



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH 2016 SPECIAL COUNCIL MEETING

### **A G E N D A**

**DATE:** Wednesday, JUNE 15, 2016

**SPECIAL MEETING:** 9:00 A.M.

**LOCATION:** Municipal Complex, 7404 Wellington Rd. 34,

**≠ Denotes resolution prepared**

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. **Communications**
  - (a) Making Choices Building Strong Communities – A Guide to Service Delivery Review for Municipal Councillors and Senior Staff

**≠ 4. Recreation Department**

- (a) Report REC-2016-006 – Service Levels and Recreation and Parks Master Plan Recommendations ≠

**≠ 5. Finance Department**

- (a) Report FIN-2016-017 – Updated 10 Year Capital Plan \* **to be distributed under separate cover on Monday, June 13, 2016.**
- (b) Canada 150 Community Infrastructure Program Intake Two - Grant Funding Information

**≠ 6. CONFIRMING BY-LAW**

- (a) By-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

**≠ 7. ADJOURNMENT**

# Making Choices

BUILDING STRONG COMMUNITIES



## A Guide to Service Delivery Review for Municipal Councillors and Senior Staff

March 2010

The Ministry of Municipal Affairs and Housing and its partners offer ***Making Choices: A Guide to Service Delivery Review for Municipal Councillors and Senior Staff*** as a helpful resource to municipalities. However, the guide summarizes complex matters and reflects legislation and practices that are subject to change. Some details may have been omitted in the interest of brevity. Municipalities are responsible for compliance with statutes and other legal requirements. The guide should not be used to substitute for legal or professional advice, and we recommend that municipalities seek such advice in planning any actual service delivery reviews or changes. The user is responsible for how the guide is used or applied.

Although this document has been carefully prepared, neither the ministry nor its partners accept any legal responsibility for its contents or any consequences, including direct or indirect liability, arising from its use.



# **Making Choices: A Guide to Service Delivery Review for Municipal Councillors and Senior Staff**

There are ever-increasing expectations for governments to make informed choices about the services they provide to their citizens. This is evident for municipalities whether facing times of positive economic growth or periods of fiscal constraint. This guide will help municipalities understand the benefits and considerations involved in undertaking a service delivery review, which is a tool that sets out a framework for decision-making on competing priorities in order to pursue the most effective delivery of municipal services.

A Municipal Management Needs Assessment undertaken by the Ministry of Municipal Affairs and Housing in partnership with the Municipal Finance Officers Association, the Ontario Municipal Administrators Association, the Association of Municipal Managers, Clerks, Treasurers of Ontario; identified the following municipal need:

Information, advice, and training on how to monitor, review and improve services – including training on service delivery reviews using operational examples.

Making Choices: A Guide to Service Delivery Review for Municipal Councillors and Senior Staff was created to help municipalities respond to these needs. In particular, it was to help municipal councils and senior staff examine how to:

- improve services
- meet new or increased demand from customers for services
- assess service levels in the face of competing priorities and/or decreasing revenues
- reduce costs, and
- improve revenues.

This guide offers a systematic approach to decision-making around managing municipal spending. Traditional approaches have often involved practices such as across-the-board cuts, targeting “softer” services to cut, deferring capital projects, increasing user fees, or dipping into reserves. Moreover, it was generally assumed that a reduction in the budget of a service would result in a comparable reduction in service levels.

The service delivery review process focuses on setting priorities and, where possible, reducing the cost of delivery while maintaining or improving services and service levels. It’s all about making informed, strategic choices.

The guide assists with making choices that are affordable and reflect municipal values that draw on best practices in service delivery. It includes processes tested by jurisdictions around the world and draws on the best practices of Ontario’s municipal sector.

The guide was developed by the Ministry of Municipal Affairs and Housing in partnership with the Association of Municipal Managers, Clerks and Treasurers of Ontario, the Municipal Finance Officers’ Association of Ontario and the Ontario Municipal Administrators’ Association.

A detailed version of the guide has been developed for senior managers of municipal departments. It is available at [ontario.ca/mah](http://ontario.ca/mah).



# What Is Service Delivery Review?

Service delivery review is an evaluation process in which a specific municipal service is systematically reviewed to determine the most appropriate way to provide it.

## What Does Service Delivery Review Involve?

Service delivery review involves asking ten questions about service improvements and expenditure management:

1. Do we really need to continue to be in this business/service?
2. What do citizens expect of the service and what outcomes does council want for the service?
3. How does current performance compare to expected performance?
4. Do the activities logically lead to the expected outcomes?
5. How is demand for the service being managed?
6. What are the full costs and benefits of the service?
7. How can benefits and outputs of the service be increased?
8. How can the number and cost of inputs be decreased?
9. What are the alternative ways of delivering the service?
10. How can a service change best be managed, implemented and communicated?

Answering these questions means engaging citizens and other stakeholders (including municipal staff and unions) to ensure that the choices made are informed by their goals and values.

## What Is Council's Role In Service Delivery Reviews?

Municipal councils have broad roles (see section 224 of the *Municipal Act, 2001* and section 131 of the *City of Toronto Act, 2006* for reference). As the information may be useful in considering council's roles in service delivery review, some of the wording is set out below:

- a) to represent the public and to consider the well-being and interests of the municipality;
- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;
- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) to maintain the financial integrity of the municipality; and
- g) to carry out the duties of council.

Throughout the review process, council is called upon to make choices – what to deliver, what outcomes the municipality expects from its services, who should pay for them, whether and what citizens should pay for certain services, whether a service could be provided at a lower cost, whether all the things that go into delivering a service are really necessary, and who should deliver which services. Even the decision not to review a service is a choice.

## **What Is The Scope Of Service Delivery Review?**

Meaningful service delivery review incorporates skills, knowledge and experience from many professional disciplines, including service management, labour relations, financial analysis, operational analysis and cost accounting.

Effective reviews are also informed by a thorough understanding of the service area under review. Technical knowledge will be called on to decide matters such as where to put a fire station or when best to clear snow.

# What Makes Service Delivery Reviews Effective?

Service delivery reviews are time and resource-intensive exercises and may involve sensitive local issues. Before beginning a review, council must be committed to seeing it through, give staff clear direction and wholeheartedly support the process.

Many municipalities have found it important to have clear strategic priorities in place before undertaking reviews so that the choices called for by service reviews can be more easily made.

We suggest a six-stage approach to service delivery review, depicted in the flow chart on the following page. This approach is based on experiences gained from Ontario municipalities that have undertaken reviews and on knowledge of practices elsewhere.

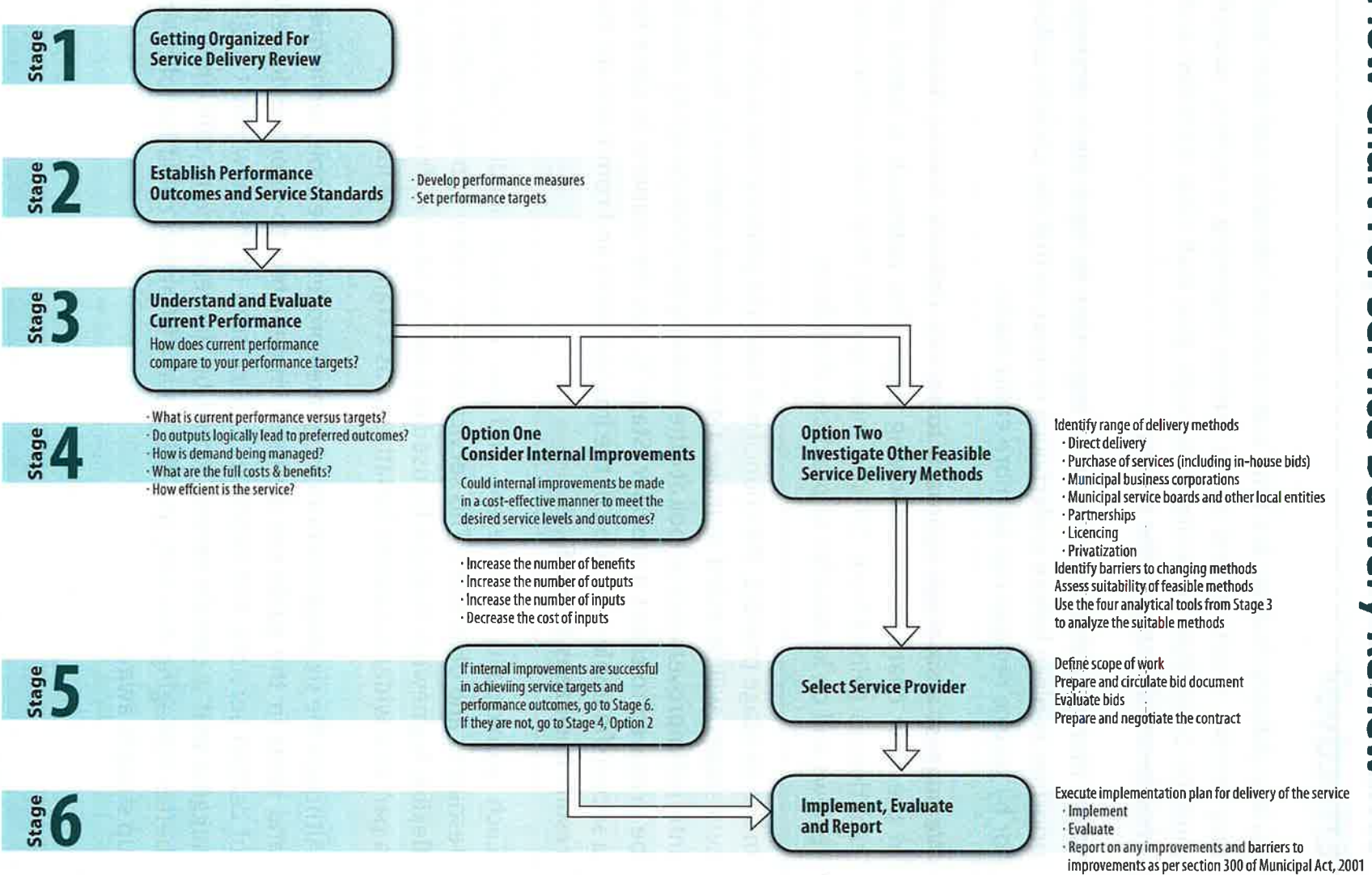
In the six-stage process, the council will have the primary role in the first two stages, will be asked to make a decision about whether to focus on internal improvements or look at other delivery methods (Stage 4), should be prepared to select a provider (Stage 5), put the supports in place for a successful implementation of the improvement and communicate the results to citizens (Stage 6).

Each municipality is different and has different needs, challenges, resources and objectives. This service delivery review approach offers a flexible framework that can be used in a variety of ways, for example, as a part of a wider corporate initiative or as a stand-alone initiative.

Although the six stages form an integrated process, the tools, techniques and ideas in the guide can be used immediately to improve delivery of certain services. For example, a quick scan of the flow chart might suggest that a certain service would be delivered more efficiently by better managing demand, and this course of action could be followed up straight away.



# Flow Chart For Service Delivery Review



## Step One: Getting Organized

To get started, council needs to make choices about:

- What ground rules, principles and processes will govern the review?
- What staffing and support are needed to undertake the review?
- How you will ensure your review process is informed by citizen demands, expectations and concerns?

Of course, council also needs to decide what to review, taking into account common, strategic and community considerations of where improvements are needed most urgently.

## Step Two: What Do You Want The Service Or Program To Do?

Once a service has been identified as a candidate for review, the following questions need to be asked:

- What is its purpose?
- Who is its target group?
- Why is it needed?
- What outcomes does it or should it have?  
That is, how does it affect citizens?
- What measures can be used to gauge the effectiveness of the service?
- What are appropriate service standards and targets?

The answers to these questions become the goals that the service or program will aim to achieve. The preferences of citizens about service levels and standards need to be weighed against fiscal prudence and affordability.

It's not enough to focus merely on inputs (such as the operating cost of the garbage trucks used) or outputs (such as the tonnes of garbage collected). In this approach, the review would focus on outcomes (such as the increase in the percentage of residential solid waste diverted from landfills and/or incinerators). Outcomes are the wider benefits that matter most to citizens and they are the best gauge of a service's success.

## Step Three: How Is The Service Currently Performing?

There are four broad questions to consider:

1. What assumptions underpin current service arrangements? Do the outputs of the service or program logically lead to the desired outcomes?
2. How is demand for the service or program managed? Education? Pricing? Management procedures? Technological innovation? Regulation or operational change?
3. What are the full costs and benefits of the service or program? This includes:
  - Direct costs (e.g., labour, fire trucks, day care facility)
  - Indirect costs (e.g., administrative, payroll and legal costs)
  - Tangible costs (e.g., capital costs, operating costs)
  - Intangible costs (e.g., impact on municipality's reputation)
  - Tangible benefits (e.g., low application processing times)
  - Intangible benefits (e.g., high staff morale)

When looking at service costs, in this approach costs that are shared across departments are included. For example, reductions in park operations might affect transportation/roads costs also if staff and vehicles are shared across departments.

4. How efficient is the service or program? Here you'll want to consider all the inputs (such as money spent or staff employed) and outputs (such as number of tonnes of garbage collected or the number of fires extinguished).

This information may identify a performance "gap" in the current delivery method relative to the desired outcomes.

At this point, the municipality has an important choice to make: continue to provide the service directly but in an improved way, or investigate alternative methods of delivery.

## **Step Four, Option One: Improve Delivery Through Internal Improvements**

Many municipalities that currently deliver a service or program directly choose to make internal improvement first before considering alternative delivery methods.

Staff can improve delivery by:

- Increasing the number of benefits, for example, by using technology to make services more responsive, reliable or accessible.
- Increasing the number of outputs, for example, by making better use of existing assets and facilities.
- Decreasing the number of inputs, for example, by eliminating red tape or duplication; re-deploying inputs that don't add significant value; or sharing services to achieve economies of scale.
- Decreasing the cost of inputs, for example, by error proofing; standardizing; simplifying; competitively sourcing; volume leveraging; establishing a "just-in-time" supply or a supply chain management system; or better managing labour costs.

If the internal improvement strategy is successful, the next step is to implement, evaluate and report the improvement. If it proves unsuccessful, the next step is to investigate other feasible service delivery methods.

## **Step Four, Option Two: Investigate Alternative Service Delivery**

A number of options are available:

- Direct Delivery
- Purchase of Services<sup>1</sup>
- Municipal Business Corporations
- Municipal Service Boards and other Local Entities
- Partnerships
- Licensing
- Privatization

The review team will start by screening out methods that are unfeasible due to legal rules (the municipality is legally obligated to provide the service or program in a certain way) or market barriers (the private provider market cannot fill the gap).

This process should leave the municipality with a short list of feasible delivery methods for more in-depth assessment. The review team will analyze suitable methods using the four analytical tools identified in Step Three.

### **Step Five: Select A Service Provider**

Having selected an alternative delivery method, the municipality then needs to select a service provider. A municipality would have a procurement by-law that outlines its decision-making process for selecting service providers. Assuming a competitive process, this could mean making choices about appropriate evaluation criteria. This process also involves:

- preparing and circulating the solicitation document;
- evaluating bids or proposals; and
- preparing and negotiating the contract.

### **Step Six: Implement, Evaluate And Report**

Whether the municipality decides to make improvements to the current method or use an alternative delivery method, the final step is to implement the changes, evaluate results and report to citizens both on the successful improvement and on barriers to successful improvement.

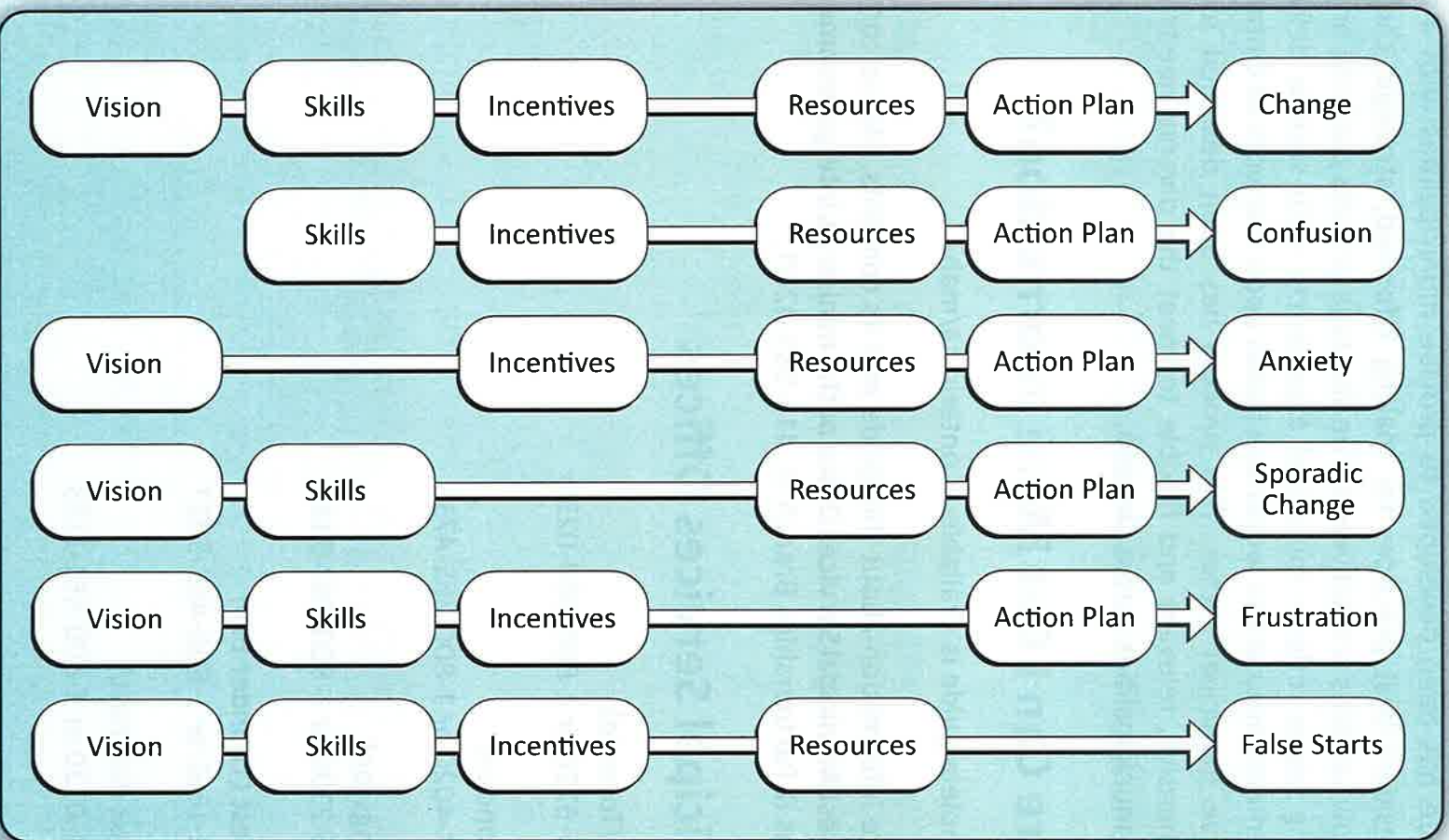
The following diagram on influencing change shows the key ingredients necessary for a successful implementation effort (and the consequences of leaving out any one of the ingredients!).<sup>2</sup>

As changes are implemented, the municipality may need to adjust the choices made, such as deciding on appropriate remedial steps if the changes made to delivery fail to achieve the established goals.



# Influencing Change

(When Implementation Goes Astray)





# Using Service Delivery Reviews To Improve Services And Better Manage Spending

This guide has been developed to provide municipalities with a tool that considers best practices for making informed, strategic choices about how services are delivered. The six-stage process outlined on the preceding pages reflects municipal experiences with service delivery improvements around the world and builds upon the work of Ontario's innovative municipal sector. This process has been designed to be comprehensive, relevant and flexible to meet the diverse needs and goals of municipalities across Ontario.

## Where Can I Get More Information?

The complete guide is available at [ontario.ca/mah](http://ontario.ca/mah).

For more information about this guide and its contents, please contact the nearest Municipal Services Office or the ministry's Intergovernmental Relations & Partnerships Branch at 416-585-4260 .

## Municipal Services Offices

Central (Toronto)

416-585-6226 or 1-800-668-0230

West (London)

519-873-4020 or 1-800-265-4736

East (Kingston)

613-545-2100 or 1-800-267-9438

Northwest (Thunder Bay)

807-475-1651 or 1-800-465-5027

Northeast (Sudbury)

705-564-0120 or 1-800-461-1193

## End Notes

<sup>1</sup> This could include the external purchase of services (hiring another service provider either to deliver the service with private-sector employers or to manage the service using municipal employees) or internal purchase of services (“contracting in” or “in-house bidding” where internal staff compete with external parties to provide the service).

<sup>2</sup> From the workshop “Developing a Coaching and Mentoring System by Linkage Corporation.” Available electronically at [www.linkageinc.com](http://www.linkageinc.com).

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Disponible en français

*Faire des choix : Guide d'examen de la prestation des  
services destiné aux conseillers et cadres municipaux*





## **REPORT REC-2016-006**

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**TO:** Mayor and Members of Council

**FROM:** Don Creed, Director of Public Works/Parks  
Donna Tremblay, Deputy Clerk

**MEETING DATE:** June 1, 2016

**SUBJECT:** Service Levels and Recreation and Parks Master Plan  
Recommendations  
Our File: CO3-AGE

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### **RECOMMENDATIONS**

That Report REC-2016-006- Service Levels and Recreation and Parks Master Plan Recommendations be received.

### **DISCUSSION**

#### **Background**

In 2014-2015, the Township of Puslinch undertook, with the assistance of its consultant, Monteith Brown Planning Consultants a project to research, develop and produce a fiscally responsible Master Plan document for recreation, parks, open space and trails including their respective services and facilities.

The Master Plan engaged the community, municipal representatives, and other stakeholders throughout the process to gain an understanding of the broad range of leisure interest and to raise awareness for the Master Plan and the recreation and park opportunities that are available within the Township.

Throughout the body of the Recreation and Parks Master Plan, recommendations have been identified at the end of each subsection or topic area.

The Master Plan contains 49 recommendations which have been divided into 3 categories including:

- Service Delivery;
- Facility Needs; and
- Parks, Open Space.

The Master Plan also includes an Implementation Strategy which indicates priority, timing and any considerations including potential operating and capital costs.

On May 20, 2015, by Council Resolution No. 2015-213:

*....adopt in principle the 2015 Township of Puslinch Recreation and Parks Master Plan prepared by Monteith Brown dated May 20, 2015 attached as Schedule "A" to report REC-2015-004; and*

*That Council consider any recommendations made in the 2015 Township of Puslinch Recreation and Parks Master Plan which contain budget implications during the 2016 Budget process.*

In October 2015, Phase 1 of the Park Master Plan was launched (*recommendation No. 32 in Recreation and Parks Master Plan*). The purpose of Phase 1 of the Puslinch Community Centre Park Master Plan was to more closely examine options for the site informed by public input. The design of the park has changed as new features have been added over time. Designing the expansion provides an ideal opportunity to examine the functionality of the entire park, such as the potential relocation of the playground and/or the re-purposing of the ball diamond to other uses.

The draft concept plans were presented by municipal staff to the Township's Recreation Committee on November 17, 2015 for initial review and based on comments received from the Committee, were revised prior to presentation to the public. On November 26, 2015, a public open house was held at the Optimist Recreation Centre to present the draft concept plans to interested residents and stakeholders. The concept plans and display panels were also posted on the Township's website from late November 2015 to January 31, 2016, during which comments were welcomed by the Township.

The Parks Master Plan (Phase 1) was presented to Council by the Township's Consultant, Monteith Brown Planning Consultants on March 16, 2016. By Council Resolution 2016-115: Council received the presentation from Mr. Steve Langlois, Principal Planner, Monteith Brown Planning Consultants regarding Puslinch Community Centre Park Master Plan (Phase 1).

Decisions on the next phase of work – which may include further refinement of the preferred concept plan, capital cost estimation, additional consultation, and approvals – will require Council authorization.

Council during the 2016 Budget deliberations requested special meetings to review the recommendations contained in the Parks and Recreation Master Plan.

At the April 2, 2016 Council meeting Council by Council Resolution No. 2016-150 established a schedule and agenda for review of service levels and master plan recommendations as follows:

<b><u>Meeting Date</u></b>	<b><u>Proposed Agenda</u></b>
June 1	<b>Recreation and Parks</b> <ul style="list-style-type: none"> <li>• Review of Current Service Levels Grassing Cutting Garbage Removal Ball Diamond/Tennis/Soccer Maintenance Garden Maintenance</li> <li>• Badenoch – Master Plan Recommendations 10 and 22</li> <li>• Fox Run Park – Master Plan Recommendation 34</li> <li>• Trails – Master Plan Recommendation 42</li> <li>• Fees Waivers and Grant Program – Master Plan Recommendations 16 and 17</li> <li>• Branding and Signage – Master Plan Recommendations 11 and 41</li> </ul>
June 15	<b>Recreation and Parks</b> <ul style="list-style-type: none"> <li>• Soccer Fields/Ball Diamonds/Tennis Courts/Master Plan PCC – Master Plan Recommendations 24 to 29 and 32</li> <li>• Playground Equipment/Replacement – Recommendation 30</li> </ul> <b>Fire Master Plan</b> <ul style="list-style-type: none"> <li>• Service Levels and Master Plan Recommendations – Agenda details to be outlined in a subsequent report ...</li> </ul>
July 21	<b>Fire Master Plan</b> – Service Levels and Master Plan Recommendations – Agenda details to be outlined in a subsequent report ...
August 9	<b>Fire Master Plan</b> – Service Levels and Master Plan Recommendations – Agenda details to be outlined in a subsequent report
September 7	<b>Open and Recreation and Parks</b> <ul style="list-style-type: none"> <li>• Staffing and Volunteerism – Master Plan Recommendation 8</li> </ul>

At the May 17, 2016 Recreation Committee Meeting, Report REC-2016-005 – Service Levels and Recreation and Parks Master Plan Recommendations was received by Committee (Recommendation No. 023) and the Committee provided their recommendations with respect to service levels. The Committee's recommendations are contained in this Report.



