

APPENDIX 1- Table: Summary of Census Statistics for Municipalities in Lanark County

Indicator	Carleton Place ^{1,2}	Smiths Falls ^{1,2}	Mississippi Mills ^{1,2,4}	Beckwith Twp ^{1,2}	Montague Township ^{1,2}	Perth ^{1,2}	Lanark Highlands ^{1,2}	Drummond/North Elmsley ^{1,2,5}	Tay Valley ^{1,2,6}
	N (%)	N (%)	N (%)	N (%)	N (%)	N (%)	N (%)	N (%)	N (%)
Population 2006	9453	8777	11734	6387	3595	5905	5185	7118	5634
Population 2001	9085	9140	11650	6046	3671	6003	4995	6670	5440
Population change (%)	+4.1	-4.0	+0.7	+5.6	-2.1	-1.6	+8.0	+6.7	+3.6
Population/km ²	1070	1071	23	25.2	13.3	570	5.0	19.5	10.7
Males	4370 (48.1)	4250 (46.5)	5830 (50.0)	3000 (49.6)	1885 (51.3)	2665 (45.1)	2665 (51.4)	3550 (49.9)	2840 (50.3)
Females	4715 (51.9)	4890 (53.5)	5820 (50.0)	3045 (50.4)	1790 (48.8)	3240 (54.9)	2520 (48.6)	3565 (50.1)	2805 (49.7)
Median age (years overall) ²	36.7	40.1	39.3	38.2	40.2	48.8	45.6	43.6	45.8
Age (both sexes) ² :									
0-14	1995 (22.0)	1730 (18.9)	2370 (20.3)	1340 (22.2)	710 (19.3)	780 (13.2)	710 (13.7)	1245 (17.5)	885 (15.7)
15-24	1130 (12.4)	1180 (12.9)	1455 (12.5)	610 (10.1)	365 (9.9)	730 (12.3)	685 (13.2)	835 (11.8)	705 (12.5)
25-44	2825 (31.1)	2370 (25.9)	3155 (27.1)	1920 (31.8)	1105 (30.1)	1110 (18.8)	1145 (22.1)	1655 (23.3)	1155 (20.5)
45-64	1955 (21.5)	2085 (22.8)	3055 (26.2)	1590 (26.3)	1120 (30.5)	1635 (27.6)	1820 (35.1)	2350 (33.1)	1910 (33.8)
65+	1175 (12.9)	1775 (19.4)	1610 (13.8)	580 (9.6)	375 (10.2)	1660 (28.1)	825 (15.1)	1020 (14.3)	990 (17.5)
Median household income (\$) ¹	50,204	38,974	60,499	68,712	46,002	53,890	42,534	55,424	51,063
Education (%) ^{1,3} :									
Population aged 20-34	55.0	38.2	52.8	59.2	38.8	38.7	43.2	56.2	44.8
Population aged 35-44	54.2	50.7	60.5	63.5	42.7	53.4	47.1	54.5	51.7
Population aged 45-64	46.2	42.4	54.4	44.6	39.8	44.0	47.9	51.2	53.0
Married/common law families ¹	2160 (81.7)	2010 (79.9)	2905 (87.9)	1695 (90.9)	850 (88.5)	1410 (81.7)	1275 (88.0)	1875 (90.6)	1430 (92.9)
Lone parent male families	120 (4.5)	70 (2.8)	70 (2.1)	55 (2.9)	20 (2.1)	40 (2.3)	120 (8.2)	60 (2.9)	15 (1.1)
Lone parent female families	365 (13.8)	435 (17.3)	330 (10.0)	115 (6.2)	90 (9.4)	275 (15.9)	55 (3.8)	135 (6.5)	90 (5.9)

¹Source: 2001 Community Profiles - Statistics Canada

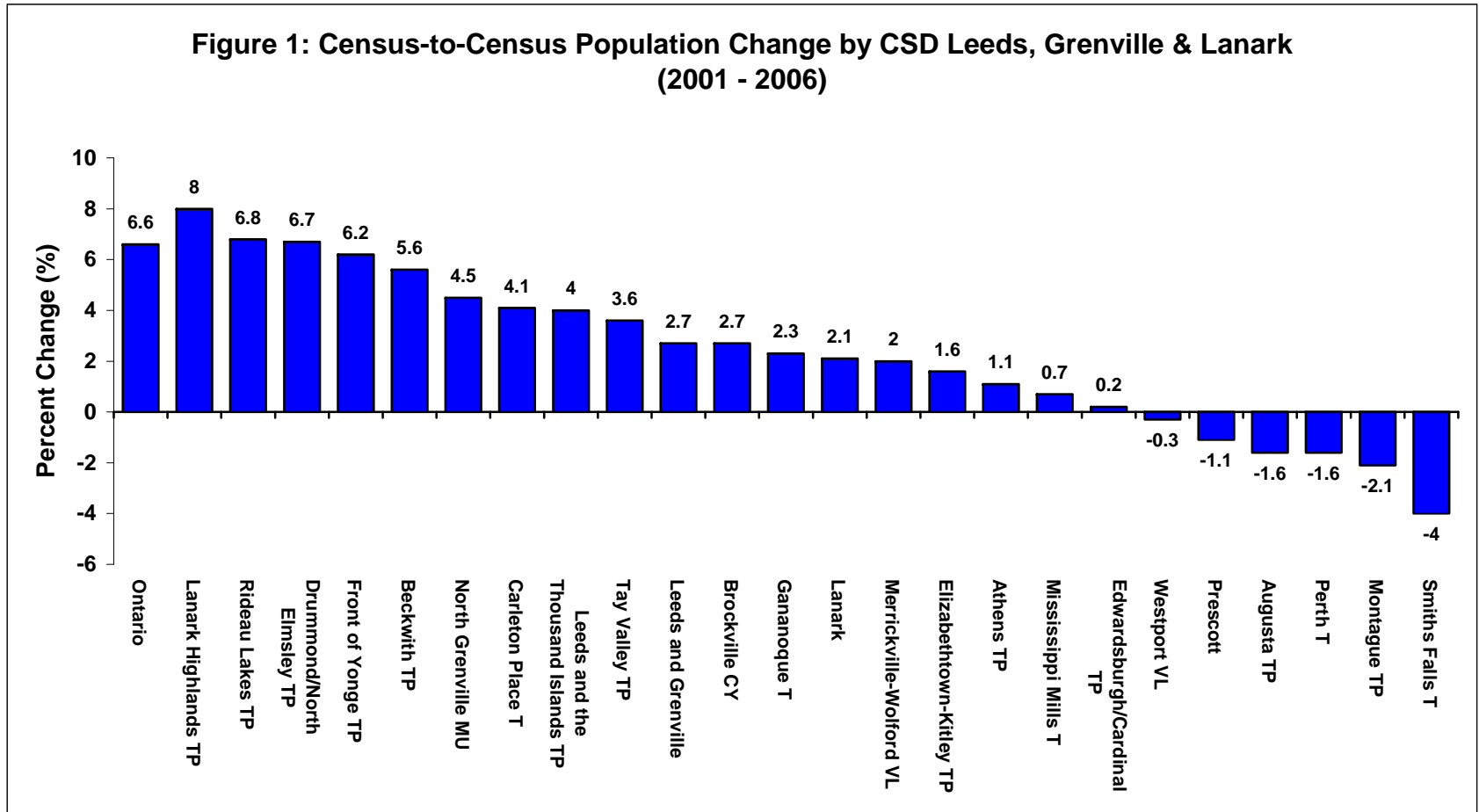
²Source: 2006 Community Profiles - Statistics Canada

