nine of the 11 member municipalities in the County of Lambton (the “**County**”). In addition, Department staff conducts plumbing and septic system inspections for all 11 member municipalities in the County. Property standards services are also supplied for nine member municipalities in the County and the Department is also responsible for weed inspections. With that being stated, the City of Sarnia and the Municipality of Lambton Shores have contracted for inspection services for 2023, on an as-needed basis. The Department also assists the Housing Services Department with the Lambton Renovates program, as required.

DISCUSSION

In 2023, the Department provided effective and efficient services to the local and contracted municipalities. Communication lines continue to be maintained and strengthened. Good working relationships exist between the County, the City of Sarnia and the Municipality of Lambton Shores Building Departments. Department staff recognizes the importance of property file completeness and is actively closing files.

Year-over-year the total number of building permits (new homes, renovations, storage sheds etc.) decreased by 41. New dwelling starts (148) decreased by 97 over the same period last year. The number of building permit inspections increased by 232. Property standards inspections decreased by 114, while plumbing permit issuance decreased by 118 with inspections decreasing by 808. In total, the number of septic reports prepared for planning applications (severances, minor variances), backfill permits, enquiries and assessment requests have a slight downward trend. The number of septic permits issued has decreased by 22.



The Department statistics are attached to this report and include building statistics for the City of Sarnia and the Municipality of Lambton Shores.

FINANCIAL IMPLICATIONS

Statistical numbers are consistent with expectations for permit issuance and inspection.

CONSULTATIONS

Building Departments at the City of Sarnia and the Municipality of Lambton Shores were consulted in the preparation of this report.

STRATEGIC PLAN

Application of Area of Effort #2: Communications - Providing progressive and effective communications that are relevant and clear and that promote opportunities for dialogue in order to improve collaboration and build relationships by:

- Supporting an atmosphere of clarity with local municipalities as to the provision of programs and services and the related contractual and partnership agreements.

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

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

CONCLUSION

The Department remains optimistic with regards to another successful year in the County for building, plumbing, septic, property standards, and weed inspection. Department staff will continue to maintain open communication lines with all municipalities and their respective building departments.

Department staff will also continue with the timely completion and closing of property files while keeping our member municipalities updated on the progress with respect to building services issues.

Overall, the Department remains dedicated to providing essential services, effectively and efficiently to our local and contracted municipalities.

**4th Quarter Building Statistics
Year to Date Comparison - 2023 vs 2022**

	Number of Permits		Value of Construction	
	2023	2022	2023	2022
Residential	438	487	\$114,545,439	\$107,422,262
Commercial	42	36	\$9,923,714	\$6,354,408
Industrial	30	29	\$11,308,300	\$12,296,000
Agricultural	106	105	\$26,984,135	\$23,881,193
Institutional	14	14	\$2,186,500	\$10,387,773
TOTALS	630	671	\$164,948,088	\$160,341,636

New Dwelling Units in County of Lambton

Municipality	New Dwelling Units	
	2023	2022
Brooke-Alvinston	13	12
Dawn-Euphemia	4	11
Enniskillen	6	5
Oil Springs	4	4
Petrolia	10	19
Plympton-Wyoming	59	64
Point Edward	7	56
St. Clair	30	67
Warwick	15	7
TOTALS	148	245

Unless otherwise noted, dwelling units are single family dwellings.

- Notes:
- Brooke-Alvinston: 9 single family dwellings; 4 townhouse apartment units
 - Plympton-Wyoming: 52 single family dwelling; 4 semi-detached units; 3 single dwelling condo units
 - Point Edward: 1 single family dwellings; 6 semi-detached units.
 - St. Clair: 19 single family dwellings; 1 triplex, 6-unit multi-plex, 1 three season dwelling; 1 secondary dwelling unit
 - Warwick: 10 single family dwellings; 1 church converted to single family dwelling; 4 bunkhouses)

**Building Services Department
4th Quarter Statistics Comparison 2023 vs. 2022**

Building	4th Quarter		Year-To-Date	
	2023	2022	2023	2022
Permits	135	110	630	671
Inspections	1974	2229	9418	9186
Property & Maintenance	439	383	1526	1640
Amount Invoiced	\$214,074	\$241,540	\$920,405	\$951,093
Building Permit Value	\$53,600,469	\$23,628,496	\$167,948,088	\$160,341,636

Plumbing	4th Quarter		Year-To-Date	
	2023	2022	2023	2022
Permits	124	149	597	715
Inspections	657	776	2736	3544
Permit Revenue	\$37,293	\$34,734	\$148,864	\$209,468

Septic	4th Quarter		Year-To-Date	
	2023	2022	2023	2022
Septic Permits	22	21	91	113
Septic Backfill Permits	29	32	91	88
Severences	3	0	12	28
Minor Variances	7	7	34	30
Amendments	0	1	3	2
Private Sewage Assessments	4	6	18	12
Enquiry Requests	0	5	5	18
Enforcement Inspections	26	3	59	34
Subdivisions	0	0	0	0
Septic Revenue	\$11,800	\$13,575	\$45,825	\$60,000

**4th Quarter Building Statistics
The City of Sarnia and The Municipality of Lambton Shores**

The Municipality of Lambton Shores

Type/Number of Permits	
Residential	29
Commercial	5
Industrial	0
Agricultural	3
Institutional	1
Other	0
TOTAL	39

The City of Sarnia

Type/Number of Permits	
All Categories	99
TOTALS	99

New Dwelling Units

Municipality	New Dwelling Units
Lambton Shores	9*
Sarnia	74**

* 1 of 9 Multiple Family Dwelling Units
 ** 59 of 74 Multiple Family Dwelling Units, includes 55 Apartments

Year End Comparison 2022 vs 2023

All Permit Categories

Municipality	Permits 2022	Value of Construction	Permits 2023	Value of Construction
Lambton Shores	240	\$97,587,309	142	\$41,358,068
Sarnia	566	\$172,105,617	459	\$126,412,486

New Dwelling Units

Municipality	New Dwelling Units 2022	New Dwelling Units 2023
Lambton Shores	89~	28*
Sarnia	90~~	172**

~ 15 of 89 Multiple Family Dwelling Units
 ~~ 18 of 90 Multiple Family Dwelling Units
 * 2 of 28 Multiple Family Dwelling Units
 ** 122 of 172 Multiple Family Dwelling Units, includes 118 Apartments

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	Matt Deline, P.Eng., Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	County Road 4/31 - Intersection Improvement

BACKGROUND

A report and presentation regarding the Municipal Class Environmental Assessment (“**MCEA**”) for the County Road 4/31 – Intersection Improvement Study – Schedule B Environmental Assessment Study was presented at the October 4, 2023 meeting of Lambton County Council and the following motions were endorsed:

#2: Cook/White: That the proposed intersection improvements at County Road 4 (Petrolia Line) and County Road 31 (Kimball Road), as presented, be referred to the 2024 budget.

Carried.

#8: Veen/Sageman:

a) That County Council endorse the study recommendations as presented within this report.

b) That County Council support filing the County Road 4 (Petrolia Line) and County Road 31 (Kimball Road) Intersection Improvement Study – Schedule B Environmental Assessment Study Project File Report as prepared by BT Engineering Inc. for the 30-day public review period.

Carried.

DISCUSSION

At the October 4, 2023, meeting of Lambton County Council, the MCEA information regarding intersection improvements at County Road 4 (Petrolia Line) and County Road 31 (Kimball Road) was presented.

The study recommended a roundabout at the intersection to reduce the frequency and severity of vehicular collisions at the County Road 4/31 intersection while minimizing delays to the travelling public and impacts to adjacent landowners. The recommended intersection configuration minimizes operational/maintenance costs and accommodates oversized vehicles. All reasonable alternatives for the intersection, which included the review of driveways, large vehicles maneuvers and drainage, were evaluated. The EA Study also determined the property requirements to implement the project.

Following the October 4, 2023 meeting, the County Road 4 (Petrolia Line) and County Road 31 (Kimball Road) Intersection Improvement Study – Schedule B Environmental Assessment Study Project File Report was filed as per the motion above. Figure 1 illustrates the recommended plan as presented in the Project File Report.

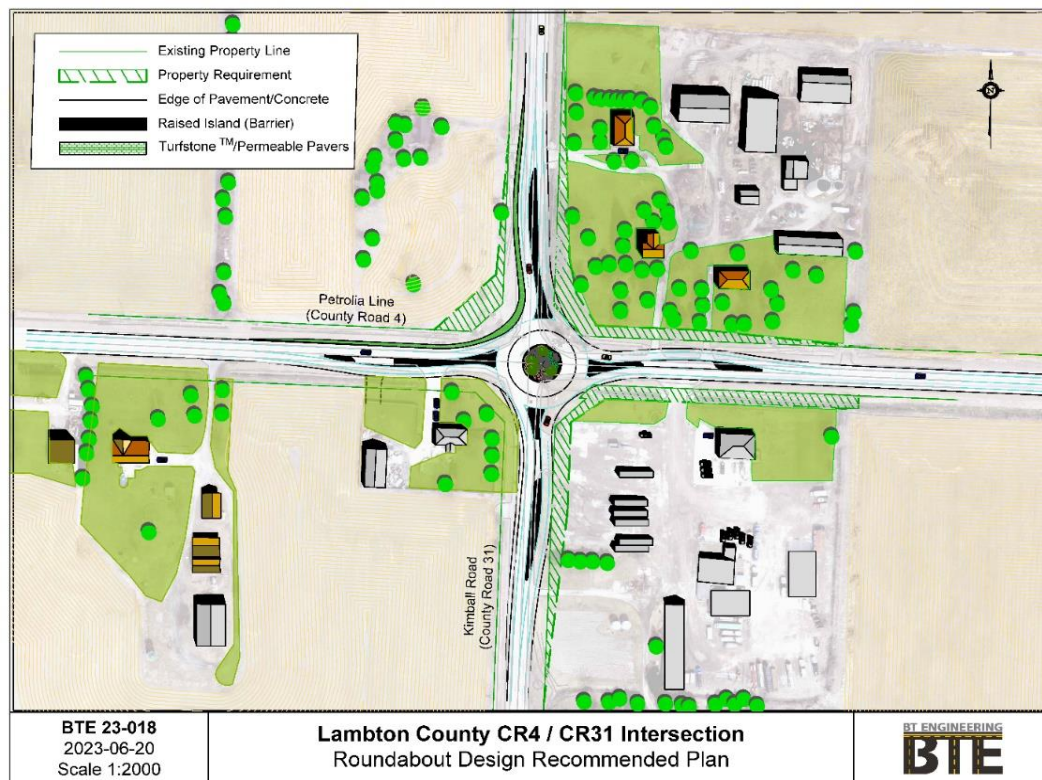


Figure 1: County Road 4 (Petrolia Line) and County Road 31 (Kimball Road) Recommended Plan

During the review period, comments from the Ministry of Citizenship and Multiculturalism (“**MCM**”) were received stating:

”that there will be ground disturbing activities beyond the disturbed road right-of-way and therefore a Stage 1 archaeological assessment is recommended.

If the EA project area exhibits archaeological potential, then an archaeological assessment (AA) shall be undertaken by an archaeologist licensed under the Ontario Heritage Act (OHA), who is responsible for submitting the report directly to MCM for review. The archaeological assessment shall be completed prior to the issuance of the notice of completion. If an archaeological assessment has been previously undertaken or has been initiated, please send us the Project Information Form (PIF) number.

Any further recommended assessment (i.e., Stage 2,3,4 archaeological assessment) should be undertaken as early as possible during detailed design and prior to any ground disturbing activities.”

The requirement of the Stage 1 – archeological assessment (“**AA**”) is currently being fulfilled, with recommendations associated with the assessment to be deemed part of the project file. Further assessment(s) (i.e., Stage 2,3,4 archaeological assessment) will be undertaken as recommended and as detailed in the MCM comments above.

The MCEA for the project is currently in its final stages with a revised Project File Report and Notice of Completion to be issued upon completion of the Stage 1 – AA.

Pending the next steps outlined above, the financial commitment required to implement the recommended plan (see Figure 1) is being presented to County Council as a Referred to Budget item in the *DRAFT* 2024 Budget. The preliminary estimated costs associated with this recommended intersection improvement of a roundabout are in the range of \$3,800,000.

Work included in the preliminary costs estimate above incorporates the detailed engineering design, land acquisition, drainage works, utility relocation, illumination and civil construction costs.

Due to the complexity of a capital expansion project such as this, which includes drainage improvements being completed under the *Drainage Act*, utility relocation (hydro infrastructure) and land acquisition, consideration for a multi-year project would be an appropriate path forward, especially when considering the intricacy of project delivery and the considerable financial commitment.

An updated staff report will be presented to the Committee of the Whole following the completion of the MCEA to verify and confirm construction costs and the financial commitment required.

FINANCIAL IMPLICATIONS

The costs incurred to date for the Intersection Improvement Study, Schedule B – Class Environmental Assessment Study is wholly funded from the 2023 approved Tangible Capital Asset (TCA) budget.

Preliminary cost estimates to construct a single lane roundabout at this location with the necessary modifications to accommodate the oversized loads are set at \$3,800,000. Work included in the preliminary cost estimates includes detailed engineering design, land acquisition, drainage works, utility relocation and civil construction costs.

The implementation of the project is subject to the approval of Lambton County Council and is subject to availability of funding and competing construction priorities. Due to the complexity of a capital expansion project such as this, consideration for a multi-year approach would be appropriate.

Following the Notice of Completion of the MCEA, an updated report will be presented to the Committee of the Whole outlining estimated costs and summarizing the projected utilization of any funding commitments for a multi-year capital project, should such be provided during *DRAFT* 2024 Budget decisions.

CONSULTATIONS

The MCEA study was carried out in consultation with Lambton County staff, external agencies, property owners, and the public.

The County Road 4/31 Intersection Improvements EA study consultation included the following:

- One Public Consultation Centre (PCC).
- Liaison with external agencies.
- Consultation with Indigenous Peoples.

Public Works liaised with numerous public and private stakeholders to produce the conclusions presented in this report, including the County's Finance Division.

STRATEGIC PLAN

Application of Area of Effort #2: Communications - Providing progressive and effective communications that are relevant and clear and that promote opportunities for dialogue in order to improve collaboration and build relationships by:

- Identifying, sharing with, and learning from individual stakeholders including the public; municipal partners; County Councillors and staff; indigenous residents; First Nation Band Councils; senior levels of government; and the news media.

- Informing various audiences and stakeholders about the roles of the County in order to assist them in fulfilling their responsibilities.
- Prioritizing and valuing the receipt of perspectives and feedback from all stakeholders.
- Supporting an atmosphere of clarity with local municipalities as to the provision of programs and services and the related contractual and partnership agreements.

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

- Actively pursuing joint opportunities with community partners that contribute to the long-term growth and well-being of the Lambton community.
- Implementing and strengthening of the County's sustainability plan.
- Developing policies and practices that bolster and safeguard municipal infrastructure.

CONCLUSION

The MCEA for the project is in its final stages and has yet to be concluded. The project is currently presented as a Referred to Budget item in the County of Lambton *DRAFT* 2024 Budget, with preliminary estimated costs associated with the recommended intersection improvement of a roundabout in the range of \$3,800,000.

Work included in the preliminary costs estimates above include the detailed engineering design, land acquisition, drainage works, utility relocation, illumination and civil construction costs, pending completion of the MCEA.

Due to the complexity of this capital expansion project, which includes drainage improvements being completed under the *Drainage Act*, utility relocation (hydro infrastructure) and land acquisition, consideration for a multi-year project would be an appropriate path from the perspective of project delivery and financial commitment.

Following the Notice of Completion of the MCEA, an updated report will be presented to the Committee of the Whole to confirm estimated construction costs and any financial commitment required as per *DRAFT* 2024 Budget decisions.

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Kenneth Melanson, RPP, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	4th Quarter 2023 Work in Progress

BACKGROUND

The Planning and Development Services Department (the “**Department**”) provides planning services for 10 of the 11 member municipalities in the County of Lambton. In addition, the Department administers the functions of Emergency Management, 9-1-1/ Municipal Addressing and Woodlands Conservation County-wide.

DISCUSSION

St. Clair Township

Inquiries continue to remain high for potential new developments. Land Use development is very active with several proposals at various stages. Final adoption of the five-year Official Plan update is anticipated for late in the second quarter of 2024.

Four site plans are under review: Diageo Distillery located on Moore Line, Clean Harbours Canada Inc., located on Telfer Road, Rivercraft Marine located at 4729 Old River Road, and the Brigden Fairgrounds.

Committee of Adjustment (“**COA**”) activity continues to remain high, with several rezonings (required as conditions of approval) being reviewed for decision in the first quarter of 2024.

There are five draft plans of subdivision applications that are at various stages of the review process. Beckwith Street (Corunna), Boswell Street (Brigden), and Baby Point subdivision all have draft plan approval. Woodland Estates and another proposal at the intersection of Indian Road and St. Clair Parkway are in the preliminary stages.

Municipality of Brooke-Alvinston

Adoption of the Official Plan Amendment (“**OPA**”) has been completed by Council and review is pending a decision by the County.

Minor variance, Official Plan and Zoning By-law Amendment applications were reviewed and are pending additional information. Applications for one OPA and one Zoning By-law Amendment are anticipated to be scheduled for Council consideration in the first quarter of 2024. Updates to Site Plan Delegation and Site Plan Control By-law will be presented to Council in the first quarter of 2024.

Staff continue to respond to daily enquiries on property setbacks, additional dwelling units, site plan process, and infill development projects.

Town of Petrolia

Four post-submission consultation development review meetings were held for applications for OPA, Zoning By-law Amendment, and Draft Plan of Submission proposals. Two Zoning By-law applications and one Draft Plan of Subdivision application are anticipated for Council consideration in the first quarter of 2024. One Site Plan Agreement is anticipated in the first quarter of 2024, pending applicant compliance with site plan conditions. Two minor variance applications were reviewed by the COA.

