

AGENDA CORPORATE SERVICES COMMITTEE

Wednesday, February 13th, 2008 Immediately Following the Community Services Committee Meeting Lanark County Administration Building Council Chambers

Councillor Al Lunney, Chair

- 1. CALL TO ORDER
- 2. DISCLOSURE OF PECUNIARY INTEREST
- 3. APPROVAL OF MINUTES

Suggested Motion:

"THAT, the minutes of the Corporate Services Committee meeting held on January 23rd, 2008 be approved as circulated."

4. ADDITIONS & APPROVAL OF AGENDA

Suggested Motion:

"THAT, the agenda be adopted as presented."

5. PRESENTATIONS & DELEGATIONS

None.

6. COMMUNICATIONS

- i) Township of Russell: Consideration of Amending the Formula Used to Calculate a Municipality's Debt Capacity *attached*, *page 6*.
- ii) EOWC Media Release: EOWC Presents 2008 Pre-Budget Submission to Standing Committee on Finance and Economic Affairs attached, page 7.
- iii) Report of the Lanark County Ambulance Service: December 2007 attached, page 8.

Suggested Motion:

"THAT, the communication items for the February 2008 Corporate Services Committee be received as information only."

7. REPORTS

- Report of the Emergency Services Sub-Committee (verbal).
 Chair, Councillor Bruce Horlin.
 - a) Minutes: January 23rd, 2008 attached, page 19.

Suggested Motion:

"THAT, the Report of the Emergency Services Sub-Committee (verbal) be received as information only."

ii) Report of the Building Renovation & Construction Steering Committee – <u>Lanark</u>

<u>Ambulance Base</u> (verbal) – *deferred till after the first meeting is held.*Warden Bob Fletcher.

No Report.

First Meeting: At the Call of the Warden.

iii) Report of the Building Renovation & Construction Steering Committee – Administration & Public Works Renovations (verbal).

Warden Bob Fletcher.

No Report.

Next Meeting: At the Call of the Warden.

- iv) Report of the Lanark County Accessibility Advisory Sub-Committee (verbal). Chair, Councillor Bruce Horlin.
 - a) Minutes: February 4th, 2008 (excluding attachments) attached, page 23.

Suggested Motion:

"THAT, the Report of the Lanark County Accessibility Advisory Sub-Committee (verbal) be received as information."

v) Report #C-01-2008 2007 Accessibility Plan – attached, page 29. Social Housing Manger, Sandy Grey.

Suggested Motion:

"THAT, the 2007 Lanark County Accessibility Plan be approved as a planning document;

AND THAT staff continue to work, in conjunction with members of the Advisory Sub-Committee, toward the elimination of barriers to accessibility."

vi) GIS Monthly Update (verbal) – *deferred* to the next meeting. **Director if Information Technology, Sam Law.**

vii) Contingency Expenditures Update (verbal).

Financial Analyst, Kurt Greaves.

No Expenditures.

viii) Director of Finance/Treasurer Selection Steering Committee Update (verbal) – **deferred** till after the first meeting is held.

Warden Bob Fletcher.

No Report.

First Meeting: Wednesday, February 13th, 2008

Friday, February 29th, 2008

- ix) Report #C-XX-2007 Corporate Media Policy *deferred* to a future meeting. Clerk, Cathie Ritchie.
- x) Report of the Broadband Steering Committee (verbal). Chair, Councillor Richard Kidd.
 - a) Minutes: January 30th, 2008 attached, page 73.

Suggested Motion:

"THAT, the Strategy for County High Speed Internet Service for 2008 include a high-speed internet backup."

xi) Report of the Strategic Planning Steering Committee (verbal). **Warden Bob Fletcher.**

No Report.

Next Meeting: At the Call of the Warden.

xii) Report of the Eastern Ontario Warden's Caucus (EOWC) (verbal). Warden Bob Fletcher.

Suggested Motion:

"THAT, the Report of the Eastern Ontario Warden's Caucus (EOWC) (verbal) be received as information."

xiii) Report of the Council and NUG Pay Equity/Compensation Review Steering Committee (verbal).

Warden Bob Fletcher.

No Report.

Next Meeting: Wednesday, February 20th, 2008

8. CONFIDENTIAL REPORTS

None.

9. NEW/OTHER BUSINESS

i) Meeting Schedule. Clerk, Cathie Ritchie.

Agricultural Sub-Committee – Billboard RFP	1:00 p.m.	Wed., Feb. 13 th
Seven Wonders Launch	4:00 p.m.	Wed., Feb. 13 th
Community Services Committee:	5:00 p.m.	Wed., Feb. 13 th
Corporate Services Committee:		Wed., Feb. 13 th
Director of Finance/Treasurer Selection Com	mittee:	Wed., Feb. 13 th

Pay Equity/Compensation Review Committee: 5:00 p.m. Wed., Feb. 20th County Council: 7:00 p.m. Wed., Feb. 20th

"Special" Corporate Services Committee: 5:00 p.m. Thurs., Feb. 21st (Budget)

OGRA/ROMA Conference: February 24th – 27th

Lanark County Housing Corporation: 6:30 p.m. Tues., Feb. 26th

Emergency Services Sub-Committee: 7:00 p.m. Wed., Feb. 27th

Director of Finance/Treasurer Selection Committee:

8:30 a.m. Fri., February 29th

"Special" Corporate Services Committee: 9:00 a.m. Sat., March 1st

(Budget)

10. ADJOURNMENT

COMMUNICATIONS



CORPORATION OF THE TOWNSHIP OF RUSSELL CORPORATION DU CANTON DE RUSSELL

Regular Meeting of the Municipal Council - January 21, 2008 Réunion ordinaire du conseil municipal - le 21 janvier 2008

Resolution/Résolution #10-2008

Moved by/Proposé par: Seconded by/Appuyé par: Jamie Laurin Lorraine Dicaire

Whereas Ontario municipalities are subject to a borrowing capacity based on 25% of their previous year taxation revenues:

And Whereas the calculation of the debt capacity includes debts for public utilities such as waterworks and sanitary sewer;

And Whereas the public utilities debts are reimbursed through user fees, which have no impact on the operation of a municipality's general fund;

Therefore be it resolved that the Township of Russell hereby petitions the Provincial Government to consider amending the formula used to calculate a municipality's debt capacity by excluding debts for public utilities in order to allow a municipality to increase the financing of capital projects such as roads, bridges and other municipal infrastructures which are reimbursed through property taxes; and

Be it also resolved that a request for support be forwarded to every municipality in Ontario and that they forward their support to the Minister of Municipal Affairs, the Finance Minister, AFMO, AMO, OGRA and to the Township of Russell.

CARRIED AS AMENDED

I, Ginette Bertrand, Clerk of the Corporation of the Township of Russell, do hereby certify that the above is a true copy of resolution 10-2008, which was adopted by the Council of the Corporation of the Township of Russell on the 21st day of January, 2008.

Attendu que des municipalités ontariennes sont sujettes à une capacité de dette basée sur 25% des revenues de taxation de l'année précédente;

Et attendu que le calcul des capacités de dette comprend les dettes pour les utilités publiques, telles que l'aqueduc et les égouts;

Et attendu que les dettes d'utilités sont remboursées à travers les frais d'usagers qui n'ont aucun impact sur les opérations du fonds général d'une municipalité;

Qu'il soit résolu que la municipalité de Russell demande au gouvernement provincial de considérer apporter un amendement à la formule utilisée pour le calcul de la capacité de dettes pour une municipalité afin d'exclure les dettes des utilités publiques afin de permettre à une municipalité d'augmenter le financement des projets capitaux de chemins, ponts et autres infrastructures municipales dont le remboursement provient des taxes foncières; et

Qu'il soit résolu qu'une demande de support soit acheminée à toutes les municipalités ontariennes et que ledit support de chacune des municipalités soit acheminé au Ministre des Affaires municipales, au Ministre des Finances, à l'AFMO, à l'AMO, à OGRA ainsi qu'à la municipalité de Russell, tel que recommandé.

APPUYÉ DANS SA FORME MODIFIÉE

Je, Ginette Bertrand, secrétaire municipale de la corporation de canton de Russell, certifie que la présente est une copie conforme de la résolution 10-2008 qui a été adoptée par le conseil de la municipalité de Russell le 21 janvier 2008.

717, rue Notre-Dame Street, Embrun ON K0A 1W1 www.russell.ca

Tel.: 613 443-3066



For Immediate Release

January 29, 2008

EOWC PRESENTS 2008 PRE-BUDGET SUBMISSION TO STANDING COMMITTEE ON FINANCE AND ECONOMIC AFFAIRS

Current EOWC Chair Ron Gerow, Warden of the County of Peterborough, and Past Chair J. Douglas Struthers of the United Counties of Leeds and Grenville made a formal presentation to the Standing Committee on Finance and Economic Affairs on key issues that impact residents of Eastern Ontario.

The Eastern Ontario Wardens Caucus (EOWC), which represents the rural population of the region, attended a Provincial Pre-Budget Consultation with the Standing Committee on Finance and Economic Affairs in Kingston.

Chair Gerow stated "the EOWC delegation with the Standing Committee on Finance and Economic Affairs was well received and brought to the forefront the necessity for change to reduce the burden on property taxpayers and to improve the region's economic situation". Gerow added "the EOWC 2008 Pre-Budget Submission concentrates on two specific areas which greatly affects the EOWC membership: *the impending infrastructure crisis* and *the need for fiscal sustainability* for the municipalities in Eastern Ontario".

For further information please contact Warden Ron Gerow, Chair, EOWC at 705.743.0380. ext 468 or toll free at 1.800.710.9586 ext 468.

Report to

The County of Lanark

Summary of Activities

December 2007

Lanark County Ambulance Service

Lanark County Ambulance Service

Summary of Activities through December 2007

- Continued to meet with our Ontario partners (AMEMSO) to discuss issues regarding mutual concerns and partnerships in Ontario.
- Monitoring of the The Ministry of Health and Long Term Care, Emergency Health Services Branch MPR & ADDAS system at our administrative office continues.

Being over the mandated 1996 90th percentile of 15:49 for three consecutive months, requires notification to Mr. Blake Forsyth, Field Manager, MOH<C, Eastern Region.

January 2007 County 90th Percentile Response Time 15:12
February 2007 County 90th Percentile Response Time 17:43
March 2007 County 90th Percentile Response Time 15:02
April 2007 County 90th Percentile Response Time 14:25
May 2007 County 90th Percentile Response Time 13:17
June 2007 County 90th Percentile Response Time 14:16
July 2007 County 90th Percentile Response Time 14:54
August 2007 County 90th Percentile Response Time 15:25
September 2007 County 90th Percentile Response Time 16:46
October 2007 County 90th Percentile Response Time 14:11
November 2007 County 90th Percentile Response Time 12:54
November 2007 County 90th Percentile Response Time 15:46

Overall 2007 Average 15:28

Attached you will find additional reports attached with the breakdown of calls done in outside Upper Tier Municipalities as well as 90th Percentile response times from previous months.

