



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

Wednesday, January 18, 2023
Council Chambers, Wyoming

Page

1. **Special Meeting of Lambton County Council - 10:00 a.m. - 11:00 a.m..**
2. **Call to Order - Committee P.M.**
Committee Members: G. Atkinson, D. Cook, B. Dennis, D. Ferguson, B. Hand, B. Loosley, C. McRoberts, S. Miller, and Warden K. Marriott.
3. **Disclosures of Pecuniary Interest**
If any.
4. **LONG-TERM CARE DIVISION**
 - A) **Information Reports**
 - 4 - 5 a) Information Report dated January 18, 2023 Regarding Day Program Expansion.
 - 6 - 8 b) Information Report dated January 18, 2023 Regarding Vulnerable Occupancy - Annual Fire Drills 2022.
 - 9 - 11 c) Information Report dated January 18, 2023 Regarding Hiring More Nurse Practitioners for Long-Term Care.
 - B) **Other Business**
5. **CORPORATE SERVICES DIVISION**
 - A) **Information Reports**
 - 12 - 14 a) Information Report dated January 18, 2023 Regarding Alternate Member Appointments - Council Policy C12.01.
 - 15 - 17 b) Information Report dated January 18, 2023 Regarding Municipal Modernization Program - Intake 3.
 - B) **Reports Requiring a Motion**
 - 18 - 20 a) Report dated January 18, 2023 Regarding April 2023 Committee Meetings.

- 21 - 25 b) Report dated January 18, 2023 Regarding Integrity Commissioner Extension of Agreement.
- 26 - 27 c) Report dated January 18, 2023 Regarding Clerk and Deputy Clerk Appointments.
- 28 - 56 d) Report dated January 18, 2023 Regarding 2023 Services and Fees Schedule.

C) Other Business

6. FINANCE, FACILITIES & COURT SERVICES DIVISION

A) Information Reports

- 57 - 60 a) Information Report dated January 18, 2023 Regarding 2022 - 3rd Quarter Monitoring Report.

B) Reports Requiring a Motion

- 61 - 66 a) Report dated January 18, 2023 Regarding the Conventions and Seminars Policy Update and Per Diem Allowance Policy Update.

C) Other Business

7. SOCIAL SERVICES DIVISION

A) Information Reports

- 67 - 72 a) Information Report dated January 18, 2023 Regarding Homelessness Prevention Update.
- 73 - 75 b) Information Report dated January 18, 2023 Regarding National Housing Co-Investment Fund - Renovations.
- 76 - 78 c) Information Report dated January 18, 2023 Regarding Sarnia Lambton Local Immigration Partnership Update.

B) Other Business

8. CAO OFFICE

A) Correspondence to Receive and File

- 79 - 82 a) CAO 02-05-23 A letter from the Federation of Canadian Municipalities (FCM) Elections Team, dated December 13, 2022 regarding Call for Nominations: Vacancies for Ontario representatives on the FCM Board of Directors.
- 83 b) CAO 02-06-23 A letter from Lambton County Warden, Kevin Marriott, dated January 9, 2023 regarding the 2023 Southwestern Integrated Fibre Technology (SWIFT) Board Member Representation. Warden Marriott is seeking Council's support by resolution to endorse his application to the SWIFT

Board as a Western Ontario Wardens' Caucus (WOWC)
member representative for a two-year term.

9. IN-CAMERA

Recommendation

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

- a) to receive and review a report, and provide staff instructions in relation thereto, regarding the negotiation and option to renew an agreement with, and appointment of, the County's Integrity Commissioner, pursuant to ss. 239(2)(i) and (k) of the Municipal Act, 2001.
- b) to receive and review a report, and provide staff instructions in relation thereto, concerning commercial negotiations regarding an option to acquire land and property in the City of Sarnia, pursuant to ss. 239(2)(c) and (k) of the Municipal Act, 2001.

10. ADJOURNMENT



LONG-TERM CARE DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ADMINISTRATION
PREPARED BY:	Jane Joris, General Manager
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	Day Program Expansion

BACKGROUND

The County of Lambton, through the Long-Term Care Division, has been providing Adult Day Programs through the Adult Enrichment Centres for seniors and people with disabilities for over 30 years. These programs are 100% funded by Ontario Health and participant fees.

The day programs are open to adults living in the community who may need some assistance with activities of daily living. The programs that are provided have had a number of changes over the years, and during the pandemic they operated six days a week in Sarnia and five days in Petrolia. Up to 12 people could attend each day. Individuals attend the program a varying number of days each week.

Social and recreational activities, a hot meal and assistance with medications and personal care are provided. A bath can be provided at the Sarnia site. A nursing assessment is also part of the program.

In addition, the program provides respite and nursing consultation and referrals to assist caregivers.

DISCUSSION

As part of Ontario Health's response to addressing Alternative Level of Care (ALC) pressures, the County of Lambton received one-time funding in the amount of \$107,392 to increase capacity for people to attend the Adult Day Programs. This funding can be used through March 31, 2023.

The new funding will be expended as follows.

The program at the Petrolia site has been expanded to include a Saturday program and Wednesday evenings. The Sarnia site has been expanded to offer a Sunday Program and Tuesday evening.

With the additional funding, the target number of clients serviced is 120. The expanded hours could offer 576 new visits to the day program during the funding period.

FINANCIAL IMPLICATIONS

The Adult day programs are fully funding by Ontario Health and participant fees. Any of this new funding that is not used will be returned to Ontario Health.

CONSULTATIONS

Consultations have occurred with the Community Services Supervisor and Ontario Health West Region.

STRATEGIC PLAN

In keeping with the Mission Statement of the County of Lambton, the Long-Term Care Division contribute to the residents' quality of life through the provision of quality care.

CONCLUSION

The new operating hours began the first week of January 2023. Should the programs reach capacity during this funding period, requests for continued funding will occur.



LONG-TERM CARE DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ADMINISTRATION
PREPARED BY:	Jane Joris, General Manager
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	Vulnerable Occupancy - Annual Fire Drills 2022

BACKGROUND

The Ontario Fire Code (Ontario Regulation 150/13) mandates annual fire drills ("Vulnerable Occupancy Drill") to ensure that adequate staff and supervisory staff are on site to carry out required duties under approved fire plans and that advance notifications are sent to the Chief Fire official.

The Ontario Fire Code also requires monthly fire drills to be performed in care occupancies.

This report updates Council on the fire drills conducted at each of the County of Lambton three long-term care homes.

DISCUSSION

After the local fire chief has completed its annual inspection of the homes' fire alarm and suppression systems, all three of the County of Lambton's homes complete their annual fire drill exercise in the presence of the fire chief.

All three County of Lambton homes have sprinkler and detector systems. The fire monitoring system is inspected annually.

Fire drills are carried out on all three shifts at least once each month at each home.

Annual training is provided to all staff on fire safety and evacuation procedures. A charge nurse acts as the "supervisory staff" for the purposes of the *Ontario Fire Code* during fire drills.

All three Homes completed this annual drill with the Fire Officials on site on the following dates:

Lambton Meadowview Villa: October 28, 2022
 Marshall Gowland Manor: October 20, 2022
 North Lambton Lodge: November 2, 2022

Each fire drill includes observation of:

- a) the time taken to respond to the room of fire origin, to remove occupant(s) from the room and to close the door to the room, and
- b) the actual time to evacuate residents/patients from the fire zone or floor areas containing the room of fire origin to the next point of safety.

Time allowed to evacuate each fire zone is calculated using a table taking into consideration building features and fire detection equipment.

The following sets out the time results of each room, as verified by the local fire department:

Lambton Meadowview Villa:

The actual time to respond to the room of fire origin, remove occupant (s) from the room and close the door to the room.	Available time: 4.5 minutes	Actual time to complete task: 4 minutes
The actual time to evacuate residents/patients from the fire zone or floor areas containing the room of fire origin to the next point of safety.	Available time: 35 minutes	Actual time to complete task: 15 minutes 30 seconds

Marshall Gowland Manor:

The actual time to respond to the room of fire origin, remove occupant (s) from the room and close the door to the room.	Available time: 4.5 mins	Actual time to complete task: 3 minutes
The actual time to evacuate residents/patients from the fire zone or floor areas containing the room of fire origin to the next point of safety.	Available time: 75 mins	Actual time to complete task: 9 minutes 40 seconds

North Lambton Lodge:

The actual time to respond to the room of fire origin, remove occupant (s) from the room and close the door to the room.	Available time: 4.25 minutes	Actual time to complete task: 2 minutes 57 seconds
The actual time to evacuate residents/patients from the fire zone or floor areas containing the room of fire origin to the next point of safety.	Available time: 80 minutes	Actual time to complete task: 10 minutes 3 seconds

FINANCIAL IMPLICATIONS

Annual training for staff and fire system inspection costs is included in the Divisional Budget each year.

CONSULTATIONS

Consultation has occurred with the County's Emergency Management Coordinator, the homes' Administrators, Capital and Facilities Coordinator, Environmental Supervisors and each local Fire Service.

STRATEGIC PLAN

In keeping with the Mission Statement of the County of Lambton, the Long-Term Care Division contributes significantly to the residents' quality of life and to the provision of responsive and efficient services for all residents and clients.

CONCLUSION

All three homes successfully completed the annual Vulnerable Occupancy Drill and fire plan review.

An annual review and revision of the homes' Emergency Plans was completed in 2022.



LONG-TERM CARE DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ADMINISTRATION
PREPARED BY:	Jane Joris, General Manager
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	Hiring More Nurse Practitioners for Long-Term Care

BACKGROUND

On October 5, 2022 the Ontario Government announced its new *Hiring More Nurse Practitioners (HMNP) for Long-Term Care* Program. The announced investment for this program is \$57.6 million over the next three years to recruit and retain up to 225 additional Nurse Practitioners in the long-term care sector.

The HMNP is a request-based initiative. Homes access funding by submitting a funding request to the Ministry of Long-Term Care.

DISCUSSION

Nurse Practitioners (NPs) are registered nurses who have an advanced university education and who may work in long-term care homes as part of the health care team that develops, implements, and evaluates Elder's care plans.

The NP is a primary care provider for the Elders and are authorized by their prescribed scope of practice to diagnose, order and interpret diagnostic tests, and prescribe medications and other treatments. Many resident visits and admissions to hospital could be avoided by having the services of a NP in the Home.

In the long-term care settings, NPs report directly to the Director of Nursing and Personal Care or the Administrator and are accountable to the Medical Director for policies, procedures, and protocols for medical services. A portion of their work can include research and education. Very often NPs play a leadership role in a home by mentoring staff, to enhance their knowledge and ability to care for Elders.

Currently all three County of Lambton homes have limited services of an NP. Lambton Meadowview Villa and North Lambton Lodge receive NP services through the North Lambton Community Health Centre for one day every two weeks. Marshall Gowland

Manor is funded for an NP one day each week and that position is filled on a contract basis.

Although the team and Medical Directors at each Home feels that a full time NP at each Home would greatly improve primary care, it is unlikely that three NPs can be found in the area.

Rather, a plan for two FTE NPs within the Division (amongst the three homes) seems more achievable. Both Lambton Meadowview Villa and North Lambton Lodge have the services of a Medical Director and several attending physicians, but Marshall Gowland Manor only has a Medical Director. The current plan would provide a full time NP at the Manor and a full time NP split between Lambton Meadowview Villa and North Lambton Lodge.

