



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

Wednesday, May 17, 2023
Council Chambers, Wyoming

Page

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

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

2. **Disclosures of Pecuniary Interest**

If any.

3. **INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION**

A) Information Reports

- 3 - 7 a) Information Report dated May 17, 2023 Regarding Building Services 1st Quarter 2023 Statistics.
- 8 - 12 b) Information Report dated May 17, 2023 Regarding Planning and Development Services 1st Quarter Work in Progress.
- 13 - 15 c) Information Report dated May 17, 2023 Regarding Planning and Development Services 1st Quarter Statistics and Approval Authority Activity.
- 16 - 19 d) Information Report dated May 17, 2023 Regarding County Road 7 (Lakeshore Road) - Road Rehabilitation.

B) Reports Requiring a Motion

- 20 - 49 a) Report dated May 17, 2023 Regarding County Official Plan Comprehensive Review.

C) Other Business

4. **PUBLIC HEALTH SERVICES DIVISION**

A) EMERGENCY MEDICAL SERVICES DEPARTMENT

- a) No Agenda Items.

B) Other Business

5. CULTURAL SERVICES DIVISION

A) Information Reports

- 50 - 58 a) Information Report dated May 17, 2023 Regarding Lambton
County Library Joint Library Facilities Review.
- 59 - 71 b) Information Report dated May 17, 2023 Regarding Libraries
First Quarter 2023 Statistics.
- 72 - 75 c) Information Report dated May 17, 2023 Regarding Museums,
Gallery & Archives First Quarter 2023 Statistics.

B) Reports Requiring a Motion

- 76 - 77 a) Report dated May 17, 2023 Regarding Libraries Donations,
January 1 to March 31, 2023.
- 78 - 81 b) Report dated May 17, 2023 Regarding Museums, Gallery &
Archives Collections Management, March 2023.

C) Other Business

6. IN-CAMERA

Recommendation

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

- a) To consider and provide instructions pertaining to:
- (a) an identifiable individual,
 - (b) the potential disposition of lands in the City of Sarnia,
 - (c) the potential acquisition of lands (and/or lease) in the City of Sarnia, and any position to be taken in the negotiations thereof, pursuant to ss. 239(2) (b), (c) and (k) of *the Municipal Act, 2001*.

7. ADJOURNMENT

 INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	BUILDING SERVICES
PREPARED BY:	Corrine Nauta, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
INFORMATION ITEM:	Building Services 1st Quarter 2023 Statistics

BACKGROUND

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

DISCUSSION

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

Year-over-year the total number of building permits (new homes, renovations, storage sheds etc.) decreased by 41. New dwelling starts (27) decreased by 29 over the same period last year. The number of building permit inspections increased by 211. Property standards inspections decreased by 135, while plumbing permit issuance decreased by 13 with inspections decreasing by 131. In total, the number of septic reports prepared for planning applications (severances, minor variances), backfill permits, enquiries and assessment requests has demonstrated a steady trend. The number of septic permits issued has decreased by six.

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

FINANCIAL IMPLICATIONS

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

CONSULTATIONS

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

STRATEGIC PLAN

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

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

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

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

CONCLUSION

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

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

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

**1st Quarter Building Statistics
Year to Date Comparison - 2023 vs 2022**

Number of Permits			Value of Construction	
	2023	2022	2023	2022
Residential	71	110	\$15,994,223	\$26,548,280
Commercial	8	8	\$4,859,000	\$1,211,000
Industrial	7	9	\$2,011,000	\$2,052,000
Agricultural	21	21	\$4,739,035	\$6,326,700
Institutional	1	1	\$150,000	\$65,000
TOTALS	108	149	\$27,753,258	\$36,202,980

New Dwelling Units in County of Lambton

Municipality	New Dwelling Units	
	2023	2022
Brooke-Alvinston	0	1
Dawn-Euphemia	1	4
Enniskillen	0	1
Oil Springs	0	1
Petrolia	2	6
Plympton-Wyoming	16	27
Point Edward	0	1
St. Clair	4	12
Warwick	4	3
TOTALS	27	56

Unless otherwise noted, dwelling units are single family dwellings.

*Note:

Plympton-Wyoming: 4 Semi-detached units, 12 single family dwelling units

Warwick: 2 Semi-detached units, Existing church converted to single family dwelling units, 1 single family dwelling.

**Building Services Department
1st Quarter Statistics Comparison 2023 vs. 2022**

	1st Quarter		Year-To-Date	
Building	2023	2022	2023 Totals	2022 Totals
Permits	108	149	108	149
Inspections	2486	2275	2486	2275
Property & Maintenance	233	368	233	368
Amount Invoiced	\$231,732	\$221,797	\$231,732	\$221,797
Building Permit Value	\$27,753,258	\$36,202,980	\$27,753,258	\$36,202,980

	1st Quarter		Year-To-Date	
Plumbing	2023	2022	2023 Totals	2022 Totals
Permits	153	166	153	166
Inspections	664	795	664	795
Permit Revenue	\$33,911	\$63,767	\$33,911	\$63,767

	1st Quarter		Year-To-Date	
Septic	2023	2022	2023 Totals	2022 Totals
Septic Permits	15	21	15	21
Septic Backfill Permits	23	10	23	10
Severences	1	11	1	11
Minor Variances	15	10	15	10
Amendments	1	0	1	0
Private Sewage Assessments	5	3	5	3
Enquiry Requests	1	5	1	5
Enforcement Inspections	15	3	15	3
Subdivisions	0	0	0	0
Septic Revenue	\$8,800	\$13,600	\$8,800	\$13,600

1st Quarter Building Statistics - 2023 vs. 2022
The City of Sarnia and The Municipality of Lambton Shores
The Municipality of Lambton Shores

Type	Number of Permits	Value of Construction (\$)	Number of Permits	Value of Construction (\$)
	2023	2023	2022	2022
Residential	32	6,862,500	55	10,508,024
Commercial	7	400,500	8	428,100
Industrial	0	0	1	5,500,000
Agricultural	4	903,000	3	2,340,000
Institutional	3	161,514	1	30,000
Mixed Com/Res	0	0	1	5,300,000
Other	0	0	2	1,500,000
TOTAL	46	8,328,514	71	26,606,124

The City of Sarnia

Type	Number of Permits	Value of Construction (\$)	Number of Permits	Value of Construction (\$)
	2023	2023	2022	2022
All Categories	109	14,807,354	129	34,552,187
TOTAL	109	14,807,354	129	34,552,187

New Dwelling Units

Municipality	New Dwelling Units 2023	New Dwelling Units 2022
Lambton Shores	9	16
Sarnia	14*	25**
TOTAL	23	41

Unless otherwise noted, dwelling units are single family dwellings.

*Please Note: 8 of 14 are Additional Dwelling Units

**Please Note: 4 of 25 are Multiple Family Dwellings

	INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Kenneth Melanson, RPP, MCIP, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
INFORMATION ITEM:	1st Quarter 2023 Work in Progress

BACKGROUND

The Department provides planning services for 10 of the 11 municipalities in the County of Lambton. In addition, the Department administers the functions of Emergency Management, 9-1-1/Municipal Addressing and Woodlands Conservation County-wide.

DISCUSSION

St. Clair Township:

Planning activity in the Township remains high, with Committee of Adjustment (COA) applications making up the bulk of activity. Four Site Plan proposals are currently under review, while two subdivision and several Zoning By-law Amendments are also under review. Daily inquiries with planning questions also remain consistent with typical levels.

Preparation for a hearing with the Ontario Land Tribunal related to a refusal of a Zoning By-law Amendment is underway. Work with the County and consultants on the update of the St. Clair Township Official Plan is underway.

Municipality of Brooke-Alvinston:

A Draft Plan of Subdivision is under review for 32 lots for single-detached, 14 lots for semi-detached and two blocks for future townhouse dwellings between Broadway and River Streets. One consent application was reviewed by the COA. Two pre-consultation meetings were held with a developer/consultant for a proposed three to seven single-detached development along Nauvoo Road.

Work on the review of the Official Plan in conjunction with County and consultants is underway with a meeting to discuss the Background Report with Council scheduled for the

end of April. Future engagement with residents is planned to occur in the second quarter of this year.

Town of Petrolia:

The “east sector” lands meetings have produced draft servicing plans and access easement agreements from meetings which occurred in 2022. To provide a timely response to the developer team, internal meetings with Town staff and lawyers are planned to review documentation and provide feedback. This is significant progress on a major component of the integrated planning of subdivisions of five landowners into a cohesive community.

Meeting with Town staff to discuss parkland options for a subdivision application along Discovery Line was completed and addressed parkland for the future phase of the project.

Pre-consultation development review meetings were held for site plan amendment and multiple dwelling proposals. Site plan amendment approval occurred for an industrial project. Registration of the site plan agreement is anticipated in the second quarter of 2023.

Staff continue to respond to daily enquiries on property setbacks, accessory structures, fences, and municipal by-laws, including business licenses and sign permits. Review and decisions are pending on seven business licenses and five sign permits.

Review of the Official Plan in conjunction with the County and consultants continues. A public meeting is scheduled in the second quarter to discuss the Draft Official Plan Amendments. Bill 23 presentation to Council on three accessory dwellings and draft Provincial Policy Statement (PPS) also anticipated in the second quarter.

Township of Enniskillen:

A Public Meeting was held for the Official Plan and Zoning By-law amendments for commercial Cannabis cultivation operations. The amendments were referred to staff for further updates pending discussions with a landowner. Staff are working to schedule these discussions. A pre-consultation meeting was held with representatives of the RES (Renewable Energy Systems) Group regarding a potential Soy Energy Storage Project. Work on several potential severance and minor variance enquiries is ongoing.

One minor variance application is under review and scheduled for the COA in the second quarter.

Municipality of Lambton Shores:

Work on the Official Plan Review and development of a Community Improvement Plan (CIP) continues in conjunction with the County and consultants. A review of the community survey summary, background report, and list of recommended amendments produced by the consultant are underway before being presented to Lambton Shores

Council and then being issued for further public input. For the CIP, the consultant has presented a background report to Lambton Shores Council and met with local business associations. Staff is now reviewing the draft of the CIP produced by the consultant, which will be presented to Lambton Shores Council.

Decisions were rendered in the first quarter with respect to eight Minor Variances, three consents, one Certificate of Cancellation, two Zoning By-law Amendments, two miscellaneous agreements, and one application for Part Lot Control. Application volumes were stable, but do not reflect the increased complexity of proposals. Staff remain busy assisting the public with various inquiries as development interest remains strong in the Municipality. Numerous applications were also dealt with for which decisions were deferred or had not yet been deemed complete, including Site Plan, Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision Approval.

A decision is pending respecting the Ontario Land Tribunal (OLT) hearing held October 4 through 6, 2022, at which Staff testified respecting an appeal of Lambton Shores Council's refusal of a Zoning By-law Amendment.

Town of Plympton-Wyoming:

Work continues on several subdivision projects and process planning applications. One subdivision was assumed by Town Council in this quarter. There have been no consent applications, but 10 minor variance applications were reviewed by the COA. Official Plan Amendment 55 was adopted by Town Council and approved by the County of Lambton; these came into effect on April 12, 2023. The associated Zoning Application remains on hold and is anticipated to move forward in the second quarter. One agreement and memorandum of understanding were approved by Town Council. Two Site Plan Applications were approved at the staff level.

Several appeals before the OLT, related to applicant-initiated Official Plan Amendments (OPA) denied by Town Council, continue to move through the appeal process. Two appeals of the Official Plan update (OPA No. 54) decision of the County Approval Authority have been received. A hearing has been scheduled for December 2023. A Case Management Conference, for a third appeal, was held on February 21, 2023, with a second to be held on May 11, 2023.

Town Council authorized the project scope related to regulating Short Term Rentals in the Town. A public survey and open houses are to occur in the second and third quarters to seek public input.

Village of Pt. Edward:

A minor variance application was approved for an addition to a single-detached dwelling at the April 2023 Committee of Adjustment meeting. The application is in the appeal period.

1st Quarter Work In Progress (page 4)

May 17, 2023

Staff are working with the applicant for a Zoning By-law Amendment and Draft Plan of Condominium application for the “marina lands”. Both applications were deemed incomplete, and Staff is working with the applicant to receive the missing materials to deem the Zoning By-law Amendment complete.

Preliminary discussions with the consultants for the Holmes Foundry Site have occurred for an Official Plan Amendment.

Warwick Township:

A Zoning By-law amendment to remove the holding symbol for a property was completed. A site plan application for an addition to an industrial business was approved, with the site plan agreement pending registration.

A minor variance and severance application were both reviewed and approved by the COA. A minor variance application for the May 2023 COA meeting is under review.

Preliminary work on amendments to the Site Plan By-law and to implement surplus farm dwelling severances is underway.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

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

STRATEGIC PLAN

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

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

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

1st Quarter Work In Progress (page 5)

May 17, 2023

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

CONCLUSION

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



INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Kenneth Melanson, RPP, MCIP, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
INFORMATION ITEM:	1st Quarter Statistics and Approval Authority Activity

BACKGROUND

The Department provides planning services for 10 of the 11 municipalities in the County of Lambton. In addition, the Department administers the functions of Emergency Management, 9-1-1/Municipal Addressing and Woodlands Conservation County-wide.

