



# COUNTY CONNECTIONS

A NEWSLETTER FOR COUNTY OF LANARK EMPLOYEES

SUMMER 2006

## IN THIS ISSUE:

CAO's message.....	Page 2
Public Works.....	Page 4
Service Awards.....	Page 5
Photo Page.....	Page 6
Housing/Tourism.....	Page 7
Lanark Lodge.....	Page 8
Social Services.....	Page 10
I.T.S.....	Page 11
Finance.....	Page 12
Clerk/Planning.....	Page 13
Remembering Sally..	Page 14
Health and Safety.....	Page 15
Employee Services...	Page 16

## PICTURES!

*County Connections* is always looking for PHOTOS for the next issue. Send digital images at ANY TIME to the contacts listed on Page 10.



**READY FOR INSPECTIONS!** Safety isn't always pretty, but it is important to have appropriate personal protective equipment. Above, Marilyn Moore, Employee Services Specialist, who was temporarily filling in on the OPSEU Joint Health & Safety Committee, with Howard Dunlop, Lead Hand Almonte Patrol, is at the Almonte Garage ready to begin her inspection!

## A Message from the Warden

# Golf tournament to kick off campaign

**By Aubrey Churchill**

The United Way of Lanark County is an integral part of the social fabric of our community. Through the financial support that we can provide as individuals, the United Way Agencies are able to deliver services to those less fortunate in our community.

Our United Way helps fund

more than 45 services and programs in Lanark County and the Town of Smiths Falls. From Meals on Wheels to Literacy Training for Adults, from the Angel Tree to Interpreting Services for the Deaf, our United Way network is in our community working for children, families, youth, seniors and the challenged.

The United Way agencies served 6,543 clients in 2005. A client, as an individual, is a family member. When you consider their families, relatives and friends, the services provided by the United Way agencies actually touch nearly 15,000 people in our community, or 25 per cent of

**Continued on Page 3**

## A Message from the CAO

# Space...the final frontier

**By Peter Wagland**

I have just completed writing a report to Corporate Services about the next steps in our space reallocation and HVAC replacement project for the Administration and Engineering Buildings.

It has taken time for us to reach consensus on a layout for the upper and lower levels of the Administration Building, but we have done so and presented the proposed layout to the Space Planning Steering Committee, which has endorsed the proposal and directed it be presented to Corporate Services on June 14. Our consultant, Meredith Thatcher, presented it and, combined with my report, set a direction for Committee and Council to consider. We are proposing to engage a consulting team to complete a detailed design for renovations and a construction management component.

If Council approves this direction, we will be able to issue and evaluate RFPs over the summer. The actual design is proposed for the fall. Council will then receive a final design proposal and budget in January 2007. A final decision by Council will be required at this point before the project can proceed. We anticipate construction to be complete by this time next year. In the interim, we are planning for a temporary air conditioning solution this summer.

### **STRATEGIC PLAN...THE NEXT STEPS**

The Community Vision and County Strategic Plan are going to print. You will be receiving a copy at the start the summer. The Vision represents what the residents of Lanark County would like their community to be like in 2025. The Strategic Plan represents the building blocks for County government, in partnership with the local municipalities and the community, to use to take steps towards achieving the Vision.

The Strategic Plan is divided into six core strategies supported by a series of objectives that define the fundamental components of each. These two elements of the Strategic Plan have been approved by County Council and will now form part of departmental planning and budgets for the future. The last element of completing the Strategic Plan is represented by the action plans,

which form part of each objective. These provide the specific direction for implementation of the objectives and the core strategies, and they are direct contributions from the various departments within Lanark County based on priorities and budget requests. In other words, departmental priorities and budgets need to be aligned with and supportive of the core strategies and objectives contained in the Strategic Plan. If they are not, then one must ask, "Why are we proposing to undertake this activity?"

The Strategic Planning Steering Committee, led by Councillor Al Lunney and comprised of Warden Aubrey Churchill and Councillors Paul Dulmage, John Fenik, Susan Freeman, Larry McDermott and Sharon Mousseau, as well as myself and Treasurer Tammy Wolters, is prioritizing the objectives and evaluating what actions need to be taken. As we prepare for the 2007 budget, each department will be expected to cast its 2007 goals in the context of the Strategic Plan. The management workshop in October will contain a segment that addresses this new approach.

### **OPERATIONS REVIEW – LANARK LODGE**

Julie Bessant Pelech and Associates were engaged in the fall to undertake an operations review at Lanark Lodge and to make recommendations for its future direction. The consultants reviewed the needs of the facility recognizing the Senior Management Team was retiring, operations were being stretched, more technology needed to be introduced, little money had been spent to upgrade or maintain the facility, and MOHLTC Compliance expectations were being raised. This study is nearing completion.

The consulting team will be making an in-camera presentation at a special meeting of Community Services on June 21. Subject to Council's approval we will have a political and administrative commitment as to a clear direction for the Lodge's operation, which will be a comprehensive plan for the future. I expect the plan will be shared with all staff over the summer.

### **CORPORATE SERVICES SUPPORTS – LCHC**

Connie Kingston, the Housing Manager, and

Corporate Services staff members led by Tammy Wolters have completed an administrative review of how the County Corporate Services group could provide professional administrative services in support of LCHC. This review recognized how effective the Housing Corporation staff were in their core business – supporting the Board, the County and their tenants in providing rental accommodations. The study also recognized if the County provides technical support in finance, payroll, information technology and human resources functions, it would create a stronger organization for LCHC. Payroll, for example, was transferred to the County effective Jan. 1.