**Purpose**

The purpose of this report is provide Council with information on current service levels anticipated additions to current service levels and the Recreation Committee's recommendations with respect to the following:

- Grass Cutting
- Garbage Removal
- Ball Diamond/Tennis/Soccer Maintenance
- Garden Maintenance

and to provide Council with information and the Recreation Committee's recommendations for the following service level recommendations contained in the Parks and Recreation Master Plan:

Badenoch Community Centre - Recommendations 10 and 22

Fox Run Park - Recommendation 34

Trails - Recommendation 42

Fee Waivers and Grant Program - Recommendations 16 and 17

Branding and Signage - Recommendations 11 and 41

Soccer Fields/Ball Diamonds/Tennis Courts Master Plan PCC – Recommendations 24 to 29 and 32

Playground Equipment/Replacement – Recommendation 30

**Current Service Levels for Parks**

Staff prepared a chart indicating the current parks service levels with respect to the following facilities and/or locations, Puslinch Community Centre Grounds, Morriston Meadows, Old Morriston, Badenoch, Boreham, Calvary Church, Fox Run and Historic Block. Attached as *Schedule "A"* to report REC-2016-006 is a copy of the chart.

**Council Consideration Additions/Deletions to Service Levels****Baseball Diamond Maintenance**

Currently the Township provides this service on a "as required basis". Should parks staff continue to provide lining and base set-up or should the various user groups assume responsibility?

Recreation Committee Recommendation No. 023 – That the various baseball user groups and renters assume responsibility for lining the baseball diamond and setting up the bases.

## **Subdivision Maintenance – Aberfoyle Creek Estates**

Currently the Township has acquired a contractor (40hrs/month) to perform garden maintenance of gardens at the Millennium Garden, Township Administration and Fire Department Complex.

The Township received correspondence from Prior Development Corporation on April 21, 2015, attached as **Schedule “B”** to Report REC-2016-006 is a copy of this correspondence.

The Township will be assuming the maintenance of areas identified in the Prior Development Corporation correspondence in 2016. What level of service will the township provide to this area?

Staff will be conducting a detailed review of the areas which the Township will assume maintenance and report back to Council during the 2017 Budget discussion regarding additional operating costs and staffing requirements. Staff note that Prior Development Corporation maintained the property to an high service level for the last 25 years.

## **Trail Maintenance**

Currently the Township has ownership of only one trail, Telfer Glen. Funds have been set aside in the 2016 Capital Budget for the inclusion of a trail at the Puslinch Community Centre Grounds. The Township has provided some maintenance work including brush removal to the entrance of the Telfer Glen Trail. The Township does not have established maintenance standards for trails. What level of service will the Township provide for trails within the Township?

Staff will be undertaking development of trails maintenance standards.

## **Morrison Streetscaping**

The permit for Phase 1 of this project has been issued and works on the project are to commenced on May 25, 2016. The Township has received an estimate from its consultant that annual maintenance costs of phase 1 are approximately \$2,000 per year.

## **Master Plan Recommendations**

### **Badenoch Community Centre**

### **Incorporation of the Board**

The Badenoch Community Centre Board is responsible for the following:

- advising Council on issues that affect the Badenoch Community Centre

(including policy and fee schedules)

- providing input to Council on the operating and capital budget
- reviewing existing practices and policies and make recommendations to improve the delivery of services to the public
- bringing forward and discussing concerns raised by taxpayers, users or staff that may affect the operation of the department

As currently constituted, the Badenoch Community Centre Board operates with much autonomy from the Township and has taken over responsibilities for the management and operation of the Badenoch Community Centre, having hired a booking coordinator that is not a municipal employee. Procedurally, the Board (which has a sitting member of Township Council) does not report directly to Council like the Township's other committees, but rather operates as a board of management. However, the Board is not incorporated and, therefore, is not subject to the same policies, procedures, and guidelines as not-for-profit corporations (requirements that are in place to protect all parties involved, including insurance coverage). While this arrangement has been cost effective for the Township, the current arrangement lacks the same accountability and transparency that other municipal operations enjoy and there are also concerns about the long-term viability of this model given the high level of commitment from a small number of members. It is recommended that the Township work with the Board to seek its incorporation as a not-for-profit entity responsible for the operation of the Badenoch Community Centre.

### **Master Plan Recommendation 10**

Work with the Badenoch Community Centre Board to seek its incorporation as a not-for-profit entity responsible for the operation of the Badenoch Community Centre. Should this direction not be supported by the Board/Council, the Township may consider assuming the operational duties for this facility and absorb the Board's mandate into that of the Recreation Committee.

Staff are in support of this recommendation.

Recreation Committee Recommendation No. 023(b) – That the Township work with the Badenoch Community Centre Board to seek its incorporation as a not-for-profit entity responsible for the operation of the Badenoch Community Centre.

### **Maintenance of Badenoch Community Centre**

The Badenoch Community Centre was a former school erected in 1889, although the building has no heritage designation. This facility is owned by the Township and operated by a group of volunteers (the Badenoch Community Centre Board, which is not a formal board of Council or board of management) as a community hall suitable for weddings, banquets, meetings, and other small events. The Board is generally responsible for minor changes and day-to-day operations, while the Township is responsible for other major works. A practice ball diamond and swing set is located

outside, in addition to parking for approximately 20 cars.

The facility is generally in good condition and is equipped with a full kitchen and bathrooms, although the building is not accessible. The roof was also recently replaced in 2010. A wheelchair ramp flanks the east side of the building; however it is not built to code. The building also has a basement, although it is not currently utilized. The building condition assessment prepared in early 2014 identified several areas requiring attention including fire safety supplies, water infiltration repairs, water treatment equipment, light fixtures, and replacement of the furnace, heating oil tank, windows, doors, and hot water tank, as well as exterior wall rehabilitation. These projects are estimated to cost approximately \$135,850. In addition to the improvements identified in the building condition report, a number of enhancement opportunities may exist including upgrading the building to ensure that it is accessible, improving outdoor amenities, and developing a trail connection to the Badenoch Tract to the west.

On October 4, 2006, Township Council approved the entering into of a Lease Agreement for a term of 20 years commencing January 1, 2007. The Lease Agreement contains clauses with respect to the use and responsibilities regarding maintenance of the facility. Attached as **Schedule "C"** to report REC-2016-006 is a copy of the Lease Agreement.

## **Recommendation 22**

Prioritize improvements to the Puslinch Community Centre and Badenoch Community Centre and link projects to the Township's long term capital forecast.

Staff are in support of this recommendation.

The Recreation Committee expressed concerns with respect to the amount of capital funds required to bring the facility into accessibility standards.

## **Fox Run Park**

Fox Run Park is located north of Aberfoyle. This flag-shaped park is bordered by residential dwellings on all sides with extremely limited frontage along Fox Run Drive and Deer View Ridge. No amenities or facilities are available at this park and no signage exists identifying its location. As this park is land locked and largely serves as an extended backyard for neighbouring estate residential dwellings, this park may be suitable to naturalize or divest from the Township's responsibilities.

## **Recommendation #34**

Consult with local residents and seek opportunities to naturalize or divest Fox Run Park in order to reduce maintenance and carrying costs.

Staff is in support this recommendation.

Recreation Committee Recommendation No. 023(c) – that the Township consult with local residents and seek opportunities to naturalize of Fox Run Park in order to reduce maintenance and carrying costs.

## **Trails**

### **Telfer Glen Park/Trail**

Telfer Glen Park is a small naturalized park in Morriston with generally thick vegetation. Located along Calfass Road south of Queen Street and north of Settlers Court, Telfer Glen Park is approximately 1.5 hectares (3.8 acres) in size and offers a naturalized trail loop. Limited opportunities are available given the naturalized state of the park.

The only trail owned and maintained by the Township of Puslinch is located at Telfer Glen Park in Morriston. This short trail loop measures approximately 270 metres in length and is located within a naturalized wooded area. Accessible from Calfass Road, this trail has a natural hiking surface with an easy to moderate difficulty. A park sign is located at the main trail access point; however, there is no wayfinding signage that identifies the trail route and other key information. Improvements can also be made to improve entrance visibility and vegetation clearing to widen the trail. Limited road-side parking is available along Calfass Road, although it is anticipated that this trail is used by local residents only.

### **Proposed Puslinch Community Centre Parkland Trail**

The capital carry forward amount of \$37,800 has been set aside in the 2016 Parks Capital Budget for the development of the Parkland Trail. This project was included as a recommendation of the Parks and Recreation Master Plan and was to be evaluated after the Development of the Master Plan for the Puslinch Community Centre Park.

At the Public Meeting held on November 6, 2015, public input regarding the trail included:

*“I like the proposed trail loop around the new land. This will be great for young and old to promote physical activity. “*

The proposed trail received good support, with suggestions that it should encircle the entirety of the park. Single comments were received for asphaltting the trail, a shorter oval, and for routing of the trail closer to Mill Creek.

The proposed trail will have additional maintenance and inspection costs. Staff will be preparing maintenance standards for the proposed trail in order to determine costs.

**Recommendation No. 42**

Seek opportunities to include trails and pathways (unpaved) within the Puslinch Community Centre Park (existing portion and/or expansion lands) through the recommended Park Master Plan process.

Staff are in support of this recommendation.

**Fee Waivers and Grant Program**

Report FIN-2015-021- 2015 Grant Application Policy and Fee Reduction/Waiver Policy appeared on the May 6, 2015 Council Agenda. Council by way of Council Resolution 2015-171 requested that the matter be deferred to the May 20, 2015, Council meeting for consideration.

At the May 20, 2015, Council meeting Council considered Report FIN 2015-021- 2015 Grant Application Policy and Fee Reduction/Waiver Policy and provided staff with direction on revisions to the policies contained in report.

At the July 15, 2015 Council meeting, Council considered Report FIN-2015-027 and adopted Council Resolution 2015-276 as follows:

*That Report FIN-2015-027 regarding the 2015 Grant Application Policy and Fee Reduction/Waiver Policy - Revised, be received; and*

*That Council directs staff to proceed with holding a Public Meeting in September at the Puslinch Community Centre in conjunction with the Fees and Charges Public Meeting to obtain public input on the proposed Grant Application Policy as outlined in Schedule C to Report FIN-2015-027 and the recommendations regarding fee reductions and waivers as outlined in Report FIN-2015-027; and*

*That staff publish notice in the Wellington Advertiser, Township website, and provide notice to previous funding recipients to advise of the Public Meeting; and*

*That staff report back on the results of the Public Meeting; and*

*That staff report back in 2016/2017 with regard to the following:*

- *Organizations under separate agreement;*
- *The establishment of a facility use agreement with the Upper Grand District School Board; and*
- *Sports facility user fees collected from Minor Soccer, Old Timers Baseball, Senior Ladies Baseball, Junior/Intermediate Men's Fastball, Minor Baseball, Morriston Men's League, and Tennis.*



A Public Information Meeting was held on September 17, 2015. The Public provided comments regarding the draft policies contained in Report FIN-2015-017 and presented by staff at the public meeting. These comments are reflected in the Public Information Meeting Minutes of September 17, 2015. Attached as **Schedule “D”** is a copy of the Public Meeting Minutes.

On November 25, 2015, Council received report FIN-2015-036 – Community Grant Requests. Attached hereto and attached as **Schedule “E”** is a copy of Report FIN-2015-025 and attached as **Schedule “F”** is a copy of Council Resolution 2015-461.

Staff will be reviewing the public comments and a further staff Report will be presented to Council in June 2016 which will include any revisions to the policies.

### **Recommendation 16**

Establish a policy to address special requests for fee waivers in an equitable and transparent manner. (e.g., each affiliated community organization may receive one two-hour room rental free each year for an annual meeting).

### **Recommendation 17**

Develop a Community Funding Policy and grant program to assist community organizations in implementing initiatives that are aligned with the Township’s goals and priorities (funding could go towards offsetting the cost of items such as materials, equipment, promotion, staffing/administration, etc.). There is an expectation that organizations would also be required to fund a portion of the cost themselves.

Staff are in support of recommendations 16 and 17.

Recreation Committee No. 023(d)– That the Township establish a policy to address special requests for fee waivers in an equitable and transparent manner.

### **Branding and Signage**

The Recreation and Parks Master Plan and Township Council during its Term of Council Goals and objective setting session held on December 22, 2014, identified “destination Marketing/Branding as an initiative.

The Township of Puslinch Community Based Strategic Plan identifies destination and marketing/branding as an objective under Strategic Goal I – Create a Puslinch Identity.

The amount of \$15,000 has been budgeted for in the 2016 Corporate Capital Budget and Forecast. This project could be eligible for \$7,500 (50%) Rural Economic Development (RED) funding with the remaining \$7,500 (50%) fund from the tax levy.

**Recommendation 11**

Undertake a Communications & Branding Strategy to promote local parks and recreation opportunities. This Strategy may include:

- Publishing a bi-annual community leisure guide containing information relating to parks, trails, and recreation opportunities, as well as other services provided by the Township and its community partners;
- Exploring digital signage, social media, and emerging technologies to maximize awareness opportunities and outreach to wider audiences; and
- Township-wide signage to easily identify municipal assets and branding (logo, tag line, etc.) and to provide consistent messaging.

**Recommendation 41**

Establish a consistent signage design template and install at all parks, recreation facilities, and trail heads.

Staff are in support of these recommendations.

Recreation Committee Recommendation 023(e) - that the Township undertake a communications and branding strategy to provide local parks and recreation opportunities; and that the Township establish a consistent signage design template and install at all parks, recreation facilities and trail heads.

**FINANCIAL IMPLICATIONS**

As noted in the report.

**APPLICABLE LEGISLATION AND REQUIREMENTS**

None.

**ATTACHMENTS**

Schedule "A" - Current Service Level for Parks

Schedule "B" – Correspondence from Prior Development Corporation dated April 21, 2015

Schedule "C" – Badenoch Community Centre Lease Agreement

Schedule "D" – Public Meeting Minutes – September 17, 2015

Schedule "E" – Report FIN-2015-036 – Community Grant Requests

Schedule "F" – Council Resolution 2015-461

# **CURRENT SERVICE LEVELS FOR PARKS – SCHEDULE “A”**

	PCC	MORRISTON MEADOWS	OLD MORRISTON	BADENOCH	BOREHAM	CALVARY	FOX RUN (contractor)	HISTORIC (contractor)
GRASS CUTTING AND TRIMMING	Once/7 days	Once/7 days	Once/7 days	Once/7 days	Once/7 days	Once/7 days	Once/10 days	As required
FERTILIZE	Once/year	Once/year	Once/year	Once/year	N/A	N/A	N/A	N/A
ROLLING	Once/year	Once/year	Once/year	Once/year	N/A	Once/year	N/A	N/A
GARBAGE REMOVAL	Once/7 days	Once/7 days	Once/7 days	Once/7 days	Once/7 days	Once/7 days	N/A	As required
PLAY GROUND maintenance	Once/7 days	Once/7 days	N/A	N/A	Once/7 days	N/A	N/A	N/A
PLAY GROUND INSPECTIONS	Once/month	Once/month	N/A	N/A	Once/month	N/A	N/A	N/A
BALL DIAMONDS Dragging/lining *	As required*	As required*	As required*	N/A	N/A	N/A	N/A	N/A
MILLENNIUM GARDEN	40hrs/mnth contractor							

# **PRIOR**

## **DEVELOPMENT CORPORATION**

9 KERR CRESCENT,  
PUSLINCH, ONTARIO N0B 2J0 (519) 763-1542 FAX (519) 763-3757

**SCHEDULE "B" to  
Report REC-2016-006**

April 21<sup>st</sup>, 2015

Re: Lawn Maintenance

Dear Aberfoyle Creek Estates Resident,

In 1990, Prior Development Corporation started construction on the lands that became Bridle Path and known as Phase 1 of Aberfoyle Creek Estates. Along the way, the Daymond Farm was developed into Carriage Lane (Phase 2) and Daymond Drive/ Cassin Court (Phase 3). This past year, a house in each Phase was constructed which completed the entire development. We thank everyone who lives in our development for the pride of ownership you display with your homes. You have helped create one of the most attractive subdivisions in Wellington County.

As each Phase was developed, parcels of land were transferred to the Township of Puslinch/ County of Wellington and they assume maintenance of those lands. Some of these include the slopes and ditches at the entrances of Phase 1 and 3. The islands that separate incoming and out going lanes on Bridle Path and Island Turning Circle at the end of Carriage Lane. In an effort to keep these areas neatly maintained Prior Development Corporation has provided Lawn Maintenance at its own expense over the past 25 years. Now, that the 3 Phases of Aberfoyle Creek Estates are completed, Prior Development Corporation will reduce the frequency it maintains these areas beginning this spring and will stop maintaining these lands at the end of 2015. We will provide a copy of this letter to the Township of Puslinch and the County of Wellington so they are aware of our intentions. If you would like to provide additional lawn maintenance to these areas, please contact the Township to communicate your intent.

Sincerely yours,



**PRIOR DEVELOPMENT CORPORATION**

Fred Prior, C.E.T.  
President

Fp: tp

**Township of Puslinch  
Public Works  
CLEAR**

JUN 01 2015

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Signature

THIS LEASE made the 4th day of October, 2006.

IN PURSUANCE OF THE SHORT FORMS OF LEASES ACT

**B E T W E E N:**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

hereinafter called the "**Township**"  
OF THE FIRST PART

- and -

**BADENOCH COMMUNITY CENTRE BOARD**

hereinafter called the "**Board**"  
OF THE SECOND PART

WITNESSETH that in consideration of the rents, covenants and agreement hereafter reserved and contained on the part of the said BOARD, to be paid, observed and performed, the said TOWNSHIP has demised and leased and by these presents doth demise and lease unto the said BOARD.

ALL THOSE CERTAIN PREMISES known and described as the Badenoch Community Centre, on 4217 Watson Road South, Puslinch, Ontario legally described as Part Lot 31, Front Concession 10 in the Township of Puslinch, County of Wellington.

**TERM**

TO HAVE AND TO HOLD the said demised premises for and during the term of **Twenty (20)** years to be computed from the first day of January, 2007 and from thence forth ensuing and to be fully completed and ended on the 31<sup>st</sup> day of December, 2026.

**RENTAL**

YIELDING AND PAYING THEREFORE, THE SUM OF TEN (\$10.00) DOLLARS of lawful money of Canada, without any deduction, defalcation or abatement whatsoever.

THE rental sum is payable, unto the said TOWNSHIP, at the Township Office, Township of Puslinch, YEARLY in advance, commencing on the first day of January, 2007 and every year during the said term.

THE TOWNSHIP agrees that all major repairs to the plumbing and electrical systems, ultraviolet (UV) water system, furnace, insulation, roof, storm windows, outside painting and pointing, and structural repairs both interior and exterior, shall be its responsibility.

THE BOARD agrees that it will leave the premises in a good state of repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted.

THE BOARD agrees that it will repair according to notice in writing, reasonable wear and tear and damage by fire, lightning and tempest only excepted.

PROVIDED that in the event of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt.

THE BOARD agrees to promptly notify the TOWNSHIP of any repairs to be made by the TOWNSHIP, and upon giving notice in accordance with The Landlord and Tenant Act, the TOWNSHIP shall be permitted to enter and view the state of repair and to make any such repairs.

THE BOARD agrees to maintain the premises in a state of cleanliness, and to repair any damage caused thereto by his own willful or negligent conduct or that of persons who are permitted on the premises by him. The BOARD agrees that the premise may be rented to any individual or group for any function or activity subject to the BOARD'S terms and conditions.

THE BOARD agrees to keep up fences.

THE BOARD agrees not to cut down timber.

THE BOARD agrees not to assign or sublet without the consent of the TOWNSHIP, such consent not to be arbitrarily or unreasonably withheld. The BOARD shall pay the TOWNSHIP'S reasonable expenses incurred thereby. Likewise, The TOWNSHIP agrees not to assign or sublet the property without the consent of the BOARD.

THE BOARD agrees not to carry on upon the premises any business that may be deemed a nuisance or by which the insurance on the premises will be increased.

THE BOARD may remove its fixtures, if such removal may be, and is, done without injury to the premises. Fixtures of the TOWNSHIP'S shall remain with the property.

THE BOARD, for its part, agrees to pay for all internal renovations and repairs of a minor nature.

THE BOARD hereby covenants to pay for inside custodial services for the described premises.

THE BOARD hereby covenants to pay all charges for telephone and electrical energy used in the described premises.

THE BOARD shall give the TOWNSHIP prompt written notice of any accident or other defect in water pipes, or heating apparatus, electric, or other wires on any part of the premises.

PROVIDED that, where the premises become vacant and so remain for a period of 30 days, it shall be presumed that the BOARD has abandoned the premises and the TOWNSHIP may re-enter and take immediate possession of the premises.

PROVISO for re-entry by the TOWNSHIP on non-payment of rent or non-performance of covenants, provided that such re-entry shall, at all times, be in accordance with the provisions of The Landlord and Tenant Act.

THE BOARD hereby covenants to pay for external maintenance of the described premises including snow removal and grass cutting.

THE TOWNSHIP shall maintain the premises in a good state of repair and fit for habitation during the herein lease in order that the premises comply with health and safety standards required by law.

THE TOWNSHIP shall be permitted to enter upon the premises to conduct weekly samples of water testing and any other requirement for health and safety standards.



PROVIDED FURTHER that this lease may be renewed on terms to be agreed upon by both parties. Notice of Termination of this lease by either party shall be made no less than three (3) months.

IT IS HEREBY declared and agreed that the expressions "TOWNSHIP" and "BOARD", wherever used in this Indenture, when the context allows, include, be binding on and enure to the benefit of not only the parties hereto, but also their respective executors, administrators and assigns.

AND it is further agreed between the parties hereto that wherever the singular and masculine are used throughout this lease they shall be construed as if the plural or feminine had been used, where the context or the party or parties hereto so require, and the rest of the sentence shall be construed as if the grammatical or terminological changes thereby rendered had been made.

IN WITNESS WHEREOF the parties have executed these presents.

**SIGNED, SEALED AND DELIVERED**

in the presence of

) **THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

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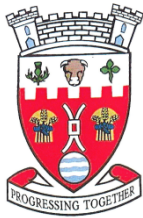
  
\_\_\_\_\_  
Mayor – Brad Whitcombe

  
\_\_\_\_\_  
CAO/Clerk-Treasurer – Brenda Law

**BADENOCH COMMUNITY CENTRE BOARD**

  
\_\_\_\_\_  
Lois McLean - Chairperson

  
\_\_\_\_\_  
Don Aubin



SCHEDULE "D" TO  
REPORT REC-2016-006

## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

**DATE:** Thursday, September 17, 2015

**TIME:** 7:00 p.m.

**PLACE:** Puslinch Community Centre  
23 Brock Rd. South

**FILE NUMBER:** A09-GRA

**MEMBERS:** Mayor Dennis Lever – Chair  
Councillor Susan Fielding  
Councillor Ken Roth  
Councillor Matthew Bulmer

The Chair advised that there were many different schemes for payments for the use of the facilities by the various groups. In an effort to level the playing field with respect to payments, during the 2014 and 2015 Budget discussions Council passed resolutions to waive the rental fees associated with the various facilities. In December 2014, during a Council Goals and Objectives meeting of Council, Council directed staff to conduct a review and provide draft policies for grants and in-kind donations based on comparator municipalities.

The Chair advised that the purpose of tonight's meeting is to seek the public's comments and questions on the draft policies that are before Council. No decisions will be made at tonight's meeting with respect to these policies. All comments and questions will be considered and come forward at a future Council date for consideration.

The Chair advised the attendees that those who wished to make comments should stand proceed to the microphone, state their name for the record and address their comments to those in attendance.

The Chair advised that once questions and comments from the Public had been completed that the Councillors in attendance this evening would have an opportunity provide comments and questions.

### **Presentations**

The Chair introduced Mary Hasan, Director of Finance/Treasurer.

Ms. Hasan began her presentation with a summary of the information she would be providing to the attendees including: Council goals and objectives, Recreation and Parks Master Plan recommendations, reduced rate for the use of Township facilities, Grant Application Policy, total upset limit of grant funding, implementation strategy and future reporting

Ms. Hasan advised that a Special Council Meeting was held on December 22, 2014 for the purpose of setting goals and objectives for this term of Council. During that meeting one of the goals was the development of a Grant Application Policy prior to consideration of the 2016 budget and the development of a policy regarding the use of Township facilities by community groups prior to consideration of the 2016 budget. Ms. Hasan advised that the 2016 Budget discussions would be commencing on September 30, 2015.

Ms. Hasan advised that in May 2015, Council adopted, in principle, the Recreation and Parks Master Plan. One of the recommendations contained in the plan was that Council adopt a community grant system policy with an annual intake of



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

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applications from a set pool of money within the Township's budget through which community organizations can apply for funds to be used to offset start-up funds associated with a group or activity (but not ongoing operational costs); to install, build, renovate or upgrade smaller scale parks or recreation facilities that are needed within the community; and/or to assist with a special program or event that would not otherwise be financially viable but that provides a justifiable social or economic return to the Municipality as a whole.

Ms. Hasan advised that the Recreation and Parks Master Plan also recommended that Council also adopt a policy to address special requests for fee waivers in an equitable and transparent manner with an example that Council may wish to consider such fee waivers as providing each affiliated community organization with one two hour room rental free each year for an annual meeting.

### **Proposed Fee Reduction Policy**

Ms. Hasan advised that staff have conducted research with respect to fee reductions and waivers and based on a survey of comparator municipalities staff are recommending that the policy include a reduced rate of 40% for the following facility rentals, Optimist Recreation Centre – Gymnasium, Arena, Rink, Puslinch Community Centre – Alf Hales Room, Archie MacRobbie Hall, and Kitchen, Sports fields, Rink board advertising, ball diamond advertising and electronic sign rental advertising.

Ms. Hasan advised that organizations eligible for the fee reduction would include organizations in existence for at least one year, organizations who have their principal address in the Township and are operating as a not-for-profit organization or an unincorporated community group. In order to determine eligibility, the organizations would be requested to provide documentation including, a copy of its letters patent or articles of incorporation, a copy of its constitution and by-laws, a copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable.

Ms. Hasan advised that ineligible organizations would include: groups or organizations affiliated with any political party or event; individuals, commercial organizations, and coalitions such as ratepayer associations; hospitals, hospital foundations and hospital auxiliary groups or agencies; educational institutions including universities, colleges, schools and associated auxiliary groups; organizations not in good financial standing with the Township or in litigation with the Township and organizations that have not fulfilled any other obligations that they have with the Township.

Ms. Hasan provided information in chart format which indicated which organizations received in-kind contributions during 2014 including the amount received and the financial impact of the 40% reduction to those groups under the proposed policy. Ms. Hasan advised that based on the Township's calculations, in 2014, the various groups received a combined total of \$25,862 of in-kind donations.

### **Proposed Grant Policy**

Ms. Hasan advised that organizations eligible for Township grants would include organizations which have been in existence for at least one year, have their principal address in the Township, are operating as a not-for-profit organization or an unincorporated community group and organizations who propose to use proceeds for the benefit of the Township and its residents, organizations who are able to demonstrate that there is volunteer involvement in the day to day provision of its services and demonstrate financial need and information indicating the impact on the activity should the funding not be received.



