



Tuesday, October 7th, 2008

2:30 p.m.

**Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario
Council Chambers**

**2:30 p.m. Committee of the Whole*

**5:30 p.m. Dinner Break*

**7:00 p.m. Council*

Chair, Deputy Mayor Bruce Horlin

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

3. APPROVAL OF MINUTES

Suggested Motion:

***"THAT,** the minutes of the Committee of the Whole Committee meeting held on September 23rd, 2008 be approved as circulated."*

4. APPROVAL OF AGENDA

Suggested Motion:

***"THAT,** the agenda be adopted as presented."*

5. DELEGATIONS & PRESENTATIONS

None.

6. COMMUNICATIONS

i) **08-09-30 Councillor Communication Package – cover sheet attached, page 10.**

ii) **AMO Alert No. 08/044: National Do Not Call List – Implications for Municipal Candidates on Ontario – attached, page 12.**

- iii) **Notification of Application for Permit to Take Water** – Lanark Pit/Quarry – *attached, page 13.*
- iv) **Ministry of Natural Resources: Strategy for Preventing Human-Wildlife Conflicts in Ontario and Strategy for Preventing and Managing Human-Deer Conflicts in Southern Ontario** – *attached, page 16.*

Suggested Motion:

“THAT, communication items (i) – (iv) for the October 7th, 2008 Committee of the Whole meeting be received for information only.”

- v) **Tay Valley Township: Reunification of Surface and Mining Rights** – *attached, page 17.*

Suggested Motion:

“THAT, the Council of the Corporation of the Township of Lanark Highlands support Tay Valley Township’s resolution #9B-08-215 requesting the Ministry of Northern Development and Mines to reunite the surface and mineral rights on the 1.4% of lands now identified in Southern Ontario.”

- vi) **Township of Montague: Amendment to Clean Water Act** – *attached, page 18.*

Suggested Motion:

“THAT, the Council of the Corporation of the Township of Lanark Highlands support the Township of Montague’s resolution #168-2008 requesting that the Clean Water Act be amended to provide for compensation for those landowners who suffer loss of land use and/or enjoyment of land as a result of source protection initiatives under the Clean Water Act.”

7. REPORTS

- i) **Report #C-01-2008 Council/Committee Meeting Schedule** – *attached, page 20.*

Amanda Mabo, Clerk.

Suggested Motion:

“THAT, commencing January 1st, 2009 the Council/Committee Meeting Schedule be revised as set out in “Option #2” presented in Report #C-01-2008 and illustrated in the 2009 Meeting Calendar attached to Report #C-01-2008;

AND THAT, the Procedural By-Law be amended to reflect the changes.”

- ii) **Report of the Almonte General Hospital Board of Directors (verbal).**
Deputy Mayor, Bruce Horlin.

Suggested Motion:

“THAT, the Report of the Almonte General Hospital Board of Directors (verbal) be received for information.”

- iii) **Report #CBO-05-2008 Building Department Report – (August 2008) – attached, page 26.**
Phil Borrowman, Chief Building Official.

Suggested Motion:

“THAT, Report #CBO-05-2008, Building Department Report (August 2008) be received for information.”

- iv) **Report #CBO-06-2008 Building Department Report – (September 2008) – attached, page 28.**
Phil Borrowman, Chief Building Official.

Suggested Motion:

“THAT, Report #CBO-06-2008, Building Department Report (September 2008) be received for information.”

- v) **Report #PD-12-2008 Severance Application (Holloway) – attached, page 30.
PART LOT 21, CONCESSION 2
FORMER TOWNSHIP OF LANARK HIGHLANDS
SOUTH LAVANT ROAD, COUNTY ROAD 16**
Janie Laidlaw, Planning Assistant.

Suggested Motion:

“THAT, Council recommend to the Land Division Committee of Lanark County that the Holloway severance application be approved subject to the following conditions;

- 1. That the applicant submit to the Township of Lanark Highlands the 5% cash-in-lieu of parkland requirement.*
- 2. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township of Lanark Highlands.*

3. *That the applicant provide the Township of Lanark Highlands with a Building Location Survey or Surveyor's Certificate demonstrating that the lands severed (including the purchaser's abutting property) and the lands retained are in compliance with all zoning provisions. The surveyor's information shall include confirmation of adequate frontage for both the severed and retained parcels along the maintained road. Should compliance not be demonstrated the applicant will take any and all steps to bring the property into compliance.*
4. *That an acceptable reference plan or legal description of the severed lands and the deed or instrument (in triplicate) conveying the severed lands shall be submitted to the Planning Approvals Administrator at the County of Lanark for review and consent endorsement within a period of one year after the Notice of Decisions is given under Section 53 (17) or (24) of the Planning Act and that a copy of same be submitted to the Township of Lanark Highlands.*
5. *That the applicant submit a site plan and undertake a site plan control agreement with the Township of Lanark Highlands to illustrate that the new proposed residence can be constructed outside of the limits of the separation distance from the MAR-h designation.*
6. *That the applicant provides assurance to the Township of Lanark Highlands that the proposed building site is outside of the area of organic soils and that compliance with existing Building Code can be demonstrated.*
7. *That the applicant provides to the Township of Lanark Highlands a consultant report that demonstrates that the aggregate resource is either not viable or that the proposed use on the property will not adversely impact the establishment of an operation to extract the resource if present."*

vi) **Report #FIRE-05-2008 Volunteer Firefighters Honorariums Policy – Revised – *attached, page 34.***
Gord Kemp, Fire Chief.

Suggested Motion:

***THAT**, a retroactive payment be made to the Deputy and District Fire Chiefs for the COLA increase for the lump sum honorarium for each year since 2003 up to 2007 at a cost of \$5,935, to be paid from the 2009 budget;*

***THAT**, the proposed changes to the Policy for Volunteer Firefighters Honorariums be approved;*

***THAT**, the necessary by-law be presented at the October 21st, 2008 meeting of Township Council;*

AND THAT, the costs be proposed in the 2009 Budget.”

- vii) **Report #FIRE-06-2008 Purchase of Surplus County Rescue Vans and Ambulances – attached, page 42.**
Gord Kemp, Fire Chief.

Suggested Motion:

“THAT, the Township of Lanark Highlands requests to be considered for the sale of any surplus Rescue Vans by the County of Lanark;

THAT, the Township of Lanark Highlands requests to also be considered for the sale of any surplus ambulances by the County of Lanark;

AND THAT, these requests be forwarded to the Chief Administrative Officer of the County of Lanark.”

- viii) **Report #FIRE-07-2008 Change to Medical Assist Agreement – attached, page 44.**
Gord Kemp, Fire Chief.

Suggested Motion:

“THAT, the agreement between the Township of Lanark Highlands and the County of Lanark for the Medical Assist Response Program be changed so as to better define the criteria for the type of Code 4 calls that firefighters will assist the ambulance service under the agreement;

THAT, the Mayor and Clerk be authorized to sign the revised Medical Assist Response Program Agreement;

AND THAT, the necessary by-law be presented at the October 21st, 2008 meeting of Township Council.”

- ix) **Report #FIRE-08-2008 Addition of Firefighters - attached, page 52.**
Gord Kemp, Fire Chief.

Suggested Motion:

“THAT, Chris Rothwell and Kevin McFarlane be added to the firefighter rosters of the Lanark Village and LDNS Districts respectfully.”

- x) **Report #FIRE-09-2008 Mutual Agreement for Alternate Emergency Operations Centre (EOC) - attached, page 54.**
Gord Kemp, Fire Chief.

Suggested Motion:

“THAT, the Township of Lanark Highlands participate in an Emergency Operations Centre Sharing arrangement with municipalities within the County of Lanark pursuant to the provisions of the agreement draft appended to and forming a part of Report #FIRE-09-2008;

THAT, the Fire Chief communicate this decision to the County of Lanark and take the actions appropriate to ensuring the successful conclusion of this directive;

AND THAT, the necessary by-law be presented at the October 21st, 2008 meeting of Township Council.”

- xi) **Report of the District Fire Chiefs Meeting (verbal).**
Councillor Bob Sutcliffe.

Suggested Motion:

“THAT, the Report of the District Fire Chiefs Meeting (verbal) be received for information.”

- xii) **Report of the Police Services Board (verbal).**
Mayor Bob Fletcher.

No Report.

Next Meeting: Tuesday, October 21st, 2008 at 9:00 a.m.

- xiii) **Report of the Mississippi-Rideau Source Water Protection Committee (verbal).**
Councillor Peter McLaren.

No Report.

Next Meeting: Spring 2009

- xiv) **Report of the Environmental Advisory Committee (verbal).**
Councillor Bob Sutcliffe.

No Report.

Next Meeting: Thursday, October 16th, 2008

- xv) **Report of the Mississippi Valley Conservation (verbal).**
Mayor Bob Fletcher.

Suggested Motion:

“THAT, the Report of the Mississippi Valley Conservation (verbal) be received for information.”

8. IN-CAMERA ITEMS

None.

9. NEW/OTHER BUSINESS

- i) **OP Review:** Initial Public Meeting Dates (verbal).
Amanda Mabo, Clerk.

Suggested Forthwith Motion:

“THAT, the Official Plan Review - Initial Public Meeting Schedule be approved as follows:

Monday, November 17th

4:00 p.m. – 5:00 pm. Contractors Only
Municipal Office, Council Chambers

6:00 p.m. – 8:00 p.m. Public Meeting
Municipal Office, Council Chambers

Monday, November 24th

6:00 p.m. – 8:00 p.m. Public Meeting
Cedar Cove Campground, White Lake

Monday, December 1st

6:00 p.m. – 8:00 p.m. Public Meeting
Watson’s Corners Community Centre.”

10. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

- **Report #CAO-XX-2008 Savings Achieved During Absence of CAO & Clerk in First Half of 2008** (November Corporate Services Committee Meeting).
Tom Derreck, Chief Administrative Officer.
- **Report #HR-XX-2008 2008 Staff Overtime**
(November Corporate Services Committee Meeting).