Lanark County funds the net operational costs of LCHC. The study recommendations, if adopted, will not affect the separate corporate status or the Board of Management structure for the Corporation. By taking these steps, we are ensuring county taxpayers get the best value for the money they invest in LCHC in the face of rising costs and taxes. Further, it ensures trained and qualified staff are supporting the administrative functions LCHC requires. LCHC delivers its core business very effectively. I applaud the staff for the way in which they serve the Board, the County and their tenants. We have learned, however, LCHC needs professional administrative support. It needs to be able to continue to focus its skills and expertise on its core business and not be sidetracked by new administrative and financial challenges our organizations face.

This proposal was taken to the Housing Corporation Board on May 23 for approval. The Board was unanimous in its recommendation to support the proposals contained in the report, and they are now being taken to the Corporate Services Committee and County Council for approval. Subject to Council approval, implementation will begin.

**TRAILS.... A NEW DIRECTION**

Council has been consulting with the public as to how current and future trails should be promoted and developed as a key asset for the County and as a tourism attraction. Consultation is complete, and County Council has adopted a proposal to create the Lanark County Municipal Trails Corporation. An incorporation application has been sent to the appropriate government agencies. We expect the Board to commence its duties in the fall.

This not-for-profit corporation, with an independent Board of Directors comprised of members of the public, two County Councillors and the County CAO will form the Board. The Corporation will be responsible for planning, advocating, educating, marketing, promoting and partnering in the development and maintenance

**Continued on Page 5**

***A Message from the Warden...***

***Continued from Page 1***

the residents in Lanark County.

The numbers of clients served by each agency varies significantly. To deliver a meal to a senior or to ensure there is a gift under the Angel Tree is much less labour intensive than helping a youth conquer substance abuse or training an individual who has lost his or her sight. Matching a child to the right Big Brother or Sister is an in-depth and lengthy process, but the outcome of all of these services is the same – a hand up to your family member or friend or neighbour in your municipality.

The work they do in raising money to support the agencies that support the families and the individuals in our community needs to be applauded and recognized. No government agency nor private sector organization could afford to do what these volunteers are able to achieve.

As the Warden of Lanark County, I wish to make our contribution to raising the profile of the 2006 United Way campaign. Therefore, the proceeds of the Warden's Golf Tournament, being held on Aug. 11 at the Perth Golf Course-Links O'Tay, will be used to kick off the Lanark County campaign. I trust you will join me, either at the tournament or through your personal contribution, to support the 2006 United Way Campaign, and make us all proud in helping the United Way continue to be successful.

Remember, the campaign contributions raised in Lanark County stay in Lanark County to benefit the residents of Lanark County. Further, you may also direct your contribution to a specific agency if you so choose.

Thank you for supporting the Lanark County United Way.

## PUBLIC WORKS

### TRAINING

On May 4, the County Public Works Department hosted the Lanark County Road Supervisors Association Truck Rodeo at the Almonte Patrol Yard. Eighteen qualified equipment operators with a DZ licence from the County and five local municipalities participated in the event. The Rodeo consisted of three scored elements: a written test, an operator's pre-start (circle check) test and a practical tandem truck-driving course.

Our congratulations go to David Bowes of the County Perth Patrol who finished first and Blair Devlin, also of the Perth Patrol, who finished in third place. David will have the opportunity to go on to represent the County at the Provincial Rodeo in September. Members of the County Public Works Department garnered six of the top 10 scores in the Rodeo. Warden Aubrey Churchill presented prizes and certificates to the participants at the conclusion of the competition. Peter Wagland, Chief Administrative Officer, also attended. Many thanks to Tom Guindon, Almonte Patrol Operations Supervisor, for organizing the event!

In other training news, Terry McCann has completed a week-long Bridge and Structure Inspection course in Mississauga to develop "trained eyes" that will allow him to assess the condition of a structure to recognize problems that require follow-up action.



**SKILLED STAFF:** Left photo, from left, CAO Peter Wagland, Warden Aubrey Churchill and third-place finisher Blair Devlin. Below left, from left, Almonte Patrol Operations Supervisor Tom Guindon, Warden Aubrey Churchill, CAO Peter Wagland and first-place finisher Dave Bowes, who can go on to compete at the Provincial Rodeo in September. Below right, the sand dome at the Truck Rodeo.



### PERSONNEL

George Pankiw joined the Department in December 2005 as the new permanent full-time Project Engineer. George returned to Lanark County after a three-year hiatus in Owen Sound with his wife Karla and two children. George has 20 years' experience in municipal



**GEORGE PANKIW — DAY ONE**

and facilities engineering, including time at the Metro Toronto Zoo. George's major responsibilities include fleet management for vehicles and heavy equipment, as well as working with County Forests and Trails. He is also managing Public Works facilities and assisting with projects at Lanark Lodge and the Administration Building. George is actively involved in lacrosse, both as a referee and an administrator. George has declared his office a "No Sens Zone." He describes his job duties as "Everything that nobody else wanted but found someone to pass off to."

We welcome back Art Paul, who has returned this year to fill the Construction Inspector position for this construction season.