Respectfully submitted:

James R. McIsaac, Manager

Dated January 20th, 2008

Lanark County Land Ambulance Service Activity Levels / Response Times Within Municipalities

For the Activity Period Ended December 31, 2007

Chart 1 - Response Time Within Various Municipalities (To Nearest Minute) Codes 3 & 4

			200	200	200	200	200	200	200		Inc/D
Region	1999	2000	1	2	3	4	5	6	7	Nine	ес
											Since
										Avera	
										ge	2001
Smiths Falls	8	9	9	10	10	10	10	10	11	10	2
Carleton Place	12	11	10	10	10	10	10	10	9	10	-1
Perth	10	9	11	11	13	13	12	12	12	11	1
Beckwith	17	18	18	22	16	18	18	16	17	18	-1
Drummond North Elmsley	14	15	15	20	19	16	17	16	16	16	1
Mississippi Mills	18	16	16	18	16	16	15	16	15	16	-1
Montague	16	17	18	28	18	14	17	18	13	18	-5
Non Jurisdictional	26	27	27	29	23	26	24	22	22	25	-5
Tay Valley	25	21	22	25	25	25	26	22	23	24	1
Lanark Highlands	30	28	29	30	30	31	30	26	25	29	-4
Overall Average Time For County	18	17	18	20	18	18	18	17	16	18	-1

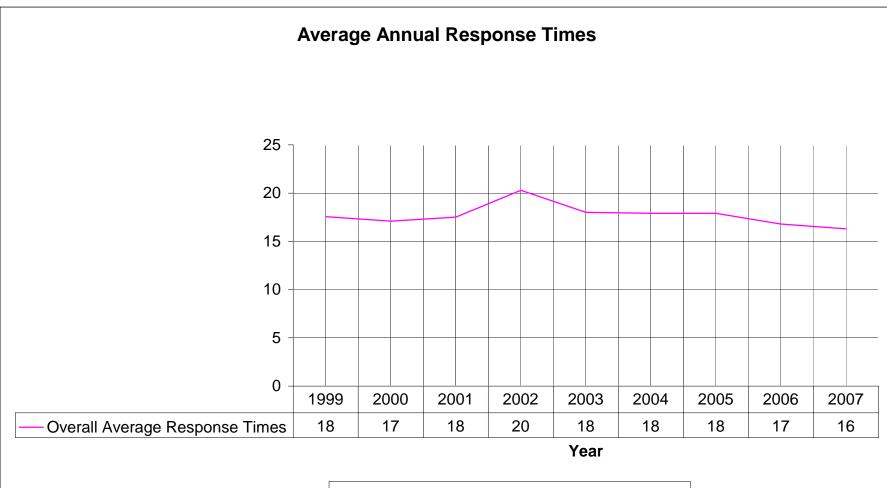




Chart 2 - Call Volume by Municipality - Year to Date - Codes 1 to 4 and 8

Region	1999	2000	2001	2002	2003	2004	2005	2006	2007		lnc/Dec
										Year To	Since
									Total	Date	2001
Drummond North Elmsley	2,941	2,948	1,376	2,104	2,398	2,342	2,475	2,408	2,493	2,493	1,117
Mississippi Mills	2,139	1,956	1,529	1,838	2,391	2,414	2,555	2,925	3,124	3,124	1,595
Smiths Falls	699	699	1,837	2,304	2,239	2,094	1,946	1,866	1,875	1,875	38
Perth	2,067	1,906	2,157	2,107	2,202	2,240	2,086	1,941	2,482	2,482	325
Carleton Place	962	928	1,245	1,214	1,425	1,442	1,540	1,780	1,810	1,810	565
Non Jurisdictional	825	950	1,100	1,271	1,185	1,021	1,008	937	977	977	-123
Beckwith	253	314	255	347	457	559	607	633	675	675	420
Tay Valley	497	539	334	293	313	159	181	153	142	142	-192
Lanark Highlands	140	134	118	194	234	202	246	281	439	439	321
Montague	118	142	56	66	64	66	57	67	69	69	13
Total Calls	10,641	10,516	10,007	11,738	12,908	12,539	12,701	12,991	14,086	14,086	4,079

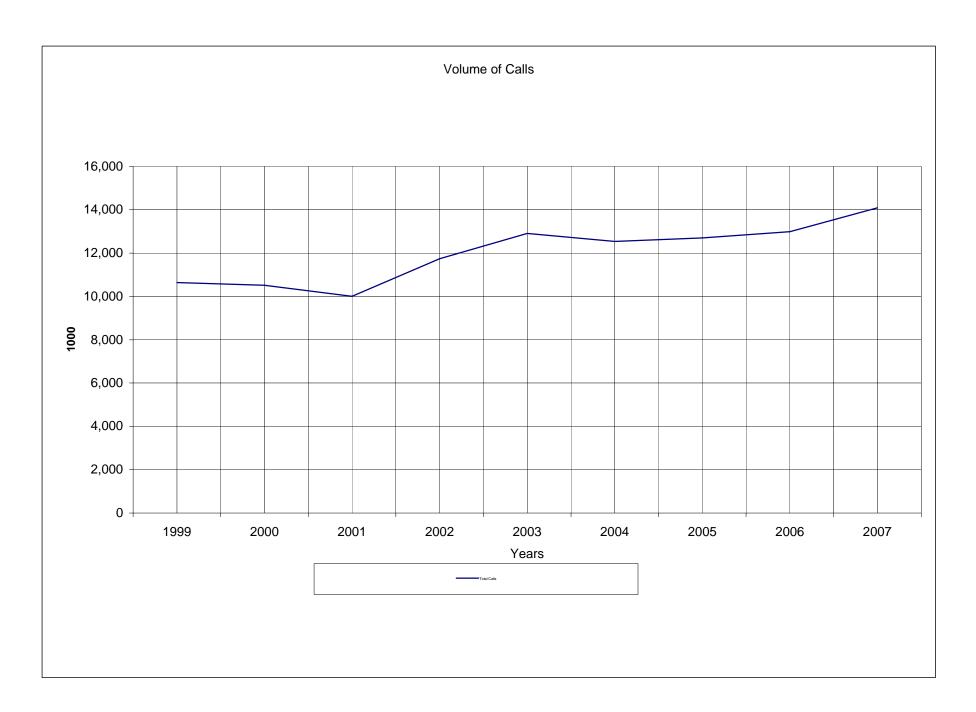


Chart 3 - Call Volume by Ambulance Base - Year to Date - Codes 1 to 4 and 8

Region	Almonte	Carleton	Perth	Smiths	2007	2007	%
		Place		Falls	To Date		Calls By
						Total	Mun
Drummond North Elmsley	10	33	1,212	1,238	2,493	2,493	1.0%
Mississippi Mills	1,793	1,299	20	12	3,124	3,124	38.7%
Smiths Falls	3	50	267	1,555	1,875	1,875	1.5%
Perth	1	33	1,927	521	2,482	2,482	1.0%
Carleton Place	287	1,345	51	127	1,810	1,810	40.1%
Non Jurisdictional	102	149	150	576	977	977	4.4%
Beckwith	49	424	28	174	675	675	12.6%
Tay Valley	0	3	124	15	142	142	0.1%
Lanark Highlands	47	18	348	26	439	439	0.5%
Montague	0	3	9	57	69	69	0.1%
Total	2,292	3,357	4,136	4,301	14,086	14,086	100.0%
Percentage of Calls by Base	16.3%	23.8%	29.4%	30.5%	100.0%		

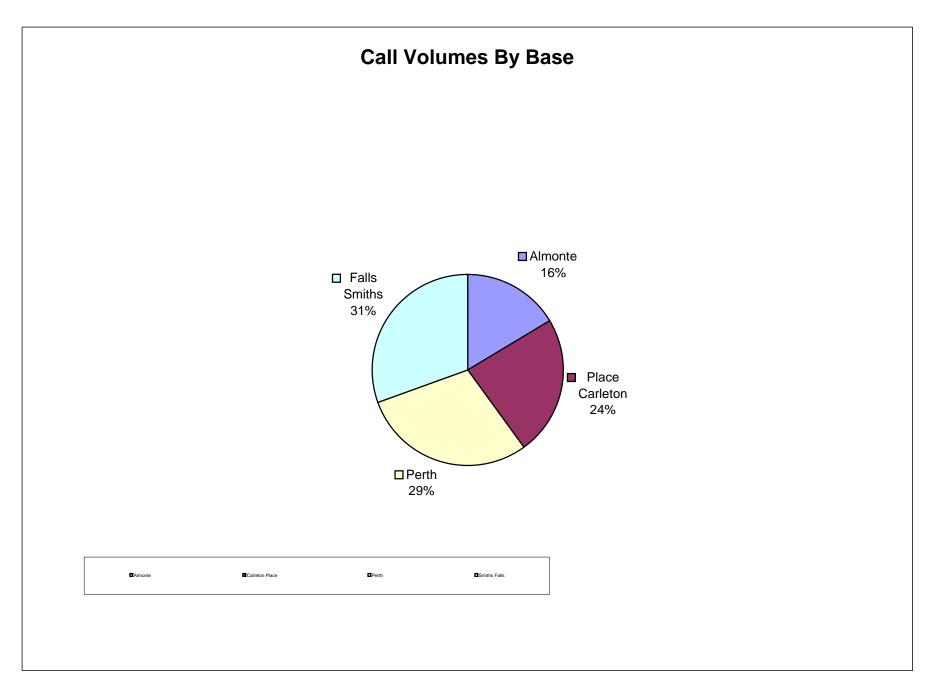
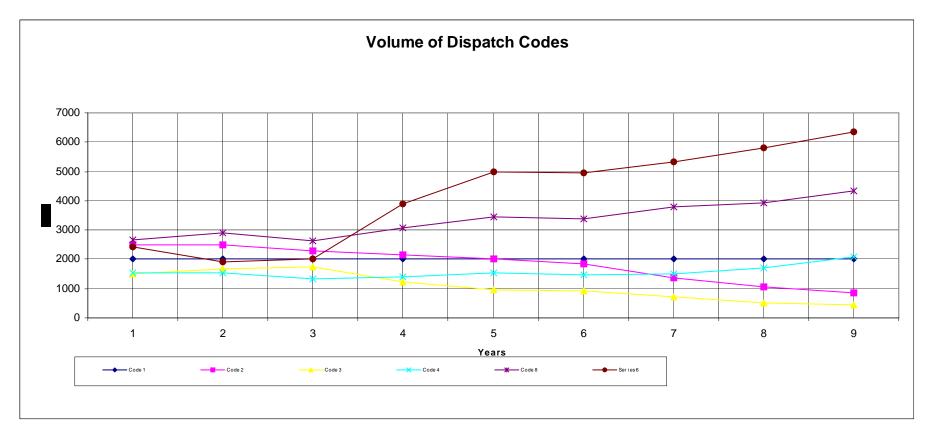