- **Report #C-XX-2008 Ward Boundaries/Election of Deputy Mayor**
(November/December Corporate Services Committee Meeting).
Amanda Mabo, Clerk.
- **OMERS – Councillors Update** *(December Corporate Services Committee Meeting).*
Mayor Bob Fletcher.
- **Building Permits – Are Operations Revenue Neutral? Update**
(November Building, Planning & Protective Services Committee Meeting).
- **Report #CBO-XX-2008 Appeal of Payment of Development Charge – Wilf Hall** *(November Building, Planning & Protective Services Committee Meeting).*

11. ADJOURNMENT

COMMUNICATIONS

COUNCILLOR COMMUNICATION PACKAGE
September 30th, 2008

1. **RVCA Community Announcement:** Looking for a Willing Landowner Who Wants Free Site Preparation, Trees and Tree Planting Next Spring – *attached, page 3.*
2. **RVCA Media Release:** McGarry Family Reaches Tree Planting Milestone – *attached, page 4.*
3. **AMO Alert No. 08/043:** Federal Election 2008 and Ontario Municipalities – *attached, page 5.*
4. **AMO Alert No. 08/041:** AMO Report to Members on August 2008 Board Meeting – *attached, page 8.*
5. **AMO Alert No. 08/042:** AMO Seeking Comment on its Immigration Paper – *attached, page 11.*
6. **MPAC New Release:** Brockville Property Taxpayers See an Approximate 5.6 per cent Assessment increase in 2009 – *attached, page 35.*
7. **MPAC Background Information:** The New Property Assessment Notice – *attached, page 39.*
8. **McGuinty Shuffles Cabinet** – *attached, page 41.*
9. **Lanark County Media Release:** Highlights from County Council meeting on September 24th – *attached, page 42.*
10. **Lanark Highlands Media Release:** Award of Sewer & Water Pre-Engineering Contract – *attached, page 43.*
11. **Municipal Matters Page:** Weekend of September 26th, 2008 – *attached, page 45.*
12. **LAS:** One Funds Meet & Greet Information Sessions – *attached, page 46.*
13. **LAS: 2008-2009 Town Hall Sessions** – *attached, page 48.*
14. **LAS Communication FYI No. 08/005:** Energy Management Tool (EMT) Now Available – *attached, page 50.*
15. **Tri-Valley Conservation Awards** – *attached, page 51.*
16. **Ontario's Digital Economy Conference:** October 1st – 3rd, 2008 – *attached, page 53.*

17. **Town of Fort Erie:** Niagara Health System – Hospital Improvement Plan – *attached, page 54.*
18. **AMCTO Express:** Sustainable Financial Planning for Municipal Water & Wastewater Systems – *attached, page 56.*



200 University Ave. Suite 801
Toronto, ON M5H 3C6
Tel.: (416) 971-9856 | Fax: (416) 971-6191
E-mail: amo@amo.on.ca

ALERT

MEMBER COMMUNICATION

ALERT Nº: 08/044

To the attention of the Clerk and Council
October 1, 2008

FOR MORE INFORMATION CONTACT:
Matthew Wilson, AMO Senior Policy Advisor
(416) 971-9856 ext 323

National Do Not Call List – Implications for Municipal Candidates in Ontario

Issue: The new Do Not Call List and associated regulations will limit Ontario municipal candidates in their ability to legally solicit voter support via telephone.

Background:

Effective September 30, 2008, the Canadian Radio-television and Telecommunications Commission (CRTC) launched the National Do Not Call List (DNCL). Canadians may register on the List to reduce the number of telemarketing calls they receive. Businesses, organisations and individuals wishing to make telemarketing calls are required to verify the numbers called do not appear on the List and must comply with other restrictions. Exemptions from this restriction apply for a municipal election but only if the calls are made on behalf of a registered political party under provincial law.

In Ontario, with no municipal political parties, as written this means that should a candidate call a number on the Do Not Call List to solicit volunteer or financial support, a complaint could be lodged with the CRTC and a municipal candidate could be fined \$1,500 per call under law. In addition, municipal candidates or officials would be required to register with the CRTC prior to making any telemarketing calls and be required to pay a subscription fee to access the List.

In early September AMO President Peter Hume wrote to Jim Prentice, Minister of Industry, Josée Verner, Minister of Canadian Heritage, and the Chairman of the Canadian Radio-television and Telecommunications Commission, urging that steps be taken to address this issue. To date, no reply has been received.

The Federation of Canadian Municipalities (FCM) is leading the issue. To protect municipal interests in the medium and long term, FCM will be filing a Part VII application with the CRTC to add municipal candidates to the list of parties exempted from the DNCL provisions. Although it is not yet clear how long this process will take, nor even whether it will be successful, it is clear from their conversations with senior officials from the CRTC that there is a high degree of awareness and sensitivity to municipal concerns. FCM is cautiously optimistic that this situation can be rectified. It appears as if the potential impact on municipal elections was not intended by the drafters of this law. FCM will be pursuing this with significant urgency, and will keep municipalities informed throughout the process.

Action: For your information.

This information is available in the Policy Issues section of the AMO website at www.amo.on.ca.

From: nicholas.murphy@ene.gov.on.ca [mailto:nicholas.murphy@ene.gov.on.ca]
Sent: Monday, August 25, 2008 12:01 PM
To: Peter Wagland; tsimpson@lanarkhighlands.ca; info@mvc.on.ca
Cc: nicholas.murphy@ene.gov.on.ca
Subject: Notification of Application for Permit to Take Water

This E-mail message has been sent to you as a result of the requirements of Ontario's new Water Taking and Transfer Regulation (O.Reg 387/04). The regulation requires that the Ministry of the Environment notify municipalities and conservation authorities of applications for Permits to Take Water to withdraw water from locations within their jurisdiction.

You may examine the wording of the new Regulation online at the following web site:

http://www.e-laws.gov.on.ca/DBLaws/Source/Regs/English/2004/R04387_e.htm

Notification of Application for Permit to Take Water

Ministry Reference Number:
3115-7GLR9V

Applicant:

Thomas Cavanagh Construction Limited
Rural Route No. 2
Ashton, Ontario
K0A 1B0

Location of Water Taking(s):
Cavanagh Construction - Lanark Pit/Quarry
Lot 4, 5, Concession 5, 6, Geographic Township of Lanark
Lanark Highlands Township, County of Lanark

Ministry of the Environment Region:
Eastern

Description:
Source of Water: Quarry Sump
Purpose of Taking: Pits and Quarries
Period of Water Taking (mm/dd): Year Round
Amount of Taking:
Maximum Rate per Minute (Litres): 5455.20
Maximum Number of Hours of Taking per Day: 24
Maximum Volume per Day (Litres): 7855488
Maximum Number of Days of Taking per Year: 365
Length of Time: 10 Years

Source of Water: Gemmil Pond Wash Plant
 Purpose of Taking: Pits and Quarries
 Period of Water Taking (mm/dd): Year Round
 Amount of Taking:
 Maximum Rate per Minute (Litres): 2727.60
 Maximum Number of Hours of Taking per Day: 24
 Maximum Volume per Day (Litres): 867376
 Maximum Number of Days of Taking per Year: 365
 Length of Time: 10 Years

Source of Water: Gemmil Pond Truck Fill
 Purpose of Taking: Pits and Quarries / Dust Suppression
 Period of Water Taking (mm/dd): 04/01 - 12/20
 Amount of Taking:
 Maximum Rate per Minute (Litres): 2046
 Maximum Number of Hours of Taking per Day: 24
 Maximum Volume per Day (Litres): 454609
 Maximum Number of Days of Taking per Year: 264
 Length of Time: 10 Years

Permit type:
 Renewal and combination of Permit 98-P-4059 & 8120-6EQQVT

Length of Taking:
 10 years

Table A

Source Information and Water Taking Amount Applied For

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Quarry Sump	Well Dug	Pits and Quarries	Dewatering	5,455	24	7,855,488	365	18 394739 4989924
2	Gemmill Pond Wash Plant	Pond Online	Pits and Quarries	Dewatering	2,728	24	867,376	365	18 394468 4989364
3	Gemmil Pond Truck Fill	Pond Online	Pits and Quarries	Dewatering	2,046	24	454,609	264	18 394625 4989465
							Total Taking:	9,177,473	

Comments should be directed to the following Contact Person:

Nicholas Murphy

Provincial Officer 1393

Permit To Take Water Coordinator

Water Resources Unit

Technical Support Section

Ontario Ministry of the Environment

Eastern Region

This E-mail message has been sent to you as a result of the requirements of Ontario Regulation 387/04. It is the responsibility of the municipality or Conservation Authority to determine the appropriate staff person to whom this notification should be forwarded. If you wish to have subsequent notification sent to a different person within your organization, please respond to this E-mail message with an alternate E-mail address and contact name. It is the responsibility of the municipality or conservation authority to ensure that any changes to the alternate E-mail address are reported to the Ministry.

Please note that any comments, concerns, or questions must be received by the Ministry within 15 days of the date of this message.

Ministry of Natural
Resources

Office of the Minister

Room 6630, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2301
Fax: 416-314-2216

Ministère des Richesses
naturelles

Bureau du ministre

Édifice Whitney, bureau 6630
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2301
Télééc.: 416-314-2216



MNR3006MC-2008-2364

SEP 05 2008

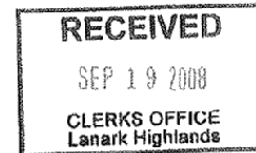
His Worship Bob Fletcher
Township of Lanark Highlands
P.O. Box 340
75 George Street
Lanark ON K0G 1K0

LANARK HIGHLANDS

SEP 11 2008

RECEIVED

mail



Dear Mayor Fletcher:

In recent years, there has been much interest and concern about the increasing interactions between people and wildlife in both urban and rural areas. This is happening not only in Ontario but in communities right across Canada and North America. Contributing factors to human-wildlife conflicts include changing land use patterns, agricultural practices, transportation corridor planning, human behaviour and the habitat and behaviour of wildlife.