Again this year, the Department has hired summer

## PUBLIC WORKS, CONT'D

students to assist in road maintenance in the Perth and Almonte Patrols, as well as in construction and collecting and inputting road asset data into our Asset Management computer software. On May 15, Heidi Scott and Jessica Bourgeois joined the Maintenance Crew at the Almonte Patrol together with Patricia Creighton, who has returned for a second summer and Troy Hurdis, who has returned for a third summer. Andrew Rous and Drew Coutts are working with the Maintenance Crew in the Perth Patrol with Alex LeeFlang and Jamie Popplewell, who have returned for a second summer. Kristin Dillenbeck has joined MeloraLyn VanDusen, who is returning for another summer, as well as Dorothy Makin, who has returned for the summer.



**HARD AT WORK:** Heidi, Jessica and Patricia painting a plough at the Almonte Garage.

### SPRING DEPARTMENT MEETING

On April 27 at the Department's annual spring meeting employees participated in a time management seminar by Warren Shepell. Steve Allan and George Pankiw gave an overview of the 2006 Department Budget. The Warden and a number of senior staff joined us for lunch.



**GEORGE AFTER SIX MONTHS ON THE JOB....**

### A Message from the CAO...

*Continued from Page 3*

of a comprehensive trail system within the County.

This new corporation represents not only the end of a journey in determining how trails should be managed and promoted in the County, but also the beginning of an exciting opportunity to create outdoor recreational opportunities for residents and tourists.

## 2006 SERVICE AWARD RECIPIENTS

This year's Service Award recipients, below, were honoured on June 29 at the Perth Golf Course. *Congratulations and thanks to everyone!*

**30 YEARS** Lanark Lodge: Barbara Cross, Charles MacGregor. Social Services: Diane Pearen.

**25 YEARS** Warden/CAO's Office: Susan Truelove

**20 YEARS** Lanark Lodge: Sheila Burke, Heather Duncan, Janet Greenley, Robert Gregson, Brenda McTavish. Social Services: Blair Desjardine. Public Works: Andrew Emon.

**15 YEARS** Social Services: Nathalie Luciani-Hendry, Nancy Gray, Jane Cunningham, Christa Dales Donnelly, Sandra Grey, Stephen Prieur. Lanark Lodge: Kevin Atkins, Kevin Carnrite, David Conlon, Carol Davidson, Sylvia Pierman, Daniel Renaud, Beverly Snedden.

**10 YEARS** Lanark Lodge: Rosemary Ashton, Valerie Bowes, Julie Loucks, Karen Nagle, Tammy Ramsey, Sandra Tysick, Rosalie Williams. Social Services: Anne Emery. Corporate Services: Lorry Sheldon.

# LANARK COUNTY IN PICTURES!



Above, Eric Labelle, Equipment Operator 1 (Public Works), enjoys his new grandchildren, triplets Alyssa, Gracyn and Nicholas. At right, staff and residents alike participated in Lanark Lodge's successful accreditation process.



## 2006 SUMMER STUDENTS



Above, from left, are Almonte Patrol (roads maintenance) students Patricia Creighton, Heidi Scott, Jessica Bourgeois, Troy Hurdis.



Above, from left, are Perth Patrol (roads maintenance) students Andrew Rous, Alex Leeflang, Drew Coutts and Jamie Popplewell.



Above, from left, are Roads Construction Crew students MeloraLyn VanDusen, Dorothy Makin and Kristin Dillenbeck.



Above, from the Finance Department, are (from left) Asset Management/Inventory Clerks Nick Siliieff and Shannon McCann and Accounts Payable/Receivable Clerk Robyn Hogan. Below, from left, are Lyndsay Boldt, Clerk in Employee Services, Sarah Allan, Ward Clerk in the Business Office at Lanark Lodge and Gregory Jackson, Clerk in the Planning Department.



## LANARK COUNTY HOUSING CORPORATION

This year marks the 25<sup>th</sup> anniversary of the Summer Recreation Program at Lanark County Housing Corporation. This summer program began in 1981 to give children from the Empress/Sussex Street family project a chance to participate in fun activities during July and August.

We use Hyland Park, which is very close to the projects and makes it easy for the children to attend. There is a small wading pool in the park, along with ball diamonds and swings we can use.

This time of year is very busy at the LCHC. There have been lots of tenants moving in and out of the units. The grounds around our adult buildings are looking very nice with all the flowers and shrubs that have been planted.

The LCHC has recently hired Barry Benedict to our full-time maintenance staff. Barry is filling the position left vacant when Lorne Vandusen retired. Debra Hull also joins the maintenance team, and her contract has been renewed for another year.

## TOURISM

### ***New tourism guide, map and inventory for the County***

**By Chris Empey**

Partners representing 10 Lanark County municipalities joined together with the Lanark County Tourism Association in an effort to promote the local tourism industry by producing the 2006 edition of the tourism guide, tourism map, and to develop a complete inventory of tourism products throughout the County. The partnership hired two local companies to execute the projects: Commonwealth Historic Management and VHWorks.

The partnership was successful in securing

funding through Valley Heartland's Community Capacity Building Fund to complete the map and inventory projects. The funding provided the group with seed money to make these projects financially viable. The group's regional perspective was a great fit for the funding requirements.

The inventory consultants worked closely with Richard Morris and the County's GIS provider, CGIS, to incorporate the data in the County's community database. This will give the partners the opportunity to leverage the graphical-based mapping on the tourism website in the future.