The HMNP requires that any home applying for the funding has already successfully hired an NP. All expenses to employ a NP retroactive to April 1, 2022 will be re-imbursed by the program. The funding is not guaranteed, however the MLTC is strongly recommending homes apply.

Homes may submit their funding request **only after** the NP FTE has been hired. Only 75 FTE NPs will be funded in the province this fiscal year and the Ministry will notify a home about approval within a month of the funding request. NPs cannot be hired by contract but must be employees of the Home.

The available funding per FTE for wages and benefits is \$123,340 per year.

Our understanding from the presentation provided by the MLTC is that notice of approval will be provided within a month of application and that there has been low uptake on this program. This may be because of the scarcity of NPs in the Province.

FINANCIAL IMPLICATIONS

If directed to apply for funding and funding is granted, there will be no additional costs associated with hiring two (2) FTE NPs.

However, if funding is not approved the costs to the County for these positions would be approximately \$250,000 per annum.

There is no guarantee that the application will be approved, however the Ministry representatives are strongly encouraging homes to apply for the funding.

Should the suggested positions be successfully filled and the application for funding not approved a further report will be submitted to Council for direction.

CONSULTATIONS

Consultations have taken place with the Medical Directors, Administrators, Directors of Nursing and Personal Care of the Lambton County Homes and the County of Lambton Finance Department. Other discussions have occurred with the current NP service providers and the Ministry of Long-Term Care.

STRATEGIC PLAN

In keeping with the Mission Statement of the County of Lambton, the Long-Term Care Division contribute to the residents' quality of life through the provision of quality care.

CONCLUSION

Services provided by Nurse Practitioners in Long-Term Care significantly support the work of the Clinical Team, reduce hospital visits/admissions for people living in the Homes and support Quality Improvement work. Nurse Practitioners can also enhance palliative and end of life care in the Homes.

The Lambton County Homes expect approval for funding of 2 FTE Nurse Practitioners if application is made in early 2023.

To meet the criteria for the funding through the *Hiring More Nurse Practitioners* (HMNP) for Long-Term Care Program the NPs must be hired prior to application.

Should the funding not be provided by the Province for this program further information will be provided to Council for direction.

**CORPORATE SERVICES DIVISION**

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	Alternate Member Appointments - Council Policy C12.01

BACKGROUND

In 2019, Council adopted its policy entitled *Alternate Members*. The policy requires that Alternate Member appointments from our local municipalities be reported to Council, as appointments are made.

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

DISCUSSION

The chart attached as Appendix "A", which we will update as appointments are made, lists the current appointments made to date of alternate members to County Council.

All Alternate Members appointed to date by our local municipalities are noted thereon, for your information.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

Not applicable.

STRATEGIC PLAN

Not applicable.

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

January 18, 2023

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



CORPORATE SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	Municipal Modernization Program – Intake 3

BACKGROUND

The Province of Ontario accepted applications under its Municipal Modernization Program (Intake 3) from Ontario municipalities who could benefit from financial resources to modernize part of their operations.

The Corporation of the County of Lambton (the “County”) submitted a number of applications including one to update its outdated Human Resources Information System (“HRIS”) and payroll software programs.

The County’s current HRIS and payroll software programs are decades old and, to achieve efficiencies, need replacement. The County was successful in its application and received funding of up to \$1,008,696 to update its HRIS and payroll systems.

This report serves to provide Council with an update on the above-noted projects.

DISCUSSION

Following confirmation that the County had been successful in securing the above-noted funding, the County issued a Request for Proposal and subsequently awarded the competition to The Ultimate Software Group of Canada, (i.e. UKG) a very reputable, international software developer and provider in the field.

Subsequently, in June 2022, the County and UKG entered into a software services agreement. Pursuant to that agreement, UKG will provide the requisite HRIS and payroll software, at an annual software license fee of \$285,000.00, and assist the County in the implementation thereof, at a one-time fee of \$181,050.00.

Since entering into the agreement, County staff in the Human Resources Department and Financial Administration Services Department have been actively and busily engaged in analyzing, configuring, planning, and deploying the implementation of the software

solutions. It is anticipated that the new HRIS and payroll system will go live in the early Summer of 2023.

Once implemented, the County expects to achieve a number of efficiencies and associated savings including the following:

- (a) automating payroll tasks currently carried out manually, i.e. time and payroll exception entry and approving time and exceptions by Supervisors and Managers, thus achieving time efficiencies and freeing personnel time to more valued-added tasks;
- (b) improving the County's scheduling software, resulting in more efficient scheduling of staff, automated filling of shifts in emergencies, automated adherence to union and labour rules and regulations, improved labour costing, and more accurate and timely reporting;
- (c) automating people resources reporting tools, thus (a) permitting Supervisors and Managers to directly and quickly draw various reports (i.e. attendance, scheduling, etc.) on their people resources, (b) automating manual processes for non-occupational/occupational disability management, benefits administration and general HR practices and (c) freeing up Human Resources' personnel time to more value-added tasks; and
- (d) once fully integrated, accessibility to the software will be expanded and available from any type of device, anywhere, at any time, given that it is a cloud-based system developed on a modern, secure, and highly available platform.

FINANCIAL IMPLICATIONS

The County was awarded \$1,008,696 Municipal Modernization funding for the HRIS/Payroll project subject to the County contributing 35% or \$500,000 toward the total \$1,508,696 project cost. The County portion of funding (\$500,000) was budgeted in the 2022 Budget and will be fully expended by the completion/implementation "go live" date of the project which is anticipated in the summer of 2023.

CONSULTATIONS

The General Manager, Finance, Facilities and Court Services; Corporate Manager, Information Technology; Corporate Manager, Human Resources and Revenue Officer were consulted on the subject matter of this report.

STRATEGIC PLAN

N/A.

Municipal Modernization Program – Intake 3 (page 3)

January 18, 2023

CONCLUSION

The County is in the midst of implementing a new HRIS and payroll systems supplied by UKG, following its successful application for funds therefor from the Province of Ontario. It is anticipated that the project ought to be completed by the early Summer 2023.



CORPORATE SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
SUBJECT:	April 2023 Committee Meetings

BACKGROUND

The purpose of this report is to seek Council's instructions on the following:

- (a) holding the April 19, 2023, Committee A.M. and P.M. meetings at Lambton Heritage Museum, 10035 Museum Road, Lambton Shores ("Lambton Heritage Museum"); and
- (b) moving the aforementioned April 19, 2023, committee meetings to Thursday, April 20, 2023, to accommodate those members (and staff) returning from the Good Roads Conference scheduled for April 16th to 19th, 2023.

DISCUSSION

(a) Offsite Committee Meetings

Prior to the start of the COVID-19 pandemic, Committee meetings had been held offsite from time to time. Of late, Council members have expressed an interest in resuming holding Committee meetings offsite, out of Council Chambers, at other County of Lambton locations.

As Council is aware, several County of Lambton's facilities, including the Lambton Heritage Museum, recently underwent significant renovations. Members have accordingly expressed interest in holding Committee meetings at that location, to enable members to view the renovated space.

Per Council's prior instructions, Committee meetings are streamed live to the County of Lambton's YouTube channel. Though originally thought to be difficult to stream Committee meetings from offsite locations, streaming from such locations remains possible. At no additional costs, the County of Lambton has access to equipment that will enable offsite Committee meetings to continue to be streamed live - though the quality of

April 2023 Committee Meetings (page 2)

January 18, 2023

the video and audio may not be, and likely will not be, as good as that produced by the technology in Council Chambers.

Accordingly, subject to Council's directions, the April 19, 2023, Committee meetings could be held at the Lambton Heritage Museum and streamed live to the public, subject to the further discussion below on the date thereof.

(b) Committee A.M. and P.M. April 19, 2023, Meeting Date

Members and Staff attend the Ontario Good Roads Association Conference in Toronto, Ontario. This year, that conference will be held between April 16th and 19th, 2023. The last day of the conference, April 19th, conflicts with the Committee A.M. and P.M.'s meetings scheduled for that day as well.

As in the past, those Committee meetings have typically been rescheduled to the Thursday to accommodate members and Staff returning from the conference. Staff seeks Council's instructions to reschedule that meeting to the Thursday as has been done in the past.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the subject matter of this report.

CONSULTATIONS

The General Managers; Corporate Manager, Information Technology; and the Communications/Marketing Coordinator were consulted on the subject matter of this report.

STRATEGIC PLAN

N/A.

CONCLUSION

At the behest of members, Committee meetings may be held offsite on the understanding that the audio and video live streaming of the meeting will not be of the same quality as that afforded by the technology available in County Chambers.

As in the past, the April Committee meetings were moved back a day, to the Thursday, to accommodate those returning from the Good Roads Conference.

April 2023 Committee Meetings (page 3)

January 18, 2023

RECOMMENDATIONS

- (a) That the April 2023 Committee A.M. and Committee P.M. meetings be held at the renovated Lambton Heritage Museum.**
- (b) That the Committee A.M. and Committee P.M. meetings be moved from April 19, 2023, to April 20, 2023, to accommodate members and staff returning from the Ontario Good Roads Association Conference.**



CORPORATE SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
SUBJECT:	Integrity Commissioner Extension of Agreement

BACKGROUND

Since March 1, 2019, the *Municipal Act, 2001* (the "Act") has required that each municipality appoint an Integrity Commissioner.

The Council of The Corporation of the County of Lambton appointed Mr. Mascarin as his Council's Integrity Commissioner in August of 2015. Mr. Mascarin's term was renewed in April 2020, for an addition period expiring on July 31, 2023.

The purpose hereof is to seek Council's authorization to extend Mr. Mascarin's services, and thus his appointment as this Council's Integrity Commissioner, for a period commencing upon expiry of his current term and continuing through to April 30, 2027, this Council's term.

DISCUSSION

The Act regulates the appointment of Integrity Commissioners. It requires municipalities to appoint an Integrity Commissioner and enter into an agreement for services.

Integrity Commissioners provide important, sometimes sensitive, and confidential, services to members of council and council as a whole.

Mr. Mascarin has been this Council's Integrity Commissioner since 2015 and is agreeable to extending his term on the terms and conditions set out in the amending agreement attached hereto as Appendix "A".

Since his appointment, Mr. Mascarin has fortunately not been called upon much for his services. Over the past few years, he has only been called upon for his services less than a handful of times. Nonetheless, when called upon, Mr. Mascarin has provided responsive, efficient, informed, and professional services. He is a respected authority in the field and is often called upon to provide independent assessments and opinions.

The author hereof has every confidence in Mr. Mascarin's professional abilities and, more importantly, his ability to provide fair, impartial, and objective services. Mr. Mascarin would continue to be an asset to Council if re-appointed for a further term.

FINANCIAL IMPLICATIONS

For the most part, there are no additional financial consequences. That said, financial consequences are not easily discernable as they are entirely dependent on Council and each member's decision to itself of Mr. Mascarin's services. As a matter of reference, to date, since his appointment in 2015, the County has expended less than \$10,000.00 on Mr. Mascarin's services.

CONSULTATIONS

The Warden was consulted on the subject matter of this report.