Chart 4 - Dispatch Priority Codes - Year To Date

Priority Codes	1999	2000	2001	2002	2003	2004	2005	2006	2007	2007	%
										Calls	Calls By
									Total	To Date	Code
Code 1 - Routine Transfer	2,508	2,501	2,276	2,153	2,000	1,828	1,366	1,045	856	856	6.1%
Code 2 - Booked Call	1,516	1,657	1,732	1,229	943	931	706	505	457	457	3.2%
Code 3 - Urgent Not Life Threatening	1,523	1,541	1,338	1,390	1,537	1,455	1,496	1,710	2,084	2,084	14.8%
Code 4 - Life Threatening	2,653	2,910	2,643	3,088	3,441	3,382	3,807	3,925	4,347	4,347	30.9%
Code 8 - Standby Call	2,441	1,907	2,018	3,880	4,987	4,943	5,326	5,806	6,342	6,342	45.0%
Total Calls	10,641	10,516 ⁻	10,007	11,740	12,908	12,539	12,701	12,991	14,086	14,086	100.0%



From: 1/01/07 to 12/31/07 Codes 1 to 4 and 8 Base: Head Office

Call Volume by NonJurisdiction Area

Leeds & Grenville County	563	57.6 %
Ottawa Region	308	31.5 %
Kingston	36	3.7%
Frontenac County	28	2.9 %
Renfrew County	34	3.5 %
Other	8	0.8 %

Total Calls: 977

REPORTS

MINUTES SECOND MEETING OF 2008 EMERGENCY SERVICES SUB-COMMITTEE

The Sub-Committee met on Wednesday, January 23rd, 2008 at 3:30 p.m. at the Lanark County Administration Building, 99 Christie Lake Road, Perth, Ontario.

Members Present: Chair Bruce Horlin

Councillor John Fenik (arrived at 4:04 p.m.)

Councillor Brenda Hurrle Councillor John MacTavish Councillor Aubrey Churchill

Councillor Keith Kerr (arrived at 3:48 p.m.)

Councillor Richard Kidd

Staff/Others Present: Warden Bob Fletcher

Peter Wagland, Chief Administrative Officer Rick Hannah, Emergency Services Co-ordinator Amanda Mabo, Council and Clerk Services Assistant

Garry Rolston, Lapp Hancock Representative Ken Hancock, Lapp Hancock Representative

Ron Haskins, Montague Fire Chief Joel Gorman, Smiths Falls Fire Chief Art Brown, Mississippi Mills Fire Chief Gord Kemp, Lanark Highlands Fire Chief Les Reynolds, Carleton Place Fire Chief Bill McGonegal, Beckwith Fire Chief Brent Lewis, Beckwith Deputy Fire Chief

Steve Fournier, Perth Fire Chief

Jason Langley - Drummond North Elmsley Tay Valley Fire Chief

Absent: Councillor Ed Sonnenburg

EMERGENCY SERVICES SUB-COMMITTEE

Chair: Councillor Bruce Horlin

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST

None at this time.

3. ADDITIONS AND APPROVAL OF AGENDA

i) Under Reports: CONFIDENTIAL : Communications Infrastructure RFP – Financial Piece.

MOTION #ES-2008-10

MOVED BY: Richard Kidd

SECONDED BY: Aubrey Churchill

"THAT, the agenda be adopted as amended."

ADOPTED

4. APPROVAL OF MINUTES

MOTION #ES-2008-11

MOVED BY: Brenda Hurrle

SECONDED BY: John MacTavish

"THAT, the minutes of the Emergency Services Sub-Committee meeting held on January 16th, 2007 be approved as circulated."

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. **COMMUNICATIONS**

i) Drummond/North Elmsley Tay Valley Fire Rescue: New Rescue Vehicle Painting Request – referred from the January 16th, 2008 meeting – deferred to the next meeting.

7. REPORTS

i) CONFIDENTIAL : Communications Infrastructure RFP. **Emergency Services Coordinator, Rick Hannah.**

MOTION #ES-2008-12

MOVED BY: Brenda Hurrle

SECONDED BY: John MacTavish

"THAT, the Sub-Committee move "in camera" at 3:34 p.m. to address a matter pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;

AND THAT, P. Wagland, CAO; R. Hannah, Emergency Services Coordinator; Lapp Hancock Representatives G. Rolston & K. Hancock, A. Mabo, Council and Clerk Services Assistant and the Lanark County Fire Chiefs remain in the room."

ADOPTED

The minutes of the "in-camera" session are considered to be confidential and shall be subject to the provisions contained in section 7.10 of Procedural By-Law 2006-43.

Councillor John Fenik arrived at 4:04 p.m. Councillor Keith Kerr arrived at 3:48 p.m.

MOTION #ES-2008-13

MOVED BY: Richard Kidd SECONDED BY: John Fenik

"THAT, the Sub-Committee return to regular session at 4:47 p.m."

ADOPTED

The Chair rose and reported that the Fire Chiefs gave input on the Fire Communications Infrastructure RFP proposal.

MOTION #ES-2008-14

MOVED BY: Brenda Hurrle SECONDED BY: John Fenik

"THAT, the Sub-Committee move "in camera" at 4:49 p.m. to address a matter pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;

AND THAT, P. Wagland, CAO; R. Hannah, Emergency Services Coordinator; Lapp Hancock Representatives G. Rolston & K. Hancock and A. Mabo, Council and Clerk Services Assistant remain in the room."

ADOPTED

The minutes of the "in-camera" session are considered to be confidential and shall be subject to the provisions contained in section 7.10 of Procedural By-Law 2006-43.

MOTION #ES-2008-16

MOVED BY: Keith Kerr

SECONDED BY: Aubrey Churchill

"THAT, the Sub-Committee return to regular session at 4:55 p.m."

ADOPTED

The Chair rose and reported that the Sub-Committee has chosen a preferred vendor which will be recommended to the Corporate Services Committee at their meeting tonight, January 23rd, 2008 for their recommendation to County Council.

- iii) CONFIDENTIAL : Rescue Services Specialty Box & Equipment Tender deferred to a future meeting.
 Emergency Services Coordinator, Rick Hannah.
- iv) Town of Perth: Request to Access to Lanark County EOC for A.R.E.S and Request to be Excluded from A.R.E.S. Agreement *deferred* to a future meeting.

Emergency Services Coordinator, Rick Hannah.

- v) 9-1-1 Public Awareness & Education (verbal) *deferred* to a future meeting. **Emergency Services Coordinator, Rick Hannah.**
- vi) Ambulance Deployment Plan *deferred* to a future meeting. **Emergency Services Coordinator**, Rick Hannah.

8. NEW/OTHER BUSINESS

None.

9. **NEXT MEETING**

At the call of the Chair.

10. ADJOURNMENT

The Sub-Committee adjourned at 4:56 p.m. on motion by Councillors B. Hurrle and J. Fenik.

MINUTES FIRST MEETING OF 2008 LANARK COUNTY ACCESSIBILITY ADVISORY SUB-COMMITTEE

The Sub-Committee met on Monday, February 4th, 2008 at 3:00 p.m. at the Lanark County Administration Building, 99 Christie Lake Road, Perth, Ontario.

Members Present: Chair Brian Costello, Member with a Disability

(arrived at 3:10 p.m.)

Dianne McConkey, Professional from the Stakeholder Community

Jim Dewis, Member with a Disability Debbie Bonselaar, Citizen Volunteer Deborah Bowes, Member with a Disability Martha Read, Member with a Disability

Staff/Others Present: Sandy Grey, Social Housing Manager

Amanda Mabo, Council and Clerk Services Assistant

Steve Allan, Director of Public Works

Marilyn Allen, Occupational Health & Safety Specialist

(arrived at 3:05 p.m.)

Linda VanAlstine, Township of Drummond/North Elmsley

Denis Myers, Ontario Works Supervisor

Absent: Nancy Green, Director of Social Services

Jeff Nault, Adult Protective Services Supervisor

Pamela Leduc, Member with a Disability Jamie Dickey, Facilities and Fleet Manager

Jane Webster, Nurse Manager

ACCESSIBILITY ADVISORY SUB-COMMITTEE

Acting Chair: Sandy Grey, Social Housing Manager

1. CALL TO ORDER

The meeting was called to order at 3:01 p.m. A quorum was present.

3. DISCLOSURE OF PECUNIARY INTEREST

None at this time.

4. APPROVAL OF MINUTES

MOTION #LCAA-2008-01

MOVED BY: Jim Dewis

SECONDED BY: Dianne McConkey

"THAT, the minutes of the Lanark County Accessibility Advisory Sub-Committee meeting held on November 29th, 2007 be approved as presented."

ADOPTED

M. Allen, Occupational Health & Safety Specialist arrived at 3:05 p.m.

5. ADDITIONS AND APPROVAL OF AGENDA

MOTION #LCAA-2008-02

MOVED BY: Bruce Horlin SECONDED BY: Martha Read

"THAT, the agenda be adopted as presented."

ADOPTED

6. DELEGATIONS/PRESENTATIONS

None.

7. COMMUNICATIONS

None.

8. REPORTS

- i) Introduction of New Members (verbal).Social Housing Manager, Sandy Grey.
 - S. Grey welcomed the two new members, Councillor Bruce Horlin and Deborah Bowes.
- ii) Sub-Committee Contact List.
 Social Housing Manager, Sandy Grey.

A couple of minor changes were suggested and the revised list is *attached*, page 8.

- iii) Discussion: 2008 Goals & Priorities (verbal). Social Housing Manager, Sandy Grey.
 - S. Grey reviewed the proposed 2008 Goals and Priorities.
 - 1. Increase Awareness
 - a) Distribution of Brochure
 - All Municipalities
 - All Staff
 - Tourism
 - Lanark Transportation Association (LTA)

Brian Costello arrived at 3:10 p.m.

- b) Accessibility Event
 - Access Awareness Week May 26th to June 1st
 - Wheelchair Obstacle Course??
 - BBQ??
- 2. Training
 - a) Customer Service Committee & Staff
- 3. Round Garden Upgrade
- 4. Accessible Trail

The Sub-Committee suggested the following:

Brochure Distribution

- there are locations within the community that the brochures could be distributed
- M. Read & D. McConkey will develop a list of where the brochures are to be distributed
- an asterisk will be placed on the brochure beside the symbol and noted in the brochure that the symbol is "the international symbol for disability"
- the purpose of the brochure is to make the public aware that the Lanark County Accessibility Advisory Sub-Committee still exists and what they are doing

Accessibility Event

- this event could be held in conjunction with the Administration and Public Works Buildings Renovation Grand Re-Opening occurring on May 28th
- the Garden for the Blind could be showcased
- a preview of the Accessible Trail is occurring at this time
- could promote what the sub-committee is doing, have a display
- showcase what the county has done with regards to the renovations

Staff will notify the Clerk's Office of the Sub-Committee's suggestion to showcase accessibility at the Grand Re-Opening on May 28th.