The responsibility for preventing human-wildlife conflicts is shared among all levels of government and the public. After consulting with over 30 stakeholders, the Ministry of Natural Resources, together with other ministries and agencies, released two new strategies.

Strategy for Preventing and Managing Human-Wildlife Conflicts in Ontario and *Strategy for Preventing and Managing Human-Deer Conflicts in Southern Ontario* represent the collaborative effort of numerous provincial ministries, partners, stakeholders and individuals. We are currently establishing a stakeholder advisory team to help set priorities for action. During the implementation phase of these strategies, we will continue to involve municipal associations to ensure municipal interests are well represented. We look forward to continued collaboration with our municipal partners to implement these strategies and will keep you informed of our progress.

To view the final strategies, please visit www.ontario.ca/environmentalregistry and access Registry Number PB06E6018 (*Strategy for Preventing and Managing Human-Wildlife Conflicts in Ontario*) and Registry Number PB06E6017 (*Strategy for Preventing and Managing Human-Deer Conflicts in Southern Ontario*).

If you would like to discuss the strategies further, please contact John Dungavell, Wildlife Health Policy Advisor in the ministry's Fish and Wildlife Branch, at (705) 755-1573 or john.dungavell@ontario.ca.

I would appreciate that you share this information with your council members so they can address any concerns their constituents may have.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Donna Cansfield".

Donna Cansfield
Minister of Natural Resources



Tay Valley Township

September 25, 2008

Eastern Ontario Municipalities

Dear Councils,

Tay Valley Township Resolution Re: Reunification of Surface and Mining Rights

Please be advised that the Council of Tay Valley Township passed the following resolution at their Regular Meeting held on September 23rd, 2008;

Motion # 9B-08-215

Whereas Premier Dalton McGuinty announced in August 2008 that the Ministry of Northern Development and Mines (MNDM) would be undertaking a review of the Ontario Mining Act through release of a Discussion Paper titled "Modernizing Ontario's Mining Act – Finding A Balance Discussion Paper"; and

Whereas the Minister of Northern Development and Mines Michael Gravelle is to be commended for taking a positive step in leading a review of the Mining Act of Ontario; and

Whereas mining is an important industry that makes a significant contribution to the Canadian economy, particularly in Northern / near Northern communities as identified in the Discussion Paper; and

Whereas it has been confirmed that in Southern Ontario only 1.4% of the land consists of privately held Surface Rights Only (SRO) that do not include the mineral rights (Crown mineral rights); and

Whereas it must be recognized that these private landowner's must be afforded security of investment in their residential and recreational properties; and

Whereas the municipalities in Southern Ontario depend on their residential and seasonal tax base to support their economy and budgets; and

Whereas the majority of these properties are concentrated in areas northwest of Kingston and northeast of Peterborough on lands that frequently lie in well populated areas where the economy is driven by agricultural land use, recreation, heritage and tourism.

Whereas economic drivers in Southern Ontario are substantially different than that of the Northern / near Northern communities; and

Whereas local municipalities are a primary stakeholder in community needs assessment and land use development offering a forum for expressing a unique community voice; and

Whereas it is our view that it makes little sense to maintain the separation of surface and mineral rights on the 1.4% of SRO lands in Southern Ontario as the consequence of such removal would be minimal to the mining industry;

Now therefore we strongly urge the Ministry of Northern Development and Mines to reunite the surface and mineral rights on the 1.4% of lands now identified in Southern Ontario as it is our view that reuniting the Crown held mineral rights with the surface rights will bring this patchwork of SRO properties into harmony with the vast majority of southern Ontario properties which are not open for claim staking and would assist in achieving balance between mining interests and the interests of municipalities and their rate-payers.

The resolution is being circulated to all municipalities in Eastern Ontario for support. Your serious consideration of this important issue would be very much appreciated.

Sincerely,

Leslie Drynan

Leslie Drynan
Clerk

Tay Valley Township
217 Harper Road, R.R. # 4, Perth, Ontario K7H 3C8
www.tayvalleytwp.ca
Fax: (613)-264-8516 Phone: (613)-267-5353
1-800-310-0161



TOWNSHIP OF MONTAGUE

MOVED BY: B. Eckersley

RESOLUTION NO: 168-2008

SECONDED BY: B. Burson

DATE: September 16th, 2008

Whereas the Clean Water Act, 2006 provides for compensation only if, as per Section 92, a municipality or source protection authority, for the purpose of implementing a source protection plan, acquires by purchase, lease or otherwise, or subject to the Expropriations Act, without the consent of the owner, enters upon, takes and expropriates lands and;

Whereas the Council of the Corporation of the Township of Montague supports the position of the Council of the Nation Municipality that the Clean Water Act be amended to provide for compensation for those landowners who suffer loss of land use and/or enjoyment of land as a result of source protection initiatives under the Clean Water Act;

Now therefore be it resolved that the Council of the Corporation of the Township of Montague hereby requests the Honourable John Gerretsen, Minister of the Environment, to introduce an amendment to the Clean Water Act to allow compensation for those landowners who suffer loss of land use and/or enjoyment of land as a result of source protection initiatives under the Clean Water Act;

And be it further resolved that a copy of this resolution be forwarded to the municipalities within the Mississippi-Rideau Source Protection Area for support and to the Minister of the Environment, the Honourable John Gerretsen.

CARRIED

DEFEATED

“John MacTavish”

REEVE

REPORTS

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

CORPORATE SERVICES COMMITTEE

October 9th, 2008

Report #C-01-2008
of the Clerk

COUNCIL/COMMITTEE MEETING SCHEDULE

STAFF RECOMMENDATION(S)

“**THAT**, commencing January 1st, 2009 the Council/Committee Meeting Schedule be revised as set out in “Option #2” presented in this report and illustrated in the 2009 Meeting calendar attached hereto;

AND THAT, the Procedural By-Law be amended to reflect the changes.”

BACKGROUND

Beginning in August 2008 a new meeting schedule was implemented as follows:

{	<u>Tuesday</u>	
	Committee of the Whole	2:30 p.m. – 5:30 p.m. (3 hours)
	Committee of Adjustment	<i>if required</i>
{	Council	7:00 p.m. – 9:00 p.m. (2 hours)
	<u>Thursday</u>	
{	Corporate Services	6:00 p.m. – 7:30 p.m. (1.5 hours)
	Building, Planning & Protective Services	7:30 p.m. – 9:00 p.m. (1.5 hours)

{	<u>Tuesday</u>	
	Committee of the Whole	2:30 p.m. – 5:30 p.m. (3 hours)
	Committee of Adjustment	<i>if required</i>
{	Council	7:00 p.m. – 9:00 p.m. (2 hours)
	<u>Thursday</u>	
{	Public Works & Waste Management	6:00 p.m. – 7:30 p.m. (1.5 hours)
	Community Services	7:30 p.m. – 9:00 p.m. (1.5 hours)

TOTAL HOURS/MONTH = 16 hours

Committee of the Whole meetings are set aside for the following items:

- urgent
- budget process
- sewer & water project
- official plan review
- other major projects

DISCUSSION

An email was circulated in August asking each Councillor to provide the days of the week that they were unavailable due to conflicts with other meetings. A summary of the responses is illustrated below:

UNAVAILABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
Mayor			County Meetings	3rd Thursday	
Deputy Mayor	3 rd Monday		County Meetings		
Councillor #1	1st Monday		Meetings		
Councillor #2			N/A		
Councillor #3	1st Monday		1st Wednesday	2nd Thursday (personal)	
Councillor #4			N/A		
Councillor #5			N/A		

Also taken into consideration are the conferences attended by Council and Staff throughout the year:

- OGRA/ROMA February 22nd – 25th
- OAPSB April 30th – May 2nd
- FCM June 5th – 8th
- AMCTO June 14th – 17th
- AMO August 16th – 19th
- OEMC September 16th – 18th
- CRST October ??

Other items taken into consideration:

- a couple of Councillors are unable to meet during the day due to work commitments but are able to have the time off work for one afternoon a week
- statutory holidays

OPTIONS CONSIDERED

Option #1 – Status Quo

Pros:

- the current schedule in terms of Councillor availability

Cons:

- administratively, it imposes an inordinate demand on our limited staff time and resources through the necessity of preparing 5 to 6 agendas, accompanying reports and support material, and sets of minutes per meeting week

Option #2 - Two Tuesdays a Month

Tuesday

Committee of the Whole	12:00 p.m. – 2:30 p.m. (2.5 hours)
Corporate Services	2:30: p.m. – 4:00 p.m. (1.5 hours)
Building, Planning & Protective Services	4:00 p.m. – 5:30 p.m. (1.5 hours)
Committee of Adjustment	<i>if required</i>
Council	7:00 p.m. – 9:00 p.m. (2 hours)

Tuesday

Committee of the Whole	12:00 p.m. – 2:30 p.m. (2.5 hours)
Public Works & Waste Management	2:30: p.m. – 4:00 p.m. (1.5 hours)
Community Services	4:00 p.m. – 5:30 p.m. (1.5 hours)
Committee of Adjustment	<i>if required</i>
Council	7:00 p.m. – 9:00 p.m. (2 hours)

TOTAL HOURS/MONTH = 15 hours

Pros:

- reduces staff overtime by having the bulk of meeting hours during the day
- provides two additional working days per month for staff to devote on-going daily business
- same two-week set-up as we currently use, but instead of meetings held over two days, they would be held over one day
- reduces the number of days per month that Council would meet but not the number of hours
- the Councillor meeting requirement would be reduced from the present four days per month to two days
- would create a savings in Councillor mileage, paying for two trips per month instead of four trips per month

Cons:

- lose 1 hour of meeting time per month
- preparing 5 to 6 agenda packages and sets of minutes per meeting week will still be a challenge (though offset by the gain of two more non-meeting work days)

Option #3 - Three Tuesdays a Month

Pros:

- preparing 2 to 3 agendas and minutes per meeting week

Cons:

- lose 5 hours of meeting time per month, therefore may not meet workload
- will require special council meetings for urgent items as council will meet only once a month

1st Tuesday of Month

Corporate Services	2:00: p.m. – 3:30 p.m. (1.5 hours)
Building, Planning & Protective Services	3:30 p.m. – 5:00 p.m. (1.5 hours)

2nd Tuesday of Month

Public Works & Waste Management	2:00: p.m. – 3:30 p.m. (1.5 hours)
Community Services	3:30 p.m. – 5:00 p.m. (1.5 hours)

4th Tuesday of Month

Committee of the Whole	2:30 p.m. – 5:30 p.m. (3 hours)
Committee of Adjustment	<i>if required</i>
Council	7:00 p.m. – 9:00 p.m. (2 hours)

TOTAL HOURS/MONTH = 11 hours

FINANCIAL IMPLICATIONS

Option #2

- savings in staff overtime
- savings in Councillor mileage

CONCLUSIONS

A number of other meeting scenarios were contemplated taking into account the availability of Council members. The recommendation is to implement Option #2 for the reasons stated in the report.

