



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

Wednesday, September 18, 2024
Council Chambers, Wyoming

Page

1. Call to Order - Committee of the Whole

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

2. Disclosures of Pecuniary Interest

If any.

3. INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

A) Information Reports

- 5 - 9 a) Information Report dated September 18, 2024 Regarding Building Services 2nd Quarter 2024 Statistics.
- 10 - 11 b) Information Report dated September 18, 2024 Regarding 2nd Quarter 2024 Statistics and Approval Authority Activity.
- 12 - 16 c) Information Report dated September 18, 2024 Regarding 2nd Quarter 2024 Work In Progress.
- 17 - 19 d) Information Report dated September 18, 2024 Regarding Emergency Management Coordinator Activities Report.
- 20 - 22 e) Information Report dated September 18, 2024 Regarding Rural/Inter-Community Transit Demand and Feasibility Study Funding Update.

B) Reports Requiring a Motion

- 23 - 24 a) Report dated September 18, 2024 Regarding Update Appointment By-Law for Inspectors.
- 25 - 26 b) Report dated September 18, 2024 Regarding Update Appointment By-Law for Officers.
- 27 - 34 c) Report dated September 18, 2024 Regarding Road Widening Dedications Along Various County Roads.

C) Other Business

4. PUBLIC HEALTH SERVICES DIVISION - Emergency Medical Services Department

A) Correspondence to Receive and File

- 35 - 37 a) EMS 10-01-24 A letter from Andrew Williams, President & Chief Executive Officer, Huron Perth Healthcare Alliance (HPHA) dated August 28, 2024, in response to the Ontario Medical Association's and Association of Municipalities of Ontario's joint efforts to engage municipal governments in advocating to the Province for improved access to primary care.

B) Information Reports

- 38 - 45 a) Information Report dated September 18, 2024 Regarding Community Health Integrated Care Update on Implementation - EMS 10-02-24 and EMS 10-03-24.

- 46 - 49 b) Information Report dated September 18, 2024 Regarding EMS Operational Update - Q2 2024.

C) Reports Requiring a Motion

- 50 - 55 a) Report dated September 18, 2024 Regarding Lambton EMS Deployment Plan.

D) Other Business

5. CULTURAL SERVICES DIVISION

A) Information Reports

- 56 - 58 a) Information Report dated September 18, 2024 Regarding Doors Open Lambton County: 175th Anniversary.

- 59 - 70 b) Information Report dated September 18, 2024 Regarding Libraries Second Quarter 2024 Statistics.

B) Reports Requiring a Motion

- 71 - 72 a) Report dated September 18, 2024 Regarding Libraries Donations April 1 to June 30, 2024.

- 73 - 82 b) Report dated September 18, 2024 Regarding Security at Sarnia Library.

- 83 - 93 c) Report dated September 18, 2024 Regarding Museums, Gallery and Archives Collection Management May to July, 2024.

C) Other Business

6. LONG-TERM CARE DIVISION

A) Information Reports

- 94 - 97 a) Information Report dated September 18, 2024 Regarding Long Term Care Occupancy - 2023 and 2024.

B) Other Business

7. CORPORATE SERVICES DIVISION

A) Reports Requiring a Motion

- 98 - 102 a) Report dated September 18, 2024 Regarding Procedural By-Law - Committee of the Whole Trial Period.

B) Other Business

8. FINANCE , FACILITIES AND COURT SERVICES DIVISION

A) Information Reports

- 103 - 106 a) Information Report dated September 18, 2024 Regarding Court Services - 2024 2nd Quarter Statistics and Activity.

- 107 - 111 b) Information Report dated September 18, 2024 Regarding Reserves and Reserve Funds Status Report - Road to Recovery.

B) Reports Requiring a Motion

- 112 - 113 a) Report dated September 18, 2024 Regarding 2025 New Capital Grant Requests.

C) Other Business

9. SOCIAL SERVICES DIVISION

A) Information Reports

- 114 - 116 a) Information Report dated September 18, 2024 Regarding 2024 Homelessness Enumeration.

- 117 - 119 b) Information Report dated September 18, 2024 Regarding Homelessness Prevention "Be Part of the Solution" Campaign.

B) Other Business

10. IN-CAMERA

Recommendation

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

- a) to receive a report on labour negotiations between The Corporation of the County of Lambton and ONA Local 019 - Lambton Public Health,

pursuant to sections 239(2)(d) of the *Municipal Act, 2001*.

11. ADJOURNMENT

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	BUILDING SERVICES
PREPARED BY:	Corrine Nauta, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Building Services 2nd Quarter 2024 Statistics

BACKGROUND

The Building Services Department (the “**Department**”) provides Ontario Building Code inspections for 10 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. Additionally, the City of Sarnia and Walpole Island First Nations have contracted for inspection services for 2024, on an as-needed basis. The Department also assists the Housing Services Department with the Lambton Renovates program, as required.

DISCUSSION

In 2024, the Department continues to provide effective and efficient services to all local municipalities. Communication lines continue to be maintained and strengthened. Good working relationships exist between the County and the City of Sarnia Building Department. 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 24. In comparison to the second quarter in 2023, the following statistics were gathered, as follows. New dwelling starts decreased by two over the same period last year. The number of building permit inspections decreased by 28. Property standards inspections increased by 245, while plumbing permit issuance was steady with inspections decreasing by 20. In total, the number of septic reports prepared for planning applications (severances, minor variances), backfill permits, inquiries, and assessment requests have demonstrated a steady trend. The number of septic permits issued has increased by seven.

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

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

Area of Effort #2 - Services and Communications - The County is focused on the provision of responsive services and programs, independently and through partnerships, and is committed to progressive and effective communications in promoting the same, by:

- Anticipating and aligning service delivery to emerging needs and expectations (including changing demographics);
- Engaging and informing residents, stakeholders, and municipal partners of the County's services, programs, opportunities, and challenges; and
- Advocating Lambton County's perspective on provincial and federal programs and legislative amendments.

CONCLUSION

The Department remains optimistic about 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 concerning 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 - 2024 vs 2023**

	Number of Permits		Value of Construction	
	2024	2023	2024	2023
Residential	218	243	\$51,510,035	\$52,649,281
Commercial	21	20	\$5,838,505	\$5,062,413
Industrial	7	14	\$5,318,100	\$5,096,500
Agricultural	52	50	\$22,535,100	\$12,281,960
Institutional	8	3	\$5,209,025	\$1,052,000
TOTALS	306	330	\$90,410,765	\$76,142,154

New Dwelling Units in the County of Lambton

Municipality	New Dwelling Units	
	2024	2023
Brooke-Alvinston	1	1
Dawn-Euphemia	1	2
Enniskillen	3	2
Oil Springs	1	3
Petrolia	7	3
Plympton-Wyoming	24	39
Point Edward	0	4
St. Clair	44	23
Warwick	1	7
TOTALS	82	84

Unless otherwise noted, dwelling units are single family dwellings.

Brooke-Alvinston: 1 secondary dwelling

Plympton-Wyoming: 21 single family dwellings; 1 secondary dwelling, 1 duplex

St. Clair: 21 single family dwellings; 1 secondary dwelling; 20 townhouse units

**Building Services Department
2nd Quarter Statistics Comparison 2024 vs. 2023**

Building	2nd Quarter		Year-To-Date	
	2024	2023	2024 Totals	2023 Totals
Permits	185	222	306	330
Inspections	2579	2607	4527	5093
Property & Maintenance	667	422	1068	655
Amount Invoiced	\$276,215	\$232,990	\$510,519	\$464,722
Building Permit Value	\$47,913,156	\$48,388,896	\$90,410,765	\$76,142,154

Plumbing	2nd Quarter		Year-To-Date	
	2024	2023	2024 Totals	2023 Totals
Permits	141	171	294	324
Inspections	735	755	1381	1419
Permit Revenue	\$36,195	\$37,845	\$83,330	\$71,756

Septics	2nd Quarter		Year-To-Date	
	2024	2023	2024 Totals	2023 Totals
Septic Permits	31	24	45	39
Septic Backfill Permits	11	22	30	45
Severences	14	5	18	6
Minor Variances	8	5	8	20
Amendments	1	2	1	3
Private Sewage Assessments	4	5	7	10
Enquiry Requests	5	1	10	2
Enforcement Inspections	2	18	20	33
Subdivisions	0	0	0	0
Septic Revenue	\$12,915	\$12,450	\$21,515	\$21,250

2nd Quarter Building Statistics - 2024 vs. 2023

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 (\$)
	2024	2024	2023	2023
Residential	38	1,925,500	50	8,482,168
Commercial	7	4,305,000	5	1,640,000
Industrial	2	6,769,564	1	90,000
Agricultural	6	435,000	5	2,920,000
Institutional	2	350,000	1	2,000
Other	3	145,555	1	800
TOTAL	58	13,930,619	63	13,134,968

The City of Sarnia

Type	Number of Permits	Value of Construction (\$)	Number of Permits	Value of Construction (\$)
	2024	2024	2023	2023
All Categories	115	22,150,091	143	22,031,740
TOTAL	115	22,150,091	143	22,031,740

New Dwelling Units

Municipality	New Dwelling Units 2024	New Dwelling Units 2023
Lambton Shores	9	17
Sarnia	14*	25**
TOTAL	23	42

Unless otherwise noted, dwelling units are single-family dwellings.

Please Note:

* 5 of 14 are Additional Dwelling Units

** 20 of 25 are Additional Dwelling Units

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Corrine Nauta, Manager, Interim
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	2nd Quarter 2024 Statistics and Approval Authority Activity

BACKGROUND

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

DISCUSSION

The following table provides a comparison of applications received by the Department in the 2nd quarter of 2024 compared to the 2nd quarter of 2023:

Applications	2024	2023
Committee of Adjustment	52	37
Site Plan Control	3	0
Zoning By-Law Amendments	18	7
Official Plan Amendments	7	4
Woodlot Applications	0	0
Woodlot Notice of Intent to Cut	28	19
Woodlot Reviews	0	8
Letters of Compliance (Zoning Confirmations)	12	8
Plan of Subdivision/Condominium Applications	2	2
Plan of Subdivision/Condominium Extensions	0	0
Part Lot Control	1	0
Final Plan of Subdivision/Condominium Approvals	1	1
Draft Plan of Subdivision/Condominium Approvals	1	1
Plan of Subdivision/Condominium Amendments	0	1

Applications	2024	2023
Official Plan and Official Plan Amendment Approvals	2	0
Totals	127	88

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

Area of Effort #2 - Services and Communications - The County is focused on the provision of responsive services and programs, independently and through partnerships, and is committed to progressive and effective communications in promoting the same, by:

- Anticipating and aligning service delivery to emerging needs and expectations (including changing demographics);
- Engaging and informing residents, stakeholders, and municipal partners of the County’s services, programs, opportunities, and challenges; and
- Advocating Lambton County’s perspective on provincial and federal programs and legislative amendments.

CONCLUSION

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

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Corrine Nauta, Manager - Interim
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	2nd Quarter 2024 Work In Progress

BACKGROUND

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

DISCUSSION

Individual local municipalities continue to deal with a variety of planning and land use applications. Lambton County planners continue to work alongside local administrative staff to respond to daily inquiries and manage proposals through the planning process. More detailed information regarding work in each municipality is provided as follows.

Municipality of Brooke-Alvinston

One severance application has been reviewed and completed. One minor site plan amendment (“**SPA**”) has been completed. An information report for Council regarding Additional Residential Units (“**ARU**”) will move forward in the third quarter.

Township of Dawn-Euphemia

One severance proposal and associated Zoning By-Law Amendment (“**ZBLA**”) were completed and two other severance applications are under review. Work is being undertaken toward a Conservation Easement proposal and associated severances for a natural heritage site located near Rutherford, as well as a potential SPA.

Township of Enniskillen

Five severance reports were approved by and Committee of Adjustment (“**COA**”) including one Surplus Farm Dwelling Severance Application. One minor variance application was approved by the COA, with no appeals filed.

One Official Plan Amendment (“**OPA**”) and ZBLA were approved as part of a condition for severance application to sever two residential lots in Marthaville. No appeals were received. The OPA approval is currently under review by the County of Lambton. Another ZBLA was also approved.

Municipality of Lambton Shores

Staff prepared reports and/or By-Laws for seven minor variances, one consent, six ZBLA, one OPA, and two subdivision files, prepared a road dedication By-Law, and assisted in the preparation of a “hawkers and pedlars” By-Law. Staff remain busy answering inquiries and engaging in pre-consultation discussions. There are a considerable number of anticipated applications or applications requiring additional information to be deemed complete, some representing several more significant projects.

For the five-year Official Plan (“**OP**”) Review, the draft OP amendment document, map schedules, and red-line version of the OP that were presented at open houses and a formal public meeting in April have been updated based on public and agency feedback and a meeting with a representative of Chippewas of Kettle and Stony Point First Nations. Public and agency notification has been given, the updated documents were posted for public input, another Public Meeting was held on August 13, and the amendments were adopted. Preparations are being made for a Zoning By-Law (“**ZBL**”) review, which is planned to be completed in-house.

An appeal to the Ontario Land Tribunal (“**OLT**”) has been received concerning the conditions of draft approval of a plan of condominium that had been granted numerous extensions since it was originally given draft approval approximately two decades ago.

Village of Oil Springs

Work continues with a landowner to re-establish the lot fabric layout for a mobile home park, which may require a ZBLA. Two severance proposals and the associated formal upgrading of a road to accommodate the limited development are being reviewed.

Town of Petrolia

One OPA and one ZBLA application were presented at a public meeting for a residential proposal consisting of 426 residential units on June 24, 2024. One ZBLA was approved to permit a total of 18 dwelling units and the public meeting was held on May 13, 2024. Four Site Plan proposals, two draft plan of subdivision applications, and one minor variance application are currently being reviewed. There were also various building licenses and sign permits issued in the second quarter.

Information reports for Council regarding Bill 185 and two ZBL housekeeping amendments are anticipated for the end of the second quarter. Work on the development of the “East Sector Lands” continues in conjunction with applicants and the Town regarding issues of joint servicing and easements. Staff continue to respond to daily inquiries on property setbacks, accessory structures, and municipal by-laws, including business licenses, sign permits, and fences.

Town of Plympton-Wyoming

Staff continue to respond to daily planning inquiries, and the high volume of applications is anticipated to continue in 2024. An information report regarding ARU will be presented to Council in this quarter, along with the municipal ZBL update project commencement.

In 2024, staff received 37 Committee of Adjustment applications, comprising 20 minor variances and 17 consent applications. This total excludes several deferrals and re-submissions from previous years. Notably, the number of applications received this year surpasses the five-year average (2019 – 2023) of 34 yearly applications.

Additionally, the Planning Council Meeting has seen a significant increase in public meetings compared to previous years. This increase is expected to continue due to the municipality's acceptance of surplus farm dwelling severance applications, which will lead to a rise in ZBLAs and consent applications. In addition to these developments, several plans for subdivision and condominium applications are progressing through various approval stages.

Appeals related to the five-year OP review, specifically OPA Nos. 54 and 51, have been successfully resolved, while a ZBLA is presently under appeal to the OLT.

The short-term rental By-Law is scheduled for Council deliberation in the same quarter, along with consideration for an OPA and ZBLA that staff have drafted.

Village of Point Edward

An OPA and ZBLA were approved for 170 Exmouth Street (Corner of Front and Exmouth) to redesignate and rezone the property to allow the construction of two office buildings. No Appeals have currently been received by the Village. The OPA approval is currently under review by the County of Lambton.

A ZBLA for the "Marina Lands" to allow new residential development (136 Townhouse units) was approved by Council in the summer of 2023. It has been appealed by the City of Sarnia. The matter is currently before the OLT. The OLT meeting originally scheduled for early fall was adjourned and a future meeting date is to be determined.

One minor variance application was approved by the Committee of Adjustment. No appeals were received. One SPA amendment for an elevator addition to an existing hotel was approved by Village administration.

St. Clair Township

Inquiries regarding new development and redevelopment in St. Clair Township are received regularly. Land use development is very active with several proposals at various stages of the review and approval process. Final adjustments to amendments to the OP are underway, as follow-up to the recent council. It is planned that Council will consider adopting the plan in September 2024.

The final site plan for the Diageo Distillery, located at the intersection of Moore Line and Highway 40, is under review. A proposal by Cando Rail (LaSalle Line) to add fourteen tracks to their site, which will require a site plan amendment, is also under review.

Committee of Adjustment activity continues to remain high with 19 minor variance applications and six consent to sever applications submitted in 2024 (10 minor variance applications and three consent to sever applications submitted in Q2 2024). Three of the consent to sever applications will require a ZBLA in 2024.

There are four draft plans of subdivision applications that are at various stages of the review process. Beckwith Street (Corunna) and Boswell Street (Brigden) both have draft plan approval. The design and subdivision agreement for Woodland Estates, located on Maple Steet (Corunna), are being prepared. The ZBLA for a proposed subdivision at the intersection of Indian Road and St Clair Parkway was denied and is now under appeal; scheduled for September 30, 2024.

Warwick Township

Several draft plans for subdivision applications are currently proceeding through various stages of the approval process. Within the Watford West Development Area, a proposed residential development (Richfield) obtained its ZBLA approval and is now in the draft plan of subdivision process. Another proposed residential development (Rombouts) is in its preliminary stages, with the municipality awaiting a formal application following pre-consultation. Another draft plan of subdivision application north of that area is nearing the finalization of its agreement. Additionally, a pre-consultation meeting will be held shortly for another application for a property located in Watford East.

One SPA was approved, and others are making their way through the approval process. Regarding local Council planning applications, three ZBLAs were approved, one of which had its corresponding OPA approved by the County of Lambton. Three minor variance applications have been approved, while other minor variance applications, including severance applications, continue through the approval process.

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

Area of Effort #2 - Services and Communications - The County is focused on the provision of responsive services and programs, independently and through partnerships, and is committed to progressive and effective communications in promoting the same, by:

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- Advocating Lambton County's perspective on provincial and federal programs and legislative amendments.

CONCLUSION

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

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Jay vanKlinken, Emergency Management Coordinator
REVIEWED BY:	Corrine Nauta, Interim - Manager Jason Cole, P. Eng., General Manager Stephane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Emergency Management Coordinator Activities Report

BACKGROUND

The following is a summary of recent activities related to emergency management.

DISCUSSION

Modernization of the *Emergency Management & Civil Protection Act*

In July, Ontario’s Deputy Minister and Commissioner of Emergency Management notified municipalities that the province would engage partners and stakeholders on the proposed modernization of the *Emergency Management and Civil Protection Act* (“**EMCPA**”). The Deputy Commissioner wrote that engagement sessions were the first step in the process of modernizing a framework for the legislation. The County/Community Emergency Management Coordinator (“**CEMC**”) participated in several consultations, including with Emergency Management Ontario (“**EMO**”) and other CEMCs from across southwestern Ontario, the Ontario Association of Emergency Managers (“**OAEM**”), and other upper-tier CEMCs across Ontario. The deadline for the province to receive comments was August 26, 2024. Feedback from the County included seeking stronger legislative definitions, confirmation of available resources through the Provincial Emergency Operations Centre (“**PEOC**”), standardized processes for hazard identifications and risk assessments, ongoing funding opportunities, and standardized training for members of municipal emergency control groups. Municipalities await any next steps planned by the province.

Legacy Oil & Gas Wells

In July, the Ministry of Natural Resources and Forestry (“**MNRF**”) invited upper and single-tier municipalities, including the County of Lambton, to apply for year two funding under its Legacy Oil and Gas Wells Transfer Payment Program. The County is again eligible to receive up to \$105,000 for initiatives that help municipalities and stakeholders understand risks, reduce risks, and enhance preparedness. If approved, the County plans to use the funding for initiatives that improve situational awareness in its Emergency Operations

Centre (“**EOC**”), improve the technological and communications infrastructure available in EOCs and at reception centers, conduct public education, and offer reception center training, among other items.

Community Emergency Preparedness Grant

In August, the Deputy Commissioner and Commissioner of Emergency Management announced that the province would launch a second round of the *Community Emergency Preparedness Grant* (“**CEPG**”). Five million dollars in funding is available to small and medium-sized municipalities (populations under 100,000), local service boards, First Nation communities, Indigenous organizations, and non-governmental organizations with mandates in emergency management. Recipients of round one funding are ineligible to apply. Based on its population, the County is ineligible to apply.

BASES Codes

In August, a train derailment in Sarnia led to a sizeable spill of diesel fuel. Though the all-clear was provided at the site of the spill, municipalities later learned through third parties that an unconfirmed amount of diesel made its way to the St. Clair River. Lambton Public Health acted immediately upon notification from the Spills Action Centre (“**SAC**”), resulting in a “Do Not Use Water Advisory” being issued to protect public health by reducing the community’s risk of exposure to the reported incident. Lambton BASES (Bluewater Association of Safety, Environment, and Sustainability) has struck a working group tasked to review and update processes for emergency response communications between local municipalities, industry, and other stakeholders. Learnings from this event will assist in enhancing inter agency communications moving forward.

Collaboration

The County CEMC continues to work with local municipalities on the development of annual emergency exercises. Participation includes scenarios with Plympton-Wyoming, Brooke-Alvinston, Enniskillen, and Petrolia to test various elements of local and County emergency plans.

CONSULTATIONS

Consultations have occurred as follows:

- **Modernization of the EMCPA:** Emergency Management Ontario, other CEMCs, Ontario Association of Emergency Managers, Emergency Management Program Committee
- **Legacy Oil & Gas Wells:** Revenue Officer, Information Technology Department, Public Works Department, Local municipalities and fire departments, Ministry of Natural Resources and Forestry
- **Community Emergency Preparedness Grant:** Emergency Management Ontario
- **BASES Codes:** Local CEMCs, Medical Officer of Health, Emergency Management Ontario, General Manager, Public Health Services, Emergency Management Program Committee

- **Collaboration:** Local CEMCs

STRATEGIC PLAN

Application of Area of Effort #3: Community Development – The County is committed to capitalizing on opportunities that enrich the quality of life and future prospects of the community by:

- Strengthening the County's advocacy and lobbying efforts with other levels of government to raise the profile of the County and its needs to secure improved senior government supports, funding, grants, and other resources to meet emergency infrastructure and service needs;

Application of Area of Effort #5: Partnerships – The County is committed to developing strong relationships with community partners, municipalities, and First Nations by:

- Exploring public-private partnerships aimed at benefitting the community.