### **UPCOMING EVENTS IN THE COUNTY**

*For more info about these activities, contact the Tourism Office at (613) 267-4200, ext. 145, visit [www.LanarkCountyTourism.ca](http://www.LanarkCountyTourism.ca) or check the County's website at [www.county.lanark.on.ca](http://www.county.lanark.on.ca).*

#### **JULY**

- Canada Day 3-on-3 Basketball Festival, July 1, Perth
- Tyco Electronics Scottish Heritage Band Tattoo, July 9, Carleton Place
- Chocolate & Railway Festival, July 14-16, Smiths Falls
- Art of Being Green Festival, July 15-16, Lanark Highlands
- Celfest, July 16, Almonte
- Stewart Park Festival, July 21-23, Perth
- Almonte Agricultural Fair, July 21-23
- Gospelfest, July 23, Almonte

#### **AUGUST**

- Riverside Jam on the Mississippi, Aug. 4-6, Carleton Place
- Smiths Falls Blues Festival, Aug. 11-13

- Naismith 3-on-3 Basketball Tournament, Aug. 12, Almonte
- Perth Garlic Festival, Aug. 12-13
- Pakenham Fall Fair, Aug. 19
- 124th Maberly Fair, Aug. 26
- North Lanark Highland Games, Aug. 26, Almonte
- 97th Annual Glen Tay Block Race, Aug. 31, Perth

#### **SEPTEMBER**

- 161st Perth Fall Fair, Sept. 1-4
- 14th Annual Inroads Studio Tour, Sept. 2-4
- Almonte Fair, Sept. 8-10
- Carleton Place Dragon Boat Festival, Sept. 9
- Morphy's Falls Heritage Festival, Sept. 16, Carleton Place
- Fibrefest, Sept. 30-Oct. 1, Almonte

## LANARK LODGE

*By Wynn Turner*

### LANARK LODGE MANAGEMENT TEAM

There have been many changes to the management team at Lanark Lodge in recent weeks.

Audrey Baker, Manager, Support Services, retired at the end of January, followed by Aileen Conboy, the Director of Resident Care, in April. Audrey and Aileen each worked well over 30 years for Lanark Lodge and contributed a great deal to making it a preferred home in the area. The summer after I arrived, Lanark Lodge celebrated its 100<sup>th</sup> year and the County of Lanark was hosting the International Plowing Match. Aileen and Audrey, along with Ron Moore and Marg Cope, rolled up their sleeves and made sure we celebrated in style. Audrey and Aileen always had the best interests of the residents at heart and did all they could to make this a great place to really “live.” We wish both of them a happy and satisfying retirement from Lanark Lodge. Farewells were held for both Audrey and Aileen, and we will miss them both.

Donna Baylis joined Lanark Lodge as the Interim Food Services Supervisor and Adrienne Butler as our part-time Dietitian in late January (we share her with the Perth and Smiths Falls District Hospital). Welcome – what a team!

Heather Duncan, one of our Nurse Managers, has stepped up to the plate as the Interim Director of Resident Care while we recruit a new person for that position. Heather brings her

experience as a Nurse Manager and has shown great leadership in taking on the challenges of this position.

Marilyn Allen, a part-time RN at Lanark Lodge, is the successful applicant for the permanent position as the County of Lanark’s Occupational Health and Safety Specialist. Congratulations, Marilyn.

### ANTIQUE CAR SHOW

As part of a school project, Kevin Carnrite, a housekeeping staff member at Lanark Lodge, organized an “Antique Car Show” for residents and families in 2005. It was a great success, and he decided to volunteer his time to organize one for 2006! Kevin attracted owners of more than 41 cars to come and show their vehicles. Our new outdoor speakers played oldies music (Kevin is also a DJ when he is not here)

to accompany the antique cars. Kevin worked closely with the recreation staff to produce an absolutely wonderful event.

Residents, families, volunteers, students and staff came and supported the event in different ways – or just plain dropped in to enjoy it and the people. Adding to the fun, Audrey Baker and Linda ShROUT attended as “Caring Clowns” and were a great hit! Adrienne Butler, our dietitian, served up drinks and popcorn. Jan Bron brought in her antique car. All staff made an effort to bring residents needing assistance out for the event.

It was truly wonderful to see the Lanark Lodge community come together on such a nice day to enjoy vintage cars. Many residents reminisced about the “good ol’ days” as they viewed the many eras spanned by the cars and trucks. It was truly a “people caring for people” day!

## *Kudos to Lanark Lodge*

The following Letters to the Editor were published in the *Perth Courier*.

### STAFF AND FACILITY PROVIDE SUPERIOR LONG-TERM CARE (MAY 10, 2006)

Dear Editor:

Just a year ago, my sister decided to bring my mother, who at that time was approaching her 100<sup>th</sup> birthday, to Perth to be near her.

Arrangements were made to transport her from Toronto, and she arrived at her new home, Lanark Lodge.

I had always thought that my mother had a nice facility and received good care in her home for the aged in Toronto, but everything about Lanark Lodge surprised and pleased me.

The facility is bright, with outside awareness everywhere. It is spotless, and always seems to be receiving “touch-ups.”

But it is the staff who make the difference. The level of attention and care is noticeably better. Without exception, the staff has been friendly, courteous and helpful.

## LANARK LODGE, CONT'D

Recently, my mother passed on. We were able to spend time with her during the last week.

Each time I visited, I was very grateful that she was able to spend her last days in such a caring facility. My appreciation to all involved.

Hugh Thomson  
Collingwood, Ont.

### UNSUNG HEROES (MAY 17, 2006)

Dear Editor:

'Tis the season to celebrate the dedication and sacrifice of mothers and fathers on the one day of the year set aside for each of them.

But have you ever thought about the day when you will be faced with the decision of where your parents will spend the final years of their lives?