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

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Ms. Hasan advised that in order to determine eligibility, the organizations would be requested to provide documentation including a copy of its letters patent or articles of incorporation, if applicable; a copy of its constitution and by-laws; a copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable; a copy of its most current budget; a copy of its most current financial statements and a list of its Board of Directors.

Ms. Hasan advised that the organizations ineligible under the proposed grant application policy would include, groups or organizations of a religious nature, groups or organizations affiliated with any political party or event; individuals, commercial organizations, and coalitions such as ratepayer associations; hospitals, hospital foundations and hospital auxiliary groups or agencies; educational institutions including universities, colleges, schools and associated auxiliary groups; organizations not in good financial standing with the Township or in litigation with the Township; organizations that have not fulfilled any other obligations that they have with the Township; and organizations that have entered into an agreement for the use of a municipally owned or controlled facility at a nominal rate.

Ms. Hasan advised that the Recreation and Parks Master Plan also recommended that ongoing operational costs not be funded by the grant program, therefore ineligible funding requests would include: donations to charitable causes, travel or accommodations, uniforms, personal equipment, banquets, entertainment; attendance at conferences, workshops or seminars; personnel costs; insurance and accounting costs; operating costs and retroactive costs for purposes which have already occurred; funding of prior year deficits and political campaigns, parties or events.

Ms. Hasan advised that in addition to the provision of grants to various groups the Township has been providing additional services to organizations including provision of photocopies and mailings free of charge on behalf of certain community organizations.

Ms. Hasan advised that as indicated in the Township's User Fee By-law No. 076/14, photocopy costs for community groups and neighbourhood associations are exempt, however, staff are recommending that mailings completed on behalf of certain community organizations be discontinued in accordance with the Township's agreement with Pitney Bowes on the use of the postage equipment.

Ms. Hasan advised that past practice has been for the Township to pay for the advertising costs associated with the Optimist Santa Claus Parade, Aberfoyle Fall Fair, and the Plowing Match. Staff are recommending that the Township provide advertising on the Township's website for qualified applicants hosting community events for the benefit of the Township and its residents and should a qualified applicant request reimbursement of advertising costs for advertisements for special events in local newspapers, the applicant should include this as part of their annual grant request.

### **Classes of Applications - Donations**

Ms. Hasan advised that the draft grant policy includes a number of different classes including the following:

Donation including a fund request of up to \$500. This would include grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents. The requirements for this grant is a letter from the applicant indicating detailed information regarding the grant request including how the funding requested meets the evaluation criteria including organizations that demonstrate collaboration, positive community engagement and civic pride, promote volunteerism, participation and leadership development, foster a healthy,



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

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safe and active community, fiscal and overall accountability and responsiveness to existing community need.

Sponsor or Contributor including a fund request of greater than \$500 and up to \$3,000. These grants are to be given to organizations for the purpose of a community event or program that benefits the Township and its residents. Ms. Hasan advised that examples include the Santa Claus Parade, Fall Fair, Canada Day Pancake Breakfast and Fireworks, and the Mill Creek Stewardship Ranger Program. Completion of a Grant Application Form would be a requirement.

Project Funder including a fund request of greater than \$3,000. These grants are to be given for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents. Requirements include completion of a Grant Application Form, Presentation of grant request to Council during budget process, Post project reporting within three (3) months of the project's completion or within three (3) month's of the organization's fiscal year-end, whichever comes first. The Report is to include financial statement and/or receipts, outlining how the funding was utilized and how it contributed to the overall goals and objectives of the organization with the final report to be presented to Council.

Ms. Hasan provided an overview of the total grant and in-kind funding including and excluding the \$25,000 of grant funding provided to Puslinch Lake Conservation Association as it compared to other comparator municipalities.

Ms. Hasan advised that staff have recommended that Council set a maximum threshold of grant funding as a percentage of the previous year's tax levy and that total grant funding not exceed 0.5% of the previous year's approved tax base to be more in line with the comparator municipalities reviewed.

Ms. Hasan advised that this amounts to \$16,832 based on the 2015 taxation levy of \$3,366,369 and that staff are recommending to Council that this limit be applied for the 2016 budget year.

Ms. Hasan advised that with respect to Budget approval, the first step is for applications to be reviewed by the Finance Department for completeness and to ensure organizations applying for funding meet the eligibility requirements. The Finance Department will prepare a report as part of the Operating Budget process providing Council with summarized information regarding the requests and amounts requested. The purpose of the report is to ensure approved grant funding is in line with the set pool of money allocated for grants as recommended in the Recreation and Parks Master Plan and adopted as part of the Grant Application Policy.

Ms. Hasan advised that with respect to implementation staff are recommending that the reduced rate of 40% be effective January 1, 2016 and details be included as part of the User Fee By-law for 2016 and that the grant and in-kind policy be effective for the 2017 budget process with the Township sending letters to previous funding recipients in June/July of 2016 providing details of the new process and application requirements. The Township will place advertisements in the local newspaper and Township website in June/July of 2016 regarding the program.

Ms. Hasan advised that for the 2018 budget and future year budgets, only an advertisement will be included in the local newspaper and Township website regarding the program to invite applicants to apply for funding. The deadline for submission of the required documentation will be by 2:00 pm on the last business day of August 2017.

Ms. Hasan concluded her presentation by advising that the next steps are for staff to report back in 2016/2017 with regard to organizations under separate agreement,





## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

*Page / 5*

establishment of a facility use agreement with the Upper Grand District School Board and sports facility user fees collected from the various sports clubs.

### **Questions/Comments**

The Chair thanked Ms. Hasan for her presentation and then introduced the Township staff who were in attendance at the meeting.

The Chair asked if there were any members of the public who wished to voice a comment or question. The Chair reminded those that wished to voice comments or questions, come to the microphone and state their name for the minutes that were being taken.

Mr. Bruce Joy, Puslinch Soccer Club, commented that he would prefer that the Township keep the 100% in-kind in place as he would prefer that any monies that would go to the Township for room rentals could be used to buy equipment for the club.

Mr. Joy inquired as to how much money the Township had been setting aside for the 10 year plan to carry out other recommendations in the Recreation and Parks Master Plan.

Ms. Hasan advised that she did not have that information available this evening.

Mr. Joy inquired as to when the Township would begin implementation the other recommendations contained in the Recreation and Parks Master Plan.

The Chair advised that during the 2016 Budget discussions, Council would be selecting those items from the plan in which it will be built into the 2016 Budget. The Chair advised that some monies had been put into reserves.

Karen Landry, CAO-Clerk advised that a report would be coming forward to Council on October 7, 2015, with the dates in which the budget will be discussed including the date for a Public Meeting with respect to the 2016 Proposed Budget which will include details regarding items and spending amounts.

Mr. Brian Rheal, Puslinch Lake Conservation Association Treasurer provided information regarding the history of Puslinch Lake and the dredging project including information regarding the Township's involvement in the technical report for the project. Mr. Rheal advised that in addition to the monies received from the Township, the project has received personal money from the residents of the lake to support the project. The timeline for the project is 6 years and they are now in year 3 of the project with the eastside of the lake being completed. Mr. Rheal expressed concerns regarding project completing on time should the funding from the Township no longer be available. Mr. Rheal stated that the money provided by the Township ensured the health of the lake.

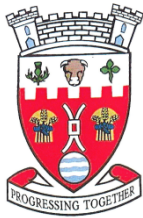
Peter Clarke, Rotary Club of Guelph South, advised that they have held a pasta dinner fundraiser for many years at the Puslinch Community Centre and requested clarification as to whether the reduced rate was 40%.

Ms. Hasan advised if your rental was \$1,000 that the group would pay \$600.

Mr. Clarke inquired as to when the 2016 Proposed User fee would be adopted as they intend to hold their event in February 2016.

Ms. Hasan advised that the proposed fees would be implemented January 1, 2016, and that a staff report with respect to user fees would go forward to Council in October.

Mr. Cameron Tuck, Flamborough Orthodox Baseball League, advised that his group was in the early stages of organizing a fundraiser in 2016, with the proceeds to go towards



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

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the Puslinch baseball diamonds. Mr. Tuck inquired if the proposed policy would allow for groups to make requests of Council to waive rental fees for fundraising events.

Ms. Hasan advised that the policy would permit a 40% reduction for the group on their rental rate.

Mr. Tuck was concerned that the rental fees could not be waived given that the fundraiser was to benefit the township facilities. Mr. Tuck advised that this was a grey area in the policy that was not addressed.

Ms. Debbie Huether, Mount Carmel-Zion Church, read a letter that was submitted earlier to the Township which outlined the many benefits the senior luncheons provide and expressed concerns regarding the provision of those luncheons should the Church be required to pay.

Ms. Kelli Todd Wallace, resident on Puslinch Lake, recommended that should the Township decide not to continue funding for the Puslinch Lake project that a special area rate or tax be implemented by the Township to fund the project. Ms. Todd Wallace also recommended that the Township consider setting aside tax dollars for services which Puslinch Lake did not receive such as sewer, water and garbage collection and put these monies towards the lake project.

The Chair advised that both himself and the CAO have looked into establishment of a special tax rate for this project, however, this option is unavailable. The Chair advised that all residents were on septic and wells and that garbage collection was available to only a small amount of residents in the Township. The Chair advised that garbage collection is a County of Wellington service and they are in the process of reviewing their collection policies.

Ms. Todd Wallace advised that if funding is not available for the Puslinch Lake dredging project it will affect the 100 homes around the lake and their property values. Ms. Todd Wallace indicated that if this is the result, that residents will leave the lake area which will affect the entire municipality.

Mr. Vince Kilmkosz indicated he owns several properties in the Township, is on the board for the Aberfoyle Fall Fair and will be the 2016 President for the Puslinch Optimist Club. Mr. Kilmkosz asked as to whether HST was charged on the rental fees.

Ms. Hasan advised that HST was charged.

Mr. Kilmkosz indicated that both the Optimist Club and Fall Fair are struggling to engage volunteers for their various events. Mr. Kilmkosz indicated that if the in-kind donations were not provided by the Township that they would experience additional difficulties and this could result in events not taking place. Mr. Kilmkosz indicated that other service clubs in Guelph are facing the same issues and have had to scale back their events.

Mr. Kilmkosz advised that the Aberfoyle Fall Fair was close to folding up due to the rain for the past 2 years. Mr. Kilmkosz believed that \$25,000 was not a significant amount of in-kind donations to service clubs.

The Chair advised that the proposed policies were a request of Council and staff was requested to report back with recommendations.

Mr. Cameron Tuck advised that the proposed policy indicated that political events would be excluded to receive fee waivers and advised that in the past the Optimist Club held All Candidates nights for municipal, federal and provincial elections and inquired as to whether fees would need to be paid for these events.



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

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Ms. Karen Landry CAO-Clerk advised that the use of township facilities for political events would need to be reviewed when the Township conducts a review of its Code of Conduct Policy and Election.

Ms. Sarah Bailey a resident of Puslinch stated that she considers Puslinch to be a unique Township and it would be difficult to compare to other municipalities. Ms. Bailey believes that this would need to be considered when looking at the numbers.

Ms. Barb Hagey a resident of Puslinch and member of Mount Carmel-Zion Church inquired as to why the Recreation Master Plan did not include anything for Seniors.

The Chair indicated that the Recreation Committee was in the process of working with individuals in Guelph to provide senior activities.

Ms. Barb Hagey stated that the residents don't want Guelph involved.

Mr. Bill Sims recommended that an additional \$7 could be collected on behalf of the Township for Puslinch Lake Residents and suggested that Grants and provincial funding could be used for the project. Mr. Sims stated that it was important that something be done to benefit the whole Township.

Ms. Lois Howlett, a Puslinch resident advised that she wears many hats in the community including volunteer.

Ms. Howlett believes that volunteers offer so much to the community that consideration should be given to how the building of the Puslinch Community Centre was funded.

Ms. Howlett indicated that she donated \$500 towards the costs of the building in a time when she had young children and finances were limited.

Ms. Howlett believes that Community Centre is poorly maintained with the lack of audio equipment for the municipal all candidates night, only one stove for use, and believes it is a disgrace.

Ms. Howlett questioned as to how much in-kind contributions volunteers have provided to the community.

Ms. Howlett believes this is a money grab resulting from bureaucracy and believes this is a make work project that somebody needs to do to justify the increase in the number of staff at the Township office.

Ms. Howlett believes that the provision of a budget was an unreasonable request and that we need to come back to our roots.

Kelli Todd Wallace recommends that the Township impose a small tax increase if they need the money.

The Chair advised that all comments and recommendations would be considered through the budget process.

The Chair asked if the members of Council wished to voice a comment or ask questions.

Councillor Bulmer thanked all those in attendance this evening and believes that it was appropriate that we are hear meeting in a gift from the community.





## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

*Page / 8*

Councillor Bulmer indicated that the community has been instrumental in the development of activities and buildings in the Township including, the tennis club, Optimist Recreation Centre and in fact the land that those activities take place on was donated by the Agricultural Society and any policy development shall reflect those gifts.

Councillor Bulmer inquired if it was possible to quantify the value of the \$25,000 in-kind contributions to the community.

The Chair advised that you would need to know what type of event the group was having before a value could be placed on it.

Councillor Bulmer indicated that he would be interested in learning from the groups what the value of the in-kind contributions are to those groups.

Councillor Bulmer stated that Puslinch is a unique community and questioned as to what percentage of facilities in other municipalities were received as gifts from the community.

Ms. Hasan indicated that this matter was not looked into in the development of the policy.

Councillor Bulmer advised that it would be nice to know what percentage of facilities were donated by the community in other municipalities.

Ms. Hasan indicated that staff could make this request of other municipalities.

Councillor Fielding thanked those in attendance for coming out this evening and indicated that it shows the care for the community.

Councillor Fielding expressed concern that removing monies from the groups means a dollar not going back into the community.

Councillor Fielding indicated that as a Councillor she needs to look at fiscal responsibility.

Councillor Fielding indicated that if individuals had any questions that they should contact her to discuss the matter.

County Councillor Don McKay advised that he is involved in 3 organizations in the Township including: the Optimist Club who provides a scholarship for Puslinch residents and the group provides a lot to the community; Friends of Mill Creek who through volunteers have been dedicated to improving the creek. Councillor McKay advised that the grant received from the Township assists with the Ranger Program which has been in existence for the past 10-12 years Councillor McKay advised that 100 percent of the kids who have participated in the Ranger program have gone on to environmental programs and environmental careers; and the Agricultural Society who has dedicated the lands to the Township for the building of the community centre in exchange for the 3 days of the fair and have been doing so for the past 175 years.

Councillor McKay indicated that Puslinch is a unique community and believes that if organizations were required to pay that the Township may lose the organization. Councillor McKay indicated that maybe the Township needs to lead by example.

Councillor Roth thanked everyone for attending tonight's meeting and advised that the Township will take all comments made at tonight's meeting into consideration. Councillor Roth advised that user fees are used to maintain facilities and if fees are not collected then Council needs to consider whether funding is obtained through taxes.



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

*Page / 9*

The Chair inquired as to whether there were any additional comments or questions.

There were no further questions.

The Chair advised that all comments made at tonight's meeting would be taken into consideration by Puslinch Council and those who have signed in and indicated that they wish to be notified further with respect to this matter will be advised when this matter will come forward again to Puslinch Council.

The Chair thanked staff for all their work on development of the draft policies and advised that the Township will endeavor to come up with a system that is fair and transparent.

### **ADJOURNMENT:**

The meeting adjourned at 8:31 p.m.



**SCHEDULE "E" TO  
REPORT REC-2016-006**

**REPORT FIN-2015-036**

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TO: Mayor and Members of Council

FROM: Paul Creamer, Director of Finance/Treasurer

MEETING DATE: November 25, 2015

SUBJECT: 2016 Grant Requests

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**RECOMMENDATIONS**

That Report FIN-2015-036 regarding the 2016 Grant Requests be received.

**DISCUSSION**

**Purpose**

The purpose of this report is to provide Council a summary of the 2016 Community Grant Requests for Operating Budget deliberations.

**Background**

Township staff sent correspondence to organizations who have requested grant funding from the Township. Township staff requested detailed information regarding the grant request, 2015 financial statements, and 2016 operating budgets. The applications are attached in Schedules 1 through 9.

Organization	2014 Actual	2015 Actual	2016 Request
Aberfoyle Agricultural Society	\$3,000	\$3,000	\$3,000
Community Oriented Policing	\$500	\$500	\$500
Ellis Chapel	\$250	\$0	\$0
Friends of Mill Creek – Grand River	\$1,250	\$1,250	\$1,850
Kiwanis Music Festival of Guelph	\$100	\$100	\$500

<b>Organization</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Request</b>
Puslinch Lake Conservation Association	\$25,000	\$25,000	\$25,000
Sunrise Therapeutic Riding & Learning Centre	\$2,500	\$2,500	\$3,600
Wellington Farm and Home Safety Association	\$125	\$125	\$500
Wellington County Plowmens Association	\$100	\$100	No Request Sent
<b>Subtotal of Grants budgeted in Finance Cost Centre</b>	<b>\$32,825</b>	<b>\$32,575</b>	<b>\$34,950</b>
Badenoch Community Centre (budgeted in Badenoch Cost Centre)	\$1,000	\$1,000	\$2,000
<b>Total Grants</b>	<b>\$33,825</b>	<b>\$33,575</b>	<b>\$36,950</b>

## **FINANCIAL IMPLICATIONS**

The Operating Budget as presented includes \$33,925 for Community Grants.

It is Council's decision on the approval of each grant request. Council may approve the amount requested or a lesser amount.

## **APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act, 2001

## ATTACHMENTS

The applications from each community group are attached as follows:

Attachment No.	Description
1	Aberfoyle Agricultural Society
2	Community Oriented Policing
3	Friends of Mill Creek – Grand River
4	Kiwanis Music Festival of Guelph
5	Puslinch Lake Conservation Association
6	Sunrise Therapeutic Riding & Learning Centre
7	Wellington Farm and Home Safety Association
8	Badenoch Community Centre (budgeted in Badenoch Cost Centre)

SCHEDULE "1" TO  
REPORT FIN-2015-036



November 4, 2015

Mayor and Council  
Township of Puslinch  
7404 Wellington Rd#34  
Guelph ON N1H 6H9

Dear Mayor and Council;

RE: Donation for the Aberfoyle Fall Fair

2016 will mark the 176th year for the Aberfoyle Agricultural Society. Coming off an excellent 175<sup>th</sup> anniversary celebration, which in part was due to your support, for which we thank you, we are in the works of making our 176<sup>th</sup> just as exciting for the community.

Since 1840 The Society has worked to increase the awareness of, and to improve the quality of agriculture, home crafts, and the rural lifestyle, by presenting an annual Fall Fair to exhibit livestock, produce, home crafts, pets and equipment. It also assists in 4H and Junior Garden Club activities.

One of Puslinch's first community organizations, the Society played a large part in the education and development of agriculture, home life, and nutrition at a time when 80% of the population was involved directly in agriculture and rural life. Today, even though our agricultural and rural communities are decreasing, the Society still has a strong grass roots base and supports the rural way of life.

The Society has a board to direct its activities, and an executive. Board members are elected annually by the membership. There are working committees for light horse, antique tractors and tractor pulls, crops, garden, home craft, 4H and

# Aberfoyle Agricultural Society

## Profit & Loss Budget Overview

January through December 2015

	<u>Budget</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Donations</b>	
Donations - 4-H Activities	\$ 1,100.00
Donations - General	\$ 8,692.00
Donations - Junior Garden Club	\$ 514.00
<b>Total Donations</b>	<u>\$ 10,306.00</u>
<b>Fair Revenue</b>	
Fair Entry Fees	\$ 585.00
Fair Gate Admissions	\$ 5,696.90
Fair Other Revenue	\$ 1,530.00
<b>Total Fair Revenue</b>	<u>\$ 7,811.90</u>
<b>Fundraising Activities</b>	
Chicken BBQ	
Chicken BBQ Expenses	-\$ 2,201.81
Chicken BBQ - Other	\$ 6,052.00
<b>Total Chicken BBQ</b>	<u>\$ 3,850.19</u>
<b>Total Fundraising Activities</b>	\$ 3,850.19
Government & Municipal Grants	\$ 7,600.00
Paid Memberships	\$ 304.00
<b>Sponsorships</b>	
Corporate Donations/Sponsorship	\$ 4,432.00
<b>Total Sponsorships</b>	<u>\$ 4,432.00</u>
<b>Total Income</b>	<u>\$ 34,304.09</u>
<b>Expense</b>	
Bank Service Charges	\$ 207.24
Dues/Conventions	\$ 113.50
<b>Fall Fair Expenses</b>	
Advertising	\$ 786.12
Entertainment	\$ 2,683.00
Insurance - Fair	\$ 1,836.00
Judges Fees	\$ 972.00
P.A. Systems	\$ 203.00
Parking/Gate Operations	\$ 500.00
Prize Money	\$ 6,384.78
Publishing	\$ 1,406.00
Ribbons/Awards	\$ 1,432.46
Tent Rentals	\$ 3,050.00
Tractor Pull Expenses	\$ 1,135.00
<b>Total Fall Fair Expenses</b>	<u>\$ 20,388.36</u>
HST Expense	\$ 764.95
Jr. Garden Club	\$ 1,126.00
Meetings - Rental Hall Expenses	\$ 224.22
Office Supplies	\$ 850.80

1:53 PM  
10/20/15  
Accrual Basis

**Aberfoyle Agricultural Society**  
**Profit & Loss Budget Overview**  
January through December 2015

	<u>Budget</u>
Postage/Delivery	\$ 35.00
Wages/Honorarium	\$ 3,500.00
Total Expense	<u>\$ 27,210.07</u>
Net Ordinary Income	<u>\$ 7,094.02</u>
Net Income	<u><u>\$ 7,094.02</u></u>



10:09 AM  
10/22/15  
Accrual Basis

**Aberfoyle Agricultural Society**  
**Balance Sheet**  
**As of August 31, 2015**

	<u>Aug 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Chequing/Savings	
TDCanada Trust - 25002-0308002	25,622.69
<b>Total Chequing/Savings</b>	<b>25,622.69</b>
<b>Other Current Assets</b>	
Change Fund/Floats	138.52
Fair/Office Supplies	1,610.00
HST Receivable	337.66
<b>Total Other Current Assets</b>	<b>2,086.18</b>
<b>Total Current Assets</b>	<b>27,708.87</b>
<b>Fixed Assets</b>	
Banners/Signage	
Accum Dep'n-Banners/Signage	-2,204.50
Banners/Signage - Other	2,204.50
<b>Total Banners/Signage</b>	<b>0.00</b>
Homecraft/Juniors/Hall Equipmen	
Accum Dep'n-Homecraft/Juniors/H	-1,422.85
Homecraft/Juniors/Hall Equipmen - Other	1,422.85
<b>Total Homecraft/Juniors/Hall Equipmen</b>	<b>0.00</b>
Mobile/Horse Equipment	
Accum Dep'n-Mobile/Horse Equipm	-1,332.45
Mobile/Horse Equipment - Other	1,332.45
<b>Total Mobile/Horse Equipment</b>	<b>0.00</b>
Office Equipment	
Accum Dep't-Office Equipment	-463.33
Office Equipment - Other	463.33
<b>Total Office Equipment</b>	<b>0.00</b>
Pens/Gates/Fencing/Seating	
Accum Dep'n-Pens/Gates/Fencing/	-1,538.16
Pens/Gates/Fencing/Seating - Other	1,538.16
<b>Total Pens/Gates/Fencing/Seating</b>	<b>0.00</b>
Speaker/Sound System	
Accum Dep'n-Speaker/Sound Syste	-606.63
Speaker/Sound System - Other	606.63
<b>Total Speaker/Sound System</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>27,708.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	141.50
Retained Earnings	9,844.52
Net Income	17,722.85
<b>Total Equity</b>	<b>27,708.87</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,708.87</b>

10:08 AM

10/22/15

Accrual Basis

**Aberfoyle Agricultural Society**  
**Profit & Loss**  
 January through August 2015

	Jan - Aug 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Donations</b>	
Donations - General	6,284.11
Donations - Junior Garden Club	770.00
<b>Total Donations</b>	7,054.11
<b>Fundraising Activities</b>	
Chicken BBQ	
Chicken BBQ-Silent Auction	795.00
Chicken BBQ Expenses	-3,051.72
Chicken BBQ - Other	6,478.01
<b>Total Chicken BBQ</b>	4,221.29
<b>Total Fundraising Activities</b>	4,221.29
Government & Municipal Grants	9,100.00
Paid Memberships	32.00
<b>Sponsorships</b>	
Corporate Donations/Sponsorship	4,045.00
<b>Total Sponsorships</b>	4,045.00
<b>Total Income</b>	24,452.40
<b>Expense</b>	
Bank Service Charges	70.56
Dues/Conventions	373.68
<b>Fall Fair Expenses</b>	
Entertainment	1,840.00
Fair Supplies/Repairs	292.00
Insurance - Fair	1,836.00
Pony Club Horse Show Expenses	-536.00
Prize Money	-30.85
<b>Total Fall Fair Expenses</b>	3,401.15
HST Expense	-224.56
Jr. Garden Club	500.00
Meetings - Rental Hall Expenses	304.00
Office Supplies	235.81
Postage/Delivery	318.91
Wages/Honorarium	1,750.00
<b>Total Expense</b>	6,729.55
<b>Net Ordinary Income</b>	17,722.85
<b>Net Income</b>	17,722.85



Township of Puslinch  
[www.twp.puslinch.on.ca](http://www.twp.puslinch.on.ca)  
Contact: Glenna Smith (519-824-0217)

## SCHEDULE "2" TO REPORT FIN-2015-036

November 2, 2015

To: Paul Creamer & Puslinch Council

From: Glenna Smith, Chair Puslinch Oriented Policing Committee,

Re: Our Request for Funding for 2016

On behalf of the Members of the Puslinch COP Committee I would like to express our Thanks for your support during the past year.

We would ask that you continue to support the COP Committee with the \$500.00 grant we have received in the past. Support of a Council Member on this Committee is very important as well.

As Wellington County is designated, "Safe Communities' Wellington County", it is important for this designation to have a COP Committee or Safe Community Committee in each Township. We are proud of the fact that our Committee has and is being an active part of Safe Communities. Doug and I serve on the Leadership Table Committee.

Our focus this coming year is to have speakers at all our meetings and to encourage the public to attend. This would be in place of one large event. Our hope is to reach more people and also to allow us to report from our speakers in the Pioneer so bettering the coverage of information to the residents of Puslinch.

With Councils assistance and our very dedicated Committee of Volunteers we look forward to an educational and safe year in 2016.