Policies & Procedures

- the sub-committee suggested to add policies and procedures to the list of goals and priorities
- they are referenced in the accessible plan and should be looked at
- the sub-committee is concerned that the County policies and procedures are not being reviewed by the Sub-Committee prior to them being approved and implemented

MOTION #LCAA-2008-03

MOVED BY: Debbie Bonselaar SECONDED BY: Bruce Horlin

"THAT, all Lanark County policies and procedures be forwarded to the Lanark County Accessibility Advisory Sub-Committee prior to final approval for review and comment."

WITHDRAWN

MOTION #LCAA-2008-04

MOVED BY: Bruce Horlin
SECONDED BY: Brian Costello

"THAT, the Lanark County Accessibility Advisory Sub-Committee formally requests Lanark County Management to determine how they would like to approach the Accessibility for Ontarians with Disabilities Act requirement under Section 11 (2) which states that:

"The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the municipality's bylaws and in its policies, programs, practices and services."

ADOPTED

The Sub-Committee suggested that an umbrella policy and statement for accessibility could be applied to all policies and procedures alleviating the need for the Sub-Committee to review each and every policy and procedure as such can be time consuming and onerous.

2. ELECTION OF CHAIR

MOTION #LCAA-2008-05

MOVED BY: Brian Costello SECONDED BY: Jim Dewis

"THAT, Bruce Horlin be appointed as Chair of the 2008 Lanark County Accessibility Advisory Sub-Committee."

ADOPTED

Councillor Bruce Horlin assumed the chair.

8. REPORTS

iv) Accessibility Budget.

Social Housing Manager, Sandy Grey.

S. Grey reviewed the 2007 budget.

The \$10,000 that was confirmed for the Garden for the Blind was not spent and will be brought forward for 2008.

The grants portion is related to the Lanark Transportation Association (LTA).

- v) AMCTO Training Opportunity: Accessibility Standards for Customer Service. **Social Housing Manager, Sandy Grey.**
 - L. VanAlstine will be attending the session in Kemptville along with
 - D. McConkey. Anyone else interested is to contact S. Grey.
- vi) Accessibility Trail Update (verbal).

Director of Public Works, Steve Allan.

Councillor Susan Freeman has been working hard to get information on Accessible Trail design.

The Stewardship Council representative has filed an application for a \$1,000 grant.

MOTION #LCAA-2008-06

MOVED BY: Brian Costello SECONDED BY: Debbie Bonselaar

"THAT, Marilyn Allen also sit on the Accessible Trail Committee."

ADOPTED

vii) 2007 Accessibility Plan Update (verbal).

Social Housing Manager, Sandy Grey.

The plan has gone to Executive Management for review and will go forward to the Corporate Services Committee on February 13th.

D. McConkey submitted comments at the last meeting.

The name of the "Garden for the Blind" still needs to be determined. The County would like to see this name expanded to incorporate all disabilities. Staff will ask Keith Hall as a delegation at the Sub-Committee's April meeting. The Director of Public Works will meet with K. Hall prior to the meeting to discuss any unresolved issues.

- viii) Schedule Inspection of Administration & Public Works Buildings (verbal). **Director of Public Works, Steve Allan.**
 - J. Dewis, D. McConkey, B. Horlin and M. Read will meet at 1:00 p.m. on April 7th to complete a final inspection of the newly renovated buildings.

9. **NEW/OTHER BUSINESS**

None.

10. NEXT MEETING

Monday, April 7th, 2008 at 3:00 p.m.

11. ADJOURNMENT

The Sub-Committee adjourned at 4:03 p.m. on motion by B. Costello and J. Dewis.

Sandy Grey, Social Housing Manager

THE COUNTY OF LANARK

CORPORATE SERVICES COMMITTEE

February 13th, 2008

Report #C-01-2008 of the Accessibility Advisory Sub-Committee

2007 ACCESSIBILITY PLAN

1. STAFF RECOMMENDATION

It is recommended:

"THAT, The 2007 Lanark County Accessibility Plan be approved as a planning document;

AND THAT staff continue to work, in conjunction with members of the Advisory Sub - Committee, toward the elimination of barriers to accessibility."

2. PURPOSE

The County of Lanark is required to publish an annual Accessibility Plan. This report requests Council approval of the Accessibility Plan for 2007.

3. BACKGROUND

The Ontarians with Disabilities Act requires each municipality to approve and publish an annual Accessibility Plan. The plan must look at the barriers that exist in a municipality's buildings, facilities, programs, practices, services, by-laws and policies. The plan must also report on the steps that the municipality has taken to identify, remove and prevent barriers to people with disabilities.

4. DISCUSSION

The 2007 Accessibility Plan is entitled "Accessibility Awareness" and highlights County Achievements from prior years and goals for future improvements to accessibility.

5. ANALYSIS AND OPTIONS

The County is required to produce an annual Accessibility Plan, in consultation with our Accessibility Advisory Committee.

The 2008 Accessibility Plan will include an assessment of physical accessibility in the Lanark County Administration and Public Works buildings.

FINANCIAL IMPLICATIONS 6.

There are no financial implications to approving this plan. There will be some costs associated with meeting the standards required by the Accessibility for Ontarians with Disabilities Act over the next five years. Departmental budgets should include provisions to meet Customer Service training requirements.

Customer Service Standards became effective January 1, 2008. Municipalities have two years to meet the requirements. Standards for Transportation, Built Environment, Employment and Information and Communication will be developed in the near future.

7. LOCAL MUNICIPAL IMPACT

Each municipality must complete an annual Accessibility Plan.

8. **CONCLUSIONS**

None

9. **ATTACHMENTS**

i) 2007 Lanark County Accessibility Plan

Prepared By:

Originally Signed

Sandy Gray, Social Housing Manager

Prepared and Recommended By:

Cathie Ritchie, Clerk

Approved for Submission By:

Peter Wagland,

Chief Administrative Officer

Accessibility Awareness



Lanark County 2007 Accessibility Plan

DRAFT ONLY

November 2007

Message from Lanark County Accessibility Advisory Sub-Committee

The Lanark County Ontarians with Disabilities Accessibility Plan has importance to all because all of us, at one point or another along the path of our life, will require the help with which this living document provides hope.

That the Lanark County Accessibility Sub Committee has had a degree of success is due to the commitment of Council, Staff and a wide variety of health care givers and interest groups who concern themselves daily encouraging the challenged in their efforts of plugging along. This plan is a guide, if you will, in understanding their gratefulness for self reliance with a little help from friends.

We heartily commend this 2007 revision to your study.

W. Brian Costello, Chair

Members of the 2007 Lanark County Accessibility Advisory Sub Committee



Brian Costello, Amanda Mabo, Peter Kavanagh, Debbie Bonselaar, Dianne McConkey, Marge Echlin, Martha Read, Sandy Grey Absent: Jim Dewis, Pam Leduc

Feedback

Your comments will help us improve future accessibility plans. Please let us know what you think about "Accessibility Awareness, Lanark County's 2007 Accessibility Plan"

You can send in your comments or inquiries in any of the following ways:

E-mail: <u>clerk@county.lanark.on.ca</u>

Mail: The Corporation of the County of Lanark

Clerk's Department

Box 37,

99 Christie Lake Road Perth, ON K7H 3E2

Phone: (613) 267-4200 ext 1501

Fax: (613) 267-2964

You can access this Plan at www.county.lanark.on.ca

Please contact the Clerks department if you would like to receive this document in an alternative format.

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EXECUTIVE SUMMARY

Accessibility Awareness, Lanark County's 2007 Accessibility Plan, is Lanark County's fifth annual Accessibility Plan in compliance with the Ontarians with Disabilities Act, 2001. Since 2003, The Accessibility Advisory Committee has been working toward improved accessibility for all residents and visitors to Lanark County. This fifth plan continues to strive toward identifying, removing and preventing barriers to accessibility.

Under the Ontarians with Disabilities Act, 2001, (ODA) all municipalities in Ontario must prepare an annual accessibility plan. The plan must include a review of all of the municipality's functions, including its bylaws, programs, procedures, practices, policies, facilities and services.

The purpose of the ODA is to improve opportunities for people with disabilities in Ontario through the identification, prevention and removal of all barriers, physical and other, that may present barriers to opportunities for people with disabilities to fully participate in society.

The Accessibility for Ontarians with Disabilities Act, 2005(AODA) came into effect in June 2005 and applies to both the private and public sectors. Under the AODA, the role of municipal accessibility advisory committees will change from advising municipal councils on their annual accessibility plans to advising council on their municipality's compliance with new accessibility standards.

The AODA will eventually replace the current ODA. However, the Province has indicated that the ODA will remain in effect for the foreseeable future while the AODA is phased in.

Accessibility Awareness highlights prior year achievements of the Accessibility Advisory Sub committee, and future plans to identify, prevent and remove remaining barriers throughout all County departments.



Did You Know?

13.5 % of Ontario's population, approximately 1.5 million people, have a disability.

In 2005, 1 in 7 people in Ontario had a disability.

By 2020, it is anticipated that 1 in 5 people in Ontario will have a disability.

The Accessibility for Ontarians with Disabilities Act (AODA), Bill 118, received Royal Assent on June 13th, 2005, and is now law.

The purpose of the AODA is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by 2025.

Accessibility standards will be developed related to: goods, services, facilities, employment, accommodation and buildings. The Act also addresses policies and attitudinal barriers.

LANARK COUNTY ACCESSIBILITY ADVISORY COMMITTEE MEMBERS

The members of the 2007Accessibility Advisory Committee, as appointed by Lanark County Council are:

NAME	ADDRESS	PHONE	EMAIL
James Dewis	45 Julian St. Carleton Place, ON K7C 3W7	613-257-5789 F 613-257-1377	dewis@rogers.com
Marge Echlin (Resigned Nov 2007)	Box 1421 Carleton Place, ON K7C 4L8	613-257-8549	margeechlin@aol.com
Dianne McConkey	The Canadian Hearing Society 68 William St, Suite 205 Brockville, ON K6V 4V5	613-498-3933	dmcconkey@chs.ca diannemcc@sympatico.ca
Martha Read	9 McLean Blvd. Perth, ON K7H 2Z2	613-326-0251	
Peter Kavanagh (resigned Dec 2007)	Box 37 Perth, ON K7H 3E2	613-284-1849	pkavanagh@copesolutions.com
Debbie Bonselaar	229 Robert Run Perth, ON K7H 3C7	613-267-5909	distresscentre@perth.igs.net
Brian Costello (Chair)	352 High St Carleton Place, ON K7C 1X1	613-257-2978	wbriancostello@sympatico.ca
Pam Leduc	32A Robinson St Perth, ON K7H 2E1	613-267-1841	Tha.kewl.mom@hotmail.com



SECTION 1. THE ISSUE

What is a Disability?

The Ontarians with Disabilities Act, 2001 uses the Ontario Human Rights Code definition of a disability.