³Population who has trade, college or university certificate, diploma or degree

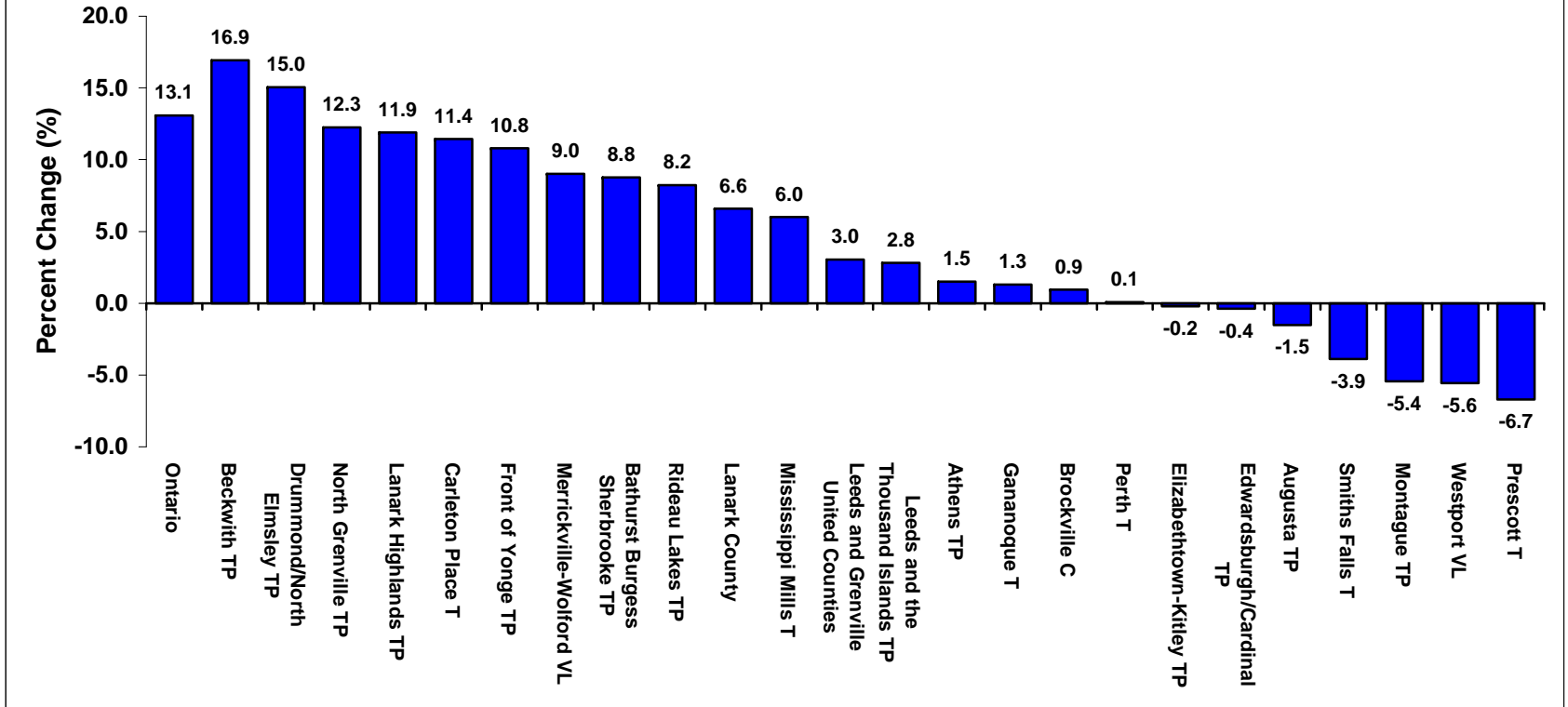
⁴Almonte amalgamated with Ramsay and Pakenham into Mississippi Mills in 2001

⁵Drummond/North Elmsley was amalgamated in 1998

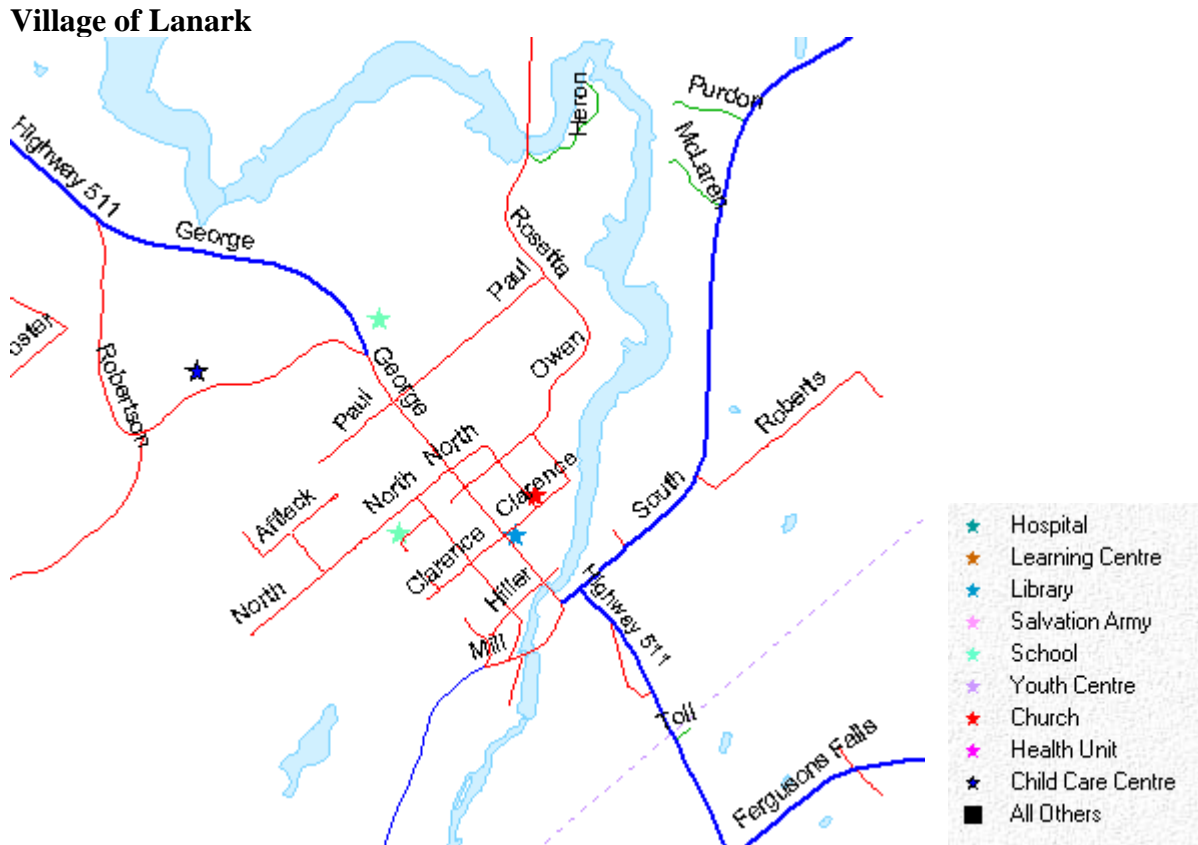
⁶Bathurst, Burgess and South Sherbrooke amalgamated into Tay Valley Twp in 1998



