
Wednesday November 12th, 2008

5:00 pm

**Lanark County Municipal Office
Council Chambers**

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 October 8th, 2008 and the Special Corporate Services Committee meeting held on October 22nd, 2008 be approved as circulated.”*

- 4. ADDITIONS & APPROVAL OF AGENDA**

Suggested Motion:

***“THAT**, the agenda be adopted as presented.”*

- 5. PRESENTATIONS & DELEGATIONS**

ONA Collective Bargaining Update (verbal)

Director of Human Resources, Lisa Crosbie-Larmon

- 6. COMMUNICATIONS**

- i) Ministry of Municipal Affairs and Housing: AMO Conference – *attached, page 8*
- ii) Town of Mississippi Mills: Resolution Supporting the Port of Prescott Capital Needs Program – *attached, page 9*
- iii) Tay Valley Township: Resolution Supporting the Municipality of Tweed for the Reduction of Taxes on Petroleum Products – *attached, page 11*

Suggested Motion:

***“THAT**, the communication items for the November 2008 Corporate Services Committee be received as information only.”*

7. REPORTS

- i) **CONFIDENTIAL: Fire Communications System Contract Negotiations (verbal)**
Chief Administration Officer, Peter Wagland

Suggested Motion:

***“THAT,** the Committee move “in camera” at ___ 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; C. Ritchie, Clerk; R. Hannah, Emergency Services Coordinator; Kurt Greaves, Director of Finance/Treasure; William Hunter, Solicitor and L. Drynan, Deputy Clerk remain in the room.”*

Suggested Motion:

***“THAT,** the Committee return to regular session at ___ p.m.”*

- Chair’s Rise & Report

Suggested Motion by

***“THAT,** staff be directed to complete the agreement for presentation to the successful bidder.”*

- ii) Report of the Lanark County Ambulance Service August 2008 – *attached, page 13*

Suggested Motion:

***“THAT,** the Report of the Lanark County Ambulance Service August 2008 be received for information only.”*

- iii) Report #PW-88-2008 Proposed Project: Building Canada Fund-Communities Component Grant Program – *attached, page 24*
Director of Public Works, Steve Allan

Suggested Motion:

***“THAT,** County Council selects the rehabilitation of the MacLan Bridge, on County Road 16A, as the County submission for funding for Intake One of the Communities Component of the Building Canada Fund (Option 6);*

***THAT,** the Clerk prepares the necessary by-law, in accordance with the Program Guide, to nominate the MacLan Bridge as the County’s submission for the Communities Component of the Building Canada Fund, for presentation at the October Meeting of County Council;*

***AND THAT,** the Clerk sends Report #PW-88-2008 to the Town of Mississippi Mills Clerk, for information.”*

iv) Report #IT-08-2008 Tender for Social Services PC Refresher – *to be distributed and presented at meeting*
Purchasing Officer, Jennifer Robitaille

v) Report #FIN-19-2008 2008 Financial Summary for the Period Ending September 30th, 2008 – *attached, page 31*
Treasurer, Kurt Greaves

Suggested Motion:

“THAT, Report #FIN-19-2008 2008 Financial Summary for the Period Ending September 30th, 2008 be received for information only”.

vi) Report – Provincial Municipal Fiscal & Service Delivery Review Update – *to be presented at meeting*
Treasurer, Kurt Greaves

vii) Report #ESC-16-2008: Smiths Falls Fire Dispatch Communications Centre Services – *attached, page 45*
Chief Administrative Officer, Peter Wagland

Suggested Motion:

“THAT, the Warden and Clerk be authorized to sign the agreement between the County of Lanark and the Town of Smiths Falls for the provision of Fire Dispatch Communications Centre Services for the term of three years commencing December 5, 2008 with an option for up to a five (5) year extension;

AND THAT, the necessary by-law be prepared by the County Clerk and be presented for approval at the November 26,, 2008 meeting of Council.”

viii) Report #ESC-17-2007: 2008 Surplus Emergency Services Vehicle Policy – *attached, page 54*
Chief Administrative Officer, Peter Wagland

Suggested Motion:

THAT, the Corporate Services Committee recommend to Council that the policy Surplus Emergency Services Vehicle be amended,

That the policy allocates the surplus Emergency Services Vehicle based on the type of vehicle:

- 1. Ambulance Vehicles to be sold for \$1. to the Local Municipality on the current rotating format with the right of first refusal included, with the provision that the Local Municipality must not sell or otherwise provide to any other agency or individual without the County of Lanark permission.*

2. *The Ambulance ERV be transformed into an Administrative and Support Vehicle for the Lanark County Ambulance Service. When the ERV is declared as surplus the vehicle will be treated as an Ambulance Vehicle.*

3. *Rescue Service Vehicles be sold in a Public Tender process.*

- ix) Report #C-05-2008 2008 Warden and Council Salary Adjustment – *attached, page 63*
Clerk, Cathie Ritchie

Suggested Motion:

“THAT, salary adjustments be applied to the Warden and Councillors Salaries retroactive January 1st, 2008 as prescribed in Section 9.4.1 of the Elected Officials – Meeting & Professional Development Remuneration Policy in the amount of 2.1%.

- x) Report #C-XX-2008 Corporate Media Policy – **deferred** to a future meeting.
Clerk, Cathie Ritchie

- xi) Brainstorming: 2010 Goals for Reserves, Debt and Amount Collected from the Levy (verbal) – **deferred** to a future meeting.
Chief Administrative Officer, Peter Wagland and Treasurer, Kurt Greaves

- xii) Report of the Lanark County Accessibility Advisory Sub-Committee (verbal).
Chair, Councillor Bruce Horlin

No Report.

Next Meeting: Tuesday December 2nd, 2008.

- xiii) Report of the Emergency Services Sub-Committee (verbal).
Chair, Councillor Bruce Horlin

Minutes: Thursday November 6th, 2008 – *to be distributed separately*

Suggested Motion:

“THAT, the Report of the Emergency Services Sub-Committee Update be received as information only”.

- xiv) Report of the Building Renovation & Construction Steering Committee – Almonte & Lanark Ambulance Bays (verbal).
Chair, Councillor Brenda Hurtle

No Report.

Next Meeting: At the Call of the Chair.

- xv) Report of the Building Renovation & Construction Steering Committee – Administration & Public Works Renovations (verbal).
Chair, Councillor Al Lunney

No Report.

Next Meeting: At the Call of the Chair.

- xvi) Report of the Broadband Steering Committee (verbal).
Acting Chair, Warden Bob Fletcher

Minutes: Thursday November 6th, 2008 – *to be distributed separately*

Suggested Motion:

“THAT, the Report of Broadband Steering Committee Update be received as information only”.

- xvii) Report of the Strategic Planning Steering Committee (verbal).
Chair, Councillor Susan Freeman

Minutes: Thursday November 6th, 2008 – *to be distributed separately*

Suggested Motion:

“THAT, the Report of Strategic Planning Steering Committee Update be received as information only”.

- xviii) Report of the Eastern Ontario Warden’s Caucus (EOWC) (verbal).
Warden Bob Fletcher

Deferred to December Meeting

- xix) Report of the Council and NUG Pay Equity/Compensation Review Steering Committee (verbal).
Warden Bob Fletcher

No Report.

Next Meeting: Thursday November 13th, 2008

- xx) Report of the Awards of Excellence Sub-Committee (verbal).
Chair, Warden Bob Fletcher

Minutes: Tuesday October 21st, 2008 – *attached page 65*

8. CONFIDENTIAL REPORTS

None

9. NEW/OTHER BUSINESS

i) Meeting Schedule. Clerk, Cathie Ritchie

NUG Pay Equity/Compensation Committee:	12:00 p.m.	Thur. Nov. 13 th
Lanark County Tourism Association	2:00 p.m.	Mon, Nov. 17 th (To be confirmed)
Special Corporate Services Committee:	5:00 p.m.	Wed. Nov 19 th
Agriculture Advisory Sub-Committee:	7:30 p.m.	Thurs, Nov. 20 th
Lanark County Housing Corporation Board:	6:30 p.m.	Tues, Nov. 25 th
Striking Committee: (Tentative)	5:00 p.m.	Wed. Nov. 26 th
Awards of Excellence Reception	6:30 p.m.	Wed. Nov. 26 th
County Council:	7:00 p.m.	Wed. Nov. 26 th
Warden's Banquet	6:00 p.m.	Fri, Nov. 28 th
Accessible Advisory Sub-Committee:	12:00 p.m.	Tues, Dec. 2 nd
Community Development Committee: Public Works Committee	5:00 p.m.	Wed, Dec. 3 rd
Community Services Committee: Corporate Services Committee:	5:00 p.m.	Wed, Dec. 10 th
Inaugural Meeting	11:00 a.m.	Tues, Dec. 16 th
County Council:	7:00 p.m.	Wed, Dec. 17 th

10. ADJOURNMENT

COMMUNICATIONS

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel. 416 585 7000
Fax 416 585 6470
www.mah.gov.on.ca

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. 416 585 7000
Télééc. 416 585 6470
www.mah.gov.on.ca



October 6, 2008

08-3171

Mr. Bob Fletcher
Warden
County of Lanark
P.O. Box 37
County Administration Building, 99 Christine Lake Road
Perth ON K7H 3E2

Dear Warden Fletcher:

I was pleased to see the Association of Municipalities of Ontario (AMO) so well represented by its member municipalities at the recent Conference. Moreover, I enjoyed meeting many of you and your staff representatives.

This being my first AMO Conference as Minister of Municipal Affairs and Housing, I was most encouraged by the lively dialogue and the quality of speakers and presentations.

The conference provided me with a good opportunity to listen to, and learn from, the various discussions of current local municipal issues and the challenges and opportunities that municipalities have in front of them.

I am looking forward to working with each of you, as leaders in your communities, in the months ahead as MMAH and AMO continue to work in partnership on behalf of Ontario's municipalities.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jim Watson".

Jim Watson, MPP
Minister

c: Mr. Peter Hume, President, Association of Municipalities of Ontario

RECEIVED
OCT 17 2008

WARDEN/CAO's OFFICE
COUNTY OF LANARK



CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

3131 OLD PERTH ROAD • PO BOX 400 • RR2 • ALMONTE ON • K0A 1A0

PHONE: 613-256-2064

FAX: 613-256-4887

WEBSITE: www.mississippimills.ca

October 14, 2008

Ms. Cathie Ritchie, Clerk
County of Lanark
Box 37, 99 Christie Lake Road
Perth ON K7H 3E2

Dear Cathie:

RE: Port of Prescott Capital Needs Program

Please be advised that at its meeting held on October 6, 2008, the Council of the Town of Mississippi Mills passed Resolution No. 438-08 in support of the Port of Prescott Capital Needs Program.

Enclosed please find a copy of **Resolution No. 438-08** for your records and information.

If you require any further information, please contact the undersigned at (613) 256-2064.

Yours truly,

Cynthia L. Halcrow
Town Clerk

Encl.



Mississippi
Mills

COUNCIL RESOLUTION

No. 438 - 08

October 6, 2008

MOVED BY:

[Handwritten signature]

SECONDED BY:

[Handwritten signature]

BE IT RESOLVED THAT the Council of the Corporation of the Town of Mississippi Mills supports the identified Capital Needs Program for the Port of Prescott and urges the Federal and Provincial Governments to join with the Township of Edwardsburg/Cardinal in financing the necessary Capital Infrastructure Improvements.

- CARRIED
- DEFERRED
- REFERRED TO: _____

- DEFEATED
- TABLED





Tay Valley Township

October 17th, 2008

Hon. Scott Reid, MP
6 Lake Ave., West
Carleton Place, ON K7C 1L2

Dear Mr. Reid:

RE: REDUCTION OF TAXES ON PETROLEUM PRODUCTS

At its regular Council meeting of October 14, 2008 the Council of the Corporation of Tay Valley Township passed the following resolution:

MOTION # 10A-08-233


Moved by: **B. Campbell**

Sec'd by: **R. Darling**

"THAT the Council of Tay Valley Township support the Municipality of Tweed in their lobby to the Federal and Provincial governments to become involved and reduce taxes on petroleum products, including the Provincial road taxes and the Federal Excise Tax".

If you require any further information, please do not hesitate to contact our office.