Not too many generations ago, it was common for parents to live out their lives with one or another of their grown children. But in today's busy world, where both partners often work, aging parents often move into seniors' homes, retirement homes or nursing homes where they can receive the best care.

I am so thankful that, when this time came, we chose Lanark Lodge for my mother. The nursing care is superior, with the careful monitoring of medications, tracking of health records and regular communication with families.

The numerous employees involved in the various services within the facility are friendly, thoughtful and respectful to residents and families alike. They always try to take the time out of their busy schedules to stop for a quick chat, a joke or even a compliment to brighten someone's day.

I must also commend the recreation or activation staff for their efforts in planning daily events to keep the residents' minds and bodies active, with little time left to be lonely. They also empower the residents by involving them in the planning and preparation of special events, such as meals, bazaars, etc.

The resident councils in each care area also give residents the opportunity to bring concerns and desires to the administration, and to exercise some control over their daily lives.

There is also an active family council that meets on the third Thursday of every month at

6:30 p.m. in the auditorium to liaise with the administration and advocate for all residents, to help improve their quality of life.

Anyone with friends or family in Lanark Lodge is urged to come out and join us. For anyone who is contemplating a nursing home in the future for an aging parent, rest assured, if you choose Lanark Lodge you will never have any regrets.

Kudos and heartfelt appreciation to all of the staff and volunteers of Lanark Lodge for the many contributions you make and the impact you have on the lives of all the residents and their families.

Marilyn Emery  
Daughter of resident  
Hazel Livingstone  
Perth



**ACCREDITATION CELEBRATION:** Above, Audrey Baker (left) and Olive Smith celebrate Lanark Lodge's successful accreditation. Also celebrating (below, from left) are Gord Hanna, Aileen Conboy and Susan Anstett.



## SOCIAL SERVICES

### BEST START MANAGER

Please join us in welcoming Colleen Hannewyk to the Lanark County Social Services Team. Colleen will be replacing Kelly Paolozzi as the Best Start Manager. Kelly has accepted a position with the United Way in Ottawa as the Project Manager for "Understanding the Early Years" and we wish her all the best. Colleen has a strong child care and municipal background that will assist her with the development of new child care spaces under this initiative for families in Lanark County.

In November 2004, the Ministry of Children and Youth Services announced Ontario's Best Start Strategy. Best Start is a comprehensive, evidence-based early learning and child-care strategy. This strategy is designed to help provide Ontario's children the best possible start in life and to achieve success in school.



**COLLEEN  
HANNEWYK**

### ONTARIO WORKS

There is one thing constant in Ontario Works — change. The province has introduced a new Outcome-Based funding initiative that the Ontario Works team is busy planning and implementing.

The new Outcome Based Funding focuses on three employment outcomes: increased employment, increased earnings and increased employability.

In order to achieve our targets, the Workshop Facilitator has been increased to a full-time position and some internal movement has occurred, such as reducing Community Placement Worker to one position from two and providing two Employment Workers.

This new initiative has already taken one step further to include non-disabled adults (spouses/dependents) in receipt of Ontario Disability Support Program payments. Currently, Leslie Lendrum, Ontario Works Supervisor, is working with the Ministry of Community and Social Services to create a joint implementation plan. Approximately 130 adults are expected to participate by the end of 2007.

We would also like to welcome Amy Echlin-

Stinson back to the Ontario Works team from parental leave.

### COMPUTERS FOR KIDS

The Social Housing Department has been collecting applications and distributing computers for the Computers for Kids Network, a project in which youth employees under the supervision of a project coordinator refurbish used computer systems. To receive a computer the family must live in eastern Ontario, be in receipt of the National Child Benefit Supplement and not currently have a computer in the home. Computers are donated from a variety of sources and therefore vary in size, speed and quality. Computers must be accepted "as is," and do not include printers or Internet access. The Upper Canada District School Board has donated more than 2,000 computers to this project and assisted with the cost of transporting the systems to the refurbishing centre in Cornwall.

So far, 62 computers have been given to low-income families in Lanark County. The program began in January and will be ongoing until Oct. 31. Once about 20 applications are received, the computers are delivered to designated pick-up locations. Application forms are available at the Lanark County Administration Building and the Ontario Works Sub-offices in Carleton Place and Smiths Falls.

## COUNTY CONNECTIONS

is a publication of Employee Services and the CAO's Office, Lanark County Administration Building, Sunset Blvd., Box 37, Perth, ON, K7H 3E2.

Submit articles about awards, achievements, announcements, etc. at any time to:

#### Lisa Crosbie-Larmon:

E-mail: [lclarmon@county.lanark.on.ca](mailto:lclarmon@county.lanark.on.ca)

Telephone: (613) 267-4200, ext. 143

#### Stephanie Gray:

E-mail: [i.gray@sympatico.ca](mailto:i.gray@sympatico.ca)

Telephone: (613) 264-0447

Fax: (613) 264-0409

**Striving to build unity through  
communication.**

## INFORMATION TECHNOLOGY

*By Richard Morris*

### IT SECURITY – PROTECTING YOUR ASSETS

Like it or not (and we all like it, don't we?) we rely more and more on Information Technology to get our jobs done. The information we store on our servers is invaluable in our daily work and is an essential corporate asset. We have made significant investments in hardware and software to prevent outages and information losses.

Today, though, there is a greater threat than a software or hardware failure. It's the malicious nature of viruses that are so prevalent in today's IT environment. Viruses used to be inconveniences or irritants that would cause some lost time, but your information was left intact. Times have changed, as viruses will often attack entire networks and could wipe out banks of information. Computer hackers are more prevalent as well, trying to exploit weaknesses in software or gain access to corporate networks.