STRATEGIC PLAN

Not applicable.

CONCLUSION

The Act requires each local municipality to enter into an agreement for services with its own integrity commissioner. Since 2015, Mr. Mascarin has served Council quite well and is prepared to continue to do so for another term.

RECOMMENDATION

That Council hereby appoints Mr. John Mascarin as its Integrity Commissioner for a further period commencing on August 1, 2023 and expiring on April 30, 2027.

**AMENDMENT TO SERVICES AGREEMENT
DATED November 3, 2015 (as amended on April 1, 2020)**

(further extension of term to April 30, 2027, and amendment to Schedule A (fees))

BETWEEN:

**THE CORPORATION OF THE COUNTY OF LAMBTON
(hereinafter, the "County")**

- and -

**AIRD & BERLIS LLP
(hereinafter, "A&B")**

(hereinafter, each of the County and/or A&B may be referred to alone as a "Party" or referred to together as the "Parties")

WHEREAS the County and A&B are parties to an agreement dated November 3, 2015 as amended on April 1, 2020 (hereinafter, the "Agreement") pursuant to which A&B agreed to provide the services of John Mascarin and other associates and/or partners of A&B to serve as the County's integrity commissioner for purposes of 223.3 of the *Municipal Act, 2001* and the County's By-Law No. 7 of 2019, *A By-Law to Establish a Code of Conduct for Council of The Corporation of the County of Lambton* (hereinafter, "By-Law");

WHEREAS the Agreement is scheduled to expire on July 31, 2023; and

WHEREAS the Parties wish to: (a) extend the term of the Agreement to April 30, 2027; and (b) amend the fee schedule thereto for the renewal period.

NOW THEREFORE, the Parties hereto agree to amend the Agreement on the following terms and conditions:

1. Section 3 - Term.

The Parties hereby extend the term of the Agreement for an additional period commencing on August 1, 2023 and expiring on April 30, 2027.

2. Fees - Schedule A

Effective August 1, 2023, Schedule A of the Agreement is hereby replaced in its entirety with Schedule A attached hereto.

3. Capitalized Terms.

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Unless otherwise specifically defined herein, capitalized words in this Amendment Agreement shall have the same meaning given to them in the Agreement.

4. Effective Date of Amendment

The amendments herein to the Agreement shall be effective as of August 1, 2023.

5. Effect of Amendment

Except as amended and modified by this Amendment Agreement, the Agreement shall continue in full force and effect. The Agreement and this Amendment Agreement shall be read, taken and construed as one and the same instrument. Upon this Amendment Agreement becoming effective, each reference in the Agreement to this "Agreement" shall mean and be a reference to the Agreement as amended hereby.

6. Counterparts, Electronic Signatures

This Amendment Agreement to the Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which taken together shall constitute one and the same agreement. It shall not be necessary in making proof of this Amendment Agreement to produce or account for more than one such counterpart. A signature of a Party transmitted to the other Party by facsimile, PDF or other electronic means shall constitute the original signature of such Party for all purposes.

7. Inconsistency

In the event of an inconsistency between this Amendment Agreement and the provisions of the Agreement, the provisions of this Amendment Agreement shall prevail to resolve the inconsistency.

8. Condition Precedent

This further amendment to the Agreement is subject to the County receiving approval from its council of elected officials on or before April 30, 2023 to enter into this further amendment. This condition is inserted for the sole benefit of the County and the condition may therefore be waived by the County in its sole discretion on or prior the date the condition is to be fulfilled. The condition shall be waived or fulfilled by the date it is to be fulfilled. If this condition is not fulfilled or has not been waived by the County by May 1, 2023 and the County has not notified A&B in writing that the condition has been met or waived by that date, this amendment shall be null and void, notwithstanding any intermediate act or negotiations, and neither the County or A&B shall be liable to the other for any

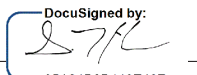
DocuSign Envelope ID: 035469AB-6F9D-47E6-9832-936EEC9FDB87

loss, costs or damages, and the Agreement shall terminate on July 31, 2023 in accordance with its terms and conditions.

The Parties have executed this Agreement on this 03 day of January, 2023.

The Corporation of the County of Lambton

By: 
67710AF6584743B...
Print Name: Kevin Marriott, Warden

By: 
054C1B8D118E46F...
Print Name: Stéphane Thiffeault, Clerk

Aird & Berlis LLP

By: 
D6E76C072C2D41C...
John Mas



CORPORATE SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
SUBJECT:	Clerk and Deputy Clerk Appointments

BACKGROUND

Due to the retirement of Mr. Ron Van Horne's and my filling that position, the County Clerk and Deputy Clerk positions will become vacant.

Ms. Olivia Leger (Nisbet) was recently employed to fill the position of County Solicitor / Clerk.

Accordingly, this report seeks Council's endorsement to:

- appoint Ms. Leger as County Clerk;
- appoint Stéphane Thiffeault as County Deputy Clerk; and
- repeal all prior appointments.

DISCUSSION

Section 228(1) of the *Municipal Act, 2001*, requires that a Clerk be appointed by By-Law, to fulfil those duties and responsibilities set out in the Act and other legislation; whereas section 228(2) permits the appointments of deputy clerks who have the power of the clerk (generally to backfill the clerk).

Currently, I remain the County Clerk and Mr. Van Horne remains the Deputy Clerk.

Due to Mr. Van Horne's retirement and my moving positions, both of our appointments should be repealed and Ms. Leger appointed as Clerk and me appointed as Deputy Clerk.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the subject matter of this report.

Clerk and Deputy Clerk Appointments (page 2)

January 18, 2023

CONSULTATIONS

Not applicable.

STRATEGIC PLAN

Not applicable.

CONCLUSION

Not applicable.

RECOMMENDATIONS

- (a) That Olivia Leger (Nisbet) be appointed Clerk of The Corporation of the County of Lambton, effective February 1, 2023.**
- (b) That Stéphane Thiffeault be appointed Deputy Clerk of The Corporation of the County of Lambton, effective February 1, 2023.**
- (c) That all prior appointments to the position of Clerk and Deputy Clerk be repealed.**
- (d) That an appropriate By-Law effecting the above-noted appointments and revocation be presented to County Council for its consideration.**



CORPORATE SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
SUBJECT:	2023 Services and Fees Schedule

BACKGROUND

The Corporation of the County of Lambton ("County") charges fees for certain services it renders, as permitted under the *Municipal Act, 2001*. As a matter of practice, the County reviews its fees annually. Any changes to its fees have to be approved by County Council prior to implementation.

DISCUSSION

As previously reported, the *Municipal Act, 2001* allows the County to charge fees for *inter alia*:

- services or activities provided or done by or on behalf of The Corporation of the County of Lambton ("County");
- for costs payable by the County in the provision of services and activities; and
- for the use of the County's property.

The County's last services and fees schedule have been in effect since February 2, 2022.

A small number of the County's fees are slated to change in 2023. Those that are proposed to be changed are clearly highlighted in red font in the attached schedule and need to be endorsed by Council before becoming effective on February 1, 2023.

Attached as Schedule "A" are the County's updated service fees for 2023, for your review and approval.

All changes, including additions and deletions, are clearly marked in the attached revised copy, for Council's ease of reference and review. Additions are noted in red font while strikethroughs mark deletions.

FINANCIAL IMPLICATIONS

Implementation of the current services and fees schedule will allow the County to recoup the costs it incurs in providing the identified services.

CONSULTATIONS

All General Managers and the Chief Administrative Officer were consulted on the subject matter of this report.

STRATEGIC PLAN

Not applicable.

CONCLUSION

Not applicable.

RECOMMENDATION

- (a) That the revised services and fees set out in Schedule "A" attached hereto be approved and implemented effective February 1, 2023.**
- (b) That an appropriate By-Law be presented to County Council to implement the revised services and fees.**



SERVICES AND FEES SCHEDULE 2023

Schedule "A"

The Corporation of the County of Lambton
2023 Services and Fees

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Department/Division	Sample of Fees and Services (Refer to schedule)	Page(s)
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Building Services Department

SERVICE	FEE
<p><u>Lambton County Member Municipalities</u></p> <p>Building Inspection and By-Law Enforcement Chargeable Rate</p> <p>+ mileage</p>	<p>\$65.00 per hour*</p> <p>Plus the mileage rate as set by County Council, as amended from time to time.</p>
<p><u>Municipalities Outside Lambton County</u></p> <p>Building Inspection and By-Law Enforcement Chargeable Rate</p> <p>Plus a Stand-by Fee</p>	<p>\$90.00 per hours*</p> <p>Plus mileage rate as set by County Council, as amended from time to time</p> <p>\$500.00 per week</p>
<p><u>Special and Extra Inspections</u></p> <p>Chargeable Rate</p> <p>Due to faulty or defective work, or because of the work not being ready for inspection.</p> <p>This rate is applicable for each inspection after the second scheduled inspection.</p> <p>Rate is applicable for the administration and the enforcement of all building, septic, plumbing, and By-Law matters.</p>	<p>Chargeable Rate per hour plus the mileage rate as set by County Council, as amended from time to time.</p>

**Chargeable rates in effect are subject to change at any time upon Council adopting a By-Law approving new rates. Rates are generally reviewed and revised in July of each year.*

Building Services Department

SERVICE	FEE
<u>Permits for Private Sewage Systems under Ontario Building Code 2006 Part 8:</u>	
Class 2: Leaching Pit System	\$150.00
Class 3: Cesspool System	\$150.00
Class 4: Leaching Bed System (Entire System)	\$500.00
Septic Tank Replacement Only	\$250.00
Leaching Bed Replacement Only	\$250.00
Class 5: A Holding Tank System	\$500.00
<u>Septic Administration:</u>	
File Searches	\$75.00
Sewage System Assessments (to evaluate proposals to re-use existing septic systems in connection with new connection)	\$75.00
<u>Septic reviews for applications made under the Land Use Planning & Protection Act:</u>	
Severances (per lot)	\$75.00
Subdivisions and multi-lot (more than three) severances	\$300.00
Minor Variances (per application)	\$75.00
Official Plan Amendments & Rezoning	\$75.00

**Building Services Department
Plumbing Permit Schedule of Fees**

SERVICE	FEE PER UNIT
Basic Fee	\$70.00 each
Number of Dwelling Units	\$35.00 each
Fixtures	\$ 8.00 each
Soil vent stacks	\$35.00 each
Catch Basins	\$19.00 each
R.W.L.	\$ 7.00 each
Sanitary Lateral	\$35.00 each
Rate per linear metre (in excess of 90 metre)	\$ 1.50 per metre
Storm Lateral	\$35.00 each
Rate per linear metre (in excess of 90 metre)	\$ 1.50 per metre
Water lines	\$35.00 each
Rate per linear metre (in excess of 90 metre)	\$ 1.50 per metre
Fire Service Main	\$ 1.50 per metre
Oil Interceptor	\$35.00 each
Backflow Preventor	\$35.00 each

- The basic fee shall be charged for any work that requires a permit.
- Where the owner or his agent makes application for a special inspection of any plumbing, drainage or water system work which is not a routine inspection, the applicant shall pay for the services of the Inspector per hour and cost of mileage incurred at the current rates as set by Lambton County Council, as amended, from time to time.
- For extra inspections made necessary because of faulty or defective work or because of the work not being ready for inspection, for each inspection after the second inspection, the applicant shall pay for the services of the Inspector per hour and cost of mileage incurred at the current rates as set by Lambton County Council, as amended, from time to time.
- An additional recovery fee applies to all commercial and/or industrial applications. Waterlines, storm and sanitary laterals exceeding 90 linear metres in length shall be subject to \$1.50 per linear metre when the base criteria has been exceeded and is applicable to each individual. Fire service mains in their entirety will be subject to \$1.50 per metre.

