



AGENDA

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

Wednesday, August 16, 2023
Council Chambers, Wyoming

Page

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

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

2. **Disclosures of Pecuniary Interest**

If any.

3. **INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION**

A) **Correspondence to Receive and File**

4 - 5

- a) PW 09-01-23 A letter dated June 21, 2023 addressed to the Honourable Caroline Mulroney of the Ministry of Transportation from Norfolk County, regarding Highway Traffic Act Amendments(HTA). At its Council meeting held on June 20th, the County of Norfolk endorsed a resolution asking that the HTA be amended to permit municipalities to locate an Automated Speed Enforcement (ASE) system permanently or temporarily, on any roadway under the jurisdiction of municipalities and not be restricted to only community safety zones and school safety zones.

6 - 7

- b) PW 09-02-23 A letter dated June 27, 2023 addressed to the Honourable Caroline Mulroney of the Ministry of Transportation from the City of Woodstock's Office of the Clerk, regarding Highway Traffic Act Amendments(HTA). At its regular Council meeting held on June 15th, the City of Woodstock passed a resolution asking that the HTA be amended to permit municipalities to locate an Automated Speed Enforcement (ASE) system permanently or temporarily, on any roadway under the jurisdiction of municipalities and not be restricted to only community safety zones and school safety zones.

8 - 10

- c) PD 09-11-23 A letter dated July 12, 2023 to the attention of the Honourable Michael D. For, Minister of Citizenship and

Multiculturalism regarding Municipal Register. At it's meeting in July 10, 2023 the Township of Leads and the Thousand Islands expressed support for the resolution noted in a letter received from Community Heritage Ontario. Community Heritage Ontario's resolution requested that the provincial government amend the *Ontario Heritage Act*, deleting Section 27 subsections (15), (16), and (17) which deal with limiting of listing a property in a municipal heritage register to two years; and deleting Section 27 subsection (18) of the Act which deals with the prohibition on re-listing a property for five years.

B) Information Reports

- 11 - 14 a) Information Report dated August 16, 2023 Regarding Building Services Electronic Permit Application Process.
- 15 - 18 b) Information Report dated August 16, 2023 Regarding County Road 33 (Front Street) Road Rehabilitation.
- 19 - 21 c) Information Report dated August 16, 2023 Regarding Planning and Development Second Quarter Statistics and Approval Authority Activity.
- 22 - 26 d) Information Report dated August 16, 2023 Regarding Second Quarter Building Permit Statistics.
- 27 - 30 e) Information Report dated August 16, 2023 Regarding Second Quarter Work in Progress.

C) Reports Requiring a Motion

- 31 - 34 a) Report dated August 16, 2023 Regarding County Road 79 (Nauvoo Road) Bridge Rehabilitations.
- 35 - 54 b) Report dated August 16, 2023 Regarding Rural/Inter-Community Transit.

D) Other Business

4. PUBLIC HEALTH SERVICES DIVISION

A) EMERGENCY MEDICAL SERVICES

- a) No Agenda Items.

B) Other Business

5. CULTURAL SERVICES DIVISION

A) Information Reports

- 55 - 67 a) Information Report dated August 16, 2023 Regarding Libraries Second Quarter 2023 Statistics.

Agenda: Committee A.M. - August 16, 2023

- 68 - 71 b) Information Report dated August 16, 2023 Regarding
Museums, Gallery & Archives Second Quarter 2023 Statistics.

B) Reports Requiring a Motion

- 72 - 73 a) Report dated August 16, 2023 Regarding Libraries Donations,
April 1 to June 30, 2023.
- 74 - 84 b) Report dated August 16, 2023 Regarding Library Policy
Manual.
- 85 - 88 c) Report dated August 16, 2023 Museums, Gallery & Archives
Collections Management June 2023.

6. Other Business

7. IN-CAMERA

No In-Camera Items

8. ADJOURNMENT



Clerks and Bylaw

June 21, 2023

PW 09-01-23

The Honorable Caroline Mulroney
Ontario Minister of Transportation
777 Bay Street
5th Floor
Toronto, ON M7A 1Z8
minister@mto.ontario.ca

PW 09-01-23

Dear Minister,

Please be advised that at the Council Meeting held on June 20th, 2023, Council endorsed the following resolution:

Whereas speeding on our roads is a major concern in our community; and

Whereas speeding can occur in all areas of our community; and

Whereas barriers and delays to enforcement pose a danger to our community; and

Whereas our municipality has limited resources to implement speed mitigation road design and re-design; and

Whereas our local police service has limited resources to undertake speed enforcement; and

Whereas s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones;

Therefore be it resolved that Norfolk County requests that section 205.1 of the HTA be amended to permit municipalities to locate an ASE system permanently, or temporarily, on any roadway under the jurisdiction of the municipality, as determined by the municipality, beyond designated community and school safety zones; and

That a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Please do not hesitate to contact me if you have any questions or concerns.

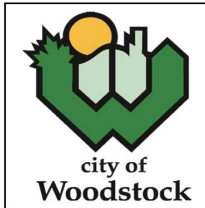
Sincerely,



Genevieve Scharback

County Clerk

Cc: The Honorable Steve Clark, Minister of Municipal Affairs and Housing
Mrs. Bobbi Ann Brady, MPP Haldimand-Norfolk
Association of Municipalities of Ontario
Ontario Municipalities



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON
N4S 0A7
Telephone (519) 539-1291

June 27, 2023

PW 09-02-23 3

Honourable Caroline Mulroney
Ministry of Transportation
777 Bay Street, 5th floor
Toronto, Ontario M7A 1Z8

Via e-mail – minister.mto@ontario.ca

Highway Traffic Act Amendments

At the regular Council meeting held on June 15, 2023, the following resolution was passed.

“WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Woodstock request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, Oxford MPP, Ernie Hardeman, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Yours Truly,



Sunayana Katikapalli
Deputy City Clerk

Cc: (via email)

Honourable Steve Clark, Ontario Minister of Municipal Affairs and Housing
Honourable Ernie Hardeman, Oxford County MPP
All Ontario Municipalities



Township of
**Leeds and the
Thousand Islands**

PD 09-11-23

July 12, 2023

Attention: Hon. Michael D. Ford, Minister of Citizenship and Multiculturalism

Via email only: michael.ford@pc.ola.org

Re: Municipal Heritage Register

Dear Honourable Michael Ford,

At its meeting on July 10, 2023, the Council of the Corporation of the Township of Leeds and the Thousand Islands (TLTI) formally received the attached correspondence from the President of the Community Heritage Ontario, Wayne Morgan regarding the Municipal Heritage Register.

The Council of the Corporation of the TLTI wishes to express its support for the above-noted resolution with respect to Bill 23 (*The More Homes Faster Act, 2022*) and detrimental changes that this legislation has imposed on Municipal Heritage Properties Registers and Listed Properties. With eighty-one (81) listed properties currently included on the Township's Heritage Register, TLTI Council shares in the concerns that the changes to the *Ontario Heritage Act (OHA)* through *Bill 23* has resulted in an 'unreasonable burden' on its Municipal Heritage Committee and Municipal staff to address the numerous existing listings on its Register. TLTI Council concurs that there is no evidence pointing to a link between the protection of properties under Section 27 of the *OHA* as a detriment to the creation of more housing Province-wide.

The Council of the Corporation of the Township of Leeds and the Thousand Islands supports the recommendation submitted by Community Heritage Ontario that the Provincial government amend the *OHA* by deleting Section 27, subsections (15), (16), (17) & (18), thereby removing the two (2) year limit on the listing of a property and removing the prohibition on re-listing a property for five (5) years.

If you have any questions or comments, please do not hesitate to contact the undersigned.

www.leeds1000islands.ca

1233 Prince Street, P.O. 280, Lansdowne, ON K0E 1L0 • Tel: 613-659-2415 • Fax: 613-659-3619 • Toll-free: 1-866-220-2327

Sincerely,

Megan Shannon
Municipal Clerk
clerk@townshipleeds.on.ca

Enclosure.

cc: Community Heritage Ontario
Township of Leeds and the Thousand Islands Municipal Heritage Committee
All Ontario Municipalities

www.leeds1000islands.ca

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CHO - PCO
Community Heritage Ontario
Patrimoine communautaire de l'Ontario

24 chemin Conlins Road
Scarborough, Ontario M1C 1C3

Tel./Tél. : (416) 282-2710 Fax/Téléc. : (416) 282-9482
Internet : www.communityheritageontario.ca

June 24, 2023

Michael Ford
Minister of Citizenship and Multiculturalism

Dear Mr. Minister

Re: Ontario Heritage Act and Bill 23

On July 16, 2023, attendees at the Ontario Heritage Conference, which included representatives from across the province, voted overwhelmingly in favour of the following resolution:

"Whereas the Listing of properties by a municipal councils in their Registers of Heritage Properties as provided under section 27 of the *Ontario Heritage Act* has no discernable impact on the production of affordable housing in Ontario; and

Whereas the recent amendments to the *Ontario Heritage Act* limiting Listing of a property by a municipal council to two years with a further prohibition on re-Listing that property for five years, places an unreasonable burden on municipal councils and their municipal heritage committees to deal with the numerous existing listings;

Now therefore be it resolved that the provincial government amend the *Ontario Heritage Act* deleting Section 27 subsections (15), (16) and (17) which deal with limiting of listing a property in a municipal heritage register to two years; and deleting Section 27 subsection (18) of the *Act* which deals with the prohibition on re-Listing a property for five years;

And this resolution be sent to the Minister of Citizenship and Multiculturalism with copies to other political parties in the Ontario legislature and to Ontario municipalities"

Community Heritage Ontario, the association of Ontario municipal heritage committees, respectfully requests that you give consideration to this resolution. Should you feel it necessary, we would be pleased to meet with you and/or your staff to discuss this important matter further.

Respectfully submitted

Wayne Morgan
President, Community Heritage Ontario
(waynemorgan@communityheritageontario)

	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:	August 16, 2023
INFORMATION ITEM:	Electronic Permit/By-Law Portal Launch

BACKGROUND

Province-wide, Building Departments are digitally transforming their municipal services to better respond to the way in which citizens, builders and contractors wish to interact with government services. Digital transformation improves operational efficiency and effectiveness in service delivery. Through the Municipal Modernization Program funding and initiatives, the Province of Ontario has invested significant dollars to assist municipalities to transfer services online to offer a cost effective, accessible and customer friendly online application tool for those who wish to utilize same.

By way of a successful Municipal Modernization Program Intake 3 application, the County of Lambton (the “**County**”) secured funds for the cloud-based software implementation and one-year licensing. Ongoing costs will be applied in future budgets. Further, some additional funding was awarded as it related to historical file digitalization which will be completed by December 2023.

DISCUSSION

The Building Services Department (the “**Department**”) provides building application processing, permit issuance and inspections for nine of the 11 municipalities in the County. In addition, staff are also responsible for plumbing and septic system application processing, permit issuance and inspections for the entire County. Property standards and municipal By-Law services are also supplied for nine member municipalities and the Department is also responsible for weed inspections and orders.

Cloudpermit was selected as a preferred partner of the Association of Municipalities of Ontario (AMO) and the Local Authority Services (LAS) in January 2022.

Cloudpermit is a cloud-based end-to-end e-permitting solution that allows the Department and its clients to complete the entire permit lifecycle in one digital workspace. A number of Ontario municipalities transitioned to this platform quickly and with success. Also, this software provides real-time access to the Municipal Property Assessment Corporation (MPAC) for the capture of new assessment roll updates, statistic submissions for TARION, Canada Mortgage and Housing Corporation (CMHC), Statistics Canada, municipal monthly, quarterly and yearly reports, in the style and format required by each entity.

The application/complaint/orders process will proceed as follow:

- Originating from a link on our County and Municipal websites, the applicant/complainant creates a project and uploads the required information, and drawings utilizing a user-friendly step by step process. The applicant can also authorize designers, and others, to upload drawings/documents directly to their project. When the applicant believes the submission is complete, they direct the system to advise the Department.
- Upon notification of a complete submission, the Department can access the information and commence processing.
- For permit issuance, plans review and permit will be completed electronically, and details emailed to the applicant following receipt of required payments and release of the package when all conditions have been satisfied.
- For By-Law matters, the file records will be maintained electronically, and orders will be issued at the press of a button, once substantiated.

This portal is very user-friendly, including online tutorial videos and help features. Further, our staff is readily available to assist, as needed. It is important to note that the Department will continue to process all applications/complaints/orders which are submitted in alternate methods for applicants who do not wish to utilize this online service.

For the users, benefits of the cloud-based system include:

- Significant reduction in printing costs for application submissions which includes building plans, truss, floor, heating packages, grading plans, etc.
- Travel time and expense to/from government offices to drop off/pick up applications/permits is eliminated.
- Ability to remotely track the progress of all their applications.
- Inspection scheduling and results electronically.

