



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

Wednesday, November 15, 2023
Council Chambers, Wyoming

Page

1. Call to Order - Committee P.M.

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

2. Disclosures of Pecuniary Interest

If any.

3. LONG-TERM CARE DIVISION

A) Information Reports

a) Information Report dated November 15, 2023 Regarding Vulnerable Occupancy - Annual Fire Drills 2023.

B) Other Business

4. CORPORATE SERVICES DIVISION

A) Information Reports

a) Information Report dated November 15, 2023 Regarding 2024 Social Housing Insurance Renewal Update.

B) Reports Requiring a Motion

a) Report dated November 15, 2023 Regarding Committee Membership Rotations & Appointments and 2024 Meeting Schedule.

C) Other Business

5. FINANCE, FACILITIES & COURT SERVICES DIVISION

A) Information Reports

a) Information Report dated November 15, 2023 Regarding 2023 - Q3 Budget Monitoring Update.

B) Other Business

3 - 5

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6. SOCIAL SERVICES DIVISION

A) Information Reports

- 19 - 24 a) Information Report dated November 15, 2023 Regarding
County of Lambton's Position on Sanctioned Outdoor
Encampments.
- 25 - 27 b) Information Report dated November 15, 2023 Regarding
Employment Service Delivery.
- 28 - 30 c) Information Report dated November 15, 2023 Regarding
Housing Services Stastical Report - Quarter 3.

B) Other Business

7. IN-CAMERA

No In-Camera Items

8. ADJOURNMENT

	LONG-TERM CARE DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ADMINISTRATION
PREPARED BY:	Jane Joris, General Manager
REVIEWED BY:	Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	November 15, 2023
INFORMATION ITEM:	Vulnerable Occupancy - Annual Fire Drills 2023

BACKGROUND

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

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

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

DISCUSSION

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

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

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

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

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

Lambton Meadowview Villa: September 28, 2023
 Marshall Gowland Manor: June 23, 2023
 North Lambton Lodge: June 20, 2023

Each fire drill includes observation of:

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

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

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

Lambton Meadowview Villa:

The actual time to respond to the room of fire origin, remove occupant(s) from the room and close the door to the room.	Available time: 4.5 minutes	Actual time to complete task: 3.22 minutes
The actual time to evacuate residents/patients from the fire zone or floor areas containing the room of fire origin to the next point of safety.	Available time: 75 minutes	Actual time to complete task: 28 minutes 8 seconds

Marshall Gowland Manor:

The actual time to respond to the room of fire origin, remove occupant(s) from the room and close the door to the room.	Available time: 4.5 minutes	Actual time to complete task: 1 minute 40 seconds
The actual time to evacuate residents/patients from the fire zone or floor areas containing the room of fire origin to the next point of safety.	Available time: 75 minutes	Actual time to complete task: 20 minutes 2 seconds

North Lambton Lodge:

The actual time to respond to the room of fire origin, remove occupant(s) from the room and close the door to the room.	Available time: 4.25 minutes	Actual time to complete task: 1 minutes 31 seconds
The actual time to evacuate residents/patients from the fire zone or floor areas containing the room of fire origin to the next point of safety.	Available time: 80 minutes	Actual time to complete task: 18 minutes 50 seconds

FINANCIAL IMPLICATIONS

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

CONSULTATIONS

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

STRATEGIC PLAN

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

CONCLUSION

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

An annual review and revision of the Homes' Emergency Plans was completed in 2023.

 <p style="text-align: center;">CORPORATE SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Ryan Beauchamp, County Solicitor/Clerk
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	November 15, 2023
INFORMATION ITEM:	2024 Social Housing Insurance Renewal Update

BACKGROUND

The *Housing Services Act, 2011* (the “**HSA**”) requires The Corporation of the County of Lambton (the “**County**”), as a “service manager” under the HSA, to maintain a separate and prescribed property and liability insurance policy for the County’s social housing properties.

Currently, the County’s property and liability insurance for its social housing properties is held with the Housing Services Corporation (“**HSC**”), which in turn is brokered through Marsh Canada, since (and including) January 2022. Prior to January 2022, the County’s social housing insurance contract was contracted with Intact Public Entities Inc. (formerly Frank Cowan Company Limited). HSC took over in 2022 given that its rates and deductibles were much more competitive than Intact Public Entities Inc. at the time.