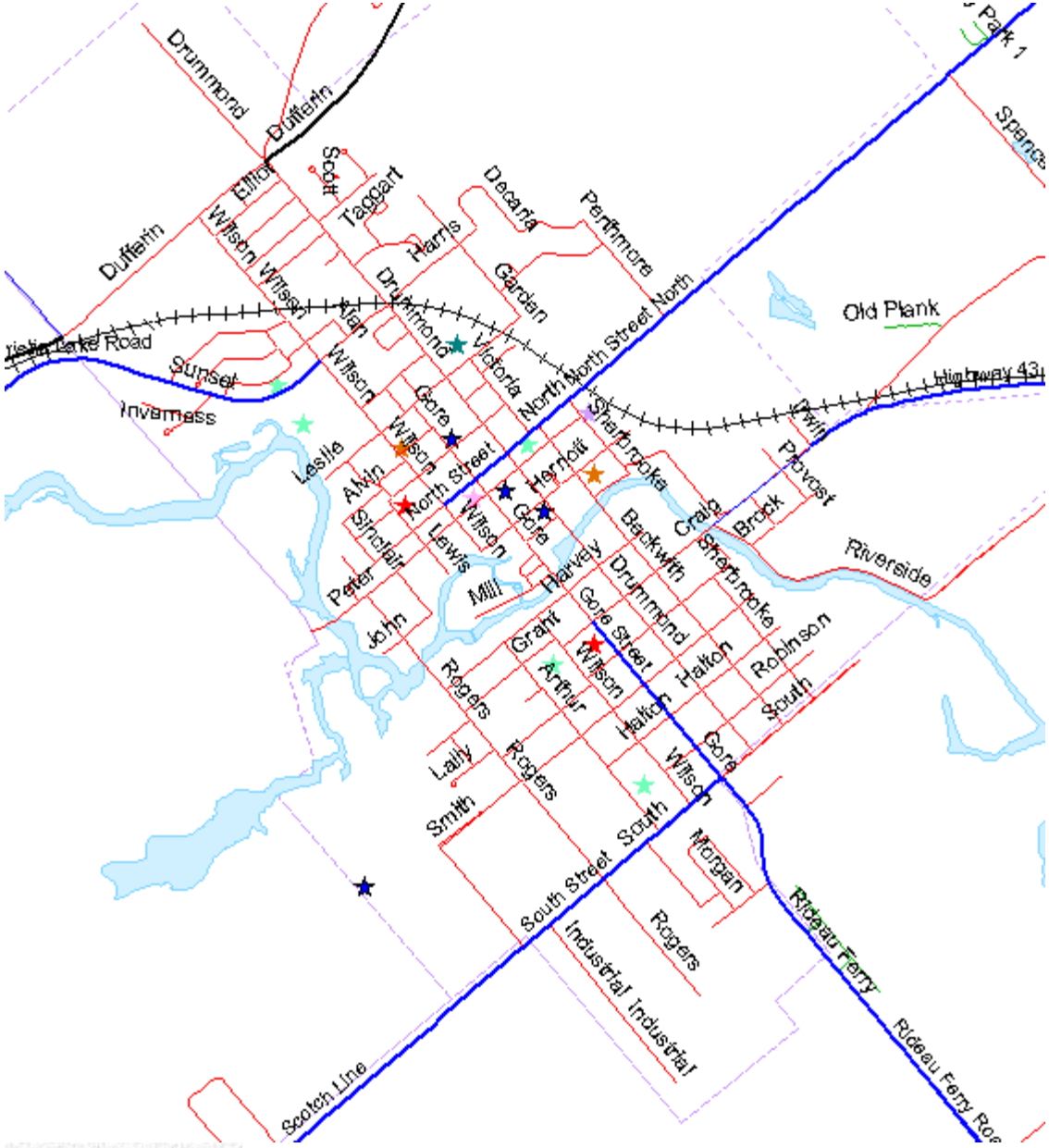
**Figure 2: Census-to-Census Population Change by CSD Leeds, Grenville & Lanark
(1996 - 2006)**