Other benefits of this system include:

- Conservation Authority, Planning & Development, Public Works and Municipal Office access to review applicable applications through the cloud-based system for their respective approvals by way of email notification.
- Online access to approved permit package by staff onsite, including previous inspection reports and approved design details.
- Onsite input of inspection reports into software and results emailed to permit holder.

- Reduction in phone calls to County office to book inspections and inquire as to status of application.
- Elimination of duplication of tasks as it relates to permit data entry, processing and quicker reporting to our municipal, provincial, federal and external partners and agencies.
- Integration with other software systems as they are upgraded such as historical file digitization and new financial corporate programs.
- Ability to review plans at remote locations, as schedules allow.
- In line with strategic priorities which support customer efficiencies and satisfaction, environmental sustainability, innovation, reducing perceived red-tape barriers and supporting the development process.

Training has been provided to all of our staff to ensure a seamless transition. In March 2023, a soft launch invitation was extended to our building industry partners and in June 2023, the invitation was extended to eager public members and member municipalities staff. Sarnia-Lambton Home Builders Association, the Lambton County Clerks and Treasurers Group and both Municipal and County staff have been instrumental in the development and soft launch of this program and are commended for their hard work and dedication to this portal development.

The new Department webpage has been drafted and updated to reflect the changes, provide step by step tutorials and instruction to our clients and the same will be forwarded to our participating member municipalities for inclusion on their respective websites. We will ensure that a customer service approach is always maintained as a service provider, including in alternate methods of processing applications, as necessary.

In early 2024, further discussion will be held with member municipalities on methods of payment (i.e. electronic funds transfer, cash/debit, cheque or credit) with Building By-Laws, Policies and Procedures being updated to reflect each municipality's individualized service requirements.

FINANCIAL IMPLICATIONS

The costs associated with the implementation of Cloudpermit system is included in the approved 2023 County of Lambton Budget.

CONSULTATIONS

The Corporate Services Division, Information Technology (IT) Department, including the GIS specialists, Communications & Marketing Coordinator, and member municipalities have been consulted regarding this project and updated regularly.

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.
- Developing policies and strategies detailing how County services can be shared with or purchased by municipal partners.

CONCLUSION

Through partnership with AMO, the County continues to work with Cloudpermit to modernize and digitally manage a new on-line permitting/complaints/orders system. Cloudpermit applicants submit applications/complaints and request inspections through an online portal with automated updates to applicants, thereby reducing the amount of time staff spend on a file review, which will increase the efficiencies overall. This new system will record inspection notes to the property file directly from the subject property and issue automatic reminder notices to the applicants and the inspectors.

The “go live” launch will occur on September 14, 2023, which will include the webpage activation and a press release. This launch will also include the By-Law and Property Standards Code Enforcement module.

Further, in late 2023, the digitization of all existing Department records will also be complete.

	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:	August 16, 2023
INFORMATION ITEM:	County Road 33 (Front Street) – Road Rehabilitation

BACKGROUND

County Road 33 (Front Street) is under the jurisdiction of the County of Lambton from County Road 16 (London Road) to County Road 19 (Michigan Avenue). A portion of Front Street, from London Road to Exmouth Street, is located within the City of Sarnia (City).

As part of the 2023 County General Resurfacing Program, a stretch of Front Street from London Road to Exmouth Street is being rehabilitated. The project will consist of minor repairs and adjustments to the existing curbs, maintenance holes and catchbasins. Beyond the minor works, the bulk of the project will consist of extensive asphalt milling, asphalt recycling and railway grade crossing improvements prior to placement of new hot-mix asphalt surface, including pavement markings.

The corridor is identified as a 'Connector Route' in the Active Transportation Strategy (ATS), within the City of Sarnia's Transportation Master Plan (TMP) and is a segment along the Lambton County Regional Trail Network (LCRTN). Therefore, there are opportunities within the project scope & budget to implement specific active transportation elements along this roadway. The County is proposing bicycling lanes, as per the standards outlined in Book 18 of the Ontario Traffic Manual (OTM), along this corridor.

Although this project is not a full reconstruction, the County of Lambton Public Works Department endeavors to take a proactive approach to all projects and evaluate pragmatic alternatives to incorporate active transportation where the opportunities exist.

DISCUSSION

As part of the 2023 County General Resurfacing Program, a stretch of Front Street from London Road to Exmouth Street is being rehabilitated. The project will consist of minor repairs and adjustments to the existing curbs, maintenance holes and catchbasins. Beyond the minor works, the bulk of the project will consist of extensive asphalt milling, asphalt

recycling and railway grade crossing improvements prior to placement of new hot-mix asphalt surface, including pavement markings. This is not a full reconstruction; therefore the project scope is limited.

County Road 33 (Front Street) from London Road to Exmouth is currently an 11.5 metre wide (edge of pavement to edge of pavement) two-lane road with some existing parking restrictions through the corridor. See Figure 1. The stretch of road is identified under the Active Transportation Strategy within the City's Transportation Master Plan as a 'Connector Route' with proposed future bike lanes. No parking is permitted in any lane designated as a 'bike lane', which comes into effect with the lane designation.

As part of the road rehabilitation project, the County Public Works Department, through discussions with the City of Sarnia Engineering Department, will identify 2-way vehicular travel lanes and bicycle lanes (complete with buffers) on either side of the roadway, as per the Ontario Traffic Manual (OTM) Book 18. There will be no adjustment to pavement markings at the existing signalized intersections, where the existing roadway platform is limited due to auxiliary and additional lanes.



Figure 1: County Road 33 (Front Street) – 2021 Google Streetview Looking North

In addition to being identified in the City's TMP, the segment of Front Street is designated as part of the Lambton County Regional Trail Network (LCRTN). The County has policy promoting improvements such as this along LCRTN routes that will enhance vulnerable road user safety. This improvement also contributes to providing a link to existing active transportation infrastructure at the north limit (Village of Point Edward's multi-use path at Exmouth Street) and along the west side of Front Street at various connection points to Centennial Park.

Work to the railroad grade crossings is also being completed as part of this rehabilitation project. The County has worked closely with the private grade crossing, owned and maintained by Cargill (north crossing), to formulate a practical strategy forward as part of the project scope. There have, however, been challenges negotiating a resolution with Canadian National Rail (CNR) related to the southerly crossing. The County continues to engage CNR in constructive discussions to allow for improvements at their grade crossing, as the opportunity for enhancements during this road rehabilitation project is ideal.

FINANCIAL IMPLICATIONS

The funding of the County's portion of this project is available in the current County of Lambton 2023 approved tangible capital asset (TCA) budget. Costs associated with the pavement markings and signage alterations along the corridor will be apportioned between the City and the County as per the current Maintenance Agreement between the municipalities.

CONSULTATIONS

Public Works liaised with numerous public and private stakeholders to produce the conclusions and recommendations presented in this report. The consultation included City of Sarnia Engineering Department.

STRATEGIC PLAN

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

- Identifying, sharing with, and learning from individual stakeholders including the public; municipal partners; County Councillors and staff; indigenous residents; First Nation Band Councils; senior levels of government; and the news media.
- Informing various audiences and stakeholders about the roles of the County in order to assist them in fulfilling their responsibilities.
- Prioritizing and valuing the receipt of perspectives and feedback from all stakeholders.

County Road 33 (Front Street) – Road Rehabilitation (page 4)

August 16, 2023

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

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

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

CONCLUSION

During the completion of the Front Street Rehabilitation Project, and as per the City of Sarnia's Transportation Master Plan, the County of Lambton will adjust the pavement markings and signage along a section of Front Street to include bicycle lanes from London Road, northerly approaching Exmouth Street.



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:	August 16, 2023
INFORMATION ITEM:	2nd Quarter Statistics and Approval Authority Activity

BACKGROUND

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

DISCUSSION

The following table provides a comparison of applications received by the Department in the 2nd quarter of 2023 compared to the 2nd quarter of 2022:

Applications	2023	2022
Committee of Adjustment	37	57
Site Plan Control	0	1
Zoning By-Law Amendments	7	17
Official Plan Amendments	4	2
Woodlot Applications	0	0
Woodlot Notice of Intent to Cut	19	7
Woodlot Reviews	8	6
Letters of Compliance (Zoning Confirmations)	8	4
Plan of Subdivision/Condominium Applications	2	0
Plan of Subdivision/Condominium Extensions	0	1
Part Lot Control	0	0
Final Plan of Subdivision/Condominium Approvals	1	2
Draft Plan of Subdivision/Condominium Approvals	1	0
Plan of Subdivision/Condominium Amendments	1	0

Applications	2023	2022
Official Plan and Official Plan Amendment Approvals	0	7
Totals	88	104

Application Volumes

Application volumes are showing a slight decline from 2022, although remaining in historic high territory.

Plan of Subdivision/Condominium Applications

Two applications for Plan of Subdivision (Durham and Beckwith) in St. Clair Township have been deemed complete. The review process has been initiated for both applications.

Final Approval of a Plan of Subdivision

Final Approval of one Plan of Subdivision (Courtright Landing) in St. Clair Township was completed. A total of 61 lots (for single-detached dwellings) were sent for registration.

Draft Approval of Plans of Subdivision/Condominium

One Plan of Subdivision (Durham) in Brooke-Alvinston received Draft Plan Approval. The Plan will provide 32 lots for single detached dwellings, 14 semi-detached dwelling lots and two blocks for Townhouse developments along with a storm water management pond and parkland block.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

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

STRATEGIC PLAN

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

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

2nd Quarter Statistics and Approval Authority Activity (page 3)

August 16, 2023

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:	BUILDING SERVICES
PREPARED BY:	Corrine Nauta, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	August 16, 2023
INFORMATION ITEM:	Building Services 2nd 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 22. New dwelling starts (84) decreased by 30 over the same period last year. The number of building permit inspections increased by 384. Property standards inspections decreased by 30, while plumbing permit issuance decreased by 20 with inspections decreasing by 287. 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 16.

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.

**2nd Quarter Building Statistics
Year to Date Comparison - 2023 vs 2022**

Number of Permits			Value of Construction	
	2023	2022	2023	2022
Residential	243	261	\$52,649,281	\$61,135,617
Commercial	20	19	\$5,062,413	\$3,211,805
Industrial	14	16	\$5,096,500	\$4,351,000
Agricultural	50	50	\$12,281,960	\$13,348,447
Institutional	3	6	\$1,052,000	\$6,915,000
TOTALS	330	352	\$76,142,154	\$88,961,149

New Dwelling Units in County of Lambton

Municipality	New Dwelling Units	
	2023	2022
Brooke-Alvinston	1	1
Dawn-Euphemia	2	8
Enniskillen	2	5
Oil Springs	3	1
Petrolia	3	18
Plympton-Wyoming	39	41
Point Edward	4	2
St. Clair	23	31
Warwick	7	7
TOTALS	84	114

Unless otherwise noted, dwelling units are single family dwellings.

Plympton-Wyoming: 2 Semi-Detached Dwellings – 4 units, 37 single family dwellings
St. Clair: Triplex – 3 units, Sixplex – 6 units, 22 single family dwellings

**Building Services Department
2nd Quarter Statistics Comparison 2023 vs. 2022**

	2nd Quarter		Year-To-Date	
Building	2023	2022	2023 Totals	2022 Totals
Permits	222	203	330	352
Inspections	2607	2223	5093	4498
Property & Maintenance	422	452	655	820
Amount Invoiced	\$232,990	\$241,978	\$464,722	\$463,775
Building Permit Value	\$48,388,896	\$52,758,169	\$76,142,154	\$88,961,149

	2nd Quarter		Year-To-Date	
Plumbing	2023	2022	2023 Totals	2022 Totals
Permits	171	191	324	357
Inspections	755	1042	1419	1837
Permit Revenue	\$37,845	\$55,822	\$71,756	\$119,589

	2nd Quarter		Year-To-Date	
Septics	2023	2022	2023 Totals	2022 Totals
Septic Permits	24	40	39	61
Septic Backfill Permits	22	24	45	34
Severences	5	9	6	20
Minor Variances	5	6	20	16
Amendments	2	1	3	1
Private Sewage Assessments	5	2	10	5
Enquiry Requests	1	2	2	7
Enforcement Inspections	18	17	33	20
Subdivisions	0	0	0	0
Septic Revenue	\$12,450	\$21,050	\$21,250	\$34,650

**2nd 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	50	8,482,168	77	21,195,650
Commercial	5	1,640,000	4	31,000
Industrial	1	90,000	2	400,000
Agricultural	5	2,920,000	4	1,235,000
Institutional	1	2,000	2	1,434,250
Other	1	800	2	5,500
TOTAL	63	13,134,968	91	24,301,400

The City of Sarnia

Type	Number of Permits	Value of Construction (\$)	Number of Permits	Value of Construction (\$)
	2023	2023	2022	2022
All Categories	143	22,031,740	189	62,257,515
TOTAL	143	22,031,740	189	62,257,515

**New Dwelling Units
Year-To-Date**

Municipality	New Dwelling Units 2023	New Dwelling Units 2022
Lambton Shores	17	31*
Sarnia	25** ^	47 ***
TOTAL	42	78

Unless otherwise noted, dwelling units are single family dwellings.