CONCLUSION

Through its emergency management program, the County continues to investigate and pursue all available opportunities to build the capacity of emergency response plans in the community, including its own.

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	INFRASTRUTURE & DEVELOPMENT SERVICES DIVISION
PREPARED BY:	Jason Cole, P. Eng., General Manager
REVIEWED BY:	Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Rural/Inter-Community Transit Demand and Feasibility Study Funding Update

BACKGROUND

Lambton County Council, at its meeting February 7, 2024, made the following motion:

#24: *Bradley/Loosley:*

- 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 September 2024 with an update on items (a) and (b) above.*

Carried.

This report provides an update regarding the Demand and Feasibility Study for rural/inter-community transit and the status of the funding application through the Rural Transit Solutions Fund – Planning and Design Projects Stream.

DISCUSSION

Following the above noted motion from Lambton County Council, pertinent information and partner endorsement was assembled to complete an application requesting financial support for a Demand and Feasibility Study for rural/inter-community transit in Lambton County through the federal Rural Transit Solutions Fund – Planning and Design Projects

Rural/Inter-Community Transit Demand and Feasibility Study Funding Update (page 2) September 18, 2024

Stream. The County received letters of support from nine of the 11 local member municipalities, as well as from Lambton County Developmental Services, the Lambton County Seniors Advisory Committee, and Sarnia Lambton Chamber of Commerce. A completed funding application was submitted and received by the Rural Transit Solutions Fund, administered by Housing, Infrastructure and Communities Canada (“HICC”), on June 11, 2024.

Outreach to HICC confirms that the County application is under review. An estimated decision date is not available at this time, however a report will be brought back to Council when further information becomes available. Information on similar (and other) federally funded municipal projects can be found at the following website: [Housing and Infrastructure Project Map](#).

FINANCIAL IMPLICATIONS

The Rural/inter-community transportation Demand and Feasibility Study is not included in the 2024 approved County of Lambton Budget.

As part of the funding application, a project cost of \$150,000 is estimated to pursue a Demand and Feasibility Study to carry out a consultant assignment to review rural/inter-community transportation programming in Lambton County. The ask from the Planning and Design Project Stream under the Rural Transit Solutions Fund is to provide \$50,000 toward the total cost of the study.

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

CONSULTATIONS

The City of Sarnia, Huron Shores Area Transit, other local municipalities and partners, and Infrastructure Canada were consulted as part of the preparation of this report.

STRATEGIC PLAN

Application of Area of Effort #5: Partnerships: The County is committed to developing strong relationships with community partners, municipalities, and First Nations by:

- Cultivating sustainable relationships that include strategies to improve communication and understanding, and provide mutual assistance on projects;
- Collaborating with strategic partners to leverage available resources and service opportunities.

Application of Area of Effort #6: Corporate Sustainability: The County is committed to ensuring long-term environmental and financial sustainability in all its operations, by:

Rural/Inter-Community Transit Demand and Feasibility Study Funding Update (page 3) September 18, 2024

- Continuing to implement strong financial plans, policies, and practices that bolster and safeguard municipal services and infrastructure;

CONCLUSION

The County of Lambton has submitted an application to the Rural Transit Solutions Fund – Planning and Design Projects Stream to help fund a Demand and Feasibility Study for rural/inter-community transit in Lambton County. The application is currently under review. Further information will be provided to Lambton County Council on the status of the funding application and steps forward to complete the study, as they become available.

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
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:	September 18, 2024
SUBJECT:	Update Appointment By-Law for Inspectors

BACKGROUND

The current Building Services Department By-Law No. 20 of 2024 being "*A By-Law to Appoint a Chief Building Official and Inspectors for the County of Lambton*" needs to be updated to reflect recent personnel changes.

DISCUSSION

A revised By-Law will be presented to County Council reflecting the following revisions:

1. Inclusion of Mr. Rob Vanoverbeke.
2. Removal of Mr. Philip Kerrigan.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

The Legal Services & Clerks Department has been involved in the preparation of this report and the associated By-Law.

Update Appointment By-Law for Inspectors (page 2)

September 18, 2024

STRATEGIC PLAN

Application of Area of Effort #5: Partnerships - Developing stronger relationships with community partners, municipalities, and First Nations by:

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

CONCLUSION

By-Law No. 20 of 2024 requires updating to reflect housekeeping and personnel changes within the Building Services Department. The appointments under this By-Law are required for the County to meet its obligations under the *Building Code Act, 1992*.

RECOMMENDATION

That Mr. Rob Vanoverbeke be appointed as Building Inspector and Mr. Philip Kerrigan be removed as a Building Inspector, and that By-Law No. 20 of 2024 be updated to reflect such changes.

	INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Corrine Nauta, Manager, Interim
REVIEWED BY:	Jason Cole, P. Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
SUBJECT:	Update Appointment By-Law for Officers

BACKGROUND

The current Planning and Development Services Department By-Law No. 30 of 2011 being “A By-Law to Appoint Officers under the County of Lambton’s By-Law 45 of 2003, being the County’s Woodlands Conservation By-Law” needs to be updated to reflect personnel changes.

DISCUSSION

A revised By-Law will be presented to County Council reflecting the following revisions:

1. Deletion of Ms. Jocelyn Kerrigan, as an Officer.
2. Inclusion of Ms. Kelly Bedard, as an Officer.
3. Inclusion of Ms. Jessica Van Den Berge, as an Officer.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATIONS

The Legal Services & Clerks Department has been involved in the preparation of this report and the associated By-Law.

STRATEGIC PLAN

Application of Area of Effort #5: Partnerships – The County is committed to developing stronger relationships with community partners, municipalities, and First Nations by:

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

Application of Area of Effort #6: Corporate Sustainability – The County is committed to ensuring long-term environmental and financial sustainability in all its operations, by:

- Undertaking environmental initiatives that protect and enhance woodlots and the County’s natural heritage features, and target waste reduction, energy conservation, lower fuel consumption, and the use of sustainable technologies and processes.

CONCLUSION

By-Law No. 30 of 2011 requires updating to reflect housekeeping and personnel changes within the Planning and Development Services Department. The appointments under this By-Law are required for the County to meet its obligations under The County of Lambton *Woodlands Conservation By-Law* 04 of 2012.

RECOMMENDATION

That Ms. Kelly Bedard and Ms. Jessica Van Den Berge be appointed as Woodland Officers and Ms. Jocelyn Kerrigan be removed as a Woodland Officer, and that By-Law No. 30 of 2011 be updated to reflect such changes.

 <p style="text-align: center;">INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	Matt Deline, P.Eng., Manager
REVIEWED BY:	Jason Cole, P.Eng., General Manager Stephane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
SUBJECT:	Road Widening Dedications Along Various County Roads

BACKGROUND

As opportunities arise, the Public Works Department acquires property adjacent to County roadways to allow those road corridors to be upgraded to County standards and to facilitate other expansion type infrastructure projects prioritized by County Council.

Properties are commonly acquired through two primary methods:

- Private sale after direct negotiation with landowners as part of a capital project and in accordance with the County of Lambton Land Purchase Policy; and
- Transfers associated with municipal consent applications (i.e. severances, plan of subdivision, site plan approvals, etc.) in accordance with the *Planning Act, 1990*.

Following acquisition, a By-Law is required to dedicate these properties as County Road allowance. Also, from time to time, properties are identified that the County has previously acquired but not yet dedicated as road allowance. These properties are reported to County Council for dedication through By-Law as a 'housekeeping' exercise.

DISCUSSION

The properties that require dedication to incorporate them as part of the County Road Network are shown on the attached map, Figure 1, and detailed below:

County Road 2 (Bentpath Line)

- Part Lot 4, Concession 11, geographic Township of Sombra, St. Clair Township, designated as Parts 4, 5, 6, 7, 8 & 10 on Plan 25R11342 (Fronting 307 and 357 Bentpath Line).

County Road 4 (Petrolia Line)

- Part Lot 3, Concession 11, geographic Township of Moore, St. Clair Township, designated as Parts 2 & 3 on Plan 25R11387 (Fronting 2782 Petrolia Line).

County Road 7 (Lakeshore Road)

- Part Lot 19, Plan 268, geographic Township of Sarnia, in the City of Sarnia, designated as Part 1 on Plan 25R11290 (Fronting 1345 Christina Street North).
- Part Lot 65, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Part 13 on Plan 25R11021 (Fronting 544 Lakeshore Road).
- Part of Lots 3 & 4, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Block 9 on Plan 25M86 (Fronting 834 Lakeshore Road).
- Part of Lots 7 & 8, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Block 13 on Plan 25M82 (Fronting north side of Lakeshore Road, immediately east of Waterworks Road).
- Part Lot 78, Concession Lake Road West, geographic Township of Bosanquet, Municipality of Lambton Shores, designated as Part 12 on Plan RD184 (Fronting 6016 Lakeshore Road).
- Part of Lots 8 & 9, Concession 9 (AKA Front Concession), geographic Township of Plympton, in the Town of Plympton-Wyoming, designated as Block 35 on Plan 25M84 (Egremont Estates – Lakeshore Rear Yards).
- Part of Lot 25, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Part 21 on Plan 25R6058 (Rear of Lot at Huron Shores Crescent, abutting Lakeshore Road).

County Road 8 (Forest/Inwood/Shetland Roads)

- Part Lot 21, Concession 3, geographic Township of Euphemia, in the Township of Dawn-Euphemia, designated as Parts 2, 3 & 4 on Plan 25R11305 (Fronting 984 Shetland Road).
- West ½ Lot 28, Concession 3, geographic Township of Euphemia, in the Township of Dawn-Euphemia, designated as Parts 2 & 3 on Plan 25R11229 (Fronting 1562 Inwood Road).

County Road 12 (Townsend Line)

- Part Lot 25, Concession 15, geographic Township of Plympton, in the Town of Plympton-Wyoming, designated as Part 1 on Plan 25R11211 (Fronting 5515 Townsend Line).

County Road 15 (Dawn Mills Road)

- Part Lot 16, Concession 8, geographic Township of Dawn, in the Township of Dawn-Euphemia, designated as Part 1 on Plan 25R11421 (520 Dawn Mills Road).

County Road 16 (London Road)

- Part Lot 33, Plan 14, geographic Township of Sarnia, in the City of Sarnia, designated as Part 3 on Plan 25R11158 (Fronting 287 London Road).

County Road 25 (Confederation Street)

- Part Lot 17, Concession 5, geographic Township of Sarnia, in the City of Sarnia, designated as Part 1 on Plan 25R11252 (Fronting 1368 Confederation Street).

County Road 31 (Kimball Road)

- Part Lot 15, Concession 1, geographic Township of Moore, in the Township of St. Clair, designated as Parts 1, 2 & 3 on Plan 25R11162 (Fronting 2332 Kimball Road).
- Part Lot 16, Concession 2, geographic Township of Sarnia, in the City of Sarnia, designated as Part 2 on Plan 25R11258 (East Side of 1485 Churchill Road).

County Road 79 (Nauvoo Road)

- Part Lot 18, Concession 5, SER Warwick, Township of Warwick, designated as Part 1 on 25R11261 (Daylight Corner at 7873 Confederation Line).
- Part Lot 19, Concession 5, SER Warwick, Township of Warwick, designated as Part 2 on 25R11261 (Daylight Corner at 5418 Nauvoo Road).

County Road 80 (Courtright Line)

- Part Lot 17, Concession 4, geographic Township of Moore, in the Township of St. Clair, designated as Part 2 on Plan 25R11283 (Fronting 1383 Courtright Line).

- Part Lot 10, Concession 4, geographic Township of Moore, in the Township of St. Clair, designated as Parts 1, 2, 3 and 4 on Plan 25R11431 (Fronting 2049 Courtright Line).

FINANCIAL IMPLICATIONS

These dedications will incur Land Title registration fees. The cost to complete this work is identified annually in the Public Works Operations Budget.

CONSULTATIONS

Meetings and correspondence with property owners, local municipalities, and Legal Services & Clerks Department is carried out as part of the property acquisitions.

STRATEGIC PLAN

Application of Area of Effort #2: Services and Communications - The County is focused on the provision of responsive services and programs, independently and through partnerships, and is committed to progressive and effective communications in promoting the same, by:

- Anticipating and aligning service delivery to emerging needs and expectations (including changing demographics).

Application of Area of Effort #6: Corporate Sustainability – The County is committed to ensuring long-term environmental and financial sustainability in all its operations, by:

- Continuing to implement strong financial plans, policies, and practices that bolster and safeguard municipal services and infrastructure.

CONCLUSION

As opportunities arise, the Public Works Department acquires property adjacent to County roadways to allow those road corridors to be upgraded to County standards and to facilitate other expansion type infrastructure projects prioritized by County Council.

Properties are commonly acquired through two primary methods:

- Private sale after direct negotiation with landowners as part of a capital project and in accordance with the County of Lambton Land Purchase Policy; and
- Transfers associated with municipal consent applications (i.e. severances, plan of subdivision, site plan approvals, etc.) in accordance with the *Planning Act*.

With the property acquisition complete, dedication and registration of the identified properties are required to include these lands as part of the road allowance.

RECOMMENDATIONS

- a) That the appropriate By-Law be presented to County Council for consideration and approval for the purposes of designating the following properties as part of the highway system, as follows:
- i. Part Lot 4, Concession 11, geographic Township of Sombra, St. Clair Township, designated as Parts 4, 5, 6, 7, 8 & 10 on Plan 25R11342 be dedicated as part of County Road 2 (Bentpath Line).
 - ii. Part Lot 3, Concession 11, geographic Township of Moore, St. Clair Township, designated as Parts 2 & 3 on Plan 25R11387 be dedicated as part of County Road 4 (Petrolia Line).
 - iii. Part Lot 19, Plan 268, geographic Township of Sarnia, in the City of Sarnia, designated as Part 1 on Plan 25R11290 be dedicated as part of County Road 7 (Lakeshore Road).
 - iv. Part Lot 65, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Part 13 on Plan 25R11021 be dedicated as part of County Road 7 (Lakeshore Road).
 - v. Part of Lots 3 & 4, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Block 9 on Plan 25M86 be dedicated as part of County Road 7 (Lakeshore Road).
 - vi. Part of Lots 7 & 8, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Block 13 on Plan 25M82 be dedicated as part of County Road 7 (Lakeshore Road).
 - vii. Part Lot 78, Concession Lake Road West, geographic Township of Bosanquet, Municipality of Lambton Shores, designated as Part 12 on Plan RD184 be dedicated as part of County Road 7 (Lakeshore Road).
 - viii. Part of Lots 8 & 9, Concession 9 (AKA Front Concession), geographic Township of Plympton, in the Town of Plympton-Wyoming, designated as Block 35 on Plan 25M84 be dedicated as part of County Road 7 (Lakeshore Road).
 - ix. Part of Lot 25, Concession 9 (AKA Front Concession), geographic Township of Sarnia, in the City of Sarnia, designated as Part 21 on Plan 25R6058 (Lakeshore Road).
 - x. Part Lot 21, Concession 3, geographic Township of Euphemia, in the Township of Dawn-Euphemia, designated as Parts 2, 3 & 4 on Plan 25R11305 be dedicated as part of County Road 8 (Shetland Road).

- xi. West ½ Lot 28, Concession 3, geographic Township of Euphemia, in the Township of Dawn-Euphemia, designated as Parts 2 & 3 on Plan 25R11229 be dedicated as part of County Road 8 (Inwood Road).**
- xii. Part Lot 25, Concession 15, geographic Township of Plympton, in the Town of Plympton-Wyoming, designated as Part 1 on Plan 25R11211 be dedicated as part of County Road 12 (Townsend Line).**
- xiii. Part Lot 16, Concession 8, geographic Township of Dawn, in the Township of Dawn-Euphemia, designated as Part 1 on Plan 25R11421 be dedicated as part of County Road 15 (Dawn Mills Road).**
- xiv. Part Lot 33, Plan 14, geographic Township of Sarnia, in the City of Sarnia, designated as Part 3 on Plan 25R11158 be dedicated as part of County Road 16 (London Line).**
- xv. Part Lot 17, Concession 5, geographic Township of Sarnia, in the City of Sarnia, designated as Part 1 on Plan 25R11252 be dedicated as part of the County Road 25 (Confederation Street).**
- xvi. Part Lot 15, Concession 1, geographic Township of Moore, in the Township of St. Clair, designated as Parts 1, 2 & 3 on Plan 25R11162 be dedicated as part of County Road 31 (Kimball Road).**
- xvii. Part Lot 16, Concession 2, geographic Township of Sarnia, in the City of Sarnia, designated as Part 2 on Plan 25R11258 be dedicated as part of County Road 31 (Kimball Road).**
- xviii. Part Lot 18, Concession 5, SER Warwick, Township of Warwick, designated as Part 1 on 25R11261 be dedicated as part of County Road 79 (Nauvoo Road).**
- xix. Part Lot 19, Concession 5, SER Warwick, Township of Warwick, designated as Part 2 on 25R11261 be dedicated as part of County Road 79 (Nauvoo Road).**
- xx. Part Lot 17, Concession 4, geographic Township of Moore, in the Township of St. Clair, designated as Part 2 on Plan 25R11283 be dedicated as part of County Road 80 (Courtright Line).**
- xxi. Part Lot 10, Concession 4, geographic Township of Moore, in the Township of St. Clair, designated as Parts 1, 2, 3 and 4 on Plan 25R11431 be dedicated as part of County Road 80 (Courtright Line).**

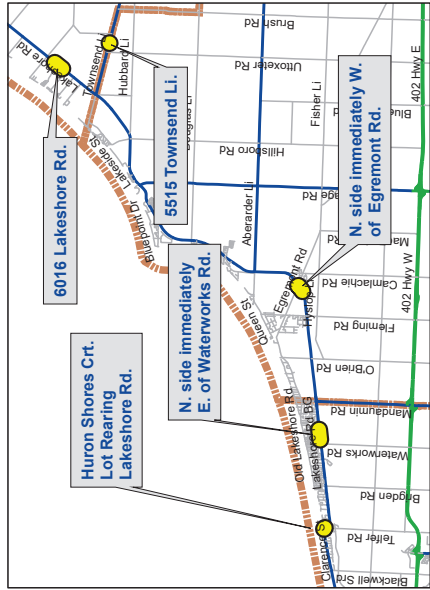
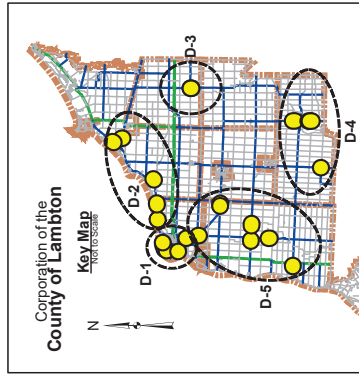
Road Widening Dedications Along Various County Roads (page 7)

September 18, 2024

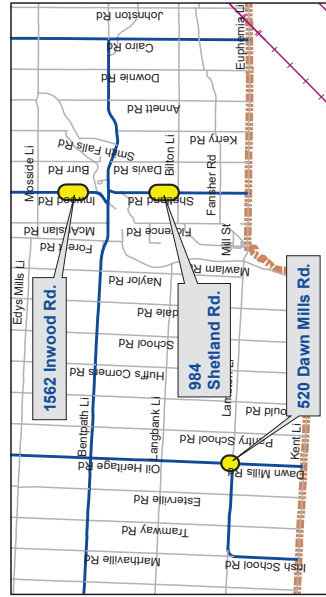
- b) That the Warden and Clerk be authorized to sign the By-Law, as contemplated in paragraph (a) above and register such By-Law in the local land registration office to give effect to paragraph (a) above.**



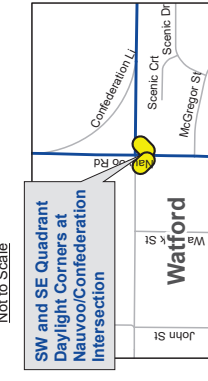
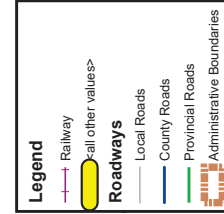
FIGURE 1
Road Widening Dedications
General Location Overview
 Committee Report - Dated September 18, 2024
 "Road Widening Dedications Along Various County Roads"



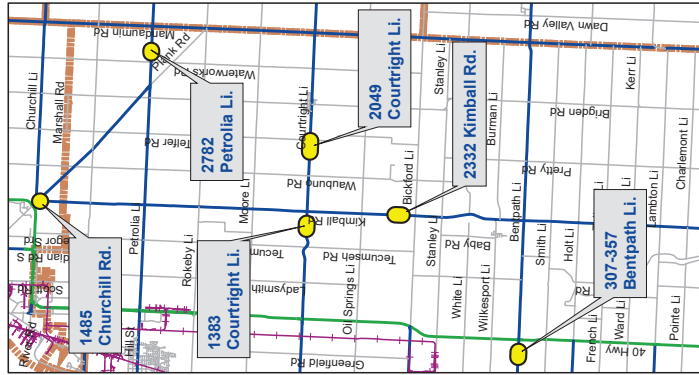
Location View D-2
 Not to Scale



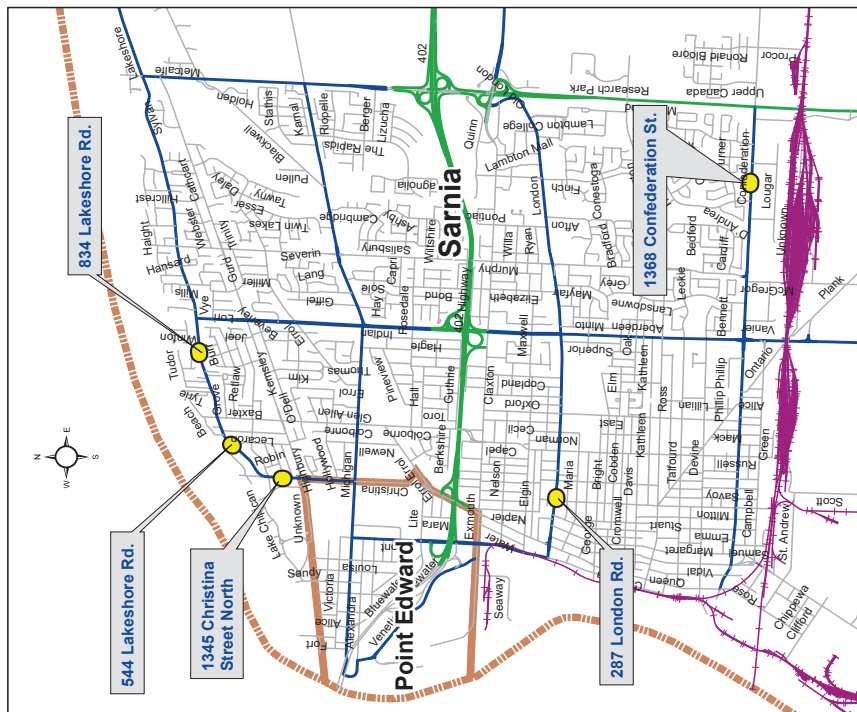
Location View D-4
 Not to Scale



Location View D-3
 Not to Scale



Location View D-5
 Not to Scale



Location View D-1
 Not to Scale

EMS 10-01-24



**HURON PERTH
HEALTHCARE
ALLIANCE**

August 28, 2024

CLINTON
PUBLIC HOSPITAL

ST. MARYS
MEMORIAL HOSPITAL

SEAFORTH
COMMUNITY HOSPITAL

STRATFORD
GENERAL HOSPITAL

Colin Best, President
Association of Municipalities of Ontario (AMO)
155 University Ave., Suite 800
Toronto, Ontario M5H 3B7

Kimberly Moran, Chief Executive Officer
Ontario Medical Association (OMA)
150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada

Re: Primary Care Access in Ontario

Dear Colin and Kimberly:

I am writing to you in my capacity as President and Chief Executive Officer of the Huron Perth Healthcare Alliance (HPHA), an organization that includes the Clinton Public Hospital, St. Marys Memorial Hospital, Seaforth Community Hospital and Stratford General Hospital.