ATTACHMENTS

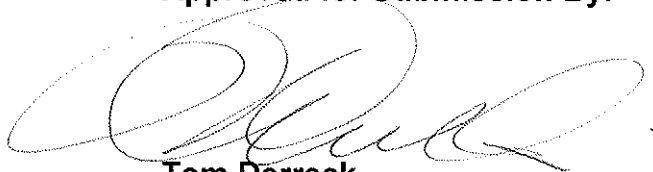
- i) Proposed 2009 Council/Committee Calendar.

Prepared and Submitted By:



**Amanda Mabo,
Clerk/Deputy CAO**

Approved for Submission By:



**Tom Derreck,
Chief Administrative Officer**



2009 COUNCIL/COMMITTEE CALENDAR

Committee of the Whole
Corporate Services & Building, Planning, Protective Services Council

Committee of the Whole
Public Works, Waste Management & Community Services Council

Environmental Advisory Committee (1:30 p.m.)

Police Services Board (9:00 a.m.)

Statutory Holiday

Conferences
Feb. 22 - 25 ROMA/OGRA (Toronto)
Apr. 30 - May 2 OAPSB (Cornwall)
June 5 - 8 FCM (Whistler, BC)
Aug. 16 - 19 AMO (Ottawa)
Sept. 16 - 18 OEMC (Kingston)
Oct. TBD CRST (TBD)

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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MARCH

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APRIL

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MAY

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31						

JUNE

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28	29	30				

JULY

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AUGUST

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30	31					

SEPTEMBER

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27	28	29	30			

* July Summer Break

OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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27	28	29	30	31		

* Office Closed December 21 - January 1

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

BUILDING, PLANNING & PROTECTIVE SERVICES COMMITTEE

October 9th 2008

Report #CBO-05-2008
of the Chief Building Official

BUILDING DEPARTMENT REPORT – AUGUST 2008

STAFF RECOMMENDATION(S)

“THAT, Report #CBO-05-2008, Building Department Report (August 2008) be received for information.”

**BUILDING INSPECTION SERVICE
to August, 2008**

	August 2007	August 2008	2007 to August 31	2008 to August 31
Permit Revenue	\$10,320	\$7,032	\$61,649	\$37,489
Number of Permits	25	19	124	121
Building Value	\$1,183,270	\$563,921	\$6,954,870	\$3,471,421
New Housing Starts	3	3	26	13

Building Permit Summary

SFD	3		Pool	2
Repair	2		Demolition	2
Addition	2		Shed	
Deck/Gazebo	3		Deck	
Cottage	1		Mobile Home	
Garage	3		Boat House	
Camp	1			

2008-087	Paul Sullivan	703 Con 9 A	Pool
2008-101	Edward Clost	126 Lacource Lane	Garage
2008-108	Paul Grey	150 Izzatt Lake Road	SFD
2008-111	Sandra C. McNulty	1339 Con 5 B	Camp

2008-112	Vernon Bugden	1214 1st Con B	Addition
2008-113	Gordon Fifield	4250 Hwy 511	Garage
2008-114	Andrew Hall	130 High Falls Rd	Repair
2008-115	Daniel Sisty	404 Horne Lake Rd	Repair
2008-116	Tom King	897 Galbraith Road	Pool
2008-117	Art Kutman	Tatlock	Deck
2008-118	Linda Harvey	1118 4th Con	Addition
2008-119	Ian Paige	495 Mitchell Road	Demolition
2008-120	Frey Frejborg	9489 Tatlock Road	SFD
2008-121	Albert Wareing	404 Horne Lake Rd	Cottage
2008-122	Bill Cameron	111 Miltons Road	Deck
2008-123	Robert LaRocque	6763 Highway 511	Deck
2008-125	Ron Slyvestre	501 Stewart Lane	Garage
2008-126	Gord Pike	1515 Peneshula Road	SFD
2008-129	Gord Pike	1515 Peneshula Road	Demolition

Prepared and Submitted By:

Approved for Submission By:




**Janie Laidlaw,
Planning Assistant**

**Phil Borrowman,
Chief Building Official**



**Tom Derreck,
Chief Administrative Officer**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

BUILDING, PLANNING & PROTECTIVE SERVICES COMMITTEE

October 9th 2008

Report #CBO-06-2008
of the Chief Building Official

BUILDING DEPARTMENT REPORT – SEPTEMBER 2008

STAFF RECOMMENDATION(S)

“THAT, Report #CBO-06-2008, Building Department Report (September 2008) be received for information.”

**BUILDING INSPECTION SERVICE
to September, 2008**

	Sept 2007	Sept 2008	2007 to Sept 30	2008 to Sept 30
Permit Revenue	\$2,513	\$8,103	\$64,162	\$45,592
Number of Permits	16	21	140	142
Building Value	\$114,900	\$1,013,000	\$7,069,770	\$4,484,421
New Housing Starts	0	2	26	15

Building Permit Summary

SFD	2	Camp	1
Repair		Demolition	2
Addition	5	Shed	2
Porch	1	Deck	2
Cottage		Renovation	3
Garage	2	Boat House	
Agrichural Storage	1		

2008-098
2008-128

Diane Bennett
Brian Riff

751 Meadowcrest Drive
1701 3rd Con Dalhousie

SFD
Agr. Storage

2008-130	Don Hough	5240 South Lavant Road	additon
2008-131	Serge Trottier	224 Windy Point Road	Camp
2008-132	Michael McLarry	586 French Line	deck
2008-133	Tiffany Broadbent	2845 Elphin Maberly Road	garage
2008-134	Daniel Langlois	261 Lacource Lane	Deck
2008-135	Gloria McDonald	21 Argyle Street	renovation
2008-137	Ronald Sweeney	79 George Street	renovation
2008-138	Joanne Hall	256 Hall Shore Road	SFD
2008-139	Denis Thivierge	702 Meadowcrest Dr	gargage
2008-140	Herb Ballantyne	552 Rosetta Road	Demoliton
2008-142	Sean Brisson	108 Heron Drive	addition
2008-143	Ian Paige	495 Mitchell Road	addition
2008-144	Herb Ballantyne	552 Rosetta Road	addition
2008-145	Dave Sweeney	147 George Street	shed
2008-146	Barb Stewart	528 Stewart Lane	porch
2008-147	Dwain Taylor	150 French Line Road	storage shed
2008-154	Madeline McNally	154 Lakeshore Drive	addition
2008-155	Frank Sodonis	101 Pine Ridge Way	demolition

Prepared and Submitted By:

Approved for Submission By:




**Janie Laidlaw,
Planning Assistant**

**Phil Borrowman,
Chief Building Official**



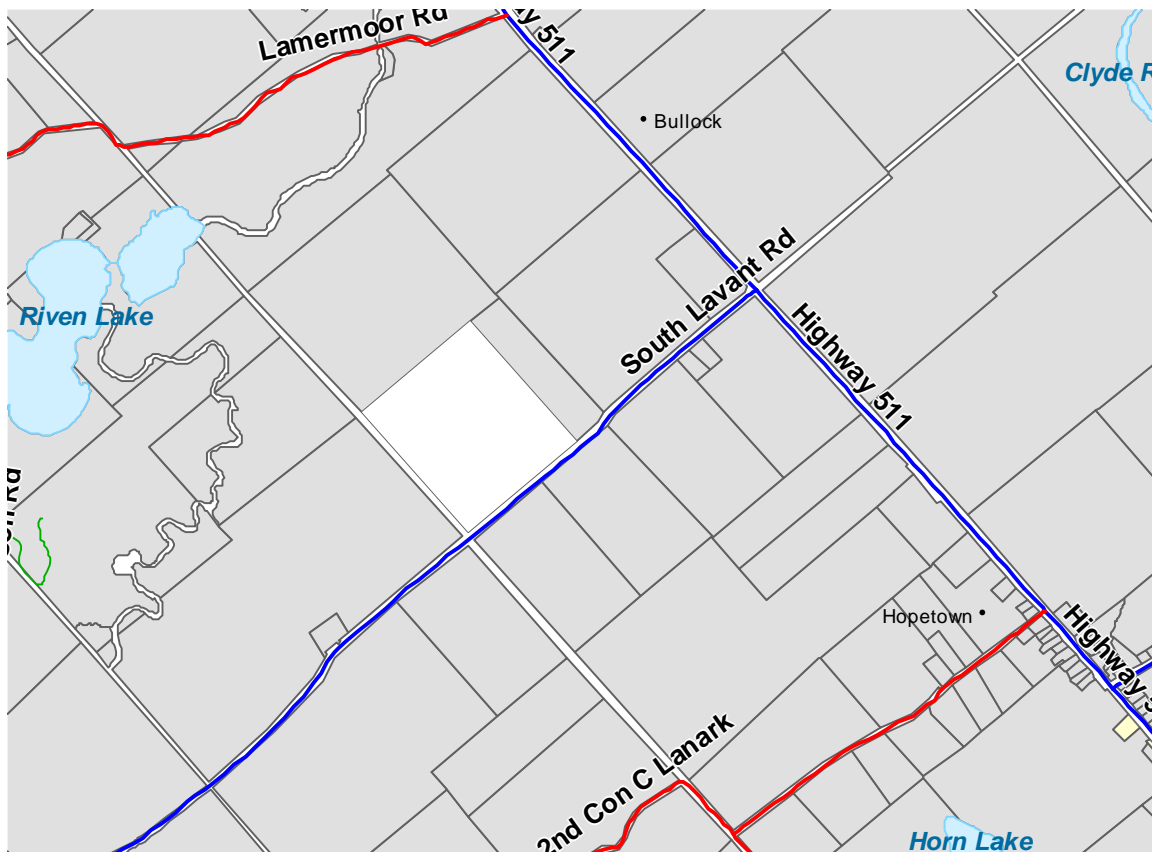
**Tom Derreck,
Chief Administrative Officer**