Court Services Department

SERVICE	FEE
NSF Fees¹	\$30.00 per cheque
Credit Card Chargeback Fee	\$15.00
Digital Records on CD a) Single Day Recording b) Multiple Day Recordings	\$22.00 per case \$22.00 per case for the first day requested. \$10.50 for each additional day ordered for the same case.
Transcript Fees – Paper Format a) Transcription of First Copy	\$4.30 7.10 per page for a certified original (Electronic copy provided at no extra charge if requested at the same time as the hardcopy original)
b) Expedite (Within 5 business days)	\$6.00 9.60 per page for a certified original (Electronic copy provided at no extra charge if requested at the same time as the hardcopy original)
c) Daily (Within 24 hours)	\$8.00 12.55 per page for a certified original (Electronic copy provided at no extra charge if requested at the same time as the hard copy original)
d) Reproduction - Electronic (Orders placed subsequent to the original)	\$20.00 25.00 per transcript

¹ Unless otherwise noted, all cheques returned to The Corporation of the County of Lambton (to all Divisions and Departments) on account of insufficient funds shall be subject to an NSF charge of \$30.00.

Court Services Department

Service	Fee
e) Reproduction - Paper (Orders placed subsequent to the original)	\$0.55 0.80 per page for a certified hardcopy <i>(Electronic copy provided at no extra charge if requested at the same time as the hardcopy)</i>
f) Minimum Fee	\$20.00 25.00 per transcript
Transcript Fees – Electronic Format	
a) Transcription of First Copy	\$6.30 per page for a certified original
b) Expedite (Within 5 business days)	\$8.80 per page for a certified original
c) Daily (Within 24 hours)	\$11.75 per page for a certified original
d) Reproduction - Electronic (Orders placed subsequent to the original)	\$20.00 25.00 per transcript
e) Reproduction - Electronic (Orders placed at the same time of the request of the original)	No charge
Access Card Replacement	\$30.00
Tax Rolling of Fine / Civil Enforcement Fee / Delinquent Fine Collection	\$25.00

Court Services Department

Collection Fees on Delinquent, Defaulted and/or Unpaid Fine(s)
As per Schedule "A" of By-Law 21 of 2011 (amended by By-Law 39 of 2019)

Name	Consumer Accounts			Commercial Accounts		
	1st	2nd	3rd	1st	2nd	3rd
Credit Bureau Services	12.00%	17.50%	29.50%	12.00%	17.50%	29.50%
CBV Collection Services	14.50%	21.50%	36.25%	14.75%	27.50%	44.00%
EOS	15.00%	21.00%	30.00%	15.00%	21.00%	30.00%
Partners in Credit	13.00%	22.00%	30.00%	13.00%	22.00%	30.00%
Credit Bureau of Canada Collection	13.00%	24.00%	37.00%	13.00%	24.00%	37.00%
Commercial Credit Adjusters	15.00%	23.00%	33.00%	13.00%	23.00%	33.00%

Cultural Services Division

SERVICE	FEE
<u>Lambton Heritage Museum and Oil Museum of Canada</u>	
Admission	
Adults	\$ 5.00
Seniors and Students	\$ 4.00
Children	\$ 3.00
Family	\$15.00
Organized Tour through Company or Guide - 10% discount	
Memberships	
Single	\$ 20.00/year
Family	\$ 30.00/year
Employees of the County of Lambton	\$15.00/year
Copy Fees	
Photocopies (black and white)	\$0.50/copy
Photocopies (colour)	\$0.75/copy
Digital Copies	\$5.00/image
Publication Fee for Image Use	
For Profit	\$200.00/image
Not for Profit	\$10.00/image
Tour Program Material Fee	
Per Child	\$ 0.75
Per Adult	Cost Recovery
Family Heirloom Service – Archival Encapsulation	
11 x 14	\$10.00
11 x 17	\$20.00
Oversize	\$50.00
Laminating Services	\$ 3.00/foot
Rentals - Lambton Heritage Museum (regular business hours)	
Cameron Church	\$250.00/event
Program Room	\$40.00/event
Kitchen	\$40.00/event
Lambton Gallery	\$250.00/event
Parking Lot	\$100.00/event
Rentals – Oil Museum of Canada (regular business hours)	
Theatre	\$40.00/event

Cultural Services Division

SERVICE	FEE
Meeting Room	\$40.00/event
Photo Shoot Fee	\$100.00/event
Staff Facilitation Fee (minimum 1 hour)	\$40.00/hour
Refreshment Services	\$1.00/person
Lambton Heritage Museum Craft Sale Booth Fees	
• Outdoor	\$175.00
• Indoor	\$225.00
NSF Fee	\$30.00
Travelling Trunk	\$15.00/week
<u>Lambton County Archives</u>	
Memberships	
Individual	\$25.00/year
Family	\$40.00/year
Group/Society	\$25.00/year + \$5.00 per member
Employees of the County of Lambton	\$15.00/year
Member Fees	
Photocopies (black & white)	\$0.15/copy
Photocopies (colour)	\$0.25/copy
Microfilm Paper Copies	\$0.25/copy
Microfilm Digital Copies	\$0.15/copy
Research	1st hour free \$20.00/hour after
Digital Copies	\$5.00/image
Obituary Look Up	\$5.00
Non-Member Fees	
Daily Access	\$5.00
Photocopies (black and white)	\$0.50/copy
Photocopies (colour)	\$0.75/copy
Microfilm Paper Copies (self-serve)	\$0.50/copy
Microfilm Digital Copies	\$0.25/copy
Research	\$30.00/hour
Scanning Digital Copies (by staff)	\$5.00/image
Obituary Look Up	\$5.00
Publication Fee for Image Use	
For Profit	\$200.00/image
Not for Profit	\$10.00/image

SERVICE	FEE
NSF Fee	\$30.00
USB Purchase	\$7.00

Cultural Services Division

Service	Fee
<u>Judith & Norman Alix Art Gallery (JNAAG)</u>	
Memberships Basic Level	
Individual	\$20.00
Seniors/Students	\$15.00
Senior Couple	\$25.00
Family	\$30.00
Employees of The Corporation of the County of Lambton	\$15.00
JNAAG - School Tour Groups	
Guided tour - minimum \$50.00	\$5.00 per person
Guided tour with activity - minimum \$80.00	\$8.00 per person
JNAAG Facility Rental - Seminars & Meetings*	
Gurd Room - ½ day session (up to 4 hours)	\$250.00
Gurd Room - full day session (up to 8 hours)	\$400.00
Lecture Theatre - ½ day session (up to 4 hours)	\$250.00
Lecture Theatre - full day session (up to 8 hours)	\$400.00
After-Hours Fees	
Staff Facilitation Fee	\$40.00 per hour
JNAAG - Other Activities	
Bus Trips	Cost recovery + disbursement
Adult Art Classes	Cost recovery + disbursement
Birthday Parties	Cost recovery + disbursement

Cultural Services Division

SERVICE	FEE
<u>Lambton County Library</u>	
Room Rentals	
Sarnia Library Theatre Rental Rate	\$20.00 per hour
Piano Practice Rental Rate	\$10.00 per hour
Sarnia Library Meeting Rooms	
East Room	\$10.00 per hour
West Room	\$10.00 per hour
After-Hours Fees	
Staff Facilitation Fee	\$45.00 per hour
Technician Fee	\$45.00 per hour
Facility Damage and/or Cleaning Fee	Billed based on actual repair/service costs
Laundry Fees	\$8 each + HST
Piano Tuning Fees	Billed based on actual tuning costs
Promotional Materials	
Library Bags	\$6.00 each
Mugs	\$10.00 each

Cultural Services Division

SERVICE	FEE
<u>Fines for Overdue Materials</u>	
Children's Printed Materials	No Fines
Adult Printed Materials	\$0.25 per day, up to \$5.00
Young Adult Printed Materials	\$0.15 per day, up to \$5.00
Any Material Type borrowed by Accessible, Institutional or Cultural Services staff card holders	No Fines
DVDs, Video Games, Playaways, CDs, Blu-Ray Discs	\$1.00 per day, up to \$5.00
Audio Books/VOX Books	\$1.00 per day, up to \$5.00
E-Readers	\$5.00 per day up to \$25.00
Theme Kits	\$0.25 per day, up to \$5.00
Snowshoes	\$1.00 per day, up to \$10.00
GPS Units	\$0.25 per day, up to \$5.00
Ontario Parks Day Use Lending Permit	\$15.00 per day
Pedometers	\$0.25 per day, up to \$5.00
Pedometer Sets	\$0.25 per day, up to \$5.00
Physical Literacy Kits	\$0.25 per day, up to \$5.00
<u>Other Services</u>	
Replacement/Duplicate Library Card	\$2.00 each
Non-Resident Library Card	\$50.00 bi-annually
Thumb Drives	\$5.00 each
Ear Buds	\$2.00/pair
Exam Proctoring Service	\$100.00 per exam
Copying (Copier/Computer) - Black & White	\$0.25 per sheet of paper
Copying (Copier/Computer) - Colour	\$0.25 per sheet of paper
Copying (from Microfilm)	\$0.25 per sheet of paper
Interlibrary Loan Fine or Fee	Based on lending library's requirements
Interlibrary Loan Non-pickup Fee	\$10 per item
Program/Activities Fee	Based on cost recovery plus disbursement
Processing Charge - for material repairs	\$5.00 each
NSF Fee	\$30.00 per cheque
Collection Agency Referral Fee	\$25.00 per referral
<u>Makerspace</u>	
3D Printing	\$1.00 plus \$0.25 per gram
Book Binding	\$1.00
Button Maker	\$0.25
Photo Printing (per print)	\$1.00
CDs and DVDs	\$1.00

The County of Lambton Services & Fees Schedule 2023

Effective: February 1, 2023

SERVICE	FEE
<u>Lost or Damaged Materials</u>	
Adult Book (including Hardcover books, Trade Paper Softcover books, and Adult Graphic Novels)	\$40.00
Young Adult (YA) Book (including YA Graphic Novels)	\$25.00
Children's Book	\$12.00
Mass-Market Paperback Book	\$10.00
VOX Book	\$50.00
Wonderbook	\$50.00
Audio Book	\$50.00
Chromebook	\$300.00
CD/DVD/Blu-Ray Disc	\$30.00
Magazine/Periodical	\$10.00
Playaways/ Theme Kits/Launch Pads	\$100.00
Book Club Kits	\$300.00
• For single missing book	\$40.00
Video Games	\$60.00
E-Readers/Tablets	\$100.00 - \$300.00
Snowshoes	\$100.00
Ontario Parks Day-Use Lending Permit	\$120.00
GPS Units	\$100.00
Pedometers	\$30.00
Pedometer Sets	\$240.00 per set
• Individual Unit	\$30.00
Daisy Readers	\$455.00
Physical Literacy Kit	\$300.00
• For books only	\$100.00
Walking Poles	\$40.00/set (cost replacement)
Walking Pole Accessories (Rubber Tips and Baskets)	\$10 / set
Binoculars	\$100.00/set (cost replacement)
Fishing Kit	\$60 / kit
Fishing Rod	\$40 / rod
Tackle Box	\$20 / box