*	4 of 31	are Multiple Family Dwellings
**	2 of 25	are Multiple Family Dwellings
^	10 of 25	are Additional Dwelling Units
***	13 of 47	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:	August 16, 2023
INFORMATION ITEM:	2nd Quarter 2023 Work in Progress

BACKGROUND

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

DISCUSSION**St. Clair Township:**

Land use development is very active with several proposals at various stages of the process and the Department has received a significant volume of inquiries related to new proposals. Work continues for the Official Plan update, with the consultant scheduled to provide a status report to Council on August 14, 2023.

Three site plans are currently under review: Diageo Distillery located on Moore Line, a site plan amendment for Eastern Power located at Oil Springs Line and the St. Clair Medical Centre in Corunna.

A zoning amendment application for a property located at 3877 St. Clair Parkway is currently being reviewed. Staff will be participating in the appeal of a denial for a zoning amendment at 1614 St Clair Parkway. The next meeting with the Ontario Land Tribunal (OLT) is scheduled for August 9, 2023.

Four draft plan of subdivision applications are at different stages of the review process. Beckwith Street (Corunna) and Boswell Street (Brigden) are under review and will be presented to Council in September. Other applications are still in the preliminary design and consultation phase.

Municipality of Brooke-Alvinston:

Review of the Official Plan continues in partnership with the consultant team. Public engagement with residents via an Open House and a Statutory Public Meeting is scheduled in the third quarter to discuss the Draft Official Plan Amendments.

One minor variance and one consent application were reviewed by the Committee of Adjustment. A site plan review meeting with developer/consultant for a proposed farm equipment wash bay along Nauvoo Road has been held. Work is ongoing for two minor variance applications to be heard in the third quarter.

Town of Petrolia

Pre-consultation development review meetings were held for site plan, multiple dwelling, and commercial proposals.

Staff continue to respond to daily enquiries on a variety of development-related issues. Minor variance and Certificate of Validation applications are pending Committee of Adjustment review in the third quarter.

Review of the Official Plan continues in partnership with the consultant team. A public Open House and Statutory Public meeting were held in the second quarter. Adoption of the Official Plan Amendment is targeted for September.

Township of Enniskillen

Two minor variance applications and one severance application were approved by the Committee of Adjustment.

A severance and zoning by-law amendment proposal are under review. A decision for these proposals will be made at a future Committee of Adjustment and Council Meetings on August 21, 2023.

Municipality of Lambton Shores

Work on the Official Plan Review and development of a Community Improvement Plan (CIP) continues with the County and consultants. Staff met with consultants to discuss draft versions of the Official Plan and CIP in more detail. Council updates will be scheduled shortly.

Decisions were rendered on three Minor Variances, one consent, four Zoning By-law Amendments (ZBA), and five miscellaneous agreements. A staff initiated ZBA was brought forward to address parking requirements in downtown areas. Two reports were provided to Council regarding the release and update on the proposed Provincial Planning Statement.

2nd Quarter Work In Progress (page 3)

August 16, 2023

Overall, application volumes were down slightly from first quarter. However, staff remain busy assisting the public with inquiries of varying complexity as development interest remains strong in the Municipality.

Staff received a decision from the Ontario Land Tribunal (OLT) respecting an appeal of Council's refusal of a ZBA. The OLT found in favour of the appellant and subsequently granted a ZBA.

Town of Plympton-Wyoming

Several subdivision applications are at various stages of the approval process. Planning applications continue to be received and processed. Eight minor variances and five severance applications were reviewed by the Committee of Adjustment. Several agreements were also approved by Council for various applications during the May and June Planning Council meetings.

Several appeals before the OLT continue to move through the appeal process. Resolution of Official Plan Amendment (OPA) No. 53 related to a property on Confederation Line was heard in May and a Decision issued on June 6, 2023. Two appeals of the Official Plan update (OPA No. 54) decision of the County Approval Authority have been scheduled for December 2023.

Short Term Vacation Rentals work continues with public open houses scheduled in July. Public input continues to be received throughout the process.

Village of Pt. Edward:

Two minor variance applications have been approved by the Committee of Adjustment.

A public meeting occurred on Wednesday, June 14, 2023, to solicit Council and public feedback on the rezoning of the Marina Lands Site to allow new residential development of 156 townhomes. A meeting was held on July 25, 2023, for council to vote on the proposed zoning by-law amendment.

A pre-consolation meeting occurred for a proposed office development. The applicant will require an Official Plan and Zoning by-law amendment to proceed.

Warwick Township:

Council approved a new Site Plan Deposit policy based on Planning recommendations and feedback from Council. Council also approved a Temporary By-law for the Twin Creeks Farm Worker project (8660 Zion Line) in June. The associated Site Plan is under review.

The existing Accessory Dwelling Unit policies are being reviewed to determine appropriate changes resulting from Bill 23. Surplus Farm Dwellings severances processes are being prepared to reflect updates to the Official Plan.

The Twin Creeks Landfill Gas Plant Site Plan Application is under review. Once documents are updated by the applicant, a decision can be rendered by Staff.

A Red-Line application for the Hollingsworth Subdivision to allow for an increased number of units is under review. Two Minor Variance applications are under review (in commenting period). Planning related inquiries continue to be high.

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:

- 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:	PUBLIC WORKS
PREPARED BY:	Matt Deline, P.Eng., Manager
REVIEWED BY:	Jason Cole, P.Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	August 16, 2023
SUBJECT:	County Road 79 (Nauvoo Road) Bridge Rehabilitations

BACKGROUND

The Brown's Creek Bridge No. 1 (County Structure No 79-3-274) and Brown's Creek Bridge No. 2 (County Structure No 79-3-305) in the Township of Brooke-Alvinston require repairs to several components to ensure that the structures continue to serve their intended purpose.

The need for major rehabilitation of these two bridges was identified as part of the 2023 approved County of Lambton Tangible Capital Asset (TCA) budget. The following was approved for each project:

- Brown's Creek Bridge No. 1 (RDS-30002) – budget of \$735,000.
- Brown's Creek Bridge No. 2 (RDS-30005) – budget of \$440,000.

Both projects are funded from Long-Term Financing (LTF) with a combined total budget of \$1.175 million.

The combined project (both bridges) was tendered in June 2023 and closed on July 25, 2023. Ten bids were received ranging from \$1,538,044.50 to \$2,837,600.00. The low bid construction costs with all contingencies exceeds the original approved combined budget by \$363,044.50 or 30.9%.

The tender stated the work could be completed in either 2023 or 2024. The low bidder has indicated the work will commence in 2024; therefore, additional funds will be included in the 2024 TCA Budget to cover the shortfall.

DISCUSSION

The Brown's Creek Bridge No. 1 (County Structure No 79-3-274) is an 18.29 metre span rigid frame bridge located on County Road 79 (Nauvoo Road) in the Township of Brooke-Alvinston. The bridge was built by the Department of Highways (DHO) in 1938.

The Brown's Creek Bridge No. 2 (County Structure No 79-3-305) is a 32.92 metre, three span pre-stressed girder bridge which is also located on County Road 79 (Nauvoo Road) in the Township of Brooke-Alvinston. The bridge was built by the Department of Highways (DHO) in 1972.

Both bridges were rehabilitated by the Ministry of Transportation (MTO) in the mid-1980s and were subsequently downloaded to the County in 1997/98.

The Brown's Creek No. 1 and No. 2 Bridges both require repairs to several components to ensure that the structures continue to serve their intended purpose. As part of the 2023 TCA Budget, a major rehabilitation of these two bridges was identified. The scope of the rehabilitation progressed during the detailed engineering design phase. Additional asphalt paving, guiderail replacement, project phasing, and provisional items are included as tendered work.

The project tender closed on July 25, 2023. The County received ten bid submissions for the work ranging from \$1,538,044.50 to \$2,837,600.00 (excl. taxes).

Results of the tender are outlined below:

Bid Results – Contract 2023-24		
<u>RANK</u>	<u>CONTRACTOR</u>	<u>TENDER PRICE (excl. taxes)</u>
1	Weathertech Restoration Services	\$1,538,044.50
2	KB Civil Constructors	\$1,744,892.38
3	Dayson Industrial Services	\$1,799,139.83
4	Finnbilt General Contracting	\$1,831,551.54
5	Intrepid General Limited	\$1,850,803.29
6	Cope Construction & Contracting	\$1,891,951.28
7	VanDriel Excavating	\$2,034,797.88
8	Clearwater Structures	\$2,096,533.00
9	Horseshoe Hill Construction	\$2,614,305.00
10	Facca Incorporated	\$2,837,600.00

The bids received were from a variety of bridge contractors. The County, and the consulting engineering for the project BM Ross and Associates Ltd. (BMRoss), evaluated

the submissions. Many of the bids received represent the true cost of the work and show good value to the County for the works as tendered. Given the competitive bids submitted, the County has proceeded to award the contract to the lowest bidder, Weathertech Restoration Services.

In an effort to fulfill the extensive rehabilitation works as tendered, the project shortfall will be realized by requesting additional funding in the 2024 TCA Budget.

FINANCIAL IMPLICATIONS

As part of the 2023 approved TCA budget, a combined \$1,175,000 was budgeted for the rehabilitation of the Brown's Creek Bridge No. 1 (RDS-30002) and the Brown's Creek Bridge No. 2 (RDS-30005). Both projects were funded entirely through Long Term Financing.

The project tender closed in July 2023 with construction costs exceeding the allocated budget by approximately \$363,044.50. Given Weathertech's proposed construction start in early 2024, additional funding to cover the shortfall will be requested as part of the 2024 TCA Budget.

CONSULTATIONS

The County's Consultant BM Ross and Associates Ltd. and 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

The Brown's Creek Bridges on County Road 79 in Brooke-Alvinston have deteriorated to the point where a rehabilitation of the structures is required. The proposed scope of work will ensure that these bridges continue to carry traffic for the next 25-35 years.

Based on the bids received, the construction costs for the lowest bid exceeds the combined approved budget by \$363,044.50, or 30.9%. While the bids received were over the approved budget estimate, the Public Works Department, and BM Ross and Associates Ltd., are of the opinion that the lowest six bids received represent the true cost of the work and show good value to the County.

Given that Weathertech has indicated that the work will not commence until 2024, the project shortfall will be realized by requesting additional funding as part of the 2024 TCA Budget process.

RECOMMENDATIONS

- a) That additional funds be presented as part of the 2024 TCA Budget for Project RDS-30002 to fund any 2023 financial shortfall to the rehabilitation of the Brown's Creek Bridge No. 1 (County Structure No 79-3-274); and
- b) That additional funds be presented as part of the 2024 TCA Budget for Project RDS-30005 to fund any 2023 financial shortfall to the rehabilitation of the Brown's Creek Bridge No. 2 (County Structure No 79-3-305).



INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION
PREPARED BY:	Jason Cole, P. Eng., General Manager Lorri Kerrigan, Social Planner
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	August 16, 2023
SUBJECT:	Rural/Inter-Community Transit

BACKGROUND

At the June 7, 2023, meeting of Lambton County Council, the following motion was made:

#14: Case/Bradley: That a report be brought to Council to reconsider a County-wide regional transit system that was proposed as a pilot program in previous years.

Carried.

Rural transit was last considered by Lambton County Council through a series of reports prepared for Committee A.M. and Committee P.M. meetings held on June 14, 2016, November 16, 2016, and August 17, 2017. The associated reports from those meetings are attached.

Based on the investigation and community outreach at that time, Council was advised that there was little community interest in pursuing a rural transportation program, the information was received and no further direction regarding this matter was provided.

DISCUSSION

The County of Lambton is not currently engaged in direct operation or management of any transit systems servicing geographic areas in the County of Lambton.¹

Existing Services

In 2016, a pilot project, funded by the County of Lambton through the Community Homeless Prevention Initiative (CHPI) funding, provided no cost transportation to some of

¹ It should be noted that the division of responsibility provisions in the Municipal Act, 2001, do not assign "transportation systems" to the County of Lambton. Those are thus assigned to our local municipalities, per the operation of ss. 11(1)-(4) and the associated table of the legislation.

the community's most vulnerable residents to help them achieve housing stability. This was a joint initiative between the North Lambton Community Health Centre (NLCHC), Canadian Red Cross (CRC) and Lambton Elderly Outreach, with the CRC taking the lead. CRC built the program on their model of no cost transportation to health-related appointments and food bank delivery. The project offered door to door transportation with fixed route scheduling to promote housing stability. While CHPI funding is no longer available, this program still exists with a limited budget.