Work on the development of the “east sector lands” continues in conjunction with the applicants and the Town. Issues of joint servicing and easements continue to remain a sticking point for progress. A Secondary Plan may be contemplated, if required.

Enquiries continue to be received on a daily basis regarding property setbacks, accessory structures, and municipal by-laws, including business licenses, sign permits and fences.

Township of Enniskillen

One severance application was approved, and one was denied by the COA. No appeals were received.

One rezoning and two severance proposals are under review. A decision for these proposals will be made at a COA and Council Meeting on February 20, 2024.

Municipality of Lambton Shores

Lambton Shores has adopted a Community Improvement Plan. Commercial properties will be eligible to apply for incentives to improve property once Council designates funds in its budget.

Work on the five-year Official Plan Review continues with assistance from the County and consultants. A background report has been finalized and the consultant is finalizing a draft

amendment document, anticipated for late January, after which the required Public Meeting and Open House will be set. Adoption is aimed within the first half of 2024.

Staff prepared reports for five minor variances, four consents, three zoning amendment applications, and one OPA. Staff also prepared several miscellaneous by-laws.

Staff provided testimony at an Ontario Land Tribunal (“**OLT**”) Hearing on October 23, 2023. A decision was issued January 11, 2024. The OLT upheld the COA’s original decision to refuse an application for consent to sever.

Town of Plympton-Wyoming

Several subdivision applications are at various stages of the approval process. Planning applications continue to be received and processed, including four minor variance applications and two severances reviewed by the COA.

Several appeals before the OLT continue to move through the appeal process. A combined appeal related to the Official Plan five-year review (OPA No. 54) and Official Plan Amendment No. 51 continues to progress.

Short-Term Rental (“**STR**”) by-law was drafted and provided to Council at the end of 2023. Council decided they wanted more information regarding fees, etc. An OPA and Zoning By-law Amendment has been drafted for Council’s review, if the STR by-law is passed.

Village of Pt. Edward

A Zoning By-law Amendment for the Marina Lands site to allow new residential development (136 townhouse units) was approved by Council. It has subsequently been appealed by the City of Sarnia. The matter is now before the OLT.

No COA applications took place during the months of October to December 2023.

Warwick Township

The existing Accessory Dwelling Unit policies have been updated to reflect changes in policy brought in by the Province through Bill 23. The process for Surplus Farm Dwelling Severances has been updated in accordance with revisions to the Official Plan. This has sparked significant interest, leading to numerous pre-consultations for incoming severance applications.

The Twin Creeks Landfill Gas Plant Site Plan Application was approved and is currently in the permitting stage. The Zoning By-law Update for the Twin Creeks Farm Worker Accommodations at 8660 Zion Line has been deferred to 2024.

Applications for a Zoning By-law Amendment and Draft Plan of Subdivision for a site on the west end of Watford are currently under review. The draft plan application remains on hold, pending the outcome of the Zoning By-law Amendment.

The Site Plan Control By-law has been updated to exempt Township of Warwick properties from Site Plan Control to avoid the situation of the municipality entering into agreements with itself.

Applications for an Official Plan and Zoning By-law Amendment are currently under review concerning the expansion of an existing contractor's yard at 7902 Birnam Line.

The Site Plan Application for the campground located at 7140 Egremont Road has received final signoff, after compliance with the Site Plan Agreement was verified during a post construction site inspection.

Township of Dawn-Euphemia

One Zoning By-law Amendment application was approved by Township Council. There were no appeals for this application.

A Zoning By-law Amendment and severance proposal are under review. A decision for these proposals will be made at a COA and Council Meeting on February 20, 2024.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

Ongoing consultations regarding the various projects are held with municipalities, review agencies, the public as well as community and interest groups as part of the Planning application process.

STRATEGIC PLAN

Application of Area of Effort #2: Communications - Providing progressive and effective communications that are relevant and clear and that promote opportunities for dialogue in order to improve collaboration and build relationships by:

- Clearly, completely, and concisely articulating County decisions and initiatives.

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

4th Quarter Work in Progress (page 5)

February 21, 2024

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

CONCLUSION

The Department will continue to provide quarterly updates and Approval Authority activity.

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Kenneth Melanson, RPP, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	2023 Full Year Statistics and Approval Authority Activity

BACKGROUND

The Planning and Development Services Department (the “**Department**”) provides planning services for 10 of the 11 member municipalities in the County of Lambton. In addition, the Department administers the functions of Emergency Management, 9-1-1/ Municipal Addressing and Woodlands Conservation County-wide.

DISCUSSION

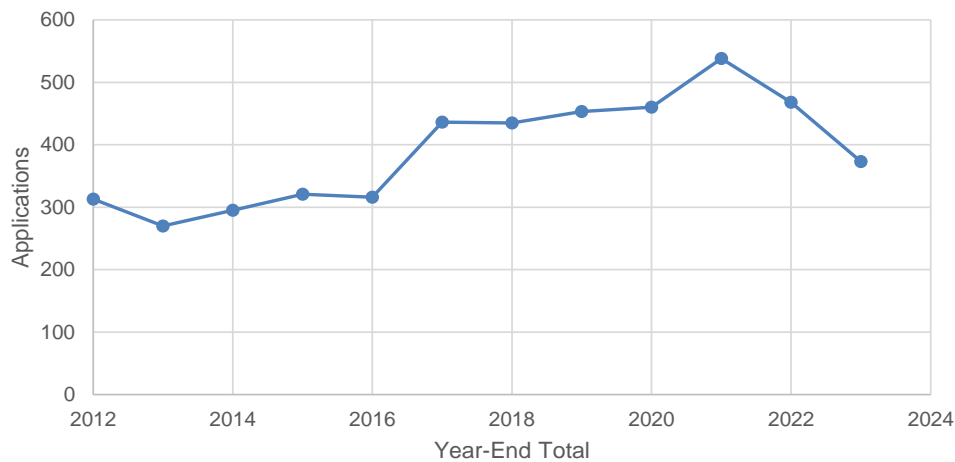
The following table sets out the number of applications that the Department received and processed for the full year of 2023 and 2022, by category.

Applications	2023	2022
Committee of Adjustment	161	206
Site Plan Control	7	6
Zoning By-Law Amendments	43	57
Official Plan Amendments	6	11
Woodlot Applications	0	1
Woodlot Notice of Intent to Cut	58	50
Woodlot Reviews	41	37
Letters of Compliance (Zoning Confirmations)	39	64
Plan of Subdivision/Condominium Applications	4	2
Plan of Subdivision/Condominium Extensions	2	4
Part Lot Control	0	0
Final Plan of Subdivision/Condominium Approvals	2	10
Draft Plan of Subdivision/Condominium Approvals	2	1
Plan of Subdivision/Condominium Amendments	2	0
Official Plan and Official Plan Amendment Approvals	6	19
Totals	373	468

Application Volumes

Application volumes for 2023 have followed a trend in 2022 of reduced levels of activity due to financial markets and other external development factors. Despite this, applications continue to be received for a wide range of applications and remain in the high-range of historic development activity.

Planning & Development Services Department: Annual Applications



Official Plan Approvals

A total of six Official Plan Amendments (OPAs) occurred in 2023. OPA approvals are noted in each quarterly update. The following OPAs were approved in the final quarter of 2023:

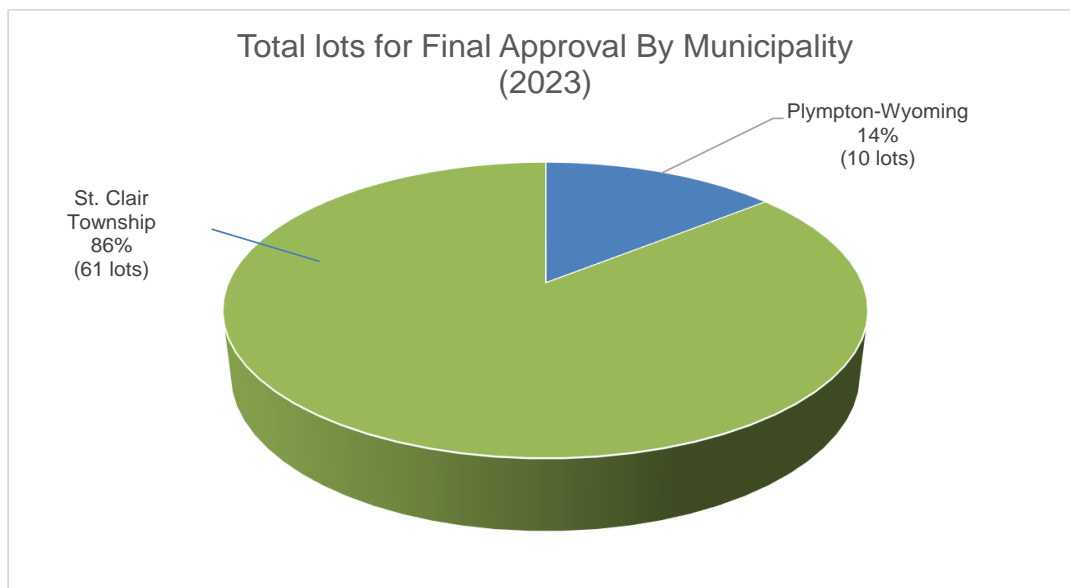
- OPA #4 for the Township of Enniskillen to approve the regulatory framework for Cannabis Production.
- OPA #6 for the Municipality of Lambton Shores to approve an aggregate extraction site.
- OPA #8 for the Town of Petrolia to approve the five-year comprehensive review of the Town Official Plan.
- OPA #1 for the City of Sarnia to facilitate a multi-residential development on Exmouth Street.
- OPA #2 for the City of Sarnia for a development initiated by Habitat for Humanity.

Final Approval - Plan of Subdivision/Condominium

2023 saw 71 lots registered, which is a much more typical number of final approvals versus 2022 numbers (where a record number of 496 lots were sent for registration). This significant swing in lots being sent to registry is not surprising given the running average.

Below is a table detailing the 71 lots sent to registry for 2023:

Municipality:	Total lots (percentage):
Plympton-Wyoming	10 (14%)
St. Clair	61 (86%)
Total	71 (100%)



Draft Approval of Plans of Subdivision/Condominium

Two Draft Plan of Subdivisions were granted conditional approval in 2023, both being in St. Clair Township (Beckwith and Brigden Park). Both applicants are now working to address conditions to allow lots to be registered for final approval.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

Municipalities, the public as well as provincial and other regulatory agencies, are routinely consulted in the planning and approval processes.

STRATEGIC PLAN

Application of Area of Effort #2: Communications - Providing progressive and effective communications that are relevant and clear and that promote opportunities for dialogue in order to improve collaboration and build relationships by:

- Clearly, completely, and concisely articulating County decisions and initiatives.

CONCLUSION

The Planning and Development Services Department will continue to provide quarterly updates for statistics and Approval Authority activity.

 <p style="text-align: center;">PUBLIC HEALTH SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	EMERGENCY MEDICAL SERVICES
PREPARED BY:	Stephen Turner, Manager
REVIEWED BY:	Andrew Taylor, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	EMS Master Plan Consultation Follow Up – Final Update

BACKGROUND

At its meeting of November 29, 2023, County Council received a presentation from the Manager of Emergency Medical Services outlining its Master Plan for 2024 – 2028 and passed the following motion:

#5: Bradley/Dennis:

- a) That Council accept the report and the recommendations contained within.*
- b) That the presentation be circulated to each council of the local municipalities within Lambton County requesting their input prior to January 31, 2024.*

Carried.

Staff provided a preliminary update at the last meeting of the Committee of the Whole on January 17, 2024. This report serves to provide a final summary of input received from the local municipalities.

DISCUSSION

Following County Council's meeting, the EMS Master Plan was distributed to all eleven (11) local municipalities for their consideration and input. The municipalities were offered the opportunity to have a presentation be provided to their councils or community and to have any questions addressed.

In response, staff attended five (5) local council meetings and conducted presentations and were available to answer questions. EMS staff also met with senior administration members at two (2) other municipalities and provided an overview of the Master Plan to Lambton area Fire Chiefs at their meeting on December 13, 2024.

Written commentary was received from the municipalities of Brooke-Alvinston, Plympton-Wyoming, and Dawn-Euphemia. These letters are appended to this report (“**Appendix A**”).

In general, feedback from the municipalities was supportive of the new EMS Master Plan, as presented and no objections were noted. Overall, staff heard that there is good support for the overall direction of the new EMS Master Plan, and that they look forward to working with EMS to achieve the objectives. Next, staff will proceed and move forward with implementation of the plan.

FINANCIAL IMPLICATIONS

All financial components associated with implementation of the plan are included in the 2024 Draft EMS Budget for consideration.

Any future funding implications beyond 2024 will be referred to the respective annual budgets for approval, as necessary.

CONSULTATIONS

The local municipalities of Lambton County were contacted for their input and feedback into the EMS Master Plan.

STRATEGIC PLAN

EMS operational performance metrics are shared to ensure accountability and to help demonstrate responsive and the efficient provision of services to meet the needs for the safety of residents.

CONCLUSION

Lambton EMS welcomes feedback from local municipalities and consider these consultations important in its efforts to improve service and meet the growing needs of the communities. At this time, staff have completed the consultations and presented County Council with the feedback received. Staff will proceed with implementing the Master Plan and continue to work with local municipalities to address area needs as they arise and are identified.

APPENDIX A



3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173
Fax: 519.898.5653

January 15, 2024

The County of Lambton
EMS Department
3958 Petrolia Line; RR4
Petrolia, ON N0N 1R0
Attention: Andrew Taylor, GM, Public Health Services

Dear Mr. Taylor:

Re: 2024-2028 Lambton Emergency Services (EMS) Master Plan

At the January 15, 2024 regular session of Council, the following motion was duly moved and seconded:

That the Council of the Municipality of Brooke-Alvinston endorse the presented 2024-2028 Lambton Emergency Services (EMS) Master Plan; and that a request be sent for the Manager to attend a Council meeting to discuss further.

Council also showed interest in having a presentation on the same. The Council meetings are generally the 2nd and 4th Thursdays of the month and more specifically:

January 25th at 4:30pm, February 8th at 4:30 pm or February 22nd at 8:00 am

Should any of these dates work, or additional dates are needed, please let me know and we will arrange to place EMS on the agenda.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Janet Denkers', is written over a faint, large watermark of the Municipality of Brooke-Alvinston logo.

Janet Denkers
Clerk Administrator

C. Stephen Turner, Manager EMS
Ryan Beauchamp, Deputy Clerk



**THE CORPORATION OF THE
TOWNSHIP OF DAWN-EUPHEMIA**

4591 Lambton Line, RR 4, Dresden, ON N0P 1M0
Tel: 519-692-5148 Fax: 519-692-5511 Public Works: 519-692-5018
Email: deputy.clerk@dawneuphemia.on.ca Website: www.dawneuphemia.ca

January 19, 2024

Mr. Stephen Turner, Manager, EMS
Emergency Medical Services Department,
County of Lambton
789 Broadway St, Box 3000
Wyoming, ON
N0N 1T0

stephen.turner@county-lambton.on.ca

Dear Mr. Turner,

At the Regular Meeting of Dawn-Euphemia Township Council held January 15, 2024, Council passed the resolution below and offers the following comments regarding the 2024-2028 Lambton Emergency Services Master Plan:

2024-08 That Council acknowledge receipt of letter dated December 12, 2023, from Emergency Medical Services Department, County of Lambton, Re: 2024-2028 Lambton Emergency Services (EMS) Master Plan, and submits the following comments: That Council for the Township of Dawn-Euphemia supports Lambton County moving forward with implementation of the 2024-2028 Lambton Emergency Medical Services (EMS) Master Plan; And that Council agrees by moving forward with the report it will assist with reducing the high 90th percentile response times for the Dawn-Euphemia and Brooke-Alvinston Regions; And that the new placement in Inwood area as a daytime ambulance will provide improved coverage to the southeast and would potentially decrease response times in the Township of Dawn-Euphemia. *Carried.*

Thank you for your consideration of the above comments, and for the vital services that Lambton EMS provides to our community. If you have any questions or require further information, please do not hesitate to contact the Township of Dawn-Euphemia by email at deputy.clerk@dawneuphemia.on.ca or by phone at 519-692-5148.

Thank you,

Brooklyn Stam,
Deputy Clerk
Township of Dawn-Euphemia



Andrew Taylor
General Manager, Public Health Services
County of Lambton
andrew.taylor@county-lambton.on.ca

DELIVERED VIA EMAIL

January 31st 2024

Re: 2024-2028 Lambton Emergency Services (EMS) Master Plan

Mr. Taylor,

The Town of Plympton-Wyoming Staff and Council thank you for your delegation on January 10th 2024 regarding your 2024-2028 Lambton EMS Master Plan. Council appreciated your presentation on the Master Plan and the candid discussion regarding the future.

Council discussed the matter further on January 25th 2024 and all agreed they were in support of the plan as proposed, and are eagerly hoping to work together as community partners on the potential siting of an EMS location within Plympton-Wyoming; more specifically in the Camlachie area.

Some concerns that were noted at the meeting were in regards to the timelines of the moving or building of stations, and how that would impact residents. Concerns were also noted about the effects on the EMS when there is delayed off-loading at hospitals.

The Town looks forward to discussing this matter further and working together to provide the best EMS services possible to our residents.


Sincerely,

A handwritten signature in black ink, appearing to read "Adam Sobanski".