Human Resources Department

SERVICE	FEE
File Reproduction and/or File Search	\$30.00 per hour \$0.50 per page
Professional Services (provided pursuant to local tier municipalities and related organizations services agreement.)	\$85.00 per hour

Homelessness Prevention and Children's Services Department

SERVICE	FEE
<u>Circles - Licencing Scale Canadian Sites</u>	
Year 1	\$12,000 per year + \$2,400 Data System Fee + HST Annual Data System User Fee - \$3/per survey + HST
Year 2	\$9,000 per year + \$2,400 Data System Fee + HST Annual Data System User Fee - \$3/per survey + HST
Year 3	\$6,000 per year + \$2,400 Data System Fee + HST Annual Data System User Fee - \$3/per survey + HST
Year 4 (and each year after that)	\$2,500 per year + \$2,400 Data System Fee + HST Annual Data System User Fee - \$3/per survey + HST

Homelessness Prevention and Children's Services Department

SERVICE	FEE
File Reproduction and/or File Search	\$30.00 per hour \$0.50 per page

Ontario Works Department

SERVICE	FEE
File Reproduction and/or File Search	\$30.00 per hour \$0.50 per page

Housing Services Department

SERVICE	FEE
Fees	Dollar amount or method by which they are calculated.
Rent	30% of gross monthly income up to full market rent or per Social Assistance Scales established by the Ministry of Municipal Affairs and Housing.
Utility Charge	When the utilities for rental units are paid by the Service Manager the tenant's rent is increased by charges established by the Ministry of Municipal Affairs and Housing. Utility charges vary by the size and type of unit.
Maintenance Charges	Full cost recovery.
NSF Fee	Full cost recovery.
Fire and Water Damage	Full cost recovery of all costs incurred for fire or water damage up to the full amount of the deductible may be charged back to the tenant.
Television Antenna Charge	Where a television antenna is supplied, the tenant's rent is increased by \$1.00 per month.
Air Conditioning Charge	Where the cost of hydro is paid by the Service Manager, the tenant is charged \$5.00 per month for each air-conditioning unit.
Legal Fees	Full cost recovery.
Parking Fees	Each tenant receives one parking space based on availability. \$10.00 per month is charged for each additional non-designated parking space.
Laundry	Based on 3 rd party vendor rates.
File Reproduction and/or File Search	\$30.00 per hour \$0.50 per page

Note: fees charged by The Corporation of the County of Lambton are subject to all applicable provincial and federal goods, services and sales tax.

The County of Lambton Services & Fees Schedule 2023

Effective: February 1, 2023

Information Technology Department

SERVICE	FEE
Orthophotography Data Colour Orthophotography tiles (1km x 1km geotiffs)	\$50 per tile \$50 Administration fee (if requesting 5 tiles or less) \$2 Digital Media charge Shipping & Handling (if required)
Parcel Fabric	\$0.30/parcel plus \$50 administration fee for any parcel request, \$2.00 media charge, Shipping and Handling (if required)
IT Support Related Services	\$85.00 per hour + expenses (full cost recovery)

Legal Services/Clerk's Department

SERVICE	FEE
Prosecutorial Services of Municipal By-Laws	\$85.00 per hour
Professional Legal Services (provided pursuant to service agreement)	\$150.00 per hour
Freedom of Information (FOI) Requests FOI Photocopies and Printouts FOI CD-ROMs FOI Manual Record Searches FOI Record Preparation/Severance FOI Record Production (Machine-Readable Only)	Fees as per Provincial Legislation \$5.00 \$0.20 per page \$10.00 per disc \$7.50 for each 15 minutes spent by any person \$7.50 for each 15 minutes spent by any person \$15.00 for each 15 minutes spent by any person

Long-Term Care Division

SERVICE	FEE
<u>Room Rentals (All Long-Term Care Homes)</u>	
Small Meeting Room and Staff Training Room	\$25.00
Auditorium, Basement Library and Education Room	\$50.00
Funeral Homes (Auditorium, Chapel, Lobby, Labour)	\$150.00 per funeral
Kitchen Off Auditorium/Dishes and Clean up	\$25.00
Tablecloth Rental	\$2.00 per unit
<u>Meals on Wheels</u>	
Packaged Complete Meal	\$9.50
Packaged Entrée	\$7.50
Packaged Soup/Salad/Dessert	\$2.00
Staff Meal	Soup \$2.00, Entrée \$4.00
Volunteer Meal	\$4.00
Visitor Meal (with Resident)	\$9.00
Sunday Supper and Holidays (Easter, Thanksgiving, Christmas, Mother's Day etc.)	\$12.00
<i>Special Occasions (by invitation) may vary. For groups of 3 or more please contact the Nutrition Supervisor for meal pricing.</i>	
<u>Meetings/Conferences</u>	
Morning meeting - muffin/pastry, fruit or cheese, juices, water, coffee & tea	\$6.50 per person
Luncheon - Entrée Beverage, Dessert, Coffee & Tea	\$8.50 per person
Afternoon Meeting - Squares/Cookies, Fruit, or Cheese & Crackers & Fruit, and Beverages	\$6.50 per person
Full Day - Morning, Lunch, Afternoon	\$16.00 per person
Diners Club	\$12.00 per meal

Office of the CAO

SERVICE	FEE
Photocopies KIP Photocopies (Planning Department)	\$0.50 per page \$5.00 per page
Fax charges	\$0.50 per page includes HST
Souvenirs (Plus HST)	
Lapel Pins (Crest)	\$ 0.38
Lapel Pins (Logo)	\$ 0.33
Mugs	\$ 7.17
Travel Mugs	\$14.47
Spoons	\$ 2.05
Ties	\$15.00
Wine Glasses	\$ 6.28
Flags County of Lambton	\$52.41

Planning and Development Services Department

SERVICE	FEE
Official Plan Amendment <i>(For greater certainty, any and all costs associated with peer review and/or consulting reports required by the County of Lambton in relation to the subject matter of an official plan amendment application processed pursuant to s. 22 of the Planning Act, R.S.O. 1990, c. P.13 shall be the sole and exclusive responsibility of the applicant.)</i>	\$4,000.00 (County) \$600.00 (local Municipality Official Plan)
Zoning By-Law Amendment	\$425.00
Zoning Compliance Letter (with or without survey)	\$75.00
Application for Exemption to Clear Woodlands	\$1,250.00
Extension for Approved Exemption Permit	\$175.00
Notice of Intent/Goods Forestry Practice Cuts	\$75.00
Application for Minor Exemption Requests (Under Section 3)	\$275.00
Changes to a Provisional Consent	\$250.00
Plan of Subdivision/Condominium Application 0 - 20 lots	\$3,500.00
Plan of Subdivision/Condominium Application 21 - 50 lots	\$4,500.00
Plan of Subdivision/Condominium Applications 50 + lots	\$6,500.00
Plan of Condominium Conversion Applications	\$2,000.00
Exemption request for Condominium/Condominium Conversion	\$750.00
Plan of Subdivision Part Lot Control	\$750.00
Plan of Subdivision/Condominium Extension to Draft Plan Approval	\$250.00
Plan of Subdivision/Condominium Re-Submission of Lapsed draft Plan Approval	50% of current Plan of Subdivision/Condominium Application Fee

Procurement & Project Management Department

SERVICE	FEE
*Electric Vehicle Charging Stations County Administration Building, Wyoming	\$1.91 per hour \$2.00 per hour
Lambton Shared Services Centre - Room Rentals	
NOTE: room rentals not will become available at this time due to construction on April 1, 2023.	
Computer Lab	\$210.00 \$215.00 per day or \$75.00 \$77.00 per hour
Meeting Room (small)	\$110.00 \$115.00 per day or \$20.00 \$21.00 per hour
Meeting Room (large)	\$160.00 \$165.00 per day or \$35.00 \$36.00 per hour
Boardroom	\$110.00 \$115.00 per day or \$20.00 \$21.00 per hour
<i>Rooms are available Monday-Friday from 8:30 a.m. - 4:30 p.m. Access to rooms outside these hours is a rate of \$75.00/hour.</i>	

* A charge of \$1.91 per hour (billed by the second) at all charging stations except that located at the County Administration Building in Wyoming, where a flat rate charge of \$2.00 per hour applies.

Public Works Department

SERVICE	FEE
Pipeline Crossings (private)	See Schedule "A" By-Law 13 of 2008
Tipping Fees	\$50.00 per metric tonne or \$18.00 per cubic yard
Tires (passenger car, pickup)	\$2.50 per tire (rim off) \$5.00 per tire (rim on)
Sign Permit	\$100.00
Entrance Permit	\$25.00
Cost recovery for damages to public property caused during collision	Actual Cost
MOVING PERMITS	
Oversize loads under 3.75 meters wide	\$75.00
Oversize loads over 3.75 meters wide	\$300.00
Overweight loads under 3.75 meters wide	\$150.00
Overweight loads over 3.75 meters wide	\$750.00
Annual Oversize Loads	\$400.00, plus \$40.00 for each additional permit to the same company

Public Health Services Division

SERVICE	FEE
<u>Emergency Medical Services Department</u>	
Special Events Coverage (Agreements) Four (4) hour minimum	
• One (1) Ambulance, Two (2) Paramedics	\$170.00 per hour
• One (1) Supervisor	\$ 90.00 per hour
Provision of Ambulance Call Report Record with Signed Authorization	\$150.00

Public Health Services Division

SERVICE	FEE
<u>Lambton Public Health</u>	
Property File Search	\$75.00
Other: File Reproduction and/or Search	\$30.00 per hour \$ 0.50 per page
Food Handler Certification Course (Classroom/Home Study)	\$40.00 includes HST
Food Handler Certification Course (Exam only)	\$10.00 includes HST
Public Pool Operators Course	\$20.00 includes HST
Third Party TB Skin Test	\$20.00
Phlebotomy for IGRA Test (TB Test)	\$90.00 includes HST
Travel Clinic - Consultation Fee	\$35.00
Immunization Clinic – Vaccine Administration fee (excludes publicly funded vaccines)	\$20.00 + vaccine cost
Refrigerator Thermometers	\$40.25
Garden Fresh Box - Single	\$15.00
Garden Fresh Box - Family	\$20.00
Garden Fresh Box - Fruit Bag	\$5.00
Garden Fresh Box - Veggie Bag	\$5.00
Prenatal Classes** (**Prenatal Class Fees may be reduced or waived upon request.)	\$75.00 includes HST
Birth Control Patch (EVRA)	\$10.00 per package
Contraceptive foam	\$7.00 per package
I.U.D.	\$56.00
Nuva Ring	\$12.00 per package
Oral contraceptives	\$10.00 per pack
Plan B (E.C.P.)	\$10.00 per occasion
Sexual Health - Comprehensive Elementary Education Course	\$300.00 per course

NOTE: All fees quoted herein are subject to applicable H.S.T. unless otherwise expressly stated.