Sincerely



J. Gallagher, CAO

cc: Hon. Randy Hillier, MPP
Association of Municipalities of Ontario (AMO)
County of Lanark, C. Ritchie, Clerk
Municipality of Tweed, Patricia Bergeron, Clerk-Treasurer

Tay Valley Township – Formerly Bathurst Burgess Sherbrooke Township
217 Harper Road, R.R. #4, Perth, Ontario K7H 3C6

Fax: (613) 264-8516 Phone: (613) 267-5353
In Area Code (613) 1-800-810-0161

REPORTS

Report to
The County of Lanark

Summary of Activities
August 2008

Lanark County Ambulance Service

Lanark County Ambulance Service

Summary of Activities through August 2008

- 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. Note that responses *by other UTM's* into Lanark County are included in our 90th percentile, and therefore I will report any outside response time over our 1996, 90th percentile.

January 2008 County 90th Percentile Response Time **13:54**

(Note: Leeds Grenville County 90th Percentile Response time for January 2008 within Lanark County 16:50, Ottawa 90th Percentile Response time for January 2008 within Lanark County 19:12)

February 2008 County 90th Percentile Response Time **16:04** *(Up to latest data rec'd Feb 19-08)*

(Note: Renfrew County 90th Percentile Response time for February 2008 within Lanark County 19:59)

March 2008 County 90th Percentile Response Time **18:19** *(Up to latest data rec'd April 16-08)*

(Note: Leeds Grenville County 90th Percentile Response time for March 2008 within Lanark County 20:24)

April 2008 County 90th Percentile Response Time **15:00** *(Up to latest data rec'd May 8-08)*

May 2008 County 90th Percentile Response Time **14:58** *(Up to latest data rec'd June 13-08)*

(Note: Renfrew County 90th Percentile Response time for May 2008 within Lanark County 30:07)

June 2008 County 90th Percentile Response Time **15:10** *(Up to latest data rec'd July 14-08)*

(Note: Renfrew County 90th Percentile Response time for June 2008 within Lanark County 29:16)

July 2008 County 90th Percentile Response Time **17:25** *(Up to latest data rec'd Sept 15-08)*

(Note: Renfrew County 90th Percentile Response time for July 2008 within Lanark County 32:28)

August 2008 County 90th Percentile Response Time **15:52** *(Up to latest data rec'd Sept 15-08)*

Overall 2008 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

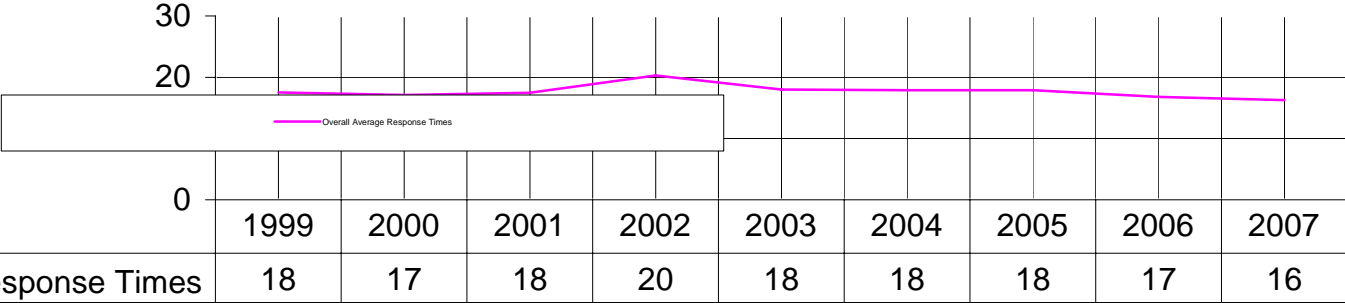
Dated October 23, 2008

**Lanark County Land Ambulance Service
Activity Levels / Response Times Within Municipalities
For the Activity Period Ended August 31, 2008**

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

Region	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	Ten Year Average	Inc/Dec Since 2001
Smiths Falls	8	9	9	10	10	10	10	10	11	12	10	1
Carleton Place	12	11	10	10	10	10	10	10	9	9	10	0
Perth	10	9	11	11	13	13	12	12	12	12	12	2
Beckwith	17	18	18	22	16	18	18	16	17	16	18	-2
Drummond North Elmsley	14	15	15	20	19	16	17	16	16	22	17	4
Mississippi Mills	18	16	16	18	16	16	15	16	15	15	16	0
Montague	16	17	18	28	18	14	17	18	13	14	17	0
Non Jurisdictional	26	27	27	29	23	26	24	22	22	22	25	-4
Tay Valley	25	21	22	25	25	25	26	22	23	25	24	3
Lanark Highlands	30	28	29	30	30	31	30	26	25	25	28	1
Overall Average Time For County	18	17	18	20	18	18	18	17	16	17	18	1

Average Annual Response Times



Overall Average Response Times

Year

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	2008 Projected Total	2008 Year To Date	2008 Inc/Dec Since 2001
Drummond North Elmsley	2,941	2,948	1,376	2,104	2,398	2,342	2,475	2,408	2,493	2,319	1,546	943
Mississippi Mills	2,139	1,956	1,529	1,838	2,391	2,414	2,555	2,925	3,124	3,221	2,147	1,692
Smiths Falls	699	699	1,837	2,304	2,239	2,094	1,946	1,866	1,875	1,883	1,255	46
Perth	2,067	1,906	2,157	2,107	2,202	2,240	2,086	1,941	2,482	2,580	1,720	423
Carleton Place	962	928	1,245	1,214	1,425	1,442	1,540	1,780	1,810	1,823	1,215	578
Non Jurisdictional	825	950	1,100	1,271	1,185	1,021	1,008	937	977	1,059	706	-41
Beckwith	253	314	255	347	457	559	607	633	675	717	478	462
Tay Valley	497	539	334	293	313	159	181	153	142	164	109	-171
Lanark Highlands	140	134	118	194	234	202	246	281	439	408	272	290
Montague	118	142	56	66	64	66	57	67	69	41	27	-16
Total Calls	10,641	10,516	10,007	11,738	12,908	12,539	12,701	12,991	14,086	14,213	9,475	4,206

Volume of Calls

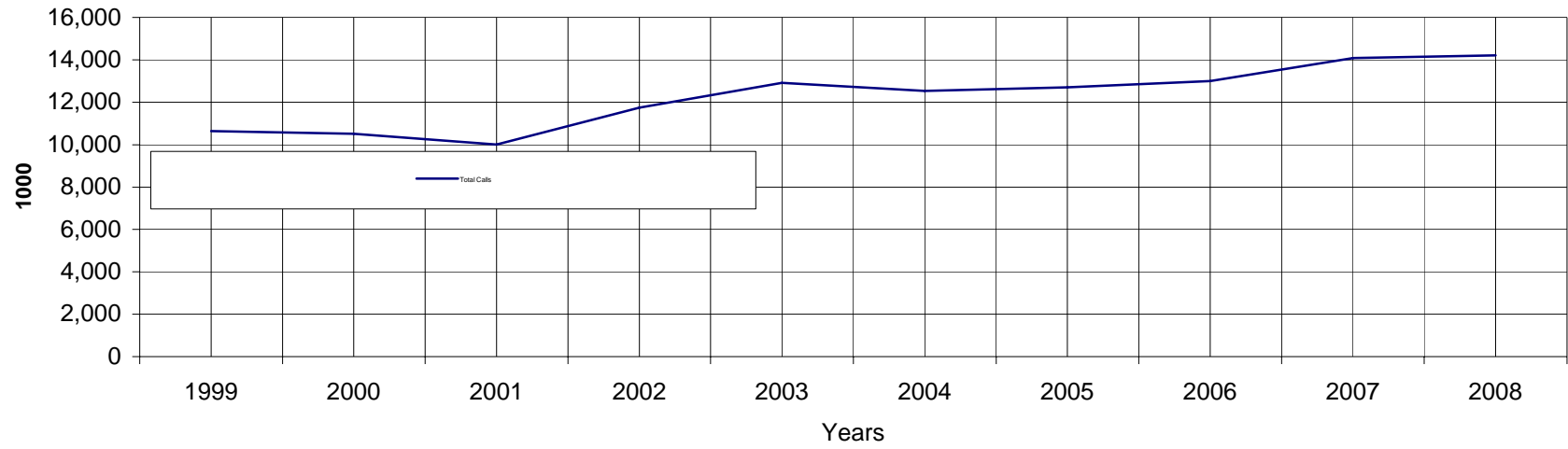


Chart 3 - Call Volume by Ambulance Base - Year to Date - Codes 1 to 4 and 8

Region	Almonte	Carleton Place	Perth	Smiths Falls	2008 To Date	2008 Projected Total	% Calls By Mun
Drummond North Elmsley	0	20	798	728	1,546	2,319	0.7%
Mississippi Mills	932	1,196	13	6	2,147	3,221	44.6%
Smiths Falls	3	31	177	1,044	1,255	1,883	1.2%
Perth	2	28	1,310	380	1,720	2,580	1.0%
Carleton Place	240	919	13	43	1,215	1,823	34.3%
Non Jurisdictional	75	167	106	358	706	1,059	6.2%
Beckwith	40	307	22	109	478	717	11.5%
Tay Valley	1	0	98	10	109	164	0.0%
Lanark Highlands	24	10	221	17	272	408	0.4%
Montague	0	1	5	21	27	41	0.0%
Total	1,317	2,679	2,763	2,716	9,475	14,213	100.0%
Percentage of Calls by Base	13.9%	28.3%	29.2%	28.7%	100.0%		

Call Volumes By Base

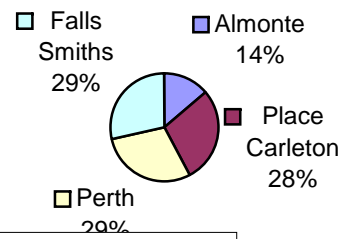
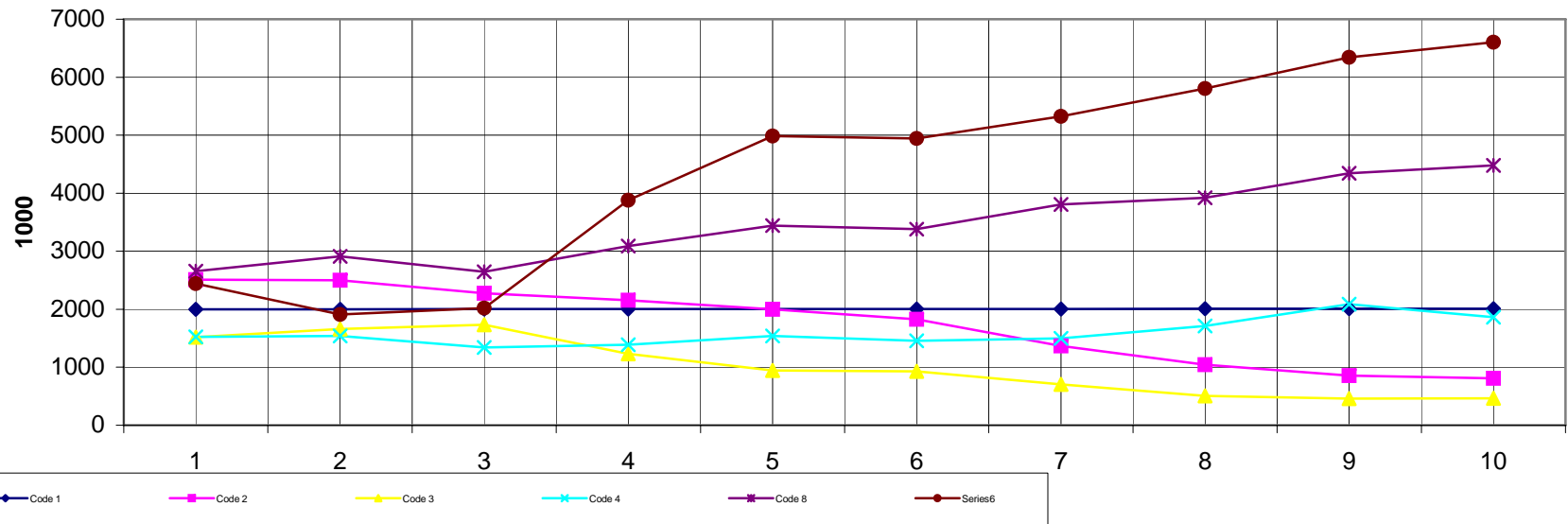


