

**MONTAGUE TOWNSHIP  
EMERGENCY OPERATIONS CENTRE  
MINUTES**

The Emergency Operations Centre (EOC) meeting was opened at 9:07am on Monday, March 16, 2020 in Council Chambers by Miles Greer, Fire Chief/CEMC

**Members Present:**

Community Emergency Management Coordinator (CEMC) Miles Greer  
Clerk Administrator Jasmin Ralph  
Treasurer Andrew Hodge  
Public Works Manager Jamie McCarthy  
Administrative Assistant Kristy Warwick  
Reeve Bill Dobson  
Public Information Officer Klaas Van Der Meer

The meeting was held to assess the evolving COVID-19 situation. The Provincial and Local Health Authorities are taking significant steps to limit the transmission of the COVID-19 virus including recommendations to limit the spread through communities. The EOC made the proactive decision to protect its staff and the public by approving the following measures:

- Closure of all Township-owned facilities to the public effective immediately, including
  - Township Hall – staff can be reached by email or phone
  - Rosedale Hall – all rentals and events are currently suspended
- The Public Works Department workers will continue to provide services on the roads – however we encourage all members of the public to call in their concerns and not approach workers on the road
- The EOC will be reassessing the closure of the Township Office on April 5<sup>th</sup>, 2020
- All regularly scheduled Advisory Committee meetings will be cancelled until April 5<sup>th</sup>, 2020 and will be re-assessed at that time
- The Regularly scheduled Committee of the Whole of March 17<sup>th</sup>, 2020 will be cancelled. As of now, the Council meeting will continue and be open to the public. The Township is reviewing options to provide livestreaming of this meeting to reduce the need for the public to attend.
- Essential services such as OPP, Fire, Public Works, By-law Enforcement, Building Inspection, garbage and recycling will continue to be provided for the safety and well-being of our residents.
- For any payments owing to the Township, options include online or telephone banking, mailing a cheque to the Township Hall or dropping a payment off in the mail slot at the office. Money will no longer be accepted as a method of payment

and will be relayed to residents. Staff will assist with alternative payment options for services such as garbage tags, dog tags and other municipal services.

EOC instructed to post all COVID-19 updates to the township website/Facebook and township sign.

M. Greer discussed with Health Unit about using the Rosedale Hall for testing site. The Health Unit declined at this point in time.

J. Ralph will research on the financial impact to the township

- 14-day quarantine
- Ontario and Federal policies
- Working from home/purchase of laptops.
- Contact county for VPN
- Speak with Ontario Trillium about extending the grant for the playground

M. Greer

- No more personal vehicles to medical calls
- Will cancel all meetings and train until April 5 tentatively
- Discuss aid to residents that may need assistance by Volunteer Firefighters
- Reach out to the senior's forget-me-not club.

J. McCarthy

- Contact garbage and recycling to find out if service will be interrupted

Staff to research organizations that can help (i.e. Lanark Transportation Association)

Reeve Dobson will get in touch with the Airport to find out if they are abiding by transport Canada rules.

EOC did not declare an emergency at this time.

The EOC will meet Monday, March 23, 2020 at 9:00AM.

The meeting was adjourned at 10:30 am.