FINANCE, FACILITIES AND COURT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	DIVISIONAL SUPPORT SERVICES
PREPARED BY:	Stephanie Harper, CPA, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	2022 – 3rd Quarter Monitoring Report

BACKGROUND

The purpose of this report is to advise Council that the County is projecting a balanced year-end financial position for 2022.

The 3rd quarter analysis and year-end forecast serves to provide an analysis of the trends and impacts on fiscal activity identified during the first nine months of the fiscal year. Accordingly, the 3rd quarter analysis provides the best predictions as to what the County's financial position may be as of December 31, 2022, once all financial activities of the corporation has been recorded and accounted for the fiscal year.

All County Divisions, with the support of Divisional Support Services staff, have examined and analyzed all costs and revenues incurred up to and including September 30, 2022. While they represent staff's best estimate as to what the County's financial position will be at year-end, the results being reported could be impacted by events or decisions yet to occur and therefore are subject to change.

DISCUSSION

As part of the County's Corporate budget monitoring process, the County's Divisions are expected to remain within the budget. Prudent budget monitoring and variance reporting help aid in the achievement of the County's financial stability and service excellence objectives.

The County of Lambton is not immune to the intensifying pressures seen by several municipalities including inflation and supply-chain disruptions. Despite those financial pressures experienced during the fiscal year, the County currently projects a balanced budget for 2022.

The following provides examples of revenue shortfalls and one-time cost saving initiatives employed over the course of 2022:

- Court Services is experiencing lower than expected revenues. These revenue reductions include the Court Security Prisoner Transportation (CSPT) Grant which was reduced, and further delays in court openings. Court Services is also experiencing operational challenges including significantly lower judicial resources (approximately 30%) and a global paper shortage which the tickets are printed on.
- Delayed hiring and thus gapping of personnel hires across all Divisions within the County.
- Reduction in several discretionary expenses, mostly related to travel, training, and supplies.

Each of the County's Divisions fiscal year-end projection is set out below and in **Appendix "A"** attached to this report.

Division:

- 1) **General Government:** The Division is in a ***balanced position at this time.***
- 2) **CAO's Division:** The CAO's Division is in a ***balanced position at this time.***
- 3) **Corporate Services Division:** Savings have been generated by reductions in travel, training, and supply purchases. This has resulted in the Division ***projecting a small \$19,400 surplus.***
- 4) **Finance, Facilities and Court Services Division:** The Division continues to project significant shortfalls in revenues from Provincial Offences. The revenue shortfall is expected to be on a one-time basis and projected to be recovered in future years as the COVID-19 pandemic recedes and the courts return to a more normal schedule.

The Division is projecting a ***one-time \$497,300 deficit*** for 2022 primarily related to the deferred revenue in the Court Services Department.

- 5) **Social Services Division:** A ***small surplus of \$26,900*** is projected for the Social Services Division primarily due to personnel savings.
- 6) **Long-Term Care Division:** The Long-Term Care Division is projecting a ***small deficit of \$40,800*** primarily due to the decline in COVID-19 relief funding and the need to use agency staff as a direct result of continued staffing challenges.
- 7) **Public Health Services Division:** The Division ***is projecting a surplus of \$176,700*** which relates primarily to one-time mitigation funding from the Province to help support public health units.

- 8) **Infrastructure & Development Services Division:** The Division has been challenged with cost and material inflationary pressures along with supply chain disruptions in several service areas.

A **\$301,150 surplus** is projected for 2022 at this time.

Although some operational savings are currently being realized, fall/winter road maintenance (e.g. snow clearing) in the last quarter of the year may quickly offset these savings.

- 9) **Cultural Services Division:** The Cultural Service Division is projecting a one-time **surplus of \$13,950**. This surplus is primarily related to staff vacancies in the Library Department and delayed programming/events due to COVID-19.

FINANCIAL IMPLICATIONS

The County is presently projecting a balanced year-end position for the 2022 year.

CONSULTATIONS

The Chief Administrative Officer, General Managers, Managers and Supervisors with budgetary responsibilities, and Finance, Facilities and Court Services staff were consulted in the preparation of this report.

STRATEGIC PLAN

Meets the objective of accountability and appropriate stewardship of tax dollars.

CONCLUSION

Regular and periodic variance analysis provides Council with meaningful insight into the County's activities and how the County is performing against within its allocated budget.

Staff will continue to provide quarterly financial updates to County Council as part of the regular budget monitoring reporting process and will continue to implement and recommend strategies to mitigate any budgetary impact to ensure a **balanced position for the 2022 year-end** to the extent reasonably possible.

Appendix A
2022 3rd Quarter Monitoring Report

Division	Projected Surplus (Deficit)	Key Contributing Factor(s)
General Government	\$0	<ul style="list-style-type: none"> Higher investment revenue Higher expected write-offs
CAO	\$0	<ul style="list-style-type: none"> Balanced position
Corporate Services	\$19,400	<ul style="list-style-type: none"> One-time savings related to operational expenses (staff vacancies, travel, training)
Finance, Facilities and Court Services	(\$497,300)	<ul style="list-style-type: none"> POA Provincial Grant lower than budget POA fine revenue lower than budget
Public Health Services	\$176,700	<ul style="list-style-type: none"> One-time Provincial Mitigation funding to support public health units Higher personnel costs to support continued COVID-19 response
Infrastructure & Development Services	\$301,150	<ul style="list-style-type: none"> Operational savings anticipated due to favourable weather conditions associated with road maintenance
Social Services	\$26,900	<ul style="list-style-type: none"> Personnel vacancies and backfill/temporary wage differentials
Long-Term Care	(\$40,800)	<ul style="list-style-type: none"> Personnel pressures due to ongoing recruitment challenges (PSW/RN) Decline in one-time COVID-19 funding
Cultural Services	\$13,950	<ul style="list-style-type: none"> One-time operational savings in wages due to vacancies Delayed public programming and event costs due to COVID-19
Total	\$0	



FINANCE, FACILITIES AND COURT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	FINANCE, FACILITIES AND COURT SERVICES DIVISION
PREPARED BY:	Stephanie Harper, CPA, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
SUBJECT:	Conventions and Seminars Policy Update Per Diem Allowance Policy Update

BACKGROUND

In 1988, Council approved the Conventions & Seminars Process Policy, which addressed attendance at conventions and seminars and related travel expense claims.

In 2004, Council approved the Per Diem Allowance Policy, which set out the out-of-pocket expenses eligible for reimbursement while traveling overnight on County business.

DISCUSSION

A review of the noted policies is warranted given the passage of time, so to ensure they are updated to more closely reflect actual reasonable costs related to business travel.

The attached revised Per Diem Policy recommends an increase to the Per Diem rate to \$94 per day (from \$80) and to \$47 (from \$40) per half day. These adjustments better reflect actual current prices since the policy was originally established in 2004.

The amendments to the Conventions & Seminars Policy, which are identified in red font, are meant to distinguish updates to the existing policy.

FINANCIAL IMPLICATIONS

Financial implications resulting from the above recommended minor increases to the per diem rates will result in approximately no more than \$1,000 in total additional expenditures to the County, per year.

Conventions and Seminars Policy Update (page 2)
Per Diem Allowance Policy Update

January 18, 2023

CONSULTATIONS

The Chief Administrative Officer, General Managers, and Financial Administration Services staff were consulted in the preparation of this report.

STRATEGIC PLAN


Meets the objective of accountability to ratepayers for the appropriate stewardship of their tax dollars.

CONCLUSION

It is being recommended that the County of Lambton adopt the updated Conventions and Seminars Policy, and the Per Diem Allowance Policy as presented.

RECOMMENDATION

That County Council approve the amended Conventions & Seminars Policy A06 #01 and Per Diem Allowance Policy F09 #03 attached hereto.

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL		
	Subject:	Conventions & Seminars	Section A06 Policy #01
	Effective Date:	November 2, 1988	Approved By: County Council
	Revision Date:	January, 2023	

PURPOSE

This policy is for the guidance and direction of County of Lambton employees who incur expenses while attending conventions and seminars, and claim travel related expenses. Such persons are expected to use discretion and sound judgement in all matters where County funds are spent.

Expenses must be actual, reasonable, and necessary in the performance of official County of Lambton business.

POLICY

The County of Lambton shall reimburse registration costs, accommodation costs, travel costs, and the current per diem rate on behalf of an employee who attends a convention, seminar or association meeting directly related to his or her current position, provided the cost is approved in the annual budget.

- a) The written approval of the Manager and/or General Manager is required for an employee to attend a convention, seminar, or association meeting;
- b) When a convention, seminar, or association meeting is held outside the Province of Ontario the approval of the Chief Administrative Officer is required, (for any event longer than one day's duration) unless the function is specifically approved in the annual budget. **A report must be submitted to the next Committee meeting regarding any such meeting approved by the CAO.**

ASSOCIATED DOCUMENTS

- F09.01.001 Employee Expense Claim Form
- F09.03 Per Diem Allowance Policy


Conventions & Seminars
A06.01

Page 1 of 2

January 18, 2023
Divisional Support Services
Dept.

POLICY HISTORY

REVISION	DATE	PREPARED BY
Revised	May 2003	-
Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Policy template updated and formatted for accessibility compliance.	January 2017	Human Resources
Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Policy purpose updated	January 2023	Divisional Support Services

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL		
	Subject:	Per Diem Allowance	Section F09 Policy #03
	Effective Date:	November 1, 2004	Approved By: County Council
	Revision Date:	January, 2023	

PURPOSE

The Per Diem Allowance is intended to reimburse reasonable out-of-pocket and other such costs as a claimant may incur while away from their normal place of business and traveling overnight on County related business. For purposes of this policy, “normal place of business” shall be deemed to be the County facility to which the claimant normally reports for work.

The Per Diem Allowance is intended to cover all costs and expenses except:

- Accommodation;
- Transportation;
- Event Registration.

POLICY

1. The Per Diem Allowance is the only means by which the County reimburses covered costs incurred while traveling overnight on County related business. Actual receipts related to these costs cannot be claimed and will not be accepted for reimbursement.
2. The current rate for the Per Diem Allowance is **\$94** per day (**\$47** per half day).
3. This policy shall be reviewed once per term of Council.

ASSOCIATED DOCUMENTS

- F09.01.001 Travel Expense Claim Form

POLICY HISTORY

REVISION	DATE	PREPARED BY
Updated	April 30, 2013	General Manager, Corporate Services
Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Policy template updated and formatted for accessibility compliance.	January 2017	Human Resources
Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Policy updated the current rate of per diem to better reflect actual costs that would be incurred.	January 2023	Divisional Support Services



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Melissa Fitzpatrick, Manager Ian Hanney, Supervisor
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	Homelessness Prevention Update

BACKGROUND

On October 19, 2022 Council received an Information Report which provided an update on the most recent local efforts to address the growing need for housing and homelessness supports. This report provides further updates concerning local homelessness prevention data and solutions.