At the present time there are two inter-community/rural transportation programs funded by the Ontario Community Transportation Grant Program operating in the County of Lambton. Huron Shores Area Transit connects Sarnia, Forest, Kettle & Stony Point First Nation, Grand Bend, Bayfield, Dashwood, Exeter, Hensall, Zurich, Huron Park, Parkhill, Ailsa Craig, Goderich, Strathroy and London with four routes. The second inter-community transit program connects Sarnia, Strathroy, Mount Bridges, Komoka and London. These both operate as fixed route, scheduled services.

Additional transportation services are provided by Lambton Elderly Outreach (LEO) and the CRC. Both organizations provide affordable transportation to older adults and individuals with disabilities to attend social activities, medical appointments, and shopping.

The Canadian Cancer Society and Lambton County Developmental Services also provide transportation assistance for their respective client base.

Funding

There are no known provincial funding intake opportunities to support rural/inter-community transportation projects available at this time.

The two above-mentioned local transit projects in Lambton County are funded through the provincial Community Transportation Grant Program. These projects recently received renewed funding commitments for the 2023 to 2025 period in the amounts of \$1,065,946 toward the Huron Shores Area Transit and \$821,215 toward the Sarnia/Strathroy-Caradoc/London intercommunity transit services.

The Provincial Gas Tax Program is also targeted to provide a long-term, sustainable source of funding for municipal local public transit systems. It is structured as an incremental funding program, and not intended to supplement municipal contributions. The Gas Tax Program does not currently support pilot or start-up transit projects.

Federal funding opportunities exist through the Rural Transit Solutions Fund, which has two streams - planning and capital projects. The planning stream ended in 2021, however, in a recent information session, the possibility of opening the planning stream application process was discussed. Under the capital stream, up to \$3 million is available to help cover the costs of a new or expanded transit system or up to \$5 million to support zero-emission transit solutions on an approved application basis.

Although user fares provide potential revenue to offset program expenses, shortfalls in capital and operational costs are generally reconciled through municipal levy for rural/intercommunity transportation services.

Other Municipalities

Rural/inter-community transportation solutions are being offered with a diverse set of service levels, targets, and delivery mechanisms in municipalities, where present. Some of the considerations associated with these projects are:

- Fixed routes versus point-to-point service
- Internal, outsourced, or partnered/shared service providers
- Traditional or innovative models (e.g. ridesharing transit partnerships)
- Daily, seasonal, and last-minute scheduling accommodations for target users

A Demand and Feasibility Study is an important part of the process to establish servicing scope and assist to obtain funding for a Lambton transportation system, should Council opt to further study the need and feasibility of such service in Lambton County. To determine the feasibility of implementing a transit program in Lambton, a full needs assessment would be required to identify gaps in existing service, estimate the number of potential riders, project the extent to which the service would be used and identify travel patterns to help inform routes, frequency and timing. The study would have to be comprehensive and include multiple methods of input including physical and online surveys, community consultations, focus groups and key informant interviews.

Qualified transportation consultants are required to assess community need and make recommendations on the most appropriate transit system for the County of Lambton, particularly given that there are already a number of transportation services in the County operated by third parties. This activity will require adequate staffing and resourcing. For reference on the potential cost involved, Bruce County recently received a grant of \$50,000 from the federal Rural Transit Solutions Fund to hire a consulting firm to conduct a Demand and Feasibility Study. The municipality contributed an additional \$100,000 of their own funds to the project.

As was stated in the past, transit provides access to jobs, education, services, medical appointments, shopping and recreational activities which are all key elements in social determinants of health. There are currently a number of third-party service providers in the field. However, there is no Division within the County of Lambton with the responsibility to deliver public transportation systems or transit. Coordination with existing third-party transit services is key, so not to duplicate efforts and services. Moreover, soliciting the interest of local municipalities, whom have jurisdiction over these services, on their willingness to participate in a rural/inter-community transit option in Lambton is key.

FINANCIAL IMPLICATIONS

Rural/inter-community transportation is not included in the 2023 approved County of Lambton Budget.

A cost of \$150,000 is appropriate to pursue a Demand and Feasibility Study to carry out a review of a rural/inter-community transportation program in Lambton County. Although there is currently no funding sources, there may be renewed funding available through the federal Rural Transit Solutions Fund to support/offset this cost in the future.

Overall rural/inter-community transportation program costs vary widely across Ontario. Budgetary impacts for implementation will be heavily dependent on the scope and desired outcomes of the project.

CONSULTATIONS

Western Warden's Caucus, Huron Shores Area Transit Project, City of Sarnia, Age Friendly Sarnia, various municipal transportation leads, and County of Lambton Divisional staff were consulted as part of the preparation of this report.

STRATEGIC PLAN

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

There is a wide regime of methods and service levels for rural transportation being implemented or considered by upper and single-tier municipalities in Ontario. Although there are two local municipalities participating in rural/inter-community transit projects within Lambton and a number of third-party agencies also providing transportation services, the County does not currently provide this service. Limited funding opportunities are currently available to support rural/inter-community transit solutions.

A Demand and Feasibility Study, including community consultation, should be considered as a first step to pursuing an inter-community transit program. This will help determine potential user needs, sustainability/resourcing, and socio-economic benefits. Funding for this work will need to be assigned in addition to the approved 2023 County of Lambton Budget. Sustainable long-term funding, and potentially additional staff resources, will be required for implementation and can be identified as project scope and outcomes are determined.

RECOMMENDATIONS

- a) That provided the funding stipulated in paragraph b) below is secured, that the County of Lambton engage a third-party consultant to carry out a Demand and Feasibility Study on the need for, and options for, a rural/inter-community transit system.**
- b) That the County be authorized to expend up to \$150,000 (including H.S.T.) to engage the third-party consultant for the purposes stated in paragraph (a) above, provided that the County first secure no less than \$50,000 in funding through external, third-party funding sources.**
- c) That Staff return to Council in February 2024 with an update on items (a) and (b) above.**



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	SOCIAL PLANNING AND CHILDREN'S SERVICES
PREPARED BY:	Lorri Kerrigan, Social Planner Doug Ball, Manager
REVIEWED BY:	Margaret Roushorne, General Manager Ronald G. Van Horne, Chief Administrative Officer
MEETING DATE:	August 17, 2017
INFORMATION ITEM:	Rural Transportation Project - Update

BACKGROUND

At the January 20, 2016 Committee A.M. meeting staff was directed to explore the possibility of implementing a rural transportation initiative utilizing school buses in rural Lambton with the following motion:

#13: *Gillis/Bradley:*

- a) That staff examine the potential to partner with local school boards and service providers for the development of a rural transit system based on the Muskoka Extended Transit pilot project.*
- b) That in reporting back to Committee A.M. on rural transit opportunities, staff identify potential grants, logistics, feasibility, ridership, AODA requirements and impacts to the ongoing Community Homelessness Prevention Initiative (CHPI).*

Carried.

At the June 14, 2016 Committee A.M. meeting staff provided the requested report and were directed to draft terms of reference for a working group to further the exploration of a rural transit initiative with the following motion:

#15: *Bradley/Arnold: That a report be brought to Council outlining terms of reference for a working group to assume responsibility for furthering this Muskoka Extended Transit Model initiative.*

Carried.

At the November 16, 2016 Committee A.M. meeting staff provided the requested report and were further directed to establish a rural transportation working group to determine the project scope for possible engagement of a consultant to complete a full needs assessment and development of an implementation plan for a rural transit system model with the following motion:

#12: Bruziewicz/Broad:

- a) That Lambton County Council approve the Terms of Reference for the Rural Transportation Working Group to consider the project scope for a rural transportation program, to provide input into the development of a Request for Proposal to secure a consultant to complete a needs assessment and develop a local transportation model including an implementation plan.*
- b) That a further report be prepared for Lambton County Council consideration regarding the anticipated costs associated with engaging a consultant to do the requisite work.*

Carried.

DISCUSSION

On May 15, 2017 staff held a community meeting of members and potential members of the Rural Transportation Working Group including stakeholders in the community to discuss the project. A total of 10 individuals out of 30 invited attended the meeting. To ensure community expertise and input is gathered the group determined that an online survey (attached) should be developed and sent to experts and other community stakeholders. The information provided from the surveys would be utilized to further inform the work and decision making of the group.

On June 22, 2017 the survey along with emailed invitations to participate in the survey were sent to 28 individuals. As of July 27, 2017 no completed surveys had been received. The engagement of community members in this process to this point has been challenging and staff is exploring other means of gathering information to inform the work.

Staff will be attending a transit information meeting being organized by the Grand Bend Chamber of Commerce on August 9, 2017. This meeting is about establishing a local transit system for Lambton Shores, Bluewater, South Huron and North Middlesex and will include a presentation on the Norfolk/South Coast Shuttle. Information will be gathered and possible linkages with the rural transportation project considered.

FINANCIAL IMPLICATIONS

None at this time.

CONSULTATIONS

Consultations were held with members of the Rural Transportation Working Group, staff from Erie St. Clair Local Health Integration Network, Canadian Red Cross, Lambton Elderly Outreach, Wight Bus Line, Hull Bus Line, First Student Sarnia, Langs Bus Line, and the General Manager Social Services.

STRATEGIC PLAN

The provision of a rural transit program supports the goal of providing an enhanced quality of life through the provision of responsive and efficient services as indicated in the County of Lambton Mission Statement.

CONCLUSION

The completion of a rural transportation needs assessment and development of a comprehensive rural transportation plan requires considerable expertise in the area of transportation planning and community and stakeholder engagement. The working group is moving toward the development of the project scope and outlining the resources needed to secure a consultant to undertake the necessary planning should this be the determined direction. A final report will be brought to Committee this fall for consideration.



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	SOCIAL PLANNING AND CHILDREN'S SERVICES
PREPARED BY:	Lorri Kerrigan, Social Planner Doug Ball, Manager
REVIEWED BY:	Margaret Roushorne, General Manager Ronald G. Van Horne, Chief Administrative Officer
MEETING DATE:	June 14, 2016
INFORMATION ITEM:	Rural Transit - Muskoka Extended Transit Model

BACKGROUND

At the January 20, 2016 Committee A.M. meeting staff was directed to explore the possibilities of implementing a rural transportation initiative utilizing school buses in rural Lambton with the following motion:

Rural Transit Opportunities Using School Buses

#13: Gillis/Bradley:

- a) That staff examine the potential to partner with local school boards and service providers for the development of a rural transit system based on the Muskoka Extended Transit pilot project.*
- b) That in reporting back to Committee A.M. on rural transit opportunities, staff identify potential grants, logistics, feasibility, ridership, AODA requirements and impacts to the ongoing Community Homelessness Prevention Initiative (CHPI).*

Carried.

Everyone, regardless of where they live, needs some form of mobility in order to access their basic needs. In rural areas, distances are long and services are spread out, which means that reliable motorized transportation is essential for health and well-being. However for some residents, vehicle ownership is not an option leading to *transportation disadvantage* or the inability to travel when and where needed without difficulty. The following provides the requested report on the potential for a rural transit system in Lambton based on a Muskoka model which utilizes school buses.

DISCUSSION**Muskoka Extended Transit**

The Muskoka Extended Transit (MET) is an 18 month pilot project funded through a \$100,000 grant provided by the Ontario Ministry of Transportation (MTO) Community Transportation Pilot Grant Program (CT Program). The provincial CT Program explores the effectiveness of different models of coordinating community transportation as a means to address transportation challenges. Community transportation is a way of providing transportation to a community that extends beyond public transit services. Coordinating the range of services available within a community can be a solution to providing more transportation options to more people, improving services and optimizing existing services within current budgets.

The MET launched in January 2016 and funding runs to March 2017. The goal of the MET is to help people living in rural areas access urban communities for services, programs and personal reasons. There is no income test or mandate to attend specific programming for individuals to access transportation. Individuals may travel for any reason including attending appointments, banking, shopping, accessing programs and services and visiting with friends. The program is administered by the District Municipality of Muskoka through the Community and Social Services Department.

MET has seven fixed routes which operate throughout the Muskoka region using school buses to transport people as detailed in the attached MET Routes and Overview (Appendix 1). Five routes operate one day per week and two routes operate two days per week. On each route, the first MET bus stop is located close to a school and the school bus begins taking on passengers around 9:00-9:15 am. There are several stops along each of the routes, arriving at the final stop between 10:00 and 10:45 am. Passengers have approximately 3½ hours to attend appointments, conduct their banking, or any other business or activity. Return trips start between 1:00 and 1:45 pm. Bus drivers must be back at the schools in time to pick up students for their end of the day trip home and are unable to wait for passengers.

Passengers, organizations and community agencies are able to pre-purchase passes. The fare is \$3.00 one way and \$5.00 for a return trip, with lesser fees charged for teens and children. The MET is only provided when school buses are running, meaning that there is no service if buses are cancelled due to inclement weather, on weekends, during school holidays or during the summer months.