APPENDIX 2- Maps of Early Years Sites in Lanark Towns

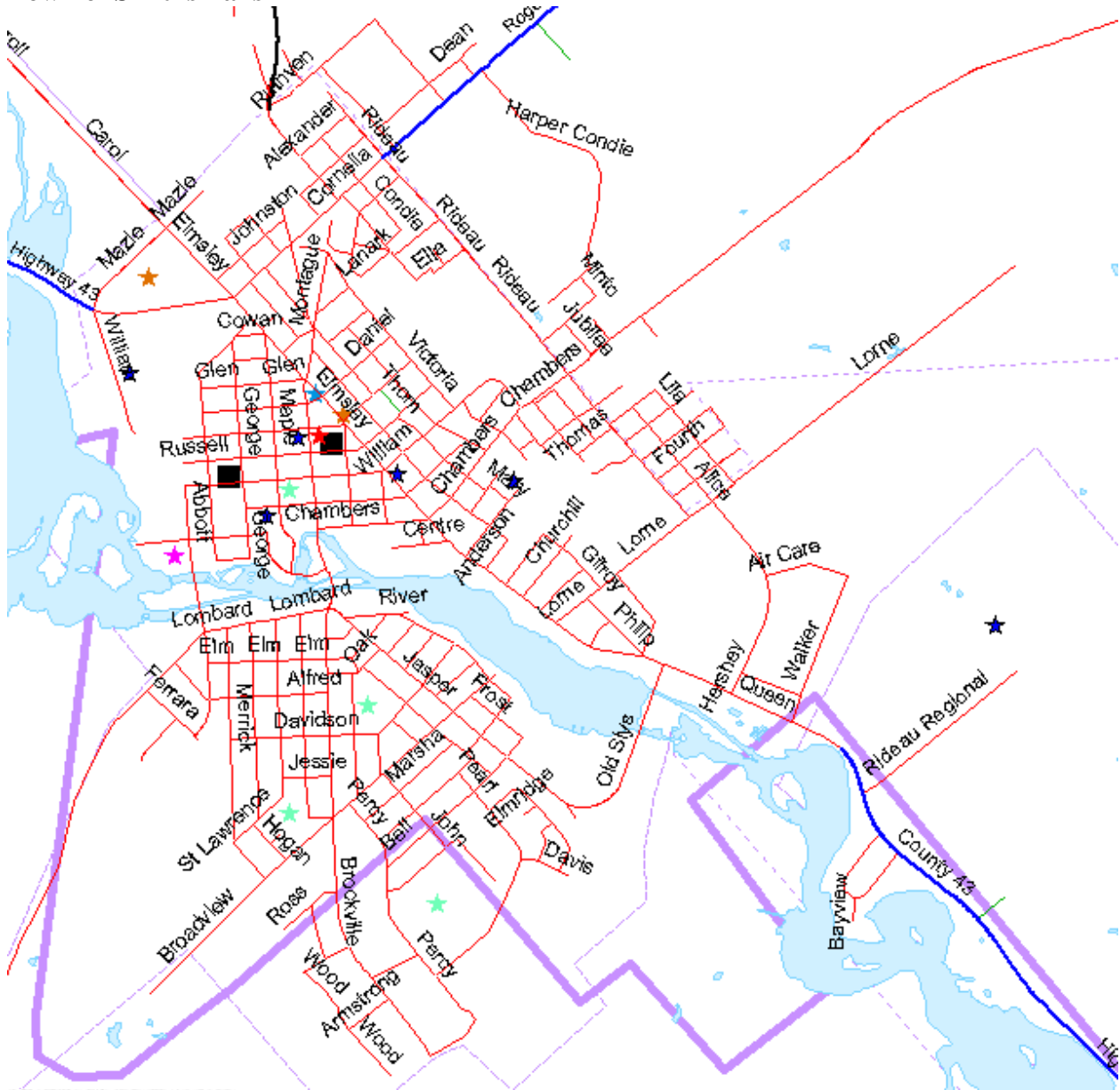


Town of Perth



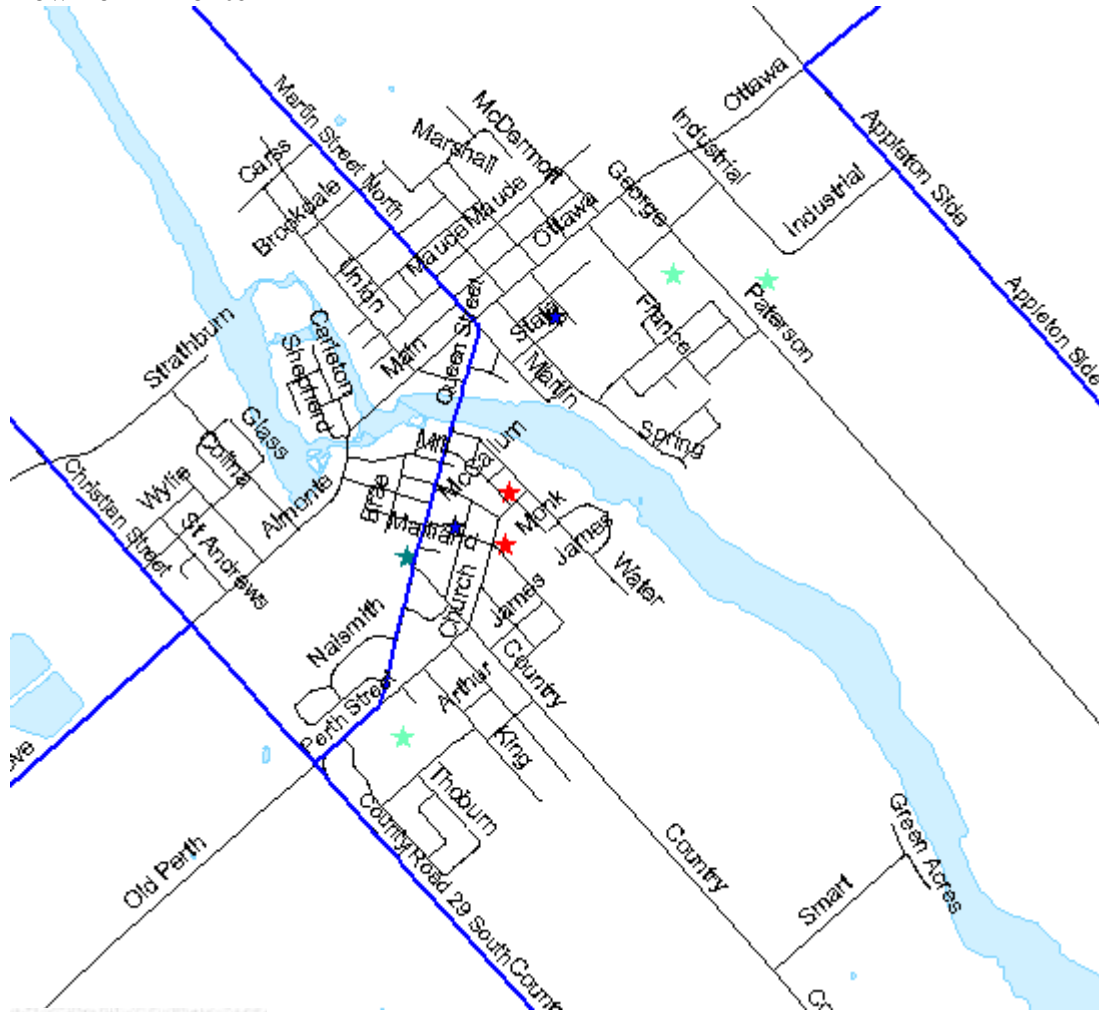
- ★ Hospital
- ★ Learning Centre
- ★ Library
- ★ Salvation Army
- ★ School
- ★ Youth Centre
- ★ Church
- ★ Health Unit
- ★ Child Care Centre
- All Others