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATIONS HOLLOWAY
PART LOT 21 CONCESSION 2
FORMER TOWNSHIP OF LANARK HIGHLANDS
SOUTH LAVANT ROAD, COUNTY ROAD 16**

Review of Proposal and Application

An application has been received from the County of Lanark Land Division Committee for the creation of a new lot. The holding is located on South Lavant Road, County Road 16 and is legally described as Part Lot 21, Concession 2, former Township of Lanark, now in the Township of Lanark Highlands. The proposal is to create an additional building lot from an existing holding.

The applicant wishes to create a lot with approximately 174 metres (570 feet) of frontage and an area of 2.4 ha (6 acres). The remnant parcel will enjoy approximately 360 metres (109 feet) of road frontage and an area of 29 ha (73 acres). Constructed on the severed lot is a residential unit. The retained parcel is vacant with a residential use proposed.



The property is designated Rural, Mineral Reserve and Organic Soils on Schedule 'A 4' of the Township of Lanark Highlands Official Plan. The lands are zoned Rural, Organic and Mineral Aggregate Reserve on Schedule 'A 4' of Zoning By-law 2003-451. Surrounding lands are rural. A creek transects the holding running southwesterly.

PROVINCIAL POLICY

As part of the province's long term commitment to economic prosperity and social well being all planning applications must be consistent with the Provincial Policy Statement 2005 (PPS). As such a review of applicable policies must be undertaken and reviewed under the "consistent with" test.

The Provincial Policy directs that in rural areas limited residential development is permitted and that it should be appropriate to the infrastructure which is planned or available and in addition shall be compatible with the rural landscape.

The proposed lot when developed will be serviced privately and confirmation is required that there exists sufficient treatment capacity for any hauled sewage (Section 1.6.4.1). The Lanark Leeds and Grenville Health Unit will require a permit for private services. Capacity exists for the hauled sewage outside of the Municipality.

Section 2.4.21 of the PPS states " Mineral resources shall be protected for long term use" and section 2.4.2.2 outlines that areas adjacent to or in known mineral deposits and in areas of mineral potential must show that the proposed development will not hinder or preclude the extraction of the resource. The applicant will need to provide additional information in order to confirm long term resource protection or conversely that no such resource exists or that it would not be viable to extract.

OFFICIAL PLAN

The Holloway lands are designated Rural, Rural, Mineral Reserve and Organic Soils on Schedule 'A 4' of the Township of Lanark Highlands Official Plan. Rural development concepts outlined within the Official Plan discuss a settlement pattern of very low density consisting of residences distributed along the road networks. The intent of the Official Plan is to protect the rural setting and natural resources for their economic value.

Any application for consent must be evaluated with the policy directives of Section 10.11.13, which provides direction when considering the division of lands within the Township. Proposals must be consistent with zoning, and enjoy sufficient frontage and depth to accommodate setbacks, snow removal as well as storage and parking within the proposed lot configuration. Abutting land uses must be evaluated for conflicts and natural heritage features.

Section 7.3.2.3 of the Official Plan directs council to consult with the Ministry of Northern Development and Mines to determine if the proposed application will not preclude any future development of the mining resource, whether or not the resource use is feasible, the proposed use serves a greater long term public interest and that matters of public health and safety and environmental impacts are addressed.

Section 8.2 of the Official Plan outlines policies associated with lands that have been identified as having organic soils as is the case with this development proposal. Organic soils are considered a constraint to development as they may not contain sufficient strength to support structures. If

development is proposed on organic soils the proposal must be supported by a geo-technical study. Building Code requirements must also be considered prior to the issuance of any building permit.

Following confirmation of whether or not there exists any resource potential by a certified professional any other matters of concern such as separation distances can be addressed through site plan control.

ZONING

The lands are zoned Rural, Organic and Mineral Aggregate Reserve on Schedule 'A 4' of Zoning By-law 2003-451. The proposed severed and retained lots will meet the requirements of the rural zone. The new structure will be subject to yard setback requirements at such time as a building permit is submitted. There are no specific zoning provisions for either the Mineral Aggregates Reserve zone or the Organic Soils zone. As previously stated the applicant will need to demonstrate that there is no viable resource or that no conflicting land use will result by means of this application. Given the areas of both the severed and retained lots there should not be any setback issues when submitted as the lands are of sufficient area to accommodate development.

DISCUSSION

The application as submitted is generally consistent with the PPS but will require the submission of a report by an individual certified to assess the potential for mineral resources and confirm that the creation of a new lot will not adversely impact the potential extraction of the mineral resource or that the resource is not viable for extraction.

The Official Plan indicates that these lands may have aggregate potential the applicant will need to confirm by means of a report prepared by a certified professional that the resources are not there or that the future extraction of the resource won't be effected by an additional residence constructed on the lands. The separation distance from any extraction operation is 500 metres. The holding is of sufficient area to meet that distance when establishing a residential use. The applicant can illustrate through site plan control where the proposed building site is and that it can meet the separation distance and as such it is recommended to include the submission of site plan as a condition of severance.

The applicant will be required to review with the County Roads department that the application will meet their requirements for an entrance permit.

The proposal is for a building lot on lands predominantly designated rural and subject to the submission of further documentation that the underlying constraints to development can be addressed, the application can move forward.

RECOMMENDATION

That Council recommend to the Land Division Committee of Lanark County that the Holloway severance application be approved subject to the following conditions;

1. That the applicant submit to the Township the 5% cash-in-lieu of parkland requirement.
2. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
3. That the applicant provide the Town with a Building Location Survey or Surveyor's Certificate demonstrating that the lands severed (including the purchaser's abutting property) and the lands retained are in compliance with all zoning provisions. The surveyor's information shall include confirmation of adequate frontage for both the severed and retained parcels along the maintained road. Should compliance not be demonstrated the applicant will take any and all steps to bring the property into compliance.
4. An acceptable reference plan or legal description of the severed lands and the deed or instrument (in triplicate) conveying the severed lands shall be submitted to the Planning Approvals Administrator at the County for review and consent endorsement within a period of one year after the Notice of Decisions is given under Section 53 (17) or (24) of the Planning Act and that a copy of same be submitted to the township.
5. That the applicant submit a site plan and undertake a site plan control agreement with the Township to illustrate that the new proposed residence can be constructed outside of the limits of the separation distance from the MAR-h designation.
6. That the applicant provides assurance to the municipality that the proposed building site is outside of the area of organic soils and that compliance with existing Building Code can be demonstrated.
7. That the applicant provides to the Township a consultant report that demonstrates that the aggregate resource is either not viable or that the proposed use on the property will not adversely impact the establishment of an operation to extract the resource if present.

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

BUILDING, PLANNING & PROTECTIVE SERVICES COMMITTEE

October 9th, 2008

Report #FIRE-05-2008
of the Fire Chief

VOLUNTEER FIRE FIGHTERS HONORARIUMS POLICY - REVISED

STAFF RECOMMENDATION(S)

“**THAT**, a retroactive payment be made to the Deputy and District Chiefs for the COLA increase for the lump sum honorarium for each year since 2003 up to 2007 at a cost of \$5,935, to be paid from the 2009 budget;

AND THAT, the proposed changes to the Policy for Volunteer Firefighters Honorariums be approved and that the costs be proposed in the 2009 Budget.”

BACKGROUND

The present Policy on Volunteer Firefighter Honorariums was adopted by Council in July 2002. (Attachment “A”). The present policy was a harmonization of the various systems that were in place from the previous fire departments. During the process to develop the policy there were increases and decreases in honorariums for the various positions as there was a need to develop one system for the Lanark Highlands Fire Service which would be within the budget allocation for 2002. The value of a point has been adjusted by the cost of living each year so that for 2008 a point is worth \$21.00. The lump sum honorariums of the Deputy and District Chiefs had not been adjusted by COLA in the past and as a result there is a recommendation to apply this COLA increase retroactive to 2003 which would be paid from the 2009 budget.

DISCUSSION

Since 2002 there have been changes in the amount of time that is required to perform the duties of the Deputy and District Chiefs position as well as an increase in accountability and liability associated with the position. There is also a need to harmonize the stipend that is paid to any of the other positions that have been established within the Districts. Examples of these positions are Captain, Trainer/Facilitator and Vehicle/Station Maintenance. There have also been changes made to the honorariums of other firefighters within the County. It has been identified by the management group of the LHFS that a review of the policy and the amounts of the honorariums should be carried out to identify areas that need to be improved upon and to ensure that we are able to recruit and maintain a solid core of volunteer firefighters. A proposal by the District Chiefs and the collection of data from other County fire

departments has been attached to the report. (Attachment "B"). A discussion of the policy was held at the Districts Chiefs meeting of September 23rd 2008. The recommended changes that resulted from the discussion are outlined in the table below:

Recommended Changes to 2002 Policy

Item	Present	Proposed	Cost of Change
District Chief Honorariums	\$2000	\$4000	\$10000
Deputy District Chief Honorariums	\$1000	\$2000	\$5000
Captain Honorarium (not listed, varied)		\$500	\$3250
Call-out (1 pt for initial call-out up to 3 hours changed to 1 pt per hour)	\$21 per initial call-out	\$63 per call-out over 1 hr	\$6320
Vehicle/Station maintenance per month	1 pt	2 pts	\$1260
Trainer (preparation and presenting)		1 pt	\$1050
Special Training (per hour)		1 pt	\$1680
		TOTAL	\$28560

The District Chiefs and Deputies have been paid significantly less than the comparable positions in the other County departments, even when COLA is applied. The responsibility and accountability for the operation of their Districts has increased with the changes and requirements that have been downloaded by the Office of the Ontario Fire Marshal and revised standards that are being introduced.