A baseline survey of riders was completed with the launch of the initiative and ongoing surveys and tracking of fares using re-usable tickets is used to reassess needs and identify gaps. Community agency appointments and programs are coordinated around MET routes. Initial take-up has been slow and free ridership is being offered in May and June 2016 to raise awareness of the service. In order to be sustainable, the goal is to generate 50% of the required revenue from re-usable tickets (15 rides per day) with 50% funding to be provided by the District of Muskoka and community agencies.

The initial \$100,000 MET program budget incorporated the following components.

Professional and Consulting Fees	
• Marketing, Community Engagement, Evaluation Plan Development	\$2,500
• Survey and Project Evaluation	\$5,000
Equipment, Supplies and Materials	
• Contract local school bus operators - 320 days of service at \$150 per day for driver, vehicle, gas	\$48,000
• Re-usable tickets	\$2,000
Public Outreach and Communication Materials and Activities	
• Project Coordinator for scheduling of inter-agency programs and Execute Marketing and Community Engagement activities	\$22,500
• Advertising and Community Engagement tools	\$20,000

Meeting with Lambton School Bus Operators

A meeting with representatives from all four Lambton school bus operators and School Transportation Service administrators from Chatham-Kent Lambton Administrative School Services (CKLASS) was held April 8, 2016. It was acknowledged that a program similar to the MET would need to operate separately as Student Transportation Services, which has agreements with all four bus operators, deals only with the transportation of students to and from school. The four school bus operators in attendance were interested in the possibility of delivering a program similar to MET.

Initial discussions demonstrate that school bus operators would contemplate operating the Lambton rural routes as charters scheduled around school start and dismissal times. The school bus operators indicated quotes for the provision of services could not be provided until the routes are established. Charter fees would incorporate the flat rate, hourly rate and kilometer rate with the fee dependent on the route distance. The bus companies utilize scheduling software to maximize the use of their fleets and it was felt that route scheduling for a rural transportation initiative could be accommodated.

One area of concern identified in the Lambton context is the approach taken by Student Transportation Services to utilize buses for dual routes which involves transporting high school students and then completing a second run to transport elementary students. While efficient for the bus lines, this approach significantly reduces the amount of time available in between morning and afternoon runs subsequently limiting the time that would be available for residents when they reach their desired destination. The operators indicated they would be willing to operate before and after school bus times if that worked better for riders.

Current Lambton Transportation Services

Sarnia Care-a-Van provides transportation within the City of Sarnia and Lambton Developmental Services provide transportation throughout the County for individuals using their services. Other agencies such as the Canadian Cancer Society also provide transportation assistance for their specific client base. While this report does not reference these agencies specifically, it is acknowledged that any transportation planning must include these important partners to avoid duplication and to meet the needs of as many people as possible.

Canadian Red Cross (CRC) and Lambton Elderly Outreach (LEO) provide door to door rides for seniors or adults who have a disability to attend medical and therapeutic appointments, social activities and perform other daily tasks such as shopping. Advance booking is required and there is coordination between the agencies to better utilize service. Volunteer drivers are available through either agency for those individuals who are able to get into and out of a vehicle without assistance. LEO operates vans for individuals requiring assistance or that use mobility devices such as walkers, wheelchairs or scooters. There is a set fee charged by CRC and a per kilometer charge for service provided through LEO.

Staff contacted through Red Cross and Lambton Elderly Outreach indicated they felt there is a need for a more universal rural transit program but acknowledged that there should be a needs assessment conducted to determine potential ridership before proceeding. Neither agency tracks the number of requests that they are unable to accommodate because the reason for the ride falls outside their specific mandates. In the past year, a total of 136 requests were unable to be accommodated by the agencies as the request was for transport outside the County, there was ineligibility or the lack of room on a scheduled run.

Logistics and Feasibility

In order to determine the feasibility of implementing a similar model in Lambton, a full needs assessment would be required to be undertaken to identify gaps in existing service, estimate the number of potential riders, project the extent to which they would use the service if offered and identify travel patterns/needs to help inform possible routing, frequency and timing. In order to be comprehensive, multiple methods of information gathering should be employed to increase the number of respondents such as physical and online surveys, community consultations including focus groups and interviews and a survey of community partners.

One important aspect of the Muskoka model is the coordination of community services around the window of opportunity that is available for riders once they reach their destination. Consultation and coordinated planning would be required to determine the ability and willingness of local service agencies to provide service for riders during these windows.

A business case would be required to be developed based on the findings of the needs assessment and community service agency consultation, identifying the parameters for

the service, project budget, funding/subsidy possibilities and cost for the rider. It would be essential to integrate existing transportation service providers across the County in the resulting model to ensure a fully coordinated and cost effective approach is taken.

A lead agency would be required to be identified for the coordination and delivery of any resulting rural transit system. The lead agency would be responsible to work in close alignment with the school bus operators, key transportation stakeholders and riders within the County of Lambton.

AODA Requirements

The traditional school bus does not comply with the Accessibility for Ontarians with Disabilities Act (AODA) at this time. Students with mobility limitations are transported with vans that can carry up to 10 people. The cost of using these vans for a rural transportation system would be higher than using a regular school bus. It should be noted that the District of Muskoka returned to their Council and received approval for an additional \$10,000 in funding to address AODA issues during the life of the pilot.

Potential Funding

The MET pilot program received \$100,000 through the 100% provincially funded Ministry of Transportation Community Transportation Pilot Grant Program. Applications for this grant are currently closed. In order to be considered sustainable, the MET has targeted a 50% revenue goal from tickets and 50% funding from the District of Muskoka and community agencies. This recognizes that it takes time for a rural transit initiative to gain acceptance and ridership and also acknowledges the need for subsidies to ensure affordability in rural areas which reduces transportation disadvantage.

Potential funding options for a County of Lambton rural transit program may include the Ontario Trillium Foundation, United Way, municipal governments, tourism, business, and local and provincial Foundations. The Erie St. Clair Local Health Integration Network (ESC-LHIN) completed a health transportation service study in 2013 which resulted in a number of recommendations for the main service providers, Canadian Red Cross and Lambton Elderly Outreach. While many of the recommendations have been or are being implemented there may be an opportunity to partner with the LHIN to conduct the needs assessment to promote continued integration, reduction in service gaps and improved health outcomes.

CHPI Transportation Pilot

The Consolidated Homelessness Prevention Initiative Transportation Pilot (CHPI) is a two year project which provides no cost transportation to some of our most vulnerable residents in Lambton County which helps them achieve housing stability. This is a joint initiative between the North Lambton Community Health Centre (NLCHC), Canadian Red

Cross and Lambton Elderly Outreach with the CRC taking the lead. Red Cross is building on its current model of no cost transportation for health related appointments and food bank delivery. The pilot offers door to door transport with fixed route scheduling to promote housing stability which will increase the number served. Those found to be ineligible will be referred to LEO. The intake and scheduling is completed in concert with North Lambton Community Health Centre.

A total of \$215,000 in funding has been provided for 2016 which enabled the purchase of an accessible van and minivan and covers vehicle operating costs and staffing for a referral coordinator, intake coordinator and scheduler (2.6 FTE). Agreements are in place. Agencies are completing purchases and recruitment and finalizing the referral, intake and scheduling procedures. The initiative will launch soon and there will be an evaluation component to assess whether targeted outcomes are achieved and to consider the impact for individuals using the services.

Ideally, the implementation of a MET type approach in Lambton would not adversely impact current transportation service providers or the CHPI pilot. These are very early days and specific outcomes are expected to be achieved in order to assess the impact of the CHPI pilot on riders and the transportation service continuum. One of the objectives of the provincial program upon which the MET was developed is to *'create networks of coordinated community transportation service that leverages existing services and pools resources to provide more rides, to more people, and to more destinations'*. The CHPI pilot is intended to do just that with a targeted population and offers the potential for significant learning and evaluative data for any future expansion.

FINANCIAL IMPLICATIONS

None at this time.

CONSULTATIONS

Consultations were held with staff from Chatham Kent Lambton Student Transportation Services, Erie St.Clair Local Health Integration Network, District of Muskoka, The Town of Petrolia, Lambton County Developmental Services, Canadian Red Cross, Lambton Elderly Outreach, Wight Bus Line, Hull Bus Line, First Student Sarnia, Langs Bus Line, General Manager Infrastructure and Development and the General Manager Social Services.

STRATEGIC PLAN

The provision of a rural transit program supports the goal of providing an enhanced quality of life through the provision of responsive and efficient services as indicated in the County of Lambton Mission Statement.

CONCLUSION

It would be possible to consider an expansion to the existing transportation service network in Lambton based on the Muskoka Extended Transit model. Should County Council direct staff to pursue additional rural transit opportunities, there is agreement that a needs assessment would be required to identify gaps and opportunities in existing transportation services, potential ridership, and desired travel pathways. The needs assessment would be used to inform program design, routes and frequency, funding options and budgets projections. It would be essential to ensure that any resulting program design is fully coordinated for existing and new transportation service agencies and that existing transportation resources are leveraged to meet the goal of providing more rides, to more people, to more destinations.

The completion of a rural transportation needs assessment and development of a comprehensive rural transportation plan would require considerable expertise in the area of transportation planning and community and stakeholder engagement. A working group would need to be struck to develop the project scope and outline the resources needed to secure a consultant to undertake the necessary planning.



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	SOCIAL PLANNING AND CHILDREN'S SERVICES
PREPARED BY:	Lorri Kerrigan, Social Planner Doug Ball, Manager
REVIEWED BY:	Margaret Roushorne, General Manager Ronald G. Van Horne, Chief Administrative Officer
MEETING DATE:	November 16, 2016
SUBJECT:	Rural Transportation Working Group - Terms of Reference

BACKGROUND

At the January 20, 2016 Committee A.M. meeting staff was directed to explore the possibility of implementing a rural transportation initiative utilizing school buses in rural Lambton with the following motion:

#13: *Gillis/Bradley:*

a) That staff examine the potential to partner with local school boards and service providers for the development of a rural transit system based on the Muskoka Extended Transit pilot project.

b) That in reporting back to Committee A.M. on rural transit opportunities, staff identify potential grants, logistics, feasibility, ridership, AODA requirements and impacts to the ongoing Community Homelessness Prevention Initiative (CHPI).

Carried.

At the June 14, 2016 Committee A.M. meeting staff provided the requested report and were directed to draft terms of reference for a working group to further the exploration of a rural transit initiative with the following motion:

#15: *Bradley/Arnold: That a report be brought to Council outlining terms of reference for a working group to assume responsibility for furthering this Muskoka Extended Transit Model initiative.*

Carried.

DISCUSSION

Traditional terms of reference for a working group identifies the background and overall purpose of the group and outlines parameters regarding timelines, authority, membership, meeting frequency, approval processes, goals and objectives. The following terms of reference were drafted utilizing this traditional outline.

County of Lambton Rural Transportation Working Group Terms of Reference (TOR)**Purpose**

The Rural Transportation Working Group was formed at the direction of Lambton County Council at its regular meeting on July 6, 2016 to further a rural transportation initiative similar in scope to the Muskoka Extended Transit (MET) Model. The Rural Transportation Working Group will be responsible for the following:

1. Develop the project scope to create a Request for Proposal (RFP) to secure a consultant with expertise in the area of transportation planning and community and stakeholder engagement to conduct a needs assessment and develop a comprehensive rural transportation plan.
2. Identify resources needed to secure a consultant to undertake the necessary planning and report back to Lambton County Council on projected cost.
3. Hire a consultant to conduct the needs assessment and develop a rural transportation model.
4. Make recommendations to Lambton County Council regarding a rural transportation model including identification of resources.
5. Develop an implementation plan for the transportation model.

Background

At the January 20, 2016 Lambton County Council meeting, staff were directed to examine the potential to partner with local school boards and community service providers for the development of a rural transportation system based on the Muskoka Extended Transit (MET) pilot project. This report was presented to County Council at the July 6, 2016 meeting (Appendix 1) and staff were directed to develop a report outlining the Terms of Reference for a working group to further develop the Rural Transportation Initiative.

Authority

Through the Chair, the Rural Transportation Working Group has the responsibility to provide advice to Lambton County Council and advise staff on matters related to the work of the working group.

Timelines

Timeframe	Task
3-4 Months	Define the scope of the project to inform the Request for Proposal (RFP) and identify resources needed. Seek Lambton County Council approval of the funds required to proceed with issuing the RFP.
4-6 Months	Work with County Procurement Manager to award the RFP
4-6 Months	Needs Assessment Conducted
4-6 Months	Develop a potential model for Lambton County and an implementation plan to recommend to Lambton County Council

Working Group Structure

The Working Group membership shall include representatives from the community from the following sectors and be co-chaired by a senior elected official and a representative from the municipal transit sector.