Town of Smiths Falls



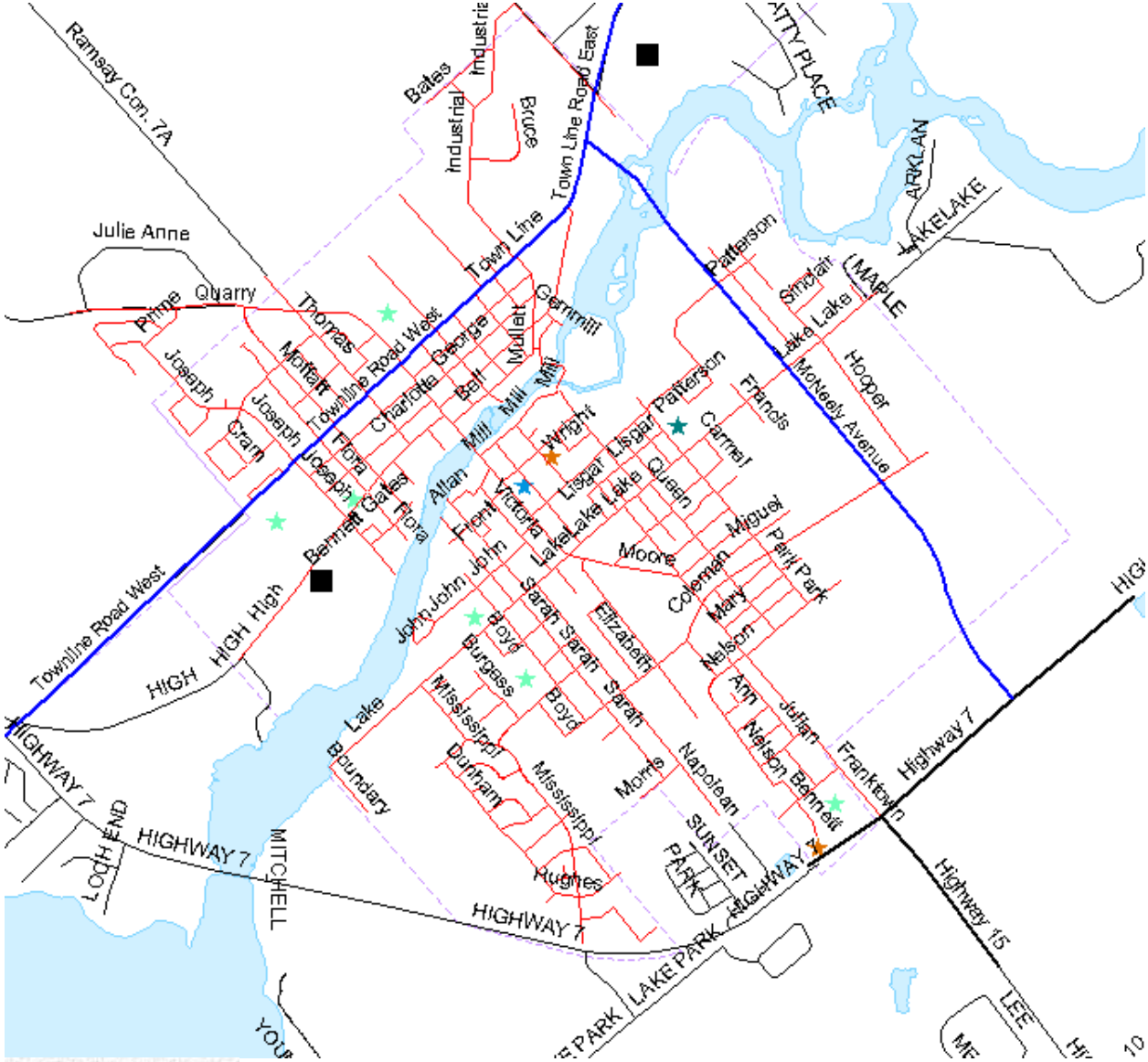
- ★ Hospital
- ★ Learning Centre
- ★ Library
- ★ Salvation Army
- ★ School
- ★ Youth Centre
- ★ Church
- ★ Health Unit
- ★ Child Care Centre
- All Others

Town of Almonte



- ★ Hospital
- ★ Learning Centre
- ★ Library
- ★ Salvation Army
- ★ School
- ★ Youth Centre
- ★ Church
- ★ Health Unit
- ★ Child Care Centre
- All Others

Town of Carleton Place



- ★ Hospital
- ★ Learning Centre
- ★ Library
- ★ Salvation Army
- ★ School
- ★ Youth Centre
- ★ Church
- ★ Health Unit
- ★ Child Care Centre
- All Others

APPENDIX 3

Leeds, Grenville and Lanark District Health Unit –
 FAMILY HEALTH DEPARTMENT – HEALTHY BABIES HEALTHY CHILDREN PROGRAM
 HBHC OFFICE COVERAGE FOR HBHC POSTPARTUM REFERRALS
 NORTH TEAM
 Revised May 2007

ALMONTE OFFICE	SMITHS FALLS OFFICE	
Almonte	Balderson & RR#s	McDonald's
Appleton	Brooke	Corners & RR#s
Ashton <i>(RR3 Ashton is Ottawa Public Health)</i>	Clyde Forks	Maberly and RR#s
Blakeney	Crosby	Newboro – Village
Carleton Place <i>(Highway 7 to Innisville)</i>	Drummond Centre (RR#6 only)	North Crosby North Newboro
Clayton	Easton's Corners	Port Elmsley
Carp (RR#2)	Elphin	Portland
County Road 16 to Hopetown	Fallbrooke	Rideau Ferry
Innisville	Flower Station	Smiths Falls and RR#s
Middleville	Forfar	
Mississippi Mills	Franktown	
Pakenham	Harlem Chantry	Stanleyville
Prospect	Jasper	Toledo
Ramsey	Lanark & all RR#s	Town of Perth incl. RR1, 3, 4, 5, 6, 7
White Lake	Lombardy	Watson's Corners
<i>Dwyer Hill Rd. RR3 Almonte ph# =256-... Is Ottawa Public Health</i>		Westport and RR#s
<i>Fitzroy Harbour is Ottawa Public Health</i>		Note: Lanark, McDonald's Corners and Watson's Corners will be sent to Smiths Falls and then triaged from this office to Almonte if required

Referrals for Gatineau, Quebec – refer to CLSC & CHSLD de Gatineau Fax (819) 561-2739 {Approximately 1 km of Snow Road Station is Lanark County (Smiths Falls area)}