**Financial  
Statement  
2015**



**January**

balance forward.....	471.71
bank fees.....	1.95

**February**

bank fees.....	1.95
----------------	------

**March**

Donation to Crimestoppers.....	50.00
Donation to Brett Hoy speaker.....	50.00
bank fees.....	1.95

**April**

deposit Puslinch Township.....	500.00
cheque order charge.....	31.61
meeting expense .....	17.80
Donation OPP life jacket drive.....	50.00
bank fees.....	1.95

**May**

Donation Civil K9.....	50.00
meeting expense.....	21.30
bank fees.....	1.95

**June**

bank fees.....	1.95
----------------	------

**July**

bank fees.....	1.95
----------------	------

**August**

bank fees.....	1.95
----------------	------

**September**

Fall fair expense.....	28.09	
Canadian Mental Health SafeTalk.....	180.00	
member fee for course .....		60.00
bank fees.....	1.95	

**October**

Civil K9 re: Safe Communities Day.....	100.00	
bank fees.....	1.95	

**November**

donation to Crimestoppers		
speaker Inspector Lawson.....	50.00	
bank fees.....	1.95	

**December**

bank fees.....	1.95	
----------------	------	--

<b>Total .....</b>	<b>652.20</b>	
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**Puslinch COP Committee**

**November 2, 2015**

**Paul Creamer, Director of Finances/Treasurer  
Township of Puslinch**

**Re your File No: F11GRA**

**Please find below the proposed Operating Budget for the Puslinch COP Committee.**

<b>Budget For 2015</b>	
Speakers 8x\$50.00	\$400.00
Printing & Advertising	\$100.00
Fall Fair, Santa Claus Parade, Market, Feb. Fun Day	\$100.00
National Safe Community Day	\$150.00
Meeting Expenses	\$ 50.00
Banking Fees	<u>\$ 25.00</u>
<b>TOTAL</b>	<b>\$825.00</b>

**Thanks for your support.**

**Glenna R. Smith, Chair  
Community Oriented Policing Committee**

**SCHEDULE "3" TO  
REPORT FIN-2015-036**

Dear Mr. Creamer

I am writing on behalf of the Friends of Mill Creek (FOMC) to request a continuation of Puslinch township's support of the Friends of Mill Creek. The 2016 grant will help to fund the Mill Creek Stewardship Ranger program's work in Puslinch. With the help and guidance of the Grand River Conservation Authority and the Ontario Ministry of Natural Resources, we will hire a Stewardship Ranger crew. The crew, which normally includes students from Puslinch, will work on a range of rehabilitation projects in Mill Creek in July and August 2016.

As you may well know, the FOMC's mission is to develop, promote and implement projects in the watershed which maintain and enhance Mill Creek, a spring-fed cold-water stream which originates in the uplands and woodlands/wetlands of Puslinch Township and flows south-west through the Township and the City of Cambridge, to the Grand River. The FOMC have successfully run the Stewardship Ranger Program for 12 years and have provided the opportunity for more than 40 high school students between the ages of 16 and 18 to gain valuable work experience in the fields of environmental stewardship and leadership. In 2015 the Rangers worked on a number of areas of Mill Creek within the township. The Final Report for 2015 is still in preparation, but I have attached a copy of the 2014 Mill Creek Ranger Stewardship- Report, which details the Rangers' activities in the previous year. The Friends of Mill Creek also plan and organize volunteer projects and in 2015 sponsored a Headwater Walk" as part of our "Meet the Creek Walk's" through which the general public can learn more about the history and ecology of Mill Creek. The FOMC's website, [www.friendsofmillcreek.org](http://www.friendsofmillcreek.org), provides information on Mill Creek to the public, including detailed maps of the watershed. The website highlights our programs and annual report, ranger accomplishments and activities and volunteer activities.

We are requesting \$ 1850 for 2016, which is an increase of \$600 from our 2015 grant but less than the \$ 2,000 we received in the past. We are requesting this increase because a significant 3 year grant from Fisheries and Oceans Canada has come to an end. I have attached three spreadsheets, Forms A, b, C which provide an overview of our estimated 2015 and proposed 2016 budgets, and summaries of all increases/decreases of 10% or more both in our operating budget and our reserve accounts.

Again thanks to you and the Township for your continuing support of the Friends of Mill Creek. If you have any questions, I may be contacted at the address and telephone number given below.

Dave Rodgers  
Vice President - Friends of Mill Creek  
4 Maple Leaf Lane, RR3  
Guelph, ON N1H 6H9  
(519) 822-5221

**FORM A - OPERATING BUDGET****Financial Statement**

NAME OF ORGANIZATION:

**Friends of Mill Creek**

INCOME	ESTIMATED ACTUAL FIGURES FOR 2015	PROPOSED BUDGET FOR 2016	% 2015 to 2016
Balance at Beginning of the Year	\$32,845	\$38,710	18%
City of Cambridge Grant	1,500.00	2,000.00	33%
Fees or Membership Dues			
Revenue from Other Levels of Government (Specify)			
County of Wellington	\$500	\$750	50%
Township of Puslinch	\$1,250	\$1,850	48%
Fisheries and Oceans Canada	\$14,974	\$0	-100%
Interest Income	\$190	\$190	0%
Fund Raising Projects & Misc. Revenue	\$18,150	\$19,000	5%
United Way			
Lotteries			
<b>TOTAL INCOME</b>	<b>\$69,409</b>	<b>\$62,500</b>	<b>-10%</b>
EXPENSES			
Salaries & Benefits - Crew Leader/Rangers	\$23,800.00	\$25,000	5%
Equipment & Materials	\$908.17	\$975	7%
Vehicle Rentals	\$2,575.06	\$2,800	9%
Donour Plaques	\$500.99	\$500	0%
Liability Insurance	\$2,014.20	\$2,200	9%
Admin. Fees	\$900.00	\$975	8%
<b>TOTAL EXPENSES</b>	<b>\$30,698</b>	<b>\$32,450</b>	<b>6%</b>
<b>BALANCE AT YEAR END</b>	<b>\$38,710</b>	<b>\$30,050</b>	<b>-22%</b>

**Please explain all increases/decreases of 10% or more, both in your expenses and/or revenue, and any new expenses this year, on form B.**



### INCREASES & DECREASES EXPLANATIONS

## Friends of Mill Creek

Please explain all increases/decreases of 10% or more both in your expenses and/or revenue lines, and any new expenses this year from FORM A. Please explain all NEW expenses.

[illegible]

**FORM C  
RESERVE ACCOUNTS**

Please complete this form when there is money in reserve accounts.  
Bingo/lottery money can be detailed on this page.

**NAME OF ORGANIZATION:**

**Friends of Mill Creek**

	<b>ACTUAL 2015</b>	<b>PROPOSED 2016</b>
Reserved Fund Balance @ Beginning of Year	\$32,844.69	\$44,451.63
Contributions to Reserves:	\$11,606.94	
Bingos, Lotteries		
Other (please specify)		
End Fisheries & Oceans Grant		-\$15,000.00
<b>TOTAL CONTRIBUTIONS</b>	\$44,451.63	\$29,451.63

<b>Expenditures from Reserves</b>		
<b>TOTAL EXPENDITURES</b>	\$0.00	\$0.00

<b>BALANCE OF RESERVES @ YEAR END</b>	\$44,451.63	\$29,451.63
---------------------------------------	-------------	-------------

Briefly outline below how your reserve funds are used and the purpose of the balance in reserve at the end of 2015.

# 2014 Mill Creek Stewardship Rangers Final Report



Prepared by: Adam Riggi

Edited by: Crystal Allan

Grand River Conservation Authority (GRCA)

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## Introduction

Mill Creek is a cold water, low gradient stream that flows approximately twenty kilometers across the Southern Ontario landscape. The creek's headwaters originate just north of the town of Aberfoyle. The creek continues to flow southwest towards the City of Cambridge, where the creek finally spills into the Grand River. Mill Creek flows through some of Ontario's richest gravel deposits, resulting in high water infiltration rates and retention in the Mill Creek watershed basin. The majority of the creek's flow is thus provided by significant inputs of local ground water. Groundwater regulates Mill Creek's water temperatures such that the water is cool in the summer and kept above freezing in the winter. Cool water temperatures throughout the summer maintain high dissolved oxygen concentrations. Relatively warm temperatures throughout the winter provide favourable conditions for fish spawning. Species such as brook and brown trout, along with a variety of other aquatic species, benefit from these unique fresh water conditions. Most of the twenty kilometres travelled by the creek is through heavily forested wetlands, home to a vast assortment of native species. Most importantly, the large wetlands protect the stream by shading the water from solar radiation, preventing excess warming.

Due to Mill Creek's close proximity to growing populace centers, a number of ecologically degrading activities have impacted and continue to threaten the health of the creek. Local resource extraction, construction, agriculture and stream channel modifications all have played a role in disrupting the natural behaviour of the creek. Sections of the creek experience excess sediment accumulation, an over widened channel and modified meander/pool and riffles frequencies. The collective impacts of these problems limit the potential for essential aquatic habitats to naturally occur.

*The Friends of Mill Creek*, a community based volunteer organization has been responsible for initiating restoration efforts on Mill Creek since 1997. The organization actively works with private land owners in order to gain access into the creek. In 2003, *The Friends of Mill Creek* founded the Mill Creek Stewardship Ranger program, a group of four summer students and a crew leader responsible for carrying out restoration activities. Capital needed to run the ranger program is generated by the generous contributions from local community members, businesses and organizations.

The 2014 ranger crew worked from July 3<sup>rd</sup> to August 27<sup>th</sup> and carried out a number of restoration activities throughout the Mill Creek watershed. A detailed summary of this year's work is outlined below. Funding for the Mill Creek Stewardship Ranger Program is generously provided by many companies and individuals within the Mill Creek subwatershed. The Friends of Mill Creek and the Mill Creek Stewardship Ranger Program would like to especially acknowledge the financial support received this year from the Recreational Fisheries Conservation Partnership Program (Fisheries and Oceans Canada).

### Ranger Crew of 2014



Photo 1 Mill Creek rangers from left to right: Peter, Aisha, Adam, Ally and Sean

#### Crew Leader:

Adam Riggi: Cambridge resident

#### GRCA Support:

Crystal Allan: Natural Heritage Supervisor

Robert Messier: Ecologist

#### Crew Members:

Peter Silk: Puslinch County resident

Sean Wyse: Cambridge resident

Aisha Hufnagel: Cambridge resident

Ally Penwarden: Cambridge resident



## Training Events

Several presentations were attended by the rangers, successfully informing and preparing them with the potential hazards of the workplace.

### GRCA Health and Safety Orientation

GRCA's Health and Safety Coordinator Angela Jansel, provided rangers with a half day presentation covering the organization's commitment to a safe work place. A brief overview of the GRCA's operations was covered along with the *Occupational Health and Safety Act*, as well as the *Workplace Hazardous Materials Information System (WHMIS)*. Emphasis was placed on personal protective equipment, heat stress symptoms, hazardous plants identification and concerns when working in water.

### First Aid, AED & CPR Awareness

The rangers attended a half day training course which was held at GRCA's corporate auditorium. An instructor from *Active Canadian Emergency Training* taught the rangers how to respond to emergency situations using a variety of proper techniques. Upon the completion of the course, the rangers were awarded a one-year level C certificate.



Photo 2 instructor demonstrating how to help a choking victim

Both presentations attended by the rangers provided them with the required knowledge to operate safely in the work place. No incidents of personal injury were reported over the course of the 2014 summer.

## Enrichment Opportunities

A variety of additional opportunities allowed the rangers to gain valuable experience in the environmental sector and potentially inform the rangers in making future career path decisions.

### Stream Side Lecture

Jack Imhof, National Biologist with Trout Unlimited Canada kindly volunteered to speak with the ranger crew about the unique history and characteristics of Mill Creek. The lecture took place at the Lake's Farm property which has seen extensive restoration efforts in the past. Jack started off the lecture with a brief history of the Puslinch County's geology, emphasizing that the creek behaves the way it does is due to the unique mixture of sands and gravels found in the area. Rangers were then given an introduction into the basics of fluvial geomorphology. Topics covered included; natural meander pattern, pool and riffle frequencies, stream type classification, waters inherent behaviour when flowing in a channel and the recognition of the stream's thalweg. These concepts gave the rangers a great insight and understanding into the physical processes occurring in Mill Creek. Jack also spoke about the unique aquatic diversity found in Mill Creek and how the restoration efforts performed by the rangers will provide valuable habitat. Jack highlighted on the fact that restoration projects can easily be recognized as successful by the presence/absence of certain aquatic species following restoration efforts. The lecture provided a much different perspective of Mill Creek which helped the rangers in making decisions about their future restoration plans.



Photo 3 Jack Imhof explaining the importance of stream restoration

### Junior Camper Day



Photo 4 Peter Pautler showing campers aquatic insects

Organized by GRCA's Resource Interpreter Peter Pautler, rangers assisted with an educational workshop held at Shades Mills Conservation Area. Two community groups, Fiddlesticks and Alison Neighbourhood Associations attended the workshop in the morning and afternoon, respectively. Peter did an exceptional job of incorporating a wide variety of fun activities with added educational



benefits. Two stations were set up where the campers had the chance to interact and learn about aquatic and terrestrial ecosystems. The terrestrial station was located in a wild grassland area, where the campers and rangers caught terrestrial insects using nets. Species were then placed into containers and the rangers assisted the campers in identifying species by using charts. The aquatic station took place in a shallow rocky section of Mill Creek. Rangers assisted the campers in the lifting of rocks and netting aquatic critters. Almost all of the campers were amazed to find so many little creatures living within the stream. The rangers were featured in the Cambridge Times following the event and the full article can be found in Appendix 2.



Photo 5 Sean helping camper catch terrestrial insects



Photo 6 Ally helping camper catch aquatic insects

### U of G Hagen Aqua Lab Tour

Matt Cornish of the University of Guelph treated the rangers to an exciting tour of the university's research lab facility. A variety of salt water and fresh water species were observed such as; rainbow trout, salmon, skate fish, starfish, zebra fish and lamprey. All of the species were being raised for research purposes and one of many areas of interest included species reaction to chemical compounds such as, estrogen and pesticides. Matt explained to the rangers all of the variables that are controlled on site in order to maintain the artificial habitats. He explained how water was either heated or cooled via a heat exchanger,



Photo 7 rangers attending U of G aqua lab tour

how the salinity of the water was adjusted and filtration methods used to purify the water. Matt gave a **brief description of the individual species' characteristics** and explained the environmental requirements of each. Matt finally spoke about the aquatic sector as an industry which allowed the

rangers to gain insight into potential career paths. The most impressive feature of the facility was its water consumption efficiency. Ninety-five percent of the total water needed to run the facility was recycled on sight, resulting in only five percent of total water requirements being extracted from the university's well.

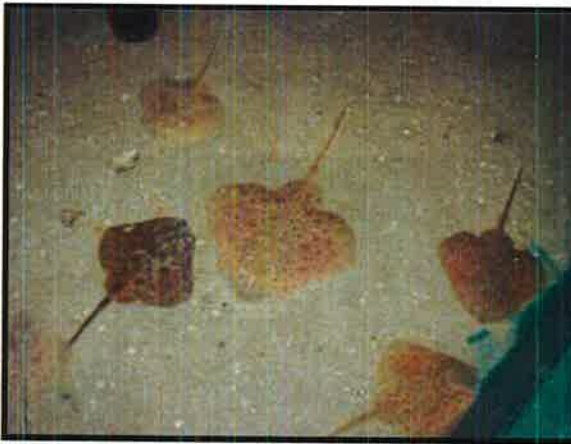


Photo 8 skate fish being raised at the aqua lab



Photo 9 holding tanks housing rainbow trout

### Kids Fishing Lessons

The rangers assisted Peter Pautler at Shades Mill Conservation Area with a fishing camp for a group of YWCA campers. Most of the campers were new to fishing. The rangers taught them the basics of casting, baiting a hook and unhooking a fish. Campers were pleased to catch a variety of species such as,



Photo 10 Peter teaching campers how to fish

perch, small mouth bass and rock bass in the reservoir. After the fishing demonstration, Peter taught the campers the basics of fish anatomy and then preceded with a fish I.D game. The Rangers assisted the campers by searching for pictures of different species, and then identifying them on a sheet. At the end of the game, almost everyone was able to identify over 15 different species of fish!



## Green Legacy Nursery

The rangers spent a day at *Green Legacy Nursery* located in Wellington County by helping out with daily operational tasks. Brenda Walsh, Outreach Coordinator, explained how Green Legacy is a community based organization that provides county residents with one-hundred and sixty-thousand trees annually. Brenda emphasised that the **organization's success is to a great extent**, due to the approximate ten thousand volunteers that help out annually. The nursery consists of four greenhouses which house a variety of coniferous and deciduous saplings. Tasks completed by the rangers included transplanting white spruce, black walnut and butternut from trays into bigger individual containers. The rangers also moved and organized planting containers and weeded trays of coniferous saplings. The organization actively strives to increase the number of trees produced each year by ten-thousand.



Photo 11 Green Legacy sapling greenhouse



Photo 12 rangers transplanting black walnut saplings

## Electrofishing Demonstration

Jessica Pinder, a summer student with the Ministry of Natural Resources gave the rangers an opportunity to explore the biodiversity of Mill Creek during an electrofishing demonstration. Jessica informed the rangers about the required procedures needed for safe and effective sampling, including; team work, communication and proper protective equipment. Rangers were fortunate enough to sample sections of Mill Creek that they had worked on this summer. **Structures built by this year's crew** yielded an impressive number of five brown trout; one caught during the demonstration can be seen in photo 14.



Photo 13 ranger's electrofishing Mill Creek near Lake's Farm property

**A list of species caught during the sampling is listed below:**

*Brown trout*: 11 adult, 4 yearlings

*Central mudminnow*: 1

*Blacknose dace*: 19

*Largemouth bass*: 1

*White sucker*: 5

*Rainbow darter*: 3

*Creek chub*: 1

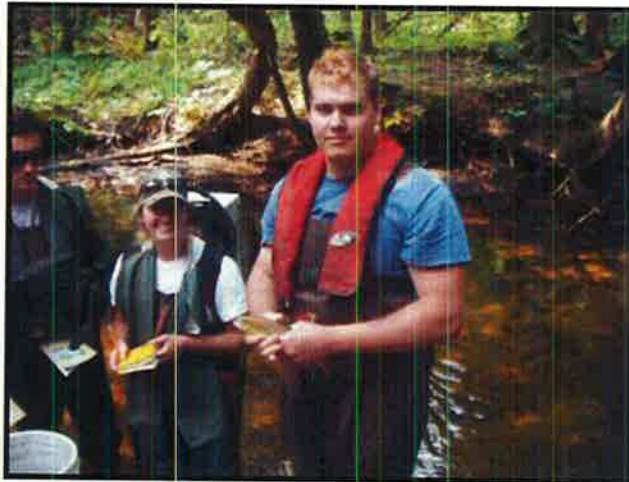


Photo 14 Sean holding brown trout netted by rangers during electrofishing demonstration

## **Nestlé Water Plant Tour**

The final enrichment opportunity experienced by the rangers included a tour of Nestlé's water facility located in Aberfoyle. Plant manager Greg Chorpitta, brought the rangers through the facility and showed them all of the production lines up and running. Rangers were shown the precast of a water bottle and the machinery that ultimately produces the bottle. Greg highlighted on the company's



Photo 15 rangers and Nestle sales team preparing for tour

commitment to quality assurance as the rangers passed by the microbiology labs. After the tour, Greg and the rangers discussed the company's environmental vision. The aquifer is under constant monitoring by Nestlé's Natural Resource Manager, Andreanne Simard. The operation does not exceed the daily allowable limit of groundwater extraction set in place by the Ministry of the Environment. It was assuring for the rangers to see such a commitment to the creek that they had worked so hard to improve. The final portion of the day involved Andreanne and the Nestlé's sales team being taken out for a tour of Mill

Creek. The rangers along with GRCA Ecologist Robert Messier showed the Nestlé employees sections of Mill Creek that the crew had worked on this summer. The Nestlé employees were quite impressed with the rangers work and suggested that in the future, Nestlé employees along with Mill Creek rangers should collaborate and improve sections of Mill Creek located on Nestlé property.



## Work Sites

Several areas located in the Mill Creek watershed were improved by this year's ranger crew.

### Lake's Farm Property

This site has a long history of restoration performed by the rangers and was first on the list for **this year's crew**. The rangers spent a total of eight full days at the property, hiking seven-hundred and fifty meters into the site, bearing chest waders and tools. **Starting off where last year's** ranger crew finished, the rangers were immediately challenged with several log jams present in the middle of the creek. The rangers were able to successfully remove the impediments and then used the woody material to create three large structures over the course of eighty meters. The rangers effectively re-established a natural meander pattern and created valuable habitat.

The first log jam cleared by the rangers was laying perpendicular to the flow of the creek shown in photo 16. The log jam resulted in an increase in sediment accumulation and had widened the channel approximately five times its natural width. The log jam was approximately thirty meters in length and twenty meters in width.

It consisted of mostly cedar trees ranging from four to twenty inches in diameter. The rangers used hand saws, peavey poles and determination to divide up the woody material into lengths that were suitable for the rangers to transport. The woody material was then redistributed and used to build the two structures shown in photo 17. Structures were finally anchored into place with earth anchors and metal wire preventing future movement. Structures built by the rangers drastically changed the behavior of the creek.



Photo 16 the first log jam worked on by rangers at Lake's Farm property



Photo 17 structures 1 and 2 built from log jam material shown in photo 16

### **Structure 1**

Structure 1 was built to create habitats for aquatic species and to prevent the stream bank on the right side (photo 18) of the creek from being eroded during high flow events. The rangers constructed the large sweeper which was approximately forty meters in length and two to three meters in width. The creek responded quickly to the structures presence as the channel profile had narrowed, increasing the creek's velocity and thus transforming the once sandy stream bed into a gravel surface. GRCA's Ecologist Robert Messier suggested that the new gravel surface adjacent to structure 1 shown in photo 19, could be a potential spawning area for brown trout. The rangers' hard work paid off as an electrofishing demonstration confirmed that brown trout had already moved into the structure they had built this summer and can be seen in photo 20.



Photo 18 structure 1 completed



Photo 19 gravel bed located adjacent to structure 1

Photo 20 brown trout caught in structures built by rangers this summer during electrofishing demonstration



### Structure 2

Upon the removal of the first log jam, the stream's thalweg had to be re-directed in a course that would re-establish a natural meander pattern. The ranger crew decided to shift the thalweg left of the center, looking down stream shown in photo 21. The deflector built by the rangers was triangular in shaped and was approximately twenty meters in length closest to the active channel. The stream's thalweg responded quickly to the structure's presence and the entire right hand side (photo 21) of the creek (prior to ranger restoration), was no longer part of the active channel. The new thalweg direction drastically improved the creek's natural meander pattern which carved a distinct and narrower channel profile. With time, the area found below structure 2 should accumulate with sediment. Accumulation has already begun to occur and can be seen in photo 22. Re-vegetation should quickly follow as the area receives sunlight.

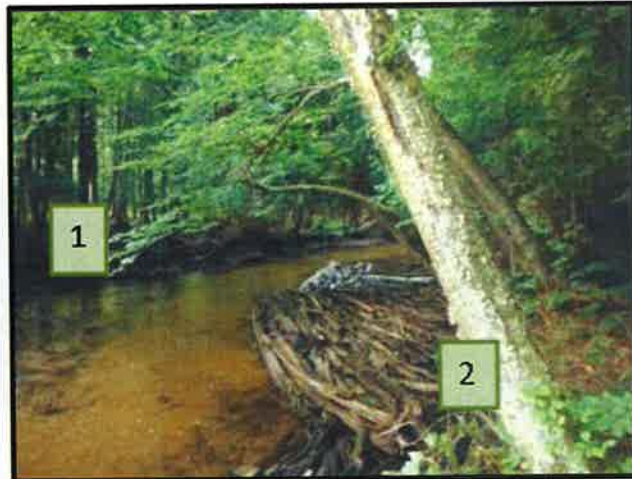


Photo 21 structure 2 looking downstream



Photo 22 area behind structure no longer part of active channel

### Structure 3

Upstream of structure 2, (photo 23) the creek was subject to another log jam which had forced the stream to braid. Two active channels were present, resulting in an over widened section of creek. This section of creek did not have a defined thalweg and suffered from excess sediment accumulation. Using similar techniques highlighted in structure 2, the rangers pushed the thalweg left of center looking upstream (photo 24). Once again, the deflector's presence re-established a natural meander pattern and effectively cut the active channel's area in half. The bulk of the excess sediment was flushed downstream due to the increase in the creek's velocity. Gravel beds were



Photo 23 site location of structure 3

effectively exposed potentially creating more spawning grounds. The area below structure 3 no longer experiences a significant amount of flowing water and should begin to stabilize. This area also receives sunlight and will re-vegetate quickly as native plant species are already growing in the area.



Photo 24 structure 3 deflecting thalweg

### Capital Paving Property

Another site with a long history of restoration success was further improved by this year's crew. The rangers spent a total of seven days at the property in a section of creek that was originally converted into an on-line pond. Historically, the pond had influenced the creek's natural gradient, resulting in the deposition of sand and organic material. This large body of water also increased the surface area of water in direct contact with solar radiation, drastically increasing the temperature of water leaving the pond. Since the pond's removal in 2006, the creek has been able to re-establish a much narrower channel profile and begun to flush out some of the accumulated sediment. Ranger crews have been working to help fine-tune a proper meander pattern by implementing deflector structures. The rangers this year added cedar bundles to an existing structure and also built a new deflector.



### ***Modification of Existing deflector***

Located near the upper reaches of the old pond, an existing deflector, shown in photo 25 has been built to guide the thalweg towards the left hand side of the creek. Added benefits of the deflector include the reduction of channel width and an increase in channel velocity, all of which has helped the stream to pick up and flush accumulated sediment from the old on-line pond downstream. The rangers used cedar bundles



Photo 25 existing deflector built by ranger crews in the past

to increase the height of the existing structure, greater improving the structures ability to deflect water and also capture sediment. The sequential addition of cedar bundles by multiple ranger crews has formed a dense bed of trapped sediment. With added cedar bundles from future crews, the deflector should stabilize the bank. Cedar bundles were made using selectively harvested cedar trees from the property and wired together. The bundles were placed on top of the old structure and secured into place using metal wire and earth anchors. Deposition of new sediment began almost immediately after the placement of bundles in to the creek as shown in photo 26.



Photo 26 cedar bundles added to existing deflector at Capital Paving property

### ***New deflector***

Rangers added approximately twenty cedar bundles to a new deflector. This section of the creek was experiencing an undefined thalweg as shown in photo 27. In order to establish a natural meander pattern, rangers guided the thalweg **left of center looking down stream**. **The ranger's efforts drastically improved the site. The thalweg did respond to the deflector's presence and begun** establishing a more defined thalweg, shown in photo 28. Sediment adjacent to the deflector is continually being flushed downstream. A narrower and deeper active channel is now present.