This report is to update Council on the County’s significant increase for its 2024 social housing insurance program.

DISCUSSION

In 2022 (January 2022 – October 2022), the County’s premium for its social housing insurance was \$208,417.20, and in 2023 (November 2022 – October 2023) its premium was \$277,175.82.

Unfortunately, for the reasons noted below, for 2024 (November 2023 – October 2024) the County’s premium has increased to \$932,401.30 – a \$655,225.48 increase in premiums from last year.

The increase is largely due to the number of insurance claims and the amount paid out by HSC, as well as the social housing insurance market generally.

As for claims, the County has experienced a loss ratio of 677% since November 2021. Over a five (5) year period, the County's loss ratio is 430%. This means that for every \$1.00 in premiums paid by the County to HSC since November 2021, HSC has paid \$6.77 in claims (thus, the 677% loss ratio). Generally, a 60% loss ratio is considered high risk.

Over the previous 18 months alone, HSC has responded to the following claims:

- six (6) property claims (fire, tenant negligence); and
- two (2) liability claims (slip and fall, and building component failure).

In addition to the factors noted above, existing insurance market conditions are currently causing premiums to increase generally.

Lastly, the County's social housing portfolio has increased in value to in excess of \$25,000,000.00, requiring an additional excess property policy to adequately protect the portfolio.

The County was initially advised by HSC that its premiums were forecasted to increase to approximately \$1,900,000.00, which is a 585% increase from the prior year. To mitigate the premium increase from a 585% increase to only a 236% increase for 2024, the County has negotiated increasing its deductible from \$50,000.00 to \$250,000.00. This means that for claims in 2024, the County will be responsible for a greater portion of the initial costs of those claims due to having a higher deductible.

It should be noted that the County has sought other quotes for these insurance products but was unable to secure a provider willing to quote at this time.

FINANCIAL IMPLICATIONS

The 2024 social housing insurance renewal will result in \$655,225.48 in additional premiums over 2023, for a total premium cost for social housing of \$932,401.30 for November 2023 – November 2024. Staff will continue reviewing how to minimize the effects of this increase in preparation for the 2024 budget, including assessing the merits of seeking request for proposals for these services.

CONSULTATIONS

The Chief Administrative Officer, the General Manager, Social Services Division, and the Manager, Housing Services Department were consulted in the drafting of this report.

2024 Social Housing Insurance Renewal Update (page 3)

November 15, 2023

STRATEGIC PLAN

The renewal of the County's insurance coverage supports the County's mission statement regarding the provision of responsive and efficient services.

CONCLUSION

Due to the County's claims history and the current hard market for insurance, the County's premium for its social housing insurance policy will significantly increase. The County has negotiated an increase in its deductible in order to mitigate this increase, reducing the increase in premium for 2024 to \$655,255.48 from \$1,622,824.18.

 <p style="text-align: center;">CORPORATE SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Ryan Beauchamp, County Solicitor/Clerk
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	November 15, 2023
SUBJECT:	Committee Membership Rotations & Appointments and 2024 Meeting Schedule

BACKGROUND

This report serves to remind councillors of the rotation in committee membership that is to take effect commencing January 2024, as well as the appointments each committee will be asked to address at their respective initial 2024 meetings.

Additionally, this report seeks Council's approval to reschedule Committee meetings, specifically the August 21, 2024, Committee A.M. and Committee P.M. meetings to to accommodate those councillors and County staff attending the Association of Municipalities of Ontario Conference.

DISCUSSION

A. Committee Rotation

Councillors currently sit on one (1) of two (2) committees, either Committee A.M. or Committee P.M.

As Council will recall, when the Striking Committee met in December 2022, it assigned each councillor a letter that was then in turn used to assign elected members to either Committee A.M. or Committee P.M. in accordance with Part 24 of the County's Procedural By-Law (No. 33 of 2014), as amended (the "**Procedural By-Law**"). The Procedural By-Law contemplates a rotation in the membership of Committee A.M. and Committee P.M. each year of the term of office.