Adam Sobanski, CET
Chief Administrative Officer

Cc: Ryan Beauchamp, Deputy Clerk (ryan.beauchamp@county-lambton.on.ca)

546 Niagara Street, PO Box 250 | Wyoming, ON, N0N 1T0 | 519-845-3939 | www.plympton-wyoming.com

	CULTURAL SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Libraries Fourth Quarter 2023 Statistics

BACKGROUND

Lambton County Library provides services to the public through 25 libraries and a mobile library service. In-library services include books, audio books, magazines, audio-visual materials, story hours, guest speakers, reference services and Internet access. The Sarnia Library is also home to the Sarnia Library Theatre which is available for rent and has hosted many community events, concerts, celebrations, film screenings and more.

In recent years, Lambton County Library has built an expanding eLibrary which provides access to electronic books, magazines, newspapers, digital media such as music and movies, and educational courses from any device connected to the Internet, along with a library card. Lambton County Library also operates a Makerspace at the Sarnia Library and offers a Mobile Makerspace service to the remaining 24 branch libraries. Makerspaces offer opportunities for innovation and creation through the use of technology such as 3D printers which are not typically available in most households.

Statistics on the usage of various programs and services are maintained throughout the year and reported to Lambton County Council quarterly. Detailed fourth quarter 2023 statistics for the Libraries Department are attached.

DISCUSSION

Lambton County Library finished the 2023 year by circulating over 1,050,000 physical and electronic items. For the third year in a row physical circulation has increased over the previous year and for the fifth year in a row, electronic circulation has increased over the previous year. Electronic circulation, once again this year, is at the highest level since the library started providing digital resources. It is also interesting to note that this year, circulation is divided approximately in half, with half of the items circulating electronically and half of the items circulating physically. Prior to the pandemic, physical items

accounted for about 70% of the library's circulation and electronic items accounted for 30% of the library's circulation. During the pandemic this trend flipped with about 60% of the library's circulation accounting for electronic items and 40% of the library's circulation accounting for physical items. Since pandemic restrictions eased in 2021 the gap between the two ways to access library materials became smaller and now, circulation of physical and digital items is fairly equal.

Bookings and attendance at events held at Sarnia Library have exceeded last year's totals, and revenue is slightly higher than budgeted.

A number of computers and monitors at Sarnia Library's Makerspace were replaced in the fourth quarter, along with software applications. Many of the items in the Makerspace were introduced to the library in 2016 following the receipt of provincial funding to create a Makerspace. As technology changes and improves, the Library will continue to make the necessary improvements to ensure its users have access to current technology products.

Discussions continued to expand the use of private meeting space in select libraries by County of Lambton Social Services staff as they prepare for the delivery of employment services in a new service delivery model that integrates social assistance employment services as well as other government employment services, into Employment Ontario. It is anticipated that these services could be introduced in Watford Library as early as February 2024.

In the fourth quarter, meeting rooms in Alvinston, Corunna, Forest, Point Edward, Thedford and Wyoming, and the Connection Cube in Sarnia Library were booked 130 times, serving 291 people, for 342.25 hours.

In addition to the library's circulation rebounding following the pandemic, the Library's programs are also rebounding both in the number of programs offered, and the quantity of people attending programs. The Library offered 2,491 additional programs this year, with 22,542 additional participants. Of note, 398 visits were made to EarlyON Child and Family Centres where Community Librarians delivered storytimes to 6648 children and caregivers. This service is funded in part by the County of Lambton Social Services Division as part of their early literacy funding program.

The following programs and activities took place during the fourth quarter of 2023:

- Lambton County Library celebrated Ontario Public Library Week in a big way from October 16 to 20, 2023. In addition to various contests with prizes, and sweet treats at libraries in an effort to entice new library card holders into their doors, a number of Firefighter Storytimes and Toddler Tales with special guests from Lambton County Council (who serves as the public library board) took place. Nine Councilors visited eight libraries engaging with 125 people in attendance, with 94 people attended six Firefighter Storytimes. In addition to the programs, 87 new library card holders signed up during the week, 70 new registrants joined

Beanstack, an electronic platform that logs reading activity, and nearly 30,000 engagements with over 2,000 engaged users took place on social media.

- Lambton County Library was tasked with the important job of mailing Letters to Santa from the area's youngsters. Using templates provided by the library, children were encouraged to write their letters to Santa so they could share with him what was on their wish lists. The Library mailed 303 letters to Santa, while approximately 350 templates and envelopes were taken home with youngsters to mail from home.
- Lambton County Library joined the Extreme Temperature Stakeholder Group, coordinated by Lambton Public Health. All libraries are now listed as cooling and warming centres on Lambton Public Health's website and can provide temporary respite for people to wait out extreme temperatures.
- Library staff made preparations to launch the One Book Lambton title in January 2024, along with associated programs, and Family Literacy Day, scheduled to occur at Sarnia Library on Saturday, January 27.
- Library staff also began promoting winter programs that ran successfully last year and will be repeated in quarter one including: Valentines for Long-Term Care, Clash of the Classrooms and the Winter Reading Program.

In provincial news, the Federation of Ontario Public Libraries (FOPL), of which Lambton County Library is a member, attended Library Days at Queen's Park in Toronto where representatives met with various MPPs and Stakeholders. FOPL will be submitting a pre-budget submission in February advocating for funding changes in the province's 2024 budget including: an increase to the public library operating grant by \$25 million as the current level has not been adjusted since 1992 and the creation of an Ontario Digital Public Library which would eliminate the patchwork of different electronic databases available at some but not all library systems across the province.

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

The Technical Services Supervisor, the Community Library Supervisor and the Facilities Supervisor were consulted in the preparation of this report.

STRATEGIC PLAN

The array of library services offered in Lambton align with the County of Lambton's Mission Statement to provide residents with "an enhanced quality of life through the provision of responsive and efficient services. Such provision is accomplished by working with municipal and community partners."

CONCLUSION

It is rewarding to see usage rebounding at Lambton County Library following the pandemic when circulation was at very low levels. Surpassing one million physical and electronic circulations is a notable achievement. It is the highest circulation the Library has achieved in recent memory, and certainly within the last seven years. This high circulation speaks to the investment that Council continues to make in ensuring Lambton's residents have a suitable range of physical and electronic items to borrow that support an individual's ability to learn and acquire knowledge, become better informed, or seek entertainment or recreation. This high circulation also speaks to the efforts of the range of the library's professional workforce who work to provide helpful customer service, select and maintain our collections, support technology platforms, and promote the library's collection and services.

Libraries Fourth Quarter 2023 Statistics

	Circulation						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	1,957	1,909	1,880	1,451	7,197	7,291	99%
Arkona	1,397	1,117	1,626	1,345	5,485	3,850	142%
Books by Mail	4	8	5	1	18	0	0%
Brigden	4,411	4,133	2,089	3,050	13,683	13,557	101%
Bright's Grove	9,649	9,648	11,624	9,182	40,103	40,651	99%
Camlachie	1,555	1,555	1,728	1,071	5,909	5,530	107%
Corunna	6,193	5,907	7,538	5,193	24,831	26,056	95%
Courtright	833	985	1,041	590	3,449	2,910	119%
Florence	892	753	746	738	3,129	3,288	95%
Forest	9,042	8,719	11,291	8,454	37,506	34,496	109%
Grand Bend	7,234	7,074	6,856	6,576	27,740	26,063	106%
Headquarters	3,059	1,913	1,204	1,123	7,299	5,601	130%
Inwood	819	573	884	638	2,914	2,600	112%
Mallroad	23,863	23,338	26,398	9,438	83,037	92,947	89%
Mobile Library	1,584	1,457	1,913	1,890	6,844	4,746	144%
Mooretown	1,023	589	409	850	2,871	2,928	98%
Oil Springs	998	809	1,066	706	3,579	3,243	110%
Petrolia	12,002	10,380	12,602	10,601	45,585	41,690	109%
Pt. Edward	4,181	3,837	5,131	6,337	19,486	19,188	102%
Pt. Franks	1,440	1,082	1,716	1,278	5,516	6,749	82%
Pt. Lambton	1,021	805	1,248	1,028	4,102	2,601	158%
Sarnia	28,630	29,545	34,763	34,296	127,234	100,903	126%
Shetland	352	263	207	164	986	880	112%
Sombra	1,010	710	1,157	797	3,674	4,868	75%
Thedford	1,046	689	984	1,139	3,858	4,040	95%
Watford	3,801	2,955	3,310	2,943	13,009	12,708	102%
Wilkesport	431	498	646	515	2,090	2,298	91%
Wyoming	7,421	6,728	7,680	6,086	27,915	25,574	109%
TOTALS	135,848	127,979	147,742	117,480	529,049	497,256	106%

Internet / Computer Use							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	255	191	230	168	844	651	130%
Arkona	9	4	4	3	20	40	50%
Books by Mail	0	0	0	0	0	0	0%
Brigden	59	22	47	20	148	255	58%
Bright's Grove	86	164	177	182	609	376	162%
Camlachie	16	11	22	9	58	47	123%
Corunna	286	409	417	387	1,499	1,183	127%
Courtright	11	8	5	21	45	80	56%
Florence	6	8	10	6	30	13	231%
Forest	432	472	537	441	1,882	1,328	142%
Grand Bend	233	214	231	291	969	655	148%
Headquarters	0	0	0	0	0	0	0%
Inwood	24	14	59	18	115	118	97%
Mallroad	874	877	994	350	3,095	2,558	121%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	3	4	5	26	38	28	136%
Oil Springs	11	11	6	6	34	40	85%
Petrolia	558	467	415	380	1,820	1,735	105%
Pt. Edward	40	42	41	98	221	149	148%
Pt. Franks	10	11	15	13	49	42	117%
Pt. Lambton	4	6	10	7	27	25	108%
Sarnia	1,727	2,038	2,155	2076	7,996	6,232	128%
Shetland	4	30	23	28	85	13	654%
Sombra	48	44	77	52	221	121	183%
Thedford	13	25	20	22	80	150	53%
Watford	81	80	74	98	333	333	100%
Wilkesport	11	23	46	32	112	46	243%
Wyoming	74	118	98	118	408	291	140%
TOTALS	4,875	5,293	5,718	4,852	20,738	16,509	126%

Reference Queries							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	3	39	80	25	147	214	69%
Arkona	62	73	141	136	412	175	235%
Books by Mail	0	0	0	0	0	0	0%
Brigden	207	146	105	186	644	670	96%
Bright's Grove	545	395	403	399	1,742	3,592	48%
Camlachie	61	41	53	30	185	335	55%
Corunna	544	380	462	422	1,808	1,984	91%
Courtright	43	37	31	29	140	211	66%
Florence	7	14	6	4	31	11	282%
Forest	493	411	649	556	2,109	2,347	90%
Grand Bend	266	340	449	407	1,462	1,487	98%
Headquarters	0	35	66	35	136	0	0%
Inwood	70	59	87	46	262	295	89%
Mallroad	2,255	2,296	2,306	836	7,693	8,414	91%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	314	223	129	221	887	553	160%
Oil Springs	26	6	5	4	41	82	50%
Petrolia	281	239	244	302	1,066	911	117%
Pt. Edward	186	183	137	98	604	707	85%
Pt. Franks	60	82	115	83	340	297	114%
Pt. Lambton	127	101	111	82	421	354	119%
Sarnia	403	554	555	594	2,106	2,801	75%
Shetland	2	2	6	2	12	15	80%
Sombra	35	21	29	32	117	343	34%
Theford	103	102	101	73	379	424	89%
Watford	234	94	185	214	727	888	82%
Wilkesport	56	85	75	29	245	341	72%
Wyoming	237	225	225	210	897	1,558	58%
TOTALS	6,620	6,183	6,755	5,055	24,613	29,009	85%

Volunteer Hours							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	0	0	0	0	0	0	0%
Arkona	0	0	0	0	0	0	0%
Books by Mail	0	0	0	0	0	0	0%
Brigden	0	0	0	0	0	0	0%
Bright's Grove	0	0	0	0	0	0	0%
Camlachie	0	0	0	0	0	0	0%
Corunna	0	0	0	0	0	0	0%
Courtright	0	0	0	0	0	0	0%
Florence	0	0	0	0	0	0	0%
Forest	0	0	0	0	0	0	0%
Grand Bend	0	0	0	0	0	0	0%
Headquarters	0	0	0	0	0	0	0%
Inwood	0	0	0	0	0	0	0%
Mallroad	0	0	0	0	0	0	0%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	0	0	0	0	0	0	0%
Oil Springs	0	0	0	0	0	0	0%
Petrolia	0	0	0	0	0	0	0%
Pt. Edward	0	0	0	0	0	0	0%
Pt. Franks	0	0	0	0	0	0	0%
Pt. Lambton	0	0	0	0	0	0	0%
Sarnia	0	0	0	0	0	0	0%
Shetland	0	0	0	0	0	0	0%
Sombra	0	0	0	0	0	0	0%
Theford	0	0	0	0	0	0	0%
Watford	0	0	0	0	0	0	0%
Wilkesport	0	0	0	0	0	0	0%
Wyoming	0	0	0	0	0	0	0%
TOTALS	0	0	0	0	0	0	0%

Library Programs (#)							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	75	75	54	70	274	122	225%
Arkona	29	29	21	28	107	33	324%
Brigden	103	92	54	37	286	274	104%
Bright's Grove	53	78	71	76	278	205	136%
Camlachie	25	41	33	29	128	127	101%
Corunna	64	74	62	86	286	271	106%
Courtright	38	31	33	30	132	114	116%
EarlyON Centres	102	87	102	107	398	0	0%
Florence	48	46	37	35	166	95	175%
Forest	102	97	92	88	379	321	118%
Grand Bend	34	51	33	52	170	106	160%
Headquarters	6	8	8	13	35	343	10%
Inwood	49	52	48	44	193	124	156%
Makerspace (Independent)	104	182	157	211	654	0	0%
Mallroad	122	119	132	57	430	344	125%
Mobile Library	48	48	44	46	186	68	274%
Mooretown	46	55	12	39	152	119	128%
Oil Springs	16	31	60	45	152	100	152%
Petrolia	166	169	154	201	690	372	185%
Pt. Edward	47	35	42	44	168	179	94%
Pt. Franks	33	18	16	19	86	108	80%
Pt. Lambton	34	28	31	28	121	110	110%
Sarnia	335	347	342	340	1364	1064	128%
Shetland	32	6	7	8	53	70	76%
Sombra	38	35	20	24	117	88	133%
Thedford	28	22	22	24	96	89	108%
Watford	76	53	36	47	212	179	118%
Wilkesport	34	27	30	22	113	94	120%
Wyoming	119	121	97	105	442	258	171%
TOTALS	2,006	2,057	1,850	1,955	7,868	5,377	146%

Library Programs (attendance)							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	450	547	427	376	1,800	663	271%
Arkona	191	182	216	162	751	100	751%
Brigden	1,585	1696	534	73	3,888	3,443	113%
Bright's Grove	264	441	472	743	1,920	1,407	136%
Camlachie	51	109	139	62	361	542	67%
Corunna	539	715	545	866	2,665	2,245	119%
Courtright	179	141	162	76	558	355	157%
EarlyON Centres	1,952	1524	1593	1,579	6,648	0	0%
Florence	25	64	68	86	243	66	368%
Forest	721	667	829	1,664	3,881	2,577	151%
Grand Bend	183	196	270	197	846	381	222%
Headquarters	315	308	181	313	1,117	1,654	68%
Inwood	148	252	169	138	707	349	203%
Makerspace (Independent)	104	193	158	227	682	0	0%
Mallroad	591	615	616	339	2,161	1,821	119%
Mobile Library	407	394	396	476	1,673	734	228%
Mooretown	687	497	128	526	1,838	1,202	153%
Oil Springs	19	57	311	126	513	328	156%
Petrolia	727	835	893	1,275	3,730	1,833	203%
Pt. Edward	192	285	342	286	1,105	719	154%
Pt. Franks	63	57	139	71	330	276	120%
Pt. Lambton	134	79	317	204	734	245	300%
Sarnia	2,384	3,039	2981	2,018	10,422	5,876	177%
Shetland	51	14	5	16	86	61	141%
Sombra	152	69	94	21	336	473	71%
Thedford	24	11	93	154	282	440	64%
Watford	456	239	145	316	1,156	926	125%
Wilkesport	42	32	146	25	245	152	161%
Wyoming	199	533	450	577	1,759	1,048	168%
TOTALS	12,835	13,791	12,819	12,992	52,437	29,916	175%

Community Programs (#)							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	0	0	0	0	0	0	0%
Arkona	0	0	0	0	0	0	0%
Brigden	0	0	0	0	0	0	0%
Bright's Grove	0	0	0	0	0	0	0%
Camlachie	0	0	0	0	0	0	0%
Corunna	0	0	0	0	0	0	0%
Courtright	0	0	0	0	0	0	0%
EarlyON Centres	0	0	0	0	0	0	0%
Florence	0	0	0	0	0	0	0%
Forest	0	0	0	0	0	0	0%
Grand Bend	0	0	0	0	0	0	0%
Headquarters	0	0	0	0	0	0	0%
Inwood	0	0	0	0	0	0	0%
Makerspace (Independent)	0	0	0	0	0	0	0%
Mallroad	0	0	0	0	0	0	0%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	0	0	0	0	0	0	0%
Oil Springs	0	0	0	0	0	0	0%
Petrolia	0	0	0	0	0	0	0%
Pt. Edward	0	0	0	0	0	0	0%
Pt. Franks	0	0	0	0	0	0	0%
Pt. Lambton	0	0	0	0	0	0	0%
Sarnia	0	0	0	0	0	0	0%
Shetland	0	0	0	0	0	0	0%
Sombra	0	0	0	0	0	0	0%
Thedford	0	0	0	0	0	0	0%
Watford	0	0	0	0	0	0	0%
Wilkesport	0	0	0	0	0	0	0%
Wyoming	0	0	0	0	0	0	0%
TOTALS	0	0	0	0	0	0	0%