	Membership	Considerations
1.	Elected Official	Council may wish to appoint more than one elected official
2.	School Bus Operators	Four school bus operators in the County of Lambton
3.	Erie St. Clair LHIN	
4.	Lambton Elderly Outreach (LEO)	
5.	Red Cross	
6.	Sarnia Transit	
7.	Lambton College	
8.	First Nations	
9.	Sarnia Care - A - Van	
10.	Canadian Cancer Society	
11.	United Way	
12.	People with Experience	
13.	Lambton County Developmental Services (LCDS)	
14.	Interested Citizens	

The Working Group will also be supported by staff from Social Planning and Children's Services, Infrastructure and Development and Housing Services.

Meeting Frequency

The Working Group will meet monthly until the project scope and resources are developed. Once a consultant is hired, the meeting schedule will be determined by the Working Group based on the progression of the project.

Approval Process

The Approval Process shall be by consensus. Where consensus cannot be reached, a vote will be taken and decisions will be made based on 50% + 1 vote. Where there is not quorum at a meeting no vote can occur. A quorum shall be met when 60 percent of the membership is in attendance

Goals/Deliverables

1. Identify and develop the project scope to create a Request for Proposal to hire a consultant.
2. Identify the resources needed.
3. Secure a consultant via the RFP process.
4. Prepare a report that includes an assessment of the rural transportation needs, outlines a comprehensive rural transportation plan and identifies resources required for implementation.
5. Make recommendations to Lambton County Council regarding next steps for the Rural Transportation project which will include an Implementation Plan.

FINANCIAL IMPLICATIONS

None at this time.

CONSULTATIONS

Consultations were held with staff from Chatham Kent Lambton Student Transportation Services, Erie St.Clair Local Health Integration Network, District of Muskoka, The Town of Petrolia, Lambton County Developmental Services, Canadian Red Cross, Lambton Elderly Outreach, Wight Bus Line, Hull Bus Line, First Student Sarnia, Langs Bus Line, General Manager, Infrastructure & Development and General Manager, Social Services.

STRATEGIC PLAN

The provision of a rural transportation program supports the goal of providing an enhanced quality of life through the provision of responsive and efficient services as indicated in the County of Lambton Mission Statement.

CONCLUSION

The completion of a rural transportation needs assessment and development of a comprehensive rural transportation plan would require considerable expertise in the area of transportation planning and community and stakeholder engagement. A working group needs to be struck to develop the project scope and outline the resources needed to secure a consultant to undertake the work. The Terms of Reference for a Rural Transportation Working Group have been outlined in this report.

Should staff receive direction to establish the Rural Transportation Working Group, a future report would be prepared for Lambton County Council's consideration related to the costs associated with the Request for Proposal to engage the consultant.

RECOMMENDATIONS

- a) That Lambton County Council approve the Terms of Reference for the Rural Transportation Working Group to consider the project scope for a rural transportation program, to provide input into the development of a Request for Proposal to secure a consultant to complete a needs assessment and develop a local transportation model including an implementation plan.**
- b) That a further report be prepared for Lambton County Council consideration regarding the anticipated costs associated with engaging a consultant to do the requisite work.**



CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	August 16, 2023
INFORMATION ITEM:	Libraries Second 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 through the use of technology such as 3D printers which are not typically available in most households.

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

DISCUSSION

Library usage for the second quarter of the year has remained steady, positioning the library to meet or surpass last year's usage levels. After having reached record-breaking usage of the library's electronic resources during the pandemic, electronic circulation continues to rise.

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

- The launch of the 2023 Summer Reading Program which runs from July 3 to August 13. During the second quarter, the Library finished scheduling summer events and preparing registration kits for participants. Kids 0 to 12 will participate in the program with a theme of *"An Ocean of Possibilities"*, which aims to help prevent the learning loss that happens during the summer when school-aged kids are not actively engaging the learning parts of their brains. Kids will log any books they read on the Beanstack app and will win free books once they meet pre-determined reading goals. Kids will also complete activities for chances to enter into prize draws. Teens aged 13 to 17 will participate in the program with a theme of *"Make Waves"*. Teens will log the number of minutes spent reading and will win free books when they meet pre-determined reading goals. Teens will also complete activities for chances to enter into prize draws. The Summer Reading Program is also available to adults with, *"Challenge Yourshelf"*. Adults will set reading goals for themselves, log their reading and complete activities for chances to win prizes. Collectively, Lambton County Library is anticipating that as a community, 20,000 books will be read by its Summer Reading Program Participants of all ages. At present, Summer Reading Program registrations are as follows: 1,849 children, 82 teens and 390 adults.
- The launch of a Book Cover Design Contest, which runs from July 3 to September 2, in partnership with Gallery in the Grove. Kids between the ages of 5 to 12 will be encouraged to reimagine a cover of their favourite book using any art medium. Winning submissions in two age categories will be displayed at Gallery in the Grove for the duration of its exhibit, *"CANSCAIP in the Grove: The Art of Picturebooks"* which features artwork from a variety of Canadian picture book illustrators. All other submissions will be displayed at Sarnia Library from September 22 to October 21.
- Participation in Free Comic Book Day on Saturday, May 6, 2023. Free Comic Book Day is an annual event that promotes comic books as a form of literature. On this day, libraries provided a free comic book to patrons.
- The addition of comics becoming available on the Hoopla app. On June 12, 2023, Hoopla made a comics collection available. More than 25,000 titles from 20 major publishers became available for library card holders to borrow electronically using the Hoopla app. Patrons have access to five titles per month, per library card.

In April, Lambton County Library added binoculars to its physical collection, and in June, fishing poles were added to the collection. These items are part of the library's Active Living Lifestyle Collection, which includes other items like Ontario Park Passes, snowshoes, walking poles and pedometers.

Beginning on April 1, Lambton County Library started offering battery recycling to the public at 12 of its libraries. A national consumer battery recycling organization, Call2Recycle, provides battery recycling boxes to the 12 libraries. This initiative will help

ensure batteries do not make their way into regular landfills where they can contaminate the environment and negatively impact future generations.

The installation of interactive touchscreen kiosks occurred at each Lambton County Library location in April, when staff were also trained by Tourism Sarnia-Lambton staff with a goal of being able to better promote programs, exhibitions, events and activities offered across Sarnia-Lambton. This initiative is a partnership between the County of Lambton Cultural Services Division and Tourism Sarnia-Lambton as a result of a provincial funding program. The interactive touchscreen kiosks are preloaded with the Tour Ontario's Blue Coast app, and accompanying poster holders contain promotional information for Tourism Sarnia-Lambton and Lambton County's cultural sites.

Sarnia Library Theatre is on track to easily exceed last year's usage. This is the first year since the global pandemic shuttered the theatre as part of provincial orders that usage rates are taking off and are more closely resembling usage rates of previous years.

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 remains strong in this second 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 Second Quarter 2023 Statistics

	Circulation						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	1,957	1,909	0	0	3,866	7,291	53%
Arkona	1,397	1,117	0	0	2,514	3,850	65%
Books by Mail	4	8	0	0	12	0	0%
Brigden	4,411	4,133	0	0	8,544	13,557	63%
Bright's Grove	9,649	9,648	0	0	19,297	40,651	47%
Camlachie	1,555	1,555	0	0	3,110	5,530	56%
Corunna	6,193	5,907	0	0	12,100	26,056	46%
Courtright	833	985	0	0	1,818	2,910	62%
Florence	892	753	0	0	1,645	3,288	50%
Forest	9,042	8,719	0	0	17,761	34,496	51%
Grand Bend	7,234	7,074	0	0	14,308	26,063	55%
Headquarters	3,059	1,913	0	0	4,972	5,601	89%
Inwood	819	573	0	0	1,392	2,600	54%
Mallroad	23,863	23,338	0	0	47,201	92,947	51%
Mobile Library	1,584	1,457	0	0	3,041	4,746	64%
Mooretown	1,023	589	0	0	1,612	2,928	55%
Oil Springs	998	809	0	0	1,807	3,243	56%
Petrolia	12,002	10,380	0	0	22,382	41,690	54%
Pt. Edward	4,181	3,837	0	0	8,018	19,188	42%
Pt. Franks	1,440	1,082	0	0	2,522	6,749	37%
Pt. Lambton	1,021	805	0	0	1,826	2,601	70%
Sarnia	28,630	29,545	0	0	58,175	100,903	58%
Shetland	352	263	0	0	615	880	70%
Sombra	1,010	710	0	0	1,720	4,868	35%
Thedford	1,046	689	0	0	1,735	4,040	43%
Watford	3,801	2,955	0	0	6,756	12,708	53%
Wilkesport	431	498	0	0	929	2,298	40%
Wyoming	7,421	6,728	0	0	14,149	25,574	55%
TOTALS	135,848	127,979	0	0	263,827	497,256	53%

Pg. 1

	Internet / Computer Use						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	255	191	0	0	446	651	69%
Arkona	9	4	0	0	13	40	33%
Books by Mail	0	0	0	0	0	0	0%
Brigden	59	22	0	0	81	255	32%
Bright's Grove	86	164	0	0	250	376	66%
Camlachie	16	11	0	0	27	47	57%
Corunna	286	409	0	0	695	1,183	59%
Courtright	11	8	0	0	19	80	24%
Florence	6	8	0	0	14	13	108%
Forest	432	472	0	0	904	1,328	68%
Grand Bend	233	214	0	0	447	655	68%
Headquarters	0	0	0	0	0	0	0%
Inwood	24	14	0	0	38	118	32%
Mallroad	874	877	0	0	1,751	2,558	68%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	3	4	0	0	7	28	25%
Oil Springs	11	11	0	0	22	40	55%
Petrolia	558	467	0	0	1,025	1,735	59%
Pt. Edward	40	42	0	0	82	149	55%
Pt. Franks	10	11	0	0	21	42	50%
Pt. Lambton	4	6	0	0	10	25	40%
Sarnia	1,727	2,038	0	0	3,765	6,232	60%
Shetland	4	30	0	0	34	13	262%
Sombra	48	44	0	0	92	121	76%
Thedford	13	25	0	0	38	150	25%
Watford	81	80	0	0	161	333	48%
Wilkesport	11	23	0	0	34	46	74%
Wyoming	74	118	0	0	192	291	66%
TOTALS	4,875	5,293	0	0	10,168	16,509	62%

	Reference Queries						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	3	39	0	0	42	214	20%
Arkona	62	73	0	0	135	175	77%
Books by Mail	0	0	0	0	0	0	0%
Brigden	207	146	0	0	353	670	53%
Bright's Grove	545	395	0	0	940	3,592	26%
Camlachie	61	41	0	0	102	335	30%
Corunna	544	380	0	0	924	1,984	47%
Courtright	43	37	0	0	80	211	38%
Florence	7	14	0	0	21	11	191%
Forest	493	411	0	0	904	2,347	39%
Grand Bend	266	340	0	0	606	1,487	41%
Headquarters	0	35	0	0	35	0	0%
Inwood	70	59	0	0	129	295	44%
Mallroad	2,255	2,296	0	0	4,551	8,414	54%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	314	223	0	0	537	553	97%
Oil Springs	26	6	0	0	32	82	39%
Petrolia	281	239	0	0	520	911	57%
Pt. Edward	186	183	0	0	369	707	52%
Pt. Franks	60	82	0	0	142	297	48%
Pt. Lambton	127	101	0	0	228	354	64%
Sarnia	403	554	0	0	957	2,801	34%
Shetland	2	2	0	0	4	15	27%
Sombra	35	21	0	0	56	343	16%
Thedford	103	102	0	0	205	424	48%
Watford	234	94	0	0	328	888	37%
Wilkesport	56	85	0	0	141	341	41%
Wyoming	237	225	0	0	462	1,558	30%
TOTALS	6,620	6,183	0	0	12,803	29,009	44%