Effective as of the first committee meetings of 2024, membership in Committee A.M. and Committee P.M. will rotate and councillors will join the committee to which they are assigned in Year 2 as set out in Part 24 of the Procedural By-Law. The table attached as Schedule "A" hereto lists the membership of each Committee for 2024.

If any councillor wishes to change committees to which they are assigned for 2024, they may do so only by reaching an agreement with a councillor within their own Municipal Group defined in Part 5 of the Procedural By-Law. The table attached as Schedule "B" hereto excerpts the Municipal Groups from the Procedural By-Law. If you wish to change committees in January 2024, please make those arrangements with your Council colleague as soon as possible and advise Leah Klompstra (at leah.klompstra@county-lambton.on.ca) by no later than **January 7, 2024**.

B. Committee Appointments

Each member of Committee A.M. and Committee P.M. will be tasked with making the appointments noted below at their first 2024 committee meeting.

Committee A.M.

Committee A.M. members will:

1. appoint a Chair and Vice-Chair, for a one-year term;
2. appoint four (4) members, in addition to the Warden, to the Audit Committee, for a one-year term; and,
3. appoint one (1) member to the County of Lambton Agricultural Advisory Committee, for a one-year term.

As a reminder:

- the Chair, Committee A.M. is a member of the Woodlands Hearings Board, together with the Warden and Deputy Warden; and
- each member of Committee A.M. is also a member of the Emergency Services Committee by virtue of their membership on Committee A.M., together with the Warden.

Committee P.M.

Committee P.M. members will:

1. appoint a Chair and Vice-Chair, for a one-year term; and
2. appoint one (1) member to the County of Lambton Accessibility Advisory Committee, for a one-year term.

C. Council and Committee Meeting Dates

The proposed 2024 Council, Committee A.M. and Committee P.M. meeting schedules are attached hereto as Schedule "C".

Committee Membership Rotations & Appointments
and 2024 Meeting Schedule (page 3)

November 15, 2023

The 2024 Association of Municipalities of Ontario Conference is scheduled for August 18 – 21, 2024, in Ottawa, Ontario. Those dates conflict with the Committee A.M. and P.M. meetings currently scheduled for Wednesday, August 21, 2024. As in the past, the Wednesday, August 21, 2024, Committee A.M. and Committee P.M. meetings are proposed to be moved to Thursday, August 22, 2024, to accommodate those councillors and County staff attending the conference.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

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

STRATEGIC PLAN

Not Applicable.

RECOMMENDATION

That the 2024 Council, Committee A.M. & Committee P.M. meeting schedule attached hereto as Schedule “C”, which has both Committee’s August meetings rescheduled from from August 21, 2024, to August 22, 2024, be approved.

SCHEDULE "A"

COMMITTEE ROTATIONS

<u>COMMITTEE A.M. MEMBERSHIP - 2024 (YEAR 2)</u>			
*shade indicates the member is new to this committee in 2024			
Letter	Councillor	Letter	Councillor
M	Brad Loosley	A	Jeff Agar
N	Bev Hand	B	Al Broad
O	Doug Cook	C	Mike Bradley
P	Gary Atkinson	D	Brian White

<u>COMMITTEE P.M. MEMBERSHIP - 2024 (YEAR 2)</u>			
*shade indicates the member is new to this committee in 2024			
Letter	Councillor	Letter	Councillor
I	Steve Miller	E	Ian Veen
J	David Ferguson	F	Dan Sageman
K	Bill Dennis	G	Todd Case
L	Chrissy McRoberts	H	Dave Boushy

SCHEDULE "B"

MUNICIPAL GROUPS

As per Section 5.1 of the Procedural By-Law, Municipal Groups are established as follows:

GROUP A	GROUP B	GROUP C	GROUP D
<u>SOUTH</u>	<u>NORTHWEST</u>	<u>CENTRAL</u>	<u>NORTH</u>
St. Clair	Sarnia	Petrolia	Lambton Shores
Dawn-Euphemia		Enniskillen	Plympton-Wyoming
Brooke-Alvinston		Point Edward	Warwick
		Oil Springs	