Photo 27 site of new deflector



Photo 28 new deflector guiding thalweg

### ***Thalweg adjustment***

The rangers, with assistance from Robert Messier, moved rocks in order to shift the **creek's thalweg** at the Capital Paving property (photo 29). Movement of the rocks allowed the thalweg to be directed closer to the existing deflector, potentially preventing the opposite bank from erosion.



Photo 29 rangers moving rocks



### Wozniak's Farm Property

The rangers spent a total of seven days at the Wozniak farm property, which was an new project to the *Mill Creek Stewardship Ranger* program. **The rangers were kindly invited by the property's owner and steward**, as she was concerned about the health of the creek. Historically, McCrimmon creek has been subject to impacts brought about by development in the local area. McCrimmon creek is a tributary of Mill Creek which provides the system with many positive benefits. The creek provides Mill Creek with an influx of substantially cold groundwater as the creek flows through a heavily forested wetland. Cold water temperatures are maintained throughout the summer and provide the required habitat to maintain its brook trout population. Tributaries such as McCrimmon provide Mill Creek with the necessary input of brook trout needed to sustain its own healthy population of brook trout.

The rangers worked on the east branch of McCrimmon creek which ran through the edge of the property. The rangers effectively cleared three-hundred and fifty meters of the creek. The rangers removed any woody debris that was impeding the flow of the current, such as, the impediment shown in photo 30. Using hand saws and pruners, the rangers cleared the obstructions and placed the woody material along the edges of the thalweg in efforts of providing native brook trout with suitable habitat. The removal of the woody material allowed the current to flow more freely shown in photo 31, which transported excess sediment downstream.



Photo 30 woody debris obstruction found in McCrimmon's

Photo 31 improved section of McCrimmon's tributary

## Goose Re-location

Rangers assisted Shades Mills Superintendent Brian J. Hunt and fellow park staff with the capture and relocation of Canada geese from the park's reservoir. Fewer geese in the park's **public swimming area** reduces the amount of waste excreted into the water. The geese were experiencing the molting of their flight feathers, which prevents flight. The rangers used canoes and their quick feet to guide the birds into a funneling area of fence, which eventually forced the birds up onto a truck shown in photo 32. A truck with a retrofitted trailer transported the geese to Luther Marsh for them to be released.

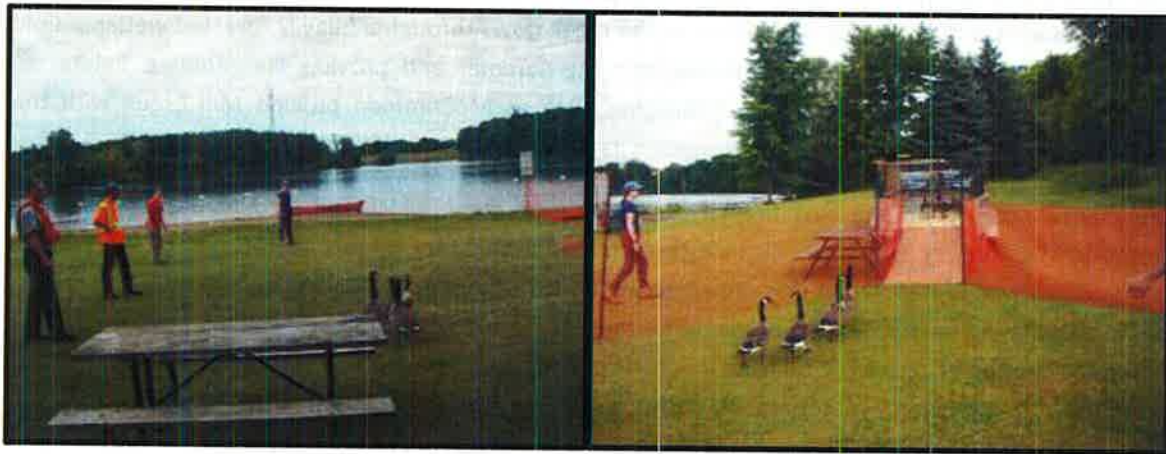


Photo 32 rangers capturing geese for relocation at Shades Mills

## Carp Rescue

A concerned citizen from the community informed the GRCA that some carp had gotten stuck in a pond adjacent to Mill Creek, after a large flow event had occurred. The rangers swiftly responded to the situation bearing chest waders, life jackets and fishing nets. Using a sweeper method, shown in photo 33, the crew started at the bottom of the pond and walked towards the far end, forcing the carp in a small area. The 4 large carp (approx. sixty cm in length) shown in photo 34, were successively caught with nets and returned back to the stream where they would not run the risk of suffocation.



Photo 33 rangers searching for carp

Photo 34 successful capture of stranded carp



### Trail Mulching at Shades Mills Conservation Area

The rangers along with Shades Mills park staff hauled and spread mulch, shown in photo 35, over a walking trail adjacent to Mill Creek. Over the course of the three days, the rangers were able to cover approximately three-hundred and fifty meters of trail. Hopefully the rangers' efforts will encourage people to walk in this area and allow them to interact with the stream.



Photo 35 rangers spreading mulch at Shades Mills

### Ministry of Natural Resources (MNR) Work-day Collaboration

The MNR Stewardship Rangers consisting of a crew leader and four summer students, shown in photo 36, helped the rangers perform restoration tasks at the Lake's Farm Property. The extra muscle helped to remove some very large logs from the creek shown in photo 37. The Mill Creek rangers did a fantastic job of teaching the MNR rangers the proper techniques used in stream restoration which they had become very familiar with over the summer. The MNR rangers got the opportunity to experience debris removal, structure building, along with the final anchoring component. Overall, it was a very successful day and hopefully the MNR crew gained some valuable experience in the stream restoration field.



Photo 36 Mill Creek and MNR Stewardship Rangers



Photo 37 rangers removing large logs

## Mill Creek Clean up

The ranger crew participated in the annual cleanup of Mill Creek. Starting behind Galt arena in Cambridge, shown in photo 38, the rangers worked their way upstream through Soper Park and collected twelve bags of waste. The local media attended the event and the short article can be seen in Appendix 2.

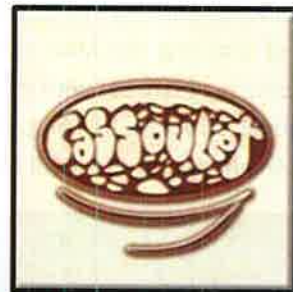


Photo 38 rangers cleaning up garbage from Mill Creek

## Additional Activities

### Donated Lunch

Special thanks go out to Greg, the very generous owner of Cassoulet catering. Greg's property is adjacent to Mill Creek and he has an ongoing interest in the work done by the rangers. Rangers were treated to a delicious lunch and discussed the work they completed this summer.



### Friends of Mill Creek BBQ

Reality set in as the rangers attended the annual year end BBQ held by the Friends of Mill Creek. The rangers were treated to a delicious dinner and helped themselves to seconds! A detailed slideshow and a presentation board of this year's work was presented to the *Friends of Mill Creek*, partners and other interest groups. The rangers are very appreciative of all the hard work done by the *Friends of Mill Creek* and would like to thank them for such an awesome summer.



## Rangers Comments

**"At the start of the summer I did not know what to expect as a ranger. Now looking back I realize I would not change anything about this job. A lot of the work was hard, and the days were long, but that is what we signed up for, and that is what I really enjoyed. Also, being with a group as awesome as our ranger crew was incredible. "**

Peter

**"The job was great. Everything exceeded my expectations. The highlights for me included the University of Guelph aqua lab and the electrofishing of Mill Creek. I was very impressed when we electro fished the structures we built at the Lakes Farm. It was awesome to catch fish that were already living in the structures we built."**

Sean

**"This job was awesome! I loved being outside all day and the variety of work that we did. I also, really enjoyed working with such interesting people- that was probably the best part for me. It's nice to leave knowing that I actually did something to help the environment. I actually can't think of anything I would change..."**

Ally

**"This job was an incredible experience. It was so cool to have a summer job that actually kept us learning new things almost every day. The enrichment days were great opportunities that allowed us to get insight into a variety of different fields related to environmental sciences. I loved being able to be outside all day and seeing the results of our work. This program is really unique and I definitely think it has helped shape my plans for the future."**

Aisha

**"I had a tremendous amount of fun this summer working with such a great crew. I would like to thank the rangers for bringing such a positive attitude to the workplace every day. It truly made the summer very enjoyable. I loved the fact that I was outside almost every day and was able to connect with nature. I received a great deal of satisfaction increasing the ecological health of the local area. Learning from professionals in the environmental sector this summer has aided me in making decisions about my future career path. I would like to thank the Friends of Mill Creek for pioneering this program and working so hard to keep it going. Your work not only benefits the environment but also provides young people with beneficial exposure to professionals working in fields they wish to pursue."**

Adam

## Recommendations

1. The electro-fishing demonstration, if possible, should be performed on structures that rangers complete during the summer. This summer, the rangers experienced a great deal of satisfaction seeing what species profited from their hard work.
2. **An alternative site access point into the Lake's Farm Property should be investigated.** The hike into the site was manageable; however, a significant amount of time is spent walking in waders and carrying tools which take a toll on the rangers.
3. **Further restoration work at Wozniak's Farm Property should proceed after a complete survey of the section treated by this year's crew is completed. The system should** experience sediment transport following the spring melt. Structures placed in-stream were not anchored and should be checked for movement. Also, depending on the amount of sediment that has moved, woody debris might need to be re-placed closer to the thalweg to provide habitat for the brook trout.
4. Contact **Nestlé's Natural Resource Manager** Andreanne Simard and see if organization would still be interested in joining a work day on the creek.  
*Andreanne.Simard@waters.nestle.com*
5. A full contact list of restaurants owners who have offer complementary lunches to the ranger crew should be provided to the crew leader during work schedule planning.

### ***Supplies needed for next year***

1 pair of polarized sun glasses, 3 cans of bug spray, new bug jacket as almost all have rips, 1 pair of fencing pliers, water cooler (the valve leaks), earth anchors (12 remaining) and 3 rolls of fencing wire (1 full roll remaining) .



## Appendix 1: 2014 Ranger Crew Calendar

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3 First day for crew, tour, H&S and carp capture	4 <b>Lake's</b> property debris removal all day	5
6	7 Capital Paving tree cutting and bundling all day	8 Jack Imhof lecture 930-1230, rest of day office orientation	9 <b>Lake's</b> property	10 Peter Pautler camp day orientation	11 <b>Lake's</b> property with Robert	12
13	14 Capital Paving tree cutting and bundling	15 First Aid and CPR course 830-1230. Capital Paving afternoon	16 <b>Lake's</b> Property wiring <b>structure's</b>	17 Camper Day @ Shades Mills	18 Capital Paving With Robert	19
20	21 <b>Lake's</b> Property with MNR crew	22 U of G Aqua Lab tour	23 YWCA fishing lessons 9-12 half day @ <b>Lake's</b>	24 Capital Paving anchoring	25 Anchoring @ <b>Lake's</b> property	26

27	28 Green Legacy	29 Wood chips @ shades	30 Wood chips @ shades	31 Wood chips @ shades	1 Capital Paving with Robert	2
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## August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5 Wozniak's property	6 Wozniak's property	7 Wozniak's in morning electrofishing afternoon	8 Trees for trout poster board	9
10	11 Nestle waters tour	12 Wozniak's morning poster board afternoon	13 Wozniak's property	14 Worked on final presentation	15 Wozniak's property	16
17	18 Worked on poster board and PowerPoint	19 Capital paving morning finished presentation	20 Mill Creek clean up	21 Wozniak's morning, rehearsal afternoon, FOMC BBQ	22 Cleaning/ fixing equipment	23
24	25 Inventory of tools	26 Wozniak's property	27 Last day for crew	28	29	30

## Appendix 2: Media Coverage

*Your Hometown Newspaper*  
**CAMBRIDGE TIMES**

THURSDAY, JULY 24, 2014 • CAMBRIDGE, ONTARIO • WEBSITE: WWW.CAMBRIDGETIMES.CA

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**ENVIRONMENT**

### Rangers to the rescue

Summer program rehabilitating Mill Creek

By Ray Martin  
Times Staff

A group of Cambridge students is getting a rare learning experience this summer as they work to improve Mill Creek.

Sean Wyse, Aisha Hufnagel, Peter Silk and Ally Penwarden are part of this year's Mill Creek Ranger program.

The rangers program recruits a team of high school students under the guidance of a university student to tackle stream rehabilitation projects and cleanups to improve the water quality and fish habitat of Mill Creek, which flows from Poslitch Township through Cambridge and into the Grand River in the Galt core.

"It's been good," said Wyse, who has just graduated high school and will start at Conestoga College this fall.

*Continued to page 3*



RAY MARTIN, TIMES STAFF

**CREEK CREATURES:** Summer camper Ethan Lane shows off one of the aquatic insects he found in Mill Creek this past Thursday (July 17) during his visit to the Shades Mills Conservation Area with the Alison Neighbourhood Association.

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# timesnews

## Rangers share their knowledge with youths

Continued from page 1

"I've always liked working outdoors and every day is different," Wyse said.

This summer the students are rolling up their sleeves to rehabilitate or restore sections of the creek in the continuing effort to improve the water quality and fish habitat. They will also be making repairs to the trails along the creek in Cambridge's Shade's Mills Conservation Area off Avenue Road.

Last Thursday (July 18), the students became the teachers, as they provided an environmental lesson to children attending day camp at the Alison and Fiddlesticks neighbourhood associations at Shade's Mills.

Working with program administrator and GRCA ecologist Robert Messier, and environmental educator Peter Pantler the students helped teach children from the neighbourhood summer camps about the importance of the creek in supporting life.

On Thursday morning 35 campers from the Alison Neighbourhood Association were split into two groups. While one group explored an open field and tried to catch a variety of flying insects, the other dipped their toes into the creek to discover where some of those insects come from. They also learned about how the presence or absence of certain species is used as an indicator of the creek's health.

"I love working outdoors and doing stuff like this," said ranger Adam Silk. "This is the work I want to be doing (after graduation). Someday, I'd like to have a job like Robert's."

Messier said many former rangers have gone on to careers working with the environment.

"We have had a number of students who have gone on to university to study environmental sciences," he said.

Aisha Hufnagel is a Grade 12 student at GCI and applied to the rangers after hearing about the program from a friend.

"This is a lot different than retail," she said. "I've always been interested in science and this is a really good introduction to a wide range of sciences. It's a really cool job."

Hufnagel's first day on the job involved rescuing three stranded carp from an isolated pond in Soper Park. She has also worked with the team to do some stream restoration work.

"We have been able to see the work that has been done in the past and now we can see the



RAY MARTIN/TIMES STAFF

**FIELDS OF WONDER:** Mill Creek Ranger Aist Hufnagel assists a young camper from the Alison Neighbourhood Association in examining one of the flying insects collected during his visit to the Shade's Mills Conservation Area.

finished product and the impact it has had. This is much better than reading about in a book."

Hufnagel said that while the fieldwork is fun, the program also has educational enrichment, which provides additional learning opportunities for the crew.

Among those experiences will be hearing from former rangers who have graduated from university or college and are now working for either government agencies or private sector environmental businesses.

Adam Riggi was part of the ranger crew in 2011 and came back to lead this year's crew. He is a geoscience student at the University of Guelph.

"It's been good," said Riggi. "We've got a good crew. We're doing a variety of things and I'm getting experience managing people."

Messier said Thursday's visit to the creek by the summer camps is important for the future of the waterway.

"By getting our community partners involved like this they will better understand the importance of the creek but it will also help them to take ownership of it in the years to come," he said.

The Mill Creek Rangers program has run for more than a decade from Canada Day to Labour Day. It evolved out of the Mill Creek subwatershed study that mapped out the challenges being placed on the creek by ongoing development, farming and industrial activity.

In the coming weeks the rangers will undertake what has become an annual tradition — spending a day cleaning up the creek and its banks through Soper Park.

"You would think that after the first few years you'd have it cleaned up, but every year we keep finding more trash in the creek," Messier said.

The program is administered by the Grand River Conservation Authority and run in partnership with the Friends of Mill Creek, a group made up of a number of government organizations, community groups and businesses.

[rmartin@cambridgetimes.ca](mailto:rmartin@cambridgetimes.ca)

**"This is a lot different than retail."**

Aisha Hufnagel  
Mill Creek Ranger

4 kids. 11 grandchildren. 9 cars. 2 dogs. 3 remodels. 66 vacations.  
**1 ROOF**

**BIGGEST ROOFING SALE EVER!!**

**FINANCING  
SPECIAL**

**0 Down**



## Live stream event



Rangers on duty

Lisa Rutledge, Times Staff

*The Mill Creek Stewardship Ranger Crew cleaned up Mill Creek in Soper Park.*

CAMBRIDGE – Members of the Mill Creek Stewardship Ranger Crew, part of the Friends of Mill Creek environmental partnership program, were out in force cleaning up Mill Creek in Soper Park Wednesday morning (Aug. 20).

## Appendix 3: Inventory

Work gloves- Leather

Small – 10 (3 new & 7 used)

Large – 6 (all used)

Work gloves – Water Grip

Medium – 10

Extra-large – 5)

Hard hats – 6

Safety glasses - 10

Safety vests – 7

Safety cones – 4

Muskol – 4

Sunscreen – 6

Hand Sanitizer – 4

Small Dry Bag – 2

First Aid Kit – 2

Bug jackets – 5

Polarized glasses – 4

Ear Plugs – lots

Red Insulated 7 L Water Cooler – 1

Green Water Cooler – 1 (missing lid)

PFD's – 6

Chest Waders

Wader patches – 6

Wader patch glue – 1 (flexible plastic, **don't use extreme repair glue, does not adhere to waders**)

Wader Belts - 7

Wader Size Quantity

5	1
6	1
7	1
8	6
9	2
10	2
11	3
12	2
13	2

\*Most chest waders are in very rough condition, however old ones were patched towards the end of season but not tested, size; 13(1), 10(2), 8(2) purchased new in 2014.

Tools and Equipment

Buckets - 11

Crow bar - 1

Wheel barrows – 2

Bolt cutters – 2 (one large and small)

Loppers – 4

Hammers – 3

Ball Peen Hammer – 2

File – 1

Hatchet – 3

Pick Axe – 2

Wader Goop— ½ tube

Multi-bit Screwdriver - 1

T-bar pounders – 4 (1 broken)

Pitch fork -2

Sledge hammers – 6

Rakes – 2

Shovels

Long – 7

Small – 3

Tiny – 2

Spades – 11

Hand Rake tool – 2

Come-along Winch - 1

Peavey Pole – 2

Hand saws

Pull saws – 9 (2 new & 7 used, one is missing screw in handle)

Long, Curved – 2 (one handle to be replaced)

Long, Straight – 3

Bow saws – 3 (one is small)

Spare saw blades

Black malleable wire – 1 roll + ~10 meters

Wire Cutter – 1

Pruners - 2

Fencing pliers – 4

Earth Anchor insertion tool – 4 (2 taller rods are new and should be used)

Earth Anchor driver – 1

Earth Anchor crimping tool - 1

Supplies

T-bars - lots

Earth Anchor 8' tethers – 12

Crimps for 1/8" cable – lots

Fencing staples – ¼ large bucket

Paper Towel – 2 rolls

Ziplock Bags – lots

WD-40 – full can

Fluorescent Orange Spray Paint – ½ can

Friends of Mill Creek magnetic truck sign - 1



## SCHEDULE "4" TO REPORT FIN-2015-036

**Township of Puslinch**  
 7404 Wellington Road #34  
 Guelph, ON, N1H 6H9  
 T: (519) 763 – 1226  
 F: (519) 763 – 5846  
[www.puslinch.ca](http://www.puslinch.ca)

### Schedule G - Grant Application Form

#### **Applicant Information:**

**Organization Name:** Kiwanis Music Festival of Guelph

**Contact Name and Position:** Heather Fleming, Festival Coordinator

**Current Mailing Address:** PO Box 1475

**Town/City/Province:** Guelph, ON

**Postal Code:** N1H 6N9

**Email Address:** heathercfleming@hotmail.com

**Website:** www.guelphkiwanismusicfestival.org

**Telephone Number:** 519-821-4365

**Fax Number:** N/A

#### **Questionnaire:**

**Grant amount applied for:** \$500

#### **Organization's Mandate:**

##### **a) Purpose/Mission:**

The Kiwanis Music Festival of Guelph is an annual music festival for students of all ages. Students from Guelph and the surrounding areas have the opportunity to perform in competitive and/or non-competitive classes in performance venues throughout the city, where they are adjudicated by professional musicians who provide encouraging critique. Deserving performers are eligible for scholarships and awards and can be selected to compete at the Ontario Music Festival after which senior students may proceed to the National Music Festival. The Kiwanis Music Festival of Guelph aims to encourage diversity by attracting as many participants as possible from all walks of life, and by making the Festival experience rewarding and inspiring for all.



**b) Goals and Objectives:**

Every year, the Kiwanis Music Festival of Guelph aims to increase the participation of local, aspiring musicians and to continually improve and expand on the quality of the experience for these performers. Updates and improvements are made annually as suggested by the more than 100 participating music teachers and some 3,500 participants. The Festival strives to improve its efficiency of operations, find new and innovative ways to fund-raise, and keep its environmental footprint and expenses to a minimum.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as Ineligible for Funding under Section 3.0 of the Grant Application Policy are not listed.**

If funds are donated to the Festival by the Township, they will be used specifically for scholarships to be awarded to deserving participants who reside in the Township and have been selected by the Adjudicators to receive an award based on their excellence and promise of future successes in their musical discipline.

**Have funds been requested from other levels of government or organizations? If yes, please indicate which organizations, or to which level of government, and the current status of the request.**

A grant request for \$3,000 will be submitted to the City of Guelph Wellbeing Grant next week. The Festival traditionally receives \$3,000 from the City annually.

\_\_\_\_\_

\_\_\_\_\_

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.**

Since the Township funding will be used for scholarships, the individuals receiving this funding will not only receive the recognition they deserve for their hard work and dedication to their craft, but also a boost of confidence to continue working toward their pursuit of excellence. Letters of thanks from recipients often indicate how much this recognition means to them and how encouraging it is to be acknowledged.

**Is there a local organization that provides similar services to those provided by your organization? If yes, how are your services different from this other organization?**

Several local music schools offer one-day Festivals to their own students, but no other organization offers anything compared to the Kiwanis Music Festival. Professional adjudicators come from far and wide to offer their helpful, constructive and insightful critique to musicians young and old in a wide variety of musical disciplines.

**Do volunteers participate in your organization? If yes, please indicate the number of volunteers and type of involvement.**

The Festival relies on several hundred volunteers every year. The 12 members of the Festival Committee (Board) meet monthly. During the Festival itself, volunteers help facilitate some 180 sessions as both Marshals and Secretarial Assistants to the adjudicators. The Festival could not run without the dedication of its many volunteers.

**The proposed event, project or service will involve the following demographics (check all that apply):**

- ☒ Children      ☒ Youth      ☒ Seniors      ☒ Volunteers  
☒ Persons with Disabilities      ☒ Low income individuals\*

Other (describe) \*Entry fees are waived or reduced for low income families

**Describe how the community has supported your organization in previous years (check all that apply):**

- ☒ Participation      ☒ Attendance      ☒ Sponsorship  
☒ Other (describe) Volunteer Support

**Please describe the nature of the support.**

Approximately 3,500 performers participate in the Festival annually.  
Audience attendance at various events and during the Festival numbers around 5,000.  
Community sponsorship (donations, fundraising & advertising) amounts to about \$33,000.

**What steps is your organization taking to reduce dependence on grants such as the Township Grant Application Program or the Fee Reduction/Waiver Program?**

The Festival relies on annual grants, but the majority of our funding comes from private and corporate donations, entry fees, ticket sales, advertising, and fundraising. We are constantly looking for new funding opportunities and work very hard every year to keep our expenses to an absolute minimum.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?**

In recent years, overall funding has been reduced for various reasons and the Festival has been forced to reduce the number and value of the scholarships awarded to deserving performers. The funds from the Township have traditionally gone toward scholarships for Township residents and it would be a shame to eliminate these awards.

**Please provide a list of board of directors and/or executive officers:**

<b>Name:</b> <u>Joe Scollard</u>	<b>Position:</b> <u>Chair</u>
<b>Name:</b> <u>Paul Di Renzo</u>	<b>Position:</b> <u>Treasurer</u>
<b>Name:</b> <u>Don Kidd</u>	<b>Position:</b> <u>Past Chair</u>
<b>Name:</b> <u>Peter Anderson</u>	<b>Position:</b> <u>Revenue Generation Chair</u>
<b>Name:</b> <u>Dan Waterston</u>	<b>Position:</b> <u>Locations &amp; Properties</u>
<b>Name:</b> <u>Rick Woolfrey</u>	<b>Position:</b> <u>Equipment Coordinator</u>
<b>Name:</b> <u>Patty Carkner</u>	<b>Position:</b> <u>Rules &amp; Regulations</u>
<b>Name:</b> <u>Tom Watson</u>	<b>Position:</b> <u>Computer Maintenance &amp; Emcee</u>
<b>Name:</b> <u>Larry Smith</u>	<b>Position:</b> <u>Publicity</u>
<b>Name:</b> <u>Brian Garner</u>	<b>Position:</b> <u>Events Fundraising</u>
<b>Name:</b> <u>Dave Davidson</u>	<b>Position:</b> <u>Music Advisory</u>
<b>Name:</b> <u>Mike Manera</u>	<b>Position:</b> <u>Fundraising Gala</u>

## **Description of Categories of Funding**

### **Category 1: Sustaining/Continuing Support**

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. There is no guarantee on future funding regardless of past funding received. Services, programs and activities must demonstrate a benefit to the majority of residents. The following costs are eligible for funding: marketing or advertising costs including fees associated with ball diamond, rink board and sign rental advertising; photocopy costs; and mailing costs including postage and envelopes.

### **Category 2: Project-Based/One Time/Start-Up Support**

Grants are to be given as "seed" money. Funds are allocated to provide start-up funding for a new not-for-profit organization, or a new program within an already existing not-for-profit organization, for an activity deemed to be of significant value to the community at large.

### **Category 3: Community Event Support**

Grants are to be given to organizations for the purpose of a community event that benefits the majority of residents. Examples include the Santa Claus Parade, Fall Fair, and the Canada Day Pancake Breakfast and Fireworks.