The October Information Report sought to convey how the scarcity of affordable housing, stagnant social assistance rates, continuing opioid crisis and untreated mental health concerns of many individuals accessing social services are contributing to a drastically elevated strain on local capacity to address housing precarity and homelessness. Further, this report described the various novel cross-sectoral and interagency initiatives to address this crisis, including the use of a local By-Name List to increase equity and efficiency of local service, the introduction of Community Outreach staff, the expansion of youth-dedicated services, and an increase in dedicated Community Support Workers to support Housing Services Department case management capacity.

Following the Provincial direction of ensuring shelter and safety of households at the outset of the COVID-19 pandemic, Lambton County temporarily expanded local emergency housing capacity. As the emergency Provincial funds used for this expansion were scaled back, a temporary congregate care site located at 220 George Street was utilized to offer a more affordable temporary emergency housing solution and to provide better on-site supports directly to clients through a collaborative network of homelessness service providers.

Since the closure of this temporary congregate care site in the spring of 2022, the dramatically elevated rates of households experiencing homelessness persists and has continued to rise. At the time of this report, there are over 220 individuals actively

experiencing homelessness in Lambton County, with more than 70 who have been identified as sleeping rough at some point in the last three months. Across this same three-month period, there have been more than 50 newly identified individuals that have utilized either emergency housing or outreach services. Despite tremendous success with moving individuals to permanent housing, among County and community partner agency staff, this rate of increase outpaces the rate at which households experiencing homelessness are assisted into more permanent housing. Further, as existing and newly identified households continue to experience homelessness they will age into chronic homelessness. Strong evidence exists connecting experiences of chronic homelessness to various detrimental social and health outcomes.

DISCUSSION

Preventing and Ending Homelessness

As described in the October Information Report, emergency housing solutions are costly and temporary compared to both permanent and upstream services that can more quickly resolve or even prevent an experience of homelessness. The Housing and Homelessness Plan 2020 – 2024 identifies various goals that seek to promote this shift from reliance on emergency supports to long term and prevention solutions.

One such prevention solution introduced under this plan is homelessness diversion, wherein households at imminent risk of homelessness are supported to find safe, suitable alternate arrangements to emergency housing. Avoiding shelter stays can reduce harm and trauma. Evidence exists demonstrating those who enter shelter have longer experiences of homelessness than those that are diverted.

The Plan further describes the need for solutions to follow a Housing First model, in which households experiencing homelessness are connected to permanent housing and appropriate wrap-around services without any preconditions or readiness criteria. Increases in local capacity to offer housing case management, in addition to the use of the locally developed short-term rent supplement known as the Rental Assistance Program (RAP), have contributed greatly to progressing households along the housing continuum while following the Housing First model. Refer to **Appendix A** for a recent example client story of this work.

Since March of 2020, local novel homelessness solutions have resulted in the following assistance:

- Individuals have been successfully diverted from entering emergency housing in over 550 instances.
- Nearly 1,300 unique individuals have utilized emergency housing solutions.
- 361 unique individuals experiencing homelessness have progressed into more permanent housing.
- 384 total unique individuals have been supported through RAP.

- 120 unique households have been assisted through RAP to secure new accommodations.
- 102 unique households have been supported through RAP to maintain existing at-risk accommodations.

Community Outreach

There remains a drastically elevated number of households experiencing street-level homelessness in Lambton County. Community Outreach staff, as part of the Social Services Division Homelessness Prevention team, continue to work closely with households sleeping rough to provide assertive community outreach. Households are offered common intake and assessments, supported with document readiness, and assisted with all elements of housing case management. In addition, multi-disciplinary efforts are being conducted with partner agencies such as Lambton Public Health and North Lambton Community Health Centre to ensure households are better connected to primary care services and harm reduction supports.

There has been a slow decline in the number of unique individuals identified to be sleeping rough month-to-month since September. However, there have been more than 70 unique individuals found to have been living rough at some point across the past three months. This represents a severe increase from previous years. In total, since the Community Outreach roles commenced in July, there have been over 115 unique individuals that have declared they experienced street-level homelessness at some point.

The following charts sets out the primary reasons cited for sleeping rough in November following discussions with impacted individuals:

Reason for sleeping rough	Proportion
No available shelter beds	17%
On service restriction from emergency housing	22%
Unaware of emergency housing options	0%
Chose not to stay in shelter, safety	0%
Chose not to stay in shelter, personal relationships	6%
Chose not to stay in shelter, substance use	26%
Chose not to stay in shelter, mental health	28%
Unknown/Declined to answer	2%

Out of the Cold Program

Despite the necessity to change available local service provision away from emergency services, rates of homelessness and the consequent need for emergency services continue to rise. Therefore, emergency housing solutions must be offered to meet these elevated needs concurrently with this essential planned shift towards prevention. In particular, households sleeping rough face a significantly increased risk for harm during

the colder months. Accordingly, offering temporarily expanded emergency housing solutions is most vital during this time.

To address these needs, Lambton County Social Services Division is partnering with the Inn of the Good Shepherd to offer a temporary Out of the Cold congregate care site that will offer shelter up to approximately 28 men. This site will be operated and overseen by the Inn of the Good Shepherd but supported closely by the County Social Services Division. County staff will offer on-site intensive case management and rapid re-housing services, and local service providers with specialized expertise will be leveraged for additional on-site supports. Social Services staff are working with the City of Sarnia to obtain necessary approvals for occupancy. Once approval is obtained, formal communication related to the location as well as other program details will be shared with County Council and the public.

FINANCIAL IMPLICATIONS

There is no financial impact on the County Budget because of this report.

CONSULTATIONS

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

STRATEGIC PLAN

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

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

CONCLUSION

The County of Lambton continues to invest in upstream solutions to address homelessness, including prevention, wrap-around supports, and the creation of affordable

housing. The significant increase in households experiencing housing precarity or homelessness requires a temporary Out of the Cold emergency site to operate over the cold months to meet the immediate shelter demands of households sleeping rough. Concurrently, our local efforts continue to shift towards evidence-informed, prevention-focused solutions as outlined in the Housing and Homelessness Plan. To address the increased scale of this issue locally, a cross-sectoral approach in addition to significant investment from upper levels of government are necessary to affect the primary barrier of scarce affordable housing.

**APPENDIX A
Example Client Story**

After an abusive relationship breakdown, a single mother of four children ranging from ages five to 15 found herself residing in a rental unit containing mold, broken pipes, holes in the wall and an unhealthy living situation with no supports or money to get ahead. After seeking assistance from family, the mother moved back to her hometown with her mother and stepfather to be closer to supports. The new living arrangement quickly became untenable, with newly imposed restrictions reintroducing trauma from the recent abusive relationship breakdown. Resultantly, the mother chose to return the family to Lambton County rather than remain with family.

The family sought shelter spaces through the Inn of the Good Shepherd and utilized emergency housing from late summer to November. Through the local By-Name List and Coordinated Access process, the family were quickly referred to a County Community Support worker (CSW) on the Social Services Division integrated team. During their time in emergency housing, they were very active in searching for permanent housing alongside their CSW. There were several health setbacks with the children while living in these temporary accommodations, causing additional barriers and concern for this family. One child was suffering from depression, and another became ill enough to require an extended stay at the hospital, resulting in missed time at school for both at the beginning of the school year. The other two children were also struggling with bullying at school due to their housing circumstances.

With significant support from their CSW, the family finally found and accepted the offer for their current home at the end of November and moved into the home December 1, 2022. The family was supported with move-in and housing setup processes, and is now in a safe, warm home. Through various inter-agency collaborations, the family has been assisted with many added supports, including additional move-in items. Their CSW meets with them one to two times per week to continue to support and assist with the transition back into a home and independent living. The children are thriving and happy - within three weeks they had friends in the neighborhood and were glad to be going to school and hanging out with classmates again. The child that had not been attending school since the first week of September is returning in the new year and the medical concerns are being properly addressed. The child struggling with depression is noticeably joyous, smiling, and full of stories every time they meet with their CSW. The remaining two children have not mentioned bullying since moving into their new home.

**SOCIAL SERVICES DIVISION**

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOUSING SERVICES
PREPARED BY:	Melisa Johnson, Manager (Acting)
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	National Housing Co-Investment Fund - Renovations

BACKGROUND

The Federal Government launched the National Housing Strategy in 2017. The National Housing Strategy is a 10-year plan aimed to remove 530,000 families from housing need, cut chronic homelessness by 50% and change the face of housing in Canada forever.

Under the National Housing Strategy, the Co-Investment Fund provides funding in the form of low-interest loans or contributions to renovate and repair affordable and community housing.

The purpose of this report is to provide Council with an update regarding a funding opportunity under the National Housing Co-Investment Fund.

DISCUSSION

In November 2022, Canada Mortgage and Housing Corporation (CMHC) advised Lambton of a funding opportunity under the National Housing Strategy Co-Investment Fund to complete repairs to existing municipally owned housing stock.

CMHC offered up to \$10,000 per unit for a portfolio of units to complete eligible repairs. The \$10,000 per unit could not exceed 30% of the total cost of repairs with 70% of the repair costs funded from other sources. Repairs would need to be completed within three years. Under this offer, some concessions to the requirements of the Co-Investment program were made. For example, CMHC will not require a Building Condition Assessment completed in the past 2 years and attestations are accepted rather than reports from third party professional consultants to confirm accessibility and energy improvement.

Based on the requirements of the program, the available funding portfolio for Lambton includes 331 units at the following locations: an apartment building located at 124 Queen Street, Sarnia and the following family sites: 674-741 Roger Street, Sarnia; 347-514 Kathleen Avenue, Sarnia; 122-143 Walnut Avenue South, Sarnia; 914 Confederation Street, Sarnia; scattered units in Cardiff Acres, Sarnia and 244 Devine Street, Sarnia. This portfolio was chosen to ensure the accessibility requirements of the program would be met.

The CMHC offer of \$3.3 million requires cost matching of \$7.7 million for a total capital repair spending on the 331 units of \$11.0 million by 2025. Lambton cannot fund the full \$7.7 million requirement as it exceeds our 10-year Capital Asset Management and Funding Plan. Furthermore, there are limitations on our staffing resources and contractor capacity which would not permit \$11.0 million in repairs to be completed by the 2025 timeframe.

Therefore, based on current resources, the Housing Department believes it can complete \$7.7 million in capital repairs on the community housing portfolio. Our recommended plan would include the utilization of \$7,000 per unit or \$2.3 million in funding from the Co-Investment program and require \$5.4 million of funding from the County. The \$5.4 million of funding is within the approved 10-year Capital Asset Management and Funding Plan.

FINANCIAL IMPLICATIONS

The advancement of capital repairs has no impact to the levy.

The County funding contribution of \$5.4 million will result in leveraging \$2.3 million from the National Housing Co-Investment Fund for total repairs and renovations of \$7.7 million.

CONSULTATIONS

Consultations have taken place with the General Manager, Social Services, the General Manager, Finance, Facilities and Court Services and Canada Mortgage and Housing Corporation.

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 accomplished by working with municipal and community partners.

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

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community 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 County of Lambton Housing and Homelessness Plan 2020 - 2024 sets a strategic direction for housing and homelessness work. One milestone is improved sustainability of the social housing system. Specifically, all social housing buildings will be maintained in a fair state of repair.

The National Housing Co-Investment funding provides the opportunity to fund needed repairs to existing County's owned social housing units, ensuring the County is able to continue to provide safe, affordable housing and to maintain these valuable assets.