SCHEDULE "C"

COUNCIL AND COMMITTEE MEETING SCHEDULE

MEETING DATES	MEETING TYPE
JANUARY 17, 2024	Committee AM & PM
FEBRUARY 7, 2024	Council
FEBRUARY 21, 2024	Committee AM & PM Special Joint Meeting of Both Committees beginning at 10 a.m.
MARCH 6, 2024	Council Budget Deliberations
MARCH 20, 2024 (IF REQUIRED)	Council Budget Deliberations
APRIL 3, 2024	Council
APRIL 17, 2024	Committee AM & PM
MAY 1, 2024	Council
MAY 15, 2024	Committee
JUNE 5, 2024	Council
JUNE 19, 2024	Committee AM & PM
JULY 3, 2024	Council
AUGUST 22, 2024***	Committee AM & PM
SEPTEMBER 4, 2024	Council
SEPTEMBER 18, 2024	Committee AM & PM
OCTOBER 2, 2024	Council
OCTOBER 16, 2024	Committee AM & PM
NOVEMBER 6, 2024	Council
NOVEMBER 20, 2024	Committee AM & PM
NOVEMBER 27, 2024	Council
DECEMBER 4, 2024	Warden & Deputy Warden Election (Incl. Striking, Committees AM & PM)

** AMO Conference Conflict (August 18-21 Ottawa).



FINANCE, FACILITIES AND COURT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	FINANCE, FACILITIES AND COURT SERVICES DIVISION
PREPARED BY:	Stephanie Harper, CPA, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	November 15, 2023
INFORMATION ITEM:	2023 – Q3 Budget Monitoring Update

BACKGROUND

The purpose of this report is to provide an overview of the projected 2023 year-end position and identify key cost/revenue pressures that are impacting these year-end results.

Staff is committed to providing Council with regular updates on the County’s budget status.

The County is presently forecasting a \$178,300 surplus as at the 3rd quarter, 2023.

It is important to note that the projected surplus could fluctuate widely by 2023 year-end as a result of conditions that are beyond the control of the County (e.g. snow removal requirements, et cetera).

DISCUSSION

The County Divisions, with the support of the Divisional Support Services staff, continue to monitor their 2023 budgets to ensure fiscal stability and to mitigate any potential budget shortfalls. The County strives to be resilient against the ongoing financial pressures and challenges including staffing challenges, and high inflation and interest rates.

The projected surplus is primarily driven by higher than anticipated investment revenue due to higher interest rates. These additional revenues have offset revenue shortfalls experienced in POA (Court Services) and offset budget deficits in the following Divisions: Infrastructure & Development Services, Long-Term Care, and Social Services.

The key financial challenges are further highlighted below and in the attached Appendix A.

FINANCIAL IMPLICATIONS

As staff continues to work towards achieving a balanced County 2023 budget, the following provides Council with additional context on the County's budgetary performance and challenges to date, by Division.

- **General Government:** Interest Revenue from investments are higher than originally anticipated due to favourable interest rates.
- **Corporate Services Division:** Minor one-time savings are projected in Corporate Services and the Human Resources Department.
- **Finance, Facilities and Court Services Division:** Provincial Offences revenue is significantly lower than originally anticipated primarily due to lower POA enforcement activity and additional court closures resulting from Justice of the Peace shortages.

The Financial Administration Services Department - Payroll unit is currently experiencing higher than anticipated overtime costs resulting from the recent implementation of the HRIS project.

- **Infrastructure & Development Services Division:** There are increased costs due to emergency roadway repairs and inflation on roadway maintenance expenses. Several budgeted capital projects are carried forward into next year due to both external factors and internal resourcing capacity. Building and Plumbing permit revenues are lower than budgeted.
- **Public Health Services Division:** The Division is projecting a surplus which relates to additional provincial funding received in the Emergency Medical Services (EMS) Department. Some minor operational savings are also anticipated.
- **Long-Term Care Division:** Continued Long-Term Care staffing challenges require periodic use of agency staff at an increased cost and overtime costs.
- **Social Services Division:** The Division is experiencing higher than anticipated insurance and utility costs.
- **Cultural Services Division:** Savings are projected in program delivery and other operational savings.