A disability is:

- a) any degree of physical disability, infirmity, malformation or disfigurement caused by bodily injury, birth defect or illness and includes, but is not limited to:
 - diabetes mellitus
 - epilepsy
 - brain injury
 - any degree of paralysis
 - amputation
 - lack of physical co-ordination
 - · blindness or visual impediment
 - deafness or hearing impediment
 - · muteness or speech impediment or
 - physical reliance on a guide dog or other animal, or on a wheelchair or other remedial appliance or device
- b) a condition of mental impairment or a developmental disability
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- d) a mental disorder or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance act, 1997.

What is a barrier?

The ODA defines a "barrier" as anything that stops a person with a disability from fully taking part in society because of that disability. Some barriers include:

- physical barriers, e.g. a step at the entrance to a store;
- architectural barriers, e.g. no elevators in a building of more than one floor;
- information or communications barriers e.g. a publication that is not available in large print
- attitudinal barriers, e.g. assuming people with a disability can't perform a certain task when in fact they can;
- technological barriers such as traffic lights that change too quickly before a person with a disability has time to get through the intersection; and
- barriers created by policies or practices, for instance not offering different ways to complete a test as part of job hiring

SECTION 2. THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005 (AODA)

The goal of the AODA is to ensure that all Ontarians with disabilities have full access to goods, services, facilities, accommodation, employment, building structures and premises by January 1, 2025. This goal will be achieved through the development, implementation and enforcement of provincially set accessibility standards in five specific areas:

- Customer Service standards
- Transportation standards
- Built environment
- Employment
- Information & Communication

Standard Development Committees have been appointed by the Provincial government and standards have been developed for Customer Service and Transportation. Implementation of all standards will be complete by January 1, 2025.

The AODA will eventually replace the current ODA. However, there will be a transition period where municipalities will continue to have obligations under the ODA, 2001 while the AODA is phased in. Lanark County must meet the challenge of implementing both Acts simultaneously until the ODA is replaced.

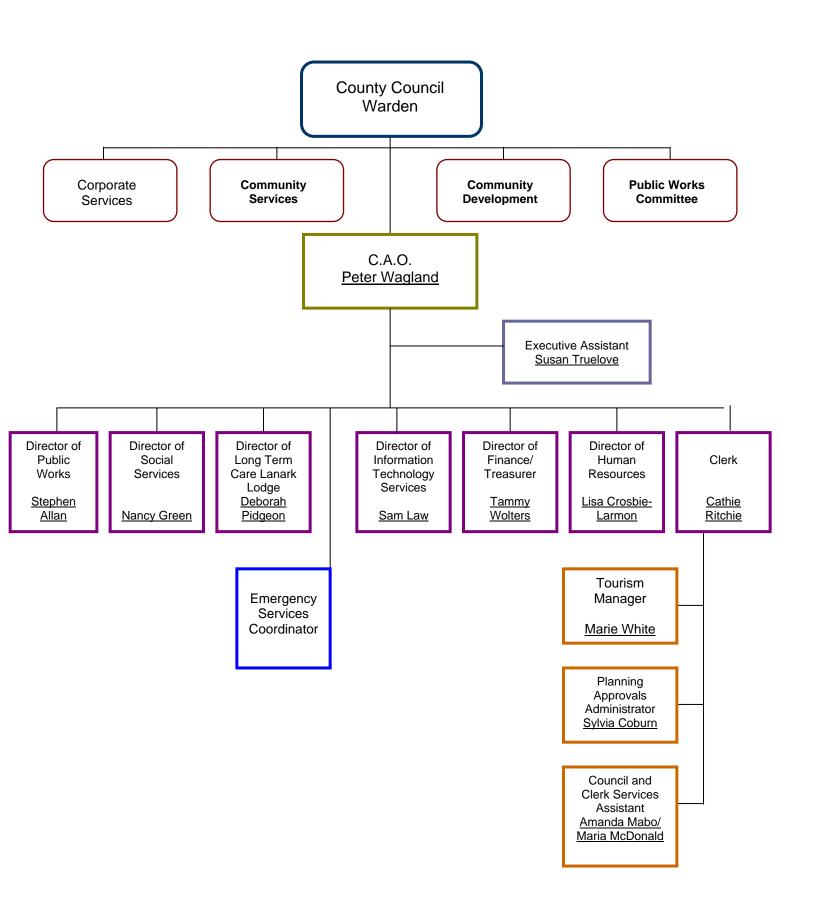
SECTION 3. MUNICIPAL HIGHLIGHT

Lanark County is a mainly rural municipality with a population slightly over 60,000. It is located adjacent to the City of Ottawa, the Counties of Renfrew, Frontenac, and Leeds & Grenville.

The population is primarily English speaking, with approximately 5% of the population whose first language differs from English.

The County of Lanark and its constituent municipalities maintain a two tier governance structure. Eight municipalities together comprise the County of Lanark with the main commercial centres being the Towns of Carleton Place, Perth, and Almonte. The population distribution as of the 2001 and 2006 census is shown in the following chart:

Municipality	Population In 2001	Population In 2006	
County Of Lanark	62,495	63,785	
Tay Valley	5,440	5,634	
Beckwith	6,046	6,387	
Carleton Place	9,083	9,453	
Drummond/North Elmsley	6,670	7,118	
Lanark Highlands	4,795	5,180	
Mississippi Mills	11,647	11,734	
Montague Twp	3,671	3,595	
Perth	6,003	5,907	



The Corporation of the County of Lanark is organized in the following divisions:

- Long-term Care
- Administration/Tourism/Planning
- Public Works
- Finance
- Social Services
- Information Technology
- Human Resources
- Emergency Services

The County is also responsible for a number of legislated programs and discretionary services that are provided through service contracts/purchase of service. These include:

- Ambulance
- Forestry
- Public Health
- Economic Development

Lanark County is also responsible for the provision of some services on behalf of the separated Town of Smiths Falls.

A listing of County facilities is included as Appendix 12.4

SECTION 4. STAFF DEVELOPMENT WORKING GROUP

The standing work group on accessibility issues consists of:

Working Group Member	Department	Contact Telephone Number	Email Address
Nancy Green	Ontario Works	267-4200 ext 2101	ngreeen@county.lanark.on.ca
Steve Allan	Public Works	267-1353 ext 3101	sallan@county.lanark.on.ca
Jane Webster	Lanark Lodge	267-4225 ext 7205	jwebster@county.lanark.on.ca
Jeff Nault	Adult Protective Services	267-4200 ext 2201	jnault@county.lanark.on.ca
Sandy Grey	andy Grey Housing		sgrey@county.lanark.on.ca
Marilyn Allen	Employee Services	267-4200 ext 1631	mallen@county.lanark.on.ca
Jamie Dickey	Public Works	267-1353 Ext 3170	jdickey@county.lanark.on.ca

This group is available as staff support to the LCAAS. Issues which require further investigation or development may be referred to the staff group. In addition, the group acts as liaison between staff and AAS. All staff members are encouraged to refer accessibility issues to the LCAAS through a member of the staff development working group.

SECTION 5. STRATEGIC PLAN

Lanark County's long term strategic plan, Vision 2025, provides the foundation for many important corporate initiatives. Beginning in the fall of 2003, residents and community leaders from across Lanark County were asked to envision what our community could look and be like in twenty or so years. One of the results of this undertaking was the development of a vision statement for Lanark County.

Lanark County is proud of its heritage and cherishes its small-town character, rural way of life, sense of community and distinctive natural features. We want to strengthen and diversify the economy, effectively manage growth, protect the environment, preserve our heritage and maintain our unique character for future generations.

Vision 2025, What the Future May Hold, published in 2006, includes this paragraph;

Adequate accessibility to and within all facilities and transportation services for persons of all ages with disabilities has long been a priority in Lanark County.

Complying with the specific requirements of the ODA through the development and implementation of annual accessibility plans further supports the goals set out in Vision 2025.

SECTION 6. GOALS

6.1. Raising Awareness and Changing Attitudes

The 2007 Lanark County Accessibility Advisory Sub committee identified changing attitudes and raising awareness as their number one goal for their term of office.

The primary tool that will be used to accomplish this is education and training for both County staff and the public. The County will encourage and promote opportunities, both external and internal for staff to attend and participate in education related to increasing awareness and integration of accessibility concepts into daily work practices.

Publicity materials, such as those produced for the 2007 Access Awareness Week, will continue to be shared with Local Municipalities.

6.2. Provide educational opportunities for staff and public on Accessibility issues

Special event days such as the UN Day of the Disabled and National Access Awareness week provide good opportunities to provide education and awareness activities.

6.3. Encourage staff training on accessibility and customer service requirements

The AODA came into effect in June 2005 and imposes several requirements on municipalities. The development of a Customer Services Standard will be the first change which Lanark County will be responding to. Planning is underway, as part of the annual budget process for the inclusion of significant staff training on providing Customer Service. The Association of Municipalities of Ontario (AMO) has made a commitment to develop an appropriate training course and offer it to all interested parties.

6.4. Increase community involvement and awareness

Partnerships with Community agencies will be developed and encouraged. Working together will enhance the opportunities to raise the profile of Accessibility in the Community.

6.5. Continue to work to improve the Accessibility Guideline

The Accessibility Guideline, developed in 2004 requires regular review and updating. Additional sections, such as signage requirements should be researched and developed.

6.6. Report on Renovations to Administration and Public Works Buildings

As renovations are completed to both buildings and staff return to work under new conditions, the LCAAS intends to review the facilities and if necessary, report on the accessibility enhancements and deficits of the buildings.

6.7. Round Garden/Accessible Trail

In conjunction with the Administration building renovations, the adjacent Round Garden is being assessed for much needed updating and improvements. The LCAAS intends to participate in this process and extend it to the consideration of construction of an accessible trail near the buildings.

6.8. Policy Development

The final goal of the LCAAS is to elevate accessibility issues to a high profile level whenever policy and procedure development is taking place in Lanark County.



Martha Read preparing an exhibit for an accessibility meeting

SECTION 7. ACCESSIBILITY ACHIEVEMENTS

The Corporation of the County of Lanark is proud to have implemented a number of initiatives to eliminate barriers and to make our Community more accessible to all residents, visitors and employees. The following highlights our most significant achievements.

LC AAS Achievements

2003

- Established the Lanark County Accessibility Advisory Committee.
- Advised Lanark County Council on the development of its annual accessibility plan.
- Represented the LC AAS at the International Ploughing Match. Shared an Information Booth with representatives from the Carleton Place Accessibility Advisory Committee (CP AAC), Carleton Place Manor and the War Amps.

2004

- Advised Lanark County Council on the preparation, implementation, and effectiveness of its annual accessibility plan.
- Developed and produced Lanark County (LC) Accessibility Guideline.
- Distributed copies of LC Accessibility Guideline to all local municipalities in Lanark County.