Chart 4 - Dispatch Priority Codes - Year To Date

Priority Codes	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008 Projected Total	2008 Calls To Date	% Calls By Code
Code 1 - Routine Transfer	2,508	2,501	2,276	2,153	2,000	1,828	1,366	1,045	856	807	538	5.7%
Code 2 - Booked Call	1,516	1,657	1,732	1,229	943	931	706	505	457	462	308	3.3%
Code 3 - Urgent Not Life Threatening	1,523	1,541	1,338	1,390	1,537	1,455	1,496	1,710	2,084	1,860	1,240	13.1%
Code 4 - Life Threatening	2,653	2,910	2,643	3,088	3,441	3,382	3,807	3,925	4,347	4,481	2,987	31.5%
Code 8 - Standby Call	2,441	1,907	2,018	3,880	4,987	4,943	5,326	5,806	6,342	6,603	4,402	46.5%
Total Calls	10,641	10,516	10,007	11,740	12,908	12,539	12,701	12,991	14,086	14,213	9,475	100.0%

Volume of Dispatch Codes



From: 1/01/08 to 12/31/08
Codes 1 to 4 and 8
Base: Head Office

Call Volume by NonJurisdiction Area

Leeds & Grenville County	332	47.0%
Ottawa Region	295	41.8%
Kingston	30	4.1%
Renfrew County	33	4.7 %
Frontenac County	13	1.8 %
Other	3	0.4 %
Total Calls:	706	

THE COUNTY OF LANARK

CORPORATE SERVICES COMMITTEE

October 8th, 2008

Report #PW-88-2008 of the
Director of Public Works

PROPOSED PROJECT: BUILDING CANADA FUND-COMMUNITIES COMPONENT GRANT PROGRAM

1. STAFF RECOMMENDATIONS

It is recommended that:

- i) County Council selects the rehabilitation of the MacLan Bridge, on County Road 16A, as the County submission for funding for Intake One of the Communities Component of the Building Canada Fund (Option 6).
- ii) The Clerk prepares the necessary by-law, in accordance with the Program Guide, to nominate the MacLan Bridge as the County's submission for the Communities Component of the Building Canada Fund, for presentation at the October Meeting of County Council.
- iii) The Clerk sends Report #PW-88-2008 to the Town of Mississippi Mills Clerk, for information.

2. PURPOSE

The purpose of this Report is to recommend that the County of Lanark submit an Application for the Communities Component of the Building Canada Fund (BCF-CC) Program for the rehabilitation of the MacLan Bridge, on County Road 16A, in Almonte ward, in the Town of Mississippi Mills.

3. BACKGROUND

On July 24th, 2008, Canada and Ontario announced an Infrastructure Framework Agreement, worth more than \$6.2 billion in Federal funding, under the Building Canada Plan. The Building Canada Fund has two components. Under the major Infrastructure Component, Canada and Ontario will both contribute more than \$2.73 billion towards larger, strategic projects of national and regional significance. Under the Communities Component, Canada and Ontario will both contribute \$362 million towards smaller projects in rural and small urban communities with populations less than 100,000

(2006 census). The Communities Component is the successor program to COMRIF. Municipalities that receive funding under the Building Community Fund Program must contribute one-third of the project costs.

On-line Applications for the first intake, which was launched on September 12th, 2008, will provide a combined total of \$200 million for Ontario communities. Future intakes will be announced at a later date. Projects must respond to the broader federal-provincial objectives of economic growth, cleaner environment and strong and prosperous communities. The BCF Program will fund 17 categories of infrastructure: drinking water, waste water, public transit, green energy, disaster mitigation, solid waste management, culture, sport, connectivity, **local roads**, the Core National Highway System, short sea shipping, shortline railways, local and regional airports, tourism and Brownfield redevelopment. In the local roads category eligible investments include:

- Improving road safety, mobility and sustainability
- Promoting the rehabilitation of bridges, tunnels and other structures
- Supporting economic and community development

Program Applicants may apply for funds for only one project per intake period and the deadline for applications is November 21st, 2008.

All requests for project funding will be subject to a competitive merit-based application process. This process will be administered by a Joint Secretariat made up of federal and provincial officials. The Secretariat will provide the first level of due diligence and the Oversight Committee will review and rank the applications against program criteria and recommend projects for approval. A municipal council that applies for BCF must pass a resolution in support of the proposed project. Successful Applicants will be required to enter into a Contribution Agreement with the Province of Ontario based on equal cost sharing between the Federal, Provincial and Municipal Governments Projects and will be deemed ineligible if construction work has already begun before project funding approval by BCF-CC. There is no maximum per project funding cap. Projects must be completed by March 31st, 2016.

4. DISCUSSION

The 121-page BCF Program Guide can be reviewed on-line at www.bfcc-fccvc.infrastructure.gc.ca/. The BCF-CC objectives, outcomes and criteria for Local Road Infrastructure are attached at Appendix "A." It should be noted that "the rehabilitation of structures is given a priority "under the Additional Leveraging Criteria Section of the Program Guide for Local Road Infrastructure.

5. ANALYSIS AND OPTIONS

Since the rehabilitation of structures (bridges) is given priority under the BCF-CC Program, the Director recommends that County Council nominates a bridge rehabilitation project for the funding. Six (6) bridge projects are currently at the evaluation or pre-engineering stages. Therefore, six options are open:

- a) Option 1. Clydesville Bridge (County Road 511).
- b) Option 2. George Street Bridge (County Road 511).
- c) Option 3. Cockburn Creek Bridge (County Road 43).
- d) Option 4. Glen Isle Bridge (Boundary Bridge near Carleton Place).
- e) Option 5. McIlquhams Bridge (County Road 15).
- f) Option 6. MacLan Bridge (County Road 16A).

The most costly options should be considered first since the County should attempt to maximize the potential BCF-CC grant revenues. The Glen Isle Bridge (Option 4) is a single lane steel truss structure, built in the 1950's, and it provides the only access to Glen Isle. An evaluation of the structure and rehabilitation/replacement options is currently underway and a Report from the Consulting Engineers should be ready for presentation at the November Public Works Committee Meeting. Not enough information about this project is available at this time to prepare a BCF-CC Application.

However, it should be considered as a potential candidate for future BCF-CC intakes.

The rehabilitation of the MacLan Bridge (Option 6), on County Road 16A, in Almonte Ward, was described in Report #PW-59-2008. The scope of the work and its location near the historic old Town Hall suggest that it would be a good BCF-CC candidate.

The estimated cost of the project is about \$800,000 and tender preparation is ongoing.

Since none of the other Options present projects with costs greater than \$800,000, the Director recommends the rehabilitation of the MacLan Bridge as the County BCF-CC candidate.

6. FINANCIAL IMPLICATIONS

If the County BCF-CC Funding Application is successful, the County will be responsible for one-third of the project costs. To ensure that the financial impact is known before budget deliberations begin, the Director recommends that the MacLan Bridge Rehabilitation Project is tendered in January, 2009.

7. LOCAL MUNICIPAL IMPACT

None.

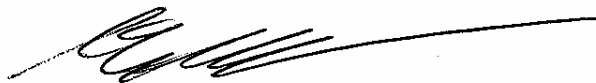
8. CONCLUSIONS

The Director recommends the Rehabilitation of the MacLan Bridge as the County's Building Canada Fund - Communities Component Intake One submission.

9. ATTACHMENTS

Appendix "A" – Extract from BCF-CC Guide – "Local Road Infrastructure".

Recommended By:



**Steve Allan, P. Eng.
Director of Public Works**

Approved for Submission By:



**Peter Wagland
Chief Administrative Officer**

12. LOCAL ROAD INFRASTRUCTURE

Objectives

To support investments in local roads:

- To improve road safety, mobility and sustainability;
- To promote the rehabilitation of bridges, tunnels and other structures;
- To support economic and community development.

Projects must be compatible with municipal Official Plans or other strategies to promote the sustainable development of the municipal area in which they take place.

Sub-categories

- Additional capacity and rehabilitation of roads within a municipal boundary, and high-occupancy and/or transit vehicle lanes, grade separations, interchange structures, bridges, tunnels, intersections, and roundabouts. Projects in areas where Ontario acts as a local government, or where there is a governing entity that is established by Ontario are eligible;
- Infrastructure pursuant to compliance with accessibility, such as wheel chair let down;
- Intelligent Transportation Systems (ITS);
- Active transportation Projects, including sidewalks, bicycle lanes, pedestrian/ bike/ multi-use pathways as a component of a larger Project; and
- Rehabilitation of bridges and major elevated or depressed structures (except those on the Core National Highway System which are eligible for rehabilitation under the National Highway System category).

Project Outcomes

The project must achieve one or more of the following outcomes:

- Improved transportation system efficiency, optimizing the use of all modes, and decreasing the use of single-occupancy vehicles;
- Improved safety of the road network;
- Minimized environmental impacts (e.g. emissions, land use);
- Improved access to one or all of the following:
 - multi-modal transportation corridors and/or intermodal facilities; and
 - business and employment centres (including commercial, industrial, natural resources and tourism sites).
- Support community development.

Mandatory Project Criteria

- The project must be compatible with official development and transportation plans or other strategies to promote the sustainable development of the municipality in which they take place.
- Engineering standards must be recognized by the Transportation Association of Canada or approved, equivalent provincial standards or municipal standards.

- The project must demonstrably contribute to improved road and pedestrian safety.

Additional Leveraging Criteria

- The rehabilitation of structures is given a priority.
- The project minimizes greenhouse gas emissions and other environmental and land-use impacts.
- The project includes innovation in transportation infrastructure solutions through best practices and new approaches and/or innovative technologies.
- The project includes an ITS component or system. ITS components and systems must meet the requirements set out in the ITS Annex.
- The project incorporates appropriate Transportation Demand Management (TDM) practices, as per the attached TDM Annex.

ANNEX – Transportation Demand Management Measures

Transportation Demand Management (TDM) projects will be implemented as part of new road capacity projects in large urban centres to help maximize investments in infrastructure, improve quality of life and maximize environmental outcomes.

TDM projects should include at least one of the measures under a) and/or b) below:

- a) Travel incentive and disincentive measures, including:
 - road or motor vehicle use pricing measures that increase or redistribute the costs of automobile or commercial vehicle use such as parking fees, road tolls, mileage-based car registration fees, pay-as-you-go insurance and other congestion pricing initiatives; or
 - workplace-based measures that make commuting less costly and stressful, such as preferential carpool parking, flexible working hours or telework; or
 - innovative travel services that add new choices to the menu of available travel options, such as car-sharing clubs, station cars or vanpooling services; or
 - infrastructure changes that improve travel options, such as improving sidewalks and other pedestrian linkages, creating on-road or off-road cycling routes, or reserving roadway lanes for use by carpools in peak periods, or dedicated truck lanes.
- b) Education, promotion and outreach measures, including:
 - branding and positioning measures that shape social and individual perceptions of different travel modes, and remove biases against more sustainable choices; or
 - information and education measures that enhance people's understanding of different travel choices, and the positive or negative effects of their decisions; or
 - targeted community-based social marketing measures to help individuals or groups to fully understand their personal options and offer them incentives to travel more sustainably; or
 - special events that raise awareness of travel options and encourage people to try them; or
 - recognition and rewards encouraging continued TDM leadership and success by employers, institutions and interest groups.

ANNEX – Intelligent Transportation Systems

Mandatory requirements

For projects with ITS components:

- Must be compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

For projects consisting mainly of stand-alone ITS:

In addition to the above, the following mandatory requirements also apply:

- Must include an evaluation plan, setting out immediate, intermediate and long-term results, with method and timing of data collection and reporting.
- Must use the ITS Evaluation Benefit Framework.

THE COUNTY OF LANARK

CORPORATE SERVICES COMMITTEE

November 12, 2008

Report #FIN-19-2008
of the Treasurer

2008 FINANCIAL SUMMARY FOR THE PERIOD ENDING September 30, 2008

1. RECOMMENDATIONS

To be received for information only.

2. PURPOSE

To provide an in-year summary of financial performance for the year 2008 based upon year to date results as of September 30, 2008. This report also provides a projection of year end results for revenues and expenses.

3. BACKGROUND

On April 2, 2008, the 2008 Budget for the County of Lanark was approved by council (By Law No. 2008-21)

4. DISCUSSION

General Overall – All Departments

As shown in Appendix A, total YTD expenditures were **\$ 45.8 million** representing **64%** of the 2008 Approved Budget and the revenues received or transferred from reserves were **\$ 31.1 million** representing **65%** of the projected revenues for the year resulting in net expenditures of **\$ 14.7 million**. In 2007, expenditures to the end of September were \$ 44.4 million and revenues were \$ 30.8 million for a net of \$ 13.6 million.