CONSULTATIONS

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

STRATEGIC PLAN

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


CONCLUSION

Currently, staff is projecting a small surplus of approximately \$178,300. Staff will continue to implement and recommend strategies to mitigate budgetary impacts with the goal of achieving a surplus or balanced position for the 2023 year-end, to the extent reasonably possible.

Potential surplus/deficits will be allocated in accordance with the Council approved Reserve and Reserve Fund Policy. The Reserve and Reserve Fund Policy provides for the allocation of year-end surplus, if realized, to the Stabilization Reserve. Application of year-end surplus in accordance with the policy, benefits future budget development process through reduced future debt issuances, one-time contributions to address infrastructure needs and other investments at the discretion of County Council.

Appendix A
2023 Financial Year-End Projection by Division Overview

Division	Projected Position	Comments
General Government	\$700,000	Primarily due to higher than anticipated interest revenue from investments due to favourable interest rates.
CAO	\$0	A balanced position is projected.
Corporate Services	\$98,300	Minor one-time savings are projected in Corporate Services and Human Resources program areas.
Finance, Facilities and Court Services	(\$497,800)	A reduction in POA revenues is anticipated due to lower ticket volumes as well as a shortage in JP positions that has resulted in less court sessions/ activity. The Finance-Payroll section is projecting higher than anticipated overtime costs resulting from the recent implementation of the HRIS/UKG project.
Infrastructure & Development Services	(\$254,100)	Emergency repairs for culverts due to rain/flooding. Building and plumbing permit revenue under budget.
Public Health Services	\$508,900	The EMS Department received additional Ministry funding and lower than anticipated legal and vehicle costs.
Long-Term Care	(\$200,300)	Significant recruitment/staffing challenges leading to overtime costs.
Social Services	(\$321,300)	Primarily due to higher than anticipated increases in insurance and utilities.
Cultural Services	\$144,600	The Cultural Services Division is forecasting some operational savings due to underspending in program delivery.

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Valerie Colasanti, General Manager
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	November 15, 2023
INFORMATION ITEM:	County of Lambton's Position on Sanctioned Outdoor Encampments

BACKGROUND

At its City Council meeting on October 27, 2023, staff at the City of Sarnia received a verbal request from City Council to review the opportunity for a centralized location within the City of Sarnia that could be utilized as a sanctioned encampment for individuals experiencing homelessness. Consequently, Sarnia administration staff called a meeting with Lambton County staff and City of Sarnia police to consider the request.

Lambton County staff, together with Sarnia Police Services, met with the City of Sarnia staff on November 2, 2023.

The purpose of this report is simply to inform County Council of the City of Sarnia's request and Lambton County's staff's position thereon that was conveyed to the City of Sarnia on November 2, 2023.

DISCUSSION

In short, Lambton County staff communicated that it was not in support of establishing an encampment for homeless individuals. This position was supported by the representatives of the Sarnia Police Service and Sarnia administration staff, who expressed concerns related to their respective areas of jurisdiction.

The following briefly explains Lambton County staff's position on this matter.

In reviewing best practices used in assisting those experiencing homelessness, it is very evident that encampments are only created when no other options are available.

In November 2023, Lambton County Council received a report that provided an overview of the Homelessness Community Outreach services and the Out of the Cold program.

Amongst other things, the report noted emergency housing solutions have temporarily been made available to meet local needs. Currently in Lambton County – including Sarnia, there are an adequate number of shelter spaces available to accommodate local needs.

Of note, the Out of the Cold emergency shelter program opened on October 23, 2023, with 28 beds available in the shelter. The program is operated by the Inn of the Good Shepherd, who also manages the Good Shepherd's Lodge, the emergency overflow shelter, transitional housing and the Halfway to Home program. The Inn of the Good Shepherd can move individuals within the shelter system to ensure there is adequate space within the system for everyone who requires accommodation.