2005

- Advised Lanark County Council on the preparation, implementation and effectiveness of its annual accessibility plan.
- Developed sixty-four Recommendations for inclusion in the Space Optimization Study that was conducted in the Lanark County Administration and Public Works Buildings.
- Conducted physical inspections of:
 - Perth & Smiths Falls District Hospital: Perth Site
 - Lanark Lodge
 - Montague Township Offices and
 - Rosedale Hall
- Hosted a public education event, "Doorways to Abilities" in Perth.

2006

- Advised Lanark County Council on the preparation, implementation and effectiveness of its annual accessibility plan.
- The Chair of the LC AAS sat as an Accessibility Advisor on the County of Lanark Building Renovations Project.
- Conducted physical inspections of:
 - Tay Valley Community Halls
 - Tay Valley Township Offices
- Hosted an Awareness Day on "Attention Deficit Hyperactivity Disorder" at the Lanark County Administration Building.

2007

- Advised Lanark County Council on the preparation, implementation and effectiveness of its annual accessibility plan.
- The Past Chair of the LC AAS continues to sit as an Accessibility Advisor on the County of Lanark Building Renovations Project.
- Met with Lanark County staff to discuss the County Building Renovations Project.
- Consulted with Lanark County staff and Chair of Round Garden Inc. in regard to making the Round Garden accessible.
- Director of Public Works, Steve Allan, conducted a tour of the renovated buildings with members of the Sub-Committee.
- Consulted with Lanark County staff and Chair of Round Garden Inc. in regard to making the Round Garden accessible for people with disabilities.
- Developed promotion materials: brochure.
- Reviewed County policies.
- Hosted a Joint Accessibility Planning Meeting with members of the Carleton Place and Mississippi Mills Accessibility Advisory Committees and staff from the local municipalities.

SECTION 8. DEPARTMENTAL ACCESSIBILITY PLANS

A short description of the function of each department follows, including notable initiatives or barriers identified within the department.

8.1 CORPORATE SERVICES

The Corporate Services department provides a diverse range of services primarily to the Corporation as a whole and also to the departments within the Corporation.

Support and expertise are provided in areas such as information technology, finance, legal, human resources management, GIS, records management, purchasing, risk and insurance management, realty services, communications, printing, photocopying, and mail distribution.

Strategic planning, financial leadership roles, administration of personnel and systems requirements are delegated to this department. The Health and Safety Specialist provides a valuable resource on accommodating and overcoming barriers for staff with disabilities.

8.1.1 CAO's Office

The Chief Administrative Officer (CAO) ensures the programs and services in Lanark County are delivered in accordance with Council-approved policy and in a professional, effective, efficient and customer-oriented manner. The CAO is responsible for motivating and developing skills of department heads and their staff to foster productivity, professionalism and high morale. The CAO has general control and manages the administration of the government and affairs of the corporation. The CAO's office reports to the Corporate Services Committee of Lanark County Council.

The CAO's office oversees the efficient operation of the corporation. The CAO presents reports and information regarding program progress and accomplishments, chairs and convenes meetings to facilitate policy development, and provides resource information for Council. The CAO directs collective bargaining of employment contracts for all Municipal employees.

8.2.1 Clerks Office

The Clerk's Office is responsible for statutory and regulatory functions as well as provision of services to the public, Council and other County departments. It also oversees the administration of special projects, reception/customer services and the main administration building. The Clerk's office supports the governance functions of the County of Lanark by preparing and maintaining agendas, minutes, reports and correspondence. It responds to Council, staff and public information requests in a timely manner in the area of corporate records management and freedom of information/protection of privacy matters, and it handles media relations, including media releases and interviews.

Corporate Services also fall within the realm of the Clerk's Office, including the management of the corporation's administrative requirements. The office issues auctioneers' licenses; handles relations between municipal, provincial and federal governments; and distributes information such

as reports, external bulletins, items of general interest and material related to cross-departmental issues.

The Clerk's Office manages the County Administration Building by tracking preventive and other maintenance calls, developing an energy management program, forecasting replacement of capital items, undertaking a regular preventive maintenance program and ensuring applicable health and safety legislation, policies and guidelines are followed.

8.1.3 Finance

The Finance Department is responsible for treasury, insurance and risk management, as well as financial services such as records, payroll, accounts payable and accounts receivable. Staff analyse tax ratios, capping tools and legislation and make recommendations to County Council on tax policy. The department coordinates and presents the annual budget process. The department provides materials management and procurement advice to other sectors.

8.1.4 Information Technology

The mandate of the Information Technology (IT) department is to ensure the corporation has the information technology resources and direction to deliver its programs to the public in the most efficient, effective manner. The IT department is a corporate service available for advice and training to all County staff, councillors and participating local municipalities.

Partnerships with local municipalities are important to the department in order to promote coordinated approaches to information technology throughout the County. The Department also develops standards and policies for systems and resources and their use; provides project management expertise for various information technology projects (including Geographic Information System) develops database applications and reports to meet the information needs of staff, management, Council and the public and keeps abreast of technology trends and recommends changes and upgrades to programs and services as appropriate.

8.1.5 Human Resources

Human resources staff oversees the policies affecting all County of Lanark employees. They administer such responsibilities as labour relations, benefits and pensions, corporate training, recruiting and selections and employee records. The department also oversees special events and workshops and coordinates such activities as service awards for employees.

8.1.6 Planning

At the County level planning is limited to approvals of delegated matters concerning land subdivision, in its various forms, as provided under the provinces Planning Act. Administrative procedures have been developed by staff from the County and local municipalities concerned with the delivery of planning approvals.

The County relies on two consulting firms for advice regarding plans of subdivision. The consultants will review submissions and advise of the requirements for information and studies

that are then relayed to the municipalities. The constituent municipalities undertake the bulk of planning activities in the form of preparing new official plans; new comprehensive zoning by-laws and they are administering committee of adjustment variance and related functions, official plan amendments, zoning by-law amendments and site plan approvals.

The County has been delegated authority to administer the following functions:

- Consents
- Subdivision
- Part lot control by-laws
- Condominium plans

The planning department is located in the County Administration Building. Client traffic is moderate. They are currently developing a system of records management for consent applications dating back to 1973.

8.1.7 Tourism

The focus of the Tourism Manager is to create partnerships, generate awareness, act as a resource and partner with local municipalities in promoting tourism product, as a means to increase visitation and length of stay in the County of Lanark.

There is a strong affiliation between the County of Lanark and the Lanark County Tourism Association. Together, they develop promotional materials, generate interest and distribute information about the area. They strive to foster an environment that responds to the needs of our visitors.

The major projects that have been undertaken by the Tourism department in 2007 are:

- 1. Provided leadership and information to members and municipal partners with regard to strategic planning for tourism;
- 2. Completed the interactive website featuring GPS coordinates for each attraction and service available to tourists in Lanark County;
- 3. In cooperation with the Municipal Tourism Stakeholders' Group and the Lanark County Tourism Association, the Tourism office has acquired statistics, to assist in the development of new plans;
- 4. Met with the Lanark County Museums Association to discuss a plan for improved accessibility;
- 5. Implemented a new chart system for the 2008 guide & map which will identify sites that have accessible features. This will also allow the office to better communicate to potential tourists with disabilities;
- 6. Assembled a draft publicity plan for the Round Garden, including recommended upgrades developed in consultation with internationally renowned gardens for people who are visually impaired.

In 2008, the Tourism department plans to develop new tourism product that will enhance multigenerational, experience based tourism.

The Tourism department is located on the main level of the County Administration Building.



Rideau Canal 175th Anniversary

8.1.8 Emergency Services

Lanark County has a number of emergency services responsibilities. Recognizing the numerous complexities; the activities of various individuals, groups and organizations have become the responsibility of one sub-committee. The Emergency Services Sub- Committee will advise the Lanark County Council on issues relating to emergency services.

Emergency Services of the County of Lanark include:

- Fire Dispatch Services
- 911 Central Emergency Reporting Bureau (CERB)
- Rescue Services
- Ambulance Services
- Emergency Planning
- Emergency Preparedness
- Fire Safety Planning

The Emergency Services Sub-Committee advises Council on matters relating to emergency services provided for the benefit of the residents of Lanark County. The Sub-Committee directly reports to the Corporate Services Committee of Lanark County Council.

8.2 COMMUNITY SERVICES

The Social Services department provides a diverse range of Community & Human Services and is organized into four divisions: Ontario Works, Children's Services, Adult Protective Services, and Social Housing.

8.2.1 Ontario Works

Ontario Works provides financial aid and employment services to approximately 1,000 families in Lanark County and the separated Town of Smiths Falls.

Client interviews are conducted in the County Administration building and in rented office space in the Towns of Carleton Place and Smiths Falls. Visitor traffic is moderate to heavy, with a high proportion of clients requiring some accommodation for a disability.

8.2.2 Child Care

The Childcare Division is the service manager for wage subsidy, special needs resource program and fee subsidy. They are also responsible for the management and administration of the National Child Benefit Reinvestment Program. The department is also responsible for the management of the Best Start Initiative which started in 2005 and is currently in phase 2 of the initiative.

The childcare division is situated on the basement level of the County Administration Building. Client traffic is light as most interviews are conducted by telephone.

It is a goal of the County to provide access to quality affordable, accessible childcare.

Lanark Early Integration Program provides services to children with special needs within a licensed day nurseries program or licensed private home child care throughout the County. The function of an early intervention program is integration of children with special needs into the licensed community programs, establishing a base for their optimum development and preparation for entering the school system. Funds are primarily used to purchase the services of resource teachers/consultants and enhanced support workers. This special needs resource program has seen an increase in need over the past few years, as children's needs are identified earlier in their development.

8.2.3 Adult Protective Services

The staff of the APS division support individuals with developmental handicaps to live valued and integrated lives. They advocate on behalf of individuals and teach practical skills.

Client services are delivered in the County Administration Building (basement level) and in rented sub offices in the towns of Smiths Falls, Carleton Place, and Almonte.

Client traffic is moderate, as staff frequently visit clients in the community rather than County offices.

8.2.4 Social Housing

The Social Housing department coordinates the provision of affordable housing to low and moderate-income residents of Lanark County and the Town of Smiths Falls. Funding is provided to eight non-profit housing corporations and the Lanark County Housing Corporation (LCHC). Rent Supplements are also provided to private sector landlords through a program administered by the LCHC.

The LCHC is co-located with the Ontario Works sub office in Smiths Falls. The Housing department is situated in the basement level of the County Administration Building.

8.3 PUBLIC WORKS

The Public Works Department is responsible for overseeing road and bridge maintenance and construction and manages building, properties, fleet and equipment. Staff complete needs studies and long term transportation plans to support and develop the capital program, then recommend plan and undertake the rehabilitation reconstruction and replacement of County roads and bridges to meet the system adequacy objectives of Council. The department receives, investigates and responds to numerous inquiries and requests from the public. It also plans, conducts and oversees environmental assessments and public involvement centres as required, and is currently developing, implementing and maintaining an asset management system with a Geographic Information System component.