Captains have been given additional points in some cases but as a rule not been recognized for the added responsibilities they have assumed at emergency calls and the general operations of the stations. All Captains should be treated in the same manner and compensated for the added responsibilities and as a result a lump sum honorarium has been established for the position.

It is proposed that the compensation for responding to a page out for an emergency call be changed so that firefighters are compensated for each hour or part hour that they are involved in the emergency call. In the past they were given 1 point for responding to an emergency call and were not compensated for the next 2 hours after the initial call. It was only after the 3rd hour that they were given an additional point per hour. Firefighters should be compensated for their time involved in responding to emergency calls. On average there are approximately 20 calls per year that there is a requirement for firefighters to stay longer than the initial hour for emergency calls and therefore there will only be an increase in costs for hours 2 and 3 on those calls that require a response that lasts longer than 1 hour.

The firefighters who take on the responsibility checking and maintaining the vehicles and stations has been increased to better represent the time involved.

Trainer/Facilitators are generally responsible to prepare and present the different training sessions and exercises for the firefighters of each District. Although they are paid for their

attendance at training sessions they are not compensated for their preparation time and for taking on the responsibility of ensuring that the training is appropriate and done properly. Other firefighters with expertise in certain areas also present some of the training, the proposal is to give 1 point to the person who prepares and presents the training.

Firefighters who take special training such as courses put on by the Ontario Fire College which usually takes place on weekends or weekdays have either been not compensated or given points as a determined by the Chief or District Chief. It is proposed that there be an established rate of compensation for such training which will ensure that all firefighters are compensated in the same manner. In most cases this will increase the costs of such training but by having an established rate the budget can determine what and how much special training is allowed per year.

Since 2003 it has been a policy of Council to increase the salaries and wages of Council and staff by a Cost of Living Allowance (COLA). By error the lump sum honorariums paid to Deputy and District Chiefs was not adjusted by the COLA. Council has directed that a retroactive payment be made to the Deputy and District Chiefs for each year up to 2007 which will be included in the 2009 budget and paid in 2009. The COLA for 2008 will be included in the 2008 pay of honorariums. The resulting retroactive pay for each year is outlined in the table below:

Year	COLA	District Chief	Deputy	Cost
2003	2.1%	\$2042	\$1021	\$315
2004	3.0%	\$2103	\$1052	\$775
2005	2.4%	\$2154	\$1077	\$1155
2006	3.0%	\$2218	\$1109	\$1635
2007	2.5%	\$2274	\$1137	\$2055
			TOTAL	\$5935
2008	2.4%	\$2329	\$1164	

OPTIONS CONSIDERED

The status quo was considered as an option but is not recommended as it has been some time since the policy has been revised and it is only proper that it be relevant to the current duties and responsibilities of the positions and ranks of volunteer firefighters.

FINANCIAL IMPLICATIONS

The only financial implications which affect the 2008 budget are COLA increases for the Deputy and District Chiefs and the account for honorariums will be able to absorb the increased costs at this time.

The costs of the retroactive COLA payments to the Deputy and Districts Chiefs will be included in the 2009 Budget as directed.

All other financial implications will be part of the 2009 Budget deliberations.

CONCLUSIONS

The policy for Volunteer Firefighters Honorariums has been in place since 2002 and was due for a review. With the changes and increase in work load and responsibilities that have taken place in the fire department since then it is only expected that there would be changes in way or amount that volunteer firefighters are compensated for their involvement in providing fire protection for the taxpayers of the Township. The proposed increases and changes were considered in light of the other departments in the County and what would be a fair and equitable compensation to our volunteer firefighters in the Township.

ATTACHMENTS

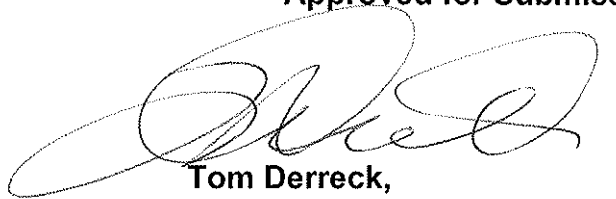
- i) Lanark Highlands Fire Service Policy on Volunteer Firefighter Honorariums
- ii) Proposal from District Chiefs

Prepared and Submitted By:



**Gord Kemp,
Fire Chief**

Approved for Submission By:



**Tom Derreck,
Chief Administrative Officer**

**Lanark Highlands Fire Service
Policy on Volunteer Honorariums**

Volunteer firefighters, District Chiefs and Deputy District Chiefs will receive an annual honorarium based on the following criteria. Payment will be made in December based on activities from December 1st of the preceding year to November 31st of the current year.

Firefighter Honorariums

\$18 per point, points will be awarded on the following basis:

- 1 point for initial call-out up to 3 hours,
- 1 point for each hour beyond the initial 3 hours
- 1 point for attendance at a training session
- 1 point for attendance at a monthly association meeting
- 1 point for truck and station maintenance
- 1 point for special effort (at discretion of District Chief)

District Chief Honorariums

\$2000 per annum for the performance of the following activities:

- Acting Fire Chief in the absence of the Fire Chief
- Assume responsibilities as Designate of the Fire Chief
- Manage the overall operation of their District
- Attendance at Lanark Highlands chiefs meetings
- Preparation, submission and monitoring of District budget
- Ensure proper training of firefighters
- Become Incident Commander at emergency calls
- Ensure all fire reports are completed and submitted
- Ensure all vehicles and equipment are properly maintained
- Duties as assigned by the Fire Chief

Fire fighting

Same point system as firefighters

Deputy District Chief Honorariums

\$1000 per annum for the performance of the following activities:

- Acting District Chief in the absence of District Chief
- Assume responsibilities as Designate of the District Chief
- Attendance at Lanark Highlands chiefs meetings
- Duties as assigned by the District Chief

Fire Fighting

Same point system as firefighters

Lanark Highlands Fire Service

PROPOSAL

To: Township of Lanark Highlands Municipal Council

Re: Increase to current Lanark Highlands Fire Service remuneration program

Over the past few years there have been several changes to the Ontario fire service with regards to the amount of training, certification, roles and responsibilities now required of our volunteer fire fighters and senior officers.

The legislation that exists with respect to this has been in place for many years but not always at the front of many departments. Recognizing that we all share in the belief that everyone should be protected from the perils of fire, the Office of the Fire Marshall and many other agencies have made great strides in assisting the fire service in bringing our members up to an equal standard of education and training in order to provide for our safety both as community members and emergency service personnel.

This has been a positive approach but not without significant impact on the volunteer firefighters that serve our local municipalities. The Lanark Highlands Volunteer Fire Fighters must now train and be certified at the same level as a full time fire fighter that you would expect to find in a larger urban center. This requires a strong commitment of time and energy from our volunteers as well as the senior officers that are responsible to ensure we meet these standards and operate our stations in compliance with all regulating legislation.

We are fortunate to have our fire fighters rise to meet the new challenges we consistently present them with, and we recognize our council's firm commitment to our emergency services.

During the process of amalgamation we all supported an initial reduction in remuneration in order to assist in stabilizing the financial situation upon the creation of our new Fire Department.

After careful review and consideration of our increased work loads, accountability and liability as senior officers we have concluded that our current remuneration system does not reflect our new roles and responsibilities.

It is at this time that we respectfully ask that you review the attached chart which lists the amounts and systems used by other stations across Lanark County noting the differences in senior management and point values, as well as the proposed increases to our current remuneration policy.

Yours in Service
District Fire Chiefs
Lanark Highlands Fire Service

Lanark County Volunteer Fire Fighter Remuneration Chart 07/08

Fire Department		Deputy Chief	District Chief	Captains	Fire Fighters Roll
**Lanark Highland	*	N/A	2000.00	N/A	20.00 pt with one pt/3 hrs at call
**Mississippi Mills	*	6000 plus pts	4000 plus pts	600 plus pts	21.20/hr (lower rate for juniors)
Carleton Place		4800	N/A	700	54000/ 24 firefighters = 2250 per person
Beckwith		8700	N/A	1200 plus pts	62000/ 20 firefighters 1 pt for all events for all fire fighters
Perth		6300	N/A	5700 all officers	21.66 /pt Fire Calls worth 3 pts
Montague		N/A	N/A	250 plus pts	31000/ 15 fire fighters 3 pts for all events Then 3 pts for every 2 hrs after at fire calls
**BBDE	*	N/A	5000 plus pts	1500 plus pts	26.88 /hr for 1 st 2 hrs, then 18.66/hr after 18.66 /hr for all events
Smiths Falls		N/A	N/A	N/A	79000/24 firefighters paid in 2 installments
=====	=	=====	=====	=====	=====
=====	=	=====	=====	=====	=====

** The only stations with DISTRICT CHIEFS.

Noted Differences: ***** Base amounts and points are increased by an average of 3% each year.

- (1) Rates for District Chiefs
- (2) Rates of points and duration times per point.
- (3) Rates for Captains.

Lanark Highlands Volunteer Fire Fighter Remuneration Chart

PROPOSAL

Rates:

District Fire Chief	\$4000.00	(from \$2000.00)
District Deputy Fire Chief	\$2000.00	(from \$1000.00)
Captain	\$500.00	(from none)

Point System
Regular training: (1) pt for attending
Trainer: (1) pt for admin. lesson
Special Training: (1) pt / hr
Vehicle /Station maintenance: (2) pt / month
Call outs: (1) pt /hr of duty
Monthly Station Meeting: (1) pt for attendance
Discretionary (1) pt.