The recently released interim report from the Federal Housing Advocate's ("**Advocate**") review of homelessness encampmentsⁱ also states that encampments are only created once all options have been exhausted. That report stresses that encampments must include adequate conditions for protecting the right to life such as measures designed to ensure access for individuals to, without delay, essential goods and services such as food, water, shelter, health care, electricity and sanitation, as well as other measures designed to promote and facilitate adequate general conditions, such as the bolstering of effective emergency health services and social housing programs. These elements will come at a considerable cost when provided in an encampment setting.

At this time, any sanctioned encampment would result in a duplication of the supports being provided at the Housing and Homelessness Resource Centre and the Out of the Cold Program.

Moreover, it should be noted that residents of encampments frequently experience harassment and violence. While the Advocate's report noted that many unhoused people find that living in encampments is safer than alternatives such as shelters or living alone on the street, the conditions are still precarious. Many described losing their possessions, including government-issued identification, during enforcement actions. Most do not have access to basic services like clean water or heat. Some have suffered physical harm or have died as a result of exposure, fire, overdose, and other threats to life and safety.

The Public Health inspection criteria for encampments provided by Health Protection (Appendix A) state, "When considering exposure to the cold, plans for the encampment should include access to heat, and should include a plan for accessing a warming centre or emergency shelter when required (inclement weather)." The encampment would not remove the requirement for individuals living in an encampment to have an emergency shelter available to them during the winter months.

Staff were not able to find any examples of sanctioned encampments in Ontario, other than the Waterloo Region's (the "**Region**") sanctioned "hybrid" or managed encampment. The encampment is located at the Region's Emergency Services Training and Research Centre campus. The shelter is home to up to 50 people, each with their own small cabin, equipped with electricity, heating and air conditioning. A main cabin complex provides running water, washrooms, laundry services and space for meals. It was developed as

Waterloo Region had seen a huge increase in individuals experiencing homelessness and had several large encampments within the Region, but, unlike in Lambton County, without shelter space to accommodate them. The estimated costs for the managed encampment are over two million dollars.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

When developing plans to deal with the increase in individuals experiencing homelessness, staff utilized all available funding under both the Homelessness Prevention Fund and the Reaching Home fund to operate the Out of the Cold Program and the increased needs at the Housing and Homelessness Resource Centre. Purchase of service agreements are in place with many agencies to provide those supports including, The Inn of the Good Shepherd, Canadian Mental Health Association, and North Lambton Health Team. There are no additional provincial or federal funds to provide the supports that would be required at a sanctioned encampment.

CONSULTATIONS

The following individuals were consulted in formulating the County of Lambton's response to the City of Sarnia's encampment review request as well as the subject matter of this report:

- County of Lambton: Manager, Homelessness Prevention Department; CAO, General Manager, Public Health Services Division, Medical Officer of Health, General Manager, Cultural Services Division,
- Executive Director, Inn of the Good Shepherd;
- Sarnia Police Services; and
- Improvement Advisor with Built for Zero Canada.

STRATEGIC PLAN

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

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

- Advocating in a manner that raises the profile of the County and its needs in order to secure improved government supports, funding, grants, and other resources.

- Developing programs and initiatives that address poverty reduction and promote social belonging.
- Planning for and responding to the ever-changing needs of an aging population, homelessness and retaining young people in the community.
- Actively pursuing joint opportunities with community partners that contribute to the well-being of the Lambton Community.

CONCLUSION

There is enough capacity and flexibility within the present homelessness emergency shelter system in Lambton County to provide adequate shelter for those experiencing homelessness during the upcoming winter months. In addition, the outreach programs and support programs provided by both the Homelessness Prevention Department and the many community agencies in Lambton County will continue to provide the supports necessary to meet the needs of those individuals.

ⁱ The Federal Housing Advocate's Review of Homeless Encampments

Public Health Inspection Criteria for Encampments
Considered an “Emergency Shelter” for Public Health Inspections

- **Sanitation**
 - **Sewage disposal** – Make proper waste disposal available either through access to permanent washrooms or through portable toilets. Porta-johns should be maintained on a regular basis to ensure they are kept clean, fully stocked, and pumped out as needed.
 - **Garbage disposal** - Ensure availability of proper garbage receptacles to mitigate pests. These should include properly sealed containers with lids. Ensure these receptacles are available and accessible to all people living in designated areas. Provide adequate waste management and frequent removal, including protective equipment used for removal.