APPENDIX 4: Client Access Data Tables

Table 5.1: Walk-in Client Visits, by office and municipality of residence

	Almonte Office		Smiths Falls	
	# clients	%	# clients	%
Almonte	58	6.2	0	0.0
Beckwith	147	15.8	11	2.1
Carleton Place	62	6.7	1	0.2
Drummond North Elmsley	26	2.8	91	17.0
Lanark Highlands	147	15.8	52	9.7
Mississippi Mills	376	40.5	0	0.0
Montague	1	0.1	54	10.1
Perth	4	0.4	19	3.6
Smiths Falls	0	0.0	43	8.0
Tay Valley	5	0.5	62	11.6
Athens	0	0.0	4	0.7
Elizabethtown Kitley	2	0.2	16	3.0
Merrickville Wolford	1	0.1	12	2.2
North Grenville	0	0.0	4	0.7
Rideau Lakes	3	0.3	158	29.5
Westport	0	0.0	1	0.2
Southern LG	1	0.1	0	0.0
Out of Area	93	10.0	2	0.4
Unknown	3	0.3	5	0.9
TOTAL	929	100.0	535	100.0

Table 5.2: Walk-in Client Visits for Water Testing, by office and municipality

Lanark County	Almonte		Smiths Falls	
	#	%	#	%
Beckwith	110	23.1	9	2.0
Carleton Place	8	1.7	1	0.2
Drummond North Elmsley	23	4.8	80	17.9
Lanark Highlands	86	18.1	45	10.1
Mississippi Mills	192	40.3	0	0.0
Montague	1	0.2	46	10.3
Perth	2	0.4	9	2.0
Smiths Falls	0	0.0	9	2.0
Tay Valley	5	1.1	56	12.6
Leeds Grenville County				
Athens	0	0.0	4	0.9
Elizabethtown Kitley	2	0.4	16	3.6
Merrickville Wolford	0	0.0	12	2.7
North Grenville	0	0.0	0	0.0
Rideau Lakes	2	0.4	152	34.1
Westport	0	0.0	1	0.2
South Leeds Grenville	1	0.2	0	0.0
Out of Area	43	9.0	1	0.2
Unknown	1	0.2	5	1.1
TOTAL	476	100.0	446	100.0

Table 5.3: Sexual Health Clinic Client Visits, by Office and Municipality

Municipality of Residence	Smiths Falls		Perth		Almonte		Carleton Place	
	#	%	#	%	#	%	#	%
Athens	4	0.3	0	0.0	0	0.0	0	0.0
Tay Valley	3	0.3	0	0.0	0	0.0	0	0.0
Beckwith	0	0.0	0	0.0	37	4.9	38	18.5
Carleton Place	9	0.8	2	1.8	68	9.0	137	66.8
Drummond North Elmsley	0	0.0	0	0.0	0	0.0	5	2.4
Elizabethtown Kitley	18	1.5	0	0.0	1	0.1	0	0.0
Lanark Highlands	11	0.9	18	16.5	46	6.1	0	0.0
Merrickville Wolford	91	7.7	3	2.8	0	0.0	0	0.0
Mississippi Mills	3	0.3	6	5.5	508	67.6	17	8.3
Montague	0	0.0	0	0.0	0	0.0	0	0.0
North Grenville	4	0.3	0	0.0	0	0.0	0	0.0
Perth	41	3.5	74	67.9	7	0.9	0	0.0
Rideau Lakes	57	4.8	0	0.0	0	0.0	0	0.0
Smiths Falls	912	77.3	3	2.8	3	0.4	4	2.0
Westport	3	0.3	0	0.0	0	0.0	0	0.0
South Leeds Grenville	4	0.3	0	0.0	1	0.1	0	0.0
Out of Area	20	1.7	3	2.8	81	10.8	3	1.5
Unknown	0	0.0	0	0.0	0	0.0	1	0.5
TOTAL	1180	100.0	109	100.0	752	100.0	205	100.0

Table 5.4: Number of Immunization Client Visits, by Office and Municipality

Municipality of Residence	Smiths Falls Office		Perth		Almonte	
	#	%	#	%	#	%
Athens	0	0.0	0	0.0	1	0.3
Tay Valley	0	0.0	5	3.1	1	0.3
Beckwith	0	0.0	0	0.0	34	9.7
Carleton Place	12	2.4	1	0.6	52	14.8
Drummond North Elmsley	0	0.0	0	0.0	0	0.0
Elizabethtown Kitley	1	0.2	0	0.0	0	0.0
Lanark Highlands	1	0.2	7	4.3	31	8.8
Merrickville Wolford	1	0.2	1	0.6	0	0.0
Mississippi Mills	2	0.4	4	2.5	198	56.3
Montague	0	0.0	0	0.0	0	0.0
Perth	77	15.2	114	69.9	6	1.7
Rideau Lakes	0	0.0	0	0.0	0	0.0
Smiths Falls	401	79.1	31	19.0	0	0.0
Westport	1	0.2	0	0.0	0	0.0
Southern Leeds Grenville	3	0.6	0	0.0	2	0.6
Unknown	8	1.6	0	0.0	4	1.1
Out-of-Area		0.0		0.0	23	6.5
TOTAL	507	100.0	163	100.0	352	100.0

Table 5.5: Prenatal Class Clients, by Office and Municipality

Municipality of Residence	Smiths Falls		Perth		Almonte/ Carleton Place	
	#	%	#	%	#	%
Athens	1	1.0	1	1.8	0	0.0
Tay Valley	2	1.9	2	3.6	0	0.0
Beckwith	0	0.0	0	0.0	5	8.2
Carleton Place	0	0.0	4	7.1	21	34.4
Drummond North Elmsley	0	0.0	1	1.8	3	4.9
Elizabethtown Kitley	2	1.9	0	0.0	0	0.0
Lanark Highlands	1	1.0	3	5.4	9	14.8
Merrickville Wolford	11	10.5	1	1.8	0	0.0
Mississippi Mills	0	0.0	1	1.8	13	21.3
Montague	0	0.0	0	0.0	1	1.6
North Grenville	4	3.8	0	0.0	0	0.0
Perth	25	23.8	31	55.4	0	0.0
Rideau Lakes	12	11.4	2	3.6	0	0.0
Smiths Falls	44	41.9	8	14.3	0	0.0
Westport	0	0.0	1	1.8	0	0.0
Out-of-Area	3	2.9	1	1.8	9	14.8
TOTAL	105	100.0	56	100.0	61	100.0