Community Programs (attendance)							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	0	0	0	0	0	0	0%
Arkona	0	0	0	0	0	0	0%
Brigden	0	0	0	0	0	0	0%
Bright's Grove	0	0	0	0	0	0	0%
Camlachie	0	0	0	0	0	0	0%
Corunna	0	0	0	0	0	0	0%
Courtright	0	0	0	0	0	0	0%
EarlyON Centres	0	0	0	0	0	0	0%
Florence	0	0	0	0	0	0	0%
Forest	0	0	0	0	0	0	0%
Grand Bend	0	0	0	0	0	0	0%
Headquarters	0	0	0	0	0	0	0%
Inwood	0	0	0	0	0	0	0%
Makerspace (Independent)	0	0	0	0	0	0	0%
Mallroad	0	0	0	0	0	0	0%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	0	0	0	0	0	0	0%
Oil Springs	0	0	0	0	0	0	0%
Petrolia	0	0	0	0	0	0	0%
Pt. Edward	0	0	0	0	0	0	0%
Pt. Franks	0	0	0	0	0	0	0%
Pt. Lambton	0	0	0	0	0	0	0%
Sarnia	0	0	0	0	0	0	0%
Shetland	0	0	0	0	0	0	0%
Sombra	0	0	0	0	0	0	0%
Theford	0	0	0	0	0	0	0%
Watford	0	0	0	0	0	0	0%
Wilkesport	0	0	0	0	0	0	0%
Wyoming	0	0	0	0	0	0	0%
TOTALS	0	0	0	0	0	0	0%

Wireless Internet Usage							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Daily Clients	154	213	114	168	649	606	107%
Daily Sessions	57	128	82	79	346	344	101%
Total Clients	4,704	3,958	4,189	4,661	17,512	15,292	115%
Total Sessions	5,146	6,568	7,381	7,074	26,169	22,045	119%

Electronic Information Sources							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Electronic Databases	6,223	10,388	5,219	6,199	28,029	24,568	114%
Early Literacy Stations	2,511	2,047	N/A	1,992	6,550	2,857	229%
NextReads	3,877	3,744	3,512	3,370	14,503	15,055	96%
TOTAL	12,611	16,179	8,731	11,561	49,082	42,480	116%

e-Circulation							
Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %	
113,874	126,763	132,751	150,860	524,248	431,067	122%	

Inter-library Loans							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Items Borrowed	455	459	481	407	1,802	1,693	106%
Items Loaned	361	273	375	249	1,258	1,193	105%

Total Number of Volunteers							
Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %	
0	0	0	0	0	0	0%	

Website Visits							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Library	114,951	106,540	0	99,357	320,848	418,646	77%
Theatre	387	439	0	1,085	1,911	2,609	73%
TOTAL	115,338	106,979	0	100,442	322,759	421,255	77%
	Q1-2023	Q2-2023	Q3-2023	Q4-2023			
Facebook Friends	3,200	3,302	3,406	3,527			
Twitter Followers	942	951	970	991			

Sarnia Library Theatre & Meeting Room Rentals							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Internal Bookings							
Bookings	4	7	6.00	6.00	23.0	92	25%
Hours	8.0	18.5	17.25	16.50	60.3	560.0	11%
Attendance	27	108.0	142.00	82.00	359.0	1,059	34%
External Bookings							
Bookings	105.00	102.00	53.00	85.00	345.0	156	221%
Hours	303.80	326.25	134.25	289.25	1,053.6	563.8	187%
Attendance	5,298.00	5,760.00	1,126.00	5,870.00	18,054.0	10,650	170%
Library Bookings							
Bookings	49.00	38.00	40.00	46.00	173.0	88	197%
Hours	158.00	120.25	120.75	110.75	509.8	285.5	179%
Attendance	920.00	533.00	727.00	633.00	2,813.0	1,767	159%
Total Bookings	158	147.0	99.00	137.0	541.0	336.0	161%
Total Hours	469.80	465.0	272.25	416.5	1,623.6	1,409.3	115%
Total Attendance	6,245	6,401.0	1,995.00	6,585.0	21,226.0	13,476.0	158%



CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	MUSEUMS, GALLERY AND ARCHIVES
PREPARED BY:	Laurie Webb, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Museums, Gallery & Archives Fourth Quarter 2023 Statistics

BACKGROUND

Lambton Heritage Museum (LHM) and the Oil Museum of Canada, National Historic Site (OMC) manage collections of over 35,000 artifacts that serve to interpret the settlement and development of the area and celebrate Lambton's oil heritage. Lambton County Archives (LCA) preserves family genealogical records, local newspapers, land records, historic images, maps and community histories. Judith & Norman Alix Art Gallery (JNAAG) collection contains over 1,200 Canadian paintings, drawings, and sculptures that represent significant Canadian art history with many considered national treasures, including over 43 works by the Group of Seven.

The Museums and Archives tell the stories of Lambton County through the preservation and presentation of artifacts, culture and local history. They encourage residents and visitors to experience the unique heritage of Lambton County through participatory museum programs, special events and outreach. Judith & Norman Alix Art Gallery provides a full range of art education and public programs including talks, tours, and special events that seek to inspire creativity and excitement for the visual arts within the community.

DISCUSSION

The fourth quarter was an eventful period with special events and holiday program offerings. Overall, there was strong engagement, creating memorable experiences for new and returning visitors alike.

The popular Lambton Fall Colour & Craft Festival returned to Lambton Heritage Museum on October 14 and 15. It attracted 2,460 attendees over two days. Vendors were very pleased with the revenue generated from sales, although the weather hampered attendance (particularly on Sunday). In spite of those challenges, the event

raised \$18,135 for the Museum. Staff were also able to enhance the visitor experience by providing historical demonstrations and crafts in the Rokeby School.

There were two PA Day Events in the fourth quarter, as well as multiple community outreach opportunities where the Curator/Supervisor, Lambton Heritage Museum presented to the public on local history topics. Staff also facilitated access to archaeological items in the museum collection for the Research & Innovation Department at Lambton College, who are working on a video game based on the Indigenous community's experience in the 1700s.

In October, the Judith & Norman Alix Art Gallery opened [*A Family Palette: Frances-Anne Johnston, Franz Johnston and Franklin Arbuckle*](#). The Opening Members Reception was held Friday, October 6 with 76 members in attendance and an additional 132 First Friday visitors. This exhibition is organized and circulated by Ottawa Art Gallery and curated by Rebecca Basciano, who also provided a presentation on the art and life of Frances-Anne Johnston, as part of the ongoing Lecture Serie, which attracted 43 participants. In December the Gallery hosted a Cozy Candle Making event. In this fun seasonal activity 43 participants engaged in practicing the art of candle making.

The Oil Museum of Canada organized the annual Cackling Cauldron Halloween program in October and a Holiday Open House in December, sponsored by Shell Canada. Both events were well attended.

Additionally, on December 13, the Oil Museum of Canada hosted the Hon. Graydon Smith, Minister of Natural Resources and Forestry for a press conference about carbon capture, which appeared in local and provincial news.

In September, Lambton County Archives staff presented as the Keynote Speaker at the Hebner Genealogy Conference in Port Huron Michigan. The discussion focused on Archiving across Borders and highlighted archival resources available throughout Ontario including a brief overview of restrictions governing access to certain materials (i.e. Vital Statistics). Emphasis was placed on Lambton County Archives and highlighting connections in history between Lambton County and St. Clair County Michigan.

The LCA also offered ongoing Emergency Preparedness workshops at four libraries, held in conjunction with local Emergency Management Coordinators. The workshops were well attended, and interest is strong for additional workshops, with another 7 booked into October of 2024. LCA has also begun community presentations focusing on the history of our local communities, most recently the History of Corunna.

Detailed fourth quarter 2023 statistics for the Museums, Gallery and Archives can be found below.

General Admission Numbers

Site	Regular Admission	Free Admission*	School/Community Group Tours	Special Events	Total
JNAAG	838	n/a	130	131	1,099
LHM	294	30	599	2,509	3,432
LCA	32	70	n/a	n/a	102
OMC	182	91	255	235	763
TOTAL:	1,346	191	984	2,875	5,396

*Free Admission can include member visits, the Culture Pass checked out from Lambton County Library or promotional free admission passes.

In addition to general visitors and school visits outlined above, the Museums, Gallery & Archives offer extensive educational programs to community groups and the general public throughout the year. These can be in the form of in-person programs, both on site and off site, as well as virtual programs offered to schools and online engagement through their social media channels.

The charts below outline the participation and reach in these programs.

In Person Programs

On Site Program Participants			
		Participants	Number of Programs
	JNAAG	376	28
	LHM	56	2
	LCA	0	0
	OMC	46	1
Offsite Outreach			
	JNAAG	0	0
	LHM	215	2
	LCA	36	6
	OMC	244	9
TOTAL IN PERSON PROGRAMS		973	48

Virtual Programs and Online Reach

Virtual Education Programs & Workshop Participants			
	JNAAG	420	2
	LHM	0	0
	LCA	83	3
	OMC	101	2
	HSL*	17	1
YouTube Views			
	JNAAG	2,243	

	LHM	222	
	LCA	557	
	OMC	4,256	
Virtual Exhibit Tours			
	JNAAG	78 views	63 users
	LHM	244 views	173 users
	LCA	88 views	43 users
	OMC	330 views	239 users
Facebook Followers			
	JNAAG	5,320	
	LHM	4,441	
	LCA	3,402	
	OMC	1,969	
Instagram Followers			
	JNAAG	1,525	
	OMC	634	
X Followers			
	Heritage Sarnia Lambton*	1,233	(LHM, OMC, LCA)
	JNAAG	770	
	TOTAL VIRTUAL REACH:	27,993	

**Heritage Sarnia Lambton (HSL), is a network of all Lambton Museums and Heritage Groups which work collaboratively to provide awareness and programming related to Lambton's history.*

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

None.


STRATEGIC PLAN

The exhibitions, programs and outreach of the Museums, Gallery and Archives supports the strategic directions and actions outlined in the Cultural Services Strategic Plan:

1. Enhancing access, inclusion & community engagement,
2. Creating & delivering great experiences,
3. Developing partnerships that increase participation in culture,
4. Maximizing the value of collections & spaces,
5. Building cultural capacity & raising Lambton's profile, and
6. Managing resources efficiently & effectively.

CONCLUSION

Overall, the Museums, Gallery & Archives had strong attendance at each site in the fourth quarter. The department is looking to strengthen educational programs in 2024 by developing more consistent offerings across all sites. Streamlining these experiences will allow for stronger promotions which should in turn increase engagement and awareness.

	CULTURAL SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
SUBJECT:	Libraries Donations, October 1 to December 31, 2023

BACKGROUND

Lambton County Library receives occasional donations from patrons, individuals, community organizations and local businesses.

DISCUSSION

The following donations were received from the period October 1 to December 31, 2023:

- \$100.00 from Keith W. Mackie, Sarnia for the library’s general use where needed.
- \$350.00 from Allan R McDowell, Sarnia, for the purchase of furnishings and equipment at the Sarnia Library.
- \$50.00 from Kate Minten, Strathroy, in memory of TJ Minten, for the purchase of children’s materials.
- \$100.00 from donation boxes.

FINANCIAL IMPLICATIONS

Donations are recorded as revenue in the department’s budget each year.

CONSULTATIONS

The Executive Assistant / Administrative Services Supervisor assisted in the compilation of the report.

Libraries Donations, October 1 to December 31, 2023 (page 2)

February 21, 2024

STRATEGIC PLAN


Any monetary donations contribute to the operation of Lambton's library services which support the strategic plan's principles and values including: a healthy community, a shared community of interest and a learning organization.

CONCLUSION

Lambton County Library is fortunate to receive occasional support form individuals and community organizations.

RECOMMENDATIONS

That Lambton County council gratefully accept these donations.

 <p style="text-align: center;">CULTURAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	MUSEUMS, GALLERY AND ARCHIVES
PREPARED BY:	Laurie Webb, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
SUBJECT:	Museums, Gallery & Archives Collections Management December 2023

BACKGROUND

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

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

DISCUSSION

Recommended for Acceptance

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

Institution	Details	Donor	City
Lambton County Archives	1856 School Section #12 Plympton Township Trustee minute book.	Kathleen McLachlan	Strathroy
Lambton County Archives	Photograph - 1948 Original and copy with names of the	Jack Minielly	Wyoming

	publisher's friends by northern blue waters.		
Lambton County Archives	Family letters, history, and law related materials of George Samuel Legget Clarke.	John Warkentin	Halifax
Lambton County Archives	Four identified photos of the Wyoming Library Book Club ca. 1990s.	Shirley Deelstra	Wyoming
Lambton County Archives	Parkview School ephemera: Three <i>Pride of Parkview</i> certificates and letter regarding impact of the program on a student, final letter of Principal Campbell to staff, Parkview handbook, <i>50 Years of Memories</i> booklet, three identified staff photos ca. 1990s, pictures and history of Parkview cheerleader team.	Alan Campbell	Sarnia
Lambton County Archives	Two Inwood Women's Institute Minute Books 1960s/1970s.	Ina McVicar	Alvinston
Lambton Heritage Museum	Wheel used at the Warwick Salt Works.	Greg Mansfield	Watford
Lambton Heritage Museum	Telephones in a variety of styles and a switchboard, from the People's Telephone Company of Forest.	Roger Sutherland	Forest
Oil Museum of Canada	Model of City Gas Co. horse drawn wagon filled with coal.	Wayne Devine	London
Judith & Norman Alix Art Gallery	Carl Ray: Untitled, c. 1975, acrylic on canvas.	Stephen Dignard	Sarnia
Judith & Norman Alix Art Gallery	Carl Ray: "Shaman and Hunter", c.1960, acrylic on paper.	Stephen Dignard	Sarnia
Judith & Norman Alix Art Gallery	Eddy Cobiness: "Whooping Cranes", date unknown, acrylic on paper.	Stephen Dignard	Sarnia
Judith & Norman Alix Art Gallery	Eddy Cobiness: "Loons", 1993, acrylic on canvas board.	Stephen Dignard	Sarnia
Judith & Norman Alix Art Gallery	Gelineau Fisher and Roy Thomas: "Shaman Connecting with an Eagle", 1994, acrylic on paper.	Stephen Dignard	Sarnia
Judith & Norman Alix Art Gallery	Lelland Bell: "Change", date unknown, acrylic on paper.	Stephen Dignard	Sarnia
Judith & Norman Alix Art Gallery	Ray Baptiste: "Owl", 1995, acrylic on paper.	Stephen Dignard	Sarnia

Judith & Norman Alix Art Gallery	Ray Baptiste: "Spring Fawn", 1995, acrylic on paper.	Stephen Dignard	Sarnia
Judith & Norman Alix Art Gallery	Ed Zelenak: "Quarter Moon" Studies 1 to 12, 2020, gouache on wood, metal cast.	Clara Zelenak	West Lorne

Items for Purchase

Occasionally, the Museums will purchase items for the collection. Money for these purchases is set aside in a specified reserve fund through donations for this purpose. Below are items recently purchased for the Museum collection.

Institution	Details
Lambton Heritage Museum	Traditional woven basket in strawberry style by Spencer Lunham of Kettle and Stony Point First Nation.

Recommended for Refusal

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

Institution	Details	Reason for Refusal	Donor
Lambton Heritage Museum	Tunnel construction commemorative jacket, early 1990s.	Duplicate of item already in collection. Referred to Moore Museum and Sombra Museum.	Anne George
Lambton Heritage Museum	Butter bowl and press, old piggy banks.	Duplicates of items already in collection.	Marian Rumford
Lambton Heritage Museum	Series of Life magazines from 1940s.	No local provenance.	Dave
Oil Museum of Canada	London Free Press Newspaper insert - "The Constitutions".	Outside mandate. Referred to Lambton County Archives.	Randy Hull

Judith & Norman Alix Art Gallery	Douglas Fox: "The giant beavers...", 1982, acrylic on canvas.	Does not align with mandate	Stephen Dignard
Judith & Norman Alix Art Gallery	Gelineau Fisher and Roy Thomas: "Eagles in Flight", c.1994, acrylic on paper.	Does not align with mandate	Stephen Dignard
Judith & Norman Alix Art Gallery	Morley Kakepetum: Unknown, 1987, acrylic on paper.	Does not align with mandate	Stephen Dignard
Judith & Norman Alix Art Gallery	Norval Morrisseau: "This is the Way It Is" (Print), date unknown, serigraph on paper.	Does not align with mandate	Stephen Dignard
Judith & Norman Alix Art Gallery	Norval Morrisseau: "Soul Looks Beyond" (Print), date unknown, serigraph on paper.	Does not align with mandate	Stephen Dignard
Judith & Norman Alix Art Gallery	David B. Williams: "Bass & Butterfly", 2001, acrylic on paper.	Does not align with mandate	Stephen Dignard
Judith & Norman Alix Art Gallery	Beaded Pillow: Iroquois Made Object, date unknown, fabric and glass beads.	Does not align with mandate	Stephen Dignard
Judith & Norman Alix Art Gallery	Sir David Wilkie: Unknown (Empress), date unknown, oil on canvas.	Does not align with mandate	Paul Ufford

FINANCIAL IMPLICATIONS

Artifact purchases are made through as specified Reserve Fund for this purpose.

CONSULTATIONS

None.