At September 30, 2008 \$ 7.4 million or 59% of budgeted capital expenditures have been recorded. Capital Expenditures for 2008 are projected to be \$ 1.5 million less than budget.

Capital projects delayed in Emergency Services (Communication System and Land Ambulances Bases) will result in the deferral of approximately \$ 1.9 million of capital spending. This deferral will be offset by an estimated net \$ 445,000 increase in Public Works capital spending (details below).

Projected Public Works Capital Spending vs Budget

Fuel & Asphalt Price Index Adjustments	\$ 302,000
Additional Spending for CR17 Roundabout	337,000
CR9 Land Purchase	50,000
Debt Servicing Costs Less than Budgeted in 2008	(232,000)
Construction Projects Under Budget	<u>(12,000)</u>
Projected Increase vs 2008 Budget	<u>\$ 445,000</u>

In August of 2008 the Province of Ontario announced that Lanark County is to receive almost \$ 1.5 million for capital infrastructure through the Investing in Ontario Act. The estimated net impact on budget changes is outlined in Section 6.

Net expenditures for 2008 have been projected to exceed budget by \$ 410 thousand.

The remaining departments are all showing close to budget.

5. ANALYSIS AND OPTION

None.

6. FINANCIAL IMPLICATIONS

<u>2008 BUDGET VARIANCES TO BE FINANCED/RESERVED</u>		
Insurance	\$10,000	Blakeney Road Compensation
Contingency	\$4,000	A Channel Breakfast Show
Contingency	\$15,977	Bylaw 2008-32 DRAPE
Roads Infrastructure	\$302,000	Fuel & Asphalt Price Index Adjustments
Roads Infrastructure	\$50,000	CR9 Land Purchase
Roads Infrastructure	\$337,000	Roundabout CR17
Investing in Ontario Grant	-\$1,493,000	Capital Projects
Total Budget Changes	<u><u>-\$774,023</u></u>	

Lanark County Housing Corporation	\$104,409	Cumulative deficit needs to be addressed in 2008 by transferring addition additional funds or by having an offsetting surplus in 2008.
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7. LOCAL MUNICIPAL IMPACT

None.

8. CONCLUSIONS

For information only.

9. ATTACHMENTS

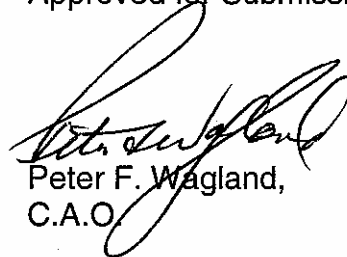
- APPENDIX A: DEPARTMENTAL SUMMARY**
- APPENDIX B: NET EXPENDITURES**
- APPENDIX C: GOVERNANCE**
- APPENDIX D: CORPORATE SERVICES**
- APPENDIX E: PUBLIC WORKS**
- APPENDIX F: EMERGENCY SERVICES/HEALTH**
- APPENDIX G: COMMUNITY DEVELOPMENT**
- APPENDIX H: SOCIAL SERVICES**
- APPENDIX I: LANARK LODGE**
- APPENDIX J: LANARK COUNTY HOUSING CORPORATION**

Prepared and Recommended By:



Kurt E. Greaves
Treasurer

Approved for Submission By:



Peter F. Wagland,
C.A.O.

Appendix A
The County of Lanark
Summary of All Units
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	13,007,929	8,744,189	4,263,740	33%	13,007,928		
Per Diems	94,700	47,350	47,350	50%	94,700		
Benefits	3,469,710	2,319,534	1,150,176	33%	3,473,499	(3,789)	0%
Materials and Supplies	2,528,710	1,858,060	670,650	27%	2,573,180	(44,470)	-2%
Travel and Training	610,185	330,338	279,848	46%	589,723	20,462	3%
Contractual Services	12,696,227	8,947,673	3,748,554	30%	12,616,205	80,022	1%
Taxes (Write-Offs)	909,490	574,460	335,030	37%	909,956	(466)	0%
Social Services	21,065,609	12,794,808	8,270,801	39%	21,390,642	(325,033)	-2%
Community Grants	713,200	253,441	459,759	64%	790,991	(77,791)	-11%
Internal Chargebacks	1,207,455	922,843	284,612	24%	1,207,453		
Transfer to Reserves-Operating	979,646	594,436	385,210	39%	979,646		
Transfer to Reserves-Capital	1,505,000	1,005,833	499,167	33%	1,505,000		
Capital Expenditures	12,418,547	7,363,463	5,055,084	41%	10,950,535	1,468,012	12%
Total Expenditures	71,206,408	45,756,427	25,449,981	36%	70,089,458	1,116,947	2%
Revenues							
Supplementary Taxes & PILS	-358,200	-38,934	-319,266	89%	(358,200)		
Internal Chargebacks	-1,252,578	-921,723	-330,855	26%	(1,275,559)	22,981	-2%
Grants	-7,849,705	-6,522,890	-1,326,815	17%	(8,154,572)	304,867	-4%
Subsidies	-22,421,048	-16,080,849	-6,340,199	28%	(22,899,805)	478,757	-2%
Licenses, Fees & Permits	-5,731,733	-4,274,383	-1,457,350	25%	(5,692,683)	(39,050)	1%
Other revenues	-769,297	-713,081	-56,216	7%	(773,304)	4,007	-1%
Smiths Falls & Other Municipalities	-3,884,765	-2,461,706	-1,423,059	37%	(3,884,761)	(4)	0%
Transfer from Reserves-Operating	-653,278	-67,683	-585,595	90%	(532,005)	(121,273)	19%
Transfer from Reserves-Capital	-2,270,038	0	-2,270,038	100%	(1,865,000)	(405,038)	18%
Capital Financing	-2,272,500	0	-2,272,500	100%	(500,000)	(1,772,500)	78%
Total Revenues	-47,463,142	-31,081,249	-16,381,893	35%	(45,935,889)	(1,527,253)	3%
Net Levy	23,743,266	14,675,178	9,068,088	38%	24,153,569	(410,306)	-2%

Appendix B
The County of Lanark
Summary of All Departments
For Nine Months Ending September 30, 2008

2008 Budget	2008 Actuals	VARIANCE	VARIANCE	TOTAL Projected	VARIANCE \$	VARIANCE %
	YTD	\$	%			
	September	Pro-Bud	Var/Bud			

Net Expenditures

Governance	506,169	289,638	216,530	43%	506,168		
Corporate Services	665,697	207,076	458,620	69%	647,320	18,377	3%
Public Works	8,834,443	7,090,694	1,743,749	20%	9,278,809	(444,366)	-5%
Emergency Services	3,851,370	3,202,027	649,343	17%	3,823,145	28,225	1%
Community Development	369,295	152,572	216,722	59%	369,761	(466)	0%
Social Services	5,771,052	2,248,627	3,522,425	61%	5,840,102	(69,050)	-1%
Lanark Lodge	1,494,702	-86,464	1,581,166	106%	1,456,152	38,550	3%
Fairview Manor	550,000	382,679	167,321	30%	550,000		
Lanark County Housing Corporation	1,700,647	1,188,329	512,318	30%	1,682,112	18,535	1%
Net Levy	23,743,374	14,675,178	9,068,196	38%	24,153,569	(410,195)	-2%

Appendix C
The County of Lanark
Governance Sum
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	168,307	116,182	52,125	31%	168,307		
Per Diems	86,600	42,550	44,050	51%	86,600		
Benefits	23,573	8,891	14,682	62%	23,573		
Materials and Supplies	71,575	40,445	31,129	43%	71,575		
Travel and Training	124,850	77,244	47,606	38%	124,850		
Contractual Services	36,638	17,784	18,854	51%	36,638		
Taxes (Write-Offs)	0	0	0	0%	-		
Social Services	0	0	0	0%	-		
Community Grants	0	0	0	0%	-		
Internal Chargebacks	0	0	0	0%	-		
Transfer to Reserves-Operating	0	0	0	0%	-		
Transfer to Reserves-Capital	0	0	0	0%	-		
Capital Expenditures	19,500	11,217	8,283	42%	19,500		
Total Expenditures	531,044	314,314	216,730	41%	531,043	-	-
Revenues							
Supplementary Taxes & PILS	0	0	0	0%			
Internal Chargebacks	0	0	0	0%			
Grants	0	0	0	0%			
Subsidies	0	0	0	0%			
Licenses, Fees & Permits	0	0	0	0%			
Other revenues	-24,875	-24,676	-199	1%	(24,875)	0	
Smiths Falls & Other Municipalities	0	0	0	0%			
Transfer from Reserves-Operating	0	0	0	0%			
Transfer from Reserves-Capital	0	0	0	0%			
Capital Financing	0	0	0	0%			
Total Revenues	-24,875	-24,676	-199	1%	(24,875)	0	0%
Net Levy	506,169	289,638	216,530	43%	506,168	0	0%

Appendix D
The County of Lanark
Corporate Services
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	1,868,155	1,148,193	719,962	39%	1,868,155		
Per Diems	0	0	0	0%	-		
Benefits	431,682	264,807	166,875	39%	431,682		
Materials and Supplies	73,850	86,681	-12,831	-17%	117,150	(43,300)	-59%
Travel and Training	141,118	82,282	58,836	42%	141,118	(0)	0%
Contractual Services	1,385,026	1,057,968	327,058	24%	1,385,026		
Taxes (Write-Offs)	275,000	4,931	270,069	98%	275,000		
Social Services	0	0	0	0%	-		
Community Grants	172,000	151,499	20,501	12%	172,000		
Internal Chargebacks	0	0	0	0%	-		
Transfer to Reserves-Operating	853,246	451,333	401,913	47%	853,246		
Transfer to Reserves-Capital	0	0	0	0%	-		
Capital Expenditures	314,229	146,839	167,389	53%	294,229	20,000	6%
Total Expenditures	5,514,306	3,394,533	2,119,772	38%	5,537,606	(23,300)	0%
Revenues							
Supplementary Taxes & PILS	-358,200	-38,934	-319,266	89%	(358,200)		
Internal Chargebacks	-490,929	-332,250	-158,679	32%	(490,929)		
Grants	-298,046	-71,349	-226,697	76%	(298,046)		
Subsidies	-2,946,000	-2,209,500	-736,500	25%	(2,946,000)		
Licenses, Fees & Permits	0	-41,340	41,340	0%	-		
Other revenues	-334,900	-428,601	93,701	-28%	(386,577)	51,677	-15%
Smiths Falls & Other Municipalities	-11,584	-1,800	-9,784	84%	(11,584)		
Transfer from Reserves-Operating	-317,500	-63,683	-253,817	80%	(317,500)		
Transfer from Reserves-Capital	-91,450	0	-91,450	100%	(81,450)	(10,000)	11%
Capital Financing	0	0	0	0%	-	-	
Total Revenues	-4,848,609	-3,187,457	-1,661,152	34%	(4,890,286)	41,677	-1%
Net Levy	665,697	207,076	458,620	69%	647,320	18,377	3%

Appendix E
The County of Lanark
Public Works
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	1,622,149	1,147,776	474,373	29%	1,622,149		
Per Diems	0	0	0	0%	-		
Benefits	435,319	308,128	127,192	29%	435,319		
Materials and Supplies	1,327,000	953,648	373,352	28%	1,327,000		
Travel and Training	40,560	19,491	21,069	52%	40,560		
Contractual Services	2,150,200	1,312,812	837,388	39%	2,025,200	125,000	6%
Taxes (Write-Offs)	0	0	0	0%	-		
Social Services	0	0	0	0%	-		
Community Grants	0	0	0	0%	-		
Internal Chargebacks	572,100	456,517	115,583	20%	572,100		
Transfer to Reserves-Operating	78,400	52,267	26,133	33%	78,400		
Transfer to Reserves-Capital	1,300,000	866,667	433,333	33%	1,300,000		
Capital Expenditures	7,081,550	5,416,192	1,665,358	24%	7,525,917	(444,367)	-6%
Total Expenditures	14,607,279	10,533,496	4,073,782	28%	14,926,645	(319,367)	-2%
Revenues							
Supplementary Taxes & PILS	0	0	0	0%	-		
Internal Chargebacks	-678,800	-522,691	-156,109	23%	(678,800)		
Grants	-3,266,836	-2,868,817	-398,019	12%	(3,266,836)		
Subsidies	0	-302	302	0%	-		
Licenses, Fees & Permits	-49,950	-13,309	-36,641	73%	(49,950)		
Other revenues	-69,700	-37,683	-32,017	46%	(69,700)		
Smiths Falls & Other Municipalities	0	0	0	0%	-		
Transfer from Reserves-Operating	-250,000	0	-250,000	100%	(125,000)	(125,000)	50%
Transfer from Reserves-Capital	-957,550	0	-957,550	100%	(957,550)	0	0%
Capital Financing	-500,000	0	-500,000	100%	(500,000)		
Total Revenues	-5,772,836	-3,442,803	-2,330,033	40%	(5,647,836)	(125,000)	2%
Net Levy	8,834,443	7,090,694	1,743,749	20%	9,278,809	(444,367)	-5%