DISCUSSION

The following tables set out the number of applications that the Department received and processed for the first quarter of 2023 versus the first quarter of 2022, by category.

Applications	2023	2022
Committee of Adjustment	59	57
Site Plan Control	1	1
Zoning By-Law Amendments	8	17
Official Plan Amendments	1	2
Woodlot Applications	0	0
Woodlot Notice of Intent to Cut	9	7
Woodlot Reviews	14	6
Letters of Compliance (Zoning Confirmations)	12	4
Plan of Subdivision/Condominium Applications	1	0
Plan of Subdivision/Condominium Extensions	1	1
Part Lot Control	0	0
Final Plan of Subdivision/Condominium Approvals	0	2
Draft Plan of Subdivision/Condominium Approvals	0	0
Plan of Subdivision/Condominium Amendments	0	0
Official Plan and Official Plan Amendment Approvals	1	7

Applications	2023	2022
Totals	107	104

Application Volumes

Application volumes in the first quarter of 2023 are slightly ahead of overall volumes from 2022. Submission of larger projects like Zoning By-law or Official Plan Amendments has gone down this quarter; however, several major pre-consultations occurred in late 2022. Those projects work toward complete submissions, expected to occur later in 2023.

Official Plan Approvals

One Official Plan Amendment approval occurred during the first quarter. This application was for a corrective designation change to residential for a property in Plympton-Wyoming.

Final Approval of Plans of Subdivision/Condominium

No Final Approvals of Plans of Subdivision or Condominium have occurred in the first quarter of 2023. Staff expect at least one final approval for a Plan of Subdivision in St. Clair Township to occur in the second or third quarter of this year.

Draft Approval of Plans of Subdivision/Condominium

One application for a Draft Plan of Subdivision for a site in Brooke-Alvinston was received during the quarter. The proposed Draft Plan of Subdivision will include 32 lots for single-detached dwellings, 14 semi-detached lots and two blocks for future townhousing. The application is currently under review.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

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

STRATEGIC PLAN

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

1st Quarter Statistics and Approval Authority Activity (page 3)

May 17, 2023

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

CONCLUSION

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



INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	Matt Deline, P.Eng., Manager
REVIEWED BY:	Jason Cole, P.Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
INFORMATION ITEM:	County Road 7 (Lakeshore Road) – Road Rehabilitation

BACKGROUND

County Road 7 (Lakeshore Road), from Telfer Road to County Road 26 (Mandaumin Road), is planned to be rehabilitated as part of the 2023 approved County of Lambton Tangible Capital Asset (TCA) budget. The proposed work includes recycling the existing asphalt, widening to facilitate partially paved shoulders, complete with surface hot-mix asphalt. The costs associated with the work also includes contract administration for the project, granular shouldering, line painting and other appurtenances.

As part of the 2023 approved County of Lambton TCA budget, \$1,550,000 has been allocated for the project (RDS-30406). As an eligible project through the Canada Community Building Fund (CCBF), the project is partially funded through the 2023 CCBF grant with the remaining to be funded by the amortization reserve. There is no impact to levy/taxation with this project.

Based on the bids received, and the associated construction costs, the projected costs exceeds the original approved budget by approximately \$425,000 or 28%. In an effort to implement the construction program as intended, the project shortfall will be realized by utilizing funding from the CCBF Top-up Funds with no impact to levy.

DISCUSSION

The County sought competitive bids earlier this year for the rehabilitation of County Road 7, from Telfer Road to County Road 26. The project tender closed on April 18, 2023, receiving six bid submissions for the road recycling ranging from \$1,637,930.00 to \$1,859,860.60 (excl. taxes). The low bid was approximately \$350,000 over the projected budget. All additional items (Contract Administration, Shouldering, Geotechnical, culverts, etc.), beyond the scope of the tender required to achieve completion of the project are estimated to cost \$375,000.

Combined, the updated total estimated project costs to complete the project is \$1,9750,000, which is \$425,000 more than the original budget of \$1,550,000 as approved in the 2023 TCA budget.

Results of the tender are outlined below:

Table 1 – Bid Results – Contract 2023-07		
<u>RANK</u>	<u>CONTRACTOR</u>	<u>TENDER PRICE (excl. taxes)</u>
1	GIP Paving	\$1,637,930.00
2	Lavis Contracting	\$1,684,050.00
3	1197245 Ontario Ltd (SEVCON)	\$1,739,002.35
4	Cope Construction	\$1,740,143.70
5	Dufferin Construction (Brennan)	\$1,845,945.00
6	J-AAR Excavating	\$1,859,860.60

Given the condition of the road and the need to proceed with our annual construction program, the County is proceeding to award the contract to the lowest bidder, GIP Paving.

FINANCIAL IMPLICATIONS

As part of the 2023 approved County of Lambton TCA budget, approximately \$1,550,000 was budgeted for the rehabilitation of County Road 7 – Lakeshore Road (RDS-30406). The project is partially funded through the 2023 CCBF allocation (\$1,240,000) with the remaining to be funded by the amortization reserve (\$310,000).

The forecasted construction costs for the project exceeds the allocated budget by approximately \$425,000. In an effort to implement the construction program, the project shortfall will be realized through utilizing additional funds from available CCBF Top-Up dollars with no impact to levy.

Previous reports sent to Committee AM in [August 2019](#) and again in [August 2021](#) outlined the planned use of the CCBF Top-Up Funds in future years. The updated Summary of the Top-Up Fund Annual Distribution and project use is detailed in Table 2 below:

Table 2 – CCBF Top Up Annual Distribution				
<u>YEAR</u>	<u>2019 Top Up</u>	<u>2021 Top Up</u>	<u>Total Top Up</u>	<u>Projects Using Top Up Funds</u>
2019	-	-	\$0.00	no work completed with Top-up Funds

Table 2 – CCBF Top Up Annual Distribution				
<u>YEAR</u>	<u>2019 Top Up</u>	<u>2021 Top Up</u>	<u>Total Top Up</u>	<u>Projects Using Top Up Funds</u>
2020	\$679,716.52	-	\$679,716.52	CR12 - Road Rehab Arkona to Middlesex (actual Costs)
2021	\$589,277.61	-	\$589,277.61	CR21 - Road Rehab Wyoming to Reece's Corners (actual costs)
2022	\$1,828,896.00	-	\$1,828,896.00	Year 1 - Bonnie Doon Deck Replacement & CR7/CR30 Road Rehab (actual costs)
2023	\$871,471.47	\$954,974.87	\$1,826,446.34	Year 2 - Bonnie Doon Bridge Deck Replacement
2023	-	\$425,000.00	\$425,000.00	County Road 7 – Lakeshore Road (RDS-30406)
2024	-	\$794,099.04*	\$794,099.04*	<i>Projects TBD in 2024 TCA Budget</i>
2025	-	\$794,099.04*	\$794,099.04*	<i>Projects TBD in 2025 TCA Budget</i>
2026	-	\$794,099.04*	\$794,099.04*	<i>Projects TBD in 2026 TCA Budget</i>
Totals	\$3,969,361.60	\$3,762,272.00	\$7,731,633.60	2019-2026

CONSULTATIONS

The Finance, Facilities & Court Services Division were consulted in preparation of this report.

STRATEGIC PLAN

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

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

CONCLUSION

County Road 7, from Telfer Road to County Road 26, is to be rehabilitated as part of the 2023 approved County of Lambton TCA budget. As an eligible project through the Canada Community Building Fund (CCBF) program, the 2023 TCA Budget funds the project through distribution of the 2023 CCBF (\$1,240,000) allocation and the amortization reserve (\$310,000).

Based on the bids received and the projected supplementary construction costs for completion of the project, the construction costs will exceed the approved 2023 budget by approximately \$425,000 or 28%. To continue the implementation of the 2023 construction program as intended, the project shortfall will be realized by utilizing additional funding from the CCBF Top-up Funds, with no impact to 2023 levy.



INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Kenneth Melanson, RPP, MCIP, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
SUBJECT:	County Official Plan Review – Growth 2.0

BACKGROUND

Lambton County Council, at its meeting on April 5, 2023, endorsed the following motion:

#12 Bradley/Dennis: That Staff return to Council with a report before or at the June 2023 Council meeting addressing and setting out a potential plan for the re-opening of the County Official Plan to address, amongst others, settlement boundaries set out therein.

Carried.

This report will provide details on the County Official Plan (OP) Review, which has been nicknamed “Growth 2.0”.

DISCUSSION

When the County OP was adopted in 2018, it was consistent with the Provincial Policy Statement (PPS) of the time (2014). A new PPS in 2020 extended the residential land supply horizon from 20 to 25 years. While all but one municipality had more than 25 years of land supply at the time of approval (Attachment 3)¹, this policy change, as well as several other factors, warrant a review of the County OP. County municipalities are seeing population growth outpacing the high end of population projected for the OP. The number of dwelling units constructed is meeting or exceeding projections. It is these projections which provide the backbone for the residential land supply analysis.

Given the need for a conformance update to PPS 2020 and the new PPS 2023 on the horizon, coupled with increased growth and other legislative changes, the time is right for a review and update of the OP. The slowing of activity due to a variety of economic factors

¹ April 2017 Land Supply report to County Council prior to adoption of the current County Official Plan.

allows staff to take advantage of the pause and update the plan for future growth - hence the review nickname “Growth 2.0”.

It is important to note that regardless of any discussions on Settlement Area expansions or land swaps, a conformance update to the County OP with PPS 2020 (and likely PPS 2023) is required.

The Terms of Reference for the review, which provides greater detail of the process including projected timeline and project costs, is provided as Attachment 4.

Methodology

Recognizing proposed changes in PPS 2023, the review of land supply will follow the methodology used in the Growth Plan for the Golden Horseshoe. This method is being encouraged by the Ministry of Municipal Affairs and Housing (MMAH) for non-Growth Plan municipalities. Population projections, dwelling unit counts, and land supply analysis will be determined by the County. Where a municipality requires a boundary expansion, the local municipality will work with the planning team to determine additions to Settlement Areas. Employment projections will also be created – something not done for the current OP.

The County has also been examining the opportunity to remove certain strategic “recreational lands” for Settlement Areas to protect these lands for recreational purposes. This includes the Waterfront Lands of Point Edward and the beaches of Grand Bend. These lands could then be ‘swapped’ to enable growth in other municipalities as a ‘top up’ option if an expansion is not required.

It is important to understand that a variety of factors are assessed to determine if a Settlement Area expansion is needed. These include high population growth exceeding the top end of population growth estimates (Attachment 1). The number of dwelling units being constructed (versus those in the approval pipeline) can also be a factor. Many member municipalities are exceeding dwelling unit projections in the OP (Attachment 2)².

The current OP analysis sets a minimum dwelling unit assignment for low growth municipalities of five units per year. Any municipality which may require a revision below this number will not see any change. Five units per year will remain the minimum. Municipalities seeing growth exceeding current assignments will be revised.

Settlement Area Expansion Recommendations

The Planning Team, in concert with local municipalities, will examine requests for inclusion in any Settlement Area Expansions (or land swaps). An evaluation system has been provided in the Terms of Reference; however, the final recommendations will be made by each member municipality.

² Building Permit data sources from County of Lambton Building Permit reports from 2018 to present. Data on City of Sarnia Building Permits sources from Residential Development Report (Feb 2023 Sarnia Council).

County Staff will provide the land supply expansion size to each local Council and an analysis of Settlement Area adjustments. Municipalities that do not warrant an expansion can use the 'top up' land swap. Any excess Settlement Area not used in the land swap process will be used by other Municipalities based on scoring. The final decision on any changes to Settlement Areas (via expansion or land swap) will be County Council's.

Sarnia Settlement Area Expansion

At its meeting on April 17, 2023, Sarnia City Council approved a motion to direct landowners of the "Brights Grove Expansion" to utilize the Community Infrastructure and Housing Accelerator (CIHA) process. The Minister of Municipal Affairs and Housing has the final decision on whether to expand the Sarnia Settlement Area. The decision has the effect of modifying the Sarnia and County Official Plans.

There are several options which the City of Sarnia could choose to undertake an expansion. Given Sarnia's decision to use the CIHA approach, no Settlement Area updates will be made through the County OP review. All other analyses, such as updates to population projections and dwelling unit counts, as well as any updated land supply analysis, will still be provided. Sarnia Council may choose to alter the current direction and participate in this project but will have to do so prior to the conclusion of Settlement Area discussions with other member municipalities.

Resources Required

With application volumes remaining at record highs, there are no internal staff resources available. There are resources available through the Department Manager to provide project management, however, consultant resources will be required to facilitate this project. A budget that includes the selection of a project consultant team that has a specialty in population demographic analysis, land supply analysis and employment and jobs projections have been included in the Terms of Reference.

Project Timeline

The proposed review is to provide an update and not create a new plan. Every effort will be made to expedite the review process; however, it is estimated that the review will take between 18 to 24 months. This does not include any time required by the Minister to issue a final decision on any revisions to the County OP.

Key Decision Makers

Member municipalities will be directly involved in any Settlement Area discussions should an expansion or land swap occur. Each member municipality will make recommendations for changes to Settlement Areas. The decision on adoption of the OP Amendment will reside with County Council. The final decision on approval of the amendment will be with the Minister of Municipal Affairs and Housing.