- **Potable Water** - Ensure access to potable water source for purposes of drinking and sanitation onsite.

- **Pest Control** - Ensure frequent garbage collection; food removal must be considered to prevent attracting rodents or other pests, which may increase the chance of vector-borne disease. It is recommended that a pest control company be contracted to set up an integrated pest management program. Avoid excessive clutter/hoarding within the encampment area which can increase the risk of rodent infestations. Consider designated storage areas to avoid this.

- **Food Safety** – Ensure food is provided by approved sources. Consider proper storage of food if food is planned to be stored onsite. Provide education about proper storage of hazardous foods. Non-hazardous foods should be encouraged in the absence of refrigeration, however proper storage and disposal of all food is essential to avoid pests.

- **Infection control**
 - **Handwashing, hand sanitizer** – Access to handwashing is essential for reducing the risk of disease transmission (potable water with soap and a method to dry hands). Alternatively, access to alcohol-based hand sanitizer can be considered depending on the population.
 - **Cleaning** – Access to cleaning products and/or the provision of routine cleaning of shared spaces such as sanitation facilities, areas of toileting, washing etc.
 - **Safe distancing/spacing** - to reduce spread of communicable diseases. The size of the land used for the encampment should be considered in relation to the current population expected to use the site. The expected growth of the population using the site in future should also be considered.
 - **Harm reduction** – Safe disposal of sharps to avoid injury.
 - **Vector-borne disease** – Living outdoors increases the risk of exposure to vector-borne disease including mosquito-borne illnesses. Controls to reduce this burden include removing standing water around the encampment, keeping grass cut, providing adequate waste management and frequent garbage removal, and avoiding excessive clutter/hoarding within the encampment area.

- **Exposure to Extreme Weather** – When considering exposure to heat, plans for the encampment space should include access to shaded area, via trees etc. and plans for access to cooling centers and emergency centers when needed (inclement weather). When considering exposure to the cold, plans for the encampment should include access to heat, and should include a plan for accessing a warming center or emergency shelter when required (inclement weather).
- **Additional considerations** - Pets, fire safety, security, harm reduction and hygiene supplies, access to health care services, and outbreak planning.



SOCIAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ONTARIO WORKS
PREPARED BY:	Jane Dalziel, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	November 15, 2023
INFORMATION ITEM:	Employment Service Delivery

BACKGROUND

Lambton County Council, at its September 6, 2023, meeting endorsed the following motion of the Committee P.M. minutes dated August 16, 2023:

#9: Cook/McRoberts: That Council approve the initiatives as follows if the County of Lambton's Service and Innovation Planning Proposal is accepted.

- a) That the County be authorized to enter into a contract for the delivery of employment services within Lambton County, with the City of Windsor as the Service System Manager, for the period of January 1, 2024 to March 31, 2025, provided that the County's Service and Innovation Planning Proposal is accepted.*
- b) That provided that the condition in paragraph a) is met, that the County be authorized to hire one (1) full-time temporary employment supervisor and up to eight (8) full-time temporary employment services workers, for an initial period expiring no later than March 31, 2025.*

Carried.

A response from the Windsor Regional Employment Network (WREN) to Lambton's Service and Innovation Planning Proposal (SIP) was anticipated to be received by September 29, 2023. This report is to inform Council on the results of the proposal.

DISCUSSION

On October 6, 2023, the County of Lambton was notified by the WREN that its SIP had been accepted and it had been selected as an employment services provider with the delivery of the services to commence January 1, 2024.

The WREN has identified an intake volume of 625 job seekers, which is sufficient for Lambton to move forward on its plan of employment services delivery. The delivery of employment programming will require seven temporary full-time positions, including one Supervisor of Employment Services and six Employment Caseworkers.

The WREN is working on refining its program guidelines and developing Service Provider templated agreements. The WREN anticipates these documents will be ready for circulation and review by mid-November.

FINANCIAL IMPLICATIONS

There is no financial impact in 2023. For 2024, the WREN has identified a projected 12-month intake volume of 625 job seekers, providing \$887,500 in operational funding and \$150,000 in employment-related supports as well as the possibility of further performance-based funding. It is anticipated given this funding there will be no cost to the County. The full budget for delivery of employment services will be outlined in the 2024 County Budget.