## **Please Check Appropriate Boxes:**

- ✓ Category 1: Sustaining/Continuing (**choose one category only**)

Category 2: Project-Based/One Time/Start-Up (**choose one category only**)

Category 3: Community Event (**choose one category only**)

- ✓ Most recent financial statements (**mandatory**) - 2014 Financial Statements Attached  
- 2015 Financial Statements will be e-mailed shortly
- ✓ Current year budget for the proposed event, service, or project (**mandatory**)
- ✓ Verification of non-profit/charitable status attached (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only (**mandatory**).

Time slot request for a short presentation to Council (**not mandatory**)

If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township of Puslinch Grant Application Policy. (**mandatory**)

- ✓ The applicant has reviewed the Grant Application Policy, the Terms and Conditions, and has signed the application. (**mandatory**)

**Terms and Conditions:**

- The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes.
- The applicant will inform Council if the project is delayed or changed substantially for any reason.
- Funds received are to be used as described in this application.
- All applicable municipal by-laws, policies and procedures will be adhered to.

I agree to the terms and conditions outlined above. The information given in support of this application is true, correct and complete in every respect. I acknowledge that the contents of this application will be discussed in an open Council forum.

  
\_\_\_\_\_  
Signature of Applicant

September 30, 2015  
\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Festival Coordinator  
Position on Executive

**The last day for filing an application is by 2:00 pm on the last business day of September.**

**For Office use only:**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Grant Status: \_\_\_\_\_

Amount \$: \_\_\_\_\_

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date of Approval

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing this application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

**KIWANIS MUSIC FESTIVAL OF GUELPH**  
**Financial Statements**  
**Year Ended May 31, 2014**

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**KIWANIS MUSIC FESTIVAL OF GUELPH**  
**Index to Financial Statements**  
**Year Ended May 31, 2014**

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Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Kiwanis Music Festival of Guelph

We have audited the accompanying financial statements of Kiwanis Music Festival of Guelph, which comprise the statement of financial position as at May 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, Kiwanis Music Festival of Guelph derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Kiwanis Music Festival of Guelph. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended May 31, 2014, current assets and net assets as at June 1, 2013 and May 31, 2014.

### Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Kiwanis Music Festival of Guelph as at May 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Guelph, Ontario  
September 17, 2014

*Curtis-Villar LLP*

**CURTIS-VILLAR LLP**  
Chartered Accountants  
Licensed Public Accountants

**KIWANIS MUSIC FESTIVAL OF GUELPH****Statement of Financial Position****May 31, 2014**

	2014	2013
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 1,305	\$ 3,453
Term deposits	14,279	26,103
Accounts receivable	7,909	6,068
	<u>\$ 23,493</u>	<u>\$ 35,624</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 2,638	\$ 4,495
Deferred income	-	680
	<u>2,638</u>	<u>5,175</u>
<b>NET ASSETS</b>		
General fund	(897)	4,113
Scholarship fund (Note 2)	16,752	21,336
Appropriated fund	5,000	5,000
	<u>20,855</u>	<u>30,449</u>
	<u>\$ 23,493</u>	<u>\$ 35,624</u>

**ON BEHALF OF THE BOARD**\_\_\_\_\_  
*Director*\_\_\_\_\_  
*Director*

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

**KIWANIS MUSIC FESTIVAL OF GUELPH**  
**Statement of Revenues and Expenditures**  
**Year Ended May 31, 2014**

	2014	2013
<b>REVENUES</b>		
Program	\$ 34,408	\$ 36,419
Fundraising	23,869	29,573
Grants	8,156	18,245
	<u>66,433</u>	<u>84,237</u>
<b>EXPENSES</b>		
Program	42,978	50,228
Salaries and wages	19,000	19,000
Staging	4,095	12,719
Administration	3,151	3,565
Fundraising and marketing	1,150	1,652
Interest and bank charges	583	604
Final concert	486	855
	<u>71,443</u>	<u>88,623</u>
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<u>\$ (5,010)</u>	<u>\$ (4,386)</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

**KIWANIS MUSIC FESTIVAL OF GUELPH**  
**Statement of Changes in Net Assets**  
**Year Ended May 31, 2014**

	General Fund	Scholarship Fund	Appropriated Fund	2014	2013
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 4,113	\$ 21,336	\$ 5,000	\$ 30,449	\$ 32,881
Deficiency of revenues over expenses	(5,010)	-	-	(5,010)	(4,386)
Prizes	-	(1,250)	-	(1,250)	-
Investment impairment	-	(4,063)	-	(4,063)	-
Interest	-	729	-	729	1,953
<b>NET ASSETS - END OF YEAR</b>	\$ (897)	\$ 16,752	\$ 5,000	\$ 20,855	\$ 30,448

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

# KIWANIS MUSIC FESTIVAL OF GUELPH

## Statement of Cash Flows

Year Ended May 31, 2014

	2014	2013
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenues over expenses	\$ (5,010)	\$ (4,386)
Changes in non-cash working capital:		
Accounts receivable	(1,841)	(1,403)
Accounts payable	(1,857)	1,147
Deferred income	(680)	680
Prepaid expenses	-	1,583
Scholarship fund	(1,250)	-
	(5,628)	2,007
Cash flow used by operating activities	(10,638)	(2,379)
<b>INVESTING ACTIVITIES</b>		
Investment impairment	(4,063)	-
Interest earned on scholarship funds	729	1,953
Cash flow from (used by) investing activities	(3,334)	1,953
<b>DECREASE IN CASH FLOW</b>	(13,972)	(426)
Cash - beginning of year	29,556	29,982
<b>CASH - END OF YEAR</b>	\$ 15,584	\$ 29,556
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 1,305	\$ 3,453
Term deposits	14,279	26,103
	\$ 15,584	\$ 29,556

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

# KIWANIS MUSIC FESTIVAL OF GUELPH

## Notes to Financial Statements

Year Ended May 31, 2014

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### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Description of Business

The Kiwanis Music Festival of Guelph is incorporated as a charitable organization for the purposes of encouraging participation in music, and as such, it is exempt from income tax under the Income Tax Act.

#### Basis of presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO). Canadian Accounting Standards for Not-for-Profit Organizations are part of Canadian GAAP.

#### Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

#### Revenue Recognition

The company follows the deferral method of accounting for contributions.

#### Fund accounting

Kiwanis Music Festival of Guelph follows the restricted fund method of accounting for contributions.

The General Fund accounts for the company's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Scholarship Fund provides funding to festival winners. Investment income earned on resources of the Scholarship Fund is reported in the Scholarship Fund.

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

#### Measurement Uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

(continues)



# KIWANIS MUSIC FESTIVAL OF GUELPH

## Notes to Financial Statements

Year Ended May 31, 2014

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Property, Plant and Equipment

Property, Plant and Equipment are expensed in the year of purchase.

#### Contributed Services

The value of services contributed by volunteers is not reflected in these financial statements as it is not clearly measureable.

### 2. SCHOLARSHIP FUNDS

	2014	2013
Don Shuh Memorial Fund	\$ 1,734	\$ 2,227
Alice Sloan Memorial Fund	1,519	2,307
Roberta Hoy Memorial Fund	-	56
CE (Ted) Scott Memorial Fund	104	271
June & Nick Kaethler Fund	5,163	6,348
William A. Frank Memorial Fund	5,305	6,515
Estate of Alfred Hales Fund	2,927	3,612
	<u>\$ 16,752</u>	<u>\$ 21,336</u>

### 3. FINANCIAL INSTRUMENTS

The company is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the company's risk exposure and concentration as of May 31, 2014.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The company is exposed to credit risk from customers. In order to reduce its credit risk, the company reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The company has a significant number of customers which minimizes concentration of credit risk.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The company is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

*(continues)*

# KIWANIS MUSIC FESTIVAL OF GUELPH

## Notes to Financial Statements

Year Ended May 31, 2014

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3. FINANCIAL INSTRUMENTS *(continued)*

Currency risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The company is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The company does not use derivative instruments to reduce its exposure to foreign currency risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the company manages exposure through its normal operating and financing activities. The company is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

4. PROPERTY, PLANT AND EQUIPMENT

The organization expensed \$4,095 of capital assets during the year.

5. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**KIWANIS MUSIC FESTIVAL OF GUELPH  
BUDGETED FINANCIAL STATEMENTS  
FOR THE TWELVE MONTHS ENDED MAY 31, 2016**

	Actual 14/15	Budget 14/15	Budget 15/16
<b>INCOME</b>			
<b>FUNDRAISING INCOME</b>			
Individual Donations	\$ 20,657.24	\$ 21,000.00	\$ 23,250.00
Highlights Concert	\$ 1,466.50	\$ 2,000.00	\$ 1,500.00
GALA	\$ 4,557.90	\$ 4,500.00	\$ 4,500.00
<b>Total FUNDRAISING INCOME</b>	<b>\$ 26,681.64</b>	<b>\$ 27,500.00</b>	<b>\$ 29,250.00</b>
<b>GRANTS INCOME</b>			
City of Guelph	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Kiwanis Club of Guelph	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00
Other funding	\$ -	\$ -	\$ -
<b>Total GRANTS INCOME</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 6,500.00</b>
<b>OTHER INCOME</b>			
Interest	\$ 1,237.79	\$ 500.00	\$ 1,000.00
Staging rental	\$ 750.00	\$ 1,000.00	\$ 900.00
<b>Total OTHER INCOME</b>	<b>\$ 1,987.79</b>	<b>\$ 1,500.00</b>	<b>\$ 1,900.00</b>
<b>PROGRAM INCOME</b>			
Entry Fees	\$ 26,264.63	\$ 26,000.00	\$ 26,000.00
Admission	\$ 4,368.12	\$ 4,300.00	\$ 4,300.00
Sponsorship/Advertising	\$ 3,555.00	\$ 4,700.00	\$ 3,800.00
<b>Total PROGRAM INCOME</b>	<b>\$ 34,187.75</b>	<b>\$ 35,000.00</b>	<b>\$ 34,100.00</b>
<b>TOTAL INCOME</b>	<b>\$ 68,857.18</b>	<b>\$ 70,000.00</b>	<b>\$ 71,750.00</b>
<b>EXPENSES</b>			
<b>ADMINISTRATION EXPENSES</b>			
Professional fees	\$ 2,546.53	\$ 2,500.00	\$ 2,550.00
Software development	\$ 2,000.00	\$ -	\$ 2,000.00
Office Supplies	\$ 443.95	\$ 700.00	\$ 600.00
Travel (Festival Car expenses)	\$ 71.77	\$ 100.00	\$ 100.00
<b>Total ADMINISTRATION EXPENSES</b>	<b>\$ 5,062.25</b>	<b>\$ 3,300.00</b>	<b>\$ 5,250.00</b>
<b>BANK EXPENSES</b>			
Bank Service Charges	\$ 649.74	\$ 600.00	\$ 650.00
<b>Total BANK EXPENSES</b>	<b>\$ 649.74</b>	<b>\$ 600.00</b>	<b>\$ 650.00</b>
<b>FUNDRAISING/MARKETING EXPENSES</b>			
Advertising & Promotion	\$ 151.48	\$ 100.00	\$ 150.00
Postage	\$ 438.97	\$ 400.00	\$ 400.00
Gala	\$ 663.72	\$ 625.00	\$ 675.00
<b>Total FUNDRAISING/MARKETING EXPENSES</b>	<b>\$ 1,254.17</b>	<b>\$ 1,125.00</b>	<b>\$ 1,225.00</b>
<b>PROGRAM EXPENSES</b>			
Adjudicator Honorariums	\$ 11,150.00	\$ 11,500.00	\$ 11,500.00
Adjudicator Per Diems	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00
Adjudicator Transportation	\$ 1,224.65	\$ 1,750.00	\$ 1,350.00
Adjudicator Accommodation	\$ 2,694.37	\$ 2,000.00	\$ 2,500.00
Awards - Prizes	\$ 12,788.34	\$ 13,500.00	\$ 13,000.00
Awards - Trophies, certificates & ribbons	\$ 1,531.56	\$ 1,400.00	\$ 1,400.00
Dues and Fees - Socan, Arts Council	\$ 182.76	\$ 350.00	\$ 250.00
OMFA	\$ 1,768.00	\$ 1,850.00	\$ 1,850.00
Facility rentals	\$ 9,961.87	\$ 9,750.00	\$ 10,000.00
Piano tuning	\$ -	\$ 125.00	\$ 125.00
Music	\$ 13.92	\$ -	\$ -
Printing	\$ 1,592.15	\$ 1,750.00	\$ 1,700.00
<b>Total PROGRAM EXPENSES</b>	<b>\$ 44,307.62</b>	<b>\$ 45,475.00</b>	<b>\$ 45,175.00</b>
<b>Final concert</b>			
Rental/Charges for final concert	\$ 414.88	\$ 500.00	\$ 450.00
<b>Total FINAL CONCERT</b>	<b>\$ 414.88</b>	<b>\$ 500.00</b>	<b>\$ 450.00</b>
<b>WAGES &amp; BENEFITS</b>			
Computer Operations Secretary	\$ 4,999.92	\$ 5,000.00	\$ 5,000.00
Festival Coordinator	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Fundraising Coordinator	\$ 5,000.04	\$ 5,000.00	\$ 5,000.00
<b>Total WAGES &amp; BENEFITS</b>	<b>\$ 18,999.96</b>	<b>\$ 19,000.00</b>	<b>\$ 19,000.00</b>
<b>TOTAL EXPENSE</b>	<b>70,688.62</b>	<b>70,000.00</b>	<b>71,750.00</b>
<b>TOTAL INCOME</b>	<b>\$ 68,857.18</b>	<b>\$ 70,000.00</b>	<b>\$ 71,750.00</b>
<b>TOTAL EXPENSE</b>	<b>\$ 70,688.62</b>	<b>\$ 70,000.00</b>	<b>\$ 71,750.00</b>
<b>EXCESS OF INCOME OVER EXPENDITURES</b>	<b>(1,831.44)</b>	<b>0.00</b>	<b>0.00</b>



November 4, 2015

**SCHEDULE "5" TO  
REPORT FIN-2015-036**

Township of Puslinch

7404 Wellington Road 34

Guelph, Ontario

N1H 5H9

Re: 2016 Community Grants Distribution

Your File No. F11GRA

---

Request for funding from Puslinch Lake Conservation Association

We respectfully put forward our request for a \$25,000.00 grant from the Township towards our ongoing efforts to restore Puslinch Lake. We thank you for your past support with our project and in 2015 we removed upwards of 35,000 tons of material from the lake.

Your contributions are vital to our success in these ongoing efforts.

We are enclosing a copy of our most recent financial statements as well as our projected budget for 2016 fiscal year.

We welcome an opportunity to discuss our plans with Council and thank you for your consideration.

Filed on behalf of the Puslinch Lake Conservation Association



Art Zymerman,

President, PLCA

## PLCA 2015 INCOME & EXPENSE REPORT

Bank Cash Position End of Month	Dec. 2014	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	Aug	Sept	OCT. 14th	NOV	DEC
	\$82,834	\$86,709	\$88,693	\$88,707	\$87,463	\$118,969	\$110,694	\$129,077	\$47,366	\$61,467	\$10,399		

INCOME		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG	Sept	OCT. 14th	NOV	DEC	YTD
HST Refund								\$20,169						\$20,169
Grants						\$25,000								\$25,000
Events Income						\$290	\$800	\$15,050		\$7,249				\$23,389
Donations		\$3,885	\$150	\$150	\$449	\$6,275	\$11,750	\$13,785	\$7,450	\$10,700	\$4,400			\$58,994
OMR Trains Advertising/OMR Box					\$500	\$500		\$550			\$550			\$2,100
Memberships			\$ 900				\$15		50	\$1,050				\$2,015
Newsletter Advertising			\$1,065	\$ 60		\$50								\$1,175
Equipment Leasing											\$28,250			\$28,250
<b>TOTAL FUNDRAISING</b>		\$3,885	\$2,115	\$210	\$949	\$32,115	\$12,565	\$49,544	\$7,500	\$18,999	\$33,200	\$0	\$0	\$161,082

EXPENSES		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG	Sept	OCT. 14th	NOV	DEC	YTD
Dredging							\$20,000	\$268	\$112,018		\$85,000			\$217,286
Trucking														
HST Payable									\$6,500					\$6,500
<b>TOTAL DREDGING EXPENSES</b>		\$0	\$0	\$0	\$0	\$0	\$20,000	\$268	\$118,518	\$0	\$85,000	\$0	\$0	\$223,786
Weed Control							\$14							
Newsletter Printing & Misc.					\$259	\$42	\$58	\$248			\$248			\$855
Insurance					\$1,803									\$1,803
Event Expenses Paid by PLCA Account						\$687	\$1,459	\$877		\$141				\$3,164
Bank Charges		\$10	\$131	\$196	\$131	\$102	\$186	\$149	\$115	\$106	\$6			\$1,133
<b>TOTAL OTHER EXPENSES</b>		\$10	\$131	\$196	\$2,193	\$831	\$1,717	\$1,275	\$115	\$247	\$254	\$0	\$0	\$6,969
<b>TOTAL EXPENSES</b>		\$10	\$131	\$196	\$2,193	\$831	\$21,717	\$1,543	\$118,633	\$247	\$85,254	\$0	\$0	\$230,755

**PUSLINCH LAKE CONSERVATION ASSOCIATION PRELIMINARY OPERATING BUDGET-2016**

**INCOME**

HST refund	20,000
Grants	25,000
Fundraising Events	20,000
Donations	90,000
Miscellaneous (trains, advertising)	3,000
Equipment Leasing	56,000
	<hr/>
TOTAL INCOME	\$ 214,000

**EXPENSES**

Dredging	180,000
HST	7,000
Miscellaneous (insurance, advertising)	5,300
Bank Charges	1,200
Event Expenses	3,200
	<hr/>
TOTAL EXPENSES	\$ 196,700

SURPLUS	17,300
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SCHEDULE " 6"  
TO REPORT  
FIN-2015-036

6920 Concession 1, Puslinch, Ontario N0B 2J0 • 519-837-0558 • Fax 519-837-1233  
www.sunrise-therapeutic.ca • info@sunrise-therapeutic.ca

November 9, 2015

His Worship Dennis Lever, Mayor of Puslinch  
c/o Mr. Paul Creamer, Director of Finance / Treasurer  
Corporation of the Township of Puslinch  
7404 Wellington Rd. 34  
Guelph, ON  
N1H 6H9

RECEIVED

NOV 09 2015

Township of Puslinch

Dear Mayor Lever,

On behalf of Sunrise Therapeutic Riding & Learning Centre, I would like to thank you most sincerely for your past support of our programs for children and adults with special needs.

Sunrise was founded in 1982, with a mission to "develop the full potential of children and adults with special needs and lead them closer to independence through a therapy, recreation, horse riding, life skills and farm related activity program." Over the years we have witnessed the amazing physical, cognitive and psychological benefits for participants in Sunrise programs.

With everything we do, we have three goals: to foster a **sense of community**, to challenge each participant to **new levels of personal achievement**, and to maintain the highest possible standards of service with respect to **safety and industry best practices**. Sunrise is a member of the Canadian Therapeutic Riding Association (CanTRA) and is an industry leader in Canada. As the only accredited Instructor Training Centre in Canada, our internship program attracts student instructors from across Canada and around the world.

We receive no ongoing government funding or United Way funding and work hard at our own fundraising events to ensure the children have access to much needed ongoing therapy and recreation program. Our programs are made possible through the support of local businesses, individuals, service clubs and foundations, as well as over 250 volunteers who help with lesson delivery, special events and property upkeep each year.

**We would respectfully request a grant of \$3600 for the coming year, to sponsor one of our incredible therapy horses.** Horse sponsorships help to cover the cost of each animal's care and training for an entire year. Each horse will assist up to 20 different individuals each year to reach their therapy goals.

The human-animal bond is a special connection, motivating participants to master new skills while providing a sense of acceptance and empowerment. For those who use wheelchairs and walkers, horseback riding provides freedom of movement quite unlike any other activity. Therapeutic riding

Charitable No. 11920 6027 RR0001

yields many other positive therapy outcomes, ranging from greater muscle tone, balance and coordination to improved communication skills (some riders have uttered their first words while on the back of 'their' horse). Our well-trained therapy horses make these achievements possible.

We trust that you will give favourable consideration to this request. If you have any further questions, please do not hesitate to contact me at 519-837-0558 x35 or [alissa@sunrise-therapeutic.ca](mailto:alissa@sunrise-therapeutic.ca)

Yours sincerely,



Alissa Gibson  
Development Manager

Encl:

- Most recent audited financial statements for the fiscal year Nov. 1, 2013 – Oct. 31, 2014. Please note that our audited financials for the year ending October 31, 2015 have not yet been prepared. We would be pleased to forward these after they have been approved at our AGM (in February 2016)
- Operating Budget for year ended Oct. 31, 2015
- Draft Operating Budget for the fiscal year Nov. 1, 2015 – Oct. 31, 2016. Budget to be finalized at November Board of Directors meeting. I would be pleased to forward the finalized Budget as soon as it becomes available.
- Sunrise brochure

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**

**Financial Statements**

**Year Ended October 31, 2014**

# **SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**

## **Index to Financial Statements**

**Year Ended October 31, 2014**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Sunrise Therapeutic Riding & Learning Centre

We have audited the accompanying financial statements of Sunrise Therapeutic Riding & Learning Centre, which comprise the statement of financial position as at October 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, Sunrise Therapeutic Riding & Learning Centre derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Sunrise Therapeutic Riding & Learning Centre. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended October 31, 2014, current assets and net assets as at October 31, 2014.

### Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Sunrise Therapeutic Riding & Learning Centre as at October 31, 2014 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Other Matter

Without modifying our opinion, we draw attention to Note 12 of the financial statements which describes an event that existed at year end but was received subsequent to the year end.

Guelph, Ontario  
February 4, 2015, except as to Note 12, which is as of  
March 16, 2015

*Curtis-Villar LLP*

CURTIS-VILLAR LLP  
Chartered Professional Accountants  
Licensed Public Accountants

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Statement of Financial Position

October 31, 2014

	2014	2013
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ -	\$ 6,722
Investments ( <i>Market value \$232,060</i> ) ( <i>Note 4</i> )	232,060	234,840
Accounts receivable ( <i>Note 12</i> )	5,000	-
Government remittances recoverable	12,718	12,515
Prepaid expenses	6,304	17,082
	<u>256,082</u>	<u>271,159</u>
PROPERTY, PLANT AND EQUIPMENT ( <i>Note 2</i> )	145,459	110,945
ASSETS HELD IN TRUST ( <i>Note 3</i> )	1,843	-
HORSE HERD	38,395	49,445
	<u>\$ 441,779</u>	<u>\$ 431,549</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Bank indebtedness	\$ 5,324	\$ -
Accounts payable	21,807	37,882
Deferred revenue ( <i>Note 5</i> )	18,000	14,800
Due to related parties ( <i>Note 6</i> )	40,000	47,000
Accrued liabilities	34,299	45,978
	<u>119,430</u>	<u>145,660</u>
DEFERRED GRANT REVENUE ( <i>Note 5</i> )	80,997	-
DUE TO RELATED PARTIES ( <i>Note 6</i> )	41,303	30,684
	<u>241,730</u>	<u>176,344</u>
NET ASSETS		
General fund	200,049	255,205
	<u>\$ 441,779</u>	<u>\$ 431,549</u>

### ON BEHALF OF THE BOARD

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements



# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Statement of Revenues and Expenditures

Year Ended October 31, 2014

	2014	%	2013	%
<b>REVENUE</b>				
Donations	\$ 283,884	50.30	\$ 231,422	40.51
Camp fees	93,311	16.53	79,173	13.86
Lessons, scholarships and memberships fees	86,045	15.25	103,494	18.12
Fundraising (Note 12)	85,905	15.22	142,841	25.00
Employment grants	8,061	1.43	7,967	1.39
Rental and other	7,174	1.27	6,403	1.12
	<u>564,380</u>	<u>100.00</u>	<u>571,300</u>	<u>100.00</u>
<b>EXPENSES</b>				
Wages and benefits	367,970	65.20	379,326	66.40
Farm	97,148	17.21	72,327	12.66
Utilities	41,912	7.43	24,571	4.30
Fundraising	21,829	3.87	56,895	9.96
Office	15,479	2.74	15,183	2.66
Advertising and public relations	11,160	1.98	7,427	1.30
Insurance	9,584	1.70	11,367	1.99
Telephone and communications	8,063	1.43	8,074	1.41
Equipment lease, repairs and maintenance	6,195	1.10	8,341	1.46
Professional fees	4,815	0.85	4,560	0.80
Rent	4,780	0.85	7,065	1.24
Interest and finance charges	3,989	0.71	9,256	1.62
Credit card merchant charges	3,746	0.66	3,098	0.54
Property taxes	3,660	0.65	3,690	0.65
Education	1,012	0.18	1,919	0.34
Vehicle and travel	900	0.16	795	0.14
Recognition	80	0.01	977	0.17
Interest on loans payable	-	-	23,471	4.11
Bookkeeping	-	-	1,119	0.20
Recovery of GST/HST	(9,170)	(1.62)	(4,407)	(0.77)
	<u>593,152</u>	<u>105.10</u>	<u>635,054</u>	<u>111.16</u>
<b>DEFICIENCY OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<u>(28,772)</u>	<u>(5.10)</u>	<u>(63,754)</u>	<u>(11.16)</u>
<b>OTHER INCOME (EXPENSES)</b>				
Gain on disposal of assets	-	-	424,539	74.31
Amortization	(23,384)	(4.14)	(26,991)	(4.72)
Changes in horse herd	(3,000)	(0.53)	(2,500)	(0.44)
	<u>(26,384)</u>	<u>(4.67)</u>	<u>395,048</u>	<u>69.15</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ (55,156)</u>	<u>(9.77)</u>	<u>\$ 331,294</u>	<u>(57.99)</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Statement of Changes in Net Assets****Year Ended October 31, 2014**

	2014	2013
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 255,205</b>	<b>\$ (76,089)</b>
Deficiency of revenue over expenses	<u>(55,156)</u>	<u>331,294</u>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 200,049</u></b>	<b><u>\$ 255,205</u></b>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Statement of Cash Flow

Year Ended October 31, 2014

	2014	2013
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenses	\$ (55,156)	\$ 331,294
Items not affecting cash:		
Amortization of property, plant and equipment	23,384	26,991
Changes in horse herd	11,050	(9,745)
Gain on disposal of assets	-	(424,539)
Assets held in trust	(1,843)	-
	<u>(22,565)</u>	<u>(75,999)</u>
Changes in non-cash working capital:		
Accounts receivable	(5,000)	-
Government remittances recoverable	(203)	(5,344)
Accounts payable	(16,075)	26,960
Deferred revenue	3,200	(16,767)
Prepaid expenses	10,778	(4,833)
Other loan payable	-	(50,000)
Accrued liabilities	(11,679)	1,814
Deferred grant revenue	80,997	-
	<u>62,018</u>	<u>(48,170)</u>
Cash flow from (used by) operating activities	<u>39,453</u>	<u>(124,169)</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	(57,898)	(23,950)
Proceeds on disposal of property, plant and equipment	-	1,403,948
Purchase of GIC	(20,220)	-
Proceeds from sale (purchase) of marketable securities	23,000	(234,840)
Cash flow from (used by) investing activities	<u>(55,118)</u>	<u>1,145,158</u>
<b>FINANCING ACTIVITIES</b>		
Advances from (to) related parties	3,619	(94,480)
Repayment of long term debt	-	(883,229)
Repayment of obligations under capital lease	-	(48,471)
Cash flow from (used by) financing activities	<u>3,619</u>	<u>(1,026,180)</u>
<b>DECREASE IN CASH FLOW</b>	<u>(12,046)</u>	<u>(5,191)</u>
Cash - beginning of year	6,722	11,913
<b>CASH (DEFICIENCY) - END OF YEAR</b>	<u>\$ (5,324)</u>	<u>\$ 6,722</u>
<b>CASH (DEFICIENCY) CONSISTS OF:</b>		
Cash	\$ -	\$ 6,722
Bank indebtedness	(5,324)	-
	<u>\$ (5,324)</u>	<u>\$ 6,722</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Notes to Financial Statements

Year Ended October 31, 2014

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Nature of organization

The organization is incorporated without share capital under the laws of the province of Ontario as a not for profit organization to operate a facility providing therapeutic riding and education programs for disabled individuals. The organization is a registered charity under the Income Tax Act and is exempt from income tax.