Appeal Rights

Changes to the *Planning Act* in the first term of the current Provincial government have changed appeal rights related to Upper Tier Official Plans (and Official Plan Amendments). The final decision will rest with the Minister and cannot be appealed by any landowners or the County.

Public Engagement and Communication with Local/County Council

The proposed Terms of Reference provide a wide range of opportunities for the public to be involved and communication opportunities with both County and local municipal Councils. Regular project updates will be provided quarterly, along with key milestones outlined in the Terms of Reference.

FINANCIAL IMPLICATIONS

A project budget of \$350,000 is required for completion of the project. Consultant resources with specific skillsets related to the use of the Growth Plan methodology for Population, Job and Land Supply analysis will be required.

This budget request would be an investment by County Council in the future of growth in the County. This review is an opportunity to address issues with the current plan and take advantage of 25-year growth projections using a tested methodology.

CONSULTATIONS

Ongoing discussions with a variety of local municipalities related to Settlement Areas have occurred. Discussions and suggestions have been provided by the County Planning Directors of Ontario and by the County's Planning Legal Team.

STRATEGIC PLAN

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

- Making available cultural services that contribute to Lambton's goal of being a learning community, providing a range of leisure opportunities and enhancing Lambton's ability to attract new businesses and employment opportunities.
- 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.

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

CONCLUSION

The timing to launch an update of the County Official Plan could not be better. Given the increased need for housing, changing legislative direction from the Province and a desire to examine Affordable Housing and Economic Development Opportunities, updating the County Official Plan policies will position the County and our member municipalities for the next phase of growth.

RECOMMENDATIONS

That County Council:

- a) Direct County Planning Staff to launch the County Official Plan review (Growth 2.0) in accordance with the the outlined Terms of Reference.**
- b) Authorize the inclusion of a \$350,000 multi-year budget for the County Official Plan as a separate budget line in the Planning & Development Services budget.**

Attachment 1 – County Official Plan Population Projections versus Census 2021 population counts

Municipality:	County OP population projections (range):	Census 2021 population:
Brooke-Alvinston	2028 to 2581	2359
Dawn-Euphemia	1505 to 1963	1968
Enniskillen	2099 to 2714	2825
Lambton Shores	9307 to 11,595	11,876
Oil Springs	549 to 808	647
Petrolia	6410 to 7372	6013
Plympton-Wyoming	6846 to 7830	8308
Point Edward	1529 to 2058	1930
Sarnia	66,005 to 74,085	72,087
St. Clair	12,536 to 13,876	14,659
Warwick	2945 to 3579	3641
County of Lambton*	111,367 to 122,162	130,035

Note:

1. County Official Plan population projections to 2031.
2. County of Lambton population projections do not include projections for Indigenous “reserve” communities. Census 2021 does include these population counts where data is available.

Attachment 2 - Dwelling Units Counts (constructed) since 2018

													Total Units if all	Total Units Actually	Diff
		2018		2019		2020		2021		2022			built (2018-2022)	Built (2018-2022)	
Municipality	County OP Assigned Units	Built	Diff	Built	Diff	Built	Diff	Built	Diff	Built	Diff	5 year avg	(assigned units)		
Brooke-Alvinston	5	2	-3	5	0	11	6	17	12	12	7	12	25	47	22
Dawn-Euphemia	5	3	-2	2	-3	2	-3	5	0	11	6	3	25	23	-2
Enniskillen	7	6	-1	5	-2	5	-2	4	-3	5	-2	3	35	25	-10
Lambton Shores	50	90	40	88	38	99	49	123	73	89	39	138	250	489	239
Oil Springs	5	2	-3	0	-5	6	1	8	3	4	-1	3	25	20	-5
Petrolia	36	40	4	30	-6	32	-4	73	37	19	-17	45	180	194	14
Plympton-Wyoming	42	63	21	54	12	72	30	117	75	64	22	102	210	370	160
Point Edward	5	3	-2	4	-1	5	0	4	-1	56	51	14	25	72	47
Sarnia	230	105	-125	177	-53	78	-152	119	-111	90	-140	26	1150	569	-581
St. Clair	55	53	-2	76	21	43	-12	84	29	67	12	72	275	323	48
Warwick	10	4	-6	12	2	11	1	24	14	7	-3	14	50	58	8
Lambton County	449	176	-273	188	-261	364	-85	578	129	424	-25	248	2245	1730	-515

Information Sources:
1) County of Lambton Quarterly Statistic Reports (2018 to 2022).
2) City of Sarnia data from Residential Development Report (February 2023) Council Agenda.

Attachment 3 – Residential Land Supply 2017

The following data is taken from a report to County Council (April 5, 2017), that provided the years of land supply for each Municipality based on the 2016 draft Official Plan. This report involved examining the addition of land to the supply for Plympton-Wyoming, which was not approved by County Council. The numbers remained unchanged from the 2016 projections.

Municipality:	Years of residential land supply:
Brooke-Alvinston	148
Dawn-Euphemia	14
Enniskillen	39
Lambton Shores	74
Oil Springs	64
Petrolia	56
Point Edward	363 ¹
Plympton-Wyoming	55 ²
Sarnia	30
St. Clair	50
Warwick	67
County of Lambton	48

¹ Based mostly on higher density infill development.

² Does not include land added to PW land supply through appeal of the County Official Plan (LDAs 1, 2 and 3 on Map 1).



County of Lambton Official Plan Review 2023

*Terms of Reference
Planning for Growth 2.0*



Prepared by:
County of Lambton
Planning & Development Services

1.0 Introduction

This document is the Terms of Reference for the 2023 review of the County of Lambton Official Plan. This document will provide an overview of the Official Plan Review (“Growth 2.0”), methodology and proposed timeline for the project.

2.0 Need to update the County of Lambton Official Plan

The County and our 11 local Municipalities have seen increased growth and development since the County Official Plan took full effect in September of 2020. Many Municipalities have exceeded projected populations and yearly dwelling unit counts used for growth projections to 2031.

Along with increased growth, legislative changes from the Province of Ontario via the Provincial Policy Statement in 2020 (PPS 2020) and 2023 have made significant changes to planning policy. This includes changes to the land supply requirements and time horizon of land supply needed for residential purposes.

Since 2020, County Planning Staff have also received several inquiries and pre-consultation requests regarding Settlement Areas in various Municipalities. The City of Sarnia’s recent decision to further expand their Settlement Area Boundary has made added to the need to review the Plan.

The most significant reason to review the County Official Plan comes Point Edward’s desire to protect waterfront lands from development. By examining an approach to protect these lands, a concept for a ‘county wide land swap’ was created by Planning Staff (discussed in Section 4.5). This would allow the Point Edward lands to be protected, while providing “Settlement Area” to another County Municipality for growth – meeting the intention of PPS 2020 policy 1.1.3.9 (Appendix 2).

3.0 Scope of Review

The following sections will provide an overview of the Scope of the Review for updating the County of Lambton Official Plan. This will include specific items that will be included or excluded from the review.

3.1 What is included in the Scope of the Review

As a result of increased growth and legislative changes in PPS 2020, as well as those proposed in PPS 2023 – the following items will be part of the Scope of the Review for the Plan update:

- Population and demographic projections for all County Municipalities will be reviewed and updated. Jobs forecasts (not done in the current OP) will be included.
- Dwelling Unit Count assignment to County Municipalities will be updated using population and demographic updates. Any municipality that would end up with a decrease below 5 units per year (current County Official Plan assignment) will **not** be decreased. Municipalities seeing growth will have their Dwelling Unit Count updated.

- Updating of Settlement Area mapping (Map 1 – Growth Strategy) based on land supply discussions with local Municipalities (see section 4.0).
- Policy updates for conformance with PPS 2020, legislation changes from Provincial Acts (i.e. Bill 23) and PPS 2023.
- Updating of policies for land uses in the rural area.
- Create policies for review of Settlement Area expansions and land swaps and providing a framework of responsibilities for the County and Local Municipalities.
- A review of policies and mechanisms to enhance and support efforts for housing development within the County, with particular emphasis on Affordable and Attainable Housing options.
- Update Economic Development policies to support growth.
- Updating the plan to show County Road widening projects because of recent legislative changes in the *Planning Act*.
- Creating new land use designation for preservation and protection of Point Edward waterfront lands (while maintain development provisions for vital infrastructure projects like the Blue Water Bridge).
- General policy updates to ensure a “plain language lense”.
- Enhanced administrative and consolidation policies.

3.2 Issues that will be out of the Scope of the Review

Matters in the County Official Plan that were subject to an Ontario Land Tribunal (OLT) process (or previous incarnations) will not be a part of this project as these decisions were issued under a Board Order.

3.3 Protection of Point Edward Waterfront Lands and connection to County-wide land swap

During the review of the Point Edward Official Plan, concern was expressed to ensure that “waterfront lands” were protected from development should the Village be in a financial challenge. While the County Planning Team did all that it could in the OP review for the Village, a desire to further protect these lands was considered which is the foundation for the OP review.

The Point Edward Waterfront includes lands not only owned by the Village, but the Federal Government. Taking these lands from the Settlement Area ensures that they could not be used for development, while policy can allow the existing uses (and anything accessory to those uses) to continue. For instance, policy can provide for infrastructure related to the Blue Water Bridge, despite a federal level of government being exempt from Municipal planning regulations.

Taking the Settlement Area designation off these lands posed an interesting question – what to do with this settlement area designation? It would be a waste to simply “erase” this settlement area, when it could be added to a Municipality needing to expand for growth. This is the purpose of County-wide level planning – examine opportunity for other County Significant Recreation areas (that were not created through a plan of subdivision) to also be taken out of the Settlement Area and protected (since these

would not be developed) and then use that designation elsewhere. Details of this land swap concept will be discussed in Section 4.5.

3.4 Municipalities included in the Review

The review of the County Official Plan will have implications for all Municipalities within the County. However, the following Municipalities will likely see minimal changes to Settlement Area mapping:

1. The Town of Petrolia – the entire Town is designated a Settlement Area.
2. The Village of Point Edward – the entire Village is designated a Settlement Area, however some mapping changes related to Waterfront Protection will be likely occur.

3.5 Review versus New Plan

It is important to clarify that this project will be a review to the existing County of Lambton Official Plan and not a new plan. Significant effort and time were put into the creation of the existing Plan – to replace it so soon would require increased time and effort for this review. This review has been scoped to attempt to keep the timeline as quick as possible.

3.6 Provincial Policy Statement 2023 update and impacts

At the time of preparing this Terms of Reference – the Province of Ontario has released a draft version of a new Provincial Policy Statement (PPS 2023). The comment period is currently underway, but the new PPS has not officially been adopted.

There are significant changes from PPS 2020 and 2023 – residential land supply would be a minimum of 25 years (as opposed to a maximum). There are also proposed policy changes to allow lot severances in the rural areas (up to three (3) lots) from farm parcels as they existing as of January 1, 2023.

Considering the typical timeline for the Province to enact a new PPS – Staff anticipate that as the first stages of this project occur, PPS 2023 will take effect. The project methodology will take this into account and adjustments will be made to the legislative and conformance review to ensure that the transition to a new PPS is included.

4.0 Review Methodology – Land Supply and Settlement Areas

The following sections will provide an overview of the methodology related to Land Supply and Settlement Areas. This section expands on the Scope of the Review provided in Section 3.0 above.

4.1 Conformity review

The County of Lambton Official Plan was approved under PPS 2014. As noted in above, changes to PPS 2020 necessitate the need for a review of the Official Plan to ensure conformance. The *Planning Act* requires all planning documents (Official Plans, Zoning By-laws, etc.) be consistent with the PPS in effect at the time.

PPS 2020 is the most current – however, as noted in section 3.5, Staff are aware of the pending update (PPS 2023). The review of policies in the County of Lambton Official Plan will provide a cumulative update. A focus of consistency will be on PPS 2023, particularly if this update removes or eliminates changes from PPS 2020.

The conformity review will also examine recently passed changes to the *Planning Act* (such as Bills 109 and Bill 23) and other changes to various Acts.

4.2 Population, Demographic and Employment review/update

As part of the consulting resources required – an expert in demographic analysis will be acquired to review the 2021 Census data for the County of Lambton and its member municipalities.

Using the analysis methods in the Growth Plan for the Greater Golden Horseshoe, new population, demographic and employment projections for all 11 member Municipalities and the County will be created. This methodology is used not only in the Golden Horseshoe but is being applied (by the Province) to all Municipalities whenever updates are done.

It should be noted that preliminary review of the draft PPS 2023 indicates that this methodology will become the typical process for Official Plans moving forward. By using this method now, before a new PPS takes effect, this should minimize impacts to the project timeline and uses a mechanism that is time tested and supported by the Ministry.

This will also provide an opportunity to do an employment and job projection analysis – something not done for the current OP.

4.3 Land Supply Analysis

Based upon the review of demographic growth from section 4.2 above, the Growth Plan Methodology will be used to take these projections and then review land supply for each County Municipality. Where a Municipality falls below the projected land supply needs, then a boundary expansion will be required. Municipalities where boundary expansions are not required may still see their boundaries adjusted through the land swap process (see item 4.5 below).