More specifically, this letter is in response to the OMA and the AMO's joint efforts to engage municipal governments in advocating to the Province for improved access to primary care. With close to 2.5 million Ontarians without access to primary care this is clearly a top health care priority locally, provincially and nationally and the OMA has an important role to play in charting a course forward that ensures improved access to comprehensive, teams-based primary care.

The HPHA directly and indirectly interacts with 23 municipal governments – 4 Upper Tier, 16 lower Tier, the City of Stratford and the Separated Municipality of the Towns of Goderich and St. Marys, and, as such has been approached a number of times to provide commentary on the draft council resolution jointly prepared by the OMA and AMO, which reads:

46 General Hospital Drive
Stratford, Ontario
N5A 2Y6
Tel: 519-272-8210
Fax: 519-271-7137
administration@hpha.ca
www.hpha.ca

NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

Clearly, timely access to primary care is instrumental to maximizing the health and wellness of Ontarians, with the widening gap between those who have access and those who don't an increasing concern. In the case of the HPHA, erosion of access to comprehensively trained primary care providers impacts both primary care across our communities and hospital-based services, the latter due to the important role primary care physicians play in supporting hospital in-patient units and emergency departments across 3 of our 4 sites. As such, the HPHA is highly motivated to support and where necessary lead local, provincial and national discussions on the steps necessary to strengthening the social and health supports that are foundational to improving the health and well-being of our population.

In helping the HPHA support your efforts with our municipal partners, and as the resolution does not include any specifics, input into the following would be helpful:

1. Is the OMA advancing teams-based primary care, including physicians and other health care professionals as the preferred model for primary care delivery?
2. While it is recognized that standards may vary depending on practice type i.e. urban primary care vs rural primary care/emergency/hospital, is the OMA advancing minimum standards for physicians in areas including roster size and availability? This could include supporting physicians being responsible for a local population as opposed to individual practice rosters;
3. Does the OMA support geographic assignment for physicians to facilitate equitable distribution across the province, notably in rural and northern communities where shortages are presently most acutely felt?
4. Is the OMA advancing national and international licensing discussions to improve responsible access to the Ontario market for physicians?
And;
5. Is the OMA involved in discussions with Canadian medical schools in relation to better alignment of demand for, and supply of physicians?

Few issues are more topical to our population than timely access to health care. The reality in which we find ourselves with primary care is the result of decades of decisions/non-decisions by all who directly and indirectly influence the health care file in this province. Changing this reality will require hard work by all of us however, with a commitment to collective accountability we can proactively and quickly begin to move the needle towards comprehensive pan-provincial access.

I look forward to hearing from you and can be reached directly at 519-274-0021.

Respectfully,



Andrew Williams B.Sc.(Hon), MHSA, CHE
President & Chief Executive Officer
Huron Perth Healthcare Alliance

cc: Matthew Anderson, President & Chief Executive Officer, Ontario Health
Anthony Dale, President & Chief Executive Officer, Ontario Hospital Association
John Wilkinson, Board Chair, HPHA
Dr. Kevin Lefebvre, Chief of Staff, HPHA
Chief Administrative Officers:
County of Huron
Municipality of Bluewater, Municipality of Central Huron,
Municipality of Huron East, Municipality of Morris-Turnberry, Municipality of South Huron, Town of Goderich, Township of Ashfield-Colborne-Wawanosh, Township of Howick, Township of North Huron
County of Lambton
Municipality of Lambton Shores, Middlesex County, Municipality of Lucan Biddulph, Municipality of Thames Centre,
Oxford County
Township of Zorra, Township of East Zorra-Tavistock
County of Perth
Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South
City of Stratford
Town of St. Marys

 <p style="text-align: center;">PUBLIC HEALTH SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	EMERGENCY MEDICAL SERVICES
PREPARED BY:	Anita Trusler, Crisis System Navigation Program Manager Stephen Turner, Manager
REVIEWED BY:	Andrew Taylor, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Community Health Integrated Care Update on Implementation – EMS 10-02-24 and EMS 10-03-24

BACKGROUND

On May 8, 2024, the Ontario government announced a provincial investment of more than \$2.5 million over three years to launch a new mobile crisis response team in Lambton County to make it easier and more convenient for people experiencing homelessness or mental health and addictions crisis to get the support they need. The Community Health Integrated Care (“**CHIC**”) pilot, led by Lambton Emergency Medical Services (“**EMS**”), is one of three innovative pilot programs launched in Ontario that use mobile crisis response teams to expand access to specialized addictions care in the community, avoiding unnecessary visits to the emergency departments and police involvement.

The purpose of this report is to provide County Council with an update on implementation of the newly funded CHIC pilot and share early outcome indicators of the program.

DISCUSSION

Upon confirmation of provincial funding (see attached), Lambton EMS immediately commenced work to coordinate staffing, training, and a comprehensive program implementation plan for CHIC. Four paramedics were hired into new positions with the CHIC pilot and Lambton EMS entered into a service agreement with Bluewater Health (“**BWH**”) to assign allied health crisis workers to work on the new integrated care team. Coverage was coordinated to provide outreach crisis response 12 hours per day, 7 days per week, between the hours of 10 a.m. and 10 p.m., staffed by one Lambton EMS Paramedic and one Substance Use Navigator from BWH. The target population for the pilot includes Lambton County residents who are impacted by the social determinants of health, and experiencing challenges related to housing and homelessness, mental health and/or substance use disorders.

On June 7, 2024, the new CHIC team officially started its mobile crisis response on the streets of Lambton County with an early focus on building trust and relationships with their target population and community partners. The CHIC mobile crisis response team can support:

- on-scene interventions and de-escalation.
- referrals to treatment, community mental health supports, housing and other support agencies.
- connections to primary care providers and access to withdrawal management beds.
- wound care, health and wellness checks, medication supports, warming, cooling and harm reduction supplies, and education on first aid and infection control.

The CHIC team works within a circle of care that includes the County of Lambton Homelessness Prevention team, the Sarnia-Lambton Mobile Care Bus, Sarnia Police MHEART and IMPACT teams, the Lambton OPP Mobile Crisis Response Team, Bluewater Health, Lambton Public Health, North Lambton Community Health Centre, CMHA Lambton-Kent and the Inn of the Good Shepherd. CHIC works in collaboration with community partners to provide care to 'neighbours' (clients) in the places that they are at, often in encampments, shelters and homelessness resource programs.

CHIC Indicators for the Period of June 7 to August 31, 2024

- 436 client engagements (55% identified through assertive outreach)
- 61% calls for wound care, 20% for addiction, 5% for opioid overdose
- 44% of engagements required follow-up care (and 71% of those clients requiring follow-up care verbally consented to referrals for follow-up care and support)
- 80% of clients presented with chronic addictions, 22% had recent infections and 17% live with a chronic mental health condition
- 86% of clients identified as homeless
- 53 occurrences of co-response to 9-1-1 calls
- CHIC team received 31 referrals for follow-up care from Nurse Practitioners

Ministry Approved Patient Care Model

On July 8, 2024, Lambton EMS received approval from the Minister of Health to implement a new 'Treat and Refer' to the CHIC patient care model pathway for eligible 9-1-1 mental health and addiction patients (see attached). Paramedic Services are required to transport 9-1-1 patients to emergency departments (or specialty services such as obstetrics or cardiac catheterization labs where bypass agreements are in place). Explicit permission from the Minister of Health is required to allow for paramedics to transfer care to other providers, in specific circumstances. These are known as Patient Care Models. Patient Care Models ("PCM"s) provide eligible patients' timely access to care needed and help to reduce pressures on hospital emergency departments by diverting patients to more appropriate centres of care. Lambton EMS is currently working

with the Ministry to meet the necessary requirements to implement the new PCM this fall. Updates will be reported once the PCM is fully implemented.

LifeguardConnect Overdose Prevention

A portion of funding received for the CHIC pilot was used to purchase a three-year agreement with Lifeguard Digital Health to launch [LifeguardConnect](#) in Lambton County. LifeguardConnect is a life-saving application developed to prevent overdose deaths and link people who use drugs to mental health and substance use resources. Lambton EMS is working with Lifeguard Digital Health and Lambton Drug and Alcohol Strategy partners to prepare for launch of the application in Lambton County this fall.

FINANCIAL IMPLICATIONS

Ontario Health has confirmed that the County of Lambton will receive 100% one-time funding in the amount of \$844,000 in fiscal years 2024-25, 2025-26 and 2026-27 for the new CHIC pilot. These funds will cover all operational and capital expenses associated with the EMS led CHIC program with no impact on the levy.

CONSULTATIONS

Program planning, implementation and evaluation for the new CHIC pilot is being coordinated in consultation with the Ministry of Health, Southwest Ontario Regional Base Hospital Program, Bluewater Health, County of Lambton Social Services Division, Lambton Public Health, CMHA Lambton-Kent, Lambton Drug and Alcohol Strategy Partners, and the International Crisis Response Association.

STRATEGIC PLAN

The CHIC pilot aligns with two areas of effort in [Lambton County's Strategic Plan \(2024-27\)](#) including #2 Services and Communications (providing responsive services and programs) and #3 Community Development, Health and Wellness (advocating for, and supporting access to, mental health and addictions services) . CHIC also supports recommendations in the [EMS Master Plan \(2024-28\)](#) to address homelessness, mental health, and addictions through better integration with local health system partners and enhanced focus on the social determinants of health.

CONCLUSION

The CHIC program is one of three innovative pilot programs launched in Ontario that use mobile crisis response teams to expand access to specialized addictions care in the community, avoiding unnecessary visits to the emergency departments and police involvement. The CHIC program has had a positive impact in the community since launch

Community Health Integrated Care Update (page 4)
on Implementation

September 18, 2024

on June 7, 2024. Community impact is further highlighted by testimonials received from partners within the circle of care. Implementation of the new PCM will be an additional step to improving the health outcomes of individuals impacted by the social determinants of health, and experiencing challenges related to housing and homelessness, mental health and substance use disorders. Updates will be reported to Council as this work progresses.

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Ontario Health
West

EMS 10-02-24

Reference Number: 180-2024-376

June 27, 2024

Andrew Taylor
General Manager, Public Health Services
The Corporation of the County of Lambton
789 Broadway Street, P.O. Box 3000
Wyoming, ON N0N 1T0
andrew.taylor@county-lambton.on.ca

Dear Andrew,

RE: FY2024-25 – One-Time Funding for Health-Led Mobile Crisis Response Team

Ontario Health is pleased to advise The Corporation of the County of Lambton will receive one-time funding in the amount of \$844,000 in fiscal years 2024-25, 2025-26 and 2026-27 for the above-named Project or Program.

The Corporation of the County of Lambton will maintain and/or implement crisis response services that received Addictions Recovery Funding (ARF) in 2023-24, to link individuals in mental health and addictions crisis with the care they need through de-escalation, stabilization and/or referral to ongoing community services.

Details of the funding and the terms and conditions on which it will be provided are set out in the attached Appendix A and Schedules, if any.

In accordance with Section 22 of the *Connecting Care Act, 2019*, Ontario Health hereby gives notice that, subject to your organization's agreement, it proposes to amend the Multi-Sector Service Accountability Agreement (MSAA) between The Corporation of the County of Lambton and Ontario Health with effect as of the date this letter is signed back by your organization. To the extent that there are any conflicts between the MSAA and this letter, the terms and conditions in this letter, including Appendix A and Schedules, if any, will govern. All other terms and conditions in the MSAA will remain the same.

Financial records of this allocation are to be maintained for year-end evaluation and settlement in accordance with the MSAA and/or Ministry policy.

Please indicate your organization's acceptance of the MSAA amendment set out in this letter, including Appendix A and Schedules, if any, by signing below and returning the signed version of this entire letter via email to OH-West-Reports@ontariohealth.ca **within 10 business days upon receipt of this letter.**

If you have any questions or concerns, please contact Huy Vu, Lead, Performance, Accountability and Funding Allocation at Huy.Vu@ontariohealth.ca.

356 Oxford St W, London, ON N6H 1T3


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Reference Number: 180-2024-376

June 27, 2024

I would like to take this opportunity to express my sincere appreciation for your continued contribution to the provision of high-quality services in our community and look forward to maintaining a strong working relationship with you.

Sincerely,

DocuSigned by:

8237BC09688B4E9...
Mark Brintnell

Vice President, Performance, Accountability and Funding Allocation
Vice-président, Performance, responsabilité et allocation de financement
Ontario Health (West) | Santé Ontario Ouest

Attachment(s):

- Appendix A: Funding Details
- Appendix B: Health-Led Mobile Crisis Response Teams Terms and Conditions
- Sign-Back Form
- TEMP_OHW25_019_MCRT

cc: Kiran Kumar, Director, Performance, Accountability and Funding Allocation, Ontario Health (West)
Samantha Colwell-Castles, Director, System Strategy, Planning, Design & Implementation, Ontario Health (West)
Stephen Turner, Chief - Manager, Lambton Emergency Medical Services

Regional Tracking Number: OHW25_019C

2



BOH 10-03-24



Ministry of Health

Office of the Deputy Premier
and Minister of Health

777 Bay Street, 5th Floor
Toronto ON M7A 1N3
Telephone: 416 327-4300
www.ontario.ca/health

Ministère de la Santé

Bureau du vice-premier ministre
et ministre de la Santé

777, rue Bay, 5^e étage
Toronto ON M7A 1N3
Téléphone : 416 327-4300
www.ontario.ca/sante

eApprove # 182-2024-678

Stephen Turner
Chief
Lambton County Emergency Medical Services
3958 Petrolia Line
Petrolia, ON N0N 1R0

Dear Chief Turner:

Re: Patient Care Model for Select 9-1-1 Patients - Treat and Refer for Eligible Mental Health and Addictions Patients

I am pleased to advise you that the Ministry of Health (the “ministry”) has approved Lambton County Emergency Medical Services’ Treat and Refer project for eligible 9-1-1 mental health and addictions patients. As part of the ministry’s Patient Care Model initiative, this project can help support Ontario’s *Your Health: A Plan for Connected and Convenient Care*.

As noted in the *Patient Care Model Standards*, the ministry will not provide any funds towards this project and funding must be secured by project proponent(s) for implementation.

The Assistant Deputy Minister of the Emergency Health Services Division will write to you shortly concerning the terms and conditions governing this approval.

Thank you for your dedication and commitment to providing the right care in the right place for mental health and addictions patients.

Sincerely,

Sylvia Jones
Deputy Premier and Minister of Health

.../2

-2-

- c: Dr. Matthew Davis, Regional Medical Director, Southwest Ontario Regional Base Hospital Program
- Susan Kriening, Executive Director, Southwest Ontario Regional Base Hospital Program
- Dr. Philip Moran, Co-Chair, Ontario Base Hospital Group Medical Advisory Committee
- Tim Dodd, Co-Chair, Ontario Base Hospital Group Medical Advisory Committee
- Chief Michael Sanderson, President, Ontario Association of Paramedic Chiefs
- Deborah Richardson, Deputy Minister, Ministry of Health
- Alison Blair, Associate Deputy Minister, Health Integration and Partnerships, Ministry of Health
- Susan Picarello, Assistant Deputy Minister, Emergency Health Services Division
- James Romain, Director (A), Emergency Health Program Management and Delivery Branch, Emergency Health Services Division
- Adam Langle, Director (A), Emergency Health Regulatory and Accountability Branch, Emergency Health Services Division
- Ken Chen, Senior Manager (A), Policy and Program Implementation Unit, Emergency Health Regulatory and Accountability Branch, Emergency Health Services Division
- Robin Souchuk, Southwest Senior Field Manager, Emergency Health Program Management and Delivery Branch, Emergency Health Services Division



PUBLIC HEALTH SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	EMERGENCY MEDICAL SERVICES
PREPARED BY:	Lynn McCreary, Deputy Manager Stephen Turner, Manager
REVIEWED BY:	Andrew Taylor, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	EMS Operational Update – Q2 2024

BACKGROUND

Lambton Emergency Medical Services (“EMS”) responds around the clock to calls for service throughout the county. Lambton EMS employs 90 full-time paramedics who operate ten (10) ambulances on a 24-hour basis and two (2) additional ambulances on a 12-hour basis which cover peak hours of demand between 08:00 a.m. and 10:00 p.m. The second 12-hour ambulance commenced deployment on June 21, 2024. The service responds to approximately 21,000 calls to 9-1-1 each year.

This report provides benchmark data for Q2 2024 and is intended to provide County Council with key performance and demand metrics. These benchmarks include call volumes, demand growth, response times, and hospital offload performance.

Staff last reported to Council on this matter through the [EMS Operational Update - Q4 2023*](#) report dated January 17, 2024.

DISCUSSION

Lambton EMS 9-1-1 Call Volume (past 5 years)

2019	2020	2021	2022	2023	AVG Annual +/-
16,249	16,309	18,265	19,153	19,649	4.2%

Q1 & Q2 2023	Q1 & Q2 2024	Percentage Increase
9,366	9,531	1.8%

(* YTD – Q1&Q2 of respective years)

**Note: The data source for this report has changed resulting in a discrepancy with previously reported metrics. The Ministry of Health’s Ambulance Dispatch Decision Support (ADDS) tool will be the source of data for this and future reports.*

Analysis—Call volume growth (Codes 1-4) has averaged 4.2% over the past five years. In the first two quarters of 2024, growth in calls has slowed but is increasing at a comparable rate to that of 2023.

Code 3, 4 & 8 Calls by Quarter – (Last calendar year plus current)

	2023				2024			
	Q1	Q2	Q3	July/Aug 2023	Q4	Q1	Q2	July/Aug 2024
Code 3 - Urgent	1,631	1,847	1,992	1,309	2,043	1,863	1,964	1,265
Code 4 - Emergent	2,894	2,853	3,114	2,066	2,929	2,666	2,881	2,139
Code 8 - Standby	2,702	2,785	3,171	2,026	3,161	2,778	3,005	1,936
Percentage of C3 & C4 calls requiring standby	59.7%	59.3%	62.1%	60.0%	63.5%	61.3%	62.0%	56.8%

Analysis – While call volumes have remained steady, the ratio of Code 8 standbys to the number of calls has decreased. This is an essential factor in helping to improve response times and reducing crew workload. The decrease is likely attributable to the addition of 12 hours of service in Corunna in June of 2024. With the addition of this unit, minor changes also occurred to the deployment of resources through the Wallaceburg Central Ambulance Communications Centre. It is anticipated that there will be a further reduction in the ratio of Code 8's assigned as a result of the new Lambton EMS Deployment Plan with an associated improvement in response times throughout Lambton County.

Offload Delays – Bluewater Health – Sarnia

	2023				2024	
	Q1	Q2	Q3	Q4	Q1	Q2
Bluewater Health (hhh:mm:ss)	194:52:52	105:25:35	179:25:35	257:40:56	200:43:11	219:11:18
% of call – offload >30 mins.	15.0%	11.2%	14.2%	22.4%	17.5%	17.8%

Analysis – Offload delay times have increased with the higher call volumes seen in 2023 Q4 through Q1 and Q2 2024. During this period, there was also a decrease in the number of patients transferred to other facilities. Staff will continue to monitor these trends and work with Bluewater Health to maintain and improve offload delays.

County-wide Response Time Performance by Quarter (last 2 years)

	2023				2024	
	Q1	Q2	Q3	Q4	Q1	Q2
Average Response Time (mins.)	6.35	6.35	6.50	6.52	6.48	6.40
90th Percentile Response Time (mins.)	13.03	12.51	13.17	12.46	12.44	12.50

Analysis – The County Council has set the Response Time Performance Plan (“RTPP”) parameters for Emergency Medical Services, and Lambton EMS continues to meet or

perform better than the assigned standards. The RTPP is reported annually to the Ministry of Health and Council, separately. While system-wide average and 90th percentile response times continue to be within acceptable limits, there is a fair amount of variance between municipalities within the county, as identified in the Lambton EMS Master Plan.