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Stephanie Ferrera, Coordinator Melissa Fitzpatrick, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	January 18, 2023
INFORMATION ITEM:	Sarnia-Lambton Local Immigration Partnership Update

BACKGROUND

The Sarnia-Lambton Local Immigration Partnership (SL-LIP) was established in 2009 and is a federally funded project through Immigration, Refugees, and Citizenship Canada (IRCC). Housed with the County of Lambton Social Services Division, SL-LIP is a leader in immigrant research, knowledge sharing, and is a community-wide, multi-sectoral partnership that works to increase collaboration between settlement agencies and smooth the settlement and integration experiences of newcomers.

DISCUSSION

The number of newcomers to Lambton County over the 2016-2021 census period was 970, an increase from the 730 newcomers in the previous census from 2011-2015. Currently there are 1440 non-permanent residents living in Lambton County. Non-permanent residents include persons from another country with a usual place of residence in Canada and who have a work or study permit or who have claimed refugee status (asylum claimants). Family members living with work or study permit holders are also included, unless these family members are already Canadian citizens, landed immigrants or permanent residents. Lambton County's permanent resident admission rate of 0.4% in 2021 is lower than Ontario's rate of 1.4%. Overall, immigrants represent 9.21% of Lambton's population.

Thanks to Federal immigration streams like International Education, Lambton welcomed over 1300 students from eight countries across the world in 2021-22, with the largest number coming from India. Currently, study permit holders account for the largest number of immigrants in Lambton County.

Employment in areas of business/finance, sales services and trades is the leading reason newcomers have chosen to live in Lambton. Those individuals largely come from the Americas, Europe, and Asia. Lambton County is also home to Syrian refugees that arrived through a blended system of sponsorship and government assistance, and later, Ukrainian migrants landed through Federal resettlement initiatives. Approximately 90 Syrian refugees currently reside in Lambton County along with 146 displaced Ukrainian migrants.

The Welcoming Community designation received in 2018, is based on the community's ability to welcome and settle immigrant newcomers. Settlement services in Lambton are offered through the YMCA and College Boreal in both English and French, with capacity for service in Arabic, Mandarin, Ukrainian and Russian. A full suite of services is available to local newcomers including language assessment and acquisition classes. Families can access services in schools through the Settlement Workers in Schools program. In addition to core services, the Sarnia-Lambton Alliance against Hate (SLAH) program, the result of a partnership with the Sarnia-Lambton Local Immigration Partnership, the Lambton Kent District School Board, and the Sarnia Police, provides support to victims of hate motivated acts and is committed to capturing an accurate representation of hate motivated acts in Lambton.

In late 2022, an opportunity arose to engage New Horizons/New Canadians Media to create a series of videos to showcase Lambton County as a welcoming community. Four, 10-minute videos were produced on the following areas of focus: *Employment and Entrepreneurism, What Makes Lambton Welcoming, Supporting Diversity of Culture in Lambton and Cultivating a Responsive and Respectful Community*. Seventeen local entrepreneurs, employers, educators, economic development staff, settlement workers, and leaders in cultural services were interviewed to produce a comprehensive snapshot of Lambton County's desire to create a welcoming community. The first video, *Cultivating a Responsive and Respectful Community*, will be released at the February 1, 2023 Lambton County Council meeting, with the remaining videos being released later in the spring of 2023. There will be a number of ways to view these videos that include: YouTube, OMNI Television (date of airing TBD), Lambton County website, the Welcome app, Facebook and Your TV.

This video project aligns with two other projects recently launched. One is the #allarewelcomehere/Acts of Welcome campaign whereby community members are encouraged to demonstrate their support in creating a diverse and welcoming community using lawn signs, stickers, and sharing acts of kindness on the SL-LIP and the Sarnia-Lambton Antiracism, Discrimination and Inclusion Committee social media platforms. The other is the recently launched *Welcome to Lambton* app. *The Welcome to Lambton* app, created in collaboration with TMRRW Inc. and funded by Immigration, Refugees and Citizenship Canada (IRCC), was designed to be a user-friendly guide available that will help support newcomers as they navigate their new surroundings. Featuring an integrated translation component (eight languages), the app connects its users with a variety of community programs and settlement services, provides pre-and post-arrival checklists, and gives assistance on important tasks such as how to find a home, how to search for a

job, how to find and apply for childcare and healthcare services. The app also serves as an effective referral tool for those providing settlement and non-settlement services to new families.

FINANCIAL IMPLICATIONS

There are no financial implications to the County budget because of this report.

CONSULTATIONS

Consultations occurred with SL-LIP staff, the Manager of Homelessness Prevention and Children's Services, the General Manager of Social Services, and members of the SL-LIP Council.

STRATEGIC PLAN

In keeping with the Mission Statement of the County, the programs provided by the SL-LIP promote an enhanced quality of life in Lambton County 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 to secure improved government supports, funding, grants, and other resources.
- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

The SL-LIP partners with stakeholders in the community to address the evolving needs of a diversifying immigrant population in Lambton County. The video series and Welcome app serve as tools to showcase Lambton County and all it has to offer as a Welcoming Community.

CAO 02-05-23

Savannah Hardy

To: Stephane Thiffeault
Subject: RE: [EXTERNAL] Call for Nominations: Vacancies for Ontario representatives on the FCM Board of Directors | Appel de candidatures : postes de représentants de l'Ontario à pourvoir au conseil d'administration de la FCM

From: FCM Communiqué <communiquer@fcm.ca>

Sent: Tuesday, December 13, 2022 12:39 PM

To: Ron Van Horne <ron.vanhorne@county-lambton.on.ca>

Subject: [EXTERNAL] Call for Nominations: Vacancies for Ontario representatives on the FCM Board of Directors | Appel de candidatures : postes de représentants de l'Ontario à pourvoir au conseil d'administration de la FCM

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FCM Board vacancies / Postes vacants au CA de la FCM

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December 13, 2022



COMMUNIQUÉ



Le français suit l'anglais

Call for Nominations: Vacancies for Ontario representatives on the FCM Board of Directors

Dear Chief Administrative Officer,

As an [FCM](#) member municipality, we would appreciate your cooperation in sharing the following information with your elected council members regarding vacancies on the FCM Board of Directors.

Vacancies on the FCM Ontario Caucus

There are two vacancies on the FCM Board of Directors for Ontario representatives for the remainder of the 2022-2023 term, until the Annual General Meeting in May 2023:

- two (2) vacant seats at large.

Eligibility Criteria

In accordance with FCM's bylaws Ontario elected municipal officials eligible to serve as Directors on FCM's Board of Directors must meet the following criteria:

1. Be an elected official of an FCM member municipality from Ontario;
2. Complete the [consent form](#) and submit it to FCM as indicated on the form; and
3. Submit an official resolution ([see this example](#)) endorsed by their member municipality **authorizing them to seek a position** on FCM's Board of Directors, and **agreeing to cover the costs** of their attendance at meetings of FCM's Board of Directors.

The deadline for submitting the consent form and resolution to FCM is **Monday, January 30th at 5:00pm EST**.

About FCM's Board of Directors

FCM's Board of Directors is comprised of 74 elected municipal officials and affiliate members representing each province and territory in Canada. Ontario is allotted sixteen (16) Directors. Full details can be seen in the FCM [bylaws](#).

The full term of office of Board Directors is from one AGM until the next AGM (the current term will end on May 28, 2023). During their term of office, Directors are expected to attend all meetings of the Board of Directors and the Annual Conference. During the remainder of this term, one Board meeting will be held in March (in Durham, ON), and one meeting will be held virtually in May. FCM's Annual Conference (in Toronto, ON) will take place in May 2023.

If you have any questions, please [contact the FCM Elections Team](#), or the Ontario Regional Caucus Chair, [Tim Tierney](#), Councillor, City of Ottawa.

Best regards,
FCM Elections Team

Appel de candidatures : postes de représentants de l'Ontario à pourvoir au conseil d'administration de la FCM

Chers directeurs généraux, chères directrices générales,

En tant que municipalité membre de [la FCM](#), nous aimerions votre collaboration afin de partager l'information suivante concernant les postes vacants au sein du Conseil d'administration de la FCM avec les élu(e)s de votre conseil municipal.

Postes vacants au sein du caucus de l'Ontario de la FCM

Deux (2) poste sont à pourvoir au conseil d'administration de la FCM par des représentants de l'Ontario pour le reste du mandat 2022-2023, soit jusqu'à l'assemblée générale annuelle de mai 2023 :

- Deux (2) postes de la catégorie « hors cadre ».

Les critères d'éligibilité

Conformément au règlement de la FCM, les élus municipaux de l'Ontario éligibles à un poste d'administrateur du conseil d'administration de la FCM doivent remplir les critères suivants :

1. Être un élu ou une élue d'une municipalité ontarienne membre de la FCM ;
2. Remplir le [formulaire de consentement](#) et le faire parvenir à la FCM comme indiqué sur le document ; et
3. Soumettre une résolution officielle ([voir l'exemple](#)) approuvée par sa municipalité membre, **l'autorisant à poser sa candidature** au conseil d'administration de la FCM et **acceptant de couvrir les coûts** de sa participation aux réunions du conseil.

Vous devez soumettre le formulaire de consentement et la résolution à la FCM d'ici le **lundi 30 janvier 2023 à 17 h (HE)**.

À propos du conseil d'administration de la FCM

Le conseil d'administration de la FCM compte 74 membres et comprend à la fois des élus municipaux et des membres affiliés qui représentent chaque province et territoire du Canada. Seize (16) administrateurs proviennent de l'Ontario. Les détails complets peuvent être consultés dans les [règlements](#) de la FCM.

La durée du mandat des membres du conseil d'administration s'échelonne d'une assemblée générale annuelle à la suivante (le mandat en cours se terminera le 28 mai 2023). Pendant leur mandat, les administrateurs sont tenus de participer à toutes les réunions du conseil prévues ainsi qu'au congrès annuel de la FCM. Pour le reste du mandat actuel, une réunion du CA aura lieu en mars (Durham, Ont.) et une réunion se tiendra virtuellement en mai. La conférence annuelle de la FCM (à Toronto, Ont.) aura lieu en mai 2023.

Pour toute question, veuillez communiquer avec [l'équipe des élections de la FCM](#) ou avec le président, Caucus régional de l'Ontario, [Tim Tierney](#), conseiller, Ville d'Ottawa.

Cordialement,
L'équipe des élections de la FCM



24 Clarence Street
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fcm.ca

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Office of the County Warden
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

CAO 02-06-23

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3160

January 9, 2023

Dear County Council:

Re: 2023 SWIFT Board Member Representation

At the October 14, 2022 SWIFT Board meeting, the SWIFT Board of Directors set the 2023 Annual General Meeting (AGM) date to April 28, 2023. As the newly elected Warden of Lambton County Council for 2023-2024, I have submitted an application for consideration as a Western Ontario Wardens' Caucus (WOWC) member representative to the SWIFT Board. This appointment is a two-year term ending at the 2025 AGM.

I am seeking a resolution of Council to confirm support of my application to the SWIFT Board as a WOWC member representative for the 2023 two-year term.

Yours sincerely,

Kevin Marriott
Warden

www.lambtononline.ca