4.4 Land Supply discussions and reviews with Local Municipalities

Municipalities that will require boundary expansions or be involved in land swap discussions will make recommendations to County Planning staff on what lands will be included into expanded/adjusted boundaries. The County Planning Team will provide recommendations on land to be considered, based upon submissions from landowners showing interest to be considered. The final decision will rest with County Council on lands to be included/adjusted.

4.4.1 Decision Making criteria

Landowners wishing to be considered as part of boundary expansions or land swaps will need to provide a preliminary submission (outlined in section 4.4.2 below). Staff will provide an overall scoring of each site for consideration by the local Municipal Council, based on the following scale:

- 1) Each question will receive a score of 5 points – deductions of 2 points per question will occur if responses are vague and do not provide specific responses or answers on how policy or an issue is addressed.
- 2) If a site is close to existing services, 5 points will be provided. If not and servicing extensions would be required, a score of Zero will be awarded. If a site is on well/septic, a score of -5 will be awarded.
- 3) Bonus points will be provided as follows:
 - a. Providing specific commitment to additional housing forms (such as missing middle) = +5 points.
 - b. Providing commitment to Affordable/Attainable housing within a development = +5 points.
 - c. Providing specific options to mitigate impacts to Natural Heritage/Natural Hazard issues = +5 points.
 - d. Accepting additional site-specific policy for housing forms, Affordable/Attainable Housing and Natural Heritage/Hazards mitigations = +10.
 - e. Showing innovative approaches to housing forms and tenures = +10 points (can only be included if landowner is prepared to accept site specific policy in the County Official Plan).
- 4) Additional deductions will be made where a proponent will not commit (in writing) to provide future connections to undesignated lands which may be included in the Settlement Area in the future. This is regardless of how far in the future these lands may be added (deduction of 10 points). This deduction may not be applied if natural barriers such as rivers, retention of natural features or innovative approaches may make it appropriate not to connect to adjacent lands.

An evaluation of each site will be done by the Planning Team, which will include County Staff and Consultants, as well as Municipality staff. Recommendations for land additions will then be provided to each local Council. These recommendations will be capped based upon the amount of land required for a boundary expansion. If the list of site additions exceeds the land supply expansion, a “top up” from the land swap option may be considered. Staff will be on hand with each municipal council to provide options for consideration, but the final decision will rest with County Council.

4.4.2 Landowner submissions

Landowners wishing to be considered for a boundary expansion or land swap will need to provide a planning submission for their land(s) as part of a formal request for consideration. These formal requests must be submitted to the County Planning team for circulation.

Each formal submission must address:

- 1) How the proposal addresses all the housing policies contained in PPS 2020 – in particular: how will the future development address providing an array of housing forms and options (from single detached to missing middle or tiny homes and multi-residential). An estimate of the total number of lots and units along with preliminary concept plan will be required.
- 2) How the future proposal will provide affordable or attainable housing options and whether the applicant would be willing to commit to a specific housing goal (number of units).
- 3) How the proposal will minimize impacts to the Natural Heritage and Hazard features that may exist on the site. Where a feature (such as a wetland or woodlot) is impacted, how this impact will be mitigated/lessened.
- 4) Willingness to accept addition of specific policy to achieve commitments to housing goals, affordable/attainable housing and minimizing of Natural Heritage/Natural Hazard issues brought up in questions 1 to 3 above.
- 5) Proximity to existing infrastructure and services (this includes hard services such as sewer and water and soft services such as recreational facilities, parks, etc.).
- 6) Site location meets all requirements of the *Minimum Distance Separation formulae*.
- 7) How parkland will be provided for the future development.
- 8) How the development will address planning for future school needs. Note: This may be exempted for small scale additions to Settlement Areas proposing 20 lots or less.
- 9) How the proposed development will impact the loss of productive farmland. The proponent will need to confirm if the site falls in the *prime agricultural area* or *specialty crop areas* and provide rationale as to why the site should be considered for removal. If it is possible, the applicant can provide details on mitigation strategies to overcome the reduction in farmland.
- 10) How the future development will minimize impacts to the subject municipality and the county for future infrastructure/servicing costs.
- 11) How the future development will incorporate “green” infrastructure and servicing design.
- 12) How the future development will address expansion of the settlement areas into new areas by ensuring connections to undesignated lands adjacent to the site.

This submission need not be prepared by a planner or qualified expert, nor does a concept plan have to be done by a surveyor/engineer. However, the more detail that can be provided, the greater ability to provide answers to these questions.

4.4.3 Recommendations by Local Municipalities

Each municipal Council will be provided the analysis of landowner submissions for consideration for expansion of existing Settlement Areas. If a Municipality qualifies for a boundary expansion – then the amount of land that can be added to the Settlement Areas cannot exceed the number determined via the Growth Plan methodology. For

example, if a Municipality needed to add 100 hectares, then this would be the cap. While every effort will be made to keep to the cap, not all properties will add up to the cap. Minor overages to the cap will be kept to within 10 percent of the maximum (110 hectares, using the previous example).

If a Municipality has a desire to add more land than the cap, the land swap top up option could be considered. However, this option will be the focus for municipalities that would not qualify for an expansion to adjust boundaries first, before allowing other municipalities to 'top up' Settlement Areas. Any left over top up designation area would then be shared with Local Municipalities.

4.5 Land swap options to “top up” land supply

As noted in Section 3.4, this ability removes sites from Settlement Areas and provides an opportunity to swap across municipal boundaries on a County-wide basis. This preserves sites for recreation, while providing Settlement Area designation to help assist municipalities with growth.

County Planning Staff have been working on a review of several sites across the County that could be considered “County” significant. A preliminary mapping of these sites is provided (Appendix 3) and should be considered preliminary. Once the sites are finalized (in collaboration with each Municipality), a total supply of designation area will be determined.

The priority for this supply is to assist municipalities which do not qualify for an expansion under section 4.3 and 4.4 and at least “top up” their Settlement Areas to enable growth. Where this situation may exist, those municipalities will be the priority for the ‘top up’ supply. Once those situations are determined and if any supply of designation remains; it will then be available to other Municipalities to ‘top up’ Settlement Areas that may exceed the decision exercise in section 4.4.

This County Wide land swap exercise is also foster additional policies to be added to the County Official Plan that this exercise can only be used if initiated by the County in a review or update to the Official Plan. Local Land Swaps of designation (within the same municipalities) can be done through private applications or initiated by the Local Municipality.

4.6 Sarnia Settlement Area Expansion

At the April 24, 2023 meeting, Sarnia Council approved a motion to direct land owners to make Community Infrastructure and Housing Accelerator Tool applications for expanding the Settlement Area (CIHA – introduced in Bill 109). These applications would enable an expansion of the Settlement Area of Sarnia for lands in Brights Grove. The Minister would make the final decision and this expansion would be included in both the Sarnia Official Plan and reflected in the County Official Plan.

Given this decision, the work related to Sarnia in this review will not include changes to the Settlement Areas of Sarnia given Council’s direction above. All work to review and

update population growth estimates, unit counts and even an updated land supply review will be done. The work done for the Sarnia Official Plan will help inform this review.

Since applications for a CIHA are approved by the Minister and modify the County Official Plan Settlement Areas for the City – no formal discussions with the City will be needed. Should the City change their approach and wish to be included in this process, a formal rescission motion of the CIHA option and request for inclusion in the County OP update will be required. This will need to occur **before** formal discussions with other member municipalities on Settlement Area expansions occurs. This will ensure that the process timelines will not be slowed due to a change in approach by one member municipality.

This by no means specifically exclude Sarnia from this review. Quite the opposite – there are several options the City can chose, and the comments above acknowledge the decision made by Sarnia Council. This section also provides an opportunity for Sarnia to have the Settlement Area examined through this process.

4.7 Future Settlement Area expansions for member Municipalities

As part of the policy update proposed in this County Official Plan review – an examination and establishing of policies for Settlement Area Expansions and land swaps for member municipalities will take place.

A policy update on the process to establish the new boundaries through a local Municipality initiated update to the County Official Plan will be proposed. Depending on what updates to the Comprehensive Review process are included in PPS 2023, revisions to this potential process will be made.

5.0 Resources required for Review

A Comprehensive Review of an Official Plan is a resource intensive exercise. Provided in this section are the expected resources required that will have implications on the Planning & Development Services budget.

5.1 Staffing resources

Internal resources to complete a Comprehensive Review are not available. While application volumes showed a minor drop by year end 2022 (compared to 2021), initial volumes of the first quarter of 2023 are on par with typical trends and expected to remain constant.

Several major policy project updates are being done (four local Official Plan updates) and expected to commence for remaining municipalities by year end. This is in addition to the review of Zoning By-laws for three municipalities, expected to begin by Q3 of 2023.

While resources exist to project manage this exercise in house through the County Planning Team – to complete this exercise inhouse would prove impossible given

current workloads. Internal expertise to undertake a land supply analysis using the Growth Plan methodology is not present in the team. Consultant resources will be required for this exercise.

5.2 Consulting resources

The use of consultants to complete this project will be critical. There are several firms throughout Ontario with experience in demographic analysis and using the growth plan methodology.

Some concern may be expressed that local consultants should be used. There are limited planning consultant resources within the County and those firms would likely be conflicted due to pre-existing clients and not have experience in the Growth Plan methodology.

A budget for consulting resources is proposed below, which will include money for additional legal review given the potential changes to the planning framework of Ontario given PPS 2023.

Any use of consultants will require the issuance of a Request for Proposal. Any consultant will need to show experience in conducting Comprehensive Reviews, land supply analysis (including population growth analysis) and be able to commit to the project timeline. Consultants will also be required to commit to both virtual and in person meetings with both the County Planning team and updates to County Council.

5.3 Budget implications

County Staff estimate that a typical budget for a project this size would be approximately \$300,000. This would include consultant costs for specific skillsets needed to complete the exercise, conduct public engagement, and provide documentation for decision making.

An additional \$25,000 is suggested as a project contingency for legal reviews given the uncertain framework of planning changes proposed in PPS 2023 that will impact this project. The additional resources for legal review will ensure that best advice on how to proceed is provided.

While the total budget of \$325,000 may seem significant – it is important to see this as an investment in growth. This review is an opportunity to address issues with the current plan and take advantage of 25-year growth projections using a tested methodology.

A motion will be proposed for funding of this project, but also creation of a special budget line (project specific) and direction to carry funds forward year to year until complete.

6.0 Project Staging and timelines

The following sections will detail how the project will be setup in stages and the expected timelines.

6.1 Stages

The project is expected to be in four stages. These stages are as follows:

- 1) Project start up and consultant recruitment.
- 2) Preliminary Analysis phase. This will include:
 - a. Population growth and demographic review. This is expected to produce a report on growth.
 - b. Land Supply Analysis – using the growth plan methodology. This will feed into the report on growth and identify land supply needs for each member municipality.
 - c. Conformance review of policies to ensure that County OP policies are updated with any changes to legislation or the PPS (2020 or 2023).
 - d. A preliminary public meeting (Section 26 meeting) will occur at this stage.
- 3) Land supply discussions and selection stage. This will include:
 - a. Background and technical reports that may have been identified in stage 2 to determine exact requirements for future land supply needs and analyze the submissions of landowners. This will inform recommendations to local councils of what lands to include (or exclude).
 - b. Policy Options and key directions report will be created for County Council review.
 - c. Multiple public engagement sessions will occur at this stage in concert with local Municipalities or via County Council (or as standalone events). “What we heard” reports to summarize the complete series of engagements will be created.
- 4) Plan Preparation and Adoption Phase. This will include:
 - a. Preparation of the draft amendments to the County Official Plan (including amending By-law text, maps, and materials).
 - b. Various public engagements with our member municipalities and stakeholders will occur at this stage, prior to any public hearing. A second series of “What we heard” reports will be created.
 - c. A final draft of the updated Plan will be posted to the County Website and notice provided of the intended public meeting and public hearing dates. Comments and feedback will be collected and form part of a final report to County Council.

6.2 Timeline

The overall timeline is estimated to take place in 18 to 24 months. This will be dependent on any legislative changes from the province and ensuring required meetings/notices occur in a timely fashion. Staff will make every effort to move the project forward in an efficient and expediate timeline to reduce delay wherever possible.

7.0 Decision Making

This section is provided to clarify the decision-making process on the updating of the Official Plan and the role of Staff, County and Municipal Councils.

7.1 Role of County Council

County Council holds the responsibility of the decision maker on any amendments (updates) to the County of Lambton Official Plan. Any required public meetings or public hearings will be held as part of the business of County Council.

A motion to decide on the amendments to the County Official Plan will need to be put and passed by Council to forward the amendment to the Ministry of Municipal Affairs and Housing for final approval.

7.2 Role of County Staff/Consultants

County Planning Staff will act in the role as project managers and provide technical oversight of the plan review process, as well as provide advice to County and Local Councils. Consultants hired to assist with the project will also be subject matter experts in their work and provide further advice where required and provide various deliverables (reports, studies, notices, etc.) as outlined in the Request for Proposal selection process.

7.3 Role of Local Municipal Councils

PPS 2020 specifically requires the County to work in collaboration with member municipalities when creating or updating the County Official Plan. This is particularly important in terms of determining growth. Local Councils will provide direction to the County Planning team on selection lands to be included in any Settlement Area Expansions or Land Swaps.