Ken Stewart of the IT department attended a conference on IT security and learned it can take as few as five days for a weakness in software to be identified and for a virus to be written and propagated. How times have changed! It used to take up to a year before a virus would be written and spread around the world, which left lots of time for organizations such as ours to implement the appropriate defensive mechanisms.

The IT department must now be even more proactive in its IT security program and has many ongoing preventive mechanisms in place to protect its network from being compromised. Many of these safeguards are within our own internal network and files are updated daily to ensure we have the latest versions of anti-virus software. Our external network provider, Ripnet, also has extensive software to protect our overall environment and keep out viruses and "spam" even before it reaches us. Many of us have received computer-generated messages from Ripnet telling us they are holding a message that may cause a problem and asking whether or not we want it forwarded or deleted.

Despite all these precautions, no computer environment is 100 per cent safe and there is a chance of some virus getting through our defenses. Just as with building security, it's incumbent on us all to remain vigilant and be on

the lookout for possible problems. If you suspect something isn't right or your computer is acting up, don't hesitate to call Ken (267-4200, ext. 130) or Peter (267-4200, ext. 132). By working together, we can minimize the risk to our IT environment and reduce the chance of serious damage.

### E-MAIL IS NOT COOL!

A recent article in a Buffalo newspaper described what teens and adults in their early 20s are using to communicate, and it's **not** e-mail. According to the article, young people will use their cell phone and punch out a quick text message. If there is no response, they will call on the cell and, as a last resort, go on-line and send an instant message. In that age group, e-mail is now considered by many to be old-school technology useful for communicating with parents and teachers. To quote one 20-year-old, "I've probably sent maybe 50 e-mails in my entire life. I hate e-mail."

That said, e-mail is not dead yet and is pervasive in our society. According to a recent Microsoft Canada study, face-to-face conversations are still the most common way to exchange ideas – accounting for 38 per cent of daily interactions. E-mail is a close second at 30 per cent. Well, I better go and type up another e-mail (as I hate text messaging).

### IF YOU BUILD IT, THEY WILL COME

Our Geographic Information System (GIS), launched in late 2005, continues to move forward with more capabilities or "layers" being added regularly and more than 18 people now trained on its use. As several people have remarked, "How did we ever manage without it?"

CGIS, our GIS supplier, has been working with the folks at Worktech to integrate GIS and Worktech. The integration now works well in a test mode and it's a matter of fine tuning and making it more robust so it will work perfectly in our day-to-day operations. Once this integration is implemented, we will be able to show much of the Worktech data on our County's electronic maps. For example, students collected information last summer about our County roads, such as signs

**Continued on Page 12**

## FINANCE

### FINANCE FROLICS

After six months of deliberations, County Council passed the 2006 Budget with an increase of 6.5 per cent in the taxation levy. Due to a 2.6 per cent increase in the number of properties paying property taxes in the County, the typical taxpayer will see an increase of about \$2 per month on his or her tax bill.

The County had some major challenges this year in its budget deliberations, primarily due to inflationary issues, provincial downloading and capital requirements. The MOVE ONTARIO announcement by the provincial government on March 23 provided \$2.3 million in one-time infrastructure money for roads and bridges. This allowed the County to undertake some capital projects that would have otherwise been put off to future years. Other key projects include the replacement of the HVAC system in the Administration Building, as well as the renovation following the departure of the Children's Aid Society.

The managers and staff have worked very hard to put this challenging budget together and are to be commended for this work. For more details, consult the County website under "Quicklinks."

### STAFFING

From a departmental perspective, Jennie Bingley, Payroll/Pension Assistant, has returned from maternity leave. Jennie will be leading a payroll re-engineering project over the summer, looking at ways to improve processes and turnaround time.

We have two summer students this year, Nick Silieff and Shannon McCann. They will be working on the Asset/Inventory Management team to start developing new policies and processes required by new accounting principles that must be implemented by January 2008. Robyn Hogan was the successful candidate for the Accounts Payable/Receivable Clerk.

**Hope everyone has a wonderful and safe summer! STAY COOL!**

## INFORMATION TECHNOLOGY, CONT'D

**Continued from Page 11**  
and their location, as well as the sites of road entrances. Once the integration is complete, this information can be shown on the map. Soon we can show work orders on the map as well.

Tourism has finished collecting information about the County's tourism "assets," including tourism businesses. As the information includes their locations as well, we will shortly have an initiative underway to show these assets on our electronic maps. Not only will they be visible as a layer on our internal working maps, the public also will be able to see them on a map via our website. Check it out this summer.

### GREAT PLAINS INITIATIVES

Great Plains, now called

Dynamics GP, recently released Version 9 of the software. We are now running tests of this latest version to identify changes and to ensure it will work properly in our environment. We will let you know more about the changes and when they will be implemented once we have finished our preliminary work.

Great Plains has become a key tool in the County for managing our finances. Transactions that seemed so difficult when we first implemented the system are now pretty routine and we can take advantage of many more benefits offered by such a robust financial system.

Gord Hanna, the applications specialist in the Information Technology department, has

been working with several people in Finance to streamline business processes by taking advantage of the strengths of Great Plains. Manual processes that took several hours, or even days, can now be done in minutes. In May, Finance initiated a project called PREP, Payroll Re-Engineering Project, to look at streamlining time and attendance reporting, which will benefit all of the organization.