Glossary:

'Offload Delays' is a measure of the time paramedic crews are required to wait in hospital emergency departments beyond 30 minutes to transfer patient care to hospital staff.

'Code 1' is a deferrable, non-urgent call for assistance, such as a return transfer between hospitals for a stable patient who has already received treatment at one facility and is being returned to their home facility.

'Code 2' is a scheduled transfer of a patient to an appointment at a healthcare facility.

'Code 3' is an urgent, but not life-threatening, call for assistance. Paramedics are sent when crews are available and may be pre-empted for life-threatening emergencies. Ambulances do not travel with lights and sirens on Code 3 calls. These could include orthopedic injuries, abdominal pains, general illness and weakness, etc.

'Code 4' is an emergent, potentially life-threatening, call for assistance. The closest ambulance is sent immediately and will travel with lights and sirens to the location. These calls include emergencies such as cardiac arrest, unconsciousness, chest pain, shortness of breath, active seizures, motor vehicle collisions and major trauma.

'Code 8' is the movement of an ambulance to provide standby coverage in an area outside of their normal station. Ambulances are relocated frequently, as other ambulances are assigned to 9-1-1 calls, to help ensure the most balanced coverage across the region, at any given time, with the remaining resources available.

'Average Response Time' is the average time of response by an ambulance to a Code 4 emergency.

'90th Percentile Response Time' is the time in which 90% of Code 4 calls are responded to. This measure is seen a more reliable measure of response times as it addresses the wide variabilities in responses that can occur.

'Response Time Performance Plan' (RTPP) is the response time parameters set by council and reported annually to the Ministry of Health. The RTPP measures response times based on 5 progressive patient acuity levels at the time of paramedic contact and provides a different perspective on performance than the traditional average and 90th percentile response time measures.

FINANCIAL IMPLICATIONS

All costs associated with Lambton EMS are provided on a 50:50, cost-shared basis between the Ontario Ministry of Health and the County of Lambton. Any future service augmentations determined by County Council could have increased financial impact to the funders.

CONSULTATIONS

Data for this report was obtained from the Ministry of Health's Ambulance Dispatch Decision Support database tool.

STRATEGIC PLAN

The County's mission statement speaks to the provision of efficient, responsive, and sustainable services and programs to enhance the quality of life of its citizens. Lambton EMS' operational performance metrics serve to advance Lambton County's Strategic Plan through the area of *Community Development, Health and Wellness* through the implementation of the EMS Master Plan and the provision of high-quality medical care to the public.

CONCLUSION

Lambton EMS continues to provide prompt and professional emergency medical care to those living, working or visiting Lambton County. There are noted changes for Lambton EMS moving into the third quarter of 2024, with the additional 12 hours of ambulance coverage and minor variances to the existing Deployment Plan to accommodate the additional coverage. As we work through the implementation of the Master Plan, combined with the new Deployment Plan, our response times to life threatening emergencies are anticipated to decrease. This will create better resource availability in high-call volume areas. Lambton EMS will continue to work with Bluewater Health to help minimize offload delays.

 <p style="text-align: center;">PUBLIC HEALTH SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	EMERGENCY MEDICAL SERVICES
PREPARED BY:	Stephen Turner, Manager
REVIEWED BY:	Andrew Taylor, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
SUBJECT:	Lambton EMS Deployment Plan

BACKGROUND

At its meeting on November 29, 2023, staff provided a [presentation](#) to County Council regarding Lambton Emergency Medical Services’ (“EMS”) proposed [EMS Master Plan 2024-2028](#). At that meeting, County Council accepted the 2024-2028 EMS Master Plan and its recommendations.

#5: Bradley/Dennis:

a) That Council accept the report and the recommendations contained within.

b) That the presentation be circulated to each council of the local municipalities within Lambton County requesting their input prior to January 31, 2024.

Carried.

The Lambton EMS Master Plan identified opportunities to more efficiently use existing resources in order to reduce the need for additional resources. Recommendation #11 in the Master Plan speaks to “*Update and monitor the EMS Deployment Plan to optimize resource utilization and response times.*” This report is intended to summarize the updates to the EMS Deployment Plan and seek Council’s authorization for same.

DISCUSSION

The EMS Deployment Plan sets out the guidelines for how EMS resources are deployed throughout the County. The Plan is a template for the Wallaceburg Central Ambulance Communications Centre (“**CACC**”) to reference in determining which ambulance(s) to send to 9-1-1 calls and how to ensure ambulance coverage is balanced and optimized

across the county with the remaining available ambulances. Minor updates to the Deployment Plan were last completed in 2020.

In the current update of the Deployment Plan, staff aimed to ensure optimal resource coverage and positioning for emergency 9-1-1 calls, improve the distribution of workload amongst paramedic crews and minimize the impact of deployments on crews and vehicles.

These updates include:

- Developing a new strategy for vehicle standbys (Code 8's) to improve service to areas with prolonged response times.
- Redistributing interfacility transfers to ambulances from stations other than Sarnia.
- Adding a policy for holding lower urgency calls for up to 30 minutes when there are heavy loads on the system to ensure availability for life-threatening calls.
- Providing better opportunities to ensure crews are relieved on time at the end of their shifts (reducing shift overruns and overtime).
- Ensuring that only one vehicle is sent outside the County on interfacility transfers at any given time.
- Adding a new policy for dangerous / inclement weather to hold calls in a specific area or across the County when roads are unsafe for travel.
- Establishing criteria for deploying Advanced Care Paramedics to specific call types where their skillset could improve patient outcomes.

Code 8's

In the Master Plan, staff reviewed historic ambulance repositioning patterns (Code 8's) to evaluate the effectiveness of past practice and determine if opportunities existed to improve how Code 8's were assigned in the future (Fig. 1). As an example, ambulances stationed in Brigden and Watford were found to have lower 9-1-1 call volumes but were repositioned frequently to other areas when the ambulances in those areas were assigned on 9-1-1 calls. This has led to higher response times in Warwick, Brooke-Alvinston and Dawn-Euphemia. In several other examples, ambulances were repositioned in a manner that did not improve response or took them further away from their next call (Fig. 2).

Updates have been made to the Deployment Plan based on this data to decrease fleet movement while improving resource utilization and response times in areas of the county where responses are currently delayed.

Fig. 1 – Visualization of Code 8 Standbys and resulting 9-1-1 call assignments.

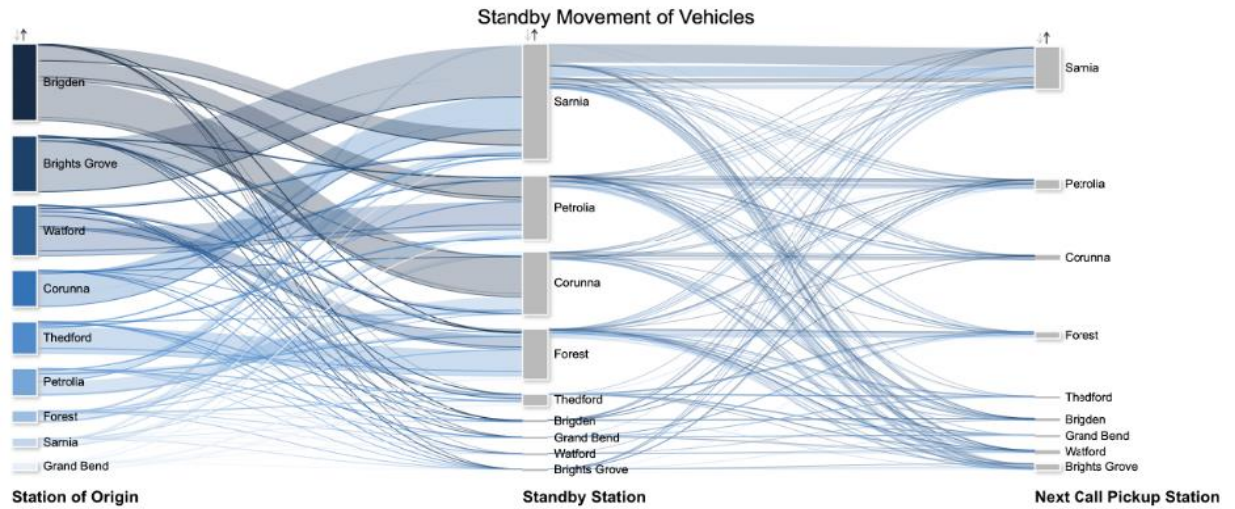
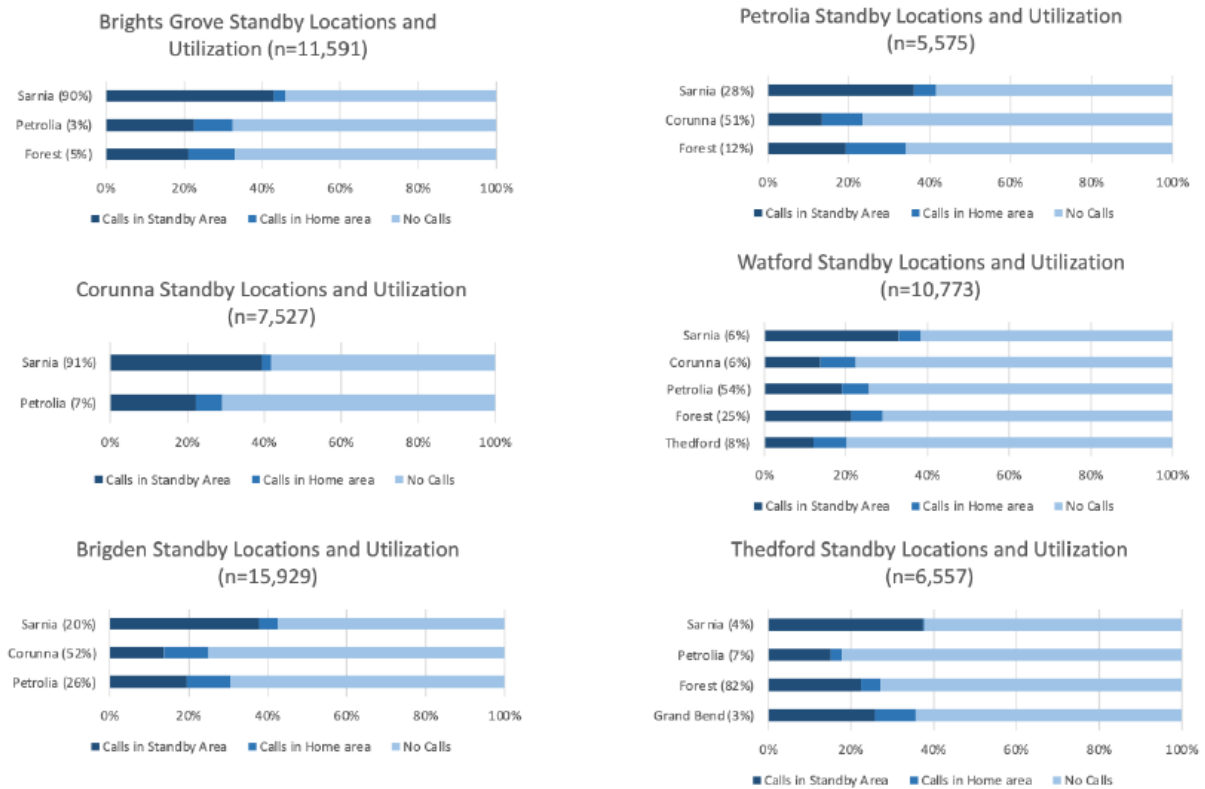


Fig. 2 – Efficacy of Current Code 8 assignments by station



Through these improvements in how Code 8's are assigned, staff estimate that fleet movement will be reduced by approximately 100,000 kilometers per year, saving between \$30,000 to \$50,000 and reducing the fleet's carbon footprint by 60 tonnes of Carbon Dioxide annually. This will also reduce staff workload by over 2,000 hours in travel and reassignment time.

Improved prioritization and resource allocation

The updates to the Deployment Plan will also further prioritize life-threatening emergencies over lower acuity calls. The intent of these changes is to ensure resources are available for time-sensitive calls when they're needed, however, they may result in longer response times for low acuity calls such as minor orthopedic injuries and general illness when system resources are depleted. In these circumstances, low acuity calls may be held for up to 30 minutes before having an ambulance dispatched.

Interfacility transfers

Other system pressures were noted in reviewing practices that included a reduction in the number of ambulances available for 9-1-1 calls when servicing interfacility patient transfers between hospitals. When a paramedic crew is sent out-of-county to transfer a patient for care at another hospital, they can often be unavailable to service 9-1-1 calls in the County for hours at a time. The Deployment Plan was amended to limit the number of ambulances sent out-of-county to one at any given time and to allow non-urgent transfers to be held for up to 360 minutes (6 hours) during periods of high demand. As well, a policy was added to better distribute the assignment of interfacility transfers amongst paramedic crews with lower utilization. Pending Council's approval of the updates to the Plan, staff will meet with representatives from Bluewater Health to discuss the changes to the Deployment Plan and ensure minimal impact to their operations.

Extreme weather

Occasionally, weather conditions in Lambton County can become dangerous even for first responders. While every effort is made to respond to calls for help, there are situations where roads are impassable and driving on them would pose significant risk to paramedics and the public. For this reason, an extreme weather protocol was added to the Plan allowing for the manager of the service to order an All Stop for the portions of the county affected. This decision would be made in extenuating circumstances and would be continuously monitored and to be lifted as soon as conditions improved. Supervisors would work to seek additional resources such as snowplows to assist the ambulances in getting to their destinations, wherever possible.

Advanced Life Support

To date, Lambton EMS has not had a clear policy on when to send its Advanced Life Support ("ALS") paramedics to specific calls. While the service employs a number of ALS paramedics, they are assigned to 9-1-1 calls in the same manner as every other crew –

usually being the closest, most appropriate ambulance. New updates to the Plan will continue to send the closest, most appropriate ambulance but the updated Plan also provide for an available ALS ambulance to also be sent to the call, if they are within 20 minutes range. These criteria would include possibly correctable life-threatening emergencies such as: cardiac or respiratory arrest, childbirth, drowning, active seizures, unstable heart rhythms, or compromised airways.

In follow-up, staff will provide a presentation on the new EMS Deployment Plan at County Council's October 2, 2024 meeting.

FINANCIAL IMPLICATIONS

None. Staff anticipate that these new updates to the EMS Deployment Plan are anticipated to reduce fleet movement and provide a cost savings between \$30,000 to \$50,000 annually through reduced fuel consumption.

CONSULTATIONS

Wallaceburg Central Ambulance Communications Centre, the Southwest Field Office of the Emergency Health Program Management and Delivery Branch for the Ministry of Health, various Ontario paramedic services, and members of Service Employees Union International (SEIU) Local 1 were consulted in the preparation of the Lambton EMS Deployment Plan.

STRATEGIC PLAN

The updated EMS Deployment Plan serves to advance Lambton County's Strategic Plan in the following areas:

- *Community Development, Health and Wellness* through the implementation of the EMS Master Plan and the provision of high-quality medical care to the public,
- *Progressive Organizational Culture* through involvement of staff in the development of the Deployment Plan,
- *Corporate Sustainability* through more efficient use of resources and a reduction in the greenhouse gas emissions from fleet movement.

CONCLUSION


The new updates to the Lambton EMS Deployment Plan will position the service to better support the community and its staff through improved utilization of resources, improved response times and a more equitable distribution of workload. The new Plan also has the endorsement of the Southwest Field Office of the Ministry of Health and the CACC. Staff will continue to monitor key performance metrics to ensure continued performance improvement as a result of the Plan's implementation.

Lambton EMS Deployment Plan (page 6)

September 18, 2024

RECOMMENDATION

That County Council endorse and accept the new updates to the Lambton EMS Deployment Plan as presented to County Council and authorize staff to proceed with the necessary actions contained herein to improve resource utilization and response times.

	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:	September 18, 2024
INFORMATION ITEM:	Doors Open Lambton County: 175th Anniversary

BACKGROUND

In 2012, Lambton County held its first county-wide Doors Open event. This event has been held bi-annually since then, attracting visitors to locations across the County in 2014, 2016 and again in 2019. With the disruption of the pandemic, the event has not occurred for several years. In the fall of 2023, Council provided direction to staff to pursue a number of activities to mark the 175th Anniversary of the County of Lambton in 2024, including the coordination of a county-wide Doors Open event. The 2024 event is scheduled to take place on Saturday, September 28, 2024.

Doors Open is a province-wide initiative to promote pride in local heritage, give public access to heritage buildings not normally open, and promote heritage preservation. Started in Europe in 1994, the first Doors Open event in North America was held in Toronto in 2000. In 2002, the Ontario Heritage Trust launched Doors Open Ontario, the first province-wide event of its kind in Canada.

Each year, Doors Open Ontario events across the province attract large crowds. From April to October, residents and visitors are invited to discover Ontario’s hidden heritage treasures, some of which have never been open to the public. Since the provincial program was launched in 2002, nearly four million visits have been made to heritage sites in communities throughout Ontario.

DISCUSSION

Doors Open Lambton County is organized bi-annually by a Steering Committee. Membership varies year to year, and is comprised of both staff and local heritage volunteers. The 2024 Doors Open Lambton County event will explore a total of 33 self-guided sites located throughout Lambton County that showcase the rich history of

Lambton County. The event will take place on Saturday, September 28, 2024 from 10:00 a.m. to 4:00 p.m., and will include various stops and activities in all eleven local municipalities within Lambton County. The following 33 points of interest will be included as part of the 2024 Doors Open Lambton program, with each site offering special activities, tours and programs not normally accessible to the public:

Municipality of Brooke-Alvinston

Inwood United Church, 3211 Inwood Road, Inwood
David & Gabrielle Ferguson (Walnut Acres Farms), 4288 Old Walnut Rd, Alvinston
Sydenham River Nature Reserve, 8402 Oil Springs Line, Brooke-Alvinston

Township of Dawn-Euphemia

Sydenham Antique Club / Grand Ole Power Days, Florence Community Centre, 6213 Mill Street, Florence
St. John's in the Woods, 7134 Aughrim Line, Dawn-Euphemia

Township of Enniskillen

Ray and Marjorie Lloyd Collection, 3537 Forest Rd, Petrolia
Shiloh United Church, 3403 Wanstead Road, Enniskillen

Municipality of Lambton Shores

Forest Kiwanis Kineto Theatre, 24 King Street West, Forest
Forest Carnegie Library Event Centre, 12 Main St North, Forest
The Forest-Lambton Museum, 8 Main Street North, Forest
Forest Glen Herb Farm, 8333 Glendale Drive, Lambton Shores
Arkona Lions Museum, 8680 Rock Glen Road, Arkona
Lambton Heritage Museum, 10035 Museum Road, Grand Bend

Village of Oil Springs

Oil Museum of Canada National Historic Site, 2423 Kelly Road, Oil Springs

Town of Petrolia

Olde Post Office Building, 4189 Petrolia Line, Petrolia
The McCort House, 384 Garfield Ave
The Petrolia Discovery, 4281 Discovery Line, Petrolia
Petrolia Library, 4200 Petrolia Line, Petrolia
Corey Room - Charlotte Eleanor Englehart Hospital, 447 Greenfield St., Petrolia
Nemo Hall, 419 King St., Petrolia

Town of Plympton-Wyoming

Lambton County Archives, 787 Broadway St., Wyoming

Village of Point Edward

Point Edward Library / History Room, 220 Michigan Avenue, Point Edward

City of Sarnia

St. Joseph Church, 293 Stuart St., Sarnia
Lakeview Cemetery Burial and Cremation Services 1016 Colborne Rd. Sarnia
Bright's Grove Library, 2618 Hamilton Road, Bright's Grove
Sarnia Library, 124 Christina Street S., Sarnia
Judith & Norman Alix Art Gallery, 147 Lochiel St., Sarnia

Township of St. Clair

W. Darcy McKeough Dam and Floodway, 940 Holt Line, Wallaceburg
Moore Museum, 94 Moore Line, Mooretown
Sombra Museum, 3470 St. Clair Pkwy, Sombra
School House, 471 French Line, Port Lambton

Township of Warwick

Old Firehall Museum, Ontario Street/Nauvoo Rd (515 Ontario St.), Watford
Watford Library, 5317 Nauvoo Road, Watford

FINANCIAL IMPLICATIONS

The costs associated with the registration fee with Doors Open Ontario and marketing costs were incorporated in the 2024 museums operating budget.

CONSULTATIONS


Staff is working with a variety of local volunteers and organizations including the Doors Open Lambton County Steering Committee, Tourism Sarnia-Lambton and the participating site owners.

STRATEGIC PLAN

The lack of a local Doors Open event was identified as a Recommended Action in the *Building A Creative Economy: A Cultural Plan for Lambton County* (Item 4.9, page 34). The event has now become an established bi-annual cultural event that many residents and visitors anticipate and enjoy.

CONCLUSION

Doors Open is a significant tourism draw across the province. Through participation at the local level, the County gains significant exposure through marketing and advertising at the provincial level. All sites participating are featured on the provincial website www.doorsopenontario.on.ca and are included in the printed Doors Open Ontario guide, which is distributed across Ontario.

	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:	September 18, 2024
INFORMATION ITEM:	Libraries Second Quarter 2024 Statistics

BACKGROUND

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

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

Statistics on the usage of various programs and services are maintained throughout the year and reported to Lambton County Council quarterly. Detailed second quarter 2024 statistics for the Libraries Department are attached.

DISCUSSION

At this halfway point in the year, physical circulation at Lambton County Library is set to match last year's usage, with electronic circulation once again expected to surpass the prior year's levels. Should usage continue in this similar path, Lambton County Library anticipates surpassing last year's circulation statistics, which exceeded one million, and was the highest level of circulation in many years.

Usage statistics for library programs and computer use are all tracking to match last year's rates.

The Library has increased the number of valid library card holders by 329 memberships this quarter. At time of sign-up, library cards are valid for a two-year period and require a renewal process to ensure continued eligibility. Library cards are free for people who work, live, study, or own property in Lambton County, who have a valid library card from neighbouring library systems in Chatham-Kent, Huron, or Middlesex, or who are residents of a First Nations community in Ontario.