Appendix F
The County of Lanark
Emergency Services/Health
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	63,108	42,997	20,111	32%	63,108		
Per Diems	0	0	0	0%			
Benefits	15,921	11,699	4,222	27%	15,921		
Materials and Supplies	21,830	14,637	7,193	33%	24,500	(2,670)	-12%
Travel and Training	18,855	4,791	14,064	75%	13,000	5,855	31%
Contractual Services	6,710,404	5,111,537	1,598,867	24%	6,760,359	(49,955)	-1%
Taxes (Write-Offs)	0	0	0	0%			
Social Services	0	0	0	0%	-		
Community Grants	0	0	0	0%			
Internal Chargebacks	200,000	150,000	50,000	25%	200,000		
Transfer to Reserves-Operating	0	0	0	0%			
Transfer to Reserves-Capital	175,000	116,667	58,333	33%	175,000		
Capital Expenditures	2,408,265	539,023	1,869,242	78%	563,000	1,845,265	77%
Total Expenditures	9,613,383	5,991,351	3,622,032	38%	7,814,888	1,798,495	19%
Revenues							
Supplementary Taxes & PILS	0	0	0	0%			
Internal Chargebacks	0	0	0	0%			
Grants	0	0	0	0%			
Subsidies	-3,393,217	-2,544,909	-848,308	25%	(3,393,217)		
Licenses, Fees & Permits	0	0	0	0%			
Other revenues	-74,000	-51,095	-22,905	31%	(76,230)	2,230	-3%
Smiths Falls & Other Municipalities	-302,296	-193,320	-108,976	36%	(302,296)		
Transfer from Reserves-Operating	0	0	0	0%			
Transfer from Reserves-Capital	-220,000	0	-220,000	100%	(220,000)		
Capital Financing	-1,772,500	0	-1,772,500	100%	-	(1,772,500)	100%
Total Revenues	-5,762,013	-2,789,324	-2,972,689	52%	(3,991,743)	(1,770,270)	31%
Net Levy	3,851,370	3,202,027	649,343	17%	3,823,145	28,225	1%

Appendix G
The County of Lanark
Community Development
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	213,175	103,769	109,407	51%	213,175		
Per Diems	8,100	4,800	3,300	41%	8,100		
Benefits	57,984	26,512	31,472	54%	57,984		
Materials and Supplies	35,245	21,465	13,780	39%	35,245		
Travel and Training	48,375	18,516	29,859	62%	48,375		
Contractual Services	226,771	133,143	93,628	41%	226,771		
Taxes (Write-Offs)	10,000	10,466	-466	-5%	10,466	(466)	-5%
Social Services	0	0	0	0%	-		
Community Grants	16,200	15,200	1,000	6%	16,200		
Internal Chargebacks	35,800	18,470	17,330	48%	35,800		
Transfer to Reserves-Operating	0	0	0	0%	-		
Transfer to Reserves-Capital	0	0	0	0%	-		
Capital Expenditures	48,600	20,932	27,667	57%	28,600	20,000	41%
Total Expenditures	700,250	373,273	326,977	47%	680,716	19,534	3%
Revenues							
Supplementary Taxes & PILS	0	0	0	0%			
Internal Chargebacks	0	0	0	0%			
Grants	-64,000	-20,000	-44,000	69%	(64,000)		
Subsidies	0	0	0	0%			
Licenses, Fees & Permits	-165,000	-145,082	-19,918	12%	(165,000)		
Other revenues	-76,200	-51,618	-24,582	32%	(76,200)		
Smiths Falls & Other Municipalities	0	0	0	0%			
Transfer from Reserves-Operating	-2,755	-4,000	1,245	-45%	(2,755)		
Transfer from Reserves-Capital	-23,000	0	-23,000	100%	(3,000)	(20,000)	87%
Capital Financing	0	0	0	0%			
Total Revenues	-330,955	-220,700	-110,255	33%	(310,955)	(20,000)	6%
Net Levy	369,295	152,572	216,722	59%	369,761	(466)	0%

Appendix H
The County of Lanark
Social Services
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	2,020,711	1,358,158	662,553	33%	2,020,711		
Per Diems	0	0	0	0%			
Benefits	563,734	373,133	190,601	34%	563,734		
Materials and Supplies	92,300	55,503	36,797	40%	90,800	1,500	2%
Travel and Training	136,970	93,881	43,089	31%	133,270	3,700	3%
Contractual Services	195,969	117,461	78,508	40%	190,969	5,000	3%
Taxes (Write-Offs)	0	0	0	0%			
Social Services	20,641,819	12,449,127	8,192,692	40%	20,926,819	(285,000)	-1%
Community Grants	525,000	86,742	438,258	83%	602,791	(77,791)	-15%
Internal Chargebacks	219,331	183,547	35,784	16%	219,331		
Transfer to Reserves-Operating	42,000	86,056	-44,056	-105%	42,000		
Transfer to Reserves-Capital	0	0	0	0%			
Capital Expenditures	73,400	31,517	41,882	57%	73,400		
Total Expenditures	24,511,234	14,835,125	9,676,109	39%	24,863,825	(352,591)	-1%
Revenues							
Supplementary Taxes & PILS	0	0	0	0%			
Internal Chargebacks	-90,830	-64,397	-26,433	29%	(90,830)		
Grants	-3,726,899	-3,430,286	-296,613	8%	(4,394,690)	667,791	-18%
Subsidies	-10,914,710	-6,947,597	-3,967,113	36%	(10,904,400)	(10,310)	0%
Licenses, Fees & Permits	0	0	0	0%			
Other revenues	-22,872	-16,133	-6,739	29%	(22,872)		
Smiths Falls & Other Municipalities	-3,305,931	-2,128,086	-1,177,845	36%	(3,305,931)		
Transfer from Reserves-Operating	-70,000	0	-70,000	100%	(70,000)		
Transfer from Reserves-Capital	-610,000	0	-610,000	100%	(235,000)	(375,000)	61%
Capital Financing	0	0	0	0%			
Total Revenues	-18,741,242	-12,586,499	-6,154,743	33%	(19,023,723)	282,481	-2%
Net Levy	5,769,992	2,248,627	3,521,365	61%	5,840,102	(70,110)	-1%

Appendix I
The County of Lanark
Lanark Lodge
For the Nine Months Ending September 30, 2008

	2008 Budget	2008 Actuals YTD September	VARIANCE \$ Actual-Bud	VARIANCE % Var/Bud	2008 Projected Actual Exp/Rev	2008 \$ Projected vs Budget	2008 % Projected vs Budget
Expenditures							
Salaries & Wages	6,285,507	4,303,677	1,981,830	32%	6,285,507		
Per Diems	0	0	0	0%			
Benefits	1,737,448	1,188,573	548,875	32%	1,737,448		
Materials and Supplies	817,210	617,279	199,931	24%	817,210		
Travel and Training	80,897	22,113	58,784	73%	70,000	10,897	13%
Contractual Services	736,242	385,139	351,102	48%	736,242		
Taxes (Write-Offs)	0	0	0	0%			
Social Services	0	0	0	0%	-		
Community Grants	0	0	0	0%			
Internal Chargebacks	180,222	114,309	65,913	37%	180,222		
Transfer to Reserves-Operating	0	280	-280	0%			
Transfer to Reserves-Capital	0	0	0	0%			
Capital Expenditures	761,543	184,647	576,896	76%	735,389	26,154	3%
Total Expenditures	10,599,068	6,816,018	3,783,051	36%	10,562,018	37,050	0%
Revenues							
Supplementary Taxes & PILS	0	0	0	0%			
Internal Chargebacks	0	0	0	0%			
Grants	-129,500	-130,863	1,363	-1%	(131,000)	1,500	-1%
Subsidies	-5,458,333	-4,180,686	-1,277,647	23%	(5,458,333)		
Licenses, Fees & Permits	-3,327,733	-2,488,427	-839,306	25%	(3,327,733)		
Other revenues	-66,850	-66,505	-345	1%	(66,850)		
Smiths Falls & Other Municipalities	-59,950	-36,000	-23,950	40%	(59,950)		
Transfer from Reserves-Operating	-13,000	0	-13,000	100%	(13,000)		
Transfer from Reserves-Capital	-49,000	0	-49,000	100%	(49,000)		
Capital Financing	0	0	0	0%			
Total Revenues	-9,104,366	-6,902,482	-2,201,884	24%	(9,105,866)	1,500	0%
Net Levy	1,494,702	-86,464	1,581,166	106%	1,456,152	38,550	3%

Appendix J
Lanark County Housing Corporation
Budget vs Actuals
For the Nine Months Ending September 30, 2008

	<u>2008 Budget</u>	<u>2008 YTD Actuals</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>2008 Projected Actual Exp/Rev</u>	<u>2008 \$ Projected vs Budget</u>	<u>2008 % Projected vs Budget</u>
Expenditures							
Salaries & Wages	766,816	523,436	243,380	31.74%	\$ 766,816		
Benefits	204,088	137,791	66,297	32.48%	\$ 207,838	(3,750)	-2%
Materials and Supplies	89,700	68,402	21,298	23.74%	\$ 89,700		
Travel and Training	18,550	12,021	6,529	35.20%	\$ 18,550		
CS Administration	116,300	88,666	27,634	23.76%	\$ 116,300		
CS Maintenance	192,500	165,192	27,308	14.19%	\$ 192,500		
CS Utilities	946,200	557,969	388,231	41.03%	\$ 946,200		
Taxes (Write-Offs)	624,490	559,063	65,427	10.48%	\$ 624,490		
Rent Sup & Affordable Housing	423,823	345,681	78,142	18.44%	\$ 463,823	(40,000)	-9%
Transfer to Reserves - Operating	6,000	4,500	1,500	25.00%	\$ 6,000		
Transfer to Reserves - Capital	30,000	22,500	7,500	25.00%	\$ 30,000		
Capital Expenditures	814,000	377,305	436,695	53.65%	\$ 814,000		
Mortgage	346,500	253,111	93,389	26.95%	\$ 346,500		
Total Expenditures	4,578,967	3,115,637	1,463,330	31.96%	\$ 4,622,717	(43,750)	-1%
Revenues							
Internal Chargebacks	-20,000	-2,385	-17,615	88.08%	\$ (15,000)	(5,000)	25%
Grants	0	-1,575	1,575	0.00%	\$ -		
Subsidies	-134,320	-197,855	63,535	-47.30%	\$ (197,855)	63,535	-47%
Rent Legal Fees Transfer Fees	-2,150,000	-1,586,224	-563,776	26.22%	\$ (2,150,000)		
Other revenues	-50,000	-36,769	-13,231	26.46%	\$ (50,000)		
Smiths Falls	-205,000	-102,500	-102,500	50.00%	\$ (205,000)		
Transfer from Reserves - Operating	0				\$ (3,750)	3,750	
Transfer from Reserves - Capital	-319,000	0	-319,000	100.00%	\$ (319,000)		
Total Revenues	-2,878,320	-1,927,308	-951,012	33.04%	(2,940,605)	62,285	-2%
Net Levy	1,700,647	1,188,329	512,318	30.12%	\$ 1,682,112	\$ 18,535	1%

**THE COUNTY OF LANARK
CORPORATE SERVICES COMMITTEE**
November 12, 2008

Report #ESC - 16 - 2008 of the
Emergency Services Coordinator

FIRE DISPATCH COMMUNICATIONS CENTRE SERVICES

1. STAFF RECOMMENDATIONS

THAT, the Warden and Clerk be authorized to sign the agreement between the County of Lanark and the Town of Smiths Falls for the provision of Fire Dispatch Communications Centre Services for the term of three years commencing December 5, 2008 with an option for up to a five (5) year extension.

AND THAT, the necessary bylaw be prepared by the County Clerk and be presented for approval at the November 26, 2008 meeting of Council.

2. PURPOSE

This report will outline the activities undertaken at the direction of council. The report will identify the components of the agreement.