Speaking of streamlining, Gord did some work to help the LCHC reduce some of its manual efforts as well. Information Technology can help, but it needs the cooperation of those who know the business and are open to change to really make a positive difference. Thanks to all involved at Lanark Housing.

## CLERK'S OFFICE AND PLANNING APPROVALS

### CONGRATULATIONS, ONCE AGAIN, TO AMANDA MABO

Last year it was a wedding, this year it's a diploma. Amanda recently passed the Municipal Administration Program, offered by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO). The past two years of hard work (somehow fit between late Council meetings and a honeymoon) is a step towards the Certified Municipal Officer (CMO) accreditation.

Now we can all refer to Amanda when we need to know about the inner workings of local government, municipal administration and management, land use planning and (everyone's favourite) the budget process.



**AMANDA DISPLAYS HER NEW PAPERWORK!**

### 2006 AWARDS OF EXCELLENCE

We are now inviting nominations for the 2006 Lanark County Awards of Excellence, which recognize and honour Lanark County citizens who have made a significant and/or extraordinary contribution to the County in one or more of the following categories:

- Volunteerism/Community Service/Youth
- Business/Agriculture/Industry/Tourism
- Heritage and Ecology
- Arts/Culture/Recreation/Sports
- Philanthropy
- Other

Nomination forms and more information may be obtained by calling Amanda in the Clerk's office at the Administration Building, 613-267-4200, ext. 119, or by e-mailing [clerk@county.lanark.on.ca](mailto:clerk@county.lanark.on.ca). You can also visit the County website at [www.county.lanark.on.ca](http://www.county.lanark.on.ca). The deadline for nominations is Aug. 31.

### LOCAL FLAVOUR IN OUR OWN FRONT YARD

As of May 27, the Perth Farmers' Market has relocated to the property directly in front of the Administration Building. The market will operate on Saturday mornings from 8 a.m. to 1 p.m. until Thanksgiving weekend. Vendors will provide an array of seasonal produce, locally produced meats, bedding plants, baking, preserves, and crafts from local artisans. It's great to see the grounds put to use during "off hours," and the initial response from vendors and customers alike

has been very positive.

County Council signed an agreement with the Perth Farmers' Market for free use of the County property as a show of support for the tourism and agricultural benefits the market will provide. As part of the agreement, the market paid for and obtained the necessary zoning amendment from Tay Valley Township. Market members have also offered to pitch in with repairs and maintenance to the Round Garden next to the



Administration Building.

See you Saturday. Dress casual.

### TIME FOR RECESS!

Council will be in recess for the month of July. Meetings resume in August as follows:

- Aug. 9 – Community Development and Public Works
- Aug. 13-16 – AMO Conference
- Aug. 23 – Community Services and Corporate Services
- Aug. 30 – Lanark County Council

## REMEMBERING SALLY

On May 22, the County lost our friend and colleague Sally Volk. Sally lost her long and courageous battle with cancer at the age of 60. “Sal,” as she is known to the Employee Services Team, touched the hearts of all who knew her. Throughout her illness, she maintained an admirable attitude that only reinforced our opinion of her as a truly amazing human being. Sal was a compassionate and caring individual who excelled as a Certified Occupational Health Nurse.

Sal was hired by the County on May 5, 2003 as Occupational Health and Safety Specialist. Her role was to develop, implement, promote, train and monitor all aspects of the County’s Occupational Health and Safety program. She provided expert advice and counsel to all departments related to workplace health and safety, offering training programs, shared information and resources, and worked diligently to make the County a safe and enjoyable place to work. Sally played an integral role with many employees in the Corporation. She became a friend, a colleague and a confidante of many because of her role as the Occupational Health and Safety Specialist. She also worked closely with the members of the Health and Safety Committee.

Born in Macklin, Saskatchewan, Sal grew up in the Smiths Falls area and moved back here from Ottawa in the late 1990s. She received her nursing diploma from the Kingston Psychiatric Hospital and had worked as an occupational health nurse for 14 years before joining



the County. The majority of her experience was with Bell Canada in Toronto, Ottawa and Saudi Arabia, and she also held OHN positions with the Bank of Canada, STMicroelectronics and The Ottawa Hospital.

Sal was the daughter of Katie and the late Fred Volk and leaves behind two sisters, a brother and their families. Her life was celebrated at the Blair & Son Funeral Chapel in Perth on May 26. In remembrance, donations to the Lanark Animal Welfare Society would be appreciated. We extend our deepest sympathy to Sal's family.

We will remember Sal for her wonderful sense of humour, her joie de vivre, but most of all her spunk! We will miss her greatly. The Employee Services Team would also like to establish a memorial for Sal. Further information will follow.

### *~Miss Me~*

*When I come to the end of the road  
And the sun has set for me,  
I want no rites in a gloom-filled room  
Why cry for a soul set free?  
Miss me a little...but not too long.  
And not with your head bowed low,  
Remember the love that we once shared,  
Miss me...but let me go.  
For this is a journey we all must take  
And each must go alone.  
It's all part of the Master's Plan  
A step on the road to Home.  
When you are lonely and sick of heart  
Go to the friends we know.  
And bury your sorrows in doing good deeds,  
Miss me...but let me go.*

## HEALTH AND SAFETY

### **By Denis Myers**

Another Safety and Health Week has passed and from all appearances it was quite successful. I would like to thank the organizers of the events for the week: Marilyn Moore, Marie Bonselaar, Linda Mahon, Donna Baylis and Diane Pearen. Honourable mention should go to Joyce Box for announcing the events; Janet Sproule for her daily calendar of events; Dale Halladay and Lyndsay Boldt for their assistance with the prizes; Mary Lou White and Gerry Cole for their assistance with our contest; Colleen, Dale, Jane and Cathy, who led the walks; and last but not least Donna Baylis and her crew for offering up such a healthy and nutritious buffet luncheon!