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

BUILDING, PLANNING & PROTECTIVE SERVICES COMMITTEE

October 9th, 2008

Report #FIRE-06-2008
of the Fire Chief

PURCHASE OF SURPLUS COUNTY RESCUE VANS AND AMBULANCES

STAFF RECOMMENDATION(S)

“**THAT**, the Township of Lanark Highlands requests to be considered for the sale of any surplus Rescue Vans by the County of Lanark;

THAT, the Township of Lanark Highlands requests to also be considered for the sale of any surplus ambulances by the County of Lanark;

AND THAT, these requests be forwarded to the Chief Administrative Officer of the County of Lanark.”

BACKGROUND

The County of Lanark has a policy of offering to municipalities in the County the opportunity to purchase any surplus ambulances or rescue vehicles which have been replaced through their replacement program. The cost to the municipality is usually a token \$1.00. The County policy requires that the Council of the municipality pass a resolution to be considered for the purchase of the surplus vehicles and that the resolution be forwarded to the County. The County will then offer the surplus vehicles on a rotating basis to the interested municipalities.

DISCUSSION

The County is now replacing the 3 County Rescue Vans which provide heavy hydraulic extrication services for the entire County over a 3 year period starting in 2008. Although the vans were purchased in 1991 and are due to be replaced they would be very serviceable as a rescue van in Lanark Highlands with the reduced number of responses. It is proposed that the surplus rescue van could be considered to replace the equipment van presently in Middleville which has been identified as needing replacement. The County rescue van was designed and construct specifically with outside compartments and proper seating for additional response personnel.

The Township has already purchased a surplus ambulance from the County under this policy in 2005. The surplus ambulance was put into service in Tatlock as a rescue van at a total cost \$10,000. The ambulance was no longer serviceable as a first line ambulance but was converted to a light duty rescue van for the District of Tatlock where the number of responses is limited and the type of body and chassis meets the requirements of the District. The costs

of putting the vehicle into service included new tires, painting and the conversion of some compartments. It is thought that the cost to put the rescue vehicle in service would be in a similar range.

OPTIONS CONSIDERED

The option to not replace the present van in Middleville would just be delaying the eventual replacement. The present van is a 1982 Ford converted step van which was purchased from the Gananoque Fire Department.

The option to continue searching for a replacement for the Middleville van would not be as cost effective as the option of obtaining a surplus County Rescue Van.

FINANCIAL IMPLICATIONS

The present budget does not contain any funding for the replacement of the Middleville equipment van but was going to be part of the 2009 budget deliberations. It is expected that if a rescue van does become available it will be near the end of 2008 or early in 2009 and a report to Council will seek approval to go ahead with the purchase.

CONCLUSIONS

The option to obtain a surplus County Rescue Van for the replacement of the equipment van in Middleville is a very cost effective and efficient method of updating the response vehicle.

ATTACHMENTS

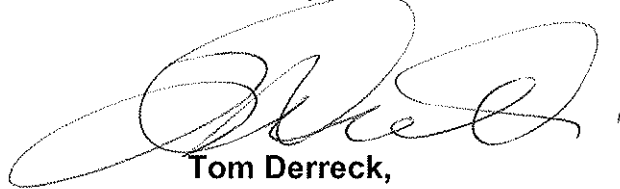
None.

Prepared and Submitted By:



**Gord Kemp,
Fire Chief**

Approved for Submission By:



**Tom Derreck,
Chief Administrative Officer**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

BUILDING, PLANNING & PROTECTIVE SERVICES COMMITTEE

October 9th, 2008

Report #FIRE-07-2008
of the Fire Chief

CHANGE TO MEDICAL ASSIST AGREEMENT

STAFF RECOMMENDATION(S)

“**THAT**, the agreement between the Township of Lanark Highlands and the County of Lanark for the Medical Assist Response Program be changed so as to better define the criteria for the type of Code 4 calls that firefighters will assist the ambulance service under the agreement.’

BACKGROUND

In December 2007 the Township of Lanark Highlands agreed to enter into an agreement with the County of Lanark to provide firefighter medical assistance to the Lanark Ambulance Service for **all** Code 4 (life threatening) emergency calls if the ambulance response to the scene is greater than 20 minutes and when there is a clear response time advantage. In discussions between the County and the Kingston Ambulance Communication Center about the agreement it was determined that the wording for the type of Code 4 emergency calls should be better defined so that firefighters were only requested for medical assist calls for which they are properly trained and equipped.

It is recommended that the word **all** in “*Section 3. Lanark County Criteria for Tiered Response*”, of the agreement be replaced with:

CODE 4 CALLS – with the Criteria of:

VSA – Vital Signs Absent, Unconscious Patient, Airway Compromised or Chest Pains

DISCUSSION

The change better defines the type of calls for which firefighters will be paged to assist ambulance personnel in Lanark Highlands.

OPTIONS CONSIDERED

The County is recommending the change in wording which would further clarify what was intended in the agreement.

FINANCIAL IMPLICATIONS

There are no additional cost implications to changing the wording in the agreement.

CONCLUSIONS

The change is necessary to ensure the Medical Assist Program works as intended when it was established.

ATTACHMENTS

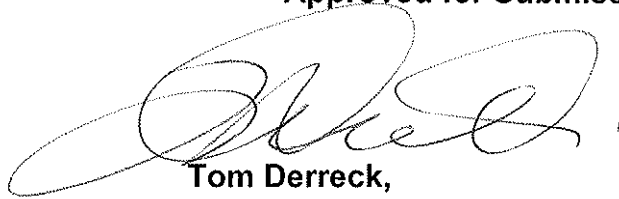
- i) Final draft of Agreement for Lanark County Medical Assist Response Agreement

Prepared and Submitted By:



**Gord Kemp,
Fire Chief**

Approved for Submission By:



**Tom Derreck,
Chief Administrative Officer**

LANARK COUNTY

MEDICAL ASSIST

RESPONSE PROGRAM

1. Lanark County Medical Tiered Response Program

Introduction

The Ministry of Health and Long Term Care – Emergency Health Services, the Ministry of Community Safety and Correctional Service – Office of the Fire Marshall and the Ontario Association of Fire Chiefs support the implementation of formal tiered response agreements between public and/or private safety agencies. Such written agreements provide a framework for cooperation between, and coordination of, emergency services on a local level. The coordination of safety agencies is a teamwork approach that improves upon the response to specified emergency situations and overall level of public safety in the community.

Background

Tiered response is recognized internationally as an effective method of coordinating public or private safety agencies to provide rapid first response assistance to the public in the timeliest and efficient manner possible. Tiered response endeavours to send the closest appropriate emergency response agency, to render assistance at the scene of an emergency incident until the primary response agency can arrive.

Tiered Response Agreements are formal written documents negotiated between two or more public and/or private sector safety agencies. Its intent is to establish local protocols for a multi-agency response to a life threatening or public safety incident. A tiered response agreement outlines the capabilities, expectations and limitations of each agency and defines the criteria for participation.

In the past, this cooperation led to the development and implementation of formal written tiered response agreements. Such agreements determined when and under what circumstances participating public and/or private safety agencies would call upon each other for assistance.

The term medical tiered response grew out of an effort to establish a coordinate systematic approach to a medical emergency. Tiered Response, as a program, was first documented in the Fifteen Components of an Emergency Health Service (EHS) System. This includes the provision for multi-agency response to life-threatening medical emergencies (Tiered Response). These components have been adopted as, and are recommended as being one of the principles of an effective emergency health system.

2. Lanark County Medical Tiered Response Program

This Plan sets out the Notification, Activation and Response Criteria for local fire departments and other agencies participating in the Medical Assist Response Program for County.

The Program is based on the following principles:

- To ensure the timely availability of staff and resources to safely and efficiently mitigate a life threatening/public safety incident;
- To establish a common coordinated approach to arbitrate disputes;
- To identify that Participants involvement is on a voluntary basis and may be terminated at anytime (See Item # 7 of This Document);

3. Lanark County Criteria for Tiered Response

This letter of agreement between County of Lanark Ambulance Services and partnering public safety agency, Municipal Fire Department (hereafter referred to as Fire Department) authorizes the activation of the “Medical Assist Response Criteria” as outlined below.

CODE 4 CALLS – with the Criteria of:

VSA – Vital Signs Absent, Unconscious Patient, Airway Compromised or Chest Pains

And

Ambulance response to the scene is greater than 20 minutes and when there is a clear response time advantage.

4. System Notification/Activation

In order for a medical assist response program to provide the greatest benefit to the public, all appropriate participating agencies need to respond to life threatening incidents, when there is a clear response time advantage (see response 15) in scene arrival, over the usual primary agency response time.

The effectiveness of the medical assist response programs is dependent upon prompt notification of participating agencies and the activation of the appropriate emergency response unit, regardless of agency affiliation. Municipal fire departments will be notified within **(1) one minute** of call committal of a life threatening incident meeting the criteria or information update of an Ambulance to a life-threatening incident meeting the criteria 90% of the time or greater.

This agreement recognizes that the participating agency may not be able to respond when occupied with another emergency or for any other reason as determined by their senior on-duty officer and or by CACC.

Participants making adjustments to their defined response areas must notify in writing their Director of Emergency Medical Services.

Local fire department(s) will be notified by means of the most efficient and effective method available, in accordance with the Medical Assist Response Criteria and other such applicable governing Policies and Legislation.

5. Terms and Conditions

The CACC liaison officer shall be identified as indicated in the Fire Marshal's Communiqué #2006-13 dated April 27, 2006, **Central Ambulance Communications Centres and Tiered Emergency Response.**

Fire Emergencies and Rescues shall take precedent over request for medical assist response notifications. No liability shall be incurred by any Participant or Fire Chief for failing to respond to a tiered response request.