STRATEGIC PLAN

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

Museums, Gallery & Archives Collections Management
December 2023 (page 5)

February 21, 2024

CONCLUSION

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

RECOMMENDATION

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

LTC 04-01-24

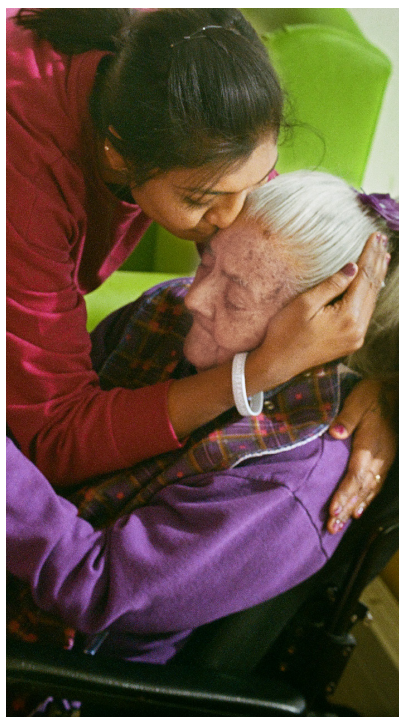


AdvantAge
Ontario

Advancing Senior Care

Time is Running Out: Investing Now to Meet the Care Needs of Ontario's Seniors

2024-25 Provincial Pre-Budget Priorities and Recommendations



AdvantAge Ontario believes that increased funding in the next provincial budget should focus on four critical areas:

- > Health human resources
- > Long-term care level of care funding
- > Long-term care capital development
- > Assisted living in seniors' supportive housing

In our submission, Time is Running Out: Investing Now to Meet the Care Needs of Ontario's Seniors, we have put forward 21 recommendations (listed on the next page) and of those the following are our top priorities in the above noted areas:

Address the health workforce crisis.

Make targeted investments to support wages that will attract and retain staff:

- > Increases in wages for workers in long-term care and community care to address the impact of inflation as well as Bill 124 wage reopeners costs beyond just those organizations that were covered under the Bill.
- > Multi-year funding for wage harmonization so that that all health care workers – including long-term care, homecare, and community support services – match those that similarly qualified workers are receiving in hospitals and other settings.

Increase funding to keep pace with rising costs.

Ensure sufficient and stable operating funding to support high quality, sustainable long-term care:

- > One-time catch-up increase of 10% in all level of care (LOC) funding envelopes.

Enhance capital development support for not-for-profit providers.

Address the unique circumstances facing not-for-profit, municipal and charitable homes that are undertaking capital projects to enable them to build/rebuild:

- > Provide zero interest rate construction financing for long-term care home capital re/development through the Ontario Infrastructure Bank and increase the base construction funding subsidy (CFS) per-diem by at least \$45.00 per bed.

Strengthen support for aging in place.

Increase investments to build capacity in the community and address the lack of options in the continuum of seniors' care:

- > Invest in the expansion of Assisted Living in Seniors' Supportive Housing programs across the province by implementing a separate stream of both capital and operating funding for supportive housing for seniors and intergenerational supportive housing, in addition to the funding received for other groups (i.e. unhoused and Indigenous population).

In a Leger poll, when asked about health spending priorities, the **majority** of Ontario respondents chose improving seniors' care, including more long-term care homes, as their **number one** priority.



Summary of Recommendations

Health Human Resources

Recommendation 1:

Increases in wages for health care workers in long-term care and community care, to address the impact of inflation as well as Bill 124 wage reopeners affecting the entire sector, beyond just those organizations that were covered under the Bill.

Cost estimate: An increase of \$309 million in the Nursing and Personal Care (NPC) envelope of the level of care (LOC) funding.

Recommendation 2:

Ensure that all organizations affected by Bill 124 are fully compensated for its ongoing impacts.

Recommendation 3:

Multi-year funding to work towards wage harmonization so that all health care workers, including long-term care, home care, and community support services, match those that similarly qualified workers are receiving in hospitals and other settings.

Cost estimate: As per the *Ontario Community Health Market Salary Review Report*, more than \$2 billion or around \$490 million dollars annually over five years.

Recommendation 4:

Funding should be made available so that all health care workers are offered access to similar benefits as hospital workers or municipal workers, including pensions.

Recommendation 5:

A separate and distinct strategy needs to be developed and fully funded for rural and northern communities that face added challenges in attracting and retaining staff.

Recommendation 6:

Funding for homes to cover the costs of bringing on international staff.

Cost estimate: \$4,500 to \$10,000 per person recruited.

Recommendation 7:

Training and education funding for staffing supports, including funding for a nurse educator position in each home and further investments in proven programs for high demand positions, such as food service workers.

Level of Care

Recommendation 8:

One-time catch-up increase of 10% in all LOC funding envelopes.

Cost estimate: \$570 million, including the \$309 million for wage increases.

Recommendation 9:

All LOC envelopes to be indexed to inflation moving forward, after the 2024-25 increases.

Capital Development

Recommendation 10:

Provide zero interest rate construction financing through the Ontario Infrastructure Bank for developing and redeveloping long-term care homes.

Recommendation 11:

Increase of the base per-diem of CFS by a top-up of at least \$45 per bed. The supplementary funding should include the flexibility of converting \$20 in \$2.5 increments into an upfront equity for not-for-profit long-term care homes.

Recommendation 12:

Provide upfront funding of up to \$250,000 to not-for-profit long-term care homes and increase the planning grant for not-for-profit long-term care homes to \$500,000 from \$250,000.

Recommendation 13:

Develop a dedicated funding model or incorporate a rural and northern component into the existing funding policy for rural homes.

Recommendation 14:

Make ELDCAP beds serving rural and northern Ontario eligible for the Construction Funding Subsidy.

Recommendation 15:

Provide a funding supplement to long-term care homes under construction under the occupancy reduction policy. This is a critical measure to enable homes to redevelop, without which a number of projects will not be viable.

Recommendation 16:

Allocate surplus government lands to not-for-profit long-term care homes.

Recommendation 17:

Formulate a specialized strategy and funding for Toronto's long-term care homes, addressing their unique obstacles stemming from constrained (re)development space, smaller land parcels, and ensuing operational complexities.

Recommendation 18:

Redistribute the development funding grant in the early stages of the project so that long-term care homes can have more upfront funding.

Assisted Living in Supportive Housing

Recommendation 19:


Invest in the expansion of Assisted Living in Seniors' Supportive Housing programs across the province by implementing a separate stream of both capital and operating funding for supportive housing for seniors and intergenerational supportive housing, in addition to the funding received for other groups (i.e., unhoused and Indigenous populations).

Recommendation 20:

A 5% (\$35 million) increase in funding for existing operators of seniors' supportive and assisted living housing to help them sustain existing service levels for current clients to address the significantly decreased viability of these programs due to the sustained lack of increases over time.

Recommendation 21:

Providing funding for a navigator in existing not-for-profit seniors' housing buildings to connect residents to social and health services.

 <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 Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Adult Enrichment Centre (AEC) Advisory Committee Annual Report 2023

BACKGROUND

The County of Lambton, through the Long-Term Care Division, has been providing Adult Day Programs through the Adult Enrichment Centres (“**AEC**”) for seniors and people with disabilities for over 45 years. These programs are 100% funded by Ontario Health West and participant fees.

The Adult Day Programs are offered from three sites: one adjacent to Lambton Meadowview Villa in Petrolia, one adjacent to Marshall Gowland Manor in Sarnia, and the Travelling Day Program is offered from the Forest Fairground building in Lambton Shores.

The AEC Advisory Committee is a committee of community members and stakeholders who convene in order to identify community needs for services for adults with cognitive and/or physical frailties and their families. The Committee then advocates and fundraises for the needs identified. The Council appointed Chairperson in 2023 was Councillor Bev Hand.

The 2023 Annual Report is attached.

DISCUSSION

Referrals continue to be received from Home and Community Care Services and other community organizations.

The Lambton County Connects continues to offer virtual and telephone programs operated by volunteers. With the increase in availability in the on site programs the use of the virtual program has decreased.

The number of participants and visits were able to significantly increase in 2023 over 2022 with increased funding and reduced limitations on attendance.

FINANCIAL IMPLICATIONS

The AECs are funded by Ontario Health West with no impact on levy dollars. Participants pay a nominal fee to attend the programs.

CONSULTATIONS

The Community Services Supervisor, AEC Advisory Chairperson and Committee members as well as many community stakeholders were consulted in the preparation of this report.

STRATEGIC PLAN

Lambton County AEC provides affordable, individualized supports that are responsive to the needs of community participants and caregivers in order to encourage and maintain independence.

CONCLUSION

The work of the AEC Advisory Committee is crucial to the provision of services. The Committee provides guidance and direction that assist with the provision of services for people who are frail and/or living with dementia throughout Lambton County.

The work of Councillor Bev Hand, Advisory Committee Chairperson, on behalf of the Adult Enrichment Centre, is greatly appreciated.

LAMBTON COUNTY

Long-Term Care Division



Adult Enrichment Centre Advisory Committee Annual Report 2023

THE
North Lambton
LODGE
in Forest, Ontario

THE
Marshall Gowland
MANOR
in Sarnia, Ontario

THE
Lambton Meadowview
VILLA
in Petrolia, Ontario

THE
**ADULT
ENRICHMENT
CENTRE**
in Sarnia & Petrolia, Ontario



www.LambtonCares.ca

AEC Advisory

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AEC Advisory Members 2023

Councillor Bev Hand, *Committee Chairperson*

Christine Wright, *Member*

John Hus, *Member*

Jennifer Salaris, *Member*

Collen Bressette, *Member*

Peggy Davis, *Member*



We honour and nurture the dignity of each person.

OUR MISSION OUR VALUES

Lambton County Adult Enrichment Centre (AEC) provides affordable, individualized supports that are responsive to the needs of community participants and caregivers in order to encourage and maintain independence.

As a professional support service, we believe in:

- Service excellence
- Quality of life for all people
- Courtesy, respect, dignity and consideration for all people



Our Commitment:

- Provide a secure and safe environment
- Offer fun, enjoyable and meaningful activities which are tailored to the unique needs of each participant and their caregiver
- Provide an accessible and barrier free environment
- Encourage and sustain independence to allow people to remain in their homes as long as possible
- Maintain and promote dignity and respect
- Help build self-esteem
- Promote education about our services throughout the community
- Collaborate with community partners



We honour and nurture the dignity of each person.

REPORT FROM THE CHAIRPERSON

We were excited in 2023 to be able to extend the program to offer a “Travelling Day Program” that provided an opportunity for participants in Forest and Watford to take part in the Adult Day Programs. The Sarnia and Petrolia sites were able to extend their hours into weekends and allow increased capacity because of additional one-time funding.

A car show was a very successful fundraiser at Meadowview. Over \$3000 was raised that will be used for more improvements to the outdoor area at the site. A lot of work went into the event so congratulations to Lee Ann and all her team who contributed their time and efforts. It was a hot August day, but everyone enjoyed the event and over 100 cars participated.

Thanks to all who continue to strive to make this program the best it can be. The families and their loved ones who participate are the beneficiaries and appreciate the dedicated efforts of staff and volunteers at both locations and the additional travelling location.



Submitted by:
AEC Chairperson Councillor Bev Hand



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ADULT ENRICHMENT CENTRE 2023 STATISTICS

Sarnia Site

- # of days open 348
- Number served 81
- Referrals 81
- Admissions 32
- Discharges 27
- # of program visits 3682

Expanded Program

- # of days open 176
- Number served 28
- Referrals 39
- Admissions 28
- Discharges 10
- # of program visits 715

Petrolia Site

- # of days open 296
- Number served 42
- Referrals 39
- Admissions 23
- Discharges 7
- # of program visits 2857

Virtual Program

- # of clients 8
- # of calls made 467



2022

- # of days open 407
- Number served 108
- Referrals 99
- Admissions 51
- Discharges 41
- # of program visits 2851

2023

- # of days open 685
- Number served 134
- Referrals 150
- Admissions 66
- Discharges 41
- # of program visits 6682

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REPORT FROM THE SUPERVISOR

The County of Lambton Adult Enrichment Centres (AEC) have continued to increase capacity over the past year. Visits are available 7 days a week in Sarnia, 6 days a week in Petrolia and 2 days a week in the Travelling Program. The program continues to follow careful infection control measures in cleaning and disinfecting procedures to protect participants. Many participants were able to stop wearing masks in June and have enjoyed being able to interact freely and see each other's smiles. In 2023 the Adult Day Programs offered service to 134 participants which increased from 108 participants in 2022.

The Adult Day Programs are connected to the community by offering a variety of programs. Some of the programs that were enjoyed in 2023 are:

- Hydroponic Garden – The cook from the Manor visits daily to harvest fresh herbs for the kitchen.
- Pen Pal Program with Lambton College students – participants communicate regularly with a student in the Therapeutic Recreation Class.
- Horticulture Programs - Outdoor – vegetables are planted, cared for, harvested, and prepared in a meal.
- Library Outreach – Lambton County Library attends and provides programs. Staff have been able to assist participants with signing up for a library card.
- St. John's Therapy Dogs – participants enjoy when the dogs visit the program.

In December 2023 additional funding was provided to add a part time Registered Practical Nurse to both the Sarnia and Petrolia program. The nurse will provide ongoing health monitoring, assessment and referral. This funding is currently in place until the end of March 2024.

It is because of the dedicated staff, volunteers and Advisory Committee these programs are successful.

Submitted by:
Lee Ann Woollings
Community Services Supervisor



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2023 COMMITTEE MEMBERSHIP LIST

2023 Committee Chairperson – Bev Hand

Members	Date Joined	Term Ending
Christine Wright	January 23, 2012	6th term ending Dec. 2024
John Hus	May 7, 2012	6th term ending Dec. 2024
Jennifer Salaris	January 17, 2022	1st term ending Dec. 2024
Bev Hand	January 9, 2017	4th term ending Dec. 2025
Colleen Bressette	May 7, 2018	3rd term ending Dec 2024
Peggy Davis	January 4, 2021	2nd term ending Dec. 2025

2023 Staff Resources


S. Jane Joris, General Manager
Lee Ann Woollings, Community Services Supervisor
Laura Beauvais, RPN/Day Program Coordinator
Tara Pounds, Revenue Development Officer

Advisory Committee Meeting Dates

April 24, 2023
August 14, 2023



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 <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 Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Application for Temporary Licences

BACKGROUND

A number of new and re-developed long-term care spaces have been approved by the Ministry of Long-Term Care for the Sarnia-Lambton region. During the construction phase, some Long-Term Care Homes will have Beds in Abeyance (“**BIA**”) or spaces that they cannot use and will be left vacant.¹

Construction of the new and redeveloped spaces began in early 2024 with expected completion in July 2025. During the construction of these projects, up to 30 long-term care spaces may be affected and temporarily withdrawn from the system.

Staff have been working in collaboration with the Sarnia-Lambton Ontario Health Team for the system to respond to the reduction in available services. A proposal was developed in collaboration with Ontario Health West and several system partners that includes current operators of Long-Term Care Homes to apply for temporary licences until the BIA can come back into service.

DISCUSSION

Both Marshall Gowland Manor (“**the Manor**”) and North Lambton Lodge (“**the Lodge**”) have a room in each Home that is used for purposes other than a long stay space. Both of these rooms meet the current compliance standards in the *Fixing Long-Term Care Act, 2021* and both were approved to be used on a temporary basis during the global pandemic.

¹ Beds in Abeyance are licensed or approved long-term care home beds which are unoccupied and not currently available for occupancy pursuant to written permission of the Director under the *Fixing Long-Term Care Act, 2021*.

Both the Manor and the Lodge have each applied for one temporary licence to operate an additional space during the construction period when there will be reduced capacity in the system.

The addition of this licensed space will not require an increase in staffing in either Home and will be funded according to the current per diems from the Ministry of Long-Term Care. It is expected that these vacancies will be offered by April 1, 2024.

Two other Long-Term Care Homes in the area have also applied for temporary licences. The proposal indicates that 14 spaces may open immediately and one Home undergoing redevelopment has some BIA from changes during the pandemic that will be coming back into use.

FINANCIAL IMPLICATIONS

The new spaces will be funded according to the current Long-Term Care funding per diems and will not require enhanced staffing or new equipment.

CONSULTATIONS

The Administration teams at each Home, Ontario Health West, the Ministry of Long-Term Care, and the Sarnia-Lambton Ontario Health Team were consulted in the preparation of this report.

STRATEGIC PLAN

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

- Planning for and responding to the ever-changing needs of an aging population.

CONCLUSION

Staff worked collaboratively with Sarnia-Lambton Ontario Health Team, Ontario Health West and the local Long-Term Care Operators group to submit a plan to the Ministry of Long-Term Care for 30 temporary long-term care spaces in the Sarnia-Lambton region. If approved by the Ministry, 14 spaces may be opened immediately in four Long-Term Care Homes (two of which will be Homes operated by the County of Lambton). If these temporary licences are approved, they will extend from April 1, 2024 until July 2025.

	CORPORATE SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Olivia Leger, Solicitor/Clerk
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Alternate Member Appointments - Policy C12.01

BACKGROUND

Council for The Corporation of the County of Lambton (the “**County**”) adopted the *Alternate Members Policy* (C12.01) made effective on February 6, 2019, as amended (the “**Policy**”). The Policy requires that Alternate Member appointments made by each of the County’s local municipalities be reported to County Council, as such appointments are made.

This report serves to update Council on our local municipalities’ alternate member appointments to date.

DISCUSSION

The chart attached as Appendix "A" lists the Alternate Member appointments made to date by the County’s local municipalities. Any future Alternate Member appointments will be reported to County Council in accordance with the Policy.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

Not applicable.

STRATEGIC PLAN

Not applicable.

Alternate Member Appointments - Policy C12.01 (page 2)

February 21, 2024


CONCLUSION

Not applicable.

APPENDIX A

Lambton County Council Alternate Members Notification (policy C12.01)

Municipality	Name of Alternate Member
Town of Petrolia	Joel Field
City of Sarnia	Adam Kilner
Township of Dawn-Euphemia	Mark McGuire
Township of Plympton-Wyoming	Netty McEwen
Village of Point Edward	Greg Grimes
St. Clair Township	Pat Brown
Township of Warwick	John Couwenberg

 <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:	February 21, 2024
INFORMATION ITEM:	Court Services 4th Quarter 2023 Statistics and Activity

BACKGROUND

The Court Services Department (the “**Department**”) maintains statistical data regarding the number, type, and value of fines assessed and paid through the County's *Provincial Offences Act* (POA) court. Staff provide Council with a summary and analysis of this data at the end of each quarter.