	Volunteer Hours						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	0	0	0	0	0	0	0%
Arkona	0	0	0	0	0	0	0%
Books by Mail	0	0	0	0	0	0	0%
Brigden	0	0	0	0	0	0	0%
Bright's Grove	0	0	0	0	0	0	0%
Camlachie	0	0	0	0	0	0	0%
Corunna	0	0	0	0	0	0	0%
Courtright	0	0	0	0	0	0	0%
Florence	0	0	0	0	0	0	0%
Forest	0	0	0	0	0	0	0%
Grand Bend	0	0	0	0	0	0	0%
Headquarters	0	0	0	0	0	0	0%
Inwood	0	0	0	0	0	0	0%
Mallroad	0	0	0	0	0	0	0%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	0	0	0	0	0	0	0%
Oil Springs	0	0	0	0	0	0	0%
Petrolia	0	0	0	0	0	0	0%
Pt. Edward	0	0	0	0	0	0	0%
Pt. Franks	0	0	0	0	0	0	0%
Pt. Lambton	0	0	0	0	0	0	0%
Sarnia	0	0	0	0	0	0	0%
Shetland	0	0	0	0	0	0	0%
Sombra	0	0	0	0	0	0	0%
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	0	0	0	0%
Alvinston	75	75	0	0	150	122	123%
Arkona	29	29	0	0	58	33	176%
Brigden	103	92	0	0	195	274	71%
Bright's Grove	53	78	0	0	131	205	64%
Camlachie	25	41	0	0	66	127	52%
Corunna	64	74	0	0	138	271	51%
Courtright	38	31	0	0	69	114	61%
EarlyON Centres	102	87	0	0	189	0	0%
Florence	48	46	0	0	94	95	99%
Forest	102	97	0	0	199	321	62%
Grand Bend	34	51	0	0	85	106	80%
Headquarters	6	8	0	0	14	343	4%
Inwood	49	52	0	0	101	124	81%
Makerspace (Independent)	104	182	0	0	286	0	0%
Mallroad	122	119	0	0	241	344	70%
Mobile Library	48	48	0	0	96	68	141%
Mooretown	46	55	0	0	101	119	85%
Oil Springs	16	31	0	0	47	100	47%
Petrolia	166	169	0	0	335	372	90%
Pt. Edward	47	35	0	0	82	179	46%
Pt. Franks	33	18	0	0	51	108	47%
Pt. Lambton	34	28	0	0	62	110	56%
Sarnia	335	347	0	0	682	1064	64%
Shetland	32	6	0	0	38	70	54%
Sombra	38	35	0	0	73	88	83%
Thedford	28	22	0	0	50	89	56%
Watford	76	53	0	0	129	179	72%
Wilkesport	34	27	0	0	61	94	65%
Wyoming	119	121	0	0	240	258	93%
TOTALS	2,006	2,057	0	0	4,063	5,377	76%

Pg. 5

	Library Programs (attendance)						
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	450	547	0	0	997	663	150%
Arkona	191	182	0	0	373	100	373%
Brigden	1,585	1696	0	0	3,281	3,443	95%
Bright's Grove	264	441	0	0	705	1,407	50%
Camlachie	51	109	0	0	160	542	30%
Corunna	539	715	0	0	1,254	2,245	56%
Courtright	179	141	0	0	320	355	90%
EarlyON Centres	1,952	1524	0	0	3,476	0	0%
Florence	25	64	0	0	89	66	135%
Forest	721	667	0	0	1,388	2,577	54%
Grand Bend	183	196	0	0	379	381	99%
Headquarters	315	308	0	0	623	1,654	38%
Inwood	148	252	0	0	400	349	115%
Makerspace (Independent)	104	193	0	0	297	0	0%
Mallroad	591	615	0	0	1,206	1,821	66%
Mobile Library	407	394	0	0	801	734	109%
Mooretown	687	497	0	0	1,184	1,202	99%
Oil Springs	19	57	0	0	76	328	23%
Petrolia	727	835	0	0	1,562	1,833	85%
Pt. Edward	192	285	0	0	477	719	66%
Pt. Franks	63	57	0	0	120	276	43%
Pt. Lambton	134	79	0	0	213	245	87%
Sarnia	2,384	3,039	0	0	5,423	5,876	92%
Shetland	51	14	0	0	65	61	107%
Sombra	152	69	0	0	221	473	47%
Thedford	24	11	0	0	35	440	8%
Watford	456	239	0	0	695	926	75%
Wilkesport	42	32	0	0	74	152	49%
Wyoming	199	533	0	0	732	1,048	70%
TOTALS	12,835	13,79	0	0	26,626	29,916	89%

Pg. 6

	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%

Pg. 7

	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	213	0	0	367	606	61%
Daily Sessions	57	128	0	0	185	344	54%
Total Clients	4,704	3,958	0	0	8,662	15,292	57%
Total Sessions	5,146	6,568	0	0	11,714	22,045	53%

Electronic Information Sources							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Electronic Databases	6,223	10,388	0	0	16,611	24,568	68%
Early Literacy Stations	2,511	2,047	0	0	4,558	2,857	160%
NextReads	3,877	3,744	0	0	7,621	15,055	51%
TOTAL	12,611	16,179	0	0	28,790	42,480	68%

e-Circulation						
Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
113,874	126,763	0	0	240,637	431,067	56%

Inter-library Loans							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Items Borrowed	455	459	0	0	914	1,693	54%
Items Loaned	361	273	0	0	634	1,193	53%

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

Website Visits							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Library	114,951	106,540	0	0	221,491	418,646	53%
Theatre	387	439	0	0	826	2,609	32%
TOTAL	115,338	106,979	0	0	222,317	421,255	53%
	Q1-2023	Q2-2023	Q3-2023	Q4-2023			
Facebook Friends	3,200	3,302	0	0			
Twitter Followers	942	951	0	0			

Sarnia Library Theatre & Meeting Room Rentals							
	Q1-2023	Q2-2023	Q3-2023	Q4-2023	YTD	2022 Total	YTD %
Internal Bookings							
Bookings	4	7	0	0	11	92	12%
Hours	8	18.5	0	0	26.5	560	5%
Attendance	27	108	0	0	135	1,059	13%
External Bookings							
Bookings	105	102	0	0	207	156	133%
Hours	303.8	326.25	0	0	630.1	563.8	112%
Attendance	5,298	5,760	0	0	11,058	10,650	104%
Library Bookings							
Bookings	49	38	0	0	87	88	0%
Hours	158	120.25	0	0	278.3	285.5	0%
Attendance	920	533	0	0	1,453	1,767	0%
Total Bookings	158	147	0	0	305	336	91%
Total Hours	469.8	465	0	0	934.8	1,409.3	66%
Total Attendance	6,245	6,401	0	0	12,646	13,476	94%



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:	August 16, 2023
INFORMATION ITEM:	Museums, Gallery & Archives Second 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 over 43 works by the Group of Seven.

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

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

DISCUSSION

Second quarter saw excellent participation with outreach offerings both in-person and virtually. Each respective site engaged in unique opportunities, providing great exposure to cultural services.

Lambton Heritage Museum reopened the Lambton Gallery permanent exhibit after the completion of the gallery renovation project. An Opening Gala (private event) and Reopening Celebration (public event) were hosted in the first part of June. There has been excellent community feedback and a recent mailer campaign, which offers free admission to Lambton County residences, has been well received.

The Machinery Masterminds program was successfully launched, attracting new volunteers to the museum, and making progress on maintenance for one of the Museum's historic tractors.

The **Judith & Norman Alix Art Gallery** opened three new exhibitions this quarter with a Members Reception First Friday, May 5. The event drew 87 members and 227 general visitors. The new exhibitions are *Biskaabiiyang/Returning to Ourselves* by Nico Williams, *Many Lives Mark This Place* by John Hartman, and *Re View* exhibition 3.

Oil Museum of Canada presented at a number of outreach events which included the Western University Open House (Geology Department), the Canadian History & Environmental Summer School (CHESS), a membership talk for the Toronto Railway Museum, a presence at the Ontario Petroleum Institute's (OPI) annual conference and at the Age Friendly Expo.

Other exciting events included filming on-site by Sandbay Entertainment. Sandbay Entertainment is producing a documentary on small museums in rural places and featured the Oil Museum of Canada in their teaser.

Lambton County Archives continues to partner with community groups to present lectures and workshops, reaching new audiences and increase engagement with archival services. Staff also participated in the Age Friendly Expo with the Oil Museum of Canada.

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	1,034	n/a	123	87	n/a	1,244
LHM	456	97	75	115	63	806
LCA	88	114	17	n/a	n/a	219
OMC	515	23	137	n/a	n/a	675

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

In Person Programs and Events:

On Site Program Participants			
		Participants	Number of Programs
	JNAAG	354	28
	LHM	76	7
	LCA	0	0
	OMC	129	2
Offsite Outreach			
	JNAAG	0	0
	LHM	0	0
	LCA	2,597*	7
	OMC	2,640*	6
OVERALL TOTAL		3,296	49

*includes an estimated reach at the Age Friendly Expo of 2,500.

Virtual Programs and Online Outreach:

Virtual Education Programs & Workshops			
	JNAAG	0	0
	LHM	20	1
	LCA	215	Telephone Requests
	OMC	78	3
	HSL	54	1
YouTube Views			
	JNAAG	869	
	LHM	160	
	LCA	2,400	
	OMC	2,996	
Virtual Exhibit Tours			
	JNAAG	122	
	LHM	32	
	OMC	161	
Facebook Followers			
	JNAAG	5,291	
	LHM	4,308	
	LCA	3,141	
	OMC	1,873	
Instagram Followers			
	JNAAG	1,499	
	OMC	605	
Twitter Followers			
	Heritage Sarnia Lambton	1,193	(LHM, OMC, LCA)
	JNAAG	763	
OVERALL TOTAL		25,780	

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

None.

STRATEGIC PLAN

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

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

CONCLUSION

Overall, the Museums, Gallery & Archives have seen strong attendance at each site. It is expected to rise in the next quarter as tourism peaks, and the summer vacation months commence.



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:	August 16, 2023
SUBJECT:	Libraries Donations, April 1 to June 30, 2023

BACKGROUND

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

DISCUSSION

The following donations were received from the period April 1, 2023 to June 30, 2023:

- \$100 from the St. Clair Lodge 425, Sombra, Ontario for use at Sombra Library for the summer reading program.
- \$100 from the St. Clair Lodge 425, Sombra, Ontario for use at Port Lambton Library for the summer reading program.
- Two copies of the novel, "Stories Both Real and Fictional" by the Inwood Writer's Group from the Inwood Writer's Group, Inwood, Ontario.
- One copy of each novel, "High-Profile Murder", "Eyes Wide Open" and "Wedding Woes" by Roxanne Grego, from Roxanne Grego, Corunna.
- \$131.40 from donation boxes.

FINANCIAL IMPLICATIONS

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

CONSULTATIONS

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

Libraries Donations, April 1 to June 30, 2023 (page 2)

August 16, 2023

STRATEGIC PLAN

Any monetary donations off-set the costs of operating Lambton's library services which support the strategic plan's principles and values including: *A Healthy Community, a Shared Community of Interest, and a Learning Organization.*

CONCLUSION

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

RECOMMENDATIONS

That the Libraries Donations, April 1 to June 30, 2023 Report be accepted.



CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	August 16, 2023
SUBJECT:	Library Policy Manual

BACKGROUND

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

DISCUSSION

Since 2019, the Libraries Department has worked toward updating and modernizing its Policy Manual. Some policies date to the Library Board's origins in the 1990s and required updating, while other long-standing practices required formalizing in the form of a policy. The policy requirements set forth in the Ontario Public Library Guidelines have been guiding the Department's work. Should the Library seek provincial accreditation in the future, the policies named in the Ontario Public Library Guidelines are requirements for a successful outcome. Since November 2019, Lambton County Council has considered and approved 26 departmental policies. The next set of policies is available for Committee members' consideration.

The three policies are included in the Committee's package for review and summaries of substantial changes are noted below for the Board's information.

- Reference and Information Services Policy:** The Reference and Information Services Policy has greatly expanded since its origins in 1979, and a subsequent revision in 1995. Its previous draft focused on the services offered exclusively by a reference department housed at Sarnia Library and detailed the types of material offered at that specific library. This most recent revision closely follows

the example set forth by the Ontario Library Service and incorporates new language about ensuring equitable service, protecting confidentiality, and specifically defines how to categorize a reference question. It also establishes service priorities.

- **Local History Policy:** This new policy outlines that Lambton County Archives will serve as the central repository for local history information; however, each branch of Lambton County Library shall contain local history information that is specific to the local community.
- **Community Information, Displays and Solicitation Policy:** This new policy combines two brief policies originally authored in 1992 and 1995 concerning soliciting and distribution of material by outside groups. This new policy has been expanded to reflect the responsibility of library staff to maintain current information about community agencies and organizations and to be knowledgeable about community agencies and organizations in order to refer people appropriately to services. The policy also continues to permit an opportunity for partners and non-profit organizations to display promotional information concerning special events.

FINANCIAL IMPLICATIONS

Any costs involved in the policies, such as the availability of community bulletin boards, would be already funded through the Department's existing annual operating budget.

CONSULTATIONS

A number of library employees were consulted in the creation of these policies including: Technical Services Supervisor, Community Library Supervisor, and the Executive Assistant / Administrative Services Supervisor. In addition to library staff, the General Manager, Cultural Services, and the Manager, Museums and Art Gallery were also consulted regarding the formation of these policies.

STRATEGIC PLAN

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

CONCLUSION


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

Library Policy Manual (page 3)

August 16, 2023

RECOMMENDATIONS

**That Lambton County Council approve the following Library policies as presented:
Community Information, Displays and Solicitation, Reference and Information
Services, and Local History.**

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Reference and Information Services Policy	Section R02	Index #08
	Effective Date:	September 6, 2023	Approved By: Lambton County Council	
	Revision Date:	June 7, 2023		
	Drafted on:	June 7, 2023		

PURPOSE

The purpose of this policy is to establish and define the type of reference and information services Lambton County Library offers and provide guidance to front-line library staff who deliver customer service.