Participating fire departments shall

1. Ensure that all personnel in charge of patient care have completed and are certified in an approved OFM Emergency First Response Course (Pre-hospital Patient care Emergency First Response Program) or equivalent, and
2. Ensure that all personnel in charge of patient care have completed and are certified, by a Medical Director to perform defibrillation if said fire department is a part of the defibrillation program.
3. Have all defibrillators certified annually by a certified bio-medical service.
4. Should fire fighters be requested to assist the Ambulance Service en route to hospital, the Ambulance Service will make every reasonable effort to transport that fire fighter to his/her respective station as soon as possible, following termination of patient care.
5. Each fire service shall ensure that, as of November 15 every year, each fire fighter who is in charge of patient care shall,
 - (a) Possess a valid certificate signed by a physician that states that he or she has been immunized against influenza, or that such immunization is medically contraindicated; or
 - (b) Has on file with their Fire Chief/Fire Department that he or she has taken the educational review and has not been, and does not intend to be, immunized against influenza.
6. Each fire service shall ensure that, responding fire fighters perform routine practices and additional precautions for preventing the transmission of infection, especially infectious respiratory diseases. These routine practices and additional precautions may include,
 - (a) Routine hand hygiene,
 - (b) Wearing of disposable gloves,

All Parties agree that upon request they will provide documentation detailing all emergency responses for a given period where permitted by and not in contravention of applicable legislation, regulations pertaining to confidential information (i.e. PHIPA).

The County EMS Provider will not financially reimburse local fire department (s) for participating in the agreement; however it does sponsor a disposable equipment exchange program (O2 Masks, Disposable Splints, etc) where certain equipment is replaced at no cost to the Fire Department.

Fire Services should make all efforts to ensure that all equipment is compatible with those of the Emergency Medical Services.

If equipment is compatible, then a straight exchange of equipment may take place. In the event that the equipment is incompatible, the Emergency Medical Service is not responsible for equipment replacement.

6. Dispute/Issue Arbitration

Concerns/Issues arising between the parties to this agreement shall be in writing addressed to the EMS Director, CACC Liaison Officer & the Fire Appointed Representative

- Incidents and/or issues shall be documented stating the time, date, location and all parties involved.
- The problem and/or issue shall be clearly stated

7. Termination

90 days written notification is required for any participant who wishes to terminate their involvement in this program.

Written notification must be sent to their Fire Appointed Representative and the Director of Emergency Medical Services.

This agreement will be reviewed annually.

8. Authorization

By authorized signature each partner agency agrees to the criteria as set out within this agreement.

Municipality of

Mayor

Date

Clerk

Date

Fire Chief

Date

Corporation of the County of Lanark

Warden

Date

CAO

Date

Lanark County Ambulance Service

Date

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

BUILDING, PLANNING & PROTECTIVE SERVICES

October 9th, 2008

Report #FIRE-08-2008
of the Fire Chief

ADDITION OF FIREFIGHTERS

STAFF RECOMMENDATION(S)

“**THAT**, Chris Rothwell and Kevin McFarlane be added to the rosters of the Lanark Village and LDNS Districts respectfully.”

BACKGROUND

The firefighters being added to the rosters of the various districts are to fill vacancies which have been created by resignations. The vast majority of resignations are due to former firefighters moving out of the District and/or not being able to respond in an acceptable time frame.

DISCUSSION

As with any volunteer organization the membership is constantly changing for many reasons. People are often required to move for employment reasons or personal reasons. The ability to devote the required time necessary to perform the job can become an issue as a person's priorities change and the member is required to give up something.

OPTIONS CONSIDERED

1. The alternative of not filling the vacancies is not viable as it will effect the delivery of emergency services.
2. Maintaining the current number of firefighters.

FINANCIAL IMPLICATIONS

The funding is presently in the budget.

CONCLUSIONS

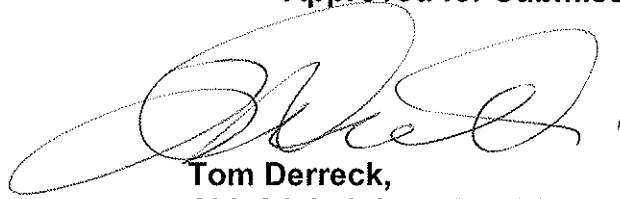
There is a requirement to recruit firefighters on a regular basis to maintain the current complement of volunteer firefighters in order to maintain the level of service for protection and assistance to the taxpayers of the Township.

Prepared and Submitted By:

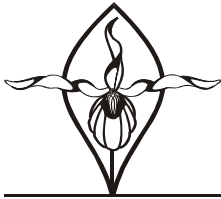


**Gord Kemp,
Fire Chief**

Approved for Submission By:



**Tom Derreck,
Chief Administrative Officer**



LANARK HIGHLANDS

FIRE DEPARTMENT STAFF REPORT TO COUNCIL

DATE: September 4, 2008

FILE #: FIRE-09-2008

SUBJECT: Mutual Agreement for Alternate Emergency Operations Centre

SUBMITTED BY: Gord Kemp, Fire Chief

RECOMMENDATION(S):

THAT: The Township of Lanark Highlands participate in an Emergency Operations Centre Sharing arrangement with municipalities within the County of Lanark pursuant to the provisions of the agreement draft appended to and forming a part of this report.

AND THAT: The Fire Chief communicate this decision to the County of Lanark and take the actions appropriate to ensuring the successful conclusion of this directive.

EXTERNAL REVIEW:

N/A

CAO'S COMMENTS:

Supports the recommendation

FINANCE COMMENT:

There is no cost to the agreement unless the Township would use the agreement to establish an Emergency Operations Centre (EOC) for a declared emergency in another municipality due to the inability to use its own EOC.

BACKGROUND:

The Township has established that the Council Chambers will be used as the EOC for any declared emergency in the Township. The plan has been that if the Council Chambers were not able to be the EOC because of involvement in the emergency or the need to evacuate the Village because of the emergency that the EOC would be moved to another location such as one of the Township Community Centres. Some of the difficulties with this plan of action is that none of the community centres are really equipped with the necessary infrastructure such as phone lines, maps, technology and amenities that would be needed by the Community Control Group (CCG).

During discussions at the meetings of the CEMCs from the County it became clear that most municipalities were in the same predicament. It was decided that the most cost effective and easiest way to establish an alternate EOC would be to use an already established EOC in another municipality. Although it was agreed that there would be some disruption to the normal operations of the host municipality that in light of the number of times that it might happen and the onerous requirements to duplicate in every municipality an alternate EOC that the best course of action would be for municipalities into enter into an agreement to assist other municipalities in case there was a need for an alternate EOC.

There would be no cost to the host municipality and the requesting municipality would be required to provide the supplies and staffing for the EOC. The attached agreement outlines the responsibilities and expectations of both the host and requesting municipalities.

ALTERNATIVES CONSIDERED:

The alternative to establish an operational alternate EOC for the Township would be costly and might even be inaccessible in the case of an emergency in the Township and as a result not recommended.

The recommendation provides the Township with several options of where to establish an alternate EOC in the case of the Council Chambers not be usable.

4. Any costs incurred in connection with the operations, mobilization, movement and deployment of resources as may be rendered under the terms of this Agreement shall be borne by the requesting municipality providing such aid unless:
 - a. an alternate agreement is reached between the parties for payment of services provided
 - b. if an emergency is declared by the party requiring assistance and provincial / federal funding becomes available to offset costs

5. A request for assistance shall, in the case of a municipality, be made by or on behalf of the head of council or alternate.

6. The municipality affected or threatened by the emergency and requesting use of an emergency operations centre shall have implemented its emergency plan and for the duration of the operations, assume direction and control over the emergency operations centre contributed by another local municipality.

This agreement comes into force and effect on the day and year first above and will be reviewed yearly thereafter. At the time of the review, changes or additions may be introduced by way of a rider which shall become part of the agreement upon ratification by all parties.

Any one of the signatories may withdraw from this agreement by giving thirty (30) days' notice of termination to all other signatories. After the withdrawal of any party, the agreement shall continue to be in force between the remaining parties.

IN WITNESS WHEREOF the municipalities of the County of Lanark hereto have hereunto caused their corporate seals to be affixed, attested to by the proper officers in its behalf, the day and year first above written.

ON BEHALF OF THE COUNTY OF LANARK

Warden

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF BECKWITH

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWN OF CARLETON PLACE

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF MONTAGUE

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWN OF PERTH

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF TAY VALLEY

Reeve / Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE SEPARATED TOWN OF SMITHS FALLS

Reeve / Mayor

Clerk

SCHEDULE A – Emergency Operations Centre MOU

Emergency Operations Centre Standards for the Development, Use & Operation

Components – Responsibility of Host Municipality

Emergency Power

- Capable of Office Operations
- Self Sustainable for 72 hours

EOC Physical Space

- CCG Operations Meeting Room
- Communications Room
- Breakout rooms for CCG members & staff
- Media Area - separate from EOC or in other area
- Rehabilitation Area
- Supplies Storage Area
- Parking Facilities

Security

- Building – ability to secure and restrict access
- Health & Safety compliant

Computer Capabilities

- Microsoft Office - Word, Excel, Power Point
- Internet Capabilities
- IT Support Personnel - on site to set up additional users (or preplan)
- GIS Mapping capable
- Rehabilitation Area
 - : personal hygiene facilities (washrooms, showers)
 - : kitchen facilities – refrigeration, cooking, food storage

Communications – (separate room from EOC)

- telephone, fax,
- radio communications capable – fire, ambulance, police

Parking Facilities

- Access unrestricted / safe

Responsibilities of Guest Municipality

Supplies (supply sufficient (72 hours) for own operations)

- Emergency Plan forms
- General Office Supplies- pens/pencils, paper supplies, paper clips
- Rehabilitation - Water, Energy Snacks,
- Maps – Electronic or paper
- Media Area - press release information sheets

Vital Services Directory