DISCUSSION

Activity

In the final quarter of 2023, the Department recorded 2,985 charges received, representing an increase of 632 charges over the previous year’s fourth quarter. In 2023, there were 13,904 charges received, an increase of 535 in comparison to 2022.

The Ministry of Transportation recorded an increase of 78%, 2,152 charges laid over 2022 annual totals. All other agencies recorded higher annual charge volumes except for Sarnia Police Services and “Other” agencies. The Ontario Provincial Police (OPP) reported they now have a full complement of staff, which they anticipate will result in more charges and safer roadways in the upcoming year.

Highway Traffic Act charges continue to be the lead charges laid by Act, with 2,101 charges issued, representing a 7% increase over 2022.

In August, a report was presented to Council outlining the impacts of court closures on the municipality and recommending the Province of Ontario be petitioned. In January 2024, a presentation was held at the Rural Ontario Municipal Associations Conference (ROMA), with the Minister of the Attorney General. On February 7th, 2024, the County of Lambton

received notice from the Regional Senior Justice of the Peace, Her Worship Aleong, that its courts would return to full operation as of June 2024.

Low judicial resources continued to suppress courtroom activity in the final quarter of 2023. During the fourth quarter, there were 14 courts operating, with 1,864 cases heard. The total number of cases heard in 2023 was 7,899 representing 90% of the courtroom activity from 2022. Staff, prosecution, and judiciary utilized courtroom availability to the fullest and are to be commended for achieving this year over year high percentage of cases heard with 17 fewer courts operating than in 2022.

There are currently 2,252 early resolution meetings and trial requests that were received in 2023. These meetings/requests are pending prosecution meeting discussions and/or trial dates to be set.

New Fines Ordered

New fines ordered totalled \$566,015, a decrease of \$73,356 in comparison to the same quarter in 2022. Year over year comparators conclude a decrease of \$502,504.

During the reporting period, 1,869 cases were sentenced, totalling \$573,910 in fines.

On December 4th, 2023, a corporation was charged under the *Occupational Health and Safety Act*. On December 28, 2023, payment of \$62,505 (\$50,000 fine, \$12,500 victim fine surcharge and \$5 court costs) was received.

Enforcing Payment of Court-Ordered Fines

During the reporting period, collection staff reported that \$119,936 was collected in-house, with third-party collections recording \$65,219 collected; an increase of \$1,955 and a decrease of \$14,834 respectively, over the previous quarter.

FINANCIAL IMPLICATIONS

With convictions not being registered in a timely manner, and the age of requests for trials and early resolution meetings pending at a critical state to be heard before the court, the current state of court closures has resulted in fine revenues being delayed, reduced, or not being realized.

CONSULTATIONS

Not applicable.

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 is accountable to ratepayers for the appropriate stewardship of their tax dollars.

CONCLUSION

The number of tickets issued in 2023 increased by 4%. The reduction in courts operating continues to increase the backlog of cases pending to be set for a trial or early resolution meetings, convictions being registered, and fine revenues being realized.

Although court utilization remained high throughout the year, the Department will not meet its 2023 budgeted revenue targets.

Courts operating will resume to full compacity in June 2024.

**Quarterly Statistical Report - Court Services Department
Executive Summary - Provincial Offences Administration to Dec 2023**

		Q1	Q2	Q3	Q4	YTD Total	2022 Total	% Prior
Charges by Act	Highway Traffic	1,536	1,979	2,807	2,101	8,423	7,836	107%
	Liquor License	122	251	452	73	898	795	113%
	Cannabis Act	4	15	17	9	45	45	100%
	Mun By-laws	831	309	1,358	378	2,876	2,637	109%
	Prov Other	230	484	524	424	1,662	2,056	81%
	Total Current Year	2,723	3,038	5,158	2,985	13,904	13,369	104%
							2022 Total	% Prior
Charges by Agency	Min of Transportation	310	454	698	690	2,152	1,208	178%
	Municipalities	826	278	1,333	380	2,817	2,535	111%
	OPP	803	1,243	1,913	1,193	5,152	4,264	121%
	Other	73	164	171	148	556	768	72%
	Sarnia Police	711	899	1,043	574	3,227	4,594	70%
	Total Current Year	2,723	3,038	5,158	2,985	13,904	13,369	104%
							2022 Total	% Prior
Charges Received	Part 1 - Prov Offence	1,640	2,748	4,209	2,226	10,823	10,248	106%
	Part 2 - Parking	795	13	629	347	1,784	1,814	98%
	Part 3 - Summons	288	277	320	412	1,297	1,307	99%
	Total Current Year	2,723	3,038	5,158	2,985	13,904	13,369	104%
	Total Prior Year	2,878	3,879	4,259	2,353			
	Change +/- Volume	- 155	- 841	899	632			
	Change +/- %	95%	78%	121%	127%			
		Q1	Q2	Q3	Q4	YTD Total	2022 Total	% Prior
Courtroom Activity	Part 1	482	528	562	655	2,227	2,296	97%
	Part 2	2	3	-	-	5	45	11%
	Part 3	1,598	1,292	661	1,007	4,558	5,867	78%
	Federal	203	230	474	202	1,109	603	184%
	Total Current Year	2,285	2,053	1,697	1,864	7,899	8,811	90%
	Total Prior Year	1,993	2,535	1,753	2,530			
	Change +/- Volume	292	- 482	- 56	666			
Change +/- %	115%	81%	97%	74%				
		Q1	Q2	Q3	Q4	YTD Total	2022 Total	% Prior
New Fines Ordered	Federal	\$ 33,780	\$ 85,350	\$ 49,825	\$ 10,960	\$ 179,915	\$ 865,513	21%
	Highway Traffic	\$ 204,612	\$ 273,138	\$ 268,605	\$ 299,906	\$ 1,046,261	\$ 779,013	134%
	Liquor License	\$ 550	\$ 435	\$ 65	\$ -	\$ 1,050	\$ 2,265	46%
	Mun By-laws	\$ 9,200	\$ 5,435	\$ 41,402	\$ 19,975	\$ 76,012	\$ 51,897	146%
	Parking	\$ 29,096	\$ 520	\$ 23,216	\$ 12,944	\$ 65,776	\$ 68,285	96%
	Prov Other	\$ 252,580	\$ 189,565	\$ 160,115	\$ 222,230	\$ 824,490	\$ 929,034	89%
	Total Current Year	\$ 529,818	\$ 554,443	\$ 543,228	\$ 566,015	\$ 2,193,503	\$ 2,696,007	81%
	Total Prior Year	\$ 436,318	\$ 762,265	\$ 858,052	\$ 639,371		\$ 502,504	0
	Change +/- Volume	\$ 93,500	-\$ 207,822	-\$ 314,825	-\$ 73,356			
	Change +/- %	121%	73%	63%	89%			
			Q1	Q2	Q3	Q4	YTD Total	
Fine Payments	Current, Own Office	\$ 157,164.28	\$ 442,127.00	\$ 223,839.06	\$ 162,354.00	\$ 985,484		
CAMS in house	Defaulted / Overdue	\$ 106,751	\$ 139,223	\$ 117,981	\$ 119,936	\$ 483,891		
CAMS	Collection Agencies	\$ 56,843	\$ 73,658	\$ 80,053	\$ 65,219	\$ 275,773		
3-1110	Other POA Locations	\$ 60,371	\$ 55,107	\$ 75,607	\$ 61,814	\$ 252,899		
	LESS: Refunds, Adj., etc.							
FMW-Fine totals	Total	\$ 381,130	\$ 710,115	\$ 497,480	\$ 409,323	\$ 1,998,048		
<i>YTD excludes reimbursements to other courts and the Province.</i>								
		2023	2022	2021	2020	2019		
O/S Accounts Rec'ble	A/R SEP/2023	\$ 2,892,824	\$ 2,198,569					
	New Revenue	\$ 566,015	\$ 639,371					
	Less Current Fines Pd	\$ 149,948	\$ 84,762					
	Less Overdue Fines Pd	\$ 119,936	\$ 101,729					
	Less Fines Pd at Agency	\$ 65,219	\$ 70,896					
	A/R DEC/2023	\$ 3,123,736	\$ 2,580,553	\$ 2,270,388	\$ 2,037,258	\$ 2,826,828		

	FINANCE, FACILITIES AND COURT SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	FINANCIAL ADMINISTRATION SERVICES
PREPARED BY:	Lori Titus, CPA, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
SUBJECT:	Annual Year-End Report on Reserves and Reserve Funds

BACKGROUND

The County’s annual budget sets out expected contributions to and dispositions from Reserves and Reserve Funds proposed for the current year. Financial Administration Services staff monitors these transactions throughout the year and annually present Council with this report which details:

- What actual activity occurred during the year.
- Additional allocations that are now being requested.
- A projection of what additions/dispositions can be expected during the coming year.

DISCUSSION

The Activity Schedule (see attached) provides a summary of all currently known transactions involving Reserves and Reserve Funds during fiscal 2023.

Prior to preparing this report, and as part of the 2024 budget process, an expanded and more in-depth version of this Schedule was distributed to General Managers and Managers.

The General Managers and Managers were then asked to use this in-depth report, which showed actual vs. budgeted activity for the year, to identify any errors, omitted or additional transactions. This additional information was then incorporated into and summarized to produce the attached Activity Schedule.

Notable transactions during 2023 were:

- \$6.5 million was added to amortization reserves, while \$6.2 million was withdrawn and used to fund the replacement/rehabilitation of existing tangible capital assets (primarily roads, bridges, and long-term care facilities).

It is important to note that an “asset management plan” for Core Assets (Roads and Bridges) was completed in 2023 in order to comply with Ontario Provincial Regulation 588/17. The asset management plan indicated that the County’s Road and Bridges network has a net replacement value of \$911.8 million and currently has a projected infrastructure gap of \$2.7 million. Additional contributions to divisional “amortization reserve” are planned for in 2025 and beyond as asset management plans are completed for other key “non-core” assets such as long-term care, emergency management, and cultural facilities as well as corporate facilities across the County. The additional contributions planned for in future budget cycles are recommended to narrow the “current infrastructure gap” and to comply with Ontario Provincial Regulations 588/17 pertaining to asset management.

- Strategic increase to key County reserves for the future replacement, renovation or acquisition of assets including:
 - \$500,000 to fund the potential acquisition of Bayside (LSSC) facilities.
 - \$2.0 million for Affordable Housing initiatives to address homelessness issues.
- \$2.3 million drawdown from the Stabilization Reserve to mitigate tax rate growth in 2023.

FINANCIAL IMPLICATIONS

The County began 2023 with a combined balance in Reserves and Reserve Funds of \$80,662,002. Based on activity reported to December 31, 2023, it is anticipated that the combined balance of these funds will be approximately \$82,949,214. Adjusting for prior year commitments which exist against several reserves, the "projected" revised balance of available reserves is projected at \$62,343,726 primarily as a result of key strategic investment in corporate facilities and affordable housing initiatives.

Projections of 2024 budget activity combined with existing previously approved commitments, result in a projected 2024 year-end combined balance of Reserves and Reserve Funds at \$59,699,473. The reduction in Reserves/Reserve Fund level in 2024 is primarily due to strategic investments for affordable housing as well as 2024 tax levy mitigation.

CONSULTATIONS

General Managers and Managers were consulted in the preparation of this report.

STRATEGIC PLAN

The ability of the County to both arrange financing and minimize its borrowing costs is dependent on how its financial health is rated. Any degradation of the County's credit worthiness will increase its cost of borrowing and therefore take away from the funds available to Council to provide services.

CONCLUSION

Reserves and Reserve Funds are primarily used to provide a sustainable source of funding for capital reinvestment requirements, as well as support the attainment of the County's broader strategic objectives. They also provide Council with the means to moderate the impact of large or unexpected costs on its tax base.

It has been the long-term policy of Council to build and then maintain the County's Reserves and Reserve Funds at levels comparable to its peers and acceptable to its credit rater and the Province. In its 2022 analysis of the County's financial indicators, the Province noted that while Lambton's results have continued to improve, its level of reserves at December 31, 2022 continues to be **low**.

This also continues to be identified as a weak point in the otherwise sound fiscal position of the County as rated by S&P Global in its annual credit review.

This means that while the County has made substantial progress in Council's objective to increase the balance of its Reserves and Reserve Funds, as of December 31, 2023, this balance remains below the average of not only its peers, but all municipalities in Ontario.

Significant drawdowns on Reserves/Reserve Funds are anticipated in 2024 as a result of previously approved Council commitments and 2024 budgetary requirements.

Significant "additional contributions" to Reserves/Reserve Funds will be necessary in 2025 and beyond to ensure "asset management planning" initiatives are prepared in a cost efficient and financially prudent manner.

RECOMMENDATION

That the attached Summary Report on Reserves and Reserve Funds and its recommendations be accepted as presented.

**COUNTY OF LAMBTON
SUMMARY & CONTINUITY OF RESERVES & RESERVE FUNDS**

RESERVES

Name	Dec.31, 2022 Actual Balance	2023 Estimated Activity		Dec.31, 2023 Est. Balance	Previously Approved	Available Balance	2024 Budget		Dec.31, 2024 Projected Balance
		Dispositions	Additions				Dispositions	Additions	
Working Funds	3,408,905.75	336,442.52	425,000.00	3,497,463.23	0.00	3,497,463.23	325,000.00	445,000.00	3,617,463.23
Contingencies & Opportunities	10,417,398.30	1,542,457.51	1,838,882.00	10,713,822.79	8,040,370.16	2,673,452.63	990,000.00	1,780,000.00	3,463,452.63
Stabilization	3,932,862.31	3,095,890.00	864,183.00	1,701,155.31	0.00	1,701,155.31	1,475,000.00	0.00	226,155.31
HR Operating	1,363,551.04	58,000.00	0.00	1,305,551.04	0.00	1,305,551.04	60,000.00	0.00	1,245,551.04
IT Capital	1,083,957.79	971,730.00	1,141,975.00	1,254,202.79	719,579.00	534,623.79	20,400.00	65,135.00	579,358.79
Lambton Public Health	1,204,709.25	102,339.01	0.00	1,102,370.24	7,014.00	1,095,356.24	70,000.00	0.00	1,025,356.24
Children Services	2,618,148.26	134,853.00	886,379.53	3,369,674.79	0.00	3,369,674.79	134,853.00	0.00	3,234,821.79
LTC Capital	1,144,244.28	2,628,000.00	4,042,813.17	2,559,057.45	705,000.00	1,854,057.45	2,251,000.00	2,100,000.00	1,703,057.45
LMV Capital	823,966.69	823,966.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MGM Capital	302,955.07	302,955.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NLL Capital	615,891.41	615,891.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Housing Capital	1,547,617.80	5,028,295.96	4,054,839.69	574,161.53	0.00	574,161.53	66,674.00	75,926.00	583,413.53
Housing Restructuring	78,043.17	0.00	0.00	78,043.17	0.00	78,043.17	0.00	0.00	78,043.17
Housing Development	1,098,105.01	0.00	0.00	1,098,105.01	0.00	1,098,105.01	0.00	0.00	1,098,105.01
EMS Operating	1,058,223.89	26,500.00	0.00	1,031,723.89	0.00	1,031,723.89	0.00	0.00	1,031,723.89
EMS Capital	2,317,216.06	401,000.00	850,700.00	2,766,916.06	0.00	2,766,916.06	1,099,000.00	409,527.00	2,077,443.06
Library Capital	503,390.35	117,262.29	37,500.00	423,628.06	0.00	423,628.06	75,000.00	46,000.00	394,628.06
Museum Capital	544,049.54	255,113.58	12,000.00	300,935.96	122,736.00	178,199.96	76,664.00	0.00	101,535.96
Roads Equipment	1,271,374.56	707,142.35	800,000.00	1,364,232.21	197,609.65	1,166,622.56	940,000.00	935,000.00	1,161,622.56
Roads Capital	5,463,890.22	1,385,589.84	2,419,852.18	6,498,152.56	3,533,154.92	2,964,997.64	0.00	0.00	2,964,997.64
Facility Services	138,958.22	19,127.00	0.00	119,831.22	0.00	119,831.22	0.00	0.00	119,831.22
Sub-Total General Reserves	40,937,458.97	18,552,556.23	17,374,124.57	39,759,027.31	13,325,463.73	26,433,563.58	7,583,591.00	5,856,588.00	24,706,560.58
Amortization	7,671,527.67	4,486,938.31	4,200,000.00	7,384,589.36	560,181.00	6,824,408.36	4,317,053.00	4,700,000.00	7,207,355.36
Economic Development	692,320.36	0.00	0.00	692,320.36	0.00	692,320.36	0.00	0.00	692,320.36
Environmental Initiative	360,711.00	0.00	0.00	360,711.00	0.00	360,711.00	0.00	14,000.00	374,711.00
SWIFT	252,000.00	0.00	0.00	252,000.00	0.00	252,000.00	0.00	0.00	252,000.00
Energy Efficiency	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
WSIB	515,591.96	0.00	0.00	515,591.96	0.00	515,591.96	0.00	0.00	515,591.96
S.S. LSSC	1,667,495.39	98,921.00	378,894.00	1,947,468.39	1,500,000.00	447,468.39	100,000.00	147,846.00	495,314.39
Bayside Acquisition	1,000,000.00	0.00	500,000.00	1,500,000.00	1,500,000.00	0.00	0.00	500,000.00	500,000.00
Social Services	886,379.53	886,379.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00
National Child Care Benefit	3,070,672.42	494,000.00	577,067.25	3,153,739.67	0.00	3,153,739.67	734,000.00	494,000.00	2,913,739.67
Ontario Works	588,629.08	38,137.00	0.00	550,492.08	0.00	550,492.08	100,500.00	0.00	449,992.08
Children's Angel	83,067.25	83,067.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Planning	226,557.12	0.00	0.00	226,557.12	0.00	226,557.12	0.00	0.00	226,557.12
Circles	252,701.66	0.00	25,588.00	278,289.66	0.00	278,289.66	0.00	0.00	278,289.66
Affordable Housing	3,813,893.79	1,921,660.20	4,021,800.00	5,914,033.59	2,662,973.80	3,251,059.79	4,650,000.00	3,000,000.00	1,601,059.79
AEC (Adult Enrichment Centre)	8,514.43	0.00	8,000.00	16,514.43	0.00	16,514.43	0.00	0.00	16,514.43
LTC Operating	977,268.26	780,000.00	926,000.00	1,123,268.26	0.00	1,123,268.26	400,000.00	0.00	723,268.26
Library Special Projects	370,719.26	16,679.00	0.00	354,040.26	35,000.00	319,040.26	0.00	0.00	319,040.26
Library Operating	552,510.59	32,385.00	0.00	520,125.59	0.00	520,125.59	0.00	0.00	520,125.59
Library Donations	301,986.16	0.00	300.00	302,286.16	0.00	302,286.16	0.00	7,800.00	310,086.16
Library Schuldt Donation	346,182.82	0.00	0.00	346,182.82	0.00	346,182.82	108,000.00	0.00	238,182.82
Creative County	107,562.18	86,024.00	0.00	21,538.18	0.00	21,538.18	0.00	0.00	21,538.18
Lambton Room	136,799.48	9,593.00	1,833.00	129,039.48	0.00	129,039.48	31,416.00	1,600.00	99,223.48
Art Gallery	348,304.34	0.00	0.00	348,304.34	0.00	348,304.34	6,468.00	0.00	341,836.34