Table 5.6: Baby Talk Clients, in Smiths Falls and Perth, by Municipality

Lanark County	Smiths Falls		Perth		Total	
	#	%	#	%	#	%
Almonte	1	1.4	0	0.0	1	0.7
Lanark Highlands	1	1.4	2	3.1	3	2.2
Perth	12	16.4	51	78.5	63	45.7
Smiths Falls	45	61.6	4	6.2	49	35.5
Tay Valley	0	0.0	6	9.2	6	4.3
Leeds Grenville County						
Elizabethtown Kitley	1	1.4	0	0.0	1	0.7
Merrickville Wolford	5	6.8	0	0.0	5	3.6
Rideau Lakes	8	11.0	2	3.1	10	7.2
TOTAL	73	100.0	65	100.0	138	100.0

Table 5.7: Dental Clinic Client Visits, by Office and Municipality

Municipality	Smiths Falls Clinic		Perth Clinic	
	#	%	#	%
Athens	0	0.0	0	0.0
Tay Valley	9	6.0	9	26.5
Beckwith	0	0.0	0	0.0
Carleton Place	24	16.0	0	0.0
Drummond North Elmsley	5	3.3	2	5.9
Elizabethtown Kitley	0	0.0	0	0.0
Lanark Highlands	12	8.0	4	11.8
Merrickville Wolford	4	2.7	0	0.0
Mississippi Mills	10	6.7	0	0.0
Montague	3	2.0	0	0.0
North Grenville	5	3.3	0	0.0
Perth	19	12.7	15	44.1
Rideau Lakes	5	3.3	4	11.8
Smiths Falls	54	36.0	0	0.0
Westport	0	0.0	0	0.0
TOTAL	150	100.0	34	100.0

Appendix 4

Almonte OFFICE CONCERNS (revised Oct 2007)

- Walls not painted in twenty years - holes, tape marks, patches
- Chairs are dirty, worn and stained
- Flooring – worn thin, dirty, we have had flooding which contains mold
- Ceiling-stains and occasional leakage over reception area (being drained to closet holding tank
- Air quality-many colds, coughing etc
- Lack of natural light, lost a large window in lunch/conference room, left in a mess from construction after sealing window
- Need a sink in lunch room-no where to clean dishes, lack of storage
- Drinking water concerns – inappropriate to drink from public washroom sink
- Parking may become an issue
- Washroom is for the public and staff and during clinics there are clients in the little hallway as you re attempting to go to the washroom (very busy, difficult to go to the washroom on these days)
- Sink in washroom and clinic room too small to clean breast pumps
- Limited to cramped storage space (No proper storage for resources & supplies that we can access easily e.g., display materials)– Health and Safety
- No more filing cabinet space, items piled in corners, on all cabinets, on desk cabinets (every vacant space has been filled with resources, binders etc...)
- Desks are not computer friendly- at least twenty years old, these are from Perth office and we do not have proper ergonomics- four staff members have back problems, shoulder pain-health and safety issue
- Central heating and air conditioning-we have no real control as it affects 3 offices not evenly distributed, windows are cold
- Need a room for baby talk, prenatals, meetings, and more clinic space
- We have been having infestation issues with bugs, ants etc.
- Cramped/non private waiting area for clients during our clinics
- Fire escape has been compromised with the loss of windows
- We have been written up by fire chief due to lack of space for resources and staff
- Front Closet is broken and always falling off it's hinges, potential injury to clients and staff (located at front reception large sliding door)
- Poor lighting
- Cold against walls in the winter
- Not enough space for staff
- Confidentiality a large problem (location of Carolyn's desk in waiting room on clinic days) can hear nurse's voices through walls and open doorway, no confidentiality on the phone.
- Front doors on building – difficult to open when couriering supplies, displays, boxes of resources, shredding.... No wheelchair accessibility
- Entrance at front desk – reception, difficult for staff to get out and in when public standing at desk
- No proper way to display Health Unit resources due to cramped space in front room and at front counter.
- New sink in bathroom, which doesn't solve cleaning breast pump concern

APPENDIX 5: WALK-IN CLIENT LOG

INSTRUCTIONS: To be completed for all Health Unit clients who access services (either in-person or by telephone).

To be completed by the office receptionist. The receptionist will explain that the purpose of these questions is to determine what services health unit clients are accessing and in what municipality they reside. No personal information will be collected. The results will be summarized in order to help inform the decision regarding office re-location.