3. BACKGROUND

The current agreement for the provision of Fire Dispatch Communications was established with the Town of Smiths Falls for term December 8, 2005 to December 8, 2008. The agreement sets out the provision for an extension for a further term of two (2) years. At the August 20, 2008 meeting of the Corporate Services Committee direction was given to revise the agreement, present to the Emergency Services Sub-Committee for review prior to presenting to the Corporate Services Committee.

A face to face meeting occurred consisting of County and Town staff to discuss the expiring agreement. The staff wish was to pursue an extension of the current agreement with provisions for future agreements.

4. DISCUSSION

The Town of Smiths Falls staff indicated that an extension of the current agreement was acceptable; this is consistent with the direction given by the Corporate Services Committee. In relation to the term of the agreement being two (2) years discussion revealed the expiry could create a possible Request for Proposal during the last year of the council mandate. The agreement term to extend past this time was agreed upon, pending approval of Council. The proposed term is for a period of three (3) years commencing on December 8, 2008, with an option for up to a five (5) year extension on the same terms and conditions, with provisions for the payment component.

The financial cost of the proposed agreement is to be increased, by the amount of the Statistics Canada Consumer Price Index (CPI) - Ottawa, an increase of \$ 3,700 or 2.0% in the first term. The annual term of the proposed agreement proposes the increase is to be the CPI measured at December 31 of the previous year.

The operational requirements of the agreement will remain in essence the same as the current agreement. The components of the agreement; Contracted Services, Communications Staffing and Records Management; that are performance based imposed upon the Town of Smiths Falls remain the same with slight modifications. The obligations of the County have also been clarified in respect to the update of information relating to the GIS.

A survey of the Lanark County Fire Service Chiefs was undertaken to determine if any unresolved concerns or issues relating to the performance of service existed. All of the responses received raised no reason not to extend the agreement.

5. ANALYSIS AND OPTIONS

The direction provided by the Corporate Services Committee was to revise the current agreement. With no major alterations to the scope or intent of the proposed agreement the provision of Fire Dispatch Communications Services will continue to be provided by the Town of Smiths Falls.

The Lanark County Fire Service supports no reason to implement a change in the service provider. The Fire Chief's stated that it would be beneficial to extend the agreement. Clarification of the reporting requirements provides direction as to the intent of the service level the Lanark County Fire Service expects.

The current agreement extension term expiring during the final year of this Council's mandate presents a concern. By extending the agreement past the end of the Council mandate will allow the future Council to deal with financial impacts or service level adjustment during the appropriate term

The Council of the Town of Smiths Falls has approved the proposed agreement.

6. FINANCIAL IMPLICATIONS

The cost of the Fire Dispatch Communications Centre Services Agreement will increase annually by the current CPI during the term of the agreement.

7. LOCAL MUNICIPAL IMPACT

The positive impact to all Local Municipal Fire Service members is that the service provider remains the same. No transition period, change of personnel or operational changes will be impacted.

8. CONCLUSIONS

The support of the Lanark County Fire Chiefs for the current provider; the service provider requests a minimal financial impact for the next term with the maintaining of the current level of service indicates no change is necessary at this time. The direction by the Corporate Services Committee to revise the agreement has been accomplished with the proposed agreement.

9. ATTACHMENTS

i) FIRE DISPATCH COMMUNICATIONS CENTRE SERVICES AGREEMENT

Recommended By:



**Rick Hannah
Emergency Services Coordinator**

Approved for Submission By:



**Peter Wagland
Chief Administrative Officer**

FIRE DISPATCH COMMUNICATIONS CENTRE SERVICES AGREEMENT

THIS AGREEMENT MADE:

BETWEEN:

THE CORPORATION OF THE COUNTY OF LANARK

(HEREINAFTER CALLED THE "COUNTY")

- AND -

THE CORPORATION OF THE TOWN OF SMITHS FALLS

(HEREINAFTER CALLED THE "SERVICE PROVIDER")

WHEREAS The County contracts the provision of Fire Communications Centre Services on behalf of the following municipalities; Town of Carleton Place, Town of Mississippi Mills, Township of Beckwith, Township of Drummond / North Elmsley, Township of Lanark Highlands, Township of Montague, Township of Tay Valley

AND WHEREAS the Service Provider has provided the County's Fire Communications Services since December 2005

NOW THEREFORE it is agreed between the parties as follows:

1. PARTIES, TERM and TERMINATION

- 1.1 It is acknowledged by the parties that the Town of Perth may be included at a later date as one of the lower tier municipalities for which services are provided pursuant to this Agreement. There shall be no additional amount payable by the County if the Town of Perth is included.
- 1.2 The term of this Agreement shall be for a period of three (3) years commencing on December 8, 2008, with an option for up to a five (5) year extension on the same terms and conditions as contained within this Agreement. ,
- 1.3 In consideration of the provision of the services set out herein, the Service Provider shall be paid the sum of One Hundred and Eighty Eight Thousand Seven Hundred (\$188,700) Dollars, plus GST, per annum during the term of this Agreement. The annual contract price shall be adjusted annually throughout the three (3) period and the maximum variable five (5) year extension by the Cost Of Living Adjustment based on Statistics Canada Core CPI, measured at December 31 of the previous year.
- 1.4 Such annual amount is to be paid by semi-annual installments, the first of which is to be paid six (6) months after the commencement of the contract and the second installment to be six (6) months later, upon receipt of a proper invoice from the Service Provider and in a like manner in every subsequent year. In the event of termination of this Agreement, the Service Provider shall be entitled to a pro-rated portion of this amount, to be calculated based on the effective date of termination.
- 1.5 This Agreement may be terminated by either party without cause and without penalty upon providing the other party with one hundred and eighty (180) days written notice before the anniversary date.

CONTRACTED SERVICES

In accordance with the Contracted Services identified in the original Fire Communications agreement effective December 8, 2005, the Service Provider shall provide the following services:

2.1 Communication Centre

The Service Provider shall:

- 2.1.1 provide a communication centre based as a continuous operation twenty four hours per day, 365 days per year. The Service Provider shall provide fire dispatch communications

including public reporting, dispatching, telephone systems, and one-way and two-way radio systems that fulfill communications between the public and responding fire departments, and communications within the fire departments under emergency and non-emergency conditions.

- 2.1.2 be capable of receiving a downstream information packet from the County of Lanark identified CERB, which is under current contract with OPP Orillia.
- 2.1.3 meet the requirement of answering 95% of alarms answered within 15 seconds, and 99% of the alarms shall be answered within 40 seconds, and that 95% of the emergency dispatching shall be completed within 60 seconds.
- 2.1.4 under all conditions, shall have the following two sources of power that shall be provided for the operation of the communications centre and its related support systems and equipment: one circuit from a utility distribution system and a second from an engine-driven generator, and automatic transfer upon power failure shall be provided.
- 2.1.5 have in place, a remote back-up central system and the remote back-up site. The location defined as Perth Police Fire Facility located at 1857 Rogers Road Perth.
- 2.1.6 be capable of replacing the primary site in the event of the primary's failure. The remote back-up system must be on-line at all times with the ability to receive and process calls in the case the primary call centre fails for any reason.
- 2.1.7 maintain a written disaster/emergency recovery communications centre plan ,that describes the actions to be taken if the primary site is incapacitated and the steps to be taken that ensures the primary and/or alternate centre is operational in less than 1 hour.
- 2.1.8. Supply the County a copy of the disaster/emergency recovery communications centre plan and any amendments thereafter.
- 2.1.9 maintain the ability to receive hearing voice impaired information.
- 2.1.10 ensure the centre is equipped with multi-channel digital logging equipment and individual call checker equipment.
- 2.1.11 ensure the centre is equipped with computer aided dispatch equipment utilizing County of Lanark GIS mapping to accommodate response site location.

2.2 Communication Staffing/Communicators

The Service Provider shall:

- 2.2.1 provide staffing during any labour disruption.
- 2.2.2 ensure that sufficient and properly trained communicators are on duty at all times.
- 2.2.3 ensure that communicators be competent in the operating of the software, paging and communications devices necessary in both dispatching and calling, and the continuance of communications support. Fire Service communicators must also be trained as per Fire Marshall Public Safety Guideline 04-65-12 or future updates/revisions. The training program shall be provided to the County Emergency Services Coordinator for review and approval.
- 2.2.4 ensure that communicators be competent to receive emergency information from within the geographical area of Lanark County and dispatch to the appropriate fire service.
- 2.2.5 upon receipt of an emergency call, dispatch the appropriate fire department, including paging, and ensure that communicators have the capability of maintaining constant communication with fire responding crews for full duration of the incident and further support fire site requests for notification of other agencies as required.
- 2.2.6 in case of technological failure with the CAD system, ensure that communicators be competent in providing manual emergency site locating by means of paper maps and written forms. Written procedures for this process must be available and demonstrated to the County.

2.2.7 retain and make available for the County's inspection upon reasonable notice:

- 1) A log of the time the call was received.
- 2) The location of the call.
- 3) The relevant information received at the time of the call.
- 4) The time that the information was transmitted to the appropriate fire department.
- 5) The time at which the appropriate fire department acknowledged receipt of the call.
- 6) Any other record that may be required by the Ontario Fire Marshal or other provincial requirement.

2.3 Records Management /Reports

The service provider shall:

- 2.3.1 maintain accurate and dependable reports based on accurate electronic time stamping. Reports must reflect accurate times.
- 2.3.2 have a records management system that provides a report at the conclusion of each incident that meets the Fire Marshall's Office incident reporting requirements, and this report shall be sent immediately to the appropriate Fire Department contacts. Reference Fire Marshall Public Fire Safety Guideline 04-64A-12 or future updates/revisions.
- 2.3.3 maintain a records management system that provides a report on monthly and annual statistics. These reports shall be provided to the County Emergency Services Coordinator, or designate, within ten (10) working days of the period ending.
- 2.3.4 the records management system reports shall include, but not be limited to:
 - : the total number of calls dispatched, the total number of calls by type of call, the average response times, the average time duration of the calls,
 - : the above reports to be provided for each Fire Service, if multiple stations, the report is to be provided by station
- 2.3.5 maintain a records management system that provides information based on property identification and roads information.
- 2.3.6 identify and provide examples of the software used for records management and reporting purposes.
- 2.3.7 allow the County to inspect all records and information obtained from time-to-time at the discretion of the County upon reasonable notice.

3. COUNTY OBLIGATIONS

The County shall be responsible for supplying and maintaining:

- 3.1 digital municipal mapping compatible with the Service Providers equipment for each municipality covered by this agreement, at the County's expense. The Service Provider shall not change the format of the required information during the contract period without the consent of the County
- 3.2 all necessary emergency telephone lines into the communication centre, including ongoing line and service charges.
- 3.3 a contact list of personnel to be contacted in the event of equipment failure to ensure emergency calls can be routed to a responsible member of the appropriate Lanark County Fire Department.
- 3.4 a contact list of other agencies, and municipalities, that the Incident Commander may require to be dispatched to the emergency scene.
- 3.5 the Lanark County radio infrastructure capital and operating requirements, including a radio tower system that provides page capability at all times to all fire departments covered by this contract.

3.6 an emergency recovery plan for Lanark County Radio Infrastructure that describes actions taken that ensures normal operations are resumed in a expedient manner.