The use of free meeting room space made possible through a partnership with the County of Lambton Social Services Division and the Ontario Health Team doubled this quarter over the first quarter of the year. The rooms (available in six libraries in addition to the connection cube at Sarnia Library) were booked on 220 instances for a period of 678 hours and accommodated 426 people. Sarnia Library Theatre and meeting rooms are on track to match last year's usage. The increased usage of these spaces underscores the need for meeting space and private meeting space in public libraries and reinforces the recommendations in the Joint Library Facilities Review that calls for capital improvements to many of Lambton's libraries.

Employees in Technical Services have been working with the Ontario Library Service to understand how to implement their new Inter-Library Loan software platform. This platform enables public libraries to be able to borrow and lend items from their collections to patrons in other libraries across the province and has been in place for many years. The software change is expected to occur in the fall of 2024. In the interim, employees are participating in training, and completing some preparation work to plan for the technology change.

A number of literacy initiatives took place during this second quarter of 2024 including:

- On Monday, April 8, 2024 the new Clearwater Library opened its doors. Located inside the Clearwater Arena at 1400 Wellington Street, Sarnia, on the second floor, the library overlooks one of the arena's ice pads and has proven a popular attraction since its opening. In its first four months of operation, 1,831 unique borrowers have checked out 17,942 items, and 423 new library cards have been issued. Over 16,500 people have also visited the library since its opening. In addition to a small ribbon cutting ceremony in April with representatives from City and County Councils, the Library hosted a large-scale Community Open House on June 15. At the Open House, visitors had a chance to explore the new library, participate in a family story time, get their face painted, take part in an open skate, participate in a visit from the Museum of Archaeology of Ontario and register for the annual Summer Reading Challenge. The event attracted about 512 visitors, and usage statistics for a Saturday saw an immediate boost. There was a 246 percent increase in circulation, 167 percent higher rate of library card sign-ups, and 143 same-day sign-ups for the Summer Reading Challenge, with 67 percent of those sign-ups new first-time participants.

- At the beginning of May, Lambton County Library launched its One Seed Lambton selection: Dark Green Zucchini. Just over 3,000 free seed packets were distributed to Lambton residents, encouraging them to help grow their own food. To complement the seed distribution, a number of One Seed Lambton workshops took place over the summer months to help teach people how to prepare their garden, which perennials are edible, how to cook with locally sourced ingredients, and how to harvest seeds. In addition to the Dark Green Zucchini seed, Lambton County Library also offers a Seed Library containing seeds for various vegetables, fruits and flowers.
- On May 4, Lambton County Library celebrated Free Comic Book Day by offering one free comic per person to visitors at any library open on that day, along with a special event at Forest Library. At the close of the day, just over 900 comic books were distributed to patrons of all ages, and over 60 people attended the special comic con day themed program at Forest Library.
- At the end of May, Lambton County Library introduced wi-fi hotspots to its collection. Wi-fi hotspots offer unlimited data access, providing reliable internet access to rural or underserved areas of Lambton County. These devices allow the library to continue its goal of ensuring residents have equal access to information, opportunities and resources to thrive in an increasingly digital world. In their first month as part of the collection, wi-fi hotspots were checked out on 29 occasions.
- In June, registration opened for the Library's annual Summer Reading Challenge. With activities for children, teenagers and adults, the Library set a goal for the community to read 40,000 books this summer. This year's theme is Tales Through Time, and from July 2 to August 11, children and teens can win prizes as rewards for logging their reading and have a chance to win prizes when they complete a range of activities on the Beanstack app, like visiting a Storywalk or a local museum. Library staff also hosted a variety of special programs including a Magic Show at Sarnia Library Theatre, Time Travelers Training Camps, and visits with Pinery Park Naturalists to learn about summer wildlife. By the end of June, early numbers are suggesting this year's challenge will have record-breaking registrants.
- On June 5, Sarnia Library hosted its first EarlyON Child and Family Centre pop-up, and the pop-up continues to take place each Wednesday morning. In the month of June, 74 visits were made to the library to take part in the pop-up which provides activities and games that promote learning through play.
- On June 6, Lambton County Library and Lambton County Museums kicked off a special program to celebrate Lambton's 175th Anniversary, Lambton 175 Show & Tell. Residents were asked to show off their local historical items and tell Cultural Services Staff about them, while the items were photographed, scanned, or video recorded. Twelve Lambton 175 Show & Tell events are scheduled throughout the summer ending in September. More than one hour's worth of video footage was recorded during the three events held in June, as residents shared stories about a

variety of objects including lamps, photographs, a knitting machine, posters, a record, paintings and more.

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

After the Library reached its highest circulation statistics in more than seven years topping one million, Lambton County Library is on track to match and likely surpass last year’s usage levels with strong second quarter results. Increasing literacy is important for every community, and seeing signs of increased library circulation is a positive indicator for Lambton County. High literacy rates create healthy communities in that higher rates of literacy in a community typically correlate with a healthier community that is physically and mentally fit. Higher rates of literacy are often found in communities where there are lower unemployment rates and higher wage earners, and higher rates of educational attainment. Literate communities are also ones where people can collaborate and generate new ideas for entrepreneurship creating job growth. Lambton County Library continues to serve an important role in Lambton County by helping grow and nurture a literate community that is able to read, write, count, comprehend, communicate and critically evaluate ideas and information at all ages and stages of life.

Libraries Second Quarter 2024 Statistics

	Circulation						
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
General	0	0	0	0	0	0	0
Alvinston	1,496	1,639	0	0	3,135	7,197	44%
Arkona	1,656	1,623	0	0	3,279	5,485	60%
Books by Mail	45	32	0	0	77	18	428%
Brigden	6,416	3,727	0	0	10,143	13,683	74%
Bright's Grove	7,430	9,567	0	0	16,997	40,103	42%
Camlachie	1,504	1,430	0	0	2,934	5,909	50%
Clearwater	2,487	20,752	0	0	23,239	0	0%
Corunna	5,946	6,376	0	0	12,322	24,831	50%
Courtright	646	777	0	0	1,423	3,449	41%
Florence	790	642	0	0	1,432	3,129	46%
Forest	10,064	9,862	0	0	19,926	37,506	53%
Grand Bend	6,900	6,561	0	0	13,461	27,740	49%
Headquarters	2,753	2,501	0	0	5,254	7,299	72%
Inwood	709	573	0	0	1,282	2,914	44%
Mallroad	40	9	0	0	49	83,037	0%
Mobile Library	2,097	2,057	0	0	4,154	6,844	61%
Mooretown	864	577	0	0	1,441	2,871	50%
Oil Springs	884	969	0	0	1,853	3,579	52%
Petrolia	11,458	11,382	0	0	22,840	45,585	50%
Pt. Edward	8,021	6,973	0	0	14,994	19,486	77%
Pt. Franks	1,439	1,425	0	0	2,864	5,516	52%
Pt. Lambton	926	918	0	0	1,844	4,102	45%
Sarnia	43,419	32,014	0	0	75,433	127,234	59%
Shetland	150	221	0	0	371	986	38%
Sombra	710	839	0	0	1,549	3,674	42%
Theford	1,012	714	0	0	1,726	3,858	45%
Watford	3,263	2,924	0	0	6,187	13,009	48%
Wilkesport	486	647	0	0	1,133	2,090	54%
Wyoming	7,422	6,564	0	0	13,986	27,915	50%
TOTALS	131,033	134,295	0	0	265,328	529,049	50%

Internet / Computer Use							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	148	149	0	0	297	844	35%
Arkona	8	6	0	0	14	20	70%
Books by Mail	0	0	0	0	0	0	0%
Brigden	17	19	0	0	36	148	24%
Bright's Grove	156	169	0	0	325	609	53%
Camlachie	9	9	0	0	18	58	31%
Clearwater	0	577	0	0	577	0	0%
Corunna	452	457	0	0	909	1,499	61%
Courtright	24	22	0	0	46	45	102%
Florence	11	12	0	0	23	30	77%
Forest	434	423	0	0	857	1,882	46%
Grand Bend	302	406	0	0	708	969	73%
Headquarters	0	0	0	0	0	0	0%
Inwood	21	32	0	0	53	115	46%
Mallroad	0	0	0	0	0	3,095	0%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	8	8	0	0	16	38	42%
Oil Springs	9	6	0	0	15	34	44%
Petrolia	480	426	0	0	906	1,820	50%
Pt. Edward	112	72	0	0	184	221	83%
Pt. Franks	13	12	0	0	25	49	51%
Pt. Lambton	11	6	0	0	17	27	63%
Sarnia	2,438	2,115	0	0	4,553	7,996	57%
Shetland	28	36	0	0	64	85	75%
Sombra	55	60	0	0	115	221	52%
Thedford	29	18	0	0	47	80	59%
Watford	80	66	0	0	146	333	44%
Wilkesport	32	31	0	0	63	112	56%
Wyoming	101	100	0	0	201	408	49%
TOTALS	4,978	5,237	0	0	10,215	20,738	49%

Reference Queries							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	38	64	0	0	102	147	69%
Arkona	163	114	0	0	277	412	67%
Books by Mail	0	0	0	0	0	0	0%
Brigden	122	137	0	0	259	644	40%
Bright's Grove	305	363	0	0	668	1,742	38%
Camlachie	82	73	0	0	155	185	84%
Clearwater	0	845	0	0	845	0	0%
Corunna	861	1,098	0	0	1,959	1,808	108%
Courtright	30	21	0	0	51	140	36%
Florence	11	5	0	0	16	31	52%
Forest	578	587	0	0	1,165	2,109	55%
Grand Bend	241	386	0	0	627	1,462	43%
Headquarters	68	61	0	0	129	136	0%
Inwood	74	64	0	0	138	262	53%
Mallroad	0	0	0	0	0	7,693	0%
Mobile Library	0	0	0	0	0	0	0%
Mooretown	153	103	0	0	256	887	29%
Oil Springs	8	24	0	0	32	41	78%
Petrolia	418	395	0	0	813	1,066	76%
Pt. Edward	163	179	0	0	342	604	57%
Pt. Franks	70	70	0	0	140	340	41%
Pt. Lambton	71	64	0	0	135	421	32%
Sarnia	857	1,219	0	0	2,076	2,106	99%
Shetland	6	12	0	0	18	12	150%
Sombra	17	21	0	0	38	117	32%
Thedford	34	48	0	0	82	379	22%
Watford	154	160	0	0	314	727	43%
Wilkesport	49	76	0	0	125	245	51%
Wyoming	303	209	0	0	512	897	57%
TOTALS	4,876	6,398	0	0	11,274	24,613	46%

	Number of Valid Library Card Holders			
	Q1-2023	Q2-2023	Q3-2023	Q4-2023
General	0	0	0	0
Alvinston	362	370	0	0
Arkona	150	149	0	0
Books by Mail	11	14	0	0
Brigden	335	339	0	0
Bright's Grove	1,424	1,444	0	0
Camlachie	233	227	0	0
Clearwater	2,912	3,163	0	0
Corunna	1,421	1,455	0	0
Courtright	102	104	0	0
Florence	86	88	0	0
Forest	1,736	1,744	0	0
Grand Bend	1,525	1,564	0	0
Headquarters	155	82	0	0
Inwood	83	88	0	0
Mallroad	0	0	0	0
Mobile Library	153	149	0	0
Mooretown	86	96	0	0
Oil Springs	133	138	0	0
Petrolia	2,113	2,131	0	0
Pt. Edward	509	538	0	0
Pt. Franks	254	247	0	0
Pt. Lambton	199	208	0	0
Sarnia	8,855	8,858	0	0
Shetland	56	57	0	0
Sombra	151	144	0	0
Theford	159	144	0	0
Watford	603	602	0	0
Wilkesport	52	52	0	0
Wyoming	860	852	0	0
TOTALS	24,718	25,047	0	0

Library Programs (#)							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	76	64	0	0	140	274	51%
Arkona	34	38	0	0	72	107	67%
Brigden	35	68	0	0	103	286	36%
Bright's Grove	110	111	0	0	221	278	79%
Camlachie	31	41	0	0	72	128	56%
Clearwater	0	113	0	0	113	0	0%
Corunna	131	115	0	0	246	286	86%
Courtright	24	25	0	0	49	132	37%
EarlyON Centres	117	121	0	0	238	398	0%
Florence	47	42	0	0	89	166	54%
Forest	134	106	0	0	240	379	63%
Grand Bend	85	71	0	0	156	170	92%
Headquarters	9	16	0	0	25	35	71%
Inwood	52	46	0	0	98	193	51%
Makerspace (Independent)	162	175	0	0	337	654	0%
Mallroad	0	0	0	0	0	430	0%
Mobile Library	45	51	0	0	96	186	52%
Mooretown	42	36	0	0	78	152	51%
Oil Springs	44	43	0	0	87	152	57%
Petrolia	204	192	0	0	396	690	57%
Pt. Edward	56	38	0	0	94	168	56%
Pt. Franks	20	17	0	0	37	86	43%
Pt. Lambton	33	32	0	0	65	121	54%
Samia	358	352	0	0	710	1364	52%
Shetland	21	27	0	0	48	53	91%
Sombra	24	23	0	0	47	117	40%
Thedford	32	32	0	0	64	96	67%
Watford	67	59	0	0	126	212	59%
Wilkesport	41	28	0	0	69	113	61%
Wyoming	122	122	0	0	244	442	55%
TOTALS	2,156	2,204	0	0	4,360	7,868	55%

Library Programs (attendance)							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
General	0	0	0	0	0	0	0%
Alvinston	506	320	0	0	826	1,800	46%
Arkona	222	286	0	0	508	751	68%
Brigden	87	244	0	0	331	3,888	9%
Bright's Grove	1076	1253	0	0	2,329	1,920	121%
Camlachie	139	69	0	0	208	361	58%
Clearwater	0	479	0	0	0	0	0%
Corunna	1631	1372	0	0	3,003	2,665	113%
Courtright	102	102	0	0	204	558	37%
EarlyON Centres	2,267	2020	0	0	4,287	6,648	64%
Florence	67	51	0	0	118	243	49%
Forest	695	785	0	0	1,480	3,881	38%
Grand Bend	340	286	0	0	626	846	74%
Headquarters	479	739	0	0	1,218	1,117	109%
Inwood	161	125	0	0	286	707	40%
Makerspace (Independent)	162	230	0	0	392	682	57%
Mallroad	0	0	0	0	0	2,161	0%
Mobile Library	335	472	0	0	807	1,673	48%
Mooretown	452	305	0	0	757	1,838	41%
Oil Springs	59	183	0	0	242	513	47%
Petrolia	1057	1300	0	0	2,357	3,730	63%
Pt. Edward	448	269	0	0	717	1,105	65%
Pt. Franks	93	73	0	0	166	330	50%
Pt. Lambton	253	268	0	0	521	734	71%
Samia	2,915	2,227	0	0	5,142	10,422	49%
Shetland	9	26	0	0	35	86	41%
Sombra	20	28	0	0	48	336	14%
Thedford	101	43	0	0	144	282	51%
Watford	296	263	0	0	559	1,156	48%
Wilkesport	36	31	0	0	67	245	27%
Wyoming	831	825	0	0	1,656	1,759	94%
TOTALS	14,839	14,674	0	0	29,513	52,437	56%

Wireless Internet Usage							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
Daily Clients	170	180	0	0	350	649	54%
Daily Sessions	74	88	0	0	162	346	47%
Total Clients	4,446	4,579	0	0	9,025	17,512	52%
Total Sessions	6,641	7,948	0	0	14,589	26,169	56%

Electronic Information Sources							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
Electronic Databases	8,394	15,153	0	0	23,547	28,029	84%
Early Literacy Stations	4,120	3,250	0	0	7,370	6,550	113%
NextReads	3,409	3,225	0	0	6,634	14,503	46%
TOTAL	15,923	21,628	0	0	39,705	49,082	81%


e-Circulation						
Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
153,400	143,442	0	0	296,842	524,248	57%

Inter-library Loans							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
Items Borrowed	435	349	0	0	784	1,802	44%
Items Loaned	359	331	0	0	690	1,258	55%

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

Website Visits							
	Q1-2024	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
Library	59,153	59,268	0	0	118,421	320,848	37%
Theatre	763	619	0	0	1,382	1,911	72%
TOTAL	59,916	59,887	0	0	119,803	322,759	37%
	Q1-2024	Q2-2024	Q3-2024	Q4-2024			
Facebook Friends	3,675	3,743	0	0			
Twitter Followers	1,007	1,021	0	0			

Sarnia Library Theatre & Meeting Room Rentals						
	Q2-2024	Q3-2024	Q4-2024	YTD	2023 Total	YTD %
Internal Bookings						
Bookings	3	0	0	4	23	17%
Hours	9.5	0	0	12.5	60.3	21%
Attendance	8	0	0	19	359	5%
External Bookings						
Bookings	100	0	0	173	345	50%
Hours	331.75	0	0	564	1,053.55	54%
Attendance	5,609	0	0	9,382	18,054	52%
Library Bookings						
Bookings	47	0	0	110	173	64%
Hours	122.25	0	0	287.8	509.75	56%
Total Bookings	150	0	0	287	541	53%
Total Hours	463.5	0	0	864.25	1,623.55	53%

	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:	September 18, 2024
SUBJECT:	Libraries Donations, April 1 to June 30, 2024

BACKGROUND

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

DISCUSSION

The following donations were received from the period April 1 to June 30, 2024:

- One copy of the book, “Brunswick’s Big Adventure”, by Jackson Charron-Okerlund from Jackson Charron-Okerlund.
- \$142.40 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 completion of the report.

STRATEGIC PLAN

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

Libraries Donations, April 1 to June 30, 2024 (page 2)


September 18, 2024

CONCLUSION

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

RECOMMENDATIONS

That the Libraries donations, April 1 to June 30, 2024 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:	September 18, 2024
SUBJECT:	Security at Sarnia Library

BACKGROUND

The County of Lambton operates Sarnia Library and Sarnia Library Theatre, located at 124 Christina Street South in downtown Sarnia. The building is open to the public seven days a week, from 9:00 a.m. to 8:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturday, and 2:00 p.m. to 5:00 p.m. on Sundays. To clean the building and prepare it for public use, or when the theatre is rented with special events, staff may be on-site as early as 6:00 a.m. and as late as 11:00 p.m. Sarnia Library is Lambton County Library’s largest branch, and it generally sees the most circulation activity and in-person traffic compared to any other library in Lambton’s system.

Given its location in an urban area, Sarnia Library serves a more diverse patron base and a larger number of its visitors use the library to seek relief from the weather, to access electricity, public washrooms or free internet compared to other libraries. The library welcome all members of the public, and this can include patrons who are experiencing chronic homelessness, facing concurrent complex mental health and/or addictions challenges and use the library as a refuge.

DISCUSSION

Since 2017, a number of safety and security initiatives have been introduced at Sarnia Library in an effort to improve the safety of the County’s workforce and its library patrons and visitors. Those initiatives include:

- The adoption of a Video Surveillance Policy, the introduction of video surveillance equipment, and signage notifying visitors of the presence of video surveillance equipment.

- The adoption of a revised Rules of Conduct in 2020 which added language expressing the library's zero tolerance for violence, harassment, and illegal activity at any Lambton County Library location.
- The use of a panic alert button that can be activated from computer workstations to alert others in the building to danger.
- The development of internal procedures for staff use upon exiting the building at closing time, and the development of internal procedures to address suspected illicit drugs and the handling of sharps.
- The installation of an exterior needle disposal bin, maintained by Lambton Public Health.
- The delivery of specialized training related to homelessness and mental health. Employees were provided with tools that people can use to de-escalate confrontational situations and to incorporate empathy into every interaction with patrons.
- The development of partnerships with other community resources including social services, public health, Canadian Mental Health and Bluewater Health in an effort to either receive training or information that can be used to direct visitors to the appropriate agency, or on-site visits to the library or its surrounding property.
- The provision of a contracted security guard who monitors incoming visitors, conducts perimeter checks and makes regular patron inside the library.
- The continuing use of Trespass Notices for library patrons or visitors who violate the library's Rules of Conduct.

In addition to the changes noted above, the City of Sarnia also built a renovated front entrance to the library during this period, which eliminated multiple entry points that previously existed. This centralized main entrance is a preferred manner of operation, not only from a customer service perspective, but also a safety perspective.

With the arrival of security personnel in the last quarter of 2022, the number of incident reports decreased by 16 per year; however, calls to police and emergency medical services have not decreased. Employees at the site generally report that the arrival of security personnel have eased their concerns in that they are able to better focus on delivering library services to Lambton's residents, and do not spend as much time involved in confrontations, negotiations, checking washrooms, or interacting with police and medical professionals.

With the recent development of an encampment in nearby Rainbow Park, the number of incidents reports at Sarnia Library are on an upward trend. Should this level of activity continue, it will match or exceed the activity from 2022 which ultimately prompted the need for external security services. The occurrence of illegal drug use has doubled from 2022 in this year alone, with five months of the year still remaining to report.

Number of Incident Reports at Sarnia Library

Year	Annual Number of Incident Reports	Monthly Average Number of Incident Reports
2022	133	11.08
2023	117	9.75
2024	77	11

Calls for Emergency Assistance at Sarnia Library 2002 to 2024 (Year to Date)

Year	Calls to Police	Calls to Fire	Calls to EMS
2022	26	0	8
2023	26	1	9
2024 (Year to date)	13	0	8

Type of Incident Report at Sarnia Library

Type of Incident	2022	2023	2024
Threatening / Abusive Language	33	14	16
Threatening / Abusive Behaviour	21	20	7
Illegal Activity	8	8	11
Drug Use	11	5	20
Theft	4	20	8
Assault	2	14	2
Vandalism	3	1	1
Threat to Another Patron	0	1	0
Public Urination / Defecation	1	2	0
Disrespecting the sensibilities of others when viewing material in the library	1	11	3
Requested a Patron Leave for the Day	1	10	5
Removed a Banned Patron	9	0	0

There is some reassurance that these incidents have not yet negatively impacted the library's circulation use or program attendance. Currently, circulation is 9 percent higher than this same period last year, and program attendance is nearly identical to last year. In-person visit data is as follows:

Month / Year	Daily Average
July 2023	108
August 2023	115
September 2023	107
October 2023	132
November 2023	153
December 2023	155
January 2024	150
February 2024	148
March 2024	154
April 2024	137
May 2024	125
June 2024	160
July 2024	137

However, there is ongoing concern that the increased incidents may negatively impact the library in its ability to attract users to the library system’s largest branch. Illegal and violent activity in the vicinity of the library may deter people from using the library which is ultimately detrimental for the library, the residents and the community as a whole.