**COUNTY OF LAMBTON
SUMMARY & CONTINUITY OF RESERVES & RESERVE FUNDS**

RESERVES

Name	Dec.31, 2022 Actual Balance	2023 Estimated Activity		Dec.31, 2023 Est. Balance	Previously Approved	Available Balance	2024 Budget		Dec.31, 2024 Projected Balance
		Dispositions	Additions				Dispositions	Additions	
Roads Expansions	63,956.94	0.00	0.00	63,956.94	0.00	63,956.94	0.00	0.00	63,956.94
Philip Waste Reduce/Educate	688,519.16	39,492.00	91,089.00	740,116.16	143,872.00	596,244.16	433,821.00	93,821.00	256,244.16
Part VIII EAP (Bldg Services)	16,729.76	4,119.44	0.00	12,610.32	0.00	12,610.32	0.00	0.00	12,610.32
P&D	201,123.80	188,092.00	146,792.00	159,823.80	0.00	159,823.80	144,792.00	2,000.00	17,031.80
Emergency Rescue	1,356.64	267.00	0.00	1,089.64	0.00	1,089.64	267.00	0.00	822.64
Land Management	84,203.24	34,830.77	8,690.95	58,063.42	0.00	58,063.42	30,300.00	5,000.00	32,763.42
Lambton Tree Legacy	111,868.00	0.00	0.00	111,868.00	0.00	111,868.00	0.00	0.00	111,868.00
Woodlands In-lieu Fees	117,055.27	39,152.48	17,500.00	95,402.79	0.00	95,402.79	0.00	0.00	95,402.79
Sub-Total Specific Reserves	25,616,207.56	9,239,737.98	10,903,554.20	27,280,023.78	6,402,026.80	20,877,996.98	11,056,617.00	8,966,067.00	18,787,446.98
Subtotal Reserves	66,553,666.53	27,792,294.21	28,277,678.77	67,039,051.09	19,727,490.53	47,311,560.56	18,640,208.00	14,822,655.00	43,494,007.56

RESERVE FUNDS

Name	Dec.31, 2022 Actual Balance	2023 Estimated Activity		Dec.31, 2023 Est. Balance	Previously Approved	Available Balance	2024 Budget		Dec.31, 2024 Projected Balance
		Dispositions	Additions				Dispositions	Additions	
Capital Reserve Fund	7,024,369.65	97,042.00	759,349.98	7,686,677.63	487,360.00	7,199,317.63	2,143.00	445,000.00	7,642,174.63
Housing Reserve Fund	434,228.86	0.00	20,072.22	454,301.08	0.00	454,301.08	0.00	0.00	454,301.08
Senior Services Reserve Fund	4,362,104.18	502,368.00	1,684,269.90	5,544,006.08	0.00	5,544,006.08	499,428.00	1,397,466.00	6,442,044.08
LHM Capital Reserve Fund	281,706.78	116,843.42	42,135.43	206,998.79	0.00	206,998.79	1,000.00	13,490.00	219,488.79
OM Capital Reserve Fund	88,951.76	15,676.00	7,714.65	80,990.41	0.00	80,990.41	0.00	2,600.00	83,590.41
Gallery Lambton Reserve Fund	203,828.48	7,188.00	9,295.76	205,936.24	0.00	205,936.24	0.00	5,000.00	210,936.24
R.T.Bradley Award Reserve Fund	12,460.89	0.00	575.80	13,036.69	0.00	13,036.69	0.00	0.00	13,036.69
Waste Management Reserve Fund	1,700,684.90	54,954.00	72,485.84	1,718,216.74	390,638.00	1,327,578.74	187,685.00	0.00	1,139,893.74
Subtotal Reserve Funds	14,108,335.50	794,071.42	2,595,899.58	15,910,163.66	877,998.00	15,032,165.66	690,256.00	1,863,556.00	16,205,465.66

Total Reserves & Reserve Funds	80,662,002.03	28,586,365.63	30,873,578.35	82,949,214.75	20,605,488.53	62,343,726.22	19,330,464.00	16,686,211.00	59,699,473.22
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 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ONTARIO WORKS
PREPARED BY:	Jane Dalziel, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Ontario Works 2023 Year End Update

BACKGROUND

Ontario Works (“OW”) is a mandatory program that provides legislated income and person-centred support ensuring people have access to the financial, stability and employment supports they need to build their independence and an enhanced quality of life.

There is collaboration between internal staff and community partners across service sectors such as housing, homelessness prevention, health, and education to support people's needs and to assist them in achieving their goals.

This report seeks to provide Council with an update of a few key initiatives and outcomes within the Ontario Works Department during 2023.

DISCUSSION

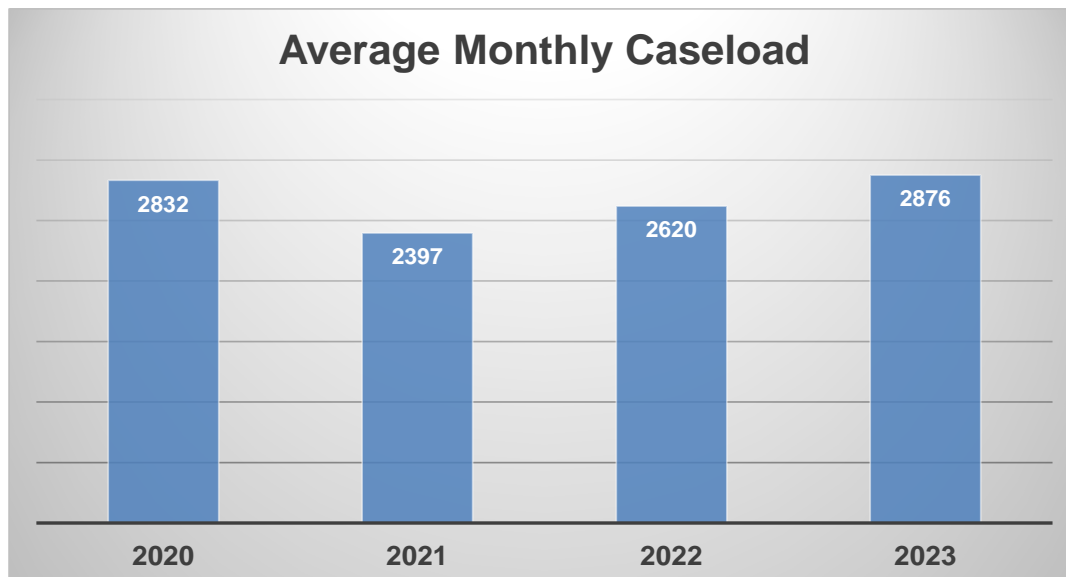
The vision for social assistance is an integrated human services delivery model which streamlines programs and services to better support people. There have been ongoing efforts to transform social assistance and support clients towards success by creating a more person-centred approach with an overall shift to stability supports, individualized help and system navigation including better connections to Employment Ontario (“EO”) and its services.

In 2023, as a Phase 2 site, there was a strong focus on preparing for transformation and the establishment of an integrated employment services model that began January 2, 2024. This included being selected as an EO provider by the City of Windsor, the new Service System Manager of employment services, and the creation of a new employment services program and team.

Caseload Statistics

The OW average caseload from January 1, 2023, to December 31, 2023, was 2,876 households per month including temporary care assistance cases. The OW average caseload for the same period in 2022 was 2,620. This represents a 9.8% increase compared to the same period in 2022. The Provincial average caseload increased 11.7% in 2023 over 2022.

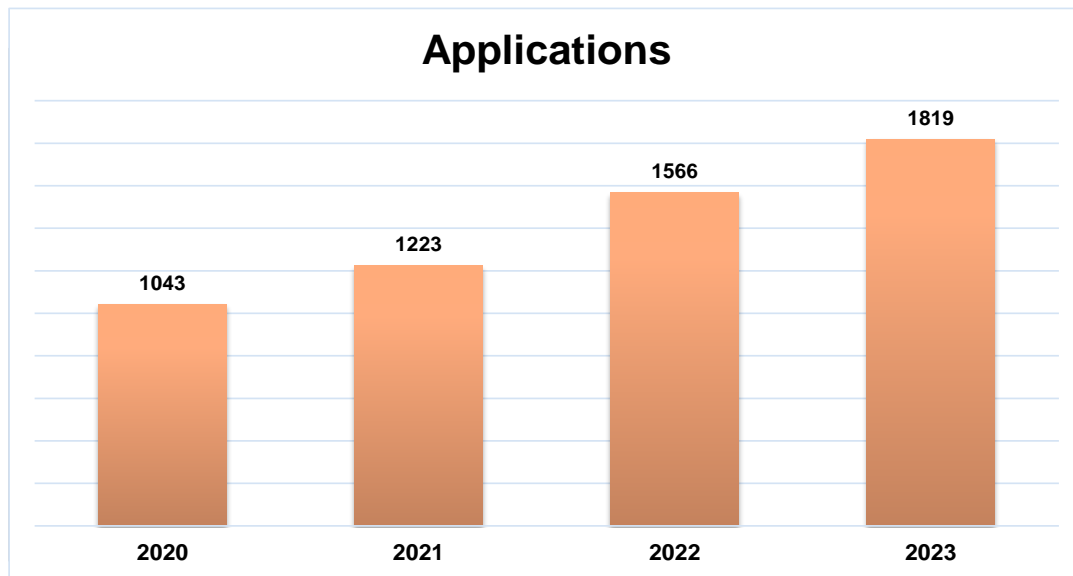
A caseload increase is consistent with the provincial experience and is primarily due to legacy impact of the pandemic, the end of the federal benefits as well as inflation and increasing complex needs of people. The Ministry of Children, Community and Social Services (“**MCCSS**”) projects an 8.9% increase in the average monthly caseload for 2024-2025.



As expected with a caseload increase, application levels also increased. Lambton experienced a 16% increase in applications in 2023 over 2022. Lambton’s experience was consistent with the province as it also experienced a 16% increase in applications received.

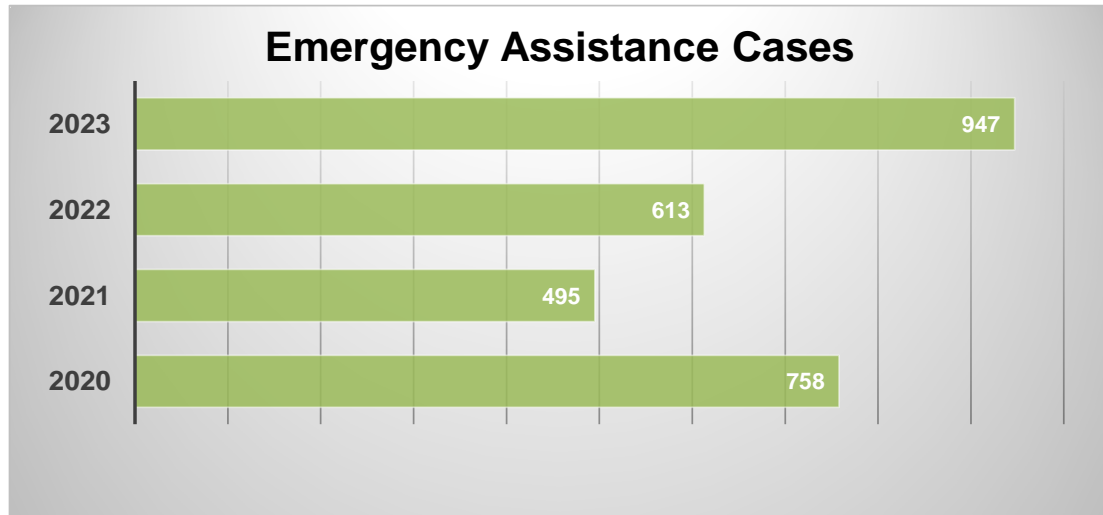
Centralized Intake (“**CI**”), introduced late 2022 in Lambton County, is a provincial modernization initiative with provincial staff completing certain OW applications. The intent of CI is to streamline service delivery and increase the time OW staff need to focus on providing stability supports to clients. In 2023 that was not the experience, with local staff needing to complete a higher number of applications than anticipated with the implementation of CI. This has continued into 2024 as the province works towards increasing its capacity to keep up with application demands and build the knowledge of its’

staff. With the Province advising in 2023 it is looking to expand its role in CI for Ontario Works, it is hoped provincial capacity issues will be addressed prior to fully rolling the expansion out.



Emergency Assistance (“**EA**”) is provided in crisis or emergency situations such as eviction, utility arrears, pending Employment Insurance income and effective 2022, to support Ukrainian visitors in the community needing financial assistance.

EA cases for the first five months of 2023 were consistent with 2022, however increases were experienced for the remainder of 2023. There was a 56% increase in EA cases in 2023 compared to the same period in 2022. Overall, the Province experienced a 69% increase in EA. The increasing cost of goods and services including the costs associated with maintaining housing is a factor in the increase in the need for emergency assistance.



Person-Centred Stability Supports

Ontario Works staff provide direct, person-centred support to people with a wide range of needs, including those experiencing trauma, homelessness and mental health and addiction challenges. People are in need of longer term more intense support to reach goals, increase their independence and quality of life. The most recent MCCSS data from for 2023 reflects that the average number of months on assistance in Lambton is 44 months and although a slight decrease from 45 months in 2022, it continues to reflect that people being supported have complex needs that require longer term support.

An important aspect of successful stability supports efforts is staff being knowledgeable about available community services. In 2023, through staff learning sessions from providers such as Bluewater Health Addiction Services, Women’s Interval Home, Canadian Mental Health Association and the North Lambton Health Centre, staff received up to date information on stability related services, how to access the services and enhanced relationships with providers which is an important aspect of successful referrals.

OW increased capacity in mental health stability related services in the community by continuing to partner and fund the Brief Counselling Program with the Family Counselling Centre and the integrated Mental Health and Social Services Team (“**MHSST**”) with the Canadian Mental Health Association (“**CMHA**”). Almost 80 clients were referred directly to the Brief Counselling Program for no-cost counselling to address issues such as depression and trauma. MHSST, an integrated team comprised of CMHA mental health professionals and an OW Community Support Worker, assess needs and move people directly into appropriate mental health services while providing other stability supports.

In 2023, 68 individuals successfully completed service through MHSST.

Also In 2023, staff delivered OW services in four County libraries, increasing options to access services and reducing the impact of transportation as a barrier. This collaboration has provided an opportunity for clients to learn about and access services and programs available through the libraries they might not otherwise have done. Additionally, staff began delivering services to youth at the Youth Wellness Hub Ontario (“YWHO”) which officially opened in August 2023. This has created another access point for services and with the many youth-focused services offered at YWHO, creates a true wrap around approach to supporting youth.

Along with life stabilization efforts, staff focused on solidifying knowledge on the changes that the implementation of CI introduced in late 2022 as well as learning new tools and service delivery expectations in preparation for the transition to a new integrated employment services model that would start January 2, 2024. This includes:

- Common Assessment Tool - a digital questionnaire used to support conversations to identify person-centred supports, needs and goals. This tool includes a Mental Health and Addictions Screener which necessitated specialized training on addressing the sensitive discussions and impacts to clients that can happen while administering the Screener.
- Action Plan - used to develop an individualized plan toward achieving goals, address support needs and adjust as appropriate over time.
- Changes to client benefits related to purpose and availability.
- Assessing new employment readiness and referral expectations.

With transformation and the increased focus on stabilization efforts for OW, in 2024 MCCSS performance outcomes have changed. Previous outcomes were employment focused. The new outcomes are meant to more reflect stabilization and the integrated nature of social assistance and employment services.

MCCSS has established the following targets in 2024 for Lambton OW under the new performance outcomes, which will be monitored across 2024 and changes to service delivery processes made if an outcome warrants it.

Performance Outcome	Target
OW adults and ODSP non-disabled adults with participation requirements have an Action Plan	100%
OW adults and ODSP non-disabled adults with participation requirements referred to Employment Ontario	39%
OW cases exit to employment	19%
Cases that exit OW that do not return to the program within 1 year	21%

Employment Services

While much effort was focused on transformation and preparing for the transition to an integrated employment services model in 2024, the employment services and supports OW provided in 2023 kept the unique needs of those receiving OW services at the forefront. Clients experienced positive employment outcomes in 2023 with Lambton exceeding the provincial average in three of four outcomes.