4. **GENERAL PROVISIONS**

- 4.1 The Service Provider shall provide an operational contact that shall act as liaison between the Lanark County Fire Chiefs and the Communication Centre staff. This shall address daily and immediate needs and concerns of any operational situations.
- 4.2 The Service Provider shall participate in quarterly meetings with the Lanark County Chiefs, chaired by the Lanark County Emergency Services Coordinator or designate. The objectives of these meetings will be to address issues arising from the performance of this Agreement, and degree of satisfaction of all parties. Other meetings may be called by either party contacting the Lanark County Emergency Services Coordinator or designate.
- 4.3 The Service Provider shall provide procedural operating guidelines in conjunction with the Lanark County Fire Chiefs to ensure both parties fully understand all expectations.
- 4.4 The daily operation of the Communication Centre will be the responsibility of, and under the direction of, the Smiths Falls Fire Chief.
- 4.5 The Service Provider shall, throughout the duration of this Agreement and any extension thereof, maintain a comprehensive general liability insurance policy. The policy shall provide insurance coverage in respect of any one occurrence to the limit of at least Five Million Dollars (\$5,000,000.00) per occurrence. Such policy shall designate the County of Lanark, Town of Carleton Place, Town of Mississippi Mills, Township of Beckwith, Township of Drummond / North Elmsley, Township of Lanark Highlands, Township of Montague and Township of Tay Valley as additional named insured's. A certificate of insurance shall be provided to the County of Lanark.
- 4.6 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
- 4.7 In every clause of this Agreement, unless the contrary intention appears, words importing the singular number of the masculine gender only, include more persons, parties or things of the same kind than one, and females as well as males and the converse, and a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 4.8 Any notice required or permitted by this Agreement to be given by the parties hereto shall be in writing and shall be conclusively deemed to have been delivered on the date of mailing of such notice.
- 4.9 Any such notice required to be given herein shall be in writing and shall be delivered in person or by prepaid registered mail as follows:

Corporation of the County of Lanark

Chief Administrative Officer

P.O. Box 37 , Sunset Blvd
99 Christie Lake Road
Perth, ON K7H 3E2

Corporation of the Town of Smiths Falls

Chief Administrative Officer

P.O. Box 695
77 Beckwith St. N.
Smiths Falls, ON K7A 4T6

- 4.10 The parties hereto, on behalf of themselves, their heirs, executors, administrators and permitted assigns, including successors in title, covenant and agree to indemnify and save harmless each other from all actions, causes of actions, suits, claims or demands whatsoever which arise directly or by reason of each parties own negligence or non-performance of this Agreement.
- 4.11 All clause headings are for ease of reference only and shall not affect the construction or interpretation of this Agreement.
- 4.12 This Agreement extends the original agreement between the parties effective December 8, 2008, and the parties agree that there are no term, condition, warranty, representations, collateral or otherwise, inducements or promises, oral or otherwise, affecting this agreement other than as set out herein.
- 4.13 If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severed from the remainder of this Agreement for the purpose only of the particular proceeding. This Agreement will, in every other respect, continue in full force and effect.
- 4.14 The invalidity or unenforceability of any provision or part of any provision of this Agreement shall not affect the validity or enforceability of any other provision or part of any provision hereof.
- 4.15 This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.
- 4.16 The parties hereto agree that any dispute, be it of fact, law or a mixed question of fact and law, which may arise as a result of this Agreement, shall be referred to and resolved by a mutually agreeable single arbitrator, pursuant to the provisions of the Arbitration Act, 1991 and amendments thereto. The costs of such arbitration shall be borne equally by the parties unless otherwise ordered by the arbitrator. If a party herein commences a proceeding in respect of a matter to be submitted to arbitration under this Agreement, the court in which the proceeding is commenced shall, on the motion of the other party to this Agreement, stay the proceeding.

IN WITNESS WHEREOF the Corporation of the County of Lanark has hereunto affixed its Seal duly attested to by its proper officers in that behalf.

DATED AT THE COUNTY OF LANARK THIS DAY OF _____, 2008.

THE CORPORATION OF THE COUNTY OF LANARK

Bob Fletcher

Warden

Peter Wagland

Chief Administrative Officer

IN WITNESS WHEREOF the Corporation of the Town of Smiths Falls has hereunto affixed its Corporate Seal duly attested to by its Mayor and Clerk.

DATED AT THE TOWN OF SMITHS FALLS THIS DAY OF _____, 2008.

THE CORPORATION OF THE TOWN OF SMITHS FALLS

Denis Staples

Mayor

Wayne Brown

Chief Administrative Officer

THE COUNTY OF LANRK
CORPORATE SERVICES COMMITTEE
November 12, 2008

Report #ESC # -17 - 2008 of the
Emergency Services Coordinator

SURPLUS EMERGENCY SERVICES VEHICLE POLICY - 2008

1. STAFF RECOMMENDATIONS

THAT, the Corporate Services Committee recommend to Council that the policy Surplus Emergency Services Vehicle be amended,

That the policy allocates the surplus Emergency Services Vehicle based on the type of vehicle:

1. Ambulance Vehicles to be sold for \$1. to the Local Municipality on the current rotating format with the right of first refusal included, with the provision that the Local Municipality must not sell or otherwise provide to any other agency or individual without the County of Lanark permission.
2. The Ambulance ERV be transformed into an Administrative and Support Vehicle for the Lanark County Ambulance Service. When the ERV is declared as surplus the vehicle will be treated as an Ambulance Vehicle.
3. Rescue Service Vehicles be sold in a Public Tender process.

2. PURPOSE

The purpose of the report is to outline the options available for the disposal of the Emergency Services Vehicles: Ambulances, Emergency Response Vehicle (ERV) and Rescue Services Vehicles.

3. BACKGROUND

At the January 31, 2007 meeting of Lanark County Council the policy "Allocating Vehicles Declared Surplus" was adopted. At a subsequent Corporate Services Committee meeting the varying values of ambulance, ERV and the Rescue Services vehicle was identified. It was requested that the variance was not taken into consideration in the development of the policy; a review should be undertaken. The Treasurer also identified possible PSAB implications.

This report will perform a separate analysis and options available for each class of Emergency Services Vehicles 1) Ambulances (Type 3 DEMERS), 2) Emergency Response Vehicle (ERV) and 3) Rescue Services.

4. DISCUSSION

The policy defines the method for allocating vehicles declared surplus. The method is in a manner that Local Municipalities shall be afforded the opportunity to request such vehicles on a rotating basis. The order of receiving a vehicle declared surplus is also the order of eligibility to request another vehicle. The Local Municipalities that have requested and received such vehicles are listed in Appendix A. The Local Municipalities of Beckwith, Montague and Smiths Falls have not requested a surplus vehicle to date. The policy indicates that these Local Municipalities will have the option to request an Emergency Services Vehicle prior to the remaining Local Municipalities. Upon refusal of the Local Municipalities not having received a surplus vehicle, the remaining Local Municipalities will be afforded the opportunity to request an additional surplus vehicle. The order established is to be in the order of previously receiving a surplus vehicle. When a Local Municipality has the option to request a vehicle and declines the rule of right of first refusal will apply; that municipality will remain in the same order for future opportunities.

The policy recognizes and defines when a vehicle should be declared surplus: **“Vehicle to be Transferred** - deemed to have exceeded functional life of the original use”.

All types of the Emergency Services vehicles have been requested by various groups when declared surplus. The requests have come from Local Municipalities, neighbouring Local Municipalities, ARES of North Leeds and Lanark and the Ground Search and Rescue Group.

Ambulance & ERV

The Ministry of Health and Long Term Care (MOHLTC) has deemed that front-line ambulances and ERV are to be removed from service after a service life of fifty-four (54) months or having attained 250,000km. The requirements of the MOHLTC relating to ambulances are adhered to by the Lanark County Ambulance Service (LCAS) in the determination of the annual replacement process.

The ERV used by the LCAS as the roaming vehicle in Tay Valley & Lanark Highlands met the MOHLTC requirements to be removed from front line service in 2008. The usefulness of the vehicle for the LCAS in the area as a Duty Officer/Support vehicle has been reviewed by both the Manager of LCAS and Almonte General Hospital Executive Director, the report is appendix ii) of this report . This vehicle remains serviceable other than for MOHLTC front-line vehicles.

Of the seven (7) ambulances that have been declared surplus by the LCAS five (5) been utilized by the Local Municipality Fire Service or Public Works; one has been placed in service by the County Public Works Department. The remaining vehicle was sold for parts. Each of the six (6) vehicles required a retrofit cost to allow the vehicle to be utilized for the next type of service. Some of the retrofit costs were as little as \$2,500. The cost to the Local Municipality receiving a vehicle excluding the retrofit costs was \$1. The financial investment is a positive impact to the Local Municipality, upon receipt of the vehicle, as the service life extends for several years after the

County has declared the vehicle surplus. In 2008 the ambulance vehicles that have met the MOHLTC requirements to be removed from front-line service are: 2002 Ford Explorer (ERV); 2002 Ford Type 3 DEMERS; 2003 Ford Type 3 Demers.

In discussion with local used vehicle dealers the value of “retired” ambulance has been stated to be “a maximum of \$ 1,500, if there is a market”.

Rescue Service

The County of Lanark Council decision to replace the Rescue Services Vehicles during the years 2007 – 2012 was due age; 18 years in service and to situational changes. The weight of equipment carried on the vehicle to perform the extrication duties is the cause for the replacement of the vehicles.

2008 vehicle license renewals determined the three (3) vehicles odometer readings range from 12,577km to 17,689km. The vehicles have been maintained to the Ministry of Transportation standard for commercial vehicles with the Annual Vehicle Inspection and the required emission testing being completed. Minor repairs have been performed on the vehicles over the eighteen (18) years of service life and once instance of body repair work being performed. The market value determination was attempted but due to the age of the vehicles the only details available were associated to vehicles of the 1994 model year. The value of the vehicle ranged from \$ 1,175 to \$2,775 but was related to chassis only, not including the specialty box, which would increase the actual value of the vehicle.

5. ANALYSIS AND OPTIONS

AMBULANCE

The useful life of the ambulance is deemed, by the MOHLTC for a front-line emergency vehicle, as 54 months or 250,000km. The useful life of the vehicle for other than a front-line ambulance vehicle has been demonstrated by the post-ambulance service for Local Municipality use. The value of the vehicle to the Local Municipality exceeds the dollar value that the County of Lanark may receive through the public tender process. The taxpayers of Lanark County have contributed to the original cost of the vehicle.

It is anticipated that annually there will be two (2) Ambulances of the Emergency Services Vehicles to be declared surplus, based on the current MOHLTC standard of fifty-four (54) months or 250,000km service life.

The options for the method of dispersing the ambulance declared surplus are:

- 1) to keep the vehicle for County of Lanark use,
- 2) to allocate to Local Municipalities on the basis of:
 - a. existing policy
 - b. market value.
- 3) to post notice and allow public tender.

ERV

This year is the first this class of vehicle has been determined to exceed the MOHLTC requirements for front-line response vehicles. The LCAS fleet of vehicles has one (1) ERV to allocate when having exceeded the MOHLC standards. The range of value for resale of this type of vehicle ranges from \$ 3,200 - \$5,500. The ERV usage after being removed from front-line Emergency Response Service can be utilized by the Lanark County Ambulance Service in a support role. One support role would be to transport, by the On-Call Duty Officer, a "Large Surface Deck" stretcher platform. The LCAS have demonstrated the need exists for such equipment by the necessity to "borrow" from Frontenac County the ambulance equipped with such a platform. The rate of occurrence to date has been four (4) times in 2007 -2008. This platform stretcher requires a separate Centre Mount housing to accommodate the oversize deck, in addition to the dual stretcher capability. The two 2008 Demers vehicles have been ordered with an optional Centre Mount capacity, while the remainder of the fleet do not have this capability. The Large Body Surface Deck stretcher platform costs in excess of \$2,000 per unit. The ERV being transformed into an Emergency Support Unit role would have the vehicle stocked with all required Emergency Support Unit supplies for major incidents. This vehicle is already striped/lighted and Lanark County could get prolonged service life of the vehicle in an administrative and support capacity. There is no requirement for mandatory replacement under the 54 month cycle as a front line vehicle. The additional cost would be insurance - \$800 annually, fuel based on usage and associated repairs. At present Managers while On-Call as the duty officer utilize their own personal vehicles (which have administration radios installed) to respond to any requests to scenes (Major MVC or Incident) or to pick up crews or equipment resulting from any breakdown or accident. This has long been a concern to these managers both from a Health and Safety perspective (responding to highway scenes) and from a personal insurance and liability perspective.

The current service life of the ERV as a front-line vehicle is 54 months and is not expected to be altered by the MOHLTC. Surplus of this class of Emergency Services Vehicle is anticipated to be next in 2012 or 2013.

The options for the method of dispersing the ERV declared surplus is:

- 1) to keep the vehicle for County of Lanark use,
- 2) to allocate to Local Municipalities on the basis of:
 - a. existing policy
 - b. market value.
- 3) to post notice and allow public tender.

RESCUE SERVICES

The three (3) existing rescue service vehicles have provided excellent value for the investment, providing emergency response for extrication services within Lanark County, both for residents and for those travelling in Lanark County. The value of the vehicle post service is difficult to determine. There is no precedent set by area municipalities for this style of vehicle as Rescue Service vehicles traditionally have been a larger body style since the early 1990's. There is no denying that an increased value exists for the vehicle in excess of a 1990 Ford E350 chassis but to determine that value would require a public tender approach. The cost to transform this type of Emergency Services vehicle to a support style role for the Local Municipality is

anticipated to be similar to that of an ambulance style. The Local Municipality investment in relation to the benefit would be a positive impact.