The public works fleet includes approximately 30 vehicles including light and heavy trucks, heavy equipment, trailers, and various tools and equipment. The department manages more than 20,000 square feet of facilities. There are ten signalized intersections and 6,000 regulatory, warning or directional signs throughout the County highway system. The County road network consists of 567 two-lane kilometres of roads. There are 27 full time employees in the Department.

Departmental priorities for 2007 include:

- Renovate Administration & Public Works buildings
- Initiate Transportation Master Plan
- Implement Hours of Work Regulation
- Complete Garage Rationalization Study
- Start up Municipal Trails Corporation
- Develop Policies & Procedures
- Succession Planning

8.4 LONG TERM CARE

Lanark Lodge is a municipal Long-Term Care Home owned and operated by the County of Lanark that offers 163 beds providing 24 hour nursing and personal care services, accommodations, meals, as well as a variety of social and recreational activities. It is a regulated health care program governed by the Homes for the Aged and Rest Homes Act (Ministry of Health and Long-Term Care, Government of Ontario) and is subject to the standards set out in the Ministry of Health and Long-Term Care Facilities Program Manual. The home is fully accredited by the Canadian Council on Health Services, and is an active member of the Ontario Association of Non-Profit Homes and Services for Seniors, within Lanark Lodge there are four residential neighbourhoods. One of the neighbourhoods, the Maples, provides a progressive special care home for residents who have significant memory loss or Alzheimer's disease.

Lanark Lodge provides food and space to the Rideau Lakes Meals on Wheels program.

Nursing and personal care are provided 24-hours per day under the supervision of a Registered Nurse. Their role is to encourage and assist all residents as needed, with their activities of daily

living such as eating, bathing, dressing, toileting, transferring, and to support a holistic approach to care and support.

A program of organized Recreation and Leisure programs is available to residents. These activities may range from a focus on fitness to purely recreational outings such as shopping.

Professional rehabilitation services such as Physiotherapy or Occupational and/or Speech therapy are available to residents. The Pastoral Care Coordinator is available for counselling residents and spiritual services are conducted by individual denominations.

The Long Term Care Department reports to the Community Services Committee of Lanark County Council.

Changes have been implemented to the building security system to enhance resident and staff safety. A wheelchair accessible doorway with secure locking system for resident safety has been installed.

In 2006 a lift and transfer installation project was completed to improve safety standards for residents.

2007 Goals include:

- Enhanced music therapy program
- Increase the number of adult volunteers
- Introduction of alternative therapies
- Masonry repairs to buildings and walkways
- Implement flooring repair/replacement program and carpet elimination
- Strategic capital planning for re-furbishment and updating of the home
- Updating policies & training manuals
- Construction of vestibule to provide comfort and safety to residents

SECTION 9. RECOMMENDATIONS/RESPONSE TO IDENTIFIED BARRIERS

For the 2003 Lanark County Accessibility Plan, every department completed a barrier identification exercise. In 2004 an update was reported and new initiatives/barriers were identified. The 2005 plan included responses and recommendations on the identified barriers. During 2006, plans were finalized for a major renovation of the Lanark County Administration Building. The Accessibility Committee provided recommendations for accessibility improvements to the building. At the time of writing this report, the construction is nearing completion and staff will be relocating to renovated office space in the next few months. The Accessibility Advisory committee provided a number of recommendations for the renovations and will provide a full accessibility report on the renovated buildings for the 2008 Lanark County Accessibility Plan.

SECTION 10. MONITORING PROGRESS

Evaluation is an ongoing process to monitor and track the accessibility planning progress. Comment forms and surveys will be circulated to provide some input regarding improvements to Accessibility, both accomplished and requested.

The Accessibility Advisory Sub committee will provide a report to County Council in 2008 regarding the accessibility of the physical structures of the renovated Administration & Public Works buildings.

SECTION 11. 2008 ACCESSIBILITY PLAN

Planning for accessibility will be incorporated into the annual strategic planning completed by every County department. Results of departmental planning (budgeting & resources) will be forwarded to the LCAAS for inclusion in the 2008 Accessibility Plan.

SECTION 12.1 APPENDIX

2007 County Councillors

NAME	MUNICIPALITY
R. Kidd	Beckwith
S. Mousseau	Beckwith
P. Dulmage	Carleton Place
E. Sonnenburg	Carleton Place
A. Churchill	Drummond/North Elmsley
G. McConnell	Drummond/North Elmsley
B. Fletcher	Lanark Highlands
B. Horlin	Lanark Highlands
Al Lunney	Mississippi Mills
B. Hurrle	Mississippi Mills
J. MacTavish	Montague
P. Kavanagh	Montague
W. Laut	Perth
J. Fenik	Perth
K. Kerr	Tay Valley
S. Freeman	Tay Valley

SECTION 12.2 APPENDIX

2007 Department Heads

STAFF	POSITION		
Peter Wagland	Chief Administrative Officer		
Stephen Allan	Director of Public Works		
Nancy Green	Director of Social Services		
Deborah Pidgeon	Director of Long Term Care – Lanark Lodge		
Sam Law	Director of Information Technology		
Tammy Wolters	Treasurer		
Cathie Ritchie	Clerk		
Lisa Crosbie-Larmon	Director of Human Resources		

SECTION 12.3 APPENDIX

2007 Barriers Planning/Evaluation Form

What barrier was identified?1	What type of barrie r was it?2	What will be gained by removing or preventing this barrier3	Means to prevent/remov e the barrier4	Indicators of Success5	Timing (when will change happen)6	Resources Required (human or financial)7	Division/ Department Responsible

¹ Indicate where the barrier was found. For example, was it in a program, service, by-law, policy, practice, or facility

² I.e. was it a physical, architectural, informational, communicational, attitudinal, technological, policy/practice

³ Indicate what type(s) of disability will be addressed

⁴ Describe what action will be taken to remove and/or prevent the barrier

⁵ Indicate how customer service will be improved by removing or preventing this barrier? Also indicate any other measure(s) that will be used to determine whether or not your Department was successful in removing and/or preventing this barrier.

⁶ The timing for addressing a barrier does not necessarily have to be set within the 15-month period. The nature of the action may be *phased in* over a number of months or years depending on the resources and priorities of your Department.

⁷ Indicate if this activity will be completed within existing resources or if new resources will be required. Quantify the human/financial costs.

SECTION 12.4 APPENDIX

County Facilities

NAME	ADDRESS	OWN/RENT	CONTACT
Administration Building	99 Christie Lake Rd Perth, ON K7H 3E2	Own	Jamie Dickey
Public Works Building	99 Christie Lake Rd Perth, ON K7H 3E2	Own	Jamie Dickey
Lanark Lodge	RR 4 Perth, ON K7H 3C6	Own	Jamie Dickey
Public Works Garage (Perth)	110 Wilson St W Perth, ON	Own	Jamie Dickey
Public Works Garage (Almonte)	4752 County Rd 29N RR 3 Almonte K0A 1A0	Own	Jamie Dickey
McDonald's Corners Gravel Pit	4705 McDonalds Corners Rd	Own	Jamie Dickey
5 N Waste Site		Own	Jamie Dickey
Dalhousie Gravel Pit 1	Lot 3 Con 6 Dalhousie	Own	Jamie Dickey
Darling Gravel Pit 2 Lot 8 Con 7 Darling		Own	Jamie Dickey
Ontario Works Sub Office Carleton Place	92 Bridge Street Carleton Place, ON	Rent	Jamie Dickey
Ontario Works Sub Office Smiths Falls			Jamie Dickey
APS Sub Office Almonte			Jamie Dickey

SECTION 12.5 APPENDIX

Glossary of Terms and Definitions

Barrier: Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an informational or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice (obstacle).

Barrier Identification Process: Any process or methodology used to determine what barriers exist, where barriers exist and other information. Examples of a barrier identification process may include surveys, audits or customer feedback.

Disability: Means,

- (a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness, and without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or another animal or on a wheelchair or other remedial appliance or device,
- (b) A condition of mental impairment or a developmental disability,
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) A mental disorder, or
- (e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (handicap)

Types of disability and functional limitations

A person's disability may make it physically or cognitively hard to perform everyday tasks. Listed below are different kinds of disabilities and the effects of these limitations on an individual's ability to perform everyday tasks.

1. Physical

Physical disabilities include minor difficulties moving or coordinating a part of the body, muscle weakness, tremors and in extreme cases, paralysis in one or more parts of the body. Physical disabilities can be congenital, such as Muscular Dystrophy; or acquired, such as tendonitis.

Physical disabilities affect an individual's ability to:

- Perform manual tasks, such as hold a pen, grip and turn a key, type on a keyboard, click a mouse button, and twist a doorknob
- Control the speed of one's movements
- Coordinate one's movements
- Move rapidly
- Experience balance and orientation
- Move one's arms or legs fully, e.g., climb stairs

- Move around independently, e.g., walk any distance, easily get into or out of a car, stand for an extended period
- Have strength or endurance

2. Sensory

Hearing

Hearing loss includes problems distinguishing certain frequencies, sounds or words, ringing in the ears and total (profound) deafness. A person who is deaf, deafened or hard-of-hearing may not be able to use a public telephone, understand speech in noisy environments, or pronounce words clearly enough to be understood by strangers.

Speech

Speech disability is a partial or total loss of ability to speak. Typical voice disorders include problems with:

- Pronunciation
- Pitch and loudness
- Hoarseness or breathiness
- Stuttering or slurring

Vision

Vision disabilities range from slightly reduced visual acuity to total blindness. A person with reduced visual acuity may have trouble reading street signs, recognizing faces, or judging distances. They might find it difficult to manoeuvre, especially in an unfamiliar place. He or she may have a very narrow field of vision, be unable to differentiate colours, have difficulties navigating or seeing at night, or require bright lights to read. Most people who are legally blind have some vision.

Deaf-blind

Deaf-blindness is a combination of hearing and vision loss. It results in significant difficulties accessing information and performing activities of daily living. Deaf-blind disabilities interfere with communication, learning, orientation, and mobility.

Smell

Smell disability is the inability to sense, or a hypersensitivity to, odours and smells. A person with a smelling disability may have allergies to certain odours, scents or chemicals or may be unable to identify dangerous gases, smoke, fumes and spoiled food.

Taste

Taste disability limits the ability to experience the four primary taste sensations: sweetness, bitterness, saltiness, and sourness. A person with a taste disability may be unable to identify ingredients in food, spoiled food, or noxious substances.

Touch

Touch disability alters the ability to sense surfaces and their texture or quality, including temperature, vibration and pressure. Touching sensations may be heightened, limited, absent (numbness), or may cause pain or burning. A person with a touch disability may be unable to detect (or be insensitive to) heat, cold or changing temperatures. Alternatively, a person with a touch disability may be hypersensitive to sound, physical vibrations, or heated surfaces or air.