In an effort to further enhance security at Sarnia Library, staff have undertaken the following initiatives:

- Revised the Library’s Rules of Conduct Policy, empowering library staff with language to specifically deter drug use and weapons within the facility (see attached).
- Met with representatives from City Police and City Hall to request the installation of a fence surrounding the northern outdoor area that abuts the children’s library space to prevent access to unauthorized persons and the visibility of illegal behaviour including drug use and assault. City staff have procured design drawings for an outdoor library space and the project has been referred to the City’s 2025 draft budget process.
- Implemented a procedure with accompanying signage to limit washroom use to 20 minutes, and to conduct wellness checks in the washroom every ten minutes.
- Will be evaluating the need to increase the 2025 draft budget for contracted services to reflect an additional security guard to provide better coverage while conducting perimeter checks and building sweeps.
- Continue to engage with Lambton Public Health and Social Services to examine other possible support services that can be access by the Libraries Department.

FINANCIAL IMPLICATIONS

There are no impacts to the 2024 budget; however, should additional security measures be implemented, costs will be included in the draft 2025 budget for Council's consideration. The Library currently spends approximately \$100,000 each year on security guards to provide service to Sarnia Library. A second officer will double this cost.

CONSULTATIONS

The Assistant Library Supervisor (Region 1) was consulted in the creation of this report.

STRATEGIC PLAN


The Libraries Department must deliver its services efficiently and effectively to provide service to a large component of Lambton's residents. The increased incidents also distract from one of the library's strategic goals of providing great experiences to its patrons. The proposed revisions to the Rules of Conduct Policy ensure that the Libraries Department is working toward the County of Lambton Strategic Plan objective of *Enhanced Quality of Life: Building a community where residents are safe and healthy; feel a sense of belonging, pride and purpose; and care for one another.*

CONCLUSION

Given its location in an urban area, Sarnia Library serves a more diverse patron base and a larger number of its visitors use the library as a refuge. As a result, the number of incident reports at Sarnia Library are increasing and consequentially, staff have undertaken a number of initiatives to further enhance security at Sarnia Library, one of which being a revision to the Rules of Conduct Policy as noted herein.

RECOMMENDATIONS

That Lambton County Council approve the revised Rules of Conduct Policy as presented to County Council.

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Rules of Conduct Policy	Section R02	Index #05
	Effective Date:	September 18, 2024	Approved By: Lambton County Council	
	Revision Date:	September 18, 2024		
	Drafted on:	July 2, 2001		

PURPOSE

The purpose of this policy is to outline the rules of conduct that are enforced by Lambton County Library (the Library).

POLICY

Lambton County Library strives to ensure that its premises are safe and inclusive. Lambton County Library aims to provide free and equitable services for the safe enjoyment of all.

Rules of conduct are established in accordance with the Ontario Human Rights Code, the Canadian Charter of Rights and Freedoms, the Ontario Public Libraries Act, and the County of Lambton Workplace Violence, Harassment and Sexual Harassment Prevention Policy (H04.18(a)).

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services, Community Library Supervisor, Assistant Library Supervisors, Library Technicians, Community Librarians, Branch Assistants, Maintenance Workers and any other front-line service staff.

DEFINITIONS

"Appeal" is the process of requesting a review of a suspension from library premises.

"Library facilities" includes all library branches, buildings and property where Lambton County Library operates service.

"Library privileges" includes all use of library services, as well as contacting the library in person, by phone, email or using web services for which a Library card is required.

"Re-instatement" occurs when a suspension from Lambton County Library ends and library privileges are restored. The person must apply for reinstatement to the Manager, Library Services after the suspension period has ended.

"Suspension" is when a member of the public is banned and is not allowed to enter the specified library buildings or be on library property at any time for any reason for the time period that the suspension is in place.

"Violence", for the purpose of this policy, includes, but is not limited to physical acts (e.g. hitting, shoving, pushing, kicking, sexual assault) and any verbal threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, destroy or damage property, even in the absence of fear of immediate bodily harm.

REGULATIONS

1. General Principles

- 1.1. Rules of Conduct will be posted in each facility and online in an effort to outline the expected and appropriate behaviour of patrons and visitors to Lambton County Library.
- 1.2. Members of the public and staff are expected to abide by the laws and regulations of Canada and the Province of Ontario including but not limited to:
 - 1.2.1. Criminal Code of Canada
 - 1.2.2. Human Rights Code (Ontario)
 - 1.2.3. Copyright Act
 - 1.2.4. Child, Youth and Family Services Act
 - 1.2.5. Trespass to Property Act
 - 1.2.6. Public Libraries Act
 - 1.2.7. Smoke-Free Ontario Act
- 1.3. Patrons and visitors will be respectful of others.
 - 1.3.1. Disruptive, threatening, abusive or insulting language is not tolerated.
 - 1.3.2. Disruptive, threatening, abusive or insulting behaviour is not tolerated and may include fighting, or arguing.
 - 1.3.3. Illegal activity including but not limited to theft of patrons' or staff members' belongings, or assault, will not be tolerated and will be reported to law enforcement.
 - 1.3.4. Smoking and vaping is prohibited in all facilities. Eating / drinking is only permitted in designated areas and / or at designated times.
 - 1.3.5. Respect the sensibilities of others when viewing or listening to material in the library.
 - 1.3.6. Patrons and visitors must be clothed and wearing footwear.
- 1.4. Patrons and visitors will be respectful of employees working for The Corporation of the County of Lambton, contractors, partners and / or guests of the Library.

- 1.5. Patrons and visitors will be respectful of the Library's property and its contents.
 - 1.5.1. The use of sports equipment is not allowed on library property or inside the premises.
 - 1.5.2. Entry into restricted areas, such as areas designated as 'staff only', is prohibited by members of the public unless accompanied by an authorized person.
 - 1.5.3. Theft, damage, vandalism or the unauthorized use of Library materials, equipment and property is prohibited.
 - 1.5.4. Interfering with the designated use of any equipment including computers and networks is prohibited.
 - 1.5.5. Illegal activity will be reported to law enforcement.
 - 1.5.6. Library materials and / or equipment may not be taken into washrooms.
- 1.6. Service animals are welcome in the Library. Documentation may be required to confirm the animal's service animal status. Other animals are only allowed during authorized programs.
- 1.7. Photographing, filming or video recording of Library facilities, Library staff and users on Library property must not be conducted without the prior written approval of the Library.
- 1.8. Members of the public must open all bags, books and papers for inspection if requested by staff or an authorized person.
- 1.9. Children requiring supervision must not be left unattended on library premises, as outlined in the Children's Services Policy.
- 1.10. Members of the public must adhere to the regulations set forth in Lambton County Library Policies.
- 1.11. Discrimination and harassment will not be tolerated under any circumstances.
- 1.12. Patrons and visitors are encouraged to keep their personal belongings with them at all times as the library is not responsible for lost / stolen items.
- 1.13. Patrons and visitors must follow the instructions of staff or authorized individuals during times of emergency or emergency drills. Patrons and visitors must also vacate the building when directed.
- 1.14. The consumption of illicit drugs, cannabis, alcohol and / or tobacco will not be tolerated inside the library or on any library premises.
- 1.15. Visitors to the library shall not wear, carry, or have in their possession items that may be used as a weapon, may cause death or injury to any person, or may be used for the purpose of threatening or intimidating any person, such as but not limited to a firearm, knife, brass knuckles, crowbars and screwdrivers.
- 1.16. Washrooms must only be used for their intended purpose. Washroom use is limited to 20 minutes and wellness checks will be conducted from time to time. Misuse of washroom facilities will not be tolerated and the Rules of Conduct Policy applies to users of the library's washrooms.

2. Consequences of Failing to Comply with the Rules of Conduct

- 2.1. Employees of Lambton County Library will make every effort to apply the Rules of Conduct Policy in a fair, dignified and positive manner for the benefit of everyone.
- 2.2. Anyone choosing to disrespect the policies of the library and refusing to modify

behaviour will be asked to leave. This could result in suspension of Library privileges, suspension of computer privileges, eviction from library, cost-recovery charges, and / or prosecution.

- 2.3. Lambton County Library has discretion in determining whether a person will be excluded, the time period of the exclusion and will take into consideration the severity of the misconduct, the circumstances surrounding the incident and any mitigating factors.
- 2.4. Individuals who engage in any unacceptable behaviour, as defined in this policy may, depending on the severity, receive one warning or be asked to leave immediately from the premises and if necessary, be placed under suspension for a period of time. The suspension may apply to all programs, facilities, properties and services if warranted. When illegal activity is conducted on Library premises, the activity will be reported to law enforcement.
- 2.5. Length of suspension will be determined by the Manager, Library Services or his / her designate and will depend on the severity of the situation. Incidents resulting in a suspension from programs, facilities, properties or services will generate a written Trespass to Property Notice.
- 2.6. Front-line library staff are provided with authorization to immediately request a patron or visitor, who has violated the Rules of Conduct, to leave the facility. Serious incidents will be documented by staff and / or patrons, and will be evaluated to determine a course of action which may include a suspension of Library privileges including the issuance of a trespass notice, prosecution, etc.
- 2.7. Staff will verbally communicate the violation of the Rules of Conduct when removing a patron or visitor for the day. Written warnings or trespass notices will be issued by registered mail or by authorized individuals on occasion.

3. Appeals & Reinstatements

- 3.1. A person has a right to appeal a decision to suspend library privileges, in writing, to Lambton County Library during the period of the suspension.
- 3.2. Lambton County Library will use the following criteria when determining whether to grant an appeal or to reinstate Library privileges:
 - 3.2.1. The safety of the public and library staff and the circumstances surrounding the suspension;
 - 3.2.2. The past behaviour of the person making the application with regard to the Rules of Conduct;
 - 3.2.3. The person's reasons for appealing his / her suspension or seeking reinstatement, as well as other mitigating factors;
 - 3.2.4. Where applicable, whether the person has reimbursed the Library for all expenses incurred as a result of the person's actions;
 - 3.2.5. Whether the suspension procedures were applied in accordance with the provisions of this Policy.
- 3.3. A person may appeal the suspension within no more than 30 days of the suspension by using the Appealing a Library Suspension Form available online or request the form be mailed to the patron / visitor. An appeal can also be requested in writing; however, it must include the following:
 - 3.3.1. Patron's name

- 3.3.2. Patron's address and telephone number
- 3.3.3. Location and date of suspension
- 3.3.4. Detailed reason for appeal and appellant's arguments for appealing the decision under appeal
- 3.4. The General Manager, Cultural Services (or designate) will review the appeal and make a decision. His / her decision is final.
- 3.5. At the conclusion of the suspension, a patron / visitor must ask for his / her Library privileges to be considered for re-instatement. Requests for re-instatement are to be directed to the Manager, Library Services and completed on the Request for Re-instatement of Library Privileges Form available online. The form can also be mailed to a patron / visitor upon request. A request for re-instatement of library privileges can also be requested in writing; however, it must include the following:
 - 3.5.1. Patron's Name
 - 3.5.2. Patron's Address and Telephone Number
 - 3.5.3. Location and Date of Suspension
 - 3.5.4. Reasons for Requesting Re-instatement

ASSOCIATED DOCUMENTS

Canadian Charter of Rights and Freedoms
The Corporation of the County of Lambton Workplace Violence, Harassment and Sexual Harassment Prevention Policy (H04.18(a))
Lambton County Library Appealing a Library Suspension Form
Lambton County Library Children's Services Policy
Lambton County Library Request for Re-instatement of Library Privileges Form
Ontario Human Rights Code

POLICY HISTORY

REVISION	DATE	PREPARED BY
Revised	September 18, 2024	Manager, Library Services
Revised	January 1, 2020	Manager, Library Services
Revised	October 1, 2015	Branch Services Manager
Created	July 2, 2001	Chief Librarian

 <p style="text-align: center;">CULTURAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	MUSEUMS, GALLERY AND ARCHIVES
PREPARED BY:	Laurie Webb, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
SUBJECT:	Museums, Gallery and Archives Collections Management May to July, 2024

BACKGROUND

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

As the governing body of the Museums, Gallery and Archives, Committee must review all artifact 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 and Archives. The following list of donations is from the month of May to July 2024.

DISCUSSION

Recommended for Acceptance

Attached are 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 May to July 2024.

Attachment A – Museums and Archives Donations
Attachment B – Judith & Norman Alix Art Gallery Donations

Recommended for Refusal

Many items are offered the Museums, Gallery and Archives for donation. Items are reviewed for fit within the collecting mandate at the respective site, whether they are

Museums, Gallery and Archives Collections Management May to July, 2024 (page 2) September 18, 2024

already represented in the collection and what condition the object is in prior to acceptance into the permanent collection. The list below outlines objects were offered for donation in the month of May to July 2024 and are recommended for refusal.

Institution	Details	Reason for Refusal	Donor
Lambton County Archives	Box of misc. non-local history books, hobby magazines, and pamphlets.	Outside of collections mandate. Referred to Forest or Moore Museum.	Name not given.
Lambton County Archives	General Canadian History Atlas (2).	Outside of Collections Mandate. Referred donor to Attic Books.	Name not given.
Lambton Heritage Museum	Replicas of steam engine, threshing machine, and water wagon, made by Teeswater Custom Tractor from models produced in Waterloo.	No local provenance. Potential donor said she would reach out to St. Mary's Museum.	Sandy Forbes
Lambton Heritage Museum	View Master with cards.	Duplicate of items in collection. Referred to Moore Museum.	Sandra Lamoureux
Lambton Heritage Museum	Plaques from Oil Springs Seniors Club.	Duplicate of items already in collection. Referred to local Legion.	Norm Sites
Lambton Heritage Museum	Baseball uniform and clip on ice skates.	Duplicate of items in collection. Referred to Moore or Sombra Museum.	Jean Armstrong
Lambton Heritage Museum	Player piano.	No local provenance. Duplicate of item already in collection.	Barb Crowell

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Lambton Heritage Museum	Typewriter.	Duplicate of item already in collection.	Name not given.
Lambton Heritage Museum	Family bible.	Duplicate of items already in collection. Referred to Lambton County Archives.	Mary Metcalfe
Lambton Heritage Museum	Complete set of Britannica Encyclopedias.	No local provenance.	Name not given.
Lambton Heritage Museum	Yardsticks from Inwood.	Duplicate of item already in collection.	Elgin County Museum
Lambton Heritage Museum	Nursing Cape.	Duplicate of item in collection. Referred to Moore or Sombra Museum.	Nancy Kennedy
Lambton Heritage Museum	Book, Lambton County's 100 Years.	Duplicate of item already in collection.	James (no last name given)
Lambton Heritage Museum	Wooden lawn bowls.	Duplicate of items already in collection. Referred to Forest Museum.	Karen Kuley
Lambton Heritage Museum	Two CCM bicycles.	Duplicates of items already in collection. Referred to Moore and Sombra Museum.	Larry Moore
Lambton Heritage Museum	Quilt handmade by Angus Dunn of Mandaumin.	Duplicate of items already in collection. Referred to Plympton-Wyoming Museum.	Dorothy Sterling
Oil Museum of Canada	Sculpture of a paper mâché woman on a wagon with a horse. Made by the donor's	Outside of collection mandate.	Name not given.

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	grandfather. Made in Brantford.	Referred to Moore Museum, Sombra, and Brant Historical Society.	
Oil Museum of Canada	Polysar items: acrylic mug, pen, key chain and scraper.	Duplicate of items in our collection.	G.J. Terry North

Recommended for Deaccession

On an ongoing basis, the Curators at each facility review the collection for objects that are duplicates, in poor condition, are not relevant to the museum mandate, or are better suited at another institution. As these items are identified for removal from the collection (deaccessioned), they are brought before committee for approval. Below is a list of objects identified for deaccession.

Institution	Accession Number	Object	Rationale
Lambton Heritage Museum	LHM E.1977.708	Serve ware.	Duplicate of item in collection with no local provenance.
Lambton Heritage Museum	LHM W.1976.2237	Crock.	Duplicate of item in collection with no local provenance.
Lambton Heritage Museum	LHM W.1976.2363	Earthenware pitcher.	Duplicate of item in collection with no local provenance.
Lambton Heritage Museum	LHM W.1976.2212	Serve ware.	Duplicate of item in collection with no local provenance.
Lambton Heritage Museum	LHM 1991.009.25 a-b	Glass bottle.	Duplicate of item in collection with no local provenance.
Lambton Heritage Museum	No accession number	Orange rotary phone and black desk phone.	Duplicates of item already in the collection.

FINANCIAL IMPLICATIONS

The cost associated with the acceptance of items into the permanent collection and commitment to ongoing stewardship of material culture is incorporated into the annual operating budgets of the department.

CONSULTATIONS

This report involved consultation with collections and curatorial staff of the Museums, Gallery and Archives department.

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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.*"

CONCLUSION

Artifact donations to the Museums, Gallery and 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. Ongoing review of the collection and removal of items not relevant to the collection mandate, in poor condition or duplicates follow good collection management practices, ensure the collection is reflective of the community at large and provide space for ongoing artifact donations.

RECOMMENDATION

That the Museums, Gallery and Archives Collections Management May to July, 2024 Report be accepted, and items recommended for acceptance to, or removal from, the collection be approved for inclusion in or removal from, as applicable, the respective permanent collections.

Museums and Archives Donations May to July, 2024

Council Rept. Equals 18/09/2024

Institution	Council Report Information	Contact	City
Lambton County Archives	Carruthers, McDonald, Harley Histories.	Heather Wallis	Alvinston
Lambton County Archives	16mm film 1931 to 1938 Girl Guide Parade in Sarnia near St. George Church.	Judith MacDonald	Sarnia
Lambton County Archives	Book - History of Thedford Buildings and Businesses.	Garry Glenn	Thedford
Lambton County Archives	Commemorative Family History of Robert J. White and Euphemia (McLean) White.	Douglas White	Mooretown
Lambton County Archives	County of Lambton Road Map, 1995, Lambton County 911 available newspaper, Revision of Federal Electoral Boundaries Proposal.	Leslie Fraczyk	Watford
Lambton County Archives	Diaries and photos of Charles Phelps and Wood Family.	James Phelps	Lindsay
Lambton County Archives	Documents and one scrapbook pertaining to the operation of Marthaville United Church.	Gail Moore	Petrolia
Lambton County Archives	Documents relating to Donald Ferguson including death and estate.	Dawn Spelling	Petrolia
Lambton County Archives	Family history binders plus additional research by Cathy Wagner.	Heather Wallis	Alvinston
Lambton County Archives	Four pictures and two Eastern Star pages from a conference in Toronto, 2016.	Mary Lynne McCallum	Petrolia
Lambton County Archives	Information, meeting minutes, presentation notes, magazines, and agendas on the Bluewater Bridge Authority.	Louie Mele	Point Edward
Lambton County Archives	Local history and photographic scrapbooks of the Moore Township history.	Rosemary Bradshaw	Courtright
Lambton County Archives	Material pertaining to the Turner family including drainage documents, trapping information, Lambton County planning letters, and a Lambton County calendar. Material is ca. 1940s to 1980s.	Roy Turner	Sarnia

Institution	Council Report Information	Contact	City
Lambton County Archives	Minutes of the Quilters Care of Lambton Shores Organization, organization history booklet.	Annette Hitchins	Theford
Lambton County Archives	News clippings on Lambton County, Commemorative pamphlets on Petrolia Organizations, Vidal Family Fonds.	Arthur McClelland	London
Lambton County Archives	Nichols and Grose family history.	Merv Howes	Chatham
Lambton County Archives	Obituaries of local residents and Lambton County Plowing Match ephemera.	Marion Henderson	Petrolia
Lambton County Archives	Select Lambton College Yearbooks, course calendars, and art prints of scenes around Sarnia.	Danielle Simmons	Sarnia
Lambton County Archives	Souvenir Views of Sarnia book.	Sue Ashton	Wyoming
Lambton County Archives	The Wanstead Co-op Story 50 years (2 Books), 60 years (2 Books), 1924 to 1994 (1 Book).	Wanstead Farmer's Co-operative	Wyoming
Lambton County Archives	WWII Letters of John James.	Joanne Vogel	Chelsey
Lambton Heritage Museum	Automatic knitting machine.	Patsy Nesbitt	Alvinston
Lambton Heritage Museum	Boy Scout uniform from Theford.	Alice Goodall	Petrolia
Lambton Heritage Museum	First World War signature quilt from the Greenway Methodist Sunday School.	Mary Webb	Essex
Lambton Heritage Museum	Handmade wedding dress of Christina Wehlann of Euphemia Township from July 1913.	Keith Johnston	London
Lambton Heritage Museum	Pharmacy bottles from local businesses.	Gini Newman	Petrolia
Lambton Heritage Museum	Projection screen and carrying case from Grand Bend cottage.	Richard Fanning	Grand Bend
Lambton Heritage Museum	Red Polymer fireman helmet, c. 1940s.	Lee Burrows	Dresden
Lambton Heritage Museum	Sarnia Old Home Week medal belonging to Harvey W. Wilson.	Shelagh Ross	London
Lambton Heritage Museum	School bell and souvenir plate from S.S. #3 Bosanquet, children's leather gloves.	Catharine O'Donnell	London
Lambton Heritage Museum	Silver commemorative medallion presented to John Goodison.	Stuart Lorriman	Head of Saint Margaret's Bay