7.4 Role of Local Municipal Staff

Local Municipal Staff will provide subject matter expertise and assist in the review of specific issues related to growth in the County OP review. This will include review of landowner submissions for considering Settlement Area Expansions or land swaps and technical advice on servicing and costs associated with growth.

Local Municipal Staff will also assist the County Planning team in scheduling of meetings with local Councils, preparing agenda items and posting notices (where required).

7.5 Role of the Minister/Ministry of Municipal Affairs and Housing

The Ministry of Municipal Affairs and Housing is the agency which oversees the planning process in Ontario. They are responsible for changes to the *Planning Act* and PPS. County Staff already have a positive working relationship with ministry staff and will work in collaboration with them on the review and approvals process.

The Minister of Municipal Affairs and Housing (or their designate) is responsible to make the final decision on the proposed amendment. While County Council “approves” the amendment (in principle), it is the Minister who makes the final decision making the amendment binding and in force.

7.6 Appeal Rights

Recent changes to the Planning Act in 2020 have made the decision of the Minister of Municipal Affairs and Housing Final. This means that neither the County nor area residents/landowners can appeal the decision to the Ontario Land Tribunal.

7.7 Settlement Area decisions by the Minister

It has been recognized that recent decisions by the Minister related to Settlement Areas both for Single-Tier and Upper-Tier municipalities have involved significant expansions (beyond those included in any amendment). The Team will investigate potential options to minimize this issue as best as possible.

8.0 Communications and Public Engagement

A Comprehensive Review will require engagement with a variety of Stakeholders and municipal Councils. The following sections will detail communications and engagement for this review.

8.1 Communications with County Council

Regular updates of project progress will be provided to County Council on a quarterly basis along with County Stats reports. Additional specific reports for demographic, population and employment growth, background report and special meetings required through by the *Planning Act* will be provided. This will be in addition to regular communication and meetings with local Councils throughout the process.

8.2 Communications with Local Municipal Councils and Clerks

Collaboration with local Municipalities is at the heart of the review process for the County Plan and mandated by PPS 2020. Regular communications provided to County Council will be shared with local Municipalities and the County Clerks network. Meetings with local Councils to discuss population growth and land supply options will occur with each Municipality. They will also provide recommendations on lands to included in any Settlement Area Expansions or Land Swaps.

8.3 Stakeholder and Public Engagement Opportunities

The *Planning Act* requires that an initial public meeting (Section 26) launch the project and that at minimum one public meeting and public hearing occur at County Council. While these minimums provide a baseline, additional engagements will be setup throughout the process when it is appropriate to seek feedback from the public.

Staff expect to hold at least two preliminary public engagements to launch the project (post Section 26 meeting). These will be an open house format, where the public and various stakeholders will be encouraged to provide their preliminary concerns or views on the scope of the review.

At least two public engagement sessions will be expected in stage 2 to examine potential lands for inclusion in Settlement Area expansions or land swaps. These can be held either prior too, post or in conjunction with the local municipal council meetings

where they will make decisions. Discussions on these will be done with the specific Municipalities to meet local Council expectations.

As the Plan update takes shape and draft amendments (red line versions) along with updated mapping become available, several public engagement sessions will be held to seek feedback. Once a final version of the Plan Review amendments is mapping – another round of public engagement will occur. There would also be a mandatory public meeting for the final amendments and a public hearing before County Council to make a decision on the amendment.

8.4 Website and Social Media

The County Website for Planning & Development Services will become the home and principal information source for all things related to Growth 2.0. This website will become house:

- All reports to County and Local Councils (that are not deemed as in camera) related to Official Plan update.
- All the Growth Report, any background, or technical studies, “What we heard” reports, etc.
- Preliminary and final plan amendments and maps.
- Schedule of upcoming meetings (both with County and Local Municipal Councils).
- How to submit feedback (via email or letter).
- How to obtain paper copies of materials if required.
- Project and team contacts.

Given the County-wide significance of the amendment – individual notification of landowners is not possible. It is expected that ads in several local newspapers, in addition to the County Website and social media will be used to advertise meetings and the project. Local Municipal Councils will also be a valuable means for communication with the public, via Municipal newsletters and websites.

Where the County may have social media established (via twitter, facebook, etc.) then these accounts will also be used to convey the launch and various meetings of project. All social media will point to the County website, which will be the principal area updated regularly.

8.5 Public Hearing – County Council

Prior to adoption of any amendments to the County Official Plan – a public hearing will have to be held. The Planning team will work with County Clerks staff to determine the appropriate dates based on the project timeline and produce required notices.

9.0 Use of Terms/Language/Conformance from Provincial Policy Statement

Where a term in this document is referred too or shown in *italics*, this is a reference to a defined term found in the Provincial Policy Statement (PPS) 2020. It is therefore referring to the definition in the PPS.

The use of language in the PPS also provides guidance to this review. Where language is mandatory (shall/will, etc.) then updates must occur.

Nothing in this Terms of Reference overrides the requirements of the *Planning Act* and PPS for decisions and policies to be consistent with those of the Act or the PPS.

10.0 Conclusion

The review and update of the County Official Plan will put all our municipalities in the best position for future growth. The time is now to invest in the resources needed to complete a plan update and set the stage for our communities to thrive.

11.0 Image Sources

Cover image source: Blackburnnews.com

Last page image source: Blackburnnews.com

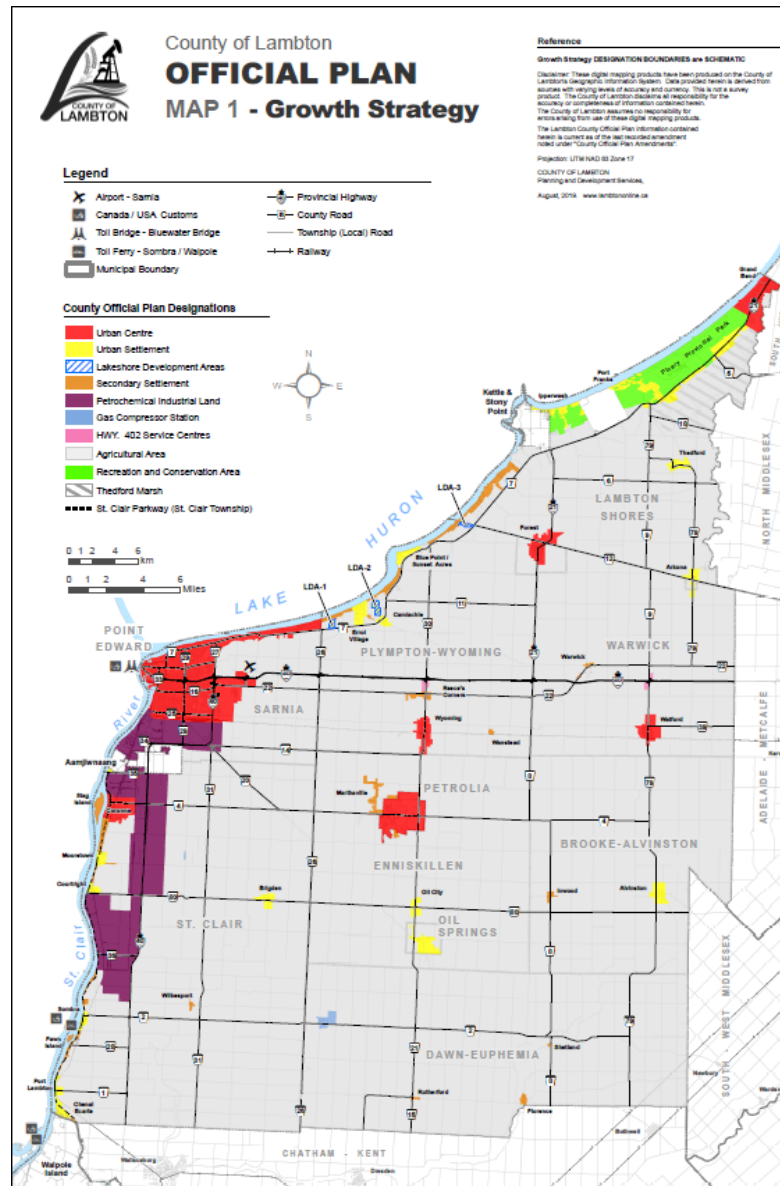
12.0 Appendices

Appendix 1 – County Official Plan Growth Map (current OP)

Appendix 2 – PPS 2020 Policy for Comprehensive Reviews and Land swaps

Appendix 3 – Preliminary County significant recreation areas (for County wide land swap)

Appendix 1 – County Official Plan Growth Map (County Plan 2020)



Appendix 2 – PPS 2020 policies for Comprehensive Reviews and Land Swaps

- 1.1.3.8 A planning authority may identify a settlement area or allow the expansion of a settlement area boundary only at the time of a comprehensive review and only where it has been demonstrated that:
- a) sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon;
 - b) the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;
 - c) in prime agricultural areas:
 - 1. the lands do not comprise specialty crop areas;
 - 2. alternative locations have been evaluated, and
 - i. there are no reasonable alternatives which avoid prime agricultural areas; and
 - ii. there are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;
 - d) the new or expanding settlement area is in compliance with the minimum distance separation formulae; and
 - e) impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.

In undertaking a comprehensive review, the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary expansion or development proposal.

- 1.1.3.9 Notwithstanding policy 1.1.3.8, municipalities may permit adjustments of settlement area boundaries outside a comprehensive review provided:
- a) there would be no net increase in land within the settlement areas;
 - b) the adjustment would support the municipality's ability to meet intensification and redevelopment targets established by the municipality;
 - c) prime agricultural areas are addressed in accordance with 1.1.3.8 (c), (d) and (e); and
 - d) the settlement area to which lands would be added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands.

1.2 Coordination

- 1.2.1 A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower,

single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including:

- a) managing and/or promoting growth and development that is integrated with infrastructure planning;
- b) economic development strategies;
- c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
- d) infrastructure, multimodal transportation systems, public service facilities and waste management systems;
- e) ecosystem, shoreline, watershed, and Great Lakes related issues;
- f) natural and human-made hazards;
- g) population, housing and employment projections, based on regional market areas; and
- h) addressing housing needs in accordance with provincial policy statements such as the Policy Statement: Service Manager Housing and Homelessness Plans.

1.2.2 Planning authorities shall engage with Indigenous communities and coordinate on land use planning matters.

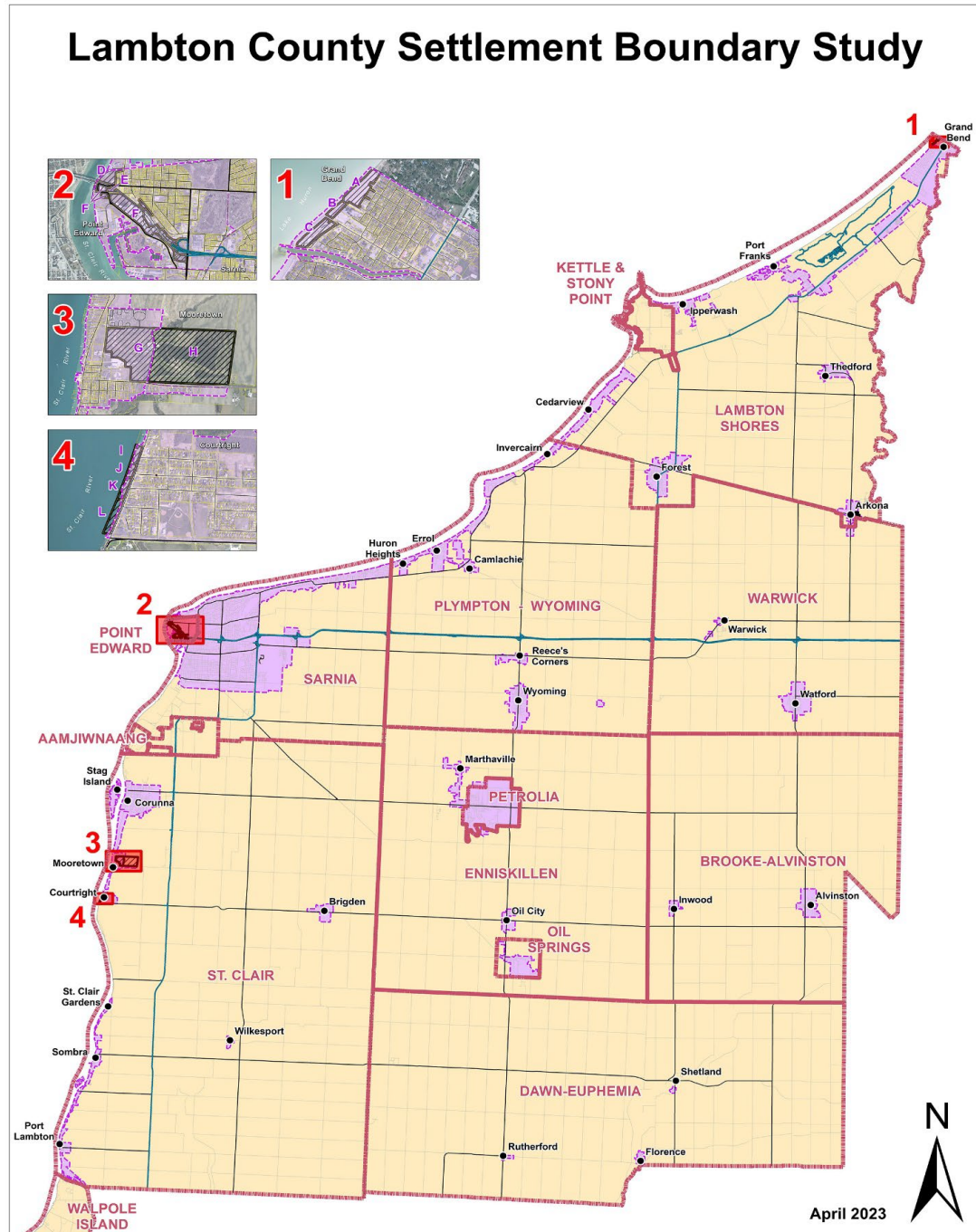
1.2.3 Planning authorities should coordinate emergency management and other economic, environmental and social planning considerations to support efficient and resilient communities.