CONSULTATIONS

Consultations have taken place with the Windsor Regional Employment Network, the General Manager of Social Services and the team from the Social Services Division leading employment services transformation planning.

STRATEGIC PLAN

Ontario Works is a legislated program delivered in keeping with the County's Mission Statement to promote an enhanced quality of life through the provision of responsive and efficient services accomplished by working with municipal and community partners.

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

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


CONCLUSION

The long-term vision for social assistance is a human services delivery model which will streamline programs and services that better support people, and includes an integrated employment supports model.

Lambton Ontario Works currently provides employment services and programs which address the unique needs of the people it supports. This is an exciting opportunity for the Ontario Works Department, to continue and expand upon the success it has seen with its innovative and collaborative employment program and services.

The Ontario Works Department will continue to be committed to providing person-centred support, ensuring people have access to the financial stability and employment supports they need to build their independence and an enhanced quality of life.

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

	SOCIAL SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOUSING SERVICES
PREPARED BY:	Melisa Johnson, Manager
REVIEWED BY:	Valerie Colasanti, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	November 15, 2023
INFORMATION ITEM:	Housing Services Statistical Report - Quarter 3

BACKGROUND

The Housing Services Department provides rental assistance through a number of programs. A wait list is maintained for approximately 1,350 housing units. The Department also delivers the Housing Advocacy Program which provides assistance to individuals to improve quality of life and assist with maintaining their housing.

DISCUSSION

The 2023 third quarter statistical report is attached and provides a quarterly comparison over 2022.

There were 31 households that moved into rent geared-to-income (RGI) assisted housing units in third quarter of 2023 compared to 28 households in third quarter of 2022. The offers of RGI assistance have been fairly consistent year over year. In 2023, 37 households received an offer of the Canada-Ontario Housing Benefit (COHB) compared to 54 households in 2022. This decrease was a result of decreased provincial allocation under the COHB program.

Average monthly rent arrears for the 832 County of Lambton owned units decreased to \$23,109 in the third quarter of 2023 from \$41,771 in the previous year. This saw an average of 33 households in arrears compared to 27 households over the same period in 2022. Staff continue to work with individuals to address arrears, make repayment agreements and/or access funding to assist.

The Housing Advocacy Program is an eviction prevention program. The Community Support Workers within this program provide outreach and supports to tenants and their families by advocating on behalf of tenants to improve their quality of life while maintaining their housing. In the third quarter of 2023, this program has assisted an average of 114

individuals. This is a decrease of 12% over the previous year as a result of a staff vacancy in the current year.

The average number of applicants on the wait list for rental assistance has seen a 19% increase over the same period as last year.

Wait times in the third quarter of 2023 for one-bedroom units across the housing portfolio have increased while the remaining unit sizes have remained consistent with wait times from the same quarter in the previous year.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

Not applicable.

STRATEGIC PLAN

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

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

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

CONCLUSION

Quarterly statistics provide information which assists in the management of the wait list and rent arrears. This information will also be helpful as the County implements the *County of Lambton Housing and Homelessness Plan 2014 – 2023*.

HOUSING SERVICES DEPARTMENT
Statistical Report

Comparative Data	Quarter 3 2023	Quarter 3 2022
Number of applicants housed	31	28
Number of applicants housed (COHB)	0	54
Total applicants housed	31	82
Average monthly tenant rent arrears	\$23,109	\$41,771
Average number of individuals receiving services through the Housing Advocacy and Trustee Program	114	130
Average Number of Eligible Applicants for Rent-Geared-to-Income Assistance		
	2023	2022
Bachelor/1 Bedroom	597	465
2 Bedroom	57	68
3 Bedroom	58	67
4 Bedroom	47	41
5 Bedroom	2	1
Total	761	642
Average Minimum Wait Times for Rent-Geared-to-Income Assistance		
Bachelor/1 Bedroom	48 months	36 months
2 Bedroom	36 months	36 months
3 Bedroom	36 months	36 months
4 Bedroom	36 months	36 months