Institution	Council Report Information	Contact	City
Lambton Heritage Museum	Two long, colourful wraps used to swaddle babies. Hand pump used to spray vines and fruit trees in rural Italy.	Ron Longo	Sarnia
Oil Museum of Canada	Cardboard medallion for Sunoco 50th anniversary.	Shauna Carr	Sarnia
Oil Museum of Canada	Homemade 'ash tray' using local fossils, oil provided by the museum, and resin.	Julia Cardiff	Petrolia
Oil Museum of Canada	Letterhead from Petrolia oil and gas company.	Hamish Lawrence	London
Oil Museum of Canada	Persian Rug 55" x 79"	Jan Seabrook	Sarnia
Oil Museum of Canada	Various items with Polysar branding.	G.J Terry North	Sarnia
Lambton Heritage Museum	Plaque commemorating the liberation of Holland in WWII.	County Administration Building	Wyoming
Lambton Heritage Museum	Lambton 175 Heritage Champion Medal.	Cultural Services, County of Lambton	Wyoming
Lambton Heritage Museum	Grain Bag from Arkona Mill.	Ian Mason	Brigden

Judith & Norman Alix Art Gallery Donations May to July, 2024

1. Walter George Tolles, 1876 to 1946
 painting
 Untitled, date unknown
 oil on board
 22.9 × 30.5 cm (9 × 12 in.)
 Gift of Cathryn McCormick
 024.001.001
 PC Storage, Solander Case 15 (22 May 2024)



2. Walter George Tolles, 1876 to 1946
 painting
 Lake Erie, date unknown
 oil on board
 22.2 × 30.2 cm (8 3/4 × 11 7/8 in.)
 Gift of Cathryn McCormick
 024.001.002
 PC Storage, Solander Case 15 (22 May 2024)



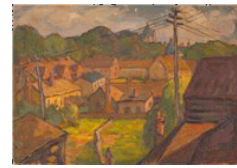
3. Walter George Tolles, 1876 to 1946
 painting
 Untitled, date unknown
 oil on board
 22.9 × 30.5 cm (9 × 12 in.)
 Gift of Cathryn McCormick
 024.001.003
 PC Storage, Solander Case 15 (22 May 2024)



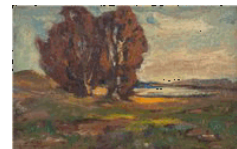
4. Walter George Tolles, 1876 to 1946
 painting
 Untitled, date unknown
 oil on board
 22.9 × 30.5 cm (9 × 12 in.)
 Gift of Cathryn McCormick
 024.001.004
 PC Storage, Solander Case 15 (22 May 2024)



5. Walter George Tolles, 1876 to 1946
 painting
 Untitled, 1933
 oil on board
 26 × 35.6 cm (10 1/4 × 14 in.)
 Gift of Cathryn McCormick
 024.001.005
 PC Storage, Solander Case 15 (22 May 2024)



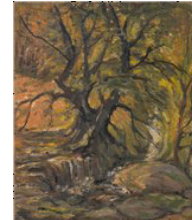
6. Walter George Tolles, 1876 to 1946
 painting
 Quietude, date unknown
 oil on board
 15.2 × 23.2 cm (6 × 9 1/8 in.)
 Gift of Cathryn McCormick
 024.001.006
 PC Storage, Solander Case 15 (22 May 2024)



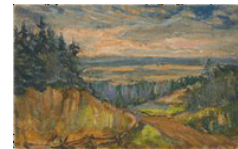
7. Walter George Tolles, 1876 to 1946
 painting
 Untitled, date unknown
 oil on board
 15.2 × 23.2 cm (6 × 9 1/8 in.)
 Gift of Cathryn McCormick
 024.001.007
 PC Storage, Solander Case 15 (22 May 2024)



8. Walter George Tolles, 1876 to 1946
 painting
 Rock Glen, 1941
 oil on board
 23.2 × 19.1 cm (9 1/8 × 7 1/2 in.)
 Gift of Cathryn McCormick
 024.001.008
 PC Storage, Solander Case 15 (22 May 2024)



9. Walter George Tolles, 1876 to 1946
 painting
 Untitled, 1938
 oil on board
 15.2 × 23.5 cm (6 × 9 1/4 in.)
 Gift of Cathryn McCormick
 024.001.009
 PC Storage, Solander Case 15 (22 May 2024)



10. Walter George Tolles, 1876 to 1946
 painting
 Untitled, 1912
 watercolour on paper
 19.1 × 27.9 cm (7 1/2 × 11 in.)
 Gift of Cathryn McCormick
 024.001.010
 PC Storage, Solander Case 15 (22 May 2024)



11. Susan Dobson, b. 1965
 photograph
 Mapping Terrain, 2020-2021
 archival pigment print
 35 × 47.5 cm (13 3/4 × 18 11/16 in.)
 Gift of the artist
 024.002.001
 (no location specified)



12. Susan Dobson, b. 1965
 photograph
 ReLocation (1), 2020-2021
 archival pigment print
 35 × 49 cm (13 3/4 × 19 5/16 in.)
 Gift of the artist
 024.002.002



(no location specified)

13. Susan Dobson, b. 1965
photograph
ReLocation (2), 2020 to 2021
archival pigment print
35 × 49 cm (13 3/4 × 19 5/16 in.)
Gift of the artist
024.002.003
(no location specified)



-
14. Susan Dobson, b. 1965
photograph
ReLocation (3), 2020 to 2021
archival pigment print
35 × 49 cm (13 3/4 × 19 5/16 in.)
Gift of the artist
024.002.004
(no location specified)



 <p style="text-align: center;">LONG-TERM CARE DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	ADMINISTRATION
PREPARED BY:	Michael Gorgey, General Manager
REVIEWED BY:	Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Long-Term Care Occupancy – 2023 and 2024

BACKGROUND

The Long-Term Care Division (“**Division**”) manages and operates three Long-Term Care Homes (“**LTCH**”) within Lambton County: Marshall Gowland Manor in Sarnia, Lambton Meadowview Villa in Petrolia, and North Lambton Lodge in Forest. Together, these homes have a total of 339 beds.

The Division’s financial model is directly linked to its occupancy rates, with the provincial funding policy stipulating that each LTCH must maintain an average annual occupancy rate of 97% to optimize funding. This threshold is crucial for sustaining operational budgets and ensuring that adequate resources are available to meet the care needs of residents.

DISCUSSION

The *Fixing Long-Term Care Act, 2021* (“**FLTCA**”) governs the operational and funding policies of long-term care homes in Ontario. Under this Act, the *Level of Care Per Diem Funding Policy* outlines the financial structure, including specific rules and conditions under which LTCHs receive daily funding based on the level of care provided (Level of Care Per Diem). The funding an LTCH receives is determined by the number of approved beds and the percentage of those beds that are occupied throughout the year.

To receive 100% of the Level of Care (“**LOC**”) per diem funding, LTCHs must maintain a minimum occupancy rate of 97%. If this target is not met, the home receives funding based only on actual "resident days" (the days beds are physically occupied by residents), as per the conditions outlined in the policy. This structure makes maintaining high occupancy rates essential for LTCHs to access full funding, thus ensuring optimal operation.

For the period spanning the third and fourth quarters of 2023 and the first and second quarters of 2024, the attached occupancy reports detail each County LTCH's performance

in meeting these funding thresholds. It is worth noting that all three LTCHs have experienced strong demand, with significant waitlists across all levels of accommodation. However, achieving these occupancy targets can be challenging, particularly when admissions are paused due to outbreak protocols being activated in response to infectious disease events.

Lambton County LTCHs are actively working to fill all available beds as quickly as possible. The ongoing demand for long-term care, as indicated by the significant waitlists across all three LTCHs, highlights the increasing need for such services in the community.

Admissions can be delayed for various reasons, such as pending assessments by Ontario Health atHome, delays in bed offer acceptance, or the need to accommodate internal waitlists for residents wishing to transfer between different levels of accommodation within the same LTCH. However, by continuing to closely manage factors affecting admissions and bed availability, the County's LTCHs are well-positioned to maintain full funding, meet the growing needs of the aging population, and provide consistent, high-quality care to our elders.

FINANCIAL IMPLICATIONS

Maintaining occupancy rates is critical to the financial stability of LTCHs, as it directly impacts revenue generated through the 'Other Accommodation' funding envelope. Several factors contribute to fluctuations in revenue, primarily the ability to sustain high occupancy levels.

Delays in admissions, stemming from external assessments, infection control measures, and resident preferences, can create short-term revenue shortfalls. For instance, during outbreaks, admissions are temporarily halted, reducing the number of resident days that can be counted toward the occupancy target. Additionally, multiple bed offers may be made before a prospective resident accepts placement, further prolonging vacancy periods.

To manage these fluctuations, each LTCH within the Division maintains internal waitlists to ensure swift transfers between accommodation levels, maximizing bed utilization and mitigating financial risks associated with vacancies.

CONSULTATIONS

None.

STRATEGIC PLAN

In keeping with the Mission Statement of the County of Lambton, the programs provided by this Division contribute to the enhanced quality of life in Lambton County through building a community where residents are safe and healthy; feel a sense of belonging, pride, and purpose; and care for one another.

CONCLUSION

All three County of Lambton Long-Term Care Homes (LTCHs) are currently operating at full capacity, meeting the Ministry of Health and Ministry of Long-Term Care’s requirement for at least 97% occupancy to receive full LOC per diem funding. This achievement ensures the homes are maximizing their funding, which is critical to maintaining high standards of care. Despite challenges such as outbreaks and delayed admissions, effective management has allowed the homes to fill beds and sustain occupancy targets.

The ongoing demand for long-term care, as indicated by the significant waitlists across all three LTCHs, highlights the increasing need for such services in the community. By continuing to closely manage factors affecting admissions and bed availability, the County’s LTCHs are well-positioned to maintain full funding, meet the growing needs of the aging population, and provide consistent, high-quality care to our elders.

COUNTY OF LAMBTON - LONG TERM CARE DIVISION
2024 OCCUPANCY REPORT

Period:	Jan to June											
YTD Days =	182											
	Lambton Meadowview Villa				Marshall Gowland Manor				North Lambton Lodge			
Approved Beds	125				126				88			
Total Occupancy (Based on Beds)	2024		2023		2024		2023		2024		2023	
	#	%	#	%	#	%	#	%	#	%	#	%
Long Term Care	123	98%	121	97%	124	98%	126	100%	88	100%	88	100%
Year-to-Date												
Total Available Elder Days	22,750		22,625		22,932		22,806		16,016		15,928	
*Ministry Funding Target (97%)	22,068		21,946		22,244		22,122		15,536		15,450	
Actual YTD	22,334	98.2%	44,544	97.6%	22,584	98.5%	45,495	98.9%	16,006	99.9%	31,799	99.0%
Bed Breakdown												
Private Beds	60	49%	52	43%	48	39%	49	39%	33	38%	33	38%
Semi-Private Beds	13	10%	11	9%	26	21%	25	20%	18	20%	15	17%
Ward Beds	50	41%	58	48%	50	41%	52	41%	37	42%	40	45%

*Based on Long Term Care beds

 <p style="text-align: center;">CORPORATE SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LEGAL SERVICES / CLERK'S
PREPARED BY:	Olivia Leger, General Manager
REVIEWED BY:	Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
SUBJECT:	Procedural By-Law - Committee of the Whole Trial Period

BACKGROUND

At its November 29, 2023, meeting, County Council passed the following resolution:

#16: Case/Bradley:

That the Committee A.M. and Committee P.M. structure be replaced with a single Committee of the Whole, on a one-year trial basis beginning in January 2024, with meetings set to start at 9:00 a.m. on the third Wednesday of each month as scheduled.

Carried.

Accordingly, County Council adopted By-Law No. 4 of 2024 (Appendix “A”) to formally implement Council’s direction on a one-year trial basis beginning in January 2024 and ending on December 31, 2024.

The purpose of this report is to seek Council’s direction on its Standing Committee(s) of Council following the Trial Period.

DISCUSSION

Currently, the County’s Procedural By-Law (By-Law No. 33 of 2014, as amended) includes the temporary establishment of the Committee of the Whole. Pursuant to Council’s direction, the Committee of the Whole operates on a one (1) year trial basis ending on December 31, 2024 (“**Trial Period**”), unless otherwise directed by Council.

During the Trial Period, the two (2) Standing Committees of Council, namely Committee AM and Committee PM collapsed into one (1) Standing Committee of Council, namely Committee of the Whole. The responsibilities of Committee AM and Committee PM became the responsibilities of the Committee of the Whole.

As the expiry of the Trial Period is approaching, staff is seeking Council's direction on its Standing Committee(s) of Council.

Continue with Committee of the Whole

Should Council wish to permanently replace the Committee AM and Committee PM structure with the Committee of the Whole, staff suggest that Council adopt **recommendation # 1** identified below. If the Committee of the Whole continues, there will be no substantial changes to the current structure and the 2025 committee membership appointments (i.e. Committee of the Whole Chair and Vice-Chair, Audit Committee, CLAAC, Woodlands Hearing Board, etc...) will take place at the Warden and Deputy Warden Election on December 4, 2024.¹

Return to Committee AM/PM

Should Council wish to return to the Committee AM and Committee PM structure, staff suggest that Council adopt **recommendation # 2** identified below. If Council directs for the Committee AM and Committee PM structure to resume, the first meeting will take place at the Warden and Deputy Warden Election on December 4, 2024.

Notwithstanding the foregoing options presented to Council, Council may wish to provide alternative direction.

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

None.

STRATEGIC PLAN

Not applicable.

CONCLUSION

County Council replaced the Committee AM and Committee PM structure with a single Committee of the Whole on a Trial Period ending on December 31, 2024. As the expiry of

¹ Staff will provide a report to Council detailing the process of the Warden and Deputy Warden Election as well as the various meetings and appointments that will take place following the Election. The meeting immediately following the Election may be slightly modified, depending on Council's direction on its Standing Committee(s) of Council.

the Trial Period is approaching, staff is seeking direction from Council on its Standing Committee(s) of Council.

RECOMMENDATION

Recommendation # 1 – Continue Committee of the Whole

1. That the **Committee AM and Committee PM structure be replaced with a single Committee of the Whole, on a permanent basis and that By-Law No. 33 of 2014 be updated accordingly to give effect to the foregoing; and**
2. That the **appropriate By-Law be presented to Council for its consideration at its next meeting.**

Recommendation # 2 – Return to Committee AM/PM

1. That the **temporary Committee of the Whole be replaced with the Committee AM and Committee PM structure, on a permanent basis and that By-Law No. 33 of 2014 be updated accordingly to give effect to the foregoing; and**
2. That the **appropriate By-Law be presented to Council for its consideration at its next meeting.**

Appendix A

THE CORPORATION OF THE COUNTY OF LAMBTON

BY-LAW NO. 4 OF 2024

"A By-Law to Amend By-Law No. 33 of 2014"

WHEREAS By-law No. 33 of 2014 (the "**By-Law**") governs the calling, place and proceedings of all Council meetings, including committee meetings, of The Corporation of the County of Lambton.

AND WHEREAS this Council desires to temporarily amend its Standing Committees of Council to establish one (1) Standing Committee of Council, namely the Committee of the Whole, and make consequential amendments to the By-Law for a one (1) year trial period ending on December 31, 2024.

NOW THEREFORE the Council of The Corporation of the County of Lambton enacts as follows:

1. By-Law No. 33 of 2014 is hereby amended, as follows:

- (I) Part 24 shall be temporarily lifted for a period of one (1) year ending on December 31, 2024 (the "Trial Period") and replaced on an interim basis with the following Part 24(1). Upon the expiry of the Trial Period, Part 24 shall continue in its operations as if never affected and the following interim Part 24(1) shall discontinue in its entirety.
- (II) **Add Interim Part 24(1) that reads as follows:**
 - 24(1)(a) During the Trial Period, there shall be one (1) Standing Committee of Council, being the Committee of the Whole.
 - 24(1)(b) The Committee of the Whole will meet from 9:00 AM to 11:00 AM every third Wednesday of the month.
 - 24(1)(c) Membership for the Committee of the Whole shall be County Council.
 - 24(1)(d) The responsibilities of the Committee of the Whole shall be to develop policies and programs and make recommendations to County Council on matters related to:
 - Infrastructure & Development Services Division
 - Public Health Services Division - Emergency Medical Services Department
 - Cultural Services Division

- Long-Term Care Division
- Corporate Services Division
- Finance, Facilities and Court Services Division
- Social Services Division

24(1)(e) The Committee of the Whole shall elect a Chair and Vice Chair annually in the first month of the calendar year.


24(1)(f) Each Member of the Committee of the Whole shall have a single vote at the Committee of the Whole.

2. By-Law 33 of 2014 as amended is hereby ratified and confirmed in all other respects.
3. This By-law 4 of 2024 and, for greater certainty the amendments stipulated in paragraph 1 above to By-Law No. 33 of 2014, shall come into force and effect upon the date of passing hereof and shall expire on December 31, 2024.

THIS BY-LAW read a first, second and third time and finally passed this 7th day of February, 2024.

Kevin Marriott
Warden

Olivia Leger
Clerk

 <p style="text-align: center;">FINANCE, FACILITIES AND COURT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	COURT SERVICES
PREPARED BY:	Kelly Wiebenga, Supervisor
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Court Services – 2024 2nd Quarter Statistics and Activity

BACKGROUND

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

DISCUSSION

Total Charges Received

In the second quarter of 2024, the Department recorded a total of 5,077 charges received. This represents an increase of 896 charges or 21% from last quarter. In comparison to the second quarter of 2023, charges have increased by 2,039 or 67%.

The Ontario Provincial Police (“**OPP**”) has continued to record an increase in this quarter with a total of 2,240 charges laid, up by 735 charges from the first quarter. When compared to the second quarter of 2023, charges increased by 997 or 80%.

With a total of 739 charges laid, Sarnia Police are up 17% since last quarter but are down 17% in comparison to the same quarter in 2023. This spring, Sarnia Police reinstated its Traffic Unit which consists of a Sergeant and two Constables, and anticipates that this unit will be producing a large quantity of charges through their enforcement.

The Ministry of Transportation (“**MTO**”) continued to record an increase of 183 charges or 25% since last quarter. Compared to the same quarter in 2023, MTO charges have increased by 99%. Charges laid by Municipalities totalled 1,064 in this quarter. This represents a slight decrease of 137 charges or 11% since last quarter; however, in comparison to the second quarter of 2023, charges laid by Municipalities have increased by 283%.

In this quarter, *Highway Traffic Act* charges account for 63% of the total charges laid. Municipal By-Laws account for the second highest charges laid amongst the agencies, totalling 21% of the total charges laid.

Courtroom Activity

As a result of two (2) additional “blitz” courts being provided by the Regional Senior Justice of the Peace in April, and court returning to full operations starting in June, there were a total of 17 courts operating during this second quarter, up from 14 courts operating in the first quarter. In addition, there were 3 judicial pre-trial dates held. In total, there were 2,298 cases heard in the second quarter, which marks an increase of 372 cases heard from the first quarter.

Early Resolution Meetings

The Municipal Prosecutor held a total of three (3) full days of Early Resolution Meetings, with those resolved matters being added to the court dates for pleas to be entered.

The MTO Prosecutor held a total of one (1) full day of Early Resolution Meetings in this quarter, with those matters being added to the court dates for pleas to be entered.

Although Court Services is officially a dedicated Early Resolution Court, the Department continues to address both Early Resolution and Non-Early Resolution backlog.

New Fines Ordered

New Fines Ordered totalled \$778,140, an increase of \$223,697 compared to the same quarter last year. It should be noted that of the new fines ordered, \$257,740 of that amount is federal. Accordingly, when those fines are paid, that revenue is received by the province.

Enforcing Payment of Court-Ordered Fines

During the reporting period, collections staff reported that \$168,567 was collected in-house, with third party collections recording \$45,816; an increase of \$53,019 and a decrease of \$31,736 respectively, over the previous quarter.

FINANCIAL IMPLICATIONS

As a result of the increase in fines and charges laid thus far, it is projected that revenue targets for 2024 will be achieved.

CONSULTATIONS

Not applicable.

STRATEGIC PLAN

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

CONCLUSION

The Court Services Department has resumed full court operations as of June and continues to schedule the backlog of court cases and move matters forward. It is projected that as a result of the increase in fines and charges received thus far, revenue targets for 2024 will be achieved.