1.2.4 Where planning is conducted by an upper-tier municipality, **the upper-tier municipality in consultation with lower-tier municipalities shall:**

- a) identify and allocate population, housing and employment projections for lower-tier municipalities. Allocations and projections by upper-tier municipalities shall be based on and reflect provincial plans where these exist and informed by provincial guidelines;
- b) identify areas where growth or development will be directed, including the identification of nodes and the corridors linking these nodes;
- c) identify targets for intensification and redevelopment within all or any of the lower-tier municipalities, including minimum targets that should be met before expansion of the boundaries of settlement areas is permitted in accordance with policy 1.1.3.8;
- d) where major transit corridors exist or are to be developed, identify density targets for areas adjacent or in proximity to these corridors and stations, including minimum targets that should be met before expansion of the boundaries of settlement areas is permitted in accordance with policy 1.1.3.8; and
- e) provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries.

1.2.5 Where there is no upper-tier municipality, planning authorities shall ensure that policy 1.2.4 is addressed as part of the planning process, and should coordinate these matters with adjacent planning authorities.

Appendix 3 – Preliminary County significant recreation areas (for land swap)



Appendix 4 – Site Scoring Matrix (Settlement Area expansions or land swaps)

Category:	Base score (up to 5 points)	Bonus or penalty Points (if applicable)	Total
Housing options			
Affordable/Attainable Housing			
Natural Heritage/Natural Hazards			
Willingness for site-specific policies in County OP			
Proximity to hard and soft infrastructure			
MDS met			
Parkland			
Future school planning			
Impacts to <i>Prime Agricultural Areas</i> or <i>Specialty Crop Areas</i>			
Minimizing future costs			
Green Infrastructure			
Future connectivity and Settlement Area Expansion			
Cumulative total			

Additional review comments for consideration:

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**County of Lambton
Official Plan Review
Planning for Growth 2.0**

Planning Department Contacts:

Phone: 519-845-0801

Email: planning@county-lambton.on.ca
www.lambtononline.ca



CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
INFORMATION ITEM:	Lambton County Library Joint Library Facilities Review

BACKGROUND

In January 2022, the County of Lambton (the “County”) received confirmation from the Province of Ontario that its application under the Municipal Modernization Program was approved, providing 100 percent funding to undertake a Lambton County Joint Library Facilities Review. At its April 2022 meeting, County Council directed staff to issue a Request for Proposal with the goal of producing a study which would examine the library’s structure, including areas such as the Division of Responsibilities policy, physical condition, size and location, operational efficiencies, opportunities to better utilize library space, identify opportunities for service integration or identify limits to achieving such, and study innovation in service delivery. Consultant groups, Monteith Brown Planning Consultants and MJMA Architecture & Design presented the report to County Council at a special meeting on January 18, 2023.

Following the presentation of the Lambton County Joint Library Facilities Review, the following motion was carried:

#3: Bradley / Dennis: That the recommendations in the report dated January 18, 2023 regarding Lambton County Library Joint Facilities Review be approved and amended to include “That the report be brought to all lower tier municipalities first for their review for a period of no less than 45 days,” so that the motion now reads:

- a) That Lambton County Library formally adopt a Library Classification System that aligns with the ARUPLO (Administrators of Rural and Urban Public Libraries of Ontario) Guidelines, consisting of four types of libraries: Urban, Large, Medium and Small.*

b) That Lambton County Council direct staff to draft a Facility Standards Policy that defines minimum standards for design, amenities and upkeep of buildings occupied by Lambton County Library.

c) That Lambton County Council, as Lambton's Public Library Board, adopt the Joint Library Facilities Review in principle, directing County staff to evaluate individual library sites against policy directives and enter into discussions with each lower-tier municipality / school board partner to define a path to achieving these directives.

d) That the report be brought to the lower tier municipalities first for their review for a period of no less than 45 days.

Carried.

DISCUSSION

Following County Council's approval, correspondence was distributed to the 11 lower-tier municipalities in the County. On February 1, 2023, a letter was sent to each municipality which provided County Council's motion from its January 18, 2023, meeting, including a link to the video of the consultant's presentation and the subsequent discussion at County Council, a link to the Joint Library Facilities Review with a request to share a copy with the municipal council, and a request for municipalities to respond with any feedback by March 20, 2023. The letter offered the attendance of County staff at a lower-tier council or committee meeting as a delegation, if desired.

Six requests for delegations were received and the General Manager, Cultural Services provided a presentation at the following meetings, with the Manager, Library Services also in attendance to respond to questions:

1. The Township of St. Clair Council on February 21, 2023;
2. The Town of Petrolia Council on February 27, 2023;
3. Town of Plympton-Wyoming Council on March 8, 2023;
4. The City of Sarnia Council on March 13, 2023;
5. Municipality of Lambton Shores Council on March 14, 2023; and
6. The Township of Warwick Parks and Recreation Committee on March 28, 2023.

Two formal letters were received from the City of Sarnia and the Village of Point Edward in response to the Joint Library Facilities Review which are attached to this report.

A summary of the feedback / discussion at the meetings is as follows:

The Township of St. Clair	Discussion at The Township of St. Clair Council meeting included explanations and examples of express library services, such as vending options or lockers and an acknowledgement that it will take a considerable amount of time to meet the recommendations in the report.
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	Questions were also posed about potential partnerships with the separate school board. Since the meeting, Township of St. Clair staff have reached out to suggest that the formation of a committee may be necessary to navigate through the report's recommendations for the Township and direct next steps.
The Town of Petrolia	There was no discussion at The Town of Petrolia Council, apart from an acknowledgment from Town Council that the bulk of the report for Petrolia's library was favourable with little change.
The Town of Plympton-Wyoming	There was no discussion at The Town of Plympton-Wyoming Council following the presentation. Since the meeting, Town staff have reached out to suggest that the formation of a committee may be necessary to navigate through the report's recommendations for the Town and direct next steps.
The City of Sarnia	There was extensive discussion and several questions at Sarnia City Council, most of which are summarized a letter from the City of Sarnia. Discussion at Sarnia City Council included comments on the division of responsibilities arrangement and the opportunity to consider a single-tier library system. Also, questions were raised about the ability for neighbouring municipalities to work together to accomplish the growth-related objectives outlined in the plan related to facility expansion. Discussion at Council also covered current and projected usage of libraries, and current library cardholder membership requirements.
The Municipality of Lambton Shores	Discussion centred around clarifying the use of existing space in one shared facility by the lower-tier municipality.
The Township of Warwick	Extensive discussion was held about the library's current usage statistics, the impact of technology and the availability of electronic materials. It was acknowledged that even with smaller physical collections, more space is required for accessibility requirements to make the collection accessible with wider aisles and shorter shelves. The need for private meeting space for use by community agencies and the public was also discussed. The ability of the library to deliver programs off-site at other community spaces was also considered.

Fifty-five (55) percent of the lower-tier municipalities requested a delegation which permitted an opportunity for these municipalities to offer feedback. With an additional municipality providing a response in written form, 64 percent of the lower-tier municipalities engaged in some form of communication exchange with the County. The remaining 36 percent did not require a delegation, but included the report on a regular meeting agenda and indicated that any questions and concerns would be relayed.

The majority of the feedback received was minor in nature, focusing on information sharing about general usage. However, the feedback raised by the City of Sarnia contained several complex matters for contemplation, particularly that of the Library's ownership model and the coordination of joint projects between two neighbouring lower-tier municipalities.

The consultants examined models of building ownership in four other library systems across the province in section 5.3 of the report. Single-tier models are mostly employed in single-tier municipalities, where the library board is operating its libraries in facilities that the municipality owns (e.g. Chatham-Kent). However, the one exception to this that is known to County staff is Wellington County. Wellington County has adopted a 'county-owned approach' to library service. Wellington County is an upper-tier municipality that operates 14 branches within seven lower-tier municipalities. Of those 14 branches, ten are stand-alone buildings, fully owned by Wellington County. One library is co-located inside a municipal community centre and public works garage where the County of Wellington owns the library portion of the building and the municipality owns the rest. One library is co-located within a seniors' centre in a municipally owned building. However, the seniors' centre plans to relocate in the near future and the County is exploring purchase options. Two libraries are co-located within secondary schools that are owned by the school board. One of those leases is set to expire and the County has taken steps to design a new library in a restored grist mill in an effort to re-purpose a heritage building in the community.

A single-tier ownership model, such as the one in operation by the County of Wellington, certainly offers benefits to the library system. It reduces obstacles in aligning spending priorities for renovations or capital upgrades between multiple municipalities, taking lower-tier municipal boundary lines out of the equation when determining the best location for a new build and focusing instead on population centres. It greatly reduces the amount of time spent jointly arranging routine building tasks between multiple building owners, or seeking out approvals to pursue minor modifications to improve the customer experience. However, as Wellington County's example illustrates, the single-tier ownership model works best when libraries are in stand-alone structures.

In the County, 14 of its 25 libraries (56 percent) are located in shared facilities like community centres, schools, museums and arenas. Should Lambton find itself in a single-tier ownership model, it would not remove any of the challenges cited above in these 14 locations spread out between multiple lower-tier municipalities. Should the County decide to leave any of these sites to pursue a stand-alone structure, it could have a negative

effect on the lower-tier municipality and present challenges to find other uses for the space.

The other significant consideration to take into account would be the considerable expense that the County would face in taking on ownership of the existing library stock, not unlike what the County faced during the Provincial download of services such as housing and emergency medical services. There would be an immediate increase in costs for the County related to general maintenance and operation of the libraries (such as landscaping, HVAC maintenance, plumbing, and staffing costs, etcetera). In addition to significant capital dollars spanning the next ten years and beyond as capital projects are undertaken to provide accessible buildings and buildings of a suitable size and condition to offer modern, library services. Finally, some municipalities may be unwilling to transfer ownership of their existing properties due to their strategic location in serving the lower-tier municipality's current or future community development goals or because of recent capital investments that have already been made to the facilities while under lower-tier municipal ownership. While the advantages to the County are many with a single-tier library service, it would come at a significant cost and would have significant and long-lasting implications for the Department's budget.

The other complex matter raised by the City of Sarnia involved determining whether the County may have a role in discussions between two neighbouring municipalities that may be contemplating new building projects, expansions or extensive renovations when they serve a large population base, and residents may find themselves using the closest library to their home, not necessarily the library within their municipality. Similar discussions have been raised between lower-tier municipalities in previous years related primarily to multi-purpose sports / recreation facilities; however, more often than not, the municipality where the property resides ends up carrying the costs of the facility without contributions from neighbouring municipalities which do not own the asset. Complex negotiations would have to be undertaken to determine if two municipalities could come to an agreement to share in the funding of a new build, but without a stake in ownership, it may not be possible to reach a resolution.

The other matters raised by the City of Sarnia are more manageable to address. Members of the community and lower-tier municipalities have many ways they can contribute feedback to the library. They are able to submit programming ideas or requests to a Community Librarian, they can submit feedback formally through the library's management team, or they can participate in a community needs assessment which typically takes place each term of County Council. The last such assessment was completed in 2019. The Library has also been taking steps to allow other County Departments (e.g. Social Services) the ability to use library space to deliver other government services; however, it is a challenge to do so in the majority of the libraries because of a lack of private meeting space where sensitive discussions can take place concerning income, health, employment or other confidential matters.

While the feedback from local municipalities provides important insight to be considered through the implementation phase, the consultant's ultimate recommendation is to keep the ownership model status quo and focus instead on implementing a new Facility Standards Policy. The Facility Standards Policy will define minimum standards for design, amenities and upkeep of buildings occupied by the Lambton County Library to ensure they meet the needs of the community now and into the future. This approach is viewed as the most financially responsible option for the County.

FINANCIAL IMPLICATIONS

The cost of the Lambton County Library Joint Library Facilities Review was entirely funded by the Provincial government's Municipal Modernization Funding Program. Costs will not be incurred by the library system until capital projects are undertaken following the development of the Facility Standards Policy, the evaluation of the libraries against that policy, and any subsequent building projects, which would be subject to budget approval.

CONSULTATIONS

This report is informed by consultation with lower-tier municipalities, through correspondence and delegations regarding the Joint Library Facilities Review. The General Manager, Cultural Services, was consulted in the creation of this report.