Employment Outcome	Lambton County 2023 Outcome	Provincial 2023 Outcome
% of Caseload with Earnings	12%	9%
Average Monthly Earnings per Case	\$828	\$872
% of Terminations to Employment	30%	20%
% of Caseload Exiting to Employment	1.2%	1.0%

In 2023, Lambton Works Centre (“**LWC**”) experienced an average of 230 monthly visits for services. This is anticipated to grow in 2024 with Lambton becoming an EO provider effective January 2024. LWC staff increase employment readiness, provide job search strategies and link people to employment opportunities. Community partners are hosted at LWC providing a variety of employment and stability related service information directly to the public and staff.

The Construction Fundamentals Program was again offered in 2023 in a partnership with Lambton College. OW clients gain construction skills through in-class and hands on instruction. This program creates an opportunity to develop carpentry/construction skills and increase employability. Graduates were linked directly with employment services staff from Lambton College. In 2023, the program had 18 graduates, a significant increase over 2022, with 50% of graduates gaining employment through the completion of the program.

Integrated Employment Services

The province continued to move forward with Employment Services Transformation (“**EST**”) in 2023, creating a model with a goal of having a single system that is easier for people to navigate.

Lambton County Council, at its meeting held on November 15, 2023, was made aware that on October 6, 2023, the County of Lambton was notified by the Windsor Regional Employment Network (“**WREN**”) that it had been selected as an employment services provider under EO, with the delivery of services to commence January 1, 2024. From October onward a significant amount of planning, training and implementation effort occurred to prepare for the delivery of employment services as an EO provider under the WREN program guidelines and service delivery expectations.

Plans are underway to deliver employment services from different sites across the County including five County libraries starting in March 2024. Staff will be located in the libraries providing one-on-one employment services and other relevant employment programming. The collaboration with Cultural Services has been successful and it is anticipated this continued partnership will build on that success.

Collaboration between the WREN and Lambton OW has been strong and although it is early in the transition to delivering employment services as an EO provider, initial results of the new model appear positive.

Staff will keep Council apprised of progress in the delivery of employment services.

FINANCIAL IMPLICATIONS

There are no anticipated financial impacts to the Ontario Works budget related to this report.

CONSULTATIONS

Not Applicable.

STRATEGIC PLAN

Ontario Works is a legislated program delivered in keeping with the County's Mission Statement 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 Department support the Community Development Area of Effort #3, Community Development, 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

With the number of people in the community needing assistance increasing, staff continue to focus on providing integrated person-centred supports. Staff work to build relationships with the people they support and engage with community partners to build connections and create pathways for people to access stability supports services in areas such as food security, other income sources, housing, mental health and addiction services and primary care.

Stability supports needs vary as does people's readiness to participate in employment services. With the new integrated model, staff are focused on developing relevant action plans with people that will help them become ready to be referred to an employment service provider to explore employment supports and services. Employment and OW staff work collaboratively to help people reach the goal of increased stability and employment readiness ultimately leading to increased independence. It is expected collaboration and client success will grow as the new integrated employment services model matures.

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOUSING SERVICES
PREPARED BY:	Melisa Johnson, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	Housing Services Comparative Statistics Report 2023 to 2022

BACKGROUND

The Housing Services Department provides rental assistance and support services to over 2,300 residents of Lambton County. This assistance helps some of the most vulnerable residents to acquire and maintain permanent housing that is safe and affordable.

The Housing Services Department administers legislated housing programs, numerous housing agreements, maintains a wait list for approximately 1,500 units and manages 832 housing units owned by the County of Lambton.

DISCUSSION

The attached report provides comparative statistics for 2023 and 2022.

There were 112 households that moved into rent geared-to-income (“**RGI**”) assisted housing in 2023 compared to 122 in 2022. Overall, the number of housed applicants has been consistent although lower than historical averages of 171 for the previous five years. This overall decrease can be attributed to the lack of affordable housing and lower vacancy rates in the community. In addition to the households that moved into RGI assisted housing, there were 37 households that received a portable housing benefit through the Canada-Ontario Housing Benefit (“**COHB**”) program in 2023 compared to 76 who began receiving this benefit in 2022. This decrease is attributed to the decrease in Provincial COHB funding in 2023 compared to 2022.

Average monthly rent arrears for the 832 County of Lambton owned units decreased to \$20,191 in 2023. This saw an average of 28 households in arrears in 2023 which is consistent with the number of households in arrears in 2022. Arrears have decreased in 2023 as a result of the movement in the backlog at the Landlord and Tenant Board.

Staff continue to work with individuals to address arrears, make repayment agreements and/or access funding to assist.

The Housing Advocacy Program is an eviction prevention program. The Community Support Workers (“**CSWs**”) within this program provide outreach and supports to tenants and their families by advocating on behalf of tenants to improve their quality of life while maintaining their housing. The CSWs have caseloads that consist of many hard to serve individuals with complex needs. In 2023, the CSWs assisted an average of 141 individuals on a monthly basis, prevented evictions for an average of 35 tenancies each month and assisted clients in obtaining over \$100K in community resources to maintain tenancies.

The average number of applicants on the wait list for rental assistance in 2023 has increased 25% to 828 from 663 in 2022. The Housing Services Department has seen an increase in the number of eligible applicants applying for rent geared-to-income assistance. This is partially attributed to the lack of affordable housing and low vacancy rates in the area.

There has been an increase in the wait times for bachelor and one bedroom units while wait times for larger size units have been fairly consistent across the portfolio.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

Not applicable.

STRATEGIC PLAN

In keeping with the Mission Statement of the County, the programs provided by this department promote an enhanced quality of life in Lambton County through the provision of responsive and efficient services.

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.

Housing Services Comparative Statistics Report 2023 to 2022 (page 3)

February 21, 2024

- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

Comparative statistics provide information which assists in the management of the wait list, rent arrears and eviction prevention. This information will also be helpful as the County implements the County of Lambton Housing and Homelessness Plan 2020 - 2024.

HOUSING SERVICES DEPARTMENT
Comparative Statistics 2023 vs. 2022

	2023	2022
Number of Applicants Housed	112	122
Number of Applicants Housed (COHB)	37	76
Total Applicants Housed	149	198
Average Monthly Tenant Rent Arrears	\$20,191	\$31,580
Average Monthly Caseload for the Housing Advocacy Program	141	128
Average Number of Eligible Applicants for Rent-Geared-to-Income Assistance		
Bachelor/1 Bedroom	643	497
2 Bedroom	62	64
3 Bedroom	68	63
4 Bedroom	53	38
5 Bedroom	2	1
Total	828	663
Minimum Wait Times for Rent-Geared-to-Income Assistance		
Bachelor/1 Bedroom	48 months	40 months
2 Bedroom	36 months	36 months
3 Bedroom	36 months	37 months
4 Bedroom	36 months	40 months



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOUSING SERVICES
PREPARED BY:	Melisa Johnson, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
INFORMATION ITEM:	10-Year Capital Asset Management and Funding Plan Update

BACKGROUND

Lambton County Council, at its meeting on November 18, 2015, approved a 10-Year Capital Asset Management and Funding Plan for Housing Services.

This report provides an update regarding the implementation of the eighth year of the 10-Year Capital Asset Management and Funding Plan.

DISCUSSION

The 10-Year Capital Asset Management and Funding Plan identified the capital needs of the 830 County owned social housing units. Work is required for each of the major building components including substructure, shell, common area interiors, services (mechanical, electrical, plumbing, HVAC), site work and unit interiors.

Staff prepared the scope of work and solicited bids as appropriate through the County's procurement process for the 2023 capital work. This included requests for quotation, requests for tender and requests for proposals. Staff also completed the 2022 carry-over projects.

In 2023, a total of \$6.9 million was spent on capital repairs. Additional capital repair work was able to be completed by leveraging the annual funding under the 10-Year Capital Asset Management and Funding Plan to receive federal funding under the National Housing Co-Investment Fund which requires cost matching of funds. In addition, 11 unit renovations completed were largely funded by insurance as a result of fire damage in 2022 and 2023.

The following provides a summary of the \$6.9 million in capital projects completed in 2023.

2022 Carry-Over Projects

Unit Interiors \$527,000

- Architectural services for unit interiors, complete unit refurbishment
- Locations: Alvinston, Forest, Sarnia (125 Euphemia Street, 124 Queen Street, 150 Queen Street)

2023 Completed Projects

Balcony Rails and Coating Replacement \$102,000

- Replace guard rails and balcony coating
- Locations: Alvinston, Forest, Sarnia (993 Maxwell Street)

Fencing \$69,000

- Replace fencing at end of useful life
- Locations: Sarnia (244 Devine Street, 124 Queen Street, 150 Queen Street, Roger Street), Sombra

Doors & Windows \$200,000

- Replace interior and exterior doors, passage sets, install automatic door openers, redesign of front entrance vestibule, enter phone systems
- Locations: Corunna, Forest, Petrolia, Point Edward, Sarnia (700 Cathcart Boulevard, 244 Devine Street, 125 Euphemia Street, Kathleen Avenue, 150 Queen Street, Roger Street), Sombra

Masonry and Concrete Work \$360,000

- Brick repointing, foundation repairs, slab-jacking, parking lots, sidewalks, and drain replacement
- Locations: Alvinston, Corunna, Forest, Petrolia, Sarnia (230 Capel Street, Cardiff Acres, 700 Cathcart Boulevard, 915 Confederation Street, 125 Euphemia Street, Kathleen Avenue, Roger Street), Watford

Electrical & Lighting \$150,000

- Emergency lighting upgrades and replacement of light fixtures with LED technology, outdoor lighting upgrades, receptacle, switch and panel upgrades
- Locations: Corunna, Forest, Petrolia, Sarnia (230 Capel Street, 700 Cathcart Boulevard, 914 Confederation Street, 125 Euphemia Street, Kathleen Avenue, 993 Maxwell Street, 124 Queen Street, 150 Queen Street, Roger Street.), Sombra, Thedford, Watford

Plumbing \$148,000

- Common washroom touchless upgrades, plumbing insulation, toilet replacement
- Locations: Various sites across the portfolio

Mechanical Work \$121,000

- Replacement of makeup air units, building controls, boilers, hot water tanks, cooling

units and heat pumps

- Locations: Corunna, Sarnia (230 Capel Street, 700 Cathcart Boulevard, 125 Euphemia Street, 993 Maxwell Street, 124 Queen Street), Sombra, Thedford, Wyoming

Bathrooms, Flooring and Kitchens \$454,000

- Upgrades to bathrooms, kitchens and replace flooring as needed
- Locations: Various sites across the portfolio

Interior Common Space \$263,000

- Common interior refinish
- Locations: Corunna, Sarnia (700 Cathcart Boulevard, 125 Euphemia Street)

Furnace Replacement \$826,000

- Replace furnaces on all family sites
- Locations: Sarnia (Cardiff Acres, 914 Confederation Street, 244 Devine Street, Kathleen Avenue, Roger Street)

Life Safety \$344,000

- Fire alarm panel upgrades, rooftop walkway and ladder replacement, rekeying of buildings, installation of security cameras
- Locations: Various sites across the portfolio

Unit Interiors \$3,212,000

- Architectural services for unit interiors, 29 complete unit refurbishments
- Locations: Alvinston, Petrolia, Sarnia (230 Capel Street, 700 Cathcart, 914 Confederation Street, 244 Devine Street, 125 Euphemia, Kathleen Avenue, 124 Queen Street, Roger Street), Wyoming

Miscellaneous \$184,000

- Eavestroughs, mailbox replacements, railings, sheds, appliances, siding
- Locations: Various sites across the portfolio

Projects Currently Underway

Unit Interiors \$845,000

- Architectural services for unit interiors, complete unit refurbishment
- Locations: Alvinston, Sarnia (230 Capel Street, 700 Cathcart Boulevard, 914 Confederation Street, 125 Euphemia Street, Kathleen Avenue, 124 Queen Street, Roger Street)

FINANCIAL IMPLICATIONS

In 2023, the Housing Services Department completed approximately \$6.9 million in capital repairs. This included carry-over projects from 2022. Approximately \$845,000 will be carried over in 2024 for the remaining unit interiors.

CONSULTATIONS

The 10-Year Capital Asset Management and Funding Plan was based on the results of the 2013 Building Condition Assessment completed by Nadine International Consulting Engineers and in consultation with the CAO, General Managers, Department Managers and staff in Divisional Support Services, Housing Services and Procurement and Project Management.

The Housing Services and Procurement and Project Management Departments have also retained external consultants where necessary to assist in delivering the 10-Year Capital Asset Management and Funding Plan.

STRATEGIC PLAN

Ensuring social housing projects remain viable and in good physical condition is consistent with the County's Mission to promote an enhanced quality of life through the provision of responsive and efficient services.

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

In 2023, the 10-Year Capital Asset Management and Funding Plan identified \$6.9 million in work to address recognized health and safety concerns, maintain legislated requirements, resolve water infiltration issues, improve energy efficiencies, complete upgrades of unit interiors and purchase required equipment and appliances. Addressing these capital repairs and replacements ensures the County of Lambton is able to continue providing safe and affordable housing and to maintain these valuable assets.



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOUSING SERVICES
PREPARED BY:	Melisa Johnson, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	February 21, 2024
SUBJECT:	Kathleen Avenue Development

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, Lambton County Council, at its meeting on February 7, 2024, received a presentation from Flourish Affordable Housing Communities (“**Flourish**”) regarding the multi-year portfolio-scale strategic development plan to address the affordable and supportive housing crisis in Lambton County. Council directed at that time that the County pursue one of the projects noted therein, preferably within 18 months, if possible, subject to Council’s further directions.

The purpose of this report is to seek approval to proceed with the development of the vacant property on Kathleen Avenue in the City of Sarnia.

DISCUSSION

The vacant property located on Kathleen Avenue in the City of Sarnia is currently owned by the County of Lambton and leased to the City of Sarnia for use as a public park.¹ Flourish has identified this location as appropriate for affordable housing with a possible development of between 28 - 46 one-bedroom units.

¹ If Council directs staff to proceed with this project, the lease agreement will be terminated to accommodate the affordable housing development.

In 2023, the pre-consultation process for re-zoning was initiated and work is underway to proceed with the rezoning application for this property.

On January 22, 2024, the Ministry of Municipal Affairs and Housing (“**MMAH**”) announced an opportunity for Service Managers to submit a business case for one shovel-ready project to the MMAH for consideration for residual funding under the 2023-24 Canada-Ontario Community Housing Initiative (“**COCHI**”) program year for a maximum of \$5 million. The deadline for submission of a business case was February 5, 2024.

Staff investigated shovel-ready projects and given the timeline requirements, the only project that may be eligible is the development of the Kathleen Avenue property. A business case has been submitted to MMAH for this project requesting \$5 million in provincial funding.

Staff are working to develop a detailed concept for the property. It is anticipated that the project would be one apartment building that is between two and three stories in height containing 30-50 one-bedroom units. Based on the per unit costs identified by Flourish, this project is anticipated to cost between \$10 million and \$16.5 million depending on the number of units.

FINANCIAL IMPLICATIONS

Outlined below is a Capital project expenditure summary and recommended “source of funding” report for the proposed \$16.5 million build for Kathleen Affordable Housing Development initiative.

Capital Project: Kathleen Affordable Housing Development	Estimated Cost	Description
Expenditures		
Design & Construction	\$16,500,000	50-Unit Build
Source of Funding	Funding Amount	Description
Province: COCHI 2023/24 Residual Funding	\$5,000,000	Business case submitted February 5, 2024.
Province: COCHI 2024/25 Allocated Funding	\$1,138,380	
Federal: National Housing Co-Investment Fund	\$3,750,000	Application for \$75,000 per unit will be submitted after site plan approval
County: Affordable Housing Reserve	\$4,000,000	Included in 2024 TCA Capital Budget
County: Debenture	\$2,611,620	Additional County Debt
Total Funding Amount	\$16,500,000	

It should be noted that above project expenditure costs are preliminary. Once an architect is secured and a detailed project concept is developed, a more detailed project costs will be available. Staff will report back to Council at that time with the project costing and funding plan.

The additional \$2.6 million County debt included for this project is within the authorized County of Lambton prescribed debt limits.

CONSULTATIONS

Consultations have taken place with the CAO, General Manager, Social Services, General Manager, Finance, Facilities and Court Services, County Solicitor/Clerk, Assistant County Solicitor/Deputy Clerk, Manager, Procurement and Projects, Manager, Planning and Development Services, Ministry of Municipal Affairs and Housing, staff from the City of Sarnia, Flourish Affordable Housing Communities and the County of Lambton's Housing and Homelessness Plan 2020-2024.

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 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

The multi-year portfolio-scale strategic development plan to address the affordable and supportive housing crisis in Lambton County recommends the Kathleen Avenue development. Proceeding with this project, with the assistance of funding from the federal and provincial government, will see 30-50 new affordable housing units in the community.

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. This project supports this milestone.

RECOMMENDATION

- a) **That staff proceed with the design, engineering and construction of up to 50 affordable housing units on the lands described as Lots 19-23 on Plan 299 and the north half of Christy Street (closed) also on Plan 299 in the City of Sarnia (hereinafter, the “Kathleen Avenue Development”) at an estimated cost of \$16.5 million, provided that COCHI funding is first secured.**

- b) **If COCHI Funding is so secured, that staff return to Council for approval of the final design, engineer and construction plans of the Kathleen Avenue Development (including the scope thereof) including, without limitation, confirmation of the number of affordable housing units to be constructed, and for authorization to execute such agreements and expend such County funds and incur such debts reasonably required to construct and complete the Kathleen Avenue Development.**