The organization's activities are supported through donations, grants and fundraising activities. The on-going operations of the organization could not continue without these sources of funding.

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFP). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

#### Cash and cash equivalents

Cash and cash equivalents consist of cash and bank indebtedness routinely drawn upon for financing operations.

#### Horse herd

The horse herd is valued at the lower of cost and market value with costs being determined on a specific item basis.

#### Revenue recognition

Sunrise Therapeutic Riding & Learning Centre follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Contributed services

The work of the organization is dependent on volunteer services of the Board of Directors, various committees and other volunteers, the nature of which is not verifiable and therefore is not recognized in these financial statements. Donations of goods and services are recognized at their fair market value when that value can be verified.

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

(continues)

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Notes to Financial Statements

Year Ended October 31, 2014

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Callable debt

The organization's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

#### Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives at the following rates and methods:

Leasehold improvements	10 years	straight-line method
Buildings	4%	declining balance method
Horse equipment	20%	declining balance method
Computer equipment	45%	declining balance method
Generator	3 years	straight-line method
Furniture and fixtures	20%	declining balance method
Equipment and tack	4%	declining balance method
Playground Equipment	10 years	declining balance method
Sound system	20%	straight-line method
Wagon	20%	declining balance method
Water system	4%	straight-line method

The organization regularly reviews its property, plant and equipment to eliminate obsolete items. Amortization is calculated at one-half of the normal rate in the year of acquisition.

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Notes to Financial Statements

Year Ended October 31, 2014

### 2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Buildings	\$ 73,187	\$ 39,128	\$ 34,059	\$ 35,478
Horse equipment	25,832	20,371	5,461	6,826
Equipment and tack	8,084	5,841	2,243	2,336
Computer equipment	16,705	15,997	708	1,287
Furniture and fixtures	61,868	49,798	12,070	15,088
Leasehold improvements	37,234	716	36,518	-
Water system	20,664	413	20,251	-
Playground Equipment	90,278	65,540	24,738	33,766
Generator	26,400	26,400	-	4,400
Sound system	23,175	14,632	8,543	10,679
Wagon	10,105	9,237	868	1,085
	<u>\$ 393,532</u>	<u>\$ 248,073</u>	<u>\$ 145,459</u>	<u>\$ 110,945</u>

### 3. ASSETS HELD IN TRUST

The trust account was set-up in 2014 under Sunrise's name to provide a way for funds to be quickly accessed for a rider who has Brittle Bone Syndrome.

### 4. SHORT TERM INVESTMENTS

	2014	2013
Friends of Sunrise Limited, Class A Special Shares	\$ 207,000	\$ 230,000
Friends of Sunrise Limited, Class A Common Shares	1,840	1,840
Friends of Sunrise Limited, Class B Common Shares	3,000	3,000
Guaranteed Investment Certificate	20,220	-
	<u>\$ 232,060</u>	<u>\$ 234,840</u>
Market value	<u>\$ 232,060</u>	<u>\$ 234,840</u>

Friends of Sunrise Limited is a related party. Friends of Sunrise Limited is an organization in which Sunrise Therapeutic Riding & Learning Centre has an economic interest through the ownership of shares.



# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Notes to Financial Statements

Year Ended October 31, 2014

### 5. DEFERRED REVENUE

The deferred operating grant represents restricted operating funding that is related to the subsequent year. The other deferred revenue relates to the revenue from riding lessons in the subsequent year.

	Deferred operating grants		Other deferred revenue	
	2014	2013	2014	2013
Balance, beginning of year	\$ -	\$ -	\$ 14,800	\$ 23,600
Less amount recognized as revenue in the year	-	-	(14,800)	(23,600)
Plus amount received for the subsequent year	80,997	-	18,000	14,800
Balance, end of year	\$ 80,997	\$ -	\$ 18,000	\$ 14,800

### 6. RELATED PARTY LOANS

An officer and a senior manager have advanced funds to the organization bearing interest at 6%. There are no fixed terms of repayment and the loans are unsecured. The organization also has a demand loan in the amount of \$40,000 with 932005 Ontario Inc. was to be repaid in full by December 31, 2013. The lender extended the loan, however the terms of the loan are still in negotiations.

These transactions between related parties are in the normal course of operations. These amounts are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Subsequent to year end additional funds of \$6,500 were borrowed from the officer and senior manager.

### 7. EMPLOYMENT GRANT

The following grants were received or receivable during the year to subsidize the wages of specific employees:

	2014	2013
Human Resource Development	\$ 8,061	\$ 7,967

The organization receives government grants throughout the year to support various programs. The organization regularly ensures that it has met the funding requirements. Many of these programs could not continue without these grants, therefore the government grants are recorded as part of the normal operations of the organization.

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Notes to Financial Statements

Year Ended October 31, 2014

### 8. LEASE COMMITMENTS

The organization has entered into a non-capital lease for rent of the Stone Cottage, indoor riding arena, the stables and the activity centre. The lease commenced April 1, 2013 and ends March 31, 2018. The lease commitment is as follows:

	<u>Commitments</u>
2015	\$ 24,000
2016	24,000
2017	24,000
2018	10,000
	<u>\$ 82,000</u>

The lease is with Friends of Sunrise Limited, a related party. The organization has the option to extend the lease another 5 years upon it's completion if Sunrise has not defaulted on the lease.

### 9. LOANED HORSE

The organization has a lease with respect to one of its horses. The horse has been loaned to Sunrise on the condition that Sunrise is responsible for all costs related to food, bedding and daily routine. This includes regular veterinary costs. There are no additional lease payments required for the horse. In the event that the horse becomes unsuitable for use in the Sunrise program, or the owner requests the horse be returned, one month's notice is required.

### 10. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of October 31, 2014.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from customers and investments in shares. The organization has a significant number of customers which minimizes concentration of credit risk.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, related party loans and accounts payable.

(continues)

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Notes to Financial Statements

Year Ended October 31, 2014

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### 10. FINANCIAL INSTRUMENTS *(continued)*

#### Market risk

Market Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its loans to related parties and investments.

### 11. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

### 12. SUBSEQUENT EVENTS

On February 9, 2015 a donation of \$5,000 was received by Sunrise Therapeutic Riding Centre from a sponsor of its 2014 Hoofbeat Challenge. This item was not known to the Board at the time the audit was completed and as a result was not recorded in the 2014 audited financial statements. Upon request from the Board the donation has been recorded in the re-issued audited financial statements.

# Sunrise Therapeutic Riding Learning Centre

Actual - 2014

Budget - 2015

## REVENUE

### General Donations

Operating	196,116	193,330
In Kind Donations	9,330	-
Service Donations	40,000	-
Foundations	87,800	-
Memorials	2,355	-
In Honour	1,750	-
<b>Total</b>	<b>337,351</b>	<b>193,330</b>

### Property Revenues

House Rent	2,740	3,000
Rental- Agricultural Land	2,200	1,200
Rental-Arena/Trailer	500	-
Sponsors-Arena/Paddocks	-	14,000
<b>Total</b>	<b>5,440</b>	<b>18,200</b>

### Fundraising Revenues

Third Party Fundraisers	8,881	5,400
Golf Tournament	-	30,000
Celebrate Sunrise!	33,255	60,000
Training Clinics	1,150	500
Metal Recycling	1,515	1,200
Horse Maintenance	1,770	-
Bracelet	141	-
Hoofbeat Challenge	23,974	30,000
Merchandise	1,004	1,200
Training Schools	100	1,500
Little Breeches Club	3,875	4,320
Abitibi	354	260
Raffle Tickets Revenue	1,749	1,800
<b>Total</b>	<b>77,768</b>	<b>136,180</b>

### Camp Revenues

Employment Grants	8,061	14,000
LIT	950	1,000
Summer Camp	90,986	77,300
Scholarships	5,770	5,000
Camp Refunds	-	-
<b>Total</b>	<b>101,372</b>	<b>97,300</b>

### Program Revenues

Lesson Fees	83,044	126,480
Scholarships	5,210	5,000
Horse Shows	2	-
Membership Fees	2,310	3,240
Christmas Party	383	-

## Sunrise Therapeutic Riding Learning Centre

	Actual - 2014	Budget - 2015
Horse Sponsorships	20,550	54,000
Horse & Program Equipment	244	150
Program Refunds	- 280	-
<b>Total</b>	<b>111,463</b>	<b>188,870</b>

### Administrative/Misc Revenues

Sales Tax / HST Recovery	9,170	18,000
<b>Total</b>	<b>9,170</b>	<b>18,000</b>

<b>TOTAL REVENUE</b>	<b>642,564</b>	<b>651,880</b>
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### EXPENSE

#### Property Expense

Property Rent	4,260	16,000
Property Tax	3,729	3,920
Utilities	19,627	16,076
Utilites - Propane / Fuel	21,629	24,000
Insurance( Prop, Horse Trailer)	6,564	6,300
Maintenance - Property	6,221	5,990
Maintenance - Barn/Arena	5,236	2,515
Maintenace - Pool/Pond	1,594	1,594
Equipment Maintenance	9,078	8,069
<b>Total</b>	<b>77,939</b>	<b>84,464</b>

#### Administrative Expenses

Office Supplies/AFT Costs	4,061	3,500
Office Equip&Water Lease/Maintenan	6,195	6,000
Postage	1,232	1,000
Computer Software/licences	630	750
Communications	8,063	7,501
General Supplies	3,476	3,000
Audit Fees	8,092	5,000
Advertising	5,374	5,501
Mileage Costs	900	1,500
VISA & MasterCard Costs	3,746	3,500
Credit Union Service Charges	1,149	1,000
Finance Charges	467	500
Meeting Expense	961	-
Computer Repairs & Maintenance	1,884	2,000
Interest - Demand Loan 2 MeridianCU	499	500
<b>Total</b>	<b>46,730</b>	<b>41,252</b>

#### Program Expenses

Wages	329,706	383,468
Ceridian Expense	1,963	2,406
Sub-contract wages	5,226	2,400
CPP	11,477	11,357

# Sunrise Therapeutic Riding Learning Centre

	Actual - 2014	Budget - 2015
E I	7,912	7,369
Group Benefits	12,390	14,000
WSIB	8,687	6,664
Christmas Party Expense	347	600
Education	1,012	2,400
Intern Program	516	516
Horse Shows Expense	703	703
Insurance(Cantra)	3,020	3,000
<b>Total</b>	<b>382,959</b>	<b>434,883</b>

*\$20 per rider*

## Horse Expenses

Horse Maintenance Expense	47,907	13,920
Horses Ret/Died/Sold/Deprec	20,310	-
Horse & Program Equipment Exp	11,335	3,600
Horse Rental	3,756	8,040
Horse vet care	-	12,000
Horse hay	-	18,500
<b>Total Horse Expense</b>	<b>83,308</b>	<b>56,060</b>

## Other Donation Expenses

Donor Recognition/Gifts	80	2,400
Volunteer Recognition	909	826
Membership Fees & Dues	2,117	2,117
Public Relations/Marketing	5,786	5,794
Merchandise-General	1,107	661
Gallopig Gourmets Event	3,224	-
Celebrate Sunrise! Expense	391	15,000
Third Party Events Expense	80	-
Little Breeches Club Expense	127	-
Training Clinics Expense	14	-
Training Schools Expense	1,488	1,488
Hoofbeat Challenge Expense	1,564	-
Service Charge - Meridian	491	-
<b>Other Donation Expense Total</b>	<b>17,377</b>	<b>28,286</b>

## Camp Expenses

Wages	84	-
LIT	-	1,000
Summer Camp Expense	5,617	4,617
<b>Total</b>	<b>5,701</b>	<b>5,617</b>

<b>TOTAL EXPENSE</b>	<b>614,014</b>	<b>650,562</b>
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<b>NET INCOME</b>	<b>28,550</b>	<b>1,318</b>
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# Sunrise Therapeutic Riding Learning Centre - BUDGET ANALYSIS

## Budget - 2016

**DRAFT**

### REVENUE

#### General Donations

Operating	120,580
Foundations	108,600
<b>Total</b>	<b>229,180</b>

#### Property Revenues

House Rent	3,000
Rental- Agricultural Land	1,200
<b>Total</b>	<b>4,200</b>

#### Fundraising Revenues

Third Party Fundraisers	38,900
Celebrate Sunrise!	87,500
Metal Recycling	1,000
Merchandise	1,000
<b>Total</b>	<b>128,400</b>

#### Camp Revenues

Employment Grants	10,000
Summer Camp	87,420
Camp Refunds	- 500
<b>Total</b>	<b>96,920</b>

#### Program Revenues

Lesson Fees	145,280
Day Program	24,206
Membership Fees	3,780
Program Refunds	- 1,000
Other program revenue	4,604
<b>Total</b>	<b>176,870</b>

#### Administrative/Misc Revenues

Sales Tax / HST Recovery	4,000
<b>Total</b>	<b>4,000</b>

#### Capital Income

Horse Donations	
Interest Earned	
<b>Total</b>	<b>-</b>

<b>TOTAL REVENUE</b>	<b>639,570</b>
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### EXPENSE

#### Property Expense

Property Tax	4,000
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09/11/2015

# Sunrise Therapeutic Riding Learning Centre - BUDGET ANALYSIS

## Budget - 2016

Utilities	14,000
Utilites - Propane / Fuel	19,000
Insurance( Prop, Horse Trailer)	7,000
Depreciation Expense	23,000
Maintenance - Property	15,000
<b>Total</b>	<b>82,000</b>

## Administrative Expenses

Office Supplies/AFT Costs	3,000
Office Equip&Water Lease/Maintenan	6,500
Postage	1,500
Computer Software/licences	2,500
Communications	5,148
General Supplies	4,000
Audit Fees	5,000
Advertising	5,500
Mileage Costs	800
VISA & MasterCard Costs	4,500
Credit Union Service Charges	1,200
Finance Charges	500
Computer Repairs & Maintenance	1,500
Interest - 932005 Ont Inc Loan	-
Interest - Demand Loan 2 MeridianCU	-
Interest on related party loans	3,000
<b>Total</b>	<b>41,648</b>

## Program Expenses

Wages	354,700
Ceridian Expense	2,128
Sub-contract wages	1,500
CPP	12,769
E I	8,726
Group Benefits	12,000
WSIB	9,164
Education	1,500
Insurance(Cantra)	3,200
Other program expenses	3,000
<b>Total</b>	<b>408,687</b>

## Horse Expenses

Horse Maintenance Expense	10,000
Horses Ret/Died/Sold/Deprec	12,000
Horse & Program Equipment Exp	2,500
Horse Herd Amortization	3,000
Horse Rental	600
Horse vet care	20,000
Horse hay	15,000
<b>Total Horse Expense</b>	<b>63,100</b>

## Sunrise Therapeutic Riding Learning Centre - BUDGET ANALYSIS

### Budget - 2016

#### Other Donation Expenses

Donor Recognition/Gifts	1,000
Volunteer Recognition	1,500
Membership Fees & Dues	3,600
Public Relations/Marketing	5,000
Merchandise-General	1,000
Celebrate Sunrise! Expense	10,000
Hoofbeat Challenge Expense	1,500
Service Charge - Meridian	500
<b>Other Donation Expense Total</b>	<b>24,100</b>

#### Camp Expenses

Wages	
LIT	
Summer Camp Expense	2,500
<b>Total</b>	<b>2,500</b>

<b>TOTAL EXPENSE</b>	<b>625,035</b>
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<b>NET INCOME</b>	<b>14,535</b>
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**SCHEDULE "7" TO REPORT  
FIN-2015-036**



**Wellington Farm and Home Safety Association**

C/O Walter Grose E-mail [walter@huskyfarm.ca](mailto:walter@huskyfarm.ca)

7440 Wellington Rd. 17, Alma, ON NOB 1A0

Phone 519-846-5329 Fax 519-846-9378

October 9, 2015

Township of Puslinch  
7404 Wellington Road #34  
R.R. #3  
Guelph, ON N1H 6H9

**RECEIVED**

OCT 13 2015

Township of Puslinch

Dear Mayor and Council Members,

Thank you for your support in the past to Wellington County Farm and Home Safety Association.

Wellington County Farm Safety was very active this year all over the County. We had volunteers that participated and put in a lot of hours. This Farm Safety Message was presented to 4,975 Children ( four times last year) and 1526 adults (three times last year) with less than 441 volunteer hours.

Our mission is to promote safety and educate the rural and urban members of our County. It takes a lot of volunteers to promote safety and there is always a financial cost to do this. I have enclosed an estimated financial statement with budget and Volunteer hour report for your interest.

Having a volunteer has been most helpful we thank you. Please continue with a representative.

Please consider our request for financial assistance of \$500.00 for 2016

Thank you in advance for your support in this matter.

Yours Truly,

Walter Grose  
Secretary

# Wellington County Farm and Home Safety Association

## 2015 Financial Statement

## 2016 Budget

<b>Opening Balance</b>	<b>\$ 5,556.69</b>	<b>\$ 4,897.00</b>
<b><u>Income</u></b>		
Donations		
Mapleton		
Grain Farmers		
Centre Wellington	\$ 500.00	
County Of Wellington	\$ 500.00	
Wellington North	\$ 250.00	
Erin	\$ 500.00	
Pushlinsh	\$ 125.00	
Guelph Eromosa	\$ 500.00	
Minto		
Drayton Kinsman	\$ 500.00	
Workplace Prevention Services	\$ 900.00	
	<b>\$ 2,875.00</b>	<b>\$ 3,000.00</b>
January Annual Meeting		
Christmas Meeting		\$ 280.00
Misc	\$ 63.00	
Bank	\$ 1.95	
<b>Total</b>	<b>\$ 2,939.95</b>	<b>\$ 3,280.00</b>
<b><u>Expenses</u></b>		
Bank	\$ 5.85	\$ 6.00
Advertising	\$ 416.39	\$ 800.00
January Annual Meeting		
Dinner	\$ 29.81	\$ 125.00
Speaker	\$ -	
Hall Rental	\$ -	
First Aid Kits to Hand out	\$ 1,130.00	\$ 560.00
Fair Posters		\$ 40.00
Farm Safety Day		\$ 600.00
Promotional Material	\$ 1,885.65	\$ 1,200.00
Pancake Breakfast	\$ 131.94	\$ 250.00
Christmas Meeting		\$ 350.00
Convention		
Per Diem		\$ 750.00
<b>Total</b>	<b>\$ 3,599.64</b>	<b>\$ 4,681.00</b>
<b>Net Income</b>	<b>-\$ 659.69</b>	<b>-\$ 1,401.00</b>
<b>Closing Balance</b>	<b>\$ 4,897.00</b>	<b>\$ 3,496.00</b>

**This is a partial Year and Approximate till Sept 30,2015**

<b>Wellington County Farm and Home Safety Association</b>					
<b>2015 Volunteer Activities Summary</b>					
<b>Date Name Location of Event</b>	<b>Audience # of Children</b>	<b>Audience # of Adults</b>	<b>Volunteers</b>	<b>Hrs</b>	<b>Total</b>
January Annual Meeting		1	16	3	48
February Meeting			5	2	10
Pancake Breakfast	200	100	18	4	72
March Meeting			15	2	30
April Drayton Farm Show	350	150	4	4	16
April Meeting			9	2	18
Palmerston Ag Awareness	300		2	6	12
Safe Kids Day Mapleton	400		1	6	6
Arthur Ag Awareness	300		1	6	6
Emergency Preparedness Rockwood	75	75	1	5	5
May 13 Safe Communities Drayton	125		2	8	16
May 13 Womens Institue		150	1	8	8
May 15 Arthur Ag Awareness	250	30	1	8	8
Touch A Truck in Fergus	250		2	8	16
Waterloo Rural Womens Safety Day	250	50	2	8	16
Grey County Farm Safety Meeting		20	2	5	10
May Meeting			11	2	22
Wellington County Library, Drayton	200	150	2	6	12
Poster Contests			1	5	5
August Meeting			12	2	24
Fergus Fair	750	750	2	3	6
Aberfoyle Fall Fair	175		1	3	3
Youth Outdoors Day	250	50	1	8	8
Arthur Fair	900		1	5	5
Safe Communities Day Guelph	200		1	5	5
September Meeting			9	2	18
October Meeting			9	2	18
November Supper Meeting			9	2	18
	4975	1526	Total		441
	<b>Total Audience</b>	<b>6501</b>	<b>Hours</b>		<b>441</b>



**Township of Puslinch**  
7404 Wellington Road #34  
Guelph, ON, N1H 6H9  
T: (519) 763 – 1226  
F: (519) 763 – 5846  
[www.puslinch.ca](http://www.puslinch.ca)

## Schedule D - Grant Application Form

### Applicant Information:

Organization Name:

Badenoch Community Centre

Contact Name and Position:

Victoria L. Bamforth

Current Mailing Address:

4217, Watson Rd South, Puslinch

Town/City/Province:

Guelph, Ontario

Postal Code:

N0B 2T0

Email Address:

badenochcc@gmail.com

Website:

Telephone Number:

519-822 5332 / 519 827 9487

Fax Number:

### Questionnaire:

Grant amount applied for:

\$ 2,000

Organization's Mandate:

a) Purpose/Mission: The Badenoch Community Centre strives to offer local residents a place where they can gather to share, fellowship, learning & community events in an effort to create a tangible community spirit.



b) Goals and Objectives:

1. To be accessible, & welcoming within a safe environment.
2. To provide program/activities & a place to hold events.
3. To connect with community individuals who may not meet each other, for support creating community engagement & connection.
4. Develop partnerships & build relationships within the community.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as Ineligible for Funding under Section 3.0 of the Grant Application Policy are not listed. Sustaining support \*

on a historic building.  
Maintenance costs for internal repair to dry wall. \$7,500.

New front doors & paintwork also to be considered moving into 2016.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.

Maintenance to the BCC interior is vital to the community centre for rental purposes & programs & activities to continue in this one of Puslinch's historic buildings. Safety is also important when maintaining this old building.

Do volunteers participate in your organization? If yes, please indicate the number of volunteers and type of involvement.

Volunteers assist in the programs running at the community centre.

6. Volunteers are involved with the BCC.

\* 5 Goals & Objectives.

Communicate to the local community sharing information through social media & events.

Is there a local organization that provides similar services to those provided by your organization? If yes, how are your services different from this other organization?

Aberfoyle / Puslinch Community Centre  
The BCC is in a rural, picturesque setting for local community members to hold events at lower costs than Puslinch Community Centre.

Do volunteers participate in your organization? If yes, please indicate the number of volunteers and type of involvement.

6+ Volunteers • Promote & Support the BCC.  
Help with Programs / activities at BCC.  
Engage with community for fundraising.  
They enhance relationships with local business  
offer hours for working bees

The proposed event, project or service will involve the following demographics (check all that apply):

Children ☒ Youth ☒ Seniors ☒ Volunteers ☒  
Persons with Disabilities ☒ Low income individuals ☒  
Other (describe) \_\_\_\_\_

Describe how the community has supported your organization in previous years (check all that apply):

Participation ☒ Attendance ☒ Sponsorship ☒  
Other (describe) \_\_\_\_\_

Please describe the nature of the support.

- ① Volunteering at events, Attendance at all events.
- ② Donations & Sponsorship by members of the community & local business
- ③ Assisting with programs at BCC & attendance.
- ④ Ensuring the Community Centre remains viable to it's requirements.

What steps is your organization taking to reduce dependence on grants such as the Township Grant Application Program or the Fee Reduction/Waiver Program?

- ① fund raising events
- ② Building relationships with local businesses for Donations & Sponsorship
- ③ consideration in 2016 to increase event rental rates

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

Internal maintenance of building, as agreed in the lease with the TWP.

Back Interior Wall & Dry wall required \$7,500. & New front doors required. ~ Unable to run programs, events & rentals.

Please provide a list of board of directors and/or executive officers:

Name: Jamie Bousfield

Position: Chair of board

Name: Kenneth Tosh

Position: Vice chair

Name: Victoria Bamforth

Position: Secretary/Treasurer

Name: Robert Elliott

Position: 4th Board director

Name: Jean Aubin

Position: 5th Board director

Name: Matthew Bulmer

Position: Councillor

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## **Description of Categories of Funding**

### **Category 1: Sustaining/Continuing Support**

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. There is no guarantee on future funding regardless of past funding received. Services, programs and activities must demonstrate a benefit to the majority of residents. The following costs are eligible for funding: marketing or advertising costs including fees associated with ball diamond, rink board and sign rental advertising; photocopy costs; and mailing costs including postage and envelopes.

### **Category 2: Project-Based/One Time/Start-Up Support**

Grants are to be given as "seed" money. Funds are allocated to provide start-up funding for a new not-for-profit organization, or a new program within an already existing not-for-profit organization, for an activity deemed to be of significant value to the community at large.

### **Category 3: Community Event Support**

Grants are to be given to organizations for the purpose of a community event that benefits the majority of residents. Examples include the Santa Claus Parade, Fall Fair, and the Canada Day Pancake Breakfast and Fireworks.