STRATEGIC PLAN

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

The Lambton County Joint Library Facilities Review also aligns with Strategic Action 4.1 of the Cultural Services Division Strategic Plan (2022-2026) committing to a review of the Division of Responsibilities between local municipalities and the Lambton County Library, and the pursuit of ARUPLO Guidelines for Rural/Urban Public Library Systems.

Finally, the Lambton County Joint Library Facilities Review aligns with recent strategic planning efforts undertaken by lower-tier municipal partners across the County which identify library facilities and services as key priorities in community, economic development and recreation planning.

CONCLUSION

Over the last several months, the Joint Library Facilities Review presented to County Council on January 18, 2023, was delivered to lower-tier municipal councils for their consideration through a series of communications and presentations by County staff.

The majority of lower-tier municipalities in the County did not offer feedback or raise concerns that warrants pausing or stepping back from the direction provided by County Council on January 18, 2023, to adopt the report in principle and to move forward with the development of a Facility Standards Policy. The Facility Standards Policy will define minimum standards for design, amenities and upkeep of buildings occupied by Lambton County Library to ensure they meet the needs of the community now and into the future. It is anticipated that staff may be in a position to present a draft Facility Standards Policy for County Council's consideration in August, 2023.



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Department**

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March 17, 2023

Andrew Meyer
General Manager, Cultural Services Division
The Corporation of the County of Lambton
789 Broadway Street Box 3000
Wyoming, Ontario N0N 1T0
andrew.meyer@county-lambton.on.ca

Dear Mr. Meyer:

Re: Joint Library Facilities Review

At its meeting held on March 13, 2023, the Joint Library Facilities Review was presented to Sarnia City Council for review and comment.

Sarnia City Council received and filed the report and requested that the issues raised during the meeting be highlighted and forwarded to the Lambton County Council.

The issues raised during the meeting can be summarized as follows:

- Concerns about the current governance model (Two Tier vs. Single Tier Model).
- Potential opportunity to identify and coordinate efficiencies of scale between neighbouring municipalities, and the County's role in these efforts.
- Interest in providing input on program and service offerings for proposed new facility.
- Ease of access throughout the County to services, such as social services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amy Burkhart'.

Amy Burkhart
City Clerk



**Village of
Point Edward**

135 Kendall Street, Point Edward, Ontario N7V 4G6
Phone (519) 337-3021 • Fax (519) 337-5963
www.villageofpointedward.com

March 6, 2023

Mr. Andrew Meyer
General Manager – Cultural Services Division
789 Broadway Street, PO Box 3000
Wyoming, ON N0N 1T0

Re: Lambton County Joint Library Facilities Review

Dear Andrew.

Please be advised that Point Edward Council considered the report that was submitted to us regarding the review of library services throughout the County at the meeting held February 28, 2023. It is very clear that a great deal of work went in to this report.

At the current time we are not able to meet any of the recommendations within the report as it relates to the library in Point Edward due to a lack of space.

The report has been noted and we will consider the needs of the Point Edward library whenever we are considering the different and everchanging needs of the residents of Point Edward and the various services we offer.

The Village of Point Edward is very appreciative of the partnership we have with the County in providing Library services and we look forward to continuing the partnership to provide the best services possible to our residents.

Yours truly,

Jim Burns
CAO/Clerk

Progressively Independent Since 1878





CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
INFORMATION ITEM:	Libraries First Quarter 2023 Statistics

BACKGROUND

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

In recent years, Lambton County Library has built an expanding eLibrary which provides access to electronic books, magazines, newspapers, digital media such as music and movies, and educational courses from any device connected to the Internet, along with a library card. In 2016, Lambton introduced a Makerspace to the Sarnia Library and in 2017 rolled out a Mobile Makerspace to the remaining 24 branch libraries. Makerspaces offer opportunities for innovation and creation using technology such as 3D printers which are not typically available in most households.

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

DISCUSSION

Library usage for the first quarter of the year has started out strong and reveals an improvement over the years 2020 to 2022 coming out of the pandemic. Provided this first quarter trend continues, in both physical and electronic circulation, along with computer use, it appears that the library may meet and exceed last year's usage statistics. While the Library's physical circulation remains at 12 percent lower than the first quarter of 2019 in pre-pandemic activity, it is an improvement over last year, which was trending closer to a 25 percent decrease, which was off-set by an approximate 28 percent increase in

electronic circulation. Program attendance has also improved compared to last year, which was at its lowest levels in many years.

Lambton County Library has offered a range of literacy initiatives during this first quarter including:

- The launch of “Clash of the Classrooms”, a challenge issued to all school classrooms and homeschooling groups which recorded the number of minutes their students read between February 6 to March 10 in an attempt to win prizes for the classroom or school. Winners of a pizza party for their classroom included the Grade 2/3 Class from Confederation Central School, the Grade 7/8 class from John Knox Christian School, and the Library Team from North Lambton Secondary School. John Knox Christian School was also awarded a \$250 donation to use towards the school's library and learning commons, and Wellington Homeschool was awarded a \$100 donation to their programming.
- The annual Winter Reading Program, “Bundle Up With a Book”, along with the “Teen Freedom to Read Challenge” from January 9 to February 19, which asked library patrons to record the number of books they read for a chance to win prizes. While fewer people participated in 2023, those participants read more, with 382 people reading 7,356 books. In total, 699 books were distributed as prizes for reaching reading milestones. Twenty-two (22) teens participated in the “Freedom to Read Challenge”, reading for 5,217 minutes, earning 21 book prizes.
- Distributing blank Valentine's Day cards from January 3 to February 1 for patrons to write messages or draw pictures for residents living in long-term care homes in Lambton County. Over 1,800 Valentine's cards were received for delivery to long-term care residents.
- Announcing the OneSeed Lambton variety for 2023, the Dwarf Grey Sugar Snow Pea, which promotes Lambton's Seed Library – the ability to borrow garden seeds from the library in an effort to educate the community about gardening techniques to grow their own food, inform participants about the importance of food security, teach people how to preserve vegetables and save seeds, and encourage the donation of fresh produce to food banks. Approximately 2,500 packets of Dwarf Grey Sugar Snow Peas have been distributed to Lambton's libraries to date. Programs that complement the theme of gardening and food security will take place in the spring and summer.
- The development of a graduation kit for kids who complete the “1,000 Books Before Kindergarten Challenge”. With the introduction of new technology that was implemented in 2022, library patrons are able to use an app to record their reading activities and participate in challenges. The “1,000 Books Before Kindergarten Challenges” encourages parents to start good reading habits early with their young children. Research has shown that increasing an individual's literacy levels has many benefits that extend into the community. Increasing an individual's literacy level leads to the development of employable skills, higher wages, increased job satisfaction, improved personal health and well-being, and increased community involvement. Upon completion of the “1,000 Books Before Kindergarten

Challenge”, the library’s littlest patrons will be rewarded with a graduation certificate and a plush toy.

In March, Lambton County Library added walking poles as a new item to its physical collection. This new item is part of the Library’s Active Living Lifestyle Collection, which includes other items like Ontario Parks Passes, snowshoes, and pedometers. Walking poles can help a walker’s posture and make walking gentler on the joints. They also offer stability and balance to those walking.

Sarnia Library is finally starting to see the return of more regular bookings and attendance figures for the Sarnia Library Theatre following the global pandemic. After the first quarter, the theatre is on track to easily exceed last year’s usage.

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

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

STRATEGIC PLAN

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

CONCLUSION

Lambton County Library usage has started off strong this first quarter of 2023. It will take continued efforts including offering interesting and appealing programs, a diverse selection of materials, and good customer service interactions to ensure the library’s usage continues to rebound following the global pandemic when people developed new habits, preferences, and routines.

Libraries First Quarter 2023 Statistics

	Circulation						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General							
Alvinston	1,957	0	0	0	1,957	7,291	27%
Arkona	1,397	0	0	0	1,397	3,850	36%
Books by Mail	4	0	0	0	4	0	0%
Brigden	4,411	0	0	0	4,411	13,557	33%
Bright's Grove	9,649	0	0	0	9,649	40,651	24%
Camlachie	1,555	0	0	0	1,555	5,530	28%
Corunna	6,193	0	0	0	6,193	26,056	24%
Courtright	833	0	0	0	833	2,910	29%
Florence	892	0	0	0	892	3,288	27%
Forest	9,042	0	0	0	9,042	34,496	26%
Grand Bend	7,234	0	0	0	7,234	26,063	28%
Headquarters	3,059	0	0	0	3,059	5,601	55%
Inwood	819	0	0	0	819	2,600	32%
Mallroad	23,863	0	0	0	23,863	92,947	26%
Mobile Library	1,584	0	0	0	1,584	4,746	33%
Mooretown	1,023	0	0	0	1,023	2,928	35%
Oil Springs	998	0	0	0	998	3,243	31%
Petrolia	12,002	0	0	0	12,002	41,690	29%
Pt. Edward	4,181	0	0	0	4,181	19,188	22%
Pt. Franks	1,440	0	0	0	1,440	6,749	21%
Pt. Lambton	1,021	0	0	0	1,021	2,601	39%
Sarnia	28,630	0	0	0	28,630	100,903	28%
Shetland	352	0	0	0	352	880	40%
Sombra	1,010	0	0	0	1,010	4,868	21%
Thedford	1,046	0	0	0	1,046	4,040	26%
Watford	3,801	0	0	0	3,801	12,708	30%
Wilkesport	431	0	0	0	431	2,298	19%
Wyoming	7,421	0	0	0	7,421	25,574	29%
TOTALS	135,848	0	0	0	135,848	497,256	27%

Internet / Computer Use

	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General							
Alvinston	255	0	0	0	255	651	39%
Arkona	9	0	0	0	9	40	23%
Books by Mail	0	0	0	0	0	0	0
Brigden	59	0	0	0	59	255	23%
Bright's Grove	86	0	0	0	86	376	23%
Camlachie	16	0	0	0	16	47	34%
Corunna	286	0	0	0	286	1,183	24%
Courtright	11	0	0	0	11	80	14%
Florence	6	0	0	0	6	13	46%
Forest	432	0	0	0	432	1,328	33%
Grand Bend	233	0	0	0	233	655	36%
Headquarters	0	0	0	0	0	0	0%
Inwood	24	0	0	0	24	118	20%
Mallroad	874	0	0	0	74	2,558	34%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	3	0	0	0	3	28	11%
Oil Springs	11	0	0	0	11	40	28%
Petrolia	558	0	0	0	558	1,735	32%
Pt. Edward	40	0	0	0	40	149	27%
Pt. Franks	10	0	0	0	10	42	24%
Pt. Lambton	4	0	0	0	4	25	16%
Sarnia	1,727	0	0	0	1,727	6,232	28%
Shetland	4	0	0	0	4	13	31%
Sombra	48	0	0	0	48	121	40%
Thedford	13	0	0	0	13	150	9%
Watford	81	0	0	0	81	333	24%
Wilkesport	11	0	0	0	11	46	24%
Wyoming	74	0	0	0	74	291	25%
TOTALS	4,875	0	0	0	4,875	16,509	30%

	Reference Queries						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General							
Alvinston	3	0	0	0	3	214	1%
Arkona	62	0	0	0	62	175	35%
Books by Mail	0	0	0	0	0	0	0%
Brigden	207	0	0	0	207	670	31%
Bright's Grove	545	0	0	0	545	3,592	15%
Camlachie	61	0	0	0	61	335	18%
Corunna	544	0	0	0	544	1,984	27%
Courtright	43	0	0	0	43	211	20%
Florence	7	0	0	0	7	11	64%
Forest	493	0	0	0	493	2,347	21%
Grand Bend	266	0	0	0	266	1,487	18%
Headquarters	0	0	0	0	0	0	0%
Inwood	70	0	0	0	70	295	24%
Mallroad	2,255	0	0	0	2,255	8,414	27%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	314	0	0	0	314	553	57%
Oil Springs	26	0	0	0	26	82	32%
Petrolia	281	0	0	0	281	911	31%
Pt. Edward	186	0	0	0	186	707	26%
Pt. Franks	60	0	0	0	60	297	20%
Pt. Lambton	127	0	0	0	127	354	36%
Sarnia	403	0	0	0	403	2,801	14%
Shetland	2	0	0	0	2	15	13%
Sombra	35	0	0	0	35	343	10%
Thedford	103	0	0	0	103	424	24%
Watford	234	0	0	0	234	888	26%
Wilkesport	56	0	0	0	56	341	16%
Wyoming	237	0	0	0	237	1,558	15%
TOTALS	6,620	0	0	0	6,620	29,009	23%