Date	Health Unit Service Accessed	Municipality of Residence

APPENDIX 6: RETROSPECTIVE STAFF SERVICE DELIVERY LOG

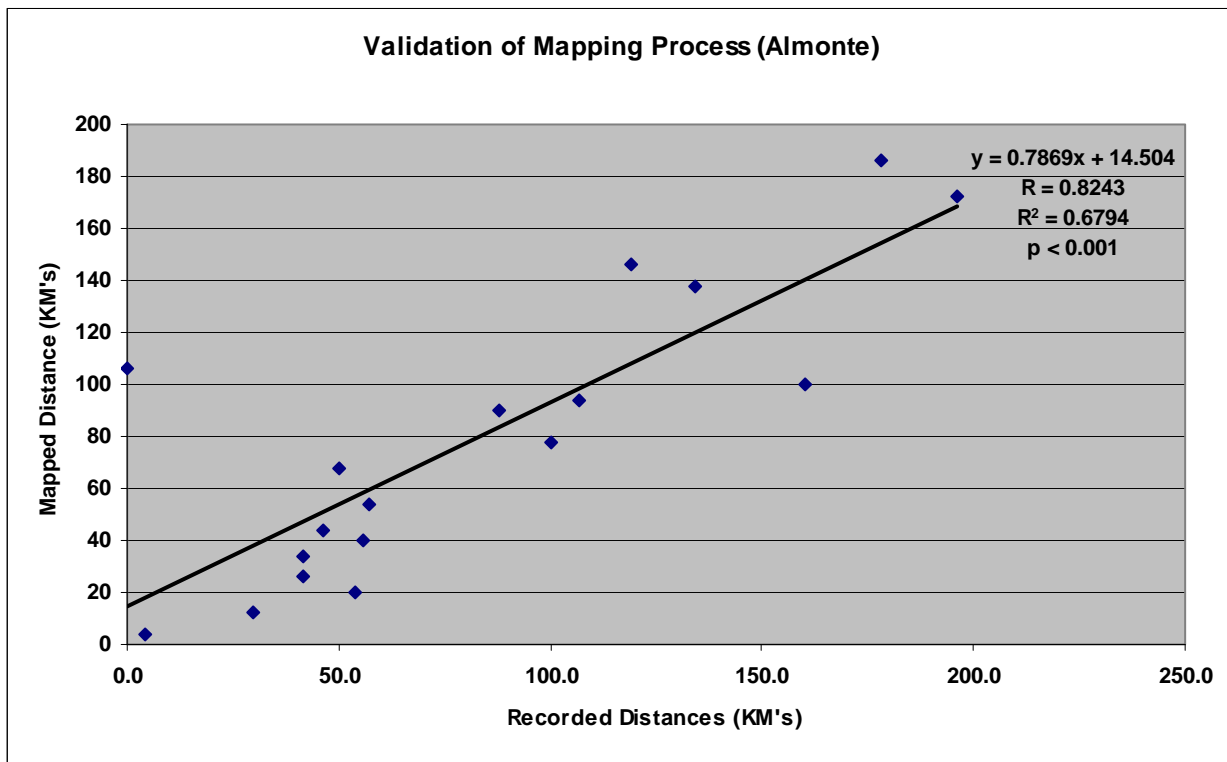
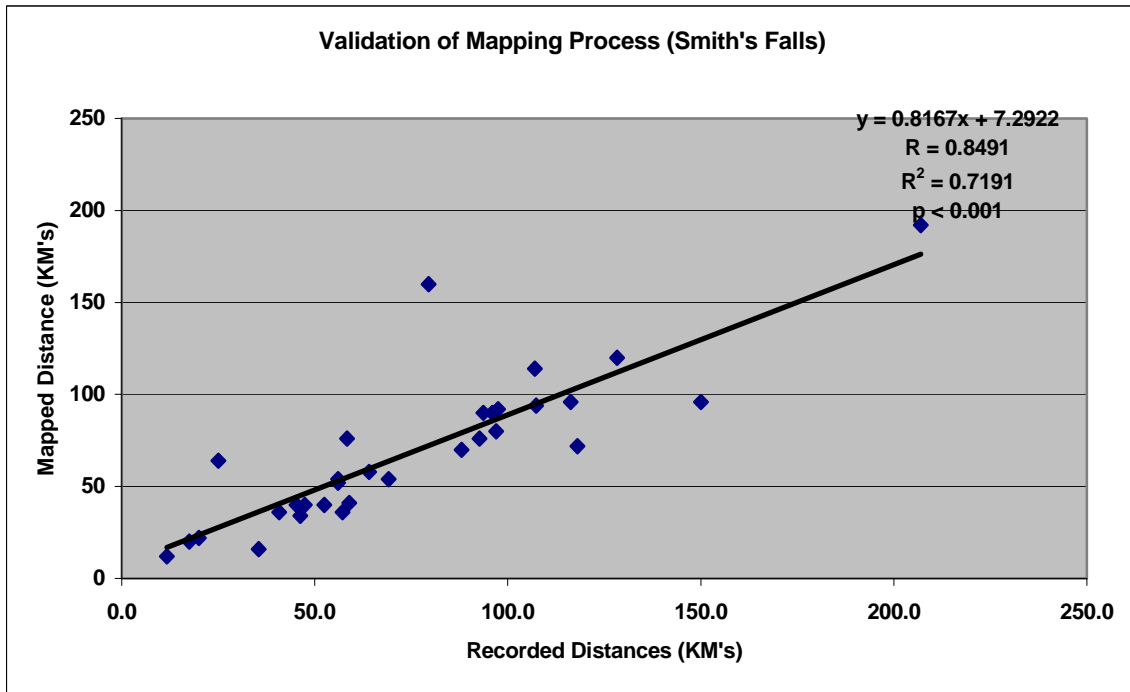
INSTRUCTIONS: Staff are to complete this log for all services and/or program activities that are delivered in the community. This information is being collected in order to help inform the decision regarding office location.

Name: _____

Date	Type of Service Delivered in the community (i.e. home visit, postpartum telephone call, coalition meeting, restaurant inspection)	Municipality where service is delivered	Other costs incurred (kms travelled, long distance charges, room rental)

APPENDIX 7: VALIDATION OF DISTANCE AND TIME ANALYSIS

Validation of mapping process using distance data logged by staff and that calculated using Google Map.



APPENDIX 8: Checklist of Considerations for New Office Space

ALMONTE OFFICE CONSIDERATIONS:

1. **Storage Space** – proper storage for displays, equipment, posters, bins, scales, files, water bottles (4 times more than current with future growth)
2. **Prenatal Space** – a room for 12 couples to sit and do floor exercises. Could use for Baby Talk and Postpartum Depression group
3. **Office/Desk space** – 10 work stations (at current staffing levels, maybe more for future growth)
4. **Meeting space** – enough space for 10 – 15 people with teleconference ability (separate from kitchen and clinic space) with computer and wall to project on
5. **Clinic Interview/client rooms** - Two clinic rooms totally equipped. Set up for privacy (visibility and sound, confidentiality very important)
6. **Reception**- area at front of office, with separate waiting area.
7. **Waiting area** – near clinic room, away from entrance and nursing office area for confidentiality purposes – 10 seats needed to accommodate sexual health and immunization clients.
8. **Utility room** – fax, vaccine fridge, water bottle fridge, sink for proper cleaning of breast pumps and file cabinets connected to office assistant reception area
9. **Washroom facilities** – 2 separate, one for clinic (equipped for testing) and other for staff (with shower as per Health Unit's commitment to future office change to promote physical activity for staff)
10. **Lunch area** -with sink, fridge (we have this), table with chairs, space for microwave station and countertop
11. **File area**- we need double the filing space, (office assistant should have the files she deals with near reception area with lock up capability) – ½ Filing space at front and ½ in with office space work stations
12. **Parking** – at least 25 spaces

SMITHS FALLS OFFICE CONSIDERATIONS:

1. **Meeting space:** Several larger rooms to be used as conference/meeting rooms (by staff and the public). Considerations for regional meetings that happen in the SF office, with other Health Units and partners, such as FOCUS, E.R.I.N., Eastern Ontario Car Seat Coalition. More than one meeting room for multiple smaller meetings on the same day/time.
2. **Space for groups:** adequate space for running groups (e.g. prenatal, baby talk) or community meetings
3. **Technology needs:** including access to and reliability of the Internet.
4. **Air quality:** access to windows & fresh air; attention to presence of dust & mould (or other allergens); efficiency of heating & air conditioning. Temperature control in reasonable ranges.
5. **Adequate storage:** (rooms, closets).
6. **Adequate parking**
7. **Proximity to clients** including buses and sidewalks.
8. **Wheelchair accessibility**
9. **Safe location** for staff working nights and weekends
10. **Adequate work space for staff:** enough room on desks for computers and to do work, and enough quiet, space for traveling/floating staff. Ergonomic friendly workstations.
11. **Entrances:** Double doors at all entrances to control the temp in the room as best can be done. Separate clinic entrance from the main front door will encourage people to attend the clinic.
12. **Traffic flow:** Safe entrance into driveway and back out into the flow of traffic. Safe walkway from the street and from the parking lot to the building.