I would like to take this opportunity to acknowledge the recent passing of Sally Volk. Sally was part of both Health and Safety committees and brought considerable knowledge and expertise to the meetings. We will miss you a lot, Sally!

### **HEALTH AND SAFETY COMMITTEES**

There have been some changes to the membership of both Health and Safety Committees at the County of Lanark. Lanark Lodge Joint Health and Safety Committee Co-chairs: Kevin Atkins, Worker (CUPE), and Marg Bisson, Management. Representatives: Janet Greenley, Worker (CUPE); Donna Baylis, Management; Linda Mahon, Worker (OPSEU);

Janet Allan, Worker (ONA); Marilyn Allen, Occupational Health and Safety. OPSEU Joint Health and Safety Committee (Responsible for Administration and Public Works buildings, Public Works Garages and work sites, and Social Services Sub-offices.) Co-chairs: Diane Pearen, Worker (OPSEU), and Denis Myers, Management. Representatives: Blair Devlin, Worker (OPSEU); Tara Langford, Worker (OPSEU); George Pankiw, Management; Chris Empey, Management; Marilyn Allen, Occupational Health and Safety.

### **IAPANNEWS**

#### **By George Pankiw**

On May 1 and 2 two members of the Joint Health and Safety Committee attended the Industrial Accident Prevention Association Trade Show and Conference. Blair Devlin and George Pankiw attended seminars such as Working Alone, Indoor Air Quality, Young Worker Safety, Road Safety, and Contractor Safety Programs. The seminars were put on by experts in the field and were very informative. There was also an opportunity to review the latest in safety equipment and obtain contacts with many suppliers for products that may be useful to the County. One fact we learned was we need to continue to work on policies that will help to improve the health and safety of the workplace. All in all, it was an enjoyable experience.

## EMPLOYEE SERVICES

### *New smoke-free workplace legislation takes effect*

The Smoke-Free Ontario Act took effect May 31. Copies of the Act, Regulation 48/06, an information sheet from the local Health Unit, links to the Ministry of Health’s website and the Health Unit website, as well as the County’s existing Smoking in the Workplace Policy and Procedure and by-law (under review) are available through Employee Services for your review. Below is a brief outline of requirements to ensure compliance of the Act.

Also, the County’s Employee Assistance Program provided by Warren Shepell offers a smoking cessation program called QuitCare (see link below). If you have any questions please contact Employee Services.

The Smoke-Free Ontario Act:

- \* Bans smoking outright in ‘enclosed workplaces,’ defined widely to include the inside of any building or vehicle with a roof that employees work in or have to access in the course of their employment.

- \* Bans “designated smoking

rooms/areas.”

Employers will be required to comply with several obligations under the new legislation respecting enclosed workplaces or places over which they have control. Proprietors of defined locations have parallel obligations, which include:

- \* Ensuring compliance with the obligation that no one (including visitors and contractors) smokes in the workplace
- \* Ensuring that any required “no smoking” signs are posted and that ashtrays are not kept anywhere in the workplace
- \* Ensuring that notice is given to each worker that smoking is prohibited in enclosed spaces at the workplace and in company vehicles
- \* Ensuring that workers, or others who refuse to comply with the smoking ban, leave the enclosed area of the workplace or company vehicle.

The legislation includes broad enforcement powers similar to those given to inspectors under the OHSA and other regulatory

statutes. Individuals could be fined up to \$4,000 and corporations up to \$10,000 on a first offence. Fines escalate according to a set scale for subsequent convictions, up to \$300,000 for a corporation.

Employers must post a specific prescribed sign generated by the Ministry of Health throughout the enclosed workplace or area over which the employer has control, including washrooms, entrances and exits. They must be in “appropriate locations” in sufficient numbers so everyone is aware smoking is not permitted. Failure to post signs would be an easily identifiable contravention during a compliance inspection. Additional signage has been ordered and will be posted as soon as it is received.

Links:  
[http://ww.mhp.gov.on.ca/english/health/smoke\\_free/default.asp](http://ww.mhp.gov.on.ca/english/health/smoke_free/default.asp)  
<http://www.warrenshepell.com/quitcare.asp>  
<http://www.healthunit.org/>

#### **MARILYN ALLEN HIRED AS OCCUPATIONAL HEALTH AND SAFETY SPECIALIST**

The Employee Services Team is pleased to announce that Marilyn Allen, RN, has been awarded and accepted the position of permanent full-time Occupational Health and Safety Specialist. Marilyn’s start date in the OH&S Specialist position was June 19.



**MARILYN ALLEN**

Marilyn grew up in the Kingston area and moved here a few years ago. She received her nursing diploma from St. Lawrence College following the completion of two years of the Physical and Health Education program at Queen’s University. Marilyn has worked at Kingston General Hospital, Picton Manor and, more recently, at Fairview Manor and Lanark Lodge. As part of her career progression plan, Marilyn will be pursuing her certification in occupational health nursing. When not working, Marilyn most enjoys spending time with her family (husband Jamie and sons Haiden and Max). She is looking forward to the challenges and opportunities this new role will bring. Congratulations, Marilyn, on your success in competing for the position!