3. Cognitive

Intellectual

An intellectual disability affects an individual's ability to think and reason. The disability may be caused by genetic factors (e.g., Down Syndrome), brain trauma and psychiatric conditions. A person with an intellectual disability may have difficulty with:

- Language: understanding and using spoken or written information
- Concepts: understanding cause and effect
- Perception: taking in and responding to sensory information
- Memory: retrieving and recognizing information from short- or long-term memory
- Recognizing problems, problem solving and reasoning

Mental Health

There are three main kinds of mental health disabilities:

- Anxiety: A state of heightened nervousness or fear related to stress
- Mood: Sadness or depression
- Behavioural: Being disorganized; making false statements or inappropriate comments; telling distorted or exaggerated stories

People with mental health disabilities may seem edgy or irritated; act aggressively; exhibit blunt behaviour; be perceived as being pushy or abrupt; start laughing or get angry for no apparent reason.

Learning

Learning disabilities are disorders that affect verbal and non-verbal information acquisition, retention, understanding, processing, organization and use. People with learning disabilities have average or above-average intelligence, but take in information, retain it, and express knowledge in different ways. Learning disabilities affect reading comprehension and speed; spelling; the mechanics of writing; manual dexterity; math computation; problem solving; processing speed; the ability to organize space and manage time; and orientation and way finding.

4. Other

Disabilities result from other conditions, accidents, illnesses, and diseases, including ALS (Lou Gehrig disease), asthma, diabetes, cancer, HIV/AIDS, environmental sensitivities, seizure disorders, heart disease, stroke, and joint replacement.

SECTION 12.6 APPENDIX

Municipal Responsibilities under the ODA

The ODA, Sections 11, 12 and 13, state that:

11.

- (1) Each year the Council of every municipality shall prepare an accessibility plan; and
 - (a) either,
 - i) seek advice from the accessibility advisory committee that it establishes or continues under subsection 12(1), or
 - ii) consult with persons with disabilities and others, if the Council has not established or continued an accessibility advisory committee under subsection 12(1).
- (2) The accessibility plans shall address the identification, removal and prevention of barriers to persons with disabilities in the municipality's by-laws and in its policies, programs, practices and services.
- (3) The accessibility plan shall include,
 - (a) a report on the measures the municipality has taken to identify, remove and prevent barriers to persons with disabilities;
 - (b) the measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;
 - (c) a list of the by-laws, policies, programs, practices and services that the municipality will review in the coming year in order to identify barriers to persons with disabilities;
 - (d) the measures that the municipality intends to take in the coming year to identify remove, and prevent barriers to persons with disabilities; and
 - (e) all other information that the regulations prescribe for the purpose of the plan.
- (4) A municipality shall make its accessibility plan available to the public.

12.

- (1) The council of every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee and the council of every municipality having a population less than 10,000 may establish or continue an accessibility advisory committee.
- (2) The committee shall advise the Council in each year about the preparation, implementation, and effectiveness of its accessibility plan.
- (3) A majority of the members of the committee shall include persons with disabilities.
- (4) The Council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure, or premises, or part of a building, structure or premises,
 - (a) that the council purchases, constructs or significantly renovates;
 - (b) for which the council enters into a new lease; or
 - (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 210.1 of the Municipal Act.
- (5) The Committee shall,
 - (a) perform the functions set out in this section, including reviewing in a timely manner the site plans and drawings described in Section 41 of the Planning Act that the committee selects; and
 - (b) perform all other functions that are specified in the regulations.
- (6) If the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review.

13.

In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

Comment Form

(available on-line at www.county.lanark.on.ca)

The Lanark County Accessibility Advisory Sub Committee would like your input on improving Accessibility throughout Lanark County. Please take a few minutes to complete this form and let us know what you think.

Thank you.

1.		How did you find out about Accessibility Awareness, Lanark County's 2007 Accessibility Plan?				
		Lanark Count	y Staff			
		Website				
		Newspaper ar	ticle			
	□ Community Agency					
		Local municip	ality			
2.	Are	you a resident (of Lanark (County?		
		Yes		No		
3.	Are :	you a person w	ith a disab	oility?		
		Yes		No		

4.	What do you see as the key issue facing people with disabilities in Lanark County?						
	☐ Awareness						
	□ Attitudes						
		Lack of services/supports					
		Housing					
		Barriers in commercial sector					
		Social Assistance					
		Lack of Information					
		Lack of Accessibility standards					
		Other					
5.	What	do you like most about the plan? (Choose all that apply)					
		Overall layout & format					
		Information concerning the action the County has already taken to ensure people with disabilities can use its services and programs					
		Information concerning the plans the County has to improve services and programs in the future					
		The types of barriers that will be addressed this year					
		How the County will identify barriers within it programs & services					
		The participation of all County departments in accessibility planning					
		Other					

6.	Do you think there has been an improvement in Accessibility issues in Lanark County since the implementation of the Advisory sub committee in 2003?							
		Yes		No				
	If ye	s, what has ir	nproved?					
	If no, please explain							
7.	Is the plan easy to read and understand?							
		Yes		No				
	If no	If no, why?						
8.		•			or agency that represents or provides Lanark County?			
		Yes		No				
	If ye	If yes, what is the name of the organization?						

Thank you

If you would like to receive more information about this Plan or Accessibility planning in Lanark County, please contact us.

You can return your completed form by:

Mail: Clerks Department

County of Lanark

Box 37

99 Christie Lake Road Perth, ON K7H 3E2

Fax: (613) 267-2694

E-mail: clerk@county.lanark.on.ca

MINUTES FIRST MEETING OF 2008 BROADBAND STEERING COMMITTEE

The Committee met on Wednesday, January 30th, 2008 at 3:30 p.m. at the Lanark County Administration Building, 99 Christie Lake Road, Perth, Ontario.

Members Present: Chair Councillor Richard Kidd

Councillor Al Lunney Councillor Brenda Hurrle

Councillor Keith Kerr (arrived at 3:51 p.m.)

Staff/Others Present: Warden Bob Fletcher

Peter Wagland, Chief Administrative Officer Barrie Crampton, County Project Manager

Amanda Mabo, Council and Clerk Services Assistant

Sam Law, Director of Information Technology

Grant Street, Storm Project Manager

Absent: None.

BROADBAND

Chair: Councillor Richard Kidd

2. CALL TO ORDER

The meeting was called to order at 3:45 p.m. A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST

None at this time.

3. APPROVAL OF MINUTES

MOTION #BB-2008-01

MOVED BY: Brenda Hurrle **SECONDED BY:** Al Lunney

"THAT, the minutes of the December 19th, 2007 Broadband Steering Committee meetings be approved as circulated."

4. ADDITIONS & APPROVAL OF AGENDA

MOTION #BB-2008-02

MOVED BY: Al Lunney

SECONDED BY: Brenda Hurrle

"THAT, the agenda be adopted as presented."

ADOPTED

5. COMMUNICATIONS

None.

6. REPORTS

- v) CONFIDENTIAL: Agreements with Storm.
 Chief Administrative Officer, Peter Wagland.
 - a. Broadband Services
 - b. Use of Union Hall Tower

MOTION #BB-2008-03

MOVED BY: Brenda Hurrle SECONDED BY: Al Lunney

"THAT, the Committee move "in camera" at 3:46 p.m. to address a matter pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;

AND THAT, P. Wagland, CAO; S. Law, Director of Information Technology; B. Crampton, County Project Manager; A. Mabo, Council and Clerk Services Assistant and G. Street, Storm Project Manager remain in the room."

ADOPTED

The minutes of the "in-camera" session are considered to be confidential and shall be subject to the provisions contained in section 7.10 of Procedural By-Law 2006-43.

Councillor K. Kerr arrived at 3:51 p.m.

MOTION #BB-2008-04

MOVED BY: Al Lunney SECONDED BY: Keith Kerr

"THAT, the Committee return to regular session at 4:33 p.m."

MOTION #BB-2008-05

MOVED BY: Al Lunney

SECONDED BY: Brenda Hurrle

"THAT, the Broadband Steering Committee recommend to County Council that the Broadband Services Agreement with Storm be approved as amended."

ADOPTED

MOTION #BB-2008-06

MOVED BY: Keith Kerr

SECONDED BY: Brenda Hurrle

"THAT, the Broadband Steering Committee recommend to County Council that the Use of Union Hall Tower Agreement with Storm be approved as presented."

ADOPTED

- i) Community Information Meeting Format. Storm Internet, Project Manager, Grant Street.
 - Storm Internet Public Information Meetings Ad. a)

An additional meeting date and session at the Carleton Place Civitan Club may be scheduled at the request of the Civitan Club.

- b) Public Information Meetings Calendar.
- Draft Public Information Meetings Format. c)

The Committee suggested that the Welcome and Introduction be undertaken by a Council Member or Staff Member from the local municipality if they are available.

For item #3, the presenter will inform the audience that the Business Enterprise Centre is available at a table for information on internet applications awareness.

MOTION #BB-2008-07

MOVED BY: Al Lunney

SECONDED BY: Brenda Hurrle

"THAT, the Community Information Meeting Format be received for information."

- ii) Project Update (verbal).Storm Internet, Project Manager, Grant Street.
 - a) Storm Internet Notice to Residents Ad.

The Committee reviewed the message board set-up by Storm regarding the project progress (www.storm.ca/lanark).

MOTION #BB-2008-08

MOVED BY: Al Lunney

SECONDED BY: Brenda Hurrle

"THAT, the Project Update be received for information."

ADOPTED

iii) CONFIDENTIAL: High Speed Internet Service to County Buildings (verbal). **Director of Information Technology, Sam Law.**

MOTION #BB-2008-09

MOVED BY: Brenda Hurrle SECONDED BY: AL Lunney

"THAT, the Committee move "in camera" at 4:54 p.m. to address a matter pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;

AND THAT, P. Wagland, CAO; S. Law, Director of Information Technology; B. Crampton, County Project Manager and A. Mabo, Council and Clerk Services Assistant remain in the room."

ADOPTED

The minutes of the "in-camera" session are considered to be confidential and shall be subject to the provisions contained in section 7.10 of Procedural By-Law 2006-43.

MOTION #BB-2008-10

MOVED BY: Keith Kerr SECONDED BY: Al Lunney

"THAT, the Committee return to regular session at 5:04 p.m."

MOTION #BB-2008-11

MOVED BY: Keith Kerr

SECONDED BY: Brenda Hurrle

"THAT, the Strategy for County High Speed Internet Service for 2008 include a high-speed internet backup."

ADOPTED

iv) Storm's Responsibilities & Deliverables.Chief Administrative Officer, Peter Wagland.

This item was dealt with during the "in camera" discussion regarding Storm's Contract.

7. NEW/OTHER BUSINESS

None.

8. **NEXT MEETING**

i) Meeting Dates.Chief Administrative Officer, Peter Wagland.

Wednesday, January 30th Wednesday, March 5th Wednesday, March 26th Wednesday, April 9th

Peter Wagland, Deputy Clerk

9. ADJOURNMENT

The meeting adjourned at 5:08 p.m. on motion by Councillors A. Lunney and K. Kerr.