**Quarterly Statistical Report - Court Services Department
Executive Summary - Provincial Offences Administration 2024**

		Q1	Q2	Q3	Q4	YTD Total	2023 Total	% Prior
Charges by Act	Highway Traffic	2,493	3,220	-	-	5,713	8,423	68%
	Liquor License	36	259	-	-	295	898	33%
	Cannabis Act	21	22	-	-	43	45	96%
	Mun By-laws	1,207	1,076	-	-	2,283	2,876	79%
	Prov Other	424	500	-	-	924	1,662	56%
	Total Current Year	4,181	5,077	-	-	9,258	13,904	67%
							2023 Total	% Prior
Charges by Agency	Min of Transportation	721	904	-	-	1,625	2,152	76%
	Municipalities	1,201	1,064	-	-	2,265	2,817	80%
	OPP	1,505	2,240	-	-	3,745	5,152	73%
	Other	123	130	-	-	253	556	46%
	Sarnia Police	631	739	-	-	1,370	3,227	42%
	Total Current Year	4,181	5,077	-	-	9,258	13,904	67%
							2023 Total	% Prior
Charges Received	Part 1 - Prov Offence	2,613	3,818	-	-	6,431	10,823	59%
	Part 2 - Parking	1,185	783	-	-	1,968	1,784	110%
	Part 3 - Summons	383	476	-	-	859	1,297	66%
	Total Current Year	4,181	5,077	-	-	9,258	13,904	67%
	Total Prior Year	2,723	3,038	5,158	2,985			
	Change +/- Volume	1,458	2,039	5,158	2,985			
	Change +/- %	154%	167%	0%	0%			
		Q1	Q2	Q3	Q4	YTD Total	2023 Total	% Prior
Courtroom Activity	Part 1	786	1025	-	-	1,811	2,485	73%
	Part 2	10	16	-	-	26	5	520%
	Part 3	1,130	1257	-	-	2,387	5,408	44%
	Federal	-	-	-	-	-	-	-
	Total Current Year	1,926	2,298	-	-	4,224	7,898	53%
	Total Prior Year	2,285	2,053	1,697	1,863			
	Change +/- Volume	359	245	1,697	1,863			
Change +/- %	84%	112%	0%	0%				
		Q1	Q2	Q3	Q4	YTD Total	2023 Total	% Prior
New Fines Ordered RICO1005	Federal	\$ 39,930	\$ 257,740	\$ -	\$ -	\$ 297,670	\$ 179,915	165%
	Highway Traffic	\$ 271,257	\$ 305,748	\$ -	\$ -	\$ 577,005	\$ 1,046,261	55%
	Liquor License	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050	0%
	Mun By-laws	\$ 16,025	\$ 6,885	\$ -	\$ -	\$ 22,910	\$ 76,012	30%
	Parking	\$ 42,938	\$ 28,427	\$ -	\$ -	\$ 71,365	\$ 65,776	108%
	Prov Other	\$ 123,755	\$ 179,340	\$ -	\$ -	\$ 303,095	\$ 824,490	37%
	Total Current Year	\$ 493,904	\$ 778,140	\$ -	\$ -	\$ 1,272,044	\$ 2,193,504	58%
	Total Prior Year	\$ 529,818	\$ 554,443	\$ 543,228	\$ 566,015		-\$ 921,460	0
	Change +/- Volume	-\$ 35,914	\$ 223,697	-\$ 543,228	-\$ 566,015			
	Change +/- %	93%	140%	0%	0%			
		Q1	Q2	Q3	Q4	YTD Total		
Fine Payments	Current, Own Office	\$ 162,766.17	\$ 289,531.97	\$ -	\$ -	\$ 452,298		
CAMS in house	Defaulted / Overdue	\$ 115,548	\$ 168,567	\$ -	\$ -	\$ 284,116		
CAMS	Collection Agencies	\$ 77,552	\$ 45,816	\$ -	\$ -	\$ 123,368		
3-1110	Other POA Locations	\$ 51,923	\$ 50,007	\$ -	\$ -	\$ 101,930		
	LESS: Refunds, Adj., etc.							
FMW-Fine totals	Total	\$ 407,790	\$ 553,922	\$ -	\$ -	\$ 961,712		
<i>YTD excludes reimbursements to other courts and the Province.</i>								
		2024	2023	2022	2021	2020		
O/S Accounts Rec'ble	A/R MAR/2024	\$ 3,312,939	\$ 2,892,824					
	New Revenue	\$ 778,140	\$ 566,015					
	Less Current Fines Pd	\$ 111,601	\$ 149,948					
	Less Overdue Fines Pd	\$ 168,567	\$ 119,936					
	Less Fines Pd at Agency	\$ 45,816	\$ 65,219					
	A/R JUN/2024	\$ 3,765,095	\$ 3,123,736	\$ 2,580,553	\$ 2,270,388	\$ 2,037,258		

 <p style="text-align: center;">FINANCE, FACILITIES AND COURT SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	FINANCIAL ADMINISTRATION SERVICES
PREPARED BY:	Lori Titus, CPA, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Reserves and Reserve Funds Status Report – Road to Recovery

BACKGROUND

In preparation for the 2025 County Budget, this report serves to update Council on its Reserves and Reserve Funds balances, and for the reasons identified within this report, provide Council with reserve recovery strategies for its consideration during its 2025 Budget approval process.

Budget 2024 Projected Balances

In the County’s 2024 Budget, the Financial Administration Services Department projected a year-end balance of \$65.8 million in reserves/reserve funds. As noted during budget deliberation, the \$65.8 million is significantly below the targeted thresholds as set out in the County’s Reserve and Reserve Funds Policy.

During the 2024 County Budget, Council authorized \$19.3 million in withdrawals from the County’s reserve funds.

In-Budget Additional Withdrawals

Since the adoption of its 2024 Budget, Council has authorized additional withdrawals of \$8.4 million from Reserves for the following purposes:

- The County of Lambton Community Development Corporation: \$1.4 million in recovery assistance;
- Lambton Shared Services Centre: \$ 6.5 million for its acquisition¹; and
- Capital Contingency \$0.5 million.

¹ Initially, the anticipated down payment was \$4.1 million, with the revised down payment amount being \$10.6 million. Note, however, that the additional investment is, conversely, resulting in additional revenues for the County.

Taking into account the above-noted additional withdrawals, the Financial Administration Services Department’s revised year-end estimated reserve fund balance is now \$57.4 million versus \$65.8 million projected at budget.

Approved Reserve Fund Policy Targets versus Current Balances

In July 2022, Council adopted its Reserve and Reserve Fund Policy that identified targeted thresholds considered reasonable and appropriate for the County of Lambton’s Tax Stabilization and Capital Investment Reserves fund balances.

The chart below reflects the approved targeted balances.

	Minimum	Maximum
Tax Stabilization Reserve	5% of budgeted tax levy	10% of budgeted tax levy
Capital Investment Reserves	5% of the net replacement value of the County’s Tangible Capital Assets	15% of the net replacement value of the County’s Tangible Capital Assets

As at the date of this report, there is an estimated shortfall of \$5.0 million in the County’s Tax Stabilization Reserve account alone.

There is also an estimated \$50 to \$60 million shortfall projected in the Capital Investment reserve account.

Accordingly, staff recommends that Council consider a reserve recovery strategy in its 2025 Budget deliberation and approval process. To assist staff in preparing the draft 2025 Budget, staff is advising Council that a reserve/reserve fund recovery strategy will be a key component for consideration in the 2025 Budget.

DISCUSSION

1. Tax Stabilization Reserve

Tax Stabilization Reserves are established by municipalities to generally provide a source of funds to offset significant “unforeseen expenditure increases or revenue losses” that would otherwise be financed through taxation. The County’s Tax Stabilization Reserve is not intended to offset tax increases caused by inflation or other expected events, but rather should be used in instances of financial urgency.

Council will recall that \$2.4 million (equivalent to 2.5% levy) was applied to general tax levy to mitigate against 2024 tax rate growth. A review of the Tax Stabilization Reserve shows that a projected balance by 2024 year-end of \$1.8 million in this reserve account, which is well below the targeted thresholds established by County Council in 2022. A targeted balance for this reserve should fall between \$5 to \$10 million based on the 2024 budgeted tax levy.

In light of the projected 2024 Tax Stabilization Reserve balance, and in light of its prior draws from this account to mitigate levy increases, **staff is suggesting that Council consider increasing its contribution to the Tax Stabilization Reserve in 2025 from \$0 in 2024 to \$1.5 million in 2025**, in an effort to recover its reserve account balance for future considerations.

In addition, it is also recommended that a balanced and phased in approach to reduce the reliance on the Tax Stabilization Reserve to mitigate tax rate growth start in the 2025 Budget. To that end, it is recommended that Council consider drawing \$1.2 million less in 2025 from that reserve and ultimately \$0 in 2026.

2. Capital Investment Reserve Funds

Capital Investment Reserve Funds are generally established to provide a source of funding for investments in Life Cycle Renewal, Service Improvement and Growth Infrastructure capital initiatives.

(A) Life Cycle Renewal: Total Net Replacement Value \$1.6 Billion (Core and Non-Core Assets)

The County's Corporate Capital Plan primarily includes funding for the renewal and rehabilitation of Life Cycle Renewal Capital. The current "net replacement value" of existing capital assets is estimated at \$1.68 billion and is primarily composed of "core" capital (roads and bridges) valued at \$912.4 million and non-core assets (Long-Term Care Homes, EMS facilities, housing, cultural facilities, technology, etc.) valued at approximately \$680 million.

(i) Core Assets – Roads and Bridges: \$912.4 Million

As highlighted in the County's 2024 Budget presentation, the County is facing a \$27 million infrastructure deficit for the life cycle renewal component of its core assets in roads and bridges over the next 10 years, or \$2.7 million annually. As indicated, the net replacement value of core assets is presently valued at \$912.4 million.

Reserve fund levels are significantly below the targeted thresholds for this asset category.

Therefore, to narrow the existing \$27.0 million infrastructure gap over the next 10 years, **staff is suggesting that a \$1.0 million increase to the Amortization Reserve be considered in the 2025 Budget and a \$500,000 annual increase** thereafter be considered in subsequent budget cycles until the infrastructure gap is completely addressed. Staff will continue to reassess this increase as the County's Asset Management Program continues to develop.

**(ii) Non-Core Assets – Total Replacement Value: \$650 Million +
(Preliminary Estimate)**

A preliminary analysis on this area of Reserve Fund levels indicates that substantial additional Reserve/Reserve Fund contributions are required in several of the non-core asset service areas (i.e. Long-Term Care Homes, cultural facilities, housing, and administrative buildings, etc.) to properly fund the operation, maintenance, renewal and replacement of these existing assets.

As required by provincial legislation, the County's Asset Management team along with Finance staff, will formulate the lifecycle management and funding strategies to ensure the most cost effective and efficient replacement, maintenance and rehabilitation for this asset category.

FINANCIAL IMPLICATIONS

The County has made some significant strategic investments in 2024, such as the acquisition of the Lambton Shared Services Centre, that have resulted in reduced reserve fund balances. As at Budget 2024 approved in March, \$19.3 million was authorized to be drawn from reserves, leaving a projected total reserve balance of \$65.8 million at year-end. However, during the year, Council approved an additional \$8.4 million in withdrawals from reserve funds, leaving a projected balance of \$57.4 million by year-end.

Maintaining adequate reserve and reserve funds is essential to the County's capacity to maintain service levels in current and future periods without incurring significant changes in annual taxation levels or putting services at risk.

Reserves and reserve funds are a critical component of the County's long-term financial planning.

In light of the foregoing, and in an effort to assist staff in preparing the 2025 Budget, staff recommends that Council establish a reserve fund recovery initiative to rebuild reserves to the level approved by Council in July 2022 when Council adopted its Reserve and Reserve Fund Policy. To that end, staff will include the additional contributions noted above in the 2025 Budget for Council's consideration. The financial impact thereof will result in an increase of \$2.5 million in reserve contributions in 2025 as well as a reduction of \$1.2 million in reserve draws previously relied upon to reduce in-year levy increases.

CONSULTATIONS

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

Reserves and Reserve Funds Status Report (page 5)
- Road to Recovery

September 18, 2024

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

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

It has been the long-term policy of Council to build and then maintain the County's Reserves and Reserve Funds at levels comparable to its peers and acceptable to its credit rater and the Province.



FINANCE, FACILITIES AND COURT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	DIVISIONAL SUPPORT SERVICES
PREPARED BY:	Stephanie Harper, CPA, Manager
REVIEWED BY:	Larry Palarchio, CPA, CMA, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
SUBJECT:	2025 New Capital Grant Requests

BACKGROUND

The County of Lambton continues to look for opportunities to ensure that our limited resources are used as effectively, efficiently, and as economically as possible for the upcoming 2025 Budget. As reported in the 2nd quarter 2024 budget monitoring report, cost containment efforts are being pursued across County Divisions to mitigate against a projected \$550,000 operational deficit. Cost containment is extremely important as the County anticipates budgetary challenges in 2025 and beyond.

Administration believes that continued cost containment strategies on discretionary spending such as extending the moratorium on "new" capital grant requests is important prior to heading into the 2025 Budget deliberations.

DISCUSSION

Under the *Municipal Act, 2001*, Council has the authority and ability to make grants to organizations. However, due to the current economic conditions and financial pressures required to meet the County's strategic goals for the 2025 Budget period, County of Lambton staff is recommending continuing the moratorium relating to accepting any new capital grant requests that was adopted in 2021.

Administration is forecasting financial challenges in key service areas including Affordable Housing, Homelessness, Long-Term Care, and Asset Management initiatives. In addition, the County will see increases in debt servicing costs related to the recent strategic investments made in the 2024 year.

The County of Lambton plans on continuing to provide base grant funding of approximately \$3.5 million to all the organizations it has previously committed grants to. It is important to recognize that some organizations the County has committed to are experiencing budgetary pressures that may need to be addressed in 2025.

CONSULTATIONS

General Managers 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

County Divisions will continue to monitor the financial impact of the environment and explore methods and opportunities to sustain the operations of key services. It is critical to prioritize activities that drive the highest value for the residents of Lambton County and align with the County's Strategic Plan.

RECOMMENDATION

That County Council authorize staff to continue the moratorium on any new capital grants for the 2025 County Budget as a response to controlling and containing costs in the upcoming 2025 Budget.

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Ian Hanney, Program Supervisor
REVIEWED BY:	Melissa Fitzpatrick, Manager Valerie Colasanti, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	2024 Homelessness Enumeration

BACKGROUND

The County of Lambton Social Services Division is a designated Reaching Home Community and partners with Housing, Infrastructure and Communities Canada (“**HICC**”) to meet the objectives of this program. The local delivery of the Reaching Home program is guided by a Community Advisory Board made up of local service provider agencies engaged in housing and homelessness prevention. To meet the requirements of HICC, Lambton County will conduct a homelessness enumeration in October 2024, building upon previous enumerations completed in 2018 and 2021. Data collected by HICC will be used to inform a national profile of homelessness issues.

DISCUSSION

The County of Lambton coordinated and conducted a homelessness enumeration in June 2021. The enumeration served two key objectives:

1. Participating in the national and provincial Point-in-Time (“**PiT**”) Count activities as required by both Employment and Social Development Canada (now HICC) and the province of Ontario; and
2. Conducting a Registry Week which significantly assisted in the enhancement of our local By-Name List (“**BNL**”) to better serve households at risk of or experiencing homelessness through real-time data.

The PiT Count provides a snapshot of homelessness in the community which includes demographic information about those experiencing homelessness, using a set of common questions developed by the Federal government.

The Registry week included the Vulnerability Index – Service Prioritization Decision Assessment Tool (“**VI-SPDAT**”) that now serves as the common assessment tool in the Lambton Coordinated Access System. The application of the VI-SPDAT required utilization of a consent to enter households into the locally administered Homeless Individuals and Families Information System (“**HIFIS**”), which can produce actionable real-time data such as the BNL.

Building upon the success of the 2021 Homelessness Enumeration, Lambton County introduced a host of improvement projects in strong partnership with many local service providers to achieve a “Quality BNL” and later a “Quality Coordinated Access System” as certified by Built for Zero Canada, a division of the Canadian Alliance to End Homelessness. In practice, dozens of trained specialized staff across many local service providers utilize HIFIS to ensure every individual known to be at risk of or experiencing homelessness, has real-time live information across numerous domains including housing. This quality real-time data enabled through strong local collaboration now serves as the highest standard of information that can be made available to guide homelessness prevention service delivery in Lambton County.

As previously described, and in contrast to the high-quality real-time data in HIFIS, the Homelessness Enumeration only serves as a snapshot of homelessness data. It necessarily describes an underreported level of homelessness when applied. The methodology of homelessness enumeration ensures continuity with previous iterations across Canada, but does not provide the detailed, reliable, real-time data that is enabled by our local Coordinated Access System. The outcomes of the 2024 homelessness enumeration must always be considered the absolute minimum, and the local BNL should instead be used as the more accurate tool for guiding local planning and service delivery.

The 2024 homelessness enumeration will be conducted during the second week of October. During this week, information will be gathered at various fixed-site partner agencies across the County of Lambton, virtually utilizing administrative data, and in-person throughout the community directly with individuals experiencing homelessness. The findings will culminate in a public report, building upon the findings from previous iterations.

FINANCIAL IMPLICATIONS

There is no financial impact on the County Budget as a result of this report.

CONSULTATIONS

Consultations have taken place with members of the County of Lambton Housing and Homelessness Advisory Committee, the Coordinated Access Community Collaborative Table, the internal Social Services Division team, and numerous social service agencies in the community.

STRATEGIC PLAN

Conducting homelessness enumeration is an initiative mandated by HICC that is in keeping with the County's Mission to promote an enhanced quality of life through the provision of responsive and efficient services accomplished by working with municipal and community partners.

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

- Strengthening the County's advocacy and lobbying efforts with other levels of government to raise the profile of the County and its needs to secure improved senior government supports, funding, grants, and other resources to meet emerging infrastructure and service needs;
- Consulting with the community and stakeholders on ways to increase housing options and affordability, and innovative programs and initiatives that focus on poverty reduction and promote social belonging;
- Supporting the development of a variety of affordable housing to meet demand;
- Implementing, monitoring and updating community health and wellness-related plans and priorities, including, but not limited to, the *Housing and Homelessness Plan*, *Community Safety & Well-Being Plan*, the Long-Term Care division's mission, vision, and values, Age Friendly Community Planning framework, Lambton Public Health's strategic priorities, *Lambton Drug & Alcohol Strategy*, *Lambton EMS Master Plan*, and *Child Care and Early Years 5-Year Service System Plan*; and
- Advocating for, and supporting access to, mental health and addiction services.

CONCLUSION

The data collected during the 2024 County of Lambton Homelessness Enumeration using the PIT Count surveys will help to prepare national, provincial, and local profiles of homelessness. This data will be used alongside the more accurate and detailed real-time local data available through our Coordinated Access system to guide local programming to meet the needs of those experiencing homelessness within Lambton County. As the Social Services Division continues work on the goals and objectives of the *10-year Housing and Homelessness Plan*, information obtained during enumeration will serve as an excellent resource to inform policy decision making and the impending plan refresh.

 <p style="text-align: center;">SOCIAL SERVICES DIVISION</p>	
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	HOMELESSNESS PREVENTION AND CHILDREN'S SERVICES
PREPARED BY:	Ian Hanney, Program Supervisor
REVIEWED BY:	Melissa Fitzpatrick, Manager, Valerie Colasanti, General Manager Stéphane Thiffault, Chief Administrative Officer
MEETING DATE:	September 18, 2024
INFORMATION ITEM:	Homelessness Prevention "Be Part of the Solution" Campaign

BACKGROUND

At its meeting on May 15, 2024, County Council received an update regarding the Housing, Homelessness and Addictions (“HHA”) Summit Committee. This report recognized a key finding from this committee; that there is a significant gap in public relations and communications regarding housing and homelessness issues. Overall, the committee found that there is a lack of public awareness of the ongoing efforts and advancements made by the various agencies including the County that provide housing and homelessness prevention services. Moreover, many individuals in the public express a desire to assist with addressing the housing and homelessness crisis but may not know how to effectively contribute.

A dedicated public education and community engagement initiative emerged as a key priority action from the HHA Summit Committee. This report provides an update on the current state of this initiative.

DISCUSSION

To address gaps in public communications, education and engagement regarding housing and homelessness issues, an environmental scan of Canadian homelessness and anti-stigma campaigns was undertaken alongside a local media analysis of public narratives, concerns and questions regarding homelessness. The resulting communication materials were further developed through engagement with Social Services Network partners, the Coordinated Access Collaborative Table, and individuals with lived experience from A Better Tomorrow Committee, ensuring materials were informed, equitable and relevant.

‘Be Part of the Solution’ Campaign

The primary outcome of this development process is a public campaign centered on three key pillars of community engagement: public education, raising awareness of ongoing and emerging housing and homelessness initiatives, and community-wide action. The campaign, titled ‘Be Part of the Solution’ aims to foster widespread community involvement and support. This initiative aligns with the HHA Summit Committee’s recommendation to create, coordinate, and implement a multimedia campaign, while emphasizing and integrating additional HHA priority areas such as humanizing the experience of homelessness and incorporating the voices of lived experience in the planning process.

Public Education – Will be delivered through accessible materials including webpages, infographics, videos and handouts. These materials will feature a poster series debunking myths about homelessness, videos from local subject matter experts and community leaders, and a frequently asked questions and answers page that will be updated monthly in response to community dialogue. Additionally, there will be an online avenue for local non-profits, businesses and community groups to request information sessions/presentations on homelessness.

Keeping the Public Informed About Ongoing Initiatives – Community members will have access to timely and easily shareable information on homelessness through social media updates from the campaign. Monthly update infographics with local data and progress markers will be made available on social media platforms and as longer-form downloadable PDF documents on the campaign’s public website.

Community Contributions and Collaborative Solutions – This pillar aims to provide community members with a host of actions, initiatives and avenues that those who express a desire to assist with the housing and homelessness crisis can take. Individuals can select the most suitable way to contribute based on their interests and capacity. Actions range from spreading accurate information and debunking myths in everyday conversations, to supporting fundraising efforts for local initiatives from addressing basic needs to supporting the development of affordable housing.

The campaign website can be viewed at: lambtononline.ca/bepartofthesolution. The webpage will be shared through a public news release and promotion through the County’s social media and social services partner’s social media will begin on September 30, 2024.

FINANCIAL IMPLICATIONS

There is no financial impact on the County Budget as a result of this report.

CONSULTATIONS

Consultations have taken place with members of the County of Lambton Housing and Homelessness Advisory Committee, the Coordinated Access Community Collaborative Table, the internal Social Services Division team, the Communications/Marketing Co-Ordinator, and numerous social service agencies in the community.

STRATEGIC PLAN

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

- Strengthening the County's advocacy and lobbying efforts with other levels of government to raise the profile of the County and its needs to secure improved senior government supports, funding, grants, and other resources to meet emerging infrastructure and service needs;
- Consulting with the community and stakeholders on ways to increase housing options and affordability, and innovative programs and initiatives that focus on poverty reduction and promote social belonging;
- Supporting the development of a variety of affordable housing to meet demand;
- Implementing, monitoring and updating community health and wellness-related plans and priorities, including, but not limited to, the *Housing and Homelessness Plan*, *Community Safety & Well-Being Plan*, the *Long-Term Care division's mission, vision, and values*, *Age Friendly Community Planning framework*, *Lambton Public Health's strategic priorities*, *Lambton Drug & Alcohol Strategy*, *Lambton EMS Master Plan*, and *Child Care and Early Years 5-Year Service System Plan*; and
- Advocating for, and supporting access to, mental health and addiction services.

CONCLUSION

This report provides an overview of the “Be Part of the Solution” campaign, which aims to bridge gaps in public communication, education, and engagement around homelessness. Through accessible educational resources, timely progress updates, and the promotion of community-driven actions, this campaign advances key priorities identified at the Housing, Homelessness and Addictions Summit. It addresses the need for an ongoing community resource that provides accurate, responsive, and low-barrier information on homelessness and local prevention services.