## **Please Check Appropriate Boxes:**

☒ **Category 1: Sustaining/Continuing (choose one category only)** ✓

☐ **Category 2: Project-Based/One Time/Start-Up (choose one category only)**

☐ **Category 3: Community Event (choose one category only)**

☐ **Most recent financial statements (mandatory)**

☐ **Current year budget for the proposed event, service, or project (mandatory)**

☐ **Verification of non-profit/charitable status attached (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only (mandatory).**

☐ **Time slot request for a short presentation to Council (not mandatory)**

☐ **If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township of Puslinch Grant Application Policy. (mandatory)**

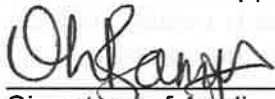
☐ **The applicant has reviewed the Grant Application Policy, the Terms and Conditions, and has signed the application. (mandatory)**



### **Terms and Conditions:**

- The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes.
- The applicant will inform Council if the project is delayed or changed substantially for any reason.
- Funds received are to be used as described in this application.
- All applicable municipal by-laws, policies and procedures will be adhered to.

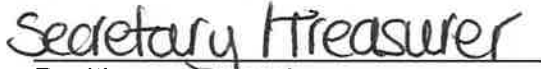
I agree to the terms and conditions outlined above. The information given in support of this application is true, correct and complete in every respect. I acknowledge that the contents of this application will be discussed in an open Council forum.



Signature of Applicant

30 Sept 2015

Date of Application



Position on Executive

**The last day for filing an application is by 2:00 pm on the last business day of September.**

### **For Office use only:**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Grant Status: \_\_\_\_\_

Amount \$: \_\_\_\_\_

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date of Approval

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing this application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

# **BADENOCH COMMUNITY CENTRE ACCOUNTS**

**SEPTEMBER 2015**

Date	Item	Cheque No	Debit	Credit	
	Opening balance				\$ 12,826.11
September-06-15	Joanne Townes	#434	\$ 285.00		\$ 12,541.11
September-06-15	Petty's Lawn Care	#435	\$ 242.95		\$ 12,298.16
September-06-15	Hydro One	#436	\$ 173.63		\$ 12,124.53
September-02-15	Stamps (cash)		\$ 9.61		\$ 12,114.92
September-14-15	Deposit Rentals			\$ 951.00	\$ 13,065.92
September-16-15	Petty's Lawn Care		\$ 169.50		\$ 12,896.42
September-20-15	Bell Canada		\$ 84.57		\$ 12,811.85
	Closing balance				\$ 12,811.85
	Totals		\$ 965.26	\$ 951.00	-\$ 14.26

To September 22, 2015

# **BADENOCH COMMUNITY CENTRE ACCOUNTS**

**AUGUST 2015**

Date	Item	Cheque No	Debit	Credit	
	Opening balance				\$ 11,118.74
August-01-15	Quilt & BBQ tickets			\$ 362.00	\$ 11,480.74
August-10-15	Hydro One	#431	\$ 144.47		\$ 11,336.27
August-13-15	Cash Minuman Press		\$ 73.85		\$ 11,262.42
August-14-15	Petty's Lawn care	#432	\$ 339.00		\$ 10,923.42
August-19-15	Cash Food Basics BBQ Food		\$ 77.74		\$ 10,845.68
August-23-15	Bell Canada	#433	\$ 84.57		\$ 10,761.11
August-31-15	Fund Raiser Deposit			\$ 2,065.00	\$ 12,826.11
	Closing balance				\$ 12,826.11
	Totals		\$ 719.63	\$ 2,427.00	\$ 1,707.37



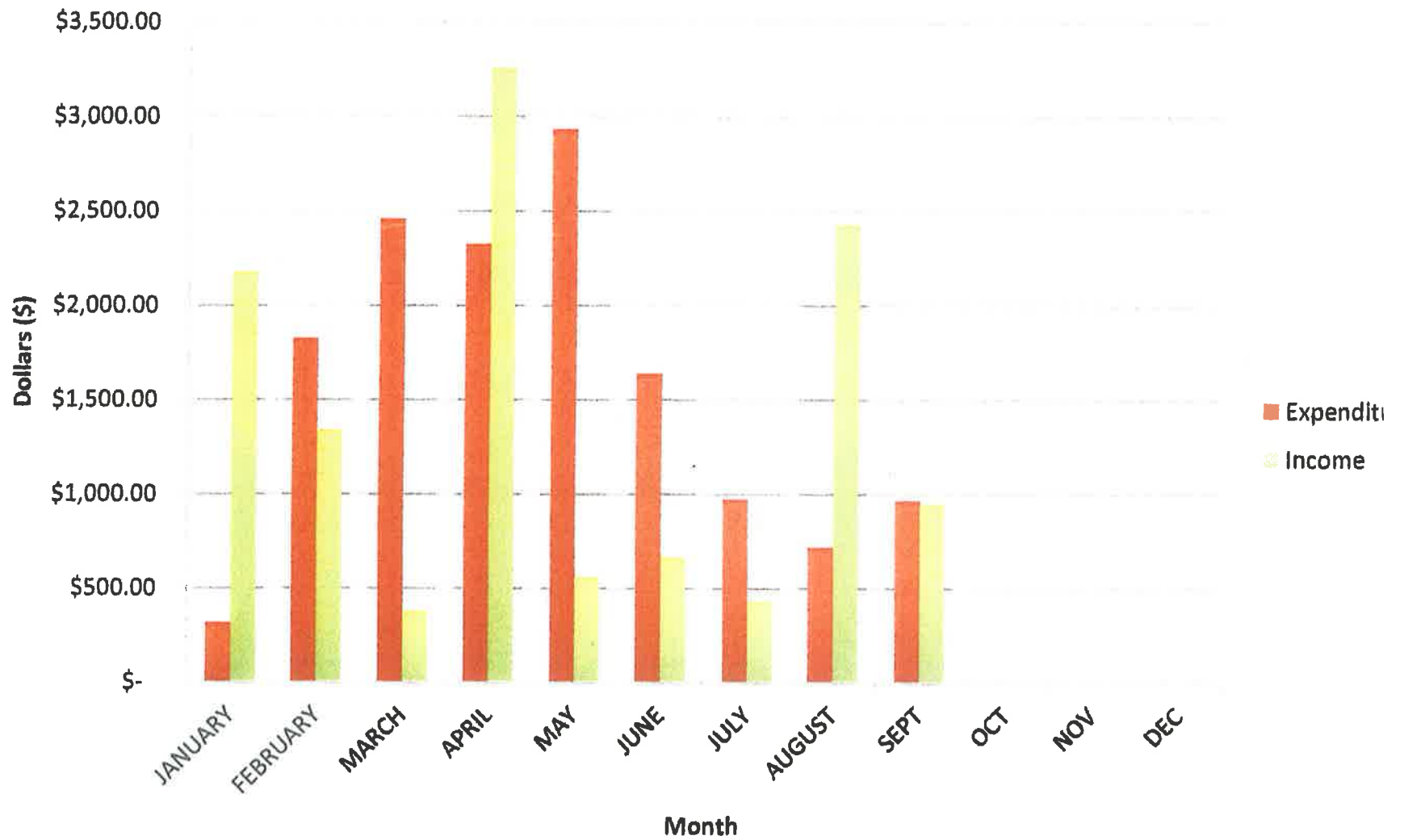
# **BADENOCH COMMUNITY CENTRE ACCOUNTS**

**JULY 2015**

Date	Item	Cheque No	Debit	Credit	
	<b>Opening balance</b>				\$ 11,658.74
July-02-15	Hydro One	#424	\$ 199.01		\$ 11,459.73
July-08-15	Minuteman Press	# 425	\$ 73.45		\$ 11,386.28
July-13-15	Guelph Paper	#426	\$ 175.41		\$ 11,210.87
July-13-15	Victoria	#427	\$ 108.06		\$ 11,102.81
July-15-15	Petty's Lawn Care	#428	\$ 169.50		\$ 10,933.31
July-22-15	Bell Canada	#429	\$ 84.57		\$ 10,848.74
July-28-15	Joanne townes	#430	\$ 165.00		\$ 10,683.74
July-28-15	Deposit Rentals			\$ 435.00	\$ 11,118.74
	<b>Closing balance</b>				\$ 11,118.74

	<b>Totals</b>		\$ 975.00	\$ 435.00	-\$ 540.00
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## Monthly Income and Expenditure 2015



2015 Badenoch Operating

**REVENUES**

Account	Description	2014 Budget	2014 Actual	2015 Budget	Comments
01-0015-3741	Badenoch Rental Revenue	-	-	10	allocated to 01-0015-3110 in 2014
	<b>Totals</b>	-	-	10	

**EXPENDITURES**

Account	Description	2014 Budget	2014 Actual	2015 Budget	Comments
01-0150-4180	Structural Audit	2,500	3,894	-	
01-0150-4200	Interior Maintenance Costs	5,200	3,736	5,250	BCA report (p. 2-9 of 2-16) - supply and install exhaust fan in men's washroom. BCA report (p. 2-13 of 2-16) - supply and install smoke alarms, exit and emergency lighting in basement level, fire extinguisher in basement level
01-0150-4201	Exterior Maintenance Costs	500	314	-	
01-0150-4204	Water Protection	120	61	65	
01-0150-4320	Contract Services	-	109	150	Wilson Fire Security - Annual Inspection of portable extinguishers, emergency light, exit light
01-0150-4325	Badenoch Comm Ctr Grant	1,000	1,000	-	
	<b>Totals</b>	<b>9,320</b>	<b>8,914</b>	<b>5,465</b>	

## Badenoch Community Centre 2015 Capital Budget and Forecast

### Badenoch Community Centre 2015 Capital Budget and Forecast

[illegible]

**Badenoch Community Centre  
2015 Capital Budget and Forecast**

[illegible]

# Additional Badenoch Community centre documentation.

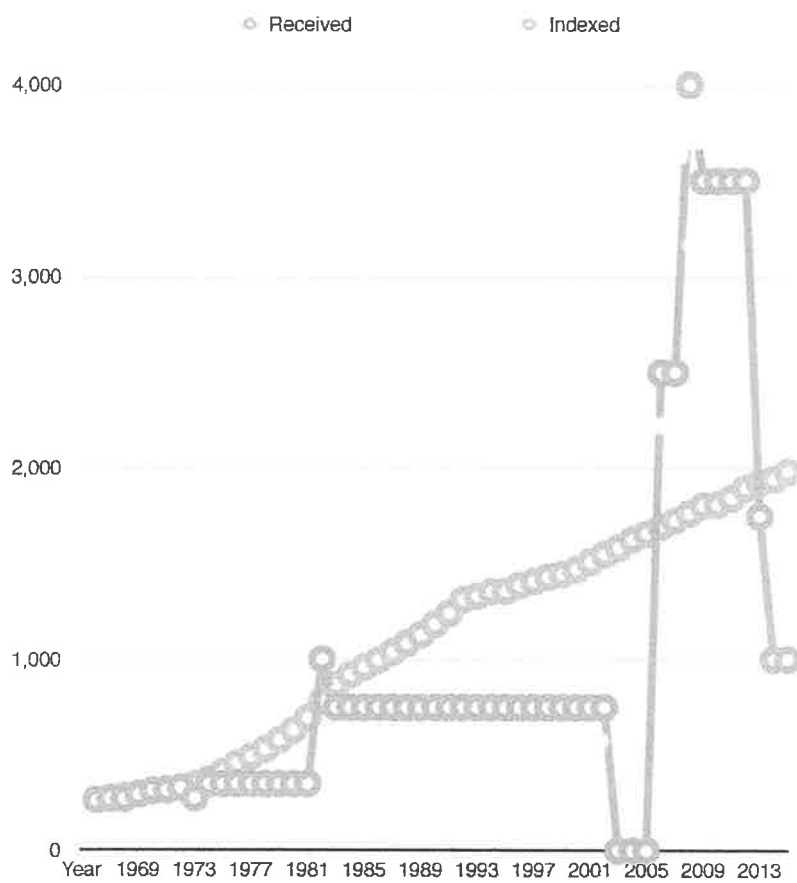
## Grant History

Table 1

Badenoch Grant History					
Year	Received	CPI	Indexed		
1966	266	3.82	266		
1967	273	3.58	276.16		
1968	272	4.06	286.05		
1969	295	4.56	297.66		
1970	315	3.36	311.23		
1971	316	2.70	321.69		
1972	330	4.99	330.38		
1973	276	7.47	346.86		
1974	350	10.97	372.77		
1975	350	10.69	413.67		
1976	350	7.59	457.89		
1977	350	7.96	492.64		
1978	350	8.97	531.86		
1979	350	9.14	579.56		
1980	350	10.11	632.54		
1981	350	12.47	696.49		
1982	1000	10.79	783.34		
1983	750	5.89	867.86		
1984	750	4.31	918.98		
1985	750	3.96	958.59		
1986	750	4.19	996.55		
1987	750	4.36	1038.30		
1988	750	4.03	1083.57		
1989	750	4.98	1127.24		

1990	750	4.78	1183.37		
1991	750	5.64	1239.94		
1992	750	1.49	1309.87		
1993	750	1.87	1329.39		
1994	750	0.17	1354.25		
1995	750	2.15	1356.55		
1996	750	1.57	1385.72		
1997	750	1.62	1407.47		
1998	750	1	1430.27		
1999	750	1.73	1444.58		
2000	750	2.72	1469.57		
2001	750	2.53	1509.54		
2002	750	2.26	1547.73		
2003	0	2.77	1582.71		
2004	0	1.86	1626.55		
2005	0	2.21	1656.81		
2006	2500	2.01	1693.42		
2007	2500	2.14	1727.46		
2008	4000	2.37	1764.43		
2009	3500	0.31	1806.24		
2010	3500	1.78	1811.84		
2011	3500	2.91	1844.09		
2012	3500	1.52	1897.76		
2013	1750	0.94	1926.60		
2014	1000	1.91	1944.71		
2015	1000	1.03	1981.86		
Total	47893		55620.60		
	Savings to Township		7727.60		
	Recommended Support for 2016		2002.27		







RESOLUTION  
MUNICIPAL COUNCIL  
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

2015- 461

Date: November 25, 2015

Moved by: *Susan Fielding*  
Fielding

Seconded by: *Stokley*  
Stokley

That the grant allocations be provided as follows with approval of the budget:

Aberfoyle Agricultural Society	3000
Community Oriented Policing	500
Friends of Mill Creek-Grand River	1250
Puslinch Lake Conservation Association	25,000
Sunrise Therapeutic Riding & Learning Centre	2500
Wellington County Farm and Home Safety Association	125
Badenoch Community Centre	2000
<b>Total:</b>	<b>\$34,375.00</b>

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer				
Councillor Roth				
Mayor Lever				
Councillor Stokley				
Councillor Fielding				
<b>TOTAL</b>				

MAYOR:

*[Signature]*

<input checked="" type="checkbox"/> CARRIED	<input type="checkbox"/> LOST
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Federal Economic Development  
Agency for Southern Ontario

Innovation, Science and  
Economic Development Canada

Agence fédérale de développement  
économique pour le Sud de l'Ontario

Innovation, Sciences et  
Développement économique Canada

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# Canada 150 Community Infrastructure Program

## Intake Two

### APPLICATION GUIDE

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The following instructions will assist you in completing your application for funding through the Canada 150 Community Infrastructure Program to the Federal Economic Development Agency for Southern Ontario (FedDev Ontario). Applications are being accepted until **5:00 p.m. EDT on June 24, 2016**.

## Application Process

**Step 1:** Refer to the eligibility criteria in the [Program Guidelines](#) to ensure your project meets program criteria.

**Step 2:** Open the Canada 150 Community Infrastructure Program [Application Form](#) and select the **Save as** button at the top. This will allow you to download the form to your local computer and to save information as you enter it.

- **Note:** The application is in Portable Document Format (PDF) format and will open automatically within Internet Explorer if you click on the link. However, if you are using another browser, right-click on the link and select 'save target as' or 'save link as' to download the file to your computer before opening with a PDF reader.
- To access the PDF Application Form, you must have a PDF reader installed. If you do not already have a reader, there are several [PDF readers](#) available on the Internet.
- Mac users, please refer to the [FAQs](#).

**Step 3:** Using the [Application Form Guidance](#) below, complete the form. The numbered sections below correspond with the numbering on the Application Form. Prepare all supporting documents (if applicable). Remember to save your work often.

**Step 4:** Attach all supporting documents to your Application Form by selecting the **Add Attachments** button at the top of the form.

**Step 5:** Once your application package is complete, ensure you are connected to the Internet and then select the **Submit** button on the last page to send your Application Form and supporting documents to FedDev Ontario.

**Step 6:** Once your application package is received, a confirmation message will be displayed on your screen: "Your application has been successfully submitted to the Canada 150 Community Infrastructure Program Intake Two." There is no need to resubmit your application once this confirmation is received.

**Step 7:** Please save and print a copy of the application package and the confirmation message for your records.

If you have any questions about the program or the application process, please [email](#) or call the toll free line at 1-866-593-5505.

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# Application Form Guidance

## Organization

### 4. Applicant Type

In order to be considered for Canada 150 Community Infrastructure Program funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution may be attached to your application, but must be received before a contribution agreement can be executed.

Not-for-profit applicants **must** attach the following documentation to their application:

- Complete certified copy of their articles of incorporation or letters patent. The legal name in this document must match the legal name on the application. If you are a Legion, provide a certified copy of your organization's charter and a certificate or letter of good standing from the Dominion or Provincial Command; and
- List of current Board of Directors and contact information.

## Project Information

### 7. Project Title

Provide a short, clear and concise title describing your project, beginning with the text provided in the drop-down menu and ending with the actual name of the facility or infrastructure asset. See the following sample project titles:

- Improvements to the municipality's recreational trail
- Renovation of the community centre's gymnasium
- Expansion of the community hall's auditorium
- Repair of the cultural centre's roof

### 8. Project Address

Provide the physical location of the project site. If the project site does not have an address, provide one of the following: the nearest intersection, legal land location, latitude and longitude or a point of interest. Projects taking place in multiple locations **will not** be considered. The project must be located in southern Ontario, which means it must fall within one of the following 37 Statistics Canada census divisions:

Stormont, Dundas and Glengarry; Prescott and Russell; Ottawa; Leeds and Grenville; Lanark; Frontenac; Lennox and Addington; Hastings; Prince Edward; Northumberland; Peterborough; Kawartha Lakes; Durham; York; Toronto; Peel; Dufferin; Wellington; Halton; Hamilton; Niagara;

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Haldimand-Norfolk; Brant; Waterloo; Perth; Oxford; Elgin; Chatham-Kent; Essex; Lambton; Middlesex; Huron; Bruce; Grey; Simcoe; Haliburton; and, Renfrew.

A list of the communities that form each census division is available [online](#).

#### 10. Do you own the asset in which the infrastructure investment is being made?

Applicants that do not own the infrastructure asset **must** attach an [Applicant Declaration and Landlord Authorization form](#) (PDF, 66 KB, 1 page) to their application.

#### 11. Does the project result in an increased footprint to an existing community infrastructure asset?

Specify if the project work will result in an increase to the footprint of the infrastructure asset. The increase must not exceed 50 percent of the existing asset's footprint (square metres or square feet).

#### 12. Project Description

Outline the major work components that will be completed for the project. See the following sample project descriptions:

Renovate community centre basketball courts and change rooms. The work will include:

- resurfacing the court floor;
- replacing shower and washroom facilities in change rooms;
- upgrading change rooms to meet Ontario Disability Act Standards; and
- replacing and improving lighting.

The municipality will improve its existing 25-kilometre trail and expand it by approximately 5 kilometres. The work will include:

- clearing and grubbing of the land along the corridor;
- constructing a local land drainage system;
- installing an approximately 4-metre wide granular trail;
- installing information signs;
- fencing and buffering from adjacent properties; and
- creating courtesy crossings (signage and pavement markings) where the trail intersects with the local roadway system.

#### 14. Briefly describe the economic benefits to the community that will result from the project.

Economic benefits that will result from the project may include, but are not limited to, the following:

- increased attendance at the project facility
  - improved access for persons with disabilities
-



- improved access/service to the whole or part of the community
- improved regional tourism draw
- decreased operational or maintenance costs
- increased safety of the facility
- improved energy efficiency
- extension of the facility's useful life

#### 15. Describe how the project is linked to Canada's 150<sup>th</sup> anniversary of Confederation?

For example, does the project contribute to modernizing Canada's infrastructure, do the upgrades provide long-term benefits to a community, does it have historical significance related to Confederation, or will its improvement contribute to celebrating Canada's 150<sup>th</sup> anniversary?

#### 17. Describe any project elements that advance a clean growth economy.

Does the project include any components related to energy-efficiency improvements or retrofits or incorporate the use of clean, green and/or sustainable materials or technologies? Some examples of this may include: installing a more efficient energy source, a green roof or a rainwater collection system or improving natural amenities such as parks, trails and other outdoor recreational assets.

#### 18. Please describe the extent to which the asset is open to the public and identify any restrictions, existing or planned, to its use.

The project asset and any components thereof, **must** be open for use by the public. Explain if the asset is open for use by all members of the public or if use is restricted in any way. For example, identify if access is:

- exclusive to persons with a membership;
- available to the general public either free of cost or for a fee; or
- operated both on the basis of membership and access to the general public, and to what extent.

#### 19. Describe the extent to which regional community-based partnerships will be formed as a result of this project.

Explain how regional community-based partnerships will be developed as a result of the project and provide a list of the partners involved in the project. Partnerships can be monetary and non-monetary in nature.

#### 20. Project Start / End Date

Provide the expected date for when the project will begin (or if the project has already begun, the date for when the project began), and the expected date the project will be completed. Costs

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incurred prior to April 1, 2016, will not be reimbursed and your project must be substantially completed by March 31, 2018.

## Environmental Considerations and Aboriginal Engagement

### 22 (a). Is the project located on federal lands?

Federal lands are defined in section 2(1) of the *Canadian Environmental Assessment Act, 2012* (CEAA 2012) as: lands that belong to Her Majesty in right of Canada, or that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut; the internal waters of Canada, in any area of the sea not within a province, the territorial sea of Canada in any area of the sea not within a province, the exclusive economic zone of Canada, and the continental shelf of Canada; and reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands.

### 22 (b). Is the project deemed to be a 'designated project' under the Canadian Environmental Assessment Act, 2012?

"Designated project" is defined in section 2(1) of CEAA 2012 as: one or more physical activities that are carried out in Canada or on federal lands; are designated by regulations made under paragraph 84(a) of CEAA 2012 or designated by an order made by the Minister of the Environment under subsection 14(2) of CEAA 2012; and are linked to the same federal authority as specified in those regulations or that order. It includes any physical activity that is incidental to those physical activities.

## Project Costs and Proposed Financing

### 24. Have you previously received funding for this asset from another federal government program(s)?

If you have previously received funding for the project asset from another federal government program(s), indicate from which program(s) and the amount of funding that was approved. Please specify if your project asset has already received government funding, but for work that is different than what is proposed in your application.

### 25. Does your organization owe money to the Government of Canada?

Indicate if your organization has any outstanding loans, contributions or tax arrears that are owed to the Government of Canada.

### 26. Project cost(s) to be incurred (HST rebate excluded) and Proposed Financing

Detail the eligible project costs, by type of activity.

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Identify all sources that will contribute financially to the project.

Contingency costs may be up to 10 percent of the total project cost (Planning/Design/Engineering, Repair/Construction, Project Management and Other).

Please ensure that total funding from all sources equals total eligible project costs.

## **FedDev Ontario funding requested**

Indicate how much federal funding you are seeking. While the program can provide up to 50 percent of the total eligible project costs, priority may be given to recipients seeking no more than 33.3 percent. The amount of federal funding cannot exceed \$1 million per eligible project.

## **Other government funding**

Indicate the specific program name and amount of any other federal, provincial or municipal funding being requested or already committed to the project.

If you are waiting to receive details on other funding, you must indicate in your application both the source and the amount of funding that is unconfirmed ("intended" or "neither" in the application form).

## **Other funding**

Indicate other non-government funding being requested or already committed to the project, including not-for-profit and private sector.

## **Eligible Project Costs**

Eligible costs are costs considered to be direct and necessary for the successful implementation of an eligible project and are paid by an eligible recipient under a contract for goods or services, excluding those explicitly identified in the [Program Guidelines](#). Eligible project costs can only be reimbursed to the recipient if a contribution agreement is signed by both parties. Costs must first be incurred and paid by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of federal contribution.

Eligible costs for support under the program are as follows:

- costs that are incurred between April 1, 2016, and March 31, 2018;
- costs to renovate, expand or improve fixed capital assets of community infrastructure;
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the , renovation, expansion or improvement work;

- costs of environmental assessments, monitoring and follow-up activities as required by the *Canadian Environmental Assessment Act (CEAA) 2012* or equivalent legislation;
- costs of a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage;
- other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance; and
- labour and other incremental costs (i.e., materials or equipment) of the recipient may be included in eligible costs under the following conditions:
  - the recipient is a local, regional or Aboriginal government;
  - the recipient confirms and substantiates that it is not economically feasible to tender a contract;
  - costs are employed directly in respect of the work that would have been the subject of the contract;
  - labour hired to work exclusively on the project (i.e., not existing employees of the recipient); and
  - all costs are approved in advance and are included in the contribution agreement.

FedDev Ontario reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the project.

**Ineligible project costs include:**

- project costs incurred before April 1, 2016, or after March 31, 2018;
- temporary installations and moveable equipment, including but not limited to: motorized vehicles, furniture, computers, artwork and sports equipment;
- services or work that is normally provided by the recipient or a related party;
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Costs;
- a recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the recipient's staff;
- in-kind contributions (goods or services);
- the cost of feasibility and planning studies;
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- the cost of land or any interest therein, and related costs;
- cost of leasing of equipment by the recipient except for as indicated in eligible costs, above;
- legal fees; and
- routine maintenance costs.

## 27. Projected cash flow of FedDev Ontario funding

Indicate the amount of FedDev Ontario funding broken down by fiscal year (year starting April 1 and ending March 31).

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## Certification

The application must be certified by the Applicant's Chief Administrative Officer, Band Council or Aboriginal Government Authority Chief, President or Officer with signing authority for the organization.

## Submission of application

Project applications and supporting documentation must be submitted no later than **5:00 p.m. EDT on June 24, 2016**. Once your application has been submitted the following confirmation page will appear on your screen. There is no need to resubmit your application once this confirmation is received. It is recommended that you print the confirmation for your records.



**Federal Economic Development  
Agency for Southern Ontario**

Innovation, Science and  
Economic Development Canada

**Agence fédérale de développement  
économique pour le Sud de l'Ontario**

Innovation, Sciences et  
Développement économique Canada

### **Federal Economic Development Agency for Southern Ontario (FedDev Ontario)**

Your application has been successfully submitted to the Canada 150 Community Infrastructure Program Intake Two.

Application Number: 4030620160520

Please save this confirmation for your reference and note the above application number in future correspondence.

Thank you for your interest in the program.