The Rescue Services vehicle disposal will occur less regularly than that of the Ambulances or the ERV. The anticipated service life of this class of vehicle is anticipated to be approximately fifteen (15) years.

The options for the method of dispersing the Rescue Service vehicle declared surplus is:

- 1) to keep the vehicle for County of Lanark use,
- 2) to allocate to Local Municipalities on the basis of:
 - a. existing policy
 - b. market value.
- 3) to post notice and allow public tender.

6. FINANCIAL IMPLICATIONS

The possible gain to the County of Lanark on the disposal of the vehicles declared surplus has been disregarded in respect to the six (6) vehicles sold to the Local Municipality. The assumption has been that the original purchase of the vehicle has been made by the taxpayers of Lanark County; the transfer to a Local Municipality within the County does not have to create a financial gain or effect for the County. The Treasurer feels that the vehicles have been depreciated significantly; no impact would be realized on the financial statement or have PSAB implications and should not affect the decision of this policy.

7. LOCAL MUNICIPAL IMPACT

The impact to the Local Municipality, upon receipt of a vehicle declared surplus, has a positive net affect. The negative impact is that there is cost associated to transform the vehicle from the usage of an ambulance to that for which the Local Municipality has a need. There is a cost to perform a mechanical fitness and costs that may arise to meet the needs for the change of use. The positive effect, which outweighs the negative, is the benefit of the additional vehicle at a reduced cost. Although the vehicle has in excess of 250,000km the standard of maintenance provided during original service provides many years of service for the Local Municipality. All of the vehicles transferred to Local Municipalities remain in service today.

8. CONCLUSIONS

The actual cash value of the Emergency Services vehicles when declared surplus are not a significant amount, immaterial on the financial statement. The benefit of transferring the vehicle to the Local Municipality is two-fold. The first benefit is the reduced cost required to transform the vehicle to meet the needs of the Local Municipality. The second benefit is the cost savings for the taxpayer to reuse the Lanark County vehicles within the County of Lanark.

The continued use of Ambulance vehicles by Local Municipalities in the various service needs is beneficial and the existing policy should be perpetuated.

The ERV being transformed into an Administrative and Support Vehicle for the LCAS is financially sound and enhances the operations.

The Rescue Services vehicle service life will extend past the current role utilized by the County of Lanark and should be provided for the Local Municipalities use.

9. ATTACHMENTS

- i) Appendix A – Schedule of Surplus Recipient.
- ii) LCAS Report 2002 Ford Explorer

Recommended By:



Rick Hannah
Emergency Services Coordinator

Approved for Submission By:



Peter Wagland
Chief Administrative Officer

SURPLUS EMERGENCY SERVICES VEHICLE POLICY - 2008

Appendix A.

Year of Surplus	Surplus Recipient Municipality	Department
2000	Tay Valley	Fire Rescue
2004	Lanark County	Public Works
2002	Perth	Fire Rescue
2005	Lanark Highlands	Fire Rescue - Tatlock
2006	Carleton Place	Fire Rescue
2006	Sold for Parts	
2006	Mississippi Mills	Fire Rescue - Pakenham
2007	Drummond / North Elmsley	Public Works

**2002 FORD Explorer V.I.N. 1FMZU73E72ZB63542 190421 km's
VEHICLE 07-0008 (Old ERV) Plate 1453JC**

1. RECOMMENDATION

That, the vehicle in question be retained by the Lanark County Ambulance Service as an administration vehicle.

2. BACKGROUND

In early February 2008 after requests from hospitals to transfer very heavy and large patients which required a 'bariatric' Large Body Surface Deck to facilitate these types of calls, and after unsuccessfully requesting Ottawa to complete the requested transfers, we subsequently arranged to borrow a centre mount vehicle and deck from Frontenac County to facilitate these transfers. We have had to do this several times this year.

I updated the County on this situation and the need to address it. Peter and Rick reviewed the situation and agreed that we need to address the issue. Costing was completed at this time with options as to how to proceed; either retrofitting existing vehicles or getting centre mounts in new vehicles. In March, with Ricks approval I costed having the NEW vehicles equipped with a 'Centre Mount' configuration as well as dual cot configuration to facilitate the use of the LBS deck. Cost about \$ 200 per vehicle. The order for the 2 new vehicles was modified at this time. The LBS deck was purchased at a cost of approximately \$ 2400. The 'deck' could then be transported to the base when required or stored with the on-duty supervisor who is on management call. The deck is too large to facilitate storage in the vehicle itself and again with only 2 capable vehicles initially in the County would require movement of the deck. We intend to equip all new ambulances with the 'Centre Mount' configuration through attrition.

3. DISCUSSION

In July of this year with the imminent arrival of the NEW Emergency Response Vehicle to replace the existing # 4355 a 2002 Ford Explorer, Fender # 07-0008 with 185,000 kilometers, "I proposed that we retain this vehicle as an Administrative/Emergency Support Unit Vehicle. We have addressed the requirement within Lanark County for a Large Body Mass stretcher platform by ordering the unit and pins for stretchers as well as the two NEW Demers vehicles have been ordered with an optional 'Centre Mount' housing to accommodate the oversize deck in addition to the dual stretcher capability. This will mean that we will have 2 capable vehicles within the County. As this will require the On-Call Duty Officer to respond with the deck to any requests for service within the County, I propose that we keep the platform in this proposed Administrative /Emergency Support Unit Vehicle when they are On-Call. (Duty Officers rotate on-call weekly 24/7) Additionally we would stock this vehicle with any and all required Emergency Support Unit supplies for major incidents. This vehicle is already striped/lighted and is a good vehicle

that I am sure we could get more use out of in an administrative capacity where there is no requirement for mandatory replacement under the 54 month cycle as a front line vehicle.

5. ANALYSIS AND OPTIONS

Over the past year the Duty Officers on-call have responded several times with their own vehicles, At present Managers while On-Call as the duty officer utilize their own personal vehicles (which have admin radios installed) to respond to any requests to scenes (Major MVC or Incidents) or to pick up crews or equipment resulting from any breakdown or accident. This has long been a concern to these managers both from a Health and Safety perspective (responding to highway scenes) and from a personal insurance and liability perspective. Base Managers alternate every 3 weeks 24/7 as Duty Officer.

Our neighboring services have 24/7 Management Supervisors on 24/7 vehicles for all shifts with County vehicles, usually County ESU's.

6. FINANCIAL IMPLICATIONS

I estimate the cost of insurance to retain this vehicle would be \$ 800. I expect that with only 185,000 km's that we could utilize this vehicle until the replacement cycle of the new ERV again. Other costs would include fuel and preventative maintenance.

Alternatively, without the ability to move the LBS Stretcher to where it is required at time of service, we would have to look at the additional cost (\$2,400 X 4) of purchasing additional Large Body Surface Decks to locate at all of the ambulance bases, Carleton Place, Almonte, Perth and Smiths Falls. This would still require movement of this deck to the call location by other means or have the crew return to base to pick it up.

7. CONCLUSION

The retention and use of this vehicle in an administrative capacity would be the most cost efficient solution to the issue of servicing bariatric patients.

Recommended By:

James Mclsaac
Manager, LCAS

Recommended By:

Ray Timmons
Executive Director, AGH-FVM

THE COUNTY OF LANARK

CORPORATE SERVICES COMMITTEE

November 12th, 2008

Report #C-05-2008 of the
Clerk

2008 WARDEN AND COUNCIL SALARY ADJUSTMENT ELECTED OFFICIALS – MEETING & PROFESSIONAL DEVELOPMENT REMUNERATION

1. STAFF RECOMMENDATIONS

It is recommended that:

- ii) Salary adjustments will be applied to the Warden and Councillors Salaries retroactive January 1st, 2008 as prescribed in Section 9.4.1 of the Elected Officials – Meeting & Professional Development Remuneration Policy in the amount of 2.1%.

2. PURPOSE

The purpose of this report is to inform Council of the adjustment to the 2008 Warden and Councillor Salaries.

3. BACKGROUND

Council adopted an Elected Officials – Meeting & Professional Development Remuneration Policy in October 2006. Section 9.4.1 of the policy states the following:

9.4 Salary Review

- 9.4.1** Warden and Councillors will receive an annual increase on the base salary by the lesser of CPI or the non-union negotiated salary adjustment factor.

Effective January 1st of each year adjustments were made to Councillors salaries for 2005, 2006 and 2007 based on the CPI (Consumer Price Index) which was the lesser compared to the non-union negotiated salary adjustment factor.

As of January 1st, 2008 the full Ontario CPI for Ontario was published by Statistic Canada at 2.1%.

4. DISCUSSION

The non-union negotiations are now complete with the annual salary adjustment at 3% for the next three years commencing April 1st, 2008

5. ANALYSIS AND OPTIONS

None.

6. FINANCIAL IMPLICATIONS

The salary adjustments were estimated and provided for in the 2008 Operating Budget.

7. LOCAL MUNICIPAL IMPACT

None

8. CONCLUSIONS

Council is to receive a 2.1% increase to their annual salary effective January 1st, 2008 in accordance with the Elected Officials – Meeting & Professional Development Remuneration Policy.

9. ATTACHMENTS

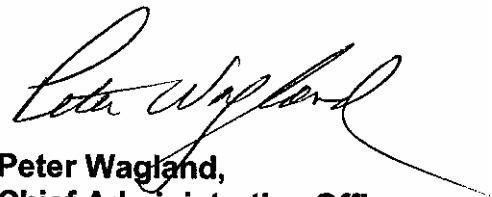
None

Prepared and Recommended By:



**Cathie Ritchie,
Clerk**

Approved for Submission By:



**Peter Wagland,
Chief Administrative Officer**

**MINUTES
SECOND MEETING OF 2008
AWARDS OF EXCELLENCE SUB-COMMITTEE**

The Committee met on Tuesday October 21st, 2008 at 11:00 a.m. at the Lanark County Municipal Office, 99 Christie Lake Road, Perth, Ontario.

Members Present: Councillor Susan Freeman
Councillor Bruce Horlin
Councillor Brenda Hurrle
Councillor Paul Dulmage
Councillor John Fenik
Warden Bob Fletcher

Staff/Others Present: Cathie Ritchie, Clerk
Leslie Drynan, Deputy Clerk

Absent: Councillor Sharon Mousseau
Councillor John MacTavish
Councillor Gord McConnell

AWARDS OF EXCELLENCE

Chair: Warden Bob Fletcher

1. CALL TO ORDER

The meeting was called to order at 11:20 a.m.
A quorum was present.

2. APPROVAL OF MINUTES

MOTION #AE-2008-01

MOVED BY: Susan Freeman
SECONDED BY: Brenda Hurrle

“**THAT**, the minutes of the Lanark County Awards of Excellence Sub-Committee meeting held on April 2nd, 2008 be approved as circulated.”

ADOPTED

3. CONFIDENTIAL - DEVELOP SHORT LIST & REVIEW CRITERIA FOR EACH SHORT LISTED NOMINATION

MOTION #AE-2008-02

MOVED BY: Susan Freeman
SECONDED BY: Paul Dulmage

“**THAT**, the sub-committee move “in camera” at 11:21 a.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees;

AND THAT, C. Ritchie, Clerk and L. Drynan, Deputy Clerk 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 #AE-2008-03

MOVED BY: J Fenik
SECONDED BY: S Freeman

“**THAT**, the sub-committee return to regular session at 11:24 a.m.”

ADOPTED

The Chair rose and reported that the Committee reviewed the nominations and made a selection.

4. SELECT RECIPIENTS

MOTION #AE-2008-04

MOVED BY: John Fenik
SECONDED BY: Bruce Horlin

“**THAT**, an award be presented to all five nominees, and that staff be directed to proceed with the procurement of the awards.

ADOPTED

The Warden will send a letter to each of the nominators notifying them of the results as well as a letter to the successful nominees.

5. OTHER BUSINESS

i) Award Presentation

The awards will be presented at the November 26th, 2008 County Council meeting at 7:00 p.m. with a reception being held from 6:30 p.m. – 7:00 p.m. The Warden will introduce the nominator and describe the background on the nominee before presenting the awards.

The press will be notified of the presentations and a media release will be prepared.

The winners will also be invited to the Warden's Banquet.

5. NEXT MEETING

At the Call of the Chair.

6. ADJOURNMENT

The sub-committee adjourned at 11:26 a.m. on motion by Councillors B. Horlin and B. Hurre.



**Cathie Ritchie,
Clerk**