POLICY

Lambton County Library's information services connect people with resources to fulfil their informational, educational, cultural and recreational needs. This policy describes information services at the library and guides library staff when answering reference questions.

RESPONSIBILITY

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

DEFINITIONS

"Reference Question" - a standard reference transaction is a request for information made directly by a library user that involves the knowledge, use, recommendation, interpretation or instruction in the use of one or more information sources or bibliographic tools by library staff (for example: "How can I find out when Alexander Mackenzie was born?" or "Can you help me find information on the internet about fishing in Ontario?").

REGULATIONS

1. All users seeking information will be treated equitably and with respect to meet their individual needs, regardless of sex, age, ability and ethnicity. The Library will provide welcoming spaces and library services to Indigenous peoples and will work in collaboration with Indigenous communities and individuals to share elements of First Nations culture with non-Indigenous persons.
2. Employees will respect and protect the confidential and private nature of requests for information.
3. Employees will answer all reference questions efficiently, accurately, and as completely as possible. All questions will be considered important and legitimate, unless it becomes clearly apparent that they are otherwise.
4. Employees will be guided by the Ontario Library Association's Statement on the Intellectual Rights of the Individual and the Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries.
5. Employees will help the user find the information and will provide instruction on how to use library resources based upon the user's needs. Employees will provide the following services:
 - a. Quick Reference: These questions can usually be answered immediately using library and online resources.
 - b. General Reference: These questions usually require a more in-depth process to arrive at a complete answer and may as a result require a mutually agreed upon timeframe to complete.
6. Employees will refer users to the inter-library loan service (ILLO), other libraries, agencies and community resources if it is not possible to find an answer using library or online resources.
7. The following priorities will apply to users seeking reference assistance:
 - a. 1st Priority – requests presented in person
 - b. 2nd Priority – requests presented by telephone / voicemail
 - c. 3rd Priority – requests received by email / mail / fax / direct message
 - d. 4th Priority – requests received via the interlibrary loan network.
8. Print and electronic reference collections are maintained by library staff with a focus on the currency and relevancy of the material, and in accordance with R02.03 Collection Development Policy.
9. Employees will use the definition of "reference questions" set forth by the provincial government and / or the Ontario Library Service.
10. Statistics about reference questions will be collected and analyzed in an effort to evaluate information services.
11. Lambton County Library will comply with the requirements of the Annual Survey of Public Libraries related to the submission of reference statistics.


ASSOCIATED DOCUMENTS (if required)

Ontario Library Association's Statement on the Intellectual Rights of the Individual
Canadian Federation of Library Association's Statement on Intellectual Freedom and
Libraries.

Lambton County Library Collection Development Policy (R02.03)

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	November 1979	Chief Librarian
Revised	April 12, 1995	Chief Librarian
Revised	August 1, 2023	Manager, Library Services

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Local History Policy	Section R02	Index #09
	Effective Date:	September 6, 2023	Approved By: Lambton County Council	
	Revision Date:	June 7, 2023		
	Drafted on:	April 12, 1995		

PURPOSE

This policy provides guidance to ensure that the public has access to items of local historical interest.

POLICY

Lambton County Library maintains a local history collection to provide access to unique materials that help researchers and the public better understand the community and territory history. The collection complements the collections of Lambton County Archives, Oil Museum of Canada National Historic Site, and Lambton Heritage Museum and will not significantly duplicate those collections.

The Library's local history collection strives to reflect respect for, and reconciliation with, Indigenous people of the area and its unceded territory. Some collection materials may have a historical colonial perspective. The Library makes every effort to develop this collection to recognize and reflect all peoples who have lived here.

RESPONSIBILITY

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

REGULATIONS

1. Lambton County Library will continue to build and maintain a local history collection.
2. Each Lambton County Library location will have a local history collection with special care and attention to include materials from the specific community or neighbourhood.


3. Lambton County Archives will serve as the central repository for local history and will hold responsibility for the cataloguing, storage and safekeeping of original historical documents. Duplicate copies, digital copies or photocopies of historical materials will be located in Lambton County Library locations. Original historical documents will not be held in libraries in an effort to ensure their safety and to reduce risk related to environmental exposure to agents of deterioration such as pests, incorrect temperature and relative humidity, ultraviolet light exposure, theft, vandalism, physical forces, water and fire.
4. From time to time, Lambton County Archives will review local history collections located in libraries and will make determinations whether items require relocation to Lambton County Archives.
5. Writings of local authors are subject to the Lambton County Library Collection Development Policy (R02.03).
6. Lambton County Library will subscribe to databases relevant to local history and genealogy research, where possible.
7. Local history materials are for use in the library only and will not circulate.
8. Employees from the Libraries Department will work collaboratively with employees from the County of Lambton Museums and Lambton County Archives to provide the public with greater access to local history information. This may include but is not limited to: program development and / or delivery and the installation of temporary exhibits and / or displays.

ASSOCIATED DOCUMENTS

Lambton County Library Collection Development Policy (R02.03)

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	September 6, 2023	Manager, Library Services

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Community Information, Displays and Solicitation Policy	Section R02	Index #10
	Effective Date:	September 6, 2023	Approved By: Lambton County Council	
	Revision Date:	June 7, 2023		
	Drafted on:	April 12, 1995		

PURPOSE

This policy provides guidance to Lambton County Library employees concerning the type of community information the library will collect and promote.

POLICY

This policy describes how Lambton County Library makes available information on community activities, agencies, and organizations to facilitate access to resources within the community and as a partner in promoting community services and events. The Library encourages the display of bulletins, brochures and posters regarding events or activities so that residents can fully participate in community activities. This policy sets out the type of information suitable for collecting, displaying and sharing in the Library.

RESPONSIBILITY

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

DEFINITIONS

“Materials” means a variety of types of documents for display including notices, posters, digital posters and media, and literature for distribution including flyers, pamphlets, newsletters, community newspapers, bookmarks and postcards.

“Partisan” is defined as favoring, promoting or opposing a political party, platform or candidate for public office.

“Premises” means all Lambton County Library locations including any buildings and land owned, leased, or provided to the Library to deliver library services from. This includes all interiors and exteriors of spaces including patios, gardens, parking lots, for example.

REGULATIONS

1. Lambton County Library will maintain and/or facilitate access to current information on the services of community agencies and organizations. This will include current information on, but not limited to:
 - a. Municipal services
 - b. Community groups
 - c. Educational organizations
 - d. Health and social service agencies
 - e. Cultural, recreational or religious institutions
2. The Library will provide easy, convenient and confidential access to information on agencies and organizations.
3. Employees will be knowledgeable about community agencies and organizations and be capable of referring people appropriately and in a respectful manner.
4. Patron confidentiality will be respected, except in cases where requirements of the law intervene.
5. The Library will make available Community Bulletin Boards to display materials about community activities and events. Placement of materials are restricted to Community Bulletin Boards only.
6. The display of material does not constitute an endorsement of any group, activity or event by the Library.
7. Employees will handle the placement of materials on bulletin boards, and removal of materials from bulletin boards. Materials will not be returned.
8. Any materials displayed or distributed in non-designated space on Library premises will be removed. Removal of postings is at the discretion of Library staff. Further, the Library reserves the right to dispose of any materials that are placed or posted without approval or in excessive quantities.
9. Materials will be accepted for posting as space is available, using the following priorities:
 - a. Notices of Library programs, events, activities and services, including co-sponsored Library programs and events at Sarnia Library Theatre.
 - b. Notices from local municipalities, partner agencies, government and community agencies, the provincial and federal governments.
 - c. Notices of cultural, educational and recreational events.
10. The Library will not display or distribute:
 - a. Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations.
 - b. Faith-based materials whose primary purpose is the promotion of faith.
 - c. Materials advertising and promoting commercial products or services.
 - d. Personal ads and notices including notices of items for sale or rent.

- e. Multiple copies of the same posting.
 - f. Materials with poor quality production or difficult to understand.
 - g. Petitions.
 - h. Material that advocates a particular political, sectarian or philosophic position.
11. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the Library with the following exceptions:
- a. Political materials may be eligible when they announce open meetings and forums for discussion of community issues.
12. Physical materials intended for system-wide distribution must be delivered to Library Headquarters (attention: Technical Services) for consideration. Accepted material quantities are at the discretion of the Library.
13. Physical materials intended for system-wide distribution must be submitted to the Library at least 21 days before the advertised event.
14. Electronic submissions of materials must be directed to the Library's Communications Officer for consideration.
15. Materials promoting programs or events at a single location targeted toward that location or neighbourhood only and not for distribution system-wide may be delivered to that specific location. Accepted material quantities are at the discretion of the location.
16. Any complaints or appeals will be made to the Manager, Library Services.
17. Solicitation is not permitted inside any Lambton County Library location, as outlined in County of Lambton Solicitation in County Facilities Policy (C00.09). The only exception to this regulation is the availability of Poppy Boxes during the Royal Canadian Legion's annual Poppy Box Campaign in support of veterans.

ASSOCIATED DOCUMENTS

County of Lambton Solicitation in County Facilities Policy (C00.09)

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created (Soliciting)	February 27, 1992	Chief Librarian
Created (Distribution / Display of Materials From Outside Groups)	April 12, 1995	Chief Librarian
Combined and Revised	September 6, 2023	Manager, Library Services



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 Thiffault, Chief Administrative Officer
MEETING DATE:	August 16, 2023
SUBJECT:	Museums, Gallery & Archives Collections Management June 2023

BACKGROUND

The Manager, Museums Gallery & Archives reviews donations to the 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 June 2023.

DISCUSSION

Recommended for Acceptance

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

Institution	Details	Donor	City
Lambton County Archives	Avonroy School (SS #18) Sombra Township class photos from 1940s and 1950s. Archival material pertaining to Burnley family. Recital leaflets for Sixth Line United Church	Betty Scott Wentworth	Minnetonka

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

August 16, 2023

	detailing local music students under the instruction of Mr. Richard Young.		
Lambton County Archives	Milliken family history book, Sarnia Township SS #4 book, and The Little Village of Bluewater book.	Karen Carter	Petrolia
Lambton County Archives	Personal papers and photographs belonging to VanAlstyne, Norwood, and Payne families of Sarnia.	Noelle Tangredi	London
Lambton County Archives	Photos and family material pertaining to Stanik family of Inwood.	Tracy Kingston	Corunna
Lambton County Archives	Scrapbook of historical new articles pertaining to images taken by donor of Sarnia events.	Sandra Carlton	Sarnia
Lambton County Archives	Three Delta Chi Sigma yearbooks from 1934 to 1937.	Donna Core	Guelph
Lambton Heritage Museum	Advertisement card for Carson Oil, complimentary card from Anderson G. Caghill, Lakeview Casino postcard and Lake Huron postcard negative.	Paul Miller	Grand Bend
Lambton Heritage Museum	Antique pulley for a clothesline.	Vince Chamberlain	Plympton-Wyoming
Lambton Heritage Museum	Grey fedora from Alvinston milliner.	Jean Armstrong	Petrolia
Lambton Heritage Museum	Skin from eastern hog-nosed snake.	Ken Chiurko	Grand Bend
Oil Museum of Canada	Certificate and postcard relating to Polymer/Polysar.	Lorrie McIntyre	Toronto
Oil Museum of Canada	FINA gas station token.	Stan Pioro	Stittsville

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 that were offered for donation in the month of June 2023 and are recommended for refusal.

Institution	Details	Reason for Refusal	Donor
Lambton County Archives	Four Local history books on Sarnia, Bluewater, and Oil Springs	Duplicates of items already in the collection.	Karen Carter, Petrolia

Lambton County Archives	Collection of Sarnia Observer Newspapers and National Geographic magazines	Newspapers - Duplicates of items already in the collection. Magazines - outside collection's mandate.	Name not given.
Lambton Heritage Museum	Doll	No local provenance. Referred to Museum in Windsor/Guelph area.	Name not given.
Lambton Heritage Museum	Glass butter dish, sugar bowl and creamer	Duplicate of items already in the collection. Referred to other Museums in Lambton.	Name not given.
Lambton Heritage Museum	Goodison archival documents (receipt for Silver King tractor)	Referred to Lambton County Archives.	Name not given.
Lambton Heritage Museum	Map of Canada West, c. 1850.	Referred to Lambton County Archives.	Name not given.
Lambton Heritage Museum	Local history books, Doris Bitz	Duplicates of items already in the collection. Referred to Lambton County Archives.	Name not given.
Lambton Heritage Museum	Sears catalogues from 2000's	No local provenance.	Name not given.

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
June 2023 (page 4)

August 16, 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 and Archives Collections Management June 2023 Report be accepted, and items recommended for acceptance be approved for inclusion in the respective permanent collections.