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

	Library Programs (#)						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General					0	0	0%
Alvinston	75	0	0	0	75	122	61%
Arkona	29	0	0	0	29	33	88%
Brigden	103	0	0	0	103	274	38%
Bright's Grove	53	0	0	0	53	205	26%
Camlachie	25	0	0	0	25	127	20%
Corunna	64	0	0	0	64	271	24%
Courtright	38	0	0	0	38	114	33%
EarlyON Centres	102	0	0	0	102	0	0%
Florence	48	0	0	0	48	95	51%
Forest	102	0	0	0	102	321	32%
Grand Bend	34	0	0	0	34	106	32%
Headquarters	6	0	0	0	6	343	2%
Inwood	49	0	0	0	49	124	40%
Makerspace (Independent)	104	0	0	0	104	0	0%
Mallroad	122	0	0	0	122	344	35%
Mobile Library	48	0	0	0	48	68	71%
Mooretown	46	0	0	0	46	119	39%
Oil Springs	16	0	0	0	16	100	16%
Petrolia	166	0	0	0	166	372	45%
Pt. Edward	47	0	0	0	47	179	26%
Pt. Franks	33	0	0	0	33	108	31%
Pt. Lambton	34	0	0	0	34	110	31%
Samia	335	0	0	0	335	1064	31%
Shetland	32	0	0	0	32	70	46%
Sombra	38	0	0	0	38	88	43%
Thedford	28	0	0	0	28	89	31%
Watford	76	0	0	0	76	179	42%
Wilkesport	34	0	0	0	34	94	36%
Wyoming	119	0	0	0	119	258	46%
TOTALS	2,006	0	0	0	2,006	5,377	37%

	Library Programs (attendance)						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General					0	0	0%
Alvinston	450	0	0	0	450	663	68%
Arkona	191	0	0	0	191	100	191%
Brigden	1,585	0	0	0	1,585	3,443	46%
Bright's Grove	264	0	0	0	264	1,407	19%
Camlachie	51	0	0	0	51	542	9%
Corunna	539	0	0	0	539	2,245	24%
Courtright	179	0	0	0	179	355	50%
EarlyON Centres	1,952	0	0	0	1,952	0	0%
Florence	25	0	0	0	25	66	38%
Forest	721	0	0	0	721	2,577	28%
Grand Bend	183	0	0	0	183	381	48%
Headquarters	315	0	0	0	315	1,654	19%
Inwood	148	0	0	0	148	349	42%
Makerspace (Independent)	104	0	0	0	104	0	0%
Mallroad	591	0	0	0	591	1,821	32%
Mobile Library	407	0	0	0	407	734	55%
Mooretown	687	0	0	0	687	1,202	57%
Oil Springs	19	0	0	0	19	328	6%
Petrolia	727	0	0	0	727	1,833	40%
Pt. Edward	192	0	0	0	192	719	27%
Pt. Franks	63	0	0	0	63	276	23%
Pt. Lambton	134	0	0	0	134	245	55%
Sarnia	2,384	0	0	0	2,384	5,876	41%
Shetland	51	0	0	0	51	61	84%
Sombra	152	0	0	0	152	473	32%
Thedford	24	0	0	0	24	440	5%
Watford	456	0	0	0	456	926	49%
Wilkesport	42	0	0	0	42	152	28%
Wyoming	199	0	0	0	199	1,048	19%
TOTALS	12,835	0	0	0	12,835	29,916	43%

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

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

Wireless Internet Usage							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Daily Clients	154	0	0	0	154	606	25%
Daily Sessions	57	0	0	0	57	344	17%
Total Clients	4,704	0	0	0	4,704	15,292	31%
Total Sessions	5,146	0	0	0	5,146	22,045	23%

Electronic Information Sources							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Electronic Databases	6,223	0	0	0	6,223	24,568	25%
Early Literacy Stations	2,511	0	0	0	2,511	2,857	0%
NextReads	3,877	0	0	0	3,877	15,055	26%
TOTAL	12,611	0	0	0	12,611	42,480	30%

e-Circulation						
Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
113,874	0	0	0	113,874	431,067	26%

Inter-library Loans							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Items Borrowed	455	0	0	0	455	1,693	27%
Items Loaned	361	0	0	0	361	1,193	30%

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

Website Visits							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Library	114,951	0	0	0	114,951	418,646	27%
Theatre	387	0	0	0	387	2,609	15%
TOTAL	115,338	0	0	0	115,338	421,255	27%
	Q1-2023	Q2-2023	Q3-2023	Q4-2023			
Facebook Friends	3,200	0	0	0			
Twitter Followers	942	0	0	0			

Sarnia Library Theatre & Meeting Room Rentals							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Internal Bookings							
Bookings	4	0	0	0	4.0	92	4%
Hours	8	0	0	0	8.3	560.0	1%
Attendance	27	0	0	0	27.0	1,059	3%
External Bookings							
Bookings	105	0	0	0	105	156	67%
Hours	303.8	0	0	0	303.8	563.8	54%
Attendance	5,298	0	0	0	5,298	10,650	50%
Library Bookings							
Bookings	49	0	0	0	49.0	88	0%
Hours	158	0	0	0	158.3	285.5	0%
Attendance	920	0	0	0	920.0	1,767	0%
Total Bookings	158	0	0	0	158.0	336.0	47%
Total Hours	470.25	0	0	0	470.3	1,409.3	33%
Total Attendance	6,245	0	0	0	6,245.0	13,476.0	46%



CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	MUSEUMS, GALLERY AND ARCHIVES
PREPARED BY:	Laurie Webb, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
INFORMATION ITEM:	Museums, Gallery & Archives First Quarter 2023 Statistics

BACKGROUND

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

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

Detailed first-quarter 2023 statistics for the Museums, Gallery & Archives can be found below.

DISCUSSION

First quarter saw excellent participation with outreach offerings both in-person and virtually. Each respective site engaged in unique opportunities, providing great exposure for the Cultural Services Division.

Lambton Heritage Museum once again celebrated the tundra swan migration by installing the temporary exhibit *Return of the Swans*. Many visitors enjoyed the exhibit

over the March Break. Staff remain focused on installing the new permanent exhibit which is scheduled to open to the public on June 2, 2023.

Judith & Norman Alix Art Gallery completed the first phase of the “Future Community Blueprint” project. The community was asked to imagine what life in Sarnia Lambton will look like in the future and submit their perspectives. Over 240 submissions were received and will now be used to create a virtual visualization. The results of the project will be on display at the Gallery beginning May 5, 2023.

The Gallery also conducted a volunteer recruitment campaign, successfully onboarding 18 new volunteers in various roles.

Oil Museum of Canada participated in the Toronto Railway Museum membership talk this quarter. Staff provided a presentation on how the railway industry affected the oil industry of Lambton County.

Lambton County Archives participated in the Sarnia Heritage Fair at Lambton Mall from February 13 to March 26, 2023. The Fair saw roughly 2,700 visitors over the course of the six-week period, providing great exposure for the Archives and the services they provide.

Detailed visitation statistics can be found in the chart below.

Site	Regular Admission	Free Admission	School/Community Group Tours	Special Events	School Kits	Total
JNAAG	742	n/a	103	n/a	n/a	845
LHM	46	180	n/a	n/a	156	382
LCA	65	129	n/a	n/a	n/a	194
OMC	145	4	71	n/a	n/a	220
TOTAL VISITATION						1641

In person programs and events:

On-Site Program Participants			
		Participants	Number of Programs
	JNAAG	427	24
	LHM	0	0
	LCA	0	0
	OMC	0	0
Off-Site Outreach			
	JNAAG	0	0
	LHM	21	2
	LCA	82	3
	OMC	332	7
IN-PERSON PROGRAM & EVENTS TOTAL		857	36

Virtual programs and online outreach:

Virtual Education Programs & Workshops			
	JNAAG	2,304	4
	LHM	74	4
	LCA	241	0
	OMC	47	2
YouTube Views			
	JNAAG	1,100	
	LHM	201	
	LCA	1,089	
	OMC	4,460	
Virtual Exhibit Tours			
	JNAAG	197	
	LHM	8	
	OMC	5	
Facebook Followers			
	JNAAG	5,200	
	LHM	4,200	
	LCA	3,100	
	OMC	1,800	
Instagram Followers			
	JNAAG	1,466	
	OMC	594	
Twitter Followers			
Heritage Sarnia Lambton		1,190	(LHM, OMC, LCA)
JNAAG		764	
VIRTUAL PROGRAMS & ONLINE TOTAL		18,524	

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

None.

STRATEGIC PLAN

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

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

CONCLUSION

Outreach and virtual programming continue to contribute significantly to the reach of the department. Visitor numbers to each facility continue to slowly rebound after the COVID-19 closures. It is anticipated that the upcoming summer season will see strong visitation driven by a comprehensive marketing plan to increase local and regional awareness of the offerings from the Museums, Gallery & Archives.



CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
SUBJECT:	Libraries Donations, January 1 to March 31, 2023

BACKGROUND

Lambton County Library receives occasional monetary donations from individual patrons and supporters, community organizations and local businesses.

DISCUSSION

The following donations were received from the period of January 1, 2023 to March 31, 2023:

- \$100 for use at Mallroad Library from Ann Regan, Sarnia in memory of Martin Sutinen.
- \$100 for adult books from Wanda Winters, Thornbury, in memory of Mary Keeling.
- Two copies of the novel, "The Biography of a Beast", by Bill Knapp, from Bill Knapp, Alvinston, Ontario.
- One copy of the book, "Falling Through the Cracks" by Jason Waddle, from Jason Waddle, Sarnia.
- A vision enhancer for the Sarnia Library from Tom Slater, Sarnia.
- \$100 in donations from two donors who wish to remain anonymous.
- \$167.75 from donation boxes.

FINANCIAL IMPLICATIONS

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

Libraries Donations, January 1 to March 31, 2023 (page 2)

May 17, 2023

CONSULTATIONS

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

STRATEGIC PLAN

Any monetary donations off-set the costs of operating Lambton's library services which support the County of Lambton's Strategic Plan's Principles and Values including: *A Healthy Community, a Shared Community of Interest, and Learning Organization.*

CONCLUSION

Lambton County Library is fortunate to have the support of many individuals and community organizations which allow the library to enhance its offerings.

RECOMMENDATIONS

That Libraries Donations, January 1 to March 31, 2023 Report be accepted.



CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	MUSEUMS, GALLERY AND ARCHIVES
PREPARED BY:	Laurie Webb, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 17, 2023
SUBJECT:	Museums, Gallery & Archives Collections Management, March 2023

BACKGROUND

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

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

DISCUSSION

Recommended for Acceptance

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

Institution	Details	Donor	City
Lambton County Archives	Box containing Doug Paisley photographs of Sarnia; Two Malcolm Cameron letters (digital scans only) with accompanying story written by donor in a peer reviewed journal.	Randy Evans	Sarnia

Museums, Gallery & Archives Collections Management,
March 2023 (page 2)

May 17, 2023

Lambton County Archives	Bicum family history; McAlpine business material; scrapbook containing minutes and news articles on the 50th anniversary of the Lambton County Junior Farmers Association.	Lois Hastings	Sarnia
Lambton County Archives	Photographs including class photos of Petrolia Highschool; small watercolour of Petrolia Highschool c. 1930; one VHS titled <i>Eureka: Lambton County Oil Boom</i> .	Liz Welsh	Petrolia
Lambton County Archives	Family history of McGregor, McCallum, Leckie, and Pretty families.	Carol Leckie	Petrolia
Lambton County Archives	Files and photographs from Petrolia Discovery.	Liz Welsh	Petrolia
Lambton County Archives	Five boxes of Petrolia Discovery material dating to its inception including minutes and reports.	Charlie Fairbank	Oil Springs
Lambton County Archives	One small booklet featuring the Fathers of Confederation.	Jim Annett	Alvinston
Lambton County Archives	Polysar book and photos; two photographs dated 24 Jul 1993 of Sailboat race down the river.	Laurie Jensen	Sarnia
Lambton County Archives	Proclamation by Prime Minister Pearson and Queen Elizabeth II in envelope detailing the official Canadian Flag.	Debra Pitel	Dresden
Lambton County Archives	Two photo albums containing cabinet cards that belonged to Mary Cool, wife of Robert Morrison.	Sherry Morrison	Wyoming
Oil Museum of Canada	Polysar branded items from former employee.	Richard Bradley	Petrolia
Oil Museum of Canada	Sheet of commemorative stamps of petroleum from 1958.	Charlie Fairbank	Oil Springs

Recommended for Refusal

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

Museums, Gallery & Archives Collections Management,
March 2023 (page 3)

May 17, 2023

Institution	Details	Reason for Refusal	Donor
Lambton County Archives	Three Sarnia commemorative newspapers.	Duplicates of items already in the collection.	
Lambton County Archives	Magazine of the Queen.	Outside of collection's mandate.	Laurie Jensen
Lambton Heritage Museum	Peace Pipes.	Referred to Walpole Island Heritage Centre.	
Lambton Heritage Museum	Victorian chair, c. 1880s to 1900s.	No local provenance.	Karn Schurmans
Lambton Heritage Museum	Clock.	No local provenance.	Alan Campbell
Lambton Heritage Museum	National Geographic magazines from 1920s.	No local provenance.	
Lambton Heritage Museum	Set of "Books of Knowledge" encyclopedias.	No local provenance.	
Oil Museum of Canada	Framed print of first wells.	Duplicates of items already in the collection.	
Oil Museum of Canada	Souvenir derrick filled with oil.	Duplicate of items already in the collection.	Barbara Craig
Oil Museum of Canada	Sketches of oil fields by Richard Garner.	Duplicates of items already in the collection.	Scott Clark

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

None.

STRATEGIC PLAN

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

Museums, Gallery & Archives Collections Management,
March 2023 (page 4)

May 17, 2023

CONCLUSION

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

